



**Braywick**  
Court School  
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# **School Handbook for Families**

## **2023-2024**

### **Braywick Court School**



Bellevue Place  
EDUCATION TRUST

## Welcome!

Dear Parents,

Congratulations on being part of the Braywick Court School family. A warm welcome to you from our staff, children, families, Local Advisory Board and Bellevue Place Education Trust.

Braywick Court School is a one form entry primary school located in the grounds of the beautiful Braywick Nature Reserve in Bray, Berkshire. It opened in September 2014 with one Reception class and has grown organically each year. The unique opportunity to start something from the very beginning and grow over time has meant that we are able to offer something really special. Every child in our school is valued as an individual and known personally by every member of our school staff. A small, safe, nurturing environment gives children the opportunity to thrive and develop with self-esteem and confidence.

Our excellent teaching staff consistently provide children with exciting and engaging learning opportunities which inspire them to achieve to the best of their ability. Our children achieve outstanding results because they love learning with us and want to be the best they can be. Braywick Court School children love coming to school and have a passion for learning.

In addition to our first-class classroom practice and academic outcomes, we work hard to educate and develop the whole child. Children are offered a broad range of extracurricular activities with a wide variety of clubs run every week. We are a Green School and take our learning outside as often as possible. Every child from Preschool to Year 6 learns Spanish and music, in addition Reception to Year 6 pupils have swimming lessons every year.

Families play an important part in school and there are many opportunities to get involved and support your child's learning. This is key to our success: **It takes a village to raise a child**. Braywick Court School is a school for families who value and support the education of their child as much as we do.

At our school you will see a calm and positive working environment, where children and adults are encouraged to be innovative, ambitious and to have fun.

We hope you will find the information in this handbook both informative and interesting and that it gives you a sense of what it is like to be part of our enthusiastic, thriving and successful community. Included is all the information you will need to get you started as a valued member of our school community. As time goes on we may find that some of the procedures included in our handbook need to be amended. Parents will be kept fully up to date with any changes that are made via email.

With very best wishes,



Mrs Michelle Robertson

Headteacher



Braywick Court School is part of the Bellevue Place Education Trust. BPET is a multi academy trust that maintains ten primary Schools across London and Berkshire. Its core purpose is to maintain successful state funded Schools.

BPET employs over 515 staff across its schools and offers education to over 3,300 pupils.

### **Bellevue Place Education Trust – Our commitment**

#### ***Learn. Enjoy. Succeed.***

Three words that mean the world to us.

Three words that have been with us from the day we started Bellevue Place Education Trust.

Three words that govern all that we do.

Parents can expect excellence, both in how we teach and nurture our pupils. We foster a positive attitude to life, encouraging a 'be interested and be interesting' attitude by providing a rich learning environment full of arts, drama, sport, music and academic rigour.

Bellevue Place children are happy, confident, successful 'all-rounders' who expect to win and achieve in an inclusive setting where children, parents and school staff work together to provide the best. Our commitment to you and your child is that we will teach them to learn, enjoy and succeed both in their school career and beyond.



Being part of a multi academy trust gives Braywick Court School staff the benefits of collaboration, specialist support and a network of ambitious and aspirational colleagues across London and Berkshire.

## WHAT WE STRIVE FOR



# Our Vision

To provide a rich and inclusive learning environment where children can become confident independent learners with a passion to succeed.

## WHO WE ARE

# Our Core Values

Respect

Community

Integrity

Pride

Excellence

Innovation

## GUIDING PRINCIPLES

# Our Philosophy

### BE THE VERY BEST YOU CAN BE

We have high aspirations for all members of our school community, in all aspects of our school life.

### COMMUNITY AT THE HEART OF OUR SCHOOL

We are proud to work in partnership with our community. It takes a village to raise a child.

### INSPIRING CURRICULUM

We deliver an engaging dynamic curriculum with specialist subjects and offer a rich variety of extra-curricular opportunities.

### CARING AND KIND

Everyone in our school community will always be treated with care, kindness and respect.

### SKILLS TO LAST A LIFETIME

We equip our community for success in their future education, the world of work and in society.

### CURIOSITY CULTURE

We never stop learning and encourage all members of the school community to have intellectual curiosity. We foster a culture of questioning and challenge in order to learn more.

## Keeping in Touch

School contact details:

Braywick Court School

Hibbert Road, Bray, Berkshire, SL6 1UU

01628 782562

[office@braywickcourtschool.org.uk](mailto:office@braywickcourtschool.org.uk)

<https://www.braywickcourtschool.co.uk/>

Information will be sent home regularly to parents via email. We aim to be as 'paperless' as possible as part of our Green Schools initiative. This also limits the opportunities for letters getting lost. We encourage all families to check their emails regularly for correspondence from school. You can request paper copies of any forms you are asked to complete. If we do send anything important home on paper you will be notified via email so that you know to look out for it.

Important dates are held on our website calendar. Please follow the instructions on our website to link your calendar to the school calendar to avoid missing any dates relevant to your child:

<https://www.braywickcourtschool.co.uk/events/>

We send home weekly newsletters every Friday via email which are full of celebrations of the exciting things we have been doing and important information and updates. Please read these carefully.

You will also find lots of useful information on the school website, including copies of letters sent home to parents and sync your calendars to the events on our website to ensure you do not miss out on important dates.

