

GREAT
BALLARD

Welcome Pack: Reception “Explorers”



HEAD



HAND



HEART



HEALTH

Contents

Staff Lists	3
Communications	4
Setting up My School Portal	5
Parents' Evenings	6
Social media	7
Daily timetable	8
Absence and Off Games	9
Individual Lessons	10
Meals, Snacks & Medication	11
Calendar, Sports & Equipment	12
Uniform	13
Bus routes	14
What to do if...	15
Great Partnerships	16
Regular Events	17

Staff List

Our senior team are shown below and a full staff list is available on our website by scanning the link at the bottom of this page. Staff lists and contacts can also be accessed via My School Portal. For general queries and issues, your child's form teacher/ tutor should be your first port of call, but for subject-specific enquiries please do contact your child's subject teacher.

Senior Leadership Team



Matt King
Head



Alice Hardwick
Senior Deputy



Dan Joseph
Pastoral Deputy & DSL



Tom Anderson
Head of Prep &
Head of Adventure



Jaqui Whall
Business Manager



Katie Morgan
Head of Pre-Prep

Key staff



Yvonne Barr
Head of Early Years &
Reception teacher



Claire du Plessis
Reception
Teaching Assistant

All staff pictures and contacts can be accessed on the website by clicking this link or scanning the QR code here:



Communication

The first rule of communication at Great Ballard is that face to face comes first. We believe that the conversations we have about your children and their education are important and always best expressed in person.

Your first line of contact should always be your child's main teacher, but it is possible to contact individual teachers (email addresses can be found on My School Portal). You can also contact Head of Pre-Prep, Katie Morgan: k.morgan@greatballardschool.co.uk

There is a place for email of course. It's great for sharing information with a group, for reminders and updates and for sharing news. But when there is something more personal to share or the clock ticks past 8pm, we always advise our team to wait until the following morning and to talk face to face at drop off or on the phone. We would ask you to do the same. Instead of spending hours on a perfectly crafted letter, drop a brief email to the teacher you would like to meet, or ask the office to set up a meeting for you.

Our staff endeavour to:

- prioritise face to face contact and meet with you as soon as practicable
- respond to all emails within 24 hours

Our staff won't be immediately available:

- after 5:30pm
- over the weekends
- during the school holidays

If it is urgent, please contact the office (the administrative team is here all year round) and we will ensure your query is dealt with. Senior staff will always be available to deal with important matters and emergencies.

Website & Policies

All relevant school information, policies, staff lists and regular news items can be found on the school website: www.greatballard.co.uk

How we communicate

- **Weekly bulletins** - sent out every Friday during term time via Mailchimp to all parents which include news, updates and important reminders for the weeks ahead
- **Emails** for class/group specific information regarding trips, vaccinations, sporting events etc. You can also access these messages via My School Portal
- **My School Portal** - for school reports, school calendar, clubs, sports fixtures, absence reporting
- **Social Media Platforms** (Instagram, Facebook and LinkedIn) - exciting content that all families are welcome to follow and engage with as much as you feel able to for a behind the scenes look at what is going on in school
- **Dojo** (Reception to Year 6)
- **Form tutor emails** - regular updates and reminders



Setting up My School Portal

My School Portal is the school's parent engagement platform. In here you can find details of your child's attendance, timetable, activities, results, reports and absences.

You will need to request an account at:

great-ballard-school.myschoolportal.co.uk/request-password

Enter your email address, complete the Captcha and click "Request Password"

