



Be the Best You Can Be

Parent Information

2024 - 2025



General Information

Brixworth Primary School is a Church of England voluntary controlled primary school. It caters for children aged from 4 to 11 years old.

School Address: Brixworth CEVC Primary School
 Froxhill Crescent
 Brixworth
 Northampton
 NN6 9BG

Telephone Number: 01604 883900

Head teacher: Mr Neil Tyler

Enquiries email: office50@brixworth.northants.sch.uk

Website: <https://www.brixworthprimary.org.uk/>



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Our Mission, Values and Vision

Our Mission

Be the Best You Can Be – academically, socially, emotionally, physically and spiritually within a safe, healthy, inspirational and enjoyable environment.

Our Values

Through our core values of Love, Peace, Courage, Thankfulness, Kindness, Service, Forgiveness and Truth, we want every child to reach their God given potential.



Our School Bees



Our Vision

- Our school will provide outstanding teaching and learning opportunities grounded in the Christian Faith, with a respect for other faiths.
- Children within the care of the school will all reach their potential and will be well prepared for the opportunities and challenges of the future.
- Children will display independence, resilience, curiosity and confidence, have a positive self-image and show compassion and respect for others.
- Our environment for the children will be safe, secure, engaging and stimulating such that the pupils feel valued, supported and able to thrive.
- Our school will engage with the families of the pupils as well as the local church and community.
- Outstanding leadership will make sure that the school is well led and managed, so as to make wise use of the available opportunities and resources in the achievement of the school mission.

The School Day

School Hours 9.00am-3.30pm

School gates will be open between 8.40am and 9.00am.

Your child should arrive by 8.50am ready for registration at 9am.

The school gates will close at 9am. If you arrive late you will need to take your child to the main school office.

Pupils access their classrooms using the doors into their cloakrooms for KS2 and directly into their classrooms from the lower playground for KS1 and Foundation Stage.

The gates will reopen again between 3.20pm and 3.35pm, ready for collection at 3.30pm.

Outside these hours access to the school is via the main school office.

Breakfast and After School Club

Breakfast Club

The school runs a Breakfast Club from 7.30am until the start of school each morning in the Small Hall.

A nutritious breakfast is provided and consists of a selection of cereals and toast. Breakfast Club is also designed to develop skills and play opportunities for the children.

The cost is £3.50 per session and various Childcare vouchers are also accepted.

Mighty Oaks

An independently run after school club, located in our Small Hall.

The club is open every day during term-time from 3.30pm to 6pm Monday to Friday.

For further information about Mighty Oaks, please contact Jo or Beccy by phone on **07508 659017** or by e-mail: mightyoaksbrixworth@aol.co.uk

The cost per child is £10.00 if pre-booked or £11.00 per session on an adhoc basis. Snacks are provided for all children, including drinks, fresh fruit and vegetables.

ParentMail

Communicating is an important part of what we do, making sure you get the correct information about activities, events and school news.

At Brixworth Primary School we use ParentMail as our main source of communication.

You will be sent an email to register when your child first starts school. Once you are activated you can receive letters and make payments straight away.


The ParentMail APP has a number of benefits both to you and the school:

- every message sent arrives as an instant alert on your mobile
- receive paperless copies of letters sent out from the School
- provide the school with permission for activities
- you can pay for trips and events
- you can register your child's absence
- you will receive our weekly newsletter Primary Word.




Attendance

In the event that your child is unwell and unable to attend school, the school should be notified by:

 Submitting the absence on ParentMail

or

 01604 883900

This needs to be done ASAP on the first day of the absence to inform us of the nature of the illness. Any unexplained absences will need to be recorded as unauthorised but obviously we will endeavour to establish the reason.

Pupils who arrive or leave during the day should report to the school office to enable a reason for the absence to be recorded. The school has advocated and promoted the desirability of 100% attendance of pupils.

In cases where the child has been sick or has had diarrhoea, please keep him/her at home for 48 hours after the last occurrence.

