

MILLBROOK PRIMARY SCHOOL



PROSPECTUS 2017/2018

Millbrook Primary School & Pre-School
Worsley Road
Freshbrook
Swindon
SN5 8NU

Telephone – 01793 872800

Email – secretary@millbrook.swindon.sch.uk

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Millbrook Primary School

Welcome

Dear Parents/Carers,

As the Headteacher of Millbrook Primary School, I am both proud and pleased to welcome you to our school. Millbrook School is at the heart of the local community and has a clear vision for the future.

We are very fortunate to have a fantastic modern building and with that comes the opportunity for the highest standard of education and provision for your child. Every child that attends Millbrook School is given the widest range of opportunity possible through our creatively structured curriculum and extra-curricular provision. We work very closely with three other West Swindon schools, as part of the Link Academies Collaborative Trust, to constantly improve and provide the very best education we can for your child.

We believe in lifelong learning - giving children the skills that they will need not only now but also for the future. If children enjoy their learning and love learning new things they will continue to do so throughout their lives. At Millbrook School you will see a stimulating environment, feel the love of learning and recognise the respect and consideration for everyone, as we strive for excellence in all that we do. Our caring ethos ensures that all our pupils have high self-esteem and are confident individuals by the time they leave us.

We were extremely pleased that, in June 2015, Ofsted rated us as a Good school in every area with an Outstanding Early Years provision.

Through a strong home-school partnership, our positive and professional staff work with you to ensure that every child achieves their full potential. All teachers and non-teaching staff are part of a team that makes Millbrook School a success for your child.

We look forward to working with you and your child.

A handwritten signature in black ink that reads 'Karen Pyman'. The signature is written in a cursive, flowing style.

Mrs Karen Pyman
Headteacher

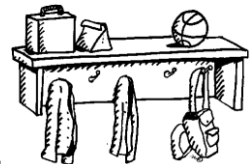
Millbrook Primary School

Admission to Millbrook School

Choosing a school for your child is one of the most important decisions you will make. We therefore recommend that you make a visit where we can show you all the facilities on offer at Millbrook for your child. Prospective parents can make an appointment to visit by contacting the school office. Each year we hold a general meeting for all parents and carers whose children are entering the school in the Reception classes.

To apply for a school place at Millbrook School you need to complete and return the Swindon Borough Council application form. Details of closing dates are published in advance and parents need to return their applications by the given dates to ensure that consideration for a place is given as an "on time applicant". Our admissions policy can be found on our website and the admissions page of the Swindon Borough Council website. Parents can telephone the Admissions Team on **01793 445500** who can provide further details. Applications can also be made online at www.swindon.gov.uk

If you want to admit your child during a school year, please contact the school office direct and we can inform you of the procedure.



Staffing and School Organisation

Millbrook Primary School has 12 classes in the main school and an admission number of 45 children per year group. We currently have 324 pupils on roll. We also have an 9 place Special Resourced Provision (SRP) for children with complex needs and a 60 place pre-school attached to the school.

The class organisation and teaching teams for September 2017 will be:

- 1 x Caterpillar Pre-school (FS1) - Mrs Larkin as leader
- 2 x Year Reception classes (FS2)- Miss Stone & Mrs Thompson/Mrs Redhead
- 2 x Year 1 classes – Mrs Walele, Mrs Twine/Miss Williams
- 2 x Year 2 classes – Miss Moulding, Mrs Pringle/Mrs Tucker
- 3 x Year 3/4 classes – Mr Adams, Mrs Gurupatham & Mr Brown
- 3 x Year 5/6 classes - Mrs McDonald, Miss Tilling & Mr Patterson
- The Ark (SRP) – Mrs Sylvester

When looking at class organisation we always take into consideration the following factors:

- Infant Class size (must not exceed 30 pupils from within the mainstream)
- Age, gender, SEN, ability
- Social groupings and siblings
- Friendships

Millbrook Primary School

School Staff

Mrs K Pyman - Head Teacher
Miss K Williams - Deputy Head
Mrs H Tucker – Assistant Head & Yr 3/4 Leader

Teaching Staff

Mrs D McDonald – Yr 5/6 Leader
Miss A Stone – EYFS Leader
Mrs H Thompson SENCo
Mrs K Sylvester – SRP Leader
Miss B Moulding – KS1 Leader
Mrs H Redhead
Mr M Patterson
Mrs K Lympany (Maternity leave)
Mrs E Pringle
Mr S Adams
Mrs F Walele
Mrs S Gurupatham
Miss S Tilling
Mrs H Twine
Mr Brown

Caterpillar Pre-school

Mrs M Larkin – Pre-school Leader
Mrs J Pirt – Pre-school Assistant
Mrs J Gomersall - Pre-school Assistant
Mrs J Rowe – Pre-school Assistant

