



# Grayswood C of E Primary School



## Parent Handbook

Grayswood C of E Primary School  
Lower Road  
Grayswood  
Surrey  
GU27 2DR

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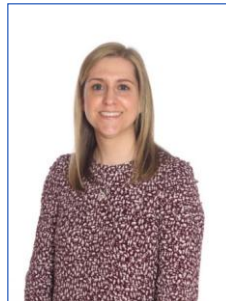
E: [info@grayswood.surrey.sch.uk](mailto:info@grayswood.surrey.sch.uk)

W: [www.grayswoodschool.co.uk](http://www.grayswoodschool.co.uk)

Dear Parents and Carers

Thank you for choosing Grayswood C of E (Aided) Primary School! We are very excited that you are joining our Grayswood family, and look forward to getting to know you better over the coming months.

Our Parent Handbook provides you with an overview of our daily procedures and expectations, and we hope you will find it useful whilst your child settles in. However, if you have any queries please do take a look at our website [www.grayswoodschool.co.uk](http://www.grayswoodschool.co.uk) for more further information, or feel free to contact us by emailing [info@grayswood.surrey.sch.uk](mailto:info@grayswood.surrey.sch.uk) or calling 01428 642086.



With best wishes

**Hannah Cole**  
**Headteacher**

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## About Us

### **‘Love one another as I have loved you’ (John 15:12)**

*Everybody at Grayswood Church of England Primary School is nurtured and loved as a unique child of God. Growing together through **perseverance** and **teamwork**, we learn to **love** and **forgive** with **kindness** and **respect**. As we flourish, we embrace the future with hope, confidence and positivity.*

Grayswood is a friendly village school, situated within an idyllic location, with one class per year from Reception to Year 6. Our Christian values of *love, kindness, respect, teamwork, perseverance and forgiveness* and our mission statement ‘Love one another as I have loved you’ (John 15:12) underpin the ethos and relationships in our school, however we are inclusive of differing faiths and none and welcome diversity.

Grayswood is blessed with a wonderfully supportive community, including a dedicated staff team, inquisitive, enthusiastic children, supportive parents and knowledgeable governing body. We want everyone within our community to flourish, achieve their potential and develop a lifelong passion for learning.

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## **ADMISSIONS**

### **New Reception Intake**

During the Summer term, we invite our new Reception children in for two hour-long visits, so they can see their classroom, meet their teacher and classmates, and start to become familiar with the school. The class will be split into two groups and you will be notified which group your child is in, and which dates to attend.

In September, we have a slightly staggered start for Reception children, to allow them to settle in smaller groups. We begin with school visits right at the start of the term, where each child and their parent/s come in for a short 1:2:1 visit with the class teacher and get to see the classroom again. The following week children attend a couple of mornings in their groups and stay for lunch, and then start full time with us the following week.

To begin with, children in Reception will have their playtime in their dedicated outdoor area. Towards the end of the academic year, they will start to mix with Years 1 and 2 to prepare them for the move towards KS1.

### **In-Year starters**

If your child has been offered a place to start with us during the school year you will be offered settling in sessions, which can either be a morning, afternoon, or whole day, depending on your preference. We will also make sure that new children are 'buddied up' with a friend for the first few days so they have someone to show them around and help them settle in.

## **ASSEMBLIES**

### **Celebration Assemblies**

We have a special Celebration Assembly at **8.50am every Friday**. This weekly event allows us to celebrate the success, hard work and positive behaviour of children during that week. If your child is due to receive a certificate, we will send a note home in their school bag the week before, so that you can make arrangements to attend that assembly if you wish.

We are aware that a lot of parents have to work, and if you are unable to attend on a particular week then we can hold the certificate back until the following week. Reception children usually start to attend Celebration assemblies after October half-term.

Each class also holds their own Class Assembly once a year, where the children focus on a theme or topic and perform to their parents and the rest of the school.

## **ATTENDANCE**

Regular attendance at school promotes pupils' well-being and gives them the best chance of learning and reaching their potential. During term-time, your child should attend school every day unless they are ill or the Headteacher has authorised their absence in exceptional circumstances.

### **Absence through illness**

If your child is unwell, please telephone message the school **before 9am** explaining the reason why your child is off school. You may find this a helpful guide when deciding on whether your child is too ill for school <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Please note – if your child has had an episode of either vomiting or diarrhoea then they must **remain off school until 48 hours has passed from the last episode**.

