

Bradfield
Primary
School



'Be Your Best'

INFORMATION FOR SEPTEMBER 2024

Reception, Y1, Y2, Y3, Y4, Y5 and Y6

First day back-

Tuesday 3rd September 2024

Welcome to Bradfield Primary School



When is the first day back to school for all children?

We look forward to welcoming all children back to school on –

Tuesday 3rd September 2024

What do I need to know in advance of the school opening?

- On the first day back for each year group, children will be welcomed into the playground by a member of staff and will be directed to their designated classroom door.
- Children in years R,1,2,3,4 must be accompanied to and from school by a responsible adult.
- Parents of children in **Y5/6** must sign a parental permission form before children are allowed to walk to and from school independently. These forms can be obtained via the school office.
- Parents are asked not to enter into classroom bases and/or cloakrooms unless otherwise invited by a member of school staff.
- To ease congestion at the main gates a one-way system operates.
- Under no circumstances are children (or their siblings) allowed to use the large outdoor play equipment either before or after school.
- Children (or adults) are not permitted to ride bikes, scooters etc. on school grounds.

Non-Pupil Days 2024-2025

Monday 2nd September 2024

Monday 4th November 2024

Monday 24th February 2025

Monday 21st July 2025

Tuesday 22nd July 2025



Meet our Staff



Mrs Whitworth
Y3/4 Teacher



Miss Page
Deputy Headteacher



Mrs Luck-Davies
Headteacher



Mrs Nugent
Y5/6 Teacher



Miss Fairley
Y1/2 Teacher



Mrs Harfield
Office /Admin



Mrs Hughes
Teaching Assistant



Mrs Rolfe
Teaching Assistant



Mrs Gibson
Teaching Assistant





Mrs Morgan
Teaching Assistant



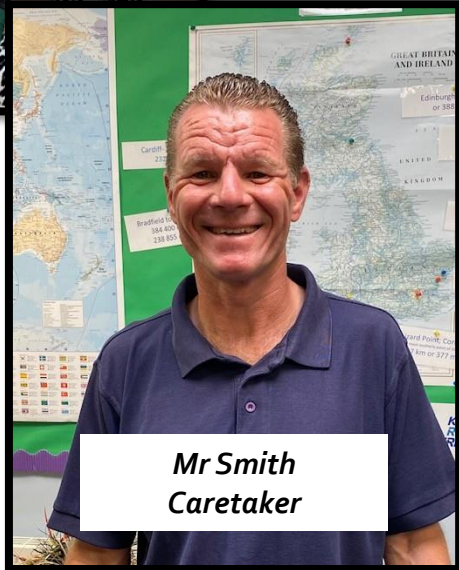
Mrs Quince
SENCo/Teacher



Mrs Arber
HLTA



Meet our Staff



Mr Smith
Caretaker







Mrs Swinscoe
Office / Finance



Mr Jones
Cook

What class will my child be in?

Year Group	Key Stage/s	Class Name	Teacher	Teaching Assistants
Year 5/6	Upper KS2 group (UKS2)	Blenheim 	Mrs Nugent (M-Th) Mrs Luck-Davies (F)	Mrs Hughes Mrs Morgan Mrs Arber Mrs Gibson Mrs Rolfe Mrs Church
Year 3/4	Lower KS2 group (LKS2)	Discovery 	Mrs D'Silva Cocker (M-T) Mrs Whitworth (W-Fr)	
Year 1/2	Key Stage 1 (KS1)	Pippin 	Miss Fairley	
Reception/Y1	Reception/KS1 (YR)	Bramley 	Miss Page	

Mrs Quince is our SENCO (Special Educational Needs Co-ordinator) on a Monday.
She is also a class teacher who will be supporting classes from YR-Y6 on a Thursday and Friday.

School Office-

Mrs Harfield - Admin and Personnel Assistant

Mrs Swinscoe - Finance Assistant

What equipment or resources will my child need to bring into school?

Equipment

- Children will be provided with their own stationery/essential equipment to use throughout the day.

