

Welcome to Brookfield

A family's guide to our school and wider community.

Hello and welcome to Brookfield!

It is our great pleasure to welcome you to Brookfield Primary School, a vibrant and creative learning community.

At Brookfield, we believe that education should be rich, rewarding and full of wonder. Our curriculum is carefully designed to challenge and inspire every child, with rigour and purpose behind each step of learning.

Alongside academic excellence, children enjoy outstanding enrichment opportunities in art, music, drama, Forest School, debate and long-term project learning, all woven throughout their journey at Brookfield.

We are passionate about nurturing children who are not only academically successful, but also creative, curious and caring members of their community. From lively classroom debates to immersive performances, from exploring nature in our local woodland to thinking deeply about life's big questions, we encourage children to discover their passions and develop the confidence to share them with the world.

Brookfield is more than just a school—it is a close-knit community where every child is known, supported and celebrated. Our dedicated staff work in partnership with families to ensure that each child feels safe, valued and inspired to achieve their very best.

Our Shared Values

Our values are at the heart of everything we do at Brookfield. They shape how we learn, how we treat others, and how we grow as individuals. Framed as **"We are..."** statements, they encourage every member of our school community to live these values every day.

- **We are Curious** – We ask questions, explore big ideas, and love learning.

- **We are Creative** – We think imaginatively, solve problems, and express ourselves with confidence.

- **We Take Responsibility** – We make positive choices, show respect, and take pride in our actions.

- **We Rise to the Challenge** – We persevere, adapt and respond to setbacks, and understand that mistakes are an integral part of learning.

Together, these values help us create a positive, inclusive school where everyone feels they belong, where they can thrive, and achieve their very best.

Brookfield – Our Staff Team

Brookfield's Leadership Team	
Headteacher	Simon Shiel
Deputy Head	Rhys Lewis
Assistant Head	Rosie Wedderburn

SENCO	Summer Abassi
EYFS Lead	Seren Quested
Y1 and Y2 Phase Lead	Becca Evenhuis
Y3 and Y4 Phase Lead	Rosie Wedderburn
Y5 and Y6 Phase Lead	Jemma Bourn

School Office Staff	Carole & Lauren
School Business Manager	David Everett
Site Manager	Derek Hayden

Our Early Years Provision (EYFS)	
Blossom Nursery	Marcia, Helene, Elsa
Catkin Nursery	Kate, Adam, Kerry, Alice, Seble
Acorn Class (Reception)	Seren, Lydia, Jamal
Conker Class (Reception)	Eva, Maya, Oksana

Year One	Bluebell Class Becca, Norah and Zeinab	Daisy Class Jo, Samira, Gabi & Amarilda
Year Two	Dandelion Class Imogen, Asher and Aisha	
Year Three	Heather Class Lily, Caroline	Fern Class Alaa, Felix
Year Four	Ivy Class Kerryanne, Ari & Val	Bramble Class Saoirse
Year Five	Ash Class Bethan, Saynab	Willow Class Agata, Adrienne
Year Six	Oak Class Jemma, Sam	Elm Class James, Mel

Our HLTA'S – working across classes
Sefa, Christel, Mel

PE teacher
David Leech

Our approach to learning in school & at home

Teaching & Learning across the school

At Brookfield, we believe every child deserves a curriculum that is ambitious, engaging and carefully designed to help them succeed. Our learning is thoughtfully sequenced, with every lesson and every step carefully planned to build knowledge, skills and understanding over time. This ensures that children develop secure foundations before moving on to new learning.

Our curriculum is adapted to meet the needs of all learners. Whether a child requires additional support or is ready for greater challenge, we provide high-quality teaching that enables every pupil to thrive and achieve their full potential.

We are passionate about developing the whole child, not just academic success. Through a creative and curious approach to learning, we inspire children to ask questions, explore ideas and develop a lifelong love of learning. Alongside our rich classroom curriculum, pupils benefit from a wide range of memorable experiences, including Forest School, artist-led workshops, educational visits and the wealth of cultural, historical and educational opportunities that London has to offer. These experiences enrich learning, broaden horizons and help every child discover their interests and talents.