Support Staff

Mrs H Bissex – Business Manager
Mrs L Spencer – School Manager
Mrs N Cox – Office Manager
Mr M Watson – Site Manager
Mr S Wilson – Site Manager (& TA)
Mrs C Rogers - Cook
Mrs A Haskell –Assistant Cook
Mrs L Rouse – Catering Assistant
Miss L Meredith –MDSA/Catering Assistant

Teaching Assistants

Mrs K Jackson
Mrs R Crannis (& MDSA)
Mrs J Bernhardt
Mrs V Hutton
Mrs C Dunster
Miss J Burrows (& Hub Play Assistant/MDSA)
Mrs J Mutton (& MDSA/Counsellor)
Mrs T Goode (& MDSA)
Mrs A Smythe
Mrs J Hilling (& MDSA)
Mrs S Ashby
Mrs K Shaw (& Hub Play Assistant)
Mrs L Robbins (& Swimming Teacher)
Mrs R Ali
Mrs B Belcher - HLTA
Dr M Wilson
Mrs N Turner (& Hub Play Assistant)
Mrs C Austen
Mrs N Turner
Mrs C Turner
Miss R Edgell
Miss J Brockbank (& Hub Play Leader/MDSA)
Mrs E Meredith - HLTA
Miss D Smiles (& Hub Play Leader)
Mr D Staff - HLTA
Mrs S Coutinho
Miss M Thornett (& Hub Play Assistant)
Miss S Ledbury
Miss C Hudson
Miss A Kent
Miss H Mullis

Support Staff

Mrs M Taylor – Senior MDSA
Mrs C Turner – MDSA
Mrs S Coutinho – MDSA
Mrs M Sturock – MDSA
Mrs K Gurung - Cleaner
Mrs S Gurung - Cleaner
Mrs D Tanner - Cleaner

Millbrook Primary School

The Governing Body

The Governors role is strategic and is primarily concerned with governance of the school. Day to day operational issues are the responsibility of the Headteacher and the Leadership Team. Governors responsibilities are wide ranging and include:-

- The overview of the school curriculum
- The appointment of staff
- Health and safety
- The upkeep of the school building
- Monitoring of the school finances

The Governors of Millbrook Primary School are:-

Mrs Christine Davison	- Member Appointed Governor - Co-Chair of Governors
Mr Luke Dawson	- Parent Governor - Co- Chair of Governors
Mrs Karen Pyman	- Headteacher Governor
Mr Onder Saglam	- Member Appointed Governor
Mrs Lynette Leonard	- LACT Appointed Governor
Mr Chris Mills	- Parent Governor
Mrs Vicky Lynch	- Parent Governor
Mrs Donna McDonald	- Staff Governor
Mrs Kim Sylvester	- Member Appointed Governor
Mr M Watson	- Staff Governor
Mrs S Davison	- Clerk to the Governors

If you would like to contact any of the Governors, please call in at the office for details on how to do this.

Millbrook Primary School

Terms and holidays 2017 – 2018

	August/September					October					November					December						
Monday	28	4	11	18	25		2	9	16	23	30		6	13	20	27			4	11	18	25
Tuesday	29	5	12	19	26		3	10	17	24	31		7	14	21	28			5	12	19	26
Wednesday	30	6	13	20	27		4	11	18	25		1	8	15	22	29			6	13	20	27
Thursday	31	7	14	21	28		5	12	19	26		2	9	16	23	30			7	14	21	28
Friday	1	8	15	22	29		6	13	20	27		3	10	17	24		1	8	15	22	29	
Saturday	2	9	16	23	30		7	14	21	28		4	11	18	25		2	9	16	23	30	
Sunday	3	10	17	24		1	8	15	22	29		5	12	19	26		3	10	17	24	31	

	January					February					March					April							
Monday		1	8	15	22	29			5	12	19	26		5	12	19	26		2	9	16	23	30
Tuesday		2	9	16	23	30		6	13	20	27		6	13	20	27		3	10	17	24		
Wednesday		3	10	17	24	31		7	14	21	28		7	14	21	28		4	11	18	25		
Thursday		4	11	18	25		1	8	15	22		1	8	15	22	29		5	12	19	26		
Friday		5	12	19	26		2	9	16	23		2	9	16	23	30		6	13	20	27		
Saturday		6	13	20	27		3	10	17	24		3	10	17	24	31		7	14	21	28		
Sunday		7	14	21	28		4	11	18	25		4	11	18	25		1	8	15	22	29		

