

Induction Booklet



2025/2026

Key Stages 1 & 2

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Starting School at Brownsover Community School

Learning is at its best at Brownsover Community School when.....

- ***We collaborate***

We work hard together and know that talking and listening are equally important.

- ***We are valued***

We know that everyone's thoughts and ideas are important.

- ***We are supported***

We know that adults at home and at school help us to improve.

- ***We aim high***

We are encouraged to believe we can do it and we can keep getting better at it.

- ***We can share***

We all share responsibility for our learning.

- ***We are independent***

We know how to take our learning forward without always having to ask.

Admissions

- We are a 1-form entry primary School and admit up to 30 children per year group.
- In September 2025 we will have a year 5 & year 6 class. These children will stay with us until the end of year 6.
- School classes are open during term time only and we do not open on Bank Holidays.

Hours of opening

Five full days per week 8.45am - 3.15pm (Term-Time Only)

We ask all parents / carers to use the playground when dropping off or collecting their children (unless arriving late, the please report to the main reception area).

At home-time we ask you to wait in the playground and the children will be handed to you.

FOR SAFETY – Please note, we will only hand over children to their parents/carers or people they have nominated on their Pupil Collection Sheet. We ask that this form is returned to school promptly, spares are available from the school lobby or on our school website. Please email the office (admin2616@welearn365.com) or speak to your child's teacher if you wish to make any adjustments to the information held on this form. If your child is in Year 6 and you wish your child to leave the site independently you will need to complete a consent form.

Members of Staff

Please see the school website for our current Staff Team
<https://www.brownovercommunityschool.co.uk/staff/>.

Privacy

Our privacy statements are located on the school website for easy access. Visit <https://www.brownovercommunityschool.co.uk/privacy-gdpr/> if you would like to view them.

On-Time Every Day



It is GOOD to be at school on time everyday

BECAUSE.....

Being on Time is a GOOD thing!



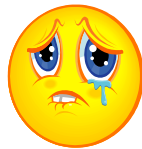
- You will ALL start the day positively and in a good mood
- It is a good habit for the future
- It helps the children to make the most of their learning time
- Gives the child a sense of responsibility for themselves and other people
- Helps the children to make and keep friends
- It leads to success and self confidence
- Makes you and your child feel more part of the school community

If your child is OFF school please ring as soon as possible!



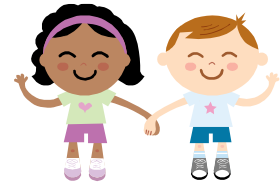
Tel: 01788 547660

Being Late is NOT a good thing!



- Being rushed starts the day off badly for everyone.
- It can be embarrassing for your child
- Other children may notice and comment on it
- It can damage your child's learning
- It disrupts their learning and the learning of their classmates
- Children fall behind the others and don't understand what they are doing
- It creates a bad habit that can be hard to break in the future
- It can lead to having poor attendance at school
- Children feel different
- It can make it harder to make friendship groups and keep them

How can you HELP?



- Help you child get everything ready the NIGHT BEFORE (PE Kit, Uniform, Book Bag)
- Find out what your child does each day at school (eg swimming, PE)
- Allow plenty of time to get to school
- Make arrangements with family and friends if you are unable to get them to school on time yourself
- Make sure you child has BREAKFAST
- Have a good bedtime routine
- SET THE ALARM CLOCK!!
- Take good care of yourself...

Here at Brownsover Community School we want to work together, to make school a good experience for you and your child.

“A problem shared is a problem halved”

Attendance

Full attendance at school leads to the best educational outcomes for children. In order to give your child the very best chance of achieving their potential, we ask that you make sure they are in school every day. Registration is **at 8.45am prompt**. If for any reason your child is not going to be in school please ring the School Office on 01788 547660 (select 1 for attendance) and let them know the reason before 9.00am.

Holidays/absences during term time are actively discouraged unless there are exceptional circumstances. Should it become absolutely necessary for you to take your child out of school, the Headteacher will require sufficient notice (**at least 6 weeks**) and completion of an 'Application for Leave of Absence' form, available from the school office. Once the form has been returned to school, the Headteacher will require an appointment with you to discuss the absence. See page 7 of this booklet for more information.

Please note if your child has a medical appointment and will be arriving late in the morning, or needs to be collected from school, we will require notifying in advance (and a copy of the medical letter). In both instances please report to the school office to drop off or collect your child during school hours.

Home School Agreement

You will be asked to sign Home School Agreement at the beginning of each school year, as we believe that we can only achieve the best for your child if home and school work closely together.

