



Reception Class

Welcome Pack

2025/26



Welcome to Brockhampton Primary School

At Brockhampton we are committed to working together to put children at the heart of everything we do. We strive to ensure all our children receive the high quality education they deserve and enable them to achieve their full potential.

We know it is both our duty and privilege to provide for our children as if they were our own and in so doing, build a firm foundation for the rest of their lives.

In reception we value all of the children's interests and incorporate them in our planning. Our dynamic teaching methods and aspirational ethos ignite in our children a lifelong zest for learning; building high self esteem and a strong determination to succeed. The best part about Reception is that we learn through explorative, meaningful play. We continually encourage our children to explore, invent and create. By steering their natural curiosity we create children who are confident, bold and excited to be challenged.



Children have just one childhood; we believe their primary school experience should be magical and wondrous, filled with inspirational and unforgettable learning experiences.

Brockhampton and the outdoors

Our idyllic rural surroundings mean every opportunity to explore the outdoors is utilised. Forest school offers a magical world of discovery. Here children learn first hand about the riches of the natural environment whilst developing important life skills such as team work, problem solving and resilience.



Within our beautiful and extensive grounds the children also enjoy; our unique crooked village, walks on the Bromyard Downs, exploring our woods, using the outdoor classroom and playing in the early years outdoor area.



We believe children can be more motivated and engaged by learning in this way. We believe the outdoors provides abundant opportunities to develop essential "soft" skills such as resilience, confidence, resourcefulness, problem-solving, independence and teamwork, and can have a positive impact on children's physical and mental well-being.



We are very proud of our school and its heritage as part of the Brockhampton Estate, which is owned and run by the National Trust, and we collaborate with them in our shared goal of encouraging children and families to enjoy the benefits of being in, and learning through, the outdoors.

Term Dates 2025-2026

	Autumn term 2025	Spring term 2026	Summer term 2026
Term starts	Monday 1 September	Monday 5 January	Monday 13 April
Half term	Monday 27 October – Friday 31 October	Monday 16 February – Friday 20 February	Monday 25 May – Friday 29 May
Term ends	Friday 19 December	Friday 27 March	Monday 20 July

Good Friday: 3 April 2026

Easter Monday: 6 April 2026

May Day: 4 May 2026

Spring bank holiday: 25 May 2026

www.herefordshire.gov.uk/schools-education/school-term-holiday-dates

There are additional INSET (In Service Training) days throughout the year, where the school is closed to pupils. See below:

Monday 1st September 2025

Tuesday 2nd September 2025

Friday 26th September 2025

Monday 3rd November 2025

Friday 13th February 2026

Friday 22nd May 2026

Monday 20th July 2026

Transition Days 2025-2026

As a school we recognise the importance in getting all children, before the Summer holidays, to meet their new teachers in the school setting. This will help ensure children transition as smoothly as possible in September. Below is the programme we will be following, giving the children the best start to their school life with us at Brockhampton.

From 2nd June onwards

- Reception class teacher will liaise with your child's current nursery provider and speak to their key worker to gather key information about their development and interests.
- If you have any questions about your child starting school, please bring these to the Teddy Bears Picnic on 7th July @ 1:15pm.

Transition Days 2025-2026

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Transition Programme

- **7th July: Welcome visit & Teddy Bear's picnic.** Please join us from 1:15pm for a Teddy Bear's picnic on the school playing field (opposite the school) followed by a tour around the school. The children will have a chance to meet the Early Years Team, their new friends and will all enjoy a story after lunch. NB Please bring your own picnic.
- **Wed 3rd Sept –Thurs 4th Sept Home visits.** An opportunity for your children to get to know their reception teacher in a familiar environment. We have found that the children really value this opportunity of a personal one-on-one interaction and talk about it for years to come.
- There will be a staggered start in September from Friday 5th, Details of these first few days start and finish times can be found on page 6.
- **Your child will start full time education from Friday 12th September.** Arrive from 8:30 onwards in Reception classroom, for an 8:40 start. Please walk through the Early Years Outdoor area and be prepared to leave children at the door.



