



# **Brookside Primary School**

## **Clitheroe**



# Welcome to Brookside School

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**Headteacher** – Mrs B L Allan

**Chair of Governors** – Mrs B Booth

Dear Parents/Carers,

This brochure aims to answer the questions you may have about how our school is organised and to help understand more about Brookside School. As a school, we look forward to sharing this period of your child's life with you.

Every effort is made to provide a full and interesting curriculum; to prepare your child for future education and give them skills and enthusiasm to pursue learning for the rest of their lives.

We hope you will encourage your child to contribute to the life of the school and take part in and enjoy the many opportunities afforded here.

We hope that your association with the school is a long and happy one.

Yours sincerely

Mrs Beverley L Allan BEd NPQH  
Headteacher

# About our School

## Mission Statement

Brookside Primary School aims to provide every opportunity possible to ensure that each person has every chance of achieving their full potential.



Brookside Primary School is a community school, which offers a primary education for pupils aged 4 to 11 years; we can take up to 30 children each year. We are housed in a modern attractive building safely situated away from busy traffic. The school has been extended and the original building remodelled and refurbished to a very high standard. Lancashire County Council Policy makes it possible for all children who become five years old in the coming academic year (*September to August*) to start school in the September of that year.

Pre-School children:- When your child has been offered a place you will be invited to bring them for pre-school introductory sessions. We aim to make starting school a happy time, a time to make new friends and a time to learn about new things.

## Meet The Teachers



Mrs Allan  
Headteacher



Mrs Hailwood  
Deputy Headteacher  
& Blackbird Class  
Teacher



Mrs Birch  
Robin Class  
Teacher



Mrs Woodend  
Robin Class  
Teacher



Mrs Knighton  
Barn Owl Class  
Teacher



Mrs Fielding  
Sparrow Class  
Teacher



Mrs Strong  
Starling Class  
Teacher



Miss Price  
Goldfinch Class  
Teacher

## **Support Staff**

Mrs A Cunliffe

Senior Administrative Officer

Mrs C Worden

Administrative Officer

## **SENCO**

Mrs E Woodend

## **Teaching Assistants**

Mrs N Bigmore

Miss K Hargreaves

Mrs D Horner

Miss O Noon

Mrs L Waddington

Mrs R Windsor

## **Welfare Assistants**

Miss K Hargreaves

Senior Midday Supervisor

Mrs N Bigmore

Mrs H Dreyer

Miss O Noon

# Daily Routine

## Mornings

The school day commences at **8.55am**. Children can arrive between 8.45am and 8.55am their teacher will be in class to meet them. It is very important that children arrive on time at school. It can be upsetting for young children in particular to arrive when others have settled down. If your child arrives after the register has closed at 9.25 regulations require us to mark them with an unauthorised absence.

If your child is ill we would greatly appreciate it if you could phone the office before the start of the school day. If we do not receive a message during the first morning of a child's absence we have to telephone to discover why the child has not arrived at school. If a valid reason is not given, the child's absence is marked as unauthorised.

Please let the school office know if your child has an appointment during school hours, ie hospital appointment with a Consultant. We ask that you try to avoid making routine medical and dental appointments during the school week wherever possible to avoid affecting your child's progress and attendance.

As of 1<sup>st</sup> September 2013, Headteachers cannot authorise any leave of absence during term time unless there are exceptional circumstances. As a result of these changes the Governing Body have taken the decision to make the following changes to school policy:

### **We will not authorise the following absences:**

- children who arrive at school after the register has closed
- shopping, looking after other children or birthdays
- day trips and holidays in term time
- Parents/carers keeping children off school unnecessarily
- truancy
- absences which have never been properly explained

*The above absences can lead to the Authority using sanctions and/or legal proceedings.*



## Playtimes

There are two 15 minute playtimes; one in the morning and one in the afternoon. Milk can be ordered via our Milk Suppliers <https://www.coolmilk.com/>, for morning break for children over the age of 5 in Foundation and Key Stage 1 at a small cost to you. Children under the age of 5 are entitled to this free of charge, please contact the school office for further details. All children are welcome and encouraged to bring juice or water in a named plastic bottle/flask (not glass please).

Foundation and KS1 children are provided with a piece of fruit each day which is government funded.

A healthy snack can be brought from home.



