

Grafham Grange School



Information for Parents/Carers September 2017 – July 2018

Bramley
Guildford
Surrey
GU5 0LH

Tel: 01483 892214
Email: info@grafham-grange.co.uk
Website: www.grafham-grange.co.uk





Introduction

We realise that it is difficult for you to remember all the information you may need whilst your child is a student of Grafham Grange School. We hope that this booklet will be of help to you as it gives details of the main points. If you require any further information or have any concerns, worries or questions please phone us on 01483 892214 at any time.

The school's website also contains a lot of up to date information in case you ever need to refer to it (www.grafham-grange.co.uk).

Our Provision

Grafham Grange School is a non-maintained special school for boys. It is set in 42 acres of Surrey countryside in Grafham. We offer 44 residential (weekly) boarding and day provision for up to 52 students, referred from local authorities across the south of England from the age of 10 to 16 (Year 6 to Year 11). The school can also offer provision for a small number of Post 16 placements, bespoke programs supported by local colleges of further education

Your Child's Needs

All our students have statements of special educational needs with SEMH (social, emotional and mental health) as their primary identified need, though the majority of students have additional special educational needs such as autistic spectrum conditions, speech, language and communication difficulties, ADHD, opposition defiance, medical conditions and attachment disorders.

Contacting Staff at the School

To speak to a member of staff please call school reception on **01483 892214**.

The Headteacher is Mr Martin Sanders and the Assistant Headteacher & Designated Safeguarding Lead is Mr Kay Longbottom.

A full list of the names of the school staff is on the school website.

Safeguarding Team

Mr Kay Longbottom is the Designated Safeguarding Lead at Grafham Grange School and Mr. M. Sanders (Headteacher) is the Deputy DSL. Mr. S Mitchell (Head of Care) is also part of the Safeguarding Team.

For any safeguarding concerns the team can be contacted via school reception or by sending a confidential email to safeguarding@grafham-grange.co.uk.

The Designated Safeguarding Governor is John Wareman.

Family Liaison

Mr Kay Longbottom is also the Family Liaison and will arrange home visits when required. If you need any additional support please contact him through school reception.

School Term Dates and Holidays

Each September you will be sent a list of the holiday dates for the new school year these can also be found on the school's website and at the end of this booklet.



The Management of the School

The Department of Education approves the school as a non-maintained residential special school for boys with social, emotional and mental health needs.

If you have a problem about the school that you would normally have taken to the education department you can contact the Chair of Grafham Grange School Governing body via the School Office. A list of the School Governors is included for your information.

Absences

If at any time you need to keep your child at home as a result of illness, or for an appointment it is essential that the school be notified as soon as possible. Any requested for student leave should be completed in writing addressed to the Headteacher at the earliest possible opportunity. If your child is absent from school you must follow our absence reporting procedures which requires for parents/carers to contact the school by 8.45am to notify them of the absence and the reason why.

Medical absences of more than 5 days should be certified by a doctor.

Travel Arrangements

Travel to and from school will be arranged by agreement with your Local Authority. All students at Grafham Grange School are transported to and from school via Taxi. Please contact your local authority for further details.

Visiting the School

We have an open door policy at Grafham Grange and welcome visitors. Due to the complex nature of our students and the need to provide consistency in regards to routines we would request that if you would like to visit the school you make an appointment. This will ensure that your child or the member of staff you want to see will be available for you. You can make an appointment by contacting school reception.

Regular visitors to Grafham Grange School will be asked for evidence of a current DBS check. Visitors who do not have a current DBS will be required to provide ID evidence and will be accompanied by a member of staff whilst on site.

All visitors and contractors are required to sign in on arrival and indicate time of departure when leaving.

- All visitors will be identified through their visiting badge worn on a red lanyard. This indicates to pupils and staff that the visitor must be supported during their visit and not left unaccompanied as they do not hold a DBS certificate.
- All contractors will be identified through a visitors badge worn on a yellow lanyard. This evidences that their DBS certificates have been checked and validated.



Equality & Diversity

Grafham Grange School is committed to promoting both equality and diversity, whilst tackling any form of discrimination through an inclusive curriculum and schools ethos; which not only reflects our diverse environment but also seeks to remove any barriers to access, participation, progression, attainment and achievement.

If your child has any specific religious/cultural needs or practices, inform the Head of Care who will ensure the student's needs are met within their Personalised Learning Plans.

Food & Diet

If your child has any special dietary requirements please inform the Head of Care who will ensure they are catered for.

