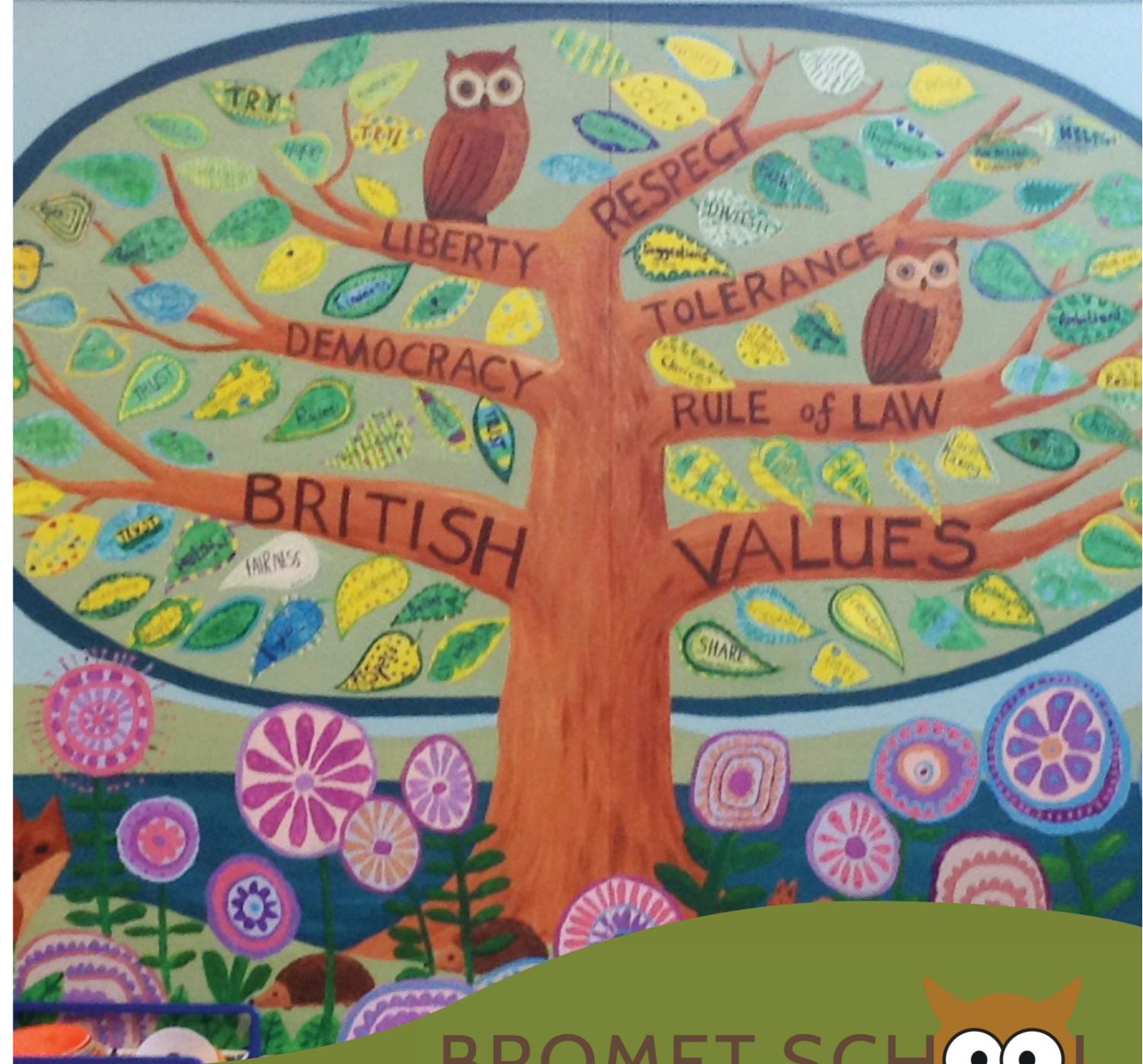


TITLE



BROMET SCHOOL

Headteacher: Mrs M Pace, M.Ed
Enjoyment and Achievement for All



Parent Handbook

Guiding you through starting school

NEW TO RECEPTION

Congratulations on getting your place at Bromet, we are very much looking forward to welcoming you and your child. All children will start on XXXX

