



Branwood Preparatory School

Parent Handbook

2022-23



Contacting the School

Branwood Preparatory School
Stafford Road
Monton
Eccles
Manchester
M30 9HN

Telephone:	0161 789 1054
General Queries:	office@branwoodschoo.co.uk
Admission Queries	registrar@branwoodschoo.co.uk
Finance Queries:	bursar@branwoodschoo.co.uk
Academic Queries:	head@branwoodschoo.co.uk
Web site:	www.branwoodschoo.co.uk
Headmaster	Mr A. Whittell



Communication with Parents

A weekly newsletter is sent out on Thursdays via email. The school uses a 'Parent Mail' system to send SMS messages and emails with important information. All parents' evenings are booked through the Parent Mail system.

Any other circulars will be sent out throughout the week, hence parents should ask pupils or check satchels etc., for messages every day.

Timings of the School Day

School Hours

Registration	8.35 am
Break	10.30 -11.00 am
Lunchtime	12.00 - 1.30 pm (staggered)
Home Time	3.00 pm (KG1) to 3.30 pm (Form 6)

Morning Club

Morning Club starts at 8:00am and runs until 8:30am when the children are transferred to their classrooms.

After School Care

After School Care starts at 3.00 pm and finishes at 5.45 pm.

Places need to be pre-booked in advance.

There are some drop in places per day – Confirmation needs to be sought by calling the school office by 2.30pm to confirm a drop in place is available.

Children from KG1 will be taken across to the main building by a teacher. After School Care will be invoiced each term and drop –in aftercare, each week. Late collection fees apply.



Staff List: 2022/2023

Mr A. Whittell	Headmaster and Form 5 and Form 6 Maths Teacher	BA (Hons), MA, PGCE
Mr A. Sheppeck	Form 6 Teacher	BA (Hons), PGCE
Miss L. Basger	Form 5 Teacher	P.Ed with QTS
Mr C. Sullivan	Assistant Head and Form 4 Teacher	BA (Hons), PGCE, Dip HE, PGCert (SEN)
Mrs L. Garrity – Mat Leave Miss E Wilkinson	Form 3 Teacher	BA (Hons) PGCE Primary Education (English)
Mrs L. Jones	Form 2 Teacher	BA (Hons), PGCE
Mrs D. Houseman	Form 1 Teacher	B.Ed (Hons)
Mrs L. Boulton	Deputy Head, KG2 Teacher Independent Schools Inspector	B.Ed (Hons)
Mrs A. Coffey	KG1 Teacher	B.Ed
Mrs C. Piñon	Spanish Teacher	PGCE French/Spanish
Mrs K. Cracknell	Music Teacher	BA (Hons), PGCE (Music)
Mrs C. Evans	Higher Level Teaching Assistant	B.Ed
Mrs C. Dickinson	Teaching Assistant	NVQ Level 3
Miss M. Macdonald	Teaching Assistant	P.Ed with QTS
Mrs R. Jeykishnan	Teaching Assistant	NVQ Level 2
Mrs D. Speakman	Classroom Assistant	NVQ Level 3
Mrs L. Le Coq	Peripatetic Violin Tutor	BA, PGCE
Mr T. Le Coq	Peripatetic Guitar Teacher	
Mrs G. Flynn	Bursar	
Mrs R. Holroyd	Registrar & Marketing Manager	
Mrs J. Kemp	Secretarial Assistant	
Mrs M. Hadcock	Secretarial Assistant	
Mrs C. Pollitt Mrs N. Gamage, Mrs S. Morais & Mrs C. Bowcock	After Care Supervisor After Care Assistants	
Mr S. Martyniak	Caretaker and Site Manager	
Mr T. Pattinson	Catering Manager	
Mrs O. Ba	Catering Assistant	
Mrs H. Whitehouse	Kitchen Assistant	



Board of Trustees and Governors

The Trustees and Governors may be contacted via the relevant clerk.

Trustees

Mr M. Fletcher – Joint Acting Chair

Mrs J. Wilcox – Joint Acting Chair

Mr T. Cramant

Mr D. Taylor

Mr M. Foster

Contact email: clerktothetrustees@branwoodschoo.co.uk

Governors

Mrs J. Wilcox

Mr M. Foster

Mr D Taylor

Mrs L Boulton (Teacher Representative)

Mr J. Seddon (Parent Representative)

Mrs a Karlsson-Jones

Contact email: clerktothegovernors@branwoodschoo.co.uk



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Welcome

The purpose of this guide is to give the new and current parents useful information about life at Branwood Preparatory School. We aim to keep you fully informed during the course of the year through regular mailings and this publication is intended to be a useful source of reference about the School and its structure. If you are unsure about anything having read this guide please contact the appropriate members of staff who will be happy to assist you

Much more than an education...

