



**BRAKENHALE
SCHOOL**

New Student Information

2023 - 24

Aim High | Be Kind | Take Responsibility

brakenhale.co.uk

CONTENTS

Headteacher's Welcome	2
Useful Contacts	3
School Uniform	4 - 5
Tools for Learning	5
The School Dining Hall	6
Cashless Catering	6
Biometric System	7
Home - School Communications	7
Attendance / Absence from School	8
School Medical Service	9
Curriculum Information	10
Behaviour and Support	10
School House System & Rewards	11
E-Safety	12
Anti-Bullying	12
Mobile Electronic Devices	13
General Information <ul style="list-style-type: none"> • The School Day • Appointments Signing Out • Valuables • Lost Property • School Council Sports Council • Student Leadership: Prefects • Disclaimer • Lockers • Learning Resource Centre • The Extended School Day • Combined Cadet Force • Duke of Edinburgh Award • Cycle Safety 	14-16
Term Dates	17

Headteacher's Welcome

I am delighted your child will be joining Brakenhale School. I look forward to welcoming your child, and yourself, to an excellent school where we will do whatever it takes to ensure your child is happy and successful. We are a school where students wear their uniform with pride, they behave extremely well and lessons are disruption free.

You may well have seen our latest Ofsted report published in January 2019. It graded the school as 'good' overall. However, areas were also awarded 'outstanding'. This is a real testimony to the grit, hard work and determination of our teachers to make a difference, for students working to do their best and the support of our parents and the wider community. My aim as the Headteacher is to take these solid foundations and elevate them to excellence. With the refinements we make, we will do exceptionally well and be an 'outstanding' school in all aspects.

Furthermore, Brakenhale is part of a multi-academy trust, Greenshaw Learning Trust (GLT), a 'family' of like-minded schools that share essential values and a common ethos, follow a vision for education and learning, and collaborate to provide mutual support, share their good practice and learn from each other. To find out more about the Greenshaw Learning Trust go to www.greenshawlearningtrust.org.uk

In order to help us plan for the year, we would be grateful if you could please complete the Student Registration Form as soon as possible.

We appreciate that moving to a new school is a huge adjustment for students and their families. If you have any queries on any of the information contained in this booklet or any questions about your child joining Brakenhale, please do not hesitate to contact us.

We very much look forward to meeting you and working together with you and your child throughout their education.

Ms C Douglas
Headteacher



Useful Contacts

Ms C Douglas	Headteacher
Mr A Smith	Deputy Headteacher
Mr A Manlay	Deputy Headteacher
Ms H Whitaker Flower	Deputy Headteacher (Maternity Leave)
Mrs G Powell	Assistant Headteacher
Mr A George	Assistant Headteacher
Mr P McKane	Assistant Headteacher
Mrs O Hughes	Assistant Headteacher
Mr E du Toit	Associate Assistant Headteacher
Miss C Loj	Associate Assistant Headteacher

Mrs G Powell / Mrs O Hughes	Assistant Headteachers in charge of Year 7
Mr L Hilton	Head of Year 7
Miss A Meacock	Assistant Head of Year 7

Ms A Manlay	Assistant Headteacher in charge of Year 8
Miss N Campbell-Watson	Head of Year 8
Miss L Scott	Assistant Head of Year 8

Mr P McKane	Assistant Headteacher in charge of Year 9
Ms S Douse	Head of Year 9
Miss D Appleton	Assistant Head of Year 9

Mr A Smith	Deputy Headteacher in charge of Year 10
Mr C Collins	Head of Year 10
Mrs D Turner	Assistant Head of Year 10

Mr A George	Assistant Headteacher in charge of Year 11
Miss F Manning	Head of Year 11
Miss J Montgomery	Assistant Head of Year 11

Miss C Loj	Head of Sixth Form
Mrs S Anderson	Head of Year

Mrs T Gosling	Designated Safeguarding Lead
Mr E Du Toit	SENDCo

School Uniform

School uniform is worn to encourage the development of self-confidence and pride in the school; a high standard of personal appearance is expected of all students. The wearing of school uniform whilst travelling to and from school and during the school day is very important to us. We feel that it sets standards in terms of high expectations and a purposeful attitude towards work, whilst promoting the school and our ethos. Please help us to maintain standards and expectations by ensuring that your child is wearing a full school uniform.