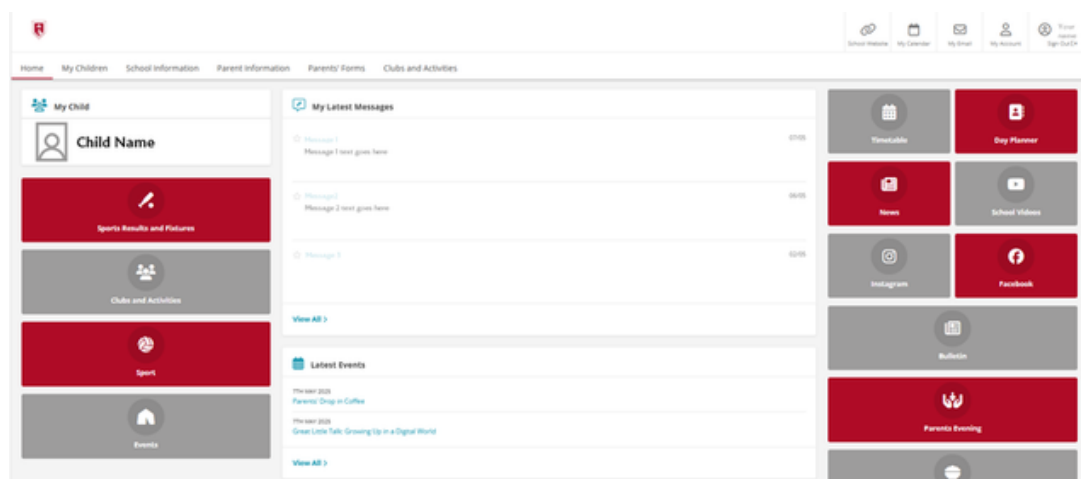
This will send you an email with a link in. Click the link to create an account/set a password.

Once you have created an account, using your email address as the username and the

password you have set, you can log in at:

great-ballard-school.myschoolportal.co.uk

When you log in, you will see the dashboard:



Here you can find widgets with the latest news and updates, and links to the most useful sections.

Academic reporting

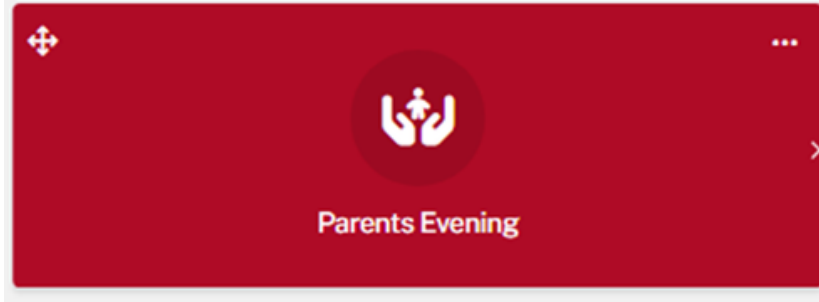
We prioritise regular, face-to-face communication when it comes to tracking your child's academic progress.

Across the course of the year, we hope you will take advantage of the opportunities to attend our Great Little Talks series, which give an insight into our curriculum and pastoral programmes. Parents are also invited to informal Meet the Tutor events; project presentations; concerts, performances and information evenings, all of which will give you an overview of your child's learning.

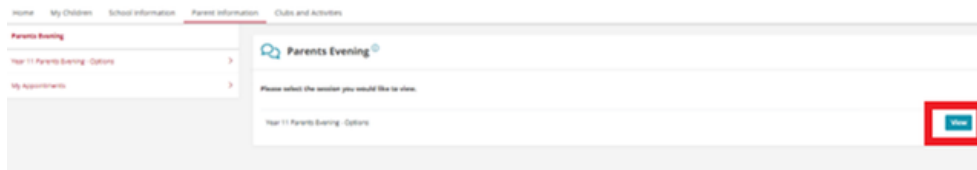
In addition, there will be at least one parents' evening every academic year. There may be additional parents' evenings during exam and transition years. Parents will also receive half-termly snapshot reports, which consist of an academic grade for each subject as well as our Ready, Safe, Respectful grades, which inform you about your child's attitude to learning. At the end of the academic year, parents receive a full written report.