- A stimulating and challenging environment
- A wide range of resources and activities, including a variety of extra-curricular activities
- Successful achievements in sports
- Inspirational Music Department
- Teaching of the highest standard
- Developing confidence, independence and well-rounded boys and girls
- An extended school day available from 8.00am until 5:45pm
- Holiday Clubs and courses available
- A full day in Kindergarten offered from age three

Overview of the School

Branwood Preparatory School was founded in 1928 in Eccles, Manchester. The School provides an outstanding education for children aged between 3 and 11 (Kindergarten 1 to Form 6), primarily preparing boys and girls for entry into The Manchester Consortium of Independent Grammar Schools and the Trafford Grammar Schools.

Aims and Ethos: Branwood Core Values

Our aim at Branwood Preparatory School is to nurture the advancement of each child, to promote learning and personal growth and to help them to become their best selves.

At Branwood, we aim to give our children the skills and the inspiration to learn to the very best of their ability and to develop a life-long passion for learning that will enable them to achieve their true potential. We aim to do this through providing a warm, safe, family environment. Our outstanding pastoral care enables confidence, celebrates every child's strengths and recognises their differences, fosters independence and self-discipline, behave responsibly and ensure the children have mutual respect and spiritual and moral awareness. We encourage cooperative learning and interpersonal relationships so children thrive as happy individuals who are well prepared, independent learners.

At Branwood we see the curriculum as the total learning experience for our pupils, which includes not only the taught lessons but also the routines, behaviours, events, activities and other opportunities that our

pupils experience on a daily, weekly and yearly basis in order to ensure that all of them make the best progress possible and attain high standards.

Statement of Ethos

At Branwood we place great emphasis on a broad and inclusive education, in a nurturing and supportive environment, whilst striving for excellence in all that we do.

In celebrating each child for the unique qualities they bring to our community, we encourage them to explore and develop their interests, gain confidence in themselves and in their abilities, and seize the rich opportunities life offers.

We seek to prepare all our children for a life of learning and fulfilment, and for the fast-changing world of the 21st century as responsible, active, and compassionate global citizens.

In all that they do, we encourage our children to 'Aspire, Achieve, Enjoy', and to be the best that they can be.

The school's motto, which helps us to achieve our aims, is SCORE:

- **Scholarship** – to foster a love of learning, intellectual curiosity, independence of thought, and effective learning habits.
- **Character** - to develop resilience and confidence, and to inculcate integrity and to foster a vibrant school community, built on trust and respect, and instil a sense of social responsibility.
- **Opportunity** - to provide a rich and stimulating school experience, where our pupils can explore and develop their interests, gifts and talents, and discover new ones.
- **Resilience** - where all are valued as individuals; one which provides the opportunity for participation in a rich and diverse co-curricular programme and which is underpinned by a culture of respect for ourselves and others.
- **Environment** - to provide a safe, stimulating and supportive school environment, where each pupil can feel inspired, challenged and valued.



At Branwood we dream our goal, see our goal, work together towards our goal.

Admissions and Enrolment

This is a summary of our admissions policy. A full policy is available on request from the main office or on the website.

All parents of children wishing entry into the school should apply to the Registrar or Secretaries to arrange an appointment with the Headmaster. The parents will have an informal interview with the Headmaster and receive a tour of the whole school.

Parents are eligible for the Early Years Grant available for children up to the age of 5 years.

Entry criteria for KG1/EYFS:

- All children must be aged 3 on the first day of the term they start school. All children must be toilet trained and out of nappies.

Entry criteria for KS1 and KS2:

- Pupils for KS1 and KS2, whose parents or guardians have expressed an interest of the possibility of their child attending Branwood, are invited to spend the day at school whereby they will be tested for their level of numeracy and literacy and complete a reading test.
- In some instances, the pupil's current school is contacted, to ask for the child's recent school report and example of work. This is only done with the parent's consent.

Pastoral

PSHCE & SMSC

Spiritual, Moral, Social and Cultural education forms a distinctive contribution to the curriculum in helping pupils towards a distinctive set of beliefs, values, attitudes and practices. Other aspects of the school ethos and curriculum also aim to help pupils in their search for answers to life's deepest questions. It encourages pupils to become aware of a wide range of religious interpretations of personal experiences and of their importance to believers and fosters attitudes of open enquiry and awareness of prejudice.

British values, which of law, individual liberty tolerance of those with beliefs, are actively aspect of school life.

are democracy, the rule and mutual respect and different faiths and promoted in every



These subjects underpin all of our curriculum learning and provide opportunities for pupils to engage in broader skills relating to morality, health and team work. In our programmes we actively promote British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs to prepare our pupils for life in modern day Britain. Our SMSC lessons enable our pupils to understand the British democratic process and how to effect peaceful changes in society. All our year groups have timetabled PSHCE time but we encourage a cross-curricular approach to the development of PSHCE skills and understanding.

