

**Brackenwood Junior School**

**Parent Information**

**Oak Trees MAT Values:**

Respect – Our Trust is built on strong relationships and we work together for the good of our children and families.

Collaboration – This is at the heart of what we do. Our teams work together on a range of tasks and areas, and there is always someone to help.

Inspiration – Our schools work together to inspire our staff and children. We work with national trainers and inspirational Trust leaders for the good of our children.

**Times of the Day:-**

8:45 am Gates Open

8:45 Year 3 parents bring children through the front gate and down the side of the building to main doors that access the building from the playground or through the back gates into the same doors. Year 3 teachers will greet children from the classroom corridors and into class.

12:00 - 1:00 Lunchtime

3:30 pm (Monday-Thursday) End of School Day

**3.00pm (Friday) – End of School Day**

**Late Arrivals: -**

Children who arrive after 9:00am are considered late for school. All late arrivals should use the main entrance sign in electronically. Parents of children who are frequently late will be requested to meet with the Headteacher. The number of late arrivals will be monitored and entered on the child’s school report at the end of the academic year.

**Arrival**

8:45 - Children will enter via from the front or back gates but will all enter school building from double doors at the back that lead onto the playground.

**End of school Day**

The class teacher will bring the children out at the end of the day via the back double doors that enter onto the playground. We ask parents to stand back so that children remain visible to staff when walking to their parent or guardian. The children must inform staff members that they can see their grown up before we release them into your care.

**Please phone the office if there are any changes about who is picking up your child at the end of the day**. **We won’t release children unless we have had confirmation from you that someone else is picking them up.**

**Absence**

Parents are asked to phone the school office if their child is absent and the reason for the absence. If parents do not let the school know the reason for the absence on the first day, then the school office will phone to ensure there are no problems.

**Medicines**

Requests for medicine to be administered in school must be made to the school office and will be considered by the Headteacher or representative. This relates only to prescribed medicines. They should be handed in to the school office with clear written instructions on their administration to the child. It will be stored in the fridge until the end of the day. The fact that the medicine has been administered will be recorded in the medicine log book.

# **Asthma**

Inhalers are kept securely in the classroom where the staff can obtain them easily. Inhalers are taken with the children to P.E lessons and on school trips. If your child has an inhaler, please inform school so a Health Care Plan and relevant paperwork can be completed.

**Uniform**

We expect all children to wear school uniform. Jewellery and nail varnish should not be worn. This includes earrings.

* Grey skirt, pinafore, green/white summer dress
* Grey trousers or shorts.
* White blouse, shirts or polo shirt.
* Green sweatshirt, v-neck tank top or cardigan.
* White or grey socks.
* Plain black tracksuit and white t-shirt.
* White or grey socks and black school shoes (no trainers).

**Hair**

Long hair must be tied up with a plain bobble/hair ties/slides in school colours green, black, white or grey. **Large bows will be discouraged**.

**PE**

Children will have PE lesson twice a week.

Children will come into school in their PE kits on PE days: pull on/Velcro black pumps, navy or black shorts and a white T-shirt.

You will receive confirmation of which day your child will have PE in September.

**Water Bottles**

These need to be labelled clearly with your child’s name. **Water only**, no juice. We will re-fill your child’s bottle throughout the day, should they need it.

**Snack**

The children have daily access to fruit or vegetables as part of their snack. This can be bought from our school kitchen via parent pay or children can bring in their own snack from home to enjoy at playtime. Snacks need to be healthy and nut free please.

Examples of healthy snacks from home could be: rice cakes, bread sticks, raisins, carrot sticks etc. One snack or piece of fruit.

We do not allow sweets and fizzy drinks, as we are encouraging healthy eating within school

**Lunches**

Children have the option of bringing a packed lunch or having a hot meal provided by our caterers. They have the choice of three meal options and also have access to the salad bar, bread, fruit and yoghurt. Meals are ordered and paid for online via ParentPay. Menus can be found on ParentPay and the school website. You will receive a paper order form for the first two weeks of school while the Office staff set your child up on ParentPay. Further information will follow.

**We have a number of children with nut allergies in school, we do not allow nut-based food. This includes peanut butter, Nutella bars, Nutella sandwiches etc.**

**General information –**

* Please ensure that your child’s name is clearly marked on **all** belongings
* Please send coats every day as we access the outdoor area daily
* Sensible shoes should be worn
* Water bottles (named)
* School policies can be found on our website

**Communication with Parents**

* Transition pack issued in Summer Term prior to attending school to provide relevant information regarding our junior setting. Parents will be asked to complete necessary paperwork.
* Visits to school setting in advance of joining the setting, in preparation for September. There will be transition sessions for children and a welcome meeting for parents.
* Daily communication with a member of staff at drop off/collection time.
* A ‘settling in’ phone call to parents after your child’s first few weeks of school to let you know how they have settled into the setting.
* Week ahead emails to inform you of any key dates or information for the following week.
* A meeting with your child’s teacher in the Spring term, to report your child’s progress and attainment sharing information from baseline assessments and on-going assessments.
* A report will be issued in the Summer term, to review your child’s progress at the end of the academic year. If a further meeting is required based on information shared in the report then this will be arranged,
* Parent Workshops
* Curriculum Open Afternoons for you to see the setting and your child’s work.