



*Brooksward School,
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Interim Executive Head: Miss Jen Swain

Dear Parent / Carer,

Brooksward School, part of the Delta Federation of schools, is a good school with a hardworking staff team who are committed to providing a first rate education for your child. We have high aspirations and high expectations of all children. Second best is simply not good enough. Excellence is our aim. We want all children to be happy at school in their work and play, but ultimately our core purpose is ensuring all children leave primary education as independent and effective learners equipped with the skills necessary to build on secure foundations.

We hope this prospectus provides you with the information you require. However, we believe that this information can only at most provide you with a flavour of what Brooksward is about. Therefore, we strongly recommend that you arrange a visit or come to one of our Open Mornings. Our school website is a useful source of information as is our Facebook page – do follow us on @BrookswardPrimarySchool.

Yours sincerely,

Jen Swain

Interim Executive Head

Brooksward School Uniform

School Uniform with our logo can be purchased in store or online from Maises, Church Street, Wolverton, MK12 5JW (01908 313313)

We also offer donated used items for a voluntary contribution.

Winter Uniform	<p>Jade or black sweatshirt or cardigan with Brooksward logo Jade or white polo shirt (Brooksward logo optional) Black or dark grey trousers or skirt - No jeans, jeggings or leggings may be worn. Black fleece with Brooksward logo (optional) Sensible black flat shoes - No sandals, boots or trainers* (*other than for PE) may be worn with black or white socks Hijabs should be in school colours, black, green or white only Hair accessories should be in school colours, black, green or white only</p>
Summer Uniform	<p>Green and white checked dress Smart tailored shorts in plain black or grey may be worn Jade or white polo shirt with (Brooksward logo optional) Sensible black flat shoes - No sandals, boots or trainers* (*other than for PE) may be worn with black or white socks Hijabs should be in school colours, black, green or white only Hair accessories should be in school colours, black, green or white only</p>
P.E. Kit	<p>Round neck plain white t-shirt Black PE shorts Black plimsolls for indoor PE and trainers for outdoor Warm outdoor PE kit should be brought in during the colder weather - sweatshirt, tracksuit and trainers PE kit should be brought to school in a named PE bag. These are available from the office Earrings should be removed for safety reasons or covered with micropore tape brought in from home. Long hair should be tied back securely with a hair band</p>
Swimming:	<p>In Year 4, children have approximately ten swimming lessons over the course of a term They will need a swimming costume or trunks and a towel</p>
Reading Bags and PE Bags:	<p><i>Please label all clothing as the school cannot accept responsibility for lost property. If unnamed, it is extremely difficult to ensure lost property gets back to its original owner. Please do not send in personal items as school cannot accept responsibility for lost or missing property.</i></p> <p>Children should come to school each day properly equipped with:</p> <ul style="list-style-type: none">• Home School Diary• Reading book• Refillable, named water bottle (we are a water-only school) <p>No jewellery other than one pair of small ear studs No makeup or nail varnish to be worn Long hair should be tied back securely with a hair band</p> <p>These are available to purchase from the school office</p>



Brooksward School Day

Children enter via cloakrooms	8:40
Registration	8:50
Morning break	11:00-11.15
Lunchtime	12:15-1:15 (12-1.15 for Foundation Stage)
School Lessons end	3:15

Members of staff start duty at 8:40am. Therefore, we do not accept responsibility for the children until this time. The bell will ring at 8:40am. At this point all children go into school. All external doors are closed at 8.50am. For security reasons, children arriving after this time need to enter school via the main office.

Although we welcome parents into school, we do ask that queries are sorted out at the end of the day so that teachers are able to make preparations for the day ahead and so that lessons can begin promptly. If teachers are unable to speak to you, they will make arrangements to meet you at an alternative time.



Attendance and Punctuality

All parents profoundly affect their children's chances at school. One of the most obvious ways is ensuring their children attend school regularly and promptly. Good levels of attendance are strongly linked with good levels of attainment. Poor levels of attendance are strongly linked with poor attainment.

