



# SCHOOL PROSPECTUS

*SHAPING OUR CHILDREN'S FUTURES TOGETHER*

Mallard Drive, Erdington, Birmingham West Midlands, B23 7YB

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Head Teacher: Mr Stuart Day



The Arthur Terry Learning Partnership, a charitable company limited by guarantee, registered in England and Wales, company number 07730920.

Registered office: The Arthur Terry School, Kittoe Road, Four Oaks, Sutton Coldfield, West Midlands, B74 4RZ  
CEO Richard Gill NPQH, NLE, FRSA

# CONTENTS

## Page No.

3	Introduction from the Head Teacher
4	Staff List
5	Term Dates
6	Admissions
7	Attendance and Punctuality
8	School Day
9-11	The Curriculum
12	Religious Education, Pastoral Care and Safeguarding
13	Promoting Good Behaviour
14	Special Educational Needs
15	Statutory Assessment Results
16	School Meals Provision and Uniform
17	Appointments, Accidents & Illness, Parking, & Home School Agreement
18	Contact Information, Absence & Attendance
19	Medicines in School
20-22	Early Years Foundation Stage
23	Complaints procedure
Appendix I	Uniform Policy
Appendix II	E-Safety Documents

# An Introduction from the Head Teacher

Dear Parents, Families and Carers,

Welcome to Brookvale Primary School. If you have not already visited our school we urge you to do so. You will be made welcome and a visit will give you a greater insight into life at Brookvale Primary School than reading the prospectus alone. If after reading the prospectus you still have unanswered questions, please do not hesitate to contact us.

We believe Brookvale to be a very special school that is at the heart of the local community. Situated on the Brookvale Village estate, we are a multi-ethnic school with an extremely rich cultural diversity that is celebrated at all times. We are at the heart of the community. Our school is part of The Arthur Terry Learning Partnership; an extremely successful multi academy trust of **19** schools. Being part of the ATLP gives us the opportunity to work closely in partnership with other schools which helps us continue to develop and grow as a school.

As a one form entry school we benefit from being a close knit community where all the children are known to staff and excellent relationships between adults and children can be seen. The children at Brookvale gain in confidence and maturity in a safe environment with the excellent care, guidance and support we provide.

We endeavour to provide for the all round development of your children with a focus on reading, writing and maths skills. We have a strong focus on the development of values, including: teamwork, reflectiveness, respect, individuality and self-belief and encourage our children to foster a growth mindset so they believe they can improve and achieve great things.

We have an excellent reputation in the local community and constantly work to improve what we do. Our staff are extremely dedicated and all aim to ensure we are providing the best possible life chances for our children. ***'The school's work to promote pupils' personal development and welfare is outstanding' - Ofsted Report 2018***

We warmly welcome you to Brookvale and look forward to working with you over the next 7 years.

Yours sincerely

***S Day***

**Mr Stuart Day  
Head Teacher**

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# BROOKVALE STAFF

Mr Stuart Day	Head Teacher Designated Safeguarding Lead
Mrs Emily Johnston	Deputy Head Teacher & Designated Safeguarding Lead
Mr Andy Mills	Assistant Head Teacher, Designated Safeguarding Lead, Year 6 Masterclass Teacher
Mrs Jaz Khan	Pastoral Manager & Designated Safeguarding Lead
Mrs Philippa Blunt	Class Teacher
Mrs Jessica Hand	Class Instructor
Miss Grace Williamson	Class Teacher
Miss Hannah Willars	Class Teacher
Miss Megan Burda	Class Teacher
Mr Ben Hobbis	Class Teacher
Miss Shona Humphrey	Class Teacher
Mrs Carol Baizon	Office Manager
Mrs Paula Coulson	Administration Assistant
Miss Carol Ashford	Teaching Assistant
Mrs Jayne Fencott	Teaching Assistant
Mrs Sarah Horne	Teaching Assistant
Mrs Linda Johnston	Teaching Assistant
Miss Charlotte Kelly	Teaching Assistant
Mr Paul Farnsworth	Teaching Assistant
Mr Balazs Borsos	Building Services Supervisor
Mrs Noreen Bansal	Lunchtime Supervisor
Mrs Bernadette Hobbs	Lunchtime Supervisor
Mrs Delores Simon	Lunchtime Supervisor

