



# PARENT INFORMATION 2025–2026



BROADWATER  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

# Welcome

Thank you for taking the time to look at this Parent Information Book which has useful information about Broadwater Church of England Primary School and answers some of the questions you may have. The primary years of education are crucial to a child's development. At Broadwater we believe firmly in developing each individual child in partnership with the parents and hope you will find this Information Book useful in developing this partnership. Please contact the school office on 01903 235389 or speak to your child's teacher, if you have any concerns about your child's happiness or progress.

## School Aim



TURN YOUR EAR TO WISDOM  
AND APPLY YOUR HEART  
TO UNDERSTANDING.

“Broadwater is a Christian School.  
We will enable children to become  
wise confident successful learners  
with the motivation, skills and responsibility  
to make a positive difference in God's world.  
Our vision is underpinned by the values we live by.”

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Special note: in all correspondence from school the term **parent** is used to denote a parent/guardian/carer.

# Dates and Times

School Year 2025 – 2026		Half Term
<b>Autumn</b>	Wed 3 <sup>rd</sup> Sep – Fri 18 <sup>th</sup> Dec	27 <sup>th</sup> Oct – 31 <sup>st</sup> Oct
<b>Spring</b>	Mon 5 <sup>th</sup> Jan – Fri 27 <sup>th</sup> Mar	16 <sup>th</sup> – 20 <sup>th</sup> Feb
<b>Summer</b>	Mon 13 <sup>th</sup> Apr – Wed 22 <sup>nd</sup> July	25 <sup>th</sup> – 29 <sup>th</sup> May
INSET Days – 3 <sup>rd</sup> September, 21 <sup>st</sup> November, 5 <sup>th</sup> January, 29 <sup>th</sup> June & 22 <sup>nd</sup> July		

School Year 2026 – 2027		Half Term
<b>Autumn</b>	Tue 1 <sup>st</sup> Sep – Fri 18 <sup>th</sup> Dec	26 <sup>th</sup> – 30 <sup>th</sup> Oct
<b>Spring</b>	Mon 4 <sup>th</sup> Jan – Fri 25 <sup>th</sup> Mar	15 <sup>th</sup> – 19 <sup>th</sup> Feb
<b>Summer</b>	Mon 12 <sup>th</sup> Apr – Wed 21 <sup>st</sup> Jul	31 <sup>st</sup> May – 4 <sup>th</sup> June
INSET Days – TBD		

School Day	
Junior School (Years 3 to 6) start time	8.45am
Infant School (EY, Years 1 & 2) start time	8.55am
Lunch time	12.30pm to 1.30pm
School ends	3.15pm

The children can enter school at 8.35 am (KS2) and 8.45 am (KSI and EY). Running around games and ball games must not be played at the beginning and end of the day. Parent support in enforcing this rule is requested.

# School Uniform

- Long-sleeved round-neck sweatshirt in **turquoise** with logo embroidered in royal blue and white
- Short-sleeved polo shirt in **white** with logo embroidered in royal blue and sapphire blue
- Black trousers or black skirt of modest length (knee length)
- White or black tights or socks (ankle or below the knee)
- Sensible low-heeled black shoes (no trainers except for PE see page 7)
- **Summer Option:**
  - As above or black shorts
  - Sensible black sandals (except Reception who require shoes)
  - Gingham pinafore dress of modest length in **sky blue**
  - All in one dresses or play-suits are not permitted.

## Uniform Suppliers

School uniform can be purchased from Broadwater Sports.

Broadwater Sports

37 Broadwater Street West, Worthing. BN14 9BY

or order online:

<https://broadwatersports.co.uk/schoolwear/Broadwater-c-of-e-school/>

## Second hand uniform:

Pre-loved school uniform can sometimes be ordered via:

fabuniformonline@googlemail.com

## P.E. Kit

- Short-sleeved round-neck cooltech t-shirt in **sapphire blue** with logo embroidered in royal blue and white
- Sports shorts in **royal blue** with logo embroidered in sapphire blue and white
- Black gym shoes or trainers (velcro fastening for younger children) – not plimsolls!
- Plain white sports socks
- For colder weather, tracksuit in **royal blue** with logo embroidered in sapphire blue and white. A plain black tracksuit is also acceptable.

