

# GUIDE TO OUR SCHOOL

## 2024



Welcome from Mr Allsopp  
Headteacher

Hello and welcome to Team Grove! I started here as Headteacher in January 2024 and so this September will be, as it will be for many of you, my first at The Grove.

Though only a short period at the helm, I have been incredibly impressed by the school and the potential that we have as a team. You may have heard of the transformation that is happening here – one of the most profound is the introduction of our unique approach to transition for all of our new Year 7 students – **The Shore**.

The concept of The Shore, is to ensure that the students will have their **own exclusive space to build their own careful sense of belonging** and connection. Students will have a tailored **curriculum** to ease and soften the move from Key Stage Two to Key Stage Three. The Shore will be based entirely within Grove House, on site here at the school, and may echo some of the memories that some of our community had with Lower Grove.

This is a new way of considering transition and is evidence-informed **based on feedback from families** around their children moving from Year 6 to Year 7.

Team Grove is rapidly changing, we are really proud of what we are achieving and we are pleased that you and your family will be joining The Grove and looking forward to you being part of our amazing team.

Yours sincerely,

*Mr Mitchell Allsopp*  
**Headteacher**





# The Shore

Welcome from Mr Shone  
Head of Year

I have worked at The Grove School for the previous five years, 4 of which have been as the 'Head of Year 7 and Transition'. Before this, I worked at schools in Stoke, Nantwich and Corby in similar positions. Throughout my career I have developed a wealth of knowledge in how to ensure students thrive during their time in secondary school, but particularly, and perhaps most crucially, in Year 7. The transition from Year 6 to 7 is complex and sees our young people develop on their journey towards adulthood. It's a great enjoyment to be able to help set them off successfully. This will be even more pertinent with the creation of The Shore here at The Grove to carefully craft their beginning of secondary school.

It is extremely exciting to be able to bring The Shore to life this coming September. The concept has been great to work on and plan around your children to ensure they are able to develop firm foundations to give them the tools to be curious, confident and resilient throughout secondary school. I really look forward to getting to know each student individually and working with you throughout their transition.



This guide tells you everything you need to know as the family of a child who is about to start at our school.

We are an innovative school ready to support the education of your child. As a proud member of the Marches Academy Trust, we benefit from being part of a strong and forward-thinking community with common goals and fundamental core values.

We strive to ensure that our young people make the very most of their learning adventure and are equipped with the skills required to prosper in the 21st Century. This is why The Shore at The Grove School is extremely important to the next stage of our journey and why we are so happy that you are joining us on our new adventure.

We know that a successful partnership between home and school is essential and very much look forward to working with you over the years ahead. This guide should support you with the key information to make your child's transition into Year 7 a real success.

# The Move

The move from primary to secondary school is an important milestone in a child's life and we want to make successful.

The **key differences** that children will experience at secondary school are:

- Travelling to and from school independently, probably for the first time.
- Moving around a bigger building, from room to room, between lessons.
- Many new adults, each of whom have different roles and responsibilities.
- Being responsible for books and equipment and making sure the correct items are packed for each activity during the day.
- Noting down homework, completing it independently and handing it in on time.
- Making new friends.

Your child's Form Tutor will have daily contact with them and is there to help them to deal with any worries they may have. If your child seems to be struggling in their new environment, please contact their Form Tutor as there are many ways in which we can help.

We do encourage the students to become independent as quickly as possible, but it can be helpful to:

- Display a copy of their timetable somewhere prominent at home. This will be issued at the start of the year.
- Establish a routine for homework and preparation for the next day.
- Encourage them to sign up for extra-curricular activities as these are a particularly good way for children to make friends.

# The School Day

The beginning of the school day can be a rush for everyone and helping your child to establish a routine in the morning and evening will help the day start smoothly and with minimum stress.

**Timetable:** Students should arrive no later than 8:35am and be in their form lines in their designated zones ready to start the school day on time. Year 7 will be based at The Shore in Grove House form September 2024, and this will be where they will line up to start their day with their Form Tutors and Head of Year.