Clothing

Pupils are required to wear school uniform to class. This consists of:

- Polo shirt
- Sweatshirt
- Black trousers
- Black shoes

The school will supply your child with 2 school polo shirts and 2 sweatshirts. Black school trousers and black shoes must be provided from home. The school will also provide a full PE kit and towels as necessary for use within the educational and residential setting. It would be to your child's benefit if you could provide your son with additional items such as tracksuit, trainers, football boots and shin pads.

During residential hours, students are permitted to wear their own clothes. The school will not take responsibility for laundering these clothes and whilst we will make every effort to help your child look after his clothing but we cannot take responsibility for any clothes that are lost or damaged whilst at school. All personal clothing/footwear must be clearly marked with your child's name. He will need a large bag or holdall for carrying his clothes to and from school.

Personal Items

The school provides basic personal items; soap, toothpaste, and tooth brush. If your son likes to have, or needs any more specialised skin care, hair care or other toiletries these should be brought from home. We do not allow any aerosol canisters of toiletries due to the dangers that they can create in school.

Your child may bring any personal toys games etc. to school but these remain his responsibility and although we will attempt to help him look after them but we cannot accept responsibility for them.

Any mains electrical equipment brought into school must be handed to staff to be checked and tested by the electrician before use in the school.

If at any time your child brings anything to the school that is deemed inappropriate or illegal for him to have in his possession it will be confiscated and the police will be informed.



Medical Information

We have a school nurse and close connections with a local doctors surgery who are able to provide emergency medical appointments at short notice for students. Should your child be unable to stay in school as a consequence of a medical condition we will notify you and request that you collect him or arrange transport. We will ensure that you are kept informed of any medical concerns or conditions.

Medication

If your son is prescribed any medication you must ensure that you provide this and any supporting documentation or information to the school. All medication must be in the original container and or box with the student's details printed on them on a pharmacy label. We are unable to accept or dispense any medication that does not arrive in school as detailed above. All medication must be brought into school by a responsible adult, parent / carer or given to the taxi driver to hand over to a member of school staff. Medication must not be sent through the post. Any changes to prescribed medication must be supported by a consultant / GP letter.

If your son requires a repeat prescription for school please send this into school via post addressed to the Head of Care. It is not acceptable to send medication to school with your child due to the potential risks and safeguarding concerns involved in young people being responsible for prescribed medication. Please seek advice from the Head of Care if you have any questions or require support.

We have a written policy and procedures that clearly states our responsibilities for dispensing and storing medication. We encourage that, wherever possible, a young person takes as much responsibility as possible to manage their medication and general health needs, supported by the School Nurse.

Residential Students Health

When young people come to live at GGS, we request that they have a medical check-up. Young people are encouraged to attend and are registered with a local GP and dentist who will deal with both routine and emergency treatments.

Each young person will receive a:

- 6-monthly dental check.
- Annual eye test.
- Annual statutory medical assessment.

Consultation with a doctor remains confidential. When appropriate, young people will be accompanied when paying a visit to the doctor, dentist or other healthcare appointment. We will actively promote good healthcare. We will support young people to remain healthy through the provision of information and guidance on health issues, including diet and sexual health. Smoking is not permitted within GGS. We will monitor and record details related to the overall health and wellbeing of each young person.

- Health history (past illnesses, operations, vaccinations, immunisations, allergies, developmental milestones, prescribed medication, current treatments, side effects of any medication).
- Diet including cooking and menu planning.
- Exercise and keeping fit.



- Dental and optical care.
- Sexual health.

Boarding Principles & Practice

The pastoral care of all our students at Grafham Grange School is a priority. Boarders receive a high level of care from a committed team of staff in both boarding time and during the school day. We recognise that a residential setting cannot fully replace a child's home but we try to make the groups as homely and relaxed as possible.

It is important that the young people feel cared for and valued and not dictated to but that there are clear rules and expectations of behaviour so to maintain a safe and consistent environment. To this end our rules are kept to a minimum, but living in such close proximity to others means that certain guidelines need to be followed. We take advice from a variety of agencies and parents which forms the basis of our risk assessments, prior to any admission taking place. Risk assessments and Personalised Learning Plans are scrutinised formally once a week by our 'Multi Disciplinary Intervention Team'.

The Main Building provides for students from year groups 6 through to 11 and creates an environment of nurture so to recognise developmental need, establish positive routines and build upon successes.

We believe that the 24-hour curriculum at Grafham Grange provides the opportunities for the full development of all individuals in our care.

