

**BROOKLAND FEDERATION**  
**'Brookland Infant and Nursery School'**

*Enjoyment of Learning, Achievement for all*



**INFORMATION HANDBOOK**  
**FOR PARENTS**

Office

Tel: 01992 629485

Email: [admin@brooklandinfants.herts.sch.uk](mailto:admin@brooklandinfants.herts.sch.uk)

Website: <http://www.brooklandinfants.herts.sch.uk>



## CONTENTS

Organisation	Page 5
Start and Finish Times	Page 7
Children Arriving Late/Leaving Early	Page 7
Breakfast & After-school Club	Page 8
Communication	Page 9
Home Learning	Page 10
Lunchtime Arrangements	Page 11 & 12
School Uniform	Page 13
Medical Care	Page 14
Outings/Activities	Page 15
Attendance	Page 16
Safety & Security	Page 17
Data Protection	Page 18



Brookland Infant and Nursery School  
Elm Drive, Cheshunt, Herts  
EN8 0RX

Tel: 01992 629485  
Email: [admin@brooklandinfants.herts.sch.uk](mailto:admin@brooklandinfants.herts.sch.uk)  
Website: <http://www.brooklandinfants.herts.sch.uk>

## SCHOOL ORGANISATION

Foundation Stage (FS)	Nursery	Cherry Morning
		Cherry Afternoon
	Reception	Holly Mulberry
Key Stage 1 (KS1)	Year 1	Ash Beech
	Year 2	Maple Hazel

The following is a list of the staff that work across the whole school:

<b>Headteacher</b>	<b>Mrs Alison Atkinson</b>
<b>Deputy Headteacher</b>	<b>Miss Kathryn Mitchell</b>
<b>Business Manager</b>	<b>Mrs Kelly Mehmet</b>
<b>Office Manager</b>	<b>Mrs Jacquie Korcelik</b>
<b>Office Assistant</b>	<b>Ms Ally Pearce</b>
<b>Premises Manager</b>	<b>TBC</b>
<b>Cleaner-in-Charge</b>	<b>Miss Jenny Fitzgerald</b>
<b>Cook</b>	<b>Mrs Anna Capocci</b>

A complete list of all staff is available on the school's website.

The Chair of Governors is Mr David Warner.

## Start And Finish Times

### Nursery

Nursery morning session is 8.45am to 11.45am

Nursery afternoon session is 12.30pm to 3.30pm

### Reception, Year 1 & Year 2

School starts at 8.45am and finishes at 3.15pm. **Parents of reception children** should wait with their child outside the gates to the Early Years Garden until the staff open the gates.

**The Early Years Garden is set-up for the days learning so please do not allow your children to play in there before they go into class. The climbing frames, trim trail and other outdoor equipment is for supervised use only while children are at school. Parents should not allow their children to use these items before or after school in the Early Years Garden or the main school playground.**

## Lateness

- Obviously, there are times when despite your best efforts your child will be late for school, but for all the other times please try to get your child here on time.
- If your child regularly arrives late:
  - ☹ they may miss the important news of the day
  - ☹ they may be unsettled because they will not know the purpose of the lesson
  - ☹ they may take a while to catch up with the information they missed
- Children arriving after the register has closed will be recorded as absent for that session and will be recorded as authorised or unauthorised depending on the reason for being late.
- Persistent lateness will be monitored and appropriate action taken.

## Arrangements For Children Arriving Late or Leaving Early

- In the morning classroom doors and playground gates are usually closed by 8:50am for safeguarding and security reasons.
- Reception, Year 1 and 2 - children arriving at school after the classroom doors have been closed must enter school through the front school office entrance.
- Nursery - parents of children arriving late at nursery must call into the school office to register their child as being in school.
- **This is important for fire regulations.**
- If you know in advance that your child will be arriving late on a particular day (perhaps because of a hospital appointment) or you are unavoidably running late, please let our office staff know.
- If you need to collect your child for any reason during the school day, please inform our school office in advance and collect them from the school office.

