

# Essential Information 2024-2025



'A lifelong love of  
learning...  
a love of life.'



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## **Useful Contacts**

### **West Sussex Education**

Paul Wagstaff - Director for Education & Skills

### **Name and Address of School:**

Bramber Primary School  
Bramber Road  
Worthing  
BN14 8QB  
Telephone: (01903) 219277

Email: [office@bramberprimary.com](mailto:office@bramberprimary.com)

Web site: [www.bramberprimary.co.uk](http://www.bramberprimary.co.uk)

### **Headteacher:**

Mrs Tracy Scott

### **Pupils on Roll:**

206 in Summer Term 2024

### **Age Range:**

4 to 11 years, co-educational

### **Governing Body:**

Chair:

Mrs K Jones

Headteacher:

Mrs T Scott

Co-opted Governors:

Miss C Barrett  
Mr R Beasley  
Ms K Prowen  
Mrs M Reddi  
Mr S Hoare

Parent Governors:

Mrs G Funnell  
Mrs L Chapman

Staff Governors:

Mrs Holmes

Associate Member:

Mr A Ladd

### **Admission arrangements**

Schools in West Sussex are categorised as community, voluntary controlled and voluntary aided. Community are voluntary controlled schools, which serve catchment areas.

Voluntary aided schools serve wider areas. This school is a Community School.

Admissions to community and voluntary controlled schools are the responsibility of the Local Education Authority and applications must be made through their offices at: Pupil Admission Office, Centenary House, Durrington Lane, Worthing, West Sussex BN13 2QB.

Telephone: 03330142903. Email: [admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk)

Under the Education Act, parents can express a preference for any school, but parents do not have a right to choose a school. However, West Sussex Education Authority does make every effort to meet parental preference where possible. Further information about how places are allocated at this, and other schools in the County, is contained in the Authority's Information for Parents Booklet, which will be sent to you from the local area Education Office. Details relating to admissions can also be found on the West Sussex County Council website: [www.westsussex.gov.uk](http://www.westsussex.gov.uk)

### **Parental involvement**

At Bramber, we believe that parents have a major part to play in their child's education therefore we plan as many opportunities as possible to keep parents informed and help parents to get involved in their child's learning. We hold a new parents welcome evening for the parents of the new Reception class prior to their entry to school and the 2 and 4 weeks in coffee mornings where we develop our Home-School partnership agreement and give suggestions on how to support your child's development. We also hold formal bi-annual meetings for parents of children in all classes as well as an annual report where you will be offered the opportunity to discuss the contents with the class teacher.

Curriculum open days are offered every term throughout the year. We also have an open-door policy, which means you can meet with the teachers, SEND/Pastoral team or Headteacher any time or contact them by phone or email.

Every new parent receives an induction pack, which includes this Essential Information Book, a Starting School booklet and information about school meals and milk

### **Volunteer helpers**

If you would like to help in school, we will need to complete a DBS check to ensure our children's safety and also you will need to meet with Mrs Scott to receive guidance. Please register your interest with the school office or class teacher.

### **The routine of the day**

Whole school - doors open at **8.40am** ready to start learning at **8.45am**

**School finishes at 3.15pm for all children**

### **Entrance for children and parents**

Children and parents come into school along a path leading through the large black gates to the playground at the south of the building for Reception and Key Stage 1 (Years 1 and 2) and in through the side of the building alongside the carpark for Key Stage 2 (Years 3-6).

Responsibility for the safety of children who come to school before the classroom doors open cannot be undertaken by the school, except in exceptional circumstances following

discussion with the Head Teacher. There is no supervision in the playground as children come straight into their class base and we rely heavily on parents/carers to supervise the children so they do not use any of the school apparatus before school. Children must stand with their adults until it is time to come into school. The playground gate is locked at 8.50am. Once inside the school and the school day has begun, our children are completely safe. The car park is well away to the north of the site and the grounds are completely fenced off.

**Children should be collected at 3.15p.m.** from the playground at the back of the building via the classroom doors or at the front of the school for Years 3-6. If for any reason you cannot collect your child or have made alternative arrangements, please let us know that morning or leave a telephone/email message. For their safety, children will not be permitted to leave the school premises with anyone other than the usual person who collects them, unless specific instructions have been given by parents or carers.

**Late Arrival:** Please try to ensure that your child arrives on time at school, but if for some unavoidable reason your child is late, you must report to the main office on arrival. You will need to ensure your child is signed in and then a member of our office staff will escort them to the classroom.