Coat required regardless of weather

**Jewellery:** only plain silver/gold ear studs may be worn; a small, discreet, inexpensive item of jewellery of religious significance may be permissible as long as it does not pose a health and safety risk to the children when at play and the child must be able to remove jewellery for PE (or not wear on PE days).

**Note on ear piercings:** If parents wish to have their child's ears pierced, they are strongly encouraged to do this at the beginning of the Summer holidays. This will ensure that they are healed and earrings can be removed for PE. Use of tape to cover earrings is a poor and temporary alternative. In this instance, parents must provide the surgical tape as part of the PE kit.

**Hair:** long hair must be tied back at all times. Hair bands and bows must be discrete.

# Home School Agreement

Broadwater is a Christian School. We will enable children to become wise confident successful learners with the motivation, skills and responsibility to make a positive difference in God's world.

## The School – we will:

- Provide a safe and caring Christian environment.
- Encourage children to do their best at all times.
- Encourage children to respect other people and be kind and considerate.
- Encourage children to take care of their surroundings.
- Provide a balanced curriculum and aim to meet the individual needs of each child.
- Inform parents about the curriculum each term.
- Discuss with parents their child's progress on a regular basis.
- Encourage the child to continue learning at home and provide relevant supporting activities.
- Foster good relationships between home and school and within the school community.

## The Family – we will:

- Respect our school values and our caring ethos.
- Ensure our child arrives at school properly equipped and on time.
- Ensure our child attends regularly, notifying the school on the days of any absences.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour including comments made on social media.
- Support the school's behaviour policies and guidelines.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.

- Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour.
- Approach the school to help resolve any issues of concern.
- Try to attend parent's evenings and discussions concerning our child's progress.
- Encourage our child to continue learning at home, especially by supporting activities brought home from school.
- Ensure our child has a healthy lunch, fruit or veg snack and a water bottle.

## The Child – I will:

- Follow the instructions of staff and leaders.
- Respect others and respond in the best way understanding that bullying is never acceptable.
- Be responsible, helpful and ask before borrowing.
- Play carefully and kindly in the right way and include everyone. (No play fighting or hurting others.)
- Opt in to every lesson with every teacher.

Together we aim to enable children to become confident and successful learners with the motivation, skills and responsibility to make a positive difference in God's world.

## Lost Property

All items of lost property are taken to the Lost Property Storage Unit in the entrance foyer to the school.. They are checked for a name. Named articles are returned to their owners. Unnamed articles are kept in the Lost Property Storage Unit. **Unclaimed articles are disposed of** every half term.

## School Dinners

Under the Government Universal Free School Meals programme, all children in Early Years, Years 1 and 2 are entitled to a free school meal provided by Chartwells. If you wish your child to have a hot school lunch it must be booked via ParentPay. Meals can be booked up to 10 weeks in advance. Orders must be placed no later than 23:59 on the Thursday 10 days before the week of the menu.

In Years 3, 4 5 & 6 school lunches are no longer government funded unless they are in receipt of KS2 free school meals. All hot meals must be ordered through ParentPay. Meals can be booked up to 10 weeks in advance. Orders must be placed no later than 23:59 on the Thursday 10 days before the week of the menu.

## Milk

Milk is available to all children. For Children under 5 it is free .To register for your child to receive milk please use [www.CoolMilk.com](http://www.CoolMilk.com) or phone 0800 321 3248. Milk is no longer ordered through the school.

## Homework

Homework is set regularly. The Homework Policy can be viewed on our website. Children in Early Years and Year 1 will be set homework and they have a homework book. Homework for children in Years 2 to 6 will be set on Google Classroom. They are also given a contact book for communication and a homework book for some activities.

## Clubs

The school has many clubs covering sports, music and hobbies. Some clubs offered may incur an additional charge. A list is issued each term and parents need to sign up online using the MCAS App. Places are allocated on a first come, first served basis. Where possible we will keep a waiting list. If it is wet and your child attends an outside club, please ring after 2pm. A message will be uploaded onto the phone system as well to advise if clubs are cancelled.

## Musical Instrument Lessons

The school offers musical instrument lessons through peripatetic teachers. Please see all the details of the instruments we offer on our website and the details of how to contact the teachers direct.

## Governors' Charging Policy

It is the school's policy to request, from time to time, voluntary contributions from parents for school activities, which may only run if there is sufficient voluntary funding. We do, however, aim to ensure that no pupil is debarred from an activity solely by the inability of the parents to pay. Cases of hardship should be referred to the Headteacher. The charging for Residential Visits is slightly different. (The full policy is available from the school office.)