## Collection Arrangements at End of School Day

- Parents of all children in our school are asked to complete a 'Collection Arrangements' form stating the normal collection arrangements for their child, any other adults that are authorised to collect their child and password to be used.
- Please keep the school informed if these arrangements change and complete a new form.
- For all children, please inform your child's teacher if someone different will be collecting your child or telephone our school office during the day.

## Contact Details

On our admission form we ask for contact numbers for parents plus relatives, friends and childminders that could be contacted if you are unavailable and your child is ill. **Please help us by keeping us informed of any changes to these details.**

Our school subscribes to a texting service which allows us to send texts to parents alerting them to school closures, reminders for important events, etc. The message is sent to the mother's mobile number unless we have been informed of a different number to send the messages to. If you would like us to send texts to a different mobile number, please let our school office know.



## Breakfast And After School Clubs



The school has entered into a partnership with Lulu's Pre-School to offer 'Breakfast and After School' clubs for infant and nursery children. Further details can be obtained from Lulu's.

## Communication

### Parents to School:

- Please use email to communicate with our school office – you can use this to record your child's absence or for other messages.  
Email address: [admin@brooklandinfants.herts.sch.uk](mailto:admin@brooklandinfants.herts.sch.uk)
- You can also inform us of your child's absence by leaving a message on our answerphone: **01992 629485 Option 1**
- For more urgent messages during the school day please phone to speak to a member of the office team
- Year 1 and Year 2 Parents - If you wish to speak to your child's teacher you can email them on the class email address e.g., [maple.class@brooklandinfants.herts.sch.uk](mailto:maple.class@brooklandinfants.herts.sch.uk)
- Reception and Nursery Parents – can message the class teacher via **Tapestry**
- Parents may also speak to the Headteacher or Assistant Headteacher/SENCo but will need to make an appointment.



### School to Parents:

- Regular newsletters are emailed to parents to keep them informed about activities and events taking place and dates for the term.
- Class teachers write to parents at the beginning of each half term about the areas of work to be covered during that term.
- Twice a year there are consultation evenings when parents are able to speak to their child's teacher to discuss the progress of their child.

*Our school often receives letters and flyers from organisations, agencies and charities asking us to pass information on to parents. Whilst we may pass this information to parents, this does not mean that the school or the LEA approve or recommend the activity. This school is only acting as a distributor.*

## Our School Website

Our school website can be found at [www.brooklandinfants.herts.sch.uk](http://www.brooklandinfants.herts.sch.uk)

School policies, governors, and other information is available on our website.

## Home Learning

### Tapestry

Tapestry is used in nursery and reception to communicate with parents and to upload highlights of their child's learning. Parents will be given details of their **Tapestry** account soon after their child starts school in nursery or reception.

### Bug Club (ActiveLearn)

Bug Club is used across the school from reception to Year 2 to allocate books for children to read. Parents of reception children will be given details of their login at the appropriate time after their child has started. The teachers use this website to allocate your child a weekly reading book which will be accessible on the website, rather than sending home a physical copy.

Please Note: BugClub does not work on the default Apple browser of Safari so if you are using an Apple device to access BugClub you will need to download a different internet browser i.e., Google Chrome.



### Purple Mash

In Year 1 and Year 2 children may receive their home learning through the Purple Mash site.

### White Rose Maths App

White Rose Maths is the scheme we use to teach maths in our school. Their FREE mobile app offers children engaging and easily accessible practise in basic number.

The free mobile app is available for Apple/iOS, Android and Kindle.



<https://apps.apple.com/us/app/1-minute-maths/id1584136366>



<https://play.google.com/store/apps/details?id=com.whiterosemaths.oneminutemathsk1>

### Google Classroom

We also now use Google Classroom although we are in the early stages of developing this.

