

MRS EGAN
SCHOOL BUSINESS MANAGER

Wishing everyone a very warm
welcome on behalf of myself
and the whole of my team.



THE NEST

(OFFICE/RECEPTION)



MRS EGAN, BUSINESS MANAGER

MRS EVANS FINANCE OFFICER, MRS FRANCIS AND MRS KITCHEN

SCHOOL UNIFORM – HUGELY PROUD – **order before July 15th**

AVAILABLE FROM SCHOOL

- ▶ RECEPTION BOOK BAGS
- ▶ SCHOOL TIES
- ▶ **ALL UNIFORM MUST BE NAMED,
NAMED UNIFORM IS RETURNED TO
THE CHILD'S CLASS.**
- ▶ **WE DO NOT HAVE LOST PROPERTY**

SCHOOL SUPPLIER(S)

- ▶ <https://gooddies.co.uk/>
- ▶ SELECT BROADHEATH PRIMARY SCHOOL
FOR ALL OPTIONS AVAILABLE
- ▶ MID GREY FOR TROUSERS AND PINAFORES
- ▶ GREY SOCKS OR TIGHTS
- ▶ WHITE POLO SHIRTS AVAILABLE IN MOST
SUPERMARKETS
- ▶ PINAFORES PREFERABLE TO AID
INDEPENDENCE IN THE BATHROOM
- ▶ BLACK SCHOOL SHOES, BUCKLED OR WITH
VELCRO AGAIN TO AID INDEPENDENCE
FOR EARLY YEARS
- ▶ **ALL UNIFORM MUST BE NAMED**

SCHOOL DROP OFF

TO EASE CONGESTION

- ▶ You may park in the Bramley Farm car park, please keep to the side that is adjacent to the school field.
- ▶ Please avoid parking outside our neighbouring properties and please ensure that you **never BLOCK** a drive way.
- ▶ The school car parks are for Staff use only.
- ▶ Should you require assistance due to mobility constraints at any time, please contact our Headteacher so that a Parking Permit could be arranged at her discretion.

SHOULD YOU BE RUNNING LATE FOR PICK UP – YOU HAVE 2 OPTIONS

LATE CLUB

- ▶ Please phone school to inform them you are going to be late for pick up.
- ▶ Should you simply be running late for up to 10 minutes or so, your child will be registered at late club, this ensures that the children are safe and cared for, so that you do not need to worry.
- ▶ There is a charge however of £10 per family per whole week, this also benefits parents who are picking up from other schools.

OWLS NEST

- ▶ Should you be more than 15 minutes late, your child will be booked in to Owls' Nest automatically.
- ▶ You are able to register your child for Owls' nest last minute for **emergencies only**. Booking ahead is always preferable.
- ▶ On the day, you can phone or email and book in your child, they will receive a cold option for tea.
- ▶ This facility is payable on the day and is £10

GETTING IN TOUCH

08:40 – 15:45

TELEPHONE

0161 928 4748



EMAIL

Broadheath.admin@Trafford.gov.uk



IN PERSON - COVID 19 RESTRICTED



IF YOUR CHILD IS UNABLE TO ATTEND SCHOOL ...

Dial 0161 928 4748 #1



BEFORE 09:00HRS

- ▶ PLEASE STATE YOUR CHILD'S FULL NAME
- ▶ CLASS
- ▶ REASON FOR THEIR ABSENCE
- ▶ YOUR NAME AND RELATIONSHIP TO THE CHILD
- ▶ PLEASE CALL IN EVERY DAY THE CHILD IS ABSENT UNLESS ADVISED OTHERWISE

GDPR

Data protection is of the utmost importance, you will have selected your preferences on our application form. This information must be updated immediately should any of your preferences change for any reason.

