



## BRICKHILL LOWER SCHOOL

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Headteacher:

Vyveanne Francis

*"Building a better future for your child"*

21st September 2011

Dear Parents,

A very warm welcome back to school! I hope you and your family have had an enjoyable and restful summer. We have a full and exciting term ahead of us and the information sheet contains important details and updates about the new term and new school year.

### New Staff

We welcome three new members of staff to Brickhill Lower School :

Mr Duncam Hackworth - Site Manager

Miss Jenny Lobban - Foundation Stage Leader and Ducklings Teacher

Miss Rebecca Beard - Year 3 Teacher

### The Golden Rules

These 'rules for life' are referred to throughout the school year and each week one is highlighted in our assemblies. Please do spend some time talking with your child about these rules and how they apply to both school and home life. All children are given credit card sized laminated cards with these rules, and other copies are displayed throughout the school. Our Golden Rules are:

- Do be gentle
- Do be kind and helpful
- Do listen to other people
- Do look after property
- Do try your best
- Do be honest

### Home School Agreement

You will find attached a copy of this agreement which reflects the importance of parents and school working together to help every child to achieve their very best. I would, therefore, ask that you talk through this document with your child and that you both sign it to indicate your commitment to this vital partnership. Thank you.

### Parent Mail

Last year we introduced a very successful and popular online communication system called Parent Mail. We hope to have all necessary data uploaded within the next few weeks. From then on we will resume sending correspondence electronically, thereby saving time and the possibility of letters going astray. If you have not already done so, please return your data sheet to the office post box as soon as possible. Those parents who do not have email access will continue to receive paper copies of school correspondence.

### Absent Parents

We are happy to send duplicate letters to absent parents but would ask that they send in a supply of stamped self addressed envelopes.

### Beginning and End of School Day

It is essential that all children arrive in school in good time to begin their day with their class. When they arrive late, even by five minutes, children will often feel self-conscious and that they do not have ownership of their day. We are legally required to log and report every late arrival. These are closely monitored by our Local Authority Education Welfare Officer on a termly basis. At collection time, too, it is important that parents do arrive on time as children become anxious and uncomfortable about having to wait behind with their teachers. Children who are not collected by 3.40pm will be taken to the After School Club for which a charge is made.

### School Times

Foundation Stage 9.00am - 3.25pm

Years 1 to 4 8.55am - 3.25pm

Where parents have children in the Foundation Stage and another year group, we ask that, in the morning, the older sibling is dropped off first, and at the end of the day, the youngest sibling is collected first. Thank you for your support with these arrangements.

### Holidays in Term Time

Unsurprisingly, there is a strong connection between attendance progress and achievement. We, therefore, urge parents to book family holidays outside term time. Where parents make an application for term time holiday, before deciding whether or not to approve each application, I take into account each pupil's pattern of attendance and the proposed length of absence. For the sake of your child's education, please do all you can to minimise the time your child has out of school.

### What Makes a Child Ready to Learn?

At Brickhill Lower School, every child is expected to come to school ready to learn. This means that all children :

- have had a good night's sleep
- have had a breakfast and a drink
- arrive on time
- wear fully named uniform and sensible low heels, closed in strapped or laced shoes
- bring with them all necessary equipment (eg homework, water bottles, PE kits etc)

In order that children can participate in all the activities planned both safely and without distractions, we ask parents to support the school in ensuring that children:

- do not wear jewellery. (Exceptions to this are simple watches and small stud earrings (not worn on PE days, please)).
- tie back hair if it is long enough
- do not wear nail varnish or tattoos, please.

### Book Bags

Please ensure your child brings to school a flat book bag (available for sale as part of our uniform for £5.00 available from the school office). Please do not send your child to school with a bulky alternative as we have no room to store them without cluttering the corridors.

### School Uniform Shop

The Uniform Shop will **no longer** be open on a Thursday afternoon. If you wish to purchase any school uniform, please obtain an order form, which can be found on the leaflet stand beside the main office, and pass the completed form along with your payment to the school office. Mrs Chappell-Mason, who now looks after the sales of school uniform, will endeavour to return your orders, via your child's book bag as soon as possible. We are happy to exchange goods if the item does not fit, providing it has not been worn and is returned within 7 days in the original condition and packaging.

### Volunteers in School

We warmly welcome volunteers into school to help in any of a number of ways

- listening to readers
- preparing work for displays
- cooking
- sticking pupil's work into books and folders..... the list goes on!

