



Brookside Primary School

Welcome Pack



Contents

Welcome to Brookside School...	3
Getting Ready for School...	4
The School Day...	7
Help from Our Parents...	8
School Uniform...	8
Before and After School Provision...	9
Dinner Time & Snacks...	9
Payments to School...	10
Attendance & Absence...	10
Medicines...	11
School Closures...	12
The BFG (Brookside Fundraising Group)...	12
Our Staff...	13

Welcome to Brookside School

I would like to extend a very warm welcome to Brookside Primary School.

Our aim at Brookside is for every child to enjoy their learning and achieve during their time at school. We aim to provide the best education and learning experiences possible for every child.

Our committed teaching staff work hard to provide a stimulating learning environment for all of our children. This includes those children with specific learning difficulties as well as those who are eager to share an enthusiasm and a talented flair. The successes children experience irrespective of their ability is an indicator of Brookside's commitment to high quality, individualised teaching and learning.

The school actively seeks effective partnerships with the parents and carers of Brookside. We firmly believe that together we can help every child reach their personal goals across a varied and colourful curriculum, while encouraging each child to share an enthusiastic responsibility in their learning and achievement.



Head Teacher



Getting Ready for School in the Foundation Stage

We have a few routines in the Foundation Unit which make our days run smoothly for the children.

- Your child will be given a reading folder which we would like them to bring to school every day. The learning resources and books that will go in the reading folders will be used at school as well as at home so please leave them in the folders.
- During the morning, we encourage the children at Brookside to eat a piece of fruit. School fruit is provided as part of a national scheme but your child may also bring in their own fruit to eat either in the morning or in the afternoon. There is a fruit box for your child's fruit to go in at the beginning of the day. Please put fruit in a labelled container or clearly name the piece of fruit to avoid any confusion!
- At Brookside, children are provided with a water bottle and are encouraged to drink water regularly during the day. They can help themselves to a drink of water whenever they wish.
- Please ensure school jumpers and cardigans are named and remind your child to hang them on their peg when they take them off. Check that names are still visible after each wash.
- Children need a pair of plain black plimsolls to wear inside school as we have an inside/outside shoe policy.
- Children also need a pair of wellies to stay at school.



The best possible start for your child at Brookside is ensured by complete co-operation between home and school from the beginning and continued throughout your child's attendance at school.

It is expected that starting school is an enjoyable experience for your child. We develop independence in the children in all their school activities and welcome parental help in achieving this. You can help by encouraging your child to be self-reliant and consider the following:

- Can they dress and undress themselves?
- Can they manage the toilet and always wash their hands afterwards?
- Can they use a knife, fork and spoon?
- Can they fasten their own shoes?
- Encourage them to recognise their own name in print form and look after their own belongings.
- Learn simple rhymes and songs with them.
- Help them to listen and carry out simple instructions.
- Help them to tell simple stories and enjoy books.
- Play games, build models, do jigsaws and assemble toys with your child, talking all the time
- Help your child use a pencil and scissors correctly.



1. All the preparation above is to encourage your child to be independent. However, all children develop and mature at different rates and some tasks may prove more difficult than others. Do not be concerned about this, as all your encouragement will support your child in developing his/her confidence.

Reading

One way in which children get better at reading is through lots of experiences and practice. By reading with children at home, you can help them practise, improve and enjoy reading.

Whatever stage of reading your child is at, supporting their reading in partnership with their teacher will help them to become better readers.

Below are a few points to help you successfully read with your child at home.



- Let your child hold the book and turn the pages.
- Talk with your child about the book they are reading. What is it about? Who are its characters? What has happened so far? What do they think will happen next?
- Talk about the pictures. Pictures help children to understand the words.
- Use lots of praise and encouragement and avoid criticism. It is important that your child becomes more confident when reading.
- Choose a suitable time and place away from distractions—turn the television off/ ignore your mobile phone!
- If your child stops at a word they don't know, there are a variety of strategies you can use to help them.
 - Look at the picture.
 - Look at the first letter/sound of the word.
 - Look for something in the picture beginning with that first sound.
 - Ask your child a question about the picture that will prompt the right answer.
 - Can you think of another word that looks a bit like that (e.g. call-all, look-took)?
 - If the word is suitable, blend the sounds.
 - Re-read the sentence and think what word would sound right/fit in best.
- If your child makes a mistake but carries on and doesn't seem to notice, wait until they get to the end of the sentence then talk to them about whether it made sense or if they noticed that it sounded a bit wrong. If they can't work the word out, it is not wrong to tell them.
- Let your child see you and other members of your family reading.
- Finally, ensure reading time is enjoyable for both you and your child. An enjoyment of reading is the most important thing and will lead to a lifelong love of reading.