Medical Appointments

Please arrange non-urgent dental and medical appointments out of school hours so that your child's learning is not disrupted. Should your child have a hospital appointment, the school office require the appointment letter.

Medication

The school has a detailed Administration of Medication Policy which is available on request from the office. Please note that we are only able to administer prescribed medication from a doctor.

If your child requires an inhaler in school a consent form must be completed by a parent/carer. Forms are available from the school office. Inhalers will be kept with the class at all times.

If your child is prescribed an EpiPen then the school require two EpiPens and antihistamine and we also require an allergy action plan from your doctor.

Accidents and Illness

If a child becomes unwell in school or sustains more than a minor injury, parents are contacted and asked to come and collect their child.

It is vital that we have a variety of contact numbers for each child.

In an emergency, an ambulance would be called to take a child (accompanied by a staff member) to hospital whilst we are in the process of contacting parents.

Members of the school staff are trained in First Aid and deal with bumps and scrapes. Minor grazes are treated with individually wrapped antiseptic wipes and plasters.

If a child receives a bump on the head, parents will be advised via a phone call and a first aid slip will be sent home.

If a child needs medication during the day parents are welcome to come into school and administer the dose, or complete a medical form from the office requesting that a member of staff administers on your behalf.

School Uniform

The wearing of school uniform is encouraged. Logo sweatshirts, cardigans, book bags and PE bags can be ordered from Brigade, our current uniform supplier. Log onto: <http://www.brigade.uk.com/>

We are very conscious as a school that branded uniform costs are high and therefore we do not insist on clothing with the school logo. Most supermarkets sell the coloured uniform at much lower prices. As long as their uniform is in school colours this will be fine.

Our School Uniform comprises of:

- school sweatshirt or cardigan
- white or light blue polo shirt
- grey or black trousers or shorts
- navy, black or grey skirt or pinafore
- dark coloured smart shoes or boots
- summer dress with blue check.



Our PE Kit comprises of:

- a white or light blue t-shirt and navy or black shorts
- a pair of trainers for outdoor lessons.
- a black or navy sweatshirt and joggers or tracksuit for the winter months.



Please also provide your child with a water bottle everyday.

All uniform should be clearly named and should be taken home regularly to be washed.

Children may not wear any jewellery, including earrings for PE and hair must be tied back for PE and Sport.

Sports wear, including tracksuits and football shirts are **not acceptable** for PE.

Please always ensure your child dresses appropriately according to the weather. During the colder months a coat will be required and during the summer months please ensure your child is wearing suncream, a sun hat and has a water bottle.



Term Time Holiday

Government guidelines prevent Headteachers from granting any leave of absence during term, unless there are exceptional circumstances. A family holiday during term time does not fall into the category of 'exceptional circumstances' and will therefore be recorded as an unauthorised absence.

The vast majority of parents do not take family holidays in term time as they recognise the significant impact this can have on their child's education. We support the government's stance on trying to reduce the amount of school missed due to holidays and we hope that you will continue to support us by not planning a leave of absence during term time.

The Local Authority can and do fine you for taking your child on holiday during term time without exceptional reason.

An initial fixed penalty notice of £60 is issued to each parent for each child.

So a two parent family with two children would be fined £240.

These fines would be issued:

- When a pupil has a minimum of 10 school sessions recorded as unauthorised in a 6 school week period; (a school day is two sessions -morning and afternoon) or
- When a pupil has a series of unauthorised absences leading to irregular attendance

School Gates

We have 4 entrances into school, these are:

1. The car park and main office
2. The pedestrian gate on Froxhill Crescent known as the top gate
3. The gate in Highfield Close that leads onto the playground, known as the middle gate
4. The gate leading up from the Library car park, known as the bottom gate.



School Clubs

For Breakfast Club and After School Club children are to be dropped off at the gate to the Small Hall (5). All other clubs collection point is at the POD kitchen gate (6).

Parking

Parents must not park on the yellow zig zag road markings when bringing or collecting their children.

