



HOME SCHOOL AGREEMENT

Updated June 2024

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SCHOOL VISION

Brentside Primary Academy will work with everyone to create a happy, safe and stimulating setting where children are motivated to learn together.

We encourage a curiosity about the world around us and strive to ensure that our children will contribute positively to it, both now and in the future.

Academic achievement is only part of the vision for this school. We provide many opportunities for pupils to take part in the performing and visual arts, and develop their speaking and listening skills through whole school termly concerts, dance afternoons, and the KS2 musical shows.

An important and distinctive feature of the school is the very positive relationships enjoyed by pupils, staff and parents. A central aim of BPA is to provide a rich and supportive, child-centered learning environment, which is age appropriate for the needs of all pupils. In this we recognise that some pupils experience very heavy burdens and are vulnerable.

We believe that by maintaining high expectations of ourselves and each other, our children will be equipped to encounter opportunities and challenges with resilience and determination.

We make it our mission to support these pupils by providing them with emotional support, as well as ensuring the curriculum is based on consistent, child-centered, quality teaching and learning throughout the school.

SCHOOL VALUES

Kindness	Resilience
Learning	Responsibility
Respect	Creativity

Kindness and respect- Children are taught and encouraged to show kindness and respect to the people around them. Our friends, our families, our teachers, staff, and visitors to the school should all be treated with kindness and respect.

Learning and creativity- Pupils learn key skills in a range of subjects and in a range of ways through a creative and varied, enquiry-based curriculum. We give pupils the opportunity to experience a range of skills that they may not experience in their everyday lives. Through our curriculum, we support pupils to develop lifelong learning so that they feel prepared for the world around them.

Responsibility and resilience- Pupils are taught to be leaders of their own learning through an enquiry-based curriculum which encourages collaboration between pupils. It is encouraged and modelled from Nursery through to Year 6 for pupils to take responsibility for their learning and support others. At BPA, pupils understand that, at times, learning and life can be hard but that they can develop the resilience to overcome these hardships and succeed.

CURRICULUM STATEMENT

CURRICULUM INTENT

The child is at the centre of what we do at BPA. Our curriculum is built on strong pedagogical principles, with every child achieving their full potential. We make it our aim to discover what children are good at and use this to promote a positive attitude to learning.

The breadth of curriculum content allows pupils to explore through an enquiry-based curriculum where there is no limits to learning and there is a clear development of skills. The experiences and learning that pupils have access to at BPA may not be accessible experiences in their day to day lives at home.

The curriculum is about achievement, enjoyment and enrichment.

CURRICULUM IMPLEMENTATION

The curriculum is based on good quality resources. We use quality, whole class, texts in English and we teach Maths through Singapore Maths, with empirical mathematical props used every lesson.

The rest of the curriculum is based around the Focus Learning Curriculum where enquiry-based learning features highly. Each half term and each lesson within that half term build around a key question. Creativity and teacher expertise is woven into the curriculum with opportunities for practical learning, and specialist teachers and outside agencies working with pupils and teachers, sharing good practice and ensuring that pupils learn from the best.

Each subject area has a whole school policy, subject intent, and an annual action plan which outlines development opportunities and clearly links with the school development plan.

CURRICULUM IMPACT

Impact of the curriculum is monitored through triangulation of outcomes.

Monitoring Methods

- Pupil voice
- Test/data outcomes
- Planning
- Monitoring of books and displays
- Lesson learning walks
- Discussions with teaching staff, pupils and parents.

Pupils, parents, and staff are consistently and regularly consulted about the curriculum and the impact that it makes.

The desired outcomes of the curriculum will ensure that pupils are well rounded students ready to embark on their high school education. They will be equipped with the foundations and skills to achieve success in later education.

Pupils will have an understanding of what they are good at and have developed skills to face their challenges.

ATTENDANCE & PUNCTUALITY

ATTENDANCE

Attendance is important at Brentside Primary for several reasons:

- Punctuality and regular attendance is a life skill and consequently an excellent preparation for adult life
- Pupils who attend regularly are more likely to make better progress
- It is the legal responsibility of the parent to ensure that their child attends regularly and is punctual

What you need to do if your child is absent

Please make sure you let us know the reasons for your child's absence, either by telephone, in writing, or verbally to the class teacher or our Administrators. We ask you to inform us by telephone on the first morning of absence if your child is not well enough to attend school. A message with the reason for absence can be left in the school's absence mailbox. This is purely for safety reasons. If we do not hear from you, we will contact you to check all is well.

If you have more than one child attending the school, please ensure the other siblings come to school even if one child may be at home unwell, unless advised otherwise due to the nature of the illness.

Family Holidays in Term Time

We understand that parents will make requests for absence for family holidays from time to time. The school is not able to authorise any school holidays whilst the school is in session. Any unauthorised absences will be reported to Ealing Local Authority and parents may be liable for a £60 fine per child.

You should also ensure that you do not take family holidays particularly in the time leading up to KS1 phonics screening, multiplication test in year 4 and KS2 SATs 6. If you cannot postpone your family holidays to school holiday times, it is possible that your child may be reported as a Child Missing Education and removed from the school roll after a two week period.

Unauthorised Absence

We consider an absence to be unauthorised if the absence does not fall in the criteria for authorised absence laid down by the DfE. Attendance has been identified as a key concern and our levels of absence are closely monitored by Ealing LA and the DfE.