Home-school learning task

Tasks vary from week to week and are designed to support your child's learning in school. Please support your child in completing these tasks but please don't do it for them!

Moving on

Once your child starts in Year 6, you will receive a notification from Warwickshire County Council admissions telling you how to apply for your Child's Secondary School place. For more information or to complete on-line registration in Year 6 visit <https://www.warwickshire.gov.uk/admissions> or contact them by telephone on 01926 414143.

Holiday & Leave of Absence Requests

Since September 2013, there have been significant changes to the regulations for the granting of absence from school during term time. The amendments state the following:

- Head teachers shall not grant any leave of absence during term time unless they consider there are exceptional circumstances relating to the application.
- Parents do not have an entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the Head teacher must be satisfied that the circumstances warrant the granting of leave.
- Head teachers will determine how many school days a child may be absent from school if the leave is granted.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in action against the parent, either by Fixed Penalty Notice or through the court.

Parents are therefore asked to respect these new regulations under which we must now work, and that if there is a need to take a child out of school during term time, it must be made very clear in the request how the circumstances are exceptional.

There is a new application form for Leave of Absence to be considered for exceptional circumstances only. This is available from the school office.

Whilst these regulations are applicable for children of legal school age, it is expected that all children in school will also adhere to the same policy. Upon accepting a place here, you are committed to ensuring that your child attends school every day that they are fit to do so.

The foundation years are vital in developing the skills children need to become successful learners in their later years. Low attendance at school will impact on a child's learning and friendship groups, and research suggests that absence from school in the early years can have a negative effect in children's attendance in High School, which will directly affect their academic success.

Brownsover Community School Term and Holiday Dates - 2025/2026																																																																					
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Uniform

Our super learners wear their school uniform with pride. All children from Nursery through to Year 6 wear it. Uniform helps to give our children a sense of belonging and recognition that they are an important part of our school. Our uniform is as follows:

- White polo shirt, shirt or blouse
- Navy blue or emerald green logo jumper or cardigan
- Grey trousers, skirt or pinafore
- White, grey or navy-blue socks or tights
- Black school shoes (not boots)

In warmer weather children may wear:

- Blue checked summer dresses
- Grey shorts
- Blue or white hat

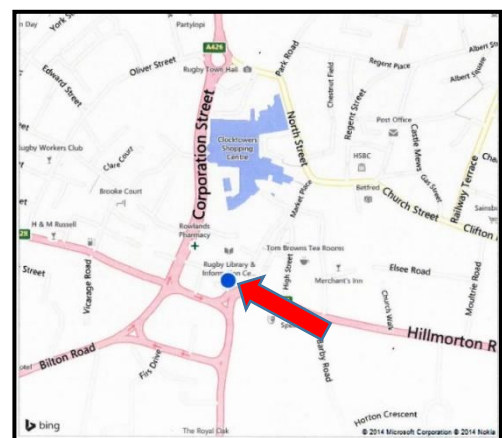
PE Clothes (Not required by Nursery)

- White logo t-shirt, navy blue/black shorts, blue/black tracksuit bottoms (for colder weather) gym bag
- Black slip on pumps or white soled trainers
- Year 1 & 2 children have swimming lessons, so will need a swimsuit and towel, both named please, in a water proof bag.

No jewellery is permitted.

Important: Please NAME ALL ITEMS of your child's clothing

Our uniform supplier is
Webb Ellis
5 & 6 St. Matthews Street
Rugby
CV21 3BY



Alternatively, we do offer preloved uniform via the school office at a charge of 50p per item. Please email admin2616@welearn365.com for more information on how to order these.

School Site

To help keep our school site safe and ensure we maintain a healthy relationship with our neighbours and other families please observe the following:

- **Car Park** - The car park attached to our school is for staff parking and delivery vehicles only – please do not park in the school car park. The gates for this will be closed at 8.30am and will not reopen until 3.15pm. Please use the pedestrian gate when on foot rather than the vehicle gate unless otherwise directed.
- **Parking** - Also with regards to parking outside of school we are constantly trying to maintain a good relationship with our neighbours so please be courteous and under no circumstances obstruct their drives. Please use Campion Way wherever possible should you need to use your car.
- **Smoking** - In line with current laws the school premises and grounds are non-smoking areas. So please NO SMOKING of cigarettes or e-cigarettes on site.
- **Dogs** - It is school policy not to have dogs on the school grounds or premises (except guide dogs), this includes dogs held in peoples arms and carriers. Please ensure that you keep your pet firmly secured outside of our school, not obstructing any of the gates. Please remember some children may be scared of dogs.
- **Mobile phones** - Respect the school's mobile phone policy and not use mobile phones in any area of school where children are present. Should phone calls and/or texts need to be taken or made, please restrict them to those areas not accessed by children, in order to avoid any unnecessary disturbance or disruption. Any individual bringing a personal device into school must ensure that it contains no inappropriate or illegal content
- **Behaviour** – All adults are expected to display positive role modelling at all times in particular whilst on school property and use respectful language and behaviour towards staff, pupils and other parents/carers.
- **Bicycles & Scooters (plus other non-motorised forms of transport)** All children, parents and carers should dismount at the school entrance and walk their bicycle, scooter etc whilst on the school site. Parking for these is located near bridges entrance and these items are left on site at the owner's risk. Please note bicycles and scooters etc are not permitted on the school playground.

