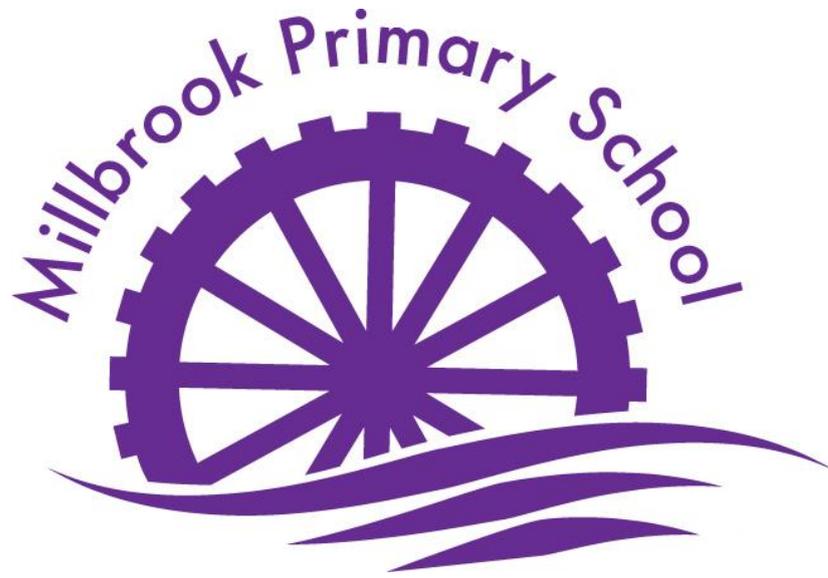


# MILLBROOK PRIMARY SCHOOL



## PROSPECTUS 2023/2024

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

Telephone – 01793 872800

Email – [secretary@millbrook.swindon.sch.uk](mailto:secretary@millbrook.swindon.sch.uk)

Website – [www.millbrook.swindon.sch.uk](http://www.millbrook.swindon.sch.uk)





# Millbrook Primary School

## Welcome

Dear Parents/Carers,

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

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

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

We were extremely pleased that, in February 2019, Ofsted confirmed their judgement from June 2015, rating us as a Good school in every area with an Outstanding Early Years provision.

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

We look forward to working with you and your child.

A handwritten signature in black ink, appearing to read 'K. Shawyer', is located below the text. The signature is fluid and cursive.

Ms Karen Shawyer  
Headteacher

# *Millbrook Primary School*

## **Admission to Millbrook School**

Choosing a school for your child is one of the most important decisions you will make. We therefore recommend that you make a visit, where we can show you all the facilities on offer at Millbrook for your child. We usually hold several open days during the Autumn Terms and prospective parents should contact the school to make an appointment to visit. The dates will be on our website. You may also like to watch our school video which will give you an insight into who we are and what we do

<https://www.youtube.com/watch?v=61wAw4tcr1E>.

Each year, in June, we hold a general meeting for all parents and carers whose children are entering the school in the Reception classes.

Applications for a school place at Millbrook School should be made online at; [https://www.swindon.gov.uk/info/20071/school\\_places\\_and\\_admissions](https://www.swindon.gov.uk/info/20071/school_places_and_admissions) . This applies to children starting in Reception and also for “in year” applications. Details of closing dates are published online and parents need to apply by the given dates to ensure that consideration for a place is given as an “on time applicant”. Our admissions policy can be found on our website and the admissions page of the Swindon Borough Council website.

## **Staffing and School Organisation**

Millbrook Primary School has 12 classes in the main school and an admission number of 45 children per year group. We currently have 330 pupils on roll. We also have a ten place Special Resourced Provision (SRP) for children with complex needs and a 60 place pre-school attached to the school.

The class organisation and teaching teams for September 2022 will be:

1 x Caterpillar Pre-school (FS1)  
2 x Year Reception classes (FS2)  
2 x Year 1/2 classes  
1 x Year 2 classes  
3 x Year 3/4 classes  
2 x Year 5 classes  
2 x Year 6 classes  
The Ark (SEN Unit)

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

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

# Millbrook Primary School

## School Staff

Ms K Shawyer - Head Teacher  
Mrs H Tucker – Deputy Head

### Teaching Staff

Mrs H Thompson SENCo  
Miss B Moulding Senior Leader (Maternity)  
Miss S Tilling Senior Leader  
Mr A Brown Senior Leader  
Mrs H Redhead EYFS Leader  
Mrs K Sylvester SRP Leader  
Mr M Patterson  
Mrs E Pringle  
Mrs H Redhead  
Mr S Adams  
Mrs S Gurupatham  
Mrs H Twine  
Miss F Steele  
Miss N Butler  
Miss C Poverello  
Mrs B Raynsford

