



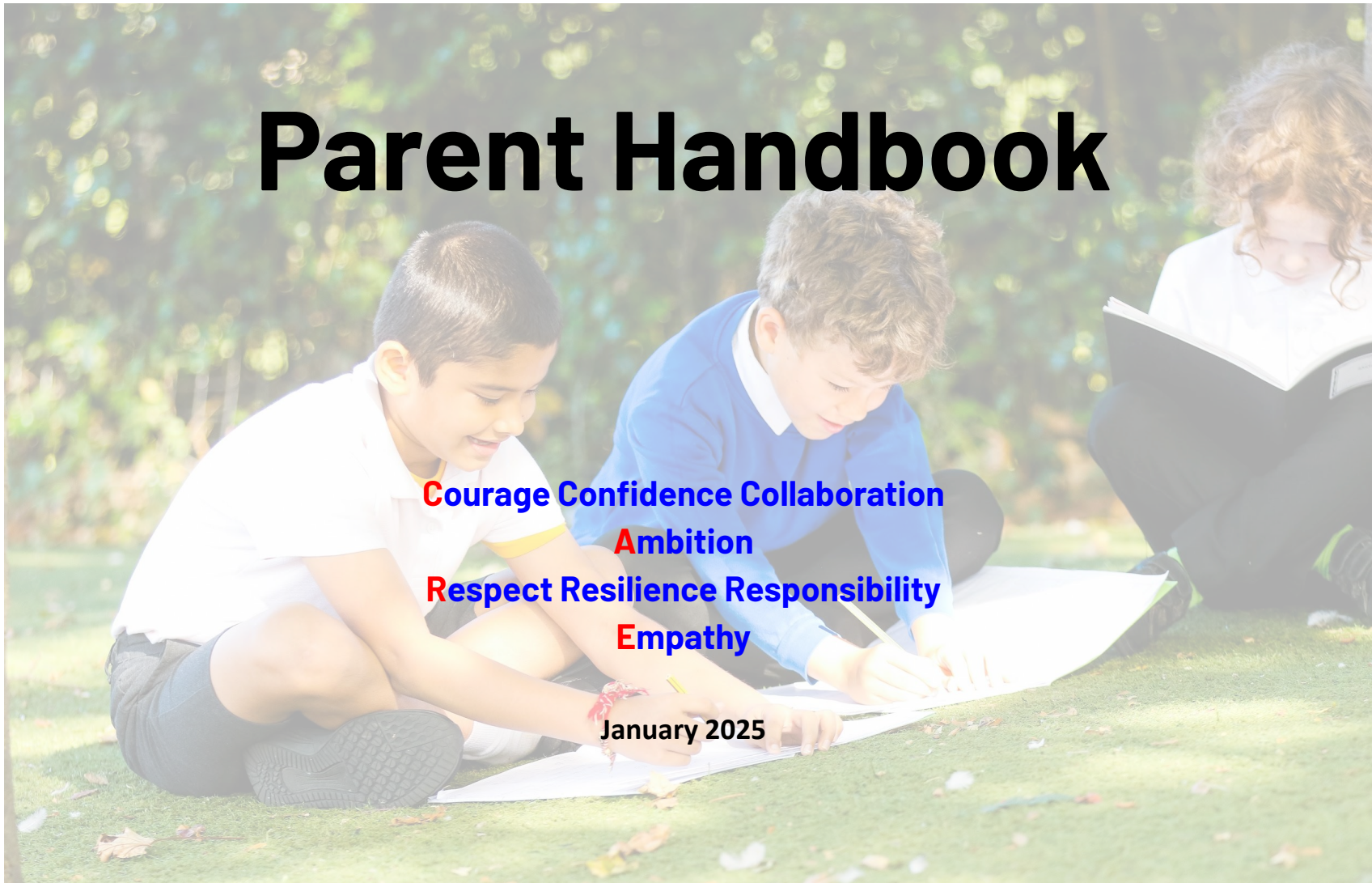
**Broomgrove
Junior
School**

“Being the best we can be, together”

Parent Handbook

**Courage Confidence Collaboration
Ambition
Respect Resilience Responsibility
Empathy**

January 2025



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Headteacher's Welcome

Welcome to Broomgrove Junior School. As a parent, choosing the right school for your child is one of the most important responsibilities you must undertake so we are delighted that you have made the decision to send your child to our school.

