



THE GRANGE SCHOOL

Parent Handbook: information for families
with children starting secondary school with us

“We look forward to welcoming your child to The Grange and playing an important part in their education and future.”

Mr Murray

This handbook is for you

We have developed this Parent Handbook for you, to help you understand what you need to do.

Please read the following information carefully. We have tried to include everything you will need to know.

Questions?

If you have any questions that are not answered here, please contact the school office on 01296 390900 or via the office@grange.bucks.sch.uk and we will be happy to help!

Welcome

We look forward to welcoming your child to The Grange and playing an important part in their education and future.

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Form Tutor and Pastoral Staff contact details

- Deputy Headteacher (Pastoral) – Mr N Golding
- Assistant Headteacher - Year 6-7 Transition (School & Community) - Miss N Glenister
- Key Stage 3 Leader – Mr J Holmes

My child's Year Team Leader is

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Email:.....

My child's Form Tutor is

.....

Email:.....

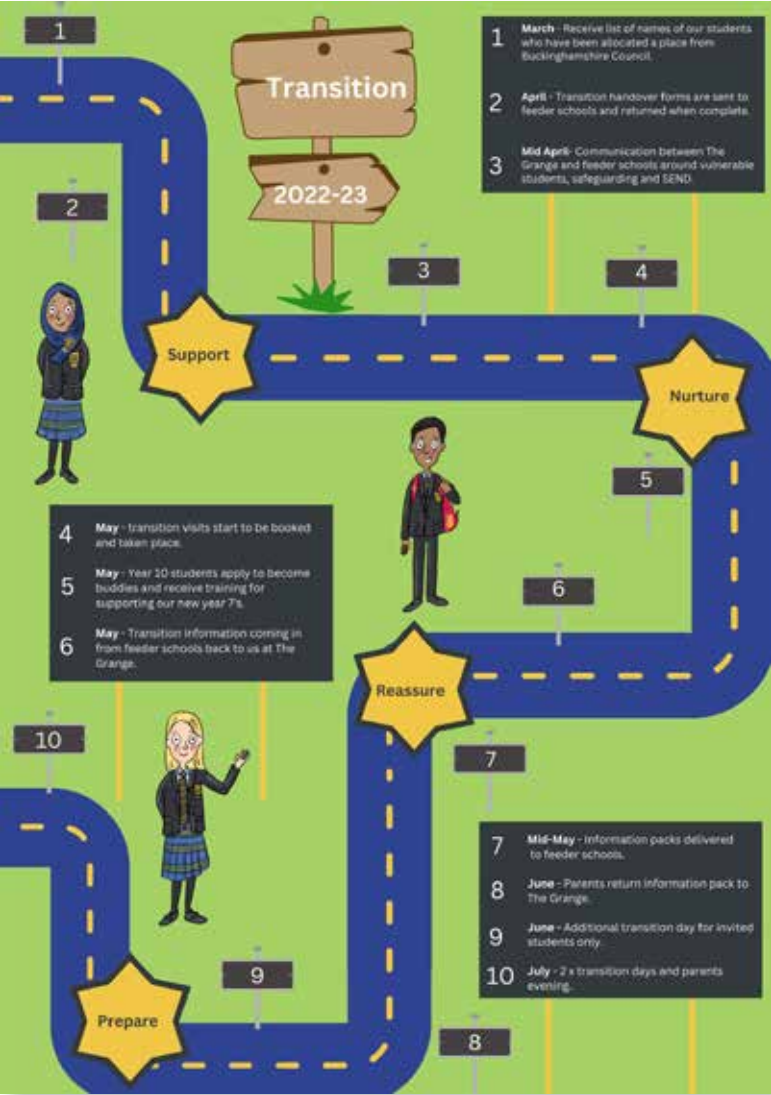


TRANSITION SUPPORT

“I was really impressed by the transition days and thought the meeting with parents in the summer term really helped with understanding the school”

Year 7 parent.

Transition Support Transition road map



Transition support groups

Students identified by the feeder schools either prior to, or on transition visits from The Grange staff, will be allocated a space in one of our transition support groups. Parents are contacted to gain consent.

Transition buddies

Year 7 Form Groups are allocated 'Buddies' for both the transition days and the first two weeks in September. These are Year 10 students who have applied and undergone some training to help our Year 7 students settle in. The buddies take our students to and from their lessons for the first two weeks, as well as be a supportive peer to help them feel comfortable in their new surroundings. Year 7 students will also go to break and lunch 10 minutes earlier than the rest of the school for the first two weeks.

FAB Team

We also have a Friends Against Bullying (FAB) Team who are a group of students across all year groups who are able to and will be involved in supporting our new year 7 students.

