

# Braywood

Church of England First School

WELCOME PACK



"From  
little acorns,  
mighty oak trees  
grow"



Oakley Green Road • Windsor • Berkshire • SL4 4QF







**BRAYWOOD C.E. FIRST SCHOOL  
(CONTROLLED)**

**Age Range - 4 1/2 yrs to 9 yrs**

**Mixed (boys and girls)**

**SCHOOL GUIDE**

HEADTEACHER  
**Mrs. S.D. Calvert**

BRAYWOOD C.E. FIRST SCHOOL  
OAKLEY GREEN ROAD  
WINDSOR  
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CHAIRMAN OF GOVERNORS  
**Mrs J. Tompkins**

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Our school is a community based on Christian values where young people are inspired to learn and be successful in a safe, caring and happy environment where everyone is valued and respected for their unique contribution.



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## ASPIRE, LEARN, ACHIEVE

We would like to welcome you to Braywood and look forward to a happy and successful partnership over the coming years. This booklet provides information on our school's aims, organisation and activities. We hope you find it both interesting and informative.

As parents, you want the very best education possible for your child and at Braywood we aim to meet this challenge. We have an excellent reputation for both our academic standards and our inclusive, nurturing and empowering learning environment. We provide a strong educational foundation, a well balanced and creative curriculum, and innovative teaching methods. Learning at Braywood is exciting and stimulating so that children develop a love of learning that will last a lifetime.

A child's first school is concerned with the growth of the whole individual. Our enthusiastic approach within a warm, happy and friendly atmosphere is at the heart of everything we do at Braywood. We celebrate success at every opportunity, and provide challenges where a child's self esteem and confidence can grow from strength to strength. All children are treated as special individuals receiving the direction, support and the recognition that they all deserve.

Confidence in a school comes from knowing and understanding its ethos and vision. We hope you will develop your knowledge of Braywood through contact and open discussion with myself, governors and members of staff. We invite you to take advantage of the many opportunities we offer to come into school. It is important that mutual understanding and trust should be the basis of our shared responsibility.



According to our recent Ofsted report Braywood

"provides an outstanding quality of education and pupils' achievement is outstanding. A major factor is the resolute determination and drive of the headteacher, ably supported by a team of dedicated, passionate staff and a very effective governing body. This is appreciated by the overwhelming majority of parents and carers who are extremely supportive of the school. As one parent wrote,

*'We couldn't think of a single thing about the school that wasn't either perfect or near perfect. Our daughter's teachers are exceptional.'*

**Ofsted 2011**



## MISSION STATEMENT

*"From little acorns, mighty oak trees grow,  
watered and nurtured by God's love"*

### AIMS

- To make Braywood the best place in which to learn – to provide a stimulating and creative learning environment that motivates and inspires confident, independent and resilient learners who value success.
- To provide a broad and balanced curriculum which gives children knowledge and practice of the basic skills – a strong foundation • on which to build.
- To celebrate personal achievement or talents and encourage an enthusiasm and enjoyment for life long learning.
- To teach our curriculum on the global stage so that children can appreciate and respect our diverse world and take responsibility for our role within it.
- To provide a happy, safe, caring and Christian environment where we can say what we believe in and know we will be listened to - where children are valued and we have time to be ourselves.
- To understand the importance of a healthy and active lifestyle and encourage an interest, enjoyment and respect for our immediate environment and the world around us for a sustainable future.
- To promote an inclusive, nurturing environment where we learn together with parents and our community.
- To persevere in all that we do, so that we will be able to achieve our dreams.

Pupils, staff, parents and governors have developed these aims together.



## GETTING TO KNOW BRAYWOOD AND ITS HISTORY

At the heart of the school is a Victorian building dating back over 150 years. It has a huge amount of character and houses three classroom areas, an ICT suite and an additional teaching space, The Tree House. The well-stocked library is located in the Clock House. There is a large church owned hall built on consecrated grounds immediately adjacent to the school called All Saints Church. It is where collective worship, instrumental music, singing, drama and Physical Education take place.