Persistent Absence and poor levels of attendance

Any child with an attendance record of below 90% will be written to by BPA to try and encourage better levels of attendance.

If BPA has concerns over your child's level of attendance we may ask for a medical certificate or letter from the doctor in the event of a medical absence.

Persistent unauthorised absences will be reported to the Educational Social Worker for Ealing Council. This could result in you being served with a Penalty Notice or a summons to court. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

PUNCTUALITY

Incidents of persistent lateness and unauthorised absences will be investigated by either the school or the school's Educational Social Worker.

In the event of persistent lateness - that is, more than five occasions in a term - a BPA representative will make contact. If the problem persists, and no reasonable reason is given we may refer your child to the Educational Social Worker.

Persistent lateness and absence does not prepare pupils for adult life; it also restricts not only their own access to the curriculum, but can also disrupt teaching and learning for other pupils.

BPA and Parent Roles and Responsibilities

BPA Responsibilities Attendance	Parent Responsibilities Attendance
<ul style="list-style-type: none">• To make children welcome at school each day• To keep an attendance record for each pupil• Changes in the law have removed the school discretion to authorise absence due to holiday	<ul style="list-style-type: none">• Inform the school office of any absence from school; provide proof of any medical appointments• To ensure that your child comes to school ready for learning and social interactions• If we have a concern about a child's attendance, a medical certificate will be required• Try to keep holiday dates to school holidays, wherever possible• Inform the school office in writing of holidays or long-term absences
BPA Responsibilities Punctuality	Parent Responsibilities Punctuality
<ul style="list-style-type: none">• School is ready to receive pupils at the agreed time• Staff members to take young pupils to their class if they are late	<ul style="list-style-type: none">• Parents to ensure that pupils arrive in school by 8.45am so they are in class and ready to learn. Any pupils arriving after 9am will be marked as late• Parents to inform the office if a child is late so they can be marked into registers• To stay in the designated areas for parents and not to go down corridors to other parts of the school

EXPECTATIONS FOR CHILDREN'S BEHAVIOUR

1. Always try to follow the school values: Kindness, Resilience, Learning, Responsibility, Respect, Creativity
2. Always try to respect and appreciate other people's points of view and beliefs.

Remember our learning behaviour –

- a) Arrive on time
 - b) Begin and end the lessons in a polite and orderly way
 - c) Stay on task
 - d) Listen carefully
 - e) Help each other to work
 - f) Don't bring sweets and toys to school
3. Always move safely and quietly around the building.
 4. Speak politely and use respectful body language to everyone.
 5. Always be polite and helpful to new pupils, members of staff and visitors.
 6. Most importantly, act with care and consideration towards everybody: the staff, parents and children.
 7. If you have a problem at school, please make sure that you tell a supervisor or teacher so that the school can help you.

NB: Brentside Primary Academy does not take responsibility for any lost or damaged items brought onto the school grounds. If a pupil willfully disregards the code of conduct, and damage to school property ensues, we will expect the parent to pay for part or all of the cost incurred to rectify the damage.

BEHAVIOUR, SANCTIONS, AND REWARDS

Our aim at Brentside is to encourage the very highest standards of behaviour from our children while they are at school, we do this for two reasons:

1. Children are able to learn more in a safe and orderly environment in which everybody has a clear understanding of what is desirable and acceptable behaviour.
2. We want to develop a family atmosphere at Brentside in which all of us – staff, children and parents – feel responsible for creating and maintaining a friendly and caring school.

We hope to achieve this in two ways

1. By sharing with you a **Code of Conduct** that we wish every child to work towards.
2. By sharing with you our policies on rewarding good behaviour and deterring inappropriate behaviour in our school community.

We believe we can get the best from our children by

1. Making children feel involved and responsible for their school. We encourage the children to participate in their School Council.
2. Rewarding good behaviour. We do this by celebrating good work and behaviour in Sharing and Pupil of the Week Assemblies. We also reward punctuality and helpfulness with certificates or with Head Teacher Awards or Values Awards.
3. By taking the concerns and needs of our children very seriously and acting quickly to stop any form of bullying or name-calling.

We utilise a behaviour ladder system at Brentside to help promote good outcomes. Children always will begin the day on 'Ready to learn' and may be moved up or down the ladder based on their behaviour, attitude, or academic success. Below is an example of the criteria used for the ladder:

Exceptional

- Producing work that exceeds the pupils' individual standard
- Pupils are consistently demonstrating ALL school values
- Completing extra-curricular home projects

Going the extra mile

- Pupils have challenged themselves
- Pupils have demonstrated school values
- Pupils are consistently meeting expectations
- Pupils have shown great behaviour following our clear shared expectations

Think about it

- Pupils are not meeting clear shared expectations
- Disruption to the lesson
- Verbal warning
- Reminder about choices

Time out

- Continued disruptive behaviour
- Refusal to listen to adult
- Fighting
- Used inappropriate language.

We all need to be aware of the procedures the school will use and the possible consequences of poor behaviour. We believe the 'Three Chance System' of monitoring serious forms of misconduct is an important way of encouraging children to become aware of their own behaviour patterns.