All family and pupil information is held on Arbor, our data management system. This system is used to send all our communications and to book parents evening appointments. Once your child is loaded onto our system you will receive an email to confirm and set up your account.

If you have a query you can drop in any time, contact the school on the telephone or via the main school email address. Staff in the office will pass the information on to the relevant member of staff. We do not share email addresses of other staff and staff do not respond to direct emails from parents. All email communication must come via the school office.

Please note that our school office hours are 8.00am-4pm, term time only.

Any emails or messages outside of these times will be dealt with on the next working day.



## School Timings

### The School Day

Our school day runs from 8:40am-3:10pm and we operate extended wrap around care from 8am to 5:30pm.

In accordance with our school travel plan, we run a walking bus for parents to and from the Braywick Leisure Centre car park. This is staffed by school staff on a rota.

8:00am – Active Start Morning Club

8:30am – Walking bus leaves to travel to school

8:40am – School gates open

8:50am – Registration

10:00-10:15am EYFS & KS1 Playtime

10:15-10:30am KS2 Playtime

12:00-1:00 EYFS\* & KS1 Lunchtime

12:15-1:15pm – KS2 Lunchtime

2:30-2:45pm EYFS & KS1 Playtime

3:10pm – School gates open

3:20pm – Walking bus leaves school

3:20pm – School gates close

3:20pm – After school clubs start

4:20pm – After school clubs finish

4:20pm – Evening Owls starts

5:30pm – Evening Owls finishes (5pm on a Friday)



\*EYFS children eat lunch at 11:45am, supervised by the EYFS staff.



## Communication with School

If you have a query, this diagram should help you decide who is the best person to ask.

Queries are best handled face to face. Messages can be given to whichever member of staff is available during drop off or pick up—due to the use of Extended Care and the Walking Bus this will not always be the class teacher. Children will go straight into their classrooms when arriving at school so teachers will not be available to speak to parents at that time. You can send an email to the school office, advising what the query is, and request that someone gets back to you. The office will redirect your email to the appropriate member of staff.

Our complaints policy states that we deal with an issues informally first and this is best done face to face as emails can be misinterpreted.

<b>School Office</b>	<p>You can email the school office: <b>office@braywickcourtschool.org.uk</b> or call on <b>01628 782562</b></p> <p>The office will deal directly with:</p> <ul style="list-style-type: none"><li>Any administration queries including payment and permission</li><li>Anything medical or allergy related</li><li>School transport</li><li>Information about who will be collecting from school if you were not able to leave a message at drop off</li></ul> <p>All emails and phone calls should come to the school office</p>
<b>Extended Care</b>	<p>Please email anything regarding Extended Care to: <b>clubs@braywickcourtschool.org.uk</b></p> <p>If you require ad-hoc care at short notice please phone the school office on 01628 782562</p>
<b>Support Staff (TAs)</b>	<p>Any pastoral queries or concerns including: First aid, lost property, reading books, problems on the play-ground or with friendships.</p> <p>Information about who will be collecting from school</p> <p>Pass on messages to the class teacher</p>
<b>Class Teacher</b>	<p>Any pastoral queries or concerns as above</p> <p>Information about who will be collecting from school</p> <p>Any day to day comments or queries</p> <p>Any query regarding your child's progress, learning or behaviour</p>
<b>Leadership Team</b>	<p>Anything regarding day to day organisation of the school</p> <p>Express concerns if you have already spoken to the class teacher and wish to take the matter further</p> <p>Any safeguarding concerns</p>
<b>Head Teacher</b>	<p>Site and buildings</p> <p>Strategic leadership</p> <p>Formal complaints</p>

Map of School Site







**Braywick  
Court School**  
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# Safeguarding Team



Mrs Michelle Robertson  
Head Teacher  
Designated Safeguarding Lead



Ms Fiona Crouch  
Deputy Head Teacher  
Deputy Safeguarding Lead



Mrs Karen Brake  
Office Manager  
Deputy Safeguarding Lead



Miss Sarah Feely  
Extended Care Manager



Miss Laura Bannon  
Preschool Manager

## Safeguarding is everyone's responsibility.

If you have any safeguarding concerns about a child, parent or member of staff please speak to one of our safeguarding team immediately.



Log all concerns on CPOMS



**Keeping children  
safe in education**

RBWM MASH: 01628 683150

[MASH@achievingforchildren.org.uk](mailto:MASH@achievingforchildren.org.uk)

## Timings of the School Day

8:00am	Active Start Club
8:40am	School gates open
8:50am	School day begins
3:10pm	School day finishes
4:20pm	After-school activities finish
5:30pm	Evening Owls finishes

## School Travel Plan

Braywick Court School was given permission to open on the proviso that there will be minimal impact on traffic or congestion to other users of Braywick Nature Reserve, so it is imperative that these arrangements are followed.

It is vital that everyone connected with the school follows these parking arrangements. **Braywick Court School do not have permission to use the Braywick Nature Centre car park between 8.15am and 4:15pm.** This will be enforced by school staff and supported by Community Police Officers and the Local Authority.

Cars attempting to enter Braywick Nature Centre car park at the beginning or end of the school day to drop off or pick up children will be asked to turn around and use the other car park.

Parking on Hibbert Road, Gas Lane or The Causeway is not permitted for school traffic at any time.

For school events such as Sports Days and Special Assemblies, all parents will park in the Leisure Centre car park and **not** in Braywick Nature Centre car park.

