

BROOKHILL LEYS PRIMARY AND NURSERY SCHOOL

School Prospectus 2009/2010

Address: Brookhill Leys Primary and Nursery School
Chewton Street
Eastwood
Nottingham
NG16 3HB

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Website: www.brookhill-leys.com

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Head Teacher: Mrs Jacqueline Sainsbury

Deputy Head Teacher: Mrs Joan Burns-Hopkins

Chair of the Governing Body: Mrs Penny Spenceley-Stevens

Type of School: LEA – Community School

Brookhill Leys Primary School is a member of the
Eastwood Family of Schools.

Dear Parents/Carers,

Welcome to Brookhill Leys Primary and Nursery School. We are very proud of our school which opened as a Primary School in January 2006 following the amalgamation of Brookhill Leys Infant and Nursery and Brookhill Leys Junior Schools. We believe the education on offer and the schools achievements are of a high quality which enables all children to achieve their very best. We are lucky in that we have 2 purpose built buildings which have been linked together by a new corridor. This enables children and staff across the Primary School to move freely about both buildings. We also benefit from very spacious outdoor facilities which include hard playgrounds and a large field. We hope that your child will have a happy and successful time with us and that over time we can develop a strong partnership and friendship with you for the benefit of your child. Our most recent Ofsted Report (July 2007) describes Brookhill Leys Primary School as a 'good school' and goes on to say that some of its work is outstanding.

This brochure tries to answer as many questions as possible but it can only provide a brief snapshot. Please do not hesitate to contact any of the staff or myself if you have any questions regarding the school. If you would like to see more of the school please look at our website at www.brookhill-leys.com If you wish you can email me any questions you have at office@brookhillleypriamary.notts.sch.uk

I look forward to meeting you and working with you and your child in the future.

Yours sincerely,

Jacqueline Sainsbury
Head Teacher

On behalf of the Governors and Staff at Brookhill Leys Primary and Nursery School

OUR SCHOOL AIMS

Our aims have been developed after careful analysis of the five outcomes of Every Child Matters which we hope to meet as part of a service for young people.

The five outcomes are:

Be healthy

Stay safe

Enjoy and achieve

Make a positive contribution

Achieve economic well-being

We aim to:

1. Ensure that all children have equal access to the opportunities the school and the wider community offer regardless of their abilities, gender, race or religion.
2. Develop a school community that children enjoy and have pride in being part of.
3. Provide a broad, balanced and exciting curriculum which challenges children's thinking and enables them to achieve the highest possible standards.
4. Enable children to take responsibility for and to have opinions about their own learning which they are able to share with others.
5. Support children with their learning, value their achievements and opinions and encourage them to learn from their mistakes.
6. Encourage children to have high expectations of their potential and to be self reliant and independent.
7. Enable children to become aware of and have the chances to be involved in the local community.
8. Develop good relationships and respect between home, school, other professionals and those from other services and the wider community.
9. Foster good effective ways of communicating and working together with parents, governors and the local community for the benefit of the children in our care.
10. Help children to acquire the physical, social and emotional skills and experiences to develop and progress safely through life.
11. Provide a safe and stimulating environment that enables children to access the curriculum fully.
12. Ensure children develop the skills and knowledge to achieve a healthy mind and body.
13. Help children to know the importance of good behaviour, and to take responsibility of their own behaviour.

COMMUNITY SCHOOL STANDARD ADMISSION CRITERIA

Children born between 1st September & 31st December are admitted at the beginning of the Autumn term. Children born between 1st January and 31st August are admitted at the beginning of the Spring term. Children are admitted into school at the beginning of the term in which their fifth birthday falls. For admission purposes term dates count as 1st September, 1st January and 1st April. The school has nursery class facilities available for eighty children on a part time basis, the age of admission being the term after the child's third birthday. Applications for nursery are accepted after the child's second birthday and can be obtained from the school office.

In the event of over subscription the following criteria will be applied, in priority order, to determine which applications will be granted:

1. Children in public care.
2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school.
5. Other children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will normally be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principle entrance to the main administrative building of the school.

Special Circumstances

The following groups of children will be given special consideration in their application:

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

The Local Education Officer will consider each case on its merits and determine the allocation of any such place by comparing the written evidence presented along with the capacity for the school to cater for the identified needs. In order to make an assessment of the case, reference will be made to local head teachers and other relevant professionals. Cases agreed under 'special circumstances' will take precedence over all of the numbered criteria.

Admission to year groups other than the intake year

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the school, although infant class size will also need to be considered. If places are available within the year group, applications will be considered in accordance with the above admission criteria. If places are available, the child will normally be admitted to the school.

