

BRIGANTIA HILL FORT ACADEMY

Information for Parents/Carers

2026-27



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Welcome

We hope that you find the information contained within the booklet useful, we want to ensure that parents/carers have all the information needed to be fully prepared. However, if you require any further information, please do not hesitate to contact us.

Brigantia Hill Fort Academy Telephone Number: 0114 2495050

- Option 1 - Attendance
- Option 2 - Newman Road Reception
- Option 3 - Fife Street Reception
- Option 4 - Staff Absence
- Option 5 - Executive Assistant to the Principal

General Enquiries Email Address: enquiries@brigantiahillfort.net

Emergency Safeguarding Contact Details: Miss S Taylor: staylor1@brigantiatrust.net
Mr N Butler: nbutler@brigantiatrust.net
Mrs D Maclean: dmaclean@brigantiatrust.net

Sheffield Safeguarding Hub: 0114 273 4855 (24 hours)
sheffieldsafeguardinghub@sheffield.gov.uk



Staff – BHF Newman Road Site

Name	Role	Class
Senior Leadership Team		
Mr N Butler	Principal	
Mrs D Maclean	Vice Principal	
Mrs S Donohue	Assistant Principal Year 5/6 Lead KS2 Class Teacher	
Miss S Taylor	Assistant Principal Designated Safeguarding Lead Attendance Lead Year 3/4 Lead KS2 Class Teacher	
Miss I MacAskill	Lead Teacher for SEND and Integrated Resource	The Den
Attendance and Safeguarding		
Miss G Moran-Healy	Attendance & Safeguarding Officer	
Miss C Stanton	Mental Health Lead	
Operational & Senior Leadership Support		
Mrs P Mullen	Executive Assistant	
Teaching		
Helen Bettinson	2-Year-Old Provision HLTA	Pre-School
Lisa Payne	2-Year-Old Provision TA	
Mrs L Austerberry	FS1 / Nursery Teacher	FS1 / Nursery
Miss H Abbas	Early Years Lead FS2 / Reception Teacher	F2HA
Mr N Heath	FS2 / Reception Teacher	F2NH
Mrs D Simpson	KS1 Class Teacher	Y1/2DS
Mrs G Trude	KS1 Lead KS1 Class Teacher	Y1/2GT
Miss H Wheelton	KS1 Class Teacher	Y1/2HW
Additional Teacher		
Mrs L Peck	KS1 & KS2 Teacher	
Teaching Support		
Miss A Bennett	Teaching Assistant	
Miss L Coates	Higher Level Teaching Assistant	
Mrs R Congreve	Higher Level Teaching Assistant	
Mrs H Emson	Higher Level Teaching Assistant	
Miss N Khan	Teaching Assistant	
Mrs L Lister	Teaching Assistant	



Miss G Longford	Teaching Assistant	
Mrs R Melia	Teaching Assistant	
Mrs H Nuttall	Base Leader	The Den
Admin Support		
Mrs T Peech	Admin Officer	
Miss R Akers	Clerical / Receptionist	
Wraparound Care		
Mrs P Higginbottom	Breakfast Club Lead	Rise and Shine Club
Mrs S Afza	After School Club Support	Sunset Club
Mrs S Ali	After School Club Supervisor	Sunset Club
Lunchtime Support		
Mrs S Afza	Lunchtime Supervisor	
Mrs L Boswell	Lunchtime Supervisor	
Mrs T Holling	Lunchtime Supervisor	
Mrs S Khan	Lunchtime Supervisor	
Miss J Moran	Lunchtime Supervisor	
Miss C Sibley	Lunchtime Supervisor	
Premises		
Mr S Lawson	Caretaker	
Mr A Bellamy	Cleaner in Charge	
Catering		
Mrs S Butler	Cook Supervisor	
Mrs K Hempsey	Catering Assistant	
Ms R Sadler	Assistant Cook	



