

# Graveley Primary School

A Church of England (VC) School



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**Headteacher:** Mrs Nicky Hand  
**Chair of Governors:** Mr Albert Swinson

*“With God, all things are possible.”*  
(Matthew 19.26)

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## Graveley Primary School VISION:

"With God, all things are possible."

*(Matthew 19:26)*

*Our core Christian values of **Fellowship**,  
**Creativity** and **Harmony** shape*

Graveley Primary School.

*Everyone is encouraged to become the  
BEST version of themselves: following the  
wisdom and example of Jesus, through  
life's joys, storms and uncertainties.*

*We want children to leave with their  
understanding deepened, minds enriched  
and hearts inspired.*



## **A message from the Headteacher**

Dear Parents,

I would like to welcome you to Graveley School.

I am very proud to be Headteacher of this village school where the children are at the heart of all learning. All of the adults within the school work closely together, making the school a special place to learn and create a warm, friendly atmosphere as soon as you walk through the door.

Choosing a school for your child is an important decision and a major event in a child's life. Their memories at primary school last a lifetime. At Graveley Primary School, we can offer your child a unique, top class education based around developing the whole child.

Education matters because it provides building blocks for life now and in the future and we seek to provide the very best for your child. Not simply the important matters of reading, writing and numbers but the Christian values by which we believe and the kind of people we want to be.

We want to inspire children to become confident and inquiring, to recognise their responsibility to care for each other. Through our engaging curriculum, we ensure that children can foster a passion for learning and curiosity that will help to develop high aspirations and a lifetime of memories. We believe in ensuring that children receive a well-rounded curriculum where individual talents can be spotted and nurtured to make sure all children experience success and reach their full potential.

You should find all the information you need about the school on our website or in our prospectus. If, however, we have missed something, please do contact us and we will be happy to help.

I look forward to showing you around our school.

Kind regards

*Nicky Hand*

**Headteacher**

(September 2018)

## **A Message from the Chair of Governors**

Dear Parents/Carers,

As Chair of Governors I would like to extend a very warm welcome on behalf of the Governing Body. I am very proud to be associated with Graveley School and look forward to meeting you in the near future.

The Governing Body is responsible for making sure that the school provides the best possible education for the children in its care. The Headteacher is responsible for the day to day management of the school but the governors set the school's aims and policies, appoint staff including the Headteacher, ensure that the school's targets are met, make decisions on how to spend the budget and ensure that the school is properly maintained.

Your children are under the care of excellent teachers and staff, led by an outstanding Headteacher. You can be sure that your children will not only be safe but will be given the best educational opportunity within a caring environment.

Graveley School recognises the importance of good relationships with its parents and carers and wants to make you feel welcome in the school. A good understanding between school and the home is essential to build a child's confidence and development in school, and the children need the co-operation, support and involvement of parents and carers to achieve at the highest level.

We would encourage you to participate as much as you can to ensure the best possible outcomes for your children.

Finally, welcome again to what is a fantastic little school and to a long and positive relationship with us!

Regards

*Albert Swinson*

**Chair of Governors**  
(September 2018)

## **A BRIEF HISTORY**

Graveley Primary School has been an integral part of the village and the community since 1874. The school was originally based in a Victorian building in Church Lane, which is now a private residence. The current site was purchased in 1972 and the school opened in 1977.

In recent years the school has undergone considerable refurbishment and redevelopment works. A large building project in 2009 saw the removal of an old mobile classroom and the construction of two new large junior classrooms, a hall extension and a library extension.

Overall there are four large classrooms (two with conservatory style extensions), a school office, head teacher office, hall, kitchen and staffroom. The large multipurpose hall is used for lunches, collective worship, music and indoor P.E. lessons. The library has been extensively restocked in recent years. There is disabled access including a ramp, wide doors and a disabled toilet. The large field is used for playtimes, P.E. lessons and after school clubs whilst the playground is used during wet weather and for netball.

## **ADMISSIONS POLICY**

Our Published Admission Number (PAN) is 16.

