

BROOKLAND FEDERATION

BROOKLAND INFANT & NURSERY SCHOOL

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Tel: 01992 629485

E-mail: admin@brooklandinfants.herts.sch.uk

Website: www.brooklandinfants.herts.sch.uk



BROOKLAND JUNIOR SCHOOL

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Website: www.brooklandjm.herts.sch.uk

Head of School: Mrs C. Abraham

Executive Headteacher: Mrs M. Barton

Head of School: Mr A. Pugh

Tuesday 1st September 2026

WELCOME BACK TO SCHOOL

Dear Parents & Carers,

We hope you have all had a wonderful and restful summer break. It never fails to amaze us quite how quickly those six weeks disappear — one minute we are waving the children goodbye for the summer, and the next, we are getting ready to welcome them back through the school gates!

All the staff at Brookland are thoroughly looking forward to welcoming the children back to school on Wednesday 2nd September. We cannot wait to hear all about their summer adventures, the fun they have had, and perhaps a few tales of ice creams, late nights and sunny days along the way!

As we begin another exciting academic year, we would also like to extend a very warm welcome to our new families joining the Brookland Federation. It is a real pleasure to welcome you into our Brookland community. We hope you and your child quickly feel part of our school family, and we are sure they will have a happy, rewarding and memorable time with us.

There is always a mixture of excitement and perhaps a few butterflies when returning to school, particularly after a long break, but please be assured that we are here to support every child as they settle back into school life. Our priority is that they feel safe, happy, valued and ready to learn.

Below are some key details and reminders to help you and your child prepare for their return to school tomorrow.

School timings

A reminder that the start and finish times for both schools (Reception to Year 6) will now be the same: 8.40am–3.10pm.

We will be introducing a soft start to the school day. Classroom doors at both schools will open at 8.35am and will close promptly at 8.45am. This 10-minute window should give parents enough time to drop children off across both schools, if needed.

Please ensure your child arrives at school on time so that they are ready to begin their learning and do not miss any valuable learning time.

The Infant School gates will open at 8.30am to allow parents to come onto the site for drop-off. The Junior School gates will open at 8.35am, allowing children to walk into school independently and begin building those important independence skills. Junior parents are very welcome to wait at the gates if you would like to watch your child walk in.

Both sets of gates will close promptly at 8.45am.

Which gates should I use?

- Reception and Nursery: Please use the gates closest to the classrooms, positioned between the two school buildings.
- Year 1 and Year 2: Please use the Infant playground gates.
- Year 3 and Year 4: Please use the main playground gates situated between the Infant and Junior School buildings.
- Year 5 and Year 6: Please use the gate nearest to the visitor car park or the main school office.

Both schools finish at 3.10pm, when you will be able to collect your child from their classroom door. Staff will be on hand to help direct everyone to the correct classrooms on the first day, so please don't worry if you're not quite sure where to go — we will point you in the right direction! Gates will close at 3.20pm, so please do ensure a swift collection of children.

Meet the teacher meetings

A reminder, as outlined in the newsletter sent at the end of last term, that our 'Meet the Teacher' meetings will be taking place over the next few days. Please enter via the respective hall doors to the side of the schools.

The dates and times are as follows:

- Year 1: Thursday 3rd September at 9.00am
- Year 2: Thursday 3rd September at 2.40pm
- Year 3: Friday 4th September at 9.00am
- Year 4: Friday 4th September at 2.40pm
- Year 5: Monday 7th September at 2.40pm
- Year 6: Tuesday 8th September at 9.00am
- Reception: Friday 11th September at 9.00am

These meetings are an opportunity to meet your child's class teacher and find out a little more about the year ahead. Teachers will share important information about the curriculum, school routines, home learning and other useful details to help you and your child settle into the new school year.

We appreciate that there is a lot of information to take in, so don't worry if you don't remember everything! All information shared during the meetings will also be emailed to parents afterwards.

Nursery and Reception classes

We are looking forward to welcoming our Nursery and Reception children into school on Friday 4th September.

