



PARENT HANDBOOK

September 2024

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PARK SCHOOL

WELCOME TO PARK SCHOOL

“A SCHOOL FULL OF SMILES”



Welcome to our School. This ‘Parent Handbook’ will give you some of the information you need about the way we work and how we do things. A further supplement is available specific to individual year groups.

Please note that the information in this booklet is likely to change over time. As far as possible we will keep you abreast of any changes via the regular newsletters and emails from the Headteacher. The most up-to-date version of this document will always be available on the School’s website.

Reviewed: July 2024
Reviewed by: DSA/EW/RM/RC/AW
Future Review Date: May 2025

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USEFUL CONTACT INFORMATION

School Address	43 Queens Park South Drive Bournemouth Dorset BH8 9BJ	
School Website	www.parkschool.co.uk	
Telephone Numbers	Main Line	01202 396640
	After School Care Club	07935 211988
Senior Leadership Team		
Headteacher	Mrs N Ward	headteacher@parkschool.co.uk
Bursar	Mrs D St-Aubin	bursar@parkschool.co.uk
Operations Manager	Mr A Whitbread	operationsmanager@parkschool.co.uk
SENDCo	Miss R Mellows	sen@parkschool.co.uk
Director of Studies	Mrs R Cattani	directorofstudies@parkschool.co.uk
Pastoral and Medical Lead, ELSA and DSL	Miss E Whitbread	pastoral@parkschool.co.uk / dsl@parkschool.co.uk
Head of Early Years	Mrs S Moyse-Bartlett	headofearlyyears@parkschool.co.uk
Useful Email Addresses		
Admissions Officer	Miss K Osmond	admissions@parkschool.co.uk
Health and Safety Officer	Mr D Pouncett	healthandsafety@parkschool.co.uk
School Secretary	Miss C Nancarrow	office@parkschool.co.uk
Marketing, Events and Communications Officer	Miss L Haigh	l.haigh@parkschool.co.uk

1 AIMS AND OBJECTIVES OF PARK SCHOOL

We aim to create a happy school where children can work, play and succeed in a friendly, secure and supportive environment. We aim to produce well-educated, well-rounded, well-adjusted and polite boys and girls: children who understand the importance of hard work, of high personal standards, of self-discipline and of respect for others. We aim to help each pupil develop to their full potential.

By giving each child an awareness of their own needs and strengths and an awareness of the needs and strengths of others, we aim to develop a sharing, caring attitude towards others. We aim to promote each individual's self-motivation, self-reliance, self-confidence and sense of personal worth. We also aim to develop any special abilities or strengths an individual may have and to give each pupil the desire to pursue the highest possible standards in all areas of their work and in all aspects of their lives.

The school's ethos and values are P.A.R.K – Polite, Ambitious, Resilient and Kind.

2 ADMISSIONS

The School has a co-educational, mixed ability intake policy. Children are offered a place in one of the Reception classes subject to their being of the right age (4+ years on 1 September). Prospective pupils are assessed to ensure that they will fit readily into the year group. Their academic performance and social interaction will be evaluated before the offer of a place is made.

For children joining the Reception classes in September, we organise sessions when parents can bring their child into School for familiarisation visits. This normally happens in the Summer Term before a September start. Children who have applied for a place higher in the School are invited in for up to two assessment days. During their time in School they will be given assessments in English and Maths in a relatively informal setting.

Entry to the School is usually in September at the start of the academic year but, subject to a place being available, children are welcomed in at other times during the year. The School's entry policy regarding registration, assessment and acceptance is laid out in the School's standard Terms and Conditions. These are subject to change with the latest version always available on the School website. A copy of which can be obtained from the School Office or can be downloaded from the School website.

For any admission related queries, please contact our Admission's Officer.

Please make sure you have read our standard Terms and Conditions.

3 SCHOOL DAY

3.1 THE START OF THE SCHOOL DAY

The School Office gate opens at 7:45am for Breakfast Club.

Please ensure that your children arrive at the School between 8.30am and 8.45am each morning.

Pupils should not be left in school before 8.30am unless they are attending one of the pre-school clubs. Staff are not available for pupil supervision prior to 8.30am. Parents are asked to see children to the school gate or at the 'drop off zone' where a member of staff will be present to meet them.

3.2 LATE ARRIVALS

Children arriving after 9.00am must enter school via the School Office with their parent and must be 'signed in'. They will then enter school on their own and will be registered as 'Late'.

3.3 ABSENCE FROM SCHOOL DUE TO ILLNESS

If your child is absent because they are unwell, please telephone or email the School Office before registration on each day of absence. This should be done before 9.00am.