Our catchment area is wide and varied. Although some pupils come from the village, the vast majority of pupils live in Great Ashby, Stevenage Old Town and the Corey's Mill area. We are always pleased to hear from parents who would like to send their child to Graveley and we are happy to show them round.

In September, we admit all the children starting school in that academic year. We stagger the start to enable the new pupils to get used to and familiar with school routines before completing a full day.

The Hertfordshire policy on admissions is adhered to. Hertfordshire County Council coordinates our continuing interest list for other year groups. Parents have the right to appeal if they are not allocated Graveley – please contact admissions for more information.

## **ORGANISATION**

The school is organised into four classes.

Class 1	Reception/ Year 1
Class 2	Year 2
Class 3	Year 3/ Year 4
Class 4	Year 5/ Year 6

Where necessary, Year 1 is split over Class 1 and Class 2. Pupils move into Class 2 based on:

1. Early Years Foundation Stage profile results
2. Their readiness for Class 2
3. The pupil's age

These criteria are strictly adhered to.

### **THE SCHOOL DAY**

Morning	8.50am ~ 12.00 noon
Playtime	10.10am ~ 10.25am
Lunchtime	12.00 noon ~ 1.00pm
Afternoon	1.00pm ~ 3.15pm (Class 1 ~ 3.10pm)

The children are welcomed into school at 8.50am and registration takes place at 9:00am. Early morning maths work takes place between 8.50am and 9.00am each day, focusing on the four functions. There is a 15 minute playtime in the morning. Snacks are available from the kitchen during playtime. Snacks are 50p each and snack vouchers can be purchased from the school office in advance for £5.00 (book of 10 vouchers). These are available for pupils in classes 2, 3 and 4. Pupils need to arrive at school promptly for the start of the day. Any child brought into school after 9.00am will need to enter via the school office and will be registered by staff in the office.

### **CHILD CARE**

**Breakfast club** - we run a highly successfully breakfast club which runs from 7.30am until 8:20am each morning. There is no need to book a place on this. Each session is £3.50 including breakfast. We accept childcare vouchers from a variety of different companies.

**Early drop off** – pupils may also be dropped off from 8.30am – this costs £1.00 per session and doesn't include breakfast.

**Afterschool Clubs** - We also offer a range of afterschool clubs each half term. A timetable and sign-up sheet for clubs is sent out at the start of each half term for the following half term.

### **SCHOOL LUNCH**

Lunch is cooked on the premises. There is a choice of a hot meal, a vegetarian hot meal, jacket potato and a packed lunch. We encourage you to discuss the menu choices with your child prior to ordering lunch.

Lunches are booked and paid for in advance for a half term. Pupils must bring in a fresh bottle of water every day. Research has shown that children's learning improves if they are hydrated. Junior pupils may also bring a piece of fruit for morning break – pupils in the infants get a piece of fruit provided for them. Many children have a long time between eating their breakfast and having lunch so fruit at break time helps to refuel them ready for the next session.

### **COMMUNICATION**

During the school year we provide a wide range of both formal and informal opportunities for you to see how your child is getting on.

There are two formal parent consultations (autumn/ summer) as well as a written report during the spring term – this will include an indication of how your child is progressing in school. We will inform you as to whether your child is at age related expectations or above/

below in the written report. At the end of the academic year your child's attendance percentages are sent home. Informally, we hold an open afternoon at the end of most half terms for you and your child to share their learning. There are also regular opportunities for you to attend assemblies throughout the year.

At the start of each term, an overview is sent home to all parents outlining the key events for the forthcoming term. This is periodically updated as new and exciting events get added. The Headteacher sends home a weekly newsletter with important updates via our Parentmail e-mail system.

We also have a website:  
[www.graveley.herts.sch.uk](http://www.graveley.herts.sch.uk)

## **BUDDIES**

Every new pupil starting at Graveley is assigned a Year 6 buddy (or Class Buddy). For the first few weeks of term, the child's buddy will collect them from class during break times and familiarise them with the routines that go on in school. Although we are a small school, for a 4 or 5 year old child the school is very big and daunting! Their buddy plays an important role in ensuring that they are settled in school.

