



STARTING SCHOOL AT BROADFIELD ACADEMY

Believe it. Build it. Become it.



Parent Information 2019-20

Welcome to Broadfield Academy. We hope this brochure will help you understand some of the regular events and procedures in school as well as offer you some guidance for your first year with us.

Ms B Shah
Principal



Aspire Academies Trust

**Bedmond Academy, Broadfield Academy, Bovingdon Primary Academy, Hammond Academy,
Knutsford Primary Academy, The Grove Academy & Knutsford Academy**

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At Broadfield Academy the mission we are working towards and truly believe is

Believe it. Build it. Become it.



Our vision is to make Broadfield Academy a fun and inspiring place; so every child can use their learning power and talents to be the best they can be. We believe in high standards of education; working collaboratively as a community, to ensure every learner has the best possible chance to succeed - so they can make a positive difference in the world.

General Information



Ways in which you can help your child prepare for school

- Establish toilet routines – hand washing, flushing the toilet etc.
- Mealtime routines – using cutlery, carrying a tray.
- Phase out afternoon naps.
- Ensure your child is able to dress themselves – this is essential for PE.



School Times and Procedures on arrival.

- School starts at 8.50am every day and finishes at 3.10pm.
- A member of the SLT is on duty in the playground from 8.40am.
- At 8.50am, all children in years 1-6 line up outside their classroom door and their teacher brings them in. Parents are asked not to enter the classroom with their child as this disrupts the classroom routine.

Collecting children at the end of the day

Parents will need to come to the classroom door to collect their child. Please let us know who will be regularly collecting your child from school. If your child ever needs to go home with someone other than the person who normally picks them up, you should inform the class teacher in the morning by either dropping her a note, phoning or telling them personally.



If for any reason you need to make alternative arrangements during the school day, please telephone the school office and we will inform the class teacher. For your child's safety, they will not be released to anyone other than their parents, unless we are aware of an alternative arrangement.

In Year 5 & 6, children are permitted to walk home by themselves only if parents have completed the consent form. We will not allow children in Year 5 or 6 to walk home by themselves if we do not have a signed permission consent form, this can be collected from the office. Children are not permitted to collect younger siblings and meet their parent at a different location to their own classroom.

Parents must collect all their children as per the protocol above. If parents are late collecting children, they will be supervised in the KS2 Library and admin will call you.

If children are not collected by 3:30pm, they will be placed in After-School Club and parents will be charged for this service



Car Park

Parents may not use the staff car park. We request that you park with care and consideration in the surrounding streets.

Attendance

It is very important that your child attends school regularly. **If your child is ill then we ask that you phone the school on 01442 426300 before 9.00 am if possible. Alternatively you can use the School Gateway app to send a message, or email admin@broadfieldacademy.org.uk.** A message will then be passed to the class teacher. If the illness persists please phone again to confirm their continued absence. When your child returns to school they should bring a note regarding their absence.





Holiday's during term time

NO term-time holiday will be authorised. Every application for leave of absence for other 'non-holiday' absences will be evaluated on an individual basis. However, the Principal can only authorise these absences for exceptional circumstances.

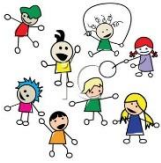
Appointments for the dentist, doctor or optician should be made outside of school hours.



Breakfast Club – Reception to Year 6

The Breakfast Club runs from 7.45am - 8.40am Monday to Friday.

You can use the breakfast club as many times a week as required or on an ad hoc basis. Places must be booked and paid for in advance using the School Gateway.



After School Club – Reception to Year 6

The After School Club runs from 3.10pm to 6pm each day. We offer a reduced sibling rate and places must be booked and paid for in advance using the School Gateway.

We have three different pick-up times to accommodate all parents, please stick to your booked pick-up times. Additional charges may occur if children are picked up late. Please see separate information sheet for breakfast and after school club enclosed.



Healthy Snack & Milk

At present the Government's 'Fruit and Vegetable Scheme' offers every Infant a piece of fruit which they have just before break. However, you may send in an additional small piece of fruit or vegetable.

Children may also have milk. This is free to children up until the term in which they are 5 years old, a charge is made to children aged 5 and over. To order please see the *Cool Milk* link on our website.



School Meals/Packed Lunch (In reception-Year 6)

Children may choose to have a school meal or bring a packed lunch. School meals for infants are free. School meals for Junior children currently cost £2.40. Menus run on a three weekly cycle and will change seasonally.