# Term Dates 2022-2023

## Open

## Close

### Autumn Term

Monday 5th September 2022  
Monday 31st October 2022

Friday 21st October 2022  
Friday 16th December 2022

### Spring Term

Tuesday 3rd January 2023  
Monday 27th February 2023

Friday 17th February 2023  
Friday 31st March 2023

### Summer Term

Monday 17th April 2023  
Monday 5th June 2023

Friday 26th May 2023  
Friday 21st July 2023

### Training Days (school closed to children)

Monday 5th September 2022  
Tuesday 6th September 2022  
Friday 21st October 2022  
Monday 28th November 2022  
Tuesday 3rd January 2023  
Monday 27th February 2023  
Friday 31st March 2023

### Additional Closure

Thursday 4th May 2023 (Provisional Local Election Date)

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# Admissions

Brookvale is a one form intake school with 30 pupils per class. School Admissions and Pupil Placements on behalf of Birmingham Local Authority is responsible for allocating Reception Class places. Children are admitted into the reception class in the September of the Academic year in which they are five years old. Applications must be made online at [www.birmingham.gov.uk/school-admissions](http://www.birmingham.gov.uk/school-admissions). For more information please visit their website or contact them on 0121 303 1888.

## Admission criteria

- Looked after or previously looked after children.
- Children with a statement of special educational need.
- Children with a brother or a sister already at the school who will still be in attendance in September.
- Children who live nearest the school.

Within each of these categories, priority is given to those who live nearest the school, calculated on the basis of a straight-line measurement between home and the academy front gates.

## How to make an in-year application

Applications for school places made outside the normal admissions round (in year admissions) are dealt with directly by the school. Places are allocated from the waiting list based on the Admission criteria below.

Please contact the School Office to obtain an Application for a Change of School (In-Year) Form and full details on the application process.

## Admission criteria

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- Children with a statement of special educational need.
- Children with a brother or a sister already at the school who will still be in attendance in September.
- Children who live nearest the school.

# Attendance and Punctuality

If for any reason your child cannot attend school, please telephone us to let us know by 9.15am each morning. When your child returns to school you should send him or her with a brief note to explain the absence in more detail. Following amendments to the Education (Pupil Registration) (England) Regulations 2006, Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Please note: holidays do not count as exceptional circumstances and will not be authorised. Requests for leave of absence must be made to the Head Teacher and according to school policy can only be authorised by the Head Teacher. A Leave of Absence form is available from the school's main office. Parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Legal Intervention Team. Parents could also be issued with a fixed penalty notice or court action.

School starts promptly at 8.55am and in order for children to have the best possible start to their learning it is important that they do not arrive late to school. If for any reason your child is late then could you please report to the main office in KS1 to sign your child in so that he /she can receive a late mark on the electronic register.

In accordance with DfE requirements absences are published and reported at the end of the school year.

School monitors children's attendance very carefully and if your child's attendance falls below 95% you will receive a letter from us drawing your attention to this fact. Children who fall below 90% will be classed as persistently absent and parents will be expected to meet with a member of the senior leadership team to discuss attendance concerns.

## Attendance Analysis

	2018/2019	2019/2020	2020/2021	2021/2022
<b>Attendance</b>	95.79%	94.15%	93.99%	94.48%
<b>Authorised Absence</b>	3.38%	4.69%	4.33%	4.5%
<b>Unauthorised Absence</b>	0.84%	1.18%	1.68%	1.1%

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# The School Day

Attendance is very important. We expect children to be in school every day and on time. This makes sure they can make the most of their learning opportunities. We reward our children who attend regularly.