Broomgrove Junior School is a school of which our children, staff and governors are very proud. As a community school for 7-11 year olds,, we are part of the Colne, Stour and Mid-Tendring Cluster. This cluster is made up of The Colne Community School (secondary), thirteen primary schools and Broomgrove Junior and Infant Schools. We work together closely throughout the year and we have developed close links. More importantly, we work very closely with our neighbouring infant school to share strategies and policies as well as to ensure a smooth transition for all children.

At our school, we also value our relationships with families, governors and the local community and we enjoy working together. A supportive atmosphere is fostered within which children feel confident to express their individuality, their talents and know that success in any aspect of their lives will be rewarded and celebrated. We are passionate that the school flourishes by providing a positive and stimulating learning environment created by caring and dedicated staff, which results in good progress for all our learners.

Broomgrove Junior School is a friendly, caring and ambitious school and we are passionate about learning as well as social and emotional development and preparing children for secondary school. As an inclusive school, we strive to support and challenge all children to enable them to achieve their potential in all areas of the curriculum through high quality teaching as well as through forming strong relationships with

them and their families. We value and care for the whole child and their individual needs and everything we do is to benefit the children. Also, we have a school dog due to the benefits animals have upon children.

At the heart of all aspects of our school life are our Character Virtues: **(C)** Courage, Confidence, Collaboration; **(A)** Ambition; **(R)** Respect, Resilience, Responsibility; **(E)** Empathy. Like all state schools, we also promote the British Values of: Democracy, Rule of Law, Respect, Tolerance and Individual Liberty. Specific reference is made to these in weekly assemblies.

We are also obviously conscious of the necessity to provide our children with a broad and balanced curriculum that enables them to achieve their best. We appreciate the trust you place in the school to provide the best possible learning outcomes for your child; our commitment is to do everything possible to ensure that is realised. We also depend on your commitment to work in partnership with us to make this a reality.

We have high expectations and celebrate collaboration, hence, our motto is: *Being the best we can be, together!* Ultimately, our aim is for all of our children to be happy, confident, articulate and ambitious.

We encourage you to visit our website and Class Dojo regularly to keep track of events happening in our school and to be aware of forthcoming events.

We look forward to you becoming part of the Broomgrove Junior School family.

Ms K Wright, Headteacher.

School Governors

Our school governors work with our school to support the education of your children. They are drawn from all parts of our local community, and it is their role to ensure that high standards are maintained throughout all aspects of your child's education. Our Governing Board works with the school to ensure they improve each year. They:

- hold the headteacher to account for the school's performance
- make sure the budget is spent wisely
- set the school targets and ensure they are met
- take part in hearings and appeals
- making sure school buildings are welcoming and safe
- appoint and dismiss staff

Chair of Governor's Welcome

Welcome to our school, where we foster a lifelong love of learning through a collaborative community effort. Our dedicated staff and inclusive environment ensure a rich educational experience beyond the classroom. We offer unique programs like Forest School and have ample space for sports and creative play.

Our Governing Board, composed of enthusiastic volunteers, continually seeks to enhance our school and provide strategic direction alongside the headteacher and staff. We contribute to school improvement to set direction, oversee financial management and hold the headteacher to account for the schools performance.

As chair of the governing board I believe it is important to be present so I actively ensure that I know the children's parents

and carers within our school community; you will often see me greeting the children on the gate in the mornings.

At Broomgrove we focus not only on delivering high quality education but also strive to ensure that the children's emotional development is nurtured. We are fortunate to have our school dog Woody and a dedicated, qualified ELSA (Emotional Literacy Support Assistant) to enhance this area of focus.

As an integral part of the Wivenhoe community, we actively participate in and host local events with the support from the Broomgrove School Association (BSA) such as an annual summer fair and fireworks display.

Finally, we look forward to supporting your child's educational journey at Broomgrove Junior School.