# Attendance

## Absences

If your child is away from school for any reason, you should telephone to let us know. If we do not hear from you by 10.30am, we will contact you. We are required by law to keep a record and to follow up absences when there is inadequate/no reason. If attendance is a problem, we may inform the Designated Schools Team, who is available to help you if you are having difficulty getting your child to come to school. Please speak to the Headteacher to discuss the help available.

Please note that, in accordance with NHS guidelines, we have a 48 hour sickness absence policy with regard to children being physically sick or with diarrhoea. Your child should not return to school until 48 hours have elapsed from the time of the last symptom.

## Term-Time Holiday/Absences Requests

Amendments to The Education (Pupil Registration) (England) Regulations 2006 make it clear that Head Teachers may not grant any leave of absence during term time, unless there are **exceptional circumstances**.

An Absence request form needs to be completed (this is available from the school office). Please try and give as much notice as you can.

The school will not authorise holiday absence during school term time and remind you that you should plan holidays on non-school days only. You should be aware that absence from school may result in a fixed penalty notice and a fine. If you have any concerns or questions about taking holidays or extended absences, then please speak to a member of our leadership team.

If you are away for more than six weeks, we are required to take your child off the school roll. You can apply for them to be re-admitted when you return, but we cannot guarantee a place.

## Lateness

If your child is going to be late for school and you know in advance, please let your child's class teacher know either by a note, or by telephoning the school office. If your child is going to be late for unforeseen circumstances, please try to telephone and let us know. If your child is often late to school, we may contact you to find out whether we can solve the problem together. In extreme cases the Local Authority may become involved. When children arrive, if the register has been completed they (or you) **must** sign your child in at the main office.

## Medical Appointments

If possible, please try to arrange these out of school hours. If your child has a medical appointment during school hours please let us know who will collect them and at what time. Please come to reception to collect your child. We do not allow children to leave the school unaccompanied during lesson time. Children should report to Reception on their return to school.

## Medicines

Prescribed medicines can **only** be administered with the appropriate forms completed. Please speak with the School Receptionist for further information. Doctors will prescribe most short term medicines in 3 doses per day so that children can be given this outside school hours. Children who use inhalers are advised to have one with them in class and a reserve in the medical room (both clearly named).

## Moving House/Contact Information

Please let the school know of all changes of **address, telephone number, email** or **name** as soon as possible. Please ensure you also let us know immediately if you change your 'emergency contact' number. If your child is having to change schools, please let us know as soon as possible and complete a **withdrawal form** (obtainable from the school office). We need to know the new school so that we can send your child's school records.

## No Smoking or Vaping Policy

The school operates a strict No Smoking and Vaping Policy throughout the site. We are very grateful that you comply with this policy. The same applies to vaping.

## No Dogs on Site

Dogs are not permitted on the school site.

## Safeguarding

The school treats the protection of children very seriously. All staff are made aware each year of what to do if they suspect that a child is at risk. The Designated Safeguarding Leads are Mr Aaron Morrissey (Headteacher), Mrs Tracy Mitchell (Senco), Mrs Anna Corless (Deputy Headteacher) and Mrs Robertson (Pastoral Lead).

## If you have a concern or complaint

The school has an agreed formal policy for dealing with concerns, this is in line with the recommendations of the Local Authority.

There are now 3 stages to dealing with a complaint:

<b>Informal Discussion</b>	Discuss concerns informally with relevant teacher/staff member
<b>Stage One</b>	Discuss concerns, or raise a complaint in writing, formally with the Headteacher
<b>Stage Two</b>	Make a formal complaint in writing to the Chair of Governors or a nominated governor who will then convene a Complaints Panel.

The School's Complaints Co-ordinator is the Headteacher, who is responsible for the operation and management of the school complaints procedure and will be able to provide further information on request.

Most important to us, is that the concern is discussed, and therefore the above chart is for guidance. We are all here to help you, and especially your children. If you feel there is any way we can help to make school a happier and more fulfilling place for your children, please do let us know. The Headteacher, is always happy to make appointments to see parents and discuss any concerns.