You can help at home each week by recording your child's reading in their Reading Journal, helping us work together to develop confident, enthusiastic readers and foster a lifelong love of books.



Whole-School Challenges!

Every half term, we launch a whole-school challenge to inspire creativity and celebrate learning. Whether it's writing a short story, creating a piece of artwork, designing an exciting new invention or another imaginative project, every child is encouraged to take part and showcase their talents.

Termly Project Sheets

Each term, children are invited to complete an optional Project Sheet, providing opportunities to extend and enrich their learning at home through creative and engaging activities. We love celebrating this work, and all completed projects are proudly displayed in school to recognise pupils' effort, creativity and achievements. These can be found on the home learning page on our website.

Knowing the basics: Times, Terms & Dates

For our classes, from Catkin Nursery all the way through to Year Six the school day begins at **8:50am** and runs until **3:20pm.** Our playtimes are staggered so children get as much space as possible to play and learn outside. Our **Blossom nursery** for 2-year-olds opens at 9am and pick up is either at 12pm (for half-days) or at 3:30pm.

Our School Office

Our School Office is the first port of call for general enquiries, medical updates, attendance issues or general queries. You can email the office at admin@Brookfield.Camden.sch.uk or pop in to see **Carole** or **Lauren** from 8:55am-3:30pm.



Term dates for 2026-2027

Autumn 1
Monday 7th September – Friday 23rd October
Half term Week: 25th October

Autumn 2
Inset Day – Monday 2nd November (School Closed)
Tuesday 3rd November – Friday 18th December

Spring 1
Inset Day – Monday 4th January (School closed)
Tuesday 5th January – Friday 13th February
Half Term Week: 16th February

Spring 2
Monday 22nd February – Thursday 25th March
Easter Break begins Friday 26th March

Summer 1
Monday 12th April – Friday 28th May
Half term week begins Monday 31st May

Summer 2
Monday 7th June – Thursday 22nd July

Attendance – Everyday Counts

Attendance matters because every lesson counts.
Each day in school provides valuable learning opportunities that cannot be fully replaced. As attendance is a key area evaluated by Ofsted, it is crucial that we work together with families to ensure pupils attend regularly. Our shared ambition is to significantly improve attendance so that it is **above the national average**, giving every child the best possible chance to achieve and succeed.

Absence

It is reasonable for your child to be absent because of illness, dental or medical appointments, bereavements and religious observance.

It is important that we hear from parents or carers about an absence – not from the children. You can call the office on 020 7272 9627, select option 1, and leave a message with your child's name and class before 8:55am.

If we don't hear from you we will get in touch. If no reason for absence has been given, we may have to escalate to the Headteacher or Local Authority.

What happens if my child's attendance falls below 90%?

If your child's attendance falls below 90% or in other words, missing 1 day for every 2 weeks, they are considered to be a **persistently absent** pupil. At this stage, we will work closely with you to understand and address any barriers that may be affecting attendance. **Together, we will agree on targets, monitor progress, and provide the support needed to help improve attendance.**

If attendance does not improve despite this support, we may need to involve the **Local Authority**. This could include additional intervention and support, formal notices to improve attendance, and, where appropriate and in line with national guidance, the issuing of penalty notices (fines). Our priority is always to work in partnership with families to ensure every child attends school regularly and has the best opportunity to succeed.

Exceptional leave requests during term time are **very rarely approved** and will only be authorised in genuinely exceptional circumstances. Please be aware that taking your child out of school without authorisation may result in a **Penalty Notice (fine)** being issued by the Local Authority in line with national guidance.

Day to Day – what your child needs to bring

What your child should bring to School

All children should bring a **bottle of water** into school as well as a **reading book**. On their PE days, children should bring a **change of clothes** that they can run around in and then change out of. We recommend a T-shirt and pair of shorts as well as a pair of running shoes that they are confident they can independently put on and take off - support will be provided for younger children.