## Milk



Parents may choose to order milk for their child which they have before or after breaktime. The County Council provides milk at a subsidised price (due to a European subsidy) for infant children. Parents who are on certain benefits are entitled to apply for free school milk. Parents are informed of each term's cost and asked to pay for the following term's milk in advance. Milk must be paid for on the Arbor Parent Portal

All nursery children are entitled to free milk.

## Water

Children must bring in a **NAMED** water bottle with a sports top to use during the day.

**Please fill the bottle with WATER ONLY**

**Please do not put their water bottles in their book bag**

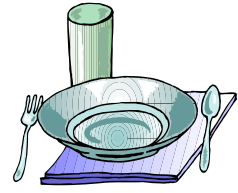




## Lunchtime Arrangements for Reception, Y1 & Y2

### School Meals

The government are continuing to offer free school meals for all infant children whose parents choose to take up this option.



Hertfordshire Catering Limited will be our school meal provider for next year and will provide children with a meal at lunchtime. Visit the Hertfordshire Catering website for more details of their menus [www.hertscatering.co.uk](http://www.hertscatering.co.uk)

### Our Cook

If you want to know any more about the menus, ingredients, etc, Anna, our cook, is very happy to talk to you. You can arrange to see her by calling into our school office.

### Children with Food Allergies/Dietary requirements

If your child requires a special dietary menu you will need to set this up via <https://specialmenu.hcl.co.uk> before your child can have a school meal.

### School Meal Booking System

Before your child starts school, you will receive an email from SchoolGrid with a link to enable you to set up an account (please look out for it as it might end up in your 'junk' folder). Within this email you will also get full instructions on what you need to do. You will need to log in and create your account when requested.



- Lunch orders need to be placed or cancelled before 8:45am on the day
- If your child is absent, please remember to cancel their meal
- If no lunch order is received, a Jacket Potato will be provided for your child
- You can place meal orders up to 10 weeks in advance
- **Cancelling Lunches:** If your child is absent, you must cancel their lunch order by 8:45am. If you don't do this the school will be charged for the lunch and will have to pass this charge on to you.
- Even though Infant children are eligible for free school meals under the Universal Free School Meal Scheme the school has to pay for these lunches.

## Home Prepared Packed Lunch

You can choose to prepare your own packed lunch for your child. Please send this in a suitable container with your child's name clearly marked on it.

**Please only include items that your child can open themselves**



If your child brings a packed lunch to school, please follow the rules below. If the wrong items of food come into school, then you may find them returned home.

- **NO** nuts or nut-based foods such as Nutella or some cereal bars
- One sandwich or other similar carbohydrate alternative
- 1 – 3 pieces of vegetable or small fruits e.g., strawberries / cucumber or 1 piece of larger fruit
- A small treat such as a biscuit **(no sweets)**
- No drinks – water will be available

Our school does not have the facility to refrigerate packed lunches so please bear this in mind when preparing your child's packed lunch.

### **NUT ALLERGY**

**We have children in school who have a nut allergy**

As a school we want to take preventative action and make our school as nut free as possible to ensure that it is as safe as possible for these children and others who have not yet been diagnosed.

Please support us by giving your child nut free packed lunches (e.g., **NO** peanut butter or chocolate & hazelnut spread (Nutella) sandwiches). Hertfordshire Catering already work with a nut free policy for school dinners. We realise that many products now state that they may contain a nut trace and that we cannot expect total exclusion of all these products.

## **Snacks And Fruit & Vegetable Scheme**

We are part of the National Fruit and Vegetable Scheme. Each day children are given a piece of fruit or veg for their morning break, e.g., banana, easy peel citrus fruit, cherry tomatoes, pears, carrots, apples, strawberries.

**Please keep us informed of any allergies your child has**

**Children should not bring their own snacks to school**



## School Uniform

Our school has a uniform and we ask for parental support to ensure children are wearing it at all times.

Parents can order direct from our uniform supplier, Brigade, via their website at [www.brigadeuniformdirect.uk.com](http://www.brigadeuniformdirect.uk.com).

