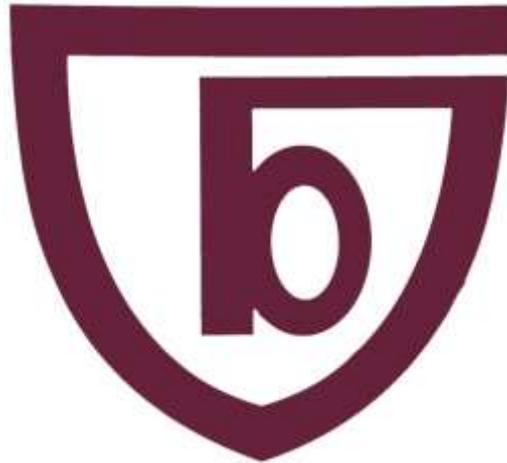


Brakenhale School



**Welcome to
YEAR 7**

**New Student
Admission Information**

2017 - 2018

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Headteacher's Welcome

Dear Parents/Carers

We are delighted that your child has been allocated a place to join us at Brakenhale in September.

From April 2016 Brakenhale became a part of the Greenshaw Learning Trust and move forward as an Academy. The Trust seeks to build a 'family' of like-minded schools that share essential values and a common ethos, a vision for education and learning, and collaborate to provide mutual support, share their good practice and learn from each other. To find out more about the Greenshaw Learning Trust go to www.greenshawlearningtrust.org.uk.

In order to help us plan for the year, we would be grateful if you could please complete the enclosed 'Student Registration Form' and return it by **Friday 17th March 2017** in an envelope labelled 'Year 7 Admissions 2017'. If posting the form please make sure that you use the correct postage ie. large letter stamps. Forms can be downloaded from the school website and emailed back to the school on mainreception@brakenhale.co.uk

We will be visiting primary schools during the summer term to gather information about the new year group and to meet students. If you have any particular concerns about your child starting secondary school please do not hesitate to contact me at the school.

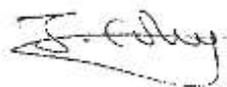
The Year 6 transition days this year are on Wednesday 5th and Thursday 6th July 2017 – 9.15am to 2.50pm. Year 6 students will spend these days at Brakenhale getting to know students in their class, their tutor and other staff and attend some lessons.

There will be a meeting on Thursday 6th July from 7pm to 8pm in the Main Hall for parents/carers to meet the Senior Leadership team, Head of Year and tutors. This will take the form of short presentations from myself, Miss Lisa Baveystock, Assistant Headteacher and the Head of Year 7, Mr Martyn Cooper.

On **Thursday 13th July 2017** between 9.30am and 10.30am we would also like to invite you to an informal coffee morning, where you will be able to meet the Headteacher, Head of Year and other key adults who will be supporting your child. This is an excellent opportunity to ask any questions you may have following the transition evening.

We appreciate that moving up to a new school is a huge adjustment for students and their families, if you have any queries on any of the documentation contained in this pack or any questions about your child joining Brakenhale, please do not hesitate to contact us. We very much look forward to meeting you and working together with you and your child throughout their education.

Yours faithfully



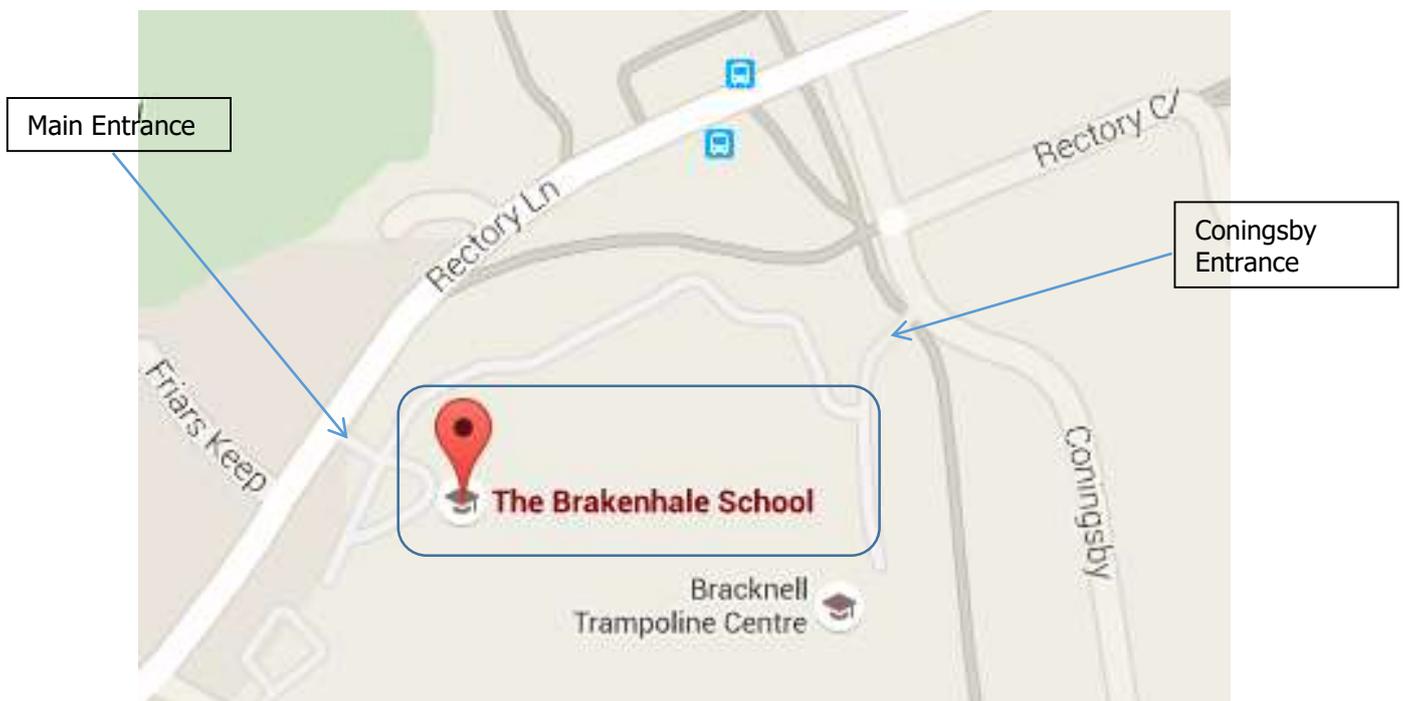
Ms J Coley
Headteacher

Induction Days

Arrangements for the Year 6 transition days this year are as follows:

- Wednesday 5th July 2017 – 9.15am-2.50pm
- Thursday 6th July 2017 – 9.15am-2.50pm

On these days you should drop your child off at 9.15am at our Coningsby entrance where we have arranged for Brakenhale students to be available to show the Year 6 students where to go to register in the Main Hall. The gate will be opened for entrance at 9am and the day will finish at 2.50pm and students should be collected from the Coningsby entrance. Please can you ensure that you park offsite as there is no parking available on the school site.



Students should wear appropriate casual clothing and bring their PE kit, including a pair of trainers, plus their normal school equipment, (ie. pens, pencils and pencil case,).

There will be drinks served at break time and students are welcome to bring a snack to school with them to have at this time. Students may purchase lunch from the dining hall and will need to bring cash - sample menus and price information detailed later in this booklet or alternatively a packed lunch if preferred.

Whilst at school for the induction days, your children will take their Access Reading Test, there is no revision to do for this test and no reason for your child to feel anxious. This test is to help with planning for the Year 7 curriculum.

Dates to Remember

Wednesday 5 th July & Thursday 6 th July 2017	Induction Days <ul style="list-style-type: none"> Students to report to the Main Hall at 9.15am
Thursday 6 th July 2017	Information Evening for Parents 7.00pm to 8.00pm in the Main Hall
Thursday 13 th July 2017	Coffee Morning from 9.30 to 10.30am
Tuesday 5 th September 2017	First Day at Brakenhale
October 2017 (date to be confirmed)	Year 7 Meet the Tutor parents' evening
March 2018 (date to be confirmed)	Year 7 Parents' Evening

Useful Contacts

Ms Jane Coley	Headteacher
Miss Lisa Baveystock	Assistant Headteacher in charge of Year 7
Mr Martyn Cooper	Head of Year 7
Miss Debbie Tobin-Desson	Assistant Head of Year 7
Miss Clair Gill	Student Support Manager
Miss Laura Ball	SENCO
Mrs Paula Palmer	Nurture Group

Tools for Learning

To ensure that all students are ready and equipped to learn there is a compulsory school equipment list. The items listed below are required at all times and regular checks will be made to ensure that all students have the correct equipment they need for their lessons.

All stationery items (apart from Brakenhale logo items) can be purchased from high street shops.

If students come to school without their Tools for Learning they will be sent to the Stationery Shop in the printroom to purchase the missing items using cash at the prices listed below.

Please note that prices may vary in accordance with suppliers used.