Your child is allowed to bring in a healthy snack for break times such as a piece of fruit. Children can have a school dinner for lunch or bring in a packed lunch but we ask **children are not given chocolate, crisps or fizzy drinks as part of a packed meal.**

Children are **not** permitted to bring sweets, technology, toys or money into school. If an older child needs to bring a phone into school, then this should be **agreed with the school office** and the phone placed in the office with Carole or Lauren at start of the morning and retrieved at the very end of the school day.

Our advice on mobile phone use for older children reflects current research into the impact of smartphone technology on young people. Where a mobile phone is necessary, we recommend that primary-aged children use a 'brick' style phone with calling and texting capabilities, rather than a smartphone with access to social media, online gaming or streaming platforms..

Jewellery

At Brookfield we have a policy of **no jewellery** in school – this includes necklaces, bracelets and any earrings which are not studs. Please can you ensure your child does not wear any of these items into school.

Hair

If your child has hair which falls below their shoulders, we ask that it is **tied up** during the school day. As you may appreciate, nits can occur in school environments where children are in close contact with each other – treating nits can be time consuming and frustrating for families so please ensure your child comes to school with hair bands. We do keep spares in the office and children will be asked to borrow one if their hair is worn down at school.



Healthy Eating at Brookfield

At Brookfield, we are committed to helping children develop **healthy habits for life**. Food and nutrition play a vital role in children's learning, wellbeing, and ability to focus throughout the school day.

Packed Lunches
We ask that all packed lunches include a **balanced selection of food**, such as:
- A portion of **vegetables or fruit**
- A source of **protein** (e.g. lean meat, cheese, egg, hummus)
- **Wholemeal bread**, pasta, or rice
- **Water** or milk as a drink

Not allowed in school:
- Sweets, chocolate bars, fizzy drinks, energy drinks or chewing gum, larger bags of crisps or processed snacks high in salt or sugar.



Why this matters:
Foods and drinks high in sugar may give a short burst of energy but are often followed by a **sugar crash**, making it harder for children to **concentrate, stay calm and regulate their mood**. A healthy lunch helps children stay focused, positive and ready to learn all afternoon.

Allergies – We are a nut- and sesame-free school

For the safety of all our pupils, especially those with severe allergies, Brookfield is a **strictly nut-free and sesame-free school**. This includes: **No nuts or nut products** (e.g. peanut butter, Nutella, almond bars.)
Please always check food labels and avoid anything that may contain or "may contain traces" of nuts or sesame.



Wrap-around Care and Keeping informed

How we contact you

At Brookfield, our aim is to keep you as informed as we can about upcoming events, changes to school timetables and any other developments. We will do so in a variety of ways depending on the context of the information being shared. Please look out for our weekly newsletter, which is shared by email, as well as information about upcoming trips and workshops in school.

	Email	Text	Call	Social media	Website	In Person	Class WhatsApp?
Emergency alert		✓	✓				
Trips	✓						
Reminders		✓					
Newsletter	✓				✓		
PTA events						✓	✓
Behaviour	✓		✓			✓	
Other?							



Wraparound Care

Our **on-site** wraparound care is provided by **Active Day Camps**, offering a safe, welcoming and engaging environment before and after the school day. Our **Breakfast Club** runs from **8:00am** until the start of the school day and includes a range of fun morning activities. Children also enjoy a healthy breakfast, including a selection of cereals and toasted bagels, helping them start the day ready to learn.

Our **After School Club** is also run on site by Active Day Camps and provides a variety of exciting indoor and outdoor activities, with plenty of time for children to play, socialise and enjoy the school grounds. Children staying beyond **4:30pm** are provided with a healthy evening meal.

Wraparound care can be booked easily through the **Active Day Camps online portal**. Bookings can be made in advance or on the day, provided they are completed no later than **2:00pm**.

School, Parents and Carers in partnership

Code of Conduct

Just as we have a behaviour policy for students, and a code of conduct for our staff, we also ask parents and carers to uphold certain standards of behaviour. We wish to create partnerships with parents and carers to support children's learning, create a safe and respectful environment for our community and model appropriate behaviour for our students.