### Caterpillar Pre-school

Mrs J Pirt – Pre-school Leader  
Mrs J Rowe – Pre-school Leader  
Mrs C Burchell – Pre-school Assistant

### Support Staff

Mrs H Bissex – Business Manager  
Mrs L Spencer – School Manager  
Mrs N Cox – Office Manager  
Mr W Fox – Site Manager  
Mrs C Rogers - Cook Manager  
Mrs L Rouse – Cook  
Miss L Meredith – Catering Assistant  
Mrs M Fiocca – Catering Assistant & MDSA

### Teaching Assistants

Miss J Burrows (Pastoral Support Worker)  
Mrs T Goode (& MDSA)  
Mrs A Smythe  
Mrs K Shaw (HLTA & Hub Play Assistant)  
  
Mrs R Ali (Hub Play Assistant & MDSA)  
Mrs B Belcher - HLTA  
Mrs C Austen  
Miss L Ayres  
Mrs J Gomersall  
Miss R Edgell  
Miss J Brockbank (& Hub Play Leader/MDSA)  
Mrs E Meredith - HLTA  
Mr D Staff - HLTA  
Mrs S Coutinho (& Hub Play Leader/MDSA)  
Miss S Ledbury  
Miss A Kent (& Hub Play Assistant)  
Miss P Gurung  
Miss R Bathe  
Mrs K Mills - HLTA  
Miss A Mulraney  
Mrs H Haliwell  
Mrs A Curtis  
Mrs A Siers  
Miss E Coton  
Miss E Mladenova  
Mrs T Aforoze  
Mrs K King  
Mrs L Polak

### Support Staff

Mrs M Taylor – Senior MDSA  
Miss A Bowles – MDSA  
Miss L Grace - MDSA  
Mrs G Isitmen – MDSA  
Mrs R Nancheva – MDSA & Cleaner  
Mrs K Gurung - Cleaner  
Mrs S Gurung – Cleaner  
Miss B Gurung - Cleaner  
Mrs D Tanner - Cleaner

# The Governing Body

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

- A strategic overview of the school curriculum
- The appointment of staff
- Health and safety
- The upkeep of the school premises
- Monitoring of the school finances

The Governors of Millbrook Primary School are:-

Mr Luke Dawson	- Member Appointed Governor - Co- Chair of Governors
Mrs Kelly Hunt	- Co-opted Governor - Co- Chair of Governors
Ms Karen Shawyer	- Headteacher Governor
Mrs Helen Tucker	- Staff Governor
Mr Chris Mills	- Co-opted Governor
Mrs K Sylvester	- Member Appointed Governor
Mrs Liz Rabbitt	- Community Governor
Mr Taras Pavlyk	- Parent Governor
Miss Jemma Holden	- Co-opted Governor
Mrs Nathalie Evans	- Parent governor
Mrs Magda Williams	- Parent Governor
Mrs K Jarvis	- Clerk to the Governors

The Governors can be contacted via the school office or via email to [clerk@millbrook.swindon.sch.uk](mailto:clerk@millbrook.swindon.sch.uk)

# Millbrook Primary School

## Term Dates 2023 – 2024



### Millbrook Primary School School Term and Holiday Dates 2023 - 2024

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

Oct-23					
	2	9	16	23	30
	3	10	17	24	31
	4	11	18	25	
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	

Nov-23					
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24		
4	11	18	25		
5	12	19	26		

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

Jan-24					
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25		
5	12	19	26		
6	13	20	27		
7	14	21	28		

Feb-24					
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23		
3	10	17	24		
4	11	18	25		

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

Apr-24					
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24		
4	11	18	25		
5	12	19	26		
6	13	20	27		
7	14	21	28		

May-24					
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25		
5	12	19	26		

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

Jul-24					
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25		
5	12	19	26		
6	13	20	27		
7	14	21	28		

Aug 24 / Sept 24					
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25		

Bank and Public Holidays 2023/24		School Holidays
Christmas Day Holiday	25th December 2023	19.10.23 - 27.10.23
Boxing Day Holiday	26th December 2023	20.12.23 - 02.01.24
New Years Holiday	1st January 2024	12.02.24 - 16.02.24
Good Friday	29th March 2024	02.04.24 - 12.04.24
Easter Monday	1st April 2024	28.05.24 - 31.05.24
May Day Holiday	6th May 2024	25.07.24 - 31.08.24
Spring Bank Holiday	27th May 2024	
Summer Bank Holiday	26th August 2024	

Staff Training Days
Friday 1 <sup>st</sup> September
Wednesday 18 <sup>th</sup> October
Wednesday 3 <sup>rd</sup> January
Monday 19 <sup>th</sup> February
Monday 3 <sup>rd</sup> June
Wednesday 24 <sup>th</sup> July

# Millbrook Primary School

## School Hours

Children should arrive between 8:30am and 8:45am and go straight to their classroom. Registration and lessons begin at 8:45am. Any child not collected at the end of the day will be brought to the office so that parents/carers can be contacted.