Please check the communication sent in July for details of your child's session times and their phased start to school. We are very much looking forward to helping our youngest children settle in, make new friends and begin their exciting journey with us.

Attendance and being on time

Please support us in maintaining our attendance above the Department for Education expectation of 96%. We understand that attendance is a topic that receives a great deal of attention, both in schools and in the media, but regular attendance is vitally important for children's learning, progress and wellbeing. Children should attend school every day unless they are genuinely unwell.

One of the best ways you can support your child's attendance is by ensuring they arrive at school on time and are ready to learn. If your child arrives at school after 9.00am, they will be recorded as 'late', as this is after the register has closed. This will also be recorded as an unauthorised absence, even though your child is in school.

If you have any concerns about your child's attendance or would like any support, please do contact the respective school office. We are here to help and want to work together with you to ensure your child has the best possible attendance.

We are currently finalising our Federation Attendance Policy and will email this to all parents over the next few days.

Collection arrangements

Please bear with us at the beginning of the school year as classroom staff get to know the adults collecting each child. Thank you in advance for your patience while everyone gets back into the routine!

For Years 1 to 6, we will assume that collection arrangements remain the same as they were during the last academic year.

For Nursery, Reception and Year 3, we will follow the collection arrangements provided on your child's admission forms.

If there are any changes to your child's collection arrangements from the previous academic year, please inform the school office by telephone or email:

- Infant School: admin@brooklandinfants.herts.sch.uk
- Junior School: admin@brooklandjm.herts.sch.uk

We will only release your child to an adult who is listed on the collection arrangements currently recorded on our Arbor system.

Juniors only – Walking Home Independently

If you would like your child to become a walker, meaning they are able to leave the classroom independently without an adult collecting them, please email the Junior School office.

For children to become walkers, we require written permission from a parent or guardian. This includes children who may be meeting you elsewhere on the school site or walking home independently.

Mobile Phones

Our policy is that only children in Years 5 and 6 who walk home independently may bring a mobile phone to school, and only where it is required.

If your child does bring a mobile phone to school, please remind them that they must hand it to their class adult when they arrive at school. This is a non-negotiable part of our school expectations.

The class teacher or teaching assistant will ensure that the phone is securely stored in the school office for the duration of the school day, in line with our safeguarding and online safety policies. Children will be given their phones back at home time.

Children who are not walking home independently should not bring a mobile phone into school.

Lunch

If your child is having a school dinner, please ensure that you have selected their lunch option on 'School Grid' before they come into school each day. You also have the option to select lunches for the entire term in advance, which can be one less thing to think about during a busy morning!

If you have any issues with School Grid, please contact the school office:

- Infant School: admin@brooklandinfants.herts.sch.uk
- Junior School: admin@brooklandjm.herts.sch.uk

Alternatively, please pop into the office in the morning and we will be happy to help.

If your child requires a school dinner but a meal has not been pre-selected, they will be offered the cold lunch option for that day.

If your child is having a packed lunch, please ensure they come to school with a packed lunch box or bag that is clearly labelled with their name and class. Packed lunches will be placed on the class lunch trolley each morning.

A reminder that no food items should contain nuts, as we are a nut-free school. Children are also not permitted to share food with other children.

Reminder - Birthday sweets/treats

A reminder that, following advice from the local authority and Anaphylaxis UK, we continue to ask that children do not bring sweets, cakes or other treats into school to share with their class on their birthday.

This guidance has been provided for a number of reasons, including healthy eating, but most importantly, allergy safeguarding. There have recently been a number of incidents in Hertfordshire where children have experienced serious anaphylactic reactions to birthday sweets and cakes brought into school.

Of course, we absolutely love celebrating our children's birthdays! We will continue to acknowledge their special day by wishing them a very happy birthday and singing 'Happy Birthday' with them.

If you would like your child to share something with their class, a book for the class reading corner or a board game would be a lovely alternative.

As a Federation, there will still be occasions when we provide a small treat for the children, such as ice lollies during hot weather or Easter eggs. We are able to do this safely because we hold allergy information for all children and staff and ensure that any food we purchase meets the medical requirements of our whole school community.