Across our Residential provision there are continuous learning opportunities; this may be through an extensive activities programme run throughout the year, social interactions, communal living, life and independent living skills, homework and curriculum based clubs. We encourage participation with the aim that all our pupils will gain from positive learning experiences and can build better futures for themselves and their families.

The over-riding principle on which we operate is that everyone has the right to live a peaceful and happy life, without fear and anxiety. It is expected that everyone will be treated with respect and common courtesy and that boarders and staff alike will develop an increasing awareness of and tolerance for, people of different views, beliefs or cultures.

Progress Reports and Communication

We value working in partnership with parents / carers and welcome your involvement in the education of your child. We use the Parentmail system to email/text parents/carers, for more information on Parentmail contact school reception.

Parents receive regular informal contact through emails or phone calls home from tutors and the residential team on at least a weekly basis or when required. More formally, information is shared via termly reports and reports for annual reviews, PLP targets and reviews. A representative of your Local Authority will also be invited to the annual review. We encourage all parents/carers to attend all Parent Evenings and Annual reviews.

We welcome the opportunity to share our work and parents are invited to open afternoons where they can meet staff and discuss their child/young person. Parents are actively involved in Options choices for Key Stage 4.



The school tracks and monitors student progress 3 times during the academic year, which informs the group and individual provision for each student to secure or accelerate student progress. Parents are informed of expected progress through reporting.

At other times during the year we will want to see you either at school or at your home to discuss your child's progress.

Parent Forums are held once every half term to give you an opportunity to meet with each other and staff, to offer opinions and support, ask questions, and discuss selected topics.

There is a parent facebook page run by key parents for parents / carers to share advice and support. Please contact the school reception for more information.

Extreme Weather

Our aim is to remain open at all times unless conditions are unsafe for students or staff. It may be necessary to close the school for a variety of extreme reasons including:

- Exceptional severe weather including snow, flooding or storms
- Accommodation problems, for example loss of power or water supply, heating failures or fire damage.

The decision to close a school is made by the Headteacher (or Assistant Headteacher in their absence) and confirmed with the Chair of Governors.

Once a decision has been taken a statement will be issued that can be used to inform all parents/carers and staff. This statement will be:

- emailed to all staff.
- sent via the parentmail email & text facility to parents/carers.
- parents/carers with no mobile or email access will be called.
- placed on the front page of the website.

Worries, Concerns and Complaints

If at any time you have any worries or concerns about your child please contact us immediately by telephone, as this is the best way to sort out problems. We do understand that when you are a long way from your child it is quite normal to be worried about him.

There is always a senior member of the school staff available to answer your questions and sort out your problems. If we are unable to do so immediately we will phone you back with the answer as soon as possible.

If you are unhappy with the answer or information you get then please contact the Headteacher who will investigate your complaint and provide you with a written answer within 10 school days.

If you are unhappy with this you may make a formal complaint to School Governing Body, through the School Business Manager, who will form a panel to investigate your complaint and provide you with a written answer within 15 school days. You will be kept informed of the progress of your complaint and will be provided with information regarding dates of meetings to consider it.

If you have a complaint that you do not want to be dealt with by the school you can directly contact the Chair of Governors through the Business Manager, or the Independent Visitor by emailing independentvisitor@grafham-grange.co.uk



You may also wish to seek the support of your own Local Authority Special Educational Needs Department, who are responsible for your child's placement.

School Governors for the Academic Year 2017 - 2018

Name	Area of responsibility
Simon Gimson	Chair of Grafham Grange School Governing Body
David Hope	Governor
Ken Cowdery	Governor
John Wareman	Governor
Clive Faircloth	Governor
Fred Fuller	Governor
Derek Hume	Staff Governor - Associate
Sarah Chubb	Staff Governor - Associate



Home School Agreement

Below is a copy of the Home School Agreement that you, your child and the school signed prior to admittance to Grafham Grange School.

We know that for students to succeed within school and meet their full potential, we all need to work together. This includes students, families and the school.

This document outlines the responsibilities that each party (students, families and the school) agrees to do.

The school will:

- Care for each child's safety, welfare and happiness.
- Provide each child with a stimulating environment and high quality teaching and care.
- Encourage children to do their best and celebrate achievement.
- Encourage children to respect each other and their environment.
- Welcome children, parents and professionals into the school.
- Be considerate in our planning towards the additional demands upon working parents/carers.
- To provide clear lines of communication with the parents/carers and all key professional involved with the child.
- Keep parents and professionals informed of the children's progress through verbal feedback, written reports and statutory meetings.
- Inform parents of any concerns which might affect their child's work and behaviour, this includes any serious incidents and any requirements for physical intervention from staff.