3.4 ABSENCE FROM SCHOOL FOR APPOINTMENTS OR HOLIDAYS

In order to help parents plan their family holidays in advance, a 'Term Dates' sheet for the forthcoming year is available to view and download from the School website. **Please try to book your holidays during the School holidays.**

Requests for absence for **any** reason, including family holidays, external exams and medical/dental appointments must be made in advance via the link below (school website).

[Pupil absence request Park School](#)

Please ensure that the form states the dates of absence and the reason in order to comply with the Department for Children, Schools and Families' (DCSF) guidelines. Leave of absence for any reason is at the discretion of the Headteacher.

In addition to completing a request for absence form, parents who take their children out of school during the day for medical or other appointments are asked to collect their children from, and return them to, the School Office. They will need to be signed out and then signed back in if they return to school on the same day. It is most important that we have a record of each child's attendance in school in the event of an emergency.

Please note that if you do plan an extended trip or holiday during term time, the class teachers will not set work for your children to take with them.

3.5 THE END OF THE SCHOOL DAY

Parents are asked to collect their children at the end of the day from their class teacher. Pupils are not permitted to walk unattended to waiting cars. No pupil will be allowed to leave the School premises with an adult whom the class teacher does not recognise, except by prior arrangement. In the interests of safety, parents are asked to keep a careful watch on smaller children, particularly at the end of the School day when cars are moving around on the road outside.

3.6 ACCESS TO SCHOOL SITE AND BUILDINGS

All staff have visible staff badges with a blue lanyard. Parents who need to gain access into one of the School buildings must do so via the School Office.

No parents should, under any circumstances, enter via one of the other School entrances/exits. During the day all gates and external doors are locked for security reasons.

3.7 BEFORE AND AFTER SCHOOL CARE – BREAKFAST CLUB AND AFTER SCHOOL CARE CLUB

Breakfast Club is available from 7.45am until 8.30am each weekday for a small charge. A light breakfast (toast or cereal) is served.

After School Care Club runs from 3.45pm until 5.45pm daily, during term time, for a small charge. A range of activities are offered, with the children being taken outside to play when the weather is fine. Pupils can also do homework set in class that day if they wish but please note that this is not a supervised homework only club. A snack (fruit, biscuit and drink) is served with the option of a hot tea which can be booked in advance (additional charge).

Children can be booked into Breakfast club/After School Care Club for the whole term. A link will be sent to all parents to complete an online request form. Additionally, ad-hoc bookings may be possible for both clubs subject to availability by emailing office@parkschool.co.uk or by calling the main School number. It is recommended that regular sessions are booked in advance as places are limited.

3.8 COLLECTIVE WORSHIP/ASSEMBLIES

Assemblies are held at designated times throughout the week. Whole school assemblies take place on a Monday and Friday each week.

Although we are a school with a Christian ethos we accept and include in our worship the qualities and values of the other religious beliefs held within our community. **All** pupils, whatever their faith, are expected to take part in **all** school religious events. All our worship is collective, inclusive and shared.

Within School our assemblies are happy occasions where teachers and children can express joy and thankfulness, share concerns and affirm the beliefs and values of the School community. We stress the shared elements of doctrine within the world's religions, not the differences.

Each year group has a 'class' assembly during the School year. These are held on Monday or Friday mornings. Parents are invited in to share these times with us. Outside speakers (some of whom are of different religious persuasions) are also invited in to talk to the pupils at assembly about a variety of topics.

Certificates for achievement such as the Merit certificates, certificates for swimming, athletics, success with academic studies, ballet, music, etc. are presented during the course of the term's assemblies.

3.9 VISITING SPEAKERS

During the course of the School year we invite a number of visitors into school to talk about matters of general interest. We aim to introduce children to as many varied experiences as possible including religious beliefs, good causes and topic related subjects.

3.10 GAMES AFTERNOONS

All pupils have a PE lesson once a week. Pupils in Years 1 to 6 also have two sports sessions per week. On all of these days, pupils come into School in full Games kit. Please ensure that your children have all the kit they need and that each item is clearly named. Please note, pupils are not allowed onto the all-weather pitch unless they have the proper sports footwear.

3.11 SCHOOL MEALS AND PACKED LUNCHES

The cooked lunch menu has been designed and is regularly reviewed by our Chef. It conforms to school food guidelines. Please note that the cooked lunch option is intended to offer a hot meal as one of a child's three daily meals. It does not replace a child's evening meal and should be considered comparable to a packed lunch not the main meal of the day. Please encourage your child to start the day with a healthy breakfast.

Lunch is made up of a main course, a vegetarian alternative, pasta or jacket potato (various toppings available) and a pudding or fresh fruit for after. The choice of meals is offered on a 3 week rotation and changes each term.

Pupils who sign up for a cooked lunch will be expected to take these lunches for the whole year. If you wish to give the required one terms notice to stop cooked lunches, please contact the School Office.