### Directions to the Leisure Centre car park:

Turn off the A308 into Braywick Sports Ground, turn right into the main car park and continue to the car park in front of Braywick Leisure Centre.

Follow the footpath through the cemetery to school. This offers a safe route for children away from any cars. RBWM have agreed that there will be no parking patrols at drop off and collection times, so parents will not need a ticket or permit to use the Leisure Centre car park.

It is a short walk from the Leisure Centre car park, but please allow enough time to complete this with little legs! The register will be taken at 8.50am. Children not in school at that time will be marked as late.

Parents dropping off for Active Start Club at 8am or picking up from Extended Care after 4:20pm may use the Nature Centre car park, accessed from Hibbert Road.

During the lighter months we run a walking bus for after school club collection, so if collecting by car please use this service.

Time	What is happening at school?	Where should I park?
8:00am – 8:40am	Active Start Club	Braywick Nature Centre
8.15am	Braywick Nature Centre car park closed to school traffic	Park and Stride car park at Braywick Leisure Centre
8.30am	Walking Bus leaves park and stride	
8.40am-8:50am	School gates open Children will go straight into class	
8.50am	School day begins	
8.50am-3.10pm	School is in session	
3.10pm - 3:20pm	School day finishes Walking Bus leaves school	Braywick Nature Centre (daylight saving time)  Park and Stride car park (summer hours)
4.20pm	After school clubs finish  Clubs Walking Bus (summer hours only)	
4:20pm-5:30pm	Evening Owls	Braywick Nature Centre

Families have a number of options for **arriving at school**:

#### Active Start club

Children are able to come directly into school at 8.00am. Parents can use the Nature Centre car park when dropping off.

#### Walking/scooting to school

Families are encouraged to walk to school if it is safe to do so.

Cycle and scooter parking is available within the school grounds.

#### Park and Stride

From 8.15am onwards, families travelling by car will park in the Leisure Centre car park.

Those who wish to bring their children to school themselves will walk or scoot with their children along the footpath. This is regardless of the weather.

School gates will open at 8.40am, children will go straight into their classrooms and the register will be taken at 8.50am. Children arriving at school after 8.50am will need to enter through the main school office and will be marked as late.

#### Walking Bus

The Walking Bus is run by staff members and allows parents the opportunity to continue their onward journey without needing to Park and Stride. This leaves absolutely no excuse for families using the Nature Centre car park, unless they have a blue disability badge and have made a prior arrangement with the school.

Parents wishing to use the Walking Bus need to reserve their child's space using the Scopay booking system. The Walking Bus will run every day regardless of the weather. Children **MUST** be wearing their Braywick Court School high vis jacket in order to join the Walking Bus.

The Walking Bus will leave at 8.30am sharp from the gate leading to the cemetery. Children will be registered and counted. They will arrive at school at 8.40am in time for registration at 8.50am.

Parents who are late and miss the Walking Bus need to walk their children through the Nature Reserve

Families have a number of options for **collecting from school**:

#### Walking/scooting home

Families are encouraged to walk home from school if it is safe to do so.

Cycle and scooter parking is available within the school grounds.

#### Park and Stride

Parents arriving by car who wish to collect their child from the school grounds will park in Leisure Centre car park and walk down the footpath to school.

School will finish at 3.10pm and parents arriving to collect after this time will incur a charge for ad hoc Extended Care.

#### Walking Bus

The Walking Bus will leave school every day at 3:15-3:20pm, regardless of the weather. It is estimated that it will arrive back at the Leisure Centre car park at approximately 3.20-3:25pm.

This leaves absolutely no excuse for families using the Nature Centre car park, unless they have a blue disability badge and have made a prior arrangement with the school.

Children will need to be on the register in advance to join the Walking Bus.

Children will need to be wearing their Braywick Court School high vis jacket with their name on in order to join the Walking Bus.

If a parent is not at the Leisure Centre car park at 3.30pm, children will walk back to school with staff and parents will be charged for ad hoc Extended Care.

#### Clubs and Evening Owls

Clubs will run daily from 3.10pm until 4.20pm. Evening Owls will continue daily from 4.20pm to 5:30pm, with an early finish at 5pm on a Friday.

#### Year 5 & 6

Children in Years 5 & 6 give permission for their child to walk to and from school unaccompanied, a form must be completed.

## End of School Day - Collection Arrangements

There are several options for children after school:

1. Walk home direct from school
2. Walk back to the Park and Stride car park
3. Walking Bus
4. After School Club

Details for all of the above can be found in the following sections.

### Collecting Direct From School

Safety of the children is paramount at the end of the school day and our main priority is getting everyone to their various destinations safely. Children will be dismissed from different exits depending on their year group. There will always be a member of staff on the main school gate.

Children in Reception to Year 4 will only be allowed to go home with adults named as authorised to collect on the Admissions Form. You may name as many adults as you like and may find it useful to do so. If somebody different will be picking up your child, please inform the office who will write it in the dismissal book. If someone else needs to collect in an emergency, please give them your family password issued by the school. Please make sure it is clearly marked on your Admission Form if there is anybody who specifically **does not** have permission to collect your child.

Children in Reception and Key Stage 1 will be dismissed from their classroom door and matched 1:1 to an adult. Parents collecting from Reception and Key Stage 1 only should wait on the adventure playground (nearest their classrooms).