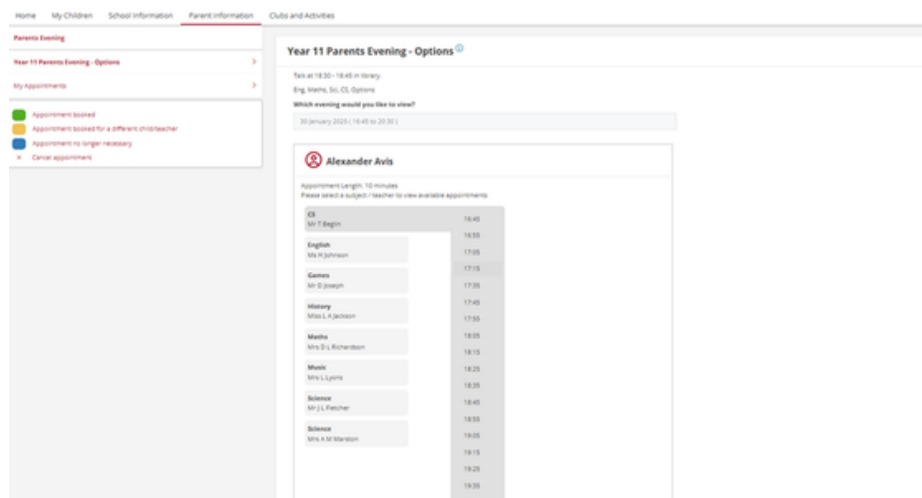
Parents' evenings are booked via My School Portal. The parents evening section is in the "Parent Information" section along the tabs on the top; there is also a link to it on your dashboard.



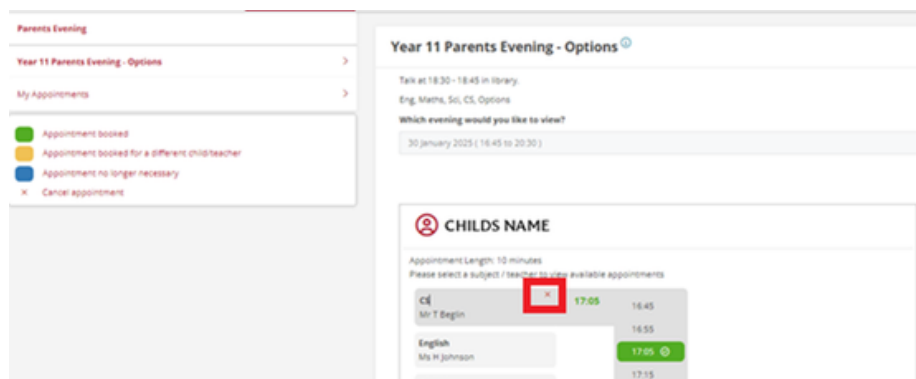
You will only see parents evenings that apply to your child/children. Click on "View" next to the parents evening you would like to make an appointment for.



You will only see the subjects that apply to your child/children, Click the subject you would like to make an appointment for, you will then see the list of available times, click on the time you would like to book the appointment, that's your appointment booked!



To cancel an appointment, just click on the small red cross on the subject you are booked in for and click "confirm cancellation" on the pop up message.



To see a list of booked appointments, click on the "My Appointments" link on the left side of the page

You can also print a list of appointments from here.

As a school we embrace social media as a great way of celebrating our community and their achievements and giving parents an insight into what goes on during the school day and bringing them closer to their children's education. However, we are also very aware of the pitfalls and of the different attitudes of individual families. We educate our pupils about the negative aspects of social media and aim to ensure that our own use of these platforms is respectful and positive, knowing that nothing affects children more than the example the adults in their lives set.

We do recognise that even the most seemingly harmless tools, such as WhatsApp, can have a negative impact on parents, teachers and, above all, children.

"face to face is always better than email or social media"

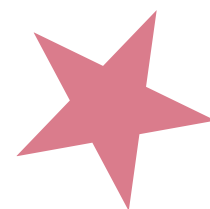
There is a lot of advice out there on using WhatsApp to communicate as a parent group. Below, we have gathered some advice from various sources. It is not a policy or an edict, but we are grateful for your consideration and care:

- The group should not be used as a platform to air views or grievances
- The group should aim never to discuss other pupils, parents or teachers
- The group is not a political platform for airing opinions on current affairs
- The group should mostly function to allow key information sharing, organisational reminders and general support
- Focus on: events, facts, school activities, logistics, lost property, community, kindness
- Avoid: gossip, personal issues, grievances, opinions, discussions, individual people, heightened emotions

Daily Timetable

Your child's specific timetable and an outline of the homework expectations will be issued at the start of term, but the following table outlines the timings of the school day:

