



BROOK INFANT SCHOOL  
AND NURSERY

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SEPTEMBER 2025

# Parent Handbook 2025 - 2026



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## PREPARED BY

SARAH COX (HEADTEACHER) AND JULIE THOMAS (EARLY YEARS FOUNDATION  
STAGE LEADER)

# OUR BROOK VISION



At Brook Infant School and Nursery we want all of our children to 'Learn with Love and Laughter'.

We have five core values at the heart (as seen above) of everything we do so that we can:

- create a sense of belonging within a fair and trusting community.
- provide a safe, secure, creative and inspiring learning environment that encourages a sense of wonder, adventure and achievement.
- nurture life-long friendships and a passion for learning.
- respect each others rights in order to develop responsible global citizens.
- promote individuality, excellence and enjoyment enabling everyone to maximise their potential.

**'Learning with Love and Laughter'**

# OUR TEAM - LEADERSHIP



**Mrs Sarah Cox**

Headteacher, DSL and Curriculum Lead



**Hannah Witham**

Deputy Head, Inclusion Manager, English Subject Leader, Senior Mental Health Lead, Assessment and Data Lead and Deputy DSL



**Mrs Hazel Wellcome**

School Business Manager, Data Controller and DSL



**Mrs Jack Sexton**

SENDCo, with responsibility for CLA and PPG and DSL



**Mrs Sophie Gillott**

Year Two Leader, Badgers Class Teacher, DSL and Mathematics and Science Subject Leader



**Mr Michael Woodroffe**

Year One Leader, Kingfishers Class Teacher, DSL and Physical Education Subject Leader



