



PBA

FAMILY GUIDE

Supporting your child's transition
to Year 5



POSITIVE · PREPARED · POLITE · PROUD · PERSEVERANT
Owning Our Actions, Shaping Our Future.



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Dear Pix Brook Families

It is with immense pleasure that I welcome you and your child to our vibrant and thriving Pix Brook Academy community. We are delighted that your child has been offered a place, and we eagerly anticipate celebrating their unique successes and achievements with you over the coming years.

At Pix Brook we are proud to be offering Year 5 pupils a unique opportunity to benefit from primary-style teaching within a secondary setting, complete with outstanding facilities and resources. We believe this "best of both worlds" approach provides an exceptional and enriching experience for our younger students. Our purpose-built school provides an ideal learning environment, and our facilities offer unparalleled opportunities for all our pupils to flourish academically and personally.

Pix Brook Academy is proud to be part of the BEST multi-academy trust, a family of schools across Central Bedfordshire. Being part of BEST provides us with access to a wealth of expertise, including the school improvement team located on our school site.

At the heart of Pix Brook's mission is a commitment to nurturing the socially responsible citizens of tomorrow. Central to this are our core values: being **Positive, Polite, Prepared, Proud, and Perseverant**. These are far more than just words on a page; they are tangible and visible in the everyday behaviours of our staff and students. Whether it is a student demonstrating the perseverance to overcome a challenging academic concept, or our staff warmly modelling positivity and politeness, these principles provide a practical framework and a means for our young people to live successfully. Supported by these values, we foster a culture of respect, empathy and active citizenship, and we empower all members of our school community to understand and embrace their role in making a positive contribution to the world.

We recognise the profound responsibility we have in shaping the lives of young people, and we are dedicated to ensuring that every student leaves PBA with the academic and social skills they need to thrive.

We hope you find this guide helpful. Please do not hesitate to contact us at pixbrook@bestacademies.org.uk if you have any questions. We are here to support you and your child every step of the way.

C. Linehan

Mrs C Linehan
Principal



It's an immense privilege to lead Pix Brook Academy. Our mission is clear: to educate the socially responsible citizens of the future by being relentlessly aspirational in all aspects of school life. This core mission, coupled with our five Pix Brook values – **Positive, Prepared, Polite, Proud, and Perseverant** – underpins every decision and action within our academy. These values, alongside our powerful tagline, **Owning Our Actions, Shaping Our Future**, permeate all our policies and practices.

We empower our students to understand that their choices in behaviour and learning are fundamental to their future successes. Working hand-in-hand with our community, we strive to maximise the prospects of young people through a programme of personal development that includes comprehensive careers education and work experiences.

We believe in providing an education that is not only academically rigorous but also broad and stimulating. Our dedicated staff are committed to delivering the highest standards of teaching and learning, nurturing enquiring minds, and inspiring every student to pursue their dreams with limitless possibilities.

Pix Brook Academy is a place where staff are proud to work, families are keen to send their children, and students feel a strong sense of belonging. The partnership we forge with our parental community is paramount; working together ensures our students thrive, achieve, and truly enjoy their experience.





SAFEGUARDING

Our Safeguarding team work on a daily basis with Heads of Year, tutors, pupils, parents and carers as well as outside agencies. Their role is to support our young people in achieving their potential, and be the best they can be.

Sometimes you may need to access the support of people beyond your family, even if you have never needed this before. We want to support our families as best as we can and ensure you are safe and have access to appropriate services.

If you have any safeguarding concerns, please be aware that you can still contact any of the designated safeguarding leads. Our contact details are shown below:

Gemma Smith - (Designated Safeguarding Lead)

gsmith@bestacademies.org.uk

Ellen Daplyn (Deputy Safeguarding Lead)

edaplyn@bestacademies.org.uk

Isobel Hepworth (Deputy Safeguarding Lead)

ihepworth@bestacademies.org.uk



Pix Brook Academy Safeguarding Team



Mrs Smith
Designated
Safeguarding
Lead



Mrs Daniells
Safeguarding
Administrator



Mrs Daplyn
Deputy Designated
Safeguarding
Lead (SLT)



Mrs Hepworth
Deputy Designated
Safeguarding
Lead (SLT)