Period	Time	Details
Registration	8:15am - 8:30am	Reception to Year 2 drop-off.
	8:25	Registration (after 8:25am pupils will be marked as late)
Session 1	8:30am	Form time (including assemblies)/Phonics
Session 2	9:15am	Literacy/Maths lessons
Break	10:00am- 10:30am	Fruit snack and first break
Session 3	10:30am	Literacy/Maths
Session 4	11:05am - 11:50am	Lines of Enquiry: MAP, L2L and specialist subjects
Lunch	11.50pm- 1:00pm	Lunch and break time
Registration	1:00pm	Registration and mindfulness
Session 5	1:20 - 3:15pm	Lines of Enquiry: MAP, L2L and specialist subjects
	3:15pm	Snack, story and reflection time
End of the day	3:30pm	Home time for Reception - Year 2
Club Session	3:35pm-4:15pm	After-school clubs
After-school care	3:30pm-5:30pm	After-school care available if required



Early start

We offer morning supervision from 7:45am, when pupils from Reception upwards can join Mr. King for his early morning dog walk. There is no need to book in advance, however, do arrive promptly for 7.45am and sign in with Emily or Lara at the front desk.

After-school Care

We offer a range of after-school enrichment activities each day. The clubs lists will be published during the holidays preceding each new term and parents will be able to sign their children up for these via [My School Portal](#).

Clubs will run from the first week of every term.

For Pre-Prep, clubs run from 3:35pm-4:15pm, and for Prep and Senior, clubs run from 4:35pm-5:30pm.

Please note that there are no clubs on the last week of the Autumn and Summer Terms and the first Wednesday after each half term break, due to staff training.



Absences

Our Attendance Policy, which can be viewed on the school website, reflects the regulations stipulated by the Department for Education and, while we will always do our utmost to support your child, we are unable to authorise absences for holidays during term time.

All absences must be reported to the school office via My School Portal. There are two forms available:

- an absence form for on the day notifications due to your child being unwell or a family emergency, these should be submitted by 8.30am.
- a leave request form, whereby you can submit a request in advance to take your child out of school for medical appointments, weddings and other exceptional circumstances. **Wherever possible, we encourage appointments to be made outside of school hours to avoid pupils missing curriculum time.**

Absence reporting: a guide to My School Portal

You will find the forms by :

- Clicking the “Parents’ Forms” option from the menu along the top, then selecting either “Absence Form” (last minute absence i.e. sickness) or “Leave Request Form” on the left-hand side.
- If you have multiple children at the school, select the child you are reporting/requesting the absence for, choose the reason from the dropdown box (only if you are requesting leave), set the date/s, add comments and an attachment if required.
- Click “Submit” to send the request.

At the bottom of the page is a log of previous absences and leave requests; this is also where you will find if the leave request has been approved or declined.

We have a more in-depth guide that our network team has put together [here](#) for parents to follow.

Off Games

If your child is well enough to come in to school, but not well enough or injured, and therefore unable to take part in Games, please email the office and "cc" both your teacher and the Sports Department (sports@greatballard.co.uk). In these circumstances, it is likely that the Sports Department will find an alternative, related activity for your child to participate in.



Individual Lessons

Music

Music is a thriving area within the school, with individual instrument lessons taught by peripatetic staff during normal class time. Please contact Mrs. Lyons (l.lyons@greatballard.co.uk) if you are interested in the possibility of your child learning a musical instrument.

LAMDA

If your child is keen to develop their performance skills, our Head of Drama, Mrs. Mustafa, oversees lessons in Verse Speaking & Prose, Acting and Public Speaking. These lessons will take place during the school day, and are either individual or in groups. Please contact k.mustafa@greatballard.co.uk if you would like further information about LAMDA tuition.

Specialist Sessions

SEN

We benefit from the expertise of specialist individual needs teachers in school, who deliver paid for 1-1 lessons to children from Year 1 to Year 11, supporting students who may be performing below their year group expectations, or lacking confidence in the subject and would benefit from the 1-1 focussed time.

If you feel your child needs additional support then please contact our school SENCO Mrs Brooks (s.brooks@greatballard.co.uk) who would be happy to discuss this further.

