

**GREAT
BALLARD**

Welcome Pack: Years 3 & 4



HEAD



HAND



HEART



HEALTH

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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



Jacqui Whall
Business Manager



Katie Morgan
Head of Pre-Prep

Form Tutors



Alex Giannakopoulou
Year 3 Form Tutor



Ali Douglas
Assistant Form Tutor
Years 3



Shelley Catford
Year 4 Form Tutor



Charlotte Daborn
Assistant Form Tutor
Years 4

accessed on the website by
clicking this link or scanning
the QR code here:



Communication

The main 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 form tutor, but it is possible to contact individual teachers (email addresses can be found on My School Portal). If you feel your communication is more suited to Head of Prep, Tom Anderson, or another one of the Senior Team, you can always contact them directly.

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/information-and-policies Any policies not shown can be requested via the school office.

How we communicate

- **Weekly bulletins** - sent out every Friday during term time via email 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, leave requests and medical forms
- **Social Media Platforms** (Instagram, Facebook, YouTube 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** see pages 7&8
- **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

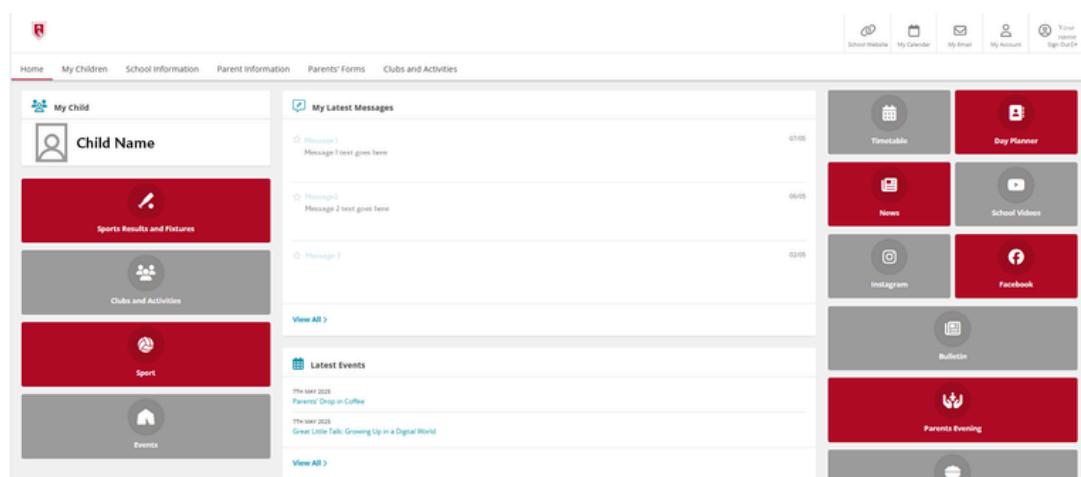
Enter your email address, complete the Captcha and click "Request Password"

This will send you an email with containing a link. 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 login at:

great-ballard-school.myschoolportal.co.uk

When you login, 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 believe in the value of regular communication when it comes to tracking your child's academic progress.

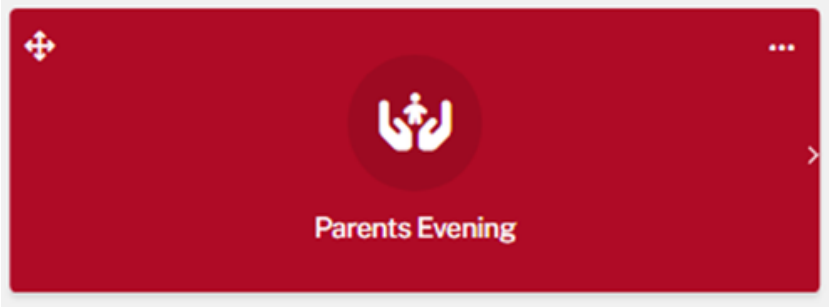
Across the course of the year, we hope you will take advantage of the opportunities to attend our Great Little Talks series, which give an insight into our curriculum and pastoral programmes. Parents are also invited to informal Meet the Tutor events; project presentations; concerts, performances and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

Parents' Evenings

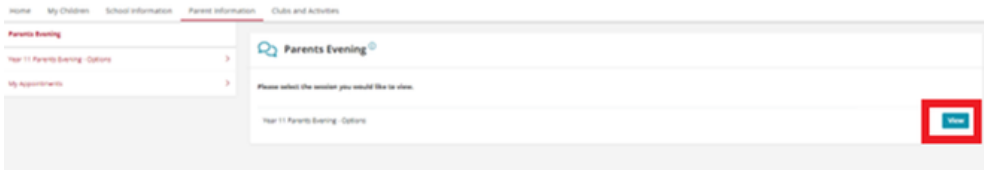
In addition, there will be at least one parents' evening every academic year. There may be additional parents' evenings during exam and transition years. Throughout the Autumn and Spring terms, parents will also receive half-termly snapshot reports, which consist of an academic grade for each subject 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.