The school day is as follows:

	Morning Session	Lunch	Afternoon Session
<b>Reception</b>	8.55am	11.45m - 12.45pm	3.20pm
<b>Years 1 &amp; 2</b>	8.55am	12.00pm - 12.45pm	3.25pm
<b>KS2 Years 3 - 6</b>	8.55am	12.15pm - 1.00pm	3.25pm

The school gates open at 8.40 am, doors open at 8.45am and children are expected to be in class by 8.55am ready to start learning. Gates close at 8.55am and re-open at 3.10pm for pick up. Term dates are circulated each year, displayed on the school website and follow Birmingham Local Authority Term Dates.

We are able to offer before school care through our **Breakfast Club**. This opens at 7.30am and must be booked and paid for in advance on our online payment service.

We do have various sports clubs that take place after school. Parents are notified by email of any clubs that are available to their child's year group and how to apply for a place.

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# The Curriculum

## SCHOOL MISSION STATEMENT

Our school is at the centre of our local community and provides a safe and nurturing environment where everyone develops a sense of self-worth and achievement.  
We believe that every person matters!

At Brookvale Primary School we provide for our pupils a broad and balanced curriculum that caters for individual needs and is underpinned by the guidance set out in the National Curriculum.

The National Curriculum secures for all pupils, irrespective of social background, culture, race, gender, differences in ability and disabilities, an entitlement to a number of areas of learning and the right to develop knowledge, understanding, skills and attitudes necessary for their self-fulfilment and development as an active and responsible citizen.

The National Curriculum makes expectations for learning and the attainment of pupils explicit to pupils, parents, teachers and governors and established national standards for the performance of all pupils in all subjects. It also contributes to a coherent national framework that promotes curriculum continuity and is sufficiently flexible to ensure progression in pupils' learning. It facilitates a transition of pupils between schools and phases of education and provides a foundation for lifelong learning.

At Brookvale, we have worked hard to ensure our curriculum is designed and delivered in a highly thematic way so that our children have the opportunity to develop a deep and rich knowledge of subjects, with opportunities to apply transferable skills across the curricular areas. In our most recent Inspection, Ofsted stated:

*'The curriculum is exceptionally well designed to meet the needs of pupils. It is very well focused on developing pupils beyond their academic capabilities so they leave school as well-rounded young people who are exceedingly well prepared for their secondary education. Many well-known celebrities visit the school to inspire and motivate pupils.'*

*'The school's focus on values such as respect, honesty and tolerance of diversity prepares pupils exceedingly well for living in modern Britain. These values are central to everyday learning for pupils and help them exceptionally well to prepare for living in Britain's rich and diverse culture.'* - Ofsted Report 2018

At Brookvale Primary School our curriculum endeavours to:

1. Ensure each child is equipped to reach their full potential and make the most of their secondary education by leaving Brookvale with good basic skills in English and Mathematics.
2. Provide the highest levels of challenges so that children are successful and can compete in a diverse global economy.
3. Develop their sense of concern for others by understanding and appreciating the cultural similarities and differences between members of our community.
4. Develop their enquiry skills so that they have a lively curiosity about the world around them.
5. Ensure that children understand the concept of a "healthy lifestyle", respect and value their health and learn to use their leisure time purposefully.
5. Develop their appreciation of and safeguard the local and the wider environment, working to make the school, its surroundings and the wider locality a tidy and attractive place.
6. Ensure each child has a good understanding of the importance of British Values so that they can play an active and useful part in society.
7. Children should not be afraid to make mistakes and believe that they can achieve anything. Our children will have a growth mindset.
8. Each child should be able to use Information Technology and be familiar with the technological aspects of modern life.

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## Early Years

In Reception our children follow the Foundation Stage Curriculum, which provides a broad and balanced range of experiences in order for them to develop socially, emotionally, intellectually and physically.

