

**Brocks Hill Primary School**

**Parent Information Booklet**

**2024-25**



**Respect - Resilience – Responsibility - Resourcefulness - Reflection - Reciprocity**

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## Welcome

Dear Parents/Carers

We have put this booklet together to try to make things clear for parents with office type queries.

We would be very grateful if you could adhere to this guidance in order to help the office run smoothly.

We try very hard in the office to work together with parents and hope that this booklet will continue to help us do so.

Best wishes  
Brocks Hill Office Team

## Office Team



**NICOLA BROWELL** *OFFICE MANAGER*



**SHARMILA RATTU** *ADMIN ASSISTANT*



**FERZANA FAROOQ** *ADMIN ASSISTANT/LSA*

## Induction

At Brocks Hill Primary School we are committed to providing a caring and supportive learning environment for all of our children, in which new pupils are able to settle as effectively as possible.

Many pupils join us in Foundation Stage and then stay with us throughout their primary schooling, but we also have many pupils who join us from other schools either in the UK or abroad in Years 1 to 6.

### **Foundation Stage induction**

During the summer term before admission into the Foundation Stage, parents of children who have been registered with the school through the local authority's admissions procedure are invited to an induction meeting with the Foundation staff and to hear more about starting school.

Towards the end of term we invite parents and children to visit the Foundation Stage class for a morning.

We aim to visit or speak with the settings the children attend prior to starting school in order to make the transition as smooth as possible. During these visits time is spent getting to know the new children and speaking with their key workers.

The children are invited to attend their own induction day along with their parents during the first full week of school. On this day a small group of children will be invited from each class to get to know the staff and familiarise themselves with the classroom as the following week the children will come in the mornings only for the first few days and thereafter stay for the full day. The following week the children will start school full time. Where there are exceptional circumstances other arrangements may be considered.

This induction process has been planned to allow staff to know the children's/parents' needs and circumstances as soon as possible which will help aid the transition process further. The following weeks are then progressive to ensure we are building the children up for a smooth transition into full time education.

## **Induction into Years 1 – 6**

We recognise that children who join us in Years 1 – 6 usually need some support to settle into classes which have already been established.

If the child's previous school is in the UK the child's records should arrive in school as soon as possible after the transfer has been arranged.

Parents are very welcome to arrange a visit before their child starts so that the family can meet a senior member of staff and be shown around the school. This can be very helpful in making the first few days less stressful. It also offers an opportunity for parents to share any concerns and to alert staff to any particular needs their children may have.

Once a child has started at school they will be teamed up with a 'buddy' – another child in their class who will help to show them where to go and supports them as they adjust to life at Brocks Hill.

Our staff are happy to offer support and to discuss the child's progress with parents in the following weeks.

## Timetable of School Day

### **FOUNDATION STAGE AND KS1**

School Starts	8.50am – KS1 8.55am – Foundation Stage
Lesson time	8.50am – 10.30am KS1 9.00am – 10.30am Foundation Stage
Assembly	10.30am – 10.45am 9.30am – 9.45am Friday
Break	10.45am – 11.00am
Lesson time	11.00am – 12.00pm
Lunch	12.00pm – 1.25pm
Lesson time	1.25pm – 3.15pm
School finishes	3.15pm

### **KS2**

School Starts	8.50am
Lesson time	8.50am – 10.30am
Assembly	10.30am – 10.45am 9.30am – 9.45am Friday
Break	10.45am – 11.00am
Lesson time	11.00am – 12.15pm
Lunch	12.15pm – 1.25pm
Lesson time	1.25pm – 3.20pm
School finishes	3.20pm

# The 6Rs

**RESPECT ~ RESPONSIBILITY ~ RESOURCEFULNESS ~ RESILIENCE ~ RECIPROCITY ~ REFLECTION**

Through our 6Rs we encourage all children to be curious, creative problem solvers who value learning and are highly motivated.

The 6Rs are not age specific and permeate all aspects of our school.