Mental Health & Wellbeing

Here at Branwood we believe that good health and wellbeing is essential for successful learning. At Branwood we are committed to supporting the emotional health and wellbeing of our pupils and staff. We know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody's business and that we all have a role to play.



At Branwood we:

- help children to understand their emotions and feelings better.
- help children feel comfortable sharing any concerns or worries.
- help children socially to form and maintain relationships.
- promote self-esteem and ensure children know that they count.



- encourage children to be confident and 'dare to be different'.
- help children to develop emotional resilience and to manage setbacks.

We offer different levels of support:

Universal Support- To meet the needs of all our pupils through our overall ethos and our wider curriculum. For instance, developing resilience for all.

Additional support- For those who may have short term needs and those who may have been made vulnerable by life experiences such as bereavement.

Targeted support- For pupils who need more differentiated support and resources or specific targeted interventions such as wellbeing groups or personal mentors.

For further information please read our Mental Health and Well Being Policy which can be found on the schools website.

Curriculum Summary

Branwood Preparatory School offers a broad and balanced curriculum which offers a wide range of exciting and engaging learning experiences. The development of key skills in English and Mathematics receive a high priority throughout the school. Pupils are taught by their own Class Teacher for most subjects. There are specialist staff to teach Music, Swimming, Physical Education and Spanish. Curriculum information evenings are held annually for parents at the start of the academic year and supplementary information is available on the website.

Early Years Foundation Stage

At Branwood we adhere to the statutory guidance stated in The Statutory Framework for the Early Years Foundation Stage April 2017. Teacher led activities and planned opportunities for independent learning and exploration through play ensure pupils achieve and exceed the Early Learning Goals by the end of the KG2 (Reception) year. Learning is based around:

Three Prime Areas - These areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Four Specific Areas: through which the three Prime Areas are strengthened and applied.

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design.



Key Stage One (Forms 1 and 2)

- The subjects taught include English, Mathematics, Science, Verbal and Non-Verbal Reasoning, ICT, Religious Studies, History, Geography, Spanish, Art, Design Technology, Music, PHSCE and SMSC and Physical Education.



Key Stage Two (Forms 3, 4, 5 and 6)

- The pupils cover the same subjects as Key Stage 1, with the addition of Swimming and other specialist sports.
- In accordance with our Independent Grammar School entry objectives we concentrate on the necessary examination syllabus in these year groups. The focus shifts towards building strong Mathematics, English and Science skills supported by the development of deep critical thinking and reasoning abilities.



A more detailed breakdown of our curriculum can be found in the Curriculum Policy on the website.

Exceptional Achievement

Branwood children never fail to achieve remarkable results in their entrance examinations and whilst quoting concrete statistics is a potential minefield it's safe to say that our Form 6 pupils generally receive an average of between 3 and 5 offers of places each into high quality independent grammar schools, between 1 and 2 scholarships on average per pupil to the same high quality independent grammar schools and a significant number of qualifying scores for the Trafford Grammar Schools. Previous entrance examination results are available upon request.

Homework

Regular practice of doing homework ensures for our pupils the habits, structures and encouragement that take learning from a teacher/school orientated activity to the practice of independent learning and learning for life. It encourages sound practices and enables good communication between parents and teachers who share the responsibility of supporting their children in reaching their individual potential.

It is vital that you support the school over the proper completion of homework. The most important help you can give at home throughout a child's Branwood career is in supporting the reading homework schedule in place at the child's particular level in the school. All older children, right up to Form 6, should be heard reading aloud at home as well as at school.

Except on special occasions, and with Form 6 towards the end of an academic year, children who claim to have no homework are being less than truthful.

A routine is important. Get a good compromise plan that sets homework as a priority but gives as much scope as possible for other activities.

Sympathetic guidance that ensures that the child is learning from your help is what is needed. If there is a real problem, tell the teacher.

Parents should check homework and insist on a child producing their best standards of care and neatness.



Homework is in most cases done on the night it was set, and brought back the following morning, Friday to Monday being the obvious exception. Teachers plan marking time and handing back time, and it does not help to find that a child has not done homework at the same time as all the other pupils.

Homework:

- Provides effective links between parents, teachers and pupils
- Provides parents with information and awareness of the current work being covered in class and methodologies being used
- Can reinforce or extend class work
- Helps form good study / work habits
- Provides the opportunity for independent study and lines of enquiry
- Helps children to "catch up" e.g. after absence
- Provides an opportunity for parents and children to work together

Homework will be:

- Related to class work
- Well explained and with a clear purpose
- Varied
- Manageable with regards to time
- Challenging but not too difficult
- Likely to promote confidence through success
- Recognised and rewarded
- Supported by parents and teachers

Rules and guidelines on homework should be understood by pupils and parents alike.