The cost of School lunches is added to the invoice. All pupils are provided with fruit at breaktime free of charge. If you would also like to provide an additional fruit snack please do so in a named container. If sending in grapes, the recommendation is that they are cut in half lengthways.

We try to cater for medical allergies or food intolerances on a case by case basis.

Please note that pupils will be expected to eat meals properly whilst in school. We expect parents to teach their children table manners at home; these will then be reinforced at school.

All pupils have the option to bring in a packed lunch if preferred. Please remember we strive to be a nut and sesame free school. School lunch, whether cooked or packed, is seen as part of the social fabric of the School. The uniform list includes a named table napkin for both cooked and packed lunch pupils in the Lower School and this should be taken home for washing each week.

We have found that the most suitable packed lunch consists of:

- **something starchy, e.g. a filled sandwich or pasta**
- **some fruit and/or vegetables prepared and ready to eat.**
- **something to provide calcium, e.g. yoghurt, cheese, fromage frais.**
- **drink (non-fizzy) in a plastic container. No single use, disposable plastic straws please.**

Please provide any cutlery required.

Packed lunches should not include sweets (including chocolate bars), nuts or sesame products, sharp items or glass containers.

Any sweets or items containing nuts or sesame seeds will be removed and may be collected from the School Office at the end of the day. As we encourage the children to eat all of their packed lunch, please ensure that they like what you prepare for them and that it is not too much.

3.12 THE HOUSE SYSTEM

The School operates a House system. The Houses are: Dragon (green), Griffin (blue), Phoenix (red) and Unicorn (yellow). Members of staff and pupils are assigned to each House (from Year 1 upwards). House points (merits) are earned for good work, endeavour, considerate behaviour, kindness, sporting activities, etc. Class teachers keep a running total of each child's accumulated merits. Every week high merit earners in each class are given a special commendation during assembly.

House Captains and Sports Captains are appointed each year from among the Year 6 children. The Houses compete by gaining points. The accumulated House points/merits are added up and a cup is awarded termly to the winning House. A special event in the Summer Term is organised for the House with the highest total for the year.

4 UNIFORM AND APPEARANCE

4.1 MAIN UNIFORM

The wearing of school uniform is compulsory.

Park School is very proud of its school uniform and we encourage the children to take pride in it too. A clean, pressed uniform and polished shoes all contribute to a feeling of well-being around the School. Children need your support to make sure they have the correct uniform.

The following table shows which uniform is required for each half term.

	MICHAELMAS	LENT	SUMMER
1 st half of term	Summer or Winter uniform	Winter uniform	Summer uniform
2 nd half of term	Winter uniform	Winter uniform	Summer uniform

The School's outfitters are "Schoolwear Solutions". They come into School twice a year so that pupils can try on items of uniform and parents order what is required. At other times, items of uniform can be ordered by calling them or visiting their online shop.



64 London Road, Oadby, Leicester, LE2 5DH
Tel: 0116 2160665
Email: jason.barrow@newplansolutions.co.uk
Visit www.schoolwearsolutions.co.uk and then click 'Search By School'

Please ensure that all uniform is clearly named with the child's first name and surname.

4.2 SCHOOL PE KIT

The School Office sells Lower School PE/sports kit, winter hats, gloves and scarves as well as replacement book bags, rucksacks and water bottles. An order form can be obtained via the School Office. The office will contact you when your PE kit is ready to collect from them.

4.3 BOOK BAGS AND RUCKSACKS

We will provide a blue Park School book bag free of charge for all children which everyone receives when they start School.

At the start of Year 3, pupils will receive a free Park School rucksack.

If replacements are required of these items, these will be chargeable and are available from the School Office.

4.4 HAIR

The school does not permit children to have 'extreme' haircuts that could serve as a distraction to other children. Pupils' hair should be kept tidy and smart looking and must not be over their eyes. Hair must be contained in such a way as to be tidy and out of the way when working. Plain blue or brown headbands and ribbons are permitted. Hair over shoulder length must be plaited.

4.5 SHOES

Children should wear plain black leather shoes with no extra decorations or any patent. They must not contain toys or flashing lights.

If you have any queries regarding the suitability of school shoes, please email office@parkschool.co.uk.

Reception children should wear plain black leather shoes with a Velcro fastening.

Trainers - predominantly white sports trainers.

4.6 LOST UNIFORM

Items of unnamed uniform (and any lunch box/water bottles) found around the School are placed in the lost property box which is situated in the area between the Hall and the Dining Room. All items brought to School must be clearly named. Regular checks of uniform are held. Items left 'long term' in the lost property box are usually disposed of.