	May					June					July					August/September							
Monday			7	14	21	28		4	11	18	25		2	9	16	23	30		6	13	20	27	
Tuesday		1	8	15	22	29		5	12	19	26		3	10	17	24	31		7	14	21	28	
Wednesday		2	9	16	23	30		6	13	20	27		4	11	18	25		1	8	15	22	29	
Thursday		3	10	17	24	31		7	14	21	28		5	12	19	26		2	9	16	23	30	
Friday		4	11	18	25		1	8	15	22	29		6	13	20	27		3	10	17	24	31	
Saturday		5	12	19	26		2	9	16	23	30		7	14	21	28		4	11	18	25		1
Sunday		6	13	20	27		3	10	17	24		1	8	15	22	29		5	12	19	26		2

Staff Training Days - 01/09/2017, 30/10/2017, 31/10/2017, 29/03/2018, 04/06/2018 & 23/07/18

Millbrook Primary School

School Hours

The School day begins at **8.45am**. Children may arrive 10 minutes before the start of the day where they will be supervised in the playground by an adult. Parents who choose to drop off an infant aged child during this time **MUST** notify the school and hand their child over to that member of staff. Any child not collected at the end of the day will be brought to the office so that parents/carers can be contacted.

Morning break is at	10.45am – 11.00am
Lunch break is at	12.00 – 1.00 pm
Infant afternoon break	2.30 – 2.45 pm
School finishes at	3.05pm for Foundation Stage Children 3.10pm for all other children

It is important that all children are punctual for school and arrive on time. Teachers are available ten minutes before the bell if you need to give them crucial information. We do ask that any information that can wait is given at the end of the school day or a meeting is arranged with the class teacher.

The register is taken at the start of the morning and afternoon sessions. Registers are closed five minutes after the school day has begun and five minutes after the afternoon session has begun. Every school is required by law to record late arrivals. Any child arriving after the registers are closed should report to the school office where a register is kept for the purpose.

Absence

If your child needs to be absent from school, please let us know as soon as possible by telephone on **872800**. For all children's safety if we do not receive a call by 9.30am to let us know that your child is absent we will contact you to confirm the reason so that we all are aware that your child is safe. If you know in advance that your child is going to be absent for any reason please write a note in the Home and School Partnership (HASP) book so that we can complete the register. Your child's absence can only be authorised for illness and medical appointments. The school Education Welfare Officer regularly monitors attendance. If a child is frequently absent from school the EWO will visit and offer advice to parents and families. The government deem any child with **attendance below 90% to be persistently absent**.

Due to Government amendments to DfE regulations, which came into force on 1st September 2013, regarding absence requests from parents. **Headteachers are no longer permitted to authorise any leave or absence from school unless the circumstances are "exceptional" relating to a "one off" isolated situation.**

"Exceptional" circumstances no longer cover:

Holidays of any description, unless necessitated by work contracts.

Family birthday celebrations.

Visiting relatives abroad.

Millbrook Primary School

School Uniform

We have high expectations for all our children and are proud of our school uniform and logo. Wearing the school uniform is one obvious symbol that the children share these expectations. Extremes of fashion in clothes, footwear, hair styles or denim clothes are neither acceptable nor appropriate for school. Shoes should be appropriate and for your child's safety high heels, slingbacks, flipflops or boots should not be worn. Long hair must be tied back at all times. School Uniform is available from the following;

The Famous School Branches

Unit 1B
Plaza 21
Sanford Street
Swindon
SN1 1HE
Telephone: 01793 520842
<https://store.famousbranches.com>

Tesco Direct –

delivered to Freshbrook
Tesco Express
www.Tescodirect.com

Search for Uniform
Embroidery Service and
enter the school name

OHM Clothing Ltd

Unit 15/16
Enterprise House
Cheney Manor Industrial Estate
Swindon
SN2 3YZ
Telephone: 01793 530806
<http://www.ohmclothing.co.uk>

Uniform List

Purple sweatshirt/fleece/cardigan
Purple polo top
Black or grey trousers/skirt/shorts
Black shoes
Purple and white check summer dresses

PE Kit

Purple t-shirt
Black shorts
Daps or (Trainers for KS2)

Book Bags

Every child will require the purple school book/homework/communication bag which is provided free of charge by the school to new children starting at Millbrook.

All PE kits need to be kept in a separate bag which is clearly named. We recommend a drawstring purple PE bag

Children may use another bag e.g. rucksack to bring all their items in to school

Jewellery

Jewellery should not be worn to school. The exceptions to this rule are earring studs in pierced ears, and small objects of religious significance. We ask the children to either remove these items during PE and games, or to cover them with a plaster provided by the parent. Watches may be worn, however an alarm or distraction could result in the watch being confiscated. We are unable to take responsibility for any jewellery, watches or precious item brought into school should they be lost or damaged.

Other

A summer hat to wear outside when hot.

Black/Purple tracksuit/jogging bottoms or sweat shirt for outside PE lessons.