Road markings are there for a reason and drivers must not wait, park or stop to set down and pick up passengers on school entrance markings.

Parents are reminded to be mindful when dropping off or picking up their children and not to fall into the habit of parking illegally or in a thoughtless or dangerous manner. Illegal parking will be reported to the community police officer.

Parking is also forbidden in the numbered and visitor parking spaces in Highfield Close as these are for residents use only.

Parents are also asked not to park in the staff car park however there are disabled parking spaces available for blue badge holders.

Walking Home

It is the school's policy that only children in Year 5 and Year 6 are able to walk home without adult supervision.

Parent consent needs to be given prior to this happening.

We welcome children coming to school on scooters and bikes however these are not to be ridden on the school site.

Bikes and Scooters

There is a dedicated area to store bikes outside the staff room and Year 2 classroom that leads directly onto the playground. They are free to leave their helmet on the handle bars, or you can take this home. The school accepts no responsibility for any loss or damage. All bikes and scooters must be removed at the end of each school day. Please see our policy on the school website.

Dogs

Dogs are wonderful companions and pets, however, some children and adults are not comfortable near them and can be quite worried by their presence.

Dogs must not be brought onto the school grounds at any time and they should not be tied to the fence as many children are then placed in a position of having to walk past.

Contact Details

Parents need to make sure that we hold the correct and current contact details, including work, home and mobile numbers.

We advise parents to have at least two emergency contacts for their child. Should your contact details change then please notify the school office immediately.

School Photographs

Individual and sibling portraits tend to take place in September each year. The intention is that all pupils will be photographed and proofs will be sent home to parents without any obligation to order.

In the summer term we have the opportunity for parents to purchase a class photo of the whole class and teacher.

Lost Property

Items that have been misplaced and lost in school are located by the Year 4/5 classrooms. Where items are named every effort is made to return them to their owner.

Any items not claimed at the end of each term will be disposed of.

We ask that all items of clothing brought into school are clearly labelled.



Home Message Book

Children's home school message books (elephant books) are a valuable source of communication between home and school. The books should be brought into school daily and children are encouraged to make a brief entry each time they read, noting the book, genre of text, and pages read. It would be helpful if you direct your child to hand this book to the teacher in the morning if you have written a message to us.

If a home school message book is lost then there is a charge of 50p for a new copy.

Home Learning

Each week children in Years 1 to 6 will have spelling activities and words to learn, reading and mental maths to complete.

Foundation Stage will begin with soundcards and once ready will take home reading books.



Primary Word

The main source of information sent out by the school is through ParentMail, including our weekly newsletter 'Primary Word'.

This newsletter is sent every Friday and details the forthcoming week's events, news and information about the school. It is also available on the website.



School Trips and Visits

Trips and visits enrich the curriculum for all children and support their personal and social development.

We organise different trips and visitors into school for all year groups. Each year group also participates in a church service at Brixworth All Saints Church.

Details for trips are sent through ParentMail with a consent form approx 4 weeks (or more) prior to the event.



Parents Evening

Parents evening takes place three times a year.

The meeting is an opportunity to look at your child's books, discuss your child's progress, review their current targets and consider future targets.

If you need to bring your children with you then you will need to bring a quiet activity which will entertain them whilst you have your meeting.

All children receive a written report in July with progress comments. There is also an opportunity for parents to return comments.

School Lunches



Your child can choose to have either a school lunch or packed lunch provided from home each day.

For their school lunch children have the choice of a meat, vegetarian, plant based, jacket potato or packed lunch options. Bookings and payment for the school meal are made on the Kingswood catering website: [Homepage | Kingswood Catering](#)

School lunches for Years 3-6 cost £2.53 each day or £12.65 a week.

Meals are free for children in Foundation Stage to Year 2 (Universal free school meals). These meals still need to be booked on the Kingswood Catering website.

If you wish to provide your child with a packed lunch from home this needs to be a balanced lunch and should not contain any nut products, sweets or fizzy drinks.

