



# Parent Handbook

*Unlock Your Potential*

CREATIVITY   CONNECTIVITY   CHARACTER

# Brookes United Kingdom

## PARENT HANDBOOK

2022/2023

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## Welcome

Welcome to the Brookes family. Whether you are a new or returning family, we hope that you find this document to be a helpful guide to life at the school. This handbook should be seen as a supplement to the standard Terms and Conditions, which are agreed to when the enrolment form is signed. A copy of our Terms and Conditions are available from the front desk or you can find them on our website.

You will receive a copy of the Parent Handbook when you join as a new family. A copy of this guide is also available on our website and upon request from the school office. Should you have any further queries or concerns please don't hesitate to contact us and we will be more than happy to help.

## Mission Statement

Students are supported in a caring environment and given opportunities to learn about themselves and to take action in areas in which they are passionate. Our students and teachers come from diverse backgrounds and we connect globally with our other campuses to learn about the world, from the world. We inspire and teach students about global issues by connecting ideas and stories locally. We strive to use our environment as a tool and a canvas for learning and action.

## Values

Through leadership challenges and opportunities, we help students discover their passion, develop their character, and understand their connection to others and society. We espouse creativity, build character and develop connections to deliver exceptional educational learning experiences.

## **Vision Statement**

A world of self-confident lifelong learners connected and inspired to help others.

## **Welcome from the the Principal**

At Brookes UK we believe in providing an environment which allows each child to flourish and develop as an individual. The positive educational journey at Brookes promotes healthy wellbeing, reduces anxiety and allows the inner character to thrive creating bold and brave students who are eager to learn. This positive ethos enables each child to thrive in their academic journey.

*Natalie Taylor  
Principal*

## **School Information**

### **Calendar**

We produce a yearly calendar that is available on our website. This is intended to give as much information as possible about the activities that are planned for the term. Occasionally changes in the published timings may occur. Therefore, please check our website and newsletter regularly. The calendar can be found on the school's website at the link below:

<https://uk.brookes.org/about/school-calendar/> <https://uk.brookes.org/about/term-dates/>

## **Keeping In Touch**

### **Email**

The majority of communications from the school will be provided through email. These emails will provide updates on live issues (e.g estimated time of arrival from school trips or school closure due to adverse weather conditions) as well as priority messages relating to school attendance.

### **Website**

Our website contains information ranging from news and events through to policies and inspections. Our website address is:  
<https://uk.brookes.org/>

### **Social Media**

Our Facebook page also posts regular updates on achievements and events. The link to our page is:  
[www.facebook.com/brookesunitedkingdom](https://www.facebook.com/brookesunitedkingdom)

Our Instagram page which you can find at the link: [www.instagram.com/brookes.uk/](https://www.instagram.com/brookes.uk/)

Our LinkedIn page which you can find at the link: <https://www.linkedin.com/company/brookes-uk/>

## Brookes UK Parent & Staff Forum

We have a Brookes UK Parent & Staff Forum that you can join for regular updates and information solely for parents of students. The link to the page is <https://www.facebook.com/groups/2899921676794823>

## Contact Information

By telephone: 01284 760531

By email: [office@uk.brookes.org](mailto:office@uk.brookes.org)

By post: Flempton Road, Risby, Bury St Edmunds, Suffolk, IP28 6QJ

## School Routine

### The School Day

Regular and punctual attendance at school is essential to the progress and level of achievement of every student. The school is open from 8:00am Monday to Friday; however, teachers are not in class until 8:30am. If you need to drop your child off before school starts, we offer a breakfast club between 7am and 8am for an additional fee. Registration is at 8:40am, and students are required to be in school by that time each day. The school day finishes at 4:00pm. Please note that school finishes at 3:30pm on the last day of each term. There is no aftercare on the last day of each term.

### Dropping Off

All vehicles entering the school premises are required to turn left and follow the track around the woods to find an available parking space. Please ensure that you follow the 5 mph speed limit and drive carefully at all times keeping a watchful eye on your own and all other students. Parents should park on the marked out tarmac area and only park in the staff gravel area as an overflow area.