Brookside School uses the Read, Write, Inc. phonics and reading scheme.

Writing

Handwriting

At Brookside we aim to teach children to write in a way that is legible and fluent. We use a style which enables the letters to be joined easily at a later stage.

Continuity from the Foundation stage through Key Stages 1 and 2 is vitally important. We have an agreed

style and 'patter' for helping children to recall the required movement for each letter.

There are several ways in which you can help your child with handwriting:

- Focus on letter patterns which build on three basic letter shapes: c (the curly caterpillar), l (the long ladder) and r (the one-armed robot).
- Include patterns that move across the body from left to right.
- Provide sewing and weaving activities (this helps to tune the fine finger & hand control that develops handwriting)
- Develop the pencil-grip pincer movement, for example, show your child how to use tweezers to pick up and sort sequins, small beads etc.

We encourage an emergent approach to writing in Brookside's Foundation, giving children the confidence to 'have a go' and explore writing independently.

You can encourage this at home in several ways:

- Provide newspaper, old wallpaper, lined paper, plain paper etc. and a variety of writing implements (crayons, felts, chalk, pencils, etc.) and let your child experiment making their own marks, patterns and shapes.
- Give your child the opportunity to write or make their mark for a purpose, e.g. birthday card, shopping list, letters, addresses on envelopes, invitations, recipes etc.
- Encourage your child to use lower case letters only - apart from the first letter of names.
- When your child shows further interest in writing, encourage them to make their own books and write stories to go with their pictures.
- Remember to praise your child's writing, even when it is not clear what it says!
- Let your child see you and other members of your family writing.



Maths

There are many ways you can help your child with maths. Adults use lots of maths at home, in everyday activities such as cooking, shopping and DIY. We use a range of maths while spending money, measuring, calculating, and so on. You can support your child's learning by involving them in these everyday activities.

- Talk to your child about which coin to use to pay for an item.
- How many oranges do you need?
- Is your child taller than their friend?
- How many more minutes until we need to go to school?
- Count as you climb the stairs.
- Use maths in the kitchen. How many plates do we need? Can you find me three big potatoes?
- Sing number rhymes and songs, particularly ones that involve holding up a number of fingers. Practise them with actions.
- Play dice games, such as snakes and ladders or ludo, showing your child how to count on spaces.



- Look for numbers, shapes and patterns in the environment, e.g. house numbers, car number plates, triangular signs and brick patterns.



The School Day

Start of the day 8.45am (F) 8.50am (Y1-6)

Foundation children need to be outside their gate and children in Year 1 and 2 need to be on the main playground before the start of the school day. The gates will be open for the Foundation children at 8.40am and we encourage the children to come through the gate independently. Children need to line up with their classmates.

If children are late at the start of the day

It is essential that you adopt the practice of getting your child to school promptly, it is very unsettling for them to arrive when school has already started. If your child is late for registration, parents will need to report to the school office to register their child.



End of the day

3.25p.m. – Foundation

3:30p.m. – Years 1-6

Foundation children to be collected from outside their classroom. Please wait in the outside gated area.

Please ensure you collect the children **promptly** and make sure your child's class teacher knows if someone else will be collecting them.

If there are last minute changes, unexpected delays or if someone else is collecting your child, please telephone the school office as early as possible. Telephone number 01509 820001.

Help from our Parents

Parents are welcome at Brookside. The following are some of the ways parents can help at school:

- Hearing children read.
- Cookery.
- Craft/artwork.
- Giving talks to small groups to support topic work or RE.
- Offering a skill or talent e.g. art, dance, PE, music, computers, design and technology.
- Helping with transport to sports fixtures or special events.
- Library work.
- Making costumes, props and scenery.
- Walking groups to and from swimming.