For instance, if your child is involved in serious bad behaviour, such as fighting, serious name-calling or bullying, he/she will be given three warnings and three chances to improve his/her behaviour or stop what he/she has been doing. If your child still persists in displaying bad behaviour, a letter will be sent home to parents or guardians and you will be asked to come to the school to discuss your child's behaviour. If the bad behaviour continues then suspension or exclusion will be considered.

PROCESS FOR DEALING WITH SERIOUS MISBEHAVIOUR

The process for dealing with serious misbehaviour will be:

1. Three formal warning or chances to change their behaviour will be given.
2. Parents/guardians will be asked to come to the school.
3. Pupils who regularly engage in dangerous behaviour towards other pupils or consistently disrupt the learning of other pupils will, in the first instance, be removed from class and secluded within the school, until they show some understanding of the negative impact of their behaviour on other students' learning and wellbeing.
4. If the dangerous or disruptive behaviour persists the student will be suspended or excluded for a fixed term and/or permanently.

NB persistent antisocial or dangerous behaviour at lunchtime will result in parents/guardians being asked to keep the child home at lunchtimes for a fixed term.

PROCESS FOR DEALING WITH MINOR MISBEHAVIOUR

There will always be minor behavioural difficulties in a school. These will be dealt with in this way:

1. Your child will be spoken to, in the first instance, by the class teacher or a senior member of staff
2. Your child might be kept in at break time or lunchtime play
3. Your child will be expected to write a letter of apology as homework with your knowledge and possibly with your help.

Please refer to the full behaviour policy for more details.

BPA and Parent Roles and Responsibilities

BPA Responsibilities Pupil Behaviour	Parent Responsibilities Pupil Behaviour
<ul style="list-style-type: none">• To follow the BPA behaviour policy and sanctions and reward policy in the Home School Agreement• In Nursery and Reception, pupils' school time may be reduced if the child is very young or experiencing difficulties• To work with the parent to resolve behavioural issues rather than resort to formal fixed term exclusions• BPA will ask for the cost of any willful damage made to the school site or property by a pupil.	<ul style="list-style-type: none">• For parents to help their child to understand the procedures and policies in the Home School Agreement• For parents to understand that BPA may, at times, have different behaviour expectations than those of their family• To work positively with the school wherever possible• Parents should ensure that pupils are careful with school property and do not throw stones or hard balls at the windows. Parents may be charged for non-accidental damage to school property.

ANTI-BULLYING POLICY FOR CHILDREN

WHAT IS BULLYING?

Bullying is behaviour that is abusive in words, actions and gestures. It is usually unfair and unkind and intended to humiliate a person or hurt their feelings. Bullying can be hitting, hostile looks or words that make you feel uncomfortable. Bullying can be encouraging other children not to talk to or play with another person. Bullying usually happens over a period of time and is persistent. A one off incident of name calling or unkind actions is not bullying.

Children sometimes bully someone who is a bit different. Anyone can be a victim of bullying. People can be bullied because of their race, gender, family or because they are clever.

Sometimes a group of children can get carried away and together say things that they would not say on their own. When a group of children bully one person it is a very hurtful and frightening experience.

When children have suffered from bullying the effects last a long time and it can take away their self-confidence. It makes their parents feel very sad, worried and angry. Bullying is something that people never forget. Bullying is wrong.

WHAT SHOULD YOU DO IF YOU FEEL YOU ARE BEING BULLIED?

Don't ever keep it a secret, tell someone. Don't feel ashamed, it's not your fault.

1. Tell a member of staff; the teacher, teaching assistant, any staff on playground duty or the dinner supervisors.
2. If it continues, tell your teacher again.
3. If it still continues, either tell the Headteacher or write a letter to your teacher or Headteacher.
4. Always tell your parents.

Remember, if you don't tell us what the problem is, we can't help you. Also, if your teacher has dealt with the situation please remember to tell your parents.

WHAT WILL HAPPEN TO SOMEONE WHO BULLIES?

1. First time you will get a warning.
2. Second time your parents will be contacted and they will be asked to come to the school to discuss the situation.
3. Third time your parents will be contacted and you will be excluded.

Bullying rarely occurs at BPA and is always dealt with swiftly and effectively.

HOMEWORK POLICY

At Brentside Primary we view homework as an important part of a child's education. Because of this, children from Reception to Year 6 will be given regular homework.

Our aims in giving homework are to:

1. Encourage children to practice and consolidate the skills and knowledge they are learning.
2. Encourage children to take responsibility for their own learning and to develop study skills and habits of working.
3. Follow research which has shown that when parents and teachers work together on the teaching of reading, children learn to read faster and more effectively.
4. Encourage children to finish work and take pride in their work.
5. Encourage children to achieve and attain excellence at their own level. This is particularly relevant to children with Special Educational Needs and Gifted Children.

WHAT KIND OF HOMEWORK DO WE SET?

Reception and Year 1

In Early Years and KS1 the homework is mainly phonics, reading, and spellings. This will include reading books being sent home once or twice a week. We cannot stress enough how important it is to read regularly with your child in Reception and Year 1. In Year 1 the children will be given some simple language work as well as reading.

Year 2 to Year 6

From Year 2 onwards you can expect your child to be given homework of a more formal nature and on a regular basis. This will be uploaded to Purple Mash each week. This will consist of a mixture of Purple Mash work in different subjects, reading, spellings, and practical activities- which will rarely require pupils to bring written work back into school. **It is important that homework is completed regularly to support your child's independent learning.**

Other activities you might expect your child to be given include:

- Finishing off topic or language work
- Personal research at the public library
- Art and DT projects
- Music
- Science

HOW DO YOU KNOW WHAT HOMEWORK YOUR CHILD IS RECEIVING?

