



# **Brocks Hill Primary School**

## **Parent Information Booklet 2023-24**

### **Leaves**

*Subject knowledge,  
facts, content*

### **Branches**

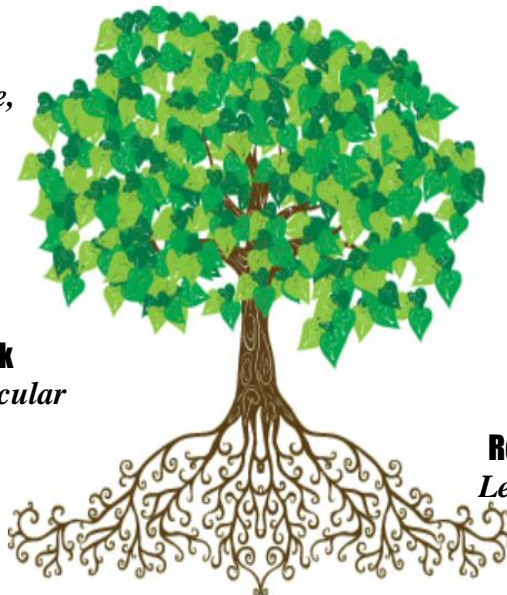
*Subject specific skills*

### **Tree Trunk**

*Key curricular*

### **Roots**

*Learning dispositions*



**Respect - Resilience – Responsibility - Resourcefulness - Reflection - Reciprocity**

# **Contents**

• Welcome	3
• Timetable of School Day	4
• 6Rs	5
• Red Post Boxes	6
• BEEHIVE – On-line Payments	7
• School Uniform information	8
• Telephoning the School	11
• School Closure due to Snow	12
• After School Clubs	13
• Bringing items into school	14
• Pre-School Children	14
• Newsletters	14
• Car Parking & Electric Gates	15
• Dinners	16
• Water Bottles & Fruit	17
• Milk	18

# **Welcome**

Dear Parents/Carers

We have put this booklet together to try to make things clear for parents with office type queries.

We would be very grateful if you could adhere to this guidance in order to help the office run smoothly.

We try very hard in the office to work together with parents and hope that this booklet will continue to help us do so.

Best wishes  
Brocks Hill Office Staff



**PARVEEN SHEIKH** *OFFICE MANAGER/DDSL*



**NICOLA BROWELL** *SENIOR ADMIN ASSISTANT*



**FERZANA FAROOQ** *ADMIN ASSISTANT/LSA*

# **Timetable of School Day**

## **FOUNDATION STAGE AND KS1**

School Starts	8.50am – KS1 8.55am – Foundation Stage
Lesson time	8.50am – 10.30am KS1 9.00am – 10.30am Foundation Stage
Assembly	10.30am – 10.45am 9.30am – 9.45am Friday
Break	10.45am – 11.00am
Lesson time	11.00am – 12.00pm
Lunch	12.00pm – 1.25pm
Lesson time	1.25pm – 3.15pm
School finishes	3.15pm

## **KS2**

School Starts	8.50am
Lesson time	8.50am – 10.30am
Assembly	10.30am – 10.45am 9.30am – 9.45am Friday
Break	10.45am – 11.00am
Lesson time	11.00am – 12.15pm
Lunch	12.15pm – 1.25pm
Lesson time	1.25pm – 3.20pm
School finishes	3.20pm

## THE 6Rs

**RESPECT ~ RESPONSIBILITY ~ RESOURCEFULNESS ~ RESILIENCE ~ RECIPROCITY ~ REFLECTION**

We want children of all abilities to be curious, creative, problem solving, value learning and motivated to learn to enable them to make the most of all opportunities they have in our global world. We want children to be able to:

- identify how they learn and to be able to explain what they can do to extend their own learning
- make informed choices about how they can extend their own learning and to be able to discuss why learning is important
- explain how they have transferred learning from one area to another (e.g. problem solving... what strategies did you learn that you will use again? How could this be helpful in the future?)
- independently select resources and state why particularly resources might be helpful or not
- be resilient and cope emotionally in our ever-changing global world
- be ready to learn alone and with others

The following list is an example of suggestions about what the 6Rs looks like.

