

## **Welcome**

This leaflet is intended to help parents with information about the Academy. Please keep it safe to refer to throughout the year.

## **Vision and Values - Our vision statement is: Inspiring Futures**

We want all children to have the best possible future. For most children this will be about the quality of education and care we provide on a day to day basis. What is known as quality first teaching - exciting lessons, which are well planned and challenging.

That is not all though. We know that many children will need specific and carefully focussed support either at key points in their education or in long term planned provision. We believe that all children can break through the barriers they have and achieve things beyond any preconceptions. Everyone is entitled to the best we can provide and we make that our aim.

## **Building a Positive Environment**

We have high standards and we expect children to behave well. Children are taught about respect for themselves and others. This helps children understand the need to BE Kind, BE Safe, BE Responsible. Our positive behaviour policy is based on encouraging good behaviour and teaching children the skills they need to develop positive relationships and achieve their best. We have clear procedures for dealing with inappropriate behaviour. If you have any concerns or queries in this area, please contact your child's class teacher.

## **Uniform**

The school uniform is very simple and reasonably priced. We expect children to wear: White or red shirt/blouse or polo shirt, Brookside sweatshirt or cardigan (a plain, low-cost, red sweatshirt or cardigan is acceptable), grey or black skirt or trousers/shorts, red & white summer dress, black shoes. PE kit is red t-shirt and black shorts and warm joggers and trainers for the Winter. Every child should have a book bag and a PE bag. We give each new Early Years child a book bag in September. **Sweatshirts, cardigans, PE kit and bookbags can be ordered via the 'Uniform' link on the Academy Website. ALL ITEMS SHOULD BE CLEARLY NAMED – PLEASE**. Hair should be natural in colour and not of an extreme style (Mohicans, skinheads, or tramlines, are not acceptable).

## **Physical Education**

PE is part of the National Curriculum and children are expected to take part. Please ensure that they have the school PE kit. All children have sports lessons every week. They will need trainers for this which will get muddy. Children should bring a track suit when the weather is cold. Children do gymnastics and dance in bare feet.

## **School Day**

The School Day starts at 9.00am and ends at 3.10pm.

## **Breaktime Snacks**

Children in Early Years, Year 1 and Year 2 have free fruit under the government scheme. Children may bring in their own healthy snacks.

## **Water Breaks**

It is very important that children drink plenty of water as we know this is necessary for good learning and development. Children should bring a named bottle of water each day and we will encourage children to drink regularly.

## **Lunches**

Regardless of your child having school meals, it is essential that you complete and return the Free School Meals application form, available from the Academy Office. This form **must** be completed and returned to the Academy Office before your child can receive the Universal Infant Free School Meals available to all children in Reception (Early Years), Year 1 and Year 2. Hot meals, packed lunches and light lunches are provided by our in-house catering team. Menus for all pupils can be viewed and booked on **Parentpay**.

Lunches for ALL pupils must be pre-ordered via **ParentPay**; including lunches for children in receipt of Free School Meals. Children may bring a packed lunch. Please ensure that drinks (not fizzy) are in plastic bottles or cartons. Please do not send sweets to school. Please do not send sweets or cake into school with your child to share with their class, even for special occasions; this causes staff problems with children's allergies.

## **Religious Education and Collective Worship**

Parents have a right to withdraw their children from Religious Education and Collective Worship. Please inform the Headteacher if this is your wish.

## **Charging Policy**

Charges will be made for individual music tuition, board and lodging where a residential visit occurs and for extras to enhance the learning opportunities of the children that are not part of the National Curriculum. Educational visits are made by all classes each year but they can only proceed by parental voluntary contribution, and parents will be informed of the cost in the initial stage. If there are concerns about meeting the cost, parents are asked to contact the Headteacher.

## **Payment**

The preferred method of payment for visits and swimming is our online payment system, **ParentPay**; login details for new starters will be provided upon admission. We prefer cash payments to be made via Paypoint; bar coded Paypoint letters are available upon request. Please ask the Academy Office for details. All payments for meals must be made through **Parentpay** and Extended Schools must be through **Magic Bookings – both in advance**.

## **Working with Parents**

We encourage parents to come and talk to class teachers about concerns at any time, although the end of a day is usually more convenient than before school. Parents' Evenings take place in the Autumn term, when parents are invited to come and talk about how well the children have settled in new classes. Spring term Parents' Evenings are an opportunity for parents to discuss their child's progress with the teacher. We have an online booking system for Parents' Evening appointments – details of this will be given beforehand. Towards the end of the Summer term each child has a written report and parents are given the opportunity to discuss this with the Class Teacher.

## **Emergency Weather Procedures**

In the event of severe weather we text parents, post notices on our website and inform local radio stations should we need to close the Academy.

## **Medical Care**

If a child is injured during the school day first aid will be administered and appropriate action taken. Parents will be informed as soon as possible. If a child is unwell at school during the day, a parent or contact person will be telephoned. **Please keep us up-to-date with changes**

**of address or telephone number.** If a child needs any medication during the school day, please send the medicine in its original packaging to Mrs Hughes (Pupil Wellbeing Officer) and it will be administered at the appropriate time. You will need to complete an administration of medicines form available to download from our website or from the Academy office. We have Infant Calpol in school for children. If your child requires this, we will make a phone call to you for verbal permission. An administration of medicines form will then be sent home for you to sign and return to Mrs Hughes. If your child has an allergy or any ongoing medical condition, please contact Mrs Hughes in the first instance who will be able to assist you.

#### **Absence from School**

Attendance at school is vital to your child's learning and development. Children's progress will be affected if they are absent. We have a statutory obligation to investigate any child's attendance that falls **below 90%** or **below the 10 session absence threshold** (10 or more half day absences within a 12-week period). Evidence of medical appointments, e.g. Doctor's /hospital/ Dentist appointment cards/letters, etc., is required. If your child is ill, please notify us before 9.00am via the **Studybugs** app, which is available to download from: **Studybugs.com**. Please inform the school beforehand if your child has to attend an appointment. We are not able to authorise holidays in term time. Children who arrive or leave school during the day **must** be signed in or out at the Academy office.

#### **Friends of Brookside (FOB)**

The FOB raise a large amount of money every year to supplement the learning resources of our children. The committee meet regularly to plan the programme and they are always looking for the support of parents.

#### **Extended Schools**

Breakfast club runs from 7.30am each morning, After School Club from 3.10pm until 6.00pm each school day and Holiday Clubs run every holiday. Sessions must be booked and paid for beforehand. Instructions on how to register and book can be found on the Brookside Academy website under '**Parents**' → '**Magic Booking**'.

#### **Further Support**

We take all concerns seriously. Please contact your child's teacher if you are worried at all. Where appropriate, members of the school leadership team are also here to support you. In addition, our Parent and Public Complaints Policy and Procedure is available on our website.

#### **Insurance**

The Academy only provides cover against proven or agreed negligence by the Academy and its employees. Parents may wish to make their own insurance arrangement for personal accident cover for their children.

#### **Documents**

Copies of all our policies are available upon request from the Academy Office and some are on the Academy website.



# Information for Parents and Carers 2020/2021

**Be Kind**

**Be Safe**

**Be Responsible**