Best Wishes

Mrs Stacey Street

Chair of the Board of Governors

School's Location and Accommodation

Broom Grove
Wivenhoe
Colchester
Essex
CO7 9QB

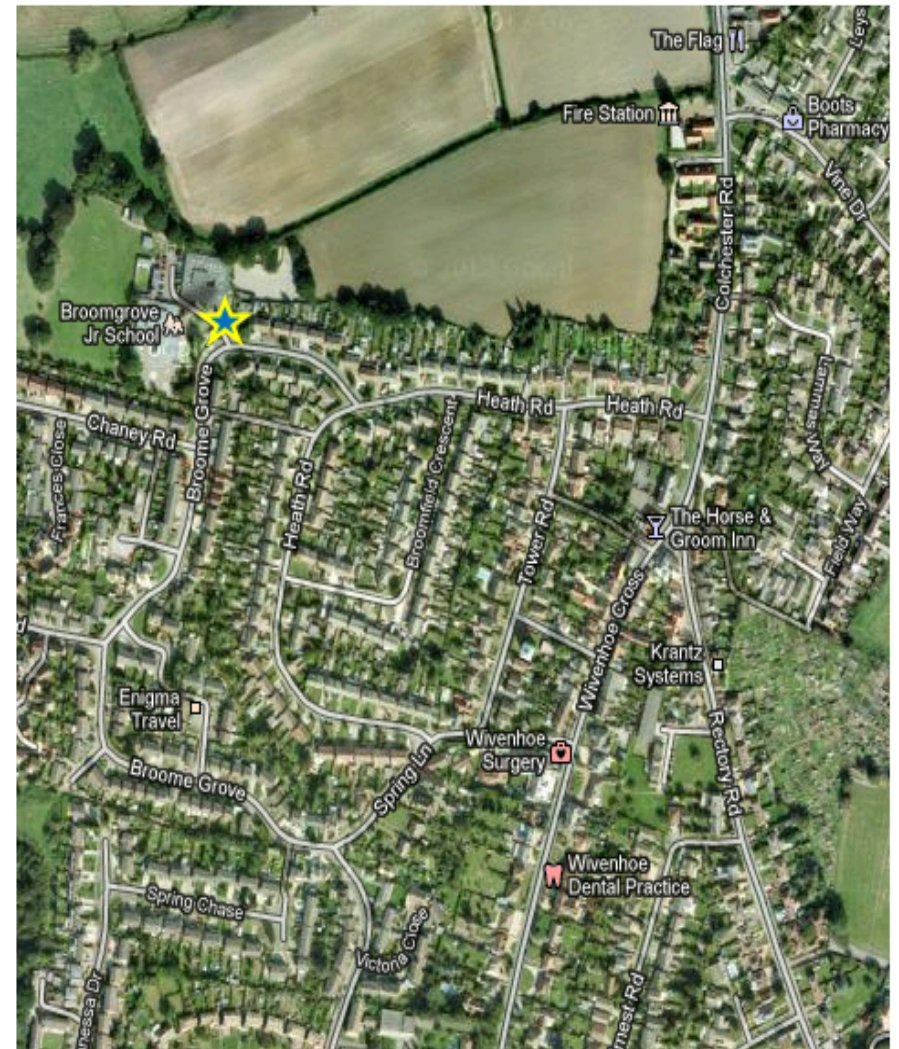
Tel: 01206 822 893

Website: www.broomgrovejuniorschool.co.uk

Email: admin@broomgrove-jun.sch.uk

The School is situated off Colchester Road on the outskirts of Wivenhoe. Set in large, well equipped grounds which we share with Broomgrove Infant School, we boast a large field suitable for a variety of sports, a Forest School area, a 1940's garden complete with Anderson Shelter, a separate allotment and a demountable classroom.

The school building has 8 classrooms, a well-appointed hall, and a newly developed library. Toilet facilities are separated for upper and lower school children.



School Vision

Our school strives to empower all pupils to embrace learning, achieve their personal best and build their emotional, social and physical well-being. We aim to prepare our pupils for a successful, ambitious and happy future.

We view cultural capital as powerful knowledge and our goal as a school is to equip our pupils with the knowledge, skills and mindset to thrive and then take on the world.

We strive to consciously create a culture of respect and inclusion and to support and respect diversity amongst everyone in school, as well as in our local and global communities.

Being the best we can be, together

Reading for pleasure

Our high expectations for all

Outdoor learning experiences

Monitoring and supporting social and emotional needs

Gaining powerful knowledge

Relationships at the heart of everything

Opportunities for all through inclusion

Valuing our Character Virtues

Equality for all and celebrating diversity

We believe that everyone is different, everyone is equal and everyone will achieve!

