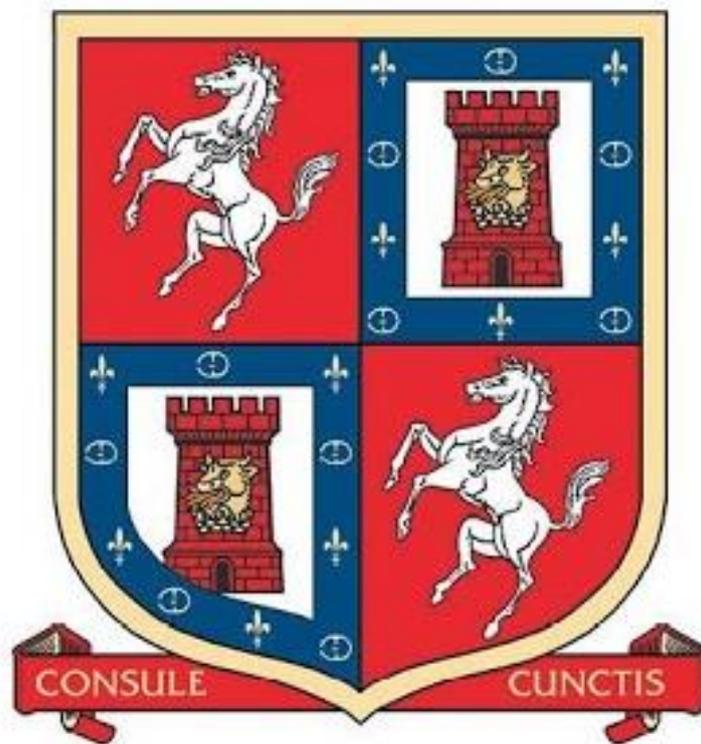


Gravesend Grammar School



Parents' Handbook

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School Contact Information:

Address: Gravesend Grammar School
Church Walk
Gravesend
Kent
DA12 2PR

Telephone: 01474 331893

Key Contacts:

	Email	Role
Mr G Rapley	rapleyg@gravesendgrammar.com	Head of School (KS3)
Mrs F Shutt	shutf@gravesendgrammar.com	Assistant Head of School (KS3)
Mr I Cook	cooki@gravesendgrammar.com	Admissions Manager
Mrs C Warner	warnerc@gravesendgrammar.com	SENCo

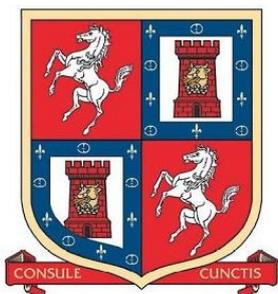
Form Tutor Contacts:

	Email	Role
Mr C Cutting	cuttingc@gravesendgrammar.com	Form Tutor (Cliff House)
Mr P Clements	clementsp@gravesendgrammar.com	Form Tutor (Downs House)
Mr H Wild	wildh@gravesendgrammar.com	Form Tutor (Fleet House)
Mrs N Rathore	rathoren@gravesendgrammar.com	Form Tutor (Hill House)
Mr R Woods	woods@gravesendgrammar.com	Form Tutor (School House)
Mr P Mitchell	mitchellp@gravesendgrammar.com	Form Tutor (Town House)

Specific subject teacher contact details can be found on the main school website via the 'menu' and then 'contact us' section, or <http://gravesendgrammar.com/staff-contacts/>

The Form Tutor is the main point of contact between school, student and parents. If you, as a parent, have an issue or need to make information available to the school then you should contact the form tutor via telephone or email in the first instance.

The Assistant Head of School will be able to support the Form Tutor should the need arise. The Head of School takes the strategic overview of the entire key stage.



School Ethos: *Consule Cunctis*- Give thought to everyone

On a day to day basis this means; allowing teachers to teach, others to work and showing respect and courtesy for all members of the school community

The School Ethos is one of
'Opportunity and Challenge in a Caring Environment'

Key Stage 3

Key Stage 3 is the 'launch pad' from which students begin their journey through 7 years of education at Gravesend Grammar School. Throughout year 7 and 8 students will be encouraged to develop the wide array of skills that they will need in order to be successful in the future. These may be the academic skills for exam success or the wider 'soft' skills essential in today's society.