Attendance at Brookward is closely monitored. Good and improved attendance is rewarded. At the end of each term, all parents are sent a copy of their child's recorded attendance. 95% or more is good. If your child's attendance is below this, we hope that in partnership with the school this can be improved.

You can help by keeping in touch with the school. If your child is too ill to attend please inform the school on the first day of absence and keep in touch. Avoid making dental or medical appointments in school hours if at all possible and never take your child shopping during school hours. Please ensure permission is sought for non-attendance in advance of special occasions and avoid taking holidays during term-time particularly at the start of a new academic year in September.

No holidays will be authorised during the school year in line with Government guidelines.

Punctuality

It is really important pupils attend regularly and on time. This enables a good start to the day and encourages good habits for later life.

Children should arrive at school at 8:35. The bell is rung at 8:40 and all external doors except the main entrance door are closed at 8.50 when registration takes place promptly. Any late arrivals need to sign in at the school office.

Late Collection

Please refer to our Late Collection Policy.



Support through Inclusion

Support for Special Educational Needs

The support of pupils with SEN normally takes place within the classroom. Where there is a clearly identified need and after external agency assessment, additional support is allocated and some children will receive small group or one to one specific help. We have a team of experienced and effective Learning Teaching Assistants. The policy for Special Educational Needs is available on the school website.

Gifted and Talented

When children are identified as Gifted or Talented, their needs are met by providing appropriate extension and enrichment work within the lesson. In Key Stage 1 and 2, pupils are set in ability groups for mathematics and phonics.

Pupils with Disabilities

The school admits pupils with disabilities subject to the admission arrangements. The site has been adapted to provide access for wheelchair users, yellow lines painted on steps for visually impaired and the Governors are mindful to improve our facilities as necessary to ensure equal access and full participation for all pupils.

Pupils with English as an Additional Language

Pupils with English as an additional language are taught in mainstream classes. They will be assessed on entry and support provided via the classroom teaching assistant or/and some additional EAL teaching assistant support.

For further details regarding any of the above please contact the school.



Religious Education

Brooksward is a Foundation Status School. There is a daily act of worship which follows the requirements of the DfE. This means that the themes covered are mainly drawn from Christianity. However, we aim to provide assemblies which are appropriate for and include all children attending our school, and therefore themes also relate to the range of faiths represented. Songs of various types including hymns are sung and prayers are said. Parents are advised of their rights to withdraw their child from collective worship. Parents considering this are encouraged to discuss their decision with the Headteacher. Religious Education, taught in the classroom follows the Agreed Syllabus for Buckinghamshire. This is a multi-faith approach.

Relationships and Sex Education

Relationships and sex education are included in our PSHE scheme of work. This is taught in year 4+. Prior to this programme of work, parents are advised of the content and are also advised of their rights to withdraw their child.

Charges and Remissions Policy

The staff and governors of the school are firmly of the belief that educational visits are a vital part of a child's experience, and that where appropriate, such visits should be included in the programme of work. However, all visits have to be self-financing and where insufficient contributions are received an activity may be cancelled. Some visiting groups are funded by the school but this is not always possible so occasionally, parents will also be invited to make a contribution. Parents will also be asked to contribute ingredients or the cost of ingredients and materials for activities such as craftwork or cooking. Charges will be levied for peripatetic music tuition which is provided for groups of no more than four.

Child Protection Policy

In line with legal requirements, the school has a Safeguarding/Child Protection Policy. This can be accessed on the school website. Parents /carers should know that the law requires the school to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Most concerns and any resulting referrals to Social Services will be discussed with parents. This will only be done where such discussion will not place the child at increased risk of significant harm. The designated Child Protection person is the Headteacher.

The school has a Safer Recruitment Policy and all staff have enhanced DBS checks.

Other Policies

For your information other detailed policies are available on the school website.