Uniform

- Children are to **wear full school uniform** each day **except** on Outdoor Learning/ PE days. On these days, your child is expected to **wear the correct school PE kit** (see next pages for details). You will be informed of PE and Outdoor Learning days on your child's class timetable in the new term.

Drinking water

- Please send a named, fresh bottle of water each day. These can be replenished during the day as required.
- Drinking cups will **not** be available in class.

Hand washing

- Children will continue to sanitise/wash their hands regularly through the day.



Bags

- All children in YR and KS1 will need to have a 'classic style' book bag to store their reading books carefully and transport them to and from home and school.
- Children in KS2 are allowed to **bring rucksacks/backpacks**. However, they are **not** permitted any other style of bag- adult style handbags etc.
- School logo book bags/folders can be purchased from the website yourschoolwear.co.uk. Alternatively you may choose to purchase one in a style/colour of personal choice from another retailer.

Lunchboxes

- If your child has a packed lunch they will need to bring it into school in a named lunch box.

Will my child need to wear school uniform?

Children are expected to **wear full school uniform** or **full school PE kit** (on Forest School/ PE days).

Uniform/ PE kit can be purchased from yourschoolwear.co.uk



What will my child need to wear on PE or Outdoor Learning days?

- On these days children will be allowed to come into school, dressed and ready for their PE and/or Outdoor Learning sessions. Children will **not** be changing into PE kits in school therefore they will **not** need to bring in a PE bag.
- Children will need to be dressed in a **school colour PE kit**. Children are **not** to wear any other colour of tracksuit/football kits/shirts/'fashion' or patterned t-shirts/fashion or patterned track suits. As children will be in wearing their PE kit in school all day, it is important that this is seen the same as wearing the correct school uniform. It gives the children a sense of pride and community.
- The PE kit will also be worn for Outdoor Learning session. Children will also need a warm coat/jacket/hat as appropriate for the weather conditions.
- On Outdoor Learning days, children come to school wearing their trainers- they will need to bring in a pair of wellies to change into. Please place these in a separate waterproof bag (a carrier bag will suffice). In Reception, Y1 and Y2 – wellies will remain in school, stored in the cloakroom. In KS2- wellies will go home at the end of the day and will not be kept in school.
- Children will also need their own pair of gardening gloves to use during their Outdoor Learning sessions. Gloves can be kept in the welly bag.
- Please note the school will be unable to offer children spare PE clothes to borrow if they forget to wear their own kit.

Please note olive green PE t-shirts will **no longer** be a part of the PE kit.

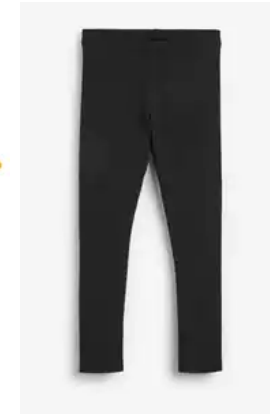
Children from Y2-6 can still wear their green PE t-shirt. However, any outgrown/worn kit will need to be replaced over time with a

gold school logo t-shirt.

*Uniform is available from Anglia Sports and School Wear-
www.yourschoolwear.co.uk*



Gold logo PE t-shirt



- ✓ Gold school logo t-shirt
- ✓ Plain/school logo black shorts/plain black leggings/plain black cycling shorts.
- ✓ Plain/school logo black outdoor tracksuit
- ✓ trainers



Plain black tracksuits only- no branding or wording- except school logo



Entering the school site

What are the drop-off and collection times for my child?



Drop-off and collection times

- The school gates will be opened for access from 8:30 am.
- Drop off children to their respective classroom doors from 8.40 am.
- At home time children will be ready to be collected from their classrooms at 3.15pm.
- Children arriving later than 8.50am will need to go to the school office to be registered. The reason for the late arrival will be noted by a member of the office staff.

Timetables for drop-off and collection

Morning Drop-Off at classroom doors	Year Groups
8.40 am for an 8.45am start	YR
	Y1/2
	Y3/4
	Y5/6
Home time collection from classroom doors	Year Groups
3.15 pm	YR
3.15 pm	Y1 and Y2
3.15 pm	Y3 and Y4
3.15pm	Y5 and Y6

How can I contact the school?