Children in Key Stage 2 (Years 3-6) will be let out of the door next to the hall and onto the sports playground. They will not be matched 1:1 to an adult, but staff will accompany them onto the playground and there will be a member of staff on the main gate. Parents collecting from Key Stage 2 only may wait on the sports playground.

Parents collecting from both Key Stages should wait on the adventure playground and the Key Stage 2 children will walk around to meet them.

In Year 5 and 6 children may leave the school site without an adult as long as they have written permission from their parents – a form will be sent home for completion at the end of Year 4. This agreement lasts starts at the beginning of the year and lasts for all 3 terms. Permission to walk home may be revoked as a sanction for poor behaviour.

If you need to speak to a member of staff or collect any belongings from the classroom at the end of the school day, please wait until all the children have been dismissed. This process does take time but is vital in ensuring all the children are dismissed safely.

For safeguarding reasons, parents are not allowed in the building at the end of the school day unless they have been signed in through the school office. Children may return into the building with permission from staff, but all adults need to report to the school office before entering the building.

Families are asked to leave the playground by 3:20pm so that the space can be used for after school activities and clubs.

### 1. Walking/scooting home

Families are encouraged to walk, scoot or cycle home from school if it is safe to do so.

### 2. Park and Stride

Parents arriving by car who wish to collect their child from the school grounds will park in the Leisure Centre Car Park and walk down the footpath to school.

School will finish at 3.10pm and parents arriving to collect after this time will incur a charge for ad hoc Extended Care.

### 3. Walking Bus

The Walking Bus will leave school every day at 3.15pm, regardless of the weather. It is estimated that it will arrive back at the Park and Stride car park at approximately 3.20-3:25pm.

This leaves absolutely no excuse for families using the Nature Centre car park, unless they have a blue disability badge and have made a prior arrangement with the school.

Children will need to be on the register in advance to join the Walking Bus. This will only be changeable termly when clubs change. If you require ad hoc use of the walking bus please contact the school office.

Children will need to be wearing their Braywick Court School high vis jacket with their name on in order to join the Walking Bus.

If a parent is not at the Leisure Centre car park at 3.30pm, children will walk back to school with staff and parents will be charged for ad hoc Extended Care.

### 4. Clubs and Evening Owls

Clubs will run daily from 3.10pm until 4.20pm. Evening Owls will continue daily from 4.20pm to 5:30pm.

Parents can use the Nature Centre car park when collecting from clubs or Evening Owls after 4.20pm during the winter months (October half term to February Half term). During the summer months we will run a walking bus after clubs for parents who don't walk to school.

## **Cycling and Scooting**

Cycle and scooter parking is available within the school grounds. All vehicles must be clearly named. All children should wear a helmet, clearly named, which can be stored with their vehicle.

Cycle proficiency training will be provided by the school in Years 5 and 6.

## **Mobile Phones in School**

Children in Year 5 and 6 who are walking to or from school unaccompanied may bring a mobile phone to school. A mobile phone agreement will need to be signed and returned to the school office with the child's mobile number. All mobile phones must be handed into the school office at the start of the day.



## School Uniform Standards and Equipment

At Braywick Court School we pride ourselves on our 'Look Smart, Think Smart' philosophy and ask parents to support us in instilling this ethos in the children.

Here is a list of the uniform and kit your child will need:

### Main uniform:

- Blazer\*
- Jumper, cardigan or tank top\*
- Tie\*
- White shirt or blouse
- Navy skirt, pinafore dress, school trousers or shorts
- Lilac summer dress (optional)
- Navy, black, grey or white socks
- Navy or black tights.
- Black or navy school shoes
- Navy, white, gold or purple hair accessories

### PE Kit:

- BCS tracksuit top or hoodie \*
- Purple PE polo shirt\*
- Navy shorts or skort
- Plain navy tracksuit bottoms or leggings
- Trainers for outdoor PE

### Outdoor wear:

- Hi Vis waistcoat (provided by PTA for new Reception intake)
- An outdoor coat appropriate for the weather
- Wellies specifically for school
- A sun hat when appropriate

### Bags:

- Book bag\* or
- Braywick Court backpack

All items will need to fit in the child's locker, so please choose luggage sizes accordingly!

Locker size: W25cm H 40cm D 28cm

\*These items are bespoke, school branded, compulsory purchases and should be in school with the children every day. Braywick Court School uniform is available to be purchased from Goyals in Maidenhead High Street.

Our PTA run a very successful preloved uniform sale at heavily discounted prices.

The school can fund part of these essential uniform items for families entitled to Pupil Premium. Please contact the office for further information.

All other items listed can be purchased from a supplier of your choice.

It is also possible to purchase from Goyals other non-compulsory items, branded with the school logo. These include:

- Storm Stuff weather proof jacket
- Rucksack
- Winter hat
- Sun hat

We will be outside a great deal of the time in all weather conditions, so it is important that your child is dressed appropriately each day. This should include outdoor coats and wellingtons, or sun hats and sun cream as appropriate. Please apply sun cream before the school day starts as we cannot do this at school.

Long hair must be tied back. Children may wear one pair of small silver studs. These will need to be taken out or covered for PE. Children may wear a watch, but no other jewellery unless it is of specific religious significance. No nail varnish to be worn at school please.

