



Branwood Preparatory School
Stafford Road
Morton
Eccles
Manchester
M30 9HN



Branwood Preparatory School

Parent Handbook

Welcome

Thank you for choosing Branwood School for your child. We appreciate the enormity of the decision when seeking the best education for your child and are glad that you have put your trust in us.

We would like to assure you that your child and their development is at the forefront of all that we do.

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 children
- An extended school day available from 8.00am until 6:00pm
- Holiday Clubs available
- A full day in Kindergarten offered from age three

#EducateDevelopExplore

We hope that the information contained within this handbook is useful and gives you an insight into the school day. If you are unsure of anything or have any questions please contact the school, as the staff are always happy to help.



Contacting the School

Branwood Preparatory School
Stafford Road
Morton
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

It is also possible to keep up with what we are doing on our social media channels:



[branwoodschoo](#)



[branwoodschoo](#)



[BranwoodPreparatorySchool](#)

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
3.05 pm - KG2
3.10 pm - Form 1
3.15 pm - Form 2
3.15 pm - Form 3
3.20 pm - Form 4
3.25 pm - Form 5
3.30 pm - Form 6

Morning Club

Morning Club starts at 8.00am and runs until 8.30am - the children are supervised in their classrooms.

Attendance at School

Children's attendance must be recorded twice a day, morning and afternoon and all pupils are expected to attend regularly and on time.

Absence

On the first day of any of absence from school, please telephone or email the school office before 8.30am to inform the school. The school will contact you if we have been given no reason for absence.

If in exceptional circumstances you need your child to have time off during term time, please contact the school office for an absence request form. Please note that the headmaster is only able to grant time off in exceptional circumstances. Please see our Admissions, Attendance and Registration Policy for further information.

Picking Up and Dropping Off

For safety reasons when your child starts at Branwood you will be asked for a password. This password will be required by anyone who collects your child who the staff do not know or for staff who may not know the parents, e.g. extra-curricular club staff.

All children access and leave the school via the rear doors, except for KG1 who are taken and collected directly from their classroom. Children will be able to enter the school building from 8.00am.

Parking

In the morning the gates will be opened at 7.55am and will close at 8.35am. There is a strict one way system in place allowing parents the convenience of parking on the playground to the rear of school.

It is important for safety reasons that anyone collecting your child is familiar with the parking arrangements at the rear of the school building. Staff are on hand at the beginning and the end of the day to monitor the situation and will report any users who do not follow the rules. Consistent failure to comply may result in the privilege to park in the school grounds being withdrawn.

Any children arriving after 8.35am should enter the school through the front entrance to be signed in.

In the afternoon the gates will be opened at 2.55pm and closed at 3.40pm.

Accompanying Children

Parents are asked not to accompany children into the school building once they start in KG2.

Dogs

Please note that for Health & Safety reasons dogs are not allowed anywhere on school grounds.

Communication with Parents

We aim to strike a balance between too much information and not enough. We keep parents informed in the following ways :

- A weekly update letter – The School Information Letter is sent via Parentmail on the first day of each school week.
- A weekly newsletter 'The Branwood Bee' showcasing what the children have been doing and events that have been happening in school, as well as celebrating any success both inside and outside of school. A link will be sent via Parentmail on Friday each week.
- School Website – Branwood School Website
- Social Media Accounts
 - Twitter - Branwoodschool
 - Instagram - Branwoodschool
 - Facebook - BranwoodPreparatorySchool

There may be ad-hoc communications sent about specific events but we do try and keep these to a minimum.



The Beehive



We are pleased to be able to provide afterschool care at 'The Beehive'. This excellent facility is run by some of our very own dedicated staff and offers ongoing care for the children from 3:00pm until 6:00pm during term-time.

Places can be pre-booked termly in advance or you may contact the school office before 2.30pm daily to access the drop-in service. Please be aware that drop-in places are limited.

This care takes place on the school site based in the dining hall with access to outside areas depending on the weather. There are planned exciting activities available on a rotation basis including crafts. Free play is always available and homework completion is encouraged.