In contrast we also have a modern extension of purpose built, bright, open classrooms for our Year 1 and Foundation Stage. These teaching areas are located around an outdoor play area, climbing frame, wild forest area and pergola.

Braywood is situated in an idyllic location and the school grounds are used as an extension to the classrooms. The field is used for sports, we have a trim trail, a well equipped playground, a secret garden and the Millennium Pavilion provides a quiet retreat at lunch times. Our environmental areas have a small pond, wildlife garden and a vegetable plot. We have a dining area where children may have a freshly cooked lunch on the premises or bring their own from home.

Braywood was built in 1857 by Jean Van De Weyer, the Belgian Minister to the English Court, and his wife Elizabeth. They built a grand house, a church and a small school on their Braywood Estate.

Van De Wever wanted to build a school which served both as a place of public worship and as a place to educate the children on his land. The first service was held in the chapel on 21st February 1858, and the school opened Monday 22nd March 1858. At this time the school educated children from 4 to 11 years old and had 140 children on role with an average of 120 attending. The Headmaster resided in the front part of the school and there was a service held in the chapel at weekends. In the past the headteachers at Braywood were strict disciplinarians.

There are still a lot of the original features left and the school has warmth, charm and character; a very inspiring place to teach and to learn.



## OUR CURRICULUM

Our curriculum is well-balanced, imaginative and motivational. We adhere to the guidelines provided by the National Curriculum and International Primary Curriculum. There is a strong emphasis on literacy and numeracy which is enriched with a variety of wider curricular experiences and opportunities for learning.

The curriculum is delivered using a variety of approaches and teaching methods as deemed appropriate to the subject matter and the needs of the children. Whole class, smaller group and individual teaching are all employed. Learning must be exciting and fun. ICT is exploited as a tool to develop understanding even further. The environment at Braywood is creative, stimulating and empowers the learner to find out more for themselves. We celebrate hard work and the children are well focussed and keen to achieve. High expectations lead to high standards.

Children are treated as special individuals receiving the direction and support they need in order to reach their goals and celebrate their successes. We encourage our pupils to engage in their learning. They are involved in setting targets and evaluating their work alongside their peers. A range of teaching and learning styles are adopted and the progress of individual children is tracked and monitored closely.



## RELIGIOUS STUDIES

Great importance is placed on the Christian values of kindness, consideration and respect for others at Braywood. We have a fundamental 'family' atmosphere which is reflective of the good relationships which exist between parents, staff and the children. Care is taken to respect the distinct personality of each child and to encourage attitudes favourable for their social and emotional growth.

Although we are a Church of England controlled school, we welcome all children irrespective of their parents' beliefs and respect all religions.

All children receive Religious Education as laid down in the Berkshire Agreed Syllabus. We believe that RE should promote the spiritual, social, moral and cultural development of pupils, enriching a reflective approach to living, through their study of faith. We address the teaching and practices of Christianity and other principal religions.

## FOUNDATION STAGE

There is a daily act of collective prayer for all pupils. It provides the opportunity for children to worship God, to consider moral issues and explore their own beliefs and thoughts. We have close ties with St. Michael's Church of Bray and the vicar regularly leads our collective worship. Parents are welcomed to our Family Assemblies to share with us our reflections and celebrations.

Parents have a right under the 1988 Education Act to withdraw their child from RE or Collective Worship.

Our Early Years Foundation Stage, The Little Acorns, acts as a bridge between home and school – a happy introduction to school life. During this stage, a stimulating learning environment delivers all curriculum areas through discovery, endeavour and curiosity.

The curriculum is delivered through different themes (e.g. mini-beasts, ourselves) and the children learn through play. They can explore, practice and refine specific skills through carefully organised activities and events. French and Music are taught by a specialist teacher.

Firm foundations are fostered in the core skills. Children are taught early reading and writing skills through structured activities designed to strengthen and improve early literacy. Mathematical concepts are developed through practical activities and the use of numerical equipment including ICT tools. A good teacher to pupil ratio ensures the individual attention which is so vital in these early years.

Children are very keen to share their work and at the end of the Foundation stage each child receives a Wow Book which captures their successes throughout the year.