If you would like to help with any of these or have any other talents to share with us we would be delighted to hear from you. Please contact your child's teacher or the school office.

School Uniform

Our school uniform can be purchased online from School Uniform Solutions (link available on the School's Website). We regularly review our school uniform supplier to ensure value for money. It is equally acceptable for parents to source school uniform from other vendors such as the major supermarket chains or alternative outside stockists.

Our uniform is as follows:

- Grey / Black trousers/ shorts/ skirt/ pinafore dress
- White polo t-shirt
- Royal Blue school sweatshirt/ cardigan
- Blue and White gingham dress – summer
- Black shoes (shoes with heels must have heels less than 7.5cm/ 1.5 in.)
- Outdoor reversible jacket (optional)

PE Kit

- White plain of Brookside logo'd t-shirt
- Royal Blue Shorts
- Pair of plimsolls / trainers
- Pair of socks if tights are worn
- Hairband / clips to tie back long hair
- Navy Blue jogging bottoms – winter
- Draw string bag
- Hooded fleece (optional)

Hair should be tied back for PE.

Please ensure your child's PE kit is in school every day, sometimes PE days are changed at short notice due to the weather or other events. PE kits can be left in school and will be sent home each half term.

PLEASE NAME ALL YOUR CHILD'S CLOTHES CLEARLY- PREFERABLY WITH NAME TAPES- INCLUDING THEIR COATS.

JEWELLERY, WATCHES & VALUABLE ITEMS

No jewellery. No smart watches. Please discourage your child from bringing any valuable items to school.

Before and After School Provision

Breakfast & After School Club

Active Minds runs each morning from 7.30am in the old school building. Children are given breakfast which consists of cereal and toast or bread with butter and jam and a drink of either water, milk or juice.

After Breakfast Club children will be escorted to the school playground to line up in the usual way ready for the school day. They are also open from the end of the school day until 6.00pm every school day (term time only).



Parents/carers wishing to book a place should email activemindskidsclub@hotmail.com

Dinner time and snacks

At dinner time, the children have a school lunch or bring a packed lunch. All pupils in Foundation, Year 1 and Year 2 may have a Universal Infant Free School Meal. All families can choose, on a daily basis, if they are ordering a school lunch or if they their child has brought a packed lunch.

It is important that all parents who receive one of the benefits listed below register for Free School Meals as this will enable your child's school to claim their 'pupil premium allocation'. Pupil premium is additional funding given to publicly funded schools in England to help raise attainment for that child.



- Universal Credit (provided you have an annual net earned income of no more than £7,400)
- Income support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child tax credit (with no Working Tax Credit) with an annual gross income of no more than £16,190.
- Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

In addition, if you are receiving one of the above payments your child/children will be entitled to free milk in school if they are aged seven and under. KS2 pupils pay for their school meal. We operate a cashless catering system for dinner money.

School Lunch

School meals are cooked on the premises and provide children with a balanced meal. During the lunch break, the children are supervised by Midday Supervisors. Menus are available to view on our school website. www.nottinghamshire.gov.uk/media/2328806/brookside-primary-school.pdf

Packed Lunch

Packed lunches are eaten in the hall. We are part of the 'Healthy Schools Initiative' and encourage children to bring a healthy packed lunch. Please try to support school by sending your child with a healthy lunch. Do not send sweets, fizzy drinks or any glass bottles.

Milk, Fruit and Water

Milk is available for all children (under 5s free). To register your child to receive milk visit www.coolmilk.com. **From the age of 5 you must re-register with cool milk and pay for your child's milk.**

One piece of fruit is available to all KS1 children each day. This may be an apple, banana, pear, tomato, or something similar. KS2 children can order and pay for fruit termly.

Every child will be provided with a school water bottle free when they start school. All replacements will need to be purchased through School Money online. Children are encouraged to drink water regularly throughout the day to keep them hydrated.

Payments to school

School operates a cashless payment system and all **payments** for school meals and trips are to be made using the Arbor app.