Your child's first few days in September

- **Day 1:** On Fri 5th Sept children will be welcomed onto the playground by a member of staff from 9am onwards. We will finish on the 1st day at 11:45am and the children will be brought out onto the playground then.
- **Day 2 and Day 3:** On Mon 8th and Tues 9th Sept please arrive at 8:45am onwards for children to go into class at 9am. They will stay for lunch on both days and be ready for collection at 12:30pm. The children will be brought out onto the playground.
- **Day 4: and Day 5:** On Wed 10th and Thurs 11th Sept please arrive at 8:45am onwards, for a 9am start. The day will finish at 1:30pm; parents will be asked to collect children from the Reception class patio doors.
- **Day 6:** Fri 12th Sept please arrive at 8:45am for an 9am start. The day will finish at 3:10pm; parents will be asked to collect children from the Reception class patio doors.



NB The reason we use these staggered starts is to ensure the rest of the school are settled. This in turn allows your child to have a calm start to the day.



Your child's first few days in Sept

What your child needs to bring on their first day

- Administration forms & All About Me pack (if you have not returned this already)
- A lunch box, if they have not ordered lunch from Black Pepper Lunches (details of how to do this are on page 8).
- Water bottle (with their name on it)
- Coat (with their name in it)
- Book bag or Rucksack (with their name on it)
- Spare change of clothes
- Named wellington boots - to be left at school
- There is no need for a snack as the children have group snack time where fruit and milk/water is provided. NB free milk is only available until your child turns 5yrs old.



The children have individual boxes to put their belongings in so please do not allow your child to bring unnecessary items as we struggle to store these and they may become lost.

Collecting your child at home time

At 3:10pm the main gate will open. Please wait by the Early Years double doors, to the right hand side of the playground, to pick your child up. Once opened, please make your way round to wait outside the Reception classroom (through the Early Years double doors, heading out to the patio area at the far end of the building).

Reception staff will not let your child leave at home time until they see you waiting. If there is somebody else collecting your child, it is essential that you tell the class teacher in the morning or ring the school during the day. During the school day entry is via the main office front door. All visitors to the site have to sign in at the main desk and must wear an identity badge. If you need to collect your child during the day, eg for an appointment, you will need to go to the main office where they will be signed out, and a reason logged.

The School Day

- Our school day starts at 8.40am and finishes at 3:10pm. The Early Years double doors will be opened at 3.00pm. If you are late to pick up and do not let the school office know you may be charged the late collection fee of £5 for every 15 mins.
- Reception children will come into school after lining up on the playground. A member of the Early Years Team will welcome them into the classroom at 8.40am.
- If your child is late for school, please bring him/her to the main entrance by the office. They will be brought into the classroom by a member of the office staff. NB, all late arrivals are recorded. Repeated lateness will affect your child's attendance record.
- Snack Time is at 10.20am. Fruit is provided by the school for a healthy snack. A Cool Milk application form can be completed online at www.coolmilk.com to apply for milk for your child. Milk is free for your child until their 5th birthday. If your child would prefer, water is available at snack time. We encourage all children to have a water bottle in school. These are available from the school via our online cashless system, Arbor. Login details for Arbor will be given to you once your child starts school.



- Reception children start their lunch at 11.45am. The Early Years Team are on hand to settle the children and to develop & encourage positive social interactions and table manners. After the children have eaten, they then go outside with the rest of the school.

The School Day

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- All children from Reception up to Year 2 are entitled to a free hot meal under the Universal Infant Free School Meals scheme.
- If you would like your child to have a hot dinner, these can be ordered online at www.blackpepperlunches.com. Our hot meals are prepared offsite so must be ordered in advance. You can order lunches half termly or weekly. If you wish, you may send a healthy packed lunch for your child. You are welcome to alternate between hot meals and packed lunches as you wish, provided that any hot meals are ordered in advance.



Black Pepper School Lunches



- If you receive benefits and your child is in Reception year, Year 1 or Year 2, please complete a free school meals application form, as the school can get extra funding if you do. You only need to complete one application form for all your children, even if they attend different schools within Herefordshire. The form is available at www.herefordshire.gov.uk/schools-education/free-school-meals
- The school day finishes at 3:10pm. Please collect your child from the Early Years entrance located to the right of the main entrance to the school. Please let the school know as early as possible if someone different is collecting your child. They will need to bring ID with them which will be checked by the Early Years Team.