Morning break is at	10.45am – 11.00am
Lunch break is at	12.00 – 1.00 pm
Infant afternoon break	2.30 – 2.45 pm
School finishes at	3.10pm

It is important that all children are punctual for school and arrive on time. The register is taken at the start of the morning and afternoon sessions. Registers are closed five minutes after the school day has begun and five minutes after the afternoon session has begun. Every school is required by law to record late arrivals. Any child arriving after the registers are closed should report to the school office.

## Absence

If your child needs to be absent from school, please let us know as soon as possible by telephone on **01793 872800**. For all children's safety, if we do not receive a call by 9.30am to let us know that your child is absent we will contact you to confirm the reason so that we all are aware that your child is safe. If you know in advance that your child is going to be absent for any reason please email [secretary@millbrook.swindon.sch.uk](mailto:secretary@millbrook.swindon.sch.uk) so we can complete the register. Your child's absence can only be authorised for illness and medical appointments. The school Education Welfare Officer regularly monitors attendance. If a child is frequently absent from school the EWO will visit and offer advice to parents and families. The government deem any child with **attendance below 90% to be persistently absent**.

**Headteachers are not permitted to authorise any leave or absence from school unless the circumstances are "exceptional" relating to a "one off" isolated situation.**

### **"Exceptional" circumstances do not cover:**

Holidays of any description, unless necessitated by work contracts.

Family birthday celebrations.

Visiting relatives abroad.

# Millbrook Primary School

## School Uniform

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

**Children should come to school on PE days wearing their PE kit. See below.**

### Uniform List

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

### PE Kit

Purple t-shirt  
Black shorts  
White or black trainers  
Black/purple joggers for cold weather  
Purple sweatshirt/fleece/cardigan

### Book Bags

Every child will be given a purple school book/homework/communication bag when they start at Millbrook. Replacements can be purchased via the school office.

PE kits brought in for after school activities need to be kept in a separate bag which is clearly named.

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

### Jewellery

Jewellery should not be worn to school. The exceptions to this rule are earring studs in pierced ears, and small objects of religious significance. We ask that children only wear items they can remove themselves for PE and games. Watches may be worn, however an alarm or distraction could result in the watch being confiscated. We are unable to take responsibility for any jewellery, watches or precious item brought into school should they be lost or damaged.

### Other

A summer hat to wear outside when hot.

A one piece swimming costume/trunks and towel is required when your child has swimming lessons, usually in Year 3/4.

### Uniform Swap Shop

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

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

# Millbrook Primary School

## The following companies supply our uniform

### The Famous School Branches

Unit 1B  
Plaza 21  
Sanford Street  
Swindon  
SN1 1HE

Telephone: 01793 520843

<https://www.monkhouse.com/>

### OHM Clothing Ltd

Unit 6  
AXIS Business Centre  
Westmead Industrial Estate  
Swindon  
SN5 7YS

Telephone: 01793 530806

<http://www.ohmclothing.co.uk>



Richmond house  
5-8 Richmond Terrace  
Otley road  
Guiseley  
LS20 8BP

Tel 0800 069 9949

<https://myclothing.com>

# Millbrook Primary School

## Aims, Vision & Ethos – Achieving excellence, fulfilling potential

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

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

### At Millbrook we believe that:-

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

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

### We follow our Millbrook Values across the whole school

Our Voice Matters

We follow the Purple Promises

We own our choices and actions

We treat each other kindly

We celebrate differences.



# Millbrook Primary School

## The National Curriculum

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

**Foundation Stage 1 (Preschool) and Foundation Stage 2 (Reception) – (3-5yrs)**

**Key Stage 1 – Year 1 and Year 2 (5-7yrs)**

**Key Stage 2 – Years 3-6 (7-11 yrs)**

### **The Foundation Stage -**

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

The prime areas are

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

The specific areas are

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

Continuous assessment enables our teachers to track each child’s individual progress throughout their time in Reception and plan appropriate activities to move children's learning on. The staff take account of, and build on, all previous learning from whatever setting the children have come from. This ensures that their progress is developmental throughout the whole Foundation Stage.