Class teachers will record all prescribed homework.

Where the emphasis on homework is on written tasks and is cross curricular, homework will include using the development of reference enquiry and reporting skills.

In Form 6 the majority of the homework will be based around past examination papers from all of the Manchester Consortia of Grammar Schools.

A homework diary will be a record of all homework tasks for a week. Each entry will be clearly stated and dated. This may be recorded within a separate diary or as part of the reading record book. For older children it could be noted within their exercise book.

Specimen Papers

Parents often obtain specimen entry papers from the senior schools, and then set them to children at home. Wherever possible this practice should be avoided for it simply deprives the school, which has all the specimen papers anyway, of trial and test material. If you want to do such work at home, please use older papers.



Entry Examinations

Parents are expected to extend to the school the courtesy of a written indication of a pupil's entry for an examination to another school at any stage other than 11+. However the pattern preferred by Branwood is that pupils remain at the school for their entire primary stage up to 11+.

Assessment & Reporting

Pupils' progress is continuously assessed by the class teacher's observation and evaluation of pupils' work in both formal and informal situations in the five curricular areas of:-English Language, Mathematics, Sciences/Environmental Studies, Expressive Arts, Geography and History (Humanities), Religious and Moral Education. And PSHE.

Written reports are sent out to parents on a regular basis. Full written reports are sent out at the end of the Winter and Summer terms. Half termly grade sheets are issues in Winter and Spring.

Should any parent wish to see a class teacher or the Headmaster regarding their child's progress at other times during the year, then this is always possible to arrange via the school secretaries.

Equal Opportunities and Social Inclusion

Equal Opportunities means ensuring that all pupils, irrespective of belief, race, culture, class, gender and disability, are provided with an education which allows them to develop their potential. Such an education recognises the uniqueness of the individual through ensuring that all pupils are equally valued, respected and cared for and have access to the full range of appropriate activities and experiences.

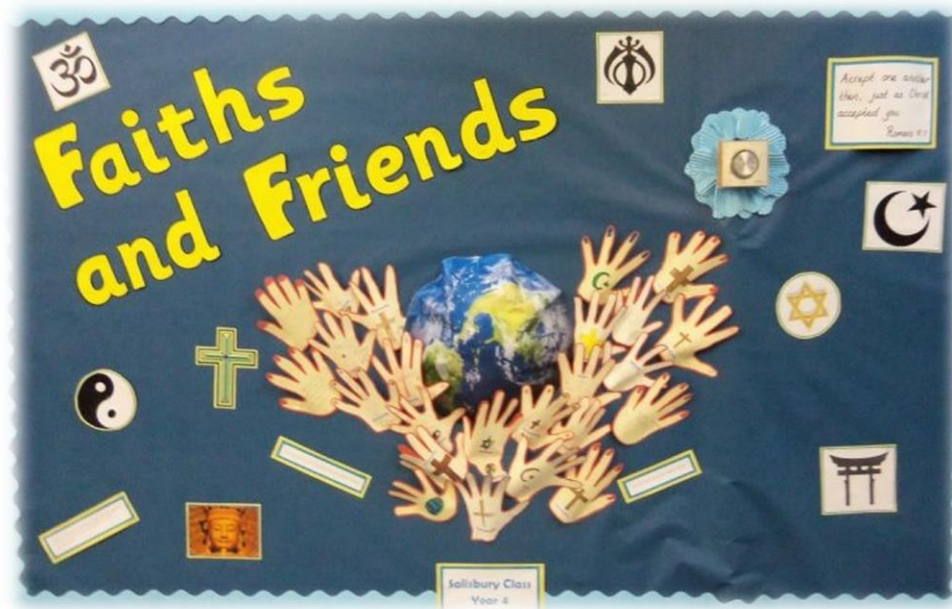
The aim of the school is to promote equal opportunities and social justice by providing a wide range of educational opportunities, activities and interests for all children and by fostering good relations with the community.

We take pride in our very good relationship with parents.

Through many school activities, we are in touch with the wider community.

All children in school are offered the opportunity to learn about the beliefs and cultures of different religions around the world. This is done, not only through timetabled class lessons, but also through reading stories, acting out scenarios e.g. in assemblies, focused study and class visits.

Any parent or carer wishing further information or advice should contact the Headmaster.