*The 6Rs are not age related, for example a child in the Foundation Stage can exhibit more independent learning strategies than sometimes a child in Year 5.*

<b>RESPECT</b> Honesty & Trust Interdependence Collaboration Empathy & Listening Imitation	I work well with others and treat everybody respectfully I am polite and helpful to everyone I know when to learn alone and when with others; I can share ideas and information I look after the environment and resources I can put myself in other people's shoes I learn from the way other people do things
<b>RESPONSIBILITY</b> Taking care of yourself and others Accountability Decision making Being dependable	I can take responsibility for my own learning and behaviour I can keep myself safe and healthy I can be kind and take care of others I know who to ask for help if I need it I can complete tasks to the best of my ability I can be flexible and adaptable and cope well with change
<b>RESOURCEFULNESS</b> Questioning Making links Imagining Reasoning Using resources	I am curious about learning I like to get to the bottom of things I like to see how things fit together I can be logical and systematic when working I make use of a range of learning resources I enjoy using my imagination
<b>RESILIENCE</b> Absorption Managing distractions Noticing / Observing Perseverance	I like a challenge I am not afraid of finding things hard I get 'lost' in learning I make accurate descriptions / observations I minimise negative distractions I stick at things despite difficulties
<b>RECIPROCITY</b> Interdependence Collaboration Empathy and listening Imitation	I can work on my own at times and I can work with others. I can explain my views to others. I can stand my ground in a debate. I can work as a team and respect and recognise other people's skills. I can listen and understand how other people might feel and what it would be like to experience that feeling. I have high expectations. I can recognise good role models and learn from them.
<b>REFLECTION</b> Planning Reflecting Evaluating Meta-learning (thinking about how I learn)	I like to organise my work; I can sort out what needs to be done I know what I have done well and what I need to do to improve I can transfer learning from one area to another I can anticipate problems and ask enquiry questions I can talk about how I learn I am curious and notice things

# Red Post Boxes

Each classroom has a Red Postbox either in their cloakrooms or outside their classroom. This postbox is for children to post anything that has to be given to the office e.g. Replies to letters etc.

This should be done as soon as the children get into school, and then the office collect the contents of all postboxes during the morning.

There is also a postbox in the foyer near the office, where parents are also able to post items for the office.

**Please note that the office will no longer accept any paperwork over the office counter as we find that the postbox is more secure when the office is busy in the mornings.**



# **Online Payments – BEEHIVE**

‘BEEHIVE’ is a secure online payment service that allows parents to make payments to school using their debit or credit cards. Payments can include school meals, music lessons, swimming, trips and other activities.

**Brocks Hill is a cashless school and all payments have to be made via BEEHIVE.**

We hope that you will find paying in this way much more convenient.

‘BEEHIVE’ is very easy-to-use and will offer you the flexibility to make online payments whenever and wherever you like, 24 hours a day, 7 days a week -safe in the knowledge that payments are secure and use the highest level of card security and that funds will reach the school safely.

A letter giving further information and your individual secure access details will be provided to you. Please contact the school office if you have not received your letter or if you have any queries.

**If you have any issues with BEEHIVE then please contact [beehivesupport@lionhearttrust.org.uk](mailto:beehivesupport@lionhearttrust.org.uk)**

# Ordering your School Uniform

## How To Order Your School Uniform

Our school uniform is available from Schoolwear Solutions, a national online business that provides uniform direct to parents.

You can order your school uniform from them in a number of ways:

- Online from the school web shop [www.schoolwearsolutions.com](http://www.schoolwearsolutions.com)
- Telephone the store on 0116 2160665
- Telephone customer services on 0116 2990909
- Email customer services at [cust.service@schoolwearsolution.com](mailto:cust.service@schoolwearsolution.com)





## **Footwear**

The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes that have platform soles or high heels, so we do not allow children to wear such shoes in our school. Neither do we allow children to wear trainers to school; this is because we think that this footwear is appropriate for sport or for leisurewear, but is not in keeping with the smart appearance of a school uniform. We require all children to wear shoes as stated in the uniform list.

## **PE**

### **Foundation Stage:**

Black shorts, white T-shirt and plimsols.

### **Year Groups 1 - 6:**

**Indoor:** Black shorts, white T-shirt and plimsols.

**Outdoor:** Black jogging bottoms, black sweatshirt and outdoor trainers.

The kit should remain in school from Monday to Friday unless they are in a club in which case it should be brought back the next day. We feel that it is important that each child has their own kit which should be labelled with their name. The kit is available from the main chain stores.