Free School Meals & Pupil Premium Funding

If you are in receipt of certain benefits, your child may be entitled to additional funding known as Pupil Premium which schools are free to spend as they see fit. This can be put towards the cost of your child's school trips, breakfast club, music lessons or extra teaching support. If your child is in Key Stage 2 (Y3 – Y6), they would be entitled to receive 'economic free school meals'.

The Pupil Premium Funding is there to help schools to support your children academically, emotionally and socially. It is important that you reapply if your circumstances change at any point.

In order to find out whether you qualify, please take a few moments to carry out an online check. There is a link to this from the Parents' section of our website: -

<https://www.cloudforedu.org.uk/ofsm>

We are happy to carry out this check for you with your permission. Please contact the school office to find out more.

Lunches

Children can either have a meal provided by our caterers or they can bring in a packed lunch from home. There is a daily choice of either a main meal, vegetarian, jacket potato, pasta bowl or packed lunch which are all currently provided by The Lunchtime Company. School meals are provided universally free of charge for all children in Reception/Foundation Stage, Year 1 and Year 2. Otherwise, the cost of a meal is £2.20 per day for all children in Key Stage 2 (Years 3-6). You will need to register and order your child's school meals via Scopay (<https://www.scopay.com>)

The Lunchtime Company can, and do cater for special dietary requirements within our school, so please contact the school office directly to discuss this if you think your child needs something specific.

The menus contain allergen information, but again, please do speak to the office if you have any queries.

If you prefer, your child can bring in their own packed lunch with a bottle of water. Please ensure this is in a suitable container clearly marked with your child's name. We are a water only school (no juice or squash) so please provide a named water bottle for your child to have during the day. Fresh drinking water is also available during the lunch period for all children.

Please note that we **DO NOT ALLOW** nuts of any kind into school due to children with severe allergies. Please ensure that there are no products containing nuts in your child's packed lunch. Thank you for your cooperation with this matter.



Brooksward Admission Criteria for September 2023

Brooksward is a Foundation school and, as such, is its own admissions authority. It caters for pupils from four (pupils must be five during the course of the academic year) to eleven. The defined area is Neath Hill, Pennyland plus northern Downhead Park.

The admission number for Brooksward School is 45. This is the number of children who will be admitted in each year group to the school and depends on the amount of accommodation available at the school. As required by law, the Governing Body will not admit more than 30 pupils to any one Reception or Key Stage 1 class unless the 31st child is a twin, multiple birth or of armed forces personnel.

Children with Educational Health Care Plans naming Brooksward School will be given priority for admission in the normal round of admissions for children starting school for the first time or transferring at 7+.

The criteria apply to admissions of children who are

- a) starting school for the first time in the year in which they are 5
- b) transferring at 7+
- c) in year applications - requesting admission during the year for example those who have just moved into the area.

Places in any particular year group will be allocated in the following priority order.

1. Children who are looked after by English local authorities (LAC), including those who were previously looked after who immediately after being in care became subject to an adoption or residence or special guardianship order within the last year (PLAC), and children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC).
2. Children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school was made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children who live in the defined area Neath Hill, Pennyland plus northern Downhead Park and have a sibling/s* who is/are on roll at the time of admission. Proof of permanent residence may be required.
4. Children who live in the defined area Neath Hill, Pennyland plus northern Downhead Park. Proof of permanent residence may be required.
5. Children who live outside the defined area but are younger siblings with a brother or sister on roll at the time of admission.
6. Children who attend the on site private Nursery/Pre School.
7. Children who live outside the defined area but name Brooksward as a preference.
8. Children who live outside the defined area.

Siblings

A sibling is a brother or sister, which for admission purposes means brothers and sisters of whole or half blood or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.

Multiple Births

- For admission to classes other than Key Stage 1, both twins would be admitted (or all siblings in the case of multiple births) even if this goes above the admission number for the school.

In the event of oversubscription, places will be awarded according to the criteria above as. In the event of a number of children being equally eligible according to these criteria, places will be allocated to those children whose home is closest to Brooksward School. This will be measured in a straight line measurement from the front door of the child's home to the main entrance doors of the school using the Local Authority's computerised measuring system, with those living closest to the school receiving the higher priority.

