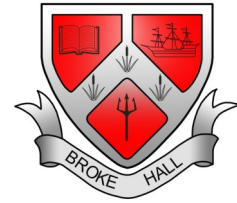


Broke Hall Community Primary School



Nursery Parent Handbook

Taking you step-by-step through starting with us

Broke Hall Community Primary School is
part of the Children's Endeavour Trust



Nursery class 2026/2027

Headteacher: Mrs R Fairs
Chair of Governors: Mr P Kilburn
Chatsworth Drive
Ipswich
IP4 5XD
01473 729544
www.brokehall.suffolk.sch.uk
frontoffice@brokehall.suffolk.sch.uk

Welcome to our school

It is a real pleasure to welcome you and your child to Broke Hall Community Primary School. At Broke Hall we are committed to delivering the highest standards of teaching and learning whilst maintaining a strong pastoral ethos.

At Broke Hall, we strive to provide an environment that enables children to achieve high academic standards as well as developing an understanding of themselves and others in the communities in which they live.

We place a high value on establishing close links between home and school so that we can effectively work together to achieve the best for each child.

We look forward to welcoming you and your child into our school community.

Mrs Ruth Fairs
Headteacher

Miss Barber (Mrs Blanchard from September)
Nursery Teacher

Broke Hall Primary School is proud to be part of The Children's Endeavour Trust, which comprises of eight schools in Ipswich and surrounding areas.



Each of the schools has a unique and distinctive character, but as part of a Trust we share a key aim to harness the professional strengths within our schools to provide sustainable improvement in the standards and effectiveness of teaching and learning for all children.

School Organisation

Broke Hall is currently organised into 3 Phases with three classes in most year groups.

- Early Years: Nursery Class and Reception
- Lower Phase: Years 1, 2 & 3
- Upper Phase: Years 4, 5 and 6

The whole school day lasts from 8.50am until 3.20pm. In the morning, children can enter school from 8.40am.

Nursery session times

Session	Timings
Morning Nursey	8.40am – 11.40am
Lunchtime Supervision	11.40am – 12.20pm
Afternoon Nursery	12.20pm – 3.20pm



Children enter the Nursery from the side gate (Nursery Gate). We encourage the children to say good bye to their parents and carers at the gate and come into nursery by themselves, supervised by Nursery staff, this helps to develop their independence.

At the end of the session, the children will exit the same way.

Our school rules

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all.



We have three simple rules to follow:

- **Be Ready** - I will help myself and others to learn by being in the right place, with the right equipment and ready to listen and complete my work
- **Be Respectful** - I will listen and talk politely to adults and other pupils; and look after equipment and other people's possessions
- **Be Safe** - I will be kind and look after myself and others, following appropriate instructions from adults.

Silver Rights Respecting School

In June 2024, we gained the Silver Rights Respecting School Accreditation. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted. UNICEF is the world's leading organisation working for children and their rights. The Rights

Respecting Schools Award is granted to schools that show commitment to promoting and realising children's rights and encouraging adults, children, and young people to respect the rights of others in school.

Silver is given to schools that make excellent progress towards embedding the principles of the UN Convention on the Rights of the Child into its ethos and curriculum.



IQM Centre of Excellence

In September 2024, we were awarded the IQM Inclusive School Award with Centre of Excellence Status. An inclusive school gives all pupils regardless of their age, gender, ethnicity, achievements or background the equal opportunities to succeed. The assessor for the award noted that *'Pupils at Broke Hall Community Primary School appreciate that others are not as fortunate as they are, and their positive attitude towards helping others is highly commendable, emanating from a thoroughly embedded culture that promotes compassion and inclusion.'*



What is the Early Years curriculum?

At Broke Hall, our philosophy is to value every child as a unique individual, who enjoys learning and thinking for themselves. Our aim within the Early Years Foundation Stage is to provide a happy, safe and stimulating environment, which allows all children to feel secure and valued and therefore ready and eager to learn.

In accordance with the Early Years Foundation Stage (EYFS) curriculum guidance, the following seven areas of learning and development are carefully planned for, to enable progression and development through each area of learning:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



At Broke Hall School, we believe that children learn best when they are inquisitive, interested and engaged. At the heart of our curriculum is a rich and diverse literature spine, which helps to frame learning from across the curriculum. We aim to give children the opportunity to explore their own interests, enquire, plan and take risks. By providing an open-ended and enabling environment, both inside and outside, supported by skilful staff, we can seize the moment when a child shows a level of interest and curiosity. We can then draw out and extend these moments. Through our well-planned environments, we provide meaningful opportunities for developing the characteristics of Effective Learning; playing and exploring, active learning and creating and thinking critically. As children utilise and develop these characteristics, they become independent, effective, and motivated learners who demonstrate high levels of well-being and involvement.

