



SCHOOL PROSPECTUS 2023– 2024

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WELCOME

From Our Headteacher and Chair of Governors



We are delighted to introduce you to Grand Avenue Primary and Nursery School and hope this prospectus gives you the information you need. You will find further details about us on our website, or do come and see us, we will be happy to show you around.

We are extremely proud of our school and of all the achievements of our children and staff. We work together, with parents, to maintain the very highest educational standards for every child who joins us.

We aim to provide a creative and enjoyable environment for learning where every child's natural curiosity is nurtured and the thrill and awe of discovery shared. We work hard to ensure every success is celebrated and to provide an atmosphere where children are excited by learning.

Our aspiration for each child is that they should leave us with;

- ◆ Happy enduring memories of their Primary School Years
- ◆ Excellent levels of Literacy and Numeracy
- ◆ The skills for learning independently and collaboratively
- ◆ The desire to embrace diversity and the confidence to share their own beliefs
- ◆ Broad knowledge and understanding of a variety of subjects
- ◆ Confident social skills
- ◆ The determination to succeed, to continue to grow, develop and reach for their own aspirations

At Grand Avenue Primary and Nursery School every child enjoys success. We give our children and their families a wide range of experiences and opportunities within our extensive grounds and wonderful facilities. We also support children in creating their own opportunities, fostering a sense that through hard work and determination, anything is possible.

Mrs M Barrington Mrs Shona Pitcher
Co- Headteacher Co- Headteacher

Mrs J Gresson
Chair of Governors



Generous Respectful Aspiring Neat Determined

VISION

Enjoying Learning—Exceeding Expectations

Mission

Everyone of us at Grand Avenue Primary & Nursery School is very proud of our school and all that we achieve. We all love coming to school; we are keen to learn more and enjoy working hard in our lessons. Our attitude towards our learning is exemplary; we relish every opportunity and every challenge and our behaviour is outstanding.

Our Core Purpose

Through an innovative, inspiring and relevant curriculum and school experience, our children mature into responsible, respectful and ambitious citizens with a passion for learning. The skilful teaching of relevant knowledge and skills and a diversity of experiences on offer, within a vibrant environment, allows them to flourish in this fast changing world.

Our Core Values

GRAND Grand Avenue Primary and Nursery School is a place which creates happy, lasting memories for everyone.

GENEROUS	By embracing diversity and working together, we create an optimistic and supportive, caring & sharing environment.
RESPECTFUL	Through taking responsibility for our own choices and respecting others and all property, we thrive and learn best in a calm and positive environment with clear boundaries.
ASPIRING	Each one of us has the power to achieve great things.
NEAT	We are all individuals; we are proud of our own personal achievements and proud to recognise and celebrate the achievements of others.
DETERMINED	We act with integrity and resilience whilst thinking about the world around us and our contribution so we can make a positive difference.



THE GOVERNING BODY

Our Governors are appointed to work with the Head teacher and staff as they manage and develop the school. Governors are strategic leaders, acting as a critical friend to our school. They have responsibility and accountability in a number of key areas of school life including; recruitment and selection of staff, the setting and monitoring of the school budget, safeguarding procedures, health and safety, analysis of children's achievement and the content of our curriculum.

School Governors have legal responsibilities and act together, not individually. They meet twice a term as a full Governing Body and more frequently as members of sub-committees. All the meetings are minuted with copies being available on request or on our website. Parents are welcome to join our meetings as observers; however they do need to inform the clerk to the Governing Body of their intention to attend.

(Please see [website](#) for a full list of the Governing Body members)



SCHOOL ORGANISATION

Grand Avenue Primary and Nursery School is situated in a residential area of Surbiton. The school consists of a main building housing Reception to Year Four children and an annexe building, for our Year Five and Six children. The Nursery is adjacent to our main building and is a self contained unit, having its own outdoor play area which is connected to the Reception classrooms. The school has a covered heated swimming pool enabling swimming lessons to be provided throughout the year. The extensive grounds also comprise of three large playing areas, trim trails, allotments, sandpit and a wildlife area.

The school is a Community Primary and Nursery school catering for boys and girls between the ages of 3 and 11. Children are taught in mixed ability classes according to age. We admit 90 children into our Reception classes each year.

Our school is organised into three main units;

Curriculum stage	Department name	Age of children
Foundation Stage	Nursery and Reception	3 to 5 years
Key Stage 1	Infants	5 to 7 years
Key Stage 2	Juniors	7 to 11 years

Admission procedures are outlined in the next section of the prospectus. Children automatically transfer from our Infant Department to our Junior Department; however this is not always the case regarding the transfer from Nursery to Reception. The Local Authority controls admissions to our Infant Department, meaning prospective parents need to make an application within a designated time.

Please contact our school office regarding admissions. (02083995344/ office@grandavenue.kingston.sch.uk)



ADMISSIONS

To Nursery

A request for a child to be put on our Nursery register needs to be made by letter, addressed to the school. The letter needs to state the child's name, address and date of birth. Following receipt of this letter parents will be sent an application form during the Spring term prior to admission in the following Autumn term. At present our school offers either five morning sessions or five afternoon sessions to a Nursery age child. A Nursery Lunchtime club is also available. We also offer a number of 30 hours places. Details from school on request.

Firm offers of a Nursery place will be made at the beginning of May each year. Parents/carers need to respond to the school either accepting or refusing the place offered. If a child is not offered a place then they can be placed on our waiting list. The order in which children are placed on the list is determined by the admissions criteria as set out in the Local Authority Nursery Education admission arrangements.

