



**Whole School Information**

**Message from Headteacher:**

Communication with class teams

It is important you know the best ways to communicate with us, which can be tricky when classes are busy, but also we are conscious you will want to get messages to the class. All classes have class inboxes, which are manned by the class team. We have put an out of office message on the class inboxes, to explain when to expect a response:

*Thank you for your email. The class team will aim to respond within one working day. If you do not get a response within one working day, please forward your email to [parents@brackenfield.derbyshire.sch.uk](mailto:parents@brackenfield.derbyshire.sch.uk). If it is an urgent matter, please call the school office on 0115 9733710 or email [headteacher@brackenfield.derbyshire.sch.uk](mailto:headteacher@brackenfield.derbyshire.sch.uk).*

We want you to feel supported and effectively communicated with, so if you feel anything has been missed please email [headteacher@brackenfield.derbyshire.sch.uk](mailto:headteacher@brackenfield.derbyshire.sch.uk) and a senior leader will follow up your query.

It is also important you can access posts on BOOP, for your child and your child's class. If you are having issues with accessing this, please email [pupiladmin@brackenfield.derbyshire.sch.uk](mailto:pupiladmin@brackenfield.derbyshire.sch.uk). Our pupil admin team can talk you through how to access and help rectify any issues.

The class inbox email addresses are:

Acorns	<a href="mailto:Acorns@brackenfield.derbyshire.sch.uk">Acorns@brackenfield.derbyshire.sch.uk</a>
Maple	<a href="mailto:Maple@brackenfield.derbyshire.sch.uk">Maple@brackenfield.derbyshire.sch.uk</a>
Rowan	<a href="mailto:Rowan@brackenfield.derbyshire.sch.uk">Rowan@brackenfield.derbyshire.sch.uk</a>
Sycamore	<a href="mailto:Sycamore@brackenfield.derbyshire.sch.uk">Sycamore@brackenfield.derbyshire.sch.uk</a>
Pine	<a href="mailto:Pine@brackenfield.derbyshire.sch.uk">Pine@brackenfield.derbyshire.sch.uk</a>
Oak	<a href="mailto:Oak@brackenfield.derbyshire.sch.uk">Oak@brackenfield.derbyshire.sch.uk</a>
Ash	<a href="mailto:Ash@brackenfield.derbyshire.sch.uk">Ash@brackenfield.derbyshire.sch.uk</a>
Beech	<a href="mailto:Beech@brackenfield.derbyshire.sch.uk">Beech@brackenfield.derbyshire.sch.uk</a>
Mulberry	<a href="mailto:Mulberry@brackenfield.derbyshire.sch.uk">Mulberry@brackenfield.derbyshire.sch.uk</a>
Willow	<a href="mailto:Willow@brackenfield.derbyshire.sch.uk">Willow@brackenfield.derbyshire.sch.uk</a>
Hickory	<a href="mailto:Hickory@brackenfield.derbyshire.sch.uk">Hickory@brackenfield.derbyshire.sch.uk</a>
Conkers	<a href="mailto:Conkers@brackenfield.derbyshire.sch.uk">Conkers@brackenfield.derbyshire.sch.uk</a>
Spruce	<a href="mailto:Spruce@brackenfield.derbyshire.sch.uk">Spruce@brackenfield.derbyshire.sch.uk</a>
Elm	<a href="mailto:Elm@brackenfield.derbyshire.sch.uk">Elm@brackenfield.derbyshire.sch.uk</a>
Cedar	<a href="mailto:Cedar@brackenfield.derbyshire.sch.uk">Cedar@brackenfield.derbyshire.sch.uk</a>
Poplar	<a href="mailto:Poplar@brackenfield.derbyshire.sch.uk">Poplar@brackenfield.derbyshire.sch.uk</a>
Laurel	<a href="mailto:Laurel@brackenfield.derbyshire.sch.uk">Laurel@brackenfield.derbyshire.sch.uk</a>
Hazel	<a href="mailto:Hazel@brackenfield.derbyshire.sch.uk">Hazel@brackenfield.derbyshire.sch.uk</a>

**Video please watch:** [attendance.mp4](#)



Your child should attend school every day. Sometimes your child may be too ill to come to school. Click [here](#) for a link to the NHS website which has useful information.



The school times are from 8.55 – 9.10 drop off and 2.20 – 2.40 collection. If your child is not attending school, you must ring 0115 9733710 opt 2 between 8am and 9am every day to let us know why or in exceptional circumstances only, email [attendance@brackenfield.derbyshire.sch.uk](mailto:attendance@brackenfield.derbyshire.sch.uk) along with any medical evidence as other inboxes are not always manned. If we are unable to make contact home visits will be carried out by a member of the family support team. Thank you for your support.

**Pupil Absence:**

You may receive a phone call and a letter from the school Attendance Manager notifying you that your child's attendance has fallen below 96%, 95% or 90%. These letters are to keep you informed you and to provide a layer of

support should any further absences need to be taken. We will always support medical appointments and days when your child is too ill to attend.

Fines will only be issued if there are many unauthorised absences, and this will be in line with the Derbyshire Local Authority guidance around attendance.

#### **Holidays in Term time:**

As a parent, it is your legal responsibility to ensure that your child attends school every day.