Organisation of the School

There are 8 mixed ability classes, with two classes in each year group. Teachers within each year group plan together and will, if appropriate, team-teach across the year group. Teachers may also take responsibility for teaching specific subjects within a year group e.g. to teach P.E. or computing.

The School Day

The school gates open at 8:40am and close at 8:50am. On arrival, the children walk to their classroom and enter via the external doors.

Timings of the school day:

8:40 am to 12:00 pm morning session

12:00 pm -1:00 pm lunchtime

1:00 pm to 3:20 pm afternoon session

The playground gates then open again at 3.20pm until 3.30pm. The gates are locked at all other times for the safety of the children.

Assembly and Break time

The morning session is split into two halves with morning break and assembly.

Assemblies are held daily from 10.30am to 10:45am, which all children attend. (Some children may work with their class teacher during an assembly time in order to

gain confidence about topic being studied in upcoming maths or English lessons). The content of each assembly varies from day to day, but Friday's assembly is a celebration of the children's achievements during the week. This includes presenting certificates for specific achievements. It is also an opportunity to present our much coveted 'Role Model Awards' which are presented to one child in Lower Key Stage 2 and one child in Upper Key Stage 2 who are considered an exemplary student and an example for others to follow.

Our assemblies are both a statutory and key part of the school day, and contribute greatly to the ethos of the school. As we are not a faith school, the tenor of our assemblies is one of acceptance and tolerance; no one faith is promoted, although several may be explored. We share weekly Picture News assemblies which share news-related items from all around the world and each assembly links to British Values.

All children have their breaktime at 10:15am before assembly. As a Healthy School, children are encouraged to bring a healthy snack to eat during this time (crisps and biscuits are not permitted at this time.) Sweets and chewing gum are not permitted at any time

School lunches

Lunchtime is part of the whole school experience and children are taught to behave with consideration and good manners at all times. The school provides healthy hot meals, which are cooked on the school premises – where possible using locally sourced fresh produce.

3-weekly menus, with vegetarian alternatives, are sent to parents, are put on the website and displayed in our reception area.

For those parents who wish their child to receive a hot meal, payment for school meals must be made in advance via the SchoolMoney App or website.

Weekly payment is preferable on Mondays (or the first day of the week if not a Monday) whether or not your child will be having a meal every day. Alternatively, you may wish to pay termly or half-termly.

Packed Lunches - we encourage parents to provide a packed lunch that is healthy and sensible. Children are asked to take home any uneaten food so that parents know if their child is eating their lunch. Drinks should only be in plastic containers. No fizzy drinks are permitted. *(In classrooms, only water is allowed.)*

Financial Support – details of the county schemes for free meals entitlement can be obtained from the school office or the Education Office in complete confidence. Even though you might be entitled to free school meals for your child/ren it is possible that you will choose not to take advantage of the benefit. However, such benefits can trigger further in-school funding that will help support your child's learning, so it is important that you inform us of your entitlement.

School Office

The School Office is open for general enquiries from 8.40am until 4pm. During these times the office staff will answer general queries, offer support and pass on messages to class teachers and other members of staff. Outside these hours, the school office can be contacted on the telephone number and email above (see School's Location and Accommodation).

Transition Arrangements

From Year 2 to Year 3

Considerable time is spent on transition activities. Year 2 and 3 teachers discuss the children and there are various opportunities for the children to visit the school throughout Year 2. One formal transition morning for the children is held with the Year 3 teachers in July. There is an opportunity to meet the new class teachers during a Celebration Afternoon in July.

To assist parents of Year 2 children, the school holds several briefing sessions and provides an opportunity to meet with the Headteacher and Deputy Headteacher/SENCo to discuss any specific issues to ease transition in September. Parents are also invited to a Meet The Teacher morning meeting once their child has started in Year 3.

From Year 6 to Year 7

Our local secondary school is The Colne Community School in Brightlingsea. The majority of our children join

this school when they leave Broomgrove. Parents will receive information about how to apply for secondary school places in the first half of the autumn term of Year 6. We liaise closely with our secondary colleagues, and children have at least one induction day at The Colne, as well as a variety of events during their final year, to ensure a smooth transition.