### **Absence requests**

If your child is going to be absent for any reason (such as a ballet/music exam, medical appointment) then we do require an [Absence Request Form](#) to be completed. This form can be found on the home page of our school website.

Wherever possible, please try to schedule any medical appointments such as GP, dentist, opticians for after school hours. Where this is unavoidable, we may ask for evidence such as a medical letter.

### **Holidays**

As detailed in our [Attendance Policy](#), and in line with DfE guidance, Headteachers may not grant any leave of absence during term time. If you do need to request absence for your child in exceptional circumstances, please complete our [Absence Request Form](#) with as much notice as possible.

## **CLUBS**

We are fortunate to be able to offer both externally and internally run clubs which take place during lunchtime and after school. Details of the clubs available will be sent out to parents ahead of the next academic term. We advise that Reception children wait until after Christmas to do after-school clubs as they are often quite tired during the first term whilst they settle in.

If you wish for your child to join one of our clubs then please ensure you have signed them up using the details provided and by the deadline stated in the email that you receive.

To see an example of our current clubs on offer please click [here](#).

## COMMUNICATIONS

### Arbor

We use a program called Arbor as our main portal for parents, and the majority of messages will come out from Arbor via email, in-app message or SMS. Once your child is enrolled at the school you will be sent log-in details for Arbor, which you can access via the Arbor app. Please ensure you fill in all the information fields regarding your child as fully as possible, paying particular attention to medical conditions if applicable, and provide a minimum of three emergency contacts so that we can get in touch with someone in the event of sickness or an urgent matter.

### Newsletter

We send out a school newsletter at the end of each month, with details of events that have taken place or are coming up, and important dates for your **diaries**. You can find copies of our newsletters on our school website.

**Commented [EB1]:** Can this be once a half term?

**Commented [HC2R1]:** I think we should stick to monthly

### Whatsapp

We have a School Announcements group on Whatsapp which you can choose to join – we use this for general information that is applicable to the whole school, and also for any urgent messages such as school closure etc.

Each Year Group also a class Whatsapp group, which your class reps will use to send out helpful reminders for the week ahead.

Please be considerate when using the Whatsapp groups - we expect parents to model our school values by showing respect at all times.

**Commented [HC3]:** I'm very wary of saying they are managed by school staff as they shouldn't be- if I had my choice I would not have them at all!

### Parents Evening and Open Afternoon

We hold Parents Evening twice a year, once during Autumn term and once in the Spring, and reports are sent out at the end of the year in the Summer term. We also have an Open Afternoon in July where parents are invited to come and look through their children's exercise books and view their work.

If you have any concerns about your child's progress, this should be discussed this with the class teacher in the first instance. An appointment can be made by emailing the class address (Eg. [wrens@grayswood.surrey.sch.uk](mailto:wrens@grayswood.surrey.sch.uk))

### Class Information

Teachers will send out Friday notes each week, with helpful reminders of everything coming up the following week. You can also access your class page via the website – please click [here](#) for our current class pages.

### Contacting us

To inform us of an absence or change in pick-up arrangements, or to ask a general question, please contact the office by emailing [info@grayswood.surrey.sch.uk](mailto:info@grayswood.surrey.sch.uk) or telephone on 01428 642086.

If you wish to discuss anything about your child please try to speak with your class teacher at the end of the day after pick-up, or email [info@grayswood.surrey.sch.uk](mailto:info@grayswood.surrey.sch.uk) with your message and it will be passed on to the teacher.

Please note, teachers are unable to check emails during the school day as they are teaching, but they will endeavour to get back to you as quickly as possible.

**Commented [HC4]:** I think this should come through the office as teachers do not always have time to check emails during the day, especially after lunch when they are teaching

**Commented [HC5]:** I think this should come through the office as teachers do not always have time to check emails during the day, especially after lunch when they are teaching

## DAILY ROUTINES

The school gates open each day at 8.20am. The bell is rung at 8.35am for KS2 and 8.40am for EYFS and KS1. Children line up in their classes and teachers escort them to class. We hope you will support us by saying goodbye to your child at the gate and allowing your child the responsibility of organising themselves at this time, then leaving promptly. Please do not hang around outside the school gates.