Mr Cresswell
Deputy Designated
Safeguarding
Lead Year 5



Mrs Murphy
Deputy Designated
Safeguarding
Lead Year 6



Mrs Stevenson
Deputy Designated
Safeguarding
Lead Year 7



Miss Kinnear
Deputy Designated
Safeguarding
Lead Year 8



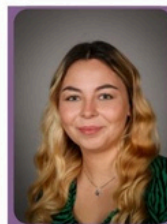
Mr Cook
Deputy Designated
Safeguarding
Lead Year 9



Mrs Mannion
Deputy Designated
Safeguarding
Lead Year 10



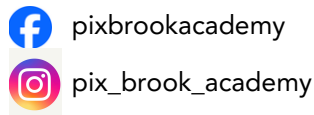
Mr Fleckney
Deputy Designated
Safeguarding
Lead Year 11



Mrs Jackson
PP Coordinator &
Deputy Designated
Safeguarding
Lead



Address: Pix Brook Academy, Arlesey Road, Stotfold, Bedfordshire, SG5 4HB
Phone: 01462 416243
Email: pixbrook@bestacademies.org.uk
Website: www.pixbrookacademy.co.uk



How you can contact the school:

- You can call us between 8am-4pm on 01462 416243 Monday-Friday.
- You can email pixbrook@bestacademies.org.uk for general enquiries, where our reception team will respond or forward your request to the relevant member of staff.
- Messages regarding your child's absence can be left by calling the main office on 01462 416243 and selecting Option 1 or email PBA-Absence@bestacademies.org.uk
- All students will receive their own school email account in September. Students can use these to email their teachers about their learning.
- If you require an appointment with a member of staff, please get in touch via pixbrook@bestacademies.org.uk and the staff member will be in touch.

How we will contact you:

- **Bromcom/MyChildAtSchool app** - Our main method of communication for upcoming events, trips and general information. You will also be able to see information about your child's timetable, achievements and behaviour points, medical information, notice of detentions and homework set by teachers and payment for trips and school meals.
- **Social Media** - We regularly share event information and pupil successes on **Instagram** (@pix_brook_academy) and **Facebook** (@pixbrookacademy)
- **School Newsletter** - This is sent weekly via email and is available on our website.
- **Email:** Staff members can get in touch directly from their school accounts.
- **Phone:** We will call you during the working day if we need to get in touch.

Staff members will endeavour to acknowledge your requests within 48 hours.

SLT	
Principal	Charlotte Linehan
Vice Principals	Victoria Lewis & Ellen Daplyn
Assistant Principal: Director of KS2	Tracy Smyth
Assistant Principal: Personal Development	Andy Scott
Assistant Principal: KS4 Progress & Outcomes	Jay Szwajbak
Assistant Principal: Inclusion	Isobel Hepworth
Assistant Principal: Professional Development	Emily Adams
Assistant Principal: Quality of Education	Molly White

You will be contacted in due course regarding your child's tutor and class from September.



Arriving to school

If you are dropping your child off at school, please do not enter the school car park but instead drop off your child in the designated drop off area on the main road.

If your child is walking to school, please make sure they use basic road safety and are visible during the dark winter mornings and nights. They must use the designated crossings to remain safe in the residential areas.

Should your child cycle or scoot to school, it is expected that they wear a helmet. Their bikes and scooters can be locked in the bike rack.

Pupils need to enter the school through the pedestrian gate to the right of the school building. The gates are closed at 8:20am and any late students will sign in via the Attendance Officer.

Students will be representing the school while in uniform and our standards will remain the same in our local community. The school expects uniform to be worn appropriately at all times and the standards of behaviour to reflect those required whilst within the school grounds.

If they have a mobile phone, they must switch it off as they enter the school premises and hand it to their Class Teacher/Form Tutor during morning registration. This will be returned at the end of the school day.