All children in the Early Years at Brookvale are challenged in a supportive, encouraging environment with our aim being for each and every child to fulfil his/her potential. The curriculum for the Foundation Stage underpins future learning by supporting, fostering and promoting children's early development. All children in the Foundation Stage have full use of our outdoor play area as part of their daily provision.

The curriculum is designed around three prime areas of learning and an additional four specific areas of learning, making seven areas altogether:

- Personal, social and emotional development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

In the early years we monitor the progress of our pupils very carefully against the DfE 'Development Matters' guidelines. During the summer term, we assess if each child has achieved the expected standard in order to achieve GLD (Good Level of Development).

On-going formative assessment is at the heart of our effective Early Years practice observing children as they act and interact in their play.

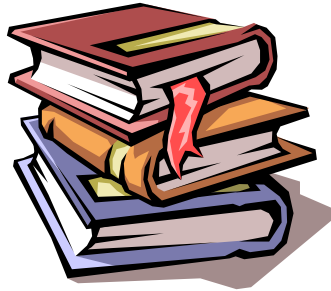
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## Key Stage One

Children enter Key Stage One in Year One. The curriculum developed in the early years is built upon but now children begin to follow the National Curriculum, studying Numeracy, Literacy, Science, Computing, History, Geography, Art, Design Technology, Religious Education, and Music.

Continuous provision is a primary focus and children have opportunities to develop their learning through a wide range of carefully planned activities that encourage their personal and academic success. In Key Stage One all the other subjects are taught through cross curricular topics that aim to link children's learning to everyday experiences in the real world.

Each class has the opportunity to take part in educational visits which support and enhance the work undertaken in class.

## Key Stage Two

In Key Stage Two (Years Three to Six) children develop further key skills and abilities. They study all aspects of the national curriculum: Literacy, Numeracy, Science, Computing, History, Geography, Music, Art, DT, RE, PSHE and French through topic related work. Children are also taken swimming whilst in Year 3 with our aim being to teach every child to swim a minimum of 25 metres.

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# Religious Education, Pastoral Care and Safeguarding

## **RELIGIOUS EDUCATION**

Our programme of Religious Education follows the Birmingham Agreed Syllabus, which encourages a multi – faith approach and respect for all religions and all protected characteristics under the Equality Act 2010.

The Education Reform Act requires that all children take part, each school day, in an act of collective worship that is wholly or mainly of a broadly Christian character. Our assemblies make a valuable contribution to children's spiritual, moral and cultural development and children are taught empathy, kindness and respect using a range of age-appropriate texts and news stories. Major festivals such as Diwali, Christmas, Easter, Vaisakhi, Chinese New Year etc. are all discussed throughout the year. Parents do have the option to withdraw their child from R.E. and collective worship. If you wish to withdraw your child you will need to submit a written request to do so.

## **PASTORAL CARE**

Brookvale is firmly committed to a partnership with parents as the best way to foster a child's achievements. Each term a parent's evening is held and at the end of the year a written report is sent to all parents. Records are kept, reflecting all areas of a child's work and progress and these may be seen by parents if they so wish upon request.

The Pastoral Team is invaluable in linking the academic aspects of school with the social and emotional elements. Learning takes place in many different environments including the Lunch Hall and the Playground where we focus on Social Skills, Inclusion and Encouragement. The Pastoral Team works closely with families to help them be fully involved in their child's education.

## **SAFEGUARDING**

At Brookvale Primary School we are committed to safeguarding and promoting the welfare of all our children. Enhanced Disclosure and Barring Service Checks are carried out on all staff employed by the school and all visiting teachers. Thorough recruitment checks are made prior to appointments being made.

The Head Teacher & Deputy Head Teacher are the primary named persons with responsibility for child protection issues in the school. They will liaise with a wide variety of outside agencies, including: Health Workers, School Nurse, Social Workers, Family Centre Workers and Educational Psychologists. Involvement with these agencies ensures that children and families who may be at risk have comprehensive, professional support. Any records and or information is kept confidentially by the Head Teacher.