The Nursery offers two intakes per year, one in September and, if there are spaces available, a second in January, if the child is three years old by the end of the previous December.

If parents feel they have been unfairly treated, the decision may be appealed by writing to the Chair of the Governing Body (via the school)

Once a place has been offered and accepted, parents/carers are invited to a meeting during the Summer term, prior to starting Nursery in September. At this meeting information is given regarding routines, curriculum and how parents/carers can help at home. There is also an opportunity to meet the teacher and nursery assistant and ask any questions.

Early in September a home visit will be offered. The teacher and nursery assistant will visit the family at home, at a pre-arranged time. This gives your child the opportunity to start to build a positive relationship with the new adults in their life and a chance for parents/carers to ask any questions they may have. We also offer stay and play sessions before term starts. Entry dates and times are sent by the end of the Summer term.



ADMISSIONS

To Reception

Parents/carers apply for schools through their home council, applications are completed online on the local authority website or on www.eadmissions.org.uk. If access to the website is not possible, parents /carers can complete a paper application form available from the School Admissions Team. A date by which applications must be completed and returned is published by the Local Authority, applications will not be considered after this time. The Local Authority then allocates places to each primary school, using set criteria. (These are in the order of ; Looked after children, siblings, exceptional needs, distance)

Firm offers of a school place are made at the beginning of May. If there are more children applying than places available, the Local Authority will keep a waiting list. If parents /carers feel they have been unfairly treated then an appeal may be made to the Local Authority. Once a place has been offered and accepted parents/carers are invited to an evening meeting during the Summer term. This is an opportunity to meet the teachers and Early Years Support Staff , to find out more about the curriculum, routines and expectations, and how to help at home. There is also an opportunity to see our school uniform.

If the child is new to our school, and did not attend our Nursery, families are offered a home visit. The teacher and support staff will visit the child at home and start to build positive relationships with the family. Children are also invited to visit our school. Arrangements and organisation for children starting Reception ensure a smooth transition, this includes open mornings and an increase in time in school during the first week in September. (This is usually mornings, then stay for lunch, then stay all day). All children are offered a full time place in our Reception from September. However a different starting pattern may be adopted as set out below;

Date of birth	Autumn term	Spring term	Summer term
1 st Sept- 31 st Dec	Full time	Full time	Full time
1 st Jan- 31 st March	Full time/Optional Part time	Full time	Full time
1 st April- 31 st August	Full time/Optional Part time	Full time/Optional Part time	Full time

A full time place means starting at 8.55am and finishing at 3.05pm. A part time place is offered as a morning session. Starting at 8.55am and finishing at 12noon. Although most families opt for a full time place for their child from September, we recognise that some children will need a more flexible transition to the start of their Primary school career. In these circumstances the school work closely with families to establish a personalised transition programme that best supports their child.



TIMES OF THE SCHOOL DAY

Nursery (part time only- except for 30 hours places)

Morning session	8.30am -11.30am
Afternoon session	12.20pm - 3.20pm
Lunch club	11.30am -12.20pm

Reception

Register/start of school day	8.55 am
Lunchtime	12 noon—1.00 pm
End of School day	3.05 pm

Key Stage 1 (Years 1 and 2)

Register/start of school day	8.45am
Assembly (daily act of worship)	10.30am-10.45am
Break	10.45am -11.00am
Lunchtime	12noon-1.00pm
End of school day	3.05pm

Key Stage 2 (Years 3,4,5 and 6)

Register/start of school day	8.45am
Assembly (daily act of worship)	10.30am-10.45am
Break	10.45am- 11.00am
Lunchtime	12.15pm-1.15pm
End of school day	Years 3, 5 and 6 -3 .15pm Year 4 –3.20pm

Our school gates are opened at 8.30am with members of staff on duty to supervise.



TERM DATES

Our school is open 195 days each year. For 5 days each year the school is closed to children for teacher training purposes. Families are notified of these dates in advance.

Please note that our Nursery dates slightly differ from the main school

(please see our website for term dates)



LUNCHTIMES

Children may bring a packed lunch or order a school dinner. Our children eat lunch in our main school hall and are supervised during the lunchtime period by a team of School Meals Supervisory Assistants (SMSA's). School dinners are provided through a company called Caterlink. School meal orders are made using an online service and all meals need to be ordered at least a week in advance.

All children in Key Stage 1 and Reception are offered a free school meal. If a child is in Key Stage 2 and the family is in receipt of Income Support Free School Meals, may be provided. Our office have further information. We would like to reassure families that all such applications are confidential, dealt with discreetly and arrangements at lunchtime are the same for all children.



PERSONNEL

Each class teacher is responsible for a class of 30 children in a particular year group and teach all Primary subjects, with the exception of swimming. In our Foundation Stage classes we also employ full time Early Years Support Staff. From Year One upwards we employ part time Teaching Assistants to support learning. Teaching Support Assistants may also be assigned to a child with special needs.

In accordance with Government policy , each class based teacher is entitled to 10% of their working time away from their class. This is known as PPA time (Planning, Preparation and Assessment)

(Please see [website](#) for the current list of staff)



OUT OF HOURS PROVISION

Out of Hours Provision

We are pleased to be able to offer an on site Out of Hours Club for our families . Our club operates Monday to Friday during term time as follows;

	Reception/Key Stage 1	Key Stage 2
Breakfast club		
Opens	7.30am	7.30m
Closes	8.45am	8.30am
After school club		
Opens	3.05pm	3.15pm
Closes	6.00pm	6.00pm

Our club is fully compliant with Ofsted's National Standards and has a ratio of a least 1 adult to 8 children during the sessions. The club can accommodate up to 120 children in each session. The club staff ensure that children attending breakfast club are in their classrooms at the appropriate registration times. Children from Years One and Two attending After School Club are collected from their classrooms; the older children being responsible enough to make their own way to the club.