Further guidance on the way in which applications are dealt with including

Preferences for more than one school

Late Applications

The way waiting lists are maintained and used

can be found in Nottinghamshire County Councils "Admissions to Schools" booklet 2009/2010 or www.nottscc.gov.uk/education/schools

Admission criteria for Nursery applications

1. Places will be allocated in date of birth order to those children who live in the catchment area and who, at the time of admission have a brother or sister attending the Primary school.
2. Other children who live in the catchment area.
3. Places will be allocated in date of birth order to those children who live outside the catchment area and who, at the time of admission have a brother or sister attending the Primary school.
4. Other children who live outside the catchment area.
5. Consideration will then be given to applicants who can establish particular medical, special educational need or social grounds relating to their child with supporting written evidence from a doctor, social worker or other relevant professional.

Children in the Foundation Stage (aged 3 – 5) are taught together in a unit containing part-time and full-time children. Children become full-time from the dates stated in which they are formally admitted into school.

LINKS BETWEEN HOME AND SCHOOL

Prospective parents are most welcome to visit the school. A telephone call will ensure that the Head teacher is available.

After your child has started school you are very welcome to make an appointment to come into school at anytime to see your child's work or to speak to a member of staff. You will also be invited to school every term to an open morning during which you will have the opportunity to see the whole school working, and also to a more formal Parents' Evening where you will be able to discuss your child's progress with their class teacher. You will also receive a written report each year, detailing you child's progress. We encourage parents to contact the school at any time if they have worries or concerns about their child.

We also encourage parents to help in classrooms with reading, baking, sewing, craft activities, playing games etc. We hold a daily reading club in Key Stage One for the last 30 minutes of each day where adults listen to children read and new volunteers are always welcome.

All parents are encouraged to sign the Home School Agreement which is a clear statement of what our school aims to do for each child and also what we hope parents will do to support their child.

There will be many events such as Concerts, Book Fairs etc. when you will be invited into school. You will also be given a summary at the beginning of each term about the work your child will cover during the term.

A notice board for Parents is situated outside the main office.

SCHOOL NEWSLETTER

The school issues a newsletter to every child every 2 weeks. The newsletter contains dates for events and reminders for parents. The newsletter is also available on the school website www.brookhill-leys.com.

SCHOOL COUNCIL

We try to encourage our pupils to be responsible citizens and to this end we have an active School Council. Key Stage 1 & 2 classes are represented and they meet together weekly. All issues are discussed at a class level then fed back to the Council. In this way pupils are able to influence some decisions in school.

CURRICULUM

As with all schools in England and Wales we follow the guidelines laid down by the Government in the National Curriculum and the Guidelines for the Foundation Stage. Children work to the Foundation Stage Curriculum in the Foundation Stage Unit and then transfer to the National Curriculum at the beginning of Year 1. Children from Year 1 – 6 will experience the Literacy hour and a daily Numeracy session. Other National Curriculum subjects and RE are then taught during the rest of the day. Children in their Reception year work towards Early Learning Goals which are an excellent preparation for national Curriculum work. By the end of their Reception Year they will be experiencing the full Literacy hour and their daily Numeracy session.

Children are assessed regularly and individual targets are set to help them improve in Literacy and Numeracy. Teachers plan together to ensure that children in the same age classes share similar experiences. Work is planned carefully to match each child's ability. A variety of teaching methods are used including individual support, and whole class teaching. Parents are informed about their child's topic every term so that they can share in their children's education. Teachers work hard to ensure that the curriculum is as stimulating and interesting as possible. Subjects are often taught together as part of topic work.

Class teachers often try to plan suitable activities to enhance their topic work, which may include a visitor who comes into school or a visit. Visits are sometimes in the local area and without cost. However, a voluntary contribution is usually asked for from parents to cover the costs of visits.

Children in years 2 – 6 also benefit from a weekly French lesson.

Throughout their time at Brookhill Leys Primary and Nursery School we want children to feel happy and safe. They will learn about the difference between right and wrong and they will be encouraged to value and respect other people.

The following documents relating to the curriculum are available for inspection at the school.

Schemes of Work

Policies for all areas of the curriculum

The average class size in January 2008 is 22.

We endeavour to keep class sizes as small as possible. We also try to keep year groups separate wherever possible. However, year groups are sometimes mixed because of an imbalance of numbers in each group.

