

2019/20

Brambles Primary Academy Prospectus



Brambles Primary Academy

LEARNING TOGETHER, GROWING TOGETHER

Brambles Primary Academy aims to:

Ensure the 'Every Child Matters' agenda is realised.

Create an interesting and stimulating environment which reflects our values and promotes a sense of community as well as an individual sense of self-worth.

Develop a community of life-long learners where access to knowledge is a right and a recognised achievement.

Provide learning experiences that will allow all pupils equal opportunities to develop their thinking and creative skills.

Promote social, cultural, moral and spiritual development, preparing pupils to be responsible citizens.

Encourage the partnership with parents/carers and foster positive links with the community.

We believe the most effective way of achieving these aims is through the promotion of: inquiry and curiosity, enthusiasm and challenge, sharing and learning together, the acceptance and embracing of differences, openness, self-respect and persistence.

Our academy aims to be inclusive. We want all of our children to feel welcomed, happy and fulfilled. We recognise that all children are different and that these differences create opportunities for adults and children alike to learn more about ourselves and each other. Helping children in developing good attitudes and values is an important feature of our work.

If you wish your child to become a part of Brambles Primary Academy, we would like to welcome you into partnership with us. Please speak with the staff and other children or their parents about us. We are proud of our academy and particularly of our children, who are its most effective ambassadors, both inside and outside the academy. We look forward to working with you and your family.



MAKING A DIFFERENCE

● FACT 1

As each goose flaps its wings it creates "uplift" for the birds that follow. By flying in a "V" formation, the whole flock adds 71% greater flying range than if each bird flew alone.

LESSON:

People who share a common direction and sense of community can get where they are going quicker and easier because they are travelling on the thrust of one another.

● FACT 2:

When a goose falls out of formation, it suddenly feels the drag and resistance of flying alone. It quickly moves back into formation to take advantage of the lifting power of the bird immediately in front of it.

LESSON:

If we have as much sense as a goose we stay in formation with those headed where we want to go. We are willing to accept their help and give our help to others.

● FACT 3:

When the lead goose tires, it rotates back into formation and another goose flies to the point position.

LESSON:

It pays to take turns doing the hard tasks and sharing leadership. As with geese, people are interdependent on each other's skills, capabilities and unique arrangements of gifts, talents or resources.

● FACT 4:

The geese flying in formation honk to encourage those up front to keep up their speed.

LESSON:

We need to make sure our 'honking' is encouraging. Where the hearts and souls of individuals are bolstered by the encouragement of their community, both individual and community will benefit. It's all about Quality Honking!

● FACT 5:

When a goose gets sick, wounded or shot down, two geese drop out of formation and follow it to help and protect it. They stay with it until it dies or is able to fly again. Then, they launch out with another formation or catch up with the flock.

LESSON:

If we have as much sense as geese, we will stand by each other in difficult times as well as when we are strong.



HONKER

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Admissions

The academy has adopted the Local Authority's policy for admissions. If required, further information can be obtained from the academy or the website. Any parent wishing to consider Brambles Primary Academy for their child should contact the academy for an appointment to look around.

Nursery Admissions

We have a well-resourced nursery with places for 52 children. Children are admitted on or after their third birthday as places become available. A waiting list is maintained by the academy and places are offered in accordance with the following criteria:

1. The child lives within the academy catchment area
2. The child lives out of the academy catchment area, but has brothers or sisters already in the academy
3. The child lives out of the academy catchment area

Please note: there is no guarantee that all children will automatically be given a place in reception. There will be opportunity for you and your child to visit the nursery prior to admission, when you will be given all relevant information.

Nursery – Reception Transition



Children transfer from Nursery to Reception each autumn term. All places are allocated by the Local Authority prior to starting. Parents must make a formal application, and the criteria above are used to prioritise the allocation of places. We are keen to ensure that the transition is as smooth as possible. There is a planned programme of visits to the reception class, opportunities to take part in assemblies, academy lunchtimes and other general academy routines prior to admission. Parents will be invited to a meeting to share information before their

child start in reception.

Primary / Secondary Academy Links

Most of our Year 6 pupils transfer to Unity City Academy, Outwood Ormesby, Macmillan Academy, St. Peters and Nunthorpe. Great efforts are made to facilitate a smooth transition for the pupils and visits are arranged to help familiarise them with their new schools/academies.

We have good links with staff in the secondary schools/academies and sometimes work together on curriculum projects, which enhance the opportunities for liaison between both pupils and staff in each of the phases.

Academy Hours

Our Academy day begins at 8.50am and ends at 3.00pm for Key Stage 1 and 3.10pm for Key Stage 2. Morning Nursery runs from 8.30am until 11.30am and afternoon Nursery runs from 12.15pm until 3.15pm.