Work will be set on Purple Mash, pupils and parents will have logins to monitor the homework set.

We ask parents to check that your child has completed their homework.

HOW DO TEACHERS KNOW WHETHER THE HOMEWORK IS COMPLETED?

Teachers will use a range of strategies to monitor homework. These will include marking work set on Purple Mash, check sheets, or discussing and sharing homework tasks with a group or class.

If homework is consistently not completed you will be contacted to discuss this.

We will also reward homework tasks in our sharing assembly and with excellence points.

HOW MUCH TIME SHOULD YOU EXPECT YOUR CHILD TO SPEND ON HOMEWORK?

Recommended times for homework:

- Reception and Year 1 5 to 10 minutes
- Year 2 and Year 3 10 to 15 minutes
- Year 4 20 to 30 minutes
- Year 5 and Year 6 30 to 40 minutes

HOW CAN YOU HELP YOUR CHILD WITH THEIR HOMEWORK?

Children need to study in a calm and quiet environment. It is a good idea to encourage your child to work without distractions around. Some children need help in organising themselves; it is a good idea to get your child into the habit of packing his/her school bag the night before and that way you can ensure that your child will have everything they need for school the next day.

Some parents wish their children to do more than the amount of homework provided by the school. If you wish your child to do more, there are now many books in Maths, English and Science that can support and reinforce what your child is learning in their National Curriculum year.

PURPLE MASH

Brentside Primary uses an online learning platform called Purple Mash: a comprehensive suite of online learning tools and content, designed to be used by Primary aged children in the classroom and at home. The children can use the platform during ICT lessons in school, or use the games and resources at home, where teachers can set homework and tasks for children. Each child from Nursery-Year 6 will be given their own login details which they can use at home and in school.

IN THE EVENT OF A SCHOOL CLOSURE

Should the school be forced to close for an extended period of time due to government advice or other circumstances beyond our control, we will continue to provide remote learning for pupils throughout closure. Remote learning work will be set daily on Purple Mash, alongside instruction videos from teachers, and whole school and creative tasks. 2 x weekly Zoom sessions with their teacher will also be scheduled for each class. Parents/guardians will be able to contact the school via email, with dedicated email



addresses for each class checked by the teacher, and the relevant staff will endeavour to answer any queries raised and continue to support families as fully as possible.

HEALTH AND SAFETY POLICY

FIRST AID

The nominated First Aider in the school is Kelly Manners. However, many of our TAs are First Aid trained.

It is imperative that you provide the school office with all up to date contact information for your child. Delays in contacting you could cause your child avoidable distress.

All parents/carers must ensure that they are contactable during the school day in case of illness and accidents.

The First Aid trained Teaching Assistants are responsible for the administration of First Aid and will treat all minor injuries and ailments. If a child has had a significant bump on the head, or is feeling very unwell, we will call you and ask you to take your child home. We will always try to inform the parent by phone if a child has had a minor bump on the head.

First Aid must only be administered in accordance with current regulations and practice. We do not allow unqualified staff to administer First Aid except in very exceptional circumstances.

Any medicines that a child brings to school should be kept and administered in the Welfare Room and cannot be administered without a written request from you.

NB - Asthma medication is the exception to this.

If a child has a serious accident in school, parents will be informed straight away. When immediate hospital treatment is required, in cases of emergency and if it is not possible to contact the parent, a member of the school staff will take the child to the hospital.

Please ensure that you fill in the form, which is sent out at the start of each Academic Year, giving emergency contact addresses and telephone numbers. If you have changed your address or telephone number, please let us know immediately.

We ensure that staff wear protective gloves when administering First Aid and that these are disposed of in the hygiene bin in the Welfare Room.

If a child is unwell or injured in the playground, they are sent or escorted to the Welfare Room.

ACCIDENTS AND ILLNESS

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF THEY ARE UNWELL. ILL PUPILS WHO ARE SENT TO SCHOOL CAN SPREAD INFECTION, GET VERY DISTRESSED AND TAKE SUPPORT STAFF AWAY FROM WORKING WITH THEIR CLASS.

Your child should not return to school for 48 hours if they have vomited or had diarrhea. Similarly, if you have felt it necessary to give your child medication in the morning to lower a high temperature, including Calpol, they are not fit to come into school and must stay at home.

If your child has symptoms of Covid-19 you must keep them and any siblings at home, and seek a test immediately. You must let us know the outcome of that test.

Please ensure that if your child has an allergy or develops an allergy during the school year that you inform the school office or welfare staff.

Minor accidents to pupils are treated in the playground (KS2) Reception welfare point or the Welfare Room. We have three minor accident books; one is kept on the KS2 First Aid trolley, one is kept in the Rec First Aid Trolley and the other in Welfare.

It is also the responsibility of the class teacher to record any minor accidents in the classroom, or during PE, in the Minor Accident Book in the Welfare Room. The Dinner Supervisors record any minor accidents or injuries which happen in the playground in the Minor Accident Book in Welfare.

Any serious accident is recorded in the BPA Accident Book found in the school office. It is the responsibility of the administrator and the staff concerned to ensure this happens.

