

New Starter Information Booklet



Bramingham Primary School

Welcome to Bramingham

Welcome to Bramingham Primary School. We are delighted you have chosen our school. We look forward to working in partnership with you. This booklet will hopefully provide all the information you need as new joiner to the school, but please feel free to contact us, should you require further information.

School Contact details

Bramingham Primary School,
Freeman Avenue,
Luton,
LU3 4BL

01582 617 500
office@bramingham.net
www.bramingham.net

Co-Headteachers: Petra Sutton and Satinder Bains

Designated Safeguarding Lead: Cath Legg

SENCO: Satinder Bains

School day timings

8:45 Doors open

8:55 Registration opens

9:00 Registration closes

12:00 Lunch time

13:00 Afternoon session begins

15:30 Home time

Accessing the school

The school grounds can be accessed by pedestrians only. There is plenty of parking for cars locally. We have pedestrian gates at the corners of the playground, adjacent to Sainsbury's and at the main entrance, found on Freeman Avenue. Please do not park on Freeman Avenue as this blocks the entrance to the school.

School Uniform

The uniform at Bramingham Primary School is red and navy blue. You are welcome to purchase school branded items or items of the correct colour from any high street store/supermarket. No items need to be school branded. *Items with a star are available with the school logo on them.

Essential items for school

Bottom half:

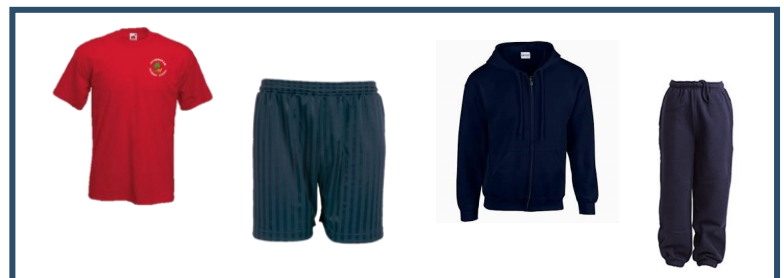
- Navy skirt or navy trousers or navy pinafore dress or navy shorts or red checked summer dress
- Navy, white, red or black tights or socks

Top half:

- White polo* shirt or white shirt
- Red school jumper*, fleece* or cardigan*

PE Kit

- Navy shorts
- Navy jogging bottoms
- Navy jumper or hoody
- Red t-shirt*
- Trainers for outdoor PE



Other items

Your child will need a school bag*. If you are starting in Squirrels, this should ideally be a thin book bag only. Your child will also need a PE bag*. Sun* and winter hats* are recommended at appropriate times of year. Your child will need to bring a water bottle to school.

Branded items

Items with the school logo can be purchased from Prestige Design and work wear Ltd. You can see current prices by visiting their website.

www.prestigedesignww.co.uk

Unit 2, Barton Industrial Estate,
Barton Le Clay,
Bedfordshire,
MK45 4RP

01582 883 222

Our family workers regularly sell 'nearly new' uniform. Please contact them directly if you are interested in purchasing any item of uniform.



Food and drink

Snack time

During the morning, there is a snack time in each class. Children who are 4 years of age, will receive free milk. Once children are 5, you can choose to pay for milk. You will receive a letter towards the end of each term, asking you whether you would like your child to receive milk for the duration of the following term.

Children will be offered a piece of fruit each day, up until the end of Year 2. If you wish to send your own fruit or vegetable snack, this is possible in any year group.

Lunch time

Children are entitled to free school meals until the end of Year 2. After this you can pay if you wish for them to continue having school dinners. Meat and vegetarian options are offered each day and special dietary needs can be catered for, if agreed in advance.

Children are also allowed to bring a healthy packed lunch.

Nut Free School

As a school we strive to provide a safe learning environment for all our children. As we have a growing number of children in school with a nut allergy, we are asking you to help us to reduce the risk of any nut reaction by not sending your child into school with any food products that contain nuts.

We therefore kindly ask you to:

- Avoid giving children nuts or nut products in their packed lunches or for school trips
- Avoid sending into school, cakes or food items containing nuts for birthday celebrations or fundraising events.

Due to severity of the allergies it is important that all parents carry out the suggested measures stated above to reduce the risk of an allergic reaction. We really appreciate your support in being a nut free school.

Water Bottles

Children should bring a named water bottle to school each day, which can be refilled during the day.