Attendance

For all of our children to achieve their full learning potential they need a high level of attendance. Please help us to maximize your child's potential by ensuring that if your child has only a minor cold or is feeling a little unwell that they still attend school. As parents you have a legal and moral obligation to ensure that your child attends school. In extreme cases if you fail to do so legal enforcement action can be taken against you, which could ultimately result in you being prosecuted.

Attendance patterns established at primary age set children up for their time in education and any breaks to this can instill poor habits and lead to issues with truancy as they get older.

If your child is absent from school please telephone 01885 483238 before 9.30am or email office@brockhampton.hereford.sch.uk to inform the school and give a reason for absence.

Some interesting things to think about ...

If your Child's Attendance is 90% they may think this is good, however it means he/she is absent for the equivalent of 1 half day every week:

Mon		Tue		Wed		Thur		Fri	
/	/	/	/		/	/	/	/	/

↑
Absent

Late To School

Like absence, a child who is late for school will lose an opportunity to learn.

Lost Minutes = Lost Learning

Minutes Late per Day	Equivalent amount of school days lost per year
5 Minutes	3 Days
10 Minutes	6 Days
15 Minutes	10 Days
30 Minutes	19 Days

Holidays during Term Time

We are not permitted to authorise any holidays during Term Time unless for exceptional circumstances. These can only be authorised by the Head Teacher. Please notify the office by phone/email and a request will be made to the Head.

Uniform

Uniform

Your child will need to be in uniform from their first day– please see this pack for information on what is required. The uniform section of the school website (see <https://brockhamptonprimaryschool.co.uk/school-uniform/>) also details the Do's and Don't's that we encourage.

BOYS UNIFORM	GIRLS UNIFORM
Reception	Reception
Grey trousers/shorts	Grey trousers/skirts/pinafores/red gingham dress
White polo shirt (school logo not essential)	White polo shirt (school logo not essential)
Red sweatshirt (school logo not essential)	Red sweatshirt/cardigan (logo not essential)
Grey/black socks	Grey/black/white socks or Grey/Red tights
Black school shoes	Black school shoes
School fleece (optional)	School fleece (optional)



Please ensure all uniform, PE kit and extras are clearly labelled with your child's name



BOYS PE UNIFORM	GIRLS PE UNIFORM
Reception, Y1, Y2, Y3, Y4, Y5, Y6	Reception, Y1, Y2, Y3, Y4, Y5, Y6
Black shorts	Black shorts/cycling shorts
Black joggers (optional)	Black joggers (optional)
School fleece (optional)	School fleece (optional)
Red T-shirt / polo shirt (logo not essential)	Red T-shirt / polo shirt (logo not essential)
Trainers (Summer months)	Trainers (Summer months)
White socks	White socks
EXTRAS	EXTRAS
Wellingtons for Forest School to be kept in school	Wellingtons for Forest School to be kept in school
Suitable spare clothes to be kept in school	Suitable spare clothes to be kept in school
Red sports bag with logo	Red sports bag with logo
Drinks bottle	Drinks bottle
Red fleece with logo (optional)	Red fleece with logo (optional)
Red book bag with school logo (optional)	Red book bag with school logo (optional)

Please do not provide your child with large rucksacks as we struggle to store these in their drawers.

Educational Visits

Most classes plan visits or visitors to the school to help the children understand more about their lessons. Visits and visitors are very important as they broaden the children's knowledge of the world but they do cost money. We aim to provide activities to take place at minimum cost to parents and the school. Some costs cannot be met by the school alone and parents are therefore asked to make a contribution for visits or visitors that take place during the normal school day. The school makes no profit whatsoever out of trips. If insufficient funds are gathered from parents it may be necessary to cancel trips.



Medicines



As a general rule no medicines are accepted in school. Special provision is made for asthmatic, epileptic or diabetic children.

If a child is unwell, arrangements may have to be made for him/her to be sent home. In the event of an emergency every attempt will be made to contact parents. **Please ensure that the school has full details of how you or some other responsible person can be contacted in the event of any such emergency or illness.**

Where a pupil is on a course of medication prescribed by a doctor, the medication must be handed in by the parent to the school office and the necessary parental authorisation forms completed. Please note, however, that only medicines that are required to be taken **multiple** times a day will be accepted. If Medicines can be administered before and after school and again at bedtime then please do so.