## ENGLISH

The acquisition of English skills is central to children's intellectual development and crucial to the understanding of many other subjects. We aim to teach our pupils to use language as effectively as they can in a wide variety of situations. Children are involved in speaking and listening, drama, debating work and participate in the English Speaking Board Examination.

In order to capitalise on the essential skill of reading, the children are taught the fundamentals of decoding words from an early age using a lively, attractive and structured phonics scheme. By providing a wealth of reading materials, we endeavour to foster an enjoyment and love of literature. We have an extensive library, a varied reading scheme and an electronic reading programme. The children read, and are read to daily at school. They are encouraged to read with confidence, fluency and understanding and to apply their reading skills in a whole range of other subjects.

Writing is a pleasure and children are encouraged to be creative and ambitious. They understand and use their knowledge of phonics and spelling to read, write and spell accurately. The skills required to be an author are taught systematically to improve the quality of their written work. A neat cursive handwriting style is adopted at Braywood.



**MATHEMATICS**

Maths is an integral part of everyday life, and as such we aim to provide the children with a range of mathematical experiences. A strong understanding of numerical concepts is essential. Care is taken to make sure that number facts are fully understood and can be applied creatively to problem solving. Skills and strategies are developed using a practical approach (often using ICT) where mental agility is fostered through practice and growing confidence.

The children's progress is carefully monitored to ensure that continual progress is achieved against expected attainment targets.

**SCIENCE**

Through our Science curriculum we intend to give children a wide range of practical experiences in order to develop early scientific skills and attitudes. Science helps children to understand more about the world around them and encourages them to question aspects that they don't understand. This subject is taught discretely and through the International Primary Curriculum.

Our children are given sound and progressive understanding of fundamental scientific concepts related to life and living processes in animals and plants; materials and their properties and physical processes such as forces, electricity, light and sound.

**ICT**

Our goal is to provide children with the skills they will need to live in the 21st century. We are proud of the ICT facilities at our school and we are constantly updating our equipment to ensure our children have access to the best.

We teach ICT as a discrete subject as well as offering opportunities for our pupils to use and develop their ICT skills across the curriculum. Once children understand the basic skills they can quickly apply ICT to a whole manner of experiences which can enhance and extend their learning.

**INTERNATIONAL PRIMARY CURRICULUM**

Our non-core subjects are taught in the form of topic-based assignments where all subjects have been carefully linked together to provide a relevant, imaginative and enjoyable body of work. Assessment is built around three areas: skills, knowledge and understanding.

In these subjects, children explore both their immediate environment and that of other parts of the world. They extend their understanding of the past, present and future, encouraging an awareness and appreciation of the world in which they live.

**THE ARTS**

At Braywood we are passionate about the Arts. Creativity improves a child's self-esteem and they are more open to ideas, keen to explore, cope with risks and work with others. All innovation and enterprise is fuelled by creativity.

We develop a critical awareness of the purposes of art in different times and cultures and how to interpret those works of art. In turn we seek to improve the students' artistic skills. In design and technology students develop their designing and making skills and the ability to create high quality products.

**MUSIC**

Braywood has a strong musical tradition. We have a specialist Music teacher who works with the whole school. All children sing, compose using percussion instruments, listen to music and are taught basic notation. Talent is spotted quickly and given the opportunity to grow.

**FRENCH**

French is taught in an enjoyable, interesting and relevant way by a specialist teacher once a week for the whole school. The younger children learn the subject through song, rhyme and games whereas the older children have more specific lessons. ICT is used as a tool for pronunciation.

**PHYSICAL EDUCATION**

Each child is encouraged to play a full part in our physical education programme at Braywood. There is a well-balanced range of activities which not only develops a child's physical skills and health but also promotes important personal qualities such as self-confidence, control and team work.

There is a wide range of opportunities to explore during the school day. Experts in their field regularly visit our school to train the children in various sports, gymnastics or dance. We compete in local school tournaments, the older children swim in the summer term and we host an annual sports day.

**EXTRA CURRICULAR ACTIVITIES**

Pupils have the chance to enhance their learning and development through numerous opportunities at Braywood. Educational visits are a regular feature of our calendar, extending the school's curriculum. Each class goes on a trip every term or has a visit from a guest speaker.