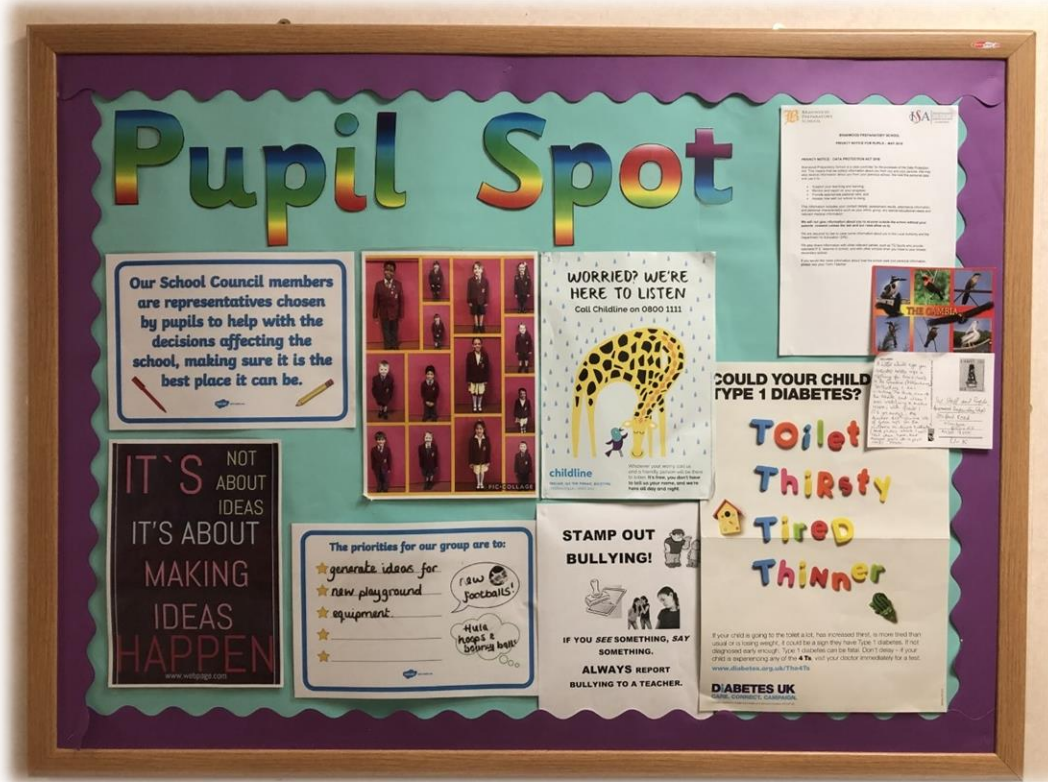


School Council

The School Council meet regularly between October and May and discuss a range of possible and practical improvements in the classroom, the playground and the school in general. Issues and concerns raised by pupils through their School Councillors can also discussed at length and prioritised before being passed on to the Headmaster and the School Management Team. Some of the issues raised are listed and a record of the feedback offered by SMT can be found on the School Council display board.

Our 'School Council' consists of pupils from KG2 to Form 6 and is led by Mrs Garrity. These children applied to be representatives and attend regular meetings to discuss relevant matters of interest concerning school organisation and development.

The School Council will be actively involved in decision making within the school and will conduct surveys to gather views and opinions from their peers.



Additional Support Needs / Accessibility Strategy

The school has a duty to ensure that all of our pupils have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of lessons and teaching strategies but also minor adaptations to the physical environment of our buildings to address the needs of pupils with physical or sensory impairments, including the relocation of classes to the ground floor where feasible. We also need to ensure that parents and carers who have a disability have equal access to information about their children. This will involve, for example, relocating the venue for parents/guardians meetings to facilitate physical access; provision of an interpreter for deaf people; agreeing a phone contact system to provide direct feedback to parents and carers. By agreement with the Form Teacher and parent/carer extra support for children can be arranged. This can be, for example, after long term absence or where difficulty in learning is being experienced.

Physical Access

There is no lift within the school. Handrails are installed on the front stairways and there is an accessible toilet on the ground floor.

Communication

Meetings for parents are held in the assembly hall on the ground floor of the school. Should any parent or carer require a ramp for access then this is located outside the doors leading in to the school dining room.

Curriculum

The curriculum is as outlined in this handbook and in Curriculum Overviews which are sent home. When necessary reasonable adjustments are made to allow all children to access the curriculum.



Staff Development

Should the teacher require further training to support children with physical disabilities the appropriate courses will be arranged.

All Staff have access to Continuous Professional Development as agreed with the Headmaster and as part of the school's appraisal programme. This enables Staff to be fully up-to-date with developments in curriculum matters and many other aspects of education.

School and the Community

We are developing stronger links with the community and we welcome visitors and guest speakers to the school.

