Brooksward School and Nursery

SCHOOL PROSPECTUS

2026-27

www.brooksward.org.uk

Welcome to Brooksward!

Message from the Executive Head and Head of School

Brooksward School, part of the Alliance Schools Trust, 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.

I 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.

Ben Hodson
Headteacher

The School Day

Children enter via cloakrooms	08:40
Registration	08:50
Foundation morning break	10:15-10:30
Morning break	11:00-11.15
Foundation lunchtime	12:00 - 13:15
Lunchtime	12:15-13:15
School day ends	15:15

Members of staff start duty at 8:40am. Therefore, we do not accept responsibility for the children until this time.
The gates will be opened at 8:40 am, 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 via Class Dojo or the School Office 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.

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

- 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

Summer Uniform

- 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

Children should come to school each day properly equipped with:

- Home School Diary
- Reading book
- Refillable, named water bottle (we are a water-only school

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

Reading bags and PE bags are available to purchase from the school office.

PE Kit

- 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

Swimming

In Year 4, children have approximately ten swimming lessons over the course of a term and a half.
They will need a swimming costume or trunks and a towel.
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.

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 Brooksward is closely monitored. Good and improved attendance is rewarded. At the end of each term, all parents will be informed 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 extremely 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 8:35am. The gates and doors are open at 8:40am and all external doors except the main entrance door are closed at 8.50am when registration takes place promptly.

Late arrivals need to sign in at the school office. Any child arriving after 9:00am will be marked in the late arrival book and recorded as 'late'. If a child arrives at 9:30am or later, this will be marked as an unauthorised absence.

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 every day.
If we are unable to make contact on the first day of absence, a member of the safeguarding team will complete a welfare home visit. Home visits will also be conducted on every third day of absence.

Please 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.

Staff

Senior Leadership Team

Headteacher and Designated Safeguarding Lead - Ben Hodson
Assistant Head - Emma Docherty
SENDCo - Rebecca Brereton

Extended Leadership Team

Foundation Team Leader -
Sara Patterson and Sam Mungham
Key Stage One Team Leader -
Laura Dearn
Lower Key Stage 2 Team Leader -
Laura Cribbens
Upper Key Stage 2 Team Leader -
Emma Docherty

Nursery and Pre-School

Nursery Manager Lacey Hart
Deputy Manager Fay Glover
Administrator Amanda Chapman

Pre-School Teacher Barry Grace
Room Leaders Amelia Hazelwood, Lisa Impey and Lyn Nicholls

Nursery Practitioners
Karla Camargo Da Silveria, Leanne Crawford, Kavitha Kallapelly, Natalie Moore, Demi Plummer, Hayden Rine, Amal Said Khamis, Polly Wiles, Kelly Owens, Shasna Haye, Hannah Fountaine and Kirstie Ward.

Staff

Foundation

Foundation (Ladybirds) Cara Bateson
Foundation (Butterflies) Sara Patterson/Sam Mungham
HLTA Lindsey Moore
Teaching Assistants Stacey Appleby

Key Stage 1

Year 1 (Tadpoles) Chloe Mead
Year 1 (Minnows) Devon Parris/Lauren Craig
Year 2 (Sticklebacks) Laura Dearn
Year 2 (Ducklings) Beccy Barrington
HLTA Jolie Gilder
Teaching Assistants Kelly Hayward, Debbie Jackson (am), one vacancy.

Lower Key Stage 2

Year 3 (Otters) Laura Cribbens
Year 3 (Frogs) Saima Rahman
Year 4 (Newts) Lourdes Finning
Year 4 (Water Voles) Tara Davies
HLTA Sarah Razak
Teaching Assistants Elaine Murphy, Leigh O'Rourke, Debbie Jackson (pm)

Upper Key Stage 2

Year 5 (Swans) Becca Brereton
Year 5 (Herons) Sarah Shaikh
Year 6 (Mallards) Hannah Regan/Katie Stevens
Year 6 (Kingfishers) Emma Docherty/Duncan Macdonald
HLTA Ritu Jain
Teaching Assistants Irene Boothman and Hiba Safi