Please be aware that teachers of Science, Technology, Geography and Art encourage the use of coloured pencils rather than gel or felt-tip pens and all KS3 students will need to purchase a Brakenhale logo Art Sketch Book.

Items available from the stationery shop	Cost*
Casio Fx-83GT Plus Calculator (battery powered) (model recommended by the Mathematics Department)	£5.50
Colouring Pencils – 12 pack	£0.80
Large Clear Pencil Case	£1.00
Protractor	£0.25
30cm Ruler	£0.20
Pen – Bic Cristal –black/blue/red	£0.15
Pencil – HB	£0.10
Highlighter Pen	£0.20
Rubber	£0.10
Single metal pencil Sharpener	£0.20
Glue Stick	£0.40
Brakenhale Art Sketch Book for Key Stage 3 students	£0.95

**Prices may vary*

If you have any queries, please contact Mrs Hartley in the Print Room either by telephone on 01344 465020 or email shartley@brakenhale.co.uk

Students will also require a Brakenhale School bag to put their equipment in, various configurations are available from the uniform shop.

Some subjects may require specific additional equipment, especially at GCSE level:

- **PE/Dance:** PE/Dance kit, available from the uniform shop.
- **Art** (Years 10 and 11): Sketchbook, 2B Pencil, Size 6 Paintbrush, Pallet of Water Paints, Art Folder
- **Design & Technology:** Selection of Hard to Soft Pencils, Black and Blue Fine Liner Pens, Practical Ingredients for Food Technology.

School Uniform

School uniform is worn to encourage the development of self-confidence and pride in the school and a high standard of personal appearance is expected of all students. The wearing of school uniform whilst travelling to and from school and during the school day is very important to us. We feel that it sets standards in terms of high expectations and a purposeful attitude towards work, whilst promoting the school and our ethos. Please help us to maintain standards and expectations by ensuring that your son/daughter is wearing full school uniform. Any student arriving at school in non-uniform clothing may expect to be sent home to get changed. To ensure consistency and clarity parents/carers can purchase some items of school uniform, including logo items, from 'The Direct Clothing Company' who run the Brakenhale school uniform shop.

	Boys School Uniform	Girls School Uniform
Blazer*	The Black Blazer* with school logo on pocket is compulsory. Blazers are to be worn at all times.	
Shirt	A Plain white shirt with plain formal collar that is buttoned up, including the top button, to the neck, with short or long sleeves unrolled, tucked into the waistband and worn with the school tie .	
Tie*	Maroon and White Striped clip on School Tie* that sits under the shirt collar.	
Trousers	Plain black trousers that are not striped or checked, not denim, cords, chinos or tracksuit bottoms. Please note that tapered, drain pipe or tight fitting trousers are not allowed.	
Skirt*		Brakenhale Pleated Black Skirt with school logo* . Students presenting themselves in a shorter skirt will be required to wear a spare uniform skirt or trousers.
Socks	Plain black socks (ankle).	Plain black socks (ankle), plain black tights .
Shoes	Plain black shoes , Footwear must be a black shoe which can be polished, without advertising logos visible (boots, sandals, canvas shoes or pumps/plimsolls/trainer style are not permitted for safety reasons), trainers are to be worn for PE or dance only.	Plain black shoes , Footwear must be a black shoe which can be polished, with backs and a very low heel, without advertising logos visible (boots, sandals, canvas shoes or pumps/plimsolls /trainer style are not permitted for safety reasons), trainers are to be worn for PE or dance only.
Jumper*	Optional Plain Maroon V-necked Jumper* with school logo can be worn under the blazer (the jumper cannot be worn as an alternative to the blazer).	
Coat	Plain black outdoor coat , not denim, no writing or logos, but reflective strips are allowed and encouraged.	
Bag*	Brakenhale School bag with school logo.	

* Logo items must be purchased from the school shop

	Boys PE/Dance Kit - Compulsory	Girls PE/Dance Kit - Compulsory
Shirt	Black PE Polo Shirt with school logo	
Shorts	Black Shorts with school logo	Black Shorts or Black Skort with school logo
Rugby	Maroon/Black Rugby Shirt with school logo	
Socks	Black/Maroon socks	
Trainers	Trainers (not pumps or plimsolls)	
Boots	Football/Rugby boots	Football boots (optional)
Guards	Shin Guards and Gum Shields for Rugby	Shin Guards and Gum Shields for Rugby (optional)

	Boys PE/Dance Kit - Optional	Girls PE/Dance Kit - Optional
Top	Black Training Top with school logo	
Hoody	Black Hooded Sweatshirt with school logo	
Trousers	Black Tracksuit Trousers/Training Pants with school logo	Black Female leggings

Please ensure that **all uniform, PE and Dance kit** are clearly labelled with the student's name.

Students must wear the normal uniform of the school at all times (including on the way to and from school).

- Extreme dress is not permitted at any time including visible coloured undergarments;
- Non-uniform hoodies, sweatshirt or jumpers are not allowed in school, they must not be worn instead of a coat or for PE, if seen these will be confiscated;
- PE kit must only be worn for PE/dance lessons or for a sporting event;
- Tongue studs, eyebrow, nose, lip and facial piercings are not allowed at school. Students will be required to remove the facial jewellery. Refusal to remove the jewellery may result in internal exclusion;
- Extreme hairstyles, such as high Mohicans, words or symbols shaved into the side of a student's head, grade tracks and extreme unnatural hair colours which are not in keeping with an educational establishment, should not be worn to school. Students whose hairstyle is offensive or disruptive to learning will be asked to modify that hairstyle;
- Hair bands or slides must be plain black or brown, thin hair bands only with no adornments.
- One small plain gold or silver ear stud in the lower ear-lobe only and one wrist-watch (conventional, non multi-media only) can be worn (the school cannot accept responsibility for any watches or jewellery worn or brought into school). Black suit-style belts are acceptable for trousers. Please make sure all other jewellery is left at home. Larger, spiked or hooped earrings or expander-hole earrings are not allowed. Students are not allowed to wear more than one earring in each ear;
- Make-up must not be worn; this includes foundation and fake tan, black eye liner, eye-shadow, mascara, fake eyelashes, lipstick and nail varnish/nail extensions (eg gels, acrylic nails). If students wear these they will be asked to remove non uniform items immediately;
- Any request for modifying the school uniform for religious reasons must be made in writing to the Headteacher before admittance.

Brakenhale School Uniform Shop	
Opening Times	
Induction Days	
Wednesday 5 th July	3pm – 5pm
Thursday 6 th July	3pm – 9pm
Summer Holiday	
Tuesday 1 st August	10am – 12noon
Tuesday 15 th August	10am – 12noon
Thursday 24 th August	10am – 2pm
Friday 25 th August	10am – 2pm
Tuesday 29 th August	10am – 3pm
Wednesday 30 th August	10am – 3pm
Thursday 31 st August	10am – 3pm
Friday 1 st September (Inset Day)	10am – 3pm
Monday 4 th September (Inset Day)	10am – 3pm
Term Time	
Monday	3pm – 4pm
Thursday	3pm – 4pm

School Uniform Supplier and Price List

Our school uniform can be purchased from The Direct Clothing Company

<https://www.thedirectclothing.co.uk/school/the-brakenhale-school/>

There is an in-school uniform shop which is based in the room opposite the main hall. The shop is open every Monday and Thursday during term time from 3.00pm to 4.00pm