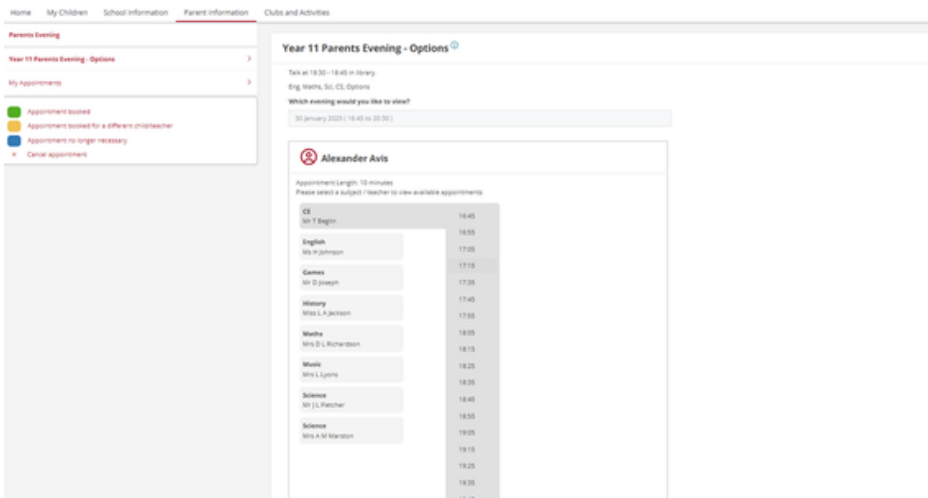
Parents' evenings are booked via My School Portal. The parents evening section is in the "Parent Information" section along the tabs on the top; there is also a link to it on your dashboard.



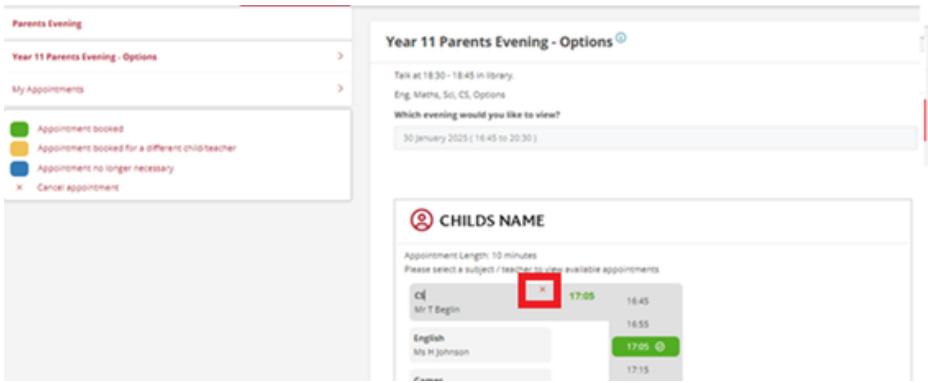
You will only see parents evenings that apply to your child/children. Click "View" next to the parents evening you would like to make an appointment for.



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.

Class Dojo

Class Dojo is an effective communication and reward system which allows parents, teachers and students to connect by sharing photos, videos and messages. At Great Ballard, we use Class Dojo for students in years 1-6.

The Class Dojo app can be downloaded for free on any smart iOS or Android device through the app store. For specific trouble-shooting, the Class Dojo Helpdesk has a wealth of tutorials and videos. For more specific support, please contact your tutor.

We hope you find Class Dojo a convenient and exciting way of keeping in touch with your child's learning.

Signing up:

Once your child has formally started at Great Ballard, you should receive either a text or email asking you to sign up to Class Dojo. If you have not yet received this, please email your tutor. Click on the link within this text/email to take you to classdojo.com. A box will appear asking you to confirm you are the parent(s) of that child. Press 'OK' and this will take you to the home page.

There is a menu across the bottom of the app, where you can explore the following menu tabs:

Class Stories

Class stories are where tutors, teachers and school leaders communicate whole-class or whole-school messages. You can respond to these posts by 'liking' and 'commenting' on them, just like Facebook!