### **Access and Safety**

Parking outside the school is **very limited** and we ask parents to walk if at all possible. If a car journey is essential, we must ask that our neighbours' drives are always kept free. It is preferable that parents and carers park in Clarendon Road or Turner Road. We ask parents **not to enter or park** in the Bramber Road **cul-de-sac** because of the congestion this causes. It also puts at risk children and parents who are walking into school and need to cross the road to reach the children's gate. The surrounding area to the school is a school safety zone including flashing lights, speed humps and signage so that drivers are made aware that children will be walking and crossing roads with their parents/carers.

### **Approaching and leaving the school site**

As some parents do need to approach the school by car, it is suggested a voluntary one-way system be adopted around the Allington/Bramber Road green. Thus, on leaving the school, please proceed across the junction, along and up the full length of Bramber Road. When approaching from the north, please proceed down Allington Road. Parents and children are encouraged to walk where possible.

### **Attendance, Education Welfare Officer and Fines**

Non-attendance at school obviously severely affects a child's achievements and ultimately their life chances.

Clearly, if your child is ill, we expect you to keep them at home. We would, however, encourage you to try and make non-urgent dentist and doctor appointments out of school time.

We do appreciate there are problems with family holidays, but all absences represent a loss in education to the child. The Department for Education has amended the regulations for term time absence and they came into force in September 2013.

It has removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.



No Head Teacher will be able to give authorisation for holidays or any similar absences. 10 sessions (5 days) unauthorised absence from school in any ten week period would trigger a fine and holiday without authorisation will have its own code in the register.

Green	satisfactory	96% and above
Amber	needs improvement	85.1% to 95.9%
Red	cause for concern	below 85%

The Education Welfare Officer also monitors all persistent absences, which can result in a court appearance and a fixed penalty fine.

### **Absence:**

If your child is unwell, we request that you inform the school preferably before 9am so that the teacher is aware before the start of the school day. Please also let us know of any dental or medical appointments. If it is necessary for you to take your child out of school, you will be asked to complete 'a request for absence in school time' form. Please try to avoid this if possible as it does have a detrimental effect on children's learning.

### **Lunchtime:**

Children in Reception, Year 1 and Year 2 are entitled to a free hot school meal each day. You will be asked to opt into this scheme via Parentpay. Alternatively, children may bring a packed lunch. At lunchtime, all children in Key Stage 1 and Reception, eat together in the hall because we believe this should be a sociable time for our pupils. If you choose a packed lunch, it should not include fizzy drinks, glass bottles, nuts of any description (including peanut butter) or chocolate bars/sweets. We do encourage "healthy" lunch boxes as part of our "Healthy Schools" award. Due to organisation and avoiding wastage, we ask that parents either opt for free hot lunches or provide packed lunches for at least half a term.

**NB In line with our school's food policy, we do not distribute sweets or cakes to whole classes on a child's birthday so please do not ask the staff to do so.**

### **Milk and Fruit**

A company called Cool Milk supplies 1/3 pints of milk to children in school and you will be given information to register them in this scheme - children have a free entitlement until their 5<sup>th</sup> Birthday. After they are five years old, it is no longer free and parents need to order the milk themselves via the Cool Milk website [www.coolmilk.com](http://www.coolmilk.com) We recommend this as it is quite a long time from breakfast to lunchtime. Water is offered as an alternative and named water bottles are to be kept in school for continuous hydration. No other drinks are permitted at this time.

Under the Government Fruit and Vegetable Scheme, all children in Years R to 2 receive a free piece of fruit or vegetable every day at morning break time. Older children can bring in fruit or vegetables to eat at break time. No other snacks are allowed.

### **Health and Welfare**

Our school nurse works closely with the children in the school to monitor their health and any concerns relating to a child's wellbeing.

### **Illness at school**

If a child becomes unwell during the school day, we will contact parents/carers by telephone/text and ask that your child be collected. **Please ensure that all contact details are up to date.**

## **Medical Information**

If your child has a serious or recurring problem such as allergies, inhalers, etc. please let us know.

## **Medicines in school**

If your child has been ill and seems well enough to return to school, but has not completed a course of treatment, please seek advice from your doctor on whether a "three times daily dose" can be given:

- i) At home immediately before school
- ii) Immediately after school ends
- iii) Before going to bed

Where children require long term medication, e.g. for asthma, please consult the Mrs Boo (in the school office) or Mrs Scott, Headteacher. Arrangements can be made for staff to supervise your child's use of an inhaler. **It is the parent's responsibility to ensure that inhalers are in date and full.** The medicine **must be labelled** with your child's name, dose, time and any other special instructions. We will consult closely with you should your child require a health care plan to ensure their medical needs are met. Please inform us as soon as you can. **Only 4 x daily medicine will be given in school.**

Please notify the school if your child is allergic to plasters or anything else, including food.

