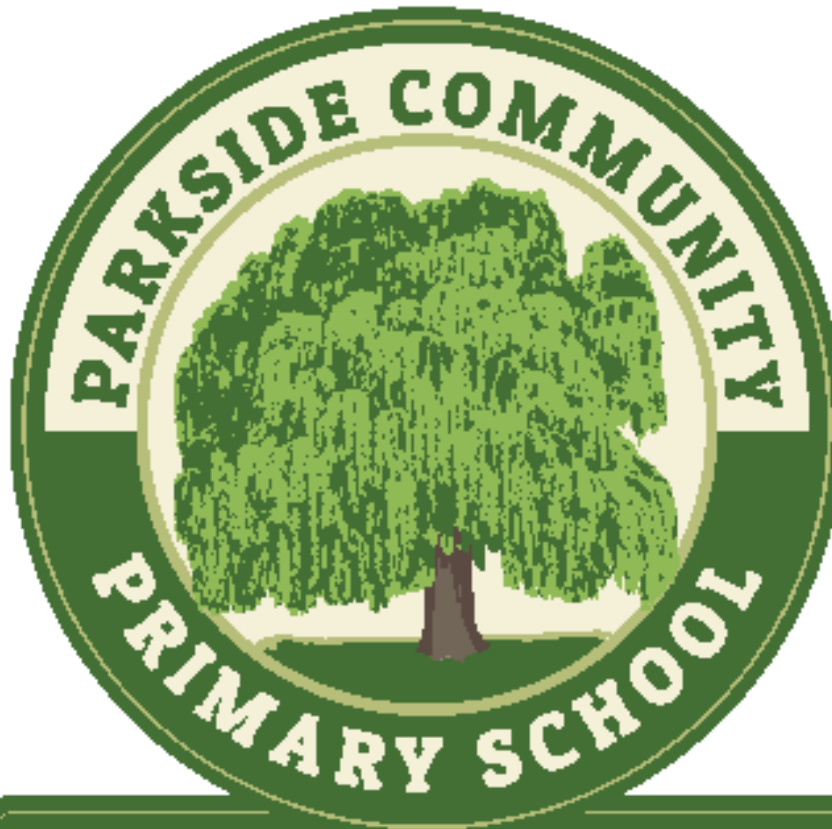


HERTFORDSHIRE COUNTY COUNCIL

Parkside Community Primary School

THE SCHOOL PROSPECTUS



*Respect each other, Belonging together,
Achievement for all*

Aycliffe Road
Borehamwood
Hertfordshire
WD6 4EP

Tel: 02083873000

Fax: 02083873001

Email: admin@parkside.herts.sch.uk

www.parkside.herts.sch.uk



WELCOME TO PARKSIDE COMMUNITY PRIMARY SCHOOL

The Governors and staff would like to welcome your family to our school. As Governors, we have overall responsibility for the school, while day-to-day management of the school is the Head Teacher's.

Our Head Teacher and the entire staff team will provide your child with opportunities to enjoy a happy, hardworking and successful start to their education.

Our goal is to raise achievement for each and every one of our children. We achieve a great deal of success by forming a partnership with our children, our families, our staff and our governors, all working together within the local community. Many parents are generous with their time, helping the children and saving costs. They work in classrooms, maintain our library or use skills such as gardening or sports. It all helps.

Our home-school agreement, the Parkside Partnership, explains what we expect of you and what you can expect of us in return.

We positively promote the values, virtues and ethics that underpin the British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faiths and beliefs as outlined by the Government of 2013.

To succeed at Parkside, your child will need:

- the self-discipline to work hard
- the ability to work well with staff and other pupils
- the support of your family for their work and for the school

You might be interested in becoming a school governor yourself at some stage. We all share a strong interest in education and a strong commitment to the Parkside community.

We hope your child will be happy at Parkside. We want them to enjoy learning and to make the most of their abilities. On behalf of the whole Parkside team, I'd like to welcome you and your family as members of our school community.