## **JOBS**

Pupils in Years 4, 5 and 6 are given jobs to do in school from litter picking to watering plants. Pupils enjoy doing the jobs and like to take part in the care of their school.

In class, pupils have jobs to do that ensure classes stay tidy and clean.

We firmly believe that if children value and take care of their environment they will value the work and learning they do within that environment.

## **THE CURRICULUM**

At Graveley we use a creative approach to teaching the curriculum using the core skills from the National Curriculum as the basis for each topic. A new class topic is studied every half term. Children are involved in the pre-planning of their topic and contribute valued ideas to what is taught and how. Topics are launched with an exciting 'BIG BANG' to enthuse and inspire learning. Overviews of each topic can be found on the school website.

## **ENGLISH**

### **Listening**

Listening is an important communication skill which is often overlooked. Children are encouraged to listen to instructions, stories, poetry, music and debate. Opportunities to converse with people are embedded into the curriculum through talking partners.

### **Speaking**

It is of great importance that children should be able to express themselves clearly, negotiate and use strength of argument to support ideas. Children are encouraged to speak to their peers, adults and invited visitors to the school. They take part in dramatic performances. They are encouraged to give their own viewpoint and be made aware that all points of view are valued. They have their own School Parliament where they are able to

voice these views publicly and make changes.

## **Reading**

Every day between 11:45am – 12:00pm, the school is transformed into a virtual library as every child participates in ERIC (*everyone reading in class*). It is a time for quiet reading and talking through stories with adults. Pupils also benefit from weekly group, guided reading. We aim to develop a lifelong love of reading for pleasure in all pupils.

Our reading curriculum at Graveley starts with a firm foundation in phonics. The *Letters and Sounds* programme of work followed by many schools is brought to life in our infant classes by highly trained professionals. Children have a solid grounding in the basics for word formation. Daily between 11:30am – 11:45am, children take part in active phonics/word work from Reception to Year 6.

We use *Accelerated Reader* for pupils in Year 1 and above. Pupils are allocated reading books and, once they have finished the book, they take an online quiz. This scheme ensures pupils are not only developing their basic reading skills but are also developing greater understanding of a text. As Reception pupils move through the year, they may gradually be put onto *Accelerated Reader* as well as using their phonics based books from class.

## **Writing**

The skills of handwriting are taught from the beginning of school life through writing in sand and paint. Children learn to write using cursive, joined up handwriting. This handwriting formation is taught from Reception and encourages neat, legible handwriting which is consistent in size. Children work towards gaining a pen licence, which can be acquired from Year 2. Our cross curricular approach to teaching enables pupils to write for purpose and become authors from an early age. Basic skills and building blocks (such as punctuation and grammar) are taught alongside creativity and the use of language.

## **Maths**

Teachers plan using the Herts for Learning ESSENTIAL Maths sequences of learning. Sequences are written as a spiral curriculum in which learning is built upon step by step, sequence by sequence and year on year. It is aspirational and ensures progression and coverage through the primary phase. As children move at the pace appropriate to them, teachers will present strategies and equipment appropriate to children's level of understanding.

## **Science**

To enable the acquisition of a systematic, scientific approach to learning, developing useful knowledge, skills and attitudes about the world in which we live, science experience is presented to the children in a practical, relevant context. Systematic inquiry, analysis of problems, formation of ideas, their testing and modification are encouraged through whole class, group or individual investigations and project work, designed to arouse the children's natural curiosity.

## **Computing**

Computers and other technological aids are used throughout the school. ICT skills are taught as a discrete subject and as a means of supporting other areas of the curriculum. The



children are encouraged to communicate ideas and information in a variety of forms, where appropriate, using equipment and computer software to enhance their learning.

### **eSafety**

Whilst exciting and beneficial both in and out of the context of education, children need to be aware of the range of risks associated with the use of the Internet and related technologies. At Graveley we take care to educate our pupils on eSafety issues; teaching them the appropriate behaviours and critical thinking skills to remain safe when online. We also work with parents in supporting them in keeping their children safe in the ever changing online world.

