



BROOK INFANT SCHOOL
AND NURSERY

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AUGUST 2024

Parent Handbook 2024 - 2025



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 EARLY YEARS TEAM



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



Mrs Charlotte Reed
Goslings Class Teacher and
Computing Lead



Mr Mikey Woodroffe
Ducklings Class Teacher



**Mrs Robyn Duffell-
Canham**
HLTA



Mrs Kelly Mason
EYFS Teaching Assistant and HLTA



Miss Laura Marshall
EYFS Teaching Assistant



Mrs Nicola James
EYFS Teaching Assistant



Mrs Vanessa Chandarana
EYFS Teaching Assistant

Please Note ... DSL is Designated Safeguarding Lead ... EYFS is Early Years Foundation Stage

OUR WIDER SUPPORTING TEAM



Mrs Sarah Cox

Headteacher, DSL and Curriculum Lead



Hannah Witham

Deputy Head, Kingfishers Class Teacher, English Subject Leader, Senior Mental Health Lead, Assessment and Data Lead and DSL



Mrs Hazel Wellcome

School Business Manager, Data Controller and DSL



Mrs Jack Sexton

Inclusion Manager, DSL and SENCo with responsibility for CLA and PPG.



Mrs Rachel Sanger

Learning Mentor and ELSA



Mrs Kinsasha Carr

Play Therapist, Learning Mentor, ELSA and Woodland Wonders Leader with Paediatric First Aid



Mrs Ceri Tinning

Clerk to Governors, Office, Welfare Assistant and Main First Aider



Mrs Emma Taylor

School Administration and Main First Aider

Please Note ... DSL is Designated Safeguarding Lead ... EYFS is Early Years Foundation Stage

OUR WRAP AROUND CARE



Mrs Jenny Gravell
Breakfast and After
School Club Manager and EYFS
Lead



Mrs Tina Warwick
Breakfast and After
School Club Assistant



Mrs Debbie Jenner
Breakfast and After
School Club Assistant



Mr Eddie Cox
After School Club Assistant



Miss Isabella Mercado
Breakfast and After School Club
Assistant



Miss Imogen Fair
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 which includes a walking bus to the Infant and Junior School. Children can attend from 07:30 (for £5.00), 07:45 (for £4:00) or 08:00 (for £3.00). 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 at a cost of £10 or until 18:00 (including an evening meal) at a cost of £15 per session.

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 Jenny Gravell, 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/>

STARTING SCHOOL AT BROOK INFANTS

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.

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



Playtime

Year One and Two go out to play at 10:15 every day. They are able to choose from the front or back playground.

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.

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. 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 Midday Meal Supervisors



Mrs Bethal
Lead MMS



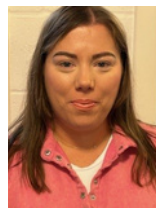
Mrs Scarratt
EYFS MMS



Mrs Majeed
EYFS MMS



Miss Casemore
Year One MMS



Miss Goacher
Year One MMS



Mrs Jamal
Year Two MMS



Mrs Bethal
Year Two MMS



Imogen Fair
Play Leader

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.