Staff – BHF Fife Street Site

Name	Role	Class
Senior Leadership Team		
Mr N Butler	Principal	
Mrs D Maclean	Vice Principal	
Mrs S Donohue	Assistant Principal Year 5/6 Lead KS2 Class Teacher	
Miss S Taylor	Assistant Principal Designated Safeguarding Lead Attendance Lead Year 3/4 Lead KS2 Class Teacher	
Miss I MacAskill	Lead Teacher for SEND and Integrated Resource	The Loft
Attendance and Safeguarding		
Miss G Moran-Healy	Attendance & Safeguarding Officer	
Miss C Stanton	Mental Health Lead	
Operational & Senior Leadership Support		
Mrs P Mullen	Executive Assistant	
Teaching		
Miss G Cocker	KS2 Class Teacher	Y3GC
Miss S Taylor	KS2 Class Teacher	Y3ST
Miss A Wells	KS2 Class Teacher	Y4AW
Miss A Hayat	KS2 Class Teacher	Y4HT
Miss A Hughes	KS2 Class Teacher	Y5AH
Mr C Layhe	KS2 Class Teacher	Y5CL
Mrs S Donohue	KS2 Class Teacher	Y6SD
Miss S Hardy	KS2 Class Teacher	Y6SH
Additional Teachers		
Miss S Goldstraw	KS2 Teacher	
Mr S Hughes	KS2 Teacher	
Mrs L Peck	KS1 & KS2 Teacher	
Miss A Smith	KS2 Teacher	
Teaching Support		
Miss K Bird	Higher Level Teaching Assistant	
Mrs Z Bradshaw	Higher Level Teaching Assistant	
Mrs H Jones	Teaching Assistant	
Mrs C Margrim	Teaching Assistant	
Mrs L Nicholson	Base Leader	The Loft



Mrs W Simpson	Higher Level Teaching Assistant	
Miss I Woods	Teaching Assistant	
Admin Support		
Mrs C Charity	Clerical / Receptionist	
Lunchtime Support		
Miss K Ardron	Lunchtime Supervisor	
Mrs G Aslam	Lunchtime Supervisor	
Mrs P Higginbottom	Lunchtime Supervisor	
Miss C Shepherd	Lunchtime Supervisor	
Miss G Varley	Lunchtime Supervisor	
Premises		
Miss E Huxtable	Caretaker	
Miss K Ardron	Cleaner in Charge	
Mr R Butterworth	Cleaner	
Mrs E Moorhouse	Cleaner	
Catering		
Mrs K Jackson	Assistant Cook	
Mrs K Lemons	Catering Assistant	
Mrs E Moorhouse	Cook Supervisor	



Term Dates 2026-27

Brigantia Hill Fort Academy follows the same term dates as all other Brigantia Learning Trust Academies.

The academy will be closed to children during all Academy and Trust Training Days and Bank Holidays. These are scheduled as follows:

Academy Training Days:

- Tuesday 1st September 2026
- Wednesday 2nd September 2026
- Friday 27th November 2026
- Monday 4th January 2027
- Friday 25th June 2027

BRIGANTIA LEARNING TRUST 2026 – 2027

August 2026

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2026

M	T	W	T	F	S	S
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14	15	16	17	18	19	20
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28	29	30				

October 2026

M	T	W	T	F	S	S
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24	25	26	27	28	29	30
31						

November 2026

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30						

December 2026

M	T	W	T	F	S	S
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14	15	16	17	18	19	20
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January 2027

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31						

February 2027

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15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2027

M	T	W	T	F	S	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2027

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24	25	26	27	28	29	30
31						

May 2027

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2027

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2027

M	T	W	T	F	S	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2027

M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Bank Holidays

Holidays – 2-16 Academics

Holidays – Post 16 Academy

Training Day

- Bank Holidays
- Holidays – 2-16 Academies
- Holidays – Post 16 Academy
- Training Day



Attendance and Punctuality at Brigantia Hill Fort Academy

Our Attendance Target for this year is 97%

Our Vision for Whole School and Pupils:

- Every moment, every lesson and everyday matters
- We develop respectful, safe and inclusive relationships with each other and our community
- We believe that for a pupil to reach their full potential, a high level of attendance is essential

Why is it important for a child to attend school?