We hope you understand the reasons behind this request and thank you for supporting us in keeping all of our children and staff safe and well.

Water bottles

Children should come to school every day with a named water bottle so that they can stay hydrated and be ready to learn to the best of their ability. Water bottles should contain water only.

Where possible, please keep water bottles separate from books and other items in your child's book bag or rucksack to avoid any unfortunate leaks — nobody wants to start the school day with a soggy reading book!

School uniform

As a school, we have high expectations for school uniform, and we ask for your support in ensuring that your child comes to school in the correct uniform every day. This includes smart black footwear that your child can manage independently.

Please ensure that all items of clothing are clearly named, particularly coats. We all know how quickly a sea of identical-looking jumpers can appear in a school!

Long hair (below shoulder length) should be tied back. The only jewellery permitted is a watch (not a smartwatch) and/or stud earrings. Earrings must be removed on PE days. Bracelets and other jewellery are not permitted unless they are worn for religious reasons.

Please see the respective school website for full details of our uniform expectations:

- [Brookland Infant and Nursery School » School Uniform](#)
- [Brookland Junior Uniform Information](#)

PE uniform

As with our school uniform, we have high expectations for PE kit and ask that children come to school in the correct PE uniform and appropriate footwear. Full details of the PE uniform can be found on the school website links above.

Please note that:

- Trainers should be practical and should not be bright or fluorescent colours.
- Football kits are not permitted as PE uniform.
- PE shorts should be an appropriate length.

Children should wear their PE uniform to school on their PE days as listed below:

- Reception: Wednesday
- Year 1: Tuesday and Wednesday
- Year 2: Tuesday
- Year 3: Monday and Tuesday
- Year 4: Monday and Tuesday
- Year 5: Wednesday and Thursday
- Year 6: Wednesday and Thursday

Please note that PE days will begin from the week commencing Monday 7th September.

Forest School (infant school only)

Forest School will take place on Mondays and will begin during the week commencing Monday 7th September. Children from Reception to Year 2 will take part in Forest School at different points throughout the year.

During the first half term (September to the end of October), Year 2 will take part in Forest School every Monday. On Forest School days, children should come into school wearing old clothes that are suitable for the weather and fully cover their arms and legs.

Please also send your child with:

- Wellies in a named bag
- A change of clothes in a named bag
- A waterproof coat

First Aid

We record all accidents that require first aid during the school day.

If your child bumps their head, we will send a 'Bumped Head' letter and a text message home to inform you of the incident and provide information about any symptoms to look out for.

In addition, your child will be given a coloured wristband so that staff around the school are aware that they have had a bump to the head and can keep a closer eye on them throughout the day.

If your child experiences a more serious head injury, we will contact you directly, as they may need to be collected from school.

Medication

If your child requires medication that is not currently held in school, please bring it into the school office on **Wednesday 2nd September** or on your child's first day in school.

When you bring the medication in, you will need to complete a medication form so that we have permission to administer it when required. Please do not send medication in with your child for them to hand to their class teacher. All medication must be handed directly to the school office. Please also check that all medication brought into school is in date.

If your child has regular medication and requires a care plan, we will contact you to ensure that this is up to date. If there are any new requirements relating to your child's care plan or the administration of medication, please contact the school office.

If your child requires an EpiPen, we should have two in school at all times. Please remember that, in line with our policy, it is the responsibility of parents/carers to ensure that your child's medication is in date and replaced before it expires.

Morning activity club - infants only

Morning Activity Club will start from Wednesday 2nd September at 7.45am in the school hall.

Places can be booked through GC Sports. An email was sent at the end of the last academic year with further details about the club.

Please note that this club is not run by the school and is operated by GC Sports. Any enquiries about the club should be directed to GC Sports using the contact details provided in the email sent previously.

Sunrise and Set Club - juniors only

If you have signed your child up for our clubs, Sunrise (breakfast) Club and Sunset (after-school) Club will start again from Wednesday 2nd September.

- Sunrise Club: From 7.45am
- Sunset Club: Until 6.00pm

After School Clubs

We will be finalising our after-school sports and activity clubs over the next week.