The Headteacher is made aware immediately of all serious accidents, and all serious accidents will be investigated fully.

HOSPITAL TREATMENT

If your child needs urgent hospital treatment you will be called immediately. If your child needs to go to hospital immediately, the parent/carer will be asked to go straight to the hospital. A staff member will escort your child to the hospital.

Before taking a pupil to hospital, a profile of their family and doctor details will be given to the hospital by the office.

IF A PUPIL BECOMES ILL

- The class teacher may request a second opinion from the first-aider or an appropriate member of staff

BRENTSIDE PRIMARY ACADEMY

Putting Children First

Headteacher: Caroline Crosdale



- The decision to call a parent must be approved by the Headteacher or the Deputy Head
- We do not allow any pupil to go home on their own; parents should collect their child
- If a pupil is deemed to be seriously ill, an ambulance and the parents should be called at the same time

PROCEDURES FOR MEDICATIONS IN SCHOOL

The management of Brentside Primary Academy is anxious to ensure that pupils who are recovering from illness but are no longer unwell, are able to return to school. In order that the pupil may finish off a prescribed course of medication such as antibiotics, we are willing to administer simple medications prescribed by a doctor, when the prescription is to be given **4 times a day**. However, the parent must give the school **written authorisation** with clear instructions as to what the medication is and when and what amount is to be administered.

Other non-prescribed medications, such as allergy medication, can be administered by BPA welfare staff, however there must be written permission from the parent or carer explaining the dose and frequency required.

Brentside Primary does not have the facilities to care for sick children. Parents are asked not to send children into school who are unwell or who have just come out of hospital.

INJURIES OUTSIDE SCHOOL

IF YOUR CHILD IS INJURED WHILE NOT AT SCHOOL, PLEASE ENSURE THE SCHOOL IS INFORMED BEFORE THEY RETURN BY EITHER PHONING THE SCHOOL OR VISITING THE SCHOOL OFFICE TO EXPLAIN WHAT HAS HAPPENED TO YOUR CHILD.

If your child has a plaster cast or is on crutches they may need to be collected at lunchtimes.

EQUAL OPPORTUNITIES

Any child who has a medical condition which requires supervision and/or training has a care plan drawn up by the school nurse, the family and the school staff involved. This covers such conditions as epilepsy, diabetes and serious allergic reactions to substances or food. This enables all parties concerned to provide the best care for the pupil concerned and for staff to have the specific training to enable them to cope with the special needs of any pupil.

BPA and Parent Roles and Responsibilities

BPA Responsibilities Medical	Parent Responsibilities Medical
<ul style="list-style-type: none">• BPA to implement the medication and first aid policy• BPA to administer recent prescription medication when child is well enough to return to school• BPA will ask for parents to collect children who are too sick to be at school• Phone parents on the day if their child has been hurt or injured	<ul style="list-style-type: none">• To keep the school informed of any medical condition that may affect the pupils• To inform the school of any injury which occurs outside of school• To ensure that they are available, or appoint another contact who is available to collect their sick child• To ensure that the office is informed and kept up to date of any changes in contact details



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| | <ul style="list-style-type: none">• To ensure that mobile phones are switched on and kept close so the school can always contact them |
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SCHOOL DINNERS

From September 2023, all primary school children in London are entitled to Free School Meals. This may be subject to change each academic year dependent on Government policy. The information regarding payment and debt below will be valid only should this change.

Parents can choose whether their child has a hot meal or provide a packed lunch.

HOT MEALS

School meals will be supplied by ISS Catering. There is a cook on site in the kitchen and school dinners are freshly prepared on our school premises.

We offer 3 lunch options:

- Non halal meat
- Halal meat
- Vegetarian option

The menu is run over a 3 week period with special event days held occasionally. The menu changes twice a year. The most up to date menu and details on how to set up a payment account can be found on our website or requested from the school office.

PACKED LUNCH

Please ensure that your child's packed lunch has their name on it. We do not allow sweets or fizzy drinks for pupils who have packed lunches and we would ask that all parents provide their children with a balanced, healthy lunch. **Under no circumstances should nuts be brought onto the school premises.**

TABLET SYSTEM

As children line up for their school meals, a member of staff with a Tablet computer will record them. This will enable them to know exactly which children have had a school lunch each day, and eliminate any errors.

PAYMENT

From September 2023, all primary school children in London are entitled to Free School Meals. This may be subject to change each academic year dependent on Government policy. The information regarding payment and debt below will be valid should this change.

Parents can pay online by setting up an account.

Under this new system, if a child's account goes unpaid for **three weeks**, you will receive a phone call and a letter and the system will automatically no longer allow them to have school meals. If this happens, you will need to provide a packed lunch for them.

If debt goes over **£34.50**, you will need to provide a packed lunch for your child until the debt is paid.

If your child is in **Year 6**, your account must be **in credit at all times**, otherwise the system will not allow them to have a school meal and a packed lunch must be provided.

It is therefore very important that you make sure that you are up to date with school meal payments. If you think your child is eligible for Free School Meals, you must ensure that you have applied and have received confirmation that you qualify.

FREE SCHOOL MEALS

If any parent considers that they might be entitled to Free School Meals for their child, (i.e. on Income Support) please ask at the School Office for an application form.

