

WELCOME TO BOXGROVE PRIMARY SCHOOL



AT BOXGROVE, WE WANT EVERY CHILD TO:

- **LOVE LEARNING**
- **FIND THEIR STRENGTHS AND TALENTS**
- **ACHIEVE MORE THAN THEY THOUGHT POSSIBLE**



a member of

Learning Partners
academy trust

CO-HEADTEACHERS MRS ALISON FITCH, BA (HONS) & MRS REBECCA STACEY, BA (HONS)



WELCOME

On behalf of the whole school community, we would like to welcome you to our Boxgrove family. We hope that your time with us will leave you and your child with many happy memories of a stimulating and exciting primary education. This booklet will provide you with the answers to questions that we are often asked by new parents.

Should you require any further information, please contact us via the School Office. We look forward to meeting your children and working in partnership with you.

Alison Fitch & Rebecca Stacey
Co-Headteachers

FREQUENTLY ASKED QUESTIONS

WHAT SHOULD MY CHILD WEAR TO SCHOOL?

- Grey trousers/shorts/skirt/pinafore
- White Shirt (plain polo shirts recommended as they are easier to manage independently)
- Red Sweatshirt/cardigan (with school emblem)
- Red, white or grey socks/tights
- Black school shoes (Velcro fastenings are best) – no open-toed sandals, high heels or trainers, please.

Indoor PE: T-shirt (in house colour) and grey, black or navy shorts.

Outdoor PE: Hoody (in house colour), tracksuit bottoms (grey, black or navy) and plimsolls / trainers.

Swimming: Trunks or swimsuit, swimming hat (non material) and a towel.

Please do not allow your child to wear jewellery, with the exception of a small stud earring that they can remove and insert themselves to enable them to participate in PE and swimming.

Please ensure all clothing is named so that we can easily reunite your child with their belongings.

Pupils' behaviour is outstanding. From the time children enter the school, they learn to work together and play together harmoniously; they show excellent attitudes to learning

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WHERE CAN I BUY SCHOOL UNIFORM?

Items can be purchased from our BPTA School Uniform Shop, but plain white polo shirts, trousers, dresses and skirts readily available in many supermarkets, are perfectly acceptable too.

The Uniform Shop is open 8:45am - 9:00am on Wednesdays and Fridays.

WHAT TIME DOES SCHOOL START AND FINISH?

Reception and Key Stage One children are dropped off at and collected from their classroom doors; Key Stage Two children can either make their own way to their classrooms or be dropped and collected from their classroom door.

	Infants	Juniors
Doors open:	8:40am	8:35am
Registration	8:45am	8:45am
Morning Playtime:	15 minute break	15 minute break
Lunchtime:	Reception 11:45am - 12:45pm Y1/2 12:00pm - 1:00pm	Y3/4 12:10pm - 1:00pm Y5/6 12:20pm - 1:10pm
Afternoon Playtime:	15 minute break	
Hometime:	3:10pm - 3:20pm	3:10pm - 3:20pm

If children arrive after registration, we ask that you report to the School Office to register them there.

WHAT IF SOMEONE ELSE IS COLLECTING MY CHILD AFTER SCHOOL?

If someone else is collecting your child, please inform the classteacher at morning drop-off. Children will not be released to anyone else without permission from a parent/carer.

WHAT IF I AM PLANNING A HOLIDAY?

We have a duty to ensure that school attendance is good and we know that children with good attendance (95%+) make better progress. We expect families to take their holidays outside of term time and rarely authorise absences. Applications due to exceptional circumstances must be made in writing using the School Holiday Application Form at least two weeks prior to the commencement of such an absence.

The school has a strong ethos of respect and consideration for others that staff and pupils share.

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HOW ARE CHILDREN ORGANISED FOR LEARNING DURING THE SCHOOL DAY?

Children are organised into mixed classes of 30 in Key Stage 1. Sometimes, they will be grouped within their class or year group according to their learning needs and next steps; at other times they may be taught as a whole class. Teachers are flexible about the ways in which children are grouped in order to best meet the needs of every child.

For some activities, the children are grouped in their houses: Storey (yellow); Hamilton (red); Earps (green), and Murray (blue). We hold frequent competitions, both in sport and in other curriculum areas, such as art or poetry. Older children take part in inter-school competitions with local schools in a variety of sports: we are particularly successful in swimming.