BRAKENHALE SCHOOL PRICE LIST 2017

Prices valid from 1st April 2017

ITEM	SIZE	PRICE	QTY SOLD	TOTAL COST	ITEM	SIZE	PRICE	QTY SOLD	TOTAL COST
BOYS BLACK BLAZER with badge	28"	£ 26.50			BLACK GAMES SHORTS with logo	9/10 yrs	£ 8.00		
	30"	£ 26.50				11/12 yrs	£ 8.00		
	32"	£ 26.50				13 yrs	£ 8.00		
	34"	£ 26.50				Small	£ 9.50		
	36"	£ 26.50				Medium	£ 9.50		
	38"	£ 33.00				Large	£ 9.50		
	40"	£ 33.00				XLarge	£ 9.50		
	42"	£ 33.00				Boys & Girs			
	44"	£ 33.00				BLACK GAMES SKORT with logo	9/10 yrs	£ 13.50	
Boys					11/12 yrs	£ 13.50			
GIRLS BLACK BLAZER with badge	28"	£ 26.50				13/14 yrs	£ 13.50		
	30"	£ 26.50				10	£ 16.50		
	32"	£ 26.50				12	£ 16.50		
	34"	£ 26.50				14	£ 16.50		
	36"	£ 28.50							
	38"	£ 33.00							
	40"	£ 33.00							
	42"	£ 33.00							
	44"	£ 33.00							
Girls									
SCHOOL TIE Boys & Girs	One size	£ 5.50			BLACK LEGGINGS "NEW"	22/24"	£ 14.50		
						26/27"	£ 14.50		
BLACK SKIRT with logo	W20"/L18"	£ 15.00				30/32"	£ 17.00		
	W22"/L18"	£ 15.00				34/36"	£ 17.00		
	W22"/L20"	£ 15.00				38/40"	£ 17.00		
	W24"/L18"	£ 15.00				Girls Optional			
	W24"/L20"	£ 15.00			BLACK HOODED SWEATSHIRT with logo	(L) 9-11 yrs	£ 13.00		
	W24"/L22"	£ 15.00				(XL) 12-13 yrs	£ 13.00		
	W26"/L20"	£ 15.00				Medium	£ 16.00		
	W26"/L22"	£ 15.00				Large	£ 16.00		
	W26"/L24"	£ 16.50				XLarge	£ 16.00		
	W28"/L20"	£ 15.00				Boys & Girs Optional			
	W28"/L22"	£ 15.00			BLACK/MAROON GAMES SOCKS	2-5	£ 6.00		
	W28"/L24"	£ 16.50				6-9	£ 7.00		
	W30"/L20"	£ 18.00				10-13	£ 8.00		
	W30"/L22"	£ 18.00				Boys & Girs			
	W30"/L24"	£ 19.50			BLACK TRAINING TOP with logo	30/32"	£ 15.00		
	W32"/L20"	£ 18.00				32/33"	£ 18.00		
	W32"/L22"	£ 18.00				34/36"	£ 21.50		
	W32"/L24"	£ 19.50				38/40"	£ 21.50		
	W34"/L20"	£ 18.00				42/44"	£ 21.50		
	W34"/L22"	£ 18.00				Boys & Girs Optional			
	W34"/L24"	£ 19.50			BLACK TRAINING PANTS	26/27"	£ 20.00		
	W36"/L22"	£ 19.50				28/30"	£ 23.50		
	W36"/L24"	£ 19.50				30/32"	£ 23.50		
	W38"/L20"	£ 18.00				34/36"	£ 23.50		
	W38"/L22"	£ 18.00				Boys Optional			
	W38"/L24"	£ 19.50			BLACK DANCE T-SHIRT with logo	Small	£ 7.00		
	W40"/L20"	£ 18.00				Medium	£ 7.00		
W40"/L22"	£ 18.00				Large	£ 7.00			
W40"/L24"	£ 19.50			GCSE POLO SHIRT with logo	14-15 yrs	£ 8.50			
W42"/L20"	£ 18.00				Small	£ 10.50			
W42"/L22"	£ 18.00				Medium	£ 10.50			
W42"/L24"	£ 19.50				Large	£ 10.50			
Girls					GCSE PE SHORTS	26/30"	£ 8.00		
MAROON V-NECK SWEATSHIRT with logo	32"	£ 9.50				32"	£ 10.00		
	34"	£ 9.50				34"	£ 10.00		
	Xsmall	£ 10.50				36"	£ 10.00		
	Small	£ 13.50				12-13 yrs	£ 13.00		
	Medium	£ 13.50				Medium	£ 16.00		
	Large	£ 13.50				Large	£ 16.00		
Boys & Girs					Xlarge	£ 16.00			
MAROON/BLACK RUGBY SHIRT with logo	30/32"	£ 20.00			SHINGUARDS	Medium	£ 10.00		
	32/33"	£ 20.00				Boys (Girs Optional)	Large	£ 10.00	
	34/36"	£ 24.00				GUMSHIELD	One size	£ 3.50	
	38/40"	£ 24.00				Boys (Girs Optional)			
	42/44"	£ 24.00				BAGS			
Boys				FOUR FOLIO BAG with logo	One size	£ 15.00			
BLACK PE POLO SHIRT with logo	26/28"	£ 14.00			Boys & Girs				
	30/32"	£ 14.00			BACKPACK with logo	One size	£ 14.00		
	32/33"	£ 14.00				Boys & Girs			
	34/36"	£ 16.50			BLACK PE BAG with logo	One size	£ 5.50		
	38/40"	£ 16.50			Boys & Girs				
42/44"	£ 16.50								
Boys & Girs									

Total:

Phone Number:

Cash Cheque Card

Name:

Date:

Last updated: 20th January 2017

Home – School Communications

We are very keen that you are kept well informed of what is going on in school and in touch with all activities affecting your child. Communications are sent to parents through a number of electronic channels: we email parents directly; post notices on the school website www.brakenhale.co.uk and tweet information on a regular basis. We have found that communicating with parents in this way is very effective and avoids the problems of letters lost in the bottom of school bags!



We use a service provider called **Schoolcomms** to send email and text alerts to parents. The Schoolcomms system draws information directly from the data management system we use in school. It will automatically upload the e-mail addresses and mobile phone numbers of the first two contacts provided by parents on the 'New Student Admissions Form' that accompanies this information.

If you do not have an e-mail address your mobile number will be used for short or emergency messages. For longer letters you will receive a printed paper copy. Printed copies of communications are available on request from the school office at any time.

Communications about your child can only be received by you and your email and mobile details will not be shared with anyone else and will be stored securely.

It is very important to keep the school up to date with any change to contact details such as address, telephone number or email address.



Once your child's details are uploaded to the school's data management system, you will be able to download the **Schoolgateway** App. This is a system that will enable you to see valuable information about your child at any time either online or if you have an Apple or Android device, on your smartphone.

You will be able to:

- Keep up to date with the latest information about your child
- View achievement, behaviour and attendance information about your child
- Notify us of any reason for absence
- Check and update your contact details
- View the latest news from School

We can:

- Send real time notifications to you when new information is available
- Save money on admin time, printing and paper
- Ensure our contact details for you are up to date

What you need to do

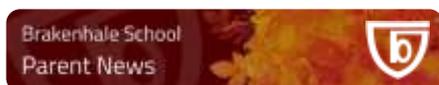
Once your child has started at school you can activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

- **Download the app:** If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS you can message the school for FREE – this will also save the school money when we send you a text message.

- OR**
- **Visit the website:** www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you are having trouble logging in, it may be because the school does not have your current email and mobile phone number on record. Please call us and we will update the details on our system.

We hope that you will find Schoolgateway a great way to keep up to date with what's going on at school.



Parent News is a weekly publication which shares details of events happening throughout the school community. This is sent via schoolcomms to parents and is available on the school website.

Catering

Our in-house caterers have a fresh approach to food.

The School Dining Hall is open daily for all students from

- 7.45 - 8.30 Breakfast which includes:
Fresh Fruit / Yoghurts / Cereal / Bacon or Sausage Rolls / Toast and Preserves / Danish Pastries / Hot Chocolate

Other opening times include:

- 11.00 – 11.25 Break-time
- 1.00 Lunch-time service starts for Key Stage 5 students
- 1.25 Lunch-time service starts for Key Stage 3 and 4 students
- 3.05 Any unsold food may be purchased at half price by cash or account

We have a number of different meal deals and a hot school meal, which includes either a drink or a pudding, for the cost of £2.30. A selection of sandwiches, pizza slices, salad and pasta are also available daily.

More information and sample menus are available on www.brakenhale.co.uk/pastoral-support/parent-zone/

See below a sample menu – there is a three-week menu rotation.

The Brakenhale School Menu Week 1				
Monday	Tuesday	Wednesday	Thursday	Friday
Chef's Soup of the Day with Homemade Bread (F)	Chef's Soup of the Day with Homemade Bread (F)	Chef's Soup of the Day with Homemade Bread (F)	Chef's Soup of the Day with Homemade Bread (F)	Chef's Soup of the Day with Homemade Bread (F)
Homemade Cottage Pie (F) Served With Peas & Gravy	Ruby Tuesday... Boneless Chicken Tikka, (F) Poppadam, Real Mango & Coriander Chutney	Succulent Honey Roast, Gammon Stuffing, Yorkshire Pudding or Roast in a Bun! (F)	Mild Chilli Con Carne Served With Sweetcorn, Rice & Tomato Salad (F)	Ginger Beer Battered Fish, chunky chips & Minted Peas (F)
Roasted Sweet Tomatoes & Peppers Tossed with Pasta & Parmesan Cheese (F)	Vegetarian Nuggets, With New Potatoes & Broccoli ✓	Quorn Sausages Toad in the Hole Served with Roast Potatoes, Stuffing & Gravy ✓	Roasted Vegetable Pizza Served With Salad ✓ (F)	Thai Green Vegetable Curry & Wild Rice ✓ (F)
Jacket Potato/Pasta (F) See Grab & Go Menu	Jacket Potato/Pasta (F) See Grab & Go Menu	Jacket Potato/Pasta (F) See Grab & Go Menu	Jacket Potato/Pasta (F) See Grab & Go Menu	Jacket Potato/Pasta (F) See Grab & Go Menu
Fruit jellies/yoghurt pots/fruit salad (F)	Fruit jellies/yoghurt pots/fruit Salad (F)	Fruit jellies/yoghurt pots/fruit salad (F)	Fruit jellies/yoghurt pots/fruit salad (F)	Fruit jellies/yoghurt pots/fruit salad (F)
Banana Cake Served With Toffee Sauce (F)	Apple Pie Served With Custard (F)	Drop Pancakes (F) with Vanilla Ice Cream	Baked Peach Sponge (F) Served With Custard	Baked Rice Pudding (F)
✓ Suitable for vegetarians	(F) Fresh Produce in Our Kitchen!!!	The meat used in our dishes is from our Local Butcher and is farm assured.	Fresh fruit and salad is offered daily.	Please speak to the Catering Manager if you have any questions.