- The school office can get very busy, particularly at the beginning and end of each day. Please only come to the school office if you have an urgent message to share or important enquiry to make. You can also telephone the school office on **01255 870241**.
- No monies will be taken through the school office. We ask that all payments are made via School Money.
- Absences can be reported by leaving a message on the school absence line: **01255 870241**
- You can contact the school office by email - admin@bradfield.essex.sch.uk

Breakfast and After-School Club

Breakfast and After-School Club will resume again on **Tuesday 5th September**.

Please ring or email the school office (admin@bradfield.essex.sch.uk) to book a place.

Breakfast Club- 8.00- 8.40 am

(Mon-Fri)

After School Club - 3.00-4.00pm

(Mon/Wed/Thurs)

Cost - £ 3.50 per session

Tues (EPC Sports Club-online booking only)



What entrance and exit gates do I use?

All parents to **enter** using the main pedestrian side-gate. All parents are to **exit** through the double gates that lead through the car park.

Staff and residents will be informed that the shared driveway/car park will accommodate pedestrians at this time. However, please continue to exercise due care and attention when walking through this area.

How do I drop children off into their classrooms?

Entering Class Bases

- We ask that you wait outside the classroom entrances on the playground.
- To ease congestion the children will walk straight into their class base and will be greeted by their teacher/TA.
- Parents are asked not to enter the school building unless otherwise invited.

How do I collect children from their classrooms?

Collecting from class base

- Please wait outside the classroom door and wait for your child to be sent out to you.

Snacks and School Dinners

What mid-morning snack should I provide for my child?

Children in YR, 1 and 2 are able to choose a piece of fruit or vegetable on a daily basis. This is provided; for free, as part of the by the government School Fruit and Vegetable Scheme (SFVS). Alternatively, you may wish to provide your child with a healthy snack from home.



Children in Y3-6 will need to bring their own a mid-morning snack.

All snacks must be a healthy choice:

fruit/ vegetable/ rice cake/ crackers/ cheese/ breadsticks/ cereal bar etc.



Please **do not** provide chocolate covered bars/biscuits/crisps etc. for snack time- these can be included in packed lunches.

Allergies and Safety

Nuts are **not** allowed into school. This is to ensure the safety of children and adults with nut allergies.

If you provide grapes as a snack, please ensure they are cut length ways. This reduces the risk of them becoming a choking hazard.

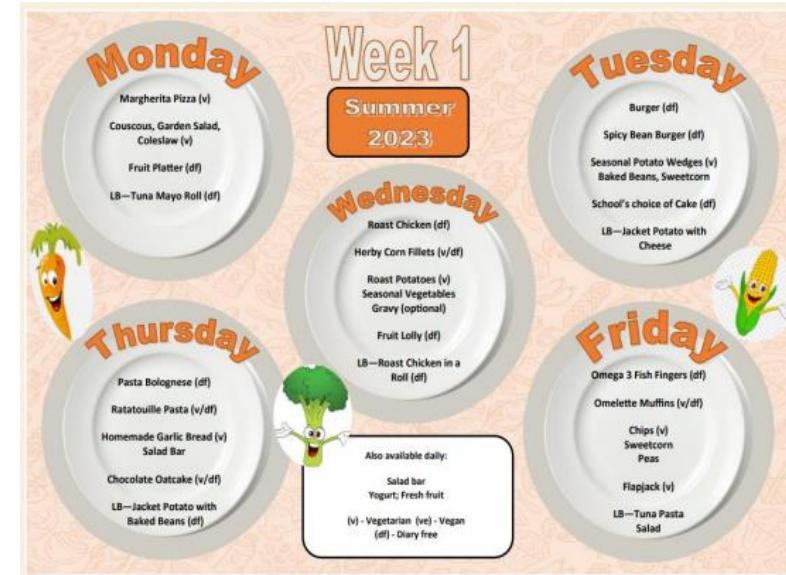


What food will be available at lunchtimes?

Children may bring in a packed lunch, in a clean, named lunch box.