Year 6 SAT's Results 2008				
Subject	Brookhill Leys Primary School 2008 Level 4+	Brookhill Leys Primary School 2008 Level 5	National Results 2008 Level 4+	National Results 2008 Level 5
English	69.4%	30.6%	81%	29%
Maths	77.8%	16.7%	78%	31%
Science	86.1%	38.9%	88%	44%

HOMEWORK

All children have either a Reading diary (Key Stage 1) or a Home/School diary (Key Stage 2). This diary is given to each child in order to aid communication between home and school. Please feel free to use it for any comments you may have.

SPORTS

Sport forms an integral part of our Physical Education Curriculum which in turn is planned to meet the requirements of the National Curriculum.

Physical skills are developed in the Foundation Stage and built upon as the child moves through the school. Simple team games are taught at Key Stage 1 (Year 1 and 2). Key Stage 2 have opportunities to take part in gymnastics, and a variety of team sports. The younger classes also go swimming for part of the year at Kimberley Leisure Centre. Time is allocated within the normal school day for all children to develop physical and sports skills. Over the whole school year this averages out at about 2 hours per week. During this time children will experience playing different team games. Voluntary out of school training is available for those who wish to progress further. This will often lead to representing the school on a competitive basis.

The school has a number of teams including football, netball, rounders, cross country and cricket. Each year the school also competes in district tournaments and athletic sports. The school has achieved considerable success in recent years. Links have been developed with local sporting clubs and many children have benefited from working with visiting coaches from Broxtowe Borough Council and Nottinghamshire Cricket Club.

Throughout the year children are offered a variety of extra-curricular activities linked to sport, which include gymnastics, football, netball, cricket, athletics, cross country, and other activities as available.

SEX EDUCATION

The School Governing Body has determined that Sex Education will take place in a manner which is consistent with the curriculum guidelines published by Nottinghamshire Education Committee. The School Sex Education Policy aims to ensure that children:

- Learn About human development, with facts being presented in an objective manner, appropriate to their age, level of maturity and learning needs
- Consider and develop understanding about family relationships and friendships
- Receive information and guidelines about inappropriate sexual behaviour and aspects of exploitation

It is important that this takes place in a normal framework which recognises the diversity in society and which is sensitive to values, standards and personal responsibility.

Parents have the right to withdraw their children from elements of sex education which are not contained in the National Curriculum, but we consider that sex education is an area where both parents and school should work together wherever possible.

CHILDREN WITH SPECIAL EDUCATION NEEDS

This school receives help from the Authorities Special Needs Support Services.

Children with learning difficulties are provided with support by specially formulated schemes of work within the classroom situation under the guidance of their class teacher. Some children also benefit from extra help provided by a Teaching Assistant or a Support Teacher visiting the school.

Parents are always consulted when their child is receiving extra support so that we can all work together to support their child.

We have a policy for meeting the needs of all pupils with Special Educational Needs whether the child has a Statement of Special Educational Needs or not.

The policy includes information about the school's processes and procedures in the following areas:-

The school's objectives

How children are assessed and allocation of resources

Partnership with Parents

Complaints Procedure

Staff training and developments

Links with agencies outside the school.

A copy of the full policy is available in school for you to look at. Parents are encouraged to consult with their child's class teacher or the Head teacher at any time if they are at all concerned about their child's progress.

The School has a Special Needs Register in line with the recommendations set out in the National Code of Practice for Special Educational Needs. This enables the School to support children's learning by writing an Individual Education Plan that is reviewed on a regular basis. Parents are fully involved with this process. The School also produces a handbook to explain the process that we use.

RACIAL EQUALITY

At Brookhill Leys Primary and Nursery School we believe that the curriculum opportunities given to our pupils ensures that we have high expectations regardless of ethnic minority. Teachers respond to the diverse needs of their pupils through planning activities so that all pupils can take part in lessons fully and effectively. Teachers are aware of the differing experiences these pupils bring to school and are sensitive to their needs.

The learning environment ensures all pupils are valued; teachers use approaches appropriate to different learning styles and build on cultural experiences. Targets are set that build on previous learning and flexible grouping of pupils ensures they are supported in reaching the expected attainment.

Where there are barriers to learning such as disability, all teachers will take into account these requirements and make provision through differentiation and teaching assistant support wherever possible.

The race equality policy is available from the school on request.

INCLUSION

All children will have access to an appropriate education that affords them the opportunities to achieve their full potential including those with Special Educational Needs, disabled children and those with difficult behaviour.

The school has two disabled toilets and showers. There is a wheelchair lift in the link corridor which connects the 2 buildings.

The disability access plan and the equal opportunities statement are available from the school on request.

RELIGIOUS EDUCATION

Religious Education follows Nottinghamshire Religious Education Agreed Syllabus.