Please ensure that you **always** keep your **contact details** up to date, this is essential:-

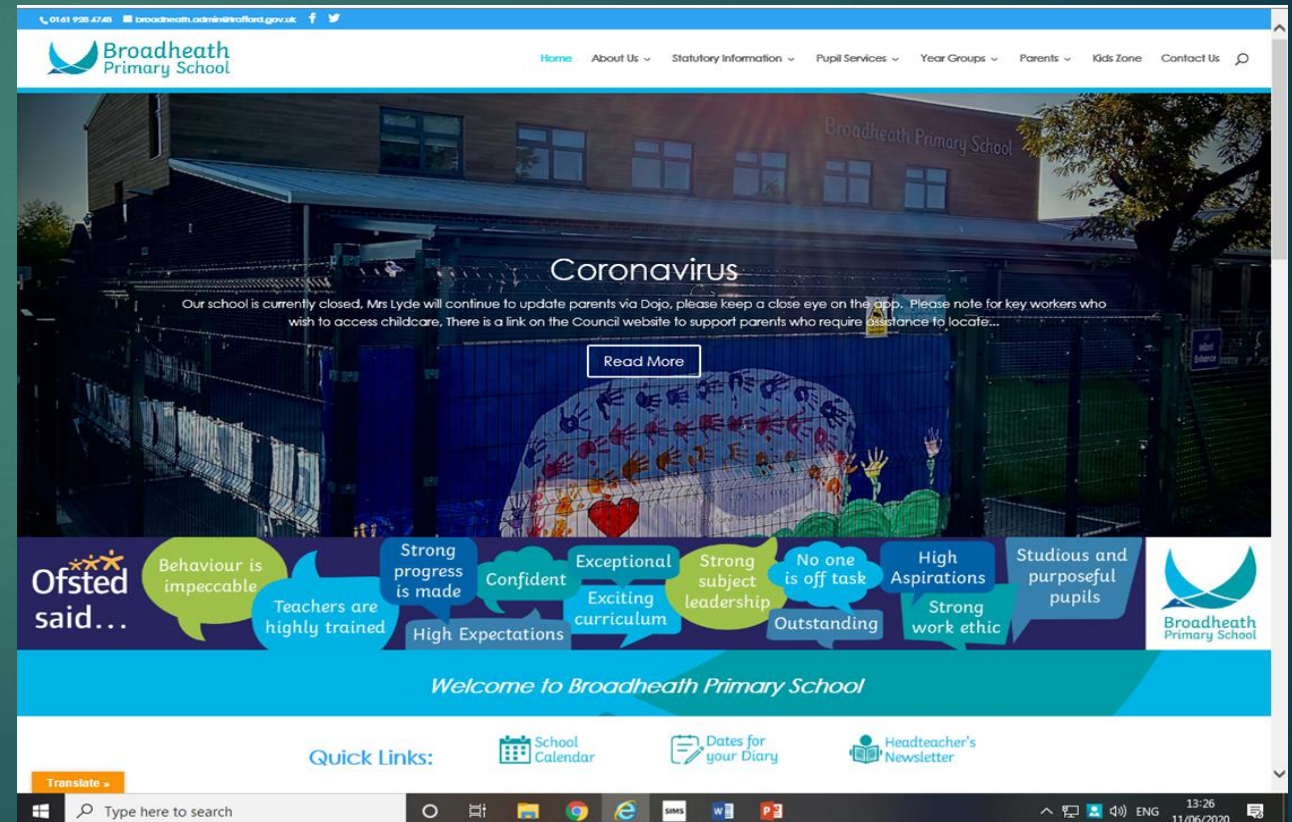
- Email
- Telephone / mobile number
- Work contact details
- Address

SCHOOL WEBSITE FOR UP TO DATE INFORMATION

USEFUL TABS FOR YOU

- ▶ FRONT PAGE QUICK LINKS
 - ▶ FOR THE CALENDAR OF EVENTS
 - ▶ SCHOOL HOLIDAYS
 - ▶ WRAP AROUND CARE
- ▶ TABS MOST USED ARE
 - ▶ STATUTORY INFORMATION
 - ▶ PARENTS
 - ▶ MILK AND TOAST
 - ▶ MEALS TO ORDER
 - ▶ WALKING BUS

HOLDING SCREEN



SCHOOL DOJO

Primarily for communications from your child's teacher to 'home' with information that directly relates to your child.