**Mrs Julie Thomas**

EYFS Lead, Goslings Class Teacher, DSL and PHSCE Subject Leader



**Mrs Martine Bagley**

Nursery Manager and DSL

**Please Note ...**

**DSL is Designated Safeguarding Lead ...**

**EYFS is Early Years Foundation Stage**



# OUR TEAM - ADMINISTRATION, PREMISES AND INCLUSION



**Mrs Hazel Wellcome**  
School Business Manager, Data  
Controller and Main First Aider



**Mrs Emma Taylor**  
School and Nursery Administration  
and Main First Aider



**Mrs Ceri Tinning**  
Clerk to Governors, Office, Welfare  
Assistant and Main First Aider



**Mr Justin Spark**  
Premises Manager and  
Main First Aider



**Inna Doroshkevych**  
Cleaner



**Miss Sophie Moss**  
Cleaner



**Mrs Jack Sexton**  
DSL and SENCo with responsibility  
for CLA and PPG.



**Mrs Kinsasha Carr**  
Play Therapist, Learning Mentor,  
ELSA and Woodland Wonders  
Leader with Paediatric First Aid



**Mrs Rachel Sanger**  
Learning Mentor and ELSA



## OUR TEAM - NURSERY



**Mrs Martine Bagley**  
Nursery Manager with Paediatric  
First Aid



**Mrs Luisa Tamayo**  
Deputy Manager with Paediatric  
First Aid



**Mrs Nicola James**  
SENDCo with Paediatric First Aid



**Mrs Julie Thomas**  
EYFS Lead and Nursery Teacher with  
Paediatric First Aid



**Mrs Selvie Veramootoo**  
Nursery Keyworker and Woodland  
Leader with Paediatric First Aid



**Mrs Gemma Bailey**  
Nursery Keyworker with Paediatric  
First Aid



**Mrs Michelle Crook**  
Nursery Keyworker with Paediatric  
First Aid



**Mr Eddie Cox**  
Nursery Keyworker with Paediatric  
First Aid



**Miss Lamiah Shah**  
Nursery Keyworker

## OUR TEAM - NURSERY CONTINUED



**Miss Tiffany Ashworth**  
Nursery Keyworker



**Mrs Kelly Whalley**  
Nursery Keyworker



**Mrs Natalie Hibbard**  
Nursery Assistant with  
responsibility for lunchtimes



**Mrs Liz Boison**  
Nursery Assistant with  
responsibility for lunchtimes

## OUR TEAM - RECEPTION



**Mrs Julie Thomas**  
EYFS Lead, DSL, Goslings  
Class Teacher and PHSCE Lead



**Mrs Charlotte Reed**  
Goslings Class Teacher and  
Computing Lead



**Mrs Robyn Duffell-  
Canham**  
Ducklings Class Teacher



**Mrs Kelly Mason**  
EYFS Teaching Assistant and HLTA  
with Paediatric First Aid



**Miss Natalie Smith**  
EYFS Teaching Assistant with  
Paediatric First Aid



**Miss Saba Majeed**  
EYFS Teaching Assistant



**Miss Ellie Faires**  
EYFS Teaching Assistant



**Miss Isabella Mercado**  
EYFS Teaching Assistant



## OUR TEAM - YEAR ONE



**Mr Michael Woodroffe**

Year One Leader, Kingfishers Class  
Teacher, DSL and Physical  
Education Subject Leader



**Mrs Emma Duncan**

Dragonflies Class Teacher and Art  
Subject Leader



**Mrs Zoe Ranson**

Dragonflies Class Teacher and  
Geography Subject Leader



**Mrs Emily Watson**

Teaching Assistant and HLTA



**Mrs Gemma Edwards**

Teaching Assistant



**Miss Poppy Thomas**

Teaching Assistant



**Mrs Kathy Aston-Dive**

Teaching Assistant



**Miss Megan Theobald**

Teaching Assistant

## OUR TEAM - YEAR TWO



**Mrs Sophie Gillott**  
Badgers Class Teacher and Science  
and Maths Subject Leader



**Mr Joseph Langley**  
Squirrels Class Teacher



**Mrs Shannon Wood**  
Squirrels Class Teacher and History  
and Religious Education Subject  
Leader



**Miss Maisy Weller**  
Teaching Assistant and HLTA



**Mrs Lynne Badman**  
Teaching Assistant



**Mrs Amanda Meadows**  
Teaching Assistant



**Miss Laura Elmes**  
Teaching Assistant



**Mrs Alison Grimwood**  
Teaching Assistant



**Miss Sasha Casemore**  
Teaching Assistant

## OUR TEAM - YEAR TWO



**Mrs Georgina Sherrin**  
Teaching Assistant

## OUR TEAM - PPA Teacher

Our PPA is covered by Miss Hannah Witham who works in all year groups from Reception to Year Two, alongside an HLTA in each year group.



**Miss Hannah Witham**  
PPA Teacher



## OUR TEAM - MIDDAY MEALS



**Miss Meghan Bethel**

Lead Midday Meals Supervisor with responsibility for Year Two



**Mrs Denise Scarratt**

Deputy Lead Midday Meals Supervisor with responsibility for Year One and Paediatric First Aid