4.7 UNIFORM FOR CHILDREN WHO CHOOSE TO WEAR THE GIRLS' UNIFORM

WINTER

- Plain mid-grey knee-length socks or mid-grey tights **
- Blue school tunic
- Long-sleeved white blouse **
- Blue school cardigan
- Plain blue school tie
- Blue school coat
- School hat with badge (the badge will be provided on the first day of term)*
- School mid-grey gloves*
- School scarf*
- School woollen hat*

SUMMER

- Long plain white socks (plain or ribbed, not lacy) **
- School summer dress
- Blue school cardigan (this is the same as the Winter uniform cardigan)
- Grey school blazer
- School straw summer hat (with badge transferred from Winter hat)

GENERAL

- Plain black shoes **
- Napkin (any fabric/colour) **
- Plain blue/black lunch box **
- School sports cap*
- Royal blue rain jacket
- Blue Art apron (Years 1-6)
- School water bottle *
- Bookbag (Rec-Yr2: 1st one provided)*
- Rucksack (Yr3 -Yr6: 1st one provided)*

* Items marked with an asterisk may be purchased via the School Office. ** Items may be purchased from various retailers. All other items MUST be purchased from Schoolwear Solutions.

SPORTS

Two days each week, the children come into school wearing Sports Kit. (Details at the beginning of the year.)

SPORTS - Lower School – (REC – Y2)

- Blue polo shirt (as worn in Nursery)*
- Royal blue cotton shorts*
- School navy blue fleece with logo*
- Predominantly white sports trainers (no laces) **
- School tracksuit i.e. sweatshirt and jogging bottoms*
- White ankle socks **

SPORTS - Junior School – (Y3 – Y6)

- School royal blue base layer
- School royal blue tracksuit bottoms
- School royal blue polo shirt
- School royal blue navy skort
- Navy sports leggings
- School royal blue hooded sweatshirt
- School hooped sports socks
- Shinpads, mouthguards and football boots will be required for some terms but the School will advise when these are needed.**

4.8 UNIFORM FOR CHILDREN WHO CHOOSE TO WEAR THE BOYS' UNIFORM

WINTER

- Plain mid-grey socks **
- Long mid-grey trousers
- Long-sleeved blue shirt **
- Grey v-neck sweater (with school trim)
- Two-tone striped blue school tie
- Grey school duffle coat
- School mid-grey gloves*
- School cap
- School scarf*
- School woollen hat*

SUMMER

- Plain mid-grey long socks **
- Mid-grey shorts
- Short-sleeved blue shirt **
- Grey v-neck sweater (with school trim)
- Two-tone striped blue school tie
- Grey school blazer
- School cap (same as Winter uniform)

GENERAL

- Plain black shoes **
- Napkin (any fabric/colour)**
- Plain blue/black lunch box**
- School sports cap*
- Royal blue rain jacket
- Blue Art apron (Years 1-6)
- School water bottle*
- Bookbag (Rec-Yr2: 1st one provided)*
- Rucksack (Yr3 -Yr6: 1st one provided)*

* Items marked with an asterisk may be purchased via the School Office.

** Items may be purchased from various retailers. All other items MUST be purchased from Schoolwear Solutions.

SPORTS

Two days each week, the children come into school wearing Sports Kit. (Details at the beginning of the year.)

SPORTS - Lower School – (REC – Y2)

- Blue polo shirt (as worn in Nursery)*
- Royal blue cotton shorts*
- School navy blue fleece with logo*
- Predominantly white sports trainers (no laces) **
- School tracksuit i.e sweatshirt and jogging bottoms*
- White ankle socks **

SPORTS - Junior School – (Y3 – Y6)

- School royal blue base layer
- School royal blue tracksuit bottoms
- School royal blue polo shirt
- School royal blue shorts
- Navy sports leggings
- School royal blue hooded sweatshirt
- School hooped sports socks
- Shinpads, mouthguards and football boots will be required for some terms but the School will advise when these are needed.**

5.1 DISCIPLINE

Discipline is necessary within the School community in order to give all children the right to enjoy school and learn without hindrance or distraction. The School's framework of discipline is structured to promote good conduct with mutual respect for each other.

The School believes that the most productive way of gaining pupils' co-operation is by encouraging and rewarding desirable behaviour. Whenever possible, discipline is achieved by using positive reinforcement. Good behaviour is rewarded consistently and positively – not only by means of verbal praise but through House points, badges and stickers, visits to a senior teacher in school for congratulations or visits to the Headteacher.