Miranda Barnett Chair of Governors

Mrs Sarkar Head Teacher

CONTENTS

	Page
Aims of the School	4
Child Protection	5
School Hours	5
Attendance	6
Curriculum	7
Collective Worship	9
The School Council	10
Sex Education	10
Special educational Needs	11
School Rules	11
Communication between school and home	12
Extended Opportunities	13
Health and Safety	14
Uniform	15
Charges	16
Visitors and Guests	17
Catering	17
Lost Property	18



AIMS OF THE SCHOOL

We aim to:

- Provide our children with good role models
- Provide professional teaching methods to encourage the best response from children
- Develop each child's true potential
- Have great expectations of pupils' ability to achieve their full potential regardless of their gender, race, religion, background or disability
- Develop self esteem; respect for others and their views and needs; moral values and religious beliefs; and value tolerance and diversity

We believe that all children:

- Learn best in a caring, stimulating and exciting environment
- Need to feel secure and safe
- Need to experience trust
- Need to experience success and to be valued
- Need to learn social, academic and moral skills to enable them to live in a constantly changing society
- Should learn to be flexible enough to enable them to adapt to changing circumstances

We aim throughout the school:

- to provide high standards of academic and personal development
- to improve the quality of services for families
- to achieve these aims in partnership with the local community.



CHILD PROTECTION

The school works in partnership with parents to support children in every way possible.

The school is committed to safeguarding and prioritising the welfare of young people and expects all staff and volunteers to share this commitment.

The Children Act 1989 places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children.

As a result, if concerns are raised within the school, or a child or parent reports a situation involving possible abuse, we would not be able to guarantee confidentiality and would pass these concerns to Social Services. This is in line with Government and Hertfordshire policy.

While your child is with us we will take every precaution that he/she is safe at all times.

If you have any concerns regarding your child's safety then please make these known to staff at the earliest opportunity.

SCHOOL HOURS

Each day is arranged in two sessions, as follows:

	Nursery	Reception	Years 1, 2, 5 and 6	Years 3 and 4
Doors Open	8.45 am	8.45 am	8.45 am	8.45 am
Morning Session	9.00 - 11.45 am	8.55am-11.45am	8.55 am - 12 noon	8.55 am - 12 noon
Afternoon Session		12.45pm-3.15pm	1.00 pm - 3.15 pm	1.00 pm - 3.15 pm

ATTENDANCE

	2013 – 2014		2014 – 2015		2015 - 2016	
	Authorised	Unauthorised	Authorised	Unauthorised	Authorised	Unauthorised
School	3.6%	1%	3.8%	1.5%	3.2%	1.5%

We make annual reports to the Local Education Authority (LEA) and the government about the number of children who have had time away from school. The Attendance Improvement Officer regularly visits the school each term to check registers and will take action if attendance and time keeping are unacceptable. This may include meeting with parents or issuing a FPN (Fixed Penalty Notice) if more than 15 unauthorised absences are recorded over a period of two terms.

Children who are late must be signed in by an accompanying adult at the school office.

If your child is ill and not attending school, please telephone the school office on the first day of absence. When your child returns to school after illness a note or letter should accompany them with an explanation of absence.

If you need to withdraw your child from school for any reason (for example, Dentist, Doctor, Hospital appointments) please advise the school office as soon as possible. We will also require a copy of the hospital letter/appointment card. The child must be collected by his/her parent or nominated responsible adult, at the appropriate time. Parents should sign their children in/out on the register that is kept in the school office. Whenever possible, please make appointments out of school time.

Holidays

We **do not** authorise holidays during term time unless there are exceptional circumstances for doing so. Exceptional circumstances may include bereavement, religious holidays or travel linked to the armed services. This policy is adopted by all schools in the area.