A one piece swimming costume and towel is required when your child has swimming lessons (usually in Year 3.) An art/craft apron or shirt (Recommended)

Uniform Swap Shop

We stock a small selection of second hand uniform. There is no charge for these items if they are swapped for a larger/smaller, but the same item of clothing. All we ask is that any item you swap is clean and in good condition. These items may also be purchased for a donation of £1.00. Parents are welcome to source their own uniform provided it meets the uniform policy of the school.

Please ensure that your child's clothes are clearly marked with your child's name.

Millbrook Primary School

Aims, Vision & Ethos – Achieving excellence, fulfilling potential

At Millbrook Primary School we value learning and see it as a lifelong process. We seek to create an open and creative community school where all are valued, supported and challenged. Everyone receives regular praise and encouragement to be the best they can possibly be. Our learning community is based on honesty, integrity and responsibility borne out of mutual respect.

At Millbrook Primary School we respond to challenges in creative and flexible ways which demonstrate our morals and values and inspire a positive culture. We continually aim for individual and collective excellence by providing a high quality education for all in a caring and safe environment.

At Millbrook we believe that:-

- The school will provide a safe, exciting, dynamic and nurturing environment for all.
- All members of the school should respect each other and treat others in the way they would want to be treated themselves; we actively support and monitor equal opportunities and are sensitive to the issues of race, gender, social background and culture. Feeling good about ourselves raises self esteem and gives us the confidence to be the best we can be.
- We all work together to make learning enjoyable and fulfilling for everyone; lifelong learning is a goal for us all and learning is about passion and ambition with quality at its heart.
- Everyone will have the opportunity to fulfil their ambitions, dreams and goals and everyone will have their achievements recognised - our expectation is for us all to be the best we can be.
- We will work together to build good relationships within and beyond the school gates; we seek to be responsible citizens and actively promote community responsibility, we are members of local, regional, national and global communities and we seek to engender amongst learners a sense of tolerance, understanding and integrity.
- Every person is valued as we positively promote equal opportunities, everyone having an entitlement to education and support. Through the active promotion of the principles of equality of opportunity, we demonstrate how much we value each other.

Future generations will need to thrive in a more challenging and fast paced environment. At Millbrook Primary School we want every individual to flourish whilst preparing to meet these challenges.

Millbrook Primary School

The National Curriculum

The curriculum within the Primary School setting is divided up into three stages

1. **Foundation Stage – Reception Years (3-5yrs)**
2. **Key Stage 1 – Year 1 and Year 2 (5-7yrs)**
3. **Key Stage 2 – Years 3-6 (7-11 yrs)**

The Foundation Stage– Reception Years

There are seven areas of learning and development of which three are “prime areas,” and four “specific areas.” The prime areas are

- Communication and language
- Physical development
- Personal, social and emotional development.

The specific areas are

- Literacy
- Mathematics
- Understanding of the world and
- Expressive arts and design



Continuous assessment, using the Interactive Learning Diary, enables our teachers to track each child's individual progress throughout their time in the Reception class. The staff take account of and build on all previous learning from whatever setting they have come from. This ensures that their progress is developmental throughout the whole Foundation Stage.



Key Stage 1 & 2

All children from Year 1 onwards are taught the National Curriculum which we continue to group into the six areas of learning, extended from the Foundation stage. Each area links the core and foundation subjects taught through creative and interesting topics.

Core Subjects include;

English, Maths, Science, Information & Communication Technology (ICT) and Religious Education (RE)

Foundation Subjects include;

Design Technology (DT), Physical Education (PE), Art, Music, History, Geography and Spanish

Other subjects include;

Citizenship – Personal, Social, Health and Spiritual Education

Millbrook Primary School

End of Key Stage SATs

All children are assessed at the end of Key Stage 1 and Key Stage 2 using the Standard Assessment Tests/Tasks (SATs). However, throughout their time at Millbrook School every child is regularly assessed formally and informally enabling our teachers to track each child's individual progress within and across year groups.

We are committed to making learning a creative and enjoyable experience which is meaningful to the child. Wherever possible, children are taught through exciting topics so that the curriculum becomes cross curricular and does not isolate learning into separate subjects. However, this does not prevent us from teaching certain areas of the curriculum as discreet units when required.



Special Educational Needs

Sometimes children need a different curriculum or approach to meet their needs and help them learn. We provide this for most children through differentiating the work as part of the normal classroom practice. For those children who have a specific educational need we establish an individual programme of work in consultation with the parents and child. Outside agencies and/or specialists teachers often work with an individual or small group to support the work already going on in the school. We welcome the outside agencies and their input into helping us to help improve children's learning.