It is hoped that every student at KS3 will be successful in achieving their personal goals and targets in all aspects of school life. In order to do this and to embed the fundamentals needed as they progress through the school, students are asked to do 3 things:

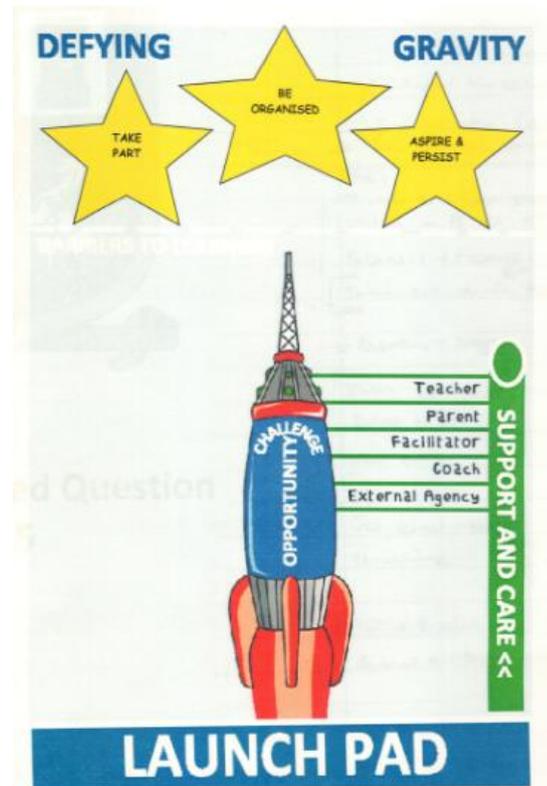
1. *Be organised* – Turn up to school / lessons punctually, with all of the equipment needed to be able to learn effectively and having met any relevant deadlines.
2. *Take Part* – To engage in learning by being interested, questioning and offering positive contributions to lessons. Also by stretching and challenging themselves to extend their understanding or take on difficult tasks. Finally by trying something new – maybe in an extra curricular context which makes them a more rounded person who stands out from the crowd.
3. *Aspire and Persist* – To direct their ambitions towards achieving something worthwhile and stick with it in spite of difficulty. Ultimately aim to be the best they can be in everything that they do.

Some advice for parents:

As parents you are as important as teaching staff in monitoring learning, motivating your son, instilling a sense of discipline and being organised.

The expectation of parents therefore is that you will:

- Discuss learning, homework and attainment / effort with your son.
- Motivate and encourage him to take part in *all* aspects of school life, including extra curricular activities, whole school events and those areas that he finds more challenging so that he may persist.
- Assist with his organisation so that he may be equipped to learn – but don't do it for him!
- Support your son – transition can be stressful and he will face many challenges as he moves through school.
- Support the school to develop a sense of discipline both in an academic and behavioural sense.



Travel to and from School

Walking - Where possible we encourage students to walk to school. They must remember that they represent the school and their dress and behaviour should reflect this. The Education and Inspections Act 2006 empowers Head Teachers to such extent as is reasonable, to regulate the behaviour of students when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.

Cycling – Students may cycle to school, but bicycles must not be ridden on the school premises at any time. Bicycles must be stored with a lock in the bicycle accommodation provided. When cycling students should wear a cycle helmet and high visibility clothing. Their bicycle should be safe for use on the road including having cycle lights fitted if required.

Public Buses – Transport via public bus services is co-ordinated via the local authority via the ‘Young Person’s Travel’ scheme. Generally any enquiries relating to public bus travel and the Young Person’s Travel Pass will be dealt with by the West Kent Area Education Office.

Cars – If students are to be dropped off at school by car please avoid the temptation to drive right to the front entrance. The congestion at the bottom of Church Walk can be horrendous and you would benefit from dropping off away from the school site and allowing your son to walk the short distance into school.

The School Day

Students are permitted into the school buildings from 8am and must be present in their form tutor room for registration at 8.25am. Registration is taken electronically in every lesson.

	Monday - Thursday	Friday
Registration	08.25 – 08.35	08.25 – 08.35
Lesson 1	08.40 – 09.40	08.40 – 09.40
Lesson 2	09.45 – 10.45	09.45 – 10.45
Break time	10.45 – 11.05	10.45 – 11.05
Lesson 3	11.05 – 12.05	11.05 - 12.05
Lesson 4	12.10 – 13.10	12.10 - 13.10
KS3 Lunch	13.10 – 13.55	End of School Day
KS3 Tutor Period / Assembly	13.55 – 14.25	
Lesson 5	14.25 – 15.25	

Lunch Arrangements

School Canteen – The canteen offers a variety of balanced meal options. Food may be purchased in cash or by using the prepay system (via Parent Pay or standing order) and associated cashless card. Using the prepay system affords a small reduction in the cost of the meal on a daily basis.

Packed Lunch – If students prefer to bring a packed lunch to school they may eat this in their form room.

Weather permitting students are free to play on the field at break and lunchtime. Alternatively they may choose to access the library or one of the extra curricular clubs and activities.

Free School Meals

Free school meals is an underused resource and has absolutely no stigma attached to it. The cashless payment system used in school means that no student making use of a free school meals entitlement is identifiable.