#### Other equipment:

- All children need to bring a water bottle to school every day

Children in Key Stage 2 (Year 3 upwards) may bring a small selection of their own equipment to school. This will need to all be stored in a flat pencil case and will need fit in their classroom tray. We suggest that all items are clearly labelled to avoid them getting lost. All equipment will be provided by school for those children who do not bring their own. Teachers will provide an equipment list to all classes. However a suggested list for those who would like to bring their own pencil case is as follows:

- Flat pencil case that will fit in their tray
- Black pen to write in (pen of child's choice, not a ballpoint/biro)
- HB pencil
- Rubber
- Sharpener
- Coloured pencils
- Pritt stick
- Dry wipe pen
- Special pens for topic/display work, e.g. felts, gel pens

We advise that you check equipment and re-stock every half term.

In Reception and Key Stage 1 children will not need to bring any equipment to school such as pencil cases or books as these will be provided for them. Please do not bring additional items to school as these can easily get lost and distract children from their learning. Occasionally children will be asked to bring in things which are relevant to a school topic or activity and you should receive an email requesting this. Please make sure that all these items are carefully labelled. **All items of uniform and equipment must be clearly named.**

## Lost Property

Items do occasionally go missing at school. We will only be able to help you in finding items if they are clearly labelled with your child's name. Please show your child where the name is in their clothes so that they are able to identify them as independently as possible. It is advisable to name everything if you would like it to be returned if it gets lost. This includes bags, coats and gloves.

General school lost property will be kept at the lobby in the ottomans. Lost property from clubs and Extended Care will be kept in The Nest . Please check regularly when collecting your child. At the end of each half term, lost property will be displayed on the playground and any unclaimed items will be donated.

## Curriculum

We teach an exciting and engaging curriculum themed around topics each half term. The school website gives lots of information about our curriculum and the way we teach. You will also receive information through the school newsletter and we will send home information about specific areas. Every week you will receive an email from your child's class teacher giving an overview of the learning that week.

## Home Learning

Our homework routine has been carefully designed to form an important part of the children's education. We only set activities which are sure will specifically support the children's learning. By enrolling your child at Braywick Court School you have committed to working in partnership with us to deliver the very best education. We expect all families to support our home learning policy by completing the tasks to the same standard as we expect at school. Please refer to our Home Learning policy which is on our website.

### Reading

At Braywick your child will gain valuable reading experience on a daily basis through one to one reading, guided reading and whole class work across the curriculum. We constantly challenge children to improve their reading skills and comprehension which in turn will create a love of reading.

Reading with your child at home is vitally important and we expect you to do this daily. Please write in your child's reading record every time you read with them.

It helps children develop their vocabulary, understanding of the world, communication and language, written word and writing skills.

Children need to read a variety of genres and text including magazines, poems, fiction and non-fiction stories.

If you feel you need support with encouraging your child to read, finding the appropriate text or your child's comprehension you should arrange a meeting with a member of staff.

### Homework

This is a guide to the amount of time we would expect children to spend on a compulsory homework task:

Year 1 & 2	15 minutes
Year 3 & 4	20 minutes
Year 5 & 6	30 minutes

In addition to a set task, children will also be given something to learn at home. This may be reading tricky words, spellings or times tables.

Children have access to further home learning opportunities via online learning platforms such as Purple Mash and TT Rockstars, which all children will be provided with a log in for. We will provide information about topics that children are learning about at school so that you may further that learning at home should you wish.

Homework Club is always on offer as part of our after school provision. Parents who would prefer their child to complete their work in school with staff may take up this option. It will also be actively promoted to families where home learning is not undertaken regularly to a high enough standard.

We do not set holiday homework at Braywick Court School.

## Partnership Working with Families

One element of school life that makes Braywick Court School a success is a strong and effective partnership with our families. Our aim is to keep you regularly informed about your child's education without over burdening you.

### Reporting on your child's progress

To keep you updated on your child's progress there will be formal parent meetings each year and dates for these will be notified in advance. These are booked online via Arbor.

At this appointment the class teacher(s) will discuss your child's progress and give suggestions of what you can do to support your child at home. Any pastoral queries about your child can be managed through the class teacher or support staff at another time.

A report showing your child's progress will be sent home three times a year, towards the end of each term. These will give details about attainment, effort, attendance and a general comment personal to them.

### Open Door Fridays

Families are invited to join us for Open Door Fridays, which run 8.40am-9am. Dates for these will be included on our events calendar on our website. This gives parents the opportunity to come into the classroom, see what the children have been learning and partake in some of the typical activities that the children access on a day to day basis. Sometimes you may be asked to leave comments about their work.

### Class Celebration Assemblies

Parents are also invited to join us for Class Celebration Assemblies in the summer term. During these assemblies the children will tell you about some of the topics they have been covering. Certificates and other awards will be given out and celebrated.

## Volunteers

If you would like to come and help in the classroom on a regular or ad hoc basis, we would love to hear from you! Please register your interest and state your availability via email: [office@braywickcourtschool.org.uk](mailto:office@braywickcourtschool.org.uk)

Volunteering in the classroom is rewarding and fun and everyone is welcome, not just parents and grandparents.

All regular volunteers will be DBS checked and given information and training.

## Buddies

When children start at Braywick we buddy them up with an older child. This is to ensure a smooth transition and a sense of being responsible for our older children. Buddies are together through the year for various events such as whole school trips and event days.

## Behaviour

Braywick Court School consider it is vitally important to promote a caring and supportive environment to enable all members of the school community to feel secure and respected, and therefore promote good behavior in others.