## **Jewellery**

We ask that children do not wear jewellery to school. If children have ears pierced we ask they wear only stud earrings. **All jewellery should be removed for PE and earring's should be covered or removed.**

## **Bags**

PE bags and book bags only. **Please note that back packs are not permitted.**

# School uniform

- Grey skirt/pinafore/trousers/shorts
- Plain white shirt/blouse/t-shirt
- Bottle green sweater/cardigan/sweatshirt
- Black shoes/plain white or black sandals with no heel or platform



# **Telephoning the School**

When telephoning the school, you will hear a series of options where you are able to make your selection. Please see below: -



## **Option 1 – Absences**

Please select Option 1 if you would like to advise the school that your child will be absent on that day. Please do not go through to the office as it is very busy at the start of day. The office does listen to the messages on a regular basis and can assure you that they WILL get the message, and so there is no need to ring a second time.

## **Option 2 – For Office**

This will take you through to the main Brocks Hill Primary School office.

## **Option 3 – Venue Hire**

Please select this Option if you would like to make an enquiry about hiring venues across the Lionheart Educational Trust.

## **Option 4 – Finance**

This option will take you through to the Finance team.

On very rare occasions there may be short lengths of time when the office is unmanned, on these occasions the answer phone will be on where you are able to leave a message. Please be assured that as soon as a member of staff returns to the office any messages will be dealt with.

# School closure due to Snow



Please note that in the event that the school is forced to close because of a heavy snow fall during the night, a message will be left on the answerphone as soon as a decision is made to close the school.

**If there is no message, this will mean that the school is open.**

You will also see below other lines of communication for finding out this information.

## **School Closure**

- Following adverse weather conditions overnight an early decision will be taken to consider closure of the school due to health and safety concerns. **This will be about local conditions at Brocks Hill Primary School (the school, safe access and operation for staff and pupils).**
- Parents and pupils will be informed via announcements on local radio stations and the school's website.
- **If we need to close early**, whilst the school is in session, we will announce this via local radio stations (BBB Radio Leicestershire 104.9 FM and Capital radio 105.4 FM) and the school's website.

# **After School Clubs**

There are a variety of After School Clubs held at Brocks Hill School. A majority of these clubs are run by outside organisations who hire the halls at the school.

A pamphlet is sent home with all children in KS1 & KS2 either at the end of term or in the first week back. **Please note that clubs are not held during the first or last few weeks of a term.**

**Please note that Foundation Stage children are not yet ready to join clubs in the school and we do not offer clubs to this group. This decision is based on past experience, where Foundation Stage children have become upset and overwhelmed after coping with a tiring day at school.**

Please decide with your child which club they would like to attend and post your slip in one of the red post-boxes together with payment as soon as possible to avoid disappointment. Please note that a place cannot be offered until payment has been received.

You will then receive a letter to confirm whether your child has received a place in the club. This letter will also confirm dates and times that the club will run.

**IT IS IMPERATIVE THAT YOUR CHILD IS COLLECTED FROM SCHOOL PROMPTLY AFTER THEY HAVE ATTENDED A CLUB.**

Please note that although the school organises the letters etc for the clubs, they are run by an outside Hirer and therefore the school cannot accept responsibility for any problems or queries. In this instance, please contact the organiser direct (all contact numbers can be found in the pamphlet). All school policies can be obtained by going onto the school website, [www.brockshill.org.uk](http://www.brockshill.org.uk)

---

# **Bringing in items for your child**

We have all done it, forgotten to send in your child's P.E Kit, lunch, Water Bottle, Marble Day Treats etc.

If this happens, could you please try and bring them into school **BEFORE** 10.00 a.m. so that we are able to distribute the items all at once instead of throughout the day as this can take up a considerable amount of time for the office staff.

Could you please ensure that your Childs' name and class is marked clearly on the item.

We know that birthdays are really special days for young children and that they often like to give a small gift to their friends to mark it. Please note that food items cannot be given out. This is due to medical needs in our school community

## **Pre-School Children**

In school we have many opportunities where parents and carers are invited to stay with their child in the classroom to take part in learning activities. However, due to health and safety and insurance purposes we are unfortunately not able to accommodate younger siblings in school at such times.