Hot dinners can be ordered from the school kitchen each morning. Weekly menus are shared on the school website and on the school newsletter.

Please inform the school office if your child has any allergies or specific dietary requirements.

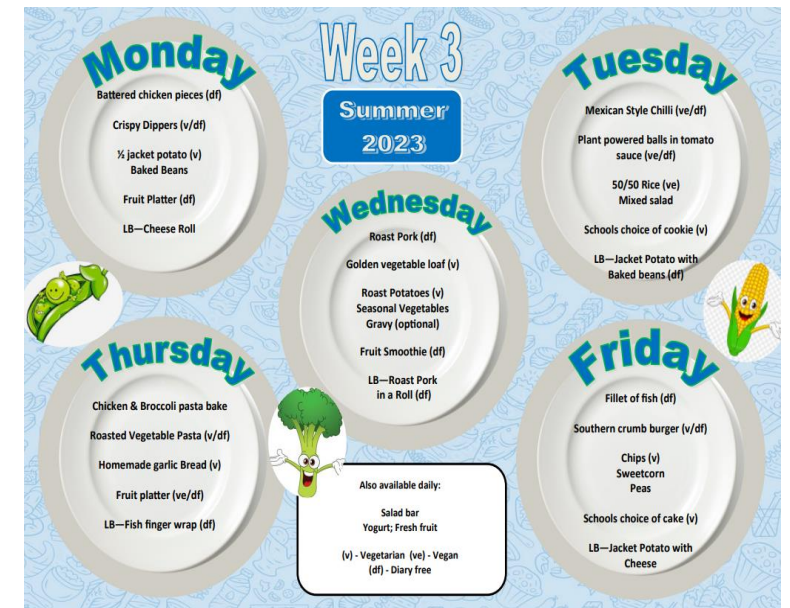


How do I pay for a school meal?

All payments must be made via **School Money**. No cash will be accepted into school.

Children in Reception or KS1 are all automatically entitled to Universal Infant Free School Meals (UIFSM). This means they are able to order a meal from the school kitchen, without charge, on a daily basis.

Children in Y3-6 may be entitled to free school meals (FSM). Eligibility for FSM can be found here <https://www.essex.gov.uk/free-school-meals>



Houses

Each child belongs to one of our 4 houses. The house system operates consistently throughout the school as follows:

Classes are divided into 4 houses of mixed ability, age and behaviour. Siblings are in the same house together. Children are awarded house points for both academic and non-academic achievements. Once house points have been awarded they cannot be taken away. House Captains collect and count the house points each week and update the display board. The winning house is announced in the Celebration Assembly. Results are published in the weekly newsletter. The winning house each term receives a special treat.

WOW Achievements

Parents are encouraged to send in 'WOWs'- these are special achievements that the children have achieved out of school time. Names and reasons are published in the weekly newsletter.

Certificates/Achievements

Each week one child from each year group is awarded a certificate for positive behaviours linked to the whole school theme.

Rewards

In addition to recognition as part of a team, individuals will be rewarded as follows-

- 25 house points they will receive a Bronze award
- 100 house points they will receive a Silver award
- 250 house points they will receive a Gold award
- 500 house points they will receive a Platinum award
- 1000 house points they will receive a Double Platinum award
- 1500 house points they will receive a Diamond award
- 2000 house points they will receive a 'Headteacher's Recognition' award

WILLOW HOUSE BEECH HOUSE OAK HOUSE MAPLE HOUSE



Communication and Information

Website

Our school website contains a huge amount of information for parents from policies, newsletters, to information on the curriculum. There are also individual class pages, here you can find out what your child will be learning each term.

ParentMail



ParentMail



Have you registered?

It's an easy, convenient way to receive school messages.

You can:

- ✓ Receive messages on your computer, tablet or mobile
- ✓ See all your messages in one handy, undisturbed feed
- ✓ Link to other schools or clubs that also use ParentMail
- ✓ Keep up to date with your school calendar
- ✓ Authorise trips or permissions online



Registering is really easy...

Ask your school office to send you a registration message