## **Infectious Illness**

Guidance on the incubation time and exclusion required for common childhood infectious illnesses is available from the school office. If your child has vomiting or diarrhoea, we request that they are **clear for 48 hours** before returning to school to avoid spreading the illness to others.

## **Head Lice**

To help prevent the spread of these 'irritating little creatures', parents will be notified by the school as soon as possible so that appropriate action can be taken. We also ask parents to check their child's hair regularly for lice; to 'take a peek once a week'. Wet combing with conditioner is the best prevention method and further details can be obtained from the school office or if you prefer an appointment with the school nurse can be organised.

## **Jewellery**

In line with WSCC regulations, it is recommended that jewellery is **not** worn in school for reasons of personal safety. All jewellery **must** be removed for physical education lessons because of the risk of injury to your child and other children.

If earrings are worn to school, then your child will need to be able to remove them prior to any physical education lesson. Staff are **not** able to remove earrings for children. If your child is unable to remove their earrings, i.e. if they are newly pierced, we ask that you provide medical tape for your child to cover them.

## **Charging Policy**

The school policy on charging is in line with that of West Sussex Education Authority and conforms with the requirements of the Education Reform Act 1988. Parents will be asked for a "voluntary contribution" to cover outside visits, extra materials etc. Anyone experiencing financial difficulties should always contact the Headteacher in total confidence. The school

will then come to an arrangement for later or staged payment or possibly cover the child's contribution.

### **What if there is a problem or concern? (Complaints)**

Please always discuss any problems with the class teacher in the first instance and Mrs Scott will always be willing to see parents/carers where help is needed at a different level. Feedback of any kind is useful in helping us to improve.

Most matters can be settled informally and amicably in this way. In the unfortunate event of this not proving possible, the matter can be passed for consideration by the school's Governing Body. Full details of the complaints procedure are held in the school office and are on our school website.

### **Security**

Bramber is a secure site after the children have been brought into school and all entrances are locked. All visitors to the school must enter through the front reception secure area and be signed into the school and, depending on the purpose of their visit, escorted around the building or issued with a badge. This ensures the safeguarding and protection of all children whilst they are with us.

### **Recording protocols**

There is no reason for parents, carers and adults visiting the school to film, photograph or record children other than their own without prior permission, either on the school site or in the surrounding area. If you have concerns that an adult is behaving inappropriately, please speak to the school.

### **Child Protection**

Our Designated Safeguarding Lead (DSL) is the Headteacher, Mrs Tracy Scott, and in her absence, Miss Claire Barrett, the Deputy Headteacher (Deputy DSL). Mrs Carla Killey, our pastoral leader, is also a Deputy DSL.

Bramber Primary School recognises that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that children's welfare is our paramount concern.

Adults who volunteer within the school site are given a child protection briefing and thus are aware of the need to be vigilant and report any concerns or disclosures via the designated members of staff. We are all responsible for identifying and reporting possible cases of abuse. We will refer a child, if there are concerns about possible abuse, including neglect, to the Social Care team at the Multi Agency Safeguarding Hub (MASH) via The Integrated Front Door (IFD).

All members of the school community have a duty of care to all children and if they are worried that a child might be at risk of harm can contact the IFD themselves on telephone: **01403 229900 or 033 022 26664 out of office hours (5.00pm to 8.00am weekdays) and for emergencies at weekends and bank holidays (24 hours). When you contact them, you will speak to a qualified social worker.**

### **Pupil Premium – Additional Funding for our school**

Additional resources and funding is available to the school for families receiving income support, jobseekers' allowance or child tax credit. We use the funding to help make a difference to children time in school. We employ additional staff including specialist teaching assistants and a school counsellor. Additionally, we can help fund some uniform,



clubs or visits to help parents. Please inform school of your entitlement even if you do not wish to claim any of these because the school receives a good amount for each child registered. A leaflet and application form can be obtained from the school office in confidence.

### **Inclusion - Special Educational Needs or Disabilities (SEND)**

Some children in our school have SEN or disabilities and consequently need additional resources. The school is committed to providing an environment that allows these children full access to all areas of learning. All our classroom entrances are wide enough for wheelchair access and the designated points of entry for our school also allow wheelchair access.

Teachers modify teaching and learning as appropriate for all of our children. In their planning, teachers ensure that they give children with SEN/disabilities the opportunity to develop skills and be challenged in all aspects of the curriculum.