## Lunch time

Our school kitchen staff prepare tasty meals on the premises each day. We send out menus twice a year for children to make their own choices from a rolling three week menu selection. As meals are ordered well in advance, we ask that wherever possible you give us 4 weeks notice if your child wishes to switch from school meals to packed lunches and vice versa. The school operates a Healthy Eating Scheme. School meals are provided free to Foundation and KS1 children. For Year 3 through to Year 6 the current cost of school meals is £2.50 per day or £12.50 per week, payable in advance on Mondays. Alternatively, children can bring a healthy packed lunch if they wish to. Lunch times are a very social occasion and all children eat together in the school hall.

## At the end of the day

The school gates open at 3.20pm ready for parents to meet their children at 3.30pm.



# Curriculum

Our aim is to make the most of your child's ability and potential. Each individual matters and everyone has the opportunity to contribute to the life of the school. We consider it important that children should work hard, concentrate and be willing to learn. We teach children to observe, think and understand, thereby encouraging their all-round development. We also concentrate on the social and aesthetic aspects in order to make children more aware of themselves and others.



All children study the following subjects, taught through a creative curriculum of themes throughout the year: Mathematics, Science, Literacy, Design Technology (DT), Computing, History, Geography, Art, Music, Religious Education (RE), Personal, Social and Health Education (PSHE), Modern Foreign Languages and Physical Education (PE).

All children work at their own level and every child is encouraged to make as much progress as possible. We use various teaching methods; sometimes children are taught as a class, sometimes in small groups and at other times as individuals. The balance of methods varies with the children's age and the particular subject being taught.

Although sex education is not taught as a subject in the curriculum, it is provided for all children in a manner appropriate to their age and development as part of a wider teaching programme, which emphasises the importance of family life and personal relationships.

## **Religious Education**

RE is an essential part of our school and is based on the Lancashire Agreed Syllabus. Each child participates unless excused by a written parental request.

## **Music**

Music is important to us and children learn to play a variety of instruments such as recorders, woodwind and brass. We have a fantastic choir who take part in various community events such as "Let's Go Sing" and performing at local day centres and hospitals. There is also the opportunity for children to learn other instruments under the tuition of a peripatetic music teacher via Lancashire Music Services.



## **Art**

Art allows children to work with various media such as paint, wood and clay. We have our own pottery kiln.

## **Science**

Science is a practical subject where children observe, collect and conduct experiments.

## **Geography and History**

The rich local environment provides lots of opportunity to study these areas of the curriculum.

## Modern Foreign Languages

At Brookside we believe that learning a modern foreign language provides a valuable educational, social and cultural experience for children. All pupils from Foundation to Year 6 are taught French each week.



## Computing

The school has an excellent computer suite which can accommodate a whole class. This has a wide range of resources which include modern laptops and printers, digital cameras and robots. Each class has its own bank of iPads.

Each class has weekly access to the suite for direct teaching and the room is available for using ICT within other curriculum areas. Portable resources are taken to classrooms to enrich lessons where appropriate.

## Physical Education

The school aims to provide a wide range of sporting activities within the curriculum. The range of activities offered includes gymnastics, dance, football, cricket, netball, cross country and athletics. We have our own playing field which is used in the athletics season.

## Swimming

Currently Sparrow and Starling Class take part in a 30 minute swimming session at Ribblesdale Pool as part of the Key Stage 2 National Curriculum.

# School Wear

## School Uniform

Our school uniform includes a royal blue cardigan or pullover edged with gold and the Brookside badge; a tartan skirt, tartan pinafore or dark navy trousers; a white blouse or shirt and a school tie. In summer, blue and white checked dresses, or long dark navy shorts, can be worn.

Black school shoes must be worn. For the younger children shoes which fasten with Velcro are easier to use. No brightly coloured sports shoes to be worn please. If your child wishes to change into trainers at playtime they must be black.



## PE Clothing

Children should wear a gold t-shirt with the Brookside Badge in royal blue, royal blue or shorts and black plimsolls. For outdoor games, you may also wish to provide your child with trainers (black please) and a tracksuit.

A named bag in which to keep PE clothing is essential. PE bags should be kept in school during term time and taken home during each holiday for the contents to be washed. Large sports bags are not suitable due to lack of storage space in school. Please include spare socks in the kit.

**Hair** – Long hair must be fastened back during school hours. This is especially required for all PE and baking activities, and also for any other activity where the class teacher considers that it may present a danger to the child, for example, certain technology or outdoor tasks. Hair should not be cut too short; Mohican or shaved hairstyles would be considered unacceptable for school. The exception to this would obviously be anyone having problems of a genuine medical nature.