EAL

At GB we value and celebrate all languages and cultures. Our EAL coordinator ensures the successful integration and education of students using English as an additional language. Please contact Mrs Willis (m.willis@greatballard.co.uk) for further information and to discuss additional support.

Mental Wellbeing

We have a Mental Health Lead within school, as well as visiting qualified counsellors and play therapists, who provide young people with opportunities to discuss and address concerns and worries or other complex mental health difficulties. We are able to arrange group and/or individual sessions for pupils. This would always be part of a consultation with parents. If you would like to discuss these sessions, please contact our Mental Health Lead, Mrs Willis (m.willis@greatballard.co.uk).



Snacks and Meals

Snacks and fruit are available at morning break and afternoon snack. We are a nut-free school and in order to ensure everyone's safety we respectfully ask that you do not send your children into school with any snacks - fruit will always be available for them.

We do, however, allow pupils to bring in birthday cakes to share with their friends on their birthdays, should they wish. These should be shop-bought and in packaging which clearly shows that there are no nuts ("may contain traces of nuts" products will not be accepted). Sainsbury's and Morrison's offer a good range of suitable products.

Home-cooked lunches are prepared on site by our lovely Catering Manager, Lynne, and her team. There are various options available to choose from each day and we are able to cater for any dietary requirements. If your child has specific dietary requirements or their diet changes once they have joined us, please put this in writing to office@greatballard.co.uk and we will then send you a form to complete.

Our lunch menu changes each term, and we operate on a 3-weekly cycle. The menus are available on the website before the start of each term, with an example from Summer Term 2026 shown here.

<h2>Weekly Lunch Menu</h2>					
Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Soup	Smokey roasted pepper	Carrot & ginger	mushroom	Butternut, lentil & thyme	Potato & broccoli
Mains	Build your own Chilli beef burritos	Chicken pesto pasta	Roast beef served with Yorkshire pudding	Shepherds pie served with minted gravy	BBQ Pulled pork & slaw buns
Vegetarian	Build your own three bean burrito	Macaroni cheese	Stuffed pepper feta boats	Lentil cottage pie	Halloumi burger
Sides	Steamed rice sweetcorn Tortilla chips soured cream, cheese & guacamole	Garlic butter toasted bun Green beans & roasted cherry tomato Steamed broccoli	Rustic roasted potatoes Cauliflower cheese Roasted carrots	Green vegetable medley Sauteed mushrooms Fresh baked petit pain	Coated fries Baked beans Crispy onions
Extras	Fresh Salad Bar Jacket Potato Snack item available daily	Fresh Salad Bar Jacket Potato Snack item available daily	Fresh Salad Bar Jacket Potato Snack item available daily	Fresh Salad Bar Jacket Potato Snack item available daily	Fresh Salad Bar Jacket Potato Snack item available daily
Dessert	Churros with sweetened cinnamon	Belgium waffles served with fruit compote	tiramisu	Sticky toffee pudding & toffee sauce	Chocolate whip

FRESH FRUIT & YOGHURT AVAILABLE EVERYDAY
FOR ALLERGEN & NUTRITION INFORMATION PLEASE SPEAK TO A MEMBER OF THE TEAM

Medication

If your child is required to take any medication during the school day, you will need to complete a medication consent form. This can be found on My School Portal. Medication should be given to Hattie Amis, School Nurse. The medication should be clearly labelled with the child's name, in the original packaging with the pharmacy label attached and dosage clearly stated. It will then be stored in a secure location on-site until it is no longer required. Please note that all emergency medications, including inhalers and Epi-Pens, should be handed in to form teachers to be accessible by the children daily. The school has spare stock of Epi-Pens and inhalers for emergency use only. It is the responsibility of parents to provide new medication and to dispose of and replace any out-of-date medication. For any other medical conditions, appointments or treatments, please inform Hattie so she can support you in creating an Individualised Health Care Plan where necessary.



Calendar

We produce an electronic calendar which is available to all parents via My School Portal. This will outline key dates for each term, trips, open mornings, parents' evenings, school concerts, and special events in which your child may be taking part.

Key upcoming dates are listed each week in the Friday Bulletin.