The older children learn to play the recorder, sing in the choir and our music teacher offers piano lessons every week. Additional teachers teach violin and guitar depending upon parental demand. We participate in performances with other local Windsor schools and there is usually a Summer Concert and a Nativity at St Michael's Church in Bray.

During school time we extend our curriculum to include cooking, orienteering, forest experiences, gardening, talent shows, first aid and managing a budget. Outside school hours a wide range of extra curricular activities are available from Rugby, Judo, Football, Basketball, Athletics, Sewing, Art, Publishing, ICT and Dance. Clubs are organised by the school or by trained professionals.

**PASTORAL CARE**

We believe that there are many areas of knowledge and understanding that lie outside the National Curriculum, in particular, the personal and social development of the children in our care. Children need time and support to understand the dynamics of social interactions, to reflect on consequences and to cope with the pressures of the world around them. Quality Circle Time and Philosophy for Children encourages the development of interpersonal skills. Discussions of this nature strengthen relationships and reinforce the fact that all opinions are valued.

At Braywood, we have trained Emotional Literacy Support Assistants (ELSAs) who are available to talk to your child about events during the school day or at home which are causing concern. If this happens parents are consulted immediately.



We encourage the children to play a positive role in contributing to the life of the school and the wider community. We teach them about rights and responsibilities. Our elected School Council members play an integral role in communicating the voice of the child and our Eco Gang helps up promote a sustainable future.

In Year 4, children hold mentor roles such as music/playtime leaders, Yoga or Wake Up and Shake Up instructors and often support the younger children in class.

It is the Governors' policy that there should be no formal programme of Sex Education.

### BEHAVIOUR

Within a community, rules are essential. These are mostly matters of common sense and to ensure the safety of our children. The emphasis in the school is to praise good behaviour, attitude and effort and increase children's awareness of the need to make a positive contribution to their community. When sanctions are necessary they will be appropriate to the child and the incident.

The school has a Home-School Agreement, which we ask parents, guardians, children and teachers to sign. This is found inside each child's learning log.

From the UNICEF Children's Rights we compose our class charters where children understand (for example) they have the right to learn in class, but the responsibility to allow other to do the same.

Golden Time and getting your name written in the Golden Book are used to re-enforce and reward positive attitude or behaviour. We have a clear set of rewards and incentives which are used consistently with the children including star of the week, headteacher's award, merit marks and stickers.

If a child behaves inappropriately, they are given a warning using an amber card and ultimately a red card. Children have the opportunity to change this by modifying their behaviour and showing a significant effort to improve.

### EQUAL OPPORTUNITIES

Braywood is a fully inclusive school with an excellent reputation. We intent to maintain positive attitudes in our school community so that the children can fulfil their potential and make choices, unhampered by expectations based on gender or role stereotyping. We seek to fulfil the aims of the school regardless of age, gender, ability (both academic and physical) ethnic origin or background of the child.

The school follows the Local Educational Authority Admissions Policy, which does not permit sex, race, colour or disability to be used as criteria for admission.

### SPECIAL EDUCATION NEEDS

The term special educational needs acknowledges that many social, behavioural, physical and educational factors may affect a child's learning. The school will liaise with the Local Educational Authority when assessing and providing for children with particular educational needs.

At Braywood, specific needs are identified through class assessments, consultation with parents, previous school records and health agencies. An excellent pupil:child ratio offered by our school can be particularly suitable for some children with Special Educational Needs.

The Education Act 2002 together with the government's regulations and guidance forms a legal framework within which the school works to safeguard and promote the welfare of our pupils, including those in need of protection from abuse and neglect. Should action need to be taken, the child's best interests will be paramount. All adults who work with children at Braywood have had the relevant child protection checks.

### CHILD PROTECTION

### GOVERNORS

At Braywood, we have an active Governing Body which provides essential guidance for the smooth running of the school. We have representatives from our parents, the local education authority, local community and the staff. Through regular liaison its members oversee the conduct and curriculum of the school. Parents are welcome to view the school's policies and schemes of work which are available for inspection in the school office. Other documents including Governors' minutes, Ofsted Report or statutory documents are available on request.