### **MUSIC**

Graveley Primary School has a history of good all-round music education which includes listening skills, performance (vocal and instrumental) and composition. Children in Class 3 learn how to play the recorder, whilst those in Class 4 learn the keyboard.

### **PHYSICAL EDUCATION**

The school encourages team games and individual sports for children. We teach a wide and varied curriculum including netball, football, rounders, lacrosse, gymnastics, dance, kwik-cricket, athletics and tag rugby. The older children compete in tournaments against other schools. Class 3 pupils have swimming lessons during the summer term. We have a long serving history in taking part in the prestigious biennial Hertfordshire County Dance Festival along with other schools. On alternating years we take part in the Stevenage Dance Festival. We employ a sports apprentice who assists in the delivery of P.E. as well as offering a variety of lunchtime and afterschool club activities.

### **RELIGIOUS EDUCATION**

Graveley Primary School is a voluntary controlled school in the Diocese of St. Albans. Children are involved in daily acts of worship which are themed around our values of fellowship, creativity and harmony.

The Hertfordshire R.E. syllabus alongside Understanding Christianity is followed. If you do not wish your child to take part in any part of our religious education then alternative work may be provided under the supervision of a member of staff.

### **HEALTH EDUCATION**

Health Education is taught from Reception and builds up during their time at Graveley. Children are taught how to take care of themselves in terms of safety, health and hygiene, nutrition and anti drug measures (age appropriate). They are taught to respect themselves and other people and they are told about their own rights in saying 'No' to other people who might harm them.

In Class 4, the class teacher and the School Nursing Team deal with growing up and puberty naturally and sensitively. Parents are informed and if they wish can see any material that is used.

The School Nursing Team is available for advice. School medicals are held periodically for

certain year groups. Parents are always informed if there are any problems.

## **HOMELEARNING**

All children are expected to do homework. Homework to be completed by all pupils includes learning times-tables, reading and learning spellings. In Classes 2 and 3, children are expected to complete a piece of skills-based Maths or reading comprehension each week. In Class 4, this increases to a piece of Maths and English weekly. We also ask that children learn their spellings and read at least 5 times a week to an adult at home.

## **PERSONALISED CURRICULUM**

Every child is treated as an individual. Targets specific to each child are set and shared with parents at parent/teacher consultation evenings. Successes are celebrated and support is given if necessary.

## **SAFEGUARDING**

The staff and governors of Graveley are committed to ensuring the safeguarding of all pupils. All staff undergo biennial safeguarding training. Mrs Hand, Mrs Andrews and Mrs Stead are fully trained designated senior people for safeguarding and regularly update their knowledge through accessing support from the Hertfordshire Safeguarding Children's Board. Mr Swinson (Chair of Governors) and Mrs Taylor (Parent Governor) are safer recruitment trained whilst Mr Swinson has undertaken RAMAAS (Reducing and Managing Allegations Against Staff) training. Child protection is a standing item on all staff weekly business meetings.

## **NURTURE**

Some children have a difficult start in life which can impact on their academic, social and emotional development. At Graveley we have a strong track record of supporting vulnerable children through nurture and play therapy. All staff have undergone training in how trauma impacts on children's learning and how we can support those children.

## **EQUAL OPPORTUNITIES**

We wish to promote positive attitudes in children, staff, governors and parents so that children can develop and make choices, unhampered by expectations based on gender or role stereotyping. We seek to fulfil the aims of the school regardless of age, gender, ability, ethnic origin or background.

## **DISABILITY DISCRIMINATION ACT**

The school is committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs.

## **BEHAVIOUR**

We take a positive and pro-active approach to behaviour management. Both pupils and staff have the right to work in an environment that is safe, friendly, peaceful and fair. We believe

that when a child demonstrates unacceptable behaviour, it is the behaviour that is unacceptable, not the child and we believe that it is our role to help our pupils learn how to behave correctly and treat others with respect. Our Behaviour Policy and strategy is aimed at improving educational outcomes for all pupils by promoting and supporting their engagement in education.