The club is able to provide a wide variety of activities as well as a healthy breakfast or after school snack. Our school grounds and other facilities including the ICT Suite and library are made available to the Out of Hours Club.

Families wishing to use our Out of Hours Club need to contact our school office.



UNIFORM

Pupils are expected to wear full school uniform and the correct PE kit. Our school colours are burgundy and sky blue. See below for full details. We expect our children to look smart, wearing their uniform correctly, i.e. shirts tucked in, collars down etc..

Uniform is available from most major retailers and supermarkets. Our parents association organise regular second hand uniform sales throughout the year. Items with the school logo are not mandatory but may be purchased from PMG School wear Chessington, www.pmgsschoolwear.co.uk

Uniform for all pupils

Grey trousers/shorts/skirt/pinafore

Sky blue polo shirt or cotton shirt/blouse

Burgundy sweatshirt/cardigan/jumper

Grey/white socks/tights (Trainer socks not permitted)

Sturdy flat black shoes (Trainers not permitted)

Burgundy peaked hat for Summer (optional)

Burgundy beanie hat for Winter (optional)

Children may also choose to wear a summer dress
(light blue/white small checked from Easter to October)



PE kit for all pupils

(To be kept in a named bag and hung on peg.)

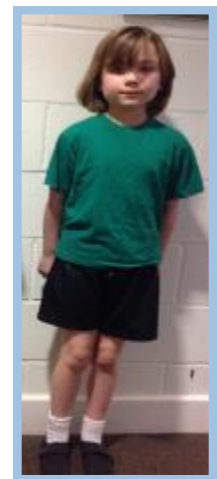
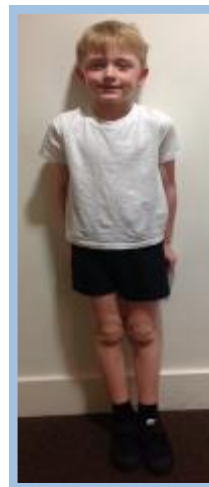
Black shadow stripe shorts

Plain black tracksuit bottoms for winter outdoor lessons

Black plimsolls/trainers

Plain round neck— shirt in team colour

Children must remove earrings and watches for all PE lessons.



Swimming Kit for all pupils

(To be kept in a named bag)

Swimming hat— Swimming costume—Towel

Further information; All uniform needs to be labelled with child's name. Other items with school logo may be purchased, such as PE bag, rucksack . Please note fleeces are for outdoor wear only.

No jewellery or nail varnish is to be worn in school. One small stud earring permitted. Haircuts should be no shorter than a number 2, no fancy cutting and hair should be worn in its natural colour. Long hair needs to be tied back with plain bands. Shoes need to be able to meet the demands of a busy school day including active play-times and the daily mile activity.

Wristwatches need to be marked with the child's initials and remain the responsibility of the owner.

CURRICULUM

At Grand Avenue we provide a skills led creative curriculum. This ensures continuity of progression whilst providing lessons that stimulate and engage pupils. We adopt a cross curricular approach enabling pupils to apply their skills from one subject to another. We make full use of IT to support learning; we have two computer suites, laptops and Pads. There is also an interactive whiteboard and 2 PC's in every classroom.

At the centre of our teaching is a framework of Reading, Writing and Mathematics. These subjects are taught daily through a mixture of class, group and individual activities.

At Grand Avenue we follow the Early Years Foundation Stage curriculum for our children in Nursery and Reception. We follow the National Curriculum for children in Key stages One and Two.

The Early Years curriculum comprises of three Prime areas; Communication and Language, Personal and Social development, and Physical development. The four Specific areas of learning are; Expressive Arts and Design, Literacy, Mathematics and Understanding of the World. Our Foundation staff team work together to plan opportunities for children to make progress in all these areas through a topic led approach.

The National Curriculum comprises of; English, Mathematics, Science, History, Geography, Music, Art and Design, Design and Technology, Computing and Physical Education. From Year Three upwards we also offer Foreign Language lessons; at present we teach French in years 3 and 4 with children being given the opportunity to learn Spanish in years 5 and 6. Our teachers work together to plan lessons tailored to meet the individual needs of each pupil, ensuring progress is made in every lesson. A cross curricular, topic led approach is adopted.

Phonics and Reading

The Reading Programme "Read Write Inc" is used as a basis for teaching phonics and reading up to Year 2. The school does not follow one specific reading scheme preferring to provide a range of books. Books are grouped into colour bands with the level of difficulty increasing as children progress through the school. Each colour band contains a mixture of fiction, non-fiction and poetry. Children choose books appropriate for their level of challenge and after successful assessment, will move up to the next colour band.

Children are issued with a reading diary on entry to school and new diaries are allocated when necessary. The diary is an opportunity for teacher and parents to record the child's progress through the colour reading bands. Comments on the child's approach and progress are noted in the diary.

In school, children read regularly on a one to one basis with their class teacher. Opportunities for group and guided reading are also timetabled. Enjoyment of reading and comprehension of text are a high priority.