The children will be given 'Bees Teas' every day – this will be a chance for the children to socialise around the table and share in the delights of pancakes, smoothies, pitta bread & dips, toast, fruit, sandwiches, wraps, hotdogs, frozen yogurt and other snacks.

Children from KG1 are taken across to the main building by a member of staff. Advance bookings for The Beehive after school care will be invoiced each term in advance and drop-in aftercare will be invoiced each week. Late collection fees will apply.

Information

Prior to the start of your child's education at Branwood School the school will collect various information about your child and your family. This is aimed to assist with your child's transition and to also ensure that we have all the relevant information we need for effective communication and to care for and support your child. Some of this information will be required to be updated annually to ensure our records are up to date.

It is important that we have the following information:

- Emergency Contact Details
- Current address details for both parents
- Current medical information
- Dietary Requirements
- Contact Preferences
- Photo Permissions

If any of these details change during the year please make sure that the school office is notified as soon as possible.

School House Teams

We operate a school house system and all children will be allocated a house on entry:

- Romans – Red
- Vikings - Yellow
- Saxons - Blue
- Greeks – Green

During the school year each house will take part in inter-house competitions to earn house points. The winning house will be awarded the House Cup at our annual Speech Night prize giving event.

School Lunches and Breaktimes

After a busy morning, pupils enjoy a home cooked lunch deliciously prepared from scratch on site by our in-house chef and his talented team.

All the children enjoy their lunch in the dining room with two sittings for lower and upper school. The children are supervised by our lunchtime staff who encourage exemplary table manners and polite conversation.

We cater for all dietary requirements whether they be for religious or for health reasons. We also have a delicious, daily vegetarian option.

At break times, pupils can help themselves to an abundance of fresh fruit, healthy snacks and milk. We encourage all children to bring in a personal water bottle so that they keep hydrated throughout the day.



Forest School

We believe that it is important to consider the whole child and in order to give them the best possible opportunities we have teamed up with Forever Wild Forest School.

The sessions aim to broaden our provision and to support the on-going health & well-being of the children.

The sessions are delivered to the children on a fortnightly basis and allow them the freedom to explore the outdoors while being in a safe and secure environment. The range of activities is age appropriate and the Forever Wild Forest School have extensive experience in running these sessions.

The children are able to experience :

- Cooking on a campfire
- Teamwork and problem solving
- Mud kitchen
- Den building
- Mini beast hunts
- Natural arts and crafts

They are also provided with a drink and a healthy snack.

We are extremely lucky to have such an extensive site and all the activities take place on the copse area to the rear of the school grounds. Please ensure that your child has wellingtons and their school coat in school on their Forest School Day.





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, Spanish and IT. 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 (KG1 & KG2)

At Branwood we adhere to the statutory guidance stated in The Statutory Framework for the Early Years Foundation Stage. 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.

Curriculum Summary

Lower School (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.

Upper School (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.

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.





Homework

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. For further information please see the Homework Policy which is available from the school office.

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.