The dates for the next academic year are as follows:

Autumn Term 2026

Term Starts - Thursday 3rd September

Half Term - 19th - 30th October

Term Ends - Friday 11th December

Spring Term 2027

Term starts - Tuesday 5th January

Half Term - 15th- 21st February

Term Ends - Thursday 25th March

Summer Term 2027

Term starts - Monday 19th April

Half Term - 31st May - 6th June

Term Ends - Friday 9th July

Sports

In Reception, our children benefit from lessons with specialist PE staff. The focus is on children's fine and gross motor skills using a range of activities designed to support their coordination, skills in using tools and confidence in moving in a variety of ways. The children will learn to understand the importance of being healthy, safe and understanding their own bodies' physical needs. In addition to PE lessons, children will also benefit from swimming lessons in the Great Ballard pool with Puddleducks.

Uniform

Main uniform items can be purchased online through [Perry](#). Other items like trousers, school shoes, bags etc. are purchasable from standard uniform suppliers. Aprons are provided by the school for Art and cookery lessons. Blue aprons (which all children wear for lunch), and school swimming hats can be purchased from the school.

Up until the Autumn half-term break, either the summer uniform or winter uniform may be worn as the weather can be so variable. After half term, all children must wear the winter uniform. Pupils need to have wellies, the school coat and waterproof overalls in school each day.

All uniform must be clearly named either with name tags or permanent marker. The school cannot be held responsible for lost items, although we will always endeavour to return named clothing to pupils.

The complete uniform list and guidance can be found on our website on the Information & Policies page.

Equipment

All pupils should bring to school a named book-bag and a named, reusable water bottle. All stationery will be provided by the school. Children may bring slippers to wear in the classroom if they wish.

Reception

Compulsory all year

- Great Ballard waterproof maroon school coat
- Wellingtons - any style/ colour
- Waterproof dungarees
- School shoes - black, no boots or trainers
- Apron - blue painting smock, purchased via school
- Water bottle - any style/colour - not glass

PE Kit

- rucksack/drawstring bag for sports kit - any style/colour
- Great Ballard midlayer/Great Ballard navy sweatshirt
- Great Ballard tracksuit bottoms
- Great Ballard House/Games top
- Great Ballard games shorts/games skort
- Great Ballard legionnaires cap
- Great Ballard maroon sports socks
- Shinpads
- Plain white sports socks
- Trainers - any colour, must be sport appropriate
- Swimsuit/ trunks (plain black, lycra only)
- Swim towel
- Pool shoes - Crocs or sliders, no flip flops
- Goggles
- Great Ballard swim cap, available from school

Optional extras

- Great Ballard blazer
- Great Ballard sports leggings
- Plain navy baselayer
- Great Ballard zip up maroon fleece

All Nursery and Pre-Prep bespoke uniform is supplied by Perry and can be ordered via their website:

<https://www.perryuniform.co.uk/>

Additional compulsory items:

Trouser Uniform

Autumn & Spring Terms

- Great Ballard maroon polo shirt
- Great Ballard grey jumper/Great Ballard maroon sweatshirt
- Trousers/shorts (school grey, full length, tailored- no leggings, skinny fit, jeans or chinos)
- Grey socks

Summer Term

- Great Ballard maroon polo shirt
- Great Ballard maroon sweatshirt/ Great Ballard grey jumper
- Shorts (school grey- no jeans or chinos)
- Grey socks
- Great Ballard legionnaires sun cap

Pinafore Uniform

Autumn & Spring Terms

- Great Ballard maroon rollneck/ Great Ballard maroon polo shirt
- Great Ballard tartan pinafore
- Great Ballard v-neck grey cardigan
- Grey knee-length socks or tights

Summer Term

- Great Ballard summer dress
- Great Ballard v-neck grey cardigan
- White socks
- Great Ballard legionnaires sun cap



We operate five bus routes, with each service running nine trips per week, morning and afternoon services, excluding Wednesday afternoons*. The bus is scheduled to arrive at school in the mornings between 8:00am and 8:15am, and leaves school in the afternoons at 5:40pm after clubs and prep have ended.