BPA Responsibilities School Dinners	Parent Responsibilities School Dinners
<ul style="list-style-type: none">To monitor the school meals debt and inform parents accordingly	<ul style="list-style-type: none">To set up an online account to pay for school mealsTo pay for meals on a weekly basisWhere possible, keep to either packed lunches or school dinners every day, to avoid confusion about paymentsIf your child is eligible for Free School Meals, to collect an application form for completion

Further details about any changes to the school meal system will be sent out each school year.

SCHOOL TRIPS & WORKSHOPS

We have a policy at Brentside of making sure that children experience one school trip or workshop a term wherever possible. Our educational trips and workshops are usually related to topics studied in the curriculum. This is sometimes less in EYFS and Year 1.

CHARGING POLICY

In order for school trips and events to take place, it is necessary for us to ask for contributions from parents and carers before we make the final decision as to whether the event or visit can take place. We aim to keep the cost of the visit as low as possible. It is the policy of this school, for health and safety purposes, to provide transport for our pupils and staff. The cost of the transport is included in the overall cost of the event or visit.

Where possible, BPA will try to subsidise the cost of trips to make sure they are accessible to as many pupils as possible.

Parents are not obliged for their child to attend and pay the contribution towards costs; however, the visit cannot take place if enough pupils do not attend and the expenses incurred for the trip are not met.

For further details on charging please see our Charging & Remission Policy which can be found on our website, or a copy can be requested from the School Office.

PARENT HELPERS

In order for school trips to take place, parent helpers are requested. The number of parent helpers varies on each trip, and not all parents who request to be a helper will be selected due to space restraints on coaches and in venues.

The decision as to who is selected as a parent helper is at the school's discretion. Please respect the decision of the school in this matter.

BPA Responsibilities Trips	Parent Responsibilities Trips
<ul style="list-style-type: none">To collate permission and moneyThe choice of parent helpers for trips is at the discretion of the school and is based on suitability for the parent helper role	<ul style="list-style-type: none">To ensure that permission slips and payments are returned, in a clearly marked envelope, within the designated time to schoolParents to respect decisions made about parent helpers

OUT OF HOURS PROVISION

BREAKFAST & AFTER SCHOOL CARE

BPA provide wraparound care for pupils on the school premises, with a breakfast and afterschool club run by school staff.

Club Details, Timings and Pricing

Breakfast Club

Location: Brentside Primary Academy

Time: 7.45am – 8.45am

Cost: £4.00

Activities: Healthy, nutritional breakfast
Get Up Fit

After School Club

Location: Brentside Primary Academy

Time: Mon – Thurs 15.30pm- 18.00pm.

Fridays 14.30pm – 18.00pm

Cost: Mon- Thurs £6.00 until 16.30pm or
£10.50 for the whole session
Fridays £8.50 until 16.30pm or £13.50
for the whole session

Activities: A healthy snack and drink is provided.
Organised games, sports (indoor
and outdoor), arts and crafts, visits
to the park in good weather, baking

(Tax credits & childcare vouchers accepted)

Contact Details

Between the hours of 8am – 3.30pm please call the school on **020 88132580** and select option 3 for welfare. If you do not get an answer, please redial and press option 2 to speak to someone in the office. From 3.30pm to 6pm please call **07597 357831**. It is a phone we have set up for use once the school phone lines have closed. This will be kept in the club room and answered by whichever member of staff is supervising the club that day. This phone can be used to let staff know if you are going to be late collecting your child. You will be able to use WhatsApp to communicate with wrap around care staff. Please note: The phone will not be answered after 6pm.

Registration

To register for the club please complete a registration form. This form can be downloaded from the school website, requested via email, or a hard copy can be collected from the School Office.

Once you have completed the form you can return it via email to admin@brentsideprimary.ealing.sch.uk or hand it into the Brentside Primary School Office.

Regular Attendees

For regular club attendees please complete the form to state which days you will be likely to use the service. We only charge you if you use the service. A register is taken each day and you will only be charged for the days you use the club.

As & When Attendance- After School Club

If your child does not regularly attend the after school, please inform the school by 3pm if you wish for your child to attend the club that day. This way, staff will know to collect them from their teacher and take them to the yellow room in plenty of time.

As & When Attendance- Breakfast Club

In an emergency situation the breakfast club can be used on the day. Please bring your child to the school gate and press the buzzer for the wraparound care. The member of staff working will be able to take your child into the club.

There is no additional charge for using the clubs on an as & when basis

BRENTSIDE PRIMARY AFTER SCHOOL CLUBS

There are also a number of free short-term after school clubs at BPA which are run by staff members who volunteer to give up their time after school. We try to run a variety of clubs throughout the year to cater to a range of interests, e.g. cooking, art, drama, Spanish. The clubs are offered to children in KS2 and Years 1 and 2.

Demand for spaces in these clubs is very high. A letter detailing the choice of clubs is issued and places are offered on a first come, first served basis.

The number of weeks each club runs for will be detailed in the club choice letter. The clubs start at 3.30pm and end at 4.20pm

If your child has been given a place in a club they will receive a letter telling them which club they have been selected for. Unfortunately, not every pupil will always get their first choice of club. We do try to ensure that each child gets a place in a club or is put on the waiting list for the next time a club is offered.

A small one-off charge to cover the cost of ingredients etc. maybe requested for some clubs. Charging details will be explained in the club choice letter.