All classes have a morning break from 10.40am to 10.55am. FS and KS1 can also have an additional playtime in an afternoon if needed.

The doors are opened at 8.30am for the children to come into the academy for a bagel and closed at 8.50am. Doors are locked and alarmed once the children are in the building. After 8.50am entry to the academy can only be made through the main office door. At the end of the academy day the children are escorted from the building by their teacher.

Lessons start promptly, and it is important that your child arrives on time to ensure that they get the best out of their time in the academy. If your child is late then please take them to the office, so that they can be given a late mark and marked in the register.

Time Keeping and Attendance

Children should arrive at the academy no earlier than 8.30am. We are unable to supervise children before this time and, therefore, we cannot be held responsible for their safety. Children who are late will miss important aspects of their education and also will disrupt the work of others because of their late arrival.

If your child is absent from the academy for any reason, you must ring the academy and leave a message on the morning of the absence giving an explanation, (01642 210704 ext 1), or call into the office.

If you do not inform us, you will receive a phone call from the academy checking that your child is safe and asking why they are not at the academy. Our Pastoral team will contact parents of those children absent without explanation.

When children have lengthy absences, or frequently miss one or two days from the academy. The Pastoral team will need to ascertain whether the absence is justified. This may necessitate a home visit. Parents have a legal responsibility to ensure that their children attend the academy regularly and that they arrive on time.

Leave of absence requests

Following many statements regarding school attendance by the Secretary of State, the Government introduced some significant changes to attendance regulations for pupils at the academy from September 2015, some of which you need to be aware. The changes now mean schools/academies are unable to authorise any leave of absence during term time unless there are exceptional circumstances. In the past, we have always tried to be flexible in granting leave. Unfortunately, this is no longer the case and it is likely that requests of absence will be denied.

May we ask that you respect these new regulations under which the academy must now work, and that if you do need to take your child out of the academy during term time, you make it very clear in your request how the circumstances are exceptional. Can we remind you that any absence, even a holiday, needs to be reported to the academy in order that we can account for the children on a daily basis. Leave of absence request forms are available from the academy office. Please see the letter 'Term Time Holidays' in the parents and carers section of our academy website.

Attendance Results

Sept 2018 – July 2019	
YEAR GROUP	ATTENDANCE RATE (%)
FS RECEPTION	92.1%
YEAR 1	92.7%
YEAR 2	95.4%
YEAR 3	94.9%
YEAR 4	93%
YEAR 5	93.1%
YEAR 6	95.3%
OVERALL ACADEMY ATTENDANCE RATE FOR YEAR (Years 1 – 6)	94%

Our current target is 96%

Uniform

We have had an academy uniform since September 2012. The uniform was chosen by the children and our 'Parent Voice' group. We are very proud of our academy and insist that children wear full uniform.

Our uniform policy has been incredibly successful for a number of reasons:

- We have had far fewer thefts of personal items. I am sure that you share our view that teacher's time should be spent teaching and not playing policeman.
- All of the children look the same and this reduces anxiety over looking fashionable. Children are, therefore, able to concentrate on their learning. There is plenty of evidence to support the view that children achieve better where uniform is a requirement.
- In addition, when all of the children are wearing the same clothes, it is much easier to spot someone who shouldn't be there. As such, it is much easier to keep the children safe at playtime and while they are out on academy trips.

Uniform

Navy cardigan or jumper, available to buy from local stores (e.g. Asda, Tesco) or to order from Lollipops in Berwick Hills (with the academy logo).

Pale blue shirt, blouse or polo shirt (available to buy from local stores (e.g. Tesco) or to buy from the academy office.

Black or grey trousers/skirt/pinafore (no jogging bottoms, leggings, jeans or chino style trousers).

Plain ankle or knee length socks or plain tights (please avoid bright colours and patterns).

Blue or white checked or striped summer dresses may be worn in the summer (following the Easter holidays until October half term).

Black or grey shorts in summer for boys and girls. No cycling shorts, cut-offs, leggings or long, baggy Bermuda style shorts please.

Children should not wear make-up or nail varnish. In the event of an accident, make-up or nail varnish can slow down diagnosis and treatment.



Please note: The academy has supplies of uniform and plimsolls that can be purchased, often more cheaply than in the shops.

Shoes

Flat, black school shoes. No trainers or heellies.

Close fitting black ankle boots (no higher than an ankle sock).

Many of our children have started to wear plimsolls inside the academy. These can be purchased for less than £3 in many local shops or to buy from the academy office.

If children wish to play football on the field at break time/lunchtime they must bring a change of footwear (plimsolls are not suitable for playtime on health and safety grounds).

In the summer, children may wear flat supportive sandals with socks. They should be black, white or navy. Please ensure that they are suitable for the academy. Children should return to school in September wearing shoes, not sandals, as the weather can be unpredictable.