Handwritten mathematical equations in red ink:

- $2 + 1 = 3$
- $4 \times 8 = 32$
- $100 \times 8 = 800$
- $14 \div 2 = 7$
- $20 + 8 = 28$

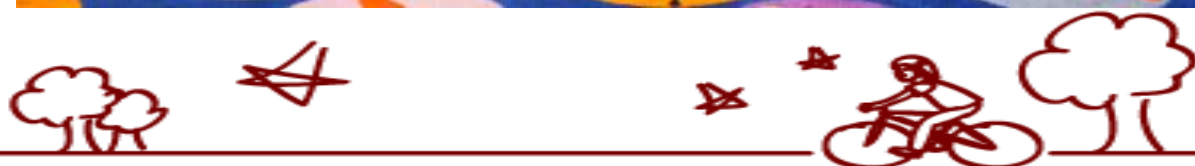
CURRICULUM

Religious Education is taught following the Royal Borough Kingston programme of study. We teach RE in a non-denominational way, with children learning about a variety of different beliefs. We value the rich diversity of culture and beliefs in our school and seek to reflect this in our teaching. Parents/carers do however, have the right to withdraw their child from the daily act of worship (assembly) and Religious Education should they wish to do so. Discussions on this issue would initially take place on the child's admission.

From 2021, the National Curriculum includes Relationships and Health Education. We use a Programme of Study based on a published scheme called '3D'. The RHE curriculum is divided into three sections, with one section being taught each term. These topics are; Health and Well Being, Living in the Wider World, and Relationships.

Our RHE curriculum also includes Sex Education for children in Years Five and Six. This sensitive subject is taught through an approach which places emphasis on loving relationships and family life, bearing in mind the moral, religious and health aspects of this subject. Parents have the right to withdraw their child from these lessons.

British Values and Spiritual, Moral, Social and Cultural education is implicit in all we teach. We ensure pupils have opportunities to explore the spiritual nature of life, the decisions we all make, the relationships we foster and the diverse society in which we live. We believe that securing foundations in these areas can help children prepare for a well rounded and fuller future. For more information on both the Early Years Curriculum and the National Curriculum, please see our website www.grandavenue.kingston.sch.uk/infocentre/curriculumplus.php



ASSESSMENT

At Grand Avenue Primary School we continually assess each child's progress to ensure development in all areas of the curriculum. Next steps in learning for each child are carefully planned and reviewed. We adopt a variety of strategies to ensure skills are fully embedded and can be applied before moving forward.

Each lesson has a 'Learning Challenge' to which certain success criteria are attached. Each child then knows what they need to do to show they have achieved the Learning Challenge. Monitoring of progress takes on many forms, for example

- ♦ Talking with the child
- ♦ Marking work
- ♦ Asking child to peer assess another child's work
- ♦ Child to explain their working, giving reasons
- ♦ Informal testing
- ♦ Statutory National Curriculum Tests (Informally known as SATs)

Marking is always based on Learning Challenge, usually with a next step given to move learning on. (See Marking policy on our website for more detail)

Teachers track children's progress in Reading, Writing and Mathematics with targets set and progress towards those targets is closely monitored.



REPORTING TO PARENTS/COMMUNICATION

During the Autumn term and Spring term formal Parent/Teacher meetings are held. Each parent/carer meets with the teacher for ten minutes to discuss their child's progress and attitude to school. At these meetings there is also an opportunity to visit classrooms and look through the child's books. Teachers will also discuss the next steps in a child's learning and how adults can help at home.

In the Summer term a written 'Record of Achievement' is sent home. This is a record of the child's achievement with regards to the Foundation Stage or National Curriculum. Parents/carers of children in Key Stage One and Two will also be informed of their child's rate of progress. Parents/carers of children in Year Six are also informed of their child's achievements in the National Curriculum tests taken in May.

Although parents evenings are planned formal times when teachers and parents/carers meet, we do operate an 'open door' policy. Should parents/carers wish to meet with teachers, our staff are available for brief meetings before and after school. Longer appointments can also be arranged through our school office.

Parents/carers are asked to provide an email address to which all correspondence may be sent.

Weekly newsletters are sent home with information regarding upcoming activities and reporting achievements and events in school. [A sample is included at the end of the prospectus.](#)



INCLUSION

Special Educational Needs and Disability (SEND)

We have a school policy of early intervention where any concerns are identified and strategies put in place at the earliest age. Our school aims to work closely with families and seeks advice from outside agencies should it be deemed necessary.

The SEND coordinator works closely with class teachers and support staff to ensure all children can access the Early Years or National Curriculum. At times a child may work as part of a smaller group away from the classroom. Our school has Enhanced Status for supporting children on the Autistic Spectrum. All our staff are trained to support ASD children. (Please see website for further details of SEND information)

More Able Pupils

At Grand Avenue we foster a sense of achievement for all our pupils. Should a child show a talent for a particular subject or activity then this is actively encouraged. If a child is showing ability for an academic subject such as Literacy or Mathematics the teacher will ensure that work set provides the appropriate challenge to allow the child to move their learning forward. Small group work away from the classroom to extend learning may also be planned.

When, for example, music, art and sports are a strength, our staff will endeavour to foster the talent and often signpost families to activities designed to extend learning in these areas.

English as an Additional Language (EAL)

Our trained staff are happy to welcome pupils for whom English is not their first language. If joining us in Nursery or Reception our staff use a variety of strategies to help the child become familiar with a new language. On admission to our school in other year groups an assessment will be undertaken and strategies put in place to support individual needs. We have a Teaching Assistant who meets with EAL families to advise and support them on how to help their child at home.

We value different languages and hope that families will continue to use their home language as much as possible.