The School awards House points (Merits) for good effort, good work and for outstanding or helpful behaviour. However, despite our endeavours to make discipline as positive and co-operative as possible, it is sometimes necessary to let pupils know that if they fail to co-operate then there will be an outcome which they dislike. Ultimately poor behaviour will be sanctioned. These sanctions may take the form of a verbal correction; some form of 'community service' within school or extra work in free time; a visit to the class teacher or senior teacher; a lunchtime detention; finally an interview with the Headteacher. If the School continues to have a problem of inappropriate behaviour with a pupil then parents will be involved. The ultimate sanction as indicated in the School's Terms and Conditions, would be the exclusion of a child from school. Further information can be found in our Behaviour and Discipline Policy (found on the school website - [Policies Park School Bournemouth Dorset](#))

Bullying: The School takes the very clear line that bullying behaviour of any kind will not be tolerated. The School has a Bullying Policy in force, this includes information regarding cyber bullying. The caring, happy ethos of the School, the supervision of pupils at work and at play and the fact that all pupils are known personally to the staff and the Headteacher, mean any unacceptable behaviour is very quickly dealt with. The children know that threatening behaviour, whether verbal or physical, is unacceptable and should be reported to a teacher or supervisor immediately.

All pupils are aware of the standards of behaviour that we expect. For actual harm to another child, the ultimate sanction may be exclusion/removal from school. In the event that disciplinary measures regarding bullying are required, parents are always consulted and their support is looked for and appreciated.

5.2 JEWELLERY AND WATCHES

The wearing of jewellery in School by pupils is not allowed. If you feel your child should wear jewellery on religious grounds, please discuss this with the Headteacher initially.

We prefer pupils not to wear watches to School until they are able to tell the time. Watches should be plain and without other functionalities ('Apple watches', other smart watches, expensive 'Fitbits' etc. should not be brought into School).

5.3 PERSONAL ELECTRONIC DEVICES

Pupils are not allowed to bring mobile phones or any other personal electronic devices into School.

6 CURRICULUM MATTERS

6.1 YEAR GROUP INFORMATION BOOKLETS

In the Summer Term parents are given a booklet of information relating specifically to the year in which their child is going the following September. This gives information such as the location of classrooms and equipment required for that Year group.

6.2 BOOKS (SCHOOL)

All the books that are required to cover the formal curriculum are supplied free of charge to pupils. Books for extra-curricular lessons such as individual music or elocution lessons are purchased privately.

6.3 CURRICULUM FORECASTS

At the start of each term the School sends out Curriculum Forecasts for parents via the website. These outline the areas of study which pupils in each year group will be covering. We hope that this will give parents an idea of the topics and skills that the children will be learning.

Please note that this document is intended only to give parents a brief outline of what the children will be taught. It is not intended to be an exhaustive explanation of all that will go on in the classroom. More information will be given to parents at the annual 'Curriculum Meeting' (see below), at the termly parent/teacher meetings, or at separately arranged meetings.

6.4 CURRICULUM MEETING FOR PARENTS

During the first two weeks of the Michaelmas Term, parents are invited to attend a meeting in which the year group class teachers introduce themselves and talk to parents about what their children will be learning, how they will be taught and the role that parents can play in supporting their children's progress.

6.5 HOMEWORK

Homework is given as part of the School 'working day'. Underpinning the School policy regarding homework is the belief that it is an intrinsically valuable activity for a child to work on their own outside school and away from the classroom.

It is assumed that homework takes priority over other extra-curricular school activities during term time. Homework is required to be done by the following day, unless otherwise specified. This means that it is still fresh in the pupil's mind and avoids a build up of outstanding homework tasks. If it is difficult to complete the homework within the time frame set, or if homework is proving a struggle for any other reason, it is important that parents communicate with the class teacher as soon as possible.

An appropriate amount of homework is given to children according to their age:

LOWER SCHOOL	Reception	Pupils are given the opportunity to practise and reinforce phonics or sight words.		
	Year 1	Homework starts to be compulsory. Pupils are asked to complete homework on n two evenings a week (maximum time of 20 minutes per evening).		
	Year 2	3 evenings a week	Monday to Thursday	Maximum time 20 mins per evening.
JUNIOR SCHOOL	Year 3	4 evenings a week	Monday to Thursday	Maximum time 25 mins per evening.
	Year 4	4 evenings a week	Monday to Thursday	Maximum time 30 mins per evening.
	Year 5	4 evenings a week	Monday to Thursday	Maximum time 40 mins per evening.

	Year 6	4 evenings a week	Monday to Thursday	Maximum time 40 mins per evening.
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A detailed homework timetable will be distributed and explained to parents by the class teachers at the Curriculum Meeting for parents at the start of the academic year.

Important daily reading in addition to the above homework: it is essential that every child reads for at least 15 minutes per evening and that parents find the time as often as possible to be involved in this daily reading. Although parents have a more active part to play when pupils are younger, it is most beneficial for parents to remain involved in their children's reading throughout their time at Park. The subject of children's daily reading will be covered by the class teachers at the Curriculum Meeting. It is also explained in the *Information for Parents* booklet for each year group.