School Day

KEY STAGE 2			
Start time	Finish time	Length	Activity
8:20	8:40	20 mins	Tutor time / Assembly
8:40	9:30	50 mins	Period 1
9:30	10:20	50 mins	Period 2
10:20	10:40	20 mins	BREAK
10:40	11:30	50 mins	Period 3
11:30	12:20	50 mins	Period 4
12:20	1:10	50 mins	LUNCH
1:10	2:00	50 mins	Period 5
2:00	2:50	50 mins	Period 6
2:50	3:00	10 mins	Registration

Term Dates

BEST Academic Calendar 2026/2027			
School Holiday	Bank Holiday	Pupil Day	Training Day
September 2026	October 2026	November 2026	December 2026
Mon 7 14 21 28	Mon 5 12 19 26	Mon 2 9 16 23 30	Mon 7 14 21 28
Tue 1 8 15 22 29	Tue 6 13 20 27	Tue 3 10 17 24	Tue 1 8 15 22 29
Wed 2 9 16 23 30	Wed 7 14 21 28	Wed 4 11 18 25	Wed 2 9 16 23 30
Thu 3 10 17 24	Thu 1 8 15 22 29	Thu 5 12 19 26	Thu 3 10 17 24 31
Fri 4 11 18 25	Fri 2 9 16 23 30	Fri 6 13 20 27	Fri 4 11 18 25
Sat 5 12 19 26	Sat 3 10 17 24 31	Sat 7 14 21 28	Sat 5 12 19 26
Sun 6 13 20 27	Sun 4 11 18 25	Sun 1 8 15 22 29	Sun 6 13 20 27
January 2027	February 2027	March 2027	April 2027
Mon 4 11 18 25	Mon 1 8 15 22	Mon 1 8 15 22 29	Mon 5 12 19 26
Tue 5 12 19 26	Tue 2 9 16 23	Tue 2 9 16 23 30	Tue 6 13 20 27
Wed 6 13 20 27	Wed 3 10 17 24	Wed 3 10 17 24 31	Wed 7 14 21 28
Thu 7 14 21 28	Thu 4 11 18 25	Thu 4 11 18 25	Thu 1 8 15 22 29
Fri 1 8 15 22 29	Fri 5 12 19 26	Fri 5 12 19 26	Fri 2 9 16 23 30
Sat 2 9 16 23 30	Sat 6 13 20 27	Sat 6 13 20 27	Sat 3 10 17 24
Sun 3 10 17 24 31	Sun 7 14 21 28	Sun 7 14 21 28	Sun 4 11 18 25
May 2027	June 2027	July 2027	August 2027
Mon 3 10 17 24 31	Mon 7 14 21 28	Mon 5 12 19 26	Mon 2 9 16 23 30
Tue 4 11 18 25	Tue 1 8 15 22 29	Tue 6 13 20 27	Tue 3 10 17 24 31
Wed 5 12 19 26	Wed 2 9 16 23 30	Wed 7 14 21 28	Wed 4 11 18 25
Thu 6 13 20 27	Thu 3 10 17 24	Thu 1 8 15 22 29	Thu 5 12 19 26
Fri 7 14 21 28	Fri 4 11 18 25	Fri 2 9 16 23 30	Fri 6 13 20 27
Sat 1 8 15 22 29	Sat 5 12 19 26	Sat 3 10 17 24 31	Sat 7 14 21 28
Sun 2 9 16 23 30	Sun 6 13 20 27	Sun 4 11 18 25	Sun 1 8 15 22 29



Lunchtime

School hot lunches are priced at £3.00 per day, this includes a hot main meal and a pudding.

We operate a cashless catering system - a Biometric System that recognises points of a fingerprint at the tills. Children will make their own meal choice on the day. You can choose an option to have a PIN code instead of registering on the biometric system.

The menu will be advertised in advance on our website and newsletter. All pupils will be set-up and given training on how to use the catering system in their first week.

On your child's first day they should bring a packed lunch.

Any amount of money can be prepaid and topped up on a pupil's account via the Dinner section on the My Child At School App and any money spent on food will be deducted on a daily basis. A daily 'spend limit' of £6 is in place.