You can see on the Kent County Council website whether your son is eligible for free school meals. It could save you around £40 per month. Free school meals forms are available from the main school office or online at <http://www.kent.gov.uk/education-and-children/schools/free-school-meals>

School Fund

Like many other schools, we ask parents to contribute annually to School Fund, which is a registered charity. The cost per student is £20 for this academic year or £35 (total) for two or more siblings in the school. School fund is used to provide a variety of student activities throughout the year and to finance many school clubs and societies.

School Lockers

Each student is issued with a locker which is based in or around their form room. Students will require a small combination padlock with which to secure their lockers.

Equipment

Uniform – black shoes, black socks, black trousers, black blazer with the school badge on the breast pocket, white or blue shirt, house tie. a black or navy ‘V’ neck jumper may be worn under the blazer in the winter.

Hair – clean, tidy, its natural colour and of conventional style. Generally no longer than collar length or shorter than a grade 3 if using clippers.

NB: Students who contravene dress or hair code may be sent home to rectify the situation, after parents are notified (see student discipline policy).

Jewellery – Wristwatch only (no jewellery of any other kind should be worn).

Sports Kit – Long black rugby/football socks, black shorts, house polo shirt, house games top also trainers, football/rugby boots, mouthguard and shin pads (as dictated by activities). Black socks and shorts as well as additional **non essential** extra curricular kit can be purchased through the school kit shop <https://www.vx-3.com/shop/Club/Gravesend-Grammar-School-Extra-Curricular-Sportswear#tradeFilter=Club%20items>. Further details are available from the PE department.

Stationery – blue or black pen, pencil, ruler, rubber. Some subjects may require specialist equipment e.g. calculators, art packs etc. Details of these will be issued separately.

Lost Equipment

- All items of equipment should be clearly named.
- Ask your son to go back and look in all of the places he went on the day the equipment was lost.
- Your son should go to the main reception where he will find his name on a board outside the site manager’s office if his equipment has been handed in there.
- He may also try the PE office, for sports equipment, or the student support office to see if it has been handed in there.
- At Gravesend Grammar School we consider it to be the responsibility of the student to look after their equipment and therefore it is their responsibility to try and find items which they have lost.

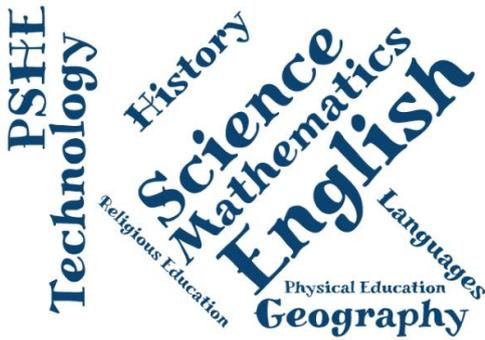
Dealing with Issues (other than lost property)

If your son has any issues at school there are a number of people you can contact. For general problems the Form Tutor should be the main point of contact. If the issue relates to a specific subject or lesson it may be preferable to approach that teacher directly (all contact details are on the school website). If the matter is urgent then it is possible to contact Mrs Purdy in the student support office.

As with all schools we do experience some bullying at Gravesend Grammar School, although we do believe it is less than other institutions. Any suspected bullying should be reported immediately by the student to any member of staff. As a parent, if you become aware of potential bullying please contact the Form Tutor.

Bullying will be dealt with as a priority with the victim being supported and the perpetrators being dealt with appropriately.

The Curriculum



The curriculum at Key stage 3 is designed around a core of Maths, English and Science. This is supported by Geography, History, a Modern Foreign Language, Physical Education, Religious Education, Creative Exploration and Engineering.

Creative Exploration is a combination of Art, Music and Drama. It enables students to experience live performance and exhibit work on a regular basis.

The curriculum is enriched throughout the year through a range of extended and independent opportunities. These may range from year group visits to projects and workshops delivered by outside groups.

Assessment and Reporting

Assessment at Gravesend Grammar School works on a 9 – 1 grade scale. Level 9 is the top grade awarded at GCSE. It is expected that, in most subjects, students will enter year 7 at level 1 and will make progress towards level 9 in their 5 years in the school before GCSE.

Each term parents will be sent a grade card via email which indicates the student's 'current working level' (attainment) and the effort that the student is applying to each subject area. The grade card will also have a target grade for each subject, which will indicate the expected level of performance in that subject by the end of the key stage (end of year 8).

Parents are sent formal written reports and will also be invited to a parent's consultation evening where you can meet with a selection of your son's teachers to discuss progress and attainment.

Homework

In relative terms, compared to primary school, your son may find that homework is more than he is used to. We set a maximum of 1 ½ hours of homework each night. This usually involves up to three separate 30 minute pieces of work from different subjects.

There is a homework timetable with homework set for different subjects on different days. The homework should be recorded in the student's homework diary. This diary should be signed by parents each week as recognition of monitoring homework.

