



# Brookfields

Specialist SEN School

## Time to start a new school

### A guide to starting Brookfields School

Welcome to Brookfields School. We hope the information provided assists in your child's transition to our school. We look forward to a rewarding and productive partnership with you and your family.

#### School times

##### Primary School:

Start of school	9.00am
Breaktime	10.30am -10.45am
Lunchtime	11.50am - 1.00pm
End of school	3.10pm

##### Secondary School:

Start of school	9.00am
Breaktime	10.45am -11.00am
Lunchtime	12.30pm - 1.30pm
End of school	3.10pm



#### Transport

If your child is entitled to transport provided by the Local Authority you will be contacted about the arrangement before September. Pupils in the Primary School may be taken to their classroom on arrival either by bus escorts or parents/carers.

Pupils in the Secondary School, depending on their level of need, are encouraged to make their way to class independently. The arrangements are the same for the end of the school day.



## **Uniform**

Pupils up to the age of 16 are required to wear a school uniform at Brookfields School.

### **Girls:**

White polo shirt  
Royal blue sweatshirt or royal blue cardigan  
Grey/black skirt or trousers or grey pinafore dress  
Grey/black/white socks  
Grey or black tights  
Black shoes  
Coat

### **Boys:**

White polo shirt  
Royal blue sweatshirt  
Grey or black trousers/shorts  
Grey or black socks  
Black shoes  
Coat



The white polo shirt and royal blue sweatshirt, both of which are available with or without the school logo, can be ordered from the school office (see enclosed order form for sizes and prices). All other uniform items can be purchased from most large supermarkets or department stores. Items displaying the Brookfields School logo are compulsory for Primary School pupils and optional for Secondary School students.

If your child has their ears pierced they may wear stud earrings to school, these would need to be removed for PE.

Some pupils in the Primary School may require a toothbrush and toothpaste. You will be advised about this by your child's class teacher in September.



### **PE kit**

Your child's PE kit should be a complete change from their school uniform. No jewellery/watches can be worn during PE.



### **Primary School:**

Where appropriate, pupils will need a PE kit of shorts (blue or black in colour), t-shirt (blue, black or white in colour) and plimsolls.

Pupils will also need a swimming kit - swimming trunks/shorts or swimming costume, a towel and swim nappies if required.

### **Secondary School:**

Where appropriate, pupils will need a PE kit of shorts (blue or black in colour), t-shirt (blue, black or white in colour), tracksuit bottoms (blue or black in colour), trainers and sports top. Pupils will also need a swimming kit - swimming trunks/shorts or swimming costume and a towel.

**All uniform, PE and swimming kit should be clearly named.**

### **Absences**

If your child is absent for any reason, please telephone school as early as possible on the morning of absence, giving the reason and expected date of return. You should also inform the bus/taxi company of their absence.

Parents who wish their child to leave the school premises during the school day for an appointment must request this in advance, indicating the arrangements they have made for the collection of their child. No child will be allowed to leave the school during the day unless accompanied by their parent/carer, or named escort.

Parents who have to take a family holiday during term time are expected to complete an official holiday form, available from the school office.

## Illness

If children are unwell during the day we will contact the parents, guardians or responsible adult whose name has been given to the school by the parents in case of an emergency. We recommend that parents do not send children to school if they are unwell. The current guidelines for schools state that affected pupils should remain at home for 48 hours (two days) following the last episode of diarrhoea and/or vomiting. This will prevent the spread of infection and allow your child to fully recover.

## Medical Needs

At Brookfields School we have a community school nurse on site. It is important that the nursing team are fully aware of all the medical needs of your child when they start. We have included the relevant form in this welcome pack. It is vital that this form is completed and returned to the school office, for the attention of the school nurse, as soon as possible.

## Medication

If your child requires medication, such as an asthma inhaler and antibiotics to be administered during the school day then the enclosed 'Request for the School to Give Medication' form needs to be completed.