Free School Meals

You can apply for free school meals for children in full-time education up to the age of 18 if you are in receipt of certain benefits. Please visit the [North and West Northamptonshire Council](#) website for more details.



PLEASE REMEMBER

WE ARE A NUT

FREE SCHOOL



Fruit and Vegetable Scheme

The school takes part in the 'National Fruit and Vegetable Scheme'. This enables each child in Foundation Stage, Year 1 and Year 2 to receive a free piece of fruit or vegetable for snack time each day.

Years 3 to 6 may bring in a piece of fruit or healthy snack each day for their morning break.



Pupil Premium

The Pupil Premium Grant (PPG) is an allocation of additional funding provided to schools to raise the attainment of disadvantaged pupils and close the gap between them and their peers. School leaders are best placed to decide how to use the pupil premium to improve disadvantaged pupils academic attainment and fulfil the achievement potential of all children. Schools receive funding for each eligible child and can use the funding flexibly.

The needs of all pupils should be assessed and the grant used to make maximum impact in the school.

There is no expectation that schools should spend the grant only on eligible pupils, or on a per eligible pupil basis.

When making decisions on how to spend the grant our school leaders are strongly encouraged to consider evidence on what will have the most impact on the pupils.

Each year the school must publish how this funding is used and this is available on the school's website.

Applying for Pupil Premium

To find out if your child is eligible for Free School Meals or, if in Foundation Stage, Year 1 or Year 2 is eligible to apply for the Pupil Premium Grant, please check the West Northants County Council website under the '**Free school meals and pupil premium**' page.

Please do not hesitate to contact the office if you require any further information.

Mobile Phones

Children in Year 5 and 6 who walk to and from school independently are able to bring their mobile phones to school. All phones are to be handed into the class teacher at the start of the day.

No other valuables such as jewellery or electronic games are to be brought into school.

Parent Helpers

We welcome parents, carers and grandparents who are willing to volunteer to help with school activities such as reading and accompanying children on outings and visits. If you are interested, please speak with your child's class teacher or contact the school office.

Parent Teacher Association

The Brixworth Primary PTA Team volunteer to bring together all members of the school community in the spirit of fun, support, and friendship with the one purpose of helping to enrich the educational and social experiences of our children.

They do this by organising various fundraising projects such as the annual Christmas and Summer Fayres, Mother and Father's Day stalls, discos and raffles.

Over the last few years, their efforts have donated towards the following: tablets, forest school fence, playground equipment, coaches for the KS2 choir to Young Voices, anti-bullying project, sound equipment for the main hall, Christmas party supplies and a new mile-a-day track on the school field.

The PTA welcome all parents to come along to the Annual General Meeting and take an active role in events.

School Council

We have a School Council which is made up of 2 members from each class in Year 1 to 6.

These children are elected by their peers in each class at the start of the year. School Council members are always encouraged to look for ways to make a difference for the children within our school.

They have suggestion boxes in classrooms where new ideas can be placed for consideration.



Eco Council

The children at Brixworth CEVC Primary School are very interested in climate change and know how important it is to look after our planet. Therefore, they are keen to do their best to spread the message of how important it is to reuse and recycle.

Earlier in 2024, the Eco Council took part in an enjoyable litter pick around the village with the Brixworth Wombles. We have also made posters to remind the school community to save electricity and water. Currently, with the help of the PTA, we are planning an Eco garden where we can grow our own food and plant bee friendly flowers and shrubs.

Safeguarding

Brixworth CEVC Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Bullying, teasing and discrimination are not tolerated here in any form. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed in the policies section of the website.

Staff and Governors work closely together with outside agencies to support children and to ensure that every child has a happy and positive school experience.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Our Designated Safeguarding Lead (DSL) is Mrs Sharon Marsh who is also the schools Inclusion Manager.