High Expectations and Challenge for All

The cost of a meal deal/hot meal is £2.30, which includes either a drink or a pudding.

Biometric System

Brakenhale use a biometric system for library authentication and for students to purchase refreshments in the school dining room.

The biometric identification system operated at Brakenhale uses the finger and its image to uniquely identify each student and member of staff. The system measures many aspects of a finger and then translates the measurements into a unique identification code which is entered into the system. The image of the fingerprint itself is not recorded or stored. **This is not fingerprinting and the data stored cannot be used to recreate an image of the fingerprint.** When a student uses the biometric identification systems, they are identified by their identification code. This form of identification is called biometrics, which translated means measurements of human characteristics. I would like to assure you that Brakenhale will comply at all times with the Data Protection Act and with the provisions of the Protection of Freedoms Act regarding the use of biometric data.

When students leave the school the biometric information will be securely and permanently deleted by the school in accordance with the Data Protection Act.

For students to use the biometric system, one parent or carer will need to consent by signing the 'Student Registration Form' that accompanies this information.



Cashless Catering and On-line Payments via ParentPay

Brakenhale operate a cashless catering system whereby parents can use the e-payment method to pay for refreshments in the dining hall and school trips online using a very secure website called ParentPay or in cash at local stores where you see the PayPoint logo.

Parents can credit their account online, or using cash at your local PayPoint store. The minimum payment is £10, and there are a number of PayPoint stores in the local area. The nearest one to the school is in the Rectory Lane Co-Op. While most parents have opted to make payments through the ParentPay website, we can offer PayPoint payment cards which can be used at local stores (e.g. Co-Op Easthampstead) for parents who prefer to pay by cash. The card must be requested from the school.

If you are new to ParentPay you will have a secure online account. This is activated using a unique activation username and password which will be sent to you separately. You will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the 'Add a child' tab on your home page. You will need an activation username and password to do this, which will be sent to you separately.

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.



A to Z of Attendance

Good attendance is very important - Below is a collection of hints and tips to ensure your child has good attendance at school.

- Remember to let your child know how much being ready for school on time helps the whole family.
- Talk to your child about school and any problems they might have.
- Ensure your child is awake in plenty of time every school morning.
- Arrange your child's doctor, dentist, and hospital appointments for after school whenever possible.
- Teach your child how to set their alarm clock.
- Tell your child how important school is.
- Encourage your child to prepare their school uniform the night before.
- Implementing no TV on some school mornings may be a good idea.

A-Z of School Attendance

Absence Line: Telephone 01344 465050

A	Appointments	Nearly all surgeries are open late and at weekends. Try to arrange appointments after school.
B	Being Bullied?	Don't keep your child off school. Talk to us!
C	Casual Absence	This means that children are being kept off school when they don't need to be. For example, to go shopping for birthday treats, or pretend sickness.
D	Dress for school	Appropriately! Ensure your child is in the correct uniform.
E	Encourage	Encourage your child to take part in out of school hours activities such as extra-curricular clubs. It allows them to experience new activities and meet new friends.
F	Friendships	Friendships at school can stay with your child for the rest of their life. Days off school make it harder for your child to fit back into friendship groups.
G	Good Attendance	This is the secret to your child's success.
H	Happy Times	Schooldays can be the best time of your child's life. Don't let them miss out.
I	INSET Days	These are teacher training days. Your child is not at school these days so please find out when they are. Be aware that different schools have different INSET days so don't assume these will be the same for children at different schools.
J	Jump for Joy!	Celebrate your child's attendance achievements when they are rewarded for good attendance at school.
K	Keep Fit	A healthy lifestyle means a healthy mind. A nutritious breakfast will give your child the energy they need for the rest of the day. Drinking plenty of water helps concentration too!
L	Lateness	Being late disrupts teaching plans and worries your child's friends. But if you are genuinely late please don't keep your child off for the rest of the day. Being in late and in school is better than being absent and missing out!
M	Missed Minutes	As little as 15 minutes late every day is equal to two weeks of lost learning per year!
N	New Starters	It is important to get children into good patterns of attendance from an early age so these can be carried through into later life.
O	Opportunities	It's not all Maths, English and Science. School is about learning how to be good citizens and treating others with respect. Children can also be part of many trips, clubs, groups and teams.
P	Praise	Always look for the 'positives' in testing situations rather than the 'negatives'. Have a system at home to reward and praise good behaviour.
Q	Question	Ask your child about rewards they may receive from their school for good attendance.
R	Ring In!	Ring school as soon as you know your child is going to be absent or late. It stops teachers and friends worrying. Absence Line: 01344 465050
S	Success	There is a direct link between good school attendance and good examination results; don't let your child disadvantage their potential.
T	Term Time Holidays	Children are out of school 175 days of the year so there are plenty of days to take holidays. Holidays taken during term time can cause your child to fall behind with work.
U	Unauthorised Absence	This means that the school won't endorse the time your child has been away from school. For example significant lateness, holidays taken during term time or absences with no explanation.
V	Visit the school	If you are concerned about anything, make an appointment to see the appropriate member of staff.
W	Website	Visit our school website throughout the year for useful information on holidays, school opening and closing times and hints and tips on school attendance.
X	'Extra praise'	Make sure your child understands the importance of and is rewarded for good attendance.
Y	You	You are legally responsible for ensuring your child attends school. Your child will thank you one day for encouraging them to attend and achieve good results.
Z	Zzzz	Early bedtimes make for early mornings and a better start to the school day.

Information for Parents/Carers on Leave of Absence from school

Children of school-age who are on roll at a school must, by law, attend that school regularly and punctually. Regular attendance is important, not just because the law requires it but also because it is the best way of ensuring children make the most of the educational opportunities available to them.

When a child is absent from school, he or she misses not only the teaching provided on the days when absent, but is also less prepared for the lessons on their return. This will lead to a risk of underachievement, which Headteachers and Parents/Carers will both wish to avoid.

There may be occasions when a child has to miss school - for example, if unwell. Any other absences should be kept to an absolute minimum. In particular, parents should avoid taking children out of school during term-time in order to go on holiday.

The Law makes it clear that Parents/Carers do not have any automatic right or entitlement to take a child out of school. Indeed, it is likely that in most cases Headteachers will refuse to authorise the absence. The regulations state that Headteachers cannot grant a leave of absence to a student except where an application has been made in advance and the Headteacher considers there are exceptional circumstances relating to the application.

Our school has a clear attendance policy. This policy strongly discourages Parents/Carers from requesting absences during term-time and states that leave for term-time absences will not be granted unless there are exceptional circumstances. However, it is the decision of the Headteacher as to what might constitute exceptional circumstances and each request for term-time absence will be considered on an individual basis. It is recognised that on occasions there may be extenuating or compassionate reasons for an absence to be authorised.

Parents/Carers need to be aware that if an absence request is not authorised by the school and the absence is still taken, this will remain unauthorised.

Should leave be granted but the child remains absent for longer than agreed, then this extra time will be recorded as an unauthorised absence. Should a child fail to return to school on the agreed date consideration may be taken to remove them from the school roll. Parents/Carers would then be responsible for reapplying for a school place with no guarantee of a place back at the same school.

Any leave of absence that has not been authorised may be referred to the Education Welfare Service. This may result in the issue of a Fixed Penalty Notice or prosecution proceedings. A Fixed Penalty Notice will be issued to each parent of each child of statutory school age and carried a maximum penalty of £120. (Eg. Two parents/carers with two children could incur a total cost of £480). If the matter proceeds to court this carries a maximum penalty of £1,000 per parent/carer per child and a criminal conviction, which may affect your current and/or future employment.

<p>Don't forget that 'Term Time Is School Time' - Holidays are fine - just not in term time! There are 365 days in a calendar year. Your child is expected to attend just 190 days AT SCHOOL. This means there are 175 days for holidays, birthday treats, special events with families and non-urgent appointments.</p>
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If you choose to take your child out of school for 10 days during term time, your child can achieve no more than 94.7% school attendance for the academic year. This figure is lower than we expect for all students in Bracknell Forest - we aim for higher!

Further information:

<p>www.education.gov.uk</p>	<p>Education Welfare Service 7 Portman Close, Bracknell, RG42 1NE Tel: 01344 464721/16 Email: education.welfare@bracknell-forest.gov.uk</p>
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School Medical Service

We would like to outline the medical service provided for students in school.