We will email the club letter later this week or early next week, with information about the clubs available and instructions on how to sign your child up.

Parent/Carer conduct on the school grounds

A gentle reminder that if you are driving onto the school site, the maximum speed limit is 5mph. Please also ensure that you only stop or park in designated bays, helping us to keep everyone safe, particularly our children. Disabled parking bays are reserved for Blue Badge holders only.

We would also like to remind everyone that, as adults, we are all role models for the children. The way we behave and communicate on the school site should reflect the positive example we want to set for them. With this in mind, please ensure that conversations, behaviour and language used on the school site are appropriate and respectful.

Thank you in advance for your cooperation and for helping us to maintain a safe, welcoming and positive environment for everyone.

Outdoor playground equipment

Please do not allow your children to use the playground, trim trail, gym equipment, field or MUGA before or after school. These facilities are for the children to use during school time and under staff supervision and are not available for use before or after school.

Thank you for your understanding and cooperation.

Communication with the school

The school offices will be open from 8.30am on Wednesday 2nd September. Our offices can become particularly busy, especially during the morning, so if your enquiry is not urgent, it may be easier to contact us by telephone or email:

- Infant School: admin@brooklandinfants.herts.sch.uk
- Junior School: admin@brooklandjm.herts.sch.uk

If you would like to speak to your child's class teacher, please contact them using their class email address.

Please note that class email addresses are not monitored continuously during the school day, and it may take up to 48 hours to receive a response from a class teacher.

Early Years

- cherry.class@brooklandinfants.herts.sch.uk
- rowan.class@brooklandinfants.herts.sch.uk
- maple.class@brooklandinfants.herts.sch.uk
- willow.class@brooklandinfants.herts.sch.uk

Years 1 and 2

- holly.class@brooklandinfants.herts.sch.uk
- mulberry.class@brooklandinfants.herts.sch.uk
- ash.class@brooklandinfants.herts.sch.uk
- beech.class@brooklandinfants.herts.sch.uk

Years 3 and 4

- hazel@brooklandjm.herts.sch.uk
- oak@brooklandjm.herts.sch.uk
- aspen@brooklandjm.herts.sch.uk
- cedar@brooklandjm.herts.sch.uk
- elder@brooklandjm.herts.sch.uk

Years 5 and 6

- hawthorn@brooklandjm.herts.sch.uk
- sycamore@brooklandjm.herts.sch.uk
- chestnut@brooklandjm.herts.sch.uk
- elm@brooklandjm.herts.sch.uk
- pine@brooklandjm.herts.sch.uk

Please remember that any urgent messages or changes to collection arrangements must be communicated directly to the school office and not via the class email. Teachers will not have their class emails open to view during the school day.

It is also important to note that, if we try to contact you by telephone and are unable to reach you, we may leave a voicemail message. This message may contain important or relevant information, so please do check your voicemail if you have missed a call from school.

Weekly newsletter

Please keep an eye out for our weekly newsletter, which is emailed every Friday. The newsletter contains important information about upcoming events, key dates for the term and exciting news and updates from across our schools. It is the best way to keep up to date with everything that is happening at Brookland.

And finally...

We hope that this information is useful as we prepare to start the new school year. We will continue to email further information and updates as the weeks go on. If you have any questions or queries, please do not hesitate to contact the school office. Our team will be more than happy to help.

And now for the exciting bit... there is just one more sleep until we see all the children again, and we cannot wait!

We are sure there will be some nerves alongside the excitement as the children return — and, if we're honest, there may even be a few of those nerves belonging to the parents too! There are so many exciting things to learn, new experiences to enjoy, friendships to build and memories to make. We are sure it is going to be another wonderful year at Brookland, and we cannot wait to share it with you and your children.

All the staff at Brookland are very much looking forward to welcoming the children back to school on Wednesday morning.

Yours sincerely,

M. Barton

Mandeep Barton
Executive Headteacher

C. Abraham

Caroline Abraham
Head of School

A. Pugh

Adam Pugh
Head of School