The purpose of homework may be to consolidate learning from classroom lessons, to extend understanding by stretching and challenging students or to prepare students for the next phase of learning.

Absence During Term Time

Regular attendance in school is a basic essential for educational success. It is the responsibility of all parents to make every possible effort to ensure full attendance of their children when school is in session. Absence resulting from genuine illness will be authorised as will unavoidable medical appointments.

All medical appointments should be taken outside of school hours wherever possible.

Should, on a rare occasion, appointments during school hours be unavoidable, the student must be collected from reception and signed out. The student should be signed in again at reception upon their return. Students will not be allowed to leave school without being collected by a parent or another designated adult and signed out.

There is no entitlement to take holidays during term time.

Term dates will be available well in advance on the school website. As an academy, we do not have to follow KCC dates and ours may differ from those published on the KCC site (and by other organisations) as well as other schools locally. Permission for holidays cannot be granted and further sanctions may be imposed if holidays are taken during school sessions.

Exceptional Circumstances – All requests for absence due to exceptional circumstances should be addressed directly to the Head Teacher in writing and will be considered on an individual basis.

Absence Due to Illness

If your son is ill and unable to attend school you must phone (01474 331893) and report this using the absence message option. Alternatively you can log on to www.gravesendgrammar.com and use the 'absence' link to report absence on the first day of illness. Reporting absence should be done before 8.30am on the day your son is off.

When students return to school they must be accompanied by a letter from you explaining their absence which is signed and dated. This allows us to authorise the absence as genuine illness. Please note that an email is not sufficient.

If your son has an infectious disease or long term conditions which may have implications for his study or the health of other students please contact his Form Tutor.



Extra Curricular Activities

There are a tremendous array of sporting activities which happen at breaktimes, after school or on a Saturday morning. These include Sports, Music and Drama as well as a range of alternatives such as: young writers, debating society, architecture club, board games club etc.

Sport

Every evening after school there will be the opportunity to participate in some kind of sporting activity. The range of sports on offer is varied. In the winter Rugby is the major team game, with fixtures taking place on a Saturday morning against school teams from all over the south east. In the Summer Cricket replaces Rugby as the major team game. During a typical week students may be able to participate in Rugby, Hockey, Badminton, Basketball and Athletic / Fitness clubs. Participation can be either socially or as a competitive part of school teams.

Drama

There are numerous opportunities to take part in Drama. There are Key Stage 3 specific productions as well as large whole school shows that lower school pupils are encouraged to be part of. Drama involvement does not just have to be as an actor on stage. The tech team, which set the sound, lighting and stage sets for the productions, offer the chance to be involved behind the scenes and learn technical skills.

Music

Music in the school has grown considerably in recent years. We have a 'school of rock and pop' where students can become involved in bands, writing and recording their own material as well as covering popular pieces. Students have several opportunities to perform live at one of our 'Big Gigs' and contribute to a school album. Concert bands can accommodate any instrument and Samba and Indian drumming groups require no previous musical experience.

School Trips

When there is a school trip or visit a letter will be sent out by the organiser with details, a reply slip and any financial implications. A risk assessment will be available for all trips on request to the organiser. Financial contributions should be made on-line via 'parent pay' alternatively they can be made by cheque or cash to the school finance office. Financial contributions are voluntary, however, where these contributions do not cover the cost of the trip then it may be unfeasible to run.

Other Events

Details of additional events will be available via the school newsletter and website (www.gravesendgrammar.com). All letters with additional information are sent home via email. Please check emails regularly for correspondence from school.

It is important to keep us informed of changes to your email address so that we can keep you up to date with information.

Mobile Phones and Other Electronic Devices

Many emerging technologies offer new opportunities for teaching and learning. Mobile technologies are generally very familiar to children outside of school. They often provide a collaborative, well-known device with possible internet access and thus open up risk and misuse associated with communication and internet use.

Expectations for the safe use of personal devices and mobile phones KS3 and 4 - Years 7-11, the rules;

- Phones may be used in lesson time, as directed by the teacher - if they feel that this will enhance the learning;
- Phones are not to be seen or heard during the school day within any part of the school site - buildings and the grounds (quad, playing fields and car parks) between 8.30am - 3.15pm. This includes break-time and lunch-time;
- Phones will be allowed during breakfast club;
- Smart watches should be covered and placed on silent mode.

The sanctions:

- If a student is seen using a mobile phone in school time without the express permission of a teacher, the phone will be confiscated by the member of staff until the end of the day when the student will be able to collect it from the school reception;
- If a phone is confiscated twice in a term, the parent will be required to come into school and collect the phone.

School Policies

Key policies and documents are available on the school website via the link below:

<https://drive.google.com/drive/folders/0ByJQMJCvqn3QU2RIRmg2RU1OM2c>