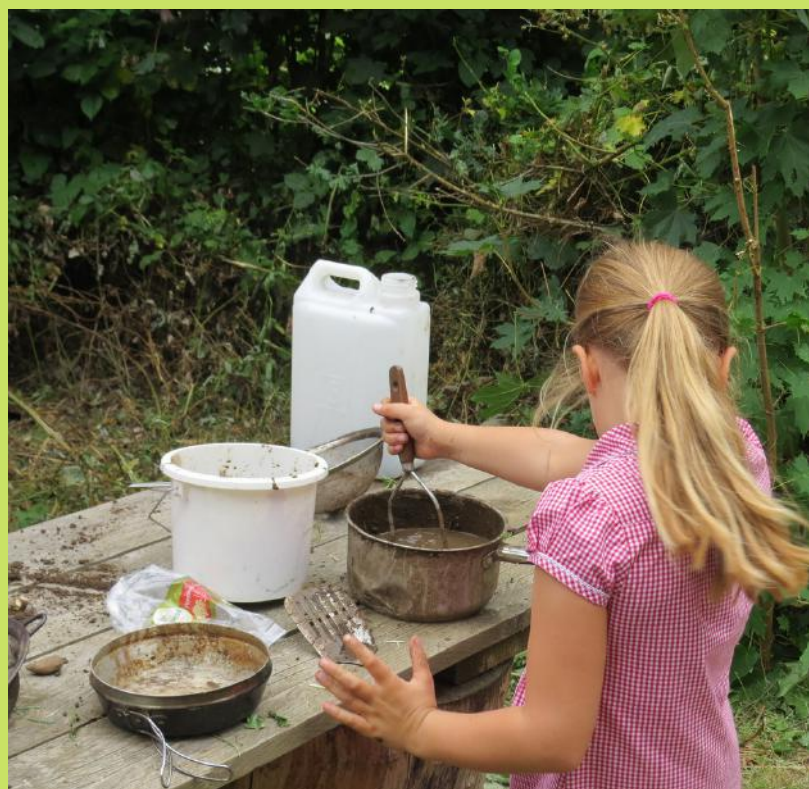
When pupils join Boxgrove, they are welcomed into a vibrant, inclusive and aspirational school community.

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In Reception, the Early Years Foundation Stage Curriculum forms the basis of learning. Teachers plan a wide range of linked activities, both child-led and adult-led to ensure that children develop in all the prime areas: personal, social and emotional development; communication and language development, and physical development. In addition, staff develop learning opportunities to help children develop skills in the specific areas of learning: literacy, mathematics, understanding of the world, and expressive arts and design.

WHAT ELSE SHOULD MY CHILD BRING TO SCHOOL?

Children are able to bring into school a fruit or vegetable snack (fruit bars are fine, too) to have during the afternoon. In the morning, children in Reception and Years 1 and 2 will be given a fruit or vegetable snack courtesy of the government. Please remember that we are a nut free school so cereal bars are not permitted.





DOES MY CHILD NEED A SCHOOL BAG?

Children need a book bag (available from the uniform shop) to enable them to bring home works of art or letters. Initially, children in Reception will not bring home a reading book, so please don't be surprised if it is empty for a while!

WHAT ARE THE ARRANGEMENTS FOR LUNCH

Children are strongly encouraged to opt for our wonderful school meals, provided by Cleverchefs. Each day there is a choice of two hot meals (one will always be a vegetarian option), a jacket potato with a variety of toppings, a baguette and pasta. Currently, all children in Reception and Years 1 and 2 are eligible for Universal Free School Meals (UFSM). School meals must be booked online in advance by parents and the menu rotates on a three week basis. You will be sent all the login information in September before your child starts school. If your child has any dietary requirements due to health or religious reasons, please fill in one of our Dietary Request forms, which you will also receive a copy of. For any further help on the menu, our friendly chef, Zoltan, can make himself available for a chat. If absolutely necessary, you may opt to send your child with a healthy packed lunch (sweets, chocolate and nuts must not be included). The children's lunch times are very social and there is always a lot of staff on hand to help and encourage your child to eat their lovely lunch!

WILL I HAVE TO PAY FOR ANY SCHOOL ACTIVITIES?

The governing body asks parents to cover the cost of:

- Board and lodging for residential trips (Years 4, 5, 6)
- Individual/small group music tuition
- Some before and after school club.

We ask for parental voluntary contributions towards:

- Coach travel on school visits
- Admission charges on school visits
- School property lost or deliberately damaged
- Weekly swimming lessons (charged termly)

Pupils work very well together, in pairs and groups. They listen well to staff and to each other. Pupils' speaking and listening skills develop well.

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HOW CAN I MAKE A PAYMENT TO SCHOOL?

Payments can be made using our online payment system (MCAS) (information will follow once your child has started school).

At their discretion, the school's Governing Body may remit charges in individual circumstances and will not ask families in receipt of Family Credit and/or Jobseekers' Allowance for contributions. If you wish to discuss this further, please make an appointment with one of the Co-Headteachers via the School Office.

CAN MY CHILD HAVE MILK AT SCHOOL?

Milk is available to all children aged 5 and over for a small charge via "Cool Milk" (free for under-fives). If you would like your child to have milk, please contact Cool Milk directly on www.coolmilk.co.uk.

WHAT IF MY CHILD NEEDS MEDICATION AT SCHOOL?

The School Office will administer prescribed medication only. Please complete a Medication Permission Form and deposit all medication with a member of our School Office team. Unfortunately, we cannot administer preparatory branded medicines such as Calpol or cough linctus. If your child suffers from Asthma, you are asked to complete our Asthma register. Please visit the School Office for more information.