Will my child learn outside?

Children have access to our outdoor learning environment throughout the day, every day. In addition, at Broke Hall, children have access to our on-site woodland area. This time in the woodland is an extension of our learning ethos. It offers opportunities for holistic growth through play, learning to become resilient, enjoying exploration and supported risk taking.

Outdoor learning inspires connection to the world and an understanding of how a learner fits within it, whilst also developing confidence and self-esteem.



Children will need a **pair of wellies and a puddle suit** in school so they can access outdoor learning in all weathers. If the forecast is cold on our woodland days, you are welcome to supplement the school uniform with an extra jumper, warm socks etc.

What should my child wear to school?

Children wear school uniform as it encourages a sense of belonging, a feeling of equality and a pride in being a member of our school.

We emphasise that children come to school to learn through play so the school uniform should be comfortable, warm and practical rather than reflecting the latest fashion.

Children are not permitted to wear make-up, jewellery or nail varnish at school.

Earrings should be small plain stud earrings and must be removed before P.E. or games lessons. If earrings are unable to be removed, please provide some tape in your child's bookbag.

PMG Schoolwear will sell uniform through their website and also in their shop in Ipswich town centre. **Pupils may also wear unbranded school uniform in the appropriate colours.**

- Red sweatshirt, jumper or cardigan
- White polo t-shirt, blouse or shirt
- Black or grey trousers, shorts or culottes - no leggings or tracksuit trousers
- Black or grey pinafore dress or skirt
- Black, grey, white or red socks or tights
- Black school shoes with flat heels – if trainers these must be entirely black with no coloured/white soles or coloured logo
- Red and white checked summer dress or skirt

P.E .Kit

- White cotton T-shirt or polo
- Red shorts,
- Black or white plimsolls,

P.E. kit should be kept in a drawstring bag which will hang on a coat peg.



Please ensure that all items of school uniform and PE kit are clearly labelled with your child's name.

Our Home School Association also sell second hand uniform at very reasonable prices.

What other equipment will my child need?

Children in Nursery have access to the outside area daily so will need to have a **coat in school every day**. They will also need a **pair of wellington boots and a puddle suit** to use in the sand and water area and also our woodland space.

Children will need a **red bookbag** to keep their reading books in, but do not need any other sort of school bag (e.g. rucksack—we simply do not have the space for these).

Spare clothes

We provide opportunities for children to play in water, sand, sensory activities and know that toileting accidents can happen. Therefore, all children will need to have a spare change of uniform to keep on their peg. This includes socks and underwear. We will send home any wet clothes in a bag and ask that you replace this as soon as possible so your child always has a change of clothes if necessary.



What happens at lunchtime?

At Broke Hall Primary School, we are very proud to have an in-house team dedicated to providing high quality school meals for all of our children. Our school meals are cooked on site by our own kitchen team, using locally sourced, fresh ingredients where possible. Children in nursery can choose from a varied and healthy menu each day (lunch cover is a £2.60 fee). We offer hot dinner (meat or vegetarian option), jacket potato or the 'Grab and go' packed lunch option. Water and milk are available for the children to drink. **School provided meals are an additional £2.60 per day.** We have regular special events and menus throughout the year. We often use produce from our own school garden in the meals.



Do I need to send a snack into school?

No—a piece of fruit or vegetable is provided each day free for your child. However if you wish to send your child in with their own fruit or vegetable snack, please put this in a named container. Children will also need to bring in their own named water bottle each day.



Children will be asked each morning what their lunch choice will be. The menu for our school dinners can be found on the school website.

Packed lunch

Alternatively to school dinner, children can bring in a packed lunch from home. If you choose this option, please ensure that you do **not** include chocolate bars, sweets, fizzy drinks. Due to severe allergies of children in the school please ensure that you do **not** include sweetcorn, popcorn or any nuts or nut based products in your child's packed lunches.

To help us ensure children are able to eat safely with their packed lunches please:

- cut small round foods (like grapes, strawberries and cherry tomatoes) lengthways and into quarters.
- cut large fruits (like melon) and hard fruit or vegetables (like raw apple and carrot) into slices instead of small chunks.
- cut cheese into strips rather than chunks.



What is the H.S.A?

Broke Hall Home & School Association (HSA) is run entirely by volunteers to raise money to improve the experience for children at the school.

They host a number of events throughout the year to raise money, such as Summer and Christmas Fayres, quiz nights and the ever popular ice-pop Fridays.

As parents you will automatically become members of the association while your child remains in the school and we hope that you will take the opportunity to support the school either through attending the fund raising events or by becoming part of the H.S.A fundraising team. The roles are many and varied and even the smallest offer of support is welcomed. Please contact the H.S.A at

brokehallhsa@outlook.com

I would like to contact my child's teacher—what should I do?