Day 1 - If a child arrives at the academy not wearing the correct uniform then they will be loaned the appropriate clothing or footwear for the day and parents contacted. A letter will also be sent to parents via the child. Please remember that we do have some uniform to purchase in the academy.

If you are unsure please contact the academy before making a purchase; we are more than happy to advise.

P.E. Kit

All children need a change of clothing for PE lessons. If possible this should consist of:

Navy shorts/ tracksuit bottoms

White collarless t-shirt

Plimsolls/trainers for outdoor

Navy Tracksuit or warm sweatshirt - for outdoor P.E. in cold weather

One-piece swimsuit for girls (no bikinis) and trunks for boys (not baggy swim-shorts) plus a towel (no goggles unless permission granted by parents).

All clothing should be labelled with the child's name.

Children who need to be excused from P.E. for medical reasons must bring in a letter signed by a parent/carers.

Swimming Kit

When children go to the swimming baths they will need to take their appropriate bathing costume (see above) and a towel. These are best kept in a plastic carrier bag with the name and class of the child written on. Pupils with long hair (below the shoulder) will also need a band to tie up their hair.

Failure to provide your child with a suitable kit will result in them borrowing one from the academy.



Jewellery and Hairstyles

For safety and security reasons, jewellery, other than a wristwatch, should not be worn in the academy. If children have pierced ears, only small studs in the earlobe should be worn. Children should not wear earrings on any other part of their ear or body. For health and safety reasons, standard watches (not iPhone watches or similar devices) and ear studs must be removed for P.E. and swimming. Your child is responsible for removing and storing these items of jewellery during P.E. lessons. If you are considering having your child's ears pierced, please do so at the beginning of the summer holidays when this will not interfere with P.E. lessons.

NB: We do *not* accept responsibility for any accident, loss or damage caused by or relating to, the wearing of jewellery.

Hair should be appropriately styled for the academy, no mohicans, shaved heads, dyed hair or bright colours. Long hair should preferably be tied back (and always for P.E.). Bows should be of a sensible, small size and preferably in keeping with academy uniform colours.

Children cannot have tattoos or transfers on any part of their body, including semi-permanent ones. They are not allowed to wear nail varnish on fingers or toes as it is essential we can see their nail beds in the event of medical emergencies.

Naming Clothes and Lost Property

Many children are careless with their personal possessions, and we are constantly filling the lost property box with unclaimed items. Please help by ensuring that **ALL** property and items of clothing and footwear are clearly marked with your child's name.

Academy staff will not search for missing items of clothing if they have not been clearly labelled.

Behaviour

Rather than having a long list of “Do’s and Don’ts” we try to keep our academy rules to a minimum as we believe that our caring and supportive environment encourages children to behave in ways that are acceptable to all who belong in our academy. We do expect certain standards as a normal aspect of everyday life and we are proud of the fact that our pupils are well mannered and courteous.

We believe that good manners and courtesy between everyone in the academy helps to make a welcoming and happy academy. For example we expect everyone to say “Please” and “Thank You”, to hold doors open at appropriate times and to display good table manners.

We will not accept any of the following behaviours:

- Swearing or abusive language
- Violence or threats of violence
- Physical or verbal bullying
- Damage to academy property (parents may be asked to pay for repairs)
- Theft

Children who are involved in instances of this kind will be dealt with in an appropriate manner with regard to the circumstances and in accordance with our academy’s policy for behaviour management. Serious incidents will lead to a period of internal or external exclusion.

Academy Promise

At Brambles Academy we understand,
that respect and learning go hand in hand.
We look after our friends and treat property with care.
We follow the rules, and our problems we share.
We try our best to be sensible and safe.
To make our Academy a happy place.
We use kind words and try not to disagree.
Everyone is equal at Brambles Academy.

Inclusion

For a variety of reasons, some children may experience difficulties in the academy. Medical conditions, learning difficulties, behaviour problems and speech development are some of the more common concerns which occur from time to time. Brambles Primary Academy is an inclusive academy in that we aim to provide a range of help for children with special educational or additional needs. Brambles Primary Academy prides itself on trying to match the needs of each individual child with the support they require. If necessary a child may be placed on the Special Educational Needs Register.

Should your child's teacher have any concerns regarding your child, he/she will arrange to see you to discuss these concerns. This may also include the Academy's Special Educational Needs Coordinator, Miss Beever or Mrs Stogdale, Deputy Head Teacher for Safeguarding. Our aim is to include parents in the identification, assessment, planning and reviewing of special educational needs for their particular child. This means that parents will be involved at every stage in the decision making process in respect of their child's needs. Copies of our academy policies are available on request.

At certain stages, a child's teacher may design a programme of work specific to the child's individual needs. This may involve parents in carrying out activities at home or working alongside their child in the academy.