Additional transition day

We also offer an additional transition day for specific students as identified by our local feeder schools who may require a little extra helping hand in making the big move to secondary school.

Stapleton House Team

As a parent, should you wish to speak with a member of the student support Stapleton House Team regarding any concerns or worries you have, you can email Mrs Rousell (student support) at drousell@grange.bucks.sch.uk

If you have any general enquiries about transition between now and your child starting with us, please email us at transition@grange.bucks.sch.uk.

KEY INFORMATION

“My child is really happy at school and seems to be loving all the new experiences The Grange has to offer.”

Year 7 parent.

Timings of the school day

The school day runs from 8.30am – 3.00pm but students are expected to arrive at school by 8.25am in order for their attendance to be registered at 8.30am.

There are five lessons each day, plus additional time on assemblies, Drop Everything and Read (DEAR time) and registration. We operate two different Break and Lunch times during the day.

Further information about the timings of the school day can be found here - <https://www.grange.bucks.sch.uk/parents/school-day-timings>

Breaktime

At The Grange School, we have two separate break and lunchtimes in order to give the students more space around the school grounds:

- Break A (9.55 – 10.20am) = Year 7, 9 and 11.
- Break B (10.50 – 11.15am) = Year 8, 10 and 6th form.
- Lunch A (12.25 – 1.05pm) = Year 7, 9 and 11.
- Lunch B (1.25 – 2.05pm) = Year 8, 10 and 6th form.

During both break and lunchtime, we encourage our students to be outside to get some fresh air! We have a large playground, and two courtyards - all with picnic benches and canopy areas to stay dry. In the warmer months, we open the field at the back of the school too. In extreme wet weather, we open up the main hall in non-exam periods.

Lunch

Students can choose to eat their lunch in the canteen or outside on the playground, courtyards or the field. Students can choose to bring a packed lunch or purchase a meal from our canteen.

If given permission, we aim to scan your child's fingerprint within the first two weeks to operate our cashless system. Parents can transfer money onto their child's online account via the School Gateway app (see page 6). Until then the canteen will accept cash payments.

For the first two weeks of the Autumn Term, Year 7 students will go to lunch 10 minutes earlier than the rest of the school. This will give students time to adjust to the Canteen arrangements.

Travel to and from school

Walking

Students enter and leave the school via the side gates (not the front gates). One entrance is alongside the bus lanes and leads onto the playground and the other entrance is alongside the AstroTurf and Stapleton House and leads to the humanities courtyard. For safety reasons, students must not be in the school car park at any time.

Journeys by car

Parents who must bring their children to school by car are requested to NOT enter the school car park due to safety. Wendover Way is an extremely busy road and is often congested which causes an increased risk of accidents and makes it difficult for buses to enter the bus lanes. Therefore, we actively encourage cars to not park outside school and to meet their children slightly further away from school to keep all our children safe as they arrive and leave school.

Cycles

Students who cycle to school can use our cycle storage which is located on the main playground. We ask that you make sure that your children wear a helmet and bring a bike lock with them to secure their bikes. The bike storage is locked throughout the school day. Please support us in encouraging your child to cycle carefully and safely to and from school and to use the cycle lanes where possible.

Electric scooters

No student is permitted to ride on or bring an electric scooter to school as they are only legal on private land.

Late home

We would like all parents to emphasise to their children that they must inform their parents if they are going to be late home for any reason e.g. an extra-curricular activity.



Uniform

Students are expected to wear the school uniform as detailed below.

Boys Uniform (Y7-Y9)

- Black blazer with Grange School badge
- Pale blue shirt (from uniform suppliers or retail stores). Can be short or long sleeved. **No polo shirts.**
- Black V-neck jumper (optional).
- Grange School tie.
- Black trousers (from uniform suppliers or approved styles from retail stores). **No jeans style or skinny style.**
- Plain black socks.
- Black shoes. **No canvas shoes or trainers/leisure style shoes.**
- Black or dark blue top coat. **No hooded sweat tops.**

Girls Uniform (Y7-9)

- Black blazer with Grange School badge.
- Pale blue shirt (from uniform suppliers or retail stores). Can be short or long sleeved. **No polo shirts.**
- Black V-neck jumper (optional).
- Grange School tie.
- Blue check skirt or black trousers.
 - Black trousers (from uniform suppliers or approved styles from retail stores). **No jeans style or skinny style.**
 - Blue check skirt (only available from Price and Buckland uniform supplier).
- Plain black tights
- Black shoes – heels no higher than two inches. **No canvas shoes or trainers/leisure style shoes.**
- Black or dark blue top coat. **No hooded sweat tops.**