<b>THE 6RS</b>	
<b>RESPECT</b> I work well with others and treat everybody respectfully I am polite and helpful to everyone I know when to learn alone and when with others; I can share ideas and information I look after the environment and resources I can put myself in other people's shoes I learn from the way other people do things	<b>RESPONSIBILITY</b> I can take responsibility for my own learning and behaviour I can keep myself safe and healthy I can be kind and take care of others I know who to ask for help if I need it I can complete tasks to the best of my ability I can be flexible and adaptable and cope well with change
<b>RESOURCEFULNESS</b> I am curious about learning I like to get to the bottom of things I like to see how things fit together I can be logical and systematic when working I make use of a range of learning resources I enjoy using my imagination	<b>RESILIENCE</b> I like a challenge I am not afraid of finding things hard I get 'lost' in learning I make accurate descriptions / observations I minimise negative distractions I stick at things despite difficulties
<b>REFLECTION</b> I like to organise my work; I can sort out what needs to be done I know what I have done well and what I need to do to improve I can transfer learning from one area to another I can anticipate problems and ask enquiry questions I can talk about how I learn I am curious and notice things	<b>RECIPROCITY</b> I can work on my own at times and I can work with at others. I can explain my views to others. I can stand my ground in a debate. I can work as a team and respect and recognise other people's skills. I can listen and understand how other people might feel and what it would be like to experience that feeling. I have high expectations. I can recognise good role models and learn from them.

## Red Post Boxes

Each classroom has a Red Postbox either in their cloakrooms or outside their classroom. This box is for children to post anything that has to be given to the office e.g. replies to letters, after school club registration, etc.



This should be done as soon as the children get into school, and then the office collect the contents of all post boxes during the morning.

There is also a post box in reception, where parents are also able to post items for the office.

Please note that the office does not accept any paperwork over the office counter as we find that the post box is more secure when the office is busy in the mornings.

## Beehive

Beehive is our school portal system for parents/carers and is available in browser or via smartphone app. It can be used for various useful applications, including the following:

- **Online payments**

Please note Brocks Hill is a cashless school. Therefore, Beehive should be used to pay for school meals, trips, and other activities.

- **Media consent**

At school, your child gets involved in lots of activities both in inside and out of the classroom, and often we want to capture these moments on camera to share with you and the wider community. Not only is it a great opportunity for you to see what your child is getting involved in during school time, but it also allows you to see what's happening across the school in other year groups. However, the law rightly dictates that we must gain your consent to be able to capture and share such moments. There are several categories which you can opt in/out of, including for in-school consent only through to consent for marketing seen by the wider community. You can re-visit and amend your consent at any time.

- **News**

See school news shared with parents. This can include anything from clubs to competitions to reminders about school closures.

To use Beehive for the first time, parents will need to register. You will be automatically sent a unique welcome email with instructions on how to access the portal. A separate guide to Beehive is provided in your Welcome Pack.



## School Uniform

Our school uniform is available from Schoolwear Solutions, a national online business that provides uniform direct to parents.



You can order your school uniform from them in a number of ways:

- Online from the school web shop [www.schoolwearsolutions.com](http://www.schoolwearsolutions.com)
- Telephone the store on 0116 2160665
- Telephone customer services on 0116 2990909
- Email customer services at [cust.service@schoolwearsolution.com](mailto:cust.service@schoolwearsolution.com)

### School uniform

- Grey skirt/pinafore/trousers/shorts
- Plain white shirt/blouse/t-shirt
- Bottle green sweater/cardigan/sweatshirt
- Black shoes/plain white or black sandals with no heel or platform

### Footwear

The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes that have platform soles or high heels, so we do not allow children to wear such shoes in our school. Neither do we allow children to wear trainers to school; this is because we think that this footwear is appropriate for sport or for leisurewear, but is not in keeping with the smart appearance of a school uniform. We require all children to wear shoes as stated in the uniform list.

### PE

#### **Foundation Stage:**

Black shorts, white T-shirt and plimsols.

#### **Year Groups 1 - 6:**

**Indoor:** Black shorts, white T-shirt and plimsols.

**Outdoor:** Black jogging bottoms, black sweatshirt and outdoor trainers.

Children should come to school on their PE days, ready in their PE kits. If they are in a club and need to wear PE kits, this should be brought to school in a bag ready to be changed into, if it is not their PE day. It is important that each child has their own kit which should be labelled with their name. The kit is available from the main chain stores.