If your child requires emergency medication, such as buccal midazolam, rectal diazepam or epipen then a different form needs to be completed. In this instance please contact the school office.

## Lunch

Lunches are served in the school through a contracted school caterer. A set meal is served each day costing £2.15 (Primary) and £2.25 (Secondary). School lunches can be paid for on the day or in advance. Meals can be paid for on a daily, weekly, monthly, or termly basis. You can pay by cash or by cheque (made payable to the catering company) to be handed in by your child or you can bring your payment to the school office.



Children in the Primary School eat lunch in their classroom. Pupils in the Secondary School eat their lunch in the School Hall. 6<sup>th</sup> Form Students eat lunch in their dining room.

The school caterers produce a menu based on the Healthy Food Guidelines of the Government. Children who do not opt for a school meal should bring a packed lunch. Specific dietary requirements are catered for through discussion with the catering staff.



## Homework

Early Years and Key Stage 2 – as advised by the classteacher.

Key Stage 3 and 4 - guidelines with suggested activities for parents to work on with their son / daughter are issued termly in the KS booklet. These activities are based on the termly topics.

## Home / School Communication

Parents can contact their child's classteacher by email, phone or by using the Home School Diary. Parents may also email or phone their child's Head of Key Stage. Relevant mail addresses will be given to parents at the start of term in September.

Brookfields uses an electronic school communication system whereby important information and letters can be sent via email or text. Parents can also access information via the school website,

[www.brookfieldsschool.org](http://www.brookfieldsschool.org)



## Interpreters

The school can access an interpreter for parents / carers to attend Annual Reviews and Parent Evenings if required. Please contact the school office for more information.

## Extended Schools

We understand that the needs of our pupils extend beyond the school day. We offer a range of exciting and fun activities after school and during the school holidays:

- Blast off! is Brookfields after school club and holiday play scheme.
- Our thriving inclusive youth club provides our teenagers of all abilities an opportunity to chill and relax with friends or to get out and about.
- Brothers and sisters are not forgotten. Our SIB's group provides a fun, relaxed and supporting time for them to meet and chat.

Letters regarding these activities and clubs will automatically be sent to you by the school office. If you are interested in booking a place in the after school club for your child, please contact the main school office.

## Parents Association

The thriving Parents Association is vital to the school as a means of gathering parents together for social occasions and fund raising activities. As most of the pupils arrive at the school on transport provided for by the Local Authority, parents do not have the opportunities to meet 'at the school gates' and therefore getting to know other parents can be difficult. The Parents Association arrange a number of very popular events throughout the year such as school discos, BBQ's, quiz evenings, curry nights and skittles evenings to name but a few of the well attended events.

The Association is made up of parents and staff who meet every half term who want to give a little back to the school and directly to the children by raising money, having fun and making new friends. If you would like to find out more about the Parents Association or would be interested in volunteering, please contact Jenny Marshall on 0118 9421382 or email [office@brookfields.w-berks.sch.uk](mailto:office@brookfields.w-berks.sch.uk)

## Coffee mornings

Coffee mornings are held on the first Wednesday of every month for parents and carers of Brookfields pupils and provide an opportunity to meet and chat with other parents. The coffee mornings run from 9.45-10.45 in the 6th Form Centre. Students from the 6<sup>th</sup> Form organise and run these mornings and there is a small play area to keep pre-school siblings entertained!



In addition to the monthly coffee mornings, on the third Wednesday of each month from 10am - 11.30am Early Years and Key Stage 1 also run a "Stay and Play" session, which enables parents and siblings to come and join the children with a focused and fun activity such as parachute games, messy play or action songs.

## Courses for Parents and other Family Members

We offer a range of courses and workshops over an academic year to parents. The courses are led by highly skilled and experienced members of the school's team who are familiar with the issues that families are faced with. For more information about the courses on offer please see the course leaflet within the welcome pack.