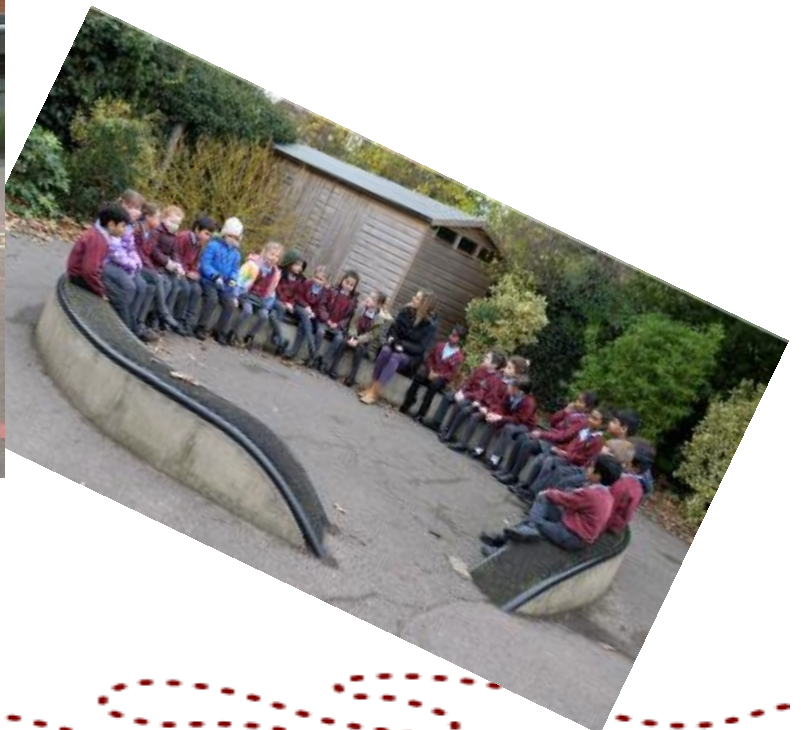
EXTRA CURRICULAR ACTIVITIES

We are proud to offer a wide variety of Extra Curricular activities for our children. At present, lunchtime and after school clubs include; football, computer, chess, choir, gardening, skipping, art and crafts, sewing and drama. Some of our clubs are led by staff and others by outside agencies. (Outside agency led clubs incur a charge)

We have an active and much valued School Council. Two children from each class (from Year Two upwards) meet regularly to discuss ways in which we can improve our school and to allow time for opinions and debate. Pupil voice is a high priority for our school in many aspects of school life. The actions and recommendations of our School Council are reported to the Governing Body each half term.

Throughout the school, children are given a wide range of opportunities to develop their leadership skills including roles such as; team captains, mini GASPA representatives, play buddies, peer mediators, class ambassadors and subject champions.

Educational visits and visitors also play a large part of our curriculum. At Grand Avenue we believe that first hand experiences or meeting experts can support and accelerate learning. Some educational visits incur a voluntary contribution to meet costs involved. Families are advised of the nature, timing and cost of educational visits at least two weeks before the proposed visit takes place.



HEALTH SAFETY AND PUPIL WELFARE

The health and safety of all children and adults on our site is a priority. Regular risk assessments take place with any concerns being addressed immediately. Any regular visitor to school is required to present a current DBS check, undergo a brief induction, show proof of identity, sign in and wear a school lanyard. Please see our [Safeguarding policy](#) for further details.

Medicines in school

We are happy to support children who have conditions requiring immediate medical attention e.g. Asthma, allergic reactions, diabetes. We have a number of staff trained in Paediatric first aid and these staff can help in a life threatening situation. Inhalers and epipens need to be sent to school clearly named, with instructions for timings and dosage. We have a designated medical room where all such medication is kept.

Staff are not required to administer any other medication. All other medication remains the responsibility of parents. (including prescribed antibiotics)

Falling ill/accidents at school

Parents/carers will be contacted if their child becomes ill at school and needs to go home. In the meantime, we care for children in our medical room. Minor accidents, such as cuts and grazes are dealt with by our first aiders. In the case of more serious accidents such as head injury, bad sprain, suspected broken bone or deep cut, parents/carers are immediately informed and if necessary an ambulance called. Please see our [Medical Needs policy](#) for further details.

Health screening

The school nurse makes regular visits to our school. When a child is in Reception they undergo a sight and hearing test, the results of which are sent home. Parents/carers are informed as to when this screening takes place.

In years Reception, Year Three and Year Six children are also weighed and measured by the school nurse. Parents/carers are informed when this screening will be take place and results are sent home.

E-safety

As we increasingly use technology and the internet to support and enhance learning we are mindful of the need to keep our children safe. Our school has a comprehensive e-safety policy, stringent filters on our systems and a pupil code of conduct. At the beginning of each school year our children discuss the e-safety code of conduct and, from Year One , are asked to sign an agreement. This agreement includes statements such as ; I agree not to give my personal details out on the internet, I will only email persons agreed by my teacher.

Please see our [e-Safety Policy](#) for further details.



HOME LEARNING

At Grand Avenue Primary School we believe that well structured and relevant home learning can have a major impact on progress. We have a comprehensive school policy which sets out all our routines and expectations. Please see our [Home Learning Policy](#) for further details.

Home learning provides an opportunity for parents and children to work alongside each other , creating a sense of pride and reinforcing our ethos that learning does not just take place in school.

All home learning activities are planned according the age of our children and the next steps in learning.

Expectations for responsibility and organisation increase as the child gets older.

Weekly home learning is sent via Google Classroom, with each child having their own log-in. Activities include spelling, maths and times tables.

We organise a home learning club, held in school time, for families who need support with this area of school life.