**Mrs Saba Majeed**

Midday Meals Supervisor with responsibility for Reception



**Miss Natalia Bona**

Lead Midday Meals Supervisor with responsibility for Year One



**Mrs Kristina Brockway**

Midday Meals Supervisor with responsibility for Year One



**Mr James Cox**

Play Leader



**Miss Sasha Casemore**

1:1 Lunchtime Support



**Miss Megan Theobald**

1:1 Lunchtime Support

## OUR TEAM - MIDDAY MEALS



**Miss Isabella Mercado**  
1:1 Lunchtime Support



**Mrs Kelly Mason**  
1:1 Lunchtime Support



**Mrs Kathy Aston-Dive**  
1:1 Lunchtime Support

# OUR TEAM - WRAP AROUND CARE



**Miss Natalie Smith**  
Breakfast and After  
School Club Manager, DSL and  
Paediatric First Aid



**Mrs Debbie Jenner**  
Breakfast and After  
School Club Assistant and  
Paediatric First Aid



**Miss Natalia Bona**  
Breakfast and After  
School Club Assistant



**Mr Eddie Cox**  
After School Club Assistant



**Miss Isabella Mercado**  
Breakfast and After School Club  
Assistant



**Mr James Cox**  
After School Club Assistant



**Mrs Denise Scarratt**  
Breakfast and After School Club  
Assistant



**Mrs Sue Ryder**  
Breakfast and After School Club  
Assistant



## OUR WRAP AROUND CARE

We run our own Breakfast Club from 07:30 to 08:30 every week day during school term time. We offer a range of hot and cold breakfasts.

We offer a walking bus service that takes children from Breakfast Club to Maidenbower Infant and/or Junior Schools.

We also run an After School Club every day from 15.00 to 18.00. This provides a range of activities both inside and outside that the children can partake in, e.g., team games, sports, board games, arts and crafts, cooking, construction and role play. We also provide time every Wednesday for the children to enjoy our woodland (weather permitting). Children can either attend from 15:00 until 17:00 or until 18:00 (including an evening meal).

Our evening meals consist of a hot main course such as roast dinner, macaroni cheese or sausage mash with vegetables, fruit and a pudding.

We again offer a walking bus service from Maidenbower Infants and Juniors to our After School Club.

Our club is available for children from aged two-years-old to those aged eleven-years-old, however our nursery aged children book their extended hours through nursery. Free entitlement can therefore be used for these sessions.

All sessions for the Breakfast and After School Club are booked through our online booking system. New parents will need to register before they can book any places. We ask that if you are interested in your child attending, please email Emma Taylor, our ASC Manager on **brookclubbookings@brookinfant.school** once registered, but before you book any sessions.

A showaround session can then be arranged prior to your child starting in club so that the team can meet your child and find out a bit more about their interests.

The booking site can be accessed by visiting ... **<https://brook.childcare-online-booking.co.uk/>**

# OUR WRAP AROUND CARE

## Our Prices for school aged children

| Breakfast Club    | Breakfast Club with Walking Bus |
|-------------------|---------------------------------|
| £5.50 from 7:30am | £6.50 from 7:30am               |
| £3.30 from 8:00am | £4.30 from 8:00am)              |

| After School Club<br>(Brook Children) | After School Club with Walking Bus<br>(MIS and MJS Children) |
|---------------------------------------|--|
| £11.00 to 5:00pm                      | £12.00 to 5:00pm   |
| £19.50 (including dinner) to 6:00pm   | £20.50 (including dinner) to 6:00pm                          |

## Our prices for Nursery aged children

All prices are based on Nursery hourly rate of £9.50 for 2 year olds and £7 for 3 and 4 year olds. For children staying until 6pm there is an additional £3 charge for dinner.

| Breakfast Club (Nursery children) |       | After School Club (Nursery children) |        |
|-----------------------------------|-------|--------------------------------------|--------|
| From 7:30am (2 year olds)         | £9.50 | 3-5pm (2 year olds)                  | £19.00 |
| From 7:30am (3 and 4 year olds)   | £7.00 | 3-5pm (3 and 4 year olds)            | £14.00 |
| From 8:00am (2 year olds)         | £4.75 | 3-6pm (2 year olds)                  | £31.50 |
| From 8:00am (3 and 4 year olds)   | £3.50 | 3-6pm (3 and 4 year olds)            | £24.00 |

Free entitlement hours can be used for Nursery aged children. Please contact Hazel Wellcome, Business Manager on [sbm@brookinfant.school](mailto:sbm@brookinfant.school) for more information.

# STARTING SCHOOL AT BROOK INFANT

We hope that this booklet provides you with helpful information about your child starting at our school. You can also log onto our website for more information and regular up-dates at [www.brookinfant.school](http://www.brookinfant.school).