Sample lunch menus



WEEK 1 MENU

MON BAKED MACARONI CHEESE WITH CRISPY ONIONS, GARLIC BREAD AND SALAD

TUE CHICKEN NUGGETS, CRISPY CUBE POTS AND BAKED BEANS

WED ROAST PORK SAUSAGES, ROAST POTATOES, YORKSHIRE PUDDING, GRAVY AND VEG

THU BEEF LASAGNE, GARLIC BREAD AND VEG

FRI PEPPERONI PIZZA, BAKED BEANS AND CHIPS

DAILY PUDDING SELECTION

VEGETARIAN

MON QUICHE AND SALAD

TUE QUORN BALLS IN TOMATO BASIL SAUCE AND RICE

WED QUORN FILLET, ROAST POTATOES, GRAVY AND VEG

THU NEAPOLITAN PASTA BAKE, GARLIC BREAD AND VEG

FRI CHEESE AND TOMATO PIZZA, CHIPS AND BAKED BEANS

JACKET POTATOES

SERVED WITH CHEESE AND/OR BEANS

SPECIALS MENU

TUESDAY
HOT DOG ROLLS, WEDGES AND PEAS

THURSDAY
BREADED CHICKEN/BEEF BURGER, WEDGES AND PEAS



WEEK 2 MENU

MON HUNTERS CHICKEN, WEDGES, PEAS OR BEANS

TUE KATSU BREADED CHICKEN, RICE AND VEG

WED ROAST TURKEY, ROAST POTATOES, YORKSHIRE PUDDING, GRAVY AND VEG

THU CHICKEN WRAPS, RICE, NACHOS CHEESE AND VEG

FRI BATTERED FISH, CHIPS AND BAKED BEANS

DAILY PUDDING SELECTION

VEGETARIAN

MON CHEESE & ONION LATTICE, WEDGES AND VEG

TUE VEGETABLE LASAGNE, GARLIC BREAD AND VEG

WED QUORN FILLET, ROAST POTATOES YORKSHIRE PUDDING, GRAVY AND VEG

THU BBQ QUORN FILLETS, RICE AND VEG

FRI CHEESE AND TOMATO PIZZA, CHIPS AND BAKED BEANS

JACKET POTATOES

SERVED WITH CHEESE AND/OR BEANS

SPECIALS MENU

TUESDAY
HOT DOG ROLLS, WEDGES AND PEAS

THURSDAY
BREADED CHICKEN/BEEF BURGER, WEDGES AND PEAS



Before School Provision

The gates of Pix Brook Academy will be open every day from 7.30am until the start of school at 8.20am for pupils wishing to arrive early. A breakfast provision is available.

Extra-Curricular Clubs (lunch time & after school)

Please find below an example of the extra-curricular clubs that are on offer at Pix Brook Academy. Hopefully most pupils will choose to join us after school in one or more of the clubs on offer. Our expectation is that most pupils will choose to attend homework club.



PBA Extra-Curricular Clubs (Apr - Jul) 2026

	Lunch 1 – 12:40 – 13:10 (KS2)	Lunch 2 – 13:30 – 14:00 (KS3)	After School: 15:05 – 16:00
Monday		KS3 Code Club 140 (EBT)	Dance Club Dance Studio (US)
Tuesday	KS2 Top Trumps 107 (EMY) KS2 Coding Club 140 (EBT)	KS3 Coding Club 140 (EBT)	KS3/4 Drama Club (Pix Brook Players) Main Hall (US) Year 5 Homework Club Year 5 classrooms KS2 Pickleball Sports Hall (SPE)
Wednesday	KS2 Mindfulness 110 (CBS) KS2 Blooket 116 (IPS)	KS3 eSports 140 (EBT) Drama Book Club Drama Studio	Year 6 Homework Club Year 6 classrooms Year 7 Homework Club Room 206
Thursday	Top Trumps (JRW) KS2 Newsletter Club 016 (OCL) KS2 EdShed 016 (OCL)		Whole school choir Music Room (TWD)
Friday		Y10 & 11 GCSE Art Club 127 (MYG)	

PBA Extra (After School Childcare Provision)

PBA Extra has been set up to help families balance work and other commitments, whilst providing children with opportunities to use our facilities.

Provision runs from 3.00pm (end of school) until 5:30pm. Facilities in the Library include the use of Chromebooks, books, magazines, board games and planned activities in the School Hall.

Further details, including pricing, will follow.

To access this provision you will need to book via the MCAS app from September 2026.