THE CURRICULUM

There are three core subjects in the National Curriculum

- English
- Mathematics
- Science

The foundation subjects in the National Curriculum are:

- Geography
- History
- Art and Design
- Music
- Religious Education
- Physical Education
- Languages
- Design and Technology
- Computing



English

At Parkside we strive to equip all children with the skills to become competent, confident users of language in all its forms, enabling them to attain high standards in literacy and verbal skills. In reception, years 1 and 2, English is taught in a structured and systematic way using an approach that supports the acquisition of phonic (sounds) knowledge. Children are grouped by ability so that they work at a level that is appropriate to them.

Reading

Reading skills are fundamental and are the access to all subjects. We encourage regular reading throughout the school, during the day and at home. While we develop the skills to understand text we also promote reading as an enjoyable form of entertainment as well as a means of gathering more knowledge of the world around us. It is essential that reading is practised every day at home.

Handwriting

Our handwriting is based on a cursive style to promote clear lettering, which allows for individual style to develop once basic principles are secure. This is started in the Nursery and by lower Key Stage 2 we would expect all children to have developed a clear joined handwriting style.

Mathematics

Through related schemes of work, children develop the appropriate skills at each stage before moving on. This is promoted by providing a variety of activities including practical, oral, investigative, recorded and problem solving exercises.

The children work individually, in groups or sets, experiencing a wide range of mathematical activity including number operations, problem solving, the science study of shapes and measures, graphical representation, use of calculators and work with computers.

Mathematics is not always taught in isolation but, whenever possible, integrated into other curriculum areas such as Geography, Science, History, Art and Design.

The children have access to a variety of mathematical equipment and are taught to use and choose the appropriate instruments.

Finally, and perhaps most importantly, we hope to encourage enjoyment and confidence for all children.



Science

During all science work, children learn to observe, classify, measure, devise and design fair tests and evaluate their results, to work 'scientifically'

The school uses a wide range of resources and scientific equipment which the children are able to make use of in developing experimental ideas. To explore the environment the school has a meadow, nature trail and a pond to support learning on conservation, habitats and pollution.

Where relevant, the children go on visits to exhibitions and museums. Theatre companies and experts from science organisations visit the school regularly to enhance the pupils' understanding and enjoyment of science.

Religious Education

Parkside is non-denominational and the teaching of religious education is in accordance with the Hertfordshire Agreed Syllabus of Religious Education.

Under the 1988 Education Act, parents may withdraw their children from collective worship on the grounds of religious conviction if they so wish. Please write to the Headteacher stating your reasons if you wish your child to be withdrawn from collective worship.

Children explore themes such as belonging, friends, special places, signs and symbols, books and stories from Christianity and other faiths. They are also made aware of the main religious festivals. Over Key Stage 2, the six main world religions of Christianity, Islam, Sikhism, Judaism, Hinduism and Buddhism are studied, with Christianity occurring every year in every class.

Pupils are encouraged to appreciate other people's opinions and points of view, and to foster an atmosphere of acceptance. Religious education is often cross-curricular with other subjects, particularly personal, social and health education.

Collective Worship

Pupils meet as a whole school or banded year groups to share singing, thoughts about current moral and social issues, major faith festivals and reflective moments. Occasionally we have guest speakers and leaders from the local community and local churches. The approach is always inclusive, so that all pupils can join in without prejudice to any family religious persuasions: the term 'collective' reflects this.

Multi-Ethnic Society

Parkside acknowledges that Britain is a multi-racial and multi-cultural society and believes that all pupils must be able to understand what this means. This understanding permeates all aspects of the school's work offering equality of opportunity for all pupils. The school adopts a firm anti-racial policy in all aspects of school life.

Instrument Lessons

Peripatetic music teachers give lessons on a fee-paying basis to individuals or small groups. Instrumental tuition is available for learning the guitar.

Personal, Social and Health Education (PSHE)

This part of the curriculum has its own time, and is taught across the other subjects. It is concerned with personal growth; how to manage yourself and relationships, service to the school and local community, caring for the environment and being a responsible citizen.

A healthy lifestyle is promoted in PE, science and food technology. Children discuss exercise, personal hygiene, care of teeth, the heart, food and diet. Relationship issues are also explored and discussed in many other areas of the curriculum. Smoking, alcohol and use of drugs are discussed as part of both science and PSHE.