All children should be dropped off in the car park near the main gate and enter the school themselves without their parents.

If you wish to see a member of staff or enter the school for any reason please come through the main entrance and sign in at the Front Desk.

### Picking Up

At the end of the school day children will be dismissed by their teacher from the gravelled area at the front of the school at 4pm

### Clubs & Aftercare

We offer various in-house clubs during term time that are run by members of staff which are included within the fees. Clubs are rotated each term and run until 5:00pm. Full details of the after school clubs available are provided at the



beginning of each term. During the club children will be given a snack and be collected from the gate at the front of the school at 5.00pm.

- Children attending clubs will not be able to be picked up before 5pm.
- Children staying in aftercare need to be collected at 5.30pm.
- Senior students may have the option to use the study space or attend a club.

Our aftercare facility is available until 5:30pm.

There is a late charge of £15 for students collected between 5:30pm and 6:00pm. For all students who are collected after 6:00pm there is a charge of £22.80 for one child or £29.90 for two children, per 15minutes.

### **Evening Care/Overnight Boarding**

We offer pre-bookable options for evening care and overnight boarding. Places need to be booked via reception at least a week in advance and are subject to availability.

- Evening Care (5:30pm – 8:00pm) is £25 per student. •
- Overnight boarding is £38 per student.

### **Boarding**

If you are joining us as a boarder, please make sure you read the boarding handbook which is available from the school office. It contains information for parents and students about what to expect as well as general information.

### **Absences and Lateness**

If your child arrives at school after 8:40am it is a requirement that they sign in at the Front Desk before they go to their class.

If your child will be late arriving or unwell and unable to attend school, please contact the School Office by 9:00am.

All medical appointments should be made outside of school hours. However, if this is not possible, please inform the School Office in writing with as much notice as possible. To collect your child for an appointment, please go directly to the Front Desk.

For absence other than through illness or medical appointments, prior agreement must be obtained in writing from the Principal. Please allow enough time for these requests to be considered.

### **Adverse Weather**

Should bad weather prevent the opening of the school, a decision will be made, where possible, by 7:30am on the morning of closure. Parents will be informed via email. Information will also be posted on our website and Facebook page. If the school has to close during the day information will be sent out via email. Please listen to BBC Radio Suffolk 103.9 – 104.6 FM for their snowline updates.

## Catering

School catering is provided by our in-house chefs and catering team can cater for vegetarians, vegans and those with food allergies or intolerances.

## Bus Service

We offer a limited bus service. This is available for morning journeys and is subject to availability. The journeys are continually reviewed based on needs and can, from time to time, be re-routed. Parents who are interested in this service should contact the School Office.

## Uniform

### Uniform Lists

At the end of this document you will find the latest uniform lists. Please ensure that your child(ren) wears the correct uniform at all times and that they have all of the necessary school supplies.

### Ordering and Purchasing Uniform

Our uniform can be purchased through the uniform supplier, 'Mr Cricket, Mr Hockey'. They have a store in Burwell, Cambridgeshire, where items can be tried on and fitted in-store alongside a wide selection of sports equipment.

You can also purchase and order uniform online via this link: [www.mrcrickethockey.com/product-category/schools/brookes-school/](http://www.mrcrickethockey.com/product-category/schools/brookes-school/)

If you have any questions in regards to ordering uniform, please contact the supplier on 01638 741611. It is essential that ALL items of your child's belongings, uniform and sports clothing are named securely. The PTA runs a second hand uniform shop, please look on our website for details.

### Lost Property

There is a lost property collection point located in the hall foyer. Please check here first for any lost property. It is your child's responsibility to look after their belongings.

#### Item List

- Pencil Case
- Pencils
- Pencil Sharpener
- Rubber
- Ruler
- Protractor
- Compass



- Handwriting Pens (blue or black ink only)
- Scientific Calculator
- Colouring pens/pencils (optional)
- A water bottle - Please ensure this is clearly named.