In addition, it may be necessary to gain further advice from other agencies such as the Learning and Behaviour Support Service or the Psychological Service. The involvement of such specialists would be organised, following consultation with parents.

Equal Opportunities

Brambles Primary Academy is committed to the principle of equal opportunity. All children are given the same opportunities in the curriculum irrespective of gender, race or disability to fulfil their potential at the academy and in the world outside. This policy is supported by all who work within the academy.

To further this policy, we seek to work in partnership with parents, carers and interested members of the community.

Pastoral Care

At Brambles Primary Academy, we adopt a positive, caring approach to all our children. All members of staff accept this responsibility as an integral part of their work. We feel that it is essential to work in close partnership with parents, particularly when there are worries about any aspect of a child's development, be it educational, physical or emotional. Mrs Stogdale leads pastoral care within the academy, with the support of Mrs Gill.

Junior Warriors

We have an elected academy council made up of KS2 pupils. They meet regularly and help to make decisions about the academy, as well as raise money for charities and academy projects. They support younger children and make suggestions where things could be changed or improved. The representatives feedback ideas and gather suggestions from their classes.

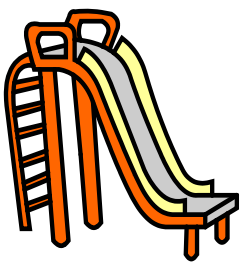
Houses



All our children are in one of four houses operating at the academy. These houses are named after four different types of geese: Canada (green), Brent (red), Pilgrim (blue), and Toulouse (yellow). The house system is used to promote cooperation, the importance of working as a team and helping others.

The Academy Curriculum

At Brambles Primary Academy we teach a broad and balanced curriculum, offering challenges appropriate to the age and ability of each individual child. We provide a range of learning experiences covering the Programmes of Study for all National Curriculum subjects. Detailed planning and assessment by teachers provides practice and enrichment and endeavours to ensure progression at the optimum rate for each child.



Foundation Stage

Most children begin their academy lives at Brambles in the Foundation Stage. The Foundation Stage begins with nursery on a part-time basis, and we view this as a vital stage in their education. It is important, therefore, that children who have a place in the nursery attend regularly. It is here that children meet a variety of people, work with new equipment and have stimulating and varied experiences.

Through the various activities in which they are engaged, they learn to work, share and co-operate with each other. They are encouraged to think for themselves, to help develop confidence and understanding. Children begin to express themselves in many ways and their speech and use of language have more opportunities to develop. This all helps to prepare children for their movement through the Foundation Stage and entry into full time academy education.

During the half term before they are due to join the academy full time, the older nursery children are given the opportunity to work with the Reception children. There is also an opportunity for parents to have an academy meal with their child so that both can see what is available at lunchtime.

English

Language development plays a crucial role in our academy, and we recognise that literacy skills are fundamental to many aspects of teaching and learning.

We aim for children to reach their full potential in the skills of speaking, listening, reading and writing. In becoming confident in these skills, children can explore both the real and imaginary worlds around them. They can discuss ideas, listen to the arguments of others, read for pleasure and information and write about their activities and experiences for a variety of audiences and purposes.



We encourage children to take books home on a daily basis to be able to spend ten or fifteen minutes sharing and enjoying their book with their parents/carers.

Mathematics

In Mathematics, we aim to promote a positive attitude towards developing mathematical knowledge, skills and understanding. Children follow a structured programme that allows investigation and problem solving activities to be based around real situations. All children cover the full range of mathematical concepts at whatever level is appropriate to them. Mathematics teaching throughout the academy incorporates practical, oral and written activities using a wide range of resources. Our early morning mental maths programme in KS2 is proving to be very beneficial to our children.



Foundation Subjects

(Art and Design, Computing, Design Technology, Geography, History, Music, RE and Science)



We aim to provide children with an exciting, rich and varied curriculum to motivate them to learn and develop a wide range of knowledge and skills. Foundations subjects are generally taught through half termly cornerstones projects which allow children to make connections in their learning, apply skills in a range of contexts and become more independent as learners. Each project is designed to capture children's interest, focusing on what they already knew and what they need to know next. Teachers take account of what children want to learn and, in this way children are also part of planning the projects and increasingly directing their own learning.



Children are taught specific computing skills but also use ICT to deepen and express their learning and prepare them for a digital world. Through art and design and technology, children explore drawing, painting, modelling and other craft techniques. Children learn about a range of artists, designers and craft makers. Children become competent, confident and creative users of ICT. Computing work allows them to understand and apply the principles of computer science and programming. In geography and history, children develop their knowledge of the world around them. They learn the main cities, countries continents, rivers, seas and oceans of the world. They understand weather patterns and how natural disasters affect the world. Children learn mapping skills using a range of resources. The history curriculum ensures children know about key events from British and world history, including chronology.