Compulsory Items with Brakenhale logo	
Blazer	Brakenhale Blazer
Tie	Brakenhale maroon and white striped clip on tie in House colours
Bag	Brakenhale school bag
Skirt	Brakenhale pleated black skirt (on show)
PE Shirt	Brakenhale black PE polo shirt

To ensure consistency and clarity all logo school uniform items should be purchased from The Direct Clothing Company <https://directclothing.co.uk/pages/brakenhale-school>

Compulsory Uniform Items	
Shirt	Plain white shirt - short or long sleeves.
Trousers	Plain black school trousers (tapered, drain pipe or tight-fitting trousers are not permitted)
Socks	Plain black/white ankle socks or plain black/natural tights.
Shoes	Plain black shoes, which can be polished (trainers are to be worn for PE or dance <u>only</u>)
Optional Uniform Items	
Coats	Plain black/navy or dark grey outdoor coat (no writing or logos)

Compulsory PE Items	
PE Shirt	Brakenhale black PE polo shirt
Shorts	Plain black shorts or skort (Brakenhale logo shorts or skorts can be purchased or shorts can have one small, discreet brand logo)
Trainers	Trainers - can be any colour, must be supportive and appropriate for sporting activities (no converse, vans, slip-on pumps or plimsolls)
Guards	Shin Guards <u>and</u> Gum Shield (in Year 7, for respective sports – Rugby, Hockey)
Optional PE Items	
PE Joggers	Plain black
PE Leggings	Plain black
PE Sweatshirt	Plain black

We have a number of further items of PE kit which have the Brakenhale logo – these items are optional to purchase from our online shop.

Please ensure that **all uniform** is clearly labelled with the student's name.

If you would be interested in purchasing any second-hand uniform, please contact secondhandsale@brakenhale.co.uk with items and sizes and Mrs McCrorie will be happy to help.

Student presentation requirements

- Any facial piercings (including, but not limited to, tongue studs, eyebrow, nose, lip) are not allowed at school. Students will be required to remove the facial jewellery. Refusal to remove the jewellery will result in internal exclusion.
- Any extreme hairstyles are not appropriate for school and students will be asked to modify that hairstyle. Examples include mohawks, words or symbols shaved into the side of a student's head, grade tracks and extreme unnatural hair colours which are not in keeping with an educational establishment. No student should have extremes in hair length, from very short to very long. This also includes any shaving into eyebrows.
- One small plain gold, silver or diamond style ear stud in the lower earlobe only and one wristwatch (conventional, non-multi-media only) can be worn (the school cannot accept responsibility for any watches or jewellery worn or brought into school). Please make sure all other jewellery is left at home.
- Plain black suit-style belts are allowed but no logos or branding are permitted.
- Non-uniform hoodies, sweatshirts or jumpers are not allowed in school, they must not be worn instead of a coat or for PE, if seen these will be confiscated.
- PE kit must only be worn for PE/dance lessons or for a sporting event.
- Extreme dress is not permitted at any time including visible coloured undergarments.
- Make-up must not be worn; this includes foundation and fake tan, black eye liner, eyeshadow, mascara, fake eyelashes, lipstick and nail varnish/nail extensions (e.g. gels, acrylic nails). If students wear these, they will be asked to remove non-uniform items immediately.
- Plain cycling shorts (non-visible, no pockets) can be worn under skirts. No shorts or trousers to be worn underneath school trousers.
- Any request for modifying the school uniform for religious reasons must be made in writing to the Headteacher beforehand.