Attendance

Please note that due to an amendment to The Education (Pupil Registration) Regulations 2006, which came in to force on the 1st September, 2013, **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Please be aware that all requests for leave of absence during term time **must** be made in advance, or the absence cannot legally be authorised, and on the Official Leave of Absence Form, which can be obtained from the school office or from our website. Leave of absence **will not** be authorised retrospectively. Please support us by avoiding leave of absence during term time.

Religious Observance

One day will be authorised for Religious Observance and this must be on the day exclusively set apart for Religious Observance by a religious body. Requests for extra days must be made in advance but these will not necessarily be authorised.

Lateness

The school day starts at 9.00am, and if your child is not in the classroom by this time, they will receive a late mark which will then be recorded on the register and on their school report. If your child arrives late, please ensure they go to the school office to sign in. Please also be aware that our EWO (Education Welfare Officer) regularly checks our registers and if it is noticed that a child is persistently late, contact may be made with the parent to discuss the reasons for lateness. During the period between 8.45am -9.00am pupils will have "boardwork" to do, which will often relate to work that will be covered later in the day. Although this is in addition to the children's curriculum time, it can provide a useful learning experience and help boost their confidence. Please try to get your child into school for this early morning period.

Absence due to illness or appointments

If your child is unwell or has an appointment, you must contact the school office by 9:30am on the first day of absence. If the absence continues, you must also contact the office on the 3rd, 5th day etc. (alternate days). Failure to make contact with the school may result in an unauthorised absence.

Unauthorised Absences

There are several reasons why an absence may be classed as unauthorised. The most common are listed below:

Failure to make contact with the school regarding an illness or appointment.
Requests for absence due to birthdays, shopping, family visits etc
Holiday.

Penalty Notices

Penalty notices will be issued by the Education Welfare Service after 5 days of unauthorised absence. The current cost of a Penalty is £60 per parent, per child, if paid within 21 days, rising to £120 if paid within 28 days. If the fine is not paid, the Local Authority may then prosecute through the Magistrates Court. If you have any questions relating to any of the above points, or the policy, please contact our school office.

Breakfast and After School Club

We aim to provide a welcoming place at the start and end of the school day where all children are valued, safe and happy. We are here to support working parents by providing an affordable, consistent childcare. As the clubs are part of our extended school day, we have the same rules and expectations as the school day.

Booking terms and conditions can be found on the registration sheet at the back of this booklet. You must pre-book a place as places are limited

Timings

Breakfast Club runs from 7:45am to 8:45am

After School Club runs from 3:30pm to 5:30pm

Activities

The clubs are based at the school and entry and exit are from the Dell door. The clubs run during term time and a number of activities are available for the children to participate in. These include board games, construction, outdoor games, arts and crafts, movie evening and an opportunity to complete homework, if a child wishes to do so.

Food

Breakfast is served on arrival in the morning. For breakfast, we offer toast with butter and or jam and a range of cereals. At After School club, a light tea is served at around 4:30pm, which can consist of sandwiches, wraps, noodles, pasta, beans on toast or hot dogs. Fresh fruit is served too, both for breakfast and light tea.

	Description	Fee for 1 st child Sept 21	Siblings Sept 21
Breakfast Club	Pre-booked	£2.50	£2.50
	Turning up to B/C with no booking/payment made (Double Fee)	£5.00	£5.00
ASC	Pre-booked Up to 4pm	£2.00	£1.50
ASC	Pre-booked Up to 4.30pm	£4.00	£3.75
ASC	Pre-booked Up to 5.00pm	£6.00	£5.75
ASC	Pre-booked Up to 5.30pm	£8	£7
Except for in exceptional circumstances all bookings for Breakfast and After School Club must be made by midnight on Sunday for the following week, or late booking payment (double fee) applies.			
ASC	Late payment double fee Up to 4pm	£4	£3
ASC	Late payment double fee Up to 4.30pm	£8	£7.50
ASC	Late payment double fee Up to 5.30pm	£16	£14
	If your child attends a school club before ASC (choir/football etc)	TBC	TBC

Cashless Payments

We use the online system SchoolMoney for all payments. We are a cashless school. You will be able to pay online for activities such as trips, Breakfast & After School clubs, swimming, using your debit or credit card. We do not accept cheque or cash payments.