Child's Portfolio

One of the features of Class Dojo is that children can be awarded Dojo Points for exhibiting desirable behaviours. On your child's individual portfolio you can view how many Dojo points they have received in school and what they were awarded for e.g. good listening, helping others etc. You can also upload homework photos or videos to your child's portfolio, which can be viewed by the teacher. Children can also personalise their monster avatar here.

Messages

Parents can directly message teachers through Class Dojo. We ask that all parents adhere to the "Dos and Don'ts" set out on the following page.



Do...

- Do message your child's teacher if you want to share something positive from home or congratulate your child on something they have done in school.
- Do message your teacher if you are struggling to access the home learning resources.

Don't...

- Please do not message your child's teacher to notify them of collection arrangements, absences or illnesses - this should be done via the school office or MSP as normal.
- Please do not use Class Dojo for urgent messages; please call the school office.
- Please do not message your child's teacher if you have a concern or complaint. Please ring/email the school office and a call back will be arranged.
- Please do not message through Class Dojo for sensitive or behavioural issues. Please ring the school office and a call back from the class teacher will be arranged.



Online Learning

Great Ballard seeks to embrace the ever-evolving nature of technology and to help prepare our pupils as digital natives. As part of our bespoke curriculum, we use a variety of online services and applications to support and enhance our pupils' educational experiences and to create a high quality and innovative learning environment. Microsoft Teams is the main platform used to communicate homework, share files and give feedback across all subjects, but each individual subject may also use a repertoire of online tools, from Duolingo to Dr Frost Maths, and from Seneca to Soundtrap.

As far as possible, pupils should always use their school Microsoft 365 login to access any such platforms; any site-specific passwords are made available to pupils via the appropriate Team.

Social Media

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:

Time	Period	Details
8:00am-8:15am	Drop-off	Form base opens
8:15am	Form Time	Registration, start of school day (Gates close at 8.20am)
8:30 - 9:15am	Period 1	
9:15 - 10:00am	Period 2	
10:00 - 10:20am	Break	Morning snack
10:20 - 11:05am	Period 3	
11:05 - 11:50am	Period 4	
11:50am - 12:35pm	Period 5	Year 3-5 Lunch
12:35 - 1:20pm	Period 6	Year 6 Lunch
1:20 - 2:05pm	Period 7	Senior Lunch
2:05 - 2:50pm	Period 8	
2:50 - 3:35pm	Period 9	
3:35 - 3:45pm	Tea	Afternoon snack
3:45pm	Tutor Time	
4:10pm -4:30pm	End of day	Collection can be any time between 4:10pm and 4:30pm from the Pre-Prep playground
4:35pm - 5:30pm	Prep/ Clubs	After-school activities (including supervised prep)

Wraparound Care

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 on reception.

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.



Homework Expectations

	English			Maths
Year 3	Reading 10 minutes per day <i>set by Form Tutor - see Reading Record</i>	Spelling Daily practice <i>set by Form Tutor</i>		Times tables Daily practice <i>set by Form Tutor</i>
Year 4	Reading 10 minutes per day <i>set by Form Tutor - see Reading Record</i>	Spelling Daily practice <i>set by Form Tutor</i>		Times tables Daily practice <i>set by Form Tutor</i>
Year 5	Reading 20 minutes per day <i>Set by Form Tutor - see Reading Record</i>	Spelling Science Vocabulary <i>Set by Science Teacher TEAMS</i>	English 30 minutes per week <i>Set by English teacher TEAMS</i>	Maths 30 minutes per week <i>Set by Maths teacher TEAMS</i>
				Times tables Practise as needed
Year 6	Reading 20 minutes per day <i>Set by Form Tutor - see Reading Record</i>	Spelling Science Vocabulary <i>Set by Science Teacher TEAMS</i>	English 60 minutes per week <i>Set by English teacher TEAMS</i>	Maths 60 minutes per week <i>Set by Maths</i>
				Times tables Practise as needed

Reading Record

In line with the National Year of Reading, we continue to champion a culture at Great Ballard where reading is part of everyday life. Whether it's a book, a comic, an article, instructions, a magazine or anything else that captures a child's interest. What matters is that students are engaging with language, ideas and stories in ways that feel authentic to them.

Reading regularly supports the learning habits we nurture in school. It strengthens vocabulary, fluency and focus, and it also helps students develop empathy by inviting them to see the world through different perspectives. With this in mind, we ask that students in Year 3 and Year 4 read with or to someone for around 10 minutes a day.