Your support in upholding uniform standards is appreciated.

Tools for Learning

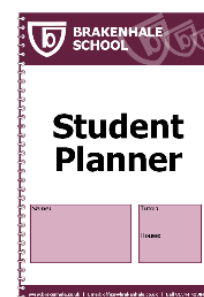
To ensure that all students are ready and equipped to learn there is a compulsory school equipment list. The items listed are required at all times and regular checks will be made to ensure that all students have the correct equipment they need for their lessons. Please be aware that teachers of Science, Technology, Geography and Art encourage the use of coloured pencils rather than gel or felt-tip pens.

All stationery items can be purchased from high street shops. School holds a small stock of individual items for purchase in an emergency.



Tools for Learning Equipment List

Casio FX-83GT CW Calculator	30cm Ruler	Rubber
Colouring Pencils	3 Ballpoint Pens – black/blue	Pencil Sharpener
Clear Pencil Case	HB Pencil	Glue Stick
Protractor	Highlighter Pen	Whiteboard Pen
Student Planner	provided by the school annually includes a whiteboard on the back cover replacement cost £3.00 (available to purchase from LRC while stocks last)	



The School Dining Hall

The school dining hall is open daily for all students and staff from 08:15 - 08:30 for breakfast which includes; fresh fruit, yoghurt bar, cereal, bacon or sausage rolls, danish pastries and hot chocolate.

The dining hall is also open between 11:05 and 11:25 for morning break and 13:25 to 13:50 for lunch time.

We offer the following food choices:

- Salad bar, fruit salad and a fresh homemade soup daily
- A wide range of sandwiches, paninis, snacks and cakes
- A wide range of sugar free and school compliant drinks are available
- Hot and cold meal deal offers priced from £2.75
- Vegetarian and vegan options available
- Halal and gluten food are also available on request at all meal services

More information and sample menus are available on www.brakenhale.co.uk/parents/school-life/catering

Free School Meals Entitlement

We use an online platform to make the process of applying easier and simpler and we would be grateful if you could take a few minutes to register. Even if you have applied unsuccessfully in the past, or if you believe you are not entitled to additional funding we would encourage you to complete your details. The system re-checks information every term and will automatically update our records if your status changes.

[Free School Meals Application Form](#)

If you would like any help with applying you are very welcome to come into school and we would be happy to assist you with an application.

It is worth applying for Free School Meals entitlement even if your child does not require a school lunch because entitlement to this benefit comes with an automatic reduction in the cost of school trips (in the UK) and may also entitle you to receive financial assistance with other school related expenses.

Cashless Catering and On-line Payments via ParentPay

Brakenhale operates a cashless payment system whereby parents can make online payments to their ParentPay account to pay for food and school trips.

If you are new to ParentPay you will have a secure online account. This is activated using a unique activation username and password. ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away. Accounts should be checked and topped-up regularly. Please be aware that ParentPay gets busy at the beginning of terms and Mondays and you may experience difficulty in completing transactions at these times.

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the 'Add a child' tab on your home page. You will need to use the activation username and password to do this.



Biometric System

Brakenhale uses a biometric system for library authentication and for students to purchase refreshments in the school dining room.

The biometric identification system operated at Brakenhale uses the finger and its image to uniquely identify each student and member of staff. The system measures many aspects of a finger and then translates the measurements into a unique identification code which is entered into the system. The image of the fingerprint itself is not recorded or stored. **This is not fingerprinting and the data stored cannot be used to recreate an image of the fingerprint.** When a student uses the biometric identification systems, they are identified by their identification code. This form of identification is called biometrics, which translated means measurements of human characteristics. I would like to assure you that Brakenhale will comply at all times with the Data Protection Act and with the provisions of the Protection of Freedoms Act regarding the use of biometric data.

When students leave the school the biometric information will be securely and permanently deleted by the school in accordance with the Data Protection Act.

For students to use the biometric system, one parent or carer will need to consent by signing the 'Student Registration Form' that accompanies this information.