However, all adults working in the school take responsibility for the pastoral care of the children and discuss with the Head Teacher any concerns that they may have.

There are five main elements to our child protection policy in school:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, or abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

If our concerns are serious this may lead to a referral to the local authority (Children's advice and support service - CASS) where family support workers or social workers may become involved. Safeguarding is our statutory duty and our priority is the children. You can read our safeguarding policy in full on our website via the Policies pencil. Our Designated Senior Leaders for safeguarding are: Mr Stuart Day, Mrs Emily Johnston and Mrs Jaz Khan.

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# Promoting Good Behaviour

Brookvale Primary School believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life. The school is committed to:

- Promoting desired behaviours that are considered socially acceptable.
- Promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all.
- Praising and rewarding good behaviour.
- Challenging and disciplining misbehaviour.
- Providing a safe environment free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging positive relationships with parents.
- Developing positive relationships with pupils to enable early intervention.
- A shared approach which involves pupils in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all pupils can achieve.

The school acknowledges that behaviour can sometimes be the result of educational needs, mental health issues, or other needs or vulnerabilities, and will address these needs via an individualised graduated response.

To help reduce the likelihood of behavioural issues related to social, emotional or mental health (SEMH), the school aims to create a safe and calm environment in which positive mental health and wellbeing are promoted and pupils are taught to be resilient. The school aims to promote resilience as part of a whole-school approach using the following methods:

- Culture, ethos and environment – the health and wellbeing of pupils and staff is promoted through the informal curriculum, including leadership practice, policies, values and attitudes, alongside the social and physical environment.
- Teaching – the curriculum is used to develop pupils' knowledge about health and wellbeing, for example; through our well-planned and sequenced Personal Development and Wellbeing curriculum, Votes for Schools initiative, House Systems etc.
- Community engagement – the school proactively engages with parents, outside agencies and the wider community to promote consistent support for pupils' health and wellbeing.

Where vulnerable pupils or groups are identified, provision will be made to support and promote their positive mental health.

The full Behaviour Policy and School Expectations are available on the school website – [www.brkvale.bham.sch.uk](http://www.brkvale.bham.sch.uk)

# Special Educational Needs

Our school believes that all children, whatever their ability or disability, have an entitlement to an accessible, broad and balanced curriculum, tailored to their individual needs. We welcome children with special education needs and disabilities into our school and make the appropriate provisions to ensure that we have an inclusive culture.

The SENCO along with the Head Teacher, class Teacher and Teaching Assistant ensure that the special educational needs of all pupils are identified, assessed and met in an appropriate and efficient manner. As far as possible, pupils with special educational needs will be fully integrated into the life and curriculum of the school community, and will be taught alongside other pupils. Parents will be kept fully informed and their views will be valued at all times. A register of children with special educational needs is kept by the SENCO. A child is never put onto this register without consultation with, and agreement from, parents.

## **Children with Special Educational Needs (SEND)**

At Brookvale if a child falls into this category we ensure that appropriate provision is planned and carried out. We have high expectations of all children and aim for all children to make good progress, including those with SEN, as we believe with appropriate support children with SEN can succeed in their education.

Once a child with SEN has been identified they will be given an individual target plan. This will identify small targets that are planned to help the child get back on track. It will identify how we are going to support them through an individualised program. This could include small group work, one to one work and use of specific resources.

Once an individual target plan has been written the Inclusion Co-ordinator will review the actions taken and progress made by the child/ren.

## **Statutory Assessment**

In a small number of cases, there will be children who have a greater need. In these circumstances, at the request of school or parents, the Local Authority may decide to make a statutory assessment. This is a detailed investigation of the child's needs. Views will be taken from all those who work with the child, including parents. If agreed this would result in a detailed plan of support being written. This was previously called a Statement of Special Educational Need. It is now called an Education, Health and Care Plan.