We understand that starting school can be a stressful time, and we want to make the transition as smooth as possible. Therefore, we have put together a range of events to help you and your child settle into Bromet with everything you need, help the children get to know their teachers and classmates, and begin our partnership.

XXXX Parents Information Afternoon

Parents and carers are invited to meet with the teachers and staff to hear about the class arrangements and to arrange the class and home visits. We will have samples of the school uniform on display for you to order. Please complete the form in this pack and bring with you.

XXXX Class Visits

You and your child will be able to attend the class for an hour for a chance to see how the setting works and help your child get to know their learning environment. Slots will run from XXXX. You will be able to sign up for your slot at the Parents Information Afternoon. Due to space limitations, we can only accommodate a maximum of four children per session and only 1 adult per child, so we hope that you can be flexible with dates.

XXXX Oxhey Early Years Visit

The children coming from Oxhey Early Years will be visiting as a group.

XXXX Change over Afternoon

Your child is invited to take part in an afternoon of activities on Change Over Afternoon where they will spend the afternoon with their new teachers as well as the children who will be starting school with them. There will be a short meeting for parents, carers and children and then the children will go into their class for 35 minutes while you can meet the other parents and collect your uniform orders. Please inform the school if you and your child are unable to attend this afternoon.

XXXX Home Visits

To support transition further, the Early Years staff would like to visit your child in their home where they are comfortable. This gives the staff the opportunity to meet your child on an individual basis and discuss their favourite things.

In addition to these meetings, the teachers will also try to visit your child in their current setting and speak to the staff that work with your child.

XXXX Introduction Week

For the first week of term, the children will be in school mornings only. The staff will be spending the afternoons visiting the children in their homes.

XXXX Full Time

From Monday XXXX the children will all be expected to be in school for the full day, 8:45am - 3:15pm

TITLE

GENERAL INFORMATION

Medicine in school

Staff are only permitted to administer prescribed medication to children. Where possible we would ask you to administer the medication outside of school hours. If there are medical issues with your child please inform us. You are welcome to come into school to administer medication yourselves. We are not allowed to treat cuts and grazes with anything other than water. It is parents and carers responsibility to ensure that the school holds in date medication as we cannot administer out of date medication.

Inhalers

If your child uses an inhaler, please inform the school and complete the confidential medical record for asthma inhaler users so that the school is fully aware of any emergency procedures and the use and storage of inhalers. Ideally, if your doctor will provide them, two inhalers should be kept at school, one in the classroom and another in a central medical cupboard. It is vital that inhalers in school are in date as we cannot administer out of date medication.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. We can also use this to send home a text telling of good work/behaviour as a reward to your child. Again, this makes it very important for you to keep us informed of your current mobile phone number.

Sharing Assembly

During the year, the children do a 'Sharing Assembly' when parents and grandparents are invited to come to so that the children can show what they have been learning at school.

Use of Images

We do allow parents to take photos at school events. eg. concerts, sports events. However in accordance with the Data Protection Act 1998, parents must not post images including children other than their own on social media or share them with the media. eg. newspapers/television. Further guidance is available on our website.

TITLE

Should you no longer wish to accept the place, could you please inform the school as soon as possible enabling a child from the waiting list to be offered the place and attend the events.

Yours Sincerely

Mrs Pace

Headteacher

Please note that it is not possible to park on the school grounds at any time. Buggies must be left outside the main office and cannot be taken through the school.z

LUNCHTIMES

Lunchtimes

Key Stage 1 have lunchtime 12:00-1:10. Key Stage 2 have lunchtime 12:10-13:10

School meals

Hot and cold school meals, with a vegetarian option, are available. If you wish your child to change to, or from, school dinners, one week's notice is required.