Alternative Muslim Girl Uniform (Y7-9)

- Black blazer with Grange School badge.
- Navy Shalwar Kameez with gold trim (only available from Price and Buckland uniform supplier).
- Navy headscarf with Grange School logo (only available from Price and Buckland uniform supplier).
- Long sleeved pale blue (years 7-9) shirt (from uniform supplier or retail stores).
- Grange School tie.
- Black trousers (from uniform supplier or approved styles from retail stores). **No jeans style or skinny style.**
- Plain black socks.
- Black shoes – heels no higher than two inches. **No canvas shoes, trainers/leisure style shoes or high heels.**
- Black or dark blue top coat. **No hooded sweat tops.**

The full PE uniform can also be found on our website:

<https://www.grange.bucks.sch.uk/parents/school-uniform>

Purchase of uniform

Uniform can be purchased online through the Price and Buckland Uniform Shop www.price-buckland.co.uk, locally from Bucks Schoolwear Plus www.bucksschoolwearplus.co.uk Tel: 01296 422120 .

Unit 11
The Vale Industrial Estate
Southern Road
Aylesbury
Bucks
HP19 9EW

...or other retail stores with approved styles.



Essential equipment for lessons

Students should have the equipment with them for all lessons, including a pen (blue or black), green pen, pencil, rubber, ruler, colouring pencils, pencil sharpener and glue. It is desirable for students to have a small notebook, maths set and a dictionary. All items can be purchased from the school Library.

Reading book

It is compulsory for all students to carry a reading book of their choice with them every day for DEAR time (Drop Everything and Read).

Robust school bag

Students should also have a bag that is capable of carrying all of their school equipment as well as any books needed for the school day.

Food in school

Our catering in school is provided by catering company Innovate.

Below is an example of our menu.

WEEK 1				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WARM UP HOT CHOCOLATE HOT CHOCOLATE HOT CHOCOLATE	WARM UP HOT CHOCOLATE HOT CHOCOLATE HOT CHOCOLATE	WARM UP HOT CHOCOLATE HOT CHOCOLATE HOT CHOCOLATE	WARM UP HOT CHOCOLATE HOT CHOCOLATE HOT CHOCOLATE	WARM UP HOT CHOCOLATE HOT CHOCOLATE HOT CHOCOLATE
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Classic Favourites	SOUTHERN STYLE	Great British Steaks	KURRY	Fish & Chips
CHICKEN & RICE CHICKEN & RICE CHICKEN & RICE	CHICKEN & RICE CHICKEN & RICE CHICKEN & RICE	CHICKEN & RICE CHICKEN & RICE CHICKEN & RICE	CHICKEN & RICE CHICKEN & RICE CHICKEN & RICE	CHICKEN & RICE CHICKEN & RICE CHICKEN & RICE
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Free school meals

If you think your child is entitled to Free School Meals, please download and complete the form on our website and return to Mrs E Barnett, School Bursar. If you are unsure, please see the criteria also here on the website or call the office on 01296 390900. <https://www.grange.bucks.sch.uk/parents/free-school-meals>

Paying for meals

Parents/carers can use the School Gateway app to pay for school meals, trips and resources. The app is free to download and can be found in the Apple App store and Google Play store.

- Apple iPhone users – www.schoolgateway.co.uk/iosdownload
- Android phone users – www.schoolgateway.co.uk/androiddownload
- Your login details will be automatically generated using the contact information we already have, so please make sure the details we hold for you are up to date. You can check and change these details by sending an email to office@grange.bucks.sch.uk.

As parents, you set up your own account via the app links above. If you have any questions or would like some more information, please see the **School Gateway website**.



Term Dates 2023/24

	Starts for students morning of:	Finishes for students afternoon of:
Autumn Term 2023	Monday 4 September 2023	19 December 2023
HALF TERM	23 October 2023 to 27 October 2023	
Spring Term 2024	Thursday 4 January 2024	Thursday 28 March 2024
HALF TERM	12 February to 16 February 2024	
EASTER HOLIDAY	Friday 29 March to Friday 12 April 2024	
Summer Term 2024	Monday 15 April 2024	Tuesday 23 July 2024
HALF TERM	27 May to 31 May 2024	



INSET Dates have been agreed for:

Friday 1st September 2023
 Monday 4th September 2023
 Friday 6th October 2023
 Monday 22nd July 2024
 Tuesday 23rd July 2024

USEFUL SCHOOL INFORMATION

Attendance and punctuality

Every School Day Counts!