08:40 – 09:10 Daily Discovery (Tutor Time)

09:10 – 10:10 Period 1

10:10 – 11:10 Period 2

**11:10 – 11:30 BREAK**

11:30 – 12:30 Period 3

12:30 – 13:35 Period 4

**13:30 – 14:00 Lunch**

14:00 – 15:00 Period 5

**15:00 End of School Day**

15:00 Enrichment opportunities

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# Useful Information

## **Transport**

Students currently travel to school using a variety of means including bus, car, taxi, bike and on foot. For detailed information please visit:

T: 0345 678 9008

E: [schooltransport@shropshire.gov.uk](mailto:schooltransport@shropshire.gov.uk)

W: [www.shropshire.gov.uk/school-transport/available-support/secondary/](http://www.shropshire.gov.uk/school-transport/available-support/secondary/)

## **Lunch**

A range of hot and cold food is available from the main hall at both break and lunch. Students queue in clearly defined spaces. Food is purchased using the biometric finger system meaning money needs to be added via Wisepay and your child uses their registered finger to use funds.

Students in receipt of Free School Meals have a fixed amount, loaded onto their account each day. Any sum not spent from this amount is lost at the end of each day and so it should be used in full each day where possible.

## **Payments**

We use Wisepay, a cashless system that enables parents to pay for extra activities, school lunches and trips. You will receive an email detailing your unique login with information on how to proceed at the beginning of the Autumn Term.



# All students should be proud of their school.

We expect you to do all you can to make it a place where everyone is treated courteously and with respect.

Everyone should be familiar with our policies on behaviour and discipline and the rules below are designed to be practical guides to make life easier for all.

# I will

**1.**

...arrive **SMART** to my lesson **before** the bell.

**2.**

...always **keep to the left** whilst walking around school and behave in a calm manner whilst lining up outside the classroom.

**3.**

...enter the room **calmly, store my bag safely** and **place my planner and equipment on my desk.**

**4.**

...give my **full attention** throughout the lesson by displaying **good listening behaviour** and **following instructions.**

**5.**

...use **positive words** at all times to encourage others and will achieve **at least a grade 2** in my lessons.

**6.**

...**work cooperatively** to support a productive learning environment where everyone feels able to learn.

**7.**

...**stand behind my chair** and leave in an **orderly fashion** when asked.

#togetherwegrow

# Academic Matters

## **Class groups and settings**

In Year 7, students are taught in both set attainment groups and mixed attainment groups, depending on the subject area. Specialist teaching or support is made available to those students who need it through our highly experienced team.

In Years 7, 8 and 9, students follow the Key Stage 3 curriculum moving to Key Stage 4 subjects in Year 10. In the February of Year 9, students will pick some of the subjects that they want to study in Key Stage 4. Students can then study at Grove Sixth Form for Key Stage 5 in Year 12 and Year 13 where they can study from a wide range of A- Level and vocational qualifications.

## **Books and folders**

All students are responsible for the text and exercise books given to them. In the event of loss or damage, the cost of replacement must be covered by the student. Student Planners are issued to all students. They are vital to the learning process and parents and carers are asked to review them with their child regularly.

In exercise books, our expectation is that students will always write in black pen, draw in pencil and underline with a ruler the title and date.

# Academic Matters

## Vision

Students are empowered to face the future with a forward-looking attitude, excellent communication skills and a resilient, positive attitude. Our core vision and values, underpinned by Fundamental British Values, encourage our students to develop attributes in:

- **Excellence** – everyone in our schools should be supported to achieve their full potential both inside and outside of the classroom, being clear about what excellence looks like.
- **Integrity** – all students should be supported by their immediate and extended Grove School family to become positive role models and citizens in our community
- **Empathy** – all students should be able to learn and consider living life in the shoes of other people within our wider community and consider the challenges they face and learn from how they have been overcome.
- **Creativity** – for our students, the importance of creativity cannot be understated. Both creative thinking and creative approaches to problems and situations will help prepare our students for life beyond The Grove School in an ever-developing world.
- **Equality** – our students should learn to appreciate that we are all equal and all have the opportunity to become the best versions of themselves.