## **Jewellery**

We ask that children do not wear jewellery to school. If children have ears pierced we ask they wear only stud earrings. **All jewellery should be removed for PE and earing's should be covered or removed.**

## **Bags**

PE bags and book bags only. **Please note that back packs are not permitted.**

## **Telephoning the School**

When telephoning the school, you will hear a series of options where you are able to make your selection. Please see below: -

### **Option 1 – Absences**

Please select Option 1 if you would like to advise the school that your child will be absent on that day. Please do not go through to the office as it is very busy at the start of day. The office does listen to the messages on a regular basis and can assure you that they WILL get the message, and so there is no need to ring a second time.

### **Option 2 – For Office**

This will take you through to the main Brocks Hill Primary School office.

### **Option 3 – Venue Hire**

Please select this Option if you would like to make an enquiry about hiring venues across the Lionheart Educational Trust.

### **Option 4 – Finance**

This option will take you through to the Finance team.



On very rare occasions there may be short lengths of time when the office is unmanned, on these occasions the answer phone will be on where you are able to leave a message. Please be assured that as soon as a member of staff returns to the office any messages will be dealt with.

## **School closure due to adverse weather**

Please note that in the event that the school is forced to close because of a heavy snow fall during the night, a message will be left on the answerphone as soon as a decision is made to close the school.



**If there is no message, this will mean that the school is open.**

You will also see below other lines of communication for finding out this information.

- Following adverse weather conditions overnight an early decision will be taken to consider closure of the school due to health and safety concerns. **This will be about local conditions at Brocks Hill Primary School (the school, safe access and operation for staff and pupils).**
- Parents and pupils will be informed via announcements on local radio stations and the school's website.
- **If we need to close early**, whilst the school is in session, we will announce this via local radio stations (BBB Radio Leicestershire 104.9 FM and Capital radio 105.4 FM), email and the school's website.

## **After School Clubs**

There are a variety of After School Clubs held at Brocks Hill School. A majority of these clubs are run by outside organisations who hire the halls at the school.

A pamphlet is sent home with all children in KS1 & KS2 either at the end of term or in the first week back. **Please note that clubs are not held during the first or last few weeks of a term.**

Please note that Foundation Stage children are not yet ready to join clubs in the school and we do not offer clubs to this group. This decision is based on past experience, where Foundation Stage children have become upset and overwhelmed after coping with a tiring day at school.

Please decide with your child which club they would like to attend and post your slip in one of the red post-boxes together with payment as soon as possible to avoid disappointment. Please note that a place cannot be offered until payment has been received.

You will then receive a letter to confirm whether your child has received a place in the club. This letter will also confirm dates and times that the club will run.

**IT IS IMPERATIVE THAT YOUR CHILD IS COLLECTED FROM SCHOOL PROMPTLY AFTER THEY HAVE ATTENDED A CLUB.**

Please note that although the school organises the letters etc for the clubs, they are run by an outside hirer and therefore the school cannot accept responsibility for any problems or queries. In this instance, please contact the organiser direct (all contact numbers can be found in the pamphlet). All school policies can be obtained by going onto the school website, [www.brockshill.org.uk](http://www.brockshill.org.uk)

### **Bringing in items for your child**

We have all done it, forgotten to send in your child's P.E kit, packed lunch, water bottle, reply letters, etc

If this happens, could you please try and bring them into school **BEFORE** 10.00 a.m. so that we are able to distribute the items all at once instead of throughout the day as this can take up a considerable amount of time for the office staff.

Could you please ensure that your child's name and class is marked clearly on the item.

We know that birthdays are really special days for young children and that they often like to give a small gift to their friends to mark it. Please note that food items cannot be given out. This is due to medical needs in our school community.

### **Pre-School Children**

In school we have many opportunities where parents and carers are invited to stay with their child in the classroom to take part in learning activities. However, due to health and safety and insurance purposes we are unfortunately not able to accommodate younger siblings in school at such times.