Home – School Communications

We send messages home via email only, if for any reason you are not receiving messages from us, please do not hesitate to contact us.

Communications about your child can only be received by you and your email and mobile details will not be shared with anyone else and will be stored securely.

It is very important to keep the school up to date with any change to contact details such as address, telephone number or email address.



Once your child's details are uploaded to the school's data management system, you will be able to download the **My Child at School (MCAS) App**. This is a system that will enable you to see valuable information about your child at any time either online or if you have an Apple or Android device, on your smartphone.

We hope that you will find the MCAS app a great way to keep up to date with what's going on at school.

Brakenhale uses **ClassCharts** to track students' rewards, sanctions and homework. Students and Parents/Carers will receive a login for this.



Brakenhale News is a regular publication which shares details of events happening throughout the school community. This is sent home via email to parents and is available on the school website.

Attendance

Good attendance is very important - attendance at school is the vehicle to success.

If your child has an appointment or is unwell and unable to attend school, **Telephone 01344 423041** (Option 1 - student absence) or send a message via the My Child at School App (MCAS)

- Remember to let your child know how much being ready for school on time helps the whole family.
- Encourage your child to prepare their uniform and bag the night before.
- Talk to your child about school and any problems they might have and share them with us so we can help resolve them.
- Ensure your child is awake in plenty of time every school morning, ensure they set their alarm clock.
- Arrange your child's doctor, dentist, and hospital appointments for after school whenever possible or during the school holidays to limit the impact on their learning.
- Ensure that your child is aware how important school is.
- Implementing no TV or social media on some school mornings may be a good idea.

If your child is unwell please call the school each day of the illness.

Absence from School

There may be occasions when a child has to miss school - for example, if unwell. Any other absences should be kept to an absolute minimum. In particular, parents should avoid taking children out of school during term-time in order to go on holiday.

The regulations state that Headteachers cannot grant a leave of absence to a student except where an application has been made in advance and the Headteacher considers there are exceptional circumstances relating to the application. Parents/Carers need to be aware that if an absence request is not authorised by the school and the absence is still taken, this will remain unauthorised.

Should leave be granted but the child remains absent for longer than agreed, then this extra time will be recorded as an unauthorised absence. Should a child fail to return to school on the agreed date consideration may be taken to remove them from the school roll. Parents/Carers would then be responsible for reapplying for a school place with no guarantee of a place back at the same school.

Any leave of absence, including refusal to attend school that has not been authorised, may be referred to the Education Welfare Service. This may result in the issue of a Fixed Penalty Notice or prosecution proceedings. For the application form to request leave of absence in term time please see here: [Absence Request Form](#)

Further information please see: www.education.gov.uk or the Education Welfare Service, 7 Portman Close, Bracknell, RG42 1NE, Tel: 01344 464721/16, Email: education.welfare@bracknell-forest.gov.uk

School Medical Service

First Aid Provision

The school medical room is equipped with basic first aid supplies.

- The First Aider Team run the medical service and provide first aid for students in school.
- Students requiring first aid may go to the medical room during break and lunchtime.
- Students should not contact their parents directly for assistance while they are in school. They should speak to their teacher or a First Aider in the medical room who will make any necessary contact with the parent/carer.

Support for students with complex and potentially life-threatening medical conditions

Brakenhale School is committed to supporting students with complex and potentially life-threatening medical conditions via our Individual Health Care Plan procedure.

Students' Own Medication

All medication should be handed in to the medical room. Prior to this, parents/carers must have completed an online Medication Consent Form in order for us to administer the medication. This form can be found on the school website under Parents, then Medical Support.

<https://www.brakenhale.co.uk/parents/care/medical>

Emergency medication for students with severe allergy or asthma should be kept with them at all times.