### PARTNERSHIP WITH PARENTS

"Together we can make a difference"

At Braywood, we strongly and warmly encourage parents to take an active part in the life of the school by:

- helping in classrooms or in the school in general
- sharing any hobbies or interesting occupations
- joining 'Braywood Friends' our Parent and Teacher Association
- attending parents evenings, curriculum meetings and other organised events
- encouraging and supporting your child with homework activities

A newsletter is sent home on a regular basis which contains news about school events, activities and other points of interest. This newsletter is emailed and is on our website. It is important to remember to check your child's book-bag as there may be further correspondence delivered by pupil post.

There is a vast amount of information on our website and it is a communication and learning tool for yourself and your child. Communication is a two-way process. We will always endeavour to keep you up to date about your child's progress. We would ask that you inform us about any recent significant events in your child's life so that we can provide appropriate help and support. If you or your child have problems or worries, please contact the class teacher or headteacher so that they can be resolved.



## ASSESSMENT

The school strongly encourages parental cooperation to see that homework is taken seriously. In setting homework we aim to promote positive attitudes to work, increase self-discipline and foster independent learners. Homework always raises the achievement levels of our pupils.

The teachers plan homework so that it consolidates and reinforces the skills and understanding the pupils have been covering in class. A variety of types of homework are used depending on the age and ability of the pupils.

These include:

- Reading (either a reading book or Bug Club)
- Learning spellings, multiplication tables, Maths Club
- Completion of class work
- A piece of research on a familiar or a new topic
- Revision for a test
- A piece of Mathematics, Science or English work

Your child will have a reading book to take home and this will be changed 2 or 3 times a week. We have a well stocked library which lends book out to all children.

Parent/teacher consultation evenings are held each term. A child's Target Report goes out to parents in February and a formal written report in July. SATs results and school test results are published in the end of year report.

In addition, over the year there are a number of curriculum evenings and talks for parents. These include:

- A termly class meeting to discuss what your child will be studying this term
- A chance to learn more about the curriculum through curriculum evenings
- Mums and Dads into School days

A Foundation Stage profile is completed for each child in their first year in school. It covers all the progress they have made during their first year at school and is given to parents during the summer term.

We have an 'open door' policy and all teachers are available everyday in the playground before and after school to discuss any immediate concerns with parents on an informal basis. Alternatively, you can ring the school office to make an appointment. The headteacher is available at out parent forum meetings to discuss any parents' concerns or comments.

## PARENT AND TEACHER ASSOCIATION

The school has a thriving parent and teacher group called the 'Braywood Friends PTA'. Various social and fund-raising events are held throughout the year. Parents feel it offers a positive means by which they can contribute to the school. It also helps to promote a good home and school relationships.

All parents are automatically members of the PTA. A committee is appointed each year and volunteers are always welcome. Many events are organised including a Christmas fair, a social event and a Fête during the summer. These events raise money that would not otherwise be available to the school.

## ORGANISATION

Any of the existing committee members are usually willing to talk about current fund-raising activities and how the committee is organised. Do please come along and attend our regular meetings.

We have a group of parents who are working alongside our residents to ensure that we maintain a positive mutual relationships. If you are interested in supporting this group do contact the office.



### The School Day

*Please be prompt.*

	Morning	Afternoon
<b>Foundation</b>	8.45 – 11.45	12.45 – 2.45
<b>Year 1 and 2</b>	8.45 – 12.00	1.00 – 3.00
<b>Year 3 and 4</b>	8.45 – 12.15	1.15 – 3.15

### Breakfast Club

Our Breakfast Club runs every morning from 7.45am to 8.45am and is organised by trained members of school staff. Your child can be dropped off for a short time or they can stay for longer and have a healthy breakfast. The atmosphere is fun and relaxed where children can play with games or toys.

