



BROOK INFANT SCHOOL
AND NURSERY

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SEPTEMBER 2025

Our A to Z Guide for Our Parents



PREPARED BY

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STAGE LEADER)

Absence

If your child is absent from school please use our My Child At School App (MCAS) to register their absence. If you have a problem with the app, please telephone by 09:00 to let us know on 01293 886521 explaining the reason for absence or email us on office@brookinfant.school. We are required by law to mark this in the register. In the interests of safety, if we do not receive an explanation we will ring you on the first day of your child's absence.

It is our duty to monitor every child's attendance each half term. Children whose attendance is under 95% will receive a letter notifying them of this every term. Where absence becomes an issue, we will ask for a meeting with parents to help the family attend school each day. Any child who has more than 10 unauthorised sessions or 5 days off school within a ten week period will automatically be referred for a Fixed Penalty Notice (FPN). This consists of a fine. This is issued by West Sussex County Council.

Allergies

Please let us know as soon as possible if your child has any allergies e.g., plasters, antibiotics or food. We may need to meet with you to fill in an Individual Health Care Plan (IHCP) outlining symptoms of an allergic reaction and medication needed. We are a nut free school and ask that children do not have peanut butter or Nutella in their sandwiches or any other products containing nuts.

If your child has any food allergy or intolerance, for example, egg, gluten, milk or nut allergy and are having school dinners then you will need to set up a Special Diet with Chartwells. You will be asked to provide a medical certificate confirming your child's allergy from either a doctor or dietician. Please ensure all dietary or medical needs are recorded on your ParentPay account. Chartwells will then produce a Special Diet Menu specifically for your child. Please note that Chartwells will not be able to provide your child with any hot free school meals if they have food allergies without the Special Diet Menu in place.

Arrival at School

We encourage all of our children to come into school independently between 08:30 and 08:35 so that they settle into the school routine. The expectation is that all children are in school every day from 08:30 unless they are unwell.

Assemblies

We have regular assemblies for our children. Monday assembly focuses on stories linked to our values and is led by Mrs Cox. On Tuesday, Wednesday and Thursday there is a class assembly so that it can be tailored to the needs of the children. Friday assembly focused on our Behaviour Curriculum, Well-Being and Singing and is led by Miss Witham.

Reception do not join in whole school assembly time, unless there are special events.

Assemblies are planned to be 10 or 15 minutes long as young children cannot sit and listen for longer periods of time.

Book Bags

These are available using our uniform online ordering service www.logo2threads.com. Please make sure your child's book bag is clearly named on the outside so that the teacher and your child can find it easily. Please make sure your child brings their book bag to school every day. We also use them to send home any communication we cannot email, birthday invitations, thank you letters, etc.

Please make sure that you check your child's book bag regularly. Please do not use book bags to send things into school. Staff do not have the time to search them every day and children inevitably forget to remove and hand on messages etc. Please give things directly to the teacher or hand in at the office. We DO NOT allow any key rings to be hung on book bags as these tend to get lost.

Bikes and Scooters

Children are welcome to ride their bike or scooter to school to help ease congestion from parking and we have a bike and scooter park by the main entrance where they can be left. Please provide your own padlock if you wish to lock up your bike or scooter. We recommend that every child wears a helmet.

Children are not allowed to ride their bikes or scooters within the school grounds. We do ask that your child does not bring dolls prams and pushchairs, roller blades or footballs to school because things get very congested in the mornings and afternoons. It is with the safety of children in mind that we ask this.

Child Protection

It is our duty to ensure the safety of all the children in our school. Therefore, where members of staff are concerned about or consider that they have good cause to suspect abuse, including neglect and emotional ill treatment, they must report their suspicions to the Designated Safeguarding Lead (DSL)/Headteacher. It is then the duty of the DSL/Headteacher to make decisions and report concerns to the Pupil Entitlement Service or MASH (Multi Agency Safeguarding Hub) as appropriate. There is a set procedure to follow and MASH will be responsible for initiating further investigations. All records of concerns and meetings regarding safeguarding are held on our electronic recording system called CPOMS. Our Designated Safeguarding Leads (DSLs) for Child Protection and Safeguarding are Mrs Cox, Miss Witham, Mrs Sexton, Mrs Thomas, Mr Woodroffe, Mrs Gillott and Mrs Wellcome. Mr Brown is the governor with responsibility for safeguarding. Mrs Bagley is the DSL for Nursery and Miss Smith is our DSL for Breakfast and After School Club.

All staff must hold Disclosure Barring Service (DBS) checks. We also ask any parent helpers or volunteers to undertake a DBS check or hold a current one for West Sussex schools. As part of this process we ask for a character reference to be provided. Please ask at the office if you would like to help in school and have a completed DBS. Please email Ceri Tinning via office@brookinfant.school to book an appointment to have your DBS applied for. If you would like to help in school, you must undertake safeguarding training which the school will provide.

Coats

Please practice at home and encourage your child to put on and fasten their own coat. It can save time at playtime and home time. It is most important that their coats and all other items of clothing are named as our lost property box quickly fills up.