Our Deputy Designated Safeguarding Deputies (DDSD) are:

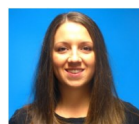
Mr Neil Tyler (Headteacher)



Mrs Heather Reynolds (Deputy Headteacher)



Mrs Laura Casson (Assistant Headteacher)



The governor with responsibility for safeguarding in our school is Jeanett Roberts.

Inclusion

As one of our school values, inclusion is paramount to our thinking and day-to-day provision at Brixworth CEVC Primary School. We are constantly striving to improve our provision to ensure that inclusion is maintained for all members of our school community, enabling our pupils to ultimately achieve their potential.

Historically, we have had success in providing support for a wide range of additional needs. This has included pupils with dyslexia, ASD, ADHD, visual and hearing impairments, communication and language difficulties and social, emotional and mental health needs, including children who have had adverse childhood experiences (ACEs).

Working collaboratively is fundamental to supporting pupils with special educational needs or disabilities and regular communication is sustained with parents, the child and wider professionals as required.

Support for pupils with SENDs will initially focus on Quality First teaching; teaching that ensures high expectations are maintained for all pupils. Differentiated teaching and learning opportunities will enable children to access an appropriate curriculum to meet their needs. At times, pupils will access small group interventions or 1:1 support as required; again, with the focus on targeting their prime area of need to ensure they can reach their potential.

As a large school with a well-established and stable staff, we are fortunate to be able to draw upon a wide range of knowledge, skills and expertise when supporting your child.

TAMHS

In May 2021 we were delighted to be awarded recognition for becoming a Gold TaMHS School! Northamptonshire Targeted Mental Health in Schools (TaMHS) is a coordinated multi-agency programme for building capacity within schools through training, support and introducing new programmes and approaches to better meet the mental health needs of all children.



We have continued to maintain this award for the fourth year running for our continued commitment to being a TaMHS school.

Nurture Provision

The Hive opened in Spring 2021 as a safe place where small groups of children can access a curriculum designed to meet their needs not only academically but also socially, emotionally and developmentally. In order for our pupils to achieve well academically it is fundamental that their social, communication and emotional needs are well met and understood so they can truly 'be the best that we can be'.

"The level of support my child has received at Brixworth Primary School has been just amazing. The staff have been incredibly attuned to their needs; they have listened to and valued their voice at every turn. They understand the importance of not just 'being' safe, but that all-important felt sense of safety."
(Parent Comment)



Governors

All schools in England have a Governing Board which is responsible for overseeing many of the strategic decisions of the school. A key role is to act as a 'critical friend': to support, to challenge, to ask questions, ultimately to represent the school community.

The Governing Board works in close partnership with the Headteacher, staff and the local authority. Whilst the Headteacher is, of course, responsible for the day-to-day running of the school, the role of the governing board is strategic. It ensures the school functions well and maintains the proper range of academic and social objectives.

Chair - Co-opted - John Trenfield
Vice Chair & Parent - Rachel Rogers
Headteacher - Neil Tyler
Parent - Bekky Harrison
Foundation - Rev Philip Walter, Leah Reith
Safeguarding - Jeannet Roberts
Co-opted - Frances Turnbull
Staff - Heather Reynolds, Aimee Willis
Local Authority - Ian Barratt

Should parents wish to contact a Governor or the Clerk to the Governors, then they may do so by contacting the school office or emailing:

governors@brixworth.northants.sch.uk

If you wish to speak to a parent governor about any aspect of school life, including things you think we can improve, or things you think we should be doing they can be contacted on:

parentgovernor@brixworth.northants.sch.uk

Complaints Procedure

Brixworth CEVC Primary School is committed to taking concerns seriously and dealing with them at the earliest opportunity in the hope of keeping the number of formal complaints to a minimum and without needing to use the formal procedure. We believe that the majority of concerns and complaints can be resolved informally. However, in some cases, it may be necessary to follow the schools formal complaints procedure in order to resolve the complaint as fairly and speedily as possible.