Free school meals

All children in Foundation and Years 1-2 can have free schools meals. From Year 3 upwards, families are charged £11.75 per week for each child. To continue receiving free school meals, families need to receive the following for their child to be eligible for free school meals: income support, job seekers allowance, child tax credit, or be asylum seekers or refugees. For more information, please contact the school office. All applications are treated confidentially and children are not identified.

Dinner money

Lunches are to be paid for at least one week in advance. Lunches cannot be in debt. Payment can be made weekly or half-termly. Payments are to be made via the School Gateway. If your child is absent at the beginning of the morning but will be returning before lunch, please ensure that school is notified by 8.50 am. If you have to withdraw your child during the day, e.g. illness, please notify the office.

Packed lunch

If your child brings packed lunch to school, it must be in an unbreakable container, clearly labelled with the child's name and class. Definitely no glass containers for drinks please.

We encourage healthy eating at school and all of the school meals are planned and prepared by Hertfordshire Catering Ltd to ensure a balanced diet.

We ask that packed lunches brought from home also represent balanced diets.

In order to ensure the safety of our pupils with medical conditions we are unable to allow the following in packed lunches:

- Nuts including items containing nuts such as nutella or peanut butter
- Sesame seeds and oil
- Fizzy Drinks
- Chocolate

Fruit and drinks

All children in the Foundation Stage and Key Stage 1 are offered a free piece of fruit at morning break. Key Stage 2 children are able to bring a piece of fruit or raw vegetables to eat at playtime. Milk is available free of charge to pupils aged under five years, and water is always available in school.

GENERAL INFORMATION

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

To ensure children's safety, and help us meet Government guidelines, we request that parents contact us by phone, whenever possible by 9:00am, to inform us of their children's absence. In cases where parents have been unable to do so, we endeavour to contact parents ourselves. In this way we can all have the greatest possible confidence that children are either safely at school or safely with their parents.

Failing any other contact please send a letter on the child's return indicating the reason for absence. If your child needs to be taken out of school for any reason during the school day, please notify the school in advance and notify our admin officer when taking the child out and on return. They will ask you to sign your child in or out. This will ensure the safety of your child at all times. In keeping with Government policy, unless circumstances meet certain exceptional criteria term-time holidays will not be authorised.

Jewellery

Children should not wear jewellery in school. If however, they have their ears pierced then plain studs are permissible but they must be removed by the child for P.E., games, and swimming. Please provide a suitable container for this purpose.

Special Educational Needs

Children who have Special Educational Needs may receive additional advice and support from other agencies. All children have access to the full curriculum and work is planned accordingly.

We have a senior member of staff, Mrs Wambeek, who is our Special Educational Needs Co-ordinator with designated responsibility for Special Educational Needs issues. Parents of children placed on the Special Needs Register for the first time will be informed and will receive a leaflet explaining what they can expect in terms of support. We cater very well for children with learning difficulties.

Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. If this causes difficulties we hope you will contact the school.

Emergency arrangements

In the event of the school being closed due to heating failure, severe weather conditions etc. announcements will be made on local radio stations, on the School website, and the school will send a text via the School Gateways to all parents / carers.

GENERAL INFORMATION

Term Dates

Autumn 2017

Staff Training Days:	1st - 4th September
First Day of Term:	5th September
Half Term:	23rd October - 27th October
Term Ends:	19th December at 1:30pm

Spring 2017

Staff Training Days:	3rd January
First Day of Term:	4th January
Half Term:	12th February - 16th February
Term Ends:	29th March at 1:30pm

Summer 2017

Staff Training Days:	4th June
First Day of Term:	16th April
Half Term:	28th May - 1st June
Term Ends:	25th July at 1:30pm

Volunteering

Parent volunteers allow us to provide a wide range of additional activities for the children and allow them to work in smaller groups. All work is set by the teachers and supervised by the volunteers. We welcome all parents, carers, and grandparents. Volunteers are allocated a class to work with that does not include their child.