Behavior at Braywick Court School is outstanding. Children receive a variety of positive praise for good work and good behavior. This can include: positive feedback, stickers, house points and certificates. We have a clear and effective procedure for managing unacceptable behavior, with appropriate sanctions.

## House points

At Braywick Court School children are split into houses. Children can gain house points through the week that are totalled up and announced in assembly every Friday and in the newsletter. Children may gain house points through anything positive that they achieve such as behaviour, work ethic and responsibilities. Children enjoy gaining house points and working towards an end of year treat for the winning house.

## Green Schools

Our Green Schools learning takes place throughout our curriculum, when it is appropriate to the topics and the season and often involves activities in Braywick Nature Reserve. Activities may include taking photographs, building campfires, pond dipping and many other ways of investigating nature and their surroundings. These lessons take place whatever the weather – it is only high winds which may make it dangerous. Please ensure your child comes to school every day dressed for the weather conditions.

One permission form has been included in your Start Up Pack which covers all these activities.

If you have any time to spare and would be interested in helping with Green Schools, we would love to hear from you. We work on tight ratios for these activities, so extra adults are always appreciated.

## PE Days and Kit

At the start of term, you will be notified of the days in the school week that your child's class will have PE. On these days, children are required to come into school wearing their PE kit, and stay in their kit for the duration of the school day.

PE will take place outdoors wherever possible, so children will need a tracksuit in cold weather and suitable footwear. Children will need to wear school PE kit for after school sports clubs so will need to bring this to school on the appropriate days to change into.

## Swimming

Each class has a block of six swimming lessons each academic year. Children in Reception swim in the Summer Term. Lessons take place at Braywick Leisure Centre. Lessons are taught by qualified swimming instructors provided by the Leisure Centre. There is a charge for these sessions which parents will be informed of in advance.

## Trips and Visits

We aim to enhance and enrich the curriculum through trips and educational visits which bring learning alive. These will be planned at regular intervals throughout the school year and information will be provided in advance. If trips incur a cost, parents will be notified and payment can be made via our online payment system.

Local walks and trips which do not incur a cost are covered under the permission form you have signed as part of your admission pack so may take place at any time as part of our curriculum offer.

We welcome additional adult helpers to accompany us and should this be required a request would be sent out via the school office.

In Year 4 and Year 6 children will be taken on a residential school visit. Information on this will be shared well in advance. A scheduled payment plan will be set up to allow families to budget.

## Pupil Premium Grant

If parents are in receipt of certain benefits, in the armed forces or looked after by the Local Authority, the school can access extra funding to support their child. Where parents receive certain benefits, children are entitled to the Pupil Premium Grant. This funding can help pay for school trips, school uniform and Extended Care. Please speak to the school office who will give you the relevant paperwork to ensure that the school is receiving the most funding possible to support your child.

## Inclusion

Braywick Court School cater for the needs of every child as an individual. Mrs Jacqui Bird is our SENDCO (Special Educational Needs and Disabilities Coordinator). Should your child require extra support at school or intervention from outside agencies (such as Speech Therapy or Occupational Therapy) the SENDCO will organise this. All support for children is put in place in partnership and consultation with parents. If you are concerned about your child in any way you can contact the SENDCO via the school office.

## Safeguarding

Mrs Robertson, Ms Crouch and Mrs Brake are the Designated Child Protection Officers at school. Any concerns about the welfare of any child or adult within our school should be directed towards one of them, who will investigate further and take any action necessary to ensure the safety and wellbeing of all parties involved.

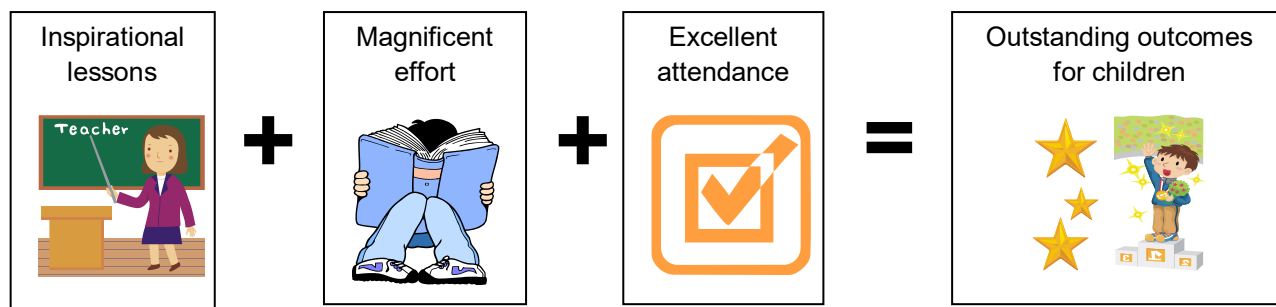
## Photography at School Events

Parents are welcome to take photographs or videos of their own children at school events. No one should upload photographs or videos of other people's children to any form of public or social media without first gaining the express permission from the people with parental responsibility.



## Attendance

Children who come to school every day stand the best possible chance of achieving well at school. Lessons are like building blocks. Every block that a child misses will affect their knowledge and understanding and it is not easy to make up for this lost time. One of the best ways you can help your child achieve well is sending them to school every day.



For this reason we ask you to support us in providing your child with a high quality education by ensuring they are in school and on time every single day, unless there are exceptional circumstances.