Complaints

The school has a detailed Complaints Procedure. Our Complaints policy is available for you to download from our website or you can request a copy from our school office. Obviously, we hope you have no cause to use this, but in the unlikely event that you do, please follow the guidelines within it.

Confidential Reporting Policy

The school has a Confidential Reporting Policy. If any member of staff or a volunteer has a concern about another member of staff or volunteer, it is their duty to report this to a senior member of staff. The Confidential Reporting Policy or 'Whistleblowing' Policy is available through our website or via the school office on request.

Curriculum

In Nursery and Reception the children follow the Early Years Foundation Stage Curriculum (EYFS). The EYFS curriculum is designed to be continued from Nursery into Reception. There are three Prime Areas of Learning and four Specific Areas.

Prime Areas

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific Areas

- Mathematics
- Literacy
- Understanding the World
- Expressive Arts and Design

Year One and Two follow the National Curriculum. We teach through a creative topic-based approach which is based around the children's needs and interests. We make it fun, relevant and based on real life and first hand experiences. We enrich the learning through trips, visits, visitors and themed days. The curriculum covers Literacy, Numeracy, Science, Geography, History, Design Technology, Computing, Music, PE, RE, Art and Personal, Social, Health and Citizenship Education, which we refer to as 'Sparkle Skills'.

We send home a learning journey leaflet every term for you to discuss ideas for the next topic with your child and to give you ideas of how you can support learning at home. Please feel free to come and talk with the teachers or Headteacher if you need to know more about the curriculum.

Our curriculum information is displayed on the school website - www.brookinfant.school.

Disabled Access

The school is accessible for all. There is one disabled parking space in our car park, which is available for parents and carers to use. You will need to display your blue disabled badge. We also have a toilet with disabled access which is by the front office. If your child or you have any specific requirements with regards to access, please arrange to talk to us as soon as possible.

Eco

We currently recycle paper, card and plastic. We are always aiming for a paperless office and use our email and our MCAS app for our communications with our families.

We try to encourage all children to think about energy use and ask them to help us conserve energy by switching off lights, etc. We also look to bring in more eco options when we develop or upgrade any part of the school.

Please share what you do to help recycle and save energy at home so the children have awareness and can share this at school.

Emergency Contact Numbers

It is extremely important that you provide us with up-to-date emergency contact details. This is so that we have a contact in case of an emergency, for example if your child is poorly or needs emergency treatment. Please inform us, through the My Child at School (MCAS) app or email the School Office on office@brookinfant.school, as soon as possible if you change any details such as phone number, address or contact person.

End of the Day

We ask parents and carers to collect their children from outside their classrooms at 11:45 for children who are in school part-time and between 14:55 and 15:00 for those children who are in school full time. We do ask that you wait outside the main gates until they are opened (usually 11:45 or 14.55) at the end of the session to ensure safety.

Please keep younger and school aged children off any outdoor equipment, as we do not want them to hurt themselves and unfortunately any accidents will not be covered by our insurance.

As a security measure we ask you to please inform the teacher if your child is going home with somebody else. We will not let them go with anyone else unless you have instructed us to do so and they know the password you have provided us.

End of Term Early Closure

School and nursery will close at 13:00 on the last day of every term. The children will be picked up at 13:00 from the usual place and we do not provide after school club on these days. The gates will open for 12:50. The early closure dates for the next academic year are:

- Friday 19th December 2025
- Thursday 26th March 2026
- Wednesday 22nd July 2026

Equal Opportunities

All children at Brook Infant School and Nursery are valued and appreciated for who they are and what they can do. The curriculum and daily planning will ensure that all children can access the learning opportunities at their own level and gain a sense of achievement and pride.

Exclusion

As a school we work hard to ensure our children behave appropriately towards everyone – children and adults alike. Where children are having difficulties with this, we will involve parents straight away to look at making an individual behaviour plan. Working in partnership with parents has always proved to be extremely beneficial and improvements in behaviour are quickly seen. However, there are times when this does not work. This may lead to the involvement of external agencies such as the learning team. In the rare cases of extreme behaviour, it is our duty to keep the children and adults at Brook Infant School and Nursery safe. If this is put at risk, then we will suspend a child for a fixed term period. This means they will not be allowed into school for a set period of time. If the behaviour continues, and fixed term suspension is not working, schools can permanently exclude a child which means that the child will not be allowed to attend the school anymore. For more information, please see the Exclusion Policy on our website.



Fears and Worries

We all know that children can develop irrational fears and worries. Please therefore tell their teacher if this is the case for your child. We can then reassure your child if required. Please impress upon your child the importance of telling their teacher or an adult in school if anything is worrying or upsetting them. We can only sort things out if we know there is a problem.

Fixed Penalty Notices

West Sussex County Council (WSCC) is part of a national scheme aimed at improving children's attendance at school. The scheme uses Fixed Penalty Notices which could result in a fine or prosecution. These are given to parents of children who:

- Have up to 10 sessions* (am or pm) absence which is unauthorised in a ten week period.
- Take a holiday during the school term.
- Are persistently late for school.