0 Days off School	100%	Perfection!
2 Days off School Each Year	99%	Excellent
5 Days off School Each Year	97%	Good
10 Days off School Each Year	95%	Slight Concern
20 Days off School Each Year	90%	Concerned
30 Days off School Each Year	85%	Very Concerned

5 days absence over the whole year 97-100% Good chance of success and progress	20 days absence over the whole year 90% Less chance of success. Harder to make progress	5 days absence over the whole year Under 90% Detrimental to success and progress
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Grange School Target 97%

Even authorised absences will contribute to your child's overall attendance and all schools expect excellent attendance. Our expectation is 97% attendance over the academic year.

At The Grange School, students are expected to:

- Attend school each day.
- Register with their form tutors in the morning by 8.30am. If they are marked in after 8.30am, they will be marked as late.
- Sign in with the attendance officer found in the main reception area if they arrive after 8.55am. If a student arrives in school after 8.55am, this will be recorded as an 'unauthorised absence' unless a note or message is received from a parent/carer explaining the reason for their child being late. Lateness to school in the morning without an explanation from parents/carers will result in the students being given sanctions in line with the school policy.

Unexplained absence

We operate a text messaging system for contacting parents about unexplained absences. If we have not received a phone call regarding an absence, a message will be sent.

Schools are required by law to record each absence as 'authorised' or 'unauthorised.' Therefore, we ask that you, as parents/carers, work with us by providing absence letters as required. However, please note that only the school can authorise an absence.

Exceptional circumstances

On matters of attendance and punctuality, Form Tutors and Year Leaders work in close liaison with the school's Attendance Officers and Deputy Headteacher to ensure that students receive full benefit from their years of full-time education. Following the County guidelines, the school will only sanction a maximum of ten days absence for exceptional circumstances during school time. However, please remember that any absence during term time is detrimental to the educational progress of the student and should only be taken when absolutely necessary. Students who take longer holidays may be taken off roll and then would need to apply to be re-admitted.

Daytime punctuality

Lateness to lessons throughout the school day is also closely monitored. Students are expected to be at their lessons on time and ready to learn. Lateness to lessons is monitored on a weekly basis. A sanction may be set if a student is late to two or more lessons per week.

“There are lots of opportunities to be involved, for example I am a form rep and have already been able to work together with the senior leadership team on a transition project.”

Year 7 student.

Doctor and dentist appointments

If doctor or dentist appointments must be made during the school day, please email the attendance officer in advance so this can be authorised – attendance@grange.bucks.sch.uk Your child must sign in/out of school with the attendance officer on leaving or returning to school.

Sickness

If your child is absent from school due to illness, please ring the school on EACH day of sickness. On his/her return to school, please email attendance (attendance@grange.bucks.sch.uk). These absences will then be recorded as authorised. If no communication is received, the absence remains unauthorised.

Family holidays

There is a clear directive from the Department for Education that parents should not normally take children on holiday in term time. Only requests based on compassionate grounds can be considered for authorisation. In these circumstances, an application should be made and sent to the attendance officer. A form can be found here at the link below:

Student absence information - <https://www.grange.bucks.sch.uk/parents/student-absence>

Cause for concern

The school may contact you if:

- Your child's attendance falls below an unacceptable level.
- Your child is late for school regularly.
- A regular pattern appears in your child's absences.
- Communication is not received from you explaining absences.

Our Attendance Policy can be found on School Website: <https://www.grange.bucks.sch.uk/wp-content/uploads/2022/11/The-Grange-School-Attendance-Policy-1.pdf>

Mobile phones

Mobile phones are expected to be turned off at 8.30am and not seen or heard until 3.00pm. If students fail to meet these expectations, their phones may be confiscated. Our full mobile phone policy is on the school website: <https://www.grange.bucks.sch.uk/about-us/school-policies>

Personal property and lockers

Students are asked to ensure that all items of clothing and equipment are clearly marked with their full names. Any lost, named item is often returned to the site office (located in the food technology corridor). This is the first place that students should check should they lose anything.

During Physical Education (P.E.)

During P.E. lessons, watches, keys and any mobile phones should be handed to the P.E. teacher and not left in student's clothing or bags.

Lockers

Lockers are available for rent from an external company called Independent Locker Solutions (ILS). You can find more information and book a locker online via their website - <https://www.ilsschools.co.uk/>





Medicine and illness in school

Illness

If a child is taken ill in school or involved in an accident, the child is taken to the First Aid room where the matter is dealt with by the First Aid Officer. If the matter is serious, then the parent is informed as soon as possible. If the matter is urgent, the First Aid Officer will call for an ambulance, at the same time, informing the parent and asking the parent either to come to school or to go to the hospital. It is part of our safeguarding expectations that we have two family contacts. Please ensure if your numbers or emails change that you contact the school so we can update your records via office@grange.bucks.sch.uk

Medical Information

Parents should take care to complete the 'medical information' section of the Admission Form in as much detail as possible. Parents are asked to let the First Aid officer know of any health matters that are of some concern.