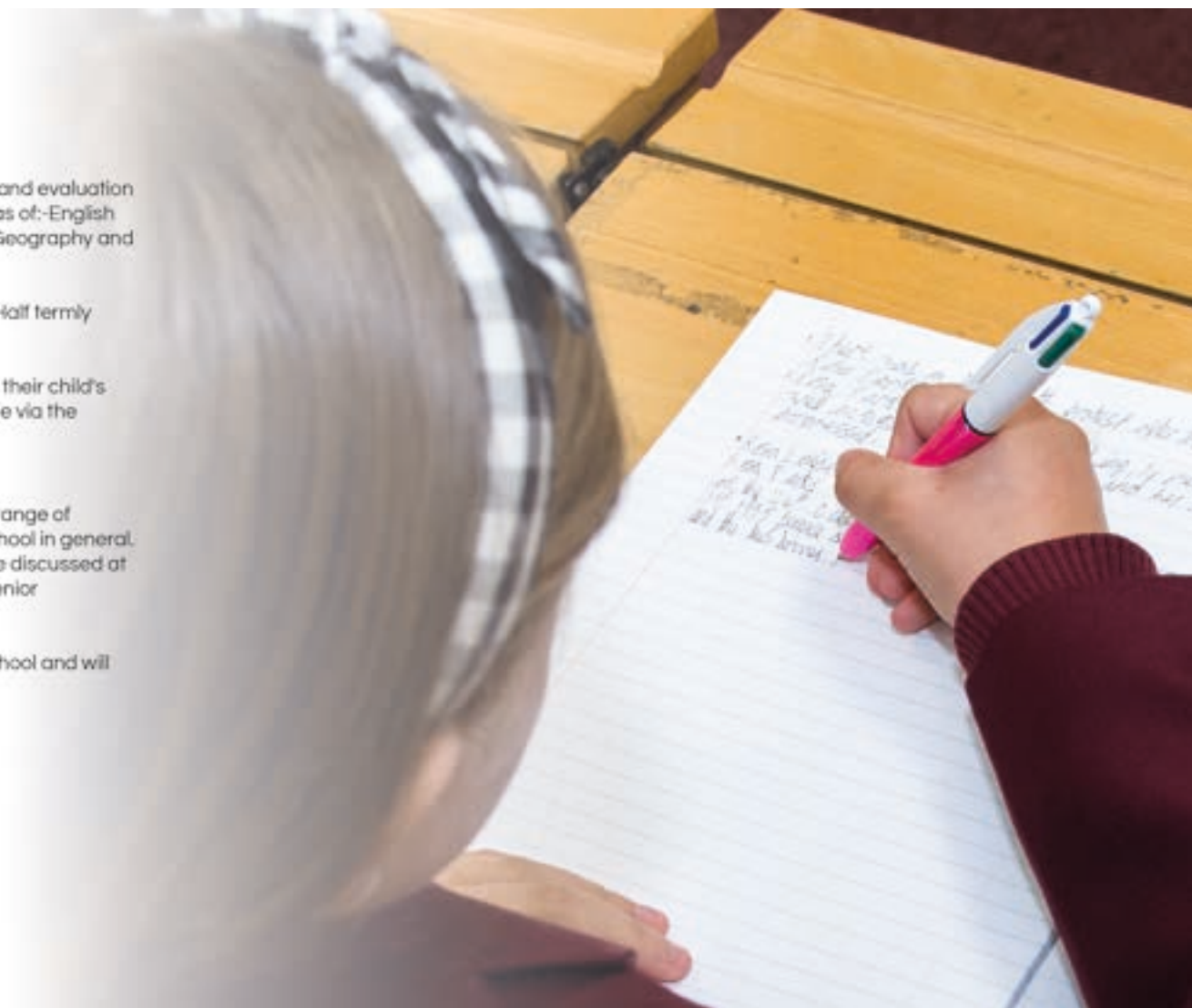
Full written reports are sent out at the end of the Winter and Summer terms. Half termly grade sheets are issued in Winter and Spring.

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

Pupil Parliament

The Pupil Parliament meet regularly between October and May to discuss a range of possible and practical initiatives in the classroom, the playground and the school in general. Issues and concerns raised by pupils through the representatives can also be discussed at length and prioritised before being passed on to the Headteacher and the Senior Leadership Team.

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





Extra Curricular

All the children come into school in their PE kit on their class PE Day. This will ensure that they are ready for their lessons, taught by a specialist sports provider.

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 fencing teachers into the school for enrichment activities. Form 6 take part in Bikeability every year.

We promote healthy living and encourage a healthy lifestyle. We have an annual visit from Coram Life Education who teach the children about their bodies in an age-appropriate manner.

We also have a very successful choir and string group, who have in the past performed on Channel M, at the Young Voices Concert, at the Alderley Edge Music Festival and regularly sing carols to the residents of local care homes.

Each year the Lower School perform in the nativity and all children in KG1 to Form 2 take part. The Upper School then all have a chance to shine in our celebrated Summer Show. These annual events showcase our thespians and our singers.

In addition to the extensive extra-curricular timetable the school are proud to be able to offer LAMDA lessons either on an individual or a small group basis. These are available in school on Wednesdays.

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, a home visit will be made to enable us to get to know the children. All new entrants will also attend an induction morning with their parents or carers. Our aim is for parents and carers to be introduced to our school as well as other new parents and to be prepared for the coming learning journey your children will take at Branwood.