**2 sessions is the equivalent of 1 day. That means that 5 days unauthorised absence in a 10 week period will result in a referral for a Fixed Penalty Notice.*

We monitor all absences very closely. If a child is persistently late or has more than 4 sessions unauthorised absences, we will write to parents to warn them that they are in danger of receiving a fixed penalty notice.

Friends of Brook Infant School and Nursery

We have an active and very supportive Parent and Teacher 'Friends' committee that arrange a number of fund raising events over the course of the school year. These have included:

- Children's Discos.
- Christmas Tree Lighting and Fete.
- Muddy Buddies Obstacle Course Event.

They also work with Maidenbower Infants and Juniors for Fireworks night.

The Friends of Brook Infant School and Nursery are always looking for helpers at events and new committee members. The money raised goes towards various projects, e.g., hand held devices such as iPads, computers, extra classroom resources, ICT software, playground equipment both large and small, sensory room equipment and extra external buildings for increased group work space.

You can also look on our website for details of any events, but we also promote all of the events on our weekly newsletter. If you wish to contact them, either drop your letter into the school office or email them at pta@brookinfant.school.

GDPR

General Data Protection Regulations is EU - wide legislation which determines how people's personal data is processed and kept safe. It sets out the legal rights individuals have in relation to their own data.

Please contact our Data Protection Officer (DPO) if you have any questions. Our DPO is Mrs Wellcome, School Business Manager and she can be contacted on sbm@brookinfant.school or on **01293 886521**. You can also visit our website to see our policies which support GDPR by visiting <http://www.brookinfant.school/general-data-protection-regulation-gdpr>.

Whilst your child is at Brook Infant and Nursery we will ask for your permission for various activities. This may include applying sun cream, support with toileting, publication of photo permission, etc. Please note that your given consent choice will remain for the time your child is at Brook Infant and Nursery. If any time you wish to change your given consent choice, please email the office on office@brookinfant.school and we will be happy to do this for you.

Goodbyes

Many years of experience have taught us that tears dry as if by magic when Mummy or Daddy leave! Please make your goodbyes as quick as you can. In the majority of cases, we know that almost before you are out of the gate all will be fine. If you are worried, please feel free to telephone later on in the morning to put your mind at ease. We know every child is different and if a child is really not settling, we will work closely with you to devise the best strategy. We will always ring you if there is a problem.

Gates

We have electric external gates which open and close automatically. They open at 07:00 every morning and are closed at 08:15. The gates are then opened by a member of SLT at 08:25 and closed at 08:40. They then re-open at 14:55 and close at 15:10. If you come into school when the gates are closed you will need to ring the bell to ask the office to let you in.

Our gates into the playgrounds will be locked at 08:40.

Headteacher

Mrs Cox (or in her absence another member of staff) stands on the gate every morning at drop off and every afternoon at pick up. Mrs Cox is always pleased to see parents. Feel free to share any worries or concerns you may have. She also welcomes suggestions about how we can develop our partnership and also feedback on how things are working for you and your children.

Although Mrs Cox has an ever-open door policy, if you have a matter to discuss, which will need time, it is best to make an appointment. Please feel free to drop Mrs Cox an email via head@brookinfant.school.

Headlice

These appear, from time to time, and are an unfortunate part of school life. Please check your child's hair at least weekly for any signs of head lice. If you do find any eggs or live lice, please promptly check and treat the whole family. If we are all very vigilant it prevents the lice from spreading around the class. Washing hair, applying lots of conditioner and combing thoroughly with a fine-toothed comb helps, as well as keeping long hair tied back. If you do find any signs of headlice, please let us know and we will alert other parents in the class about there being headlice.

Health Care Plan - (IHCP)

If your child is on long term medication such as an asthma inhaler, or needs short term medicine such as antibiotics, you will be asked to complete a health care plan specific to their condition. For longer term medical conditions, this will need to be reviewed annually. Please note that we cannot give any medication to your child unless we have written permission to do so. Please see our medicines management policy on our website for more information and contact the main office via office@brookinfant.school if you want to know more or if you need to set up a IHCP for your child.

Holidays or Absence from Learning

No holidays or absences are authorised in term time, unless there are exceptional circumstances which would be extremely rare. If parents choose to take a holiday during term time, this would be unauthorised and would be referred for a fixed penalty notice.

Home Learning

Your child will receive varying amounts of home learning tasks depending on the year group they are in. Home learning reinforces work that they have been doing in the classroom and gives an opportunity to understand our approach to learning. It is very important that you are positive and encouraging. Please do not pressurise your child to succeed as this can ultimately work against them by undermining their self-confidence. At school, we would far rather a child who is confident to have a go at anything and try their hardest, than one who is afraid to be wrong and, therefore, afraid to try.

Health

Your child will have various health checks at school.

It is really important to let us know about any specific health problems your child may have. If you have any medical or health queries about your child, please see our Office and Welfare Assistant, Mrs Tinning who is based in the School Office.