Each child from Reception to Year 6 has a book called a **Reading Record**. This records the books that are read by the child and provides information regarding the pupil's targets and progress in their reading. Class teachers and teaching assistants indicate in the Reading Record when they have heard the pupil read. **Parents are asked to sign the Reading Record each time that they participate in a reading activity with their child at home.** All parents are asked to ensure that they have signed the Reading Record a minimum of once a week.

All pupils will also receive a Microsoft Teams login which will be used for homework and in accordance with our Remote Learning Policy.

6.6 INTERNET

Please be very careful about allowing your children unsupervised access to the internet at home. For further information please refer to the School's website under the heading e-Safety Resource.

6.7 PSHEE + RSE

PSHE (Personal, Social, Health and Economic Education) and RSE (Relationships and Sex Education) are taught as part of the curriculum in each year. Circle time, class and whole school discussions are initiated to overcome any concerns that arise.

6.8 PUPILS' EQUIPMENT

Pupils in Reception to Year 2 have all equipment provided for them. Pupils in Years 3 to 6 are provided with a list of their requirements in the *'Information For Parents'* booklet relating to each year group.

6.9 ADDITIONAL SUPPORT FOR PUPILS

The School follows the Special Educational Needs and Disability Code of Practice (SEND 2014). The Special Needs Co-ordinator (SENDCO) is responsible for its implementation. Full details of the School's provision are set out in the SEN Policy (available on the School website under the Policies section or from the School Office upon request).

It is important that the School is made fully aware of any Special Educational Needs a child may have which might affect their education, whether physical, developmental or academic. Prior to a child starting school parents are asked to declare in writing any special educational /specific medical needs their child may have. This is a contractual requirement.

If a parent has any cause for concern about a child's academic progress (or development generally) they should consult the class teacher first. If appropriate, the class teacher will then discuss the matter with the SENDCO and the Headteacher.

Once the situation has been reviewed, the child may need to be assessed by a member of the SEN Department staff, by a Paediatrician, a Speech & Language Therapist or by an Educational Psychologist (as appropriate), to determine the extent and nature of the difficulties. These specialists will then advise us of any additional support that may be needed. This support, agreed by School and parents, will be quickly put in place. At all points during this process the Headteacher, SENDCO and Class Teacher will be closely involved.

Further information is available from the SENDCO should parents wish to know more about a specific learning difficulty, the assessment procedure, intervention programmes and support groups.

Please note costs regarding assessment and support/special needs lessons are usually met by the parents. There is some flexibility within the School timetable for children who need the support of a specialist on a one-to-one or small group basis.

Staff are trained to identify the needs of a gifted or talented child. Each pupil's progress is monitored to ensure that their needs are appropriately addressed and challenged.

6.10 TIMETABLING

Each pupil in Years 1 to 6 will have a copy of the class timetable for the week (including homework). Reception and Year 1 pupils have their timetables displayed on the board in their classrooms.

7 EXTRA CURRICULAR ACTIVITIES

7.1 CLUBS

Clubs are available for pupils in Years 1 to 6. The School offers a wide range of chargeable out-of-school activities led by specialist Park teachers or visiting Peripatetic teachers, such as Karate, Drama, Badminton etc. Parents sign up to clubs termly via a clubs form. If a pupil misses a "paid for" club session due to a sporting activity or outing, we cannot offer any refunds as clubs are charged termly, not per session.

Free of charge clubs are also offered each term. Parents sign up to clubs termly via a clubs form. Clubs are sometimes oversubscribed and the numbers are limited. The School tries to ensure that all pupils have the opportunity to take part in at least one of the teacher led clubs that they wish to join with a maximum of two being allocated to each pupil. Emails are sent out to parents each term to confirm

which clubs each child has been allocated. If your child no longer wishes to attend a club, please let the School Office know by email.

7.2 MUSIC

Subject to availability, Years 2 to 6 are offered lessons in woodwind, brass, strings, recorder, piano, guitar, singing and percussion. Music lessons are arranged at the most convenient time to suit the timetables of both the pupil and the visiting peripatetic teacher. Children are prepared for the grade examinations of the Associated Board or Guildhall and the Peripatetic teacher will advise you of the requirements for any exam.

Pupils who are learning an instrument are invited and encouraged to take an active part in one of the School's musical groups. (We have two orchestras, a choir and various ensembles.)

Individual and group performances are given several times during the year when parents are invited in to hear the children play.

From time to time the orchestra, training orchestra, string ensemble and choirs perform at outside venues and instrumentalists attend music courses, both in and out of school time. Members are expected to take part in all performances.

A few instruments are available for hire on a termly basis for those in the early stages of learning. Details of the hire scheme are available from the School Office.