Please note that we are required by law to complete a DBS check on all regular volunteers. This is very easy to complete, ask at the school office for details.

Stay and Play afternoons for Reception children are Thursdays 2:30pm - 3:00pm. Please sign in at the main office.

Reading mornings are Tuesdays 8:45-9:15. Please register in the classroom.

Safeguarding

To ensure all our children are kept safe at all times all visitors to the school including parents and carers must sign in at the main school office and wear a visitors badge whilst in the school.

THE SCHOOL DAY

Arrivals and departures

Children should not arrive at school before 8.30 am. Children are still their parents' responsibility until this time even if they are in the playground. Children may enter the school building from 8.45 am and make their way to their classroom after removing coats etc. Staff are not available for supervision until 8.30 am.

The school gates open at 8:30am.

Class doors open at 8:45am and close at 8:50am. The playground gate also closes at 8:50am. After this time, please take your child to the main office where they can be signed in.

Breakfast Club

We have a Breakfast Club available to pupils, please download a registration form from the school website and return to the school office. Bookings are made via the School Gateway.

After-School Club

We do not have on-site wraparound care, but there are a variety of local providers that drop off and collect at the school:

Mascot

Table Hall

Behaviour in School

- We will not tolerate racial harassment of any kind – this includes ethnic minority groups, religious groups and Travellers
- We have a policy to enable the whole school community to promote positive behaviour.
- We want to explain the nature of acceptable and unacceptable behaviour.
- We want everyone to be safe and happy.

We believe:

- Pupils need to have self-control and be responsible for their own actions.
- Challenging any forms of racial harassment
- In developing positive strategies.
- It is the behaviour not the child that is at fault.
- The organisation of teaching and learning can have an effect on pupils' behaviour.
- We need to help pupils to realise that their actions and choices have consequences.

Parents Evenings

Parent Consultation evenings are held in the Autumn and Spring Terms. These appointments are an opportunity for parents and class teachers to discuss your child.

A report on your child's year is sent home in the summer term.

READY TO LEARN

There are many ways you can help your child make the most of their time in school:

At Home:

- Help your child to have all the equipment they need for learning
- Ask your child what they have learnt at school and take an interest in these topics
- Allow your child to help you with shopping, cooking, and other jobs around the house
- Be patient when your child is helping
- Make time for regular reading with your child including books, magazines, newspapers and online

Helping with Homework:

- Provide a quiet place for your child to work
- Help your child develop a routine and set dedicated time aside
- Give encouragement and support to help your child complete their homework
- Help your child to learn the basics such as spellings and tables
- Take time to answer your child's questions and address their concerns

Helping them to learn in and out of the home

- Link your child's learning to family activities.
- Look for things in your local area that will help your child to learn such as nature reserves, museums, and libraries
- Spend time playing outside and talk about the world around them
- Take time to listen to your child and

explain things carefully, developing their understanding and vocabulary

Helping Hand at School

- Offer to help out with educational trips, visits and clubs when you can
- Ask your child's teacher how you can help in class e.g. with reading and practical activities
- Attend as many parents' meetings as you can

Communicating

- You and the school both want the best for your child so don't be afraid to ask questions
- Read the information the school provides such as newsletter, emails, texts and online
- Keep the school informed about family changes that might affect your child's learning, however small
- Respond promptly to school communications and let the school know if your contact details change

Helping with School Life

- Join the PTFA and get involved with fundraising to support your child's school
- Give constructive feedback to your child's school about what is working well

KEY CONTACTS

Senior Leadership Team

Position	Name
Headteacher	Mrs M Pace
Assistant Headteacher	Miss J Weyer
Assistant Headteacher	Mrs L Wambeek
Business Manager	Mrs A Gibbs

School Office Team

Mrs L Atkins	Mrs R Dudley
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GOVERNORS

The governing body is responsible for making sure the school provides a good quality education. Together with the head, the Governing Body sets the school's aims and ethos, agrees policies, and makes decisions on how to spend the budget. Being a governor is an opportunity to have your voice heard and to influence education in the county.