<u>We expect parents, carers and other visitors to:</u>

•Respect the ethos, vision and values of our school
•Work together with staff in the best interests of our pupils
•Treat all members of the school community with respect – setting a good example with speech and behaviour
•Seek a peaceful solution to all issues
•Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
•Speak to a member of staff should they have any issues of concern, including about their own child or if they see or hear anything of concern about another child.

<u>Use the following guidelines when communicating on class WhatsApp groups:</u>

•Always keep in mind mutual respect and cultural and political sensitivity between all its members
•Do not use the platform to air views/grievances regarding a teacher, child or parent in the class or school.

Newsletters

Each week the Brookfield Newsletter will be sent to all families. This will detail any pertinent information and include 'Our Learning Week', a snapshot of learning from each year group that has occurred in class and on trips.

Raising Concerns

We aim to ensure all parent queries and concerns are dealt with as quickly and effectively as possible. We initially ask parents to see their class teacher about any problem that has arisen regarding their child.

If the problem remains unresolved then parents are welcome to make an appointment to see in the first instance the phase group leader, a member of the Senior Leadership Team or the Headteacher. Our aim is to solve concerns and complaints as promptly as possible and in an informal way.

Where it has not been possible to resolve a concern or complaint informally, a formal complaint can be made. When this is the case, the school's complaint procedure must be followed. Please ensure you refer to this procedure before making a complaint.

Meeting the needs of our pupils: SEND & Well-being

What is SEND?

A child with SEND is identified as such, if they have a learning difficulty or disability, which calls for special educational provision to be made for them. Children are identified as having a learning difficulty or disability if they experience:

• A significantly greater difficulty in learning than the majority of others of the same age,

• A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools.

The Brookfield SEND team is made up of our Assistant Head for Inclusion and Behaviour, Rosie Wedderburn, and our SENCO, Summer Abassi.

Brookfield aims to:

• promote an inclusive ethos for all children, including those with Special Educational Needs and disabilities.
• equip all staff with up-to-date knowledge, skills and understanding of SEND
• provide what a child needs to learn, and the teaching methods and arrangements required to enable them to gain access to the curriculum.
• provide opportunities for all children with SEND to access learning, make progress and achieve alongside their peers.
• provide clarity and consistency of approach and procedures, where everyone is committed to accepting and helping those children who have special educational needs and disabilities
• ensure all staff and parents are aware of the importance of identifying and providing assistance and support at an early stage for children with SEND
• ensure parents have access to information, advice and support during assessment and any related decision-making processes about special educational provision.
• ensure all children participate as fully as is practically possible in all school activities.
• create a climate in which self-esteem, confidence and resilience can grow
• ensure that the views of the child (in light of their age and understanding) are sought, listened to and taken into account.

BROOKFIELD PRIMARY SCHOOL

The Brookfield School Community

Welcome to the Brookfield School Community!

The BSC is a charity with the purposes of promoting and enhancing the education of all children at Brookfield. We used to be known as the Brookfield PTA, but we voted to change our name in 2023.

The community is automatically made up of all parents and carers of Brookfield children, as well as staff at the school. There is a committee and the charity has trustees, who are normally the chair(s), treasurer and secretary. Officially, we are called "Brookfield Primary School Association".

What do we do?

We work closely with the school to **raise funds** for enrichment activities to support Brookfield's pupils. Although there is a fundraising goal, we also strive to create a sense of community among the school's parents and carers. We want to help make the school a sociable, fun place with great events. We also organise a range of fun **social events** including: Winter and Summer fairs; movie nights; celebrations of Chinese New Year, Hanukkah, Diwali and Eid; bake sales and many other exciting events.

The money we raise from our events supports improvements to the playgrounds and a wide range of curriculum initiatives such as:

- Artist Led Workshops
- The Shakespeare Project
- The school's Forest Garden
- School trips to a wide range of museums, the seaside and activity centres
- Free fruit for all children



If you're a parent, carer or guardian of a Brookfield child, a teacher or staff member, you are automatically a member! There's no need for registration here or elsewhere.

We rely on **class representatives** to help spread the message around organising events, and to put together a rota for running a stall at a fair. The committee is elected / appointed each year at the AGM, which is held in the first half of the Autumn term. Please attend!