## **School Wear**

**Earrings** – The National Policy states that only studs should be worn at school. These have to be removed by the child for PE, Games and Swimming. If the child is unable to remove them themselves we ask that they be removed at home and then left at home on the days these activities are held. If ears are newly pierced plasters should cover the earrings during the activities until they can be removed.

***IT IS ESSENTIAL THAT ALL ITEMS OF CLOTHING AND BAGS  
SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME***

## Medical Matters

Should it be necessary to administer medication whilst your child is in school medicines must be clearly labelled with the child's name and class, and handed into the school office at the start of the school day. You will be asked to complete a medical form giving clear instructions for their administration. Please note that it is our policy, following the latest guidelines, that where medicine is prescribed three times a day we will not administer unless it is detrimental to the child's condition, as most prescribed medicines can be given at home-time and before bed without ill effect.

Please see our Policy for the administration of medication in school for further details.



The School Nurses visit the school occasionally. They monitor the height, weight etc. of the children. Teeth, hearing and eyes are also checked. Parents are asked to give written permission for these checks to be made when their child begins school.

# Parents

**We believe that school is a partnership and your involvement is very important.**

Before each academic year you will be invited to meet with your child's new teacher, where you can discuss homework techniques and any relevant topics that will be covered over the coming year.

There are Parent's Evenings held twice a year in both the autumn and spring terms where you can discuss your child's progress. You will also receive a written report each term.



A short newsletter is also provided, with information on the learning for the half term ahead.

You are welcome to see the teachers before and after school - the school has an 'open-door' policy. All we ask is that you make an appointment at the office, so that teachers can ensure that they are available.

Parents are invited to many events throughout the year, such as class assemblies, concerts, Harvest Thanksgiving and Christmas activities.

Many parents, grandparents, neighbours and friends help in school regularly. They help with DT, baking, computing, hearing readers, library, cookery, PE and school visits. We very much appreciate this. If you have any time you could offer please let us know.



## **Educational Visits**

A variety of visits are organised to enrich our curriculum to places such as Blackpool Zoo, Ilkley Toy Museum, World of Glass and Outdoor Elements. Visits are also made to many local places of interest in connection with class topics, for example; Clitheroe Castle, Salthill Geology Trail, Low Moor and Brungerley Park.

The school also holds activities in school, such as visits from Delving through History, Little Zoo to You, the Police and the Fire Brigade. These are sometimes more beneficial and cost effective than taking pupils out on a visit.



## **Residential Activity Holiday**

This is when our Year 6 children experience outdoor and adventurous activities over a number of days and is a highlight of the upper junior years. The children are engaged in activities such as canoeing, orienteering, climbing and walking. These help to extend and develop the children's characters and abilities.

We have been visiting Borwick Hall near Lancaster for the last few years.

## Extra Curricular Activities

At Brookside School we feel that the contribution made by extra-curricular activities is of vital importance to the development of each child's social and personal skills. Activities that take place beyond the classroom offer opportunities to develop skills and interests not possible within the normal school regime. Therefore we encourage pupils to be involved in as many extra-curricular activities as possible.

We offer a wide range of activities including:

Choir, Football, Science Club, Puzzle & Games Club, Gardening Club and Cookery Club.

Outside agencies also provide opportunities for the children throughout the year.

## Recognition



Any school can only offer a limited range of after school activities. We therefore consider it important to give equal encouragement to participation in clubs or groups outside of school including, for example, Brownies, Cubs and Sports Clubs.

We encourage children to bring certificates and badges from any activities in which they participate, so that these can be presented in our whole school assemblies and celebrated by everyone.

## **Brookside School Council**

The School Council are a group of children who are elected to represent the views of all pupils and to improve our school.

They meet with Mrs Hailwood, our Deputy Headteacher, to discuss and sort out issues. These may include fundraising events, playtimes or school lunches.

Members of the school council are responsible for carrying out the ideas that have been agreed, such as planning non-uniform days, designing posters or meeting with staff.



## **Friends of Brookside**

The Friends of Brookside was established over twenty years ago to give financial and other support to the school.

Informal meetings are held in school to plan future events. It must be noted, however, that this small band are merely figureheads of a much larger group of parents who offer a tremendous amount of support and help throughout the year.

