

**WELCOME TO**

**GRAHAM GRANGE SPECIAL EDUCATIONAL TRUST**

'futures start here'



**Information for New Pupils**

**2007**

# Grafham Grange School

**Grafham Grange School is a large old manor house. It is a listed building, set in the middle of its own large grounds, which offer the opportunity to explore the woods and surrounding areas. There are two lakes where you can fish; an adventure playground, large playing fields, and a hard floodlit playing area for games.**

**The address of the school is:  
Grafham Grange School,  
Grafham,  
Near Bramley,  
Guildford,  
Surrey GU5 0LH  
Telephone Number: 01483 - 892214.**

**There is a special number for people to phone you:  
It is 01483 – 892214.**

**Grafham Grange School is a boarding school. This means that all the boys live in the school during the term. You will be going home every weekend and the school holidays.**

**Grafham Grange School offers a safe and caring environment where pupils are helped to understand themselves, develop coping skills and complete their secondary education to G.C.S.E. standards.**

**Staff are on hand 24 hours a day to help pupils.**

**We have a school nurse who visits everyday and a doctor once a fortnight.**

# Grafham Grange School

WITHIN THIS SCHOOL ALL PEOPLE WILL  
BE TREATED EQUALLY



**All people have the right to be treated with  
respect**

**All people have the right to work and to learn.**

**All people have the right to be free from harassment because of their race, colour, or sex.**

**All people have the right to receive help with their problems.**

**All people have the right to be free from bullying.**

**All people have the right to be listened to and have what they say taken seriously.**

**All people have the right to be cared for.**

**ALL PEOPLE HAVE THE RIGHT TO BE HAPPY**



# THE SCHOOL OFFERS:

**A Safe, Caring Place.**

**The opportunity and support for you to complete your secondary education to G.C.S.E. standard.**

**Help with problems you have had in school and at home in the past.**

**You will have access to local clubs and sports facilities**



**You have the grounds to explore, the lakes to fish and areas to exercise and play.**

**Daily activities and outings; currently some of the favourite activities are youth clubs, fishing, swimming, ITC, football, basketball, fitness training, computer games on groups.**



**What would you like to see offered by the school?**

**Talk to your Keyworker and other members of staff if there is something you would like to do that is not already on the programme. We will always try to help you do your favourite pastime or sport if this is possible. Our activities have been graded as excellent by CSCI.**

# EDUCATION



**You will be in a class with boys of your own age, and no class is bigger than nine boys.**

**Your class teacher and teaching assistant will help you with any worries you have about school work and with any problems you have had with school work in the past.**



**You will be doing the same type of schoolwork as other boys of your age are doing in their schools**



**You will have special help with things you find difficult or if you have missed learning in the past.**

## HEALTH

You will see the school doctor shortly after you arrive at school. The doctor will conduct some checks to make sure you are healthy and to check on any medication you might be taking. This is not something to worry about but if you are please talk to the nurse one of your group staff who can support you.



## **LIVING GROUPS**

**You will be living in one of our five living groups. Two of these groups are for older boys and three for boys up to year 9.**

**In your living group you will have a member of staff who is responsible for helping you settle into the group and help you with any problems you may have. We call this person your keyworker.**

## **KEYWORKER**

**All staff at the school are here to help and support you in your growing up from a boy to a young man.**

**You will still be able to talk to and make friends with other staff. The Keyworker is a co-ordinator.**

**The school will ask you who you want your Keyworker to be. If this is not possible we will try to choose a Keyworker that you feel happy with.**

**The Keyworker will: -**

**Gather information;**

**Help you with problems; attend Reviews/Case Conferences; contact parents/social workers, Write half-termly reports on your progress at school, appointments e.g. doctor's, dentist's,**

**They will get to know you well and when on duty will be there to help you.**

**What is talked about in meetings with your Keyworker is written down. You have the right to see what has been written ask question and sign the notes.**

**You need to know that the Keyworker can not keep secrets and if a Keyworker decides there is a risk to yourself or somebody else they must tell a senior member of staff. If this happens they will tell you.**

## **LOWER SCHOOL GROUPS**

There are three mixed age groups, which provide a safe, caring place to help the younger boys who may have left home for the first time to settle into the school. You will have seen these when you visited the school.