Please note there is no automatic right to a place at Brooksward even if your child has a sibling attending the school.



HOME-SCHOOL-CHILD AGREEMENT

All schools are statutorily required to adopt a Home School Agreement which parents should sign. However, the agreement is not a legal document and no child will be excluded from school or refused admittance if parents fail or refuse to sign it. At Brooksward, we decided to develop the statutorily required Home School Agreement into a Home-School-Child Agreement for each Key Stage.

Brooksward's Home –School- Child Agreements reflect our aims and values, our responsibilities towards the children, the responsibilities of parents and what the school expects of all children. In this way, we believe we are able to provide the best possible educational opportunities for each and every child and maximise their chances of success; something which we know all parents as well as schools are keen to ensure. The best possible chances for this are created where schools work in a meaningful partnership with parents. The document therefore outlines some of the ways in which you as parents can support your child. There is nothing that should come as a surprise or seem unreasonable. However, if you can manage to do these things as a matter of routine, we know from experience that this will make a huge difference for your child.

At Brooksward, we request that each and every child 'signs' the document, after of course understanding the expectations that are outlined. We feel this is very important as each and every child is at the centre and establishing expectations at the very beginning is vital. We also recap the agreement every year, hence the inclusion of the agreements in Brooksward's Home School Diary. However, as you consider your possible application for a place at Brooksward School, it is important you read the relevant Home-School-Child Agreement which follows in the prospectus. On your child's admission to the school, we would be grateful if you and your child could sign it if you agree and return the document to school.



Brooksward School
Home – School – Child Agreement

Pupil's Name.....

Brooksward School will:

- Care for your child's safety and happiness
- Ensure that your child achieves his/her full potential as a valued member of our school community
- Provide an appropriate curriculum to meet the individual needs of your child
- Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- Keep you informed about your child's progress and targets, the curriculum and general school matters
- Provide equal opportunities for all

Teacher's Signature Date

The Family will:

- See that our child attends regularly and on time
- Ensure that our child arrives at school ready to learn
- Send our child in school uniform
- Let the school know anything that may affect our child's work or behaviour
- Get to know about our child's life at school
- Support the school's policies for work and behaviour
- Encourage our child with homework tasks
- Not use social media in such a way that causes distress or harm to school / staff or other parents and children

Parent's Signature Date

The Pupil will:

- Keep our Golden Rules
- Be kind and respectful to others
- Do my best
- Work hard and meet my targets
- Look after my school
- Do my homework
- Be proud of my achievements

Pupil's Signature Date



TERM DATES FOR THE ACADEMIC YEAR SEPTEMBER 2023 – JULY 2024

SCHOOL TERMS

AUTUMN TERM 2023

First Half Term	Monday 4 th September	-	Friday 20 th October
Autumn Half Term Break	Monday 23 rd October	-	Friday 27 th October
Second Half Term	Monday 30 th October	-	Wednesday 20 th December

CHRISTMAS HOLIDAYS

Thursday 21st December - Friday 5th January

SPRING TERM 2024

First Half Term	Monday 8 th January	-	Friday 16 th February
Spring Half Term Break	Monday 19 th February	-	Friday 23 th February
Second Half Term	Monday 26 th February	-	Thursday 28 th March

EASTER HOLIDAYS

Friday 29th March - Friday 12th April

SUMMER TERM 2024

First Half Term	Monday 15 th April	-	Thursday 23 rd May
Summer Half Term Break	Friday 24 th May	-	Friday 31 st May
Second Half Term	Monday 3 rd June	-	Friday 19 th July

SUMMER HOLIDAYS

Monday 22nd July

SCHOOL CLOSED TO CHILDREN ON THE FOLLOWING INSET DAYS

Inset 1 – Friday 1st September 2023

Inset 2 – Friday 24th May 2024

Inset 3 - Monday 22nd July 2024