Pupils at Brigantia Hill Fort Academy who have good attendance at school:

- have more opportunities to make friends and enjoy their social times
- can make the most of the wider curriculum experiences that develop their skills and talents
- make more progress in their learning
- are more likely to reach age-related expectations
- are more likely to be ready for their secondary experience
- are more likely to have developed a habit for good attendance for their adult and working lives

Absence Procedure:

How do I let school know my child is absent?

Parents must ring school before 9.00am if their child is unable to attend school. If the line is busy, parents should leave a message stating their child's name and the reason for absence. This phone call is required on each day of a child's absence, unless the duration of the absence is known and has already been discussed or agreed upon. The Attendance Officer will then enter the appropriate register code onto the child's registration certificate.

Authorised absences may include:

- Illness or medical appointments
- Days of religious observance
- Exceptional family circumstances

Unauthorised absences:

An 'unauthorised absence' mark indicates that the reason for absence has not been authorised by the school.



If a child does not attend school and we do not receive a phone call to explain their absence, a member of staff will contact the family to discuss their child's absence. If we are unable to contact the family, a staff member will usually visit the family home to check on their welfare. Equally, absences without a valid reason will be marked as unauthorised.

Morning Registration Procedure:

- Our school gates open at 8:20am (Newman Road) and 8:30am (Fife Street). They are closed at 8:40am.
- Morning registration is at 8:30am (Newman Road) and 8:35am (Fife Street).
- A child will receive a late mark if they arrive after these times.
- Any child arriving after the gates close should report to the school office, where the child's name, time of arrival and reason for lateness will be noted.
- If a child arrives after 9:05am, the child receives a U mark on the register, unless there is an acceptable reason for their absence i.e. medical appointment with evidence of the appointment.

How we work with families to improve attendance:

- Sharing term and holiday dates with families in a timely manner so that holidays can be taken outside of term time
- Celebrating classes, year groups and individual children whose attendance has improved
- Providing regular updates and reminders about whole-school attendance in the "In the Loop" newsletter
- Discussing the Attendance Policy with new families and ensuring it is available on our school website
- Engaging in discussions about attendance with parents and carers at Parent Evenings
- Meeting with families to offer support regarding attendance

We are here to help:

We know that securing good attendance for your child can come with challenges. We have a dedicated team of staff in school to support you, no matter what the barrier to attendance might be:

Sarah Taylor: Assistant Principal/Safeguarding Lead/Attendance Lead

Georgina Moran-Healy: Attendance & Safeguarding Officer



BHF Newman Road - Foundation Stage and KS1 (Age 2-7)

The Academy Day – Pre-School

Session	Arrival Time	Collection Time
Morning	8.25am	11.25am
Afternoon	12.00pm	3.00pm
Full day	8.25am	3.00pm

The Academy Day – FS1 (Nursery)

Session	Arrival Time	Collection Time
Morning	8.25am	11.25am
Afternoon	12.00pm	3.00pm
Full day	8.25am	3.00pm

The Academy Day – FS2 (Reception)

Time	Activity
8:20am	Pedestrian gate to FS2 yard opened (Robin Hood Road entrance) allowing children and parents/carers to enter the site. Parents are required to stay with their children until 8.25am
8.25am	Doors to school open for all children. Children will be met by their class teacher before being escorted into class.
8.35am	Morning Session The school day starts promptly at 8.35am. Children arriving after this time will be recorded as late to school.
11.45am	Lunch
12.40pm	Afternoon Session
3.00pm	End of the School Day



The Academy Day – KS1 (Year 1 and 2)

Time	Activity
8:20am	Pedestrian gate to KS1 yard opened (Newman Road entrance) allowing children and parents/carers to enter the site. Parents are required to stay with their children until 8.25am
8.25am	Doors to school open for all children. Children will be met by their class teacher before being escorted into class.
8.35am	Morning Session 1 The school day starts promptly at 8.35am. Children arriving after this time will be recorded as late to school.
10.00am	Break Time
10.15am	Morning Session 2
12.15pm	Lunch
12.45pm	Afternoon Session
3.05pm	End of the School Day

Start and End of Day Arrangements

All children, parents/carers will enter and leave Brigantia Hill Fort Academy (Newman Road) via one of two pedestrian gates.