## Starting School in Reception

Our families have already taken part in our new Reception Parents' Evening and we hope this helped to answer some questions.

We have asked all of our families to make a 'This is Me' scrapbook with their child over the summer holidays.

In September, you will have your 'Home Visit'. Dates and times for this have previously been shared. This is a great opportunity for your child to meet their teacher in a familiar environment and for you to discuss any concerns you may have. This visit only lasts for about 20 minutes. We then follow this with your child attending staggered sessions at school of both mornings and afternoons for a few days. During these sessions, only half the class attend so that your child can settle with much more adult attention in those crucial first few days. The children then all start together following these sessions. Dates for this have been shared at the new parents meeting.

## Key Stage One - Year One and Two

Children already attending the school in Reception and Year 1 will be offered a session with their new teacher in July to discuss their move into the next year group. This is an opportunity for you and your child to meet their new teacher and ask any questions you may have.

## Children Starting Mid Year

For those children who start school during the academic year, we invite your child to come and have a look around and meet their new teacher and class. Parents are then invited to meet with Mrs Sexton or Mrs Cox for a short discussion about their child. For children who have English as an additional language, parents are asked to complete a profile to help us understand the child's needs in relation to learning English.





# THE START OF THE SCHOOL DAY

All families will enter through the main school gates, but can exit through the nursery or school gate.

All children will enter the school and nursery from the front of the building. Nursery staff will greet the children at the main gates next to the building. Reception will enter via the double doors under the domed canopy. Year One will enter through their own classroom doors. Year Two will enter through the double doors near to the playground wooden gates next to the office entrance. Our staff will be on the doors to greet the children in the mornings.

We ask that your child does not play on the large apparatus outside. If they have an accident they are not covered by the school's insurance. You are responsible for your own child on the school premises before school starts and after it ends.

At 08:30 teachers open the class doors to welcome the children in. This can be a very busy time and we ask parents to stand back so that children can enter the school safely.

The main school gates open at 08:25 and we ask that all children are in class by 08:30.

If for any reason your child is late, please take them to the school office reception area. You will need to sign them in using our electronic system and we will then take your child down to class.



Door for Ducklings and Goslings (YR)



Door for Dragonflies (Y1)



Door for Kingfishers (Y1)



Door for Squirrels and Badgers (Y2)

# THE END OF THE SCHOOL DAY

At the end of the day children go home at 15:00 from the same door they used to come into school and parents are asked to wait on the playground near to the door they are collecting from. The main gates will open at 14:55 so that parents can be waiting on the playground. Children will not be released until the appropriate adult has been seen by the teacher. **It helps if you position yourself in the same spot every day. It also helps if you make your face clear by removing hats, sunglasses, etc.**

If your child is going home with a different adult please make sure that the class teacher or office has been informed. Class teachers have a book in which any alternative arrangements for collection will be noted. It is really important that you let us know who is picking your child up. If we do not have a note of it in the class book and another adult turns up to collect your child, we will ask them to wait whilst we ring you. We cannot let them take your child unless we have your permission, even if they say they have been given it by you.

If you are going to be late or there is a change in who is picking your child up, please can you try and let the office know by 14:30 that day. We will set up a password to use on the occasions when you are unable to collect and an unfamiliar adult is collecting your child.

# KEY POINTS DURING THE SCHOOL DAY



## Big Play

Throughout the day, our children in Year One and Two have an opportunity to have a 'Big Play'. During this time, the classrooms and outdoor classrooms remain open, but we also open the large outside area and children can choose where they want to work and play.

We do frequently use the field and woodland area and ask that all children have a pair of clearly named wellies that can be kept in school.

## Snack Time

The children are able to have a drink of milk or water with a snack of fruit, vegetables, plain breadsticks or rice cakes during the day.

Please provide your child with a named water bottle that will need to be taken home, washed and refilled everyday.

If you would like your child to have milk in school this can be ordered via <https://www.coolmilk.com/> There is no charge for milk until your child is 5.