On very wet mornings, when directed, children can go straight to class. There will be members of staff supervising at this time so there is no need to wait.

If for any reason you arrive late for registration, you must bring your child directly to the school office and sign them in on the pupil signing-in sheet, so that their attendance can be noted and they can be accompanied to the classroom by a member of staff.

| Time                          | Year Group | Session              |
|-------------------------------|------------|----------------------|
| 7.30am (Mon – Fri)            | ALL        | Breakfast Club opens |
| 8.20am                        | ALL        | School gates open    |
| 8.35am                        | KS2        | Registration         |
| 8.40am                        | KS1        | Registration         |
| 10.15am – 10.30am             | KS2        | Morning Break        |
| 10.45am – 11am                | EYFS/KS1   | Morning Break        |
| 11.45am – 12.45pm             | EYFS/KS1   | Lunchtime            |
| 12.15pm – 1.15pm              | KS2        | Lunchtime            |
| 3.10pm                        | EYFS/KS1   | End of school day    |
| 3.20pm                        | KS2        | End of school day    |
| 3.20pm – 6.15pm (Mon – Thurs) | ALL        | After School Club    |

The school gate will open again at 3.05pm each day. Please wait for your child in the playground – children are only allowed to leave once the teacher and the child have seen the waiting parent.

If someone different will be collecting your child please telephone or email the school office and class email address to let us know.

### **Morning Drop-off**

In the mornings, we run a system called 'Kiss and Drop' to try and alleviate the traffic and congestion during drop-off at school.

Parents can drive up to the school along Lower Road and pull in to the Parking Bell area by the school gate, where parent volunteers in hi-vis jackets will be waiting to open the car door and escort your child into school safely. Your child will need to be ready to get out of the car – as soon as they are out of the car safely, please drive off down Lower Road.

Parents who use 'Kiss and Drop' must NOT get out of their car, as this endangers both staff and pupils.

### **Parking**

We encourage as many parents and children to walk to school if possible, but if you do need to drive, we politely request that you park with consideration for other road users and our lovely local residents.

**Please do not park on any yellow or zig-zag lines, even just briefly, and please do not block access to residents driveways.** Many thanks

### **Wraparound Care (Hen House)**

Our Breakfast club starts at 7.30am Mondays – Fridays during term time, and our after-school club runs until 6.15pm Monday to Thursdays during term time (there is currently no after-school club on a Friday). To register a place for your child please contact The Hen House at [www.thehen-house.com](http://www.thehen-house.com) or by emailing [care@thehen-house.com](mailto:care@thehen-house.com)

## **FROGS/PTA**

Parent Teacher Associations (PTAs) play a vital role in supporting schools and enriching the educational experience of pupils. Through fundraising events, volunteering, and community activities, PTAs help provide additional resources, equipment, and opportunities that may not otherwise be available.

We are lucky to have an amazing PTA (affectionately known as FROGS - Friends of Grayswood School) and they work really hard to support the school. Over the years they have arranged some wonderful fundraising events such as movie nights, cake sales, discos, colour runs, fairs, and the very popular 'Break The Rules Day' and 'Crazy Hair Day'!

All parents are welcome and encouraged to join as it is a fantastic way for parents to become actively involved in their child's school community. Whether you can offer a little time or a lot, every contribution makes a difference and helps strengthen the partnership between home and school for the benefit of all pupils. You can find out more about our PTA on our website [here](#).

**Commented [HC6]:** I don't think this is needed but could we put a link to their page on the website?

## HOUSES

All children will be allocated a house when they start at Grayswood. Children are awarded house points in recognition of their effort or for positive behaviour. The House Captains in Yr 6 add up the house points each week and report the scores to the whole school during weekly Celebration assembly. On Sports Day the children wear coloured t-shirts (these can be purchased from anywhere) and compete for their house, with a cup being awarded to the winning house. Current house point tallies are shown on the home page of our website. The houses are:

Lovelace – RED  
Hawking – BLUE  
Burns – YELLOW  
Darwin - GREEN

## INCLUSION/HSLW

Our Inclusion Manager/SENDCO (Special Educational Needs and Disability Co-ordinator) Mrs Chambers, and our HSLW (Home School Link Worker) Mrs De Marcos both work together with children, parents and teachers to ensure that each child's individual needs are met. Further details about what they can offer can be found in our SEND Information Report and Policy.