Every child will have a home/school diary, which will be sent home daily in their book bag. In this book, you can record any information that you need to pass on to the teacher. These are checked daily and the teacher will write a written response. Please always keep this book in the book bag.

If you need to speak to a teacher, they will be available for a very quick word at drop off and at the end of the day, however, this is not the time for a lengthy conversation. Teachers are always happy to give you a call or to arrange a suitable time to meet with you to discuss any concerns.

How will I know how my child is getting on in school?

We use Tapestry, to share a photographic record of your child's experiences and learning. By logging on with a secure username and password you will be able to view all of your child's observations, photographs and even videos from their time in Early Years. This will enable you to see your child's journey and allow you to reflect upon achievements with your child. You can also add your own comments and pictures so that we, as a staff, can find out about and celebrate the learning your child has demonstrate at home.



Parents are invited to attend termly consultations to discuss their child's progress. We encourage parents to contact staff whenever they have any concerns about their child's welfare or educational progress. We also keep parents up to date with the many things that are happening in school through the regular school newsletters and the termly Year Group Newsletters and website.



What are the school values?

Our core values of inclusion, resilience, curiosity, knowledge & understanding and independence guides the things we do and the choices we make in school. The Broke Hall values are:

- Curiosity
- Knowledge and understanding
- Independence
- Inclusion
- Resilience



What should I do if I have any concerns about my child or need extra support?

In the first instance, if you have any concerns, please speak first to your child's class teacher. Broke Hall is an inclusive school and we offer a range of provision to support children with a variety of needs.



Mrs Noon, our SENCo, works closely with parents, teachers, Learning Support Assistants and external agencies to offer additional support for pupils with Special Educational Needs. The range of support deployed will be tailored to individual needs following thorough assessment by internal or external agencies. The support is designed to promote children working towards becoming independent and resilient learners. More information can be found on the school website - Parents / Special Educational Needs.

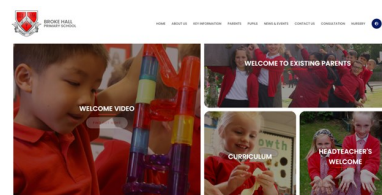
Sally Mann our Pastoral support, supports families with attendance and is also able to signpost families to additional services who may be able to support you and your family. Sally, can be contacted directly at smann@brokehall.suffolk.sch.uk

How will the school communicate with me?

We use a secure online management information system called Arbor for all our main communication and to collect payments from parents.

Arbor has the following benefits:

- we are able to communicate with you by email and/or text
- messages will get to you reliably and quickly
- both parents will be included in communications
- you can pay for school items conveniently online
- you can give consent online, without having to sign and return forms.
- you can update personal information



An Arbor app is also available. A link will be sent to your e-mail address once your child has been admitted. Please ensure that you sign up as soon as possible. Our school website also has a lot of information that you will find useful. This includes school policies, information about the curriculum and year group pages so you can see what the children are learning each term.

What if my child is ill?

Children are expected to attend school if they are suffering from minor coughs and colds. Parents are asked not to send their child to school if they are too unwell to attend. If a child has been off with sickness or diarrhoea we request that they are kept at home for 24 hours following the last attack.

If your child is not well enough to attend school please notify the office by 9am each day either by:

Telephone: 01473 729544 Option 1

Email: frontoffice@brokehall.suffolk.sch.uk

If your child becomes ill whilst at school, we will contact you so that they can be collected. If your child has a minor accident, they will be sent home with a note to inform you. If your child has a 'head bump' we will contact you via phone or text or email.

Pupil Term Dates – Academic Year 2026—2027

AUTUMN TERM 2026	
Tuesday 1st September	School closed for pupils – PD Day
Wednesday 2nd September	School closed for pupils – PD Day
Thursday 3rd September	Term starts for pupils
Monday 26th October – 30th October	Half Term Holiday
Monday 2nd November	Term starts for pupils
Friday 18th December	Last day of term
SPRING TERM 2027	
Monday 4th January	School closed for pupils – PD Day
Tuesday 5th January	Term starts for pupils
Monday 15th February – Friday 19th February	Half Term Holiday
Monday 22nd February	Term starts for pupils
Thursday 25th March	Last day of term
SUMMER TERM 2027	
Tuesday 12th April	Term starts for pupils
Monday 3rd May	May Bank Holiday
Friday 28th May	School closed for pupils—PD Day
Monday 31st May – Friday 4th June	Half Term Holiday
Monday 7th June	Term starts for pupils
Tuesday 20th July	Last day of term for pupils
Wednesday 21st July	PD Day—disaggregated