As part of the government's free fruit and vegetables for schools' initiative, fruit and vegetables are provided in school. If however, your child prefers only certain fruits or vegetables you may provide a named snack for your child to have. Your child can also bring in a small portion of either breadsticks or plain rice cakes in a named container.

The first day back after every holiday, you will need to provide a snack as our fruit does not arrive until the afternoon.

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## Lunchtime

Children eat their lunch in the school hall. They have a choice between bringing a packed lunch or having a universal infant free hot school meal (UIFSM). Every child in our school is entitled to a free hot school meal. The meals can be ordered via [www.parentpay.com](http://www.parentpay.com). Details of how to register and order will be sent to you when your child joins.

Please ensure that you let us know of any food allergies or foods that they cannot eat. There is a space on the enrolment form for you to do this. Please also refer to the allergies section of our A to Z Booklet. If your child does have any food allergies you will need record these on your ParentPay account so a special diet menu can be agreed for your child. Please note that Chartwells will not be able to provide your child with any hot free school meal if they have food allergies without the Special Diet Menu in place.

As a school we are required to pay for all school meals taken by the children; we therefore only want to order the number of meals required to ensure that there is no waste of food or money. Each term there is a census day and we will be funded from West Sussex County Council for the number of children who take a meal on census day. We cannot therefore order meals over the number taken on census day as otherwise the costs of these meals will be coming from the schools budget. We will advertise the census dates each term in advance, but we ask that if you want your child to have a free school meal at school at any point during that term that your child has one on census day.

We are a healthy school so we like to make sure that the children's meals are well balanced. If you are providing a packed lunch we ask that you make sure that it does not contain fizzy drinks, sweets or chocolate (chocolate coated biscuits are allowed). We also ask you to make sure that there are no nuts in any of your child's food, so no peanut butter, Nutella, etc.

Any food your child doesn't eat is put back in the lunchbox for you to keep an eye on. Please don't overload your child's lunchbox.

Grapes can be a choking hazard for young children so just to be on the safe side, please can we ask that if you give your children grapes that you cut them in half. Thank you.



# OUR APPROACH TO BEHAVIOUR

At Brook Infant School and Nursery we want all of our children to 'Learn with Love and Laughter'.

We have five core values at the heart of everything we do.



Following on from our professional training in Therapeutic Thinking we are working as a school and nursery to develop this approach within our behaviour management systems in school.

Please read our 'Behaviour Policy' for more detail regarding our approach to behaviour because this is just a general outline. We follow the Therapeutic Thinking Approach.

**We have a very positive approach to behaviour and we always treat our children with respect and kindness. We understand that every behaviour is a communication and we have to work to unpick what the child is expressing.**

Behaviour is everything a person says or does from the most prosocial to the most extreme antisocial. Our aim as a learning community (that includes all of our families as well as the children) is to develop intrinsic values in our children that encourage prosocial behaviours (behaviour which is positive, helpful, and intended to promote social acceptance benefitting others in the dynamic).

When children demonstrate prosocial behaviours they will be praised. When they go above and beyond they will receive stickers, Headteacher Awards and Sparkly Fish. However, this will be done on a personal level. The children celebrate their Sparkly Fish with the Headteacher and will then bring it home to celebrate with family at home. These more personal approaches will help us to support the children in intrinsically wanting to demonstrate prosocial behaviours rather than doing them in order to gain external awards.

When children demonstrate detrimental behaviours this will be talked through with them and appropriate consequences will be given. When it is appropriate, we will use a technique named 'Comic Strip Conversations' which enables us to use stick people sketches to help unpick what happened. The Therapeutic Thinking approach is characterised by an inclusive culture. When necessary, analysis of an individual's behaviour will be completed so we can better understand the child's needs and assist us in planning for the child.

Staff should record any significant behaviour incidents and contacts with the parents or carers on CPOMS.