CODE OF CONDUCT

At Grand Avenue Primary School we are pleased to foster a sense of responsibility and belonging. We do expect our children to be polite, use their manners and respect everyone in our community. Our Code of Conduct is discussed in each class and reinforced during assemblies to support each child in making the right behaviour choices.

We ask every child to be **'GRAND'**

Generous
Respectful
Aspiring
Neat
Determined

These five areas form the basis of our Behaviour Policy. Children at Grand Avenue are proud to belong to our school and consistently keep these agreed rules. However, breaking or disregarding the rules does lead to a sanction or consequence. Staff support our children in making the right choices in a firm and fair manner.

In the rare case of repeated inappropriate or poor behaviour we would seek to meet with parents/carers and discuss strategies to support the child in making changes to behaviour. Please see our [Code of Conduct policy](#) for further details.

Bullying

Our school does not tolerate bullying in any form. We operate a zero tolerance policy and treat all reported cases of bullying behaviour seriously. Please see our [Anti Bullying policy](#) for further details.



AUTHORISED/UNAUTHORISED ABSENCE

On admission to our school, every parent is given a copy of our procedures regarding absence. Should a child not be well enough to attend school then the parent /carer needs contact school on the morning of the absence; this may be done by telephone or email. Families are advised that if a child is well enough to come to school we expect them to take part in all activities, including Physical Education and swimming

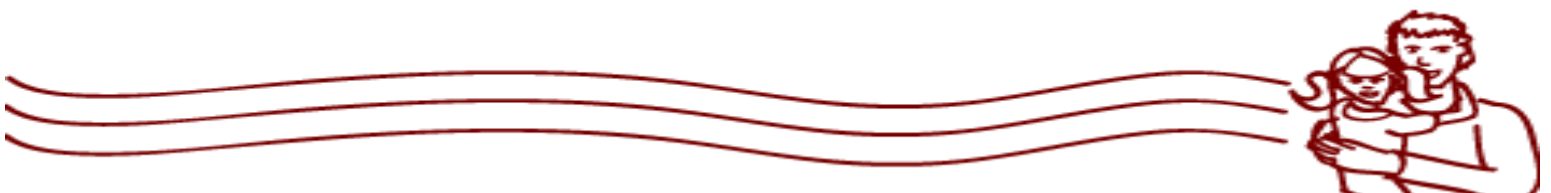
A parent/carers wishing to take their child out of school for reasons other than illness, needs to contact school and complete a request form. We ask that all appointments e.g. dentist, optician, are made out of school hours whenever possible. In accordance with Government legislation we are not permitted to authorise absence during term time, unless there are exceptional circumstances.

Absence rates and punctuality are carefully and closely monitored with any concerns being raised. Should a problem persist the school seeks the support of our Educational Welfare Officer.



RAISING CONCERNS & RESOLVING COMPLAINTS

We acknowledge that sometimes matters arise that give cause for concern. We aim to respond to all concerns within 48 hours and swiftly seek a resolution which is agreed by all parties involved. Please see our [Parental Complaints Policy](#) for further details.



GRAND AVENUE SCHOOL PARENTS' ASSOCIATION

GASPA

All parents/carers with children at our school automatically become members of GASPA and we encourage families to become actively involved in their work. Our parents' association is a proactive group which organises a variety of events to support the school. They have two main functions; first, to raise money for our school and secondly to provide social events. Main events include our Christmas fair, Summer fair, Quiz nights and discos.

Each class in school has a parent class representative who acts as a link between school, GASPA committee and the parents of that class. GASPA built and continue to maintain our swimming pool. They also provide our school with additional equipment over and above that which is provided through the school budget: recent purchases include; IT equipment, staging, books and kindles.

Each class also has a Mini GASPA representative. These elected pupils act as advisors and helpers for GASPA and actively promote events organised.

For further information regarding the wonderful impact our parents association has on our school please go to their website www.gaspa.org.uk



EXTERNAL AUDIT / AWARDS

Ofsted

Our last full Ofsted inspection was in June 2021. We are described as a 'good school'. Ofsted particularly commented on the positive attitude of our children, their outstanding behaviour and enjoyment of learning. The report also states that 'Pupils like coming to Grand Avenue and are proud of their school'.

Please see our website for a copy of the latest report.

Quality Mark

In 2021 we were re-awarded our Basic Skills Quality mark. An award we have been proud to hold since October 1999. This prestigious national award is currently held by approximately five hundred schools and recognises the work schools undertake in the teaching of Maths and English.

Further accreditations

We are proud owners of a Schools Eco award, showing our commitment to environmental issues. We also hold a Sustainable travel award for our work in promoting road safety for all our pupils. We also hold the Healthy Schools Award, the Eco Schools Award, the Sainsbury School Games Award, the Young Carers Award, Gold Anti-bullying Alliance award, and the Primary Schools Science Quality Mark.



PUPIL PREMIUM GRANT

Pupil Premium is funding allocated to schools by the Department for Education according to the number of children who are currently on Income Support and have applied for Free School Meals during the last 6 years. The purpose of this funding is to accelerate progress and raise attainment for every child. Individual schools decide how best to use this funding to ensure the best additional educational provision is put in place which ensures maximum progress for all pupils. See our website for further details on how this grant is spent.

This grant is vital to the funding of our school and any family who thinks they may be entitled to claim are strongly encouraged to do so. Families can directly benefit from this grant, as well as a daily free school meal, the cost of extra curricular clubs and a reduction in cost of school trips is also available. All applications are dealt with in extreme confidence.