One of the roles of The Friends is to raise money to buy items, which may be beyond the school budget. During the last year they have raised funds at the Children's Discos, Film Nights, Spooky Bake Sale and Christmas Fayre and Christmas Cracker Stall to name just a few events.

In conclusion, their aim is to support the children of Brookside in as many ways as possible.

# **Learning Support**

We aim to provide the following:

- To provide equal access to the curriculum for all.
- To ensure that all children, irrespective of ability, ethnicity, gender or religion enjoy the same educational experience.
- To ensure that all children benefit from the same social development, group experience and peer contact.
- To ensure that learning materials, teaching methods or learning outcomes are differentiated according to need. To ensure that these stimulate, challenge and stretch the child whilst being within the compass of their attainment.
- To be positive and celebrate differences, i.e. to stress the abilities not disabilities of the individual

## **Equalities**

At Brookside Primary School, we ensure equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, sexuality, disability, religion or socio-economic background. We develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

## **Disability Discrimination Act**

The school follows the Local Education Authority (LEA) Admissions Policy, which does not permit sex, race, colour or disability to be used as criteria for admission. The school will liaise with the LEA when assessing the needs and providing for children admitted to the school.

At Brookside we are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are further committed to challenging attitudes about disability and accessibility and developing a culture of awareness, tolerance and inclusion.

The school's accessibility plan has mainly been achieved in the recent extension and refurbishment programme. The changes have made the building far more accessible with only a few items left in the plan for the longer term to try to improve.

The school has suitable access arrangements, lighting, decoration, access within the building and classrooms, toilet facilities and access to some of the outside areas. Because of the very different levels outside it is impossible to access some of the playing areas in a wheelchair easily.

# Brookside Nursery & Out of School Care Club



**Brookside Out of School Care Club** was set up in 1999 to provide greater working opportunities for parents of Brookside pupils filling the gap between the end of the school day and the time when parents or carers finish work and the time in the morning before school begins.

It provides high quality care in an environment which meets all the statutory requirements. The Club is registered with Early Years Ofsted and is regularly inspected. At the last inspection the club was rated as 'good' in all areas.

Brookside Out Of School Care Club is a friendly and happy environment. The children can enjoy themselves, taking part in a wide variety of activities, which are fully supervised.

The morning session runs from 7.30am to 8.45am at a cost of £4.00 per child, breakfast included. The afternoon session runs from 3.30 to 6.00pm at a cost of £7 per child, per session, including a snack.

A Holiday Club also runs throughout most of the school holidays. Opening hours during holidays are 8.00am to 5.30pm. The fee for a full day is £19.50 or £2 an hour, hours bookable to suit. A packed lunch is required however all other snacks and drinks are provided, including breakfast.

Further details about Care Club/Holiday Club can be obtained by telephoning Miss S Walmsley/Miss Grainger on 07980 177411.

For further details please see their website page <https://brookside.lancs.sch.uk/out-of-school-care-club/>



# Brookside Nursery & Out of School Care Club



**Brookside Nursery** aims to provide high quality education and care in a small and friendly setting for 2, 3 and 4 year olds. We strive to provide a safe, friendly and stimulating environment where children in our care can develop and reach their full potential. The early years in your child's education are some of the most important and we will work in partnership with parents to ensure your child receives the best possible start.

The focused teaching sessions are 8:45am – 11:45am and 12:30pm – 3:30pm, term time, in line with the school calendar, when the learning environment will reflect the prime and specific areas of the Early Years Foundation Stage, working closely with our reception class for pre-schoolers. We operate the key person system.

Outside of the main teaching sessions, Brookside Out of School Care Club offers wraparound care before 8:45am and after 3:30pm and a lunchtime supervision session 11:45am – 12:30pm. During these times, your child will be carrying on their learning journey through play. This care is available for 48 weeks of the year, closures will be in line with our current holiday club, 2 weeks at the end of the summer holidays and 2 weeks at Christmas. Hot meals can be provided at lunchtimes term time only.

Our fees are: Full day £39.00, AM wraparound £4.00, 8:45am – 11:45am or 12:30pm – 3:30pm £12.50, PM wraparound £7.00. We aim to be as flexible as possible between 7:30am and 6:00pm please contact us to discuss your individual childcare needs. If you require different hours between these times, please just ask and we will always endeavour to accommodate where possible. Free early education places are available for qualifying 2, 3 and 4 year olds.

Further details about Nursery can be obtained by telephoning Miss S Walmsley/ Miss Grainger on 07980 177411.