Medication

If a child is on medication, then it is advisable to let the First Aid Officer keep this whilst the child is in school. Medicines should be sent to school clearly labelled with the child's name and form group with clear directions as to its use. We are normally willing to accept students in school when under treatment, provided the doctor has recommended that they continue their normal education. Parents should discuss these matters with the First Aid Officer before sending their child to school.

For all information on medical care, please visit our website: <https://www.grange.bucks.sch.uk/pastoral-care/medical-care>

Jewellery, make-up and hair

One pair of small, plain earring studs may be worn, and a watch may be worn. No nose studs, oral or facial piercings.

Make-up

If make-up is worn, it should be very discreet, otherwise students will be asked to remove it. No nail varnish other than neutral and nails should be an appropriate length for sport, Food Technology and other physical activities. Acrylic and gel nails should not be used if they cannot conform to our policy.

Hair

Hair should be neat and tidy and in a style that does not draw undue attention to the student. Hair dyes must be in natural appropriate colours with no two-tone hair. Subtle highlights are acceptable, provided they are in natural colours. No patterns/shaved areas cut into the hair. Hair accessories must be plain black or navy blue.



Homework

Students are expected to do regular homework. Parents are asked to support their child in managing their time and workload in order to meet deadlines.

Online

Subject homework is posted online using Satchel One. All students are able to log on and view their homework calendar. Parents are also able to view the homework that has been set using their own parent log in.

Set by class teacher

Homework is set by the class teacher on a regular basis when it is appropriate to do so. In Key Stage 3, English, Maths, Science and Languages are likely to have a piece of homework each week. Other subjects which have fewer lessons will set homework at least once per fortnight. Drama and Physical Education are the exceptions to this; they have homework once per half term.

If there is an issue regarding homework, parents should contact the form tutor in the first instance. Our homework policy can be found here: <https://www.grange.bucks.sch.uk/about-us/school-policies>

Rewards

As a whole school community, it is important that we recognise hard work, commitment and sustained effort from our students. We aim to celebrate successes and focus upon rewarding effort and achievement. Our rewards include achievement points and badges (which can both be viewed on your child's Satchel One profile), non-uniform days for those students who show a consistently positive attitude to learning (currently held twice a year), termly reward events such as breakfast mornings and movie afternoons and annual rewards including awards evenings and reward days.

'Star of the half term'

A specific reward for Years 7 and 8 only is 'star of the half term'. Form tutors choose their 'stars of the half term' and those 'stars' will receive a certificate from the Headteacher, a badge on their Satchel One profile as well as a sweet treat!

Rewards

Our reward system has recently been revised as a result of student voice. This year's student voice showed **94% of students like the current reward system.**

To find out the full details of our reward system, please see our website - <https://www.grange.bucks.sch.uk/pastoral-care/rewards>

Policies

Policies are vitally important and help us to create quality standards for learning and safety, as well as for expectations and accountability. Some of our key policies are:

- Anti-Bullying.
- Attendance.
- Behaviour.
- Safeguarding.
- Health and Safety.

These and other school policies can be found on our website: <https://www.grange.bucks.sch.uk/about-us/school-policies>

Library

The Library is a welcoming space for research and homework, and for reading a wide range of quality fiction and non-fiction. The Library is located in the English corridor and is open Monday-Friday from 8.30 until 4pm.

Students are expected to work silently in the library during lesson times and quietly during break and lunch.



Library resources

- **FICTION** is arranged in alphabetical order by author surname with genre stickers. There are separate sections for graphic novels, manga & quick reads.
- **NON-FICTION** books and reference books are shelved in one sequence according to the Dewey Decimal system that is used in most academic institutions and public libraries.
- **REVISION GUIDES** for GCSE, AS and A2 are located in the study skills area of the library
- **SHELF HELP** supports mental health issues and is recommended by the Reading Agency.
- **STATIONERY** at discounted prices.

Loans from the Library

- The majority of books in the Library can be borrowed for 3 weeks. Reference books are clearly marked and can only be used in the library.
- Students can borrow up to 3 fiction and 3 non-fiction at any one time. They are responsible for returning the books in good order and by the due date stamped on the date label on the inside front of the book. Fines for overdue books are 2p per book per day. If the book is damaged, and we can't lend it to anyone else it will need to be paid for.
- If students wish to renew the book and haven't finished, they can renew it in person or by email.