If you are able to offer some time in school on a regular basis (however small), we would love to hear from you. Please see your class teacher for more information.

### Medicines in School

If there is a possibility that your child needs an inhaler in school, please ensure that

- you complete in full a consent form (available from the office)
- an inhaler is brought into school in an officially labelled container clearly showing your child's name.
- the medication is replaced by the date on which it expires.

Your child will be given a sticker showing the date and time the inhaler was administered.

Only prescribed medication will be administered by the school and these will be given at 1pm only. A small team of staff have kindly agreed to administer and 'check' prescribed medication, and therefore, you will appreciate that, for reasons of practicality, this can only be done once a day. If required at other times, parents are asked to come into school to administer the medication themselves.

Please note that under **no** circumstances should bring medication into school themselves. Thank you for your co-operation.

### Front Entrance

We hope that our new entrance window and doors with a brick built ramp, makes life easier for parents who have had to battle with the steps and narrow doors in the past. This improved facility does ensure the school is also now better placed to appoint wheelchair users.

### Diary Dates

At the end of this newsletter, you will find some key dates. Please put into your diary all those that apply to you.

### Eco Schools

As a school, we have a responsibility to develop children's awareness of ecological issues and this year we are learning about ways of reducing our carbon footprint. We will make use of our solar panels and calculate the amount of energy they produce and the carbon we can save. More details of this will follow later in the term.

## Lunches

If you think your child may be entitled to a Free School Meal, please do collect a form from the office. We suggest that parents of pupils who have packed lunches, place into their boxes an ice block to keep the contents at a safe temperature as we do not currently have a cool space in which to store lunches. Please be aware that we are a "nut free zone", so we would ask that you do not pack items of food containing nuts in your child's lunchbox. Dinner money is £1.85 per day, payable in advance, in an envelope marked with your child's name, class and dates that the lunch is required. Cheques should be made payable to "Caterlink Ltd" and given by your child to his/her classteacher.

## English as an Additional Language

If you know of anyone who is unable to read school letters because of a language barrier, please encourage them to come and see me so that we can ensure they too receive important school information.

Finally, we are once again looking forward to working in partnership with you in order to support your child achieving their very best.

Yours sincerely,

Vyveanne Francis  
Headteacher

DIARY DATES		
Date	Time	Event
Fri 23 <sup>rd</sup> Sept	9.10 am	Harvest Festival Assembly
Tues 11 <sup>th</sup> Oct		Individual Photographs
Thurs 13 <sup>th</sup> Oct		Consultation Evening (Skylarks only)
Weds 19 <sup>th</sup> Oct		Consultation Evening (Whole School)
Thurs 20 <sup>th</sup> Oct		Consultation Evening (excl Skylarks)
Fri 21 <sup>st</sup> Oct	TBC	Kidsworld - PTA Event
Mon 24 <sup>th</sup> Oct - Fri 28 <sup>th</sup> Oct		<b>HALF TERM</b>
Mon 31 <sup>st</sup> Oct		<b>Staff Training Day - School closed to pupils</b>
Tues 6 <sup>th</sup> Dec	2.30 - 3.25	Foundation Stage Christmas Play
Weds 7 <sup>th</sup> Dec	1.30 - 2.30 2.30 - 3.30	KS1 Christmas Performance KS2 Christmas Performance
Thurs 8 <sup>th</sup> Dec	2.30 - 3.30 6.00 - 7.00	KS1 Christmas Performance KS2 Christmas Performance
Mon 19 <sup>th</sup> Dec - Mon 2 <sup>nd</sup> Jan		<b>CHRISTMAS HOLIDAYS</b>
Tues 3 <sup>rd</sup> Jan		<b>Staff Training Day - School closed to pupils</b>
Mon 13 <sup>th</sup> Feb - Fri 17 <sup>th</sup> Feb		<b>HALF TERM</b>
Mon 2 <sup>nd</sup> Apr - Fri 13 <sup>th</sup> Apr		<b>EASTER HOLIDAYS</b>
Mon 16 <sup>th</sup> Apr		<b>Staff Training Day - School closed to pupils</b>
Mon 7 <sup>th</sup> May		<b>MAY DAY - School Closed</b>
Mon 4 <sup>th</sup> June - Fri 8 <sup>th</sup> June		<b>HALF TERM</b>
Fri 20 <sup>th</sup> July		Last day of Summer Term