Safeguarding

As a school, our prime concern must be to ensure that safety and well being of the child. At Brockhampton Primary we believe that our children have a right to be protected. Anyone working or helping voluntarily at Brockhampton Primary School must have a full DBS check and be trained in Safeguarding.



We promote the Early Years Foundation Stage (2014) and the principles of Every Child Matters (2003). Our belief is that every child is entitled to the best start in life – this involves staying safe, being healthy, forming positive relationships and being able to enjoy and achieve. Children in our care will be supported to meet these aims through child initiated activities, enabling them to build their independence and develop inter-social skills.

Breakfast Club

We offer a calm start to the day where we provide breakfast, such as cereal, toast, juices and milk. The children are provided with independent play opportunities which allow them to develop and master the essential social skills that every child needs. Breakfast Club runs from 7:45am - 8:30am and costs £4 (without Breakfast), £5 (with Breakfast). Please note no bookings are required, you will be billed in arrears through Parentpay.



After School Club

After School Club provides a fun range of activities using our outdoor space as much as possible. A light snack is provided and the occasional toasted marshmallow in our Forest School area! The club runs from 3:10pm -5:15pm and costs from £5.50 for 1hr. Please note that booking through Parentpay, prior to 12 midday is required to secure a place that day. As this club runs outside of typical school hours, we also require consent forms to be completed before you are able to book this service. For further details and forms please visit the school website, [Parents/Wrap around care](#).





School Ethos

We passionately believe in and deliver a creative curriculum which builds children's social and emotional resilience, draws upon the latest research in brain development and recognises the importance of strong relationships with parents, families and teachers.

To fulfil our aim of creating successful children who engage better in their learning and gain skills for future successes in society we have adopted a wonderful approach known as Thrive.

Through our Thrive approach of using the latest research into brain development we know that the brain has incredible plasticity. This means that new pathways can be developed in a child's brain! Our skill as Thrive practitioners is to help the child to develop new pathways where they are needed most by using skilled assessment around six Thrive Developmental Strands.

Our Thrive co-ordinator and Thrive practitioners have undergone rigorous training to ensure they are fully equipped to work with the wider staff team to deliver breathtakingly simple and effective strategies and activities which support the development of each unique child. These tried and tested strategies and activities are individualised for children and their families to provide unique experiences, which done repeatedly with a familiar adult do many things including:

- developing a child's strong sense of self-worth
- supporting a child's growing capacity to make sense of the world
- Supporting the development of neuronal pathways in the brain that positively contribute to healthy stress management systems
- enabling a child to be able to think whilst having strong feelings
- building a child's ability to be able to make choices about their behaviour
- building a child's capacity to self-soothe and understand their emotions.

Governing Body

The Full Governing Body plays a key role in helping oversee the strategic direction of the school and works in partnership with the Head Teacher and Senior Management Team.

The Full Governing Body (FGB) has three main roles:

Strategic

The FGB sets the general direction of the school, looking at how it should best develop and improve. This is done by reviewing and agreeing policies, setting targets and priorities and monitoring and reviewing aims and objectives. Strategic thinking is not always linked with the curriculum and it does not mean just responding to weakness.

Critical Friend

The FGB works with the Head Teacher and creates a clear understanding of the challenges faced in managing the school. The governing body is able to question and challenge. A good working relationship is essential as a real critical friendship is only achieved where there is trust and mutual respect.

Accountability

The school is a business and its stakeholders are the learners. The FGB has a professional attitude and uses its collective skills to benefit the learners. It gathers views, ask questions and decides what is best for the school and the children. The FGB is answerable to the parents and the wider community.

How to contact the Full Governing Body

Email: smulcahy@brockhamptonschool.org

Members of Academy Board

- **Sally Mulcahy Chair of FGB**
 - **Rebecca Libby**
 - **Jo Preston**
 - **Keeley Evans**
 - **Steve Pinches**
 - **Naomi Mansell**
 - **Rachel Cross**
 - **Marie Turner**
 - **Sam Cockayne**
- **Denise Ward FGB Clerk**
- **Darren Davies – Ex-Officio & Head Teacher at Brockhampton**