A detailed explanation of what we offer for children who have a Special Educational Need and/or Disability is available on our school website under the policies/inclusion pencil.

# Statutory Assessment Results

	School 2018	National 2018	School 2019	National 2019
KS2 Maths, Reading and Writing combined	75%	64%	78%	65%
KS2 Reading	81%	75%	78%	73%
KS2 Writing	88%	78%	84%	78%
KS2 SPAG	91%	78%	91%	78%
KS2 Maths	84%	76%	97%	79%
KS1 Reading	86%	75%	70%	75%
KS1 Writing	86%	70%	63%	69%
KS1 Mathematics	82%	76%	77%	76%
Phonics Check Year 1	83%	82%	93%	82%
EYFS % of GLD	80%	71.5%	73%	71.8%

# School Meals Provision and Uniform

## **SCHOOL MEALS**

Excellent and nutritious school meals are provided from our own school kitchen by Chartwells who is the leading provider of catering and support services to schools, colleges and universities in the UK. School meals should be booked in advance using our online system. Parents are informed of any increase in the cost of the school meals.

Children who do not wish to have a school meal may bring sandwiches on the following conditions:-

1. The meal is brought in a proper container and is eaten only in the hall at dinner time.
2. There are no hot drinks in glass flasks.
3. Drinks are in plastic containers with screw tops or a carton of drink (No cans, glass bottles or fizzy drinks)

Free meals are provided for families who qualify for this benefit. Please register online at **<https://www.cloudforedu.org.uk/ofsm/birmingham>** to see if you are eligible. If it is found that you are not entitled to free school meals, then you will be charged for any meals that your child has received under the free school meals scheme (KS2 only). Please keep the School Office informed of any changes in circumstances relating to school meals.

Key stage 1 children (Reception, Years 1 and 2) are all currently entitled to a free school meal under the Government's Universal Free School Meals initiative.

## **SCHOOL UNIFORM**

We believe that our school uniform policy is an important part of our school and reflects the high expectations we have of the children. We believe that children dressed smartly enhances the appearance and reputation of the children and the school.

A copy of our Uniform Policy is included with this pack.

**Please note that school uniform can be purchased online through Crested Schoolwear who also have a Trutex shop located on Erdington High Street. School jumpers ordered through Trutex contain the school logo. Although this is encouraged it is not compulsory and uniform can be purchased at parents discretion providing it matches the school uniform policy.**

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# Appointments, Accidents & Illness, Parking Near School & Home School Agreements

## **HOME / SCHOOL COMMUNICATION**

At Brookvale Primary School we understand that working together in the interest of the children is important and openly encourage dialogue between parents and staff. However, it is important that this does not affect the teacher's role as a class teacher. If you need to speak to a class teacher please arrange to see the teacher at the end of the school day by making an appointment via the Office.

If parents would like to speak to either the Head Teacher or Deputy Head Teacher an appointment can be made via the Office.

If your child is being taken from school for medical appointments or any other reason they should be signed out at the school Office and an appointment card/letter shown. If a child is brought to school late the Receptionist should be informed so the child can obtain a mark for that session.

## **ACCIDENT OR ILLNESS AT SCHOOL**

Minor injuries at school are dealt with as they occur. We have First Aiders at school who are able to deal with injuries. If the First Aiders consider that the injury is of a more serious nature, parents will be contacted, before treatment is provided. If a child suffers a head injury, a note will be given to the child to inform the parent.

If a child becomes ill in school, parents will be contacted and they will be cared for until collected. If your child has suffered with diarrhoea or sickness overnight, they should not be sent into school for at least 24 hours to ensure the problem has settled.

## **PARKING NEAR SCHOOL**

We encourage parents to not bring their children by car. If this is not possible we would ask parents to park on North Park Road or George Road as this minimises the danger posed by traffic in Mallard Drive. Please observe the yellow 'KEEP CLEAR' markings outside the school as these are to there to keep children and parents safe when crossing the road and to ensure that any emergency vehicles can enter the school grounds unhindered. Your support in this is greatly appreciated.