Please note what your child has read in their reading record, whatever the text may be, and add any comments you feel are relevant, perhaps about their confidence, the questions they asked, or how they responded to what they read.

A short conversation afterwards can help students make sense of what they have read and deepen their understanding of characters, ideas and feelings.

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, 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 learning time.**

Absence reporting: a guide to My School Portal

You will find the forms in My School Portal by :

- Clicking the "Parents' Forms" 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 by the schools' policy.
- 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 unable to take part in Games, due to their health or an injury, please email the office and "cc" both the form tutor 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. Subject teachers may request that pupils complete work to catch up on any lessons missed. 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 further 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 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 full time 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 qualified 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 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 an afternoon snack at tea time. 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.

Weekly Lunch Menu					
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

Pupils in Years 3 & 4 will have two double games lessons per week and a fixtures afternoon on a Thursday. We coach a range of sports across the year including Football, Rugby, Netball, Cricket and Athletics. Pupils will learn Football or Netball in the Autumn Term, Rugby or Football in the Spring Term and Cricket and Athletics in the Summer Term.

Pupils also benefit from a weekly double MAP (Mental, Academic and Physical Wellbeing) lesson. During these lessons pupils research and attend practical sessions on the benefits of physical activity and healthy habits in supporting their mental and physical health. They are introduced to a variety of activities ranging from outdoor work to first aid, and from independent cooking skills to lifesaving and personal survival skills. Pupils will spend half a term on each discipline.

Pupils are expected to have full Great Ballard Sports Kit (including swimming kit) for each lesson; this should be brought in on Monday and regular checks will be made to support pupil organisation. Each child will have a personal locker in which to store their sports kits. Years 3 & 4 will be required to wear their sports kit into school with tracksuit bottoms and quarter-zip tops on Thursdays when they have their long games afternoon or sports fixtures.

Details of fixtures will be emailed to parents in the week prior to a fixture. All pupils are included in fixtures as much as possible and if, for any reason, your child is not available for selection, please email the Sports Department with as much notice as possible: sports@greatballard.co.uk. Please refer to the team sheet for fixture start times, which will be published on My School Portal- they generally start at 2:30pm with finish times between 4pm and 5.30pm.

Equipment

All pupils should bring a named rucksack. These may be of any style as long as they are suitable for school use and can safely transport books between lessons.

Pupils will need the following in their bags each day:

- A reading book
- Reading Record
- A water bottle (clearly named)
- A named pencil case containing:
 - two Berol or other suitable handwriting pens
 - several HB pencils
 - coloured pencils
 - a glue stick
 - a clear plastic 30cm ruler, (not a flexible or folding one)
 - a rubber
 - scissors
 - a pack of highlighters
 - a sharpener

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.

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 or outdoor shoes (suitable for outdoor learning lessons) and a school coat 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.



Years 3-6

Compulsory all year

- Great Ballard Blazer
- Great Ballard waterproof maroon coat
- Boiler suit (navy, zip or Velcro fastening - can be purchased via any online store)
- School shoes - black, no boots or trainers
- Wellington boots - any style/ colour
- Rucksack for books - any style/colour of backpack
- Water bottle - any style, no glass
- Plug-in headphones (3.5mm aux. connection)

PE Kit

- Great Ballard midlayer navy top
- Great Ballard tracksuit bottoms
- Great Ballard sublimated sports top
- Great Ballard House/Games top (if second sports top is required)
- Great Ballard games shorts/ Great Ballard skort
- Great Ballard sun cap
- Plain white sports socks
- Trainers - any colour, must be sport appropriate
- Swimsuit/ trunks (plain black)
- Swim towel
- Towelling robe (optional)
- Pool shoes - Crocs, sliders or flip flops
- Goggles
- Great Ballard swim hat - maroon, order via school
- Great Ballard sports holdall small or XL

Optional extras

- Great Ballard navy sports leggings
- Navy blue baselayer
- Great Ballard fleece coat

All bespoke uniform is supplied by Perry and can be ordered via their website:

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

Following feedback from parents, we have introduced a second sports shirt which may be worn for games lessons and house competitions. This is a less expensive item rather than parents needing to purchase two match day tops.