First Aid Provision

The school medical room is equipped with basic first aid supplies.

- The First Aider & Health Co-ordinator runs the medical service and provides first aid for students in school.
- First aid refers to the first assessment, first aid treatment and referral for further medical help, for any injuries or illnesses that arise during the course of the school day, including school trips and sports fixtures. This does not include assessment, treatment and referral for injuries that have arisen outside of school on a previous date.
- Students requiring first aid may go to the medical room during break and lunchtime.
- During lesson time, students should speak to their teacher who will either send them to the medical room or call reception for First Aiders to attend the student.
- Students should not contact their parents directly for assistance while they are in school. They should speak to their teacher or a First Aider in the medical room who will make any necessary contact with the parent/carer.

Support for students with complex and potentially life-threatening medical conditions

Brakenhale School is committed to supporting students with complex and potentially life-threatening medical conditions via our Individual Medical Plan procedure.

Student's Own Medication

All medication should be handed in to the medical room **before morning registration** to be stored, this includes painkillers such as paracetamol. Students should **not** carry medication around with them in school. The only exception to this rule is emergency medication (e.g. students with severe allergy or asthma whose medication should be kept with them at all times). This is in addition to a further set of emergency medication which should be handed in to the medical room for storage.

Medication must be handed in according to our school policy which includes:

- Medication must be in its **original container**
- **Name of medication** must be visible on the original medication container
- **Dose of medication** required must be visible on the original medication container
- **Medication expiry date** must be visible on the original medication container
- For **prescribed medication** – **Student's name must be on the pharmacy sticker**
- Medication must be accompanied by a fully completed and signed Parent/Carer Medical Consent Form, available on the school website and from the main School Reception.

May we remind you that it is the responsibility of your child to come to the medical room at the correct time to take their medication.

Please do not hesitate to contact us if you would like any further clarification on our medical procedures. Please complete and return the Medical Questionnaire enclosed and ensure that any changes to your child's health are reported to our First Aid Health Co-ordinator – Mrs Ball. You can contact Mrs Ball directly by email medical@brakenhale.co.uk or via phone on 01344 423041 with any concerns.

Illness and Accidents

If students feel unwell or have an accident they must tell a teacher straight away. Normally they will be sent to the medical room where they will be taken care of. If they are too ill to remain at school or if hospital treatment is necessary, then parents/carers will be contacted to make suitable arrangements. **Under no circumstance should students leave the school premises without permission.**

Curriculum Information

Students will study the following curriculum throughout Year 7:

- English
- Maths
- Science
- Art
- Dance
- Drama
- Geography
- History
- ICT
- Music
- PE
- Modern Foreign Languages – French or Spanish
- Design & Technology

There are also extensive and varied after school clubs and activities in many subjects, including Dance, Music and PE.

Monitoring Progress

There are a number of occasions during the school year when progress is formally monitored and reported to you.

October 2017	Meet the Tutor Evening Progress Report
March 2018	Year 7 Parents Evening Subject Review
Throughout the year	Year 7 will receive grade reports highlighting progress and attainment

Marking and Feedback

The purpose of SIR (Strengths, Improvement and Response) Marking is to clearly indicate to students:

- What they have achieved
- What subject specific skills they need to further develop
- What subject specific content/knowledge they need to deepen their understanding
- How to go about making these improvements

Students are given opportunities to respond to the next steps for improvements and to enact the advice/feedback they have received.



How to do well at School

1. Preparation for Learning:

- ✓ Always bring your planner and tools for learning to each lesson.

2. Academic Work:

- ✓ Listen to teachers carefully and respond positively to their advice.
- ✓ Follow teachers' instructions.
- ✓ Ask for help if you don't understand.
- ✓ Always work to the best of your ability.
- ✓ Plan your work.
- ✓ Set personal targets for your learning.
- ✓ Take assignments, coursework and homework seriously.
- ✓ Earn Rewards.



3. Homework: this is an important part of your school life and you are expected to:

- ✓ Always write homework in your planner, write the subject, date to be handed in and brief details of the task
- ✓ Check 'Show my Homework' for full homework details and resources.
- ✓ Ask for help if you have problems.
- ✓ Always complete homework by the set deadlines.
- ✓ Show your planner and work to your parents every week.
- ✓ Enter 'none set' into your planner if homework is not set.



4. Presentation:

- ✓ Write a title on your work, put the date on the right hand side of the page and underline the title and the date using a ruler.
- ✓ Always present your work neatly.
- ✓ Take care with the layout of your work.
- ✓ Plan and draft your work first. Check you have completed the task.
- ✓ Check spelling, punctuation and grammar.
- ✓ Do not spoil your books with graffiti or scribbling work out.

5. Lesson preparation:

- ✓ Pack your bag/rucksack the night before with your books and equipment for the day.
- ✓ Always come to lessons with all the necessary equipment including pens, pencils, calculator, ruler, compass, pencil sharpener and eraser.
- ✓ On the days you have PE pack your PE kit.

6. Attendance:

- ✓ Students are expected to attend school every day. You are looking to achieve 95% attendance or higher.
- ✓ Remember, an attendance rate of 90% attendance is equivalent to missing half a day of school per week.

6 out of 10 students with an attendance rate of 95% or more gain at least 5 GCSE 9-5 grades under the new grading system which was introduced in 2017/18 (equivalent to GCSE A*-C grades under the previous system).

Vivo Rewards

Vivo miles is the national school rewards platform we use to reward students. Students are rewarded with 'Vivo' points (a unique currency) which they can save and spend on a variety of products. Vivos are awarded under categories such as great academic work, good contribution to class, 100% attendance, involvement in extra-curricular activities, community work or participation in sport...

- *What are students awarded Vivos for?*

Anything that the school decides to award them for! The school sets the rewards categories:

- independent learning
- piece of classwork beyond expectation
- piece of homework beyond expectation
- good deed
- extra-curricular participation
- inter-house competition entry

Students also receive 5 vivo miles automatically if they have 100% attendance or no negative behaviour points in a half term period.



Assessment and data

In line with our on-going commitment to monitor your child's learning as he/she progresses throughout the school, we administer a number of tests on entry, the results from which are used to determine whether any further intervention is necessary to support your child's learning needs.

Further assessments may be necessary at Key Stage 4 to determine whether an application for access arrangements for examinations should be made to the Exam Boards. The application will be processed in line with the common standards, regulations and guidance developed for GCSE and GCE qualifications by the Joint Council for Qualifications (JCQ) and the participating awarding bodies (currently AQA, CCEA, Edexcel, OCR and WJEC). Opportunity for feedback on test results will be given to the students concerned and their parent/carer. These measures will only be taken if it is appropriate to your child's learning needs.

All test materials, results and individual reports are held in accordance with the Data Protection Act (1998). These will be held securely for a period of 25 years (or for 35 years in the case where a student has a statement for his/her educational needs), after which time they will be destroyed.

We will not use the data for any other purpose without the permission of the student to whom it refers, unless authorised by law to do so.

Behaviour for Learning Code

Good Behaviour is an incredibly important part of a successful secondary school. Brakenhale has seen a rapid and marked improvement in the standards of behaviour both in and out of lessons during the last year. We are determined that this improvement continues apace during the next year. **As a parent you play a huge role supporting the school in making sure your son/daughter meets our high expectations.** We hope that by insisting on high standards at school our students can go into adult life knowing what will be expected of them in employment and higher education.

Our Behaviour for Learning Code always endeavours to give students the chance to rectify their behaviour before sanctions take place.

It is a straightforward hierarchical document which allows individual staff to take control of situations and work on an individual basis to improve discipline. However, it also accelerates to more senior staff if students are unable to improve their behaviour.

The school uses reminders and encouragement before implementing detentions. After a departmental detention (D40) a sanction can be increased to a S55 detention which takes place at the end of the day on Friday with senior staff.

For more serious offences the school uses an internal exclusion room (the IER) where students work in silence across the day. In the most extreme cases the school will reluctantly use Fixed Term Exclusions if a student has seriously broken the discipline code of the school.

Our aim is to work with you, the parents, to make sure that when behaviour isn't right we can communicate to understand the wider story in a student's life, which in turn will allow the school to support each student on an individual and compassionate basis.

The full Behaviour for Learning Policy can be found as on the school website.

School House System

The purpose of the House system at Brakenhale School is to encourage students to take an active role in the school and to encourage a strong feeling of being part of a community.

The current House system was created following a full consultation process undertaken by the whole School. The names of the houses reflect historical and present day influential people.

B	Brunel	E	Einstein
R	Rowling	N	Nightingale
A	Austen	H	Hawking
K	King		

All students are allocated to a tutor group when they start school and this determines which House they belong to.

Students can gain leadership and management experience through taking positions of responsibility. The House Captains and House Sports Captains are appointed following an application and interview process. These House officials communicate messages to House members through year assemblies; they organise and manage non-uniform day activities to raise money for charities and they promote and recruit for inter-house events and Sports Day.