Where there is a concern or query about any aspect of the school or child's education or well-being, this should be raised in the first instance with the child's class teacher followed by their phase leader if necessary. Ideally they will be able to address concerns immediately or can arrange a meeting to discuss the issue.

If you are then not satisfied with how we have responded, you may wish to make a complaint. Please refer to our complaints procedure, which is available on the school website or by contacting the school office.

GDPR

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act 2018 (DPA 2018).

This information helps us support our pupils teaching and learning and report on pupil progress.

Staff list

Head Teacher	Mr N Tyler	School Leadership and Management/ Designated Safeguarding Deputy
Deputy Head Teacher	Mrs H Reynolds	Designated Safeguarding Deputy
Assistant Head Teacher	Mrs L Casson	Designated Safeguarding Deputy
Inclusion Manager	Mrs S Marsh	Designated Safeguarding Lead
Class Teachers	FS	Mrs S Nourish / Mrs R Partridge
	FS	Mrs A Sparkes / Mrs K Mistry
	FS	Mrs L Casson / Mrs H Shipley
	Yr 1	Miss S Cooper
	Yr 1	Mrs A Willis / Mrs V Walter
	Yr 2	Miss A Rigby
	Yr 2	Mrs K Stiles / Mrs L Hancock
	Yr 2	Mr E Curt
	Yr 3	Mrs A Elston
	Yr 3	Miss A Worster
	Yr 4	Mrs H Devereux
	Yr 4	Mrs A Varrier
	Yr 4	Miss G Duckworth
	Yr 5	Mrs C Buck
	Yr 5	Mrs Pirie
	Yr 5	Miss L de Rossi
	Yr 6	Mrs J Roberts / Mrs H Reynolds
	Yr 6	Miss B Longley
	Yr 6	Miss L Bond
Cover Teachers	Mrs S Burton	
HLTAs	Mrs C Rickard	
Teaching Assistants	Miss C Bailey, Miss N Barrs, Miss S Dobson, Mrs D Dijkhuizen, Mrs E Donaldson, Miss S Elfakir, Mrs H Forde, Mrs T Gardner, Mr R George, Mrs R Hope, Mrs H Hutchings, Mrs M Pycroft, Mrs J Reeves, Mrs A Roy, Mrs C Russell, Mrs A Skinner, Miss L Warren, Mrs S Bridges, Mrs L Chapman, Miss S Mayfield, Mrs A Fitzhugh, Miss L Illing	
Behaviour Support Assistant	Mrs B Haynes	
Pastoral Support Assistant	Miss A Norton	
School Business Manager	Mrs S Johnson	
Administrators	Mrs L Rose, Mrs K Sullivan, Mrs J Lett, Mrs L Linnett	
Site Supervisor	Mr M Salter	
Breakfast Club	Miss S Elfakir, Mrs S Bridges, Mrs A Fitzhugh, Mrs B Haynes, Mrs L Black	
Midday Supervisors	Mrs L Black, Miss C Downey, Ms L Hickling, Mrs F Taylor	

Term Dates

The school holiday dates are published in advance and we expect parents/carers to do everything possible to avoid taking their child/ren out of school during term time.

Academic Year 2024-2025

<u>Term 1</u>	Training Day Training Day Re-open to Pupils Close	Monday 2nd September 2024 Tuesday 3rd September Wednesday 4th September Friday 25th October
<u>Term 2</u>	Training Day Re-open to Pupils Close	Monday 4th November Tuesday 5th November Friday 20th December
<u>Term 3</u>	Training Day Training Day Re-open to Pupils Close	Monday 6 th January 2025 Tuesday 7 th January Wednesday 8th January Friday 14th February
<u>Term 4</u>	Re-open to Pupils Close	Monday 24th February Friday 4th April
<u>Term 5</u> Bank Holiday	Re-open to Pupils School Closed Close	Tuesday 22nd April Monday 5th May Friday 23rd May
<u>Term 6</u>	Re-open to Pupils Close	Monday 2nd June Tuesday 22nd July