Grammar School Selection Test (11+)

Children can be entered for the selection process for entry into Colchester Royal Grammar School for Boys or Colchester County High School for Girls. This decision has to be made by parents in consultation with their child. We will be able to advise parents on preparation for the tests.

Communication

We use an app called Class Dojo which parents are invited to when your child joins our school. This is an app that we use to communicate with parents and in turn, parents are able to send messages to their class teacher and LSA. This app has "quiet hours" so teachers do not receive alerts between the hours of 6pm and 8am. Teachers will reply to messages within 48 hours of receiving them.

School Uniform

The wearing of school uniform plays a vital role in contributing to the ethos of Broomgrove Junior School. It helps to inspire pride in the School, support positive

behaviour and discipline and helps support effective teaching and learning. It also promotes a sense of BELONGING.

Children are expected to be smartly presented during the course of the day (with shirts tucked in) and to take pride in their appearance at all times. All items of clothing must be clearly marked with your child's name.

The school prohibits the use of make-up, nail varnish and the wearing of jewellery other than non-dangly stud-earrings and watches (*NOT Smart Watches*) – both of which must be removed by your child for PE activities.

All children with long hair must have it tied back at all times. No unnatural or vibrant hair colourings, cut in motifs, or patterns to hair styles are permitted. All hair accessories must be plain, discrete and coloured blue, or black.

The main colour of our uniform is Royal Blue. It is the policy of the School that all children should wear the following:

- Grey or black skirt/pinafore dress/shorts/trousers (not jogging bottoms) or blue and white checked dresses in the summer
- White blouse/shirt or white or royal blue polo shirt* (with or without school logo)
- Royal blue sweatshirt* or cardigan*, without a hood, (with or without school logo)
- Plain white, grey or black socks
- Black or grey tights

Items marked with a * below, some of which have the school logo on can be ordered online from www.yourschooluniform.com but these are not a requirement.

Also included in our dress code are sensible black 'leather' shoes i.e. not trainers or shoes with heels.

All children are expected to also have a waterproof jacket, waterproof over-trousers and wellington boots in school all year round. This is for outdoor learning and Forest School sessions as well as for protection at break time and lunchtime during wet weather.

[Please see our Uniform Policy on our website for more details about uniform expectations.](#)

Games, P.E. and Swimming

Indoor P.E.

- Coloured House t-shirt and black shorts

Outdoor games - summer

- House t-shirt and black shorts
- trainers (not plimsolls or trainer boots/ mid-cuts)

Outdoor games - winter

- As for summer but during the cold weather the children will need extra warm clothing. Tracksuits are ideal but not essential.

Swimming

- In the summer term, all children in year 6 have swimming lessons so a swimming costume and swimming hat are required.

Essex County Council's policy on health and safety during PE activities states that all jewellery must be removed, including stud earrings/plastic retainers.

Children will not be allowed to take part in PE lessons if they are wearing any jewellery

Adhering to the policy, school uniform is compulsory. Any child unsuitably presented will need to be collected and properly attired prior to being readmitted to school. The school reserves the right to temporarily exclude pupils who persistently do not comply with the stipulated dress code.

Lost Property

As there is limited space for the storage of unclaimed clothes, shoes etc. we ask that all property belonging to your child is marked with their name (in permanent marker) so that the item can be returned to its owner as soon as possible.

Curriculum

INTENT

The National Curriculum 2014 states that “Every state-funded school must offer a curriculum which is balanced and broadly based and which:

- Promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society, and
- Prepares pupils at the school for the opportunities, responsibilities and experiences of later life.”

It also states that the national curriculum forms one part of the school curriculum. In order to find out more about the whole learning experience offered by our school please [click here](#).

School trips

When activities are organised during school time, which involve a cost to the school, such as transport, entrance fees or fees for a performance or workshop in school, we ask for voluntary contributions from parents/carers to help cover the costs. Financial assistance may be available for children who are on, or have previously been on, our free school meals register; please enquire at the office about this. No child is excluded from these activities but we reserve the right to cancel an activity if there are insufficient contributions made. Copies of our Educational Visits guidance and Charging and Remissions Policy are available from the School Office.