Please be aware we are not obliged or required to offer this service and do so solely to help busy parents and families. PBA Extra is operated on a not-for-profit basis.

SEND (Special Educational Needs & Disabilities)

Pix Brook Academy cares deeply for every single student in our care. We know that students deserve to feel safe, supported, respected and valued. We ensure that long before a student joins us, we are working with the lower feeder schools to get to know your son or daughter so that when the time for transfer comes, a relationship has already started to build and they feel happy, confident and able to access the new opportunities that becoming a student at Pix Brook brings.

Pix Brook Academy is fully inclusive and has extensive experience with supporting a wide range of additional needs and challenges.

Our Special Educational Needs and Disability (SEND) policy has been written with regard to the Special Educational Needs and Disabilities Code of Practice: 0-25 years (Sep 2014) and the Equalities Act (2010). The Academy follows Central Bedfordshire's Graduated Response and the link to the Local Offer can be found on our website.

Students will be identified through ongoing assessments by the child or young person's teachers, and brought to the attention of the SENDCO if they are making less than expected progress, in spite of high quality, differentiated classroom teaching targeted at the child or young person's area of weakness.

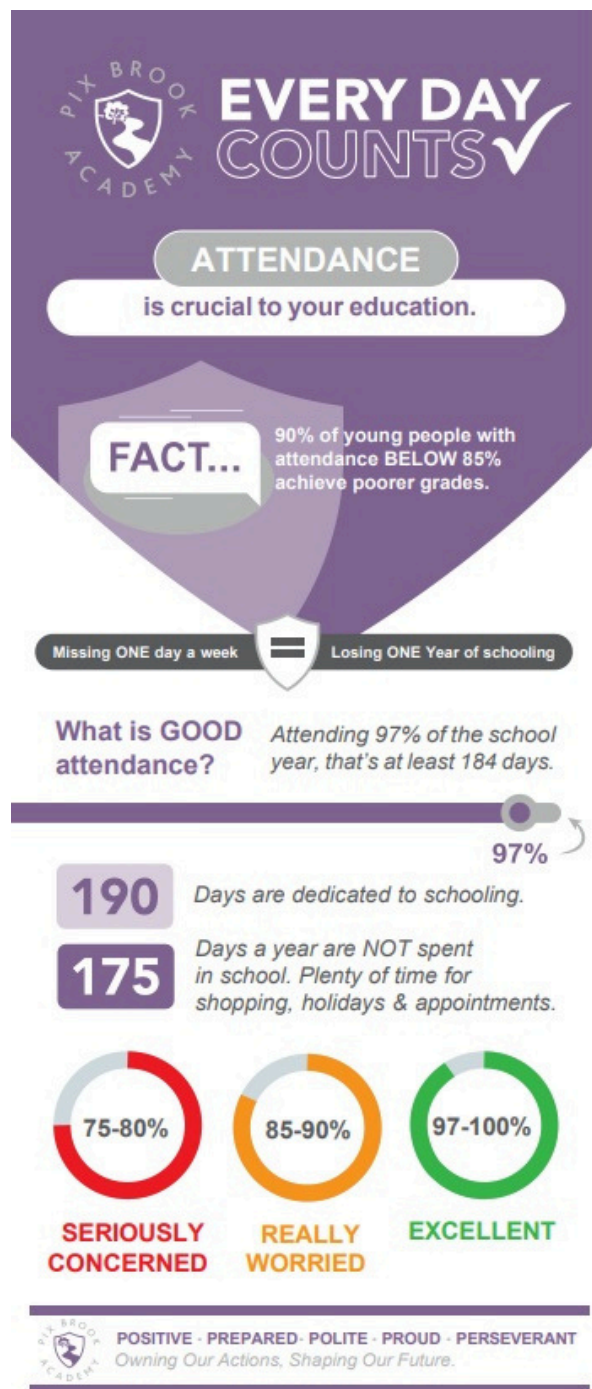
To find out more about how we are implementing our SEND Policy please refer to the documents on our website.