We encourage healthy eating at school, so if your child is bringing in a packed lunch, please ensure that they have no sweets (including chocolate bars) or nuts of any kind in their lunch box (including Nutella sandwich spread). Also, please do not provide glass containers or bottles.



Making payments

We are a cashless office. Payment for school meals, trips, breakfast club etc. must be made using the School Gateway. There is a link on our website. Please see separate form explaining how to access School Gateway <https://login.schoolgateway.com>



Uniform

The Governing Body expects Broadfield pupils to wear the school uniform at all times, including physical education wear. Although uniform is not compulsory in Nursery, most of our younger children do wear it. Uniform can be ordered via the following link which can also be found on our website:

<https://www.mapac.com/education/parents/uniform/broadfieldacademyhp24bx>

(orders can take up to 2 weeks to process and can be delivered free of charge to the school). Please see additional form enclosed explaining how to order and our uniform policy.



Parent Consultations

There will be Consultation Evenings in the Autumn and Spring terms to discuss your child's progress. You will receive a written report in the Summer term.



Children's Assemblies (In years 1-6)

The children attend assembly every day, and at the end of each half term we have the Principal's Brilliance Awards to which parents of recipients are invited. Our bi-weekly newsletters will keep you informed of these.



Medical

Please make sure you have made us aware of any medical conditions or allergies your child may have.



Medicines

Only medicine prescribed by a doctor will be administered in school. This does not include pain medication. The school office will administer antibiotics if needed – parents must complete a form at reception.



Asthma

Inhalers must be clearly marked with your child's name. They should be kept by the Class Teacher, and an adult will supervise their use. **Children will not be allowed to go on a class trip, including short trips to swimming etc. if they do not have their inhaler with them.**



Accidents/Medical

If your child has a serious injury of any sort, you will be contacted immediately. If it is a minor cut or bump on the head, ice may be applied and we will monitor them for any signs that they are unwell. Parents/carers will be called and a slip will be sent home for all bumps to the heads.

If your child has vomited or had diarrhoea, they must not return to school until 48 hours after the last bout of illness.



Minor cuts to the knees etc are dealt with by cleaning the wound and putting a plaster on if necessary. Please let us know about allergies to plasters or medical wipes.



Head Lice

This is one of the less attractive aspects of school life, but it is a common problem in all schools. It is important that you check your child's head regularly. Do not start treatment unless a living, moving louse is found. Please consult your nurse, pharmacist or GP about which treatment to use. It is important that you let school know if your child has headlice. Your child does not need to be absent from school if they have headlice.



Threadworms

Threadworms are a very common problem particularly in young children. The most common sign is scratching of the bottom particularly at night. They are tiny white worms about $\frac{1}{2}$ an inch long that look like threads of white cotton. They are very easy to treat. Treatment is available from the chemist and it is strongly recommended that all members of the family are treated at the same time. Your child does not need to be absent from school if they have threadworm.



Safety in the playground

Please supervise all children in the playground before and after school. Children must not use the boat or the activity trail/equipment as these are only used by the children under staff supervision at playtimes.

Children must not play with any of the equipment or activities in the early year's area before or after school.



Scooters and Bikes

We encourage walking, cycling or scooting to school. Cycling and scooting within the school grounds is strictly prohibited. Children must dismount when they enter the school grounds. If you are leaving a scooter or cycle at school the racks must be used, please don't just leave them outside classrooms.

Term Dates 2019-20

Term dates for the next academic year are listed below.

Autumn Term

Monday 2 September 2019 to Friday 20 December 2019

Monday 2 September 2019	INSET DAY (Aspire)
Tuesday 3 September 2019	INSET DAY
Wednesday 4 September 2019	Children Return
Monday 28 October to Friday 1 November 2019	HALF TERM
Friday 20 December 2019	End of term at 1.30pm

Spring Term 2020

Monday 6 January 2020 to Friday 3 April 2020

Monday 6 January 2020	INSET DAY
Tuesday 7 January 2020	Children Return
Monday 17 to Friday 21 February 2020	HALF TERM
Friday 3 April 2020	End of term at 1.30pm

Summer Term 2020

Monday 20 April 2020 to Tuesday 21 July 2020

Monday 20 April 2020	INSET DAY (Aspire)
Tuesday 21 April 2020	Children return
Friday 8 May 2020	BANK HOLIDAY
Monday 25 to Friday 29 May 2020	HALF TERM
Friday 17 July 2020	End of term at 1.30pm
Monday 20 July 2020	OCCASIONAL DAY
Tuesday 21 July 2020	INSET DAY