Prescribed Medication must be handed in according to our school policy which includes:

- Medication must be in its **original container**
- **Name of medication** must be visible on the original medication container
- **Dose of medication** required must be visible on the original medication container
- **Medication expiry date** must be visible on the original medication container
- **Student's name must be on the pharmacy sticker**

May we remind you that it is the responsibility of your child to come to the medical room at the correct time to take their medication.

Please do not hesitate to contact us if you would like any further clarification on our medical procedures.

Please complete the Medical section in the Student Registration Form and ensure that any changes to your child's health are reported to our First Aid Team by email medical@brakenhale.co.uk with any concerns.

Illness and Accidents

If students feel unwell or have an accident they must tell a teacher straight away. Normally they will be sent to the medical room where they will be taken care of. If they are too ill to remain at school or if hospital treatment is necessary, then parents/carers will be contacted to make suitable arrangements. **Under no circumstance should students leave the school premises without permission.**

For more information please visit our website.

Curriculum Information

Key Stage 3

Students will study the following curriculum throughout Key Stage 3 (Years 7 to 9):

<ul style="list-style-type: none"> • English • Maths • Science 	<ul style="list-style-type: none"> • Art • Dance • Drama • Geography 	<ul style="list-style-type: none"> • History • ICT • Music • PE 	<ul style="list-style-type: none"> • MFL – French or Spanish • Creative Arts • Religious Studies
---	--	---	---

Key Stage 4

In Year 9 students have the opportunity to choose certain subjects to study at GCSE. We hold a Choices Evening to talk about the core subjects which students must study as well as the options subjects available to them. Students should consider the subjects they are interested in, as well as their ability in a particular subject.

There are also extensive and varied after school clubs and activities in many subjects, including Dance, Music and PE.

Behaviour and Support

Behaviour for Learning Code

Good Behaviour is an incredibly important part of a successful secondary school, and instilling good Behaviour is also essential for life beyond school. **As a parent you play a huge role supporting the school in making sure your child meets our high expectations.** We hope that by insisting on high standards at school our students can go into adult life knowing what will be expected of them in day-to-day life, employment and higher education.

The Brakenhale Behaviour Code always endeavours to give students the chance to rectify their behaviour before sanctions take place. The full Behaviour Policy can be found on the school website.

Student Support

Brakenhale has an excellent system of student support from our dedicated teams. Any student requiring support can speak to their Form Tutor, Assistant Head of Year, Head of Year or chosen teacher.

Special Educational Needs and Disability (SEND)

Students are placed on the SEND register if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- Has a significantly greater difficulty in learning than the majority of others of the same age, or
- Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

Every teacher is a teacher of SEN and most needs can be met through good classroom differentiation.

English as an Additional Language (EAL)

At Brakenhale we value all languages and we are very proud to be a school that has students and staff from different ethnic backgrounds with 38 languages spoken between them. We work hard to ensure that ALL students can flourish and fulfil their potential.

School House System & Rewards

The aim is to try and receive as many achievement Points as possible throughout the year whilst avoiding negative points. This could be done through excellent work in the classroom, completing homework to an exceptional standard, being polite and courteous around school, taking part in school and House activities - House competitions, PE fixtures, and various clubs.

Students can receive golden tickets in lessons for exceptional work. Only one student per lesson will receive a golden ticket, which is worth five achievement points.

Students can also receive lots of achievement points outside of the classroom via their culture cards. All students carry culture cards which can enable them to receive thirty positive (and negative) points per week for various behaviours such as being kind, looking after the community and demonstrating excellent manners.

All achievement points contribute towards earning a place on our Fun Factor Rewards events. Students can track their progress weekly in our central noticeboard in the dining hall. New leader-boards are posted and displayed in time for Monday morning every week.