### **School Newsletter**

Each month we produce a school newsletter that gives parents important information. It also includes any activities that the children have been involved in that week and details of any upcoming events. This will be available on the school website every month.

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## Car Parking & Electric Gates

### **Car Park**

Unfortunately, we do not have the space to allow parents and carers to drive into the car park and park their cars. We obviously try to encourage our pupils and parents/carers to walk to school. However, if you are unable to do this, we would ask that you find a suitable parking space within the vicinity of the school and then accompany your child into school.

### **Electric Gates**

We have had the electric gates installed for the safety and well being of our pupils, parents, staff and visitors.

The main car electric gates will be opened until 8.25 a.m. for visitors to Badgers Sett and then they will automatically close. These will not be opened again automatically until 5.15 p.m. **PLEASE DO NOT WALK THROUGH THESE GATES AS THIS IS A SAFETY ISSUE AND CAN ALSO DAMAGE THE SENSOR. PLEASE ONLY USE THE PEDESTRIAN GATE WHEN WALKING.**

The pedestrian gate will be open until 9.10 a.m. each morning. After this time, if you need to enter the school premises, you will need to press the buzzer next to the pedestrian gate in order to speak to the office for access. The pedestrian gate will then be opened again at 3.05 p.m. until 5.55 p.m. for the collection of your children from school, Badgers' Sett and After School Clubs.

When leaving the premises please press the green button on pillar on the left-hand side of the gate and then pull the gate to exit.



## Dinners

You may choose whether your child has a school dinner or brings a packed lunch each day.



If your child is in Foundation Stage or Key Stage 1 (Years 1 and 2) your child is eligible for **Universal Infant Free School Meals**. You will be asked when your child starts school whether you would like to take up this entitlement or not.

Please note if your child is eligible for receiving **Free School Meals** because you are in receipt of various benefits this will continue with no change. As well as a school meal this also opens up other funds which can help support your child, such as free milk. **Please ensure that you continue to register for Free School Meals as this is not the same as Universal Free School Meals**, please contact the school office for details.

Please inform the school office if you would like your child to change from packed lunch to school dinners or vice versa, **giving a week's notice**. Children must either have a school meal every day or a packed lunch, it is not possible to have a mixed meal pattern or to decide that your child would like dinners for the coming week on a Monday morning.

Dinner money for children in KS2 can be **paid on-line via BEEHIVE**. You may pay for more than 1 week – some parents prefer to pay half termly or termly.

You will not be charged for any dinners your child does not have because of absence except if your child goes home ill during the morning, because the meal has already been ordered.

If your child will be arriving in school late on any day, but will require a school dinner, please ensure that you inform the school office by 9.30am at the latest, as orders for the day have to be given to the school kitchen by this time.

## Water Bottles

Your child may bring a water bottle into school each day, but please ensure that it is a bottle with a sports lid and that it is labelled with their name and class number.



Only water should be provided please and not juice.

## Fruit

Children in **Foundation Stage and KS1** are entitled to a free piece of fruit each day under the National Fruit Scheme. This is usually either a banana, apple, satsuma or carrot.



Children in **KS2** may bring a piece of fruit from home each day.

## Milk

We run a paid milk scheme at school which provides 1/3 pint of skimmed milk for your child each day at a small cost.

Orders are made on line with Cool Milk.

### How to register

#### **If your child is under five:**

- Register online at [www.coolmilk.com](http://www.coolmilk.com) or complete a registration form available from the school office
- Register by a Tuesday at 5pm for your child's free milk to start the following week
- Free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request four weeks before their birthday - if you wish your child to continue to receive school milk, simply make a payment

#### **If your child is five or older:**

- Register and pay online at [www.coolmilk.com](http://www.coolmilk.com)
- Alternatively, fill in a registration form available from the school office – once Cool Milk has processed your form, you will receive a payment request
- You can pay Cool Milk either online, over the phone or at a local PayPoint in half-termly, termly or annual instalments.
- Please pay by a Tuesday at 1pm for your child's milk to start the following week

Children eligible for free school meals (not Universal Infant Free School Meals) receive milk as part of their free school meal