The Ark (SRP)

Our successful and thriving SRP at Millbrook, known as The Ark, is one of a number of Specially Resourced Provisions set up by Swindon Borough Council. The aim of The Ark is to sit alongside the school by providing a good learning experience in a practical, creative and exciting way, where children are encouraged to achieve their full potential in a happy, caring environment without fear of failure. The Ark can accommodate up to 9 children with complex difficulties and allow them to flexibly access both mainstream and specialist teaching with varying degrees of support. We always ensure that there is close liaison with all relevant professionals and outside agencies. Staffing is high and always based on the needs of the children. We currently have a full time teacher, 4 full time and 4 part time Teaching Assistants who are very experienced in working with children with a wide range of Learning Difficulties and Disabilities and who have been trained in the Positive Handling Technique. The children who attend the SRP often have their literacy and numeracy sessions during the morning in The Ark, as well as working on their individual targets which may include speech and language development. Wherever possible and with support, children and Teaching Assistant work within their mainstream classes at Millbrook or attend other schools in the afternoon.



Millbrook Primary School

Religious Education

At Millbrook we believe in educating our children for life in multicultural Britain. Religious Education is taught in accordance with the Agreed Syllabus which the Local Education Authority has drawn up to comply with the 1944 Education Act. We also hold a daily Act of Worship which includes whole school, Key Stage, Class, Celebration and singing assemblies as well as visitors from other organisations. Parents may ask to withdraw their child from RE and Collective Worship. However, the RE framework whilst broadly Christian, teaches children to understand and respect other cultures and views. Removing a child from these important lessons is not something we would recommend.

Sex & Relationship Education



Sex and Relationship Education is often a subject that causes many parents and carers concern. It is an important developmental subject that enables the children to learn about physical, moral and emotional development. For example our younger pupils begin by being taught about how they grow and what different parts of their body are called. Sex and Relationships education as directed by the DfE include the importance of marriage for family life, stable and loving relationships, respect, love and care. We deliver Sex and Relationship teaching through two areas of the curriculum, science and PSHE from the Jigsaw scheme. Parents are kept informed as to when the sex education programme will take place. We also send out an overview prior to the sessions taking place. Any parent or carer is welcome to view the materials and we hold meetings each year to accommodate this. Parents are welcome to come into school and see all the resources that are used and discuss them in detail with the class teacher before sessions take place. Parents have the right to request that their child be withdrawn from the PSHE section of this programme. Please speak to the Headteacher or class teacher to discuss this matter in confidence, prior to any session taking place.

PE

All children participate in PE lessons. During these lessons, children are expected to change into a PE kit. This consists of a purple t-shirt, black shorts and trainers or daps. For safety reasons hair should be tied back and no jewellery to be worn.

Millbrook Primary School

Swimming

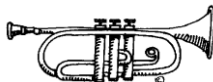
Children will have the opportunity to have swimming lessons during their time at Millbrook, usually in Year 3. The goal is for a child to swim 25 metres by the end of Key Stage 2, however children who can already swim this distance will be able to improve skills and strokes to make them more confident swimmers. At the end of a term of swimming the children have a 'fun session' to build on their confidence levels and to promote enjoyment of this exercise.

Homework

Homework is given to children in every class. However it will differ from age to age and class to class. It will very much depend on the needs of your child. Every child has a reading diary and the opportunity to take books home each day. A book is provided for children to complete their homework and a folder in which to keep loose sheets. We value the effort that children make to complete their homework and the support that they are given from home. A copy of the Homework Policy is available from the school office and on the school website

Extra Curricular Activities

We are able to offer a large number of extra curricular clubs and activities that take place after school or at lunchtime. These are offered through the goodwill of teaching staff and adults working in the school and are mostly free of charge, (we may from time to time ask for small donations for resources) except where professional coaching is brought into school. A list of what is on offer is published each term via our online booking system. It is hoped that every child will sign up to at least one of the extra curricular clubs. When possible we offer some additional fee paying clubs which are provided by outside agencies.



From Year 3 we are able to offer music tuition which takes place as part of the school day. However, parents will need to make a financial commitment to this. Details can be obtained from the school office.

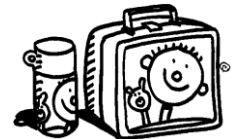
Millbrook Primary School

School Meals

We run our own kitchen and Mrs Corinne Rogers, Mrs Alison Haskell, Mrs Lisa Rouse and Ms Lesley Meredith prepare freshly cooked meals each day. The cost is £2.20 per day or £11.00 per week, which should be paid via Parent Pay. School meals should be ordered and paid for by Monday morning. Alternatively children may bring a packed lunch in a container clearly marked with their name. All children are encouraged to drink water with their meal, however they may bring their own drink in a plastic bottle or carton. Fizzy drinks or sports drinks are not permitted nor are glass containers. We encourage children to drink water as often as possible.

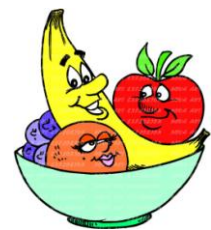
Universal Free School meals are available for all children in Reception, Year 1 and Year 2. Please ask the office for an application form. School meals can be provided free under certain circumstances. If you wish to discuss this in confidence or obtain a form please contact the School Office or Swindon Borough Council on 445500.