**Please try to book routine appointments such as dental check-ups outside of school time wherever possible.**

Your child's attendance will be reported three times a year in their school report.

## Punctuality

Being on time for school is as important as coming to school every day. Learning starts as soon as the school doors open and some of the most important learning happens in the first hour of the school day.

Encouraging good punctuality sets a good habit for children in later life: for secondary school and in the workplace. Arriving at school late can be very stressful for children and we find it can take them a while to settle down to work. A calm and organised start to the day helps to create the best mindset for a day of learning.

Please be advised that children arriving after registration will be recorded as late and the office will issue an email for persistently late children.

## What to do if your child is unwell

Time off school is unavoidable if your child is seriously ill. Please phone or email the office before 9.00am if your child will not be attending school. If they have suffered from an upset stomach, children need to be away from school for at least 24 hours from the last bout of sickness or diarrhoea. If there is a sickness bug within the class we will extend this to 48 hours.

If your child is not contagious and is well enough to be playing at home or getting out and about, they are well enough to be in school. You are welcome to bring your child in to school part the way through a school day if they have recovered. If you are unsure, please phone the school office.

Please be advised that if your child's attendance begins to fall below the expected standard the office will issue an email to make you aware.

## Holidays in term time

Most term time holidays are unauthorised absence. In **exceptional circumstances**, a maximum of five school days holiday in one academic year may be granted at the discretion of the Head Teacher. Holidays in term time will not be authorised for children whose attendance during the academic year has been less than 95%. Parents wishing to take children on holiday in term time need to fill in a holiday request form (available on line) and may be asked to attend a meeting with the Head Teacher to explain their exceptional circumstances.

## Catering

### Drinks

Children in all classes should bring a named water bottle to school every day which will be available for them in the classroom.

Water is available in each classroom and in the lunch hall.

Milk is government funded for children in Reception and available for them throughout the day.

### Break time snacks

Children in Reception, Years 1 and 2 will be offered a piece of fruit in the morning, which is government funded. They may bring their own healthy snack to school too if they wish.

Children in Key Stage 2 (Years 3-6) are encouraged to bring a snack to school to eat at morning break.

Snacks should fall into one of these categories:

- Fruit or vegetables

- Healthy savoury snacks e.g. crackers, breadsticks, cheese, savoury popcorn

### Lunches

We expect and encourage all children to have a hot school meal. These are ordered in advance through your ScoPay account. Children in Reception and Key Stage 1 are all entitled to a free school lunch. From Year 3-6 parents are expected to pay for their child's meal unless you qualify for pupil premium funding.

#### BPET Food Policy:

The Trust believes that a child's nutritional needs are best met through the provision of school lunches. We believe that a well-balanced hot meal for children in the middle of the day is the best option for our pupils. It is therefore our policy to encourage all pupils to have a school dinner. The school food plan identified that:

*"Many parents mistakenly believe that a packed lunch is the healthiest option. In fact, it is far easier to get the necessary nutrients into a cooked meal...Only 1% of packed lunches meet the nutritional standards that currently apply to school food."*

The school will provide information on healthy foods that parents may wish to refer to when selecting foods to be included in lunch boxes from home and may review the packed lunches provided, to ensure that these are meeting the nutritional standards identified

We request that parents **do not** include the following items in packed lunches:

- Fizzy drinks/sugary drinks

- any food containing nuts

- Sweets and chocolate bars

Lunches will be provided by Harrisons a menu is available on our website for your reference and is changed termly.

Children will have at three choices of lunch every day and parents are required to prebook their selection. Fresh bread, salad, and fruit is available every day. If a child has not pre ordered their lunch they will be given a meal, but they will not have a choice over which meal they are given, the cost of this meal will then be added to your account. School lunches are currently government funded for Reception, Year 1 and Year 2 pupils.

In Key Stage 2 school lunches need to be paid for online.. We will monitor these payments to ensure your child's account is up to date.

### Extended Schools

Children staying after school for a club will need a snack before the clubs start. It is recommended that children bring a small snack from home and take their water bottle with them to the club.

### Special dietary requirements

Please note any allergies, intolerances or special dietary requirements on your admissions form and discuss this at your home visit. You must ensure that this information is kept up to date in the school office.

Please note that we have severe allergies in school and are therefore a nut free school. Any nut based foods will be taken off of your child for the safety of others. This includes wrapped sweets containing nuts which we will not be able to give out.

### Sweets

Sweets will not be given out by the school as rewards. If children bring in sweets or cakes to share a celebration such as a birthday these will be given out at the end of the school day. If you do send birthday treats into school, please ensure that you send enough treats for every member of the class to receive one, in most classes this is 30 pupils. Please be aware that any treats you bring into class cannot contain nuts and in most classes there are children who are unable to eat sweets that contain gelatine.

# Extended Care

## **Active Start: 8:00am-8:40am**

Morning sports club on offer for all year groups at a cost of £5.

You can use the Nature Centre car park and side entrance when dropping off your child.



## **Owlets: 3:10pm-4:20pm**

Owlets is provided solely for reception class children during their first term at school who require Extended Care provision. There will be plenty of quiet time along with games and activities, led by dedicated Owlets staff. This is at a cost of £6.50 a day.



## **Clubs: 3:10pm-4:20pm**

We provide a wide range of clubs each day run by staff with at least one club for each year group per day.