You will move up to the Pre-Independence Group from one of these three groups.

## **PRE-INDEPENDENT GROUP**

This group is for Year 10 boys. It helps prepare boys for moving to the independence unit, at Woodyer House.

Because they are getting older, boys living in this group have later bed times than the mixed groups.

They can have different things organised for them.

They have to take more responsibility for themselves to help them start to get ready for leaving school.



# INDEPENDENCE GROUP

This group is for Year 11 (and year 12 and 13 who attend local colleges).

These young men have reached the last year at school and will be busy: -

Preparing for and taking exams

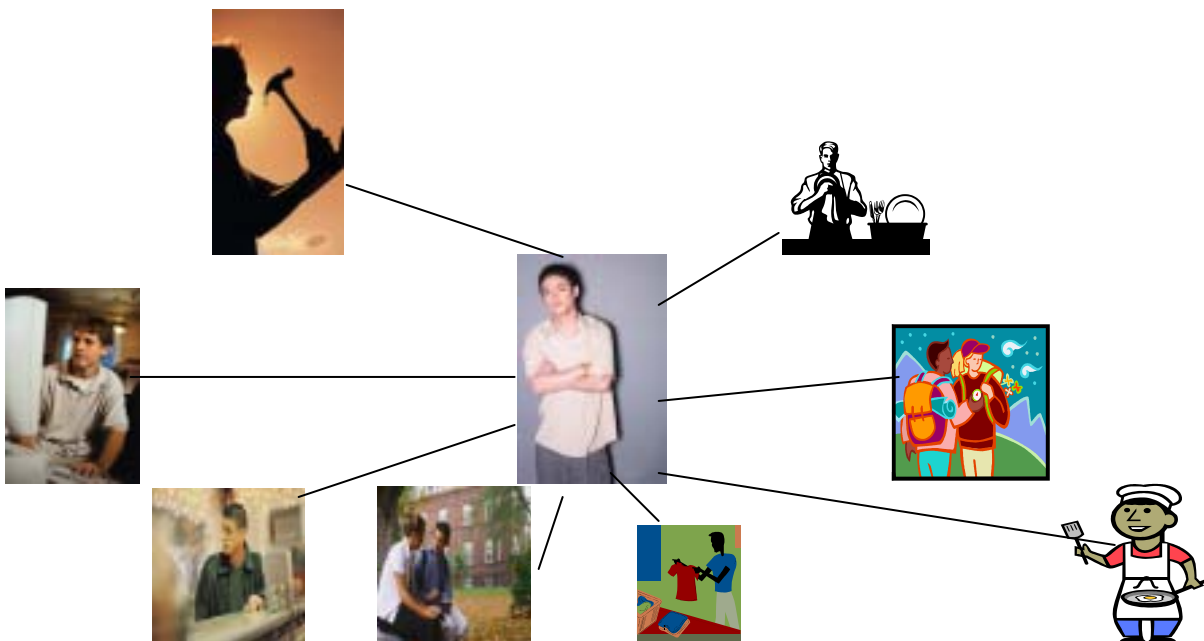
Carrying out work-experience

They live in the Independence unit at Woodyer House and have their own private bedrooms.

They do their own shopping, cooking, and cleaning.

They do homework every night.

These young men have later bed times and special privileges.



