

# Brook Primary School



September 2020 Intake

# Aims and Ethos

Brook is a happy, caring school, where team work, challenge and initiative-taking are highly valued.

People work well together and the broadest possible opportunities and range of achievements are sought for the children. We listen to our pupils and parents and try to do all that is possible to meet their needs.

In order for children to enjoy and access a balanced, rigorous curriculum through which they learn effectively, governors and staff have the following aims:-

## ***School values:***

Pride

Independence

Resilience

Challenge

Respect

These are taught and referred to throughout the school day

# 2 Reception Classes

- RR/W

- RD



# Class

- The children will be put into two classes.
- They will spend time in each classroom for their English and Mathematics lessons.
- Afternoons will be spent on child initiated learning within their own classroom and the outdoor classroom.



# First day of school

- Reception children will be using a new entrance from September. This will be in through the nursery playground.
- The children will be collected by their class teacher during the first few weeks.
- They will then be encouraged to walk to the door independently when they have settled into Reception.



# Routine

- On the first day bring your child to the Reception entrance from 8.40 am
- The teachers will be there from 8.40 for informal contact and to greet the children. There will be 1 member of staff at the gate for messages and the other will be supervising the children as they go into school.
- Children will have a snack of fruit and milk provided by the school at 10:30am.
- Lunchtime - 11:50am-1pm. Lunch will be eaten in the main school hall and then children will play on the Key Stage One playground with Years One and Two.
- Home time - 3.20pm from the Reception entrance please make sure you can be seen but do not obstruct the teachers view from other parents.



# Dinnertime arrangements

- Your child is entitled to a free school lunch.
- Children will have a choice of hot dinners, jacket potatoes which will all be served in the dinner hall. A packed lunch is also available from the school hall.
- Lunches are ordered using our online system for the week ahead.
- At Brook Primary we promote healthy eating. If you provide your child with a packed lunch could you ensure it is healthy and balanced. No chocolate, fizzy drinks or sweets.
- If you provide your child with a drink, please make sure it is clearly labelled with their name.

# Free School Meals Application

If your family income less than £16,190 per annum and you do not claim working tax credits, then you are probably entitled to free school meals. Please collect the forms from school reception to apply. Even if you do not wish to regularly uptake on the free meals, school gets £1300 per child per year for those who have claimed their free school meal. By claiming you will be helping to bring more staff and resources into school for your child. **PLEASE CLAIM.....** You will receive a £50 voucher for uniform if your application is successful.



# Early Years Foundation Stage Curriculum

- Our programme of learning activities combines teacher led and supported experiences with independent exploration and carefully structured development through play.
- These are based on "Development Matters in the Early Years Foundation Stage (EYFS)" recommended by the 'Department for Education'.



# Structure of Day

School starts  
8:50am

Wednesday
Registration Handwriting Daily Calendar
Phonics
RD English RR Mathematics
Snack time
RR Mathematics RD English
Word Time Fred Time NELI Intervention
Lunchtime
Talk time 1:1 Phonics
Child Initiated Learning WELLCOMM
Tidy up time
Circle time
Story and Rhyme Time

Home time  
3:20pm

Other events:

P.E  
Assemblies

# Outdoor Education

In Early Years children to have the opportunity to learn outdoors throughout the week.

Suitable clothing is required for the different weather conditions.

e.g. a waterproof coat and suitable footwear which should be in a labelled plastic bag that can be left in school.

Sunhats and sun cream



# Assessment

- We have legal requirements to assess using the EYFS
- Assessment of all 7 areas of learning through 17 Early Learning Goals.
- At the end of the year, children will be assessed as either emerging, expected or exceeding in the Early Learning Goals.
- Ongoing throughout the year, it also needs to be observed in independent learning and must be consistent across all areas.
- These judgements form part of end of year report.

# Working At Home

- Reception children will have a reading diary.
- Home learning will be linked to our topic e.g draw own house, create a model, bring something for the Autumn table. **This must be the children's work.**
- A newsletter will be sent out each week with suggestions of activities you can do at home to consolidate their learning and to engage them in the world around them.
- Speaking and Listening activities, encouraging children to speak in full sentences, using correct grammar, increasing their vocabulary

# What your child will need

- Uniform - Totally Uniform or 'My Uniform'
- *(full details will be sent out at a later date).*
- Book bag.
- Pump bag- white t shirt, black shorts and/or jogging bottoms and black PE pumps. All should be clearly labelled.
- Wellington boots and suitable outdoor coats for the winter.
- Sandwich box if staying for packed lunch.
- Drinks bottle during hot weather
- **Please ensure all items are labelled clearly.**

# Absence From School

- Telephone school on first day of absence.
- Keep school informed if your child is absent for more than a few days.
- Holidays in school time. There will be no authorised holidays within term time.
- Lateness is recorded on the register. If your child is late please bring him/her to the front entrance. The school gate is shut at 8.50am.
- Persistent lateness and absence will be followed up by the school.

# Home school partnership and behaviour

Our system is based on praise and reward for positive behaviours. Golden Book Assembly, Pupil of the Week, Achievement Certificates and classroom buddy boards are to reward good behaviour.

We believe in involving parents as soon as behaviour becomes a concern. We ask for your support in promoting good manners, respect for property, caring for others and praising achievement.

A working partnership between parents and the school is vital.

# Parental Engagement

- We encourage parental engagement in Early Years and there will be opportunities throughout the year for you to come into school.
- We will be running workshops and reading sessions with parents in Reception.
- Even though we assess the children in school, it is helpful to know what your child can do at home. There will be opportunities for you to feedback to the class teachers about these throughout the year.

## Child Protection

At Brook Primary School we follow the Dudley Safeguarding Children procedures. This means we work in close partnership with social services to meet the needs of our children.

### Duty of Care

Teachers and other education staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from sexual, physical and emotional harm.

Children have a right to be safe and to be treated with respect and dignity.

**It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of pupils.**

**Failure to do so may be regarded as professional neglect.**



## Child Protection

Any parent, child, member of staff or other community member may express a concern to social services. Social services do not like school to report third party issues. They ask us to encourage people to make their own reports.

When concern notes are completed at school, a decision is made whether the situation will be monitored or parents spoken to, or if there is sufficient serious evidence, for a report to be made to social services.

**Once such a report is made, social services will investigate, not the school, and determine the best course of action for the child involved.**



# School Nurse and Other Help

- Health checks (weight, vision and height)
- Drop in sessions
- Health talks to specific year groups
- Can contact by telephone if you have any problems or concerns i.e. help with toilet training

Referrals can be made via school for other concerns to other agencies

# EMERGENCY procedures

- Young children have to be aware and know what to do in an event of an emergency.

- Fire

Aim – The children's safety is first.

- Event of an emergency parents may not be informed immediately BUT would be informed.
- Alarms
- Different procedures