- Children in Pre-School, Nursery and Reception will enter the academy via the Robin Hood Road entrance.
- Children in KS1 (Year 1 and 2) will enter the academy via the Newman Road entrance.

Unless booked to attend the breakfast club provision, no children, parents/carers are permitted onto the academy site until 8.20am.

At the end of the day, the pedestrian gate to the school site will be opened to parents/carers at 2.50pm (Robin Hood Road entrance) and 2.55pm (Newman Road entrance).



BHF Fife Street – KS2 (Year 3 to Year 6)

The Academy Day

Time	Activity	
8:30am	Pedestrian gate is opened allowing children to enter the site and move to the front yard.	
8.35am	Doors to school open for all children. Children will be met by their class teacher before being escorted into class.	
8.40am	Morning Session 1 The school day starts promptly at 8.40am. Children arriving after this time will be recorded as late to school.	
Break Time	Year 3 and 4 10.15am - 10.30am	Year 5 and 6 10.30am - 10.45am
10.30am (Y3&4) 10.45am (Y5&6)	Morning Session 2	
Lunch	Year 3 and 4 12.00pm - 12.45pm	Year 5 and 6 12.30pm – 13.15pm
12.45pm (Y3&4) 13.15pm (Y5&6)	Afternoon Session	
3.15pm	End of the School Day	

Start and End of Day Arrangements

All children, parents/carers will enter and leave Brigantia Hill Fort Academy (Fife Street) via the pedestrian gate.

- Children in Years 3 and 5 will enter the academy building from the back yard (turn left as you enter the pedestrian gate)
- Children in Years 4 and 6 will enter the academy building from the front yard (turn right as you enter the pedestrian gate and walk through the car park)

Unless booked to attend the breakfast club provision, no children, parents/carers are permitted onto the academy site until 8.30am.

At the end of the day, the pedestrian gate to the school site will be opened to parents/carers at 3.10pm.



Collecting Children from School (both sites)

To ensure that we can keep all children safe, all parents/carers are required to **set a password** that can be given to staff to help identify an individual who is collecting a child.

The password will be kept on file and can be checked by any member of staff who does not know the adult collecting the child.

Parents/carers will be required to share the password with any adult who is collecting a child from the academy. **The academy will not allow a child to leave school with anyone who does not know the correct password.**

We will also not let a child leave the site with any individual under the age of 16.

The academy will not share the password with anyone. If there is any uncertainty about the collection arrangements, a member of the academy team will contact you directly before allowing a child to leave.

Parents and carers can give permission for children to come to/leave school unaccompanied by an adult from Year 3 onwards. However, staff will only allow children to leave the site at the end of the school day if we have written permission from the parent/carer to confirm this arrangement.

The school requires any child who attends an after-school club or who accesses the after-school care provision to be collected from school by an adult.

After School Activity Clubs

Throughout the year, there will be a large variety of after school clubs that children can sign-up to take part in. Places are limited but are allocated carefully to ensure that all children can attend at least one first choice activity per year. **At the end of the activity, parents/carers are required to collect their child from school.** No child who attends an after-school club will be permitted to walk home unless accompanied by an adult.

Letters outlining the clubs on offer are sent out at the start of each term. To register an expression of interest, please return the reply slip to school and you will be informed by text if your child has secured a place



Wraparound Care

Brigantia Hill Fort Academy offers before and after-school care for children from Reception to Year 6 for parents and carers who require care outside normal school hours. Unfortunately, there is no provision for children below Reception age before or after school.