End of Term Fun Factor Events



	Gold Award 	Silver Award 	Bronze Award 
Who?	Top 10% net conduct points of each year group	Next 20% net conduct points of each year group	Next 30% net conduct points of each year group
Reward Event	Trip out of School - examples include bowling, Go Ape and other activities. <i>Certificate and Recognition Letter from the Headteacher</i>	Inflatables in Sports Hall <i>Certificate and Recognition Letter from the Deputy Headteacher</i>	Brakenhale Cinema Experience in Main Hall With Popcorn <i>Certificate and Recognition Letter from the Head of Year</i>
When?	Last week of every full term.	Last week of every full term.	Last week of every full term.

Net conduct points = Positive achievement points minus negative points.

Other rewards include end of term celebration assemblies (three per year), Hot Chocolate with the Headteacher events and other subject specific trips and visits out of school.

E-Safety

We are highly committed to providing students with a quality educational experience in all areas of the curriculum, including information technology. In order to provide the best education possible, all students using computers should agree to follow our conditions of use as detailed on the school website.

Internet and ICT

All students will have access to:

- the Internet at school
- the school's chosen email system
- the school's online managed learning environment
- ICT facilities and equipment at the school

The school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but we take every reasonable precaution to keep students safe and to prevent them from accessing inappropriate materials.

The school can, if necessary, check a student's computer files, the Internet sites they visit at school and any electronic communication logs. If there are concerns about their e-safety or e-behaviour the school will contact parents/carers.

Digital images and video

Students may be photographed or video recorded for a variety of education or promotional purposes. We will always comply with standard GDPR practices when considering the publication of these images; including checking photographic permissions, informing students before recording and where possible, avoiding the filming of students in such a way that they could be identified.

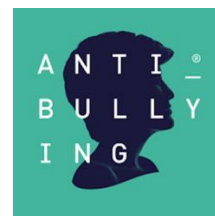
In individual circumstances where we wanted your child's image linked to their name or if the image were to be used in a public forum we would contact you separately for permission.

Anti-Bullying

Brakenhale School aims to be a safe and secure learning environment in which all members of the community are respected, safe and able to reach their potential. We have a team of student anti-bullying ambassadors, who have been trained by the Diana Award. These dedicated students are available to meet with any student who wants to talk about bullying.



Support from The Anti-Bullying Ambassadors can be reached by completing a very simple online form via The Confide Button on their Brakenhale home screen. Students will be shown how to do this during their induction days.



Mobile Electronic Devices

We understand that there may be times when a parent/carer may want to be able to contact their child after school, for example in the case of those students who are dependent on public transport. The School permits students to bring a mobile device to school **only** where they adhere to the following expected behaviour:

- **Students must not use a mobile phone or any other mobile device anywhere on the school site or on any off-site school activity. This includes before and after the bell at the start and end of the day, at school clubs, at break and lunch, during lessons or for any other reason.**
- Mobile devices must not be visible at any time, must be switched off (ensuring that all alerts and alarms are switched off and not active), out of sight and always kept safely in the student's school bag.
- Students are not permitted to wear or use headphones during the school day.
- At any time using mobile and electronic devices to photograph or record other students or staff, under any circumstance, is not permitted.
- Students who have a genuine need to contact a parent during the day should speak to their Head of Year to get permission to use the main reception phone.
- Mobile devices in school are the students' responsibility at all times. The school does not accept any responsibility for the loss or theft of mobile devices which have been brought onto the school site.

We seek full support from parents in these matters. The School has an established and efficient system for communication, including conveying urgent messages to students and we expect the full support of parents in the implementation of these arrangements.

The school reserves the right to examine mobile devices if a member of staff suspects that the expected standard of behaviour has been breached.

Confiscation Procedure

In an effort to eliminate distractions, thwart bad habits and minimise incidences of cyber-bullying we have a zero-tolerance approach to mobile phones and other electronic devices being used on the Brakenhale school site. If a student is seen on their device, it will be confiscated by staff, with the expectation that the device is handed over to the member of staff first time, every time. A responsible adult will then be required to collect the mobile phone.

The purpose of this procedure is not to inconvenience you or target individuals, but to ensure the safety and efficiency of our community and all learners' education. It is also to promote a "get it right first time" culture amongst the students, to ensure students are not losing valuable learning time due to device misuse, and to help students make the right choices and avoid sanctions.

