



### Message from the Headteacher:

#### Some key dates for the last 2 weeks of term:

**Friday 13<sup>th</sup> December:** Santa is visiting school

**Thursday 19<sup>th</sup> December:** Christmas dinner and jumper day. Children can wear a Christmas jumper with their school uniform

**Friday 20<sup>th</sup> December:** half day closing. School will close for pupils at 12pm

### Whole School Information

#### Family Support:



Our final **parent/carer coffee** morning of the year will be held on Friday 13<sup>th</sup> December from 9.30am - 11am in the school hall. Come along for a mince pie, a hot drink and a chat with our family support team before the festive period.

Information request: If your child at Brackenfield receives support through an allocated social worker, Child in Need Plan (CHiN) or Team around the Family (TAF) meetings, please could you send a quick email to [earlyhelp@brackenfield.derbyshire.sch.uk](mailto:earlyhelp@brackenfield.derbyshire.sch.uk) to let us know what support you are receiving. This helps us to keep our records up to date and makes sure that we are able to provide your family with the proper support. Many thanks.

#### Sign of the week:

This weeks sign is 'Now and Next' - [Makaton Signs - Now & Next](#)

#### Attendance

Here at Brackenfield School we strive to improve the attendance of our students. Each minute of the school day provides opportunities for learning, including social development and skills to prepare pupils for adulthood. It is important that our pupils have a routine and structure to their week and missing days of school can impact this. Thank you for all your help and support in making sure your child attends school. Please [CLICK HERE](#) for the attendance policy guidance for parents/carers.

#### Reminder:

##### Daily absence

If your child is unable to attend school because they are too ill, please phone their absence **each day** that they are not in with the reason why they are off and when you are hoping they will return.

All absences must be phoned through by 9am, **0115 9733710 option 2.**

Please see the NHS guidance about sending your child to school when they are ill. [Is my child too ill for school? - NHS \(www.nhs.uk\)](#)

Please remember we have a large healthcare team who can support with looking after your child if they are feeling unwell or on medication.

#### Punctuality

All pupils must be at school for 9.10am however due to the volume of drop offs we have each day; we allow up to 9.30am for pupils to be in their classroom. If a pupil arrives after 9.30am but before 9.45am they are considered late (L) and if they arrive after 9.45am (with no authorised reason given prior to arriving), pupils will be marked as an unauthorised late (U). Any absence that is marked as a 'U' is equal to 1 unauthorised session and following the government guidelines for attendance, schools can issue a fine for 10 unauthorised sessions in a 10 week rolling period.

#### Holidays

Holidays in term time. A reminder that holidays in term time will only be authorised with exceptional circumstances by the Headteacher. Any holidays that are not formally requested in writing will not be authorised. If you are faced with an unavoidable circumstance and need to request time off in term time, please complete the [Holiday Request Form.](#)

#### Updated Government Guidance (from September 2024)

As you may be aware changes have been made to the government guidance around attendance and there is a new national threshold for penalty notices. Please [CLICK HERE](#) to see the poster for an overview of these changes and how they may affect you.



### 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



Please visit: [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.**

### Upcoming dates from the school calendar

#### School Holidays:

We break up on **Friday 20<sup>th</sup> December 2024 at 12pm** until **Monday 6<sup>th</sup> January 2025**. School reopens to pupils on **Monday 6<sup>th</sup> January 2025**.

[Please click here](#) for a copy of the **2024-2025** school holidays – Please note the change in inset days from 6<sup>th</sup> May 2025 to **28<sup>th</sup> April 2025**.

Please use to the following link for the Derbyshire County Council lunch Menu: [Primary food explorers - Derbyshire Catering Service](#)

### 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

### The class inbox email addresses:

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

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.