Anti-Bullying

Brakenhale School aims to be a safe and secure learning environment in which all members of the community are respected, safe and able to reach their potential.

Why we must STOP Bullying!

Bullying affects everyone, not just the bully and their victim but also the bystanders who witness the violence, intimidation and the distress of the victim.

What is bullying?

Brakenhale School Council has adopted the Kidscape definitions of bullying.

The following behaviours have been identified as bullying.

Physical	Pushing, kicking, hitting, pinching, and any other forms of violence, threats
Verbal	Name-calling, sarcasm, spreading rumours, persistent teasing
Emotional	Excluding (i.e. sending to Coventry), tormenting (i.e. hiding books, threatening gestures), ridicule, humiliation
Racist	Racial taunts, graffiti, gestures
Sexual	Unwanted physical contact or abusive comments, including gender identity.

If your child is subjected to a sustained level of unpleasantness, which includes any of the behaviours listed, then this should be treated as bullying and reported to the school.

How do I know if my child is being bullied?

Encourage your child to talk about their day at school.

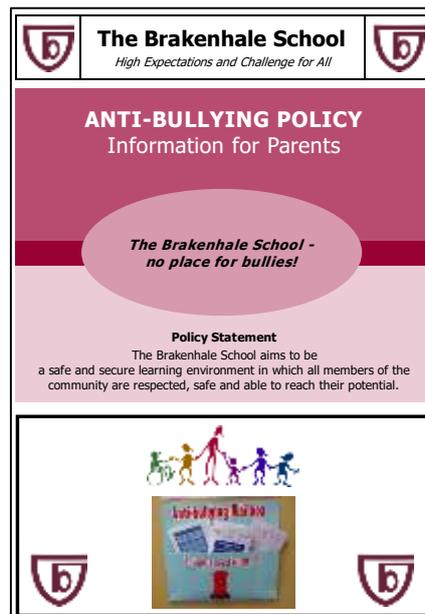
Watch out for signs of:

- General unhappiness or bad temper, other out of character behaviour.
- Tummy aches, headaches, especially in the mornings or Sunday evening.
- Damage to or loss of possessions.

Sometimes your child will experience relationship problems with others. In the majority of cases the difficulties are part of growing up and although the student feels unhappy about 'falling out' with those involved such incidents are not necessarily bullying incidents. In these situations, parents will be able to give support simply by listening to their child and talking through what has happened.

If, as parents, you are in any doubt please get in touch with school. Your child's Tutor or Head of Year will listen to your concerns and suggest an appropriate course of action.

Students can report incidents in school by talking to their Tutor or Head of Year.



E-safety

We are highly committed to providing students with a quality educational experience in all areas of the curriculum, including information technology. In order to provide the best education possible, all students using computers should agree to follow our conditions of use as detailed in the school planner.

Internet and ICT

All students will have access to:

- the Internet at school
- the school's chosen email system
- the school's online managed learning environment
- ICT facilities and equipment at the school.

The school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but we take every reasonable precaution to keep students safe and to prevent them from accessing inappropriate materials.

The school can, if necessary, check student's computer files and the Internet sites they visit at school and if there are concerns about their e-safety or e-behaviour the school will contact parents/carers.

Digital images and video

Brakenhale observe the following rules for any external use of digital images:

- If the student is named, we avoid using their photograph.
- If their photograph is used, we avoid naming the student.
- Where showcasing examples of student work we only use their first names, rather than their full names.
- If showcasing digital video work to an external audience, we take care to ensure that students aren't referred to by name on the video, and that students' full names aren't given in credits at the end of the film.
- Only images of students in suitable dress are used.
- Staff are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity;
e.g. taking photos or a video of progress made as part of the learning record, and then sharing with their parent/carer.
- Your child's image being used for presentation purposes around the school; eg. in class or wider school, wall displays or PowerPoint© presentations.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;
e.g. within a CDROM/DVD or a document sharing good practice; in our school prospectus or on our school website.
- In rare events, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Social networking and on-line media

This school asks its whole community to promote the 3 common approaches to online behaviour:

- **Common courtesy**
- **Common decency**
- **Common sense**

How do we show common courtesy online?

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

How do we show common decency online?

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic, biphobic, transphobic or defamatory. This is cyber-bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

How do we show common sense online?

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)

In serious cases we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the Child Exploitation and Online Protection (CEOP) report abuse process: <https://www.thinkuknow.co.uk>

Guidance on the Use of Mobile Electronic Devices

Mobile electronic devices can constitute a potential threat to the achievement of the expected standard of behaviour (which is clearly specified in this policy and our school policies on preventing and responding to bullying and equal opportunities), in the following ways:

- Students phoning and texting each other disrupts teaching and learning;
- Texting can be used to bully other students;
- Mobile devices with a photograph/video capability have been used in other schools inappropriately, threatening the safeguarding, health and well-being of students;
- The public examination boards regard mobile devices as a threat to examination security. If a mobile device is found in an exam room, the student's papers will be cancelled. Mobile devices are normally detected when they go off – and therefore disrupt everyone before they are found;
- They are a fashion item and the cause of much petty crime;
- They are a valuable item which can go missing in school with the consequence of absorbing hours of staff time as they try to establish what has happened.

We understand that there may be times when a parent/carer may want to be able to contact their son/daughter after school, for example in the case of those students who are dependent on public transport. The School permits students to bring a mobile device to school **only** where they adhere to the following expected behaviour:

- Students must not use a mobile phone or any other mobile device anywhere on the school site or on any off-site school activity with one exception. The one exception is where a teacher tells the students they have permission to use a mobile device in the classroom as part of the planned learning activity in the lesson then mobile devices will be allowed provided the student follows the teacher instructions.
- Mobile devices must not be visible at any time, must be switched off, out of sight and kept safely in the student's school bag at all times and ensure that all alerts and alarms are switched off and not active;
- Students are not permitted to wear or use headphones during the school day;
- Using mobile and electronic devices to photograph or record other students or staff, under any circumstance is not permitted at any time;
- Students who have a genuine need to contact a parent during the day should speak to their Head of Year to get permission to use the main reception phone;
- Mobile devices in school are the students' responsibility at all times. The school does not accept any responsibility for the loss or theft of mobile devices which have been brought onto the school site;

We seek full support from parents in these matters.

The School has an established and efficient system for communication, including conveying urgent messages to students and we expect the full support of parents in the implementation of these arrangements.

The school reserves the right to examine mobile devices if a member of staff suspects that the expected standard of behaviour has been breached.

General Information

The School Day

Arrive in School	8:30
Morning Registration/Assembly	8:40 – 9:00
Period 1	9:00 – 10:00
PERIOD 2	10:00 – 11:00
Break	11:00 – 11:25
Period 3	11:25 – 12:25
Period 4	12:25 – 1:25
Lunch	1:25 – 2:00
Afternoon Registration	2:00 – 2:05
Period 5	2:05 – 3:05
Extra-curricular Activities	3:05

Break and Lunchtime Arrangements

Students are expected to remain in school from 8.40am to 3.05pm, and all are given opportunities to attend extra-curricular activities. Food is available to purchase at break and lunchtimes in the dining hall. **Students are not allowed off-site unless there is an organised school activity.**

Packed lunches may be eaten in the dining hall, main hall or outside. Students must not eat or drink in the classrooms or corridors at any time.

How to Get Help

Main Reception is open from 8.00am to 5.00pm. Students should go to main reception for the following:

- ✓ To hand in any notes.
- ✓ To hand in any trip or other money.
- ✓ If a teacher has not arrived to class.
- ✓ If they need help and are not sure what to do.

Form Tutor

The tutor will support students in all aspects of school life; with work, relationships with others and with any personal matters. If students have any problems they should talk to them first and they will be able to either help themselves, or advise who else will be able to help.

Punctuality

Punctuality is a very important part of self-discipline and is essential to good time management. Students must always make sure that they are in the appropriate classroom at the appropriate time. Arrive by 8.30am in order to be in tutor or assembly by 8.40am. If a student arrives in school after 8.40am they will be marked as late. Late entry is via main reception.

Absence from School

Students are legally required to attend school every day and should only be absent in real emergencies. Parents must inform school on the FIRST AND EVERY DAY of absence (unless it is a long-term illness). Students must BRING A LETTER from parents ON THE DAY THEY RETURN to school, to explain the reason for absence.

Appointments/Signing Out

It would be appreciated if appointments can be made after school. In the unlikely event that students have an appointment or other reason to leave the school during the day, they must bring a letter from parents explaining the details. The letter must be signed by the Tutor. When the time arrives for the student to leave school, they should show the letter to their teacher, report to main reception to sign out and leave the letter for the Attendance Officer. On their return to school they must sign back in at main reception.

Holidays

Please do not to take holidays during term time, as this may be subject to a fixed penalty notice which is payable by parents. Any requests for absence must be made by completing an absence request form, available from school.