Snack

All children have access to fresh filtered water and we encourage them to independently access it whenever they need to. Fruit is available for Key Stage 1 children, whilst Key Stage 2 children can bring their own snack from home each day. We ask all children to bring their own named water bottle to school every day which can then be refilled with water as necessary throughout the day. It is really important that we are aware of any food allergies to ensure all children's safety.

Milk

Our school is linked to a milk scheme that is available to all of our pupils. Simply register and make payment at www.coolmilk.com. If you register by 5pm on a Tuesday your child's milk will start the following week.

Each pupil that registers with Cool Milk will receive a 189ml carton of semi-skimmed milk every day, which is delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused.

If you have any questions regarding school milk please visit www.coolmilk.com or contact Cool Milk directly on 0844 854 2913.

Lunch

Due to the Government's initiative '**Universal Free School Meals**' that started in September 2014, all children in Reception, Year 1 and Year 2 (KS1) receive a school meal each day free of charge.

Whilst children in Year 3, Year 4, Year 5 & Year 6 (KS2) can purchase a school meal at a cost of £3.00 (*correct at time of print*). Payments should be made via the Gateway app (School Comms) in advance of a meal being selected.

The children will choose their meal daily on entering their classroom and the menu is available to view at home via our website, <http://www.brownsovercommunityschool.co.uk/lunch-menu/> .

Please make sure that you include details of any special dietary requirements (including allergies, beliefs or religious needs) on your child's contact form so that we can share the information with the kitchen.

We would encourage all children to have a cooked meal as it provides a balanced healthy option to sustain them through a busy day. If you do not want your child to have a school meal, then you will need to provide them with a packed lunch from home.

Pupil Premium/Free School Meals

Not to be confused with Universal Free School Meals, this is additional school funding to support children from families that have a low household income. Parents Carers need to apply for this directly at <https://www.warwickshire.gov.uk/education-learning/apply-free-school-meals>

We strongly recommend that you apply for this, if you are entitled, as the benefits are:

- Once we have received notification that you are eligible by the Free School Meals team, you will be entitled to receive a **one-off £50 voucher towards the cost of school uniform.**
- You may also be able to receive financial assistance with contributions for school trips, clubs and swimming.
- Children in Key Stage 2 will be entitled to a free school meal.

Bridges



Bridges offers children quality care and play experiences, in a family environment. Their services include:

- Breakfast Club (School Term Time)
- Wrap Around Care (School Term Time)
- After School Club (School Term Time)
- Nursery (School Term Time)
- Holiday Club (During school holidays only)

If you would like any information on their services you can contact Bridges on 01788 547639 and ask to speak to Rosemary Hercock or email coordinator2616@welearn365.com

School Nursing Team (Compass)

The School Nursing team replaces your Health Visitor when your child starts in Reception Class.

They are there to promote health and wellbeing and can provide support on issues such as behaviour, bed-wetting, head-lice, weight issues, sleeping problems, fussy eating, family relationships and so much more.

For more information you can visit their website <https://www.compass-uk.org/services/warwickshire-school-health-wellbeing-service/> or telephone 03300 245204 (option 1) or text parentline on 07520 619376.

Parent/Guardian Responsibilities

It is the responsibility of Parents/Guardians to ensure that the School and Bridges are kept up to date with the following items:

- Your current address
- Up to date Contact Telephone Numbers for yourselves and all your emergency contacts
- Your list of authorised to collectors, as your child will not be able to leave with anyone not on the list unless we have had written authorisation from yourselves
- Any medical conditions and changes to them (particularly those with long term medical needs such as Asthma or severe allergies requiring use of epi-pen). Plus ensure medication in school is in date.
- Any dietary requirements including food allergies, religious choices and lifestyle choices. Please note we require this information even when your child is having packed lunches as we do food tasting and cookery etc. in school and Bridges

You can keep us up dated directly by using the SIMS Lite Parent app for many of the items listed above.