## Staff Meetings

Teaching staff are happy to make themselves available to meet with you to discuss a concern. Please note that staff training meetings take place every Tuesday from 3.30pm, it is therefore very difficult for teachers to meet with you after school on Tuesdays. Staff also run clubs and some of these are after school – if this is the case, again they will not be able to meet you that evening. Please contact the office to arrange a meeting with a teacher.

## Valuables

We strongly encourage children not to bring anything into school that is valuable. If **mobile phones** are brought into school they must be switched off and **never** used on the school premises. Children are responsible for their own phones/valuables and the school cannot be held liable for theft, loss or damage to them. We recommend that if your child must have one, you purchase the cheapest and simplest model you can find. **Mobiles** will be removed if they are used in school and parents will be asked to collect them. The school has a policy of no smart watches or wearable technology in school.

## Helping in School

We value and appreciate any help we are given to support the work of the school. There are three main ways you can help in school.

- The parent/teacher association is called Friends @ Broadwater (FAB) and they require help for their many events.
- Help can always be used in learning activities, or with practical tasks eg library.
- Finally with our ever growing number of clubs, we could always do with extra help for these. If you are able to spare a few hours (either regularly or occasionally) please contact the Office who will be very happy to tell you more and discuss the possibilities with you.

# School Governors

Mrs Liz Crockett	Foundation Governor ( <i>Chair of Governors</i> )
Miss Lucy Bunn	Parent Governor
Mrs Anna Corless	Associate Member
Mrs Nicky Dodds	Co-opted Governor
Mr Aaron Morrissey	Headteacher
Mr Tristan O'Carroll	Parent Governor ( <i>Vice-Chair of Governors</i> )
Mrs Sarah Lawson	Staff Governor
Mr Tim Miller	Foundation Governor
Mrs Tandy Roberts	Foundation Governor
Mr Richard Squires	Foundation Governor
<b>Clerk to the Governors:</b> Mr Neil Powell	

Members of the Governing Board may be contacted through the school office.

## Communication

The school issues a monthly e-newsletter and this is emailed out to parents. Year Group letters are sent by email every Thursday and a weekly communication email goes every Friday. Should you wish to speak to a member of the Senior Management Team at any time, please arrange an appointment by contacting the School Office.

# Teaching Staff

<b>Headteacher</b>	Mr Aaron Morrissey
<b>Deputy Headteacher</b>	Mrs Anna Corless
<b>SENCO</b>	Mrs Tracy Mitchell
<b>Senior Leader/KS2 Leader</b>	Mrs Donna Pulling
<b>EYFS Leader</b>	Mrs Leonie Scott
<b>KSI Leader</b>	Mr Nick Bellenie
<b>EYFS</b>	Mrs Scott, Miss Fosterjohn,
<b>Year 1</b>	Mrs Emerson, Ms Langdell, Mrs Rowden, Mrs Owens
<b>Year 2</b>	Mr Bellenie, Mrs Lawson, Mrs Krost
<b>Year 3</b>	Miss Hoskins, Mrs Lund, Mrs Corcoran
<b>Year 4</b>	Mrs Dynch, Miss MacKinnon
<b>Year 5</b>	Mrs Miller, Mrs Lehmann, Miss Walker
<b>Year 6</b>	Mrs Pulling, Miss Etheridge, Mrs Carr, Mrs Eccles

# Office Staff

Mr Fontaine	Bursar
Mrs Huskinson	Office Manager and Secretary to the Leadership Team
Mrs Hargreaves	Secretary/Admissions Officer
Mrs Laycock	Receptionist/Welfare Officer
Mrs Bignall	Office Administrator & Extra Curricular Coordinator
Mrs Davis	Business and Finance Assistant

# Contact Details

## **Broadwater Church of England Primary School**

Rectory Gardens

Worthing

West Sussex

BN14 7TQ

Tel: 01903 235389

Email: [office@broadwaterce.org](mailto:office@broadwaterce.org)

## **Broadwater Wrap Around Club**

Tel: 01903 227089 (Between 3.15pm and 5.30pm)

Bookings & Payment enquiries -

[broadwater@childcarebookingsforschools.co.uk](mailto:broadwater@childcarebookingsforschools.co.uk)

## **West Sussex County Council**

<https://www.westsussex.gov.uk/education-children-and-families/>

## **West Sussex Children's Information Service**

Free, up-to-date, impartial information: 01243 777807



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