- ★ Your child's form tutor is the first point of call regarding making reasonable adjustments to support their learning journey.
- ★ Our SENDCo is Mrs Hepworth and our Assistant SENDCo is Mrs Gifford. Both can be contacted on 01462 416243 or on email at PBA-SEN@bestacademies.org.uk
- ★ If your child has an EHCP in place this will be reviewed annually by the SEN team alongside parents and the pupil, with feedback provided by the teaching staff. If your child needs uniform adjustments for sensory reasons or sensory equipment, we will need to see medical evidence for this.



It is vital to personal academic progress that pupils attend the academy regularly. Research shows high attendance rates go hand in hand with good outcomes and personal wellbeing.

- If a pupil is absent, please contact the attendance office in the first morning of the pupil absence by calling 01462 416243 option 1, or emailing PBA-attendance@bestacademies.org.uk
- Students arriving after 8:20 to the school site or form line up without good reason will be considered late. You will be informed of lateness via MCAS. Persistent lateness is monitored.
- If the academy has not heard from home by 11am, you will be contacted by the attendance team.
- If a pupil is absent for more than five continuous days, a medical certificate may be required.
- Medical appointments should, wherever possible, be arranged out of school hours and medical evidence provided.



Our uniform is an outward sign of students' commitment to and pride in their school. It has been chosen with regard to what is comfortable and appropriate for 9 to 16 year olds. School uniform is available from our supplier Total Clothing (*items are exclusively available from Total Clothing)

Website: www.totalclothingshop.co.uk/pixbrook
Tel: 01733 374705



GENERAL UNIFORM (KS2)

Grey school skirt: Must be at least knee length, no tight fitting or Lycra-based skirts

Grey or black school trousers: Tailored only, no leggings/ jeggings/flared or skinny trousers

Grey shorts: Must be at least knee length, no tight fitting or Lycra-based shorts

Plain white school shirt: Must have a collar (no polo shirts allowed). Short or long sleeves are acceptable. Shirts must be tucked in at all times.

PBA Tie* when wearing a collared shirt

PBA Jumper or Cardigan*

Footwear: Plain black school shoes

Not acceptable: trainers, fabric, canvas, sandals, pumps/plimsolls, alongside any footwear which is not completely black e.g. white rims around the base of the shoe, coloured laces, non-black branding, coloured stitching and/or adornments.

Socks or tights: Plain grey, black or white permitted (knee high or ankle). Not acceptable: visible branding, frills, laces, bows etc

Plain black or grey opaque tights permitted.
 Not acceptable: leg warmers. No socks over tights.

KS2 pupils wear their PE kit to school on their timetabled days.

ADDITIONAL GUIDANCE

Belts: Must be plain black only

Jewellery: One pair of earrings only. Studs (max 5mm in diameter) or small sleepers permitted.

No other piercings.

A watch is permitted.

Any earrings must be removed or covered for PE.

No other jewellery permitted.

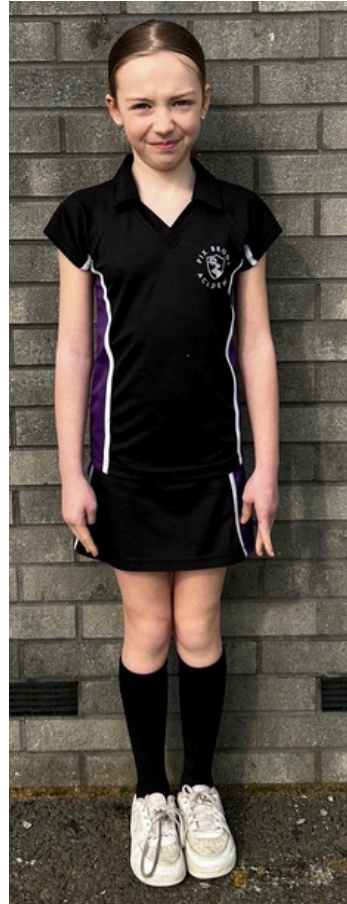
Make up and nail varnish: None permitted.
 Nails should be no longer than fingertip length.