Everyday we have a school assembly. Each assembly is lead by a member of staff, groups of children or an appropriate visitor to the school. Whole school assemblies are usually held three times each week and split Key Stage 1 and Key Stage 2 twice a week.

This school is not affiliated with a particular religious denomination and we are happy to make the necessary arrangements for parents who wish to withdraw their child from religious worship or instruction.

THE SCHOOL DAY

School begins at 9.00am and ends at 3.30pm. The mid-day break is 12 noon – 1.00pm, for all children except those in Year 5 & 6 who take their mid-day break between 12.20pm – 1.20pm.

Apart from lunch time and two fifteen minute break times the whole of our school session is spent upon teaching the children.

The School sessions are as follows:-

School 9.00am – 12 noon 1.00pm – 3.30pm

Year 5 & 6 only 9.00am – 12.20pm 1.20pm – 3.30pm

Foundation Stage Unit – Full-timers 9.00am – 12 noon 1.00pm – 3.30pm

Foundation Stage Unit – Part-timers 9.00am – 11.30am 1.00pm – 3.30pm

We open the school doors 5 minutes before the start of the morning sessions. This enables children to come into school as they arrive, thus easing the congestion in the cloakrooms.

We also encourage our children to walk to school as this prevents congestion outside school and is much more healthy for our children.

THE SCHOOL HOLIDAY PLAN

The school holiday plan for 2009 - 2010 (1st September 2009 – 31st August 2010)

	First Day of Closure	Re-open
Summer		Wednesday 02.09.2009 (Staff) Thursday 03.09.2009 (Pupils)
Autumn Half Term	Monday 26.10.2009	Monday 02.11.2009
Christmas	Monday 21.12.2009	Tuesday 05.01.2010
Spring Half Term	Monday 15.02.2010	Monday 22.02.2010
Easter	Monday 29.03.2010	Monday 12.04.2010
May Day	Monday 03.05.2010	Tuesday 04.05.2010
Summer Half Term	Monday 31.05.2010	Monday 07.06.2010
Summer	Friday 23.07.2010	

ATTENDANCE

Regular attendance at school is imperative to a child's progress and this regular attendance is the shared responsibility of parents, school and the Local Education Authority.

Any absences should be reported to the school either by letter or telephone and the reason for the absence given. Any unreported absences are recorded as unauthorised absences.

Holidays in school time are discouraged as children miss vital parts of the curriculum which sometimes makes it difficult for them to catch up. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.

If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

The following absences are also counted as unauthorised:-

1. Absence for an annual holiday during school time for more than 10 school days in any one school year (September – August).
2. Absences for shopping trips or any other visits other than for medical or sickness reasons.

The following data relates to the School Year 2007/2008. The number of children on roll on 31st January 2008 was 264 (plus 60 nursery). The percentage of absence was 5.62%.

COMPLAINTS PROCEDURE

The Local Authority's Complaints Procedure is as follows:-

Preliminary informal discussion with the Head teacher to see if complaint can be resolved without recourse to the formal procedures.

If the complaint cannot be resolved informally the complainant should write to either the Clerk to the Governing Body, whose address is available from the school, or to the designated officer in the Education Authority, who is the Principal Education Officer (Operational Management) in the Education Department, County Hall, West Bridgford, Nottingham.

Copies of the Complaints Procedure are available from the school.

For information about the curriculum and the running of the school the following documents are also available:-

- The LEA's statement of Curriculum Policy.

- All statutory instruments, circulars and administrative memoranda concerning the curriculum which are sent to schools by the Department of Education and Science.

- All schemes of work currently used by teachers in the school.

- All syllabuses followed where appropriate.

- The LEA's procedures for dealing with complaints about the curriculum.

- The LEA's agreed syllabus for RE.

CARE OF PUPILS

Once in school all children are in the care of the Head Teacher. Should an emergency arise the Head Teacher will make the necessary arrangements for contacting parents or their named emergency contact. There is a duty on parents to keep emergency information up to date especially if home or work telephone numbers change. In the event of this not being possible, arrangements will be made for the child to be transported to either a doctor or hospital.

In the event of a parent failing to arrive to collect a child, then arrangements will be made for them to be delivered to a relative or neighbour. Emergency names and telephone numbers are kept for each child.

No other child will be allowed to leave the school premises, other than at the usual times, unless collected by an adult.

Medicines

All children who are unwell should be kept at home until they are better. Children who have recovered from illness but need to finish a course of medicine prescribed by a doctor may bring it to school to be administered by the Head Teacher or her representative. All medicines should be clearly marked with the child's name, the recommended dose and time of administration. Medicines should be taken to the School office. The exception to this rule is asthma inhalers which should be kept in the child's tray or on the teacher's desk so that they can be administered quickly if needed. Please note that we are unable to administer medicine which has not been prescribed by a doctor.