Inclusion

We aim to create an atmosphere where children, parents and staff feel valued and appreciated. We believe that everyone can add something positive to our school and together we can create a stimulating, secure and forward thinking environment. All children will be valued and appreciated regardless of their ability, gender, race, religion or culture.

All children are entitled to access a balanced and broad curriculum. Some children require additional support to do this. We work as a team to ensure this happens. We are committed to providing quality and challenging education for all children whatever their needs or abilities. Please see our website for more details under Parents – Additional Support.

If you have any concerns relating to the additional support your child receives in school then please make an appointment to see Miss Witham our Deputy Head and Inclusion Manager, who will always be happy to discuss these with you. Either pop into the office or email her directly on deputy@brookinfant.school.

Independence

This is the key to how quickly children make progress in the very early days at school. Right from the very start we encourage the children to be independent. Please help us by starting this at home. Let them dress themselves in the mornings, but be prepared to leave lots of time for this, tidy away their toys and do as much for themselves as they can. The more independent they are the easier it is for them to settle quickly into school life.

Reception children will be expected to come in to school by themselves and sort out their own coats, lunchboxes and book bags. You'll be amazed how capable they are when such things are expected of them.

Inset Days - Teacher Training Days

We have five Inset days each year when the school is closed for teacher training. These are:

Wednesday 3rd September 2025 - Safeguarding and Inclusion

Friday 24th October 2025 - Our Creative Curriculum

Monday 5th January 2026 - Classroom Preparation

Friday 27th March 2026 - Our Creative Curriculum

Monday 1st June 2026 - Report Writing

Please note that we are closed for a polling day on Thursday 7th May 2026.

Illness

You must keep your child away from school for 48 hours from the last bout if they have been sick or had diarrhoea. We have found that a full school day can be very punishing for a child who is feeling substantially 'under the weather' and in order to avoid longer periods of illness we recommend that children have the time at home to recover.

Mrs Tinning is our School Welfare Assistant who tends to cuts and scrapes with tender loving care and plenty of plasters! Mrs Wellcome and Mrs Taylor are also fully qualified 'Appointed Persons' first aiders. All staff have either a basic first aid qualification or hold paediatric first aid training.

Jewellery

We ask that children do not wear jewellery, unless it is for religious reasons and cannot be removed. It can be dangerous when working and easy to lose when removed. Watches (ideally with a clock face) can be worn as these help the children to learn about time. Please do not send in watches with additional functions, such as gaming, cameras, messaging, etc. We currently allow 'Fit Bit' style wrist wear as this encourages a healthy lifestyle. The school cannot accept responsibility for items from home brought into school.

It is West Sussex County Council's Education Policy that jewellery must not be worn for PE. If your child is wearing jewellery they must remove it or put tape over their earrings. Unfortunately they will not be allowed to take part in the lesson if jewellery is not removed or taped up. For safety reasons, we are not permitted to remove earrings.





Lunchtime

All children are entitled to a free hot Universal Infant Free School Meal (UIFSM). Your child has the choice of bringing a healthy packed lunch to school or having a hot school dinner. Lunchtime is from 11:45 until 12:45 for Reception and 12:00 until 13:00 for Year One and Two.

Reception classes eat in the hall first and Year One and Year Two eat after. To get all children to eat lunch in the time available, we can only allow up to 30 minutes for lunch. Please, therefore, DO NOT send in too much food! Once they have eaten their lunch they will have a short playtime before afternoon school begins.

Please inform us if your child has any dietary requirements such as vegetarian, vegan, halal meat only, etc.

Lunchboxes

If you decide not to have your free school meal then your child can bring in a packed lunch. Please choose a lunchbox and drinking bottle that your child can manage to open by themselves and give them plenty of practice at opening and closing it.

You know your child's appetite best but please do try not to overdo it. In our experience new parents are sometimes inclined to provide enough lunch to feed the whole class! If they have too much in their lunchbox, children sometimes decide that they can't eat it all and they won't eat anything. Also, it will take too long and they will miss playtime with their friends. If your child does not finish the food in their lunchbox, we will not dispose of it as we do not have the facilities for this. More importantly, we will leave the contents in their box, thus allowing you to see exactly what your child has eaten and to adjust their lunches accordingly.

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, or Nutella, etc.

Lateness

Please try and get to school on time as it can be very worrying for little children to be late. If, for any reason, you arrive after 08:40 please go to the School Office to ensure that your child is registered on our electronic signing in system. You will need to sign your child in using our electronic system. We would also appreciate it if you can ensure that you or your child's carer is at school promptly between 14:55 and 15:00 to collect them. Children can become very distressed if there is no-one there at home time and staff often have meetings to attend and always plenty of work to do. If you do arrive after 15:00 your child will be waiting in the School Office where they will be supervised. If a parent arrives after 15:10, we will book your child into the After School Club until you arrive and you will be charged a £10 fee for this. We check the late information every half term and those children who are persistently late will receive a letter from the school about this. Persistent lateness can end up with a referral to the Pupil Entitlement Service and a Fixed Penalty Notice.