VOLUNTARY FUND

Supporting the voluntary fund

The Voluntary Fund exists to provide additional income for the school, above that which comes from the Local Authority. It is used to 'fill the gaps', enabling children at Grand Avenue Primary School to access a wider range of educational experiences. In the past this has included the purchase of musical instruments, visualizers, and design and technology equipment.

In order to continue and widen the scope of this provision we ask that each family aim to make a contribution of £45, or more if possible, every year to the fund. Payment can be made by bank transfer, cheque or cash, or most efficiently by setting up a standing order with the bank. Filling in a Gift Aid declaration means that we can increase the value of the donation by re-claiming the tax (which does not affect a personal tax position). We do understand that parents may prefer to donate a smaller amount, or on a less frequent basis.

New parents receive the donation and gift aid forms in a welcome pack, or parents can speak to anyone in the School Office who will be pleased to help.

We thank every family who is able to help, it is greatly appreciated.



THE NEXT STEP

At the beginning of Year Five , parents/carers begin to make decisions about the kind of secondary school they would like their child to attend. At Grand Avenue Primary School we are happy to help with this process; from form filling to school visits. We invite parents/carers to a meeting to discuss the transition process during the Autumn term of Year Six.

We have good links with all our local secondary schools and close liaison with these schools ensures a smooth transition for all our pupils at the end of Year Six.

A deadline for applications is set by the borough, applications may be made online.

Please click here for the link to [School Admissions](#)

Please see [Appendix](#) for information regarding previous years leavers



CONCLUDING STATEMENT

Concluding Statement

Thank you for reading all of this information. We realise that choosing a school for your child may seem an exciting yet daunting prospect and hope the details we have set out in this document can help with that process. If there is anything within the document that you need to know more about please do contact us, we are happy to help.

We are a friendly, hard working school who will always aim to provide the best Primary School experience for each and every child.



Generous Respectful Aspiring Neat Determined

FURTHER INFORMATION

Please see our website for the following information

[Term Dates](#)

[Full Governing Body](#)

[Personnel](#)

[Key stage 2 SATs Results \(2019\)](#)

[Pupil Premium Grant](#)

[Reception EAL Welcome Pack](#)

[Handwriting EAL Welcome Pack](#)

[Phonics EAL Welcome Pack](#)

[Vocabulary 2 EAL Welcome Pack](#)

[Young Carers](#)



ABSENCE RATES 2022/2023

Group	Total No of Pupils	Authorised Absences			Unauthorised Absences		
		No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
Year R	93	88	94.6	5.4	47	50.5	1.4
Year 1	91	81	89.0	3.7	48	52.7	1.3
Year 2	94	84	89.4	3.5	67	71.3	1.7
Year 3	90	77	85.6	3.2	56	62.2	1.4
Year 4	91	76	83.5	3.0	54	59.3	1.3
Year 5	88	84	95.5	4.4	46	52.3	1.0
Year 6	92	87	94.6	4.8	62	67.4	1.7
Totals	639	577	90.3	4.0	380	59.5	1.4



YEAR 6 LEAVERS 23

Name of School	No of Boys starting Sept 2023	No of girls starting Sept 2023	Total
Chessington School	1	1	2
Claremont School	1	0	1
Coombe Boys' School	15	0	15
Coombe Girls' School	0	3	3
Epsom & Ewell High	1	0	1
Hollyfield School	3	3	6
Holy Cross School	0	7	7
Jubilee School	1	0	1
Kingston Academy	1	1	2
Nonsuch School	0	1	1
Richard Challoner	5	0	5
Southborough School	0	15	15
Sutton Grammar	1	0	1
Tiffin Boys' School	3	0	3
Tiffin Girls' School	2	0	2
Tolworth Girls' School	0	24	24
Wilson's School	1	0	1
Total Number of Pupils			90



SAMPLE NEWSLETTER (P1)

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AVENEWS

www.grandavenue.kingston.sch.uk

Autumn Term 1

Friday, 19th October 2018

Message from Headteacher



We wish you all a very enjoyable and relaxing half term.

There is no Home Learning this week or during half term; the next Home Learning will be sent out on November 1st.

Attendance Awards

Class 6C are this week's winners (100%). Well Done!

www.feedinghungryminds.co.uk
The new menu is now available for after half term.

Please remember to book your child's hot meals.
You can book seven weeks ahead at any time.



Public Health England and The Royal Borough of Kingston upon Thames will soon undertake a **Dental Survey of 5 Year Old**

Children in Primary Schools.

As Grand Avenue may be one of the schools randomly chosen to take part; you may wish to watch the attached video which explains what happens.

[Click here to watch now.](#)



Fortnite Online Safety Song

National Online Safety has teamed up with MusicAlternative to launch a Fortnite online safety song! It encourages parents and carers to "stay switched on" to online dangers when their children are playing Fortnite.

Enjoy the video on [Youtube](#), [Twitter](#) or [download it here](#).

Mini GASPA

Each class has now chosen their two Mini GASPA representatives and we enjoyed our first meeting last week.



For our first activity this year, we would like you to decorate GRAND rocks to hide around the school grounds.

Please DO NOT take any rocks from our neighbours' gardens ...

Look out for a separate poster with more details and ideas!

Swimming starts for Years 3, 4 and 5 from Tuesday, 30th October.

Please ensure you have paid your **£16 annual Swimming Fee** and all **Parent Helpers** have current **DBS checks** and swimming inductions.