If a pupil is close to an exam and misses a lesson due to a School sporting activity or outing, the music Peripatetic teacher will try to reschedule. If a pupil misses a class due to illness, or through choosing to attend a sporting fixture or because of any non-School related absence then the Peripatetic teacher is not expected to rearrange the lesson.

Please note that half a term's written notice to the School Office is required before a pupil may be withdrawn from any music lessons.

7.3 HOLIDAY CLUB

We run a holiday club during most weeks of the school holidays. These are run by familiar, experienced members of staff. Most clubs are held in the school grounds and include a range of craft, sport and ICT activities. Specialist clubs also run alongside Holiday Club, for example Art and Craft week.

Holiday clubs are popular. The environment carefully created by the staff means the children love coming along. They make new friends and take home the treasures they make.

Holiday club runs 8.00am-4.30pm, Monday to Friday (excluding bank holidays and School INSET days).

Holiday club communications will be sent to all parents in the lead up to the next holiday club (during term time) – this will include the cost per day, specific dates around when to book and guarantee your place(s), and the last day that you can cancel the course by. Please note if you cancel after the given date you will still be charged and you are unable to swap dates once a booking has been made.

Park School Holiday Club is subject to staff availability and places are offered on a first come, first served basis.

7.4 SCHOOL COUNCIL

Every year the Pupils from Year 1 to Year 6 select their two class representatives. School Councillors meet with the Headteacher every half term to discuss any proposals that have been put forward by their peers. The meeting outcomes are shared with the class via the representative.

The School has a full Health & Safety Policy in operation. There is a nominated Health & Safety Officer – Mr D Pouncett. We all work together to try to ensure that the School remains as safe and secure an environment as possible.

8.1 ADMINISTERING MEDICINES

Non-prescription medicines will not be administered by the School except when asked to do so in writing by the child's GP. The School Office will administer prescribed medication provided that the following guidelines are adhered to:

The medicine is in the original, pharmaceutical container with the dispenser's label and information stating:

- The child's name
- The name of the medicine
- The prescribed dose
- The frequency and method of administration
- Any possible side effects
- The expiry date of the medicine

A form (available from the School Office) is completed and signed detailing the request for administration of medicine, the name and dosage of the medicine to be administered and the time when the medicine should be administered.

Please note that if the above requirements are not met, or if the medicine is out of date, or if the directions on the signed parental form differ from the dispenser's label, the medicine will not be administered.

Medicines need to be brought to the School Office **by parents** in the morning where the necessary form can be completed and signed. A fridge is available, if required. The medicines also need to be collected by parents from the School Office at the end of each day. Parents may be asked to sign the entry on the medicines log sheet.

8.2 HEALTHCARE PLANS

For children who need regular prescribed medication to be administered during school hours or who have long term medical needs (e.g. asthma, allergic reactions, diabetes), the School will ask parents to agree an 'Individual Health Care Plan' with the Pastoral and Medical Lead.

All emergency medicine is kept in the child's named orange Medipac[®] bag. This bag is stored on the emergency medication hook in the classroom.

Asthma: In Reception and Years 1 & 2, teachers/teaching assistants will administer inhalers. Children in Years 3, 4, 5 & 6 children can administer their inhalers themselves. The children will need to take their orange Medipac[®] bag with them to Games lessons and off-site activities.

Allergic Reaction – EpiPens: Parents are required to supply two EpiPens, one to be stored in the child's classroom and a second which is kept in an emergency named orange Medipac[®] bag in the Dining Room.

Please note that in the standard Terms and Conditions parents' consent is given to emergency medical treatment if deemed necessary by a doctor and if parents cannot be contacted in time.

8.3 FIRE

The School has a full, up to date fire risk assessment for all the buildings. We also have a Fire Officer within School. Emergency evacuation drills are carried out termly. The fire bells and alarm system, fire exits and escape routes are checked on a regular basis. A formal record of the alarm testing (and evacuation drills) is kept.

8.4 FIRST AID

Although the School has nominated and trained First-Aiders, the amount of First Aid that can be administered in school is very limited. The law, and our own insurers, will not allow us to make a medical decision or treat a child for a medical condition if a child is unwell or has been hurt in an accident, then we immediately try to contact the parents and other emergency contacts. If more immediate medical care is needed, the emergency services will be contacted.

The School does not employ a full-time nurse, matron, or health specialist.

8.5 HEALTH CHECKS

Reception children have a sight screening test in School during the year. This is administered by a visiting professional and results are communicated to parents. A further check by the parents at regular intervals is highly recommended by the NHS to identify any changes.

Other routine health checks that children have are not carried out in school, parents should liaise with the family GP for these to be done. Further 'Health' details can be found in the School's Health & Safety Policy document (available from the School Office or from the School website).

All children in Reception to Year 6 are offered flu immunisations as recommended by the Department of Health, this is usually in the Michaelmas term.