Lost Property

Items of lost property are kept in the front foyer, just by the office hatch. We will hold regular 'identification parades' to try and reunite things with their owners! If your child does 'mislay' anything, check with Mrs Tinning.

PLEASE DO REMEMBER TO NAME EVERYTHING, INCLUDING SOCKS AND GLOVES AS THEN ITEMS NEED NOT BE 'LOST' FOR LONG! Sew in or iron on labels are best as pen tends to wash off.

Milk

Children under five are offered free milk. Thereafter, there will be a charge should you wish them to continue beyond the age of five. If you wish your child to have milk, you will need to order this directly from the company. Please register by visiting the Coolmilk website www.coolmilk.com.

Water is freely available during the day, so please provide your child with a named water bottle that we can refill during the day. We do not allow any drinks other than milk or water during the school day. This is part of our healthy eating policy.

Medicine Management

We have a medicine management policy which can be accessed via our website. In this policy, parents are asked to give permission annually for their child to be given emergency paracetamol or antihistamine if required at school. This is only in emergency cases and cannot be given 'just in case' or if the parent has forgotten to give the medication at home.

In addition, the school can administer ad hoc medication that is not prescribed for 48 hours only, providing it is suitable for the child and comes in the original packaging and contains the Patient Information Leaflet. If the medication is required longer than 48 hours this will need to be prescribed by a GP. We will also continue to give prescribed medication according to dose providing it is in the prescribed named container and contains the Patient Information Leaflet.

If you have any questions about medication please talk to the office. Before any medication can be given, written consent must be obtained from the parent and an Administering Medicines form completed which is available on our website under [Important Forms](#).

Meetings with Parents

Teachers may need to meet with parents to discuss certain issues such as extra support, if a child is upset or if there is a safeguarding concern. All staff at the school will upload notes from the meetings onto an secure electronic system called CPOMS and once the notes are uploaded, only identified staff have access to the information, namely the class teachers and the school Designated Safeguarding Leads (DSLs). This is to help us keep a record of the meeting and to ensure that the school DSLs know about all situations and can support and suggest courses of action.

Newsletters

We send out our electronic newsletters weekly on a Friday to keep you up to date with the latest developments in school, give you diary dates and occasionally ask for your help. If you find you are not receiving these, please contact the main office by emailing office@brookinfant.school so that we can help you. The newsletters are also always uploaded to the our website so please check there also.



Open Door

Our door is always open, please feel free to pop in after school to look at a piece of work that your child is particularly proud of or to see something in the classroom they talk about a lot.

Open Afternoons

We hold an open afternoon towards the end of every term from 13:30 until 14:30. This is a chance for you to come and look at your child's work and have a good look around their classroom, the school and nursery. We do ask you to fill in a topic evaluation form giving your thoughts and comments on your child's work over the last term.



Painting & Messy Activities

We always try to ensure that children wear aprons when taking part in potentially 'messy' activities. However, accidents can happen and sometimes children feel you may be cross or upset if they get paint, glue or clay on their clothes. Please try not to make your child feel anxious about this. We try to use products that wash out, and if using acrylic paint we work even harder to try to avoid accidents. It is important that all children participate in the full range of activities that are provided.

Parent Consultation Evenings and Reports

Each term you will have the opportunity to make an appointment to see your child's class teacher on a more formal basis. This is done using an online booking system via MCAS. During the first term you will be able to discuss how they have settled into their new class, in the spring term the teacher will discuss your child's work and progress. In the summer term an Annual Report is produced. If you have any queries regarding the report, then please make an appointment to discuss them with your child's teacher. However, please don't wait until our Parent Evenings if there is something on your mind – we are always here to help. We always believe it is better to deal with something immediately so it does not have the chance to grow into something bigger.

Parent Helpers

We always need extra help in school. Sometimes it may be around the school (labelling books, helping in the library, photocopying, laminating, tidying and so on) or other times it can be in either your own child's class or in another room. All helpers must have a clear DBS check before working within the school. If you would like to help, then please make an appointment with the Mrs Ceri Tinning in the office to have your DBS completed online. You will also need safeguarding training which will be provided by the school.

If you do have some free time and would like to help, please let us know. However, we do prefer it to be a regular commitment if possible. Our days are very tightly planned and we would be planning for you to work with a small group of children, so we would also be grateful for as much notice as possible if you are unable to make a particular session.

If you can help then please let your child's teacher or Mrs Cox know. We ask that parent helpers in Reception wait until after the first half of the Autumn term before actually helping in the classroom, as the staff need to get to know the children in their new class and settle them into the new classroom routines. However you are more than welcome to do administration work (they always have lots) or help in another class.