## **HOME-SCHOOL AGREEMENT**

A copy of the agreement between the school, the children and parents is given to parents to read, discuss and sign. The object of the agreement is to foster a sense of partnership between school and home in the development of your child academically and socially.

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# Contact Information, Absence & Attendance

## **CONTACT INFORMATION**

It is important that during the school day we are able to contact parents and/or other family members. It is essential that we have your child's home address and contact telephone numbers for parents and if possible two other emergency contacts. **If you change your address or contact telephone numbers, please inform the school immediately.**

In cases of emergency, a parent must be contactable, Hospitals may be unwilling to administer treatment if a parent is not present.

## **ABSENCE/ATTENDANCE**

It is important that your child/ren attend school all of the time. This will greatly aid their development and help them reach their potential. Having unnecessary time off has a detrimental effect on progress and development. We identify causes for concern and inform parents. If concerns continue we may need to take legal action against parents through parent fines for poor attendance.

We ask that parents contact the school before 9.15am to inform the Office if their child is going to be absent from school or late due to a medical appointment.

We operate a text messaging system, which is carried out after morning registration. If your child has not been marked present, sick or at a medical appointment then the computer will generate a text to your mobile asking you to confirm why your child is not in school.

**You may be aware that Head Teachers cannot authorise leave during term time except where the circumstances are exceptional. If your child takes leave that has not been authorised by the Head Teacher, it will result in the absence being recorded as unauthorised and legal action may be taken.**

Attendance letters are sent out to the parents of children whose attendance drops below 90%. Attendance below 90% is a serious concern as this level of absence will definitely have a detrimental effect on learning. Attendance will be monitored closely and parents supported to ensure improvement. If attendance does not improve it may lead to more formal procedures and possible financial penalty.

We also monitor punctuality. If your child is late for school on a regular basis we will write to you and monitor your child's lateness.

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# Medicines in School

## **The administration of drugs or medicines to a child is the responsibility of the Parents or Guardians.**

The consequences of a Head Teacher or member of staff accepting the responsibility for administering medicines or drugs to children could, in certain circumstances, result in legal action and Head Teachers are, therefore, advised that they should not normally accept the responsibility.

The advice from the schools Medical Officer is that most medication for minor ailments can be properly administered outside school hours i.e. before and after school. If it is critical that a child should receive medication at set times, that child should not normally be considered fit enough to attend school.

## **Administering medicines during school hours**

If a child must have medicine during school hours but is deemed well enough to attend school then we request that the Parent comes to school to administer the dose themselves. We do not have the facility in school to store medicines at the correct temperature.

The parent must attend the school to administer the medicine.

## **Administering medicines on a long term basis (exceptional cases)**

A doctor's note must be received explaining the need for medicine to be taken on a long term basis and storage requirements.

The medicines must be clearly labelled with the child's name and dosage.

If parents cannot attend school to administer medicine, a designated member of staff will take on the responsibility only if a written indemnity in favour of a member of staff is produced and signed by the parents. If this is the case for your child please make an appointment to speak with the Head Teacher.

## **Inhalers**

If your child needs to have an inhaler in school, then this should be in the original packaging and should be clearly marked with your child's name. Preventative inhalers are not kept in school as these should only be administered at home.

# Early Years Foundation Stage

Our Early Years Foundation Stage is 'Outstanding.' 'The Early Years is exceptionally well led. Learning opportunities provided have improved exceedingly well. Children make and sustain exceptionally fast progress in their learning and development from their individual starting points.' Ofsted 2018.

We have 30 places in Reception. The staffing ratio is one adult to 15 children. During your child's time in Reception we aim to:

Provide a variety of activities that will form good foundations for early education.

Fulfil the aims of the Early Years Foundation Stage.

Prepare your child for their transition to Year 1 and beginning the National Curriculum.

