



# Braeside School

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## HEADMISTRESS

Mrs Chloe Moon B.A. (HONS), M.A., PGCE

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2 September 2020

Dear Parents

### Re: **Headmistress's Letter**

I hope you enjoyed the final few days of the summer holiday with your children, despite the cooler weather that we have been having. I am very much looking forward to the arrival of all pupils to Braeside tomorrow morning, and especially so given the many exciting developments over the break that I will be unveiling over the next few days.

I hope you have had time to look through the letters that Mr Hagger and I sent you last week. Please do share the new procedures with your daughter and feel free to contact us if you have any further questions about any of the contents.

### **Staffing**

I would like to extend a very warm welcome to our new Head of Science, Mrs Hayley Martin-Burns, who has taught locally for several years at both West Hatch and Debden Park. I know she is looking forward to getting to know our pupils.

### **Excellent GCSE results**

I am so incredibly proud of our Year 11 pupils who achieved amazing results for their GCSEs. There was much to celebrate on Results Day, despite the national turmoil that you will have seen in the media.

96% of all grades were good 'passes', which means grade 4 or above. Almost half of grades awarded were grades 7-9, which equate to the old A and A\* grades. Nearly all subjects recorded 100% passes, which is an extraordinary achievement.

All of our students have now enrolled on their first choice of post 16 study. Please visit the website to see the destinations of our pupils.

### **Holiday Activities**

Over the summer break, many of our pupils have made use of the holiday activity courses held at Oaklands and Coopersale Hall School. These included Multi-sports, Drama and Early Years activities. The courses were very well attended and the pupils had great fun! The Oak-Tree Group will be continuing their provision during some of the school holidays in 2020-2021 and we will write with more details nearer the time.

### **Developments on Site**

Up until now, Braeside has been a 'split site' school with the Juniors on Palmerston Road in Buckhurst Hill and Seniors on the High Road next to the cricket ground. After extensive forward planning, over the summer the two halves were brought together to form a new 'all through' school on the larger High Road site for all children. This is where all children will be taught from tomorrow morning.

All classrooms and communal areas were renovated over the break and I am very pleased to confirm that the ambitious renovation work and reconfiguration of our High Road site is ready. Some of the changes are as follows:

### *Science, Art and Music/Drama Studio*

- Our new Art Room is located opposite Science in the large outside block. It has new storage, flooring, décor and improved lighting. There is plenty of space for our juniors and seniors to work on different types of media.
- The Music and Drama Studio will be able to be used by all students throughout the school from Kindergarten to our GCSE groups. For the first time, Normanhurst and Braeside shared GCSE lessons will also take place in the Braeside Studio.
- The Science Lab has been reorganised and is next on the list for refurbishment at a future point.

### *Main Building – Upstairs Senior Corridor*

- The previous Art Room, located above the kitchens in the main building, has been refurbished and is now a large senior English Room.
- The Languages Room has also been refurbished over the summer.
- The senior corridor is now made up of English, Maths, Humanities and Languages and is situated above the Key Stage 3 locker room. This can only be accessed by senior pupils from the locker room (owing to the one-way system). The locker room will be used by Year 7, 8 and 9 pupils and will no longer be a changing room.

### *Main Building – Upstairs Junior Corridor*

- The junior corridor is located upstairs in the main building, with Year 3, 4, 5 and 6 classrooms located together. All of these rooms have been refurbished, redecorated, newly carpeted and refurnished with the appropriately-sized desks and chairs.
- Mrs Copeman has had a new office created adjacent to these upstairs junior classrooms, with a new staff room next door.
- Our teams have installed additional toilets at the end of the junior corridor.

### *Main Building – Upstairs Shared Resources*

- We have created a new library at the top of the main staircase in the main building that is a lovely, welcoming space for all pupils to access. It has both junior and senior resources available for pupils to borrow and use.
- The ICT Suite has been newly repainted.

### *Main Building - Downstairs Corridor*

- We have created a new senior changing room with some more toilets on the ground floor. This has provided pupils with a larger, more spacious area to change and store items.
- The previous English Room has been refurbished and is now our Reception Classroom, with doors opening to the outside areas.
- The previous staffroom has been refurbished and is now our Kindergarten Classroom, with doors opening into a new fenced soft play area and garden. We have also installed new Kindergarten toilets that will only be accessed by Early Years children.
- The classroom for Years 1 and 2 has been redecorated and is now located opposite my office, adjacent to the school hall.
- The main staffroom has been relocated and is now at the end of the downstairs corridor.

### *Outside in the grounds*

- The second netball court at the rear of the site has been extended and resurfaced to form a new playground, with new fencing as well.
- The garden has been renovated so that there is a new woodland path that leads pupils from the main building to the new playground. We still have the beautiful surrounding trees on the site for pupils to play in at break and lunchtime.
- The rear pathways have been re-tarmacked with new slopes formed to improve access to the main building.