Commented [HC7]: Can we add in names?

## MEALS

### Hot Meals

Providing children with a hot meal at school is important for their health, wellbeing, and learning. A nutritious hot meal gives children the energy they need to concentrate in lessons, participate in activities, and achieve their best throughout the school day. Eating together also helps children try foods they may not want to try at home.

We are excited to introduce our new catering company, The Pantry. Taking over in September 2026, you will be able to order meals directly through their app. Parents are able to select from a choice of three options each day (a vegetarian option is always available). We looked at a number of providers and not only was their food the tastiest, their passion and values really align with ours at Grayswood so we are excited to have them on board! Please check our website for more information regarding meals.

### Snacks and drinks

The children are encouraged to keep hydrated throughout the day and should bring water in a named bottle each day – no metal bottles please.

All children under the age of 5 are entitled to free school milk up until their 5<sup>th</sup> birthday; this is drunk during snack time. Once they turn 5, if you wish for your child to continue receiving milk you can purchase this through the Cool Milk scheme (they will contact you ahead of your child's 5<sup>th</sup> birthday). We will register all children in Reception for Cool Milk, unless you inform us that they do not want to receive it.

All children in EYFS and KS1 are given a piece of fruit or vegetable to eat, so it is not necessary to bring any snack from home. Children in KS2 will need to provide their own piece of fruit or vegetable if they would like to have a snack during **morning** break.

**Commented [EB8]:** I added this in – is that right?

We are an allergy-aware and **NUT-FREE school**. Please ensure that no products containing nuts are brought onto the school site at any time.

**Commented [HC9R8]:** Yes!

Please inform us of any allergies by completing the fields on Arbor and emailing the school office. An accompanying doctor's letter may also be required.

**Commented [EB10]:** This may change but worth them filling in the fields on Arbor anyway. Do we want them to fill that in and email the office?

The children are supervised throughout lunch and they are gently encouraged to eat their food. If your child appears to be having any difficulty, we will let you know. Equally, if you have any concerns about how they are eating do come and speak to us.

### **Free School Meals**

Children from families that receive certain benefits can receive Free School Meals. Please complete this form if you receive any of the following:

- Universal Credit
- support under Part VI of the Immigration and Asylum Act 1999
- income-related Employment and Support Allowance
- the guarantee element of Pension Credit

### **Registration For Free School Meal Eligibility – Fill in form**

In addition to providing a healthy lunch, eligibility for Free School Meals can help schools access extra funding, such as Pupil Premium, which is used to provide additional support, resources, and opportunities for children.

### **Universal Free School Meals in EYFS/KS1**

Universal Free School Meals (UFSM) provide every child in Reception, Year 1 and Year 2 attending a state-funded school in England with a free school lunch every day, regardless of household income or family circumstances. Parents do not need to apply for this entitlement; it is available automatically to all infant-aged pupils. We would encourage all Reception children to take up their free school meal.

## **MEDICAL**

### **Sickness**

We have a large number of First Aid trained staff at the school. If your child feels unwell during the school day we will take steps to check their temperature, and if necessary will call parents to see if we can administer paracetamol or ibuprofen as required. If your child has vomited or had an upset stomach then we will need them to be collected from school at your earliest convenience.

If a child has had a fall then we will apply first aid treatment such as antiseptic wipes, plasters, or ice packs as needed and you will receive a note in your child's bag at the end of the day explaining what action was taken.

In the event of a head bump, as well as all of the above, we will give children a head bump sticker to make all staff aware that they need to keep a close eye on the child. We will also call parents to inform them, in case they would like to have their child checked out at minor injuries.

If your child is suffering with an infection condition such as chickenpox, measles etc we politely request that you tell us as soon as possible so that we can inform parents (without naming your child). Likewise, if you discover your child has headlice please ensure you treat them as soon as possible, and let us know so that we can inform parents there are headlice present in that particular class.

#### **Allergies, dietary requirements and medical conditions**

If your child has an allergy, a medical condition or a particular dietary requirement please fill in the relevant fields on Arbor under 'medical conditions' so that we have all the information to hand. You can also email the school office if you would like to give more detailed information to us about any of the above. If your child's medical conditions or allergies/dietary requirements change throughout the year, please amend this on Arbor so that we can update the changes.