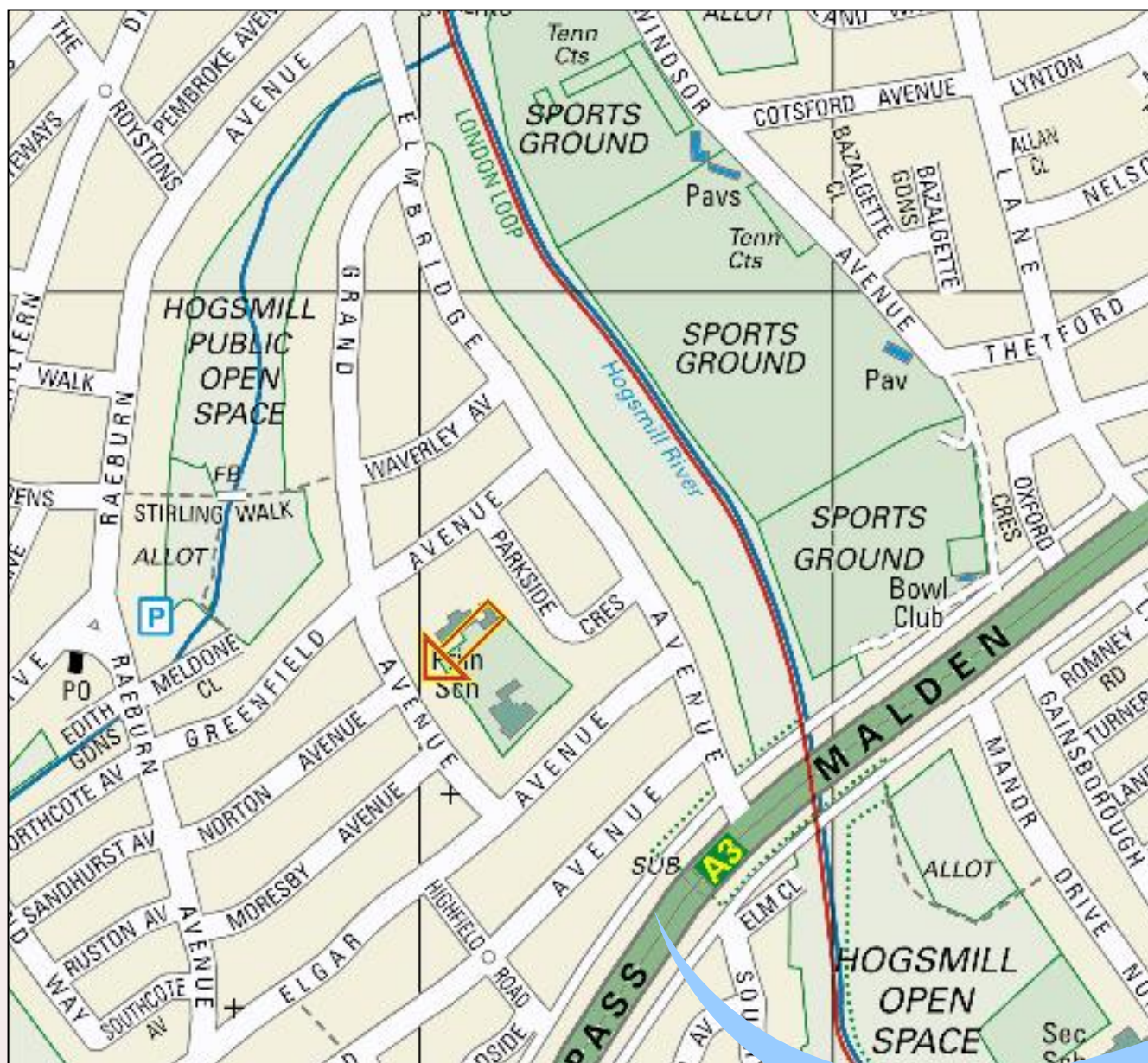
Please turn to Page 2 for the Diary of Events after half term.

SAMPLE NEWSLETTER (P2)

Key Dates for your diary		
Mon, 22nd – Fri, 26th Oct		Half Term
Mon, 29th Oct		Autumn Term 2 starts
Tues, 30th Oct	Y3, 4,5	Swimming starts
Tues, 30th Oct		GASPA OGM & Social Evening
Thurs, 1st Nov	R-Y5	Flu Immunisation in school
Fri, 2nd Nov		Lost Property Collection
Tues, 6th Nov	1R	Visit to Tolworth Library
Wed, 7th Nov	RL	Visit to Tolworth Library
Fri, 9th Nov	R	Dress-Up Day
Fri, 9th Nov		School Disco (to be confirmed)
Tues, 13th Nov	RBF	Visit to Tolworth Library
Fri, 16th Nov		Gift & Chocolate Mufti
Fri, 16th Nov		Lost Property Collection
Tues, 20th Nov	1H	Visit to Tolworth Library
Wed, 21st Nov	RBB	Visit to Tolworth Library
Wed, 21st Nov	6C/6K	The Imperial War Museum Visit
Fri, 23rd Nov	6M	The Imperial War Museum Visit
Tues, 27th Nov	1S	Visit to Tolworth Library
Fri, 30th Nov		Bottle & Cake Mufti
Fri, 30th Nov		Lost Property Collection
Sat, 1st Dec		GASPA Christmas Fair
Fri, 14th Dec	Y3	Photographs for Tate Modern Project
Fri, 14th Dec		Lost Property Collection
Fri, 14th Dec	N	Christmas Singalong NAM @ 11am & NPM @ 2.30pm
Fri, 21st Dec	All	INSET Day—School Closed Last day of Autumn Term 2



Poppies will be on sale from 8.30am on Monday 5th November at the bottom gate. There is also a limited supply of Rulers and Wristbands at 50p each.



Grand Avenue Primary & Nursery School

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