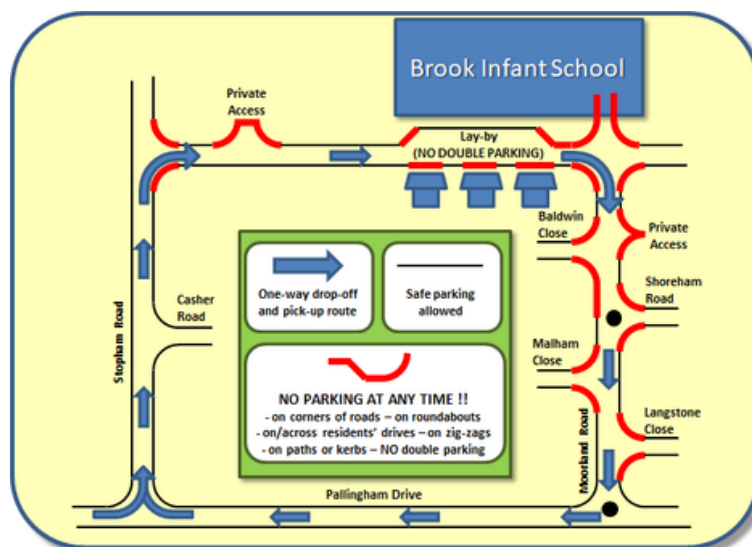
Parent Helpers Continued

It is essential that all parent helpers are highly confidential about working in school. You may hear or see things about children as part of the daily life in school. Parents may ask you about how their child has got on. Please ensure you refer them to the class teacher and say it is not your place to comment. All parent helpers must sign a confidentiality agreement. Any breach of this may result in you being asked not to help in school.

We have a Parent Helpers and Volunteers Handbook so please make sure you have a copy of this before helping to familiarise yourself with our policies, guidelines and advice.

Parking

At Brook Infant School and Nursery we ask parents and carers to be considerate parkers to ensure the safety of our children and families and show respect to our local residents. Our Brook Infant School and Nursery Parking Promise is as outlined below. We ask that you use the informal one-way system as outlined in the diagram below.



Please do not use our car park for dropping off at breakfast club or picking up from after school clubs.

Brook Infant School and Nursery Parking Promise

- I will park considerately so that children can be seen and walk along the pavement safely.
- I will park in appropriate places avoiding the corners, zig zag lines and resident's drives.
- I will use the informal one way system.
- I will try to walk, scoot or cycle as often as possible.
- I will be a thoughtful driver to keep children safe.

Passports

We are happy to sign photographs and complete declarations for passports applications as long as we have known the applicant for two years. The school charges £5 per application as a donation to school fund. This money is then used to support educational activities and events during the year.

Photographs and Films

We welcome parents taking photographs and films of their children at events such as the Christmas performance and sports day. However, these must only be used for your personal enjoyment at home. If any other child or member of staff is in the photo or film, it must not be shared on any social networking site.

Parents are asked at the beginning of the Reception year to give permission for their child to be photographed for school use such as our website, school photos (individual and class), newsletters and newspaper, social media, etc., throughout their time at school.

Playtime (Big Play)

Children across the school have access to the playgrounds and field during the day. There will always be someone to look after them even if it is not their own teacher.

Please reassure your child and encourage them to tell the staff on duty if there are any problems. We can only deal with those we know about!

Play Leader

We have one Play Leader who works across school, nursery and our wrap around care. James spends time working with individual, pairs, groups and whole classes, engaging in active learning with the children.

PPA Time (Planning, Preparation and Assessment Time)

Every two weeks each teacher will have one day (or half a day if part time) out of the classroom to meet with their year group colleagues to plan and prepare for the forthcoming lessons. The class is taken by Miss Hannah Witham or one of our talented HLTAs (Mrs Kelly Mason, Mrs Emily Watson, or Miss Maisy Weller).

Pupil Premium Grant

You are eligible for this if you are receiving:

- Universal Credit with an annual net earned income of no more than £7400.
- Income Support.
- Income-based Jobseekers Allowance.
- Income-related Employment and Support Allowance.
- Support under Part 6 of the Immigration and Asylum Act 1999.
- Guarantee Element of State Pension Credit.
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit).
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190.

As a school, we receive extra funding of about £1000 for every child that claims pupil premium so please do register. [More details](#) and the online form are available via our website. If you have any questions please contact your class teacher to speak to our School Administrator, Mrs Emma Taylor on schooladmin@brookinfant.school.

Questions

If you have any worries or questions, please don't suffer in silence. We are always happy to help and can often quickly reassure you. Although we will always have time to listen in the mornings, we will have more time (and it will be quieter) after school.

Reading

Reading is always an area that parents seem to worry about. It is a proven fact that if a child reads at home with an adult every night their reading ability will develop much more quickly. Your child will bring home a reading book every day. The books are colour banded according to reading level but children are free to choose from our wider library and select a book depending on their interests and needs. Please do not see your child's reading development as a race with other pupils – everyone develops at different rates. Remember that reading should be fun. Try to find time regularly to sit and share books together. Encourage your child to:

- Talk about the pictures and story.
- Predict what is going to happen.
- Tell the story in their own words.

We practice reading skills everyday at school in different forms – with whiteboard, games, puzzles, flashcards, etc. The range is endless. We aim for your child to read with a member of staff either individually or in a small group once a week. Your child is also able to borrow a book from our library once a week (parent helper dependent). We cannot issue new books until the old one has been returned.