Please do take a look at the photographs on our website accessed by the following link:  
<https://www.braesideschool.co.uk/reshaping-braeside-classrooms-september-2020/>

## Arrival and dismissal

The Junior gate (Ardmore Lane) will open at 8:15am. Please drop your daughter to the gate where Mrs Pipe will direct them to their teacher who will be waiting to collect them from the playground.

Pupils in Lower Kindergarten, Upper Kindergarten and Reception (Early Years Bubble) will be met by a member of staff and taken to their classrooms. Parents are welcome to accompany their children on Thursday 3 September and Friday 4 September to the door of the classroom to say goodbye for the day.

The senior gate will open at 8:15am. Pupils must enter the building via the locker room doors and use the locker room stairs to go to their form rooms, which are as follows:

- Year 7 form room – Art Room (in the Science and Technology Block)
- Year 8 form room – English Room (former Art Room)
- Year 9 form room – ICT Room
- Year 10 form room – Maths Room
- Year 11 form room – Languages Room

Senior staff will be awaiting the pupils' arrival at this time. When lockers have been allocated, these can be used first thing in the morning on the way to the form rooms.

Early Years pupils who are sessional (half day) should be collected from the Main Entrance. Please ring the bell on arrival.

Junior pupils will be dismissed at 3:30pm from the Junior Gate. Please come to the gate and wait for your daughter's teacher to dismiss her. Mrs Pipe and additional members of staff will be there to help with dismissal.

The Early Years Bubble will be dismissed from the Main Entrance by the staff. Please wait on the drive for your child to be brought to you. You do not need to ring the bell. Please park away from the main building and walk into the drive.

Senior pupils will exit via the Senior Gate on Ardmore Lane at 3:45pm. They must not congregate either inside the school gate or outside. It would be helpful to park away from the gate if you are collecting your daughter to ensure a safe distance. No senior pupils should be entering or exiting via the Main Entrance unless it is after an after school activity.

## Uniform

I have had many enquiries about uniform for the start of term. Please do not worry if you haven't been able to purchase the exact uniform for the first few days back. I understand that the team at Forest Casualwear has experienced temporary delays in sourcing certain items due to suppliers closing or pausing production over recent months. Please do notify your daughter's class teacher or form tutor if she will be wearing an item that is non-uniform. Summer and/or winter uniform can be worn this half term where applicable.

## Absence

If your child is unwell and unable to attend school, please telephone the school office to report the absence to a member of the Office team or email [absence@braesideschool.co.uk](mailto:absence@braesideschool.co.uk) by 9am. Please avoid booking medical, dental and orthodontic appointments in school time wherever possible; if this is not possible, please notify the school in advance with the appointment details by phone, email or letter.

Please note that children in Reception to Year 11 are of compulsory school age and the law in England and Wales states that schools are only allowed to permit term time holidays in exceptional circumstances. Requests for absence during term time for other reasons can only be approved in exceptional circumstances. If you wish to request time out of school for such a reason, then please download a 'Request for absence' form from our website, which should be completed and returned to the School Office; I will then confirm whether the absence is authorised or unauthorised.

### **Absence from PE/Games Lessons**

If your child is in school but unable to participate in their PE or Games lesson, please send them into school with a note for the PE staff explaining the reason. Pupils will come to school wearing their PE kit. They will not need to bring their uniform into school on these days. Pupils not participating will also need to wear their PE kit and go to the PE lesson with the rest of the class, even though they will not participate.

### **Extra-Curricular Activities**

All clubs will begin from Monday 7 September. A complete list of activities may be found on the website. Please contact the School Office if you have any queries regarding the club/s your child is attending or you require details regarding the availability of places.

### **Breakfast and After School Clubs**

Breakfast Club runs from 7.30am until the start of school and is available for children aged 3 years and above. After School Club runs from 3pm to 6pm for our junior pupils. Both Breakfast and Teatime Clubs are run by school staff and the children are given food and suitable activities. Please email the School Office if you wish to use these facilities. The relevant forms are available to download from the school's website.

### **Parents' Association**

The Braeside Parents Association works extremely hard to organise events and to enhance the children's experiences in school. We are grateful for as much support as possible and the Committee is always keen to welcome volunteers to help with events. Please do email me via the School Office if you are interested in volunteering some time and we will put you in touch with the Committee members.

### **Home/School Links**

#### **Parent/School Communication**

We value the excellent range of communication links we have between school and home. We encourage parents to make use of our email facility – please see the staff list on our website for the links. We will text you via our 'Groupcall' texting facility and we tweet news highlights several times each week!

### **Website and App**

Please remember that you can access much information from our website that is updated regularly, as well as our most informative app. We also use YouTube, Facebook, Twitter and Instagram to share news about school life.