**Name Labels** - Stikins offer parents the opportunity to purchase quality labels for your children's school uniform, whilst earning the school commission at the same time!  
[www.stikins.co.uk](http://www.stikins.co.uk)



**All items of clothing, shoes, coats, bags, etc, must be clearly marked with your child's name**

Please encourage your child to be more independent by being able to dress and undress themselves and have shoes that they can fasten themselves (with Velcro for example).



To have year-round access to the outside setting we encourage **reception children** to come prepared! Please ensure your child can enjoy all the areas of learning while in the reception classes by ensuring they are appropriately dressed and have raincoats, wellies, **spare shoes**, sunhats, etc, depending on the weather.



Many of the activities the children are involved in can be rather messy and, although every care is taken to encourage the children to wear overalls, accidents do happen.



### PE & Sport

Children are asked to come to school dressed in PE Uniform on their PE days. Whenever the weather allows PE is outdoors.

- black shorts
- white/pale blue plain or school embroidered T-Shirt
- black joggers or leggings
- trainers/plimsolls



### Forest School



**BE FREE**  
FOREST SCHOOL

Forest School happens in all weathers (unless extreme and deemed unsafe by the leader) including snow, rain and heat. If it is your child's Forest school day, please assume it will happen whatever the weather and ensure you send your child with appropriate clothing for the weather. Even when the weather is hot children need long trousers and a long-sleeved top to wear in the forest for health and safety reasons.

Forest School sessions are provided weekly by Be Free Forest School and happen every other half-term.

## Medical Care

### Medicines

Whilst we aim to help as much as possible, the overall responsibility for medication remains with parents. **It is parent's responsibility to ensure that any medication kept in school is in date.**

If your child requires medication during the school day then you are required to complete a consent slip giving a member of staff permission to administer the medication. We prefer that medicines are prescribed but can administer other medication that is not prescribed (this however is at the discretion of the school). These forms may be obtained from our school office. Medicines must be handed into our school office in the morning and collected from our school office at the end of the school day. Children are not allowed to carry medicines.

Inhalers and other medication for children suffering from asthma are kept by the classroom staff so that they are available to the children during the day. Children at risk of anaphylaxis, and have been prescribed an EpiPen, need to have 2 EpiPens in school at all times. Relevant staff are trained in the use of EpiPens. Parents are asked to complete a 'Health Care Plan' form for children whose medical conditions may need managing during the day.

### Allergies

Parents are asked to inform the school if their child has any allergies, the severity of the allergy and what treatment is required should the allergy be triggered. Parents will also be asked to complete a 'Health Care Plan' form.

### School Nurse

The School Nurse visits our school regularly and will weigh and measure your child and test their eyesight and hearing. You can contact her at on **0300 1237572**.

### Illness and Accidents

If your child becomes ill during the school day, we will always try to contact you if we feel the illness is making him/her miserable. The same applies should there be an accident that requires your attention. This is why your telephone number or that of a relative or friend that we could contact in an emergency is important to us.

### Sickness

If children have been sick (vomited) or have a bout of diarrhoea at home or at school they must stay at home until they have been symptom free for at least 48 hours.

### Child Protection Policy

Our school has a Child Protection Policy. A copy of this policy is available from our school office or website.

## Outings/Activities

Class teachers occasionally take the children on short visits to local venues (such as the Lea Valley Park, local play areas). You will be informed in advance of these trips and will be asked to sign a permission slip for your child.

As well as this sometimes outings are organised to places further away. You will be informed with full details whenever any outing is proposed.

Instead of going out, special activities are arranged to take place within the school, such as a visit from Ark Farm (a mobile farm), a visit from a Theatre company, etc.

If there is a cost involved in any of the above outings or activities parents may be asked for a voluntary contribution towards the cost.

## Charging and Remissions Policy

The Education Reform Act requires that no charges are to be made for school activities which take place during normal school hours but that parents may be asked to make a voluntary contribution towards the cost of outings, theatre visits or other special events which involve the school in additional expense. The Governing Body have agreed a policy that gives the Headteacher the right to decide whether sufficient contributions have been received for such an event to take place. The policy is available from our school office or our website.