The routes we operate are:

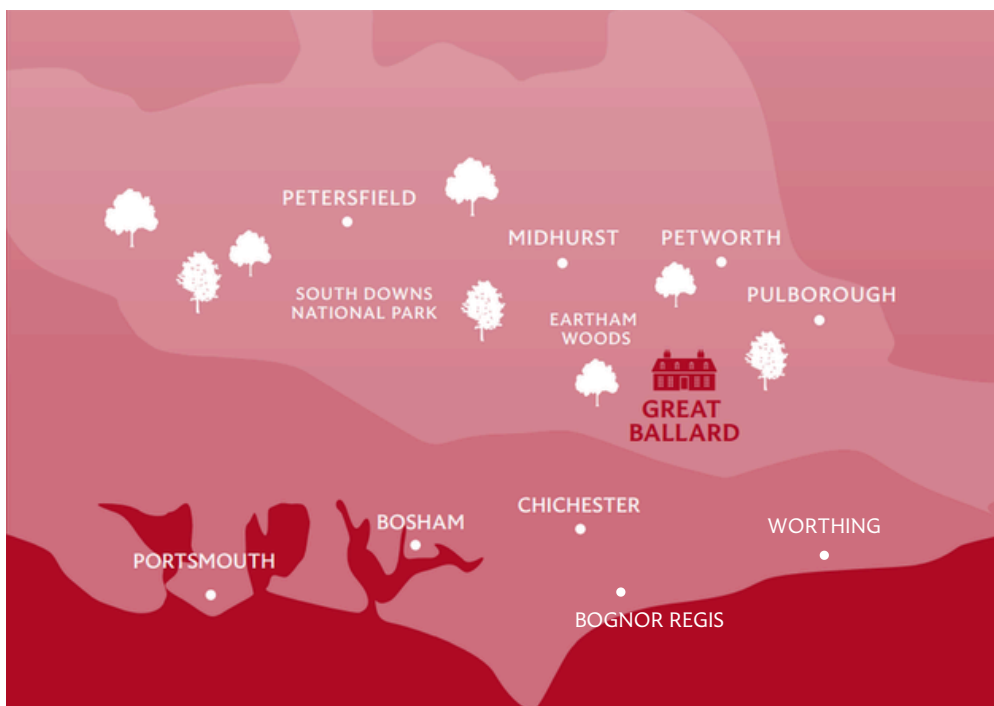
- Worthing & Arundel Route (includes Patching, Worthing, Goring-by-Sea, Rustington & Arundel)
- Petworth Route (includes Loxwood (pm), Petworth, Lavant, Chichester, Westhampnett & Boxgrove)
- Bognor Regis Route (includes Bognor Regis, Felpham, Yapton)
- Witterings Route (includes Birdham, Sidlesham & Bracklesham)
- Chichester Route (includes Emsworth & Tangmere)

The pricing structure for our bus service is detailed in the table below. Please note that due to high levels of demand for the morning routes, if you are signing up for the morning bus service we ask that you commit to all 5 mornings, Monday to Friday. Billing for the minibus service will occur in advance of each term.

*Please be aware that we are unable to offer a return trip on Wednesdays after school as the minibuses are in use for sports fixtures. You will need to make alternative arrangements for Wednesday afternoon pick-ups.

If you wish to use the minibus service for the 2026-2027 academic year, please contact Jacqui Whall (j.whall@greatballard.co.uk).

Number of trips p/week:	Cost p/term:
1-5	£210
6-9	£420



Your child's medical records ever need updating:

To ensure we always have the most up to date medical information, please contact the school nurse at h.amis@greatballard.co.uk or office@greatballard.co.uk and "cc" your child's teacher. This allows us to keep the medical records current.

Your child has any worries/concerns:

Please contact your child's teacher as a first port of call. If they are unable to resolve these concerns, they may then refer you to the Head of Pre-Prep, Katie Morgan, or another member of the Senior Leadership Team..

You feel your child requires additional learning support:

Please contact our SENCo Mrs. Brooks at s.brooks@greatballard.co.uk, who may be able to suggest ways forward, which might include an observation of your child alongside an assessment of their needs.