## Confident Communicators at The Grove School

Literacy is the ability to read, write, speak and listen in a way that lets us communicate effectively and make sense of the world. At The Grove School, this literacy programme is called our Confident Communicators strategy.

We want our students to gain and develop the necessary skills to be able to make the most of their future.

# Academic Matters

## **Confident Reading Strategy**

We believe that literacy begins with reading. At the heart of our approach is 'reading for pleasure'. We expect all of our students to read in their own time and to bring their current reading book to school each day. We promote reading through a range of events and, most importantly, through our 'Confident Reading' strategy. We talk to our students about what they are reading and what, as staff, we are reading. Studies show that having adults as literacy role models is essential to a child's development. We will also be providing reading recommendations for both students and parents to help develop our shared love of books.

## **Assessment, Reporting and Recording**

We have developed a whole school assessment policy for your child. Key Stage 2 SATs data, reading age testing and CAT4 cognitive testing will help support preparations for learning and inform us of your child's starting points. In Year 7, students will be continuously assessed using formative assessment techniques with all subject areas focusing on continuous assessment of knowledge and skills throughout the academic year.

All students should be clear about what expected and greater depth performance looks like across their curriculum understanding where they are doing well, as well as knowing the steps they need to take to move their work on.

You will receive school reports across the academic year, informing you where your child is on, above or below their expected performance.

# Academic Matters

## **Home learning**

All home learning will be linked to the curriculum/exam specification depending on the year group. Full curriculum overviews are available on the school's website in the curriculum area. The purpose of home learning is to promote independence, develop the skills needed to ensure students meet their potential and to build their resilience. Staff mark and monitor home learning on a regular basis, with feedback highlighting areas for improvement to be addressed during reflection time in class.

## **Trips and visits**

We run a wide variety of trips including local, national and international during the school year and aim to publicise them at the start of the Autumn Term to allow parents and carers to plan and choose where appropriate. We are always conscious to provide affordable trips and offer payment options where possible.

## **Extra-curricular activities**

There is an extensive range of extra-curricular clubs and activities to suit every child. We encourage all students to take part in at least one extra-curricular activity. These take place during lunchtimes and after school. Please see our website for more information.

# Student Support

Each child needs to feel safe, secure and supported in order to reach their full potential.

## **Academic and pastoral support**

Your child's Form Tutor is your first point of contact for any issues, concerns or questions about your child in school.

Our pastoral support system exists for these key reasons:

- To monitor each student's progress and help them to be actively involved in their own learning by setting targets and planning how they can best improve.
- To ensure that each student has, in their Form Tutor, an adult that they can turn to if they have problems.
- To provide opportunities for students to be involved in a full range of school activities, including competition.
- To give a structure in which good behaviour and successes can be rewarded and negative issues such as poor behaviour or attitude to work, problems with attendance or punctuality or lack of progress can be addressed.

Each year group has a Head of Year. For Year 7, our Head of Year is Mr Matt Shone. There is also a dedicated member of the leadership team who focuses on pastoral care and safeguarding, working alongside the designated lead for mental health. These members of staff work within the different year groups to offer additional support.

# Student Support

Students who need more intense support have access to our inclusion team, which works to support students with behaviour management to return to a full programme of lessons and succeed in the main school setting. We also operate a range of extraction support for students with literacy issues so that we can support them to achieve age related expectations and access the curriculum fully. Our inclusion team is also there to support students in challenging times, provide speech and language therapy, access to a school counsellor and an ELSA therapist. Please contact the school for more information.

## **Tutor mentoring system**

Form Tutors meet with your child on a one-to-one basis throughout the year to discuss any concerns, strengths, achievements and their academic progress to ensure they are happy and getting the most from their time at school.

## **Special Education Needs and Disabilities (SEND)**

Details of our Special Educational Needs and Disabilities (SEND) services are available for download from our website. We make special provision for those students with additional needs and aim to provide high quality teaching and in-class intervention where needed.