## Online Payments

Our school is now cashless. Our Arbor Parent Portal offers an online payment system for parents.

Soon after your child starts at our school, we will give you details of how to set up your online account. Through your account you will be able to order and pay for school activities and school milk.

## Parental Involvement

Parents and other volunteers are encouraged to become involved in the life of our school. Parents are welcomed into the classroom to work alongside the children on a regular basis. Some may take small group activities or work with individual children under clear guidance from the teacher.

Volunteer helpers in our school are required to undergo a criminal background check (DBS). If you would like to be a volunteer in school, please collect a pack from the school office and return the forms together with ID documents. We will also ask you to sign a 'Voluntary Helpers Agreement' form.

Other ways to get involved:

- become a school governor – if a vacancy for parent governor becomes available, we will notify all parents who can nominate themselves if they wish
- help with fundraising activities.

## Attendance

Our school's Attendance Policy is given to the parents of all new entrants and is available from our school office or our school's website.

Attending school on a regular basis is the key to your child doing well at school. It will also give your child the opportunity to:

- ☺ make friends and feel included
- ☺ learn new things and develop many skills
- ☺ increase their confidence and self-esteem
- ☺ improve their social skills

- If your child is away from school for any reason you should inform us by telephone or email providing the reason for the absence.
- You must inform us as soon as possible if your child is absent because of a contagious illness.
- The school operates a 'First Day Response' system where if a message has not been received on the first day of absence the School Office will contact you.
- If a reason is not received for your child's absence, then it will be recorded as unauthorised.
- Once a reason for absence is received it is the school that decides whether to accept the reason and authorise the absence
- **Parents must make routine Doctor's and Dentist's appointments outside of school time.**
- If your child has to be out of school for Doctor's, Dentist's, Hospital appointments then you must provide an appointment card or letter to confirm this.

### Penalty Notices

At Brookland Infant and Nursery School we expect parents to work with us to address attendance problems. If a pupil has at least 10 sessions (half day equals 1 session) unauthorised absence in the current and/or previous term (including unauthorised holidays), the headteacher may ask Hertfordshire County Council to issue a Penalty Notice. The penalty is £80 (per parent) if paid within 21 days of receipt of the notice, or £160 (per parent) if paid after 21 days but within 28 days. If the penalty is not paid Hertfordshire County Council may prosecute the parents for their child's irregular attendance. Separate notices are issued to each parent in respect of each child.

### Requests for Leave of Absence in Term Time

(Please refer to the school's Attendance Policy for more details)

**Schools are not able to authorise absence for family holiday** except in very exceptional circumstances and only if authorisation has been sought in advance. The Headteacher/Governing Body will have discretion as to whether to authorise an absence and how many days will be authorised.

If you think that exceptional circumstances apply A 'Request for Absence' form for this purpose is available in the school office.

## Safety and Security

Children should not bring valuable toys or jewellery to school unless it is by special arrangement with the class teacher for a specific reason. For safety reasons children are not allowed to wear earrings (or any other items of jewellery) for PE.

### Health and Safety

Health and safety is everyone's responsibility. If you have any concerns or see anything that you feel is unsafe, please report this to the school office.

### Parking

When driving into the school grounds please **keep to the 5mph speed limit**. There are limited parking spaces within the school site and parking should only be in the bays provided (not at the side of the drive, on the grass verge and **not in the disabled parking area {unless displaying a disabled badge}** or by special arrangement with the school).



When parking in the surrounding roads parents are asked to observe the road markings and to park considerately. There is a zero tolerance on illegal parking and the police will prosecute people who choose to park illegally.

### School Site

Parents are not permitted to bring their dogs on to the school site and are requested not to leave them tied up outside the school.