We have a fantastic team of lunchtime supervisors (MDSA's) who care for the children during the lunch time. They work hard work to keep your child safe and happy in the playground and they always encourage good manners.



Mid Morning Snack

Free fruit and vegetables are provided to all children in Reception and Key Stage 1 as part of the Government scheme. We also run a tuck shop and children may bring in their own healthy snack each day. As a 'Healthy School' we encourage children to bring in either a piece of fruit or a healthy option such as a cereal bar, rice cake or dried fruit. We do not allow food such as fruit winders, sweets, biscuits or crisps as part of the midmorning snack. (The only exception is for those children with special dietary requirements.)



Milk is provided free for children under the age of five and is subsidised by the European Union under the European School Milk Scheme. For children aged five and over the scheme is operated by Cool Milk who invoice parents direct. Please contact the school office for more information.



Millbrook Primary School

Sample Menu

Week 1				
Monday	Tuesday	Wednesday	Thursday	Friday
Creamy Ham Carbonara Cheese and Tomato Pasta Garlic Bread Seasonal Vegetables Fruit Crumble Custard Fresh Fruit Yoghurt	Roast Chicken Halal Chicken Quorn Fillets Roast Potatoes Seasonal Vegetables Ice Cream Tub Fresh Fruit Yoghurt	Jacket Potatoes with a variety of hot and cold fillings Jelly and Shortbread Fresh Fruit Yoghurt	Pie of the Day Vegetarian Pie of the Day Roast Potatoes Seasonal Vegetables Carrot Cake Fresh Fruit Yoghurt	Fish Finger Chips Baked Beans Cookie Fresh Fruit Yoghurt
Salad Bar – a variety of fresh salad available Mon, Weds and Fri. Bread is available daily				
Week 2				
Monday	Tuesday	Wednesday	Thursday	Friday
Beef Chilli Quorn Chilli Seasonal Vegetables Fruit Muffins Fresh Fruit Yoghurt	Roast Gammon Halal Burger Quorn Fillets Roast Potatoes Seasonal Vegetables Ice Cream Tub Fresh Fruit Yoghurt	Curry and Rice Vegetable Curry and Rice Seasonal Vegetables Angel Delight Fresh Fruit Yoghurt	Chicken Casserole Quorn Sausage Casserole Roast Potatoes Seasonal Vegetables Chocolate Sponge Fresh Fruit Yoghurt	Beef Burger Quorn Burger Croquette Potatoes Beans Cookie Fresh Fruit Yoghurt
Salad Bar – a variety of fresh salad available Mon, Weds and Fri. Bread is available daily				
Week 3				
Monday	Tuesday	Wednesday	Thursday	Friday
Spaghetti Bolognese Macaroni Cheese Garlic Bread Seasonal Vegetables Rice Pudding Fresh Fruit Yoghurt	Savoury Pork Savoury Quorn Roast Potatoes Seasonal Vegetables Mousse Fresh Fruit Yoghurt	Bacon & Cheese Potato Pie Cheese Potato Pie Seasonal Vegetables Rice Pudding Fresh Fruit Yoghurt	Chicken Fajita Halal Chicken Fajita Quorn Fajita Roast Potatoes Seasonal Vegetables Rice Crispy Cake Fresh Fruit Yoghurt	Chicken Goujons Vegetable Goujons Potato Waffle Baked Beans Cookie Fresh Fruit Yoghurt
Salad Bar – a variety of fresh salad available Mon, Weds and Fri. Bread is available daily				

Millbrook Primary School

Behaviour, Rules and Expectations

At Millbrook School we believe that discipline comes from a whole school effort with the whole school team working as one. Every child has the right to learn and every teacher has the right to teach. We take a positive approach to reinforcing good behaviour by genuinely praising and 'catching children doing good'. Praise is effectively and positively used to good effect and is embedded into the culture within Millbrook. We have the Millbrook Code – 'Making people feel good'. In other words treat others as you would like to be treated. It is an overarching code which underpins our behaviour for learning ethos at Millbrook. We encourage children to think for themselves, become independent and help them to recognise right from wrong. There are many things that we do and say to encourage the children to have the right behaviour for learning and make Millbrook a happy learning environment. To make it simpler for the children to understand what they can do to help keep the Millbrook Code, we have devised the 'Purple Promises'. These are:-

1. I promise to help everyone to listen and learn
2. I promise to behave safely
3. I promise I will always be honest
4. I promise to respect people and property
5. I promise to be the best I can be

Good classroom management is about being fair, firm and giving clear boundaries. Every class teacher develops within their class, rules that are appropriate to their age range. We have a whole school reward pyramid system that recognises and values excellent effort, attitude achievement and behaviour.