### Our After School Club

Our after school club, The Little Squirrels, is very popular and runs from the end of the school day until 5.30pm. The club is focussed around the child's interests and activities are stimulating, enjoyable and quite different from the usual school day. The club is run by trained teaching assistants with a strong emphasis on pastoral care. There is a snack provided at 3.15pm and a nutritious tea around 4.45pm, if your child is staying for the full session. The cost varies depending upon the time your child stays at school.

*Costs for both clubs can be found at the back of this welcome pack.*

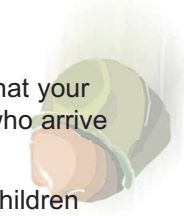
### Kiss and Drop

To support busy parents at the beginning of the morning, we provide a 'kiss and drop' facility from 8.30am to 8.45am where parents/carers can drop their child off outside the Church House. A member of staff will safely deliver them to the classroom. This facility is free of charge.





## ATTENDANCE



School starts promptly at 8.45am and it is very important that your child arrives on time. Late marks will be given to families who arrive after the gates are closed at 9am.

Please note that the school cannot take responsibility for children arriving in the playground earlier than the start of the school day. Children are expected to be accompanied by their parents in and out of school at all times. It is never safe to allow a child to come on to the school premises unaccompanied.

At Braywood we ask parents and families to support in promoting good attendance in the following ways:

- Ensuring that children attend school regularly and arrive on time. Registration is often a time when teachers will discuss with children the programme for the day.
- If your child is ill, please contact the school before 10am on the first day of absence so we can update our records. Staff will be concerned if they don't hear anything.
- When your child returns to school ensure that a letter or email is provided confirming the reason for absence.
- Avoid taking holidays during term time.

Children are not allowed out of school during school hours without the permission of the headteacher. If your child needs to leave school for any reason, such as dental appointments, please let the office staff and class teacher know. Children with such appointments should be collected from the school office and signed in and out by the parent/guardian.



## HOLIDAYS

Parents have adequate time during school holidays to plan a family vacation. It is very disruptive and detrimental to a child's education if they are taken out of school for a holiday. Parents only have a right to request time off school in very exceptional circumstances and this does not include cheaper family holidays.

Requests for holidays will be considered by the headteacher taking into consideration the child's overall attendance record and the reason for the holiday. Request forms are available in the office.



## EMERGENCY CLOSURE

In exceptional circumstances, situations may arise where it is necessary to close the school. Where possible, parents will be informed the day before, through a text or email, if the school is to close.

If the school has to be closed at short notice, a message will be placed on our website, school gates and on the RBWM website. Local Radio will make an announcement after their half hourly news bulletins in the morning.



## HEALTH AND SAFETY

Children's health and safety is of paramount importance. The school has stringent health and safety policies and procedures which are regularly reviewed and updated. Emergency procedures are clearly displayed in school and made available to parents as necessary or on request. If you have any concerns, do let the school know as soon as possible.



## SCHOOL SECURITY

The inside gates are closed between 9.00am - 2.45pm each day to ensure the children's safety. Once they are locked, parents should always enter by the front door so that we are aware that you are on the premises.

All visitors must report to the school office to receive a visitor's badge and sign in and out. Children must also be signed in and out if they are leaving the school premises.

Parents must notify the school as to who is collecting their child at the end of the school day if it is not themselves. Class teachers will not allow a child to go home with an adult they do not know.



## ROAD SAFETY

In the interests of the children's safety, parents are asked to park on the school side of the road and not on the zig-zags or yellow lines or in front of the gates/entrances. Please do not park cars on the pavement.

We try to be courteous to our neighbours and do not expect parents to park across driveways nor to turn around in other residents' drives. Three point turns are very dangerous and very frustrating for oncoming traffic. Parents are expected to drive to the end of the road and turn around there.

Due to the fact that we have so few parking spaces, parents are asked not to park inside the school car park unless you are registered disabled. When collecting children, parents are welcome to wait well inside the playground. No bicycles, scooters or dogs are allowed in the playground.

*Please see the Braywood Code of Conduct*



## ILLNESS AND EMERGENCIES

If a child becomes ill or sick at school, parents are contacted by telephone so that they can collect their child. A bump to the head is automatically reported to the parent even if the child appears to be completely well.