SCHOOL UNIFORM

Brentside has a strict uniform code for all pupils except Nursery children. The uniform consists of dark grey, black or navy skirts and trousers, a white polo shirt and a blue jumper or cardigan. A branded polo and branded jumper or cardigan can be bought directly from Brentside Primary, as can sew or iron on badges. However, pupils can wear any blue jumper or cardigan over a white polo shirt. It is not compulsory for any of these items to be branded.

A book bag is compulsory for all Key Stage 1 children, and optional for Key Stage 2 children. A branded bookbag is available to purchase from the school.

School shoes or trainers should be black, and children should not wear jewellery for health and safety reasons. We do not allow the use of make up in school. We do allow stud earrings. School skirts should be an appropriate length. Please note that the school does not take any responsibility for any items lost.

PE KIT

For PE, children should have dark shorts and a Brentside PE t-shirt and Brentside PE hoodie, which can also be bought directly from the school. Plimsols for KS1 or light trainers for KS2 are required for all sports and dance activities. The PE T-Shirt is the only branded item that is compulsory for all pupils to wear.

Children wear their PE kits into school on the days their class has PE and do not get changed in school. The PE days for each class are given to parents at the start of each new school year.

It is compulsory for all pupils to wear the Brentside PE t-shirt on the days that they have PE.

LOST PROPERTY

Please ensure that you put your child's name in all pieces of clothing that they bring into school. Lost property is kept in the Welfare Room and can be looked through by parents before or after school.

Periodically, the lost property is cleared out and any long term unclaimed items are discarded. A SchoolPing message will be sent to all parents prior to the lost property being cleared out, in order to give everyone one last chance to look through.

BORROWED ITEMS

Brentside has a limited supply of spare clothing items which can be loaned to a child should they require it during the school day (i.e. a toileting accident, spillage of food etc.) Any borrowed items **must** be washed thoroughly and returned to the school promptly so that they are available for other children. Failure to

return borrowed items will result in a charge of £2.50 per item, so that the school can purchase a replacement.

SCHOOL UNIFORM AND MERCHANDISE PRICES

Item	Cost
Jumper	£11.00
Cardigan	£12.00
Polo Shirt	£9.00
Book Bag	£6.00
PE T-Shirt	£9.00
PE Hoodie	£15.00
Sew on/Iron on Logo	£3.00

FURTHER BPA AND PARENT ROLES AND RESPONSIBILITIES

PARENTAL RIGHTS

Partners or former partners who are in conflict cannot direct the school to refuse a parent access to their child, this requires a Court Order.

The school cannot comply with a request to deny access to a child without a Court Order. The school also cannot directly intervene in disputes between parents, unless asked to provide factual information by a legal representative.

The school will endeavor to liaise with both parents who have parental rights to their child. However, the school will not get involved in disputes unless it directly effects the wellbeing or safety of a child, or they have been instructed to by a court of law.

MOBILE PHONES

Pupils are not allowed to have their mobile phones during the school day. All mobile phones must be switched off and handed into the School Office by pupils at the start of the school day and collected on their way home.

The phones are locked in a safe during the day. Mobile phones are brought into school at pupil's own risk and BPA does not take any responsibility for them.

Under the Education Act 2011, the headteacher, and any member of staff authorised to do so by the headteacher, can search pupils and confiscate their mobile phones, computers or other devices that the authorised staff member has reasonable grounds for suspecting:

- Poses a risk to staff or pupils, **and/or**
- Is evidence in relation to an offence
- Contains evidence of Bullying

PLAYGROUND

Playground equipment is for use only during the school day when children are supervised by staff members. Please do not allow children to play on equipment outside of school hours.

Bikes, scooters or any pedal/electric cars should not be used in the school playground. Please ensure that your child dismounts from the vehicle at the top gate.

Pets/animals are not allowed on the school premises.



RAMADAN

If you wish for your child to fast during Ramadan you will need to inform the school in writing and allow for them to sit quietly in the school lobby or nature area and read a book. You can complete the school fasting permission letter or write your own letter.

If your child stops fasting during Ramadan, you will need to speak to the School Office to inform us that your child will be remaining in school and eating at lunchtime.

It is advisable that only children in Upper KS2 -Year 5 and 6, fast for Ramadan.

COLLECTING YOUR CHILD

If you are unable to collect your child from school on time, please phone the School Office and inform them as to how late you believe you will be.

If you have asked another adult to collect your child, please call the School Office and inform them who will be collecting your child. The school office will then inform the class teacher that a different person will be collecting your child.

We do not allow children under 14 years old to collect pupils from BPA.

CHILDREN WALKING HOME ON THEIR OWN

If you wish for your child to walk home on their own you will need to inform the school that you give permission for your child to walk home on their own by phoning the school office and writing a letter to be kept on file.

Children in KS1 are not permitted to walk home on their own and we do not advise that children under Year 5 walk home on their own.

CHANGING OF CLASS TEACHERS DURING THE YEAR

BPA appoints teachers, wherever possible, to stay for the school year, however teachers are able to hand in their notice 3 times a year, which could result in them leaving for another school during the academic year, resulting in a change of class teacher for your child.

BPA also monitor teacher standards and suitability throughout the year and sometimes need to make adjustments to staffing to ensure that pupils receive the best education we can provide.