The school does not tolerate any form of racial harassment or bullying. These topics are covered in PSHE, through the children discussing caring for others, and respecting difference. Children are helped to find ways of keeping themselves safe in difficult relationship situations.

Citizenship

Citizenship is concerned with local democracy and being involved in the local community.

People who work in the community are invited in to speak about their jobs. Aid agencies talk about fundraising, and the needs of people in this area and abroad.

The school participates in various local and national fund raising charities events.

THE SCHOOL COUNCIL

Children are helped to participate in decision-making by having the opportunity to represent their class on the School Council. Two representatives from each class belong to the School Council, which meets each term to decide what to do about school issues. They also have responsibility for driving particular initiatives, such as raising money for outside equipment or supporting the Healthy Schools Award. The School Council are highly valued members of the school community and play an important role in its development.

Sex Education

The children in Year 6 have a programme about their bodies and the changes they go through during puberty. The school nurse runs these with the class teacher. Parents are informed beforehand so they can add their own family perspective. Our staff will answer questions raised with honesty and sensitivity, taking into account national guidelines. We emphasise the importance of human relationships and the value of the family.

SPECIAL EDUCATIONAL NEEDS and DISABILITY (SEN/D):

Some children have special abilities or special difficulties, which require additional assessment and provision.

Our Inclusion manager is responsible for the strategic development and management of Special Educational Needs. She is supported in this by our very experienced Specific Learning Difficulties (dyslexia) team attached to the school. We also work closely with other professionals, such as our Educational Psychologist, Speech and Language therapists and Occupational therapists.

Homework

Teachers set homework linked to current topics. These tasks are open ended and recorded in a learning log to encourage creativity and enjoyment. We rely on parents to ensure that it is completed. We urge parents to support homework deadlines in the best interests of the children. Children should have a bag in which to take home their reading book. We want all children to read at home and we expect all parents to read with their child each day. Children are also given spelling lists and maths each week.

	Reading	Maths	Learning Logs	Spellings	Revision
Nursery	Daily				
Reception	Daily	Fortnightly		Weekly	
Year 1 and 2	Daily	Fortnightly	Fortnightly	Weekly	
Years 3-5	Daily	Weekly	Fortnightly	Weekly	
Year 6	Daily	Weekly	Fortnightly	Weekly	As appropriate

SCHOOL RULES

Everybody at Parkside School is expected to show respect for each other, be tolerant and never be aggressive or disrupt the learning or the social interaction that takes place.

If any child is found to be breaking the school rules the incident will be dealt with, in the first instance, by the class teacher. If the behaviour does not improve the Deputy Head Teacher and/or Head Teacher may be involved as well as the Special Educational Needs Co-ordinator. At this stage the parents are informed and behaviour targets will be drawn up.

Sanctions

If a child has been given work to do that is within their ability but does not complete it, it may be sent home as homework for completion.

Playtime may be taken away if it is a matter relating to conduct during play or lunch time.

We rigidly adhere to our school Behaviour Management Policy when dealing with any incidents that may occur within the school.

COMMUNICATION BETWEEN SCHOOL AND HOME

Informal Meetings

Teachers are usually available at the end of each day for informal chats. If you have a concern and want to speak to the teacher or Headteacher then we would ask that you make an appointment at the office.

Formal Open Evenings

Parents evenings are held termly for parents and teachers to meet and discuss the children's work, behaviour and progress.

The Autumn meeting is usually informal, very much a meet the new teacher.

The Spring term meeting will give parents a clear indication as to how well the children have progressed and what they need to do to achieve their individual targets at the end of the year.

The final parents evening in the Summer term will be to discuss the written report which will be issued on that evening.

Reports

The children's work is continually monitored. Assessments are carried out termly and monitored closely by the Headteacher. These assessments form the basis of annual reports.

Children are assessed using statutory assessment tests at the end of Year 2 and Year 6 (SATs).