WHAT IF MY CHILD IS ABSENT FROM SCHOOL?

If your child is unwell and unable to come to school, you must inform the School Office daily via our My Child at School (MCAS) app.

We request that appointments (medical, dental, music exams etc.) be made outside of school hours. If this is not possible and your child needs to leave school for any reason, please notify the School Office via MCAS.

*Behaviour is exemplary.
Pupils help maintain the
school's relaxed and
respectful culture.*

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WHAT SHOULD I DO IF I HAVE A CONCERN OR A COMPLAINT?

It is our aim to work positively and in genuine partnership with all parents for the good of every child. Whilst this is usually possible, from time to time, parents may have cause for concern or wish to make a complaint.

Initially, parents are encouraged to discuss any issues arising with their child's classteacher as soon as possible so that we can listen and respond to your concern quickly. Year Group Leaders and members of the Senior Leadership Team are available to meet with parents as appropriate. If you are unsure who to should speak to, please contact the School Office and they will advise you.

We would like to advise you that we expect all adults (staff, parents and visitors) to be role models for all children on our site. Consequently, we would request that all conversations, however challenging, are calm and mutually respectful. We will not tolerate any aggression, including swearing, directed towards any member of our community, whoever they may be. Please help us to ensure that every child feels safe and secure on our premises.

IS THERE ANY BEFORE / AFTER SCHOOL / HOLIDAY CARE?

We currently offer breakfast club (7:30am – 8:40am - (£9.00 from 7:30am and £5.70 from 8:00am per session) and after school club (3:15pm – 6:00pm - £14.75 per session).



Groventure Holiday Club - We also run holiday clubs during the School Holidays (8:00am - 6:00pm - £32 per child, per day.



If you would like information about Grovers, please contact Christina Mason or Mary Sweetland, Co-Managers, via the School Office or email grovers@boxgrove.surrey.sch.uk or visit our [school website](#).

*They thrive in an environment
where their voices are heard
and respected.*

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ARE THERE ANY EXTRA-CURRICULAR CLUBS?

We are proud of the comprehensive range of clubs offered before, during and after school, both by school staff and by external providers. The number of opportunities increases as the children move up the school.

CAN MY CHILD LEARN A MUSICAL INSTRUMENT AT SCHOOL?

Yes: we have a number of peripatetic teachers visiting school throughout the week. For further details, please contact the School Office.

BOXGROVE PARENT TEACHER ASSOCIATION (BPTA)

We are lucky to enjoy the support of a very enthusiastic PTA. The Boxgrove Parent Teachers Association raises an impressive amount of funding to enable us to continually improve facilities for the children across the school. They also organise social events for children, parents and families to enjoy on a regular basis. Class Representatives help to galvanise support for all their activities and also keep you up-to-date with events happening in your year group.

Boxgrove Primary School, Boxgrove Lane,
Guildford, Surrey GU1 2TD



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www.boxgrove.surrey.sch.uk



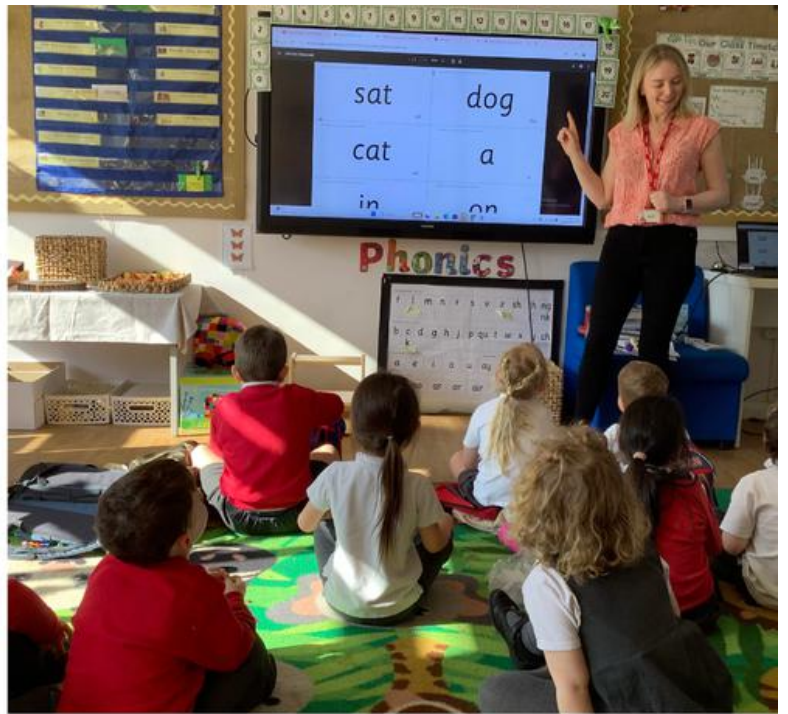
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*Pupils leave Boxgrove
confident, compassionate
and well prepared for their
next steps.*

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TIME AT BOXGROVE