Autumn & Spring only

- Football boots
- Great Ballard long sports socks
- Shinpads & gumshield

Additional compulsory items

Trouser Uniform

Autumn & Spring Terms

- Long sleeved white shirt
- Great Ballard tie
- Trousers (school grey, full length, tailored- no leggings, skinny fit, jeans or chinos)
- Great Ballard grey jumper
- Grey socks

Summer Term

- Short sleeved white shirt
- Great Ballard tie
- Great Ballard grey jumper
- Shorts (school grey- no jeans or chinos)
- Grey socks

Dress Uniform

Autumn & Spring Terms

- Long sleeve maroon rollneck (Instead of shirt if preferred)
- Great Ballard tartan pinafore
- Great Ballard v-neck grey cardigan
- Grey knee-length socks or thick grey tights

Summer Term

- Great Ballard summer dress
- Great Ballard v-neck grey cardigan
- White socks



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:

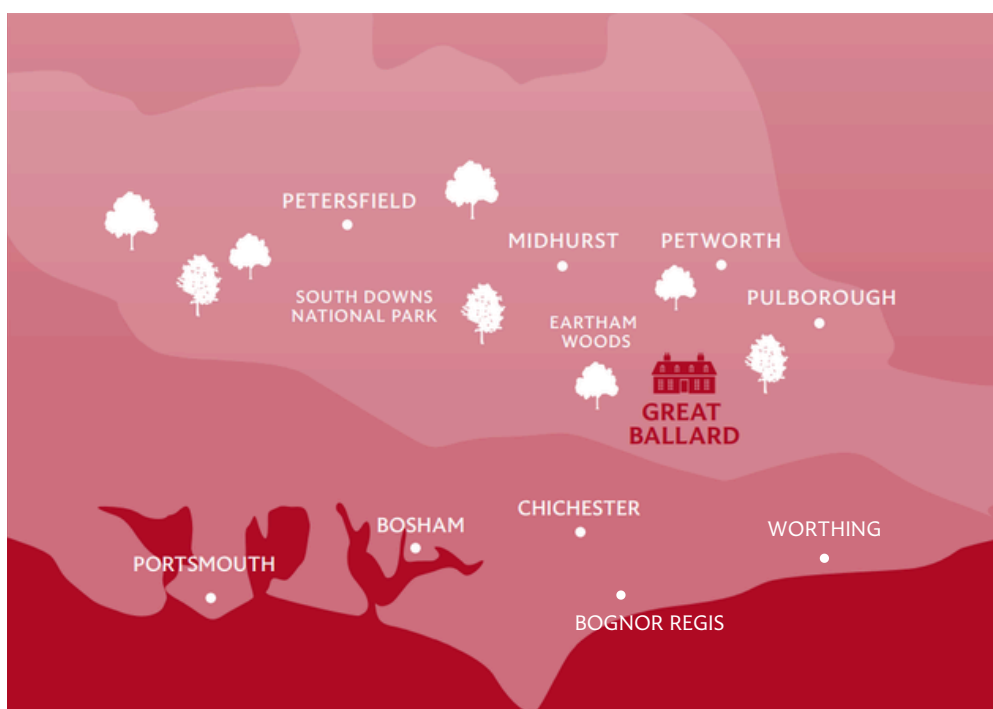
- Worthing & Arundel Route (includes Patching, Worthing, Goring-by-Sea, Rustington & Arundel)
- Petworth Route (includes Loxwood (pm), Petworth, Lavant, Chichester, Westhampnett & Boxgrove)
- Bognor Regis Route (includes Bognor Regis, Felpham, Yapton)
- Witterings Route (includes Birdham, Sidlesham & 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 our business manager 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 tutor. This allows us to keep the medical records current.

Your child has any worries/concerns:

Please contact your child's form tutor as a first port of call. If they are unable to resolve these concerns, they may then refer you to the Head of Prep, Mr Anderson.

Your child is struggling in any subjects or finds a particular homework topic tricky:

Please contact the individual subject teacher so that they are aware and can offer additional support as required. The full staff list can be found on the school website and on My School Portal and can be accessed via the QR code at the front of this pack.

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 form tutor(s) 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 4:30pm:

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://www.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 pupils 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

- Christmas Carol Service at Arundel Cathedral
- Festive Singing around the Christmas Tree
- Christmas Fair
- FoGB Summer Fair
- Summer Concert

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. The Teenage Brain or The Future of Technology
- Service & Leadership Dinners - while these are mostly aimed at our older Prep and Senior students, parents are warmly invited to attend.

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:



Key Dates:

- New Parents' and Pupils' Afternoon Tea – Wednesday 2nd Sept, 3:45pm
- 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
- Bring Your Adult to School Day - Mon 28th Sept
- Remembrance Service - Weds 11th November 10.30am
- Carol Service - Fri 11th Dec 4pm
- Sports Day - Weds 30th June
- Prizegiving - Friday 9th July