Computers and printers

There are PCs available for use in the Library, which are connected to the school network, and can be used for schoolwork and research. The Library has a black and white printer students can use.



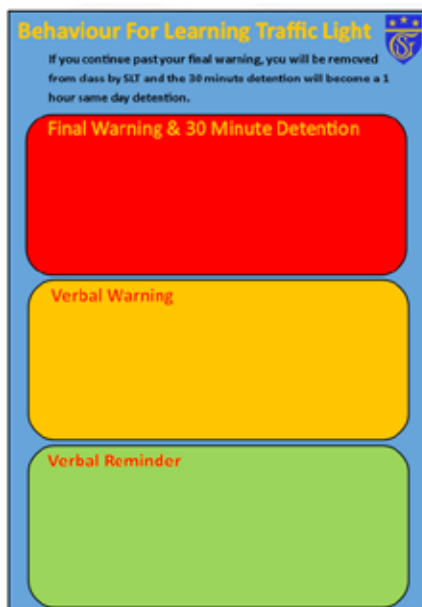
Behaviour

Safe environment

The Grange School believes that it is important to create a safe environment in which staff can teach and students can learn. It is based on the clear values of respect, fairness and inclusion. The school values good behaviour and seeks to create systems which will minimise and appropriately redress all forms of unacceptable behaviour.

Traffic lights system

To achieve the same expectations in each class, The Grange School applies a 'traffic light' system. This system is visible in every classroom. A student's name or initials are placed onto the green area when a verbal reminder of the classroom's expectations are needed. If disruption persists, the student's name is placed onto the amber section. If the student continues to disrupt the learning environment, their name will be placed on the red section. A 30-minute detention is also set by the class teacher at this stage.



Finally, if disruptive behaviour continues to persist, a Duty Leader or a member of the Senior Leadership Team will remove the student from the classroom, and they will be escorted to our inclusion room for the remainder of the lesson. A 60-minute detention will also be set as a consequence. If there are repeated removals from lessons, this will be communicated by the student's Year Team Leader.

Detentions

Detentions are either 30 minute or 60 minutes in length and run on a Tuesday, Wednesday and Thursday evening. 90 minute detentions are also run on Thursday evenings by a member of the Senior Leadership Team. These are often for failing to attend a 60 minute detention or persistent lateness.

All detentions are logged on Satchel One with the date, duration and reason for the detention. As parents, you are notified of these and whether or not your child has attended them. Satchel One will give both parents and students 24 hours notice of any detentions set. If you have any questions regarding a detention, please contact the member of staff who set the detention in the first instance.

Policy

Our Behaviour Policy can be found here: <https://www.grange.bucks.sch.uk/about-us/school-policies>

Information and Communication Technology

When our new Year 7 students join us in September, all students are issued a personal school username and password within their first few ICT lessons. Students are shown how to change their passwords, access their emails as well as Satchel One. These credentials should be used to access all of the following IT systems and resources:

- School Computers.
- School Email.
- Virtual Grange.
- Satchel One – (use the “Sign in with Office 365” button on the login page).
- Seneca – (use the “Sign in with Office 365” button on the login page).
- Maths Watch – (use the “Google Login” button on the login page).
- My Work.
- Google Apps including SketchUp.
- GIS Maps for Schools.
- YouTube.

When a student changes their password, the password will also be changed on all of the above.

Students also have access to the following, but they do not support 'single sign-on' and therefore require separate log in credentials:

- Kerboodle – accounts are issued by the school IT Office.
- ActiveLearn – accounts are issued by the school IT Office.
- Dynamic Learning – accounts are issued by multiple teaching departments.

What if my child forgets their passwords etc?

Parents can email the school at parent-IT-help@grange.bucks.sch.uk for any IT related queries such as a student forgetting their main school account details. Please include your full name and contact number so we can get in touch with you.

School firewall

All students have access to the internet at school to help them with their studies. Internet access is protected at The Grange school by 'firewall' to prevent students from accessing, viewing and downloading unsuitable material. As part of the admission process, we ask that students and parents read and agree our Internet Code of Practice. This contract agrees appropriate conduct whilst using the school internet and email facilities.