The school is developing links with the Community Police who have provided talks to the children on the many aspects of personal safety.

The vicar of St. Andrew's Church, Eccles visits the school regularly to give Assemblies.

The School Carol Service is held at St. Andrew's Church Eccles.

The school choirs and instrumentalists visit Otterburn House each year and entertain the residents there.

We endeavour to support local events and activities and local groups and have strong links with the local Rotary Club

The school facilities are used by the local community for a variety of purposes.

We regularly take part in swimming galas, cross country tournaments, netball, football, rounders, lacrosse, dance and music leagues and competitions.

Facilities

The School is purpose built and offers well equipped classrooms, spacious grounds, an assembly hall/gymnasium, dining hall and kitchen. All our food is prepared 'on site' and a sandwich or vegetarian option is provided daily. We have two 'all weather' Astro turf sports pitches, a large playground, and a grass lawn.



The pre-reception building opened in 1998, and is specifically designed for children of this age group. The facility is self-contained and has its own garden and enclosed playground.

Facilities available at the school for sports and outdoor activities are:

- The assembly hall
- Astro turf
- Playgrounds





Enrichment Activities

The school has thriving football, netball and rounders teams, a group of cross country runners who regularly take part in the Salford Cross Country Races on Saturdays throughout the year, whilst also welcoming lacrosse, cricket, rugby, dance, gymnastics and judo teachers into the school for enrichment activities.

We promote healthy living and have an annual visit from the Life Caravan, which encourages a healthy lifestyle by teaching the children about their bodies in an age appropriate manner.

We also have a very successful choir who have performed on Channel M, at the Young Voices Concert at the M.E.N, and sing Carols to the residents of Otterburn House. Choir practice takes place on Tuesday lunchtime for lower school and Thursday lunchtime for upper school. Our string group are regular winners of the Alderley Edge Music Festival String Group Cup.

Attendance at School

Children's attendance must be recorded twice a day, morning and afternoon.

When absence level gives cause for concern the Headmaster will consult with parents on the cause, its effect and how this will be addressed.

Parents/guardians do not have an automatic right to take their child out of school without permission during term-time. The Headmaster can only authorise time off during term-time in exceptional circumstances.

Exceptional circumstances include:

- short-term parental placement abroad;
- family returning to its country of origin for family reasons;
- the period immediately after an illness or accident;
- a period of serious or critical illness of a close relative;
- a domestic crisis which causes serious disruption to the family home, causing temporary relocation.

Time off during term-time for the following reasons is not acceptable and will be recorded as unauthorised absence:

- Availability of cheap holidays or desired accommodation;
- Holidays which overlap the beginning or end of term.

Clearly, with no explanation from the parent or carer, the absence is unauthorised.

More information can be found here: <https://www.gov.uk/school-attendance-absence/print>

Absence

On the first day of any spell of absence from school, please telephone or email before 10:00am to inform the school. This is a safety precaution to ensure that no harm has come to the pupil en route to school. When your son or daughter returns to school please send in a written reason for our record keeping.



Games

Please send a note when children are not to take part in P.E. or swimming and ensure that your child has the correct P.E. uniform. Notes should be signed and dated please.

Family Holidays

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents should inform the school by letter, before going on holiday, of the dates. Such absence will be authorised only when attendance is otherwise satisfactory. Clearly where attendance is unsatisfactory, absence is unauthorised.

Family Visits

Parents may request that their children be permitted to be absent from school to make an extended visit to relatives. Only written requests detailing the destination, the duration and the provision that will be made for their continuing education will be granted and the pupil noted as an authorised absentee in the register.

Home and School Links

From the pre-school stage, parents and carers are encouraged to become active partners with the school in the education of their children. Before starting school, new entrants attend induction mornings. At the same time, parents and carers are introduced to our school and are prepared for the coming learning journey your children will take at Branwood.

It is hoped that parents and carers will begin their involvement in the school by becoming involved in the events which take part in the school e.g. by attending curricular workshops for parents on a yearly basis, promoting book clubs and book fairs, by providing support through the various fundraising activities which take place and by generally becoming active members of the school community.

On occasions when there are school productions or assemblies parents and carers are welcomed to the school.

Evenings for parents and carers regarding the curriculum and children's progress will be held in school.

At any time in the course of the school year, parents and carers are welcome to discuss with the Headmaster or Form Teacher, any aspect of their child's education or development, or any concern they may have.

Parents are integral to the education of their children so we work with parents by:

- Effective communication between school and home. Regular newsletters and the continuously updated school website and PTA Facebook page keep parents informed of school events.
- Encouraging parents to support school activities and so help their children value school life.
- Asking parents to support their children's learning at home by monitoring homework, and reading together on a regular basis therefore ensuring comprehension and progression.