SCHOOL DISCIPLINE

All children are expected to be polite and to act as responsible members of the school community. The rules we have are designed to ensure that children respect adults in school. We want our children to feel safe and happy during their time in school.

Most children are very well behaved but if they are not their parents will be informed. Good behaviour is always noted and encouraged.

Children who persistently misbehave at lunch times may be excluded for a period after their parents have been informed in advance.

It is vital that parents give their full support to staff when dealing with any behaviour problems and parents will be encouraged to talk to staff and their children if necessary.

The school does issue a booklet on codes of behaviour to all children when they start school and it is hoped that parents will read through this booklet with their child.

SCHOOL DRESS

As we like our children to come to school clean, tidy and ready for work we have adopted the following colour scheme. Black, grey or navy trousers, shorts, skirts or pinafore. White polo shirts or tee shirt, white blouse or shirt, navy sweatshirt, cardigan or jumper. Blue checked or striped dresses for summer wear.

Information about sweatshirts, cardigans and white polo tops printed with the school name is available from school. Our supplier of sweatshirts, polo shirts and cardigans is Just-School Wear Limited, Unit 12 Sherbrook Business Centre, Sherbrook Road, Daybrook, Nottingham, NG5 6AT.

Your child will need a PE kit consisting of shorts, tee shirts and plimsolls.

All clothing and footwear should be clearly marked with your child's name. This is especially important for identical items like school sweatshirts which most children wear.

It is important that all jewellery is left at home. Stud earrings are permitted for pierced ears but must be removed for all PE activities.

SCHOOL MEALS

Our meals are cooked on site. The children have a choice of three main courses every day plus a choice of desserts, including a pudding, cheese and biscuits, yoghurt, or fresh fruit.

The cost of a meal is £1.85 and both the quality and variety of the meals is very good. We prefer children to stay dinners on a permanent basis and not keep changing from dinners to sandwiches. Dinner money is collected on the first day of the school week and should be sent to school in an envelope marked with your child's name and class. Cheques may be sent and should be made payable to 'Nottinghamshire County Council'.

The cost of milk is £7.00 per term payable at the beginning of the term. Families in receipt of free school meals also receive free milk. Milk is provided free for all children under the age of five years but must be paid for from the half term in which their fifth birthday falls. Pupils between the age of 5 and 7 are entitled to milk. This entitlement continues until the end of the school year in which the child attains the age of 7.

All children between the ages of 3 and 7 receive a free piece of fruit or vegetables every day. Children are encouraged to eat the fruit and other snacks are not allowed in Key Stage 1. In Key Stage 2 children are allowed to bring fruit or a healthy cereal bar for a snack. Chocolate and crisps are not allowed.

As the school has been awarded Healthy Schools Standard, we encourage our children to eat a healthy and balanced diet.

GOVERNORS CHARGING AND REMISSIONS POLICY

This school will continue with educational visits, the cost of these visits will be worked out as economically as possible and not inflated to cover losses. However, should insufficient monies be received, the visits will unfortunately have to be cancelled.

A copy of the Authorities Charging and Remissions Policy is to be found at the end of this brochure.

THE SCHOOL FUND

The school fund is money which is spent on the children i.e. Christmas Parties, gifts and equipment etc. We raise money with various activities throughout the year.

The accounts are administered by the Head Teacher, audited annually and presented to the Governing Body for their inspection.

FRIENDS OF BROOKHILL LEYS PRIMARY SCHOOL

The 'friends' are a group of parents who organise fund raising activities. All parents are invited to join them. They operate with the full support of the school.

SUSPECTED CHILD ABUSE

Every school in Nottinghamshire is required to follow a set procedure in cases of suspected child abuse. Head teachers are required to refer their concern to the Social Services Department for further investigation so that children at risk can be identified quickly.

This procedure is intended to protect children from abuse. When a school refers a concern about a pupil to the Social Services Department, it is not accusing the parents of abuse but requesting that further investigation takes place to establish whether a child is at risk.

DISCLAIMER

The information in this brochure, which relates to the school year 2008/2009, was valid at the time of printing. It should be assumed that there will be no changes affecting either the arrangements generally described in this brochure or in any particular part of them before the start of the school year 2009/2010 or in subsequent years.

Any anticipated changes have been included as part of the text.

DATE OF ISSUE

November 2008

Appendix

Charging Policy
Data Protection