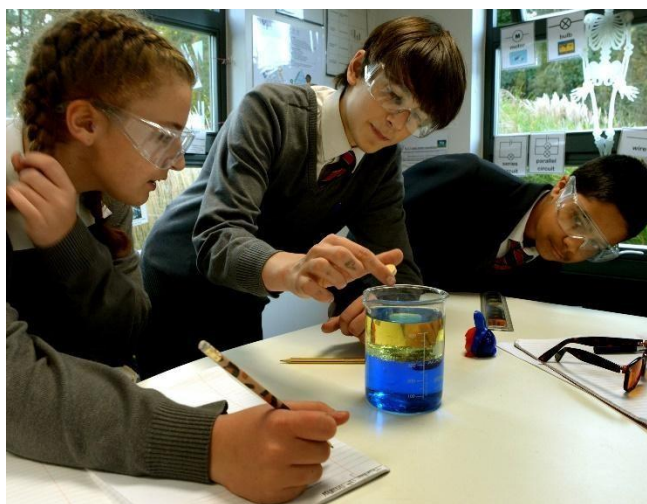
## Pastoral Care

### School Council

The School Council is made up of an elected member from each class, the purpose of the council is to raise issues of interest to further the development of the school. Meetings occur twice each half term and it is the responsibility of each elected member to report back to their class and to discuss matters arising from the meetings. Issues discussed can vary widely from school meals to chosen charities; all are aimed at improving the school and providing support for the staff, students and members of the community in need.

### Assemblies

We believe assemblies are an important part of our students' education. They are opportunities to celebrate examples of good character, effort and achievement as well as highlight important and topical issues.



We have two assemblies a week on Mondays and Fridays. There are also class assemblies every term to which parents are invited, as well as house assemblies.

### The House System

All students and staff in the school belong to a house. The houses play an important role in school life; with regular meetings and inter house competitions. The houses are Phoenix, Dragon and Firebird. Each house is led by a nominated house captain. At the end of each term the House Cup is awarded to the house that has earned the highest number of house points. House points are given to students for achievement and demonstrating our school values.

### Charities

We support various charities throughout the year, as decided by the School Council.

## Your Child's Welfare

### Health

If your child has any allergies or suffers from a condition such as asthma, please ensure you discuss this directly with the School Office and their class teacher. If your child's medical information changes it is essential that you inform the School Office. The health and safety of each student is of paramount importance to the school. However, accidents may occasionally occur or students will become unwell during the school day. In either event, every effort will be made to ensure that parents are notified immediately.

The emergency contact numbers provided by parents are used to notify parents or their nominated representative. In the event of emergency treatment being required, should it prove impossible to make contact with the parents, the school will proceed with emergency treatment with a suitable doctor or hospital, providing that the medical form has been completed.



It is very important that the contact numbers on your child's records are kept up to date.

### Illness

If your child falls ill during school hours, we will contact you to advise that they need to be collected. Students who are obviously not well, have sickness or diarrhoea or a fever should not be sent to school. With sickness and diarrhoea, they must be kept off school for 48 hours from the last bout. In the case of communicable diseases, the school should be notified immediately, so that other parents can be informed. If your child has had to be given Calpol or Paracetamol to reduce a temperature, they should not be sent to school.

### Medication

School policy does not allow school staff to dispense medicine to students without written consent from the parents. An 'Administering of Medication Form' must be completed in order for school staff to administer medication. These can be found in the school office. Any medicine coming in to school must also be clearly labelled with the student's name and prescribed dosage. No responsibility can be accepted if a dose is missed. Unless other arrangements are in place, Asthma inhalers and Epipens must be marked with the student's name and handed to the class teacher for safekeeping.

### **Safeguarding**

All our policies relating to all areas of your child's education and safeguarding can be found by accessing the school website. All policies are reviewed and updated yearly and in accordance with government guidelines.

At Brookes we are determined to ensure that all necessary steps are taken to protect students and young people from harm. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Brookes.