## DAILY ROUTINE

7.30	Wake up time.
8.30	Breakfast.
9.15	School Morning Meeting.
9.30	School day begins.
10.50 - 11.10	Break.
12.25	Assemble in the rec. room ready for lunch.
12.30	Lunch in the dining room
1 - 1.30	Break - Activities available.
1.30	Class.
3 - 3.15	Break.
4.15	End of School Assembly
4.30	Tea
5.00	Break (Living Groups open).
5.30	Activities.
7.00	Living Groups/Activities.
7.30 - 8.00	Supper/change for bed for younger boys.
8.00 - 8.45	Baths - Ready for bed.
8.45 - 9.30	Relaxing on group.
9.00 - 9.30	Bedtime starts for younger boys.
10.00	The school is expected to be quiet from this time.
9.30 - 10.30	Bedtime for older boys.

**IT IS POSSIBLE TO EARN THE RIGHT TO A LATER  
BEDTIME OCCASIONALLY.**

**IF I HAVE A PROBLEM**  
**WHO CAN I COMPLAIN TO OR ASK FOR ADVICE?**

**It's not fair!**



**I don't like the food!**



**He's bullying me!**



**I want to go home!**



**You will be given a special leaflet that explains what to do when you are worried about something.**

**The most important thing is to talk to someone quickly.**

**Waiting and worrying make problems seem much bigger.**

**Most problems can be solved quickly.**

**Let us help you!**

**If it is a serious incident, like bullying you will need to either write it down or get somebody to help you write it down**

## SCHOOL STAFF

**Mr. Norman is the Head teacher. He is in charge of the school.**

**Mr. Thompson is the Deputy Head teacher. His special job is to look after education.**

**David Benjamin is the acting Head of Residential Care and Support Services. His special job is to make sure you are being looked after properly.**

**Kelly Kurtz-Johnson is the acting Deputy Head of Residential Care and Support Services. Her special job is to help David in making sure that you are being looked after properly.**

**Carrie Anderson, is the School administrator and works in the school office with Rosie Duncan the school secretary.**

## TEACHERS

**Mr. Johnson. Senior School, key stage 4 co-ordinator. In charge of Science. He looks after all the special things for the older boys. Work experience, college places and examinations.**

**Alistair Donaldson – Teacher in charge of Geography and Maths. Year 11 form tutor.**

**Caroline Howard - KS3 Co-coordinator/Art Tutor.**

**David Jackson- Teacher in Charge of PE, Junior English. Year 7 Tutor**

**Gareth Lea – Teacher in charge of History. Year 9 Tutor**

**Bob Owen – Teacher in charge of ICT. Year 8 Tutor**

**Anna French-Teacher in charge of PHSE. Year 10 Tutor**

**Cindy Kemmish- Teacher in charge of English. Year 10 Tutor.**

**Carol Martell - Part time Literacy Support.**

**Brenda Carpenter – Senior Teacher Assistant.**

**Jo Mason, Melanie Porter, Tina Harding, Jan Durrant, Eddie Hugill, Lorraine Parkington, Caroline Sherd, Sam Carpenter are the Teaching Assistants.**

## **RESIDENTIAL SOCIAL CARE WORKERS**

These are the people who look after you outside of the school day.

David Benjamin is the Acting Head of Residential Care and Support services.

Kelly Kurtz-Johnson is the Acting Deputy Head of Residential Care and Support services.

The Senior Residential Social Care Workers are Jim Carson, Steve Mitchell, Han Wachtel and Derek Hume.

### **Independence Group Staff**

Jon Appleton, Kay Longbottom, Rachel Jackson, are the Residential Social Care Workers.

Rachel is also our Outreach social worker. She is a qualified social worker and will do home visits to your parents/carers to help them.

### **Pre-independence Group**

Paul Philips and Norma Francis are the Residential Social Care Workers.

### **Lower School Groups**

The Residential Social Workers are:  
Rory Norton, Gail Gamble, Richard Davis, Anthony Ward and we are currently recruiting several new members for this team.

### **Medical Team**

Sandra Jackson is our school nurse. She is in school every day.  
Dr. Daulton is our local Doctor.