It is only acceptable for your child to miss school if:

- they are too ill to attend
- you have got advance permission from the school

If you are thinking about taking a holiday in term-time, then you must put this request in writing to the Headteacher (Mrs Turner). All holidays will be unauthorised unless there are exceptional circumstances. If your holiday is unauthorised and you choose to not send your child to school, you may be fined. Fines start at £60 per parent and if not paid can result in a fine of up to £2500, a community order or a jail sentence up to 3 months. The court will also give you a Parenting Order.

Please use the link provided to inform us of a holiday request. This link is not to be used to report general absence from school: <https://forms.office.com/e/ECEey9uNSZ> We appreciate your understanding and support with this.

#### **School Photos:**

Photo proofs were sent home on Friday 8<sup>th</sup> December, JS Photography have advised that although the order deadline date on the form states 7<sup>th</sup> January, if you are wanting the photos to be delivered before Christmas, these must be ordered straight away, the last day of ordering will be 17<sup>th</sup> December, but they cannot guarantee delivery prior to Christmas due to being delivered by The Royal Mail so the sooner you order the more likely you will get them before Christmas

#### **Family Support:**

CHRISTMAS COFFEE MORNING – Come and join us for our next parent/carer coffee morning in the school hall on Wednesday 13<sup>th</sup> December 2023 from 9.30am - 11.30am. This is a great opportunity to have a chat with members of our team and with other parents.

We regularly update Boop with various events including Christmas craft clubs, Christmas parties, Play Sessions and information workshops.

#### **New communication workshops for parents**

Due to the success of our parent workshops last year, we are bringing them back and have also added some new ones! Use this link [here](#) to book

<b>Date/ Time</b>	<b>Session</b>
14 December 10-12- School 5-6pm- Online	Pointing boards and communication books
19 <sup>th</sup> December 10-12- School	Social Communication
11 <sup>th</sup> January 10-12- School 5-6pm- Online	Electronic AAC Apps
16 <sup>th</sup> January 10-12- School	Blank level questions and information carrying words

#### **NEW! My Family Coach – Family Engagement Sessions**

At Brackenfield we have 3 Team Teach trainers who ensure that all members of child-facing staff have received their Level 2 Team Teach training. This empowers staff to be able to keep themselves, other staff and our pupils safe at all times. The Level 2 training focuses on a positive behaviour approach including de-escalation strategies and where appropriate, positive handling for our pupils. Our staff use strategies to dynamically risk assess situations at all times to ensure behaviours can be managed positively and pro-actively.

Team Teach have facilitated a family engagement model so that we can share some of these strategies with parents and carers to support you in the home and out in the community.

If you would like to find out more information about this course and register your interest in this course, please complete the form below by Friday 15<sup>th</sup> December. Courses will run in the new year.

[Click here to register your interest](#)



### PE Kits

A reminder please that pupils must have PE kits in school. This is so that class teams can support with developing independence when getting dressed and undressed. Please ensure all items are named and stored in a named bag, which will be kept in school. If you have any further queries, please contact your class teams.



### Wow Moments

We love to hear about amazing things our pupils are doing at home! Please send in pictures or let us know what great things they are doing, and we can upload these to each pupils BOOP profile. You can also download templates to put your WOW moments on from our school website. Please send them to [parents@brackenfield.derbyshire.sch.uk](mailto:parents@brackenfield.derbyshire.sch.uk)

### School Uniform



Over COVID 19 Simply First have changed the way they operate their shop.

Parent/carers are now being directed to the website: [www.schooluniformnottingham.co.uk](http://www.schooluniformnottingham.co.uk) to place orders. You will then be sent an invoice for payment, and once payment has been received the order will be processed and you will receive a notification when your order is ready to collect. Payments are made via bank transfer using their order name and invoice

number (important) as payment reference.

**Container Self-Storage - Simply First Ltd**

**The Embroidery Pod, Unit 13, Block B, Ind Estate, Mark St, Sandiacre, Nottingham NG10 5AD.**

### Our School Day

Please be reminded of the school times.

Student Arrival and Registration	8.55 – 9.05 – Taxi drop off 9.00 – 9.10 – Parent drop off
Morning Session	09.10 – 11.40
Lunch Session (30 minutes within this time)	11.40 – 13.10
Afternoon Session	13.10 – 14.20
Pupil Departure and Pastoral Time	14.20 – 14.35 – Taxi collection 14.30 – 14.40 – Parent collection

### Attachments

#### Sign of the week:

Our sign of the week this week is 'Throw' Please click this link to watch a video of the sign: [To Throw \(makaton.org\)](http://To Throw (makaton.org))

Please click [HERE](#) for a copy of the **Sight Support Derbyshire** – Children and Young people's Newsletter Dec 2023

### Upcoming dates from the school calendar

#### School Holidays:

We break up on **Friday 22<sup>nd</sup> December 2023 at 12pm** until **Friday 5<sup>th</sup> January 2024**. School reopens to pupils on **Monday 8<sup>th</sup> January 2024**.

[Please click here](#) for a copy of the **2023-2024** school holidays.

Please use the following link to view the updated menu: [Autumn & Winter Menu 2023 2024](#)