



Millbrook School

Website: www.millbrook.herts.sch.uk

email: admin@millbrook.herts.sch.uk



INTRODUCTION

Welcome to Millbrook Primary School. Whether your child joins us in the Nursery, or at a later date, we want him or her, and you, the parents to have the best experiences possible.

In the information following you will find essential information about the school, further information

is available on our website {www.millbrook.herts.sch.uk}

If you have any queries please contact the school office or the head teacher; appointments by arrangement. The emphasis of Millbrook Primary is on achieving as good an academic standard as possible whilst ensuring a broad and balanced curriculum.

OUR ETHOS

Our school is a place where we have lively and enquiring minds, where each individual is valued, nurtured and encouraged to develop so they are successful and confident members of our community and have an embedded life-long love of learning.

SCHOOL ORGANISATION

Millbrook is a community school, which means that Hertfordshire County Council maintains it. There are 8 classes in the school, including the Nursery. There is one class per year group and we are able to admit up to 30 children in each class.

The school day is as follows:

Nursery

8:50 Gate opens

11:50 Nursery finishes

KS1 And KS2

7:30 Breakfast Club (booking required)

8:30 Main gates unlocked

8:45 Main door is unlocked and children are allowed into the building

9:00 School starts

10:15 Assembly

10:30-10:45 Playtime

12:00-1:15 Lunch time KS1

12:15-1:15 Lunch time KS2

3:15 School finishes

3:15-6:00 After School Club (booking required)

If you wish to see your child's teacher, please contact the school office to arrange a suitable time.

ABSENCE AND PUNCTUALITY

We are asked to ensure that children are not absent from school without good reason. Parents should therefore telephone the school on the first day to explain any absences the children may have. When they return they should bring a written note confirming the reason. If we do not have a reason for a child's absence we will telephone or text you. If, for any reason, children's home-going arrangements are changed, parents are asked to let the teacher know in writing. Requests for children to be excused from P.E. or games for medical reasons should also be made in the same way. Unless there are extreme circumstances as to why a child needs to be taken out of school for a holiday, we will not authorise such an absence. It is essential that children attend school as regularly as possible.

It is also essential that children arrive at school on time. Children feel very awkward if they are late and the lesson or assembly has started. This does not start the day off well for either themselves or their peers who have their learning interrupted.

Parents are asked not to leave their children in school before 8:45 as staff are all very busy first thing in the morning and cannot be responsible for the children. If parents do need to leave



children before the start of the school day they should book a place for their child at the Breakfast club.

Staff can also not be responsible for children after school. Parents need to make arrangements for their children to be collected promptly at 3:15 or at the appropriate time when an after school club finishes.

PASTORAL CARE AND DISCIPLINE

So that all children can get the best from school and make maximum progress, orderly and appropriate behaviour is encouraged and required at all times. Children are expected to behave responsibly both in and out of the classroom and to show consideration and concern for other people and their property. Civility and courtesy prevail and are expected from children in our care. Parents are expected to support our aims in this regard.



MEDICAL WELFARE - HEALTH CARE

Parents should note that the school is unable to administer any sort of medicines during the school day.

Children who suffer from asthma are encouraged to become independent about managing their condition and should carry their own inhalers although young infants may still need supervision with these for a time. Parents of children who suffer from asthma are asked to complete and sign a care plan describing dosage and medication for school record purpose.

SCHOOL TRAFFIC

Parents who bring and collect their children to and from school in a car are asked to take into consideration the safety of pedestrians and neighbours. Parents must make sure that they do not park in such a way that they are stopping someone from gaining access to their property or from being able to leave their property. Parents are also asked not to park on the zig-zag lines or in the staff car park. Drivers should furthermore make sure that they only drive slowly in Gews Corner as there are many children leaving and arriving at school.

EMERGENCIES

We hold a list of parents' telephone numbers in the office with an emergency contact number should you be unavailable. We ask that you leave us with at least one land line number. We also ask that you make sure we are kept up to date with any change of contact number or address. If there should be any change in arrangements as to who is collecting your child from school, will you please let us know. Also if on the odd occasion you are going to be late, it is reassuring for your child if you are able to phone school and let us know. We can then pass the message on.