There are people like you making important decisions about how every school is run. They are the school's governors. Governors come from all sections of the community: parents, staff at the school, the world of business, representatives of local councils and churches – in fact, anyone. There is always a need for enthusiastic and committed people to serve as governors. You don't have to be an 'expert' – only able to get on with others and to work as part of team. You'll also need some spare time to go to meetings and read papers. There are plenty of free training courses available to help governors with their responsibilities.

Position	Name
Chair of Governors	Mr M Lawson
Vice Chair - LEA Governor	Mr D Sands
Headteacher	Mrs M Pace
Parent Governor	Mrs K Ippolito
Co-Opted Governor	Mr K Jones
Co-Opted Governor	Mr S Sotomey
Parent Governor	Mr C Hambleton
Co-Opted Governor	Miss J Weyer
Staff Representative	Mrs C Sullivan
Co-Opted Governor	Miss E Millington
Associate Governor	Mrs L Wambeek (Assistant Headteacher)
Associate Governor	Mrs A Gibbs (SBM)
Clerk to the Governing Body	Mrs E Lad

PTFA

All parents and carers of children at Bromet Primary School are automatically members of the Parents, Teachers, and Friends Association.

We are fortunate to have a tradition of a very active and supportive PTFA who raise vital funds for special treats and additional resources and equipment which the school could not provide from its limited budget.

The PTFA hold a range of events including film nights, special sales, summer and winter events, uniform sales and more.

All the children benefit from both the activities the PTFA run, and the funds they raise.

Each class has PTFA reps, and they hold regular meetings advertised in the school newsletter. All are welcome to attend.

The PTFA is run by a committee including the Chair, Secretary and Treasurer. Committee members are elected every year at the AGM.

If you feel that being on the committee is something that interests you please contact the team via email ptfa@bromet.herts.sch.uk

Volunteers are always needed for a variety of roles, and the larger events do need people available on the day to run stalls.

POLICIES

The school has a number of policies that parents are free to access. They are updated on a regular basis and available on the school website at all times:

- Charging and Remissions
- Behaviour Policy
- Attendance Policy
- Privacy Notice
- Equality and Diversity Policy
- Positive Behaviour Policy
- Religious Education Policy
- Special Educational Needs Policy
- Home Learning Policy
- Collective Worship Policy
- Sex and Relationships Policy
- Learning and Teaching Policy
- Acceptable Use Policy and Agreement

www.bromet.herts.sch.uk

SCHOOL UNIFORM

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the community.

Compulsory items are: Sweatshirts or cardigans, PE Kits and Bookbags.

Sweatshirts, cardigans, polo shirts, hats and PE Kits can be ordered from the school office. Orders are ready to collect within two days.

Please ensure all clothing has your child's name written on it somewhere so that it can be returned if misplaced. We expect the children to wear the following uniform:

Girls	Boys
White Polo Shirt	White Polo Shirt
Grey or Black skirt/pinafore or trousers	Grey or Black trousers
Summer Dress - Green Check	Grey school shorts in the summer
White, grey, green or black socks or tights	Grey or Black socks
Bromet Sweatshirt with school logo	Bromet Sweatshirt with school logo
Green PE Kit	Green PE Kit
Black plimsolls	Black Plimsolls
Black sensible school shoes	Black sensible school shoes

Plain items can also be purchased from supermarkets or uniform shops.

Jewellery should not be worn in school. We have to consider the safety aspect as well as the possibility of loss or theft.