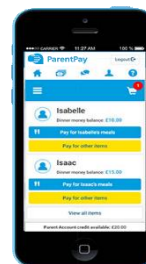
School Gateway our Parent App

(For Communications & Payments)

Shortly after your child starts with us you will receive an invitation to a secure website called School Gateway, where we route our communications through and you will be able to pay online using your credit/debit card. We are a cashless school and School Gateway's ParentPay is our preferred method of making payments to school.

How to Register for a School Gateway account

- To register for a School Gateway account app, you will need to download the School Gateway app via App Store for Apple devices and Play Store for Android devices
- Enter the email address and mobile number that is registered with the school
- You will then receive a PIN on a text
- Enter the 4-digit PIN number received via text
- Once logged in the home screen will be displayed



What are the benefits of Parent Pay to parents & pupils?

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24/7
- The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind
- Payments can be made by credit/debit card or also through PayPoint
- Full payment histories, balance alerts and statements are available to you securely online at anytime

How to get started with ParentPay?

We will send you your account activation details. Once you receive these:

- Visit www.parentpay.com
- Enter your Activation username and password in the Account Login section of the homepage NB. These are for one-time use only, please choose your own username and password for future access during the activation process
- Provide all the necessary information and choose your new username and password for your account - registering your email address will enable us to send you receipts and reminders
- Once activation is complete you can go straight to Items for payment, select which item(s) you want to add to your basket and proceed to complete your payment

Information Sharing

We have many ways of keeping you informed about what is happening in school:

- **Newsletter** - we produce our School Newsletter once every half term. This is emailed home to parents who have provided their email address, uploaded to our school website, displayed in the Parent Information Board by the playground entrance and we also have hard copies available in the school lobby.
- **E-Calendar** - you can subscribe to our online calendar via our school website www.brownsovercommunityschool.co.uk under the parents section. This then drops all of the dates into your calendar on your mobile device.



Things to know:

- If the school edits the calendar, the updates will appear automatically in your calendar (the time that this takes to happen will depend on your calendar programme).
 - You cannot edit the events in the school calendar.
 - All events will pull through in one colour only, not the colours set by the school.
 - You can name the calendar and choose how often to receive updates (we recommend you set this to as often as possible).
 - You can unsubscribe via your own calendar at any time.

- **Parent Information Board** - contains a copy of our newsletter dates, current year's calendar and dinner menus (located at the playground entrance).
- **Parent App** – School Gateway our parent app will be used to send you urgent notifications, messages, and updates etc. and we request all parents/carers sign up to this.
- **Information Board** - We also put reminders on our information board by the main entrance.



Subscribe to our **Facebook Page - Brownsover Community School** or follow us on **Twitter - Brownsover Comm Sch@browncommsch** or visit our school website www.brownsovercommunityschool.co.uk

Voluntary Contributions

We do request a voluntary 'School Fund' donation of £10 per year and you will find a section on ParentPay (School Gateway) to make this payment if you are able.

This money enables us to provide extra equipment and activities including contributions towards trips, visitors, cooking and celebration events.

The FABS Team (Friends at Brownsover School)



Message from FABS – FABS, brings together parents/carers and school staff to organise and host fundraising events throughout the academic year; raising money for additional resources, subsidise school trips and fund activities which the school budget simply cannot cover.

We are always looking for new and enthusiastic volunteers to join the FABS team. If you are unable to spare the time during the working day, there are other ways you can help. Perhaps you are involved with a company that can help us with raffle prizes, or maybe you have a useful skill – are you a great cook or gift wrapper? Could you spare half an hour to help with an event? We are always grateful for any help offered. You can contact us via our Facebook page – FABS Fundraising Friends At Brownsover School or simply say “Hello” on the playground.



Did you know FABS have a Facebook page? The page will keep you up to date with events that FABS are organising, what resources we have purchased for school and which trips we have subsidised. Please scan the QR code to follow our Facebook page.



Contacting FABS - you can message them via their Facebook page <https://www.facebook.com/groups/1641325216197959/> or their Instagram page [fabsatbrownsoversch](https://www.instagram.com/fabsatbrownsoversch)



**Thank you for reading our Booklet.
We hope that it has given you a picture of our School.**

If there is anything else you need to know, please do not hesitate to ask.

If you would like to know more about:

The School contact	01788 547660 admin2616@welearn365.com
Bridges Day Care contact	01788 547639 bridges2616@welearn365.com

Honesty * Politeness * Perseverance * Independence * Kindness * Respect