MONEY COMING INTO SCHOOL

All money coming into school for trips etc. should be in a sealed envelope clearly marked with your child's name, class, what the money is for, and how much is enclosed. The money may then be put in the class box by the child or in the post box in the foyer.



SCHOOL WEBSITE

School news, information, letters and photographs are displayed on our website regularly. This can be accessed at www.millbrook.herts.sch.uk as can our school Blog. Please browse the website to access a wealth of information about the school and to see what work your children have been doing.

COLLECTIVE WORSHIP

In compliance with current legislation, a daily assembly is held in order to develop spiritual, moral, social and cultural awareness in children and to offer the opportunity to take part in an act of collective worship

SCHOOL COUNCIL

The school council is an important part of the school. Two members are elected from each class and they meet regularly with the School Council teacher to discuss issues which have been raised in their class. Minutes are kept of the meetings and are fed back to the classes.

BULLYING

We will not tolerate bullying of any kind and will work with parents and children to ensure that it does not happen. If any parent suspects that bullying is taking place, it is essential that they speak to the class teacher or the head teacher so that the issue can be addressed.

THE GOVERNING BODY

The governing body consists of representatives of the community which includes teachers, parents and LEA representatives. Regular meetings are held to discuss school matters. Our Chair of Governors is Dr. Brett Cooper.

SCHOOL LUNCHES

These should be paid for in advance. You may prefer to pay by cheque for half a term. Please contact the school office for the correct amount. WisePay can be used to pay for lunches (WisePay can be accessed from the school website, please contact the school office for login details). Cheques should be made payable to Hertfordshire Catering Ltd. Lunch money must be sent into school in a sealed envelope clearly marked Lunch Money, stating how much is enclosed, together with your child's name and class. Children are encouraged to only change from school lunch to packed lunch or vice versa at half term. The office manager must be informed of any change.

The school cook always prepares a roast dinner on a Wednesday and a fun dinner on a Friday. The children may choose to stay for lunch just for those two days. Letters will be sent out at the beginning of each term.

SWEETS should not be eaten in school either at lunchtime or break time. However, children can bring fruit as a break time snack if they wish. All infants receive a piece of fruit as part of the government healthy eating initiative.

FREE MEALS

It may well be that you are entitled to free meals. If you think this may be the case, please contact the School Office or log onto the website: www.hertsdirect.org/freeschoolmeals. Any enquiries regarding this matter will be treated with the strictest confidence.

SCHOOL UNIFORM

We expect all the children in reception to year six to wear full school uniform. The uniform is available from local stores. The school uniform is on sale from Penny's Outfitters, 249 Turners Hill, Cheshunt, 01992 630640. Please make sure all your child's clothes are named.

Boys

- Grey trousers or shorts
- Plain white polo shirt
- Plain navy V-neck jumper or school sweat shirt
- Grey socks
- Black shoes

Girls

- Navy skirt, pinafore dress or trousers
- Plain white polo shirt
- Plain navy V-neck jumper or school sweat shirt or cardigan.
- Flat black shoes
- Plain white or navy socks or tights
- In summer navy and white checked dress

CHILDREN'S ILLNESS

You will be fortunate if during your child's school career none of the more common illnesses are caught. Parents often ask advice on school absence in such cases. Listed below are the recommendations of the Hertfordshire Health Authority.



ILLNESS	MINIMUM PERIOD OF ABSENCE
Chickenpox	Six days from on set of spots
Food Poisoning	Until clinically fit
German Measles	5 days from onset of rash
Mumps	5 days from on set of swollen glands
Tonsillitis	None
Impetigo	Until lesions are crusted or healed.
Hand foot and mouth	None
Ringworm	Until treatment commenced
Diarrhoea and sickness	48 hours after been sick for the last time
Conjunctivitis	None

COMPLAINTS

The school aims to work closely with parents and we hope that parents who have any concerns or anxieties will in the first instance raise these with the class teacher or the head teacher. The governors of the school do have arrangements for considering complaints formally. They have adopted a procedure which follows lines recommended by Hertfordshire County council. A copy may be obtained from the school office.

We wish you and your child a happy and productive time at Millbrook.