### **Parent Portals**

The office has contacted new parents with information about how to access the Parent Portals. The email will contain your username and password details. Please email [support@oaktreeschools.co.uk](mailto:support@oaktreeschools.co.uk) if you need any assistance and our team will be happy to help. Your Parent Portal will contain much information, including your child's class booklet and timetable. Please check your portal regularly as this is an important form of our parent/school communication. You should receive an email when new information has been uploaded.

### **Contact Details and Medical Information**

Please let us know as soon as possible if any of your contact details have changed over the summer. This includes your address, telephone numbers, emergency contact details, any changes to your child's health or any other changes of which we should be aware. You can check the information we hold on you Parent Portal by logging on.

### **Long Term Medication**

If your child requires the school to store and, when needed, administer long-term medication, please download and complete the appropriate forms from our website. These forms and the labelled medication should be given to the office staff on the first day of term.

### **Information and contacts**

Please ensure that you have familiarised yourself with the Parents' Handbook for 2020/21 that was sent electronically at the start of August.

### Year 3 Camp

Oaklands normally hosts the annual Oak-Tree Year 3 Camp during the third week of September on the two school fields. Due to current circumstances, this is unable to take place now, but I am sure that our Year 3 pupils will be excited to know that we have already made a provisional booking for the camp to take place over two days, Wednesday 24 and Thursday 25 March at the end of the Spring Term 2021.

### Forthcoming Events

As per the current government guidelines, we are unable to organise large gatherings on site until we are cleared to do so. This significantly reduces the number of events that we are able to hold. Although we are working to organise some events, such as Harvest Festival, in different formats for the children, it means that we will not be able to hold the annual Group Fireworks Display at Oaklands that was planned to take place at the start of November. Similarly, we will not be holding our normal Open Evening in October and will be arranging some innovative virtual alternatives.

### Drop-In and Coffee Mornings

We normally offer half termly Drop-In mornings for parents of all children from Reception to Year 6 to view their child's work, and the schedule of coffee mornings arranged weekly by year group usually starts after the October half term. Unfortunately, in line with the current Government guidelines, we will not be able to organise Drop-In mornings or coffee mornings until clear to do so. We will be aiming to re-introduce them as soon as we can.

### Covid-19 Procedures

We will be reviewing our procedures on a regular basis to ensure the safety of all pupils and staff. Thank you in advance for bearing with us as we make inevitable tweaks to our daily routines once the pupils are back.

If you have any enquiries at the start of term, please contact your daughter's class teacher or form tutor. All staff email addresses are available on the school website.

I am really looking forward to working with you and your daughter and I hope they enjoy the start of the new academic year.

### Forthcoming Events

Thurs 3 September	First Day of Summer Term
Mon-Fri 7-11 Sept	Junior Baseline/INCAS Assessments (during lessons)
Tues 8 September	<b>Year 10</b> Parents' GCSE Information Meeting (virtual)
Mon 14 September	<b>Year 11</b> GCSE Spoken English Examinations (to be confirmed)
Tues 15 September	<b>EYFS</b> Read Write Inc Parents Meeting 9.30 am (virtual)
Tues 15 September	Individual/Family Groups School Photographs
Tues 15 September	Junior ( <b>Years 1-6</b> ) Curriculum Meetings for Parents 3.30 pm (virtual)
Thurs 17 September	<b>Year 11</b> GCSE Spoken English Examinations (to be confirmed)
Fri 18 September	Jeans for Genes Fundraising Day
Tues 22 September	<b>Year 11</b> Sixth Form Information Parents Meeting (virtual)
Mon 28 September – Tues 6 October	<b>Year 11</b> Mock GCSE Examinations
Weds 7 October	Open Event: <b>EYFS - Juniors</b> (details to be confirmed)

Weds 7 October            Open Event: **Juniors - Seniors** (details to be confirmed)  
Tues 13 October           **Year 11** Parents Evening (to be confirmed)  
Tues 13 October           Junior Parents' Evening (to be confirmed)  
Weds 14 October           Junior Parents' Evening (to be confirmed)

With kind regards

Yours sincerely



Chloe Moon  
Headmistress



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**OAK-TREE SCHOOLS** is the group name of:

BRAESIDE SCHOOL, BUCKHURST HILL • COOPERSALE HALL SCHOOL, EPPING • NORMANHURST SCHOOL, NORTH CHINGFORD • OAKLANDS SCHOOL, LOUGHTON

HEAD OFFICE ADDRESS: 6 ALBION HILL, LOUGHTON, ESSEX IG10 4RA

GROUP MANAGING PRINCIPAL & DIRECTOR: MR MATTHEW HAGGER B.A. (HONS), M.ED., PGCE CO-DIRECTORS: MR NICHOLAS HAGGER M.A. (OXON), MRS ANN HAGGER CERT. ED.

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