A dedicated team of staff help ensure that students always receive an outstanding level of care. Our facilities provide quiet, calm, positive environments, to enable staff to work on a one-to-one basis with students when required.

There is a wealth of information regarding groups/activities/ organisations and services that can support professionals and parents in Shropshire at **[shropshire.gov.uk/the-send-local-offer](http://shropshire.gov.uk/the-send-local-offer)**.

# Student Support

## **More able students**

We are continually developing opportunities to challenge our more able learners and use information from Year 7 to enhance the provision we can offer. As well as within the classroom, there are many opportunities for our more able students to take part in national competitions such as STEM (Science, Technology, Engineering & Maths) challenges. Older students are encouraged to take part in university workshops and conferences.

## **Pupil Premium**

We consistently strive for equity of opportunity at our school. A comprehensive overview of our strategy to ensure all students succeed can be found on the main website (Pupil Premium Summary). Students that are in receipt of Free School Meals may be able to obtain additional support to attend school trips and with essential equipment. We recognise the value in playing an instrument and will support students with lessons and, where possible, with the loan of instruments. All students in The Shore will also learn to play an instrument with support from Shropshire Music Services. In September 2024, all our Year 7 students will begin by learning to play the violin.



# Student Support

## Free School Meals

Free School Meals can only be awarded if you or your partner are claiming any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods.

To apply for Free School Meals you can use the following link:

**<https://shropshire.gov.uk/free-school-meals/apply-for-free-school-meals/>**. You will need your National Insurance number to hand.

# **OUR EXPECTATIONS...**



# What we expect..

## **Uniform**

Uniform shows that you are part of a community. Wearing it with pride is important and we are consistent in our expectations. All students should be in correct uniform for school. Our uniform requirements, which also appear on our website and in the Student Planner are to be adhered to.

## **Attendance and absence**

We want all students to receive a full-time education, maximising the opportunities for them to realise their true potential. All school staff will work, with students and their families, to support them in meeting their legal duty to ensure that their children achieve maximum possible attendance and that any problems which may impede full attendance are acted upon quickly.

If your child is unwell, please call the school absence line no later than 8.30am leaving a message stating your child's name, tutor group and a brief explanation of the nature of the illness. A call is requested for every day of absence unless you have spoken directly with the Attendance Officer.

Please try to avoid medical/dental appointments in school time as far as possible. If this is unavoidable, please send your child to school with a note in their planner stating the reason they need to leave school and the time you wish to collect them. The note should be handed in at reception, to receive a signing out slip. Students should then wait in reception to be collected by their parent or carer unless alternative arrangements have been agreed in advance with the school.

# What we expect..

Children's medical needs may be broadly summarised as being of two types:

- **Short-term:** affecting their participation in school activities whilst they are on a course of medication.
- **Long-term:** potentially limiting their access to education and requiring extra care and support (deemed special medical needs). Please refer to our policy on Supporting Children with Medical Conditions for specific advice and guidance for your child. We have trained staff who can help you with any queries.

## **Behaviour**

We use the Lee Canter Assertive Discipline model and restorative approaches. We promote positive behaviours and work with students who get things wrong to allow them to make the right choices in the future. Please see our full policy on the school website for further details.

Students are asked to familiarise themselves with the '**Student Smart Way**' which outlines the conduct and behaviour we expect at all times. (Please see page 08 in the planner).

## **Sanctions**

We expect high standards of behaviour at all times. Where these are not met we reserve the right to apply a number of sanctions. For more details, please refer to our behaviour policy.

# What we expect..

## **Internet safety**

Students under the age of 13 should not have social media accounts with Facebook, Instagram, Snapchat, Twitter or TikTok.

## **Phones and technology**

Devices are not permitted to be used during the school day. They are not permitted to be seen in school and may not be carried on a student's person.

All phones must be switched off at all times and kept in the bottom of bags, not in pockets, and out of sight.

Devices are not permitted to be used outside lessons at any time.