**IMPORTANT** – Please note we are an allergy-aware and **NUT FREE** school. We have several children and staff members with severe nut allergies and therefore no products containing nuts of any description are allowed on site. We would appreciate it if you could please check all items in packed lunches before sending them to school – many thanks.

#### **Medicines**

If your child requires any medication to be administered by staff at school for an ongoing condition such as an inhaler for asthma, an EpiPen for allergies, or antibiotics for an infection etc then parents will need to complete our [Medicine Dispensing Form](#) which can also be found on the home page of our website. Inhalers and EpiPens will be held in your child's class medical box at school, and antibiotics will be stored in our locked fridge in the office. All medicines must be clearly marked with your child's full name on please.

**IMPORTANT** – **ALL** medicines must be delivered to the school office by an adult, and must **NEVER** be given to a child to bring in under any circumstances – many thanks.

### **PARENT HELPERS/DBS**

We regularly need parent volunteers to assist us with activities listening to reading, school trips, swimming or sports events, forest school etc. Please liaise with your class rep or teacher about how you can get involved.

We ask that parents that come in regularly to be complete a DBS check with us.

- If you already have a DBS check from another setting and subscribe to the update service, please let the office team know your certificate number and date of birth to run a check.
- If you are not on the update service, we will need to complete a new check for you. Please bring in 3 original forms of ID to the office. You can find more information on eligible ID [here](#)

Once your DBS certificate has been received, you will be able to volunteer in school unsupervised. When you arrive to help out with an event, please ensure you sign in at the office and request a green visitors lanyard.

The cost of a volunteering DBS is £15 to the school. If you are able and willing to cover this cost you can purchase it through the School Shop in Arbor.

## **SAFEGUARDING/DSL**

Our school is committed to and prioritises safeguarding and promoting the welfare of children. Our expectation is that all members of our school community, volunteers and contractors will share this commitment. This means that our school has Child Protection & Safeguarding Policy and Procedures actively in place. These documents can be found on the Policies page of our website.

If you are concerned about your child's welfare or another child at our school, please record your concerns and any observations or conversations heard and report them to our Designated Safeguarding Lead as soon as possible the same day.

**Our Designated Safeguarding Lead:** Hannah Cole, Headteacher

**Our Deputy Designated Safeguarding Leads:**

|                |                                                                  |
|----------------|------------------------------------------------------------------|
| Angela Barnes  | - Assistant Headteacher and Year 6 <a href="#">Class</a> Teacher |
| Amanda Burrell | - Yr 1 Class Teacher                                             |

**Commented [HC11]:** Taken out Rachel as she is not currently trained as a DSL

If your concerns relate to the actions or behaviour of a member of staff (which suggests that they are unsuitable to work with children) then you should report this to our Headteacher in confidence. If the concerns relate to the Headteacher, please contact the Chair of Governors who will take advice in order consider what action is necessary.

**Headteacher:**

Hannah Cole

T: [01428 642086](tel:01428642086)

[dsl@grayswood.surrey.sch.uk](mailto:dsl@grayswood.surrey.sch.uk)

**Chair of Governors:**

Jackie Holmes

T: [01428 642086](tel:01428642086)

[jholmes@grayswood.surrey.sch.uk](mailto:jholmes@grayswood.surrey.sch.uk)

## **TERM DATES, INSET DAYS AND CALENDAR**

Our term dates and Inset Days can be found on our website [here](#). You can also access our school calendar via our website, where you should be able to find details of trips, class assemblies, parents' evenings, and various other important events for you to note. Class Teachers will send home reminders for the week ahead on their Friday Note, which can be found on your class page on the website.

### **TRIPS**

At Grayswood we offer a variety of engaging and enjoyable trips and workshops for the children to support their learning. Children in Reception often visit the theatre and West Wittering beach, whilst other Year Groups visit Fort Nelson, the Weald and Downland Museum, Gilbert White's House, and Butser Hill. Year 4 enjoy a 3-day residential at Henley Fort in Guildford during the Summer term, and Year 5 head off for a 5-day stay at Hooke Court in Dorset. Year 6 are always treated to a variety of different outings to celebrate their final year, including Ninja Warrior, Go Ape at Alice Holt, and a wonderful Leavers Celebration Service at Guildford Cathedral.

We are always mindful of the costs of these trips, and try to keep prices to a minimum wherever we can. We also incorporate an in-school workshop during one of the terms to help keep expenses down as well.