Teachers ensure that learning for all children:

- Takes account of their pace of learning and the resources or equipment they use;
- Takes account of the effort and concentration needed in oral work, or when using, for example, vision aids;
- Is adapted or offers alternative activities in those subjects where children are unable to manipulate tools or equipment, or use certain types of materials;
- Allows opportunities for them to take part in educational visits and other activities linked to their studies;
- Includes approaches that allow all children access to all aspects of the curriculum e.g. hearing impaired children are able to learn about sound in science and music, and visually impaired children to learn about light in science, and to use visual resources and images both in art and design, and in design and technology; children with mobility difficulties can partake in PE.
- Uses assessment techniques that reflect their individual needs and abilities.
- Might include additional adult support or specialist intervention programmes.
- Supports social skills, emotions, mental health and wellbeing.

The school is on one level and has good access from the playground into cloakrooms, and through double doors into each teaching wing. One of the staff toilets is also adapted for use by pupils with mobility disabilities. Our SEND Policy, Equality Plan and Accessibility Plan can be viewed on request and on the website.

### **Learning at Home**

We believe that learning at home can make a significant contribution to the overall educational experience of our children. The children are encouraged to read regularly at home from the beginning of their time in school. From Reception class, English and maths activities/games begin to be sent home. This is extended to include other tasks connected to the current topic. Children are expected to meet deadlines for the completion of tasks. We welcome parents' support in home learning activities in order to ensure that homework is completed to a high standard and that parents are involved in their child's learning.

### **Reception Baseline**

From September 2024, children entering Reception will be assessed using the Reception Baseline. These assessment tasks will be undertaken by the class teacher within the first six

weeks of the child's time in school. The purpose of the Reception Baseline Assessment (RBA) is to provide an on-entry assessment of pupil attainment to be used as a starting point from which a progress measure to the end of Key Stage 2 (Year 6) can be created. Further information about this will be shared at the New Entrants Welcome Meeting.

### **Statutory National Assessments**

At intervals throughout your child's time at primary school, they will be undertaking statutory national assessments. At the end of Year 1, children will complete the Key Stage 1 Phonics Screen to assess their phonic knowledge. Year 4 children are assessed for their multiplication table knowledge in the 'Multiplication Tables Check' and in Year 6 children complete a week of tests in English and maths, alongside teacher assessments in writing as part of the end of Key Stage 2 assessments (SATs).

### **Privacy Notice - Data Protection Act 1998**

Bramber Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information about your child and use it to:

- support teaching and learning;
- monitor and report on progress;
- provide appropriate pastoral care, and
- assess how well the school is doing.

This information includes contact details, national curriculum assessment results, attendance information<sup>A</sup>, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DFE)

If you want to see a copy of the information, we hold and share about your child then please contact the school office.

### **SCHOOL UNIFORM**

#### **School Uniform and Equipment**

School uniform with logos (sweatshirts, cardigans, book bags, polo shirts, PE t-shirts) and PE shorts can be purchased directly from Broadwater Sports, 37 Broadwater St West, Worthing, BN14 9BY. Telephone: 01903 234589. Other items are readily available from most retailers. Pupils are expected to wear the school uniform.

#### **Winter Uniform**

Bramber jade sweatshirt or cardigan, embroidered with the school logo

White polo shirt : embroidered with school logo or plain

Grey skirt, pinafore dress, shorts or trousers: smart and tailored.

White, black or grey socks or white/grey/jade tights

#### **Summer Uniform**

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<sup>A</sup> Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

Jade and white striped/check dress. This is optional for the summer months.

*The children should wear sensible black shoes to school. Trainers and boots are not permitted except in specific circumstances. Reception children require wellies too.*

### **P.E. Kit**

P.E. bag

Bramber black PE T-shirt, embroidered with the school logo

Black shorts

Black slip on plimsolls or trainers. These should ideally be plain in colour.

Black tracksuit/jogging bottoms and sweatshirt for outdoor PE

**On PE days, children wear their PE kit to school. We do not allow clothing with brand logos and/or stripes as part of the PE kit.**

### **IT IS ESSENTIAL TO MARK ALL CLOTHING WITH YOUR CHILD'S NAME.**

\*If there is any further information you need, please ask, as it may be useful to add to this document for future parents and carers.

### **Holiday Dates and INSET days 2024-2025**

#### **INSET days 2024-2024:**

**Monday 2nd September 2024**

**Monday 4<sup>th</sup> November 2024**

**Friday 14<sup>th</sup> February 2025**

**Monday 21<sup>st</sup> July 2025**

**Tuesday 22<sup>nd</sup> July 2025**