You have difficulty accessing My School Portal for Parents' evenings, bookings or reports:

Please contact Ben Grinham, who is our IT Network Manager - b.grinham@greatballard.co.uk

You are running late and your child/children will arrive after morning registration has closed (at 8:20am):

Please contact office@greatballard.co.uk or call 01243 814236 to let us know. Once you arrive, you must drop your child/ children off at the main front doors and we will ensure that they are signed in before attending their lessons.

Your child has misplaced part of their uniform:

Please email your child's teacher first, as they will be able to provide initial support. If the item still cannot be located, please speak to Emily or Lara on Reception as we do have a small "lost property" cupboard.

Your plans change last minute and your child/children will need to stay at school past 3:30pm:

Please contact office@greatballard.co.uk or call 01243 814236, and a member of the team will be able to assist with the planning of after-school care.



Great Partnerships

How to get involved...

An introduction to FoGB

A warm welcome from the Friends of Great Ballard (FoGB for short), a group of parents, carers, friends and staff committed to encouraging a strong sense of community within our school. We arrange and help at events that bring the whole school together, such as the Christmas Market and the Summer Fair, with extra events throughout the academic year for both children and adults to enjoy. Importantly, these events give us the opportunity to raise funds to support activities and resources within the school.

We believe that every parent has something they can contribute to our school, whether that be skills, time, ideas or donations. Doing so doesn't have to be onerous, but a willingness to help our school thrive is important, especially during this period of exciting growth and change. Follow us on Facebook and Instagram to hear about what's happening and please do respond to our requests for support as the whole school will really benefit from your involvement. We look forward to meeting you and finding out how you might be able to help.

Facebook: facebook.com/friendsofgreatballard

Instagram: [@friendsofgreatballard](https://instagram.com/@friendsofgreatballard)

Email: team@fogb.co.uk

Sharing your experience...

It's one of our ambitions at Great Ballard to align what we teach with what goes on in the real world. From our youngest Explorers and Discoverers to our Prep School environmentalists and engineers, right up to our Senior School entrepreneurs and leaders, our students are always looking forward and seeking relevant inspiration.

We are always grateful for the wealth of experience and expertise in our parent body. While our staff are experts on education and life within school, new perspectives and real-world talents can really support what we are doing and teaching here at Great Ballard. We would welcome support from any parents who are willing to contribute to the curriculum, from delivering short talks on enterprise or business to offering work experience, careers advice, interview practice or staff training. Whether you are more comfortable teaching cookery to five year olds or technology to teens we would love to have you on board.



Events

Parents may attend the following events throughout the year. Please note that this list is not exhaustive:

Weekly

- Wednesday Cafe - drop-in coffee mornings for parents
- Weekly sports fixtures – spectators are always welcome, as are dogs, providing they are kept on a lead and any mess is picked up!

Seasonal Highlights

- Harvest Festival Service
- Fireworks Night
- Christmas Service at Boxgrove
- Festive Singing around the Christmas Tree
- Pre-Prep Nativity
- Christmas Fair
- Easter Service at Boxgrove Priory
- FoGB Summer Fair
- Sports Day
- Pre-Prep Swimming Gala
- Summer Concert

The school calendar can be accessed through MSP and found here:



Sports fixture information will be emailed before matches but can also be found here:



Half Termly/ Termly

- Groundforce days – we welcome any volunteers who are willing to come and help us to shape and improve our outdoor spaces
- Informal music concerts
- Park Runs
- Great Little Talks e.g. Phonics and Early Reading
- Service & Leadership Dinners - aimed at students in Prep and Senior schools but also open to parents

Key Dates:

- New Parents' and Pupils' Afternoon Tea – Wednesday 2nd Sept, 3:45pm
- Teddy Bears' Picnic - 11th September
- Meet the Form Tutor - Mon 7th Sept, 3.50pm
- Values Evening - a carousel of talks and a chance to meet key staff - Friday 11th Sept, 6pm
- Remembrance Service - Weds 11th November 10.30am
- Christmas Service -
- Christmas Fair - Sat 28th November
- Easter Service - Weds 24th March
- Sports Day - Weds 30th June
- Prizegiving - Thurs 8th July