General Information

The School Day

Arrive in school	From 08:20
Line-Up	08:35
Morning Registration/Assembly	08:40 – 09:00
Period 1	09:05 – 10:00
Period 2	10.05 – 11:00
Break	11:00 – 11.20
Period 3	11:25 – 12:20
Period 4	12:25 – 13:20
Lunch	13:20 – 14:00
Period 5	14:00 – 14:55
Line-Up/Dismissal	14:55 – 15:05
Extra-curricular Activities / Period 6	15:05

Students are expected to remain in school from 8.35am to 3.05pm and all are given opportunities to attend extra-curricular activities. Students should arrive at school from 8.20am, gates are locked at 08:35.

Break and Lunch times

During break and lunch as well as taking the opportunity to eat and drink, students have access to table tennis tables, football courts, climbing wall, MUGA (Multi-Use Games Area) pitches, chess club and book club in the library. House points are also rewarded for positive behaviour at lunchtime, not just in the classroom.

Appointments/Signing Out

It would be appreciated if appointments can be made after school. In the unlikely event that students have an appointment or other reason to leave the school during the day, please send a message via the My Child at School app **in advance** explaining the details. When the time arrives for the student to leave school, they should report to the main reception to sign out. On their return to school they must sign back in at the main reception.

Valuables

For health and safety students must not bring any valuables to school. Money should be kept on students at all times and not left in coat pockets or bags. Students should not bring large amounts of money into school. Any money brought into school should be kept on students at all times and not left in coat pockets or bags.

The school cannot accept any responsibility for items of value that are brought into school, including mobile phones.

Lost Property

Lost property should be handed in to the KS3 Head of Year office without delay. If students lose something please enquire at the KS3 Head of Year office first. If the item has not been handed in they should tell their tutor. Remember to name all property. We have a member of staff dedicated to reuniting lost property with owners (Email: lostproperty@brakenhale.co.uk) and lost property that is named **and students and parents will be notified item found and to collect from the LRC** will be returned to the student each day. All unnamed items will be kept until the end of the half-term when it will be disposed of.

School Council / Sports Council

A key vehicle for developing and listening to Student Voice is the School Council. Two Tutor Representatives are chosen by students and these students carry forward the views and priorities of the tutor groups. Following nominations and a Hustings process, Student Representatives are elected by democratic vote, mirroring the way MPs are elected to Parliament. Sixth Form Tutor Representatives are invited without election - just like the House of Lords.

In addition to the School Council, we have a Sports Council at Brakenhale. Students meet with the Head of PE on a termly basis to discuss, develop and improve PE and school sport at Brakenhale. This is a fantastic opportunity for students to have their say in what is an ever-increasing hot topic in schools.

Student Leadership: Prefects

Prefects make a valuable contribution to the wider school community taking on important leadership roles, assisting and supporting both staff and students, liaising with prospective parents and students and other visitors and acting as excellent role models for their peers and younger students. In Year 10 they are nominated and then interviewed by teachers, and must display qualities of leadership such as integrity, resilience, responsibility and pride for Brakenhale school and its community.

Lockers

Lockers are available for students to rent on an annual basis from ILS. Rental costs allow use from September through to July. Please note all bookings terminate at the end of the summer term and students will be requested to remove their locks and empty their lockers prior to the end of term.



Further details and information on booking lockers will be provided during the summer term.

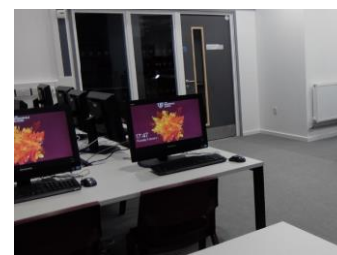
Disclaimer

Parents are reminded that the school insurance **does not cover any** personal property that is damaged, stolen or lost on the school site. This includes cars, bicycles, jewellery, electronic equipment etc. Please ensure that your own private insurance covers any items that you wish to be covered.

