

Brookwood Primary News



Friday 7th October 2022

Issue 5

Dear Parents and Carers,

It was lovely to meet with Jenny Loganathan, the Chair of FOBS this week - we have lots of exciting plans and dates to share with you. FOBS will now have their own page within our newsletter in which they will share any key information with you regarding any upcoming events.

House Captains - Year 6 will be bringing home information as to how they can apply to be House Captains this year. Having heard about the wonderful presentations in the past, I cannot wait to see what they produce!

Thank you to those parents who have arranged meetings with me so far - it has been lovely to have those opportunities to meet with you in person to share feedback and ideas, concerns or questions you may have. In order to further support our communication with all parents and carers, we have created a communication document (attached) which will hopefully clarify who to speak to depending on your area of concern and how to request a meeting or schedule in a telephone call with those contacts.

Finally, I would also like to remind everyone please that any concerns or queries you may have regarding other children or staff should also be directed to the school. We do have a specific policy in place to ensure that Brookwood remains a safe and positive place for our children to learn and our staff to work, and I'm attaching this document for reference. You can also find a copy on our website. While we hope that instances where we would need to apply this policy will be very rare, it is important that our whole school community is aware of it, as it sets out how we may respond in the event that our children, our staff or the school in general are subject to behaviour by parents, carers or visitors that is disrespectful or inappropriate.

We remain committed to engaging with our whole school community openly and with positivity, and I do encourage you to keep talking with us, either informally at the school gates, or by making an appointment to meet me, or by taking the opportunity to attend some of our planned events as the term continues.

Have a restful and safe weekend.

Wendy Thomas
Headteacher

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Breakfast Club

Following on from the letter sent home on Monday 3rd October regarding a proposal for breakfast club, please can we remind you to share your views by completing the form here: <https://forms.office.com/r/RzZb72Z0XJ>

Medical Conditions

If your child has any medical conditions that we are not already aware of, please contact the school office so that we can update our records accordingly. Please either email us at office@brookwood.surrey.sch.uk or call us on 01483 473315.

Autumn Term - PE Days Timetable

Year R: Wednesday

Year 1: Friday

Year 2: Wednesday

Year 3: Thursday

Year 4: Friday

Year 5: Thursday

Year 6: Thursday

Covid Guidance

The school is following the NHS guidance as set out via this link: [What to do if you have coronavirus \(COVID-19\) or symptoms of COVID-19 - NHS](https://www.nhs.uk/what-to-do-if-you-have-coronavirus-covid-19-or-symptoms-of-covid-19) (www.nhs.uk)

School Meals

All children in Reception through to Year 2 are entitled to Universal Infant Free School Meals (UIFSM) which are provided via government funding. If you choose for your child to have a school meal please do not send them in with a packed lunch.

From Year 3 to Year 6 school meals cost £2.60 per day payable on Scopay in advance.

If you wish your child to change from packed lunches to school dinners, or vice versa, we require a week's notice in writing. If you have any questions please email us at office@brookwood.surrey.sch.uk

The menu for the Autumn term can be found on the school website under the Our School section and School Meals.

IMPORTANT REMINDER

Please remember that we are a **NO NUTS** school. This includes peanut butter/ nutella sandwiches! Please make sure that your child does not bring any snacks into school that contain nuts of any kind. We have some children in school with severe nut allergies. Thank you for your co-operation in this matter.

Water Bottles and Lunch Boxes/Bags

Please remember to send your child in to school with a named refillable water bottle every day. Please also make sure that if your child brings a lunch box or bag into school it is clearly named.

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Unauthorised Term Time Absence

We are aware that the pandemic has had an effect on families, but the expectation is still that every child should now be attending school full time. If you consider that there are exceptional circumstances relating to your leave of absence request, please provide the office with full details via a leave of absence form. Each application for a leave of absence will be considered on a case by case basis.

Penalty Notices to Address Poor Attendance at School

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school (absence without the agreement of the school or not covered by a medical note) and will be used by Surrey County Council in the following circumstances :-

1. Pupils identified by police and Inclusion Officers (formerly Education Welfare Officers) engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Leave of absence in term time (5 days or 10 sessions or more).
 - **Please be aware that The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**
 - **The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.**
 - In such cases the Headteacher/Governing Body must decide whether there are exceptional circumstances. They may request that the Local Authority issue Penalty Notices when the absence is not authorised.

Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

3. Finally, the issuing of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance.

This will be considered when a pupil has incurred 7 or more unauthorised sessions in the previous 6 school weeks, which may include a pupil arriving late after close of registration.

(cont)

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If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you act without delay to secure their regular attendance.

If you have any questions or require further support to achieve an improvement in your child's attendance, please contact your child's school or the Inclusion Officer.

Penalty Notice relating to Exclusions

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours.

This duty applies to the ***first five days of each exclusion***. Failure to do so will render the parent/carers liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)

Amount Payable for a Penalty Notice

The amount payable for a Penalty Notice issued in any of the above circumstances is currently £60 if paid within **21** days of receipt of the Notice, rising to £120 if paid after **21** days but within **28** days.

If the Penalty Notice is not paid, the local Authority must consider a prosecution in the Magistrates Court for the offence for which the Notice was originally issued.

Please be aware that *each* parent is liable to receive a Penalty Notice for *each* child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice.

If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 21 days.