### **UNIFORM**

Our school uniform supplier is Stevenson's. They offer all items from their website, with free delivery to school. The basic items of the school uniform can be purchased from any retailer, however, any tartan items or clothing with the school logo will need to be purchased through [Stevenson's](#).

Please label EVERYTHING! We do hate to see so many items in the Lost Property bucket going to waste because they have not been named.

#### **Girls' Uniform:**

- School sweatshirt or cardigan with Grayswood logo (EYFS/KS1)
- School jumper or cardigan (KS2)
- White blouse or white polo shirt (EYFS/KS1)
- White shirt/blouse with school tie (KS2)
- Tartan skirt, tartan pinafore or grey trousers
- White socks or navy tights
- Blue checked dress (Summer term only)
- Black sensible school shoes (no trainers)
- House coloured t-shirt for house events such as Sports Day (you will be notified which house your child is in once they start school)

**Boys' Uniform:**

- School sweatshirt with Grayswood logo (EYFS/KS1)
- White polo shirt with logo (EYFS/KS1)
- White shirt and school tie (KS2)
- Grey trousers or shorts
- Grey socks
- Black sensible school shoes (no trainers)
- House coloured t-shirt for house events such as Sports Day (you will be notified which house your child is in once they start school)

**PE Kit:**

Small draw string bag containing;

- Navy shorts
- White polo shirt with logo
- Navy blue jogging bottoms (mainly for Winter months)
- PE hoodie (mainly for Winter months)
- White PE socks
- Trainers or plimsolls

We expect all children to wear the correct uniform at all times. Please note – on PE days children may come to school dressed in their PE kit for the day.

In Summer months/hot weather please ensure you have applied sun cream to your child before they come to school, and ensure they bring a sun hat with them. In Winter/cold weather please ensure they have a warm waterproof coat and hat/gloves.

If your child is in Reception, they will also need a Grayswood School book bag, which again can be purchased from Stevenson's. Please purchase these rather than the rucksacks, as they can easily fit into trays and EYFS children do not really need a big rucksack.

Your child also needs a named pair of wellies to be kept in school.

No jewellery should be worn at school. Children with pierced ears should not wear earrings to school on PE days and only studs at any other time.

Our PTA (FROGS) have a supply of second-hand uniform available to purchase throughout the year. Please email [grayswoodfrogs@gmail.com](mailto:grayswoodfrogs@gmail.com) to enquire about any items you may need. We also welcome donations of second-hand uniform which can be passed on to the PTA.

## **WEBSITE**

Our website contains lots of helpful information, please do check [here](#) for any information you need, including class pages, term dates, absence request forms etc. The 'Key Information' tab should answer most questions, however, if you cannot find the answer you are looking for then please feel free to call or email the school office.

## **HELPFUL REMINDERS**

- Please ensure you contact us before **9am** if your child is going to be absent from school for any reason.
- Please follow our one-way travel system and use Kiss & Drop wherever possible.
- If your child arrives to school after registration please come into the office with them and sign them in.
- If your child has vomiting or diarrhoea they must stay off school for 48 hours after the LAST episode of either vomiting or diarrhoea.
- We are an allergy-aware and **NUT-FREE** school – please do not send in any products that may contain traces of nuts.
- Please sign up to our Parent Portal via our school website so that you can access our newsletter, book an appointment for Parents Evening, view your child's attendance information etc.
- We would be grateful if you could please read all correspondence thoroughly, and ensure trip consents and payments are completed by the deadline you have been given.
- Please write your child's name in **ALL** belongings!
- Please model our school values by supporting our lovely school, and by showing respect to our staff, our local residents and to each other at all times.

## USEFUL CONTACTS AND INFORMATION

School email: [info@grayswood.surrey.sch.uk](mailto:info@grayswood.surrey.sch.uk)  
Telephone: 01428 642086  
Website: [www.grayswoodschool.co.uk](http://www.grayswoodschool.co.uk)

|                           |                  |
|---------------------------|------------------|
| Headteacher               | - Miss H Cole    |
| Assistant Headteacher     | - Mrs A Barnes   |
| School Business Manager   | - Mrs E Butcher  |
| Inclusion Manager/SEND CO | - Mrs R Chambers |
| Chair of Governors        | - Mrs J Holmes   |