## **School Newsletter**

Each month we produce a school newsletter that gives parents important information. It also includes any activities that the children have been involved in that week and details of any upcoming events. This will be available on the school website every month.



# Car Parking & Electric Gates

## Car Park

Unfortunately, we do not have the space to allow parents and carers to drive into the Car Park and park their cars. We obviously try to encourage our pupils and parents/carers to walk to school. However, if you are unable to do this, we would ask that you find a suitable parking space within the vicinity of the school and then accompany your child into school.

## Electric Gates

We have had the electric gates installed for the safety and well being of our pupils, parents, staff and visitors.

The main car electric gates will be opened until 8.25 a.m. for visitors to Badgers Sett and then they will automatically close. These will not be opened again automatically until 5.15 p.m. **PLEASE DO NOT WALK THROUGH THESE GATES AS THIS IS A SAFETY ISSUE AND CAN ALSO DAMAGE THE SENSOR. PLEASE ONLY USE THE PEDESTRIAN GATE WHEN WALKING.**

The pedestrian gate will be open until 9.10 a.m. each morning. After this time, if you need to enter the school premises, you will need to press the buzzer next to the pedestrian gate in order to speak to the office for access. The pedestrian gate will then be opened again at 3.05 p.m. until 5.55 p.m. for the collection of your children from school, Badgers' Sett and After School Clubs.



When leaving the premises please press the green button on pillar on the left-hand side of the gate and then pull the gate to exit.



# Dinners



You may choose whether your child has a school dinner or brings a packed lunch each day.

If your child is in Foundation Stage or Key Stage 1 (Years 1 and 2) your child is eligible for **Universal Infant Free School Meals**. You will be asked when your child starts school whether you would like to take up this entitlement or not.

Please note if your child is eligible for receiving **Free School Meals** because you are in receipt of various benefits this will continue with no change. As well as a school meal this also opens up other funds which can help support your child, such as free milk. **Please ensure that you continue to register for Free School Meals as this is not the same as Universal Free School Meals**, please contact the school office for details.

Please inform the school office if you would like your child to change from packed lunch to school dinners or vice versa, **giving a week's notice**. Children must either have a school meal every day or a packed lunch, it is not possible to have a mixed meal pattern or to decide that your child would like dinners for the coming week on a Monday morning.

Dinner money for children in KS2 can be **paid on-line via BEEHIVE**. You may pay for more than 1 week – some parents prefer to pay half termly or termly.

You will not be charged for any dinners your child does not have because of absence except if your child goes home ill during the morning, because the meal has already been ordered.

If your child will be arriving in school late on any day, but will require a school dinner, please ensure that you inform the school office by 9.30am at the latest, as orders for the day have to be given to the school kitchen by this time.



# Water Bottles

Your child may bring a water bottle into school each day, but please ensure that it is a bottle with a sports lid and that it is labelled with their name and class number.

Only water should be provided please and not juice.

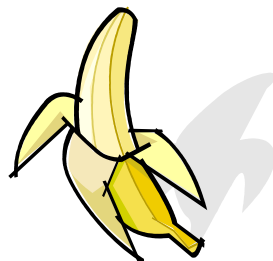


# Fruit

## **KS1 & Foundation Stage**

Children in **Foundation Stage and KS1** are entitled to a free piece of fruit each day under the National Fruit Scheme. This is usually either a banana, apple, satsuma or carrot.

Children in **KS2** may bring a piece of fruit from home each day.



# Milk



We run a paid milk scheme at school which provides 1/3 pint of skimmed milk for your child each day at a small cost.

Orders are made on line with Cool Milk.

## **How to register**

### **If your child is under five:**

- Register online at [www.coolmilk.com](http://www.coolmilk.com) or complete a registration form available from the school office
- Register by a Tuesday at 5pm for your child's free milk to start the following week
- Free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request four weeks before their birthday - if you wish your child to continue to receive school milk, simply make a payment

### **If your child is five or older:**

- Register and pay online at [www.coolmilk.com](http://www.coolmilk.com)
- Alternatively, fill in a registration form available from the school office – once Cool Milk has processed your form, you will receive a payment request
- You can pay Cool Milk either online, over the phone or at a local PayPoint in half-termly, termly or annual instalments.
- Please pay by a Tuesday at 5pm for your child's milk to start the following week

Children eligible for free school meals (not Universal Infant Free School Meals) receive milk as part of their free school meal