Further guidance and login details will be issued when your child starts school.

Attendance

School attendance is a priority for all children at Brookside School - we are constantly monitoring pupil attendance. We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age. The following information shows how school attendance can affect your child's future progress.

Above 97%:	Above 97%. Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can leading to best possible start in their secondary education.
-------------------	--

95%:	95%. Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education
90%:	90% = <u>19 days absence over the year</u> . Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.
85%:	85% = <u>29 days absence in a year</u> . These pupils are missing 6 weeks of school a year , it will be very difficult for them to keep up and achieve their best, either in the classroom or socially.
80%:	80%. Pupils with this attendance are missing a day for every week of school . It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice.

Target attendance is 95%+. The school average is a magnificent 97% for all children. It is not unusual to have a significant number of pupils in every class with an attendance of 100%.

Absences

If, however, your child is absent from school, please contact the school office of the first day of absence. Our telephone system gives you the option to leave a message to report your child's absence; please leave your child's name, class and reason for absence.

If your child is absent from school without notice, the school will text/telephone the parent on the first day of absence.

Children returning to school after illness should clearly be fit to do so and free from infection. If your child suffers from a bout of sickness or diarrhea, you should keep your child off school for a minimum of 48 hours after the last episode.

The school will not authorise absences for holidays during term time.

The application for leave of absence during term time can be found [here](#).

Medicines

If your child needs to receive medication during the school day, the medicine should be taken to the school office in the original container and a medicine form should be completed giving written details regarding dosage, time etc.

The school is unable to administer any medicines containing aspirin and ibuprofen unless prescribed by a doctor.

Children who use inhalers will have them stored in the classroom. These must be clearly named.

School Closures

On very rare occasions the school may be unexpectedly closed due to very severe weather or internal problems (e.g. flooding, no electricity).

Parents will be contacted by text message/email. (please ensure we have your up to date email address).



If **severe** weather occurs overnight, please do not telephone the school but listen to Radio Nottingham or Capital FM. All school closures are broadcast at regular intervals when we have unexpected weather conditions.

If the weather deteriorates during the day, and you are concerned about travelling, you may collect your child from school early, but they will not be allowed to make their way home unaccompanied.

The BFG – Brookside Fundraising Group

The BFG is a school community group run by friends and families of Brookside. It hosts events and raises funds that support the school and its pupils in many ways.



Two of the largest events organised by the BFG each year are the Summer Fete and Fireworks Night. Each year significant funds are raised and which contribute to projects such as:

- Year 6 Robinwood (North Yorks) coach travel
- Live theatre performances

The BFG's AGM is held in October. It is always keen to attract as many new volunteers as possible. If you are interested in joining the BFG in the meantime, please contact the school office.

Our Staff

School Leaders

Mr Gary Kenny
Mr Andy Beharall

Head Teacher
Assistant Head

Teaching Staff

Mr Ally Lead
Miss Roxanne Pine
Mr Ian Benskin
Miss Nasia Pip
Mrs Laura Birkett
Mrs Kirsty Hallam
Miss Charlotte Arnold

Miss Charlotte Fox
Miss Emily Beach
Miss R Moore
Mrs H Stevenson
Mr L Shilton

Teaching Assistants

Mrs Sarah Evans
Miss Julie Wiltshire
Mrs Helga Peatman
Mrs S Prickett
Mrs Helen Welbourn
Mrs Teresa Parr
Mrs Andrea Hewitt
Miss Emma Smith
Mrs Jennie Heysmond
Mrs A Sketchley
Mr R Ball

School Office Team

Mrs Ann Brown
Mrs Emma Hainsley

Caretaker

Mr Chris Davey

School Kitchen

Mr Rob Eaton
Mrs L Brailsford
Miss C Wright

Midday Supervisors

Mrs Anne Pearce
Mrs Clare Dodds
Mrs L Goodwin
Mrs A Brammall
Mrs E Traynor

Miss Leanne Swain
Mrs Sarah Jordan
Mrs Paula Morey
Mrs L Smith
Miss C Astill

We hope that this information has proved valuable to you. We look forward to working alongside all our children and families.