School Uniform

Whittaker's is the School Outfitters and all children are required to wear the uniform stipulated on the clothing list. Their address is:



123/125 Chorley Road
Swinton
Manchester
M27 4AA
0161 794 1396.

For further details, please see our Prospectus, or see the Uniform Policy on our website.

Children receive Physical Education on Thursdays and Fridays, and parents are asked to ensure that children attend school dressed in PE kit on these days.

Children must adhere to the dress code, which covers hair, jewellery and nail varnish, and is contained within the Uniform Policy.

Cases/bags/satchels

The school has a supply of appropriate Branwood bags, and a carrier in this style is required. When an older child goes swimming, a bag suitable for this activity is acceptable. All bags can only be purchased from the school office.

Naming of Clothing

ALL ITEMS OF CLOTHING MUST BE CLEARLY MARKED

Please be sure that all clothes are clearly named. When something is lost, please let us know at once. Games clothing, pumps, trainers and football boots are very often left unmarked. All clothing, shoes and personal property must be taken home at the end of each term. Please check children's games bags promptly so as to discover not only whether items are missing, but also whether your child has accidentally brought home someone else's property.

Lost Property

Lost property is kept in a basket which is in the RED room at the rear entrance to the main building. All lost property not named will be put into the basket. At each half term and at the end of term the remaining contents will be disposed of appropriately. Parents are free to look through the basket at any suitable time. All named lost property will be returned to its owner.

Second Hand Clothing

A very helpful second hand clothing service is run in the school. Notification of the times and dates of sales is sent out to parents as and when appropriate.

Meals

Branwood prides itself on offering healthy and nutritious meals, catering for all requirements including vegetarians. School meals are provided in the school in the dining area from 12.00 pm daily.

The children are provided with a wide choice of healthy meals and snacks.

Children who have special dietary requirements can be accommodated by the school. Parents should discuss any such requirement with the Headmaster.

The Morning Club

The school has a morning club which runs every morning from 8.00am and is available free of charge to all children.

The After School Care Club

The school runs an after school care club which starts at 3:00pm and finishes at 5:45pm. Toast, light snacks and drinks are available at no extra cost. However, children may bring their own healthy nut-free snacks.



Water

Children are encouraged to drink water during the school day, and have access to fresh drinking water during break and lunchtimes and in each classroom throughout the day. Also, children are allowed to bring in their own water bottles.

Milk

Free milk is available for all children at break time and lunch time.

Picking Up and Dropping Off

Please ensure that a change of collector is notified to the school and that all collectors are known to staff.

For obvious safety reasons children waiting for parents must be in specified areas inside the school boundaries. Up to and including Form 2 the area is their classroom. For Forms 3 to 6 the area is the RED room by the rear entrance to the main school building. Please support these safety precautions.

Drop offs for Morning Club should be to the back of the school.



Parking

In the morning gates will be opened at 7.55 am and will close at 8.40 am. Any children arriving after 8.40 am should enter the school through the front entrance. In the afternoon the gates will be opened at 2.50 pm and closed at 3.40 pm.

On days when a coach is awaited after a trip, would parents please be sure that room is left for the returning coach to park in front of the Branwood railings.

Accompanying Children

Parents are asked to stop accompanying children into the classrooms as soon as the child is able to cope alone. This should normally be by October half term in the KG2 stage.

Dogs

Please note that dogs are not allowed anywhere on school grounds.

Medical and Health Care

Where the administration of medicine etc., at school is essential, the school will do everything possible to co-operate, but parents are asked, for safety reasons, to avoid bringing in medication unless absolutely necessary.

Parents are reminded of the necessity to inform the Headmaster of any medical problems or requirements which affect their child whether these be long term or short term.

It is extremely important that parents provide the school with the name, address and telephone number of a responsible adult as a contact person in the case of illness or emergency.

Should a child become ill in school, parents or the contact person will be contacted by the Headmaster, a senior member of staff or a clerical support assistant on behalf of a senior staff member in the school so that the child can be taken home.

It is of vital importance that the contact person has a telephone and is within easy reach of the school.

Information in Emergencies

We make every effort to maintain a full educational service, but on some occasions there are circumstances which arise which lead to disruption.

Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases we shall do all we can to let you know about the details of closure or reopening.

We shall keep you informed by using letters, email and text messages and by the use of the homepage on the school website at <http://www.branwoodschool.co.uk>

School Discipline and Sanctions

The School aims for excellent behaviour and we promote positive behaviour at all times. In the first instance please discuss any problems or incident, social or academic, concerning your child with the form teacher or teacher concerned. If the matter does not then resolve itself please follow it up by contacting the Headmaster. In all cases of worry or difficulty it is best to take action sooner rather than later.