The Senior Designated Persons on this site are,

- Natalie Taylor, [ntaylor@uk.brookes.org](mailto:ntaylor@uk.brookes.org)
- Susie walton [swalton@uk.brookes.org](mailto:swalton@uk.brookes.org)
- Freddie Walton [fwalton@uk.brookes.org](mailto:fwalton@uk.brookes.org)

### **Standards of Behaviour**

We have proactive behavioural and pastoral programmes that promote good behaviour from our students. These are concerned with creating a climate and culture at Brookes where every student and staff member are happy through encouraging respectful, caring and positive behaviour and relationships. The formal school procedures for behaviour management are set out in the 'Behaviour Management' and 'Preventing and Tackling Bullying' policies. These are available on our website.

### **Care Plans**

Students with learning disabilities or medical conditions are supported with a care plan which is shared with all relevant staff for continuity of care.

## **Teaching & Learning**

### **Key Stage 1 and 2**

In Key Stage 1 and 2 we use the National Curriculum as a guideline for our own curriculum which allows the children to make links between subjects, giving a more holistic approach to their learning and development. Children work in groups, pairs, individually or as a whole class depending on the area of learning. Subject teaching is split between the class teacher and specialist subject teachers.

### **Key Stage 3**

In Key Stage 3 the school follows the National Curriculum. We offer a range of subjects to give a broad and balanced curriculum with the core subjects of English, Maths and Science, as well as drama, music, art, humanities and P.E The students will be under the pastoral care of a form tutor and will be allocated a form room which will act as their base. Most lessons will take place in specialist rooms, for example, science, art, computing and music as well as a continued high quality provision of Sport. Students will be able to evaluate and reflect on their past and future learning and also discuss any issues arising from their timetable or homework during weekly form/mentor time.

## Key Stage 4

In Key Stage 4 the school follows the IGCSE courses provided by Pearson Edexcel. The students have a core curriculum of English, Mathematics, Science and a Modern Foreign Language. In addition, there is a variety of optional subjects which give a total of 9 IGCSE examination subjects available.

There continues to be a high quality provision of sport as well as weekly form /mentor time to discuss any issues arising.

## Sport

Students participate in sports each week. Our team of specialist and highly qualified staff deliver a broad and balanced curriculum across the school.

**Autumn Term:** Rugby, Netball, Swimming, Cross Country, Football

**Spring Term:** Rugby, Netball, Football, Swimming, Cross Country, Dance,-

**Summer Term:** Cricket, Rounders, Athletics, Tennis

*Regular fixtures take place against other schools, in various sports.*



## Performing Arts

Students have the opportunity to learn an instrument which is available in: piano, voice, flute, guitar, woodwind and drums/percussion. We recommend that students only access a maximum of two peripatetic lessons at any point. One full term notice to the peripatetic tutor is required if you no longer wish your child to participate in their lessons.

*These are not included with the school fees and payment should be dealt directly with the peripatetic tutors.*

If your child is interested, please contact the School Office and we will put you in touch. There are 'Performance Evenings' in the School Calendar throughout the year. These are opportunities for our students to demonstrate their group and individual talents in both music and drama. As well as Class assemblies the students take part in productions.

## Learning Support

We have a Special Educational Needs Co-ordinator and Learning Support Assistants who support the students on an individual basis. Students who are identified as needing extra support or extension are provided with their own Individual learning plan (ILP). This ILP is a collaborative approach between school staff and parents to offer strategies to support and stretch where appropriate. This is reviewed with parents each term.

### **Reports and Assessment**

Students are assessed on a day-by-day basis by their teachers through a variety of assessments for learning techniques. We use summative assessment techniques/ materials at the end of each term to inform our planning for each individual student. At the beginning of the academic year students sit 'Cognitive Ability Tests' (CATS) which gives the teacher an indication of the student's potential for learning and their IQ.

There are progress summary reports sent home at the end of each term which are discussed at the parent teacher consultations. Parents will receive the formal report of their child's progress in the summer term. Reports will outline the student's progress in all areas of the curriculum and are written by the teachers responsible for individual subjects.

### **Parent Teacher Consultations**

These take place in the autumn and spring term after school from 4.15pm to approximately 7pm. This is a wonderful opportunity to meet with your child's teachers, including specialist staff.