Advice and support is available from an Inclusion Officer by contacting your local Education Office as follows :-

North West - Tel: 01483 518130 South West - Tel: 01483 517179

North East - Tel: 01372 833588 South East - Tel: 01737 737777

For further information please also see our Attendance and Punctuality Policy on the school website at the following link: [download.asp \(brookwood.surrey.sch.uk\)](https://www.brookwood.surrey.sch.uk/download.asp)

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Weekly Gallery



Important Dates

Autumn Term

Friday 14th October — 'Meet the Senior Leadership Team' Meeting at 9.00am

Monday 17th October — FOBS Annual General Meeting at 8.00pm

Tuesday 18th October — Parent Consultation Meetings from 3.30-6.30pm

Tuesday 18th October — Year 6 National Child Measurement Programme1

Thursday 20th October — Parent Consultation Meetings from 3.30-6.30pm

Monday 24th October to Friday 4th November — Half Term

Wednesday 9th November — FOBS Coffee Afternoon at 2.00pm

Thursday 1st December — Flu Immunisations (All Year Groups)

Friday 9th December — FOBS Christmas Fair from 3.15-5.15pm

Friday 16th December — End of Term

Spring Term

Tuesday 3rd January — Start of Term

Monday 13th to Friday 17th February — Half Term

Thursday 30th March — End of Term

Friday 31st March — Inset Day

Summer Term

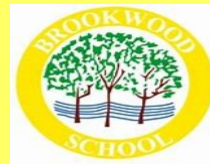
Monday 17th April — Start of Term

Monday 1st May — Bank Holiday

Monday 29th May to Friday 2nd June — Half Term

Friday 14th July — End of Term

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Community Activities and Resources

Surrey Adult Learning - Family Learning

You can still enrol on courses starting in October and November. We have plenty of courses to help support you and your family. Please see the available courses and workshops below:

[Helping your child manage anxiety](#)

[Exploring behaviour strategies](#)

[Developing children's self-esteem](#)

[Building children's resilience](#)

[Cooking and baking](#)

[English for parents/carers as an additional language](#)

[Applying for a primary school](#)

Due to COVID-19 restrictions we are currently unable to work directly in schools and other community venues and our courses have transferred online via Zoom.

Further information on all Surrey Adult Learning courses is available at www.surreycc.gov.uk/familylearning and you can find other information in the latest bulletin [Family Learning Bulletin 30](#)

Free Online Guides for Families in Surrey

Bringing up children is a lot of fun but can also have its challenges and understanding your child's emotional development can help to support your relationship and your child's behaviour.

Families living in Surrey can get access to FREE online guides that include top tips from childcare, education and NHS health experts.

- Understanding your pregnancy, labour, birth and your baby
- Understanding your baby
- Understanding your child 0-19 years
- Understanding your teenager's brain
- Understanding your brain (for teenagers only!)
- Understanding your child with additional needs

The guides are available in other languages including Urdu, Chinese and Polish.

Register for free using the code 'ACORN' by visiting the Children and Family Health Surrey website: www.childrenshealthsurrey.nhs.uk/services/free-online-guides-families

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Community Activities and Resources (cont...)

- 'Be Your Best' - A free service for Surrey families with children aged 0 = 12 who are above the healthy weight range
- [Chertsey Museum](#) - Half-Term Holiday Activities—October 2022
- [Playrangers](#) - Free Outdoor Play Sessions 2022
- [South of England Junior Chess Congress - About](#) - Please see this link for information on a Junior Chess Tournament at Yateley Manor School in October, which may be of interest to you child.
- [Surrey Adult Learning](#): Cookery Courses for Parents - Free courses for parents and carers of children aged 4 to 11 years

Further information on these items can be found on the school website under the News and Events section in Community Activities and Resources. We are not recommending any of the companies, services or events listed above. It is up to individual parents to make their own enquiries.

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FOBS NEWSLETTER

Friends of Brookwood School

Welcome to the new school year

The FOBS team welcome you to Brookwood autumn term, hoping you have been settling in ok! We intend to use this newsletter to keep you informed of upcoming events & when we need your help.

Save the date **Wednesday 9th November at 2pm** when we will be holding a coffee afternoon at school. This will be a chance to come and have a chat, talk about fundraising and sign up if you'd like to help – any time big or small is much appreciated.

FOBS Annual General Meeting – Monday 17th October at 8pm

This is a great opportunity to come along and join the meeting and meet with the FOBS team to discuss fundraising activities for the year. It will be lovely to see you there as all new members are very welcome.

Christmas Fair – Friday 9th December – 3.15-5.30

We are really looking forward to our Christmas Fair this year as we haven't been able to do this in recent years. We really want to support local businesses and offer them opportunity to attend with a stall or advertise their business by sponsoring a raffle prize or a games stall.

If you or someone you know wishes to book a stall or sponsor an activity, please contact

fobschair@brookwood.sch.uk

Recognised Charity Status

FOBS is able to claim Gift Aid from HMRC, increasing the value of individual donations. This means that, based on certain conditions, for £1 donated to the charity, we can claim 25p from HMRC (i.e. total benefit of £1.25). Thanks to those who worked hard on the application, it's great news for even more funds for the school and our children.

Class communications

The FOBS Facebook page is updated regularly with school information and events run by FOBS. There is a private group per class for parents, guardians and carers to ask for support from others from their class. We will also be looking out for class reps so if you are interested please get in touch

Please join the page to keep up to date:
Friends of Brookwood School - FOBS

For more information on FOBS please contact

fobschair@googlemail.com