Each club has a different focus each term to keep them fun and interesting.

This is a cost of £6.50 a day.



## **Snack**

Children are welcome to bring a healthy snack from home if they'd like to, to be eaten before clubs start.



## **Evening Owls**

If you need longer after school care, we offer Evening Owls until 5:30pm (5pm on Fridays).

Children will have a wide range of activities to choose from.

## **Things to know:**

Drop off and collection for extended care is via the side gate entrance.

Please make sure you identify yourself via our intercom system, and state your child's name when dropping off or picking up.

**Extended Care provision will finish at 5:00pm every Friday.**



## **Extended Care Costings**

### **Mornings**

<b>Current Timings</b>	<b>What you're booking</b>	<b>Cost</b>
8:00-8:40	Active Start Club	£5

### **After School**

<b>Timings</b>	<b>What you are booking</b>	<b>Cost</b>
3:10pm-4:20pm	Owlets	£6.50
3:10pm-4:20pm	Clubs (cost may vary for external providers)	£6.50
4:20pm-5:30pm	Evening Owls (Monday-Thursday)	£9.50
3:20pm-5:30pm	Owlets/Club and Evening Owls	£10.50

Some clubs incur a higher charge of £7.50 if they include additional resources eg baking & sewing.

### **Ad hoc**

**Please try to book in with at least 24hours notice before any ad hoc Extended Care, due to staff ratios.**

### **Meet the Staff**

Extended Care Manager	Miss Tor
<b>Active Start Club</b>	Mr Bavington
Owlets	Mrs Baldini
Sports Clubs	Mr Bavington and Miss Duggan
Evening Owls	Extended Care Team

## **Extended Care Terms and Conditions**

Please note that:

- To assist with planning and ensuring sufficient staff for the provision, you and your child will be expected to commit to the Extended Care and clubs of their choice for the full term. We cannot guarantee a refund if you remove your child from a club at short notice.
- We will do our best to accommodate all children. Places will be allocated via Schools Buddy.
- If payment has not been received for the current term, your child will not be able to attend any extended provision until the school has received payment.
- Clubs will only run where demand is high enough and meets minimum numbers.
- If you need to contact Evening Owls after 4pm please call 07521 118582
- Parents collecting late beyond their booked slot, will incur additional charges.

## **Holiday Club**

During the holidays Braywick Court School offer a Holiday Club on particular days, with a range of activities for children from our school.

All profits from these clubs go back into the school. Information will be sent out in advance and bookings will be available online.

## Parent, Carer & Visitor Code of Conduct

This is an unsigned document which we expect all parents and carers to abide by at all times.

We would expect that parents would make all persons responsible for collecting children aware of this policy.

At Braywick Court School, we are extremely fortunate to have a supportive and friendly parent body. Our parents recognise that educating children effectively is a process that involves partnership between parents, staff and the wider school community. As partners, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this document is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

### Guidance

As well as following the guidance set out in our Home-School Agreement, we expect parents, carers and visitors to:

- ◇ Respect and model the caring ethos of our school whenever on school premises or when communicating directly with the school.
- ◇ Understand that school staff and parents need to work together for the benefit of all.
- ◇ Demonstrate that all members of the school community should be treated with tolerance and respect and therefore set a good example in their own speech, conduct and behaviour.
- ◇ Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- ◇ Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- ◇ Approach the right member of school staff to help resolve any issues or concern. Please refer to the guidelines about which staff member to contact about specific issues.

**In order to support a harmonious and safe school environment, the school cannot tolerate parents, carers and visitors exhibiting the following:**

- ◇ Disruptive behaviour which interferes or threatens to interfere with any of the schools normal operation or activities anywhere on the school premises.
- ◇ Any inappropriate behaviour on the school premises.
- ◇ Using loud or offensive language or displaying temper.
- ◇ Threatening in any way, a member of staff, visitor, fellow parent/carers or child.
- ◇ Damaging or destroying school property.
- ◇ Sending aggressive, abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- ◇ Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school on Facebook or other sites
- ◇ The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on school premises.
- ◇ Approaching someone else's child in order to discuss or chastise them for any reason. Such an approach to a child may be seen to be an assault on that child and may have legal consequences.
- ◇ Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events)



The school reserves the right to refuse to engage with anyone displaying any of the behaviour above. Staff may close the interaction down or ask a person to leave the school premises as they see fit given the circumstances.

Should **any** of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities and, if necessary, even ban the offending adult from entering the school grounds.

### **Use of Social Media**

We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents or children.

We take the inappropriate use of social media by a parent to publicly humiliate or criticise another parent, member of staff or child, very seriously.

In the event that any pupil or parent/carer of a child/ren being educated in Braywick Court School is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report content or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites.

The use of social media to publicly humiliate another is a form of cyber bullying and the school will deal with this as a serious incident of school bullying.

#### **Online activity which we consider inappropriate:**

- ◇ Identifying or posting images/videos of children other than your own and without permission from the child's parent(s)
- ◇ Abusive or personal comments about staff, governors, children or other parents
- ◇ Bringing the school in disrepute
- ◇ Posting defamatory or libellous comments
- ◇ Emails circulated or sent directly with abusive or personal comments about staff or children
- ◇ Using social media to publicly challenge school policies or discuss issues about individual children or members of staff
- ◇ Threatening behaviour, such as verbally intimidating staff, or using bad language
- ◇ Breaching school security procedures