When unsatisfactory behaviour becomes more than mischief, which can be dealt with by the school, and is unsociable and unacceptable, then the school will seek the co-operation of parents in dealing with such behaviour as soon as possible.

Means of dealing with unacceptable behaviour range from a simple verbal warning to exclusion from school.

- Merit mark - given for good work and behaviour.
- Commendations - given for good work.
- House Competition and Prizes - all merits and commendations work towards this.
- Penalty points - for poor behaviour.

As well as providing support for parents and pupils it is hoped that the above procedures continue to make exclusion from school a last resort.

For further information, please see the Behaviour Management & Discipline Policy on our website.

Legal, Safety and Policy Issues

Anti-Bullying Policy

The school has a clear policy on anti-bullying which can be found on our website.

Bullying behaviour cannot be tolerated and action taken against such will be immediate and effective.

Below is a summary of the document.

At Branwood School, we feel every person has a right to feel safe. Any person who bullies another is denying them that right. The school will not tolerate any action that undermines a person's right to feel safe, and will take the necessary steps to stop such behaviour.

The pupils in Branwood conduct themselves very well, have good manners and demonstrate a respect for each other. However, there may be rare occasions when a child's behaviour may be described as bullying. The policy describes our interpretation of bullying behaviour and sets out the expectations we have of our pupils and the methods we employ to modify behaviour if children are considered to be bullying. Our policy show zero tolerance of bullying as defined below. We stress; however, that in each case of bullying it is the behaviour and not the child that meets with our disapproval.

When pupils are bullied their lives are made miserable. Bullying can affect pupils in a number of ways:

- Loss of self-confidence and self-esteem, they may blame themselves for inviting bullying behaviour.
- Unhappy about coming to school.
- Affect a pupil's concentration and learning.

- Some pupils may experience stress-related illnesses eg. Stomach aches, headaches, nightmares or anxiety attacks.
- Pupils may be withdrawn, isolated behaviour.
- Possessions may go missing.
- Refusal to talk about the problem
- Easily distressed
- Damaged or incomplete work

Everyone at Branwood has a responsibility to eliminate all forms of bullying, therefore:

Pupils who are bullied will be encouraged to:

- speak to a teacher giving full details of the event
- encouraged to develop and speak to a network of teachers and friends.

Pupils who witness bullying will:

- intervene if they can safely stop the bullying
- immediately seek teacher help if they can't stop the bullying
- report all incidents of bullying to a teacher

Parents will:

- listen sympathetically to reports of bullying
- contact school to arrange an appointment
- work with the teachers to find a solution

Supervision in School Playground

An adult presence is provided in the playground at break times, and lunchtimes. During morning break there are two teachers on the playgrounds and one in the first aid room. At lunchtime there are three lunchtime assistants on the playgrounds and one in the first aid room. During the wet days children return to their Form Rooms and are supervised by adults on a rota-based system.

Safeguarding

We have a robust Safeguarding & Child Protection policy in place which can be found on our website.

All educational establishments and services must take positive steps to help children and young people protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children/young people have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child/young person's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes children and young people's welfare and a safe environment by:

- Ensuring that children and young people are respected and listened to
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff are aware of child welfare & safety and protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children and young people

Should any member of staff have concerns regarding the welfare or safety of any child or young person they must report these concerns to the Designated Safeguarding Leader (the Headmaster) or the Deputy Designated Safeguarding Leader (the Deputy Headmistress). The DSLr, or the Deputy DSL, after judging that there may be grounds for concern regarding the welfare or safety of any child or young person must then immediately seek the advice of social work services of these concerns.

General Data Protection Regulation 2018

Branwood Preparatory School collects, stores and processes data provided by parents on various data collection forms. This data is retained for the time periods stipulated in the School's Retention of Records Policy.

For further details on how data is used and stored please visit <http://branwoodschool.co.uk/school-life/>

For the purposes of the General Data Protection Regulation (GDPR), Branwood Preparatory School is the data controller for any personal data supplied to us. This personal data will be processed in accordance with the GDPR, only used for the purpose(s) for which it has been supplied to us and only shared with third parties where it is necessary for us to do so and the law allows it. If we share personal information with another organisation (e.g. another school, ISI, DfE or another government department etc.) this will be to help us act upon what you have told us or because these organisations need to be made aware of what you are telling us (in order for them to act upon it).

Parents can request that their information, and their child(ren)'s information, is not shared with relevant organisations. However, please be aware that we might not be able to act upon such requests if we do not share them. It is also important to note that, in certain circumstances, we might have a legal obligation to share the information that parents have supplied to us with other organisations.

Comments and Complaints

We have a Complaints Policy in place which can be found on our website. This details the procedures for lodging a complaint.