In science, we believe that the essence of good science teaching requires children to be actively involved in investigations. They are encouraged to show curiosity, perseverance and self-discipline. They develop their scientific knowledge and understanding in the context of projects.

Children will experience music by listening and responding to a variety of music. They will be learning through singing, composing and playing simple instruments. There is an enthusiasm for music in the academy and children may have the opportunity to join the choir.

Sex and Relationship Education

Sex and Relationship Education is taught throughout the academy. The Lucinda and Godfrey resource is used to support our teaching and Health Education lessons. This resource follows the journey of two young children from childhood through early adolescence. It offers children guidance and information through the various stages in their lives and offers useful advice on staying safe and healthy.

In Years 5 and 6 Mrs Gill leads the programme, which includes videos on puberty and discussions about reproduction and growing up. Parents are informed when this will take place.

Religious Education

R.E. is provided in the academy within the framework of the Middlesbrough Agreed Syllabus. R.E. is based on the study of different religions. Christianity predominates, but children also learn about Islam, Judaism, and the Hindu religion. The children attend assemblies that include a daily act of collective worship. Parents have the right to withdraw their child from both R.E. and assembly if they so wish but such a request must be made in writing to the Head Teacher.

Physical Education

By the end of Key Stage 2 children have experienced the six aspects of P.E.: gymnastics, dance, athletics, swimming, games and outdoor activities. We aim to develop sporting attitudes, teach skills and knowledge, create confidence, have fun and encourage an awareness of safety, health and fitness. Children will have the opportunity to participate in sporting tournaments and events throughout their time in the academy,



Personal, Social and Health Education (PSHE) / Citizenship

PSHE and Citizenship enables children to become healthy, independent and responsible members of society. We encourage our pupils to play a positive role in contributing to the life of the academy and wider community. We teach them about rights and responsibilities. We use a range of teaching and learning styles. We place an emphasis on active learning and participation. They are encouraged to assess evidence, negotiate, make decisions, solve problems, work independently and in groups, and learn from each other through circle time, role play, visitors, case studies and real life situations. They take part in SEAL (Social Emotional Aspects of Learning) to learn about their feelings, how to deal with issues which arise in their life and skills that help promote positive behaviour and effective learning.

We invite visiting speakers, such as the academy nurse, police, charities, Childline and representatives from churches in to the academy to talk about their role in creating a positive and supportive local community. We introduce PSHE and Citizenship through many other subjects and lessons.

Charging and Remissions



All children have opportunities to take part in educational visits in connection with the academy. We usually ask parents to make voluntary contributions towards the cost of these outings. There is no obligation to contribute and no pupil will be omitted from the visit for financial reasons, but a substantial number of contributions need to be made if the visit is to take place. We do strive to keep costs to a minimum, and the academy subsidises all activities. However, if insufficient contributions are made the visit may need to be cancelled.

Please help us to take care of academy resources. Ensure that any items from the academy are transported and stored carefully at home e.g. reading books. The academy reserves the right to request payment for lost or damaged items.

For full details, please see the Charging and Remissions Policy on the website.

Homework

Homework is set for all children in accordance with our Homework Policy. Homework is focused on times tables and spellings as they are fundamental in children's progress in literacy and mathematics. They also have project related tasks. Throughout the primary years a consistent emphasis is also put on reading for pleasure and purpose, as part of homework.



Homework is important because it provides a means for our children:

- ☺ to consolidate and reinforce what is learnt in the classroom
- ☺ to build up basic skills (particularly reading, writing and mathematics)
- ☺ to become curious and independent learners
- ☺ to develop good study habits
- ☺ to prepare for the next stage of education

It is important that you support your child and ensure that he/she completes homework and hands it in on time. Homework is given out on a Thursday and should be learnt and returned for the following Tuesday. If you have any queries regarding homework your child's class teacher will be only too willing to help.

Children will also be encouraged to take books home to read, but please ensure that they are brought back to the academy. We are sorry, but we expect parents to cover the cost of any books that are damaged or lost at home.

Extra-Curricular Activities

Children are offered a range of after academy activities. Such activities include Maths Club, Choir, Art and Crafts Club, Healthy Eating Club, Dance Club, Football Club and Chess Club. We also offer an Early Bird Club at a cost of 50p per day for parents.

Assessment

Throughout the year teachers make their own assessments of children, their ability and progress. Teachers do this so that they may plan children's work as carefully as possible. In addition, children in Year 2 and Year 6 undertake statutory assessments called Standard Assessment Tests/Tasks (SATs). Parents are informed of SATs results at the end of the summer term.



Towards the end of the summer term, parents will receive their child's annual academy report and are able to discuss progress with their child's class teacher.