Reading Diary

Every child is given a Twinkl Reading Diary that matches with their phonics stage. This should be kept in their book bag all of the time. When an adult in school shares a book with a child, they generally write a comment about how the child has read. These are to help parents to know what their child is practising and what they need to do to get to the next level. We welcome parents comments about their child's reading at home and also their children's comments and pictures relating to what they have read. We cannot emphasise to parents enough the importance of finding time every day to share their child's book with them. Research has shown that children who read regularly at home with parents make better progress in all areas of the curriculum. Ideally we would love our children to read with their parents at least four times a week, but we also understand the pressure of family life. We ask that you try to commit to a bedtime story everyday as reading to children is an amazing gift.

School Council

Our school council is made up of two children from every class. We hold a very simple voting system for who will be the class school councillor. Their role includes looking at school issues raised in class, helping decide with whole school issues or the introduction of new routines and, at times, managing a small budget for school resources. Their role this year has been to support the adults in developing safeguarding throughout the school and nursery, ensuring we get ideas and feedback from all of our little people.

School Fund

We ask for one voluntary donation of £25 (in September) per child that goes into our School Fund. Rather than continually writing to you and asking for money the £25 donation goes towards the costs of extra activities. It is used for all sorts of enriching and exciting opportunities to enhance learning such as actors, authors, poets, musicians, the coach for the Christmas pantomime, specialist visitors, etc.

This year, we are excited that as part of this £25 we have been able to provide specialist music and rhythm provision (in addition to our normal curriculum music teaching) every week for all of our children from Nursery to Year Two. A letter normally comes out about this around the end of September.

Snacks

If you wish, you may provide a snack for your child to eat at morning break. In order to encourage healthy eating our policy is that this is fruit, raw vegetables, plain breadsticks or rice cakes only, in a named container.

Please remember we are part of the government's free fruit and vegetable scheme and we provide this for children each day. However, the first day back after every holiday, you will need to provide a snack as our fruit does not arrive until the afternoon.

School Visits

As part of our topic based approach and first hand experiences, we like to take the children to visit places in the locality. In order to do this we will ask you for a voluntary contribution. This covers the cost of travel, entrance fee and insurance. Sadly, the school budget is such that we do not have the funds to pay for such trips, therefore, if parents do not pay we will not be able to go. We will always seek permission before we take a child on a trip that involves transportation. Details of visits will be sent to you in advance. We sometimes ask for parents to come along to help with supervision. We always ask our regular volunteers ahead of anyone else.

We ask you to sign a blanket consent form, when your child starts school, for local trips that do not involve transportation such as visiting the local shops. We will always notify you that a local trip is planned. We carry out a comprehensive risk assessment before each trip.

Social Network Sites

We understand that many of you use social network sites such as Facebook, Instagram and X (Twitter). We ask that no photos of any school events that include staff or other children are posted onto these sites. We also ask that you make no mention of Brook Infant School and Nursery, or name any children or families within your posts or messages unless agreed with the school. Any posts that are made that may cause upset, offence or that could be deemed to compromise the reputation of the individual concerned or the school will be passed onto West Sussex's legal department.

We have our own Facebook Page and YouTube Channel under the name of Brook Infant School and Nursery and we share school information and celebrate the achievements of our children.

Sun Cream

During the summer months we ask that you apply sun cream to your child before they come to school even if the weather looks overcast. Many companies now produce a cream that can last all day. The children learn outside a great deal in all weathers and so sun protection before they come is essential when the weather becomes warmer. On extremely hot days only, the children will be reminded to apply a top up of sun cream before they go to lunch. This is a top up for extremely hot days only and not instead of your application first thing. You will be asked to sign a consent form for this. It is the parents responsibility to apply sun cream to their children before they come to school on sunny days.

Supply Teachers

We very rarely, if ever, use supply teachers as we have such a talented team of Higher Level Teaching Assistants (HLTAs) who know the children so well, but sometimes there will be an HLTA in your child's class. This is because the class teacher is either sick, on a course, undertaking PPA or carrying out the multitude of behind the scene tasks and responsibilities that teachers now have to undertake. We have three HLTAs who are trained to cover classes. These are Mrs Kelly Mason, Mrs Emily Watson and Miss Maisy Weller. Our HLTAs are always well briefed and carry out the programme of work planned by the class teacher to be covered on that particular day.

Tapestry

This is our online learning journal that Nursery and Reception parents can access to see what their child has been learning at school.

When your child begins at our school or nursery, you will receive information about connecting to our Tapestry Online Learning Journal. We continue to use Tapestry in Year One for recording our Mathematics learning.

Texting Service

We do not use texting to communicate to parents, but instead we send push notifications and emails via our My Child at School app to keep our families up-to-date of any events and issues. It is extremely useful if we ever have to close the school because of snow, etc. Please make sure we have your up-to-date contact information and this can all be altered in the My Child at School app.