Outdoor Learning

Outdoor learning is an active, experiential approach to learning, that involves being outdoors as a central part of the experience. It seeks to use the outdoor environment as a vehicle for transforming the experience into changes in knowledge, skills, behaviours or attitudes.

All 13 subjects from the KS2 National Curriculum can be taught outdoors. Currently, all classes have at least one lesson a week taught outside, and this will be increasing to two. (This is one of the reasons why our uniform policy includes wellies and waterproof clothing.)

Forest School

Forest School is an extra-curricular activity that we provide to all pupils.

Originating from Scandinavia, the concept of 'friluftsliv' (free open-air life in Danish) was initially developed with under-7s. The benefits of their self-esteem, motivation and learning was soon recognised and it developed in the UK in the 1990s into what we know now as forest school.

Forest schools have been shown to:

- Increase self-esteem and self-confidence
- Improve co-operation, communication skills and awareness of others
- Increase motivation, self-discovery and positive attitude towards learning
- Encourage ownership and pride in the local environment
- Encourage a better understanding of the outdoors
- Increase the skills and knowledge

Forest School activities are child-initiated and we are very lucky to have a large separate wildlife area on site that includes many trees, a clearing with a large section

of log seats and fire pit as well as a pond for pond dipping activities.

Special Educational Needs and Disabilities (SEND)

Our Special Educational Needs and Disability [policy](#) is in line with the National and Essex Codes of Practice.

As part of our focus on inclusion, we use the Ordinarily Available Framework. This framework is a set of recommendations bringing together best practices from across Essex Schools and covers the expectations for provision and practice in all early years, mainstream and Post 16 schools and settings.

Parents of children needing additional support over and above that which is Ordinarily Available will meet with the class teacher to assess, plan and review targets and provision that are set for their child within their individual One Plan

Home Learning

We have a 'No Homework' policy here at Broomgrove Junior School and do not send out formal homework. We believe that our children get a good education and work hard enough whilst they are here at school and that home time is precious time to be spent with family and friends.

This links to our school ethos in developing the 'whole child' as children need space to learn and grow, free time to master things by themselves, to build resilience by making and solving problems and create genuine self-esteem and inner drive to be in charge of their own challenges and development. Research also shows that the impact of homework in primary schools is minimal, though we know that the stress and anxiety that it can cause in households and individuals is sometimes great.

Despite this, we do have daily expectations for parents/carers to support. We insist that all children read every night at home with an adult. Parents should record home reading in their child's online reading record.

We also ask that parents help their children to learn their times tables at home. We ask that you log onto Times Tables Rock Stars in order to support your child with their times tables work at home. Information regarding how to log onto Times Tables Rock Stars will be sent home at the beginning of each year with your child.

We would only expect a child to spend between 10-20 minutes an evening on some or all of these activities. A short burst of focused, quality support with an adult will be valuable to a child's progress. It is important that children have time to unwind after the school day, spend time with their family and to get a good night's rest.

(In Year 6, children may be given additional optional work to complete at home in order to prepare for the SATs and secondary school.)

Pupil Voice

The School Council consists of four Year 6 children who take on the role of Chair, Vice Chair, Treasurer and Secretary, and a boy and a girl from each of the other year groups. All of the children are voted onto the School Council by their peers. The School Council is a key component of school life as it helps ensure that children have the opportunity to influence school policy and practice, and that their voice is heard.

Extra-curricular activities & after school clubs

Members of staff and external providers organise a range of after-school clubs, which vary throughout the year and from season to season. (Clubs that are run by specialist providers may require payment). These are organised most afternoons generally between 3.20pm and 4.20pm. Activities include:

- Computer Club
- Netball
- Chess Club
- Multi Sports/Basketball/Football provided by Colchester United
- Cheerleading

For some of the sporting activities inter-school matches are organised.

Wraparound Care

The Infant School manages an Out-of-School Club providing wraparound care, which is available from 7.30 am until school starts, and until 5.45 pm after school. Pupils from both schools are able to attend. **Email:** outofschoolclub@broomgrove-inf.essex.sch.uk

Phone: 07504627318
(Only on during opening hours. See below)

Alternatively, you may contact Broomgrove Infant School on 01026 822141 as they manage this club.