Headteacher Signature

The family will:

- Make sure that my child arrives at school on time
- Ensure that my child is well enough to attend school
- Attend parent's evenings to discuss my child's progress
- Maintain communication with the school and inform them of any circumstances that are likely to affect my child in school
- Ensure that my child comes to school with the necessary equipment for the school which is appropriately marked with my child's name
- Make sure that there is always a named adult available if my child needs to return home.
- Read information sent to me by the school and respond to reasonable requests.
- Support the school's policies and guidelines for behaviour. I have read and understand the school's policy on Holding, Physical management and Restraint policy and support the school in this, when used appropriately.
- Support and engage with the school's approach towards multi-disciplinary working if this intervention is thought to be in the best interest of the child.
- Ensure that my child attends school regularly and provide a note of absence if my child is absent.
- Contact the school if we have any concerns regarding my child and their progress.

Parents'/Guardians' Signatures



The Young Person

- I try my hardest to behave in a manner that keeps me and other people safe
- I will try to keep the rules shown below:

WITHIN THIS SCHOOL ALL PEOPLE WILL BE TREATED EQUALLY

All people have the right to be treated with respect

All people have the right to work and to learn.

All people have the right to be free from harassment because of their race, colour, or sex.

All people have the right to receive help with their problems.

All people have the right to be free from bullying.

All people have the right to be listened to and have what they say taken seriously.

All people have the right to be cared for.

Child's Signature





Our School Values

We believe:

- That learning is an enjoyable, lifelong process through which everyone can achieve their potential and exceed their expectations.
- That teaching and learning should be fun, exciting and inspiring.
- That all individuals have self-worth, dignity and rights, and can excel when their unique needs are recognised.
- In cultural diversity that embraces individuals and promotes community spirit.
- In personal responsibility, adhering to the agreed rules and respect for others.
- That effective teamwork and partnership with parents and carers is key to success.

By working together we will:

- Build a happy school.
- Promote the school's values.
- Value and encourage positive behaviour.
- Always try our best.
- Achieve the best possible outcomes.

Our Mission

To build better futures for our students and their families, by working together to overcome barriers to emotional, social, and academic development. We will deliver an outstanding, inclusive, personalised curriculum through a multi-disciplinary approach in order to equip our students with the skills and experiences needed to embrace life long learning.



TERM AND HOLIDAY DATES 2017-18

September 2017

Mon 4 th Sept	STAFF INSET
Tues 5 th Sept	Boys return to school

October 2017

Mon 2 nd Oct	STAFF INSET
Mon 23 rd – Fri 27 th Oct	Half Term Holiday
Mon 30 th Oct	Boys return to school

November 2017

Mon 20 th Nov	STAFF INSET
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December 2017

Thur 21 st Dec	Boys break for Christmas
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January 2018

Thur 4 th Jan	Boys return to school
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February 2018

Mon 12 th – Fri 16 th Feb	Half Term Holiday
Mon 19 th Feb	Boys return to school

March 2018

Fri 16 th Mar	STAFF INSET
Thur 29 th Mar	Boys break for Easter

April 2018

Mon 16 th Apr	Boys return to school
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May 2018

Mon 7 th May	Bank Holiday
Mon 28 th – Fri 1 st Jun	Half Term Holiday

June 2018

Mon 4 th Jun	Boys return to school
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July 2018

Fri 20 th Jul	Break for summer
Mon 23 rd Jul	STAFF INSET



Contact Information

Grafham Grange School

Address: Bramley, Guildford, Surrey, GU5 0LH

Telephone: 01483 892214

Email: schooloffice@grafham-grange.co.uk

Safeguarding Team: safeguarding@grafham-grange.co.uk

Website: www.grafham-grange.co.uk

The School's Independent Visitor

Please contact school reception if you would like further contact details or email independentvisitor@grafham-grange.co.uk to discuss concerns about your child with someone outside of the school.

Surrey Social Services Inspectorate

The Commission for Social Care Inspection is responsible for the inspection of the school to ensure that standard of care and welfare of the students meet National Minimum Standards. Below is their contact information:

Commissions for Social Care Inspection

The Wharf, Abbey Mills Business Park, Eashing, Surrey, GU7 1QN

Telephone Number: **01483 413540**

Surrey Social Services

West Surrey Assessment Team, South West Area Office

Grosvenor House, Guildford, GU1 1FA

Telephone Number: **0300 200 1006**

Local Doctor's Surgery

Wonersh Surgery, Wonersh, Guildford, Surrey, GU5 0PE

Telephone Number: **01483 898123**