### **Homework and Homework Diaries**

Homework is set according to the student's needs and will gradually increase in quantity throughout the school. Please contact the class or form teacher for further details on homework.

Each student is supplied with a Homework Diary and a homework timetable.

### **Further Details**

#### **PTA**

At Brookes, we pride ourselves on the family feel that runs through the entire school. Our PTA plays a vital role in making sure that everyone has the opportunity to be part of our school community. The PTA helps with a variety of fundraising and social events across the school calendar. From dressing the hall for the student's disco to running quiz and curry nights, our PTA are always on hand to support and build on our community spirit. They are also an invaluable source of information to our newest families.

New members are always welcome to join the PTA. Monthly meetings take place at the school. You can find the dates of upcoming meetings in our school calendar.

You can also contact the PTA directly on [pta@uk.brookes.org](mailto:pta@uk.brookes.org) for further information.

#### **Fees and Finance**

For our full details of fees and payments please refer to our website, where you will find our price list and our full Terms and Conditions. Please contact [bursar@brookescambridge.org](mailto:bursar@brookescambridge.org) for further information. <https://uk.brookes.org/admissions/fees/>

### **Speech Day**

This is a day in our school calendar when we take the time to celebrate all our student's achievements over the year. This day takes place at the end of the summer term and all families are encouraged to attend this formal event.

### **Staff Lists**

Our current staff listings can be found on the school's website. All enquiries to staff should go through the School Office who will pass your query onto the appropriate staff member. [office@uk.brookes.org](mailto:office@uk.brookes.org)

### **Additional Information**

If you have any other questions throughout the year, please do not hesitate to contact the office. We will be more than happy to help. This handbook will be updated regularly so please do let us know if you have any suggestions for the next issue.

## **Uniform**

### **Lower School Girls Uniform List**

#### **Daily Wear**

- Grey school blazer
- School pinafore/tunic (Year 1 and 2 only)
- School kilt
- White long or short sleeve reverse collar blouse
- School V-neck pullover or school cardigan
- School summer dress (summer term only)
- Light/mid-grey tights
- White ankle socks
- Smart black shoes – flat-heeled, no visible markings
- School outdoor coat
- Plain red hairband/ribbon, if required
- Boilersuit (Year 1 and 2 only)
- School rucksack(Y1 & 2 use this as a sports bag)
- Brookes book bag (Y1-2)
- Brookes Winter Hat
- Winter Gloves (navy blue or black)



## Sportswear

- School short-sleeved games top
- School games skort
- Trainers (predominantly white, cushioned and suitable for impact sports – not fashion trainers)
- School tracksuit bottoms
- School hooded sweatshirt
- School sports socks (Year 3+)
- White sports socks (Y1-2)
- School rain jacket (Y3+ used for outdoor sports during winter)
- Black base layer (optional)
- Studded boots (Year 3+)
- School junior sports bag (Y3 – Y6)
- Shin pads (Year 3+)
- School cricket apparel (Y3+)
- Cricket white trousers
  - Brookes Cricket white shirt
  - Brookes Cricket sweater (optional)
- Blue swimsuit
- School swim hat
- School drawstring swimming bag

## Lower School Boys Uniform List

### Daily Wear

- Grey school blazer
- Charcoal flat-front trousers – not tight-fitting
- White long sleeve school shirt
- School v-neck pullover
- School tie
- Socks (dark grey)
- Grey shorts
- Smart black shoes (ordinary style, no visible markings)
- School outdoor coat
- Brookes winter hat
- Winter Gloves (navy blue or black)
- School Rucksack (Y1 & 2 use this as a sports bag)
- Brookes bookbag (Year 1 & 2 only)
- Boilersuit (Year 1 & 2 only)



