



Dear Parents

We are delighted that you are considering IGS: Durham. This letter contains a range of information which you might find useful and the accompanying email contains some documentation which we would ask you to complete. If there is anything else you need to know, please do not hesitate to get in touch.

The Independent Grammar School: Durham

The school is operated by The Education Partnership (UK) Ltd whose registered address is Claypath, Durham, DH1 1RH. The school's postal address is IGS: Durham, Claypath, Durham, DH1 1RH. The Chairman of the School Board (the equivalent for us of the Governing Body) is Professor James Tooley and he can be contacted on 07976 403113. The school's official DfE registration number is 840/6015 and our URN (unique reference number) is 144804.

Entry Form

Please complete and return entry form as soon as you can.

The School Day

School begins at 8.30 and parents should ensure that children arrive at the school door by that time. Children arriving after 8.45 will be marked as "late" in the register.

Every day we run an after-school club from 3 pm until 4 pm. Clubs are optional and there is no cost (although very occasionally parents may be asked to contribute a small amount to purchase resources, equipment etc.). Parents may therefore collect children at either 3 pm or 4 pm. We also run a late class from 4 pm to 5 pm and this is charged at £6 per child per session.

It is imperative that parents inform the school about who will be responsible for picking children up. Under no circumstances will children be allowed to leave school with someone with whom we are not familiar and who has not been notified to us as authorised by parents. Please complete the enclosed *Collection from School* form and bring it on the first morning.

Children bring packed lunches, which should be healthy, i.e. no chocolate, sweets, crisps or fizzy drinks. PLEASE NOTE that IGS: Durham is a nut-free school, so we ask you to ensure that no food containing nuts is brought in to school.

There are three school terms at IGS: Durham: Michaelmas, Lent and Trinity. These correspond to Autumn, Spring and Summer terms respectively. School term dates can be found on the school website.

Occasionally, we will hold a staff training day (often referred to as an INSET day) during term time. This will be rare, but when such days occur they will be announced in good time and parents will be asked to keep children off school that day.

Uniform

At IGS: Durham we are committed to high standards of school uniform. Our uniform supplier can be found online at

<https://theschooloutfit.co.uk/collections/the-independent-grammar-school-durham>

The details of the uniform are as follows:

- Girls: girls' blazer, green jumper (if required) white shirt, school tie, grey skirt, grey socks and black polishable shoes.
- Boys: boys' blazer, green jumper (if required), white shirt, school tie, grey shorts, grey socks and black polishable shoes. Long trousers may of course be worn in colder weather, at parents' discretion.
- Sports kit will be, for both boys and girls, a green polo shirt (with school logo), black shorts, grey socks and black pumps. On their first day, children will receive their timetables and will bring them home so parents will know which days sports kit will be needed.
- We have chosen a reasonably-priced uniform but will insist that it is worn neatly at all times. Children may wear black coats, scarves and hats, without prominent logos. The same goes for black school bags. School bags and PE bags may be bought from the suppliers if required.
- During the summer months (i.e. during the Trinity, or summer, term) girls may if they wish wear green gingham dresses, which will be available from the uniform suppliers and may also be bought at reasonable cost from elsewhere (e.g. Tesco).
- Parents have the choice of either purchasing the more common items of uniform (e.g. white shirts or grey skirts/shorts) from the school supplier or from some other, possibly slightly cheaper, sources. The items which must be bought from the supplier are blazers, ties and polo shirts.

Parental Commitment

In signing the declaration set out on the Entry Form, parents are confirming that they have read and fully support the Parental Commitment which is on the school website (within the *Policies*

tab). This is an important document and parents are asked to read it carefully before signing the Entry Form.

School Policies

Schools are required to make certain policies available to parents on their website, and others on request, and you will find all such policies on the school website. Most other school policies are also on the website, and parents are encouraged to read them and feel free to request to see any others.

Personal Communication

Telephone, text and email communication between parents and staff must always be formal and through the official school channels. Staff will not give parents their personal contact details and parents must never contact staff other than through the school telephone number or the member of staff's official email address.

Child Protection

The Designated Safeguarding Lead (DSL) at IGS: Durham is Mr Gray (Principal). Any safeguarding concerns should be referred immediately to him on 07984 619739. (From 16th September 2021, the Deputy Designated Safeguarding Lead will be Mr Nicholas Gordon, whose contact details will be available from that date). Any safeguarding concerns about Mr Gray should be reported to Professor Tooley, whose contact details are shown above.

Important Information Parents must Provide

It is vital that if your child has been diagnosed with any condition which is relevant to his or her education, you inform us *before* starting at the school. In the same way, if your child suffers from an allergy, you *must* let us know before his or her first day with us.

Photography

Please find enclosed a Photography Consent form. If you agree to its terms, please sign and return to school. Please note that you are not obliged to sign the form if it causes you any concern. If that is the case, please let me know.

First Aid

Staff at IGS: Durham will continue to receive regular first aid training. Mrs Smith, Mrs Dobinson and Miss Gray all hold an approved Paediatric First Aid qualification and Mrs Henderson, Mrs Gray, Mrs Dobinson and Miss Gray are all trained in Emergency First Aid at Work.

Fire Procedures & Safety

Five members of staff are qualified fire marshals and fire drills are carried out every half term. The school building has been approved both independently by a qualified assessor and also by the Durham Fire Service.

Fees

Fees may be paid monthly, termly or in full (in advance). You will receive a fee invoice following enrolment. Payment may be made by cheque, standing order or by online payment. Bank details are:

Account The Education Partnership (UK) Ltd
Sort Code 40-02-01
Account no: 41410431

Please do not hesitate to contact me if you require any further information.

Yours sincerely

C J GRAY
Principal