We have very high expectations for behaviour and most of the time the children rise to this. On occasions, a child for a variety of reasons can behave in a way that is not acceptable. For such occasions we have a behaviour management system called the 'Consequence pyramid' that is consistently applied and which the children are made fully aware of. The child is always warned verbally about inappropriate behaviour before any sanctions are applied. A copy of the Behaviour Management Policy is available from the school office and on the school website.

Certificates and Reward Assemblies

Certificates are awarded each week to the children during our Celebration Assembly. These can be for excellent work, behaviour or general positive recognition by teachers and other adults. A cup is awarded weekly for the class with the best attendance. Parents are welcome to attend our Celebration Assembly held each week.

Millbrook Primary School

Communication

Communication plays a key role in any large organisation. We pride ourselves on keeping you informed as soon as possible and wherever possible. Every child is given a Home and School Partnership book (HASP) so that you can always communicate with us on an individual basis whether you are in school or not. It also gives us the chance to let you know what is going on in school.

We use the Teachers2Parents text messaging and email system to update parents regularly and send important information including letters and the newsletter.

Information about the school and forthcoming events can also be found on our website www.millbrook.swindon.sch.uk

You can also follow us on twitter - @MillbrookPri

Newsletters

The Millbrook Messenger is sent out electronically, keeping you informed of events and dates. Each one is numbered, starting at the beginning of each school year. Paper copies are available from the display stand by the office and a copy is available to view on the school website.



Curriculum News

At the beginning of each term your child's class teacher will produce a curriculum newsletter showing what work will be covered during the coming term and the learning objectives. This will also be sent out electronically with paper copies available if required. We hope that you will enjoy sharing this information with your child and support this learning where possible. All children at Millbrook School are set individual targets for their learning and these are shared with your child. We believe it is important that all children understand their targets and what they need to learn next.

Parents and School

Parents are always welcome in school and we believe that a successful school is based on partnership. Communication is essential so all parents and carers are encouraged to discuss briefly any matter with the class teacher or the Head teachers at the beginning or end of the school day. If you need more time to discuss a matter, an appointment can be made with the Headteacher or class teacher. We value this information as we are only able to take action if we know about something.

Millbrook Primary School

Parent-Teacher Consultations and Reports

Parents are kept informed of their child's progress through regular meetings with the class teacher throughout the year. Times and dates are published in advance for parents to sign up to via our online booking system. During the consultation the class teacher will inform the parents of their child's progress towards their targets and there is an opportunity for parents to view their child's work. Towards the end of the academic year a written report is produced by the class teacher and outlines progress in all areas of school life and sets targets for further progress. The report also includes details of attainment in English and Mathematics and Science.

If you have any concerns or questions at any time throughout the school year, please feel free to speak to your child's class teacher. If you need a longer appointment please make an appointment to meet the member of staff directly.

Parents are also invited to join their children at various times of year for special events such as Meet the Teacher sessions, Class Assemblies, Sports Day, Whole School Celebrations Assemblies and open lunchtimes on Mother's Monday and Father Friday.

Parent/adult Helpers

We are always delighted to hear from any parent/carer/grandparent who can contribute to the life of the school. This could be by helping in school as a volunteer in the classroom, hearing readers or other practical skills you may have. For example sports coaching, music, dance, art/craft or ICT support or help in the school library or garden.



We are trying to build a database of people, and their skills, that are willing to help in school. To become a volunteer helper, please contact your child's class teacher or the school office. We really do rely on the goodwill and expertise of parents/carers to help with various projects. So don't be bashful, anything you can offer really will help to make a difference. As a school we are committed to safeguarding children and for the safety of all our children all volunteers will have to satisfactorily complete a Disclosure and Barring Scheme (DBS) check before they are allowed to work in school.



Millbrook Friends

A number of social and fundraising events are held throughout the year, and they regularly send out newsletters on their activities. Every parent/carer automatically becomes a member of Millbrook Friends when their child joins the school. The Millbrook Friends has a small committee which is elected each year. We ask for nominations and volunteers to form the committee. For more information about how you can become involved with/support the Millbrook Friends please contact the school office.

Millbrook Primary School

School Council

Millbrook proudly boasts an active School Council that is made up of elected members from each class. The Council ensures that the pupils of Millbrook have a voice within the school. The assist in staff appointments, fund raising and raise issues that are important to them.