**The climbing frames, trim trail and other outdoor equipment is for supervised use only while children are at school. Parents should not allow their children to use these items before or after school in the Early Years Garden or the main school playground.**



**Children who bring bikes, scooters, etc to school should dismount from their bikes and scooters once in the school grounds to ensure the safety of everyone on the pathways and playground.**

**Parents must supervise their children in and near the car park and driveway and use the designated crossing points when crossing the driveway.**

## Security

- Classroom doors are closed at 8:50am and children arriving after this time in the mornings must report to the school office.
- If children need to be collected during the school day parents should report to the school office and a member of the office team will collect the child from their class for you.
- Playground gates are locked at 8:50am in the morning. They are opened again at 3pm in the afternoon and then closed at 3.30pm.
- **Nursery parents should access the nursery via the path between the Junior and Infant schools.**

## Data Protection

Data plays an important part within our education system. It provides the opportunity to effectively monitor the progress of learners, it allows evaluation within evidence-based practice, and it provides the opportunities for huge efficiencies in how school life operates.

At Brookland Infant and Nursery School we have followed advice from Hertfordshire County Council and Herts for Learning to ensure we are meeting and complying with the General Data Protection Regulations, ensuring we adhere to a robust system for managing the information we use and share.

All our policies and privacy notices can be found on our website.

### **Photographic Images**

Photographic images also come under the Data Protection Regulations and parents are asked to complete a consent form when their child starts at our school. The consent form explains what the school may use images for.

### **Online Safety**

Parents are asked to support the school's approach to online safety and not deliberately upload or add any text, images, sounds or videos that could upset or offend any member of the school community.

Please also remember:

- **If we allow you to take photos and videos at school events these are for your personal use only and MUST NOT be uploaded to social media sites.** If parents do not abide by this rule, then this will impact on all parents.
- Once online any image or video can be copied and stay online forever.
- Some children are at risk and **MUST NOT** have their image put online. Not all members of the school community will know who they are.
- Some people do not want theirs or their children's images online for personal or religious reasons.
- Some children and staff may have a complex family background which means that image sharing online can have unforeseen consequences.
- Facebook accounts should only be used by children over thirteen years of age.

**Think before you post online**

**Please respect the right of individuals to make this choice for themselves and their children**

## Complaints Procedure

Our governing body have adopted the Hertfordshire County Council's policy for complaints arrangements. Detail on our website.

## Freedom of Information Scheme

The school has a Publication Scheme as required under the Freedom of Information Act 2000. Details are available from our school office.

## Fundraising

Our school does not currently have an active Parent Teacher Association. The school arranges various fundraising events throughout the year (e.g., sponsor events) with the assistance of parent volunteers. We also support various national charity days.





Our school belongs to the Cheshunt Extended Service (ChExs). They run a range of courses for parents and after school activities for children at schools in their consortium area. They publish a booklet with details of available activities which is distributed to parents and also regularly send out flyers advertising activities. Some of the activities that they regularly run at our school are Art & Craft sessions and family Zumba classes.

Check out their website at: <http://www.chexs.co.uk/>

or email: [admin@chexs.co.uk](mailto:admin@chexs.co.uk)

# **BROOKLAND INFANT AND NURSERY SCHOOL PARKING PLEDGE**

**We ask for all parents and carers to abide by the statements below to ensure that our school site and the surrounding local roads remain safe for everyone to use**

**I / We agree to:**



- ❖ Walk to school whenever possible, including parking further from the school and walking the last bit of the journey



**If driving to school, I / we agree to:**

- ❖ Only park in the school's visitors' carpark when on the school site
- ❖ not park anywhere along the school driveway, or park in the service bay between the two schools or park on grass verges
- ❖ observe the speed limit of 5mph in the school grounds
- ❖ only park in the disabled bays if displaying a disabled badge
- ❖ not park, drop off or pick up on the yellow zig-zag lines outside the school
- ❖ not park across residents' drives
- ❖ not park and block the visibility of our School Crossing Patrol
- ❖ set an example by being polite and courteous to staff, children, other parents and other members of the public