If a child is sick in the night or before coming to school, please keep him/her at home for 24 hours. A telephone contact number must be provided – home, work, friend etc. Please notify the school immediately of any change in address or telephone number.


First Aiders deal with minor injuries. Most members of staff have been trained in first aid and are fully capable to handle most accidents. In the case of a serious emergency, an ambulance will be called or a member of staff will take your child to hospital if you can not be contacted.



## MEDICINES

In order to comply with regulations laid down by the Health & Safety at Work Act 1974, schools are advised not to administer medicines to children.

We will administer medicines for chronic illnesses such as asthma, diabetics but please give antibiotics to your child before/after the school day. We feel it is better if parents keep control of all medicines prescribed for short term illnesses.



If the school is administering medication to your child, then all medicines, ointments and inhalers must be clearly labelled with the child's name and the dose. A form is available from the office that needs to be signed by a parent/guardian and on which we ask you to



## HEALTHY SCHOOLS

provide full instructions for the administration of the medicine. Any drugs must be handed into the school office each morning and collected when needed.

A community nurse visits regularly to check children's general health. They are available to provide support and advice for

our children and families on a wide range of issues. If you wish to speak to the nurse please advise the staff in the office.

At Braywood, we are a healthy school and promote as many virtues of the child's well-being as possible. Children have regular access to water during the day and they have fruit before break time. Healthy eating is a core standard in our kitchens and our cooking lessons. We discuss in our PSHE and Science lessons the virtues of a healthy lifestyle, and in our PE lessons all children have regular physical exercise.

We firmly believe in promoting a sustainable lifestyle to the children. We recycle a wide range of materials, grow vegetables and look after and generally appreciate the charming grounds of the school.

There is a no smoking policy at Braywood and all parents, visitors and staff are requested not to smoke inside or outside the building.

## LUNCHTIMES

A hot lunch cooked on the premises is available every day together with a drink. This can be ordered and paid for daily, weekly or monthly. There is an extensive menu with two or three choices. The children are asked which meal they would prefer every morning at registration.

Alternatively, children may bring a packed lunch into school. These are kept on the shelves adjacent to the kitchen. If children bring a packed lunch, please ensure there are no sweets, chocolate/ chocolate spread or nuts inside their lunch box. Sweets, chewing gum and chocolate are not allowed in school at any time. We encourage children just to bring in one treat and they will be rewarded with a healthy food sticker if a lunchtime controller spots a healthy lunch.

For health and safety reasons, the school operates a no nuts policy due to an increasing number of our children having severe allergic reactions to nuts.

There are many lunchtime controllers supervising your children at lunchtimes. They will gently encourage your child to eat their meals. Please do not overfill your child's lunch box as children will be asked if they have eaten all their food. Let the office staff know if your child has any specific requirements in this area.

Children who are entitled to free school meals or advice on these matters can be obtained from the school office. It is very beneficial to the school when parents claim if they are entitled to a free school meal. All enquires will be treated in the strictest of confidence.

*A menu and more details are at the back of this booklet.*

## MONEY MATTERS

There are many ways to pay for specific school activities. We do not accept cash.

These procedures are outlined at the back of this pack.

We would appreciate if any cheques brought into school could be in a labelled envelope with the children's name and the purpose identified (e.g. dinner money, trips, clubs etc.)

## TRIPS

We plan a wide range of extra curricular trips and activities to enhance your child's education. The general policy of The Royal Borough of Windsor and Maidenhead states that parents may be asked to make voluntary contributions towards any visit or journey organised by the school and approved by the Governing Body. Under Section 110 of the 1988 Education Act no child should be excluded from these activities on the grounds that their parents cannot or choose not to make a contribution. This, however, does mean that if insufficient money is received the activity may have to be cancelled.

## SCHOOL UNIFORM

We encourage children to take a pride in wearing their school uniform. We have a sensibly priced uniform which is sold in school for the convenience of our parents. Our uniform comprises of grey skirt or trousers, white shirt and tie and green cardigan or jumper. There is a summer uniform and various additional items such as P.E kit and book bag which can also be purchased from the school.