All information can be found here on our website: <https://www.grange.bucks.sch.uk/students/it-systems>

Students can also download a Free Microsoft Office Package at home to help with their learning: <https://www.grange.bucks.sch.uk/students/it-systems/microsoft-office-free-for-students>

Special educational needs

If your child has Special Educational Needs and is on the SEND register, the information will have been transferred from their previous school to The Grange. The contact details for members of our Support For Learning team are below, should you wish to make contact with them:

- Mrs S Jackson, Assistant Headteacher for Support for Learning & Inclusion sjackson@grange.bucks.sch.uk
- Ms W Jakeman, SENCO for Y7 DISC (Tues, Wed, Fri) wjakeman@grange.bucks.sch.uk
- Mrs E Radford, SENCO for Y7 OVER (Mon, Wed, Fri)

Alternatively, please visit the website - <https://www.grange.bucks.sch.uk/pastoral-care/support-for-learning>

Safeguarding

At The Grange School we believe that our approach to child protection should be founded on the right of all children and young people to be safe and feel safe. It is the fundamental obligation on all schools to robustly secure this right. The aim of our Statement of Intent, alongside our The Grange Child Protection Policy, is to provide staff, governors and volunteers with the framework they need to keep children at The Grange School safe and secure and to provide parents and carers with the information about how we will safeguard their children whilst in our care.

You can meet the Safeguarding team and view all of our Safeguarding documents on our website under the 'pastoral care' tab - <https://www.grange.bucks.sch.uk/pastoral-care/safeguarding>

Communication at The Grange

Satchel One

Parents can keep up to date with their child's school day via Satchel One.

Satchel One can be downloaded as an app or can be used on a computer or tablet. As a parent, you can see your child's daily attendance, achievements, behaviour logs, homework and important notices. Satchel One is a great way of taking a more active role in your child's home learning and keeping tabs on homework without having to be intrusive.

Parents sign-up for accounts directly with Satchel One using student specific PIN codes issued by the school at the start of the academic year. This is likely to be in the first two weeks of the new term and will come home via your child in an envelope. Please note, parent log in details are different from a child's log in details. If you need to obtain your parent log in details, please email the office (office@grange.bucks.sch.uk) and they will happily generate a letter for you.

Student Log in

Students don't need a separate username and password for Satchel One. Instead, students should use the Sign in with Office 365 button and enter their school email address and school password to login. Students will be given their log in details in their first IT lesson and shown how to use the school's IT system as well as Satchel One. This may take up to 3 weeks depending on your child's timetable.

You can find a 'how to log in' student guide under the parent tab (homework) on the school website: <https://www.grange.bucks.sch.uk/parents/homework>

Email and Telephone

It is vitally important you keep your contact details up to date and let us know immediately of any changes.

Attendance

If for any reason your child is unable to attend school, you must notify the school on each day of absence either by phoning 01296 390919 or emailing attendance@grange.bucks.sch.uk.

Other specific enquiries

We want you to feel that you can contact us freely. If you wish to have a face-to-face meeting with a member of staff, please arrange this in advance by email or letter, as teachers, by the nature of their job, are not generally available if you arrive in school unannounced.

For the following areas please contact the main school office on 01296 390900 or by email: office@grange.bucks.sch.uk.

We will then direct your enquiry as follows:

- Specific subjects (including homework and coursework issues) – **Subject Teacher**.
- Personal relationships and personal belongings – **Form Tutor**.
- Issues to do with general academic progress – **Form Tutor**.
- Educational visits and extra-curricular activities – **Member of staff leading the trip or the staff member responsible for the activity**.
- Sanctions – **The teacher who gave the sanction**.
- Behaviour – **Year Team Leader**.

Appointments

If parents wish to speak with a member of staff, it is more convenient to write, email or telephone the office for an appointment, as they may be teaching, in a meeting or out of school. Parents are unlikely able to speak with members of staff if they arrive in school without prior arrangement, so to avoid disappointment, please make an appointment if you wish to meet with a member of staff.

The school office telephone number is 01296 390900 and is open from 8.00am to 4.00pm. The school office is always willing to help parents with any queries that they may have regarding any matters concerning the school and can often point you in the right direction.

Reports

As parents/carers you will receive a printed report on your child's progress, behaviour and homework three times a year. In addition, we offer a 'meet the form tutor' evening in the first term where parents/carers can make a face-to-face 5 minute appointment with your child's form tutor to discuss how your child is settling in at The Grange School. Later on in the year, a virtual parent's evening is offered with your child's subject teachers to discuss attainment and progress.

CURRICULUM AND EXTRA-CURRICULAR ACTIVITIES

“The sports clubs have been amazing here – especially gym club. They also include football, basketball and active club.”

Year 7 student.

Curriculum

Our curriculum is both aspirational and ambitious for students which:

- Values the enrichment students experience through exposure to a Key Stage 3 curriculum that offers both breadth and balance.
- Values skills as well as knowledge as well as being explicit about the learning and development of enterprise and learning skills.
- Values recognised examinations and learning pathways for our students.
- Is an open entitlement to students of all abilities and aspirations.