Parents Evenings

Parents' evenings are held at least twice a year. Parents have an opportunity to discuss their child's progress and any concerns they may have regarding their education or welfare during these evenings.

Parents are also welcome to talk to teachers at any other time during the academy year but it is impossible for them to be available during lesson times. It is important that parents call the academy and make an appointment in advance.

National Curriculum Assessments

SAT tests have been introduced nationally. These represent the new national curriculum, with its higher expectations and pass mark. The government has made it clear that, because it is the first year of the new tests, results will look very different to those from previous years, and should not be compared with them.

Children have completed final tests in reading, maths and grammar, spelling and punctuation. Children that have taken part in tests are given two scores. The raw score shows how many marks they achieved on the paper. The scaled score compares a child's performance to the expectation level of the test. A scaled score of 100 or more suggests that a child has met or exceeded the expected level of the test. A score below 100 suggests that a child needs more support in this area of the curriculum. The lowest scaled score available is 85. If children did not score enough marks on the test to achieve a scaled score of 85, they would be classed as working below the level of the tests.

Writing is assessed over the course of the year, through evidence in children's work.

Last OFSTED Inspection

Our academy was last inspected in February 2019, and we were delighted to retain a grading of **OUTSTANDING**. This was across all the areas: achievement of pupils, quality of teaching, behaviour and safety of pupils and leadership and management.

Highlights of the inspection findings were:

- A strong and successful culture of reading is well established.
- The teaching of phonics is consistently strong across all classes.
- Very clear approach to the teaching of English.
- High expectations extend to pupils' behaviour and attitudes.
- Very effective teaching and timely interventions and support.
- Leaders at all levels excel in their roles

The inspectors found only one key area to focus our efforts upon:

- Develop pupils' subject-specific writing skills further.
- Maintain the leaders' focus upon improving pupils' attendance.

We are extremely proud of our OFSTED report, and a full copy can be found on our website.

Academy Organisation (Sept 2019)

At Brambles Primary Academy we ensure that we develop a safe, secure and effective learning environment through adopting a team approach. Parents will meet with most staff during their time with us and we hope that this list will be useful:

Staffing September 2018	
Chief Executive Officer (CEO)	Ms K. Morley
Head Teacher	Ms K. Gleave
Deputy Head Teacher	Mrs L. Stogdale/ Mr D. Higgins
Assistant Head Teacher	Mrs C. Bradley

	Class	Year Group
Mrs Rowe	AM/PM	Nursery
Miss Verrill	RV	Reception
Mrs Maloney-Friar	RM	Reception
Miss Beever	1B	Year 1
Miss Suffell	1S	Year 1
Miss Howard	2H	Year 2
Miss Beadling	2B	Year 2
Miss Thompson	3T	Year 3
Mrs McLean	3M	Year 3
Miss Holden	4H	Year 4
Mrs Duffill	4D	Year 4
Mr Swales	5S	Year 5
Mrs Bradley	5B	Year 5
Mr Mayle	6M	Year 6
Miss Fenny	6F	Year 6
Mrs Hall (0.6)		Reading Intervention
Mrs Farrell		Maternity December 2019
Mrs McCubbin		PPA/ Maternity

Pastoral Staff	
Mrs Gill	Pastoral Lead

Learning Assistants	
Mrs Mackay	Classroom support, intervention and PPA cover
Miss Walker	Classroom support, intervention and PPA cover
Mrs Wood	Classroom support, intervention and PPA cover
Ms Watts	Classroom support, intervention and PPA cover
Mrs Wilson	Classroom support, intervention and PPA cover
Miss Harbron	Classroom support, intervention and PPA cover
Mrs Trodden	Classroom support and intervention
Miss Nixon	Classroom support and intervention
Mrs Harbinson	Classroom support and intervention

Lunchtime Supervisors	
Mrs Earnshaw	
Mrs Readman	

Administrators	
Mrs Hunter	Academy Operations Manager
Mrs Gamlin	Academy Administrator
Mrs Grout	Academy Assistant Administrator

Academy Meals

A nutritious academy lunch is provided each day. The current cost of an academy lunch is £9.50 per week. Dinner money **must** be paid on a Monday for the week ahead. If over-payment is received, the additional money will be carried forward to the next week. A cafeteria system operates offering a daily choice of meals. Children enter the dining room on a rota system, thus ensuring that each class and each child has a turn of being served first.

The type of lunch your child has (i.e. academy, packed lunch or home lunch) is recorded. Changes can only be made on a half termly basis, and the academy office must be advised in advance.

Packed Lunches

Children may bring a packed lunch to the academy but energy drinks, fizzy drinks, hot drinks, soup, flasks, or glass containers are not allowed for health and safety reasons. Sweets and chocolate bars are also not permitted in packed lunches as we are committed to ensuring that the children adopt healthy lifestyles. We do not permit nuts in packed lunches as we have children with allergies in school.