*There is an order form at the back of this pack.*

We do have an array of mufti days where your child can wear home clothes to school. When it is their birthday they are allowed to wear their favourite outfit to school.

Please make sure all your child's clothes are named. Children should be able to dress and undress with minimum help.

We ask the parents provide shorts, t-shirts and trainers/plimsolls for PE. Tracksuits are very useful for outdoor games in the winter. Children in Year 4 will also need a swimming costume, hat and a towel in a plastic bag when it is their turn to go swimming. It is very upsetting for your child if they do not have their full PE kit in school on PE days.

Class 1 and Foundation children also require some boots to access the secret garden on wet days.

Your child is not allowed to wear jewellery in school due to safety reasons, especially in PE lessons. If your child does wear studs, they need to be removed for the school day or covered with a plaster. Teachers will not be able to remove them.

Watches are only allowed if they have no other features such as games. Children are not allowed a mobile phone in school.

## LOST PROPERTY

It is particularly important that all items of personal property are labelled with your child's name. Lost items are kept for a limited period in the lost property box. At the end of every term, cloakrooms and classrooms are cleared of lost property.

All possessions are brought in at your own risk and the school can not be responsible for any damage or loss. It is the children's responsibility to take care of their own property.



**LOST PROPERTY**

The Governors reserve the right to ask parents to contribute to the cost of replacing books, equipment and materials which are damaged, lost or broken while in their care or during usage by their child.

**DATA PROTECTION**

Our school has to process a large amount of data about pupils and their families. This data includes contact details, national curriculum assessment results, characteristics such as ethnic group, Special Educational Needs, and any relevant medical information.

In accordance to the Data Protection Act 1998, we have to process this data in order to:

- support its pupils' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care and
- assess how well the school as a whole is doing

This data can only be used for specific purposes by law. The school may be required to pass on this information to various official agencies who will treat your data according to the Data Protection Act.

Children and their families have certain rights under this Act which includes the right to access this data at any point. Under the Freedom of Information Act 2000, parents have access to the school's policies and procedures which will be printed out on request.

We have our own school intranet facilities together with access to the Internet which is carefully monitored to ensure that children are protected from inappropriate material. Children communicate to each other through a safe intranet and are not able to speak to people outside the school. We have a school web-site which is up-dated regularly and has more information on this area. The children's identity is protected at all times in school and on the website.

There is a general agreement that all parents at this school can take photographs or short videos of performances, special events in school or competitions. If you are not in agreement with this policy please speak to the staff in the office. Parents are asked not to post these photographs on any social networking site.

**IF YOU HAVE A CONCERN OR QUERY**

If you have a problem concerning your child please make an appointment to see the class teacher at the earliest opportunity. Most problems can be dealt with informally by the teacher concerned. The headteacher will normally refer parents to the class teacher if approached in the first instance.

Our Parent Governors are also available to help in any way they can. If the above procedures prove unsuccessful a formal complaint may be made to the Chairman of Governors care of the School.

**CONCLUSION**

We have the welfare, progress and happiness of your child at the heart of all we do at Braywood. The staff aim is to work together with parents to provide the best education possible. This will only be achieved if we work in partnership. We place great emphasis on a happy and friendly atmosphere in which honesty, courtesy and consideration for others may flourish.

We hope you will feel that Braywood is your school, feel welcome at all times and become active members of our school community.

**ENJOY YOUR TIME AT BRAYWOOD!!**

Useful Information ? On website

Useful contact information

Governors etc

Our Phonics Scheme is Read Write Inc

More information can be found on

<http://www.oup.com/oxed/primary/rwi/>

Transfer to the next school brochure ?

**TRANSFER TO THE WINDSOR MIDDLE SCHOOLS**

The Local Educational Association handles admissions to the next school after Braywood. Parents are requested to complete a Common Application Form stating their preference. There is an opportunity to visit all four of the Windsor Middle schools in Year 4 before parents make their choice.

There is a close liaison between all schools and an induction programme is arranged prior to their transfer. Parents are offered a meeting with the headteacher and staff to further discuss this transfer in Year 2 and 3.



*How to find us.....*



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