If devices are used incorrectly, students will be challenged, devices will be confiscated and returned at the end of the school day. If the pupil refuses to hand over their phone the first time, then Parents/ Carers will be asked to collect the device after 4pm, by visiting Reception.

**THIS IS YOUR FUTURE.  
WHERE DO YOU WANT TO  
GO?**



# The Future

## **Work experience**

Students undertake a work experience placement to give them a way of learning about the world and the workplace environment. We find it helps students develop their interpersonal skills and promotes an interest in a range of careers. These are typically completed in Year 10 and Year 12.

## **Careers Education, Information, Advice and Guidance**

Good quality careers education raises the aspirations and ambitions of our students. We provide a comprehensive programme that includes workshops, university application forums, apprenticeship advice, workplace training options and higher education course information. Careers features as part of our Discovery Curriculum, including Discovery Days, and features as the 'Future Me' curriculum.

## **Sixth Form opportunities**

In addition to their academic courses, students that attend one of our Sixth Forms are encouraged to take part in a wide range of extra-curricular activities and additional qualifications. These provide opportunities to make new friends, learn new skills and will help to give their future applications (university, apprenticeship or employment) 'the edge', an important element in today's competitive market. Whether that is through leading a sports team, 'going for gold' in the Duke of Edinburgh's Award or being a member of the Student Council, our programme will help to enrich students' learning adventure and equip them with the essential skills for success.

For more information on our Sixth Form provision, please visit our website.

# The Future

## **Alumni**

We are always delighted to hear from past students and learn of their experiences and life adventures since they left school. Through the development of an active alumni database, the school is aiming to coordinate a range of events and activities, including inviting past students back to the school to share their experiences.



**TOGETHER WE  
GROW**



# Together We Grow

Creating a strong partnership between school and parents and carers is vital and communication is an important element of this.

There are several ways to contact one of your child's teachers:

- **Write a note in your child's student planner** Using this for everyday communication will help ensure a prompt response, within 3 days. Remind your child to show their planner to the teacher concerned.

All teachers want to respond to parental queries at the earliest opportunity and within three working days.

- **Email the teacher** The staff contact list can be requested by calling 01630 652121 or via Mr Shone at [matthew.shone@gro.mmat.co.uk](mailto:matthew.shone@gro.mmat.co.uk)

- **Telephone the school** Please use the main reception on 01630 652121 to leave a message for a teacher to call you back. If a call is urgent, please inform the receptionist who will attempt to find a senior member of staff to speak to you. We aim to respond to all calls quickly.

# Together We Grow

**Arrange an appointment** If you need to contact a member of staff, please use the below information in order starting with your child's Form Tutor:

- Form Tutor or Classroom Teacher (if your query is relevant to a specific subject)
- Heads of Year (for academic issues) or Director of Subject (if query is relevant to a specific subject). Student Support (for pastoral issues)
- (Associate) Assistant Headteacher
- Deputy Headteacher
- Headteacher

Meetings should always be pre-arranged with members of staff. Please do not visit the school without an appointment hoping to see a member of staff. **It is not acceptable to go beyond Reception to find a member of staff.**