Attendance

For children to achieve their full potential it is important that their attendance is good or better. The guidelines used to judge attendance whether attendance is good are as follows:

●100% - 99%	Excellent
●98%	Very Good
●97% - 96%	Good
●95% - 91%	Cause for Concern
●90% - 87%	Unsatisfactory
●86%	Serious Cause for Concern
●Under 85%	Critical

Registration closes at 8.50am. Children arriving after this time are required to sign in the 'late book' in reception. Persistent lateness and absenteeism is investigated and dealt with by the school in conjunction with the Local Authority.

Parents should not take their children out of school during term-time. In fact, there is no legal right for a parent to do so (Pupil Registration Regulations 2006). Unauthorised absences will be brought to the attention of the Attendance Compliance Team and may lead to the imposition of a Penalty Notice for £160 (or £80 if paid within 28 days) to each of the parents for each child taken out of school.

The school has been receiving an increasing number of holiday requests in term time.

Holidays in term time are always taken as an unauthorised leave of absence. Parents who take these periods of absence do so with the full knowledge that the school may issue a penalty notice. There is no entitlement in law for pupils to take time off during the term to go on holiday.

At Broomgrove Junior School 'exceptional circumstances' will be interpreted as:

... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher). The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time.

Examples of 'exceptional' events that are "rare, significant, unavoidable and short" may include but are not limited to: a parent or carer being a member of the armed forces and has been on active duty so could not reasonably schedule the absence for another time, the death of a close family member, the attendance at the funeral and the attendance at the wedding of a close family member.

Furthermore, we will not consider applications for leave during term time:

- at any time in September. This is very important as your child needs to settle into their new class at the start of the academic year as quickly as possible.
- during assessment and test periods in the school's calendar affecting your child.
- when a pupil's attendance record already includes any level of unauthorised absence, or they have already been granted authorised leave within that academic year.

School - Parent Partnership

A child's education is most effective when there is a positive relationship between the child, their parents and the school. To support this, the Government has asked all schools to prepare a Home/School Contract. You are invited to sign our Home/School Agreement, a copy of which is attached to your child's admission forms.

During the course of the year, we invite parents to have a meeting with their child's teachers in October and March to discuss their child's progress. A written report is sent to parents in July which highlights how their child has progressed over the year, and what needs to be worked on the following year.

In Year 6, these arrangements are slightly different as the written report will also include their child's Year 6 SATs results.

Parents are always welcome to contact **their child's class teacher in the first instance**, or to escalate any matters of concern to a Senior Leader, the Deputy Headteacher or Headteacher. It is easiest if you arrange this through the school office or via Class Dojo, although if your child's teacher or the Headteacher/Deputy are at the playground gate, before or after school, parents are most welcome to chat then.

Finally, to help the school maintain an effective partnership with parents, we would ask that parents inform us of any changes in circumstances or events that may affect their child in school. All information will be treated in confidence. It is also important to know of changes to telephone numbers, e-mail addresses and emergency contacts.

Behaviour

At our school we believe in the importance of relationships, ensuring children and young people feel valued, safe and secure, providing a sense of connection

with a member of staff and a sense of belonging to the whole school community.

Our school reflects the values of the Essex Approach to understanding behaviour and supporting emotional wellbeing known as Trauma Perceptive Practice (TPP):

- Compassion and Kindness
- Hope
- Connection and Belonging

We endeavour to make sure that at our school these values run through all the school policies and practice.

We have high expectations for behaviour and our policy provides clarity and consistency in relation to consequences for behaviour that falls short of the expectations.

For more information please [click here](#) to view our Behaviour Policy.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy, which can be viewed in the Policies section of our website.

Sometimes we may need to share information and we work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare. In such situations, we would follow the advice of the Children and Families Hub.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Our Designated Safeguarding Lead is: Miss Bonner (Deputy Headteacher) and our Deputy Designated Safeguarding Leads are: Mrs Wright (Headteacher), Mrs Welfare (School Business Manager) and Mr Hawkins (Teacher.)

Health in School

As a school we acknowledge that some children require access to different medications even though they are fit enough to come to school. Those children requiring access to an asthma inhaler, as stated in writing by their parent/ carer, are able to store their inhalers in specified boxes in their classroom.

All other medication, unless specified in writing by a parent/ carer, will be kept in the school office. All medication should be clearly labelled with the child's name, the dosage and frequency in which it should be

administered. It must also be provided in its original packaging. The school has trained staff who are prepared to administer a child's medication on the strict understanding that written and signed permission and instructions are given by the parent/ carer. Administering Medication Forms can be obtained from the school office.