### **Key Stage 1 & 2**

All children from Year 1 onwards are taught the National Curriculum which we group into the four areas of learning. These are –

- Thinking and Understanding
- Communication
- Wellbeing
- My Place in the World

Each area links the core and foundation subjects taught through creative and interesting topics.

#### **Core Subjects include;**

English, Maths, Science, Computing and Religious Education (RE)

#### **Foundation Subjects include;**

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

#### **Other subjects include;**

Citizenship – Personal, Social & Health Education (PHSE) , Relationships & Sex Education (RSE)

# Millbrook Primary School

## End of Key Stage SATs

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

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



## Special Educational Needs

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

## The Ark (SRP)

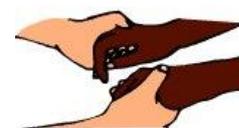
Our successful and thriving SRP at Millbrook, known as The Ark, is one of a number of Special Resourced Provisions set up by Swindon Borough Council. The aim of The Ark is to sit alongside the school by providing a good learning experience in a practical, creative and exciting way, where children are encouraged to achieve their full potential in a happy, caring environment without fear of failure. The Ark can accommodate up to 9 children with complex difficulties and allow them to flexibly access both mainstream and specialist teaching with varying degrees of support. We always ensure that there is close liaison with all relevant professionals and outside agencies. Staffing is high and always based on the needs of the children. We currently have a teacher and 8 teaching assistants who are very experienced in working with children with a wide range of Learning Difficulties and Disabilities and who have been trained in the Positive Handling Technique. The children who attend the SRP often have their literacy and numeracy sessions during the morning in The Ark, as well as working on their individual targets which may include speech and language development. Wherever possible and with support, children and Teaching Assistant work within their mainstream classes at Millbrook or attend other schools in the afternoon.



# Millbrook Primary School

## Religious Education

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



## Relationship and Sex Education

Relationship and Sex Education (RSE) is often a subject that causes parents and carers concern. It is an important developmental subject that enables the children to learn about physical, moral and emotional development. We deliver Relationship and Sex Education lessons through two areas of the curriculum, science and PSHE. We use the Jigsaw scheme of work to deliver this, which has been approved by our governing body. Relationship Education is now statutory, yet children can still be withdrawn for Sex Education, but only in Years 4, 5 or 6. Parents are kept informed when the Sex Education lessons will take place and an overview of what is taught is within the RSE policy on the school website. Any parent or carer is welcome to view the materials and we hold meetings each year to accommodate this.

Young people may have varying needs regarding RSE depending on circumstances and background. The school strongly believes that all pupils should have access to RSE that is relevant to their particular needs. To achieve this the school will consider:

- The needs of both boys and girls
- Ethnic and cultural diversity
- Varying home backgrounds
- Special Educational Needs
- Any individual circumstances that occur

# Millbrook Primary School

## PE

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

## Swimming

Children will have the opportunity to have swimming lessons during their time at Millbrook, usually in Year 3/4. Having trialled intensive swimming lessons where children swam for an hour a day over 2 weeks, we found this to be very successful as children built on the skills they learnt each day and so this will continue in 2023-2024. The goal is for a child to swim 25 metres by the end of Key Stage 2, however children who can already swim this distance will be able to improve skills and strokes to make them more confident swimmers.

## Homework

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

## Extra Curricular Activities

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



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

# Millbrook Primary School

## School Meals

We run our own kitchen and Mrs Rogers, Mrs Rouse and Ms Meredith prepare freshly cooked meals each day. The cost is £2.40 per day or £12.00 per week, which should be paid via Parent Pay. School meals should be ordered and paid for by Monday morning. Alternatively children may bring a packed lunch in a container clearly marked with their name. All children are encouraged to drink water with their meal, however they may bring their own drink in a plastic bottle or carton. Fizzy drinks or sports drinks are not permitted nor are glass containers. We encourage children to drink water as often as possible.

All children in reception, Year 1 and Year 2 get universal free school meals. However, if you receive certain benefits you can apply for free school meals. This will help the school to get extra funding from central government, which will be used to buy additional resources to benefit its pupils. Online applications should be made at:

[https://www.swindon.gov.uk/info/20032/schools\\_and\\_education/408/free\\_school\\_meals](https://www.swindon.gov.uk/info/20032/schools_and_education/408/free_school_meals)

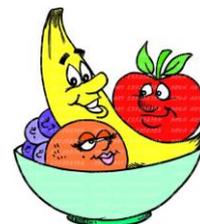
We have a fantastic team of lunchtime supervisors (MDSA's) who care for the children during the lunch time. They work hard work to keep your child safe and happy in the playground and they always encourage good manners.