Valuables

For health and safety students must not bring any valuables to school. This includes music players such as iPods, MP3 or MP4 players, computer gaming devices etc. Money should be kept on students at all times and not left in coat pockets or bags. Students should not bring large amounts of money in to school. The school cannot accept any responsibility for items of value that are brought into school, including mobile phones.

No Smoking Policy

Brakenhale School and site is designated as a No Smoking Site in accordance with current legislation and on the grounds of health and safety and promoting positive attitudes with young people. This policy applies equally to all employees, students, parents, visitors and users of the school building and site. Students will be admonished using the agreed procedures if they are found to be smoking on the school premises. Where members of staff accompany students on activities off the school premises, a no smoking policy will operate at all times whilst staff are in contact with students.

Lost Property

Lost property should be handed in to the Head of Year office without delay. If students lose something please enquire at the Head of Year office first. If the item has not been handed in they should tell their tutor. Remember to name all property. All lost property that is named will be returned to the student. All unnamed items will be kept until the end of the half-term then disposed of.

Items Not Allowed

For health, safety and security in school students are forbidden to bring in the items below. They should never be in a student's possession at school, when travelling to and from school or on school organised visits.

- × Cigarettes, e-cigarettes, matches or lighters
- × Alcohol
- × Illegal drugs
- × Legal highs (prescription drugs not belonging to the student)
- × Dangerous substances e.g. chemicals, glue
- × Fireworks
- × Offensive weapons e.g. knives, catapults, air pistols or any other potentially dangerous articles.
- × Aerosol deodorants (due to the health and safety implication, particularly for students with asthma)
- × Mobile devices are not permitted to be seen or used in school or on any off-site school activity with one exception – where a teacher tells the students they have permission as part of the planned learning activity in the lesson

Disclaimer

Parents are reminded that the school insurance **does not cover any** personal property that is damaged, stolen or lost on the school site. This includes cars, bicycles, jewellery, electronic equipment etc. Please ensure that your own private insurance covers any items that you wish to be covered.

Student Planner

The student planner is designed to help support and monitor schoolwork and homework and is used alongside Show My Homework (SMHW) where homework is recorded online.

- ✓ Students must write down clearly what their homework is and the date it is due in, they should make entries which are neat and easy to read.
- ✓ Students must check their planner every day to make sure they are able to meet deadlines for when work is due in and plan when they are going to complete work.
- ✓ Students must try to complete homework as carefully as they can in a quiet place with no distractions and make sure they finish it.
- ✓ If students do not fully understand what they have to do when planning work, they should ask the teacher.
- ✓ Parents should ensure that any change in contact details are emailed to school and noted in the planner
- ✓ The planner is a means of communication between students, tutors, teachers and parents/carers.
- ✓ The planner should be shown to parents so they sign it weekly at the bottom of the right hand page.
- ✓ The signed planner should be shown to the tutor weekly.
- ✓ Students must have their planner with them in school every day.

Show My Homework

Homework is an extension of work done in lessons and therefore is expected to be of the same quality. It is important for all students to be able to work independently at home to further their own learning. Regular homework is recognised as an important part of the students' learning process.

Homework is set via **Show My Homework** and/or recorded in the student's planner, which is checked by the Form Tutor and should be signed every week by parents/carers.

Show My Homework can be accessed via the school website and parents can view homework by clicking on the link and selecting the relevant year group for your son/daughter. This enables homework to be set effectively across the school, giving students and parents a clear picture, allowing them to prioritise their workload and stay organised using their personalised calendar, to-do list and email reminders

Students can access their homework by first logging on to their school email then opening a second tab in the same browser and going to www.showmyhomework.co.uk.

When they log on and click 'sign in with Google' the website will automatically sign them in. Mrs Daniels in the LRC is able to help students with gaining access, using the system and resetting passwords. Further instructions can be found on the school website.

School Council

A key vehicle for developing and listening to Student Voice is the School Council. Two Tutor Representatives are chosen by students and these students carry forward the views and priorities of the tutor groups. Following nominations and a Hustings process, School Councillors are elected by democratic vote, mirroring the way MPs are elected to Parliament. Sixth Form Tutor Representatives are invited without election - just like the House of Lords.

The Tutor Representatives and School Councils meet regularly throughout the year. The agenda for the meetings is set from the issues raised by students, so it is important that Tutor Groups have regular discussions about any things they would like to see changed and any new ideas they would like to put in place.

As well as the impact the School Council has on the school, the system is also a way to encourage students to actively partake in democracy later in life, to ensure they have the understanding of how they can influence their own futures.

Learning Resource Centre (LRC)

The LRC contributes to all curriculum areas through the provision of a broad range of resources and the availability of the LRC space for the delivery of a particular topic lesson or series of lessons.

If a student has homework, coursework or project work to complete, then material is available in the LRC to support this. After school homework support is available from 3.05pm until at least 4.00pm daily. Check the school website for holiday opening times.

Every day before school, at break time, lunchtime and after school, there are magazines, board games, newspapers, books and computers available. Helpers are always welcome and students can apply for positions such as Shelf Manager.

We follow several book shadowing awards including the Berkshire Book Award and the Carnegie Medal and students are encouraged to recommend and review books for the LRC.

The Extended School Day

Brakenhale School provides a broad range of quality, out of school hours activities and the LRC is the hub of the "Extended School", providing central access to:

- Club and activity sign-up sheets.
- Termly listings of activities outside lessons.
- Homework resources and support.

Here are some of the clubs on offer:

Football, Trampolining, Table Tennis, Hockey, Dance, Master Chef, Dungeons & Dragons, Technology, Public Speaking, Art, STEM (Science, Technology, Engineering and Mathematics), Identity.

The School Shop

Located in the Print Room, the shop will stock stationery on the Tools for Learning list to support learning. The shop is open daily before and after school and at break and lunch time.

Privacy Notice

Brakenhale School is a data controller for the purposes of the Data Protection Act. We collect information about your child and may receive information about your child from your child's previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well your child's school is doing.

This information may include your child's contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and relevant medical information. *If your child is enrolling for post 14 qualifications, we will be provided with your child's unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.*

We will not give information about your child to anyone outside the Trust without your consent unless the law and our rules allow us to.

We are required by law to pass some information about your child to the Local Authority (Bracknell Forest Council) and the Department for Education (DfE). If you want to see a copy of the information about you that we hold and share about your child, please contact the school and we will comply with relevant statutes/Acts.

If you require more information about how the Local Authority (LA) and DfE hold and use your child's information, then please go to the following websites:

www.bracknell-forest.gov.uk and www.bracknell-forest.gov.uk/dataprotectionact

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Performance and Governance
Children Young People and Learning
Bracknell Forest Council
38 Broadway
Bracknell RG12 1AU
www.bracknell-forest.gov.uk
e-mail: cyp1@bracknell-forest.gov.uk
Tel: 01344 354000

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
www.education.gov.uk
www.education.gov.uk/help/contactus
Tel: 0370 000 2288

Once students are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both the student's and the parents' names and addresses and any further information relevant to the support services' role.

However, the student (if aged 16 or over) or parent can ask that no information beyond name and address and date of birth be passed on to the youth services provider. Please inform the school if you or your parents wish to opt out of this arrangement.

For more information about young peoples' services, please go to the Direct Gov Young People page at www.gov.uk/government/policies/young-people

Lockers



Dear Parents/Carers

I.L.S. provides lockers for Brakenhale School students.

The lockers are owned by I.L.S. and are available for students to rent on an annual basis. Rental costs are £22 per year allowing use from September through to July.

Please note all bookings terminate at the end of the school year in July. We apologise but there is no discount for lockers booked late in the year.

The locker size is as follows:

Height: 595mm
Width: 300mm
Depth: 450mm

To guarantee a locker please book online at our web site www.ilsschools.co.uk .

Lockers for September 2017 – July 2018 will be available online from **1st June**. Lockers are subject to availability please book early to avoid disappointment.

All available lockers are shown online.

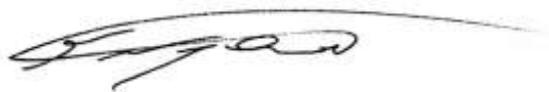
If you do not have access to the internet your local library can provide this facility free of charge.

All rentals are subject to our terms and conditions which are available during the booking process.

Please note we are a separate entity from the school and all dealings will be directly with ourselves.

Lockers cannot be reserved or booked via the office telephone.