The table below shows the number of lessons per fortnight allocated to each subject for a student in key stage 3

Subject	English	Maths	Science	PSHCE	PE	Geog	Hist	RS	ICT	DT	MFL	Music	Art	Drama	Enterprise
Year 7	6	6	6	2	4	3	3	2	2	4	5	2	2	2	1
Year 8	7	6	6	2	4	3	3	2	2	4	4	2	2	2	1
Year 9	7	7	7	2	4	2	2	2	2	4	4	2	2	2	1

All of our curriculum handbooks for each subject can be found here on our website: <https://www.grange.bucks.sch.uk/curriculum/curriculum-handbooks>

Extra-curricular and activities out of school

Extra-curricular activities are important in establishing a thriving school community. As a school we value the commitment that our staff and students give to the development of skills, knowledge, and understanding outside of the normal school day.

Clubs

The Grange School offers a broad range of extra-curricular clubs. We try to ensure that there is a wide variety of interesting opportunities for students in all year groups. Whilst some clubs run for the entire academic year, others are seasonal. You can see the termly timetable on our website - <https://www.grange.bucks.sch.uk/curriculum/extra-curricular>

Opportunities

As well as these extra-curricular clubs, there are other opportunities within the school day which students can be involved in for example the 'Friends Against Bullying' Team, student voice conferences involving student voice ambassadors as well as both subject-specific and pastoral projects and competitions.

Educational visits

The Grange School offers a broad range of curriculum and recreational trips and visits to support and enrich our educational provision. We try to ensure that there is a spread of visits across all year groups, so that there are opportunities for students at all Key Stages and at all stages in their learning.

At the beginning of the academic year, parents and carers are asked to complete an annual consent form. This will be sent to you at the beginning of each academic year.

FRIENDS OF THE GRANGE AND FUNDRAISING

“There are a lot of nice people that you can ask for help getting around your new school.”

Year 7 student.

Friends of The Grange

The Friends of The Grange School are a group of parents and teachers committed to raising funds for the school to benefit the students. Over recent years we have achieved great success in running our own events and supporting the school at events run by students, school departments and the school as a whole. These have included Dance Shows, Music Evenings and other school productions as well as the very popular Quiz Night. Other events have included a highly successful Summer Fete and Indulgence Evening, which will hopefully be repeated with the support of more volunteers.

If you're interested in joining The Friends of The Grange School, or simply helping at an event please contact pta@grange.bucks.sch.uk.

The chair of our PTA is Sue Thacker who would be more than happy to answer any questions.

You can also visit Friends of The Grange School on Facebook.

Fundraising



Did you know that we're registered with **easyfundraising**, and you could help us to raise funds for the school at no extra cost to yourself?

When you shop online, with over 4,100 of your favourite retailers, including *John Lewis & Partners, Amazon, eBay, notonthehighstreet*, you will raise **FREE** donations for The Grange School.

If you're not already signed up, it only takes a few minutes, then you can begin using the **easyfundraising** website or app straightaway – simply shop online as normal. This will be an enormous help to the school, at no extra cost to yourself.

Visit our **easyfundraising** page: <https://www.easyfundraising.org.uk/causes/fograngesch> to get started. See our website to sign up for the Bucks Lottery which also helps to raise funds for The Grange School: <https://www.grange.bucks.sch.uk/parents/friends-of-the-grange-school>



Thank you for all your support!





Our Mission

Our mission, as a socially, economically and culturally diverse school at the heart of Aylesbury, is to inspire a flourishing school community, with our wide-ranging and academically challenging and inspiring curriculum. We can succeed within an ethos of mutual respect and working together to create a culture of self-worth that enables our students to achieve their best.

Our Aims

As a school we aim to:

- Engage our students in our passion for learning that prepares them for a fully functioning and fulfilling life.
- Create highly developed relationships across the school and within our local community.
- Enable all students to acquire valuable knowledge that enriches their life.
- Promote a 'can do' attitude that enables our students to achieve success and fulfil their future aspirations.
- Provide our students with a safe, healthy, enjoyable environment where they feel secure in their learning.

Our Intents

In fulfilling our school aims we have five strategic intents making WE CAN which defines the essence of our school.

W – Well ordered, safe environment

E – Enriching curriculum

C – Community at the heart of the school

A – (Academic) Achievement for all

N – New horizons (linked to pathways, careers etc.)



The Grange School
 Wendover Way, Aylesbury,
 Buckinghamshire, HP21 7NH
 Telephone: 01296 390900
 Email: office@grange.bucks.sch.uk
 Website: www.grange.bucks.sch.uk

Our Values

Our key values in achieving this are:

