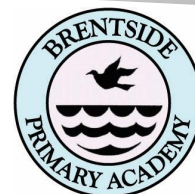


# BRENTSIDE PRIMARY ACADEMY

Putting Children First

**Headteacher:** Caroline Crosdale



**Monday 8<sup>th</sup> September 2025**

## **Start of the School Year 2025/26**

Dear Parents/Guardians,

Welcome back to Brentside Primary Academy for the new school year 2025/26. It has been lovely to see so many of you back at school.

Please find below some reminders of a few of our key procedures:

### **START OF THE DAY**

Everyone's start time will be at **8.45am**, pupils are expected to be in class and ready to learn from this time. The gates and doors will close at **9am sharp** so anyone late will have to come in through the main office area. **Anyone arriving in school after 9am will be marked as late.** It is important that your child arrives at school on time so that they do not miss out on vital learning time.

### **END OF THE DAY**

**Monday-Thursday:** 3.30pm

**Friday:** 2.30pm

**If someone new or different is picking your child up, you must inform the school office with the name of the person. Staff will not let children leave with unknown adults.**

### **FRONT GATE**

We have a security gate system in place for pupil safety, which requires key card access to exit the playground. If you come in to the school during the school day (outside of drop-off and pick-up times), a member of the office staff will need to open the gate to let you out. If they do not do so automatically when you leave, please press the buzzer to request that they do.

### **SCHOOL STREET**

The School Street remains in operation. Kennedy Road (between Greenford Avenue and Cuckoo Avenue), Elfwine Road, Hillyard Road (from the junction with Laurie Road to Kennedy Road) will be closed to most traffic Monday and Thursday **8.15 to 9.15am and 2.45 to 3.45pm**; On Fridays it will be **8.15 to 9.15am and 2.00 to 3.00pm**.

Parents/guardians will not be allowed to drive down Kennedy Road (between Greenford Avenue and Cuckoo Avenue), Elfwine Road, Hillyard Road (from the junction with Laurie Road to Kennedy Road) at these times, unless they are a resident of the school street, or they or their child has a blue badge and they have been allocated permits. The times will be clearly shown on the Pedestrian and Cycle zone signs.

**If you or your child are a blue badge holder you must apply for a permit for exemption to access the School Street. Please contact [SchoolStreets@ealing.gov.uk](mailto:SchoolStreets@ealing.gov.uk) for further information.**

### **SCHOOL ATTENDANCE**

Attending school every day is very important to your child's progress. We will be monitoring attendance to ensure that children are not taking time off regularly. **However, it is very important that if your child is unwell that you let the school know so that we can support you in ensuring a swift return to school. No holidays**

**Brentside Primary Academy**

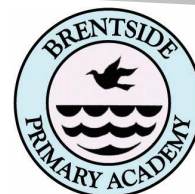
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during term time are allowed to be taken and therefore will be marked as unauthorised. You may be liable for a fine if you do take your children out of school during term time.

## SCHOOL UNIFORM

At Brentside, we have a school uniform which consists of a blue jumper, or cardigan, white shirt or polo shirt, and black or grey trousers/skirts with black or grey tights in the winter. Please ensure your child has black shoes.

School jumpers, cardigans, polo shirts, PE tops and hoodies can be ordered from the school office by requesting a Uniform Order Form, along with Brentside book bags which we would encourage you to buy for KS1 children. Pupils are not permitted to wear jewellery other than small earring studs.

Children should come to school on their PE days wearing their PE kit and will not change in school. This consists of a **blue Brentside PE top** and an optional blue hoodie. Children are to wear black shorts, tracksuit bottoms, or leggings.

If you are having financial difficulty and are struggling to buy school uniform please speak to the school office- we may have grants or other assistance to help you.

School uniform help pupils to feel part of the school community and therefore we feel is important to adhere to.

**PLEASE ENSURE THAT ALL OF YOUR CHILD'S BELONGINGS HAVE THEIR NAMES CLEARLY WRITTEN INSIDE TO REDUCE THE RISK OF THEM BEING LOST.**

## PE ARRANGEMENTS

At Brentside we continue to promote your child's health and wellbeing. Every child at Brentside will take part in at least two PE lessons every week and outdoor structured PE sessions. A weekly timetable of PE sessions for each class will be sent home this week.

**IT IS ESSENTIAL THAT YOUR CHILD WEARS SUITABLE CLOTHING & FOOTWEAR FOR PE. This is due to health and safety reasons as well as to ensure they get the best out of their PE lessons.**

Swimming for Year 4 will take place on Wednesdays, a letter with further information will be sent regarding this prior to lessons starting.

**Taking part in PE-** If your child is unable to take part in a PE lesson for a medical or other valid reason, a letter must be sent detailing this reason.

## HOMEWORK

Weekly home learning will continue, this will be uploaded to Purple Mash each week. This will consist of a mixture of Purple Mash work, reading, spellings, and practical activities- which will not require pupils to bring written work back into school. Brentside portal can be found here:

<https://www.purplemash.com/sch/brentside/>

**It is important that homework is completed regularly to support your child's independent learning.**

We will be issuing homework books to pupils where they can complete any work that requires paper or further written work.

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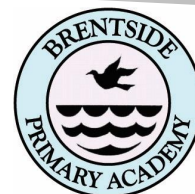
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## **WRAPAROUND CARE- Breakfast & After School Club**

We run our own breakfast and after-school wraparound care during term time for children from Reception-Y6, on Monday–Friday. Please visit our website <https://www.brentsideprimaryacademy.co.uk/breakfast-after-school-care/> for more info and booking details, or request a sign up form from the school office.

## **PERSONAL BELONGINGS & MOBILE PHONES**

We encourage pupils to bring in only their lunch (if having packed lunch) and a water bottle. KS2 can bring in a fruit snack for morning break if they wish.

We do not allow pupils to bring their personal belongings, toys, or games into school.

**If this does happen, the school does not take responsibility for theft, loss or damage to personal items.**

## **MOBILE PHONES**

**If your child is in Year 5 or Year 6 and goes home alone**, they are allowed to bring a mobile phone with them; however, this must be left in the safety of the school office during school time and should be handed in at the beginning of the school day and collected at the end. Mobile phones are not permitted to be used by pupils in the playground before or after school and may be at the risk of being confiscated.

**We are moving towards a smartphone-free school, and would please encourage where possible that parents purchase basic phones without internet access for their children.**

**Mobile phones should only be brought and stored in the school office by pupils who travel to/from school without an adult, and should not be brought to school under any other circumstances.**

**Any pupil found in breach of these rules by bringing their mobile phone into the school building will have their devices confiscated.**

## **WATER BOTTLES**

We will encourage your child to drink water throughout the day as this has a proven effect on concentration levels. For health and safety, we encourage you to provide your child with a water bottle which they can drink from during school time. Please ensure this is clearly marked with your child's name.

## **SCHOOL MEALS**

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

School meals are provided by ISS Catering. 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.

We encourage parents/guardians to still apply for benefits-related Free School Meals if they think they may be eligible (i.e. on Income Support), as Government policy may change in the future, and entitlement to Free School Meals can also secure additional in-school funding for trips, workshops etc. for those eligible.

If any parent/guardian thinks that they might be entitled to benefits-related Free School Meals for their child please ask at the school office for an application form.

**Brentside Primary Academy**

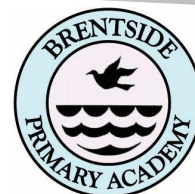
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## PACKED LUNCH REQUIREMENTS

We encourage pupils to eat a balanced diet. If having packed lunch at school, this should contain food that your child likes to eat and should provide a selection of healthy foods. **No sweets or chocolate please.**

**We are a NUT FREE school- NO NUTS of any type should be brought into school.**

## POLICY ON SWEETS AND CAKES

We do not encourage sweets or cakes to be brought into school on a regular basis. If it is your child's birthday and you wish to provide them with something to share with their class, you must ensure that these are **individually wrapped** sweets or cakes, and that they **do not contain nuts**. Please bring these to the school office where they can be distributed by staff.

## PROBLEMS OR CONCERNS

**We ask you not to approach school staff in the mornings or afternoons in the playground to discuss problems or concerns, as at this time their attentions are on the pupils in their care.**

If, however, you wish to raise a concern or matter with your child's class teacher or a member of staff, please ensure that you make an appointment by telephoning, emailing, or visiting the school office so that we can arrange a suitable time to call you or make a meeting for you. You will be asked by the office to outline the reason for the meeting and we will get back to you with a time and day as soon as possible. We do take all concerns seriously and aim to act as swiftly as possible.

**Please do not approach other parents in the playground to discuss a problem, concern or the behaviour of another child.**

## PARENT MOBILE PHONE USE IN SCHOOL

We ask parents/guardians to please refrain from using mobile phones when inside the school building and in the playground wherever possible.

## SICKNESS

If your child has been ill with vomiting or diarrhoea the night before or the morning of a school day, please keep your child at home. Children should not return to school until **48 HOURS** after their last episode of vomiting/diarrhoea.

Similarly, if you have felt it necessary to give your child medication in the morning to lower a high temperature, including calpol or pain relief, they are not fit to come into school and **must stay at home**. Please make sure that the office has up-to-date contact numbers so that you can be contacted if your child is unwell.

## ALLERGIES

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, so that this can be managed effectively in school.

## CONTACT DETAILS

Please ensure that if there is a change in family circumstances, addresses, or telephone contact details that you let the office know immediately so that in an emergency someone can be contacted.

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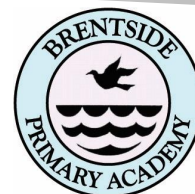
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In the event that there is an emergency or your child is unwell and we call you, it is essential that you answer your phone and speak to a member of staff or call the school back as soon as possible if you miss the call.

## HOME SCHOOL AGREEMENT

I would like to take this opportunity to remind you that our Home School Agreement and our School Prospectus are available from our school office and on the school website; these will give you more information about the school and the policies detailed above.

## FUTURE COMMUNICATION- SCHOOLPING

All future letters will be sent only via **SchoolPing** and uploaded onto the school website. **Paper copies of letters will not be sent home.** Please ensure that you are able to log in and regularly check messages on SchoolPing, and it is connected to an email address that you check regularly. **If you are having difficulties with SchoolPing, please inform the school office and we can help you.**

## KEY STAFFING UPDATES

As you are aware many of our teachers have remained at BPA this year and we have no new teaching staff.

However, we do have new staff in leadership positions:

Ms. Amir is Assistant Head for Curriculum and Assessment

Mr. Dias-Smith is Assistant Head for Inclusions and Welfare

Ms. Dahir is the SENDCo

We welcome them to their new roles and know that they will be there to support both you and your children.

Thank you in advance for your co-operation. We will do all we can to keep you up to date as the year goes on.

I look forward to working with you all this year.

Yours faithfully,

Caroline Crosdale  
Head Teacher

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