## Breakfast Bagel

As part of the "National Breakfast Programme" we offer a free breakfast bagel to all children, as research has shown that children who have a healthy breakfast achieve more at school.

## Mid Morning Snack

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



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

# Millbrook Primary School

## Sample Menu

Week 1				
Monday	Tuesday	Wednesday	Thursday	Friday
Creamy Ham Carbonara Cheese and Tomato Pasta Garlic Bread Seasonal Vegetables  Fruit Crumble Custard Fresh Fruit Yoghurt	Beef Chilli Vegetable Chilli  Rice Pitta Bread  Ice Cream Tub Fresh Fruit Yoghurt	Jacket Potatoes with a variety of hot and cold fillings   Jelly and Shortbread Fresh Fruit Yoghurt	Chicken Lasagne Vegetable Lasagne  Roast Potatoes Seasonal Vegetables  Carrot Cake Fresh Fruit Yoghurt	Salmon Fish Finger  Chips Sweetcorn  Cookie Fresh Fruit Yoghurt
Salad Bar – a variety of fresh salad and bread is available daily				
Week 2				
Monday	Tuesday	Wednesday	Thursday	Friday
Beef Meatballs in a tomato pasta sauce Quorn Meatballs in a Tomato Pasta Sauce  Garlic Bread Seasonal Vegetables  Fruit Muffins Fresh Fruit Yoghurt	Roast Gammon Halal Burger Quorn Fillets  Roast Potatoes Seasonal Vegetables  Ice Cream Tub Fresh Fruit Yoghurt	Curry and Rice Vegetable Curry and Rice  Seasonal Vegetables  Cheesecake Fresh Fruit Yoghurt	Sausages Quorn Sausage  Mashed Potatoes Seasonal Vegetables  Jam Tart Fresh Fruit Yoghurt	Fish Fingers  Chips Beans  Cookie Fresh Fruit Yoghurt
Salad Bar – a variety of fresh salad and bread is available daily				
Week 3				
Monday	Tuesday	Wednesday	Thursday	Friday
Spaghetti Bolognese Macaroni Cheese  Garlic Bread Seasonal Vegetables Ice Cream Fresh Fruit Yoghurt	Roast Chicken Roast Quorn Fillet  Roast Potatoes Seasonal Vegetables Iced Orange Sponge Fresh Fruit Yoghurt	Pizza  Potato Wedges Mixed Salad  Jelly & Shortbread Fresh Fruit Yoghurt	Chicken Fajita Halal Chicken Fajita Quorn Fajita  Roast Potatoes Seasonal Vegetables Rice Crispy Cake Fresh Fruit Yoghurt	Breaded Fish  Chips Peas  Cookie Fresh Fruit Yoghurt
Salad Bar – a variety of fresh salad and bread is available daily				

# *Millbrook Primary School*

## **Behaviour, Rules and Expectations**

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

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

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

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

## **Certificates and Reward Assemblies**

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

# Millbrook Primary School

## Communication

Communication plays a key role in any large organisation. We pride ourselves on keeping you informed as soon as possible and wherever possible. Each class has an email address so you can contact the class teacher/TA directly on a daily basis if needed. We use the Teachers2Parents text messaging and email system to update parents regularly and send important information including letters and the newsletter.

Information about the school and forthcoming events can also be found on our website [www.millbrook.swindon.sch.uk](http://www.millbrook.swindon.sch.uk)

You can also follow us on Facebook – Millbrook Primary School, Twitter - @MillbrookPri and on Instagram - @millbrookprimarieschool

## Newsletters

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



## Curriculum News

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

## Parents and School

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

# Millbrook Primary School

## Parent-Teacher Consultations and Reports

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

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

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

## Parent/adult Helpers

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



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



## Millbrook Friends

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

# Millbrook Primary School

## School Council

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

## Child Safety



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

## Bikes and Scooters

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



# Millbrook Primary School

## First Aid

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

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

**Please note;** If your child needs short term medication during school time this is considered on an individual basis, please speak to the school office. Children are not allowed to bring any form of medicine to school for self-administration, or items such as throat lozenges or cough sweets.

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

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

## School Nurses/ Medical Screeners

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

## Child Protection

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

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

# Millbrook Primary School

## Charging Policy

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

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

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

## Complaints Procedure

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

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

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

## Access to Information

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

- i) It is not covered by copyright
- ii) It would not cost too much or take too much staff time to deal with the request.
- iii) The request repeats a previous request from the same person
- iv) An exemption exists