## **Therapeutic Support Services Team/ Pupil Support.**

**Dr. McKinnon is the School Psychiatrist. He works with the school social worker to help you and your family**

**Kate Henriques is our Art Therapist. She works with some of the boys in school.**

**Lindi Kornblum is a counsellor who helps pupils and their families/carers.**

**Nona Baker is also a counsellor who helps pupils and their families/carers.**

## **Maintenance Team**

**Keith Mansfield is the Premises Officer**

**Bill Parkington is the assistant premise officer.**

**Michael Smith the Gardener**

**Kevin Lindfield is the Handyman**

## **Ancillary Team.**

**Karen Meeks is our Housekeeper.**

**Lorna Dackham is our Domestic Supervisor.**

**Marianne looks after the Dinning Room and Classrooms.**

**Jackie looks after the Sewing, mending and Laundry**

**Jenny and Carole make sure the building is kept clean.**

## Grafham Grange Special Educational Trust

Grafham Grange Special Educational Trust is responsible to your Education Authority for the running of Grafham Grange School.

The people you will see most of from the Trust is Mrs Sue Tresman who is the Chief Executive (Big Boss) and Mr. Alan Tomlinson who is the Head of Children's Services.

They have an office in the school grounds and spend some time in the school. It is part of their jobs to make sure everything is being done properly for you. If you want to talk to them about anything you can speak to them when they are in school or ask any of the staff to make an appointment for you.

You will also get to know the people who are Governors of the school. They come into the school regularly both for meetings and to see that everything is being done properly. You can talk to them when they are in the school. If you want to send a message to the Governors Mr. Tomlinson will make sure it gets to them.

## QUESTIONS AND ANSWERS

Most boys have lots of questions when they come to a new school. This is especially so in a boarding school.

Things may be very different than you expect.

Don't be afraid to ask questions. It is quite normal and will help you to settle in more quickly.

All the staff are here to help you and will answer any questions you ask.

## AND NOW, SOME QUESTIONS FOR YOU TO COMPLETE!

The aim of this questionnaire is to encourage you to find out more about the school, and let staff know more about you. Please try to complete it in the next two weeks, and then give it to your Keyworker. A copy will be kept in your file, and the original will be returned to you.

1. I am a new student at Grafham Grange School.

My name is .....

2. My starting date was .....

3. And I will be living on .....Group

4. My tutor name is .....

5. The names of my staff on Group are:

....., ....., .....

.....

6. My key worker is .....

7. Do I know who to go to if I have any trouble (*bullying, homesick, complaints*)      *yes/no*

if so where or who .....

8. In the event of a fire I must make my way to:

..... in the daytime, and

..... in the night

**9. The school telephone number is? .....**

**10. If I want to talk to my parent or carer where would I go?**

.....

**11. Where do I go if I am feeling ill or hurt?**

.....

**12. What are the names of the following people?:**

**Headmaster .....,**

**Deputy Headteacher.....,**

**Head of Residential Care and support services.**

.....,

**Deputy Head of Residential Care and Support Services.**

.....

## **ABOUT ME**

**1. My hobbies are:**

.....  
.....  
.....

**2. My favourite lessons are:**

.....

**3. My favourite celebrity is:**

.....

**4. My nickname is:**

.....

**5. I have ..... pets, and they are**

.....

**6. My favourite food is**

.....

**7. I have ..... brothers and I have ..... sisters**

**8. When I leave school I want to**

.....

**9. My favourite TV programme is:**

.....

**10. I like spending money on:**

.....

**11. I would like help with:**

.....

**12. My favourite sport is:**

.....

**13. My birthday is:**

.....

**14. My best friends are:**

.....

**Is there anything else you would like to tell us about yourself?**

**PLEASE BE CERTAIN TO HAND THIS FORM TO YOUR  
KEYWORKER, WHO WILL PHOTOCOPY IT AND GIVE YOU  
BACK THE ORIGINAL**

**Signed.....**