If children do have pierced ears, studs only should be worn. Even then, they may have to be removed for certain physical activities or covered by tape. Staff are unable to apply the tape, the children must have it applied at home or be able to apply it themselves.

Watches may, of course, be worn, but schools accept no responsibility for loss or damage.

Mobile phones are not allowed in class. Year 6 only may use them on their way to and from school. Parents must complete a permission form and return to the school office. They must be left in the school office during the school day.

Lost Property is kept in the main school entrance and you are welcome to look for any lost property at any time.

MIXED AGE CLASSES

Children attend primary school for 7 years, including their reception year.

Hertfordshire Education Authority has set the admission number at 40 for Bromet Primary School. Legislation states that it is not possible to have 40 children in a class; therefore some of our classes have mixed age groups.

At Bromet Primary School there are 9 classrooms. This means that during your children's time at the school there will be two classrooms that they will not be taught in.

This is how the school is organised: -

Class	Year groups
Robin Class	Reception
Swift Class	Reception and Year one
Sparrow Class	Year one and Year two
Kingfisher Class	Year two
Kestrel Class	Year three
Woodpecker Class	Year three and four
Nightingale Class	Year four and five
Falcon Class	Year five and six
Eagle Class	Year six

The children move onto the secondary sector at the end of year 6.

What happens at Bromet School

When your child arrives at Bromet School the Early Years Team will assess their readiness for school. The ten children considered to be the most ready for school [e.g. can they dress themselves and use the toilet unaided, can they share etc.] will join Swift class at the end of the first week of the Autumn term.

Towards the end of every academic year the class teachers and senior staff discuss the best class placement for every child for the following academic year.

This means that your child will not always be with exactly the same children every year.

What factors are considered when placing a child in a class?

The teachers, support staff and the senior members of staff consider very carefully every child's level of maturity, relationships with their peers or siblings, academic progress, friendship groups, teacher and support staff personalities, classroom facilities [if your child has a disability]. This process takes a long time and ultimately we try our very best to meet all the children's needs every year. Once the professional team have considered the best interests and placement of a child for the following year it cannot be changed.

You will receive notification of your child's class placement for the next academic year towards the end of the summer term. You will also receive information from your child's new class teacher about how you can help prepare your child for their next year in school.

SCHOOL GATEWAY

Messages and Payments for the school are made via the School Gateway. With the app you are able to:

- See messages, give consent and pay online all from a smartphone app.
- Get a short text or app message if we need to contact you urgently
- Reply by email, text or app message, and be able to send us any reasons for absence via text, email or app message
- See a record of the payments that you've made and receipts are sent to your registered email address for all transactions you make.
- Payments can be made at your convenience using your bank account or credit/debit card.

Getting started Online

You will need to register for a School Gateway account from www.schoolgateway.com. You will need to enter your email address and mobile number we have on record for you.

Download the App

1. The school will use the email address and mobile number that we hold for you
2. Go to your app store and search for "School Gateway" and download the app
3. Once downloaded, select the "I'm a New User" button; enter your email address and mobile number that we have on record for you. Select Send PIN and a PIN number will be text to your mobile phone
4. Log in with your email address and the PIN, your account is now active and you will receive instant notifications of messages in your notifications bar
5. If you change your contact details please let the school know as soon as possible

When you have entered your email address and mobile number, select the Send PIN button, a PIN number will be sent to your mobile phone. You can then use this PIN number to log into the School Gateway and view/ make payments.



Parents, welcome to:
Schoolgateway

Keeping you informed of what's going on at school.

Download the app Android and iPhone

or visit the website:
www.schoolgateway.com

Activate your account today!

The advertisement features a hand holding a smartphone displaying the School Gateway app interface. The app screen shows a user profile for 'Paul Good' with details for Attendance (98%), Truancy, Payments, Behaviour (20 points), Achievement (100 points), and Student Details. The background is a light blue gradient with the School Gateway logo and text.