Learning Resource Centre (LRC)

The Learning Resource Centre (LRC) is more than a library; it is a place at the heart of the school where students can access learning independently. If a student has homework, coursework or project work to complete, then material is available in the LRC to support this. Before and after school homework support is available from 08:20 to 08:30 and from 15:05 until 16:00 daily.

Students can also access the LRC at break time and lunchtime.



The Extended School Day

Brakenhale School provides a broad range of quality extra-curricular activities such as Homework, Young Interpreters, Art, Identity and Book Club.

All extra-curricular clubs run by the PE department are free and open to all students to attend. The clubs are run on various nights of the week (Tuesday, Wednesday and Thursday) and they are open invite, based on the sport and year group. All students need to do is bring their PE kit and let you know they are attending as it means staying behind after school has finished for the day.

<https://www.brakenhale.co.uk/learning/clubs>

Combined Cadet Force CCF



**Combined
Cadet Force**

The ambition of Brakenhale's Combined Cadet Force CCF is to promote the qualities of responsibility, self-reliance, resourcefulness and a sense of service to the community. We are a youth organisation within the school that works closely with the MoD and we align our values to those of the British Forces. We build self-disciplined individuals with self-courage and a sense of worth through our Army themed activities.

Students in Years 8 to 13 are eligible to join the CCF.

Duke of Edinburgh Award



Our school is a proud provider of the Duke of Edinburgh Award and has been for several years. Our aim at Brakenhale is to use the Award as a way to help students gain new skills, build confidence, make friends and have fun in the process. We also use it to promote leadership, team work, resilience and problem-solving skills that future employers find highly desirable. Students can sign up to the scheme in Year 9 and upwards.

Cycle Safety

At Brakenhale we welcome our students cycling to school. It is good for the environment and also for their health. In addition, Bracknell has numerous safe cycle paths that students can use to avoid busy roads as much as possible.

We have a secure area to keep bikes but would also ask students to bring and use a lock to offer further security.

We would ask that all bikes ridden into school are roadworthy and safe with working brakes, and that a helmet is worn whilst cycling. If a bike is deemed not roadworthy, or a helmet is not being used, parents will be notified via email in order to support the issue being corrected. This guidance also applies to scooters. Please note however that electric scooters are not permitted.

Term Dates – 2023/24

AUTUMN TERM 2023 Tuesday 5 th September – Friday 15 th December 2023	
Inset days	Friday 1 st and Monday 4 th September 2023
Start of term	Tuesday 5 th September (Year 7, Year 11 and Sixth Form) Wednesday 6 th September (All Year Groups)
Half term	Monday 23 rd October to Friday 27 th October 2023
Christmas holiday	Monday 18 th December 2023 to Monday 1 st January 2024
SPRING TERM 2024 Wednesday 3 rd January – Thursday 28 th March 2024	
Inset day	Tuesday 2 nd January 2024
Half term	Monday 12 th February to Friday 16 th February 2024
Easter holiday	Friday 29 th March to Friday 12 th April 2024
SUMMER TERM 2024 Tuesday 16 th April – Friday 19 th July 2024	
Inset day	Monday 15 th April 2024
Bank Holiday	Monday 6 th May 2024
Half term	Monday 27 th May to Friday 31 st May 2024
Inset days	Monday 22 nd and Tuesday 23 rd July 2024

Please check the school website regularly for current information <https://www.brakenhale.co.uk/info/school-life/term-dates>

Brakenhale School
Rectory Lane, Bracknell, Berkshire RG12 7BA

Tel: 01344 423041
Email: mainreception@brakenhale.co.uk
www.brakenhale.co.uk

February 2024

Brakenhale School is part of the Greenshaw Learning Trust, a charitable company limited by guarantee registered in England & Wales, company number 7633694, registered at Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.