You won't need to sign up to this system as this is done automatically by the school. Please ensure you have provided us with up to date contact details, so we can send you a password (text & email) once your child has started. This password will give you access to your SchoolMoney account where you can make payments.

To log into SchoolMoney, visit the website www.eduspot.co.uk and click on the sign in button in the top right-hand corner. In the drop down, select the SchoolMoney Parent Login option and this will send you through to a page where you need to enter your mobile number, email address, the password we have sent to you, and your child's first name.

Comprehensive parent guides are available by the clicking of the appropriate icon in the top, right hand corner of the Eduspot website.

You will be able to access your account at any time to see if there are any outstanding payments due.

If your child is going on a school trip, you will receive an email/message to advise you that it is on the system. Breakfast Club and After School Club bookings are also made using the SchoolMoney system. Any refunds that may be due (illness, trip - so no After School Club required or 24 hours cancellation notice given) will be credited to your account.

Curriculum Enrichment

We strive to enrich our curriculum in many ways throughout the year.

Visitors

We have many visitors throughout the year from theatre companies to representatives from the local community. Occasionally, parents may be asked for a voluntary contribution towards this.

Trips

School trips will form part of the curriculum each year. Again, we ask parents for a voluntary contribution towards these trips. You will be asked to give consent for your child to attend trips. We also often ask for parent helpers to assist on our school trips.

Clubs

We run lunchtime and after school clubs throughout the year. Some of these are chargeable. Clubs may include sports, arts and crafts or choir.

Music tuition

Music tuition is available from Year 3 onwards. This is provided by Luton Music Service and is chargeable.

Parental Involvement

At Bramingham Primary School we believe a strong partnership between parents and the school helps to provide the best education for your child.

We expect all children to read and complete DoodleMaths 3 times a week at home. Further homework may be set in some year groups.

Parents will be notified of rewards and behaviour issues, in line with the school behaviour policy. We hope you will enjoy celebrating the certificates, badges or stickers your child comes home with.

Parents are invited in for parents evenings in order to discuss the progress their child is making.

At Bramingham, we have the 'Friends of Bramingham' which is an association who meet regularly to plan community events and fundraising opportunities. Please contact the school office if you would like to be involved and they will be able to pass your details on.

Pastoral Support

At Bramingham Primary School, you can speak to any member of staff if there is something you need support with or you have a concern about your child's wellbeing.

We have two family support workers who are available to support with various issues and welcome you to contact them for advice.

Cath Legg clegg@bramingham.net

Gulnaz Altaf galtaf@bramingham.net

Communication

Our school office can be contacted on office@bramingham.net or by phoning 01582 617 500.

Members of staff can be contacted by using their first initial and surname followed by @bramingham.net

The school operates a text system, which you can reply to. This is regularly monitored during school hours.

Copies of all letters, news and policies can be found on the school website www.bramingham.net

We also have a school Facebook and Twitter account.



Breakfast and After School Club Information Form

Bookings and payments

All bookings and payments must be made in advance using the online cashless system, SchoolMoney. We are unable to take any cash payments. Please note the following when booking:

- Spaces are limited so pre booking is essential if you wish to secure a place at either or both of the clubs.
- Payment made for a half term in advance will guarantee your child a place for either or both clubs.
- Weekly booking and payment for either or both clubs **MUST** be made no later than the Sunday evening before the week starts.
- If you need to make a booking and you haven't pre booked, please contact the office as soon as is possible and if there is availability and payment is made prior to the session, this will be allowed.
- If your child arrives at Breakfast Club or After school Club without prior booking or payment, this will incur a double late fee. Please see pricing sheet for pre booking and late costs for both clubs
- Refunds will only be made if 24 hours cancellation is given or if your child is ill or on a school trip. Your account will be credited if this is the case.

Please sign below to confirm you have read the information regarding the booking and running of our Breakfast and After School Clubs and agree that your child will be expected to abide by the rules of the club. Also that all the information supplied below is correct.

Signed.....

Parent's name.....

Personal Information

Name of child(ren)

1. Name: _____ Class: _____

2. Name: _____ Class: _____

3. Name: _____ Class: _____

Any medical conditions, allergies or specific instructions:

Emergency contacts and collecting permission

Name of contact	Relationship to child	Mobile and home or work number	Has permission to collect? (Circle)
		Mobile: Home:	Yes No
		Mobile: Home:	Yes No
		Mobile: Home:	Yes No