Hair colour: Natural tones only, no large headwear accessories

Outerwear: Dark colours preferable, warm/waterproof coat suitable to the weather.
 Hats/caps permitted in cold/hot weather outside but not to be worn in the buildings
 Not acceptable: hoodies (not to be brought on site)

Headscarf (if worn for religious reasons) Dark colours only

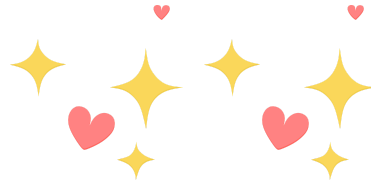






Problems with uniform

Pupils who have a legitimate issue with their uniform should bring a note from home (signed by a parent/carer, including a resolution date) or you can email their tutor. Your child's tutor will be available to support you.



Parental Support/ Pre-loved Shop

We expect parent(s)/carer(s) to support us in maintaining high standards of uniform. If for any reason a parent/carer is unable to provide uniform due to financial difficulties, we may be able to help. Please contact the school, in confidence, as a matter of urgency and ask to speak to the Head of Year. We keep a supply of uniform items which are, in many cases, new and are in all cases laundered and ready to wear. These items may be borrowed for a limited period. We regularly update our stock, so there is no reason why any student should be out of uniform.

Medical Issues regarding footwear

In exceptional circumstances, students will be allowed to wear black trainers for medical reasons. Parent(s)/carer(s) must contact the Vice Principal, Mrs Daplyn, in writing and provide medical evidence (e.g. Doctor's/hospital note) to support this request. In most cases, sensible school shoes provide better support for injuries than trainers. This will be subject to regular review by the Year team.



Mobile Phones, iPads, AirPods etc.

Pix Brook is a mobile-free school. Students are not permitted to carry phones on them during the school day. They are collected in during registration and returned at the end of the school day.

Pix Brook Academy strongly discourages the bringing into school of expensive items such as mobile phones, Apple/Smart watches, iPads or AirPods etc. We take no responsibility for such items. If these items are brought into school, then they must be handed in to their form tutor to be stored during the school day. They must be switched off. We reserve the right to ban students from bringing such items to school if they use them inappropriately, or are in breach of our clear expectations.

An important part of every student's uniform is the equipment brought into school each day to facilitate learning. Lockers are available for all students to store books, PE kit and other items of school equipment. Being fully equipped is a sign of a student's commitment to their learning. "Be prepared, be successful!"

All students should have the following items on a daily basis:

- Refillable water bottle
- Reading book
- Pencil case containing:
 - Pencils
 - Rubber
 - Green and purple pen
 - Sharpener
 - Ruler (not bendy)
 - Glue stick
 - Colouring pencils
 - Black or blue handwriting pens (fibre tip, not biro or fountain)
 - Scissors (round end)
 - Highlighters





Reading at Home - Spending just 10 minutes daily reading with your Year 5 child builds vocabulary and reading stamina to prepare them for secondary school. As Emilie Buchwald famously said: "Children are made readers on the laps of their parents." This shared routine not only boosts academic success, but strengthens your bond and nurtures a lifelong love of stories.

Spelling - In Years 5 and 6 we use an interactive game called EdShed to allow the children ample opportunity to rehearse their spellings in a fun way.

Handwriting - In line with the National Curriculum for pupils in Key Stage 2, we use black handwriting pens in all our writing lessons, we also teach pupils to join their letters together.



Homework - In Year 5 we aim to develop positive homework habits with our pupils. We build up to setting the children one piece of reading comprehension and one maths.



Minimise Screen Time - Pupils who have elevated amounts of screen time find concentrating in lessons more difficult. In order to succeed in school, concentration levels and focus are very important. We recommend limiting screen time to a maximum of 30 minutes an evening.

Supporting behaviour at home - Families play a crucial role in shaping a child's behaviour. The foundation built at home directly translates to a child's success in the classroom.

Here are key ways families can foster positive behaviour:



Establish consistent routines: Predictable schedules for homework, meals and bedtime help children feel secure, well-rested and ready to meet expectations in school.

Use positive reinforcement: Focus on praising effort and good choices rather than just punishing mistakes. This builds self-esteem and internal motivation.

Model emotional regulation: Children learn by watching. Demonstrating how to handle frustration calmly teaches them valuable coping skills for the playground and classroom.

Maintain open communication: Regularly asking about their day and validating their feelings helps children feel heard, significantly reducing the urge to act out.