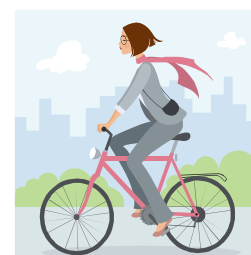
Child Safety



We take the safety of your children very seriously. The school is responsible for the safety of your child during the hours of schooling; therefore no child will be allowed to leave the school grounds during the school day. If it is necessary for your child to leave during the day, a note or personal contact with the school must be made in advance. Your child will need to be collected from the main entrance and signed out. Children will not be allowed to leave the premises during the day unaccompanied. Security locks are fitted to all the external doors to ensure that no unauthorised visitor can gain admittance. If you wish to bring your child into school we ask that you park outside the school grounds in the local car parks near the community centre or in the church and walk into the school. If you want to drop your child off at school you may drive into the school, observing all the signs and use the vehicle drop off points. We ask that you do not leave your vehicle and do not park here at any time. All children and adults should use the safe crossing provided at all times. We ask parents who drive to and from school to adhere to all the signs and road markings, especially near the emergency access gates on Gainsborough Way.

Bikes and Scooters

We encourage as many children as possible to walk to school. Children are also welcome to ride both bikes and scooters to school but need to dismount and walk them on to the premises. If parents/carers allow their children to ride a bike or scooter it is their responsibility to ensure that their child is properly equipped to do so – safety measures and equipment. To keep children safe bikes/scooters need to be regularly maintained and in working order. Children riding to school remain the responsibility of their parents/carers. For safety purposes motorised scooters and bikes are **not** permitted on the premises. Children should lock their bike/scooter to the school bike rack, the school does not take any responsibility for them. A combination lock is recommended. We thank you for your co-operation and support with this.



Millbrook Primary School

First Aid

If your child suffers a minor injury at school, e.g. grazed knee, we will administer first aid and record the details. We will send a note home in your child's HASP book to inform you of the injury. If your child has had a minor head bump we will also send you an advisory text.

If your child has a more serious accident or is ill in school, we will contact you immediately. It is vital that we have up to date information about where to contact you and also an emergency contact number should you be unavailable.

Please note; The school and its employees are not allowed to administer any medicine to children unless part of an individual Health-Care. Children are not allowed to bring any form of medicine to school for self-administration, or items such as throat lozenges or cough sweets.

If your child has a long term condition such as eczema, asthma, diabetes etc please come into to school to make special arrangements with the Headteacher.

Please do not send your child to school if he/she has been sick, is suffering from impetigo or had diarrhoea, **for 48 hours (2 days) AFTER the symptoms have subsided.**

School Nurse/ Medical Screener

The School Nurse/Medical Screener visits regularly to carry out medicals, vision and screening tests with parental permission. She will also see parents on request if required. Occasionally the school may approach a parent to ask permission for the nurse to see a child outside of the regular visits.

Child Protection

Teachers and support staff are uniquely placed, as responsible adults outside pupils' family homes, to be able to detect signs of possible child abuse. Whenever there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm the Child Protection Co-ordinator, Mrs Karen Pyman will inform the duty social worker immediately, in line with official guidelines.

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the Local Safeguarding Children Board and take account of further guidance issued by the DfE, and the Local Authority (LA). If you want to know more about these procedures, please speak to the Headteacher/Child Protection Coordinator. Copies of the school's Child Protection Policy are available from the school office and on the school website.

Millbrook Primary School

Charging Policy

From time to time the children will be offered the chance to take part in an activity where parental contributions are asked for. These could include day visits to places of educational interest, theatre or concert visits either on the school premises or at an outside venue. We may also ask for a donation towards the cost of materials used in craft or cooking activities where the children wish to take home the finished article.

However, under the charging policy we would like to make clear that:-

- i) There will be no obligation for parents /carers to contribute towards the cost of activities that take place as part of the curriculum in the school day.
- ii) Pupils will not be treated differently according to whether a contribution has been made or not.
- iii) The school reserves the right to cancel any proposed activity if there are insufficient contributions from parents/carers towards the cost of a trip/activity.

Complaints Procedure

Complaints about the actions of individual members of staff should, in the first instance, be taken up with the Headteacher. Complaints about the actions of the Headteacher should be taken up with the Chair of Governors. We trust that in general your children are happy at this school. Obviously, however, over a period of time the odd problem may arise. Should you wish to make a complaint about the National Curriculum or Religious Education or Acts of Collective Worship, the policies are available on request. These procedures, or indeed the general procedure for dealing with complaints of any kind, can be summed up as follows:

- i) The matter should be broached with the class teacher.
- ii) If a satisfactory conclusion is not achieved then an appointment should be made with the Headteacher or a member of the Senior Leadership Team through the school office.
- iii) If a satisfactory conclusion is still not reached then a formal complaint in writing can be made to the Chair of Governors, via the school office.

Full details of the procedure for making a complaint can be obtained from the School.

Access to Information

Under the Freedom of Information Act parents/carers and members of the public have the right to see certain other information held in school. They are entitled to copies of information providing;

- i) It is not covered by copyright
- ii) They are prepared to meet the reproduction cost as outlined in the fully policy, unless there is a statutory obligation to provide it free.