We offer a free breakfast club every morning for any child who wishes to attend:

- **Rise and Shine Club** at Newman Road, from 7.45am to 8.25am
- **Morning Stars Club** at Fife Street, from 7.45am to 8.35am

Sunset Club is our end-of-day provision and is based at Newman Road. Pupils who attend our Fife Street site are escorted to Newman Road at the end of the day by school minibus. Parents collect their children from Newman Road.

Parents and carers must book their child(ren) into the Sunset Club by completing a booking form, available from the school offices on both sites. Payment for wraparound care can be paid in advance via Parent Pay.

	Session Time	Cost	Days
Newman Road – Rise and Shine Club	7.45am - 8.25am	Free	Mon – Fri
Fife Street – Morning Stars Club	7.45am – 8.35am	Free	Mon - Fri
“Sunset Club” - after school at Newman Road site Please note: BHF Fife Street pupils are transported to BHF Newman Road by minibus at 3.15pm	3.05pm - 5.30pm	£5 per session	Mon - Fri
Collection Point for Sunset Club: (Newman Road)	Main Reception		

In the event of an emergency, where unplanned care is required, parents/carers are required to contact main reception to inform the reception team as early as possible. **Late bookings cannot guarantee your child a place. Bookings for after-school care cannot be made through the class teacher.**



Uniform

All children at the academy are required to wear the correct school uniform each day, although there is no requirement for children to wear items with the school logo.

Pupils are expected to wear school uniform comprising:

- white polo shirt
- navy blue jumper or cardigan
- black or dark grey trousers, knee length shorts or skirt
- black shoes (flat)
- gingham summer dresses are optional

Brigantia Hill Fort Academy uniform, bearing our logo, can be ordered online from: www.logoleisurewear.com

Non-branded items of school uniform can be purchased from most local supermarkets and shops.

Parents/carers are asked to clearly label all items of clothing: articles of clothing are much less likely to be lost if marked clearly with the name of the pupil.

Children who arrive to school not wearing current school uniform will be asked to change into freshly laundered uniform provided by the academy.

For Health & Safety reasons, children are not permitted to wear any jewellery to school: this includes ear studs.

PE Uniform

All children from Reception to KS1 are required by law to take part in physical education lessons and are required to arrive at school appropriately dressed in their PE kit on PE days.

All children in Reception to KS1 at Brigantia Hill Fort Academy will be provided with a PE t-shirt at the start of the academic year.

Additionally, children are only permitted to wear leggings on PE days.



Healthy Eating

At Brigantia Hill Fort Academy, we encourage our children to eat healthily. At lunchtime, our canteen provides a range of healthy meals for children. The cost of a school meal is £2.60 per day. These meals are free for all children in Reception, Year 1 and Year 2. Parents who wish to purchase a school meal for children in Pre-School and Nursery and Year 3 to Year 6 can pay through Parent Pay.

If you believe you may be eligible for Free School Meals, please contact the school office for support.

Newman Road - children are provided with a healthy snack at break time.

Fife Street – children can bring a healthy snack into school for break time.

Children are allowed to bring a water bottle to school for use in class. Children are expected to drink water throughout the school day.

Parents/carers who choose to send their children with a packed lunch are asked to support us in our efforts to encourage healthy eating. Children are not permitted to bring the following items to school:

- Bags of sweets
- Chocolate bars larger than a snack size bar
- Large bags or tubes of crisps (no share sized bags)
- Large packets of biscuits
- Fizzy drinks
- Energy drinks

To support children with allergies please be aware that Brigantia Hill Fort Academy is a 'nut-free' school. We ask all parents/carers to ensure no products containing nuts are sent into the academy.

If a child arrives to school with any of these items, the item/s will be confiscated, and an alternative snack will be provided. Any confiscated item will be returned to the parent/carer at the end of the school day.