SEND TAs Katie Felce, Caroline Hlyanguyo and Remi Gilder

Staff

Specialist Teachers

PE Instructors Dave Dowse and Culley Brown
Computing Teacher Duncan Macdonald

Operational Staff

Learning Mentors Laura Clifford

Operations Manager Andrea Bates

Office Staff Tiffany Tait and
Manuela Bertram

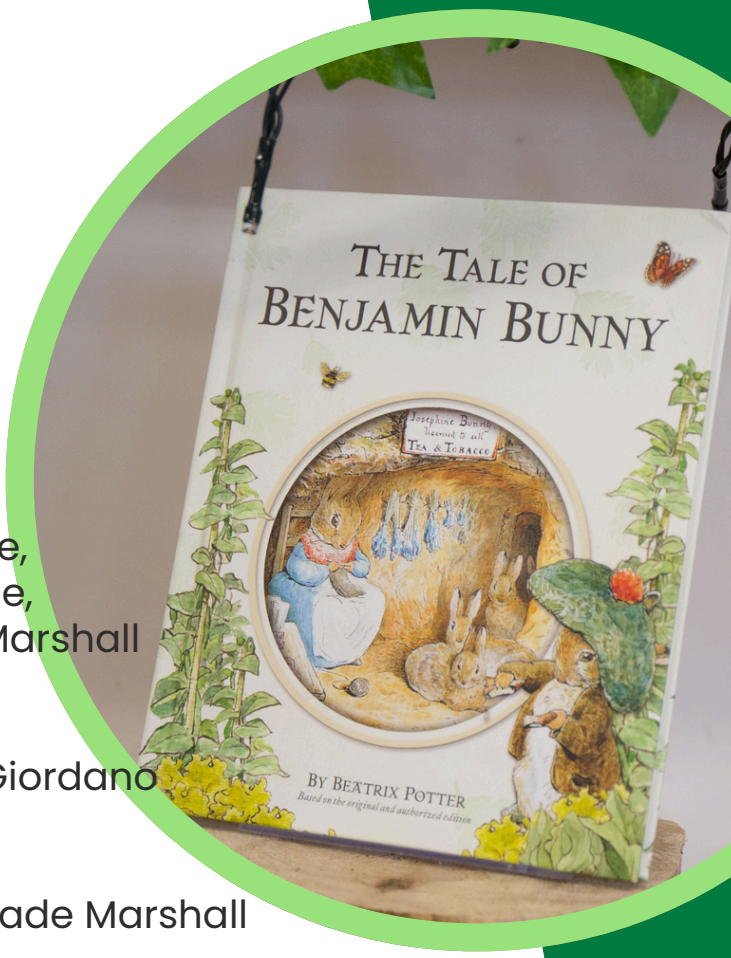
Site Manager Ashley Dearn

Cleaning Staff Mabel Finning and
Faustina Attah

Breakfast club supervisors Dave Dowse,
Culley Brown, Katie Felce,
Remi Gilder and Jade Marshall

Lunchtime Supervisors
Jade Marshall, Donna Giordano
and Farzana Kauser

KidzClub Arulini Surenthirakumar and Jade Marshall



Support through Inclusion

Support for Special Educational Needs

The support of pupils with SEND 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, challenge and enrichment work within the lesson. In Key Stage 1 and 2, pupils are set in ability groups for phonics and from Year 4 upwards for Mathematics and Reading.

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 School has a daily act of worship which follows the requirements of the DfE.
This means that the themes covered are broadly Christian in nature but also include elements from other religions, promoting the spiritual, moral, social, and cultural development of all pupils. 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 are sung from a range of genres and backgrounds.
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 a bespoke curriculum written by the RE coordinators which reflects the demographic of our school. 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.

Enrichment

We are committed to providing our children with a wide range of activities and experiences which enhance and enrich the curriculum in ways that bring 'off the page'.

In order to achieve this, we ask for a yearly contribution of £45 to an Enrichment Fund to help manage the associated costs of this. This fee can be paid either as a one-off payment or in instalments throughout the school year.

The Enrichment Fund will used for:

- Educational visits and trips that deepen understanding and engagement.
- In-school experiences such as workshops and themed days.
- Visitors and speakers who inspire and broaden children's horizons.

Please note additional charges will be levied for peripatetic music tuition which is provided for groups of no more than four.

Term Dates

AUTUMN TERM 2026

First Half Term Wednesday 2nd September - Friday 23rd October

Autumn Half Term Monday 26th October - Friday 30th October

Second Half Term Monday 2nd November - Wednesday 16th December

CHRISTMAS HOLIDAYS Thursday 17th December - Monday 4th January

SPRING TERM 2027

First Half Term Tuesday 5th January - Friday 12th February

Spring Half Term Monday 15th February - Friday 19th February

Second Half Term Monday 22nd February - Thursday 25th March

EASTER HOLIDAYS Friday 26th March - Friday 9th April

SUMMER TERM 2027

First Half Term Monday 12th April - Thursday 27th May

Summer Half Term Friday 28th May - Friday 4th June

Second Half Term Monday 7th June - Friday 21st June

SUMMER HOLIDAYS Thursday 22nd July

SCHOOL CLOSED TO CHILDREN ON THE FOLLOWING INSET DAYS:

Inset 1 – Tuesday 1st September 2026
Inset 2 – Thursday 17th December 2026
Inset 3 - Friday 18th December 2026
Inset 4 – Monday 4th January 2027
Inset 5 – Friday 28th May 2027
BANK HOLIDAY - Monday 4th May 2027

Free School Meals & Pupil Premium Funding

The pupil premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils of all abilities and to close the gaps between them and their peers.

A key priority throughout Brooksward School is tracking children's progress and making sure that any children who are at risk of falling behind are quickly identified and appropriate support and intervention is put in place for every child.

We have therefore continued to invest in additional support and intervention to ensure any gaps in children's learning are quickly identified and addressed. We hold termly progress meetings with staff where we review progress and review the impact of any additional support to decide the best way forward to meet children's needs whether this be through group intervention or other support. In addition we provide mentoring and social support for some children through the provision of our learning mentors.

If you think you may be entitled to pupil premium, Milton Keynes council have a simple and confidential online portal from which you can apply:
https://apply.cloudforedu.org.uk/ofsm/sims
Please do come and speak to the office if you need any help at all.

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 Cucina. 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 £2.71 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) Cucina 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.

Admissions Criteria

Brooksward School is part of the Alliance Schools Trust, which is it's admissions authority.

It caters for pupils from the age of four (pupils must be five during the course of the academic year) through to the age of 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.

Admissions Criteria

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. We believe in the development of open and enquiring minds; enabling everyone to achieve the very best they can in everything they undertake.
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.

Admissions Criteria

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 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.

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 .....

Brooksward School

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