We ask parents to understand that sometimes unforeseeable circumstances necessitate staff changes and we ask parents to help their child to cope with changes in teachers.

CLASS CHANGES FOR THE NEXT ACADEMIC YEAR

It is not a guarantee that your child will stay with the same class group throughout their time at BPA. At times, as new pupils enter the school, changes need to be made in order to address imbalances within a class.

This decision to move children between the classes in the year group is based on the best interests of all the pupils within the school.

The factors taken into consideration when making the decisions are; class size, balance of gender ratios, distribution of attainment levels, number of EAL pupils, number of SEN pupils, specific behaviour and social needs.

COMMUNICATION AND CONCERNS- PROCEDURES FOR PARENTS

At BPA, we pride ourselves on the positive relationships we work to form with pupils and parents. Much of this is attributed to clear lines of communication. We aim to ensure that you know as much as possible about your child's school life and the learning that takes place in school; through the school website, Facebook page, SchoolPing, open days and mornings, newsletters, and parents' evenings.

We do see communication as a two way process and it is important that you communicate with the school about any changes in your life that may have an impact on your child's schooling.

We have an open door policy, which means that if you have a concern, however big or small it may be, or just a question that you need answering, then there will always be someone to help you.

You may have to make an appointment to see the Headteacher, a member of the leadership team, or one of the teachers, but we endeavour to do this the same day or the next day wherever possible. These appointments can be made by phoning or coming into the school office.

If you have any concerns about your child at Brentside, we want to resolve this as quickly as possible. However, below is a summary of the stages of the Complaints Policy should you feel that the situation was not resolved and you wish to take it further.

Stage	Summary
Stage 1 Informal	Phone or go to the office and give a brief summary of your concern, particularly concerns relating to your child's safety. Ask for an appointment to see the class teacher at the office. A member of the Senior Leadership Team will also usually be present. Concern(s) can be given verbally or in writing.
Stage 2 Informal	If the situation is not resolved by a meeting with the class teacher, ask for an appointment to speak in person with the Deputy Head . Give time, if necessary, for us to look into the matter and agree on a time when you will meet to discuss the situation again. Concern(s) can be given verbally or in writing.
Stage 3 Informal	If the situation is still not resolved by a meeting with the Deputy Head, ask for an appointment with the Headteacher . The complaint should be put in writing, where possible, with a clear explanation of how you wish for your complaint to be resolved. At this stage you will need to refer to the full BPA Complaints Policy, your complaint will also be reviewed under the Abusive, Persistent, Frivolous or Vexatious Complaints & Complainants Policy. The Headteacher will need to be given time to carry out any necessary investigations and will arrange a suitable time for a meeting to discuss your complaint.
Stage 4 Formal	If the situation is still not resolved by the Headteacher, write to Mrs. Eilidh MacRae, Chair of Governors, at the school address.
Stage 5 Formal	Once you have received a formal reply from the Chair of Governors, if you still believe your concerns have not been addressed, ask that the Complaints Committee consider your complaint.
Stage 6 Formal	If, once you have received the formal decision of the Complaints Committee, you are still not satisfied, make a written complaint to the Secretary of State for Education.

A copy of the Complaints Policy and the Abusive, Persistent, Frivolous or Vexatious Complaints and Complainants Policy can be found on our website or requested from the office.

In order for us to manage the situation effectively and to resolve the problem quickly.

Please do not:

1. Try to speak to the teacher during lesson time or while children are being supervised.
2. Try to sort out the problem yourself by approaching children or parents concerned on the school premises.
3. Take out your frustrations on other children, parents or staff of the school.

BPA and Parent Roles and Responsibilities

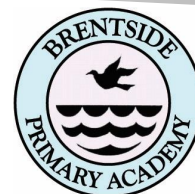
BPA Responsibilities Appointments and Complaints	Parent Responsibilities Appointments and Complaints
<ul style="list-style-type: none">• To deal with complaints as efficiently as possible after gathering all the relevant information• To be fair and consistent with our policies and procedures• Concerns of child safety will be dealt with on the day• Ensure that parents are kept informed• To operate within our Sanctions and Rewards Policy	<ul style="list-style-type: none">• To follow the Complaints Procedure, as outlined in the Home School Agreement• To allow time for BPA staff to investigate the situation• Please do not speak to teachers outside of lesson time• Please do not attempt to resolve problems by approaching children or parents on the school premises• Please do not take out frustrations on children, parents or staff of the school• Be clear on what would be a preferred resolution to your concerns• Complaints should be related to BPA's statutory duties to comply with legislations in Safeguarding, equality, educational equity, educational access, and educational standards and expectations- not just personal opinion

Parents/guardians please note that the Home School Agreement is reviewed annually; a copy of the latest version is available on the school website or on request from the school office.

BRENTSIDE PRIMARY ACADEMY

Putting Children First

Headteacher: Caroline Crosdale



Please return this page to the school office

I have read Brentside Primary Academy's Home School Agreement and I will encourage my child to support the policies and behaviour codes of the Academy.

Name of Child _____

Signed by Parent/Guardian _____

Date _____

Brentside Primary Academy

Kennedy Road, Hanwell, W7 1JL

Tel: 020 88132580 Email: admin@brentsideprimary.ealing.sch.uk Website: www.brentsideprimaryacademy.co.uk