Free Academy Meals

All children in Y2 and under can receive a free school meal each day. The Education Authority provides free meals for other children whose parents qualify. Some parents may not know whether they qualify or not, others may not wish to apply, but by doing so you can benefit yourself and the academy. This is because the registration for free academy meals is linked to the academy budget and contributes to the amount of money allocated to the academy each year. Therefore we would ask that all parents who qualify register for them (even if you choose not to take advantage of the system). We must stress that it is not possible for anyone in the academy to distinguish children receiving a free meal from those pupils who pay.



Application forms for free academy meals may be obtained from the academy staff in the office.

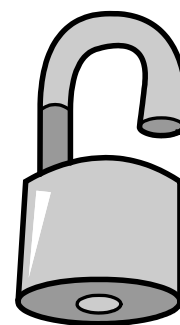
Fundraising



Throughout the year we hold fund-raising events to support charities or to boost academy funds, which we use to help subsidise educational visits or purchase new equipment. We are all very grateful for any funds that can be raised to support our work.

Site Security and Safety

The safety of your child at the academy is of paramount importance to us. Our perimeter fence is in place to ensure that the children remain on site where they can be supervised at all times and to keep unwanted visitors out. All our external doors are locked and alarmed during the day allowing opening from inside only. If you need to gain access to the academy during the academy day, please enter via our main entrance where our Academy Administrator or Assistant, Mrs Gamlin or Mrs Grout, can deal with any query you may have.



Please note - Our children have all been told not to open doors to allow visitors into the academy. Vehicular access to the academy is restricted. The only vehicles allowed on academy property are those on official business - i.e. staff cars and delivery vehicles.

If you have to bring your child to the academy by car, please park away from the academy site and walk the short distance to the academy for the safety of all children. Additionally, should the Ambulance or Fire Service need to access the academy site quickly, this must not be impeded by poor and inconsiderate parking at the entrance to the academy. Your consideration on this matter would certainly be appreciated.

We have fantastic playgrounds constructed on the Key Stage One and Key Stage two yards. We appreciate that when you are picking your children up from the academy, if you have younger children they may ask to play on Key Stage one yard. Other schools have locked up the equipment, but as an academy we have chosen not to do this. If children are playing on the equipment in the Key Stage One yard, they **must** be supervised. The equipment on the Key Stage 2 yard is strictly for Key Stage 2 pupils and is not suitable for any younger children. The academy takes no responsibility for any accidents that happens whilst your child is unsupervised.

Parking is prohibited on the zig-zag lines outside the main gates. The Parking and Traffic department have a camera enforcement vehicle which regularly patrols the area.

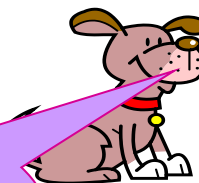
No Smoking, No Wheels, No Dogs

The Trust Board of Brambles Primary Academy has taken a decision that the academy is designated as a **NO SMOKING** site.

Staff and parents visiting the academy at any time of the day will need to be aware of this and refrain from smoking whilst in the academy building itself and also anywhere on the academy grounds.

We also operate a **NO DOGS** policy and ask that you refrain from walking or carrying dogs onto the academy site. We ask this to prevent fouling of the academy pathways and play areas and to protect any of our pupils against the possibility of nips or bites should dogs become excitable.

Bikes, scooters, roller skates, 'Heelys' or anything similar should not be ridden on the academy site. We ask that, should you ride a bike to collect your child that you walk alongside it whilst on the academy premises. We encourage children to adopt healthy lifestyles and are happy for them to ride to the academy. Please ensure your child wears a helmet and that their bike is in a road-worthy condition. Bikes ridden to Brambles Primary Academy should be walked onto the premises and locked securely at the bike stands. Thank you for your cooperation in this respect.



Leave me at home
or tie me up outside
the gates please

Photograph Policy

From time to time, the academy is approached by the local press asking to interview or photograph the children in Brambles Primary Academy or at organised events. We agree to these requests only if they come from a reputable organisation. Most parents enjoy seeing their children's photographs or comments in the paper, but if for any reason you would prefer that this does not happen please notify the academy in writing. If you do not notify us of your concerns, we will assume that you agree to your child being photographed or interviewed.

Medicines in the Academy

In view of the fact that mistakes made in giving children medicine may have serious consequences, parents should be aware of the following procedures in academy.

Under no circumstances should children bring non-prescription medicines to academy (those bought over the counter at the chemist). When doctors prescribe medicines they should be asked if it is possible for the correct dosages to be arranged so that it is unnecessary for the medicine to be taken during academy hours. If this is not possible, parents should arrange to come into the academy at lunchtime to give their child the correct dose.