Starting school is a big step for your child and your family and we hope to minimise any anxieties that you may have by dealing promptly with any queries or problems.

The Reception staff will be available at the beginning and end of each day and will be happy to speak with you then.

We look forward to welcoming your child to our School and to the start of a happy partnership between home and school.

## **Our Early Years Philosophy**

At Brookvale the Early Years staff aim to provide a curriculum which gives all children a range of high quality learning experiences that will lead to the achievement of the Early Learning Goals at the end of the Reception year.

The following principles underpin our philosophies:

- All children need to develop a positive attitude towards learning which will be fostered throughout their time in school.
- Access to, and involvement in, active play is crucial. We aim to provide many opportunities for learning through play and first hand experience.
- All children will be given the opportunity to observe and explore within a safe and secure environment.
- It is of vital importance to foster feelings of self worth and each child needs to feel valued and respected as an individual.
- All children will be given an equal opportunity to realise their full potential by gaining access to a curriculum that supports and extends their learning.

**SHAPING OUR CHILDREN'S FUTURES TOGETHER**



# Early Years continued..

All children will be encouraged to live and work harmoniously, respecting others. We aim to develop self confidence and independence and provide an awareness of socially acceptable behaviour.

Parental involvement is valued and is essential if early education is to be successful. We appreciate each child's past, the learning already achieved and their continuing experience of life.

## **PLEASE NAME ALL YOUR CHILD'S CLOTHING AND FOOTWEAR!!**

Jewellery can be dangerous and should NOT be worn. If your child has pierced ears then only studs are acceptable (but not on PE days).

Long hair must be tied back.

### **P.E.**

We have our PE lesson once a week, indoor, as well as taking part in physical daily development in outdoor provision. To encourage independence, shoes with Velcro or buckle fastenings, not laces, are best. Socks are also easier to cope with than tights.

### **Beginning and end of school day**

Reception doors open at 8.45am and children should be in class ready to start work at 8.55am. In the first few days parents can accompany their child to class. However, once they have settled we would encourage you to let them enter by themselves to encourage their independence.

In Reception we aim to develop children's independence, so please support your child by encouraging him/her to do things for themselves. Please help only when necessary.

At the end of the day, this is 3.20pm for Reception, please wait by the Reception classroom outside doors. The teacher will NOT let your child go until they see you. If someone different from usual is collecting your child please let the teachers or the school office know. Children will not be allowed to leave school with anyone who is not known to staff.

Please try to be on time as some children become upset when they remain after the other children have left.

# Early Years Continued..

## **Targets to work towards with your child:**

- Take themselves to the toilet:
  - \* Wipe their bottom, flush the toilet and wash hands. Encourage boys to stand at the toilet in preparation for the school urinals.
- Take off their own coats, turn sleeves the right way, put it on and work towards fastening it.
- Undo and take off shoes and socks and put shoes and socks back on.
- Take off their sweatshirt, turn it the right way round and put it back on.
- Recognise, and work towards writing, their own name.
- Hold a pencil in the correct pincer grip.
- Hold and use a pair of scissors correctly.
- Use a knife and fork appropriately.

**At all times please encourage your child to be independent.**

# Complaints Procedure

We believe in an equal partnership, with parents, working hard to provide the best possible education for our children. If you have a concern or complaint, please tell us straight away, using the procedure outlined below:

- In the first instance speak directly to your child's class teacher outside class hours.
- Make an appointment through the school office to speak informally to the Assistant Head Teacher, or Pastoral Lead.
- Make an appointment through the school office to speak informally to the Deputy Head Teacher or Head Teacher.
- Ask for a copy of the school's complaints procedure.
- Write formally to the Trust Board (all correspondence to the Trust Board is to be sent via the School).

We are committed to providing a high quality service to everyone in our school community. However, if you are not satisfied with the way we have dealt with your concern please follow our complaints procedure which you can access via the ATLP website: <https://atlp.org.uk/about/policies/>