Yours faithfully

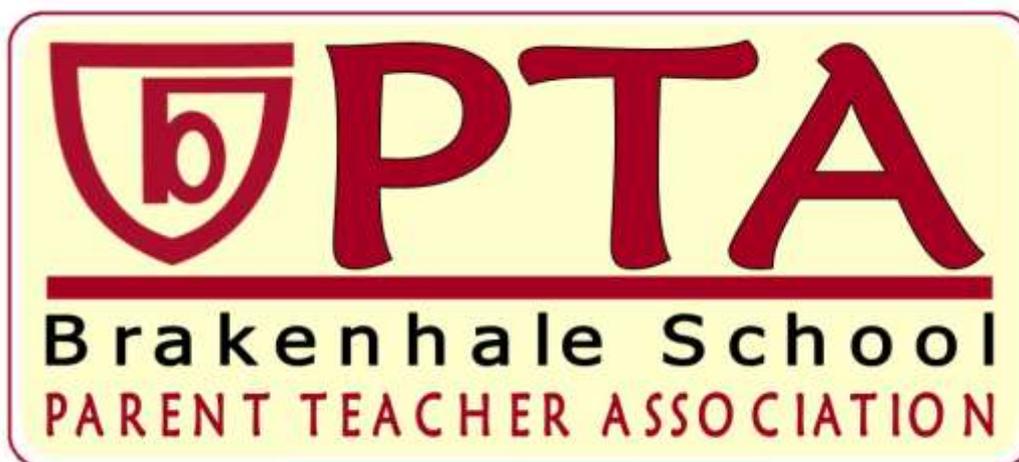


Paul Nugent
Facilities Manager



Independent Locker Solutions Limited, Unit 1 & 3 Sovereign Park, Laporte Way, Luton, Bedfordshire, LU4 8EL
Phone 01582 488885
Email: sales@ilsschools.co.uk web: www.ilsschools.co.uk

Brakenhale Parent Teacher Association



All parents and members of the school community can get involved in the PTA. Even if they only have a small amount of time available, all parents are automatically members when their children join our school. Whether you are new to Brakenhale School or your child joining the school in September is a sibling, the PTA could be a really good way for you to get to meet new parents and to quickly feel part of the school community.

The PTA exists to provide closer links between home and school. It is a fun way to bring staff, parents and students together in support of a common goal. Our committee are very informal and welcoming, whether you have PTA experience to share from your Primary School or whether you have never been involved before, we would be glad to have you on board. We run events such as:

- ❖ **School Discos**
- ❖ **Christmas Market**
- ❖ **Summer Family Fun Day**
- ❖ **Race Night**
- ❖ **Bingo Evening**
- ❖ **Quiz Night**
- ❖ **Supporting school events and evenings with refreshments**

Following on from the success of securing a minibus for the school, we are now looking to fund smaller projects for the school. We meet on the first Tuesday of each month from 7.00pm. If you think this is something you would like to know more about, please come along to our next meeting.

Alternatively, if you would like further information, please contact the school by telephone or email mainreception@brakenhale.co.uk

A very warm welcome to our school PTA.

Term Dates – 2017/2018

Tuesday 5th September 2017

Year 7 students to meet in the Main Hall at **9.15am**

(first day only)

AUTUMN TERM 2017

Friday 1st and Monday 4th September 2017 **Inset Days**

Tuesday 5th September – Friday 15th December 2017

Monday 18th and Tuesday 19th December 2017 **Inset Days**

Autumn Half Term - Monday 23rd to Friday 27th October 2017

Christmas Holiday: Monday 18th December 2017 to Tuesday 2nd January 2018

SPRING TERM 2018

Wednesday 3rd January – Thursday 29th March 2018

Spring Half Term - Monday 12th to Friday 16th February 2018

Spring Holiday: Friday 30th March to Friday 13th April 2018

(Good Friday 30th March, Easter Monday 2nd April)

SUMMER TERM 2018

Monday 16th April – Friday 20th July 2018

Monday 23rd July 2018 **Inset Day**

Summer Half Term - Monday 28th May to Friday 1st June 2018

Summer Holiday: starts on Monday 23rd July

INSET Days

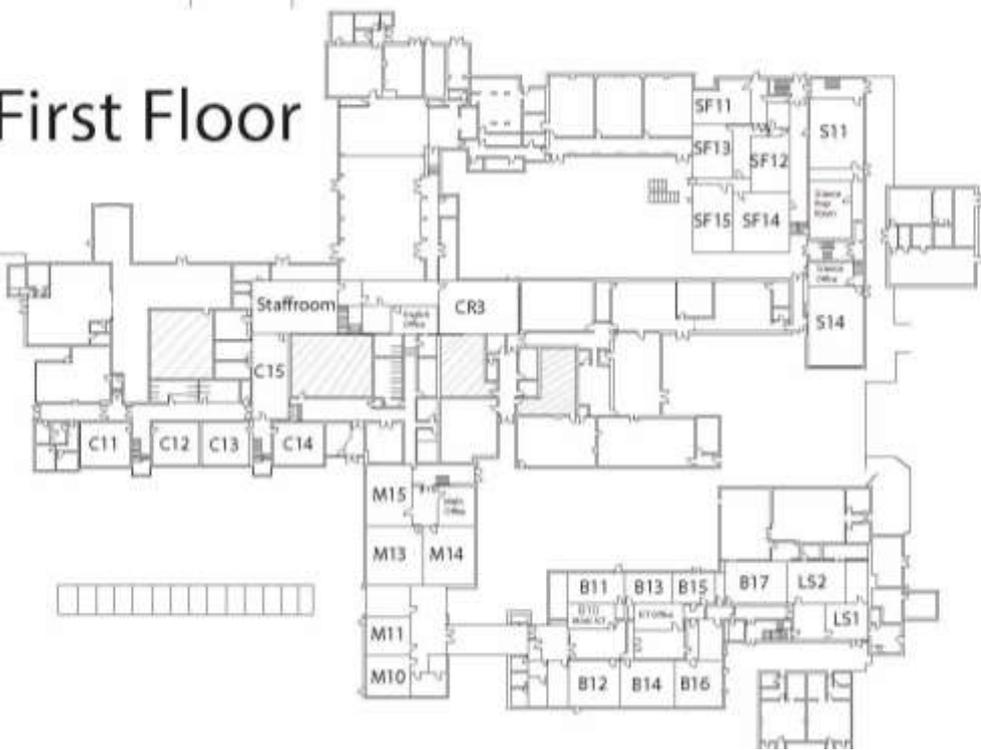
Friday 1st and Monday 4th September 2017

Monday 18th and Tuesday 19th December 2017

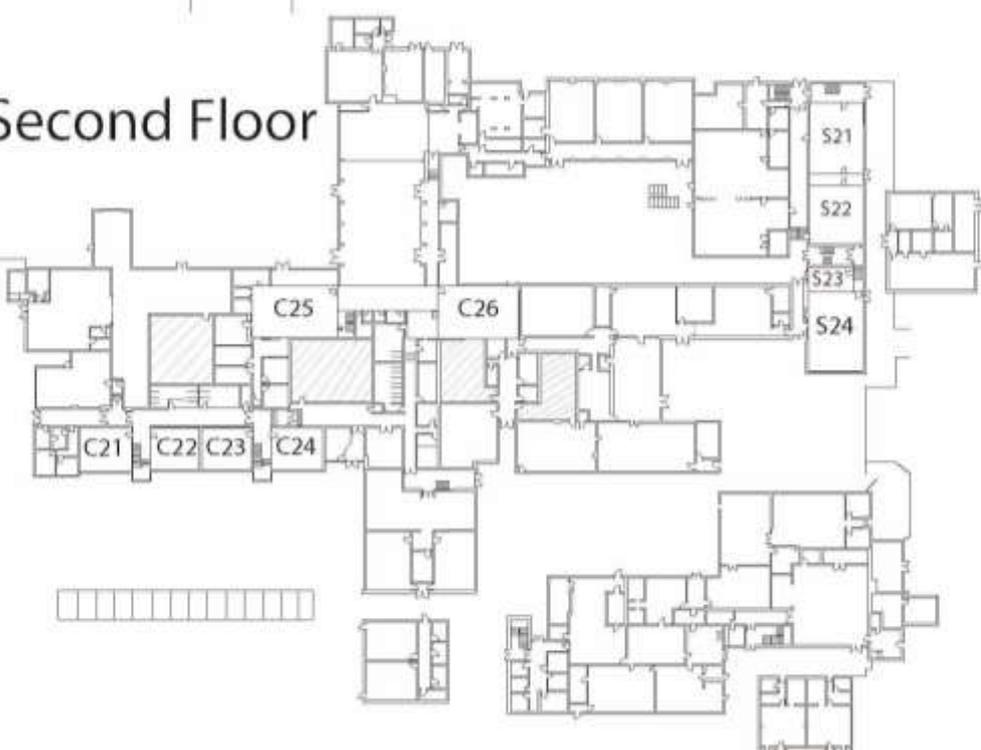
Monday 23rd July 2018

Please check the school website regularly for current information.

First Floor



Second Floor



Brakenhale School

Rectory Lane, Bracknell, Berkshire RG12 7BA

Tel: 01344 423041

Email: mainreception@brakenhale.co.uk
www.brakenhale.co.uk

March 2017

Brakenhale School is part of the Greenshaw Learning Trust, a charitable company limited by guarantee registered in England & Wales, company number 7633694, registered at Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.