Road Safety

We encourage parents and visitors to park responsibly in the surrounding area to our school. For your part, please do not park cars immediately in front of the school entrances, or in front of our neighbours' driveways, and be very careful when driving past the school. Kindly comply with road markings and signs.

We have sought assistance from the local Police as well as Wivenhoe Town Council to patrol the roads in our local vicinity in the hope of providing safety to our pupils and their families.

Cycling/ Scootering

We share a cycle and scooter rack with the Infant School which are situated at the front of both schools. **Children who cycle/ scooter to school must wear a safety helmet. Those cycling must use a road worthy bike.** Bikes must be pushed, rather than ridden, while in school grounds. Bikeability classes are organised for children.

Photography/ filming at school events

At school performances, we recognise that many parents/ carers like to take photographs or videos of their

children performing and competing. We do not wish to limit the right of parents/ carers to do this, but there are several children in school whose parents/ carers do not wish to have their child photographed at all. There may be other children, who for Child Protection and Safeguarding reasons, should not have their images shared or published. As it is almost impossible to take a photo, or film of a lone child without incorporating others, we would ask that any picture or video you take is for your own personal use, and **must not** be put onto the internet in any form, whether on social media, or anywhere else. Tagging children without consent should never take place.

The Broomgrove Schools Association

The Broomgrove Schools Association (more commonly known as The BSA) is a charity based association made up of a committee of parents across both the Infant and Junior schools. The focus and function of the BSA team is to arrange events to be held for the children and families in the school and community, which in turn raises much needed funds for the schools. Every parent / carer automatically becomes a member of the BSA once their child joins the school. The level of involvement in your membership is totally up to you! You may wish to offer your time at an event or even become a committee member. The current committee is made up of five officer roles; Chair, Vice Chair of the Infants, Vice Chair of the Juniors, Treasurer and Secretary. All that we do is voluntary and we strive to be an inclusive group of

parents. We are always looking for others who would like to help plan the events to make them as great as they can possibly be, so the children are making wonderful memories! Please get in touch if you would like to find out more about how to get involved chairbroomgrovebsa@gmail.com

Complaints procedure

Any concerns or complaints that parents/carers may have about an aspect of school life should in the first instance be discussed with the class teacher.

It is in everyone's interest that complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to follow formal procedures. We take informal concerns seriously and make every effort to resolve the matter as quickly as possible.

Formal complaints will be fully investigated and responded to in line with our Complaints Procedure (which is the Department for Education's model procedure.) This can be found on our website.

School Staff

Senior Leadership Team

Headteacher

- Ms K Wright

Deputy Headteacher

- Miss V Bonner (SENCo)

Learning Team

Class Teachers

- Mrs K Gruender
- Mrs C Eunson
- Mrs S Leathers
- Mr K Hawkins
- Mrs A Freeman
- Miss M Chisnall
- Mrs M van der Wolf

Higher Level Teaching Assistants

- Mrs L Black (HLTA)
- Miss E Bowen Davies (ELSA)

Support Assistants

- Mrs A Lyon
- Miss N Gusterson
- Mrs M Cook
- Mrs S Allen
- Mrs R Fitch
- Mrs S Priest
- Mrs V Nixon

- Mrs D Kelly
- Mrs R Evans
- Miss H Cooper
- Mrs J Brunskill
- Ms N Heard

Admin Team

School Business Manager

- Mrs P Welfare

School Secretary

- Mrs M Cooke

Administrative Assistants

- Mrs A Stephenson
- Mrs S Shepherd

Site Team

School Caretaker

- Mr K Stoker

Cleaners

- Mrs J Light
- Mrs T Simmonds

Lunch Time Team

Catering Manager

- Mrs A Clark

Assistant Cook

- Mrs P Folkard

Kitchen Assistants

- Mrs J Light
- Mrs Z Jackson
- Mrs C Smith

Mid-day Assistants/Play Leaders

- Mrs V Nixon
- Mrs M Cook
- Mrs J Brunskill
- Miss H Cooper
- Miss E Bowen Davies
- Mrs A Devi
- Mrs C Lawton