## Sportswear

- School short-sleeved games top
- School shorts
- Black base layer (optional)
- School cricket apparel (Year 3+)
  - Cricket white trousers
  - Brookes Cricket white polo shirt
  - Brookes Cricket sweater (optional)
- Trainers – should be predominantly white, cushioned and suitable for impact sports and not fashion trainers
- Studded boots (Year 3+)
- School tracksuit trousers
- School hooded sweatshirt
- School sports socks (Year 3+)
- White sports socks (Y1-2)
- School rain jacket (Y3+ used for outdoor sports during winter)
- School swim shorts
- School swim hat
- School drawstring Swimming bag
- School junior sports bag (Y3 – 6)
- Mouthguard (Year 4+)
- Shin pads (Year 3+)

## Senior School Boys Uniform List

### Daily Wear

- Upper School blazer
- Dark grey trousers (not tight fitting)
- White long sleeve school shirt
- School v-neck pullover (grey)
- School tie
- Socks (black or dark grey)
- Smart black shoes (ordinary style, no visible markings)
- School outdoor coat
- School rucksack
- Brookes Winter Hat (navy blue or black)
- Winter Gloves (navy blue or black)

### Sportswear

- School long-sleeved games top
- School short-sleeved games top (optional)
- School shorts
- Base layer black  
(optional) [uk.brookes.org](http://uk.brookes.org)
- School cricket kit
- Cricket white trousers
- Brookes Cricket white polo shirt
- Brookes Cricket sweater (optional)
- Trainers (predominantly white, cushioned and suitable for impact sports – not fashion trainers)
- Studded boots



## Senior School Girls Uniform

### Daily Wear

- Blue school blazer
- Blue school skirt or kilt
- White long sleeve or short sleeve blouse
- School v-neck pullover or School Cardigan
- Light-grey tights
- White knee or ankle socks
- Smart black shoes – flat-heeled, no visible markings
- School outdoor coat
- School rucksack

### Uniform Guidelines (boys)

We expect all of our students to present themselves in the correct school uniform at all times. Care and pride should be taken in how the students wear and maintain their uniforms. Brookes blazers should be worn at times unless advised by the school and shirts must be tucked in. Shoes (not boots) must be black, polished flat in style with no visible markings and laces tied. Ties must be worn down to the waist, earrings and jewellery are not permitted.

- School tracksuit trousers
- School hooded sweatshirt
- School rain jacket (used for outdoor sports during winter)
- School sports socks
- School senior sports bag
- Mouth Guard (Year 7 and 8 only)
- Shin pads

- School short-sleeved games top
- School long-sleeved games top (optional)
- School games skort
- Base layer (optional)
- Trainers (predominantly white, cushioned and suitable for impact sports – not fashion trainers)
- Studded boots (if picking rugby or football)
- School cricket kit
- Cricket white trousers
- Brookes Cricket white polo shirt
- Brookes Cricket sweater (optional)
- School tracksuit trousers
- School hooded sweatshirt
- School sports socks
- School rain jacket (used for outdoor sports during winter)
- School senior sports bag
- Mouthguard (if selecting rugby)
- Shin pads (if selecting football)



Brookes Uniform can be purchased from 'MrCricket, Mr Hockey' at <https://www.mrcrickethockey.com/product-category/schools/brookes-school>.

All other products can be purchased via our supplier or by other retail outlets. If you experience any issues with purchasing a uniform, please don't hesitate to contact the office.

**Please ensure that all items are clearly labelled.**

#### **Uniform Guidelines (girls)**

We expect all of our students to present themselves in the correct school uniform at all times. Care and pride should be taken in how the students wear and maintain their uniforms. Brookes blazers should be worn at all times unless advised by the school and shirts must be tucked in. Shoes (not boots) must be black, polished flat in style (no high heels) with no visible markings with laces tied. Shoulder length hair must be tied back off the face. Jewellery must not be worn, except for one sleeper stud in plain gold or silver in each ear lobe.

Brookes Uniform can be purchased from 'MrCricket, Mr Hockey' at [www.mrcrickethockey.com/product-category/schools/brookes-school](http://www.mrcrickethockey.com/product-category/schools/brookes-school).

All other products can be purchased via our supplier or by other retail outlets. If you experience any issues with purchasing uniform, please don't hesitate to contact the office.

**Please ensure that all items are clearly labelled.**