Whole of school messages from the Head Teacher or Deputy

Year Group messages as appropriate



Snacks and Meals – Named water bottles must be provided for each child

SNACKS

- ▶ One portion of fresh fruit available for all Key Stage One children. Nursery, Reception, Years one and two every day.
- ▶ Milk is provided up until their 5th Birthday, should you wish to continue, you may order milk online for your child via Cool Milk. This can only be done at the beginning of each half term
- ▶ Toast can be ordered via the Evolve system, this must be completed by the first week of each term.

SCHOOL MEALS

- ▶ Menus are designed by Trafford
- ▶ We have cooks on site, preparing fresh food each day.
- ▶ All meals must be ordered by the Sunday for the following week.
- ▶ Packed lunches are also available to choose within the universal school meal option for key stage one children.
- ▶ Nursery full time places, must provide their own packed lunch.

EVOLVE – ONLINE PAYMENT SYSTEM

- ▶ All parents/carers must register their child on Evolve.
- ▶ You will receive a unique code for each child, the children can be linked for ease of access, plus detailed instructions. There is also a self help link on our website under the 'Parents tab.'
- ▶ All food allergens along with religious or dietary preferences must also be recorded. This is the Parent/Carers responsibility
- ▶ You can order food for the week ahead each Sunday, or if you prefer you can order for the whole of the half term.
- ▶ Please ensure you cancel meals for your child should they be off school for any reason prior to 9:00hrs.
- ▶ The on line system is also used to pay for activity within school as much as possible to ultimately achieve a cash less process.
- ▶ On occasion you may receive a message to inform you that a particular activity is available to pay for. This is denoted by a red megaphone on the left hand menu.

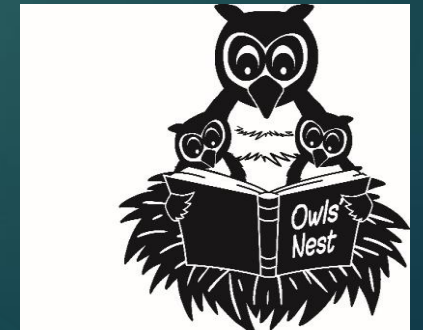
WRAP AROUND CARE (PARENTS TAB V AFTER SCHOOL CLUBS)

EARLY BIRDS £4 PER SESSION

- ▶ 07:30 to 08:55
- ▶ Breakfast club with continental breakfast (arrival up to 8:30 for access to breakfast), including arts, crafts, a whole range of exciting sports to perfect and/or learn.
- ▶ Please ask for a pack from the Main Reception or download from our web site for all the details along with the terms and conditions of use.

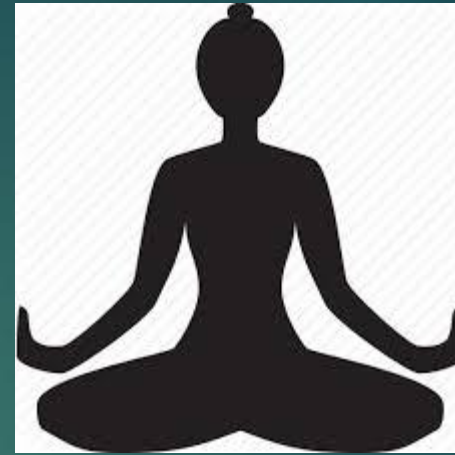
OWLS' NEST £10 PER SESSION

- ▶ 15:20 to 18:00
- ▶ Our very own, home from home style after school club
- ▶ Please ask for a pack from the Main Reception or download from our web site for all of the details along with the terms and conditions of use.



EXTRA CURRICULAR

- ▶ From 3:20 TO 4:30
- ▶ A whole range of activities are available, please see the extra curricular activities, details available on our web site – front page
- ▶ All activities are reviewed each term
- ▶ Activities payable as per the instruction detailed, please note terms of payment vary as we also utilise external specialist coaches to support our children



DRAMA