Newsletters

'News on the Ninth' is issued, as its name suggests, on the ninth of every month. It includes information of interest to parents both about developments in the school during the past weeks and in anticipation of the weeks to come. These can also be accessed on the school website.

School Web Site

www.parkside.herts.sch.uk All school information can be found on our web site along with newsletters and dates. Our Facebook link aims to keep everybody regularly updated with news.

School Events

We have an excellent relationship with parents and actively encourage parents to join us in events wherever possible. A wide variety of activities, from Sports days, assemblies and productions, are intended to ensure that a balanced curriculum, incorporating the creative arts and physical education are enjoyed by all our pupils and their parents.



Local events and services information is also provided in help-yourself dispensers by the front door.

Visiting the School

Staff and any authorised visitors wear identification badges for safety reasons. The School has an entry-phone system and closed circuit television cameras with 24 hour recording.

Parents are not allowed to bring vehicles into the school car park.

All visitors, including parents, must sign in at the Reception desk if they come to school during the day.

An adult must sign out all children leaving before the end of the day for any reason.

Please do not bring children's scooters into the school building. There are bike/scooter racks located next to the KS2 building should you wish to use it.

Parental Involvement

Parents' help is invaluable and there are many ways in which you can help in the daily school life. We always appreciate help, whether on a regular or occasional basis or we may ask for help for a specific occasion.

EXTENDED OPPORTUNITIES

Breakfast Club

The school runs a breakfast club five days a week from 8.00 am. until 8.45 am. Places must be booked in advance for the term. Places are limited and priority will be given to those attending 5 mornings a week. Like all other times in school, we expect children to be courteous and show positive attitudes and behaviour. Poor behaviour could jeopardise their place. The cost is £2.50 per day (payable in advance for half a term or the full term). This club is managed by two members of staff. Children can have either toast or cereal and a drink. The children also play board games, read books or chat to friends. Cheques made payable to Parkside School.

After School Clubs

Extra curricular activities depend upon the availability and interests of the teaching staff and therefore they may vary each term. There is usually a small fee towards the cost of some clubs. Fees are payable in advance for half a term or the full term.

This year we are able to offer a variety of clubs which include:

Choir Club
Film Club
Football Club



Children are encouraged to join clubs, not necessarily to attain expertise, but for social and pleasure reasons. However, we do expect good behaviour and regular attendance to extend the child's personal commitment. Signing up sheets for clubs are at the office on the first day of every term, to book spaces onto clubs.

HEALTH AND SAFETY

Drinking Water

All classrooms have fresh drinking water and there are drinking fountains in our play areas. Children are permitted to bring sport-type water bottles for their table if they choose.

First Aid and Medication

We have facilities and staff trained to help us cope with emergency First Aid only. We are unable to care for sick children. If you know your child is unwell please keep them at home. Tell us about any infectious illness, for the sake of other families.

Only long term or ongoing medication may be brought in to school. It is vital that parents advise us of any changes in treatment. All medicines are kept within easy reach of all classrooms, but out of harms way for other children. Consent forms must be completed and signed by a parent or carer.

If your child is unwell during the day and not well enough to carry on with lessons, we will contact you as soon as possible.

Please let us know if there are any problems affecting your child. We will respect confidentiality. Too often we find out about a bereavement, domestic problems or a weekend accident only after a child's behaviour and work have gone seriously wrong at school.

Head Lice

We ask parents to check their child's head regularly for head lice. If you do find an infestation please inform the school immediately and treat the whole family. Children can return to school as soon as they have been treated. Leaflets can be obtained from the school office.

School Nurse

The School Nurse visits the school on a regular basis and acts as a liaison between home and school.

School Medical Examinations

The health authority carries out basic medical checks soon after the children start school. Teeth, weight, sight and hearing are the main areas of focus. Parents are always informed and you have the right to be in attendance during such examinations.

UNIFORM

We are proud of our school and our school uniform must be worn. The uniform is simple and practical.