All allegations of bullying are taken seriously and recorded. The victims and the bullies are given strategies to deal with any problems. The Headteacher is always informed of any bullying and the action taken.

We believe that in a caring atmosphere we will encourage self esteem and therefore self discipline. We know that good discipline starts at home and we need a strong partnership in this aspect of your child's education.

If a child persistently misbehaves, a meeting will be arranged with the parents and a child may be excluded from the classroom or from school, so that learning can continue for others.

### **SCHOOL UNIFORM**

All pupils are required to wear school uniform as it gives a strong sense of identity and being part of the school community.

School uniform consists of a royal blue jumper, grey trousers/ skirt/ pinafore dress, a white shirt and tie. For PE, a royal blue school T-shirt (with school logo), a royal blue tracksuit top (with school logo), black shorts, black tracksuit bottom (no piping or shell-suit material) and plimsolls or trainers are worn. T-shirts, jumpers and tracksuit tops are available to order online. Book bags, P.E. bags and ties can be purchased directly from the school office. The school's uniform supplier is Kids Connection ([www.kidsconnection.co.uk](http://www.kidsconnection.co.uk))

A full list of uniform is provided prior to your child starting at Graveley. All pieces of uniform must be labelled clearly with your child's name preferably with sew in labels as markers wash off.

### **PARENT HELPERS**

Parents are very much a part of life at Graveley. Parental help in cooking, sports, computer work, craft, reading and numerous other activities, is of great value to the children and staff. Concerts, meetings and workshops are well supported by parents and family friends. We welcome you to share the education of your child.

### **FRIENDS OF GRAVELEY (FOG)**

The school fundraising committee is called the 'Friends of Graveley' and organises fundraising events throughout the year. Everyone is a member of FOG – pupils, parents and staff. The committee raises money needed for extra resources, which benefit the children. All parents are warmly welcomed and new ideas are always needed.

### **SPECIAL EDUCATIONAL NEEDS**

We aim to identify children with Special Educational Needs (SEN) as early as possible. After discussion with class teachers and parents, a child may be formally registered for SEN. Class teachers then devise plans to assist the child by giving additional support in the classroom

according to their particular needs. Sometimes outside agencies are consulted for advice.

### **THE GOVERNING BODY**

The Governing Body of the school consists of elected parents, Local Education Authority nominees, Foundation governors and elected staff governors. The Full Governing Body meets at least once a term and have general responsibility for the effective management of the school. They work within the framework set both by national legislation and the policies of the Local Education Authority.

At Graveley we offer your child the opportunity to:

Learn in a nurturing environment, act in a play, learn about Shakespeare, study exciting authors, take a real part in their school community and the way it develops, sing in a choir, take part in dance festivals, be taught in innovative ways, go swimming, give a talk, go on a residential trip, build models, cook, grow fruit and vegetables, learn about caring for the environment, develop problem solving skills, visit the local village, develop independence, make puppets, do scientific experiments, write for a range of purposes, be a member of 'Parliament', raise funds for charities, be taught by experienced and outstanding staff and much, much more!

### **STAFF 2018/19**

Headteacher:	Mrs Hand
Deputy Headteachers:	Mrs Andrews and Mrs Stead
Class Teachers:	
Class 1	Mrs Forster
Class 2	Mrs Page
Class 3	Mrs Stead and Mrs Andrews
Class 4	Miss Potter
Special needs co-ordinator:	Mrs Andrews
Support staff:	Mrs Allinson Mrs D'Arcy Mrs Morgan Mrs Sarkar Mrs Parrott Mrs Leonard Mrs Lingwood Mrs Tooley Mrs Griffiths Mrs Smith Miss Heritage (Sports Apprentice)
Kitchen staff:	Mrs Downham
School Office:	Ms Yuen (Admin and Clerk to Governors) Miss Trotman (Admin) Mrs McLauchlan (maternity leave)
Cleaner in charge/ Caretaker:	Mr Goater