|                  |                                                          |
|------------------|----------------------------------------------------------|
| Yr R Wrens       | - Mrs Woods (Mon – Weds) and Mrs Smith (Thurs – Fri)     |
| Yr 1 Woodpeckers | - Mrs Burrell (Mon – Weds) and Miss Chow (Thurs – Fri)   |
| Yr 2 Robins      | - Mr Stanton                                             |
| Yr 3 Kingfishers | - Miss Wylie                                             |
| Yr 4 Swallows    | - Mrs Coult (Mon – Weds) and Mrs Fairhurst (Thurs – Fri) |
| Yr 5 Swifts      | - Mrs Breslaw                                            |
| Yr 6 Kites       | - Mrs Barnes                                             |

### Useful Links

[Absence Request Form](#)

[Medicine Dispensing Form](#)

## FREQUENTLY ASKED QUESTIONS

- General Information & Contact

### How do I contact the school office or my child's teacher?

The school office can be reached at **01428 642086** or via email at [info@grayswood.surrey.sch.uk](mailto:info@grayswood.surrey.sch.uk). To contact a class teacher directly you can use their specific class email address (e.g., [wrens@grayswood.surrey.sch.uk](mailto:wrens@grayswood.surrey.sch.uk)).

### How does the school communicate with parents?

The school primarily uses **Arbor** for messages, emails, and in-app notifications. Additionally, there is a **School Announcements Whatsapp group** for urgent news like school closures, and a monthly newsletter is published on the school website.

- **Attendance & Health**

**What should I do if my child is sick?**

You must telephone or message the school **before 9:00 am** on the day of the absence to provide a reason.

**When can my child return to school after being ill?**

If your child has suffered from **vomiting or diarrhoea**, they must remain at home until **48 hours have passed** since their last episode.

**Can staff administer medication to my child?**

Yes, for ongoing conditions (like asthma) or temporary needs (like antibiotics), but parents must first complete a **Medicine Dispensing Form** found on the school website. All medicine must be delivered to the office by an **adult**, never by a child.

- **The School Day**

**What are the start and end times for school?**

The gates open at **8:20am**. Registration is at **8:35am for KS2** and **8:40am for EYFS/KS1**. The school day ends at **3:10pm for EYFS/KS1** and **3:20pm for KS2**.

**What is the 'Kiss and Drop' system?**

To manage traffic, parents can pull into the Parking Bell area on Lower Road, where volunteers will help children out of the car and into school. Parents using this system **must not get out of their car**.

**Is there childcare available outside of school hours?**

**The Hen House** provides a Breakfast Club starting at 7:30am and an After School Club running until 6:15pm (Monday through Thursday).

- **Meals & Nutrition**

**How do I order hot school meals?** Starting in **September 2026**, hot meals are provided by **The Pantry** and can be ordered directly through their dedicated app.

**Does my child get a free lunch?**

All children in **Reception, Year 1, and Year 2** are automatically eligible for **Universal Free School Meals**. Families on certain benefits may also be eligible for traditional Free School Meals, which provides extra funding for the school via Pupil Premium.

**Are there any food restrictions I should know about?**

Grayswood is a **NUT-FREE school**. No nut products should ever be brought onto the site to protect students and staff with severe allergies.

- **Uniform & Equipment**

**Where can I buy the school uniform?**

The official supplier is **Stevensons**. While basic items can be bought from any retailer, items with the school logo or the school tartan must come from Stevensons. The PTA (**FROGS**) also maintains a supply of second-hand uniforms.

**Does my child need a PE kit?**

Yes, a kit consisting of navy shorts, a white logo polo shirt, and trainers/plimsolls is required. On designated **PE days**, children should come to school already dressed in their PE kit.

**What should my child bring for snacks?**

Children in EYFS and KS1 are provided with fruit or vegetables. Children in **KS2** should bring their own piece of fruit or vegetable for morning break. All children need a **named water bottle** (no metal bottles).

- **Parental Involvement**

**Can I volunteer at the school?**

Yes, the school regularly seeks volunteers for reading, trips, and events. Regular volunteers are required to undergo a **DBS check**, which costs £15.

**What is 'FROGS'?**

FROGS (**F**riends of **G**rayswood **S**chool) is the school's PTA. They organise various fundraising events like movie nights, discos, and the popular "Break The Rules Day" to provide extra resources for the children.