Uniform: Parkside sweatshirt or Parkside cardigan
Grey or black trousers
Grey skirt or grey pinafore
Green striped / gingham dress
White shirt/blouse or white Parkside polo shirt
Black Joggers (optional for Nursery class only)
Sensible school shoes (no platforms, high heels, dress shoes or trainers)

P.E. Kit PE bag containing:
Black shorts
White T-shirt
White socks,
Black plimsolls or trainers

School uniform is now available to **purchase on-line at [tesco.com/ues](https://www.tesco.com/ues)**

We now have a Second Hand Uniform Shop which is run by volunteers and open after school once every half term. Look out for the dates in our monthly Newsletter, website or Facebook feed.

P.E. and Games Kit

PE kit should be brought in to school every Monday and left in school for PE lessons during the week.

For swimming lessons children will need a swimsuit or a pair of swimming trunks. Bermuda shorts are not appropriate. For Health and Safety reasons hair should be tied back. Children are encouraged not to bring talcum powder, deodorants, etc. to the pool.

Personal Possessions

Do not send children to school with valuable or special possessions (including toys, mobile phones etc). We cannot look after valuables or accept responsibility for losses.

Jewellery

Jewellery is not allowed in the school with the exception of small stud earrings and watches.

The school cannot be responsible for loss or damage to watches or stud earrings. These must be removed for PE and swimming. No other jewellery should be worn as serious accidents can occur during PE or normal child play.

Miscellaneous Payments

There are payments for 'non essential' items which arise during the school year. We do try to give advance warning.

For example:

- School photographs
- Swimming costs
- School outings, visits, school journey
- Music tuition fees

CHARGES

We try and keep the cost of a school visit down and we ask parents for a voluntary contribution towards the cost. If insufficient contributions are received then the trip may not go ahead.

PLEASE – Place money for separate items into **separate** envelopes and send to school, securely sealing the envelope, clearly marked with the **child's name** and **class** and **what the money is for** and **the amount being paid**. There is a post box which you can use by the office.

CHEQUES – Please make payable to Parkside School

Dinner Money Cheques – Currently made payable to **HCL**.

Milk Cheques – Currently made payable to **HCC**.



Residential Visits

For older children, we organise a school journey lasting from two to four days at an education centre. Children benefit from boosting their independence, developing their life skills and enjoy some unique learning opportunities.

Visiting performances and speakers

Musicians, poets and experts who join us, usually for a day. Their skills add to the staffs' expertise and the range of our activities we can offer. Details are included in our newsletters.

School Dinners

Children enjoy school meals cooked on the premises. The meals are nutritious, well balanced, whole foods. Choice is emphasised and the children are encouraged to choose from a selection of hot and cold main meals and desserts. Parents are welcome to come and try the meals.

Children in Reception to Year 2 receive **Universal Free School Meals**. However, if you are in receipt of any benefits you **MUST** still apply for them. Please call the school office if you have any queries.

Dinner money must be paid, in advance, either weekly on Monday morning or half termly. Any credits are carried forward to the following week/term. If you are on low income you may qualify for free meals. Information is available at the school office.

Costs for school dinners:

I week £12.00 (From Year 3 to Year 6 only)

1 day £2.40 (From Year 3 to Year 6 only)

Children may bring a packed lunch and will be provided with a drink of water. We ask you to provide a suitable amount of balanced food (not chocolate or sweets), in a named lunch box. If you supply a drink it should not be in a glass container (no fizzy drinks please).

School Milk

School milk is available to all children. Payment is requested in advance as it must be ordered and paid for at the end of term ready for the next term. Letters are sent out to parents in good time. Free milk is available to all children under 5 years of age and in some circumstances children in families claiming certain benefits across the school.

Lost Property

Items found are placed in the lost property bin in the reception area of the school. Enquiries about lost items should, in the first instance, be made to a member of staff in the classroom. You are also welcome to look through the lost property bin by the school office.

Please make sure that all items are clearly named, most lost property has no attached name label or any form of identification.