Only in very exceptional circumstances may the academy be prepared to administer medicines. In such cases parents should discuss this with a member of staff in the office who may need to seek further advice (you will be asked to complete a form accepting full responsibility).

If your child suffers from asthma please ensure that your child has an inhaler in the academy. All inhalers must be clearly labelled with your child's name and the correct dosage.

Children should only be at the academy if they are well. We often get requests for children to be allowed to stay inside at lunchtimes and break times because they are unwell. We are unable to accommodate this, unless it is accompanied by a doctor's letter stating that this is necessary.

If a child arrives with medicine without prior discussions by parents, we are sorry but we cannot allow the medicine to be taken and will not be responsible for any ill effects that this may have.

Medical Appointments

Children are not allowed to leave the academy during normal hours unless collected by a parent or other responsible adult named on the collection form and with the correct password (this needs to be confirmed with the office). Please collect all children from the main office. It is helpful to the academy, if we receive advance notice of any medical appointments.

Mobile Phones and Money

Although we would prefer it if children did not bring mobile phones into the academy, at Brambles Primary Academy, we recognise that parents of children who walk home alone may feel happier if they were contactable. If this is the case, we would ask that you remind your child that they **must** turn their phone off as soon as they enter academy grounds and that it must not be turned back on until they have left the academy at the end of the day. Failure to comply with this policy will mean that children will not be allowed to bring their phone on site. Children should not bring money into the academy, other than for organised events. **Please note** - The academy accepts no responsibility for any thefts or damage to such items.

Safeguarding Children

Parents and carers should be aware that the academy has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where academy staff have cause to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of abuse, staff will follow agreed Safeguarding Procedures and inform Social Services of their concern. Our Designated Safeguarding lead is Mrs. Louise Stogdale.

Compliments, Comments, Complaints

At Brambles Primary Academy we continually strive to provide a high quality education for each child and to involve parents as fully as possible in this provision. We are also aware that occasionally we may make a mistake. Parents should follow this agreed protocol.

Ways in which you may voice your concerns:

- The quickest way of solving problems is through personal contact with your child's teacher. Please remember that teachers will be busy during the day, so it is best to make an appointment to meet them either before or after the academy day.
- If this is not appropriate then please make an appointment to see Mrs Stogdale or Mr Higgins.
- If the issue remains unresolved then please make an appointment to speak to the Head Teacher (Ms Gleave).
- If you are unhappy with the outcome, then you must put this in writing to the CEO (Ms. Morley) who will review the process. You should expect to receive a reply within 10 working days of the receipt of your original letter.
- In the unlikely event of a complaint being unsatisfactorily resolved, or dissatisfaction with the way in which a complaint is dealt with, parents have the right to take the complaint to the Trust board for investigation. The Board will carry out the investigation within an agreed timescale.

We are usually informed very quickly when things go wrong but we also like to be told when we get things right! We would therefore, also like to hear from parents if you are pleased with particular aspects of the academy.

Trust board and Local Academy Committees

The members of the Trust board are there to provide support and challenge for the academies. They are responsible for overseeing the quality of provision, challenging and monitoring the performance of the academy, ensuring good financial health and probity and supporting the senior leaders in the management of resources. The 'Board' meets every half term and minutes of these meetings are available for inspection at Brambles Primary Academy.

Academy Contact Details

Academy Address: Brambles Primary Academy

Kedward Avenue

Brambles Farm

Middlesbrough

TS3 9DB

Telephone: 01642 210704

Email: brambles@tved.org.uk

Website: brambles.teesvalleyeducation.org.uk




Calendar 2019-2020


AUTUMN TERM 2019

	Tuesday 3rd September		Thursday 19th December	Back to School 
Half Term	Monday 28th October	to	Friday 1st November	
Christmas Holidays	Friday 20th December	to	Friday 3rd January	


SPRING TERM 2020

	Monday 6th January	to	Thursday 2nd April	
Half Term	Monday 17th February	to	Friday 21st February	
Easter Holidays	Friday 3rd April	to	Friday 17th April	

SUMMER TERM 2020

	Monday 20th April	to	Friday 17th July	
May Day Bank Holiday	Friday 8th May			
KS2 SATs Week	Monday 11th May	to	Friday 15th May	
Half Term	Thursday 21st May	to	Friday 29th May	
Summer Holidays	Friday 17th July	to	To be confirmed	Hooray! It's summer! 

AUTUMN TERM 2020

Begins	To be confirmed			Back to School 
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There will also be 5 Professional Development Days throughout the 2019/2020 academic year:

Monday 2nd September 2019

Friday 20th December 2019

Friday 3rd April 2020

Friday 22nd May 2020

Monday 20th July 2020

The prospectus is correct as of September 2019.

An up to date version is available on the academy website.