It is hoped that parents and carers will become involved with the school through support of 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. We would hope that all parents become 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 Headteacher or Form Teacher, any aspect of their child's education or development, or any concern they may have.





School Uniform

Whittaker's are the School Outfitters and all children are required to wear the uniform stipulated on the uniform list below. Their address is: 123/125 Chorley Road, Swinton, Manchester, M27 4AA - Tel : 0161 794 1396. Online ordering is also available : Online Uniform Ordering

Boys – Mandatory Winter Uniform

Badged Blazer (Optional KG1)
 Badged Outdoor Coats
 Badged Jumpers
 Grey Shirt
 Grey Trousers
 Elasticated Tie – KG1-Form 2
 45° Tie – Form 3-Form 6
 Badged Ski Hat
 Grey socks
 Badged School Bag

Boys – Mandatory Summer Uniform

Grey Shorts – KG1-Form 2 (Optional Form 3-6)
 Badged School Cap

Boys – Mandatory PE Kit

Badged PE T-Shirt in house colour
 Badged PE shorts - Summer
 Badged PE Hoody
 Badged PE Jogging Bottoms
 Navy Swimming Trunks & Swimming cap

Optional Items

Painting Smock – KG1-Form 2

Girls – Mandatory Winter Uniform

Badger Blazer (Optional KG1)
 Badged Outdoor Coats
 Badged Cardigans
 Gold Blouse
 Badged Pinafore – KG1-Form 2
 Badged Skirt – Form 3-6
 Elasticated Tie – KG1-Form 2
 Badged Ski Hat
 Grey Socks or tights
 Badged School Bag

Girls – Mandatory Summer Uniform

Badged Summer Dress
 Badged School Cap
 White socks

Girls – Mandatory PE Kit

Badged PE T-Shirt in house colour
 Badged PE Shorts / Skort (Form 3 – 6) - Summer
 Badged PE Hoody
 Badged PE Jogging Bottoms
 Navy Swimsuit & Swimming cap

Optional Items

Painting Smock – KG1-Form 2

Uniform

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

School Bags

The school has a supply of Branwood school bags, and these are a required part of the uniform. All Branwood bags can only be purchased from the school office.

Naming of Clothing

Please be sure that all clothes and shoes are clearly labelled.

Lost Property

Please contact the school office or the class teacher if your child has lost an item of school uniform. All named lost property will be returned to its owner. Any outstanding lost property will be disposed of at the end of each half term and term.

Second Hand Clothing

The school does have a supply of second hand clothing available. If you would like to purchase any items please contact the school office.





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 Headteacher 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 Headteacher, 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 etc. In such cases we shall do all we can to let you know about the details of closure or re-opening.

We shall keep you informed by using Parentmail and text messages and by the use of the school website and on social media channels.

School Discipline

Behaviour Policy

The school aims for excellent behaviour and we promote positive behaviour at all times. In the first instance please discuss any problems or incidents, social or academic, concerning your child with the form teacher. For further information, please see the Behaviour Policy.

Anti-Bullying Policy

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

Supervision in School Playground

Adequate supervision is provided at all times in accordance with our Supervision of Pupils Policy.

Safeguarding

Details of our safeguarding policy can be found on our website.

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 and in accordance with the details in the School's Personal Data Processing, Retention, Archiving and Destruction Policy.

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.





Enrichment

At Branwood we encourage the children to experience a wide variety of extra-curricular and enrichment activities. Great emphasis is placed on developing a rich and diverse extra-curricular and enrichment programme, to enable the children to thrive in an environment where differing abilities and talents are recognised and nurtured.

We foster a culture of creativity, innovation and participation and are thrilled that our pupils make the most of every day at Branwood. Here are some examples of club and enrichment activities on offer:

Enrichment:

- Forest School
- Overnight Residential Outdoor Activity Trip in Form 3
- Residential Outdoor Activity Trip in Form 6
- Lacrosse Lessons
- Annual Class Trips
- Annual Whole School Fun Day
- Individual Music Lessons
- School Council
- School Parliament
- House Meetings
- Class Assemblies
- Music Recitals
- Eco Council