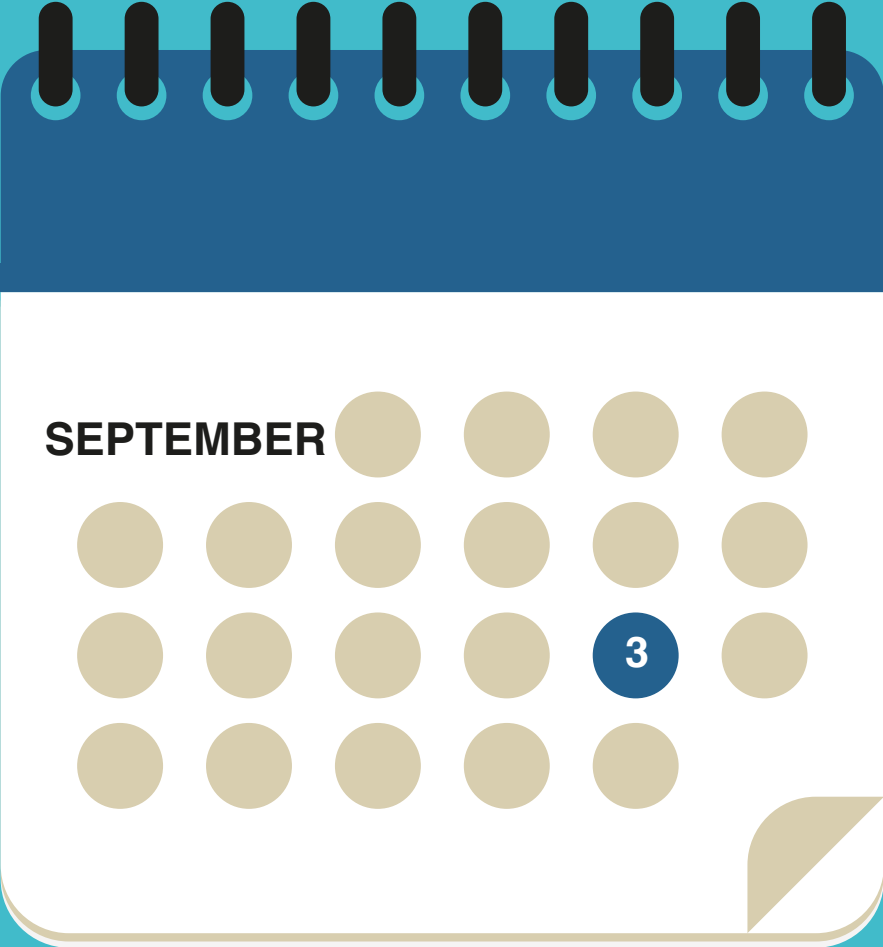
If you urgently need to see someone, for instance if there is a serious family emergency or a child protection issue, please phone ahead and the Reception staff will do their best to find a senior member of staff to see you.

For non-urgent meetings we will aim to meet with you within five working days.

Please use the main reception number to leave a message for a member of staff or by emailing [admin@gro.mmat.co.uk](mailto:admin@gro.mmat.co.uk) and we will follow up your enquiry.

# KEY DATES

THE FIRST DAY



# Key Dates and Times

## Autumn Term 2024

**Tuesday 3<sup>rd</sup> September - Friday 20<sup>th</sup> December 2024**

Half term: Friday 18<sup>th</sup> October – Friday 1<sup>st</sup> November 2024  
*(PD days: Monday 2<sup>nd</sup> September, Friday 18<sup>th</sup> October, Monday 21<sup>st</sup> October and Tuesday 22<sup>nd</sup> October 2024)*

Christmas Holiday: Monday 23<sup>rd</sup> December 2024 to Friday 3<sup>rd</sup> January 2025

## Spring Term 2025

**Monday 6<sup>th</sup> January – Friday 11<sup>th</sup> April 2025**

Half term: Monday 17<sup>th</sup> February – Tuesday 25<sup>th</sup> February 2025  
*(PD day: Monday 24<sup>th</sup> February 2025)*

Easter Holidays: Monday 14<sup>th</sup> April - Friday 25<sup>th</sup> April 2025

## Summer Term 2025

**Monday 28<sup>th</sup> April - Thursday 24<sup>th</sup> July 2025**

*Bank Holiday: Monday 5<sup>th</sup> May 2025*

Half term: Monday 26<sup>th</sup> May - Friday 30<sup>th</sup> May 2025

**NEED SOME HELP?  
JUST ASK...**





# The Shore

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Market Drayton  
Shropshire  
TF9 1HF

T. 01630 652121  
E. [admin@gro.mmat.co.uk](mailto:admin@gro.mmat.co.uk)  
W. [grove-school.co.uk](http://grove-school.co.uk)

 [GroveSchoolShropshire](https://www.facebook.com/GroveSchoolShropshire)