Toilets

Being independent about using the toilet is crucial to a child's early days at school. It is helpful if the children are confident about managing their clothes, wiping their bottoms, washing their hands and flushing the toilet. For any children who may have difficulty with personal care, we can put a care plan in place to help with toileting.

Toys

Please discourage your child from bringing toys to school. Things from home can so easily get lost or broken and so they need to stay at home to avoid the obvious upset that this will cause. On occasions, children may be asked to bring things in from home as part of their topic work.

There may also be times when we ask if your child can bring in a 'transitional' object to help them settle, but we will always speak to our families about this.

Uniform

We have recently reviewed our uniform and consulted with our families. At the consultation, Option Two was voted as the most popular choice, but we are mindful that Option One still received a good number of votes, some of this was based on some families not wanting to purchase more uniform than totally necessary; some worried about remembering the day each uniform was required; some continuing to worry about their child's sensory needs and so, although we are adopting Option Two, we are saying that families who would prefer Option One (PE Day Uniform) for all sorts of reasons can choose to wear this uniform all week if that suits them and their child.

SCHOOL - Non-PE Days

- A navy-blue fleece, sweatshirt or cardigan ... one with our logo is preferred, but not insisted on.
- Grey trousers, grey shorts, grey skirt with shorts, grey pinafore dress with shorts or blue and white dress with shorts.
- A plain white or pale blue polo shirt.
- White, navy blue or black socks or tights. Plain black school shoes or trainers (or as plain as is possible). PLEASE NO LACES UNLESS THE CHILDREN CAN DO THEM INDEPENDENTLY.
- There is also an optional navy coat available with a fleece lining and a waterproof outer.

SCHOOL - PE Days. This uniform will also be required on Woodland Days during the colder months.

- A navy-blue fleece, sweatshirt or cardigan ... one with our logo is preferred, but not insisted on.
- Plain navy-blue jogging bottoms, leggings, shorts (cycle shorts will be allowed, but not hot pants) or skorts.
- A plain white or pale blue polo shirt.
- White, navy-blue or black socks.
- Plain black trainers (or as plain as is possible). This is instead of plimsolls. PLEASE NO LACES UNLESS THE CHILDREN CAN DO THEM INDEPENDENTLY.
- There is also an optional navy coat available with a fleece lining and a waterproof outer.

All uniform can be bought via our online service.

Children should not wear open toe sandals to school as their toes can be easily hurt in the very busy playground and on the climbing equipment. Children also tend to trip more in open toe shoes. For younger children particularly in Reception and Year One, please try and send your child to school with shoes that fasten with Velcro and not shoelaces, unless they can tie the laces independently. This is because, if we have to tie the laces, it takes valuable teaching time, especially when we have to do it over and over again. However, also remember that shoelaces can easily become undone and this can be dangerous in the crowded playground.

IT IS VITAL THAT EVERY ITEM OF UNIFORM IS NAMED.

It can be very difficult to identify individual sweatshirts. Please make sure you name all uniform. In the early days it helps the children to be more independent if they can quickly find their own uniform by reading their own name. Sew in or Iron on labels are so much more reliable than pen marks that wash out.

Uniform – Ordering Online

Logos2Threads (formally SA Sportsworld) is a locally based supplier that we use for our uniform supplies.

Free deliveries to the school are in term time only, you will be notified when your order is available to collect from the school office. Delivery to your home address is offered at a Flat Rate Shipping charge of just £1.00 you can choose this at checkout. This service is for RH10 7 postcodes only.

Alternatively you can call them to place an order on 01293 922279.

The website can be accessed via <https://logos2threads.co.uk/product-category/schoolwear/brook-infant-school-nursery/>

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Website

We have a very informative website that can be accessed via www.brookinfant.school. We update this regularly with newsletters and information. Please let us know if there is any information you cannot find or if you have any suggestions.

Wellies

Your child will need a pair of wellies, clearly named, which we keep in school so that we can access outdoor learning and our woodland at any and every opportunity.

Writing

At Brook Infant School and Nursery, we have a very clear handwriting policy that has five stages for the children to progress through. Stage One focuses on the development of gross and fine motor skills. Stage Two focuses on letter shapes. Stage Three focuses on positioning. Stage Four focuses on joining through letter strings. Stage five focuses on style. We are careful to link our phonics and spelling with our handwriting so that then the spellings can 'flow out of the end of the pen'.

It is great if you encourage your child to 'have a go' at writing before they come to school. Please do not use capital letters (except for the first letter of their name). Please look at our 'Hand for Writing' approach within our English document on our website for further details.

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You!

You are the most important people in your child's life. We all work best if we can work together as partners in your child's education. Please keep us informed of anything, no matter how small, that you feel may affect your child and influence their time at school.

Be prepared when your child first starts school that they can be pretty exhausted and may not be quite the ray of sunshine that you said goodbye to at the beginning of the day! This will soon pass, as they become accustomed to their new routine – we promise!

If you have any questions about anything in this booklet or indeed anything not in it, then please come and ask straight away. We are here to help.

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