8.6 ILLNESS

It is vitally important that the School is made aware of any medical conditions that your child may have.

Parents must inform the School Office if your child is unwell, has an allergy or is unable to take part in any Games, sporting activities or has been in contact with any infectious diseases. Children must not be brought to school if unwell. (Please ensure that if your child has vomited or had diarrhoea you give them a 48 hour recuperation period before bringing them back to school.) The School should be informed by telephone on a daily basis first thing in the morning if a child is absent through illness. If the School has not been contacted before 9.30am, the School Office will call home.

8.7 SAFETY

In School there are certain items and implements that the children are not permitted to use without supervision (e.g. hacksaws, Stanley knives, etc.) particularly in Art and Technology. Parents are asked to co-operate with the School and ensure that no potentially dangerous items are brought to School from home. Under no circumstances should children bring in any solvent-based correction fluid, or any other such substances from home.

8.8 SUN PROTECTION

Parents are asked to put sun protection cream on their children before they come to school in the morning. Staff are not allowed to apply sun protection cream to the children. However, for children in Reception who spend more of the day outside, staff can apply sun cream provided parents have given prior written consent. Please ensure the product is free of nuts or sesame seeds.

8.9 SWEETS/SWAPS AND TOYS

The co-operation of parents is sought in ensuring that children do not bring to school any precious items or valuable toys that may be lost or damaged. Any potentially dangerous toy must not be brought into school. Under no circumstances should money, sweets, food or 'craze' toys for swaps be brought into school.

Sometimes pupils very kindly bring in birthday cake/s. If so, please ensure that there is enough for every child in the class and that these cakes come into school already divided into individual portions. The cakes will be handed out at the end of the day when the pupils are picked up by parents. **As some children are severely allergic, no products containing nuts or sesame seed are allowed in school.** Cakes for the pupils with allergies will be handed directly to their parents who can then make an informed decision.

9 SAFEGUARDING

9.1 SAFEGUARDING LINKS

Park School is committed to creating a happy and safe environment for our children to learn. We have added a series of safeguarding links below which are designed to support parents and help them have a better understanding of safeguarding issues.

Miss E Whitbread – DSL Safeguarding - 07376 031519

- Jo Storey – Safeguarding Governor
- Ella Whitbread – Designated Safeguarding Lead
- Rosie Cattani - Deputy Safeguarding Lead
- Rebecca Mellowes - Deputy Safeguarding Lead
- Hannah Woodford - Deputy Safeguarding Lead
- Yasmine Hamdi – Deputy Safeguarding Lead

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755135/Mental_health_and_behaviour_in_schools_.pdf

<https://pdscp.co.uk/parents-and-carers-2/>

<http://www.poolefamilyinformationdirectory.com/kb5/poole/fis/home.page>

<http://www.vodafone.com/content/digital-parenting.html>

<https://www.nspcc.org.uk/keeping-children-safe/>

9.2 PHOTOS AND VIDEOS TAKEN BY PARENTS

At any School event, parents are asked to be respectful and considerate in the use of photos and videos which they have taken, especially if these include images of children other than their own. As a rule we would expect such photos **not** to be published on social media.

10 MANAGEMENT OF THE SCHOOL

10.1 BURSARIES

There is a certain amount of money set aside in the budget each year to help parents who find themselves in serious financial difficulty. This help will normally be short term, e.g. for one or two academic terms. As a rule, it tends to be available for children in their last one or two terms at school to help them complete their studies with us, but it may occasionally be available for pupils in other years. There is a system of means testing available to the School, should it be required. The amount of money set aside each year is limited and once it has been allocated then no further funds are available until the next academic year.

The School works very hard to try to offer an excellent educational package at a very reasonable cost. The main thrust of our budgeting and management is to keep the School fees at an affordable level.

Decisions relating to Bursaries are only made by the School's Finance Committee after detailed discussions with the Headteacher and parents.

10.2 FEES AND INVOICES

The position regarding School fees is set out very clearly in the standard Terms and Conditions. All parents have received and should have read a copy of these Terms and Conditions. Parents should not have signed the Acceptance Form accepting a place at the School without having read them. The latest copy is available from the School website. Please note that the parent-school contract is updated periodically to keep up to date with changes in the law.

Schools set their fees and budgets annually and notionally split them into three terms for ease of payment. Invoices for the School Fees are sent to parents by email prior to the start of each term. Payment must be made on or before the first day of each term.

Please make your payment direct via BACS. The details you will need are:

Bank Sort Code:	09 02 22
Bank Account Number:	11028273
Title of Account:	Park School (Bournemouth) Limited

Ref: Please quote your child's pupil code (from your invoice when making your payment)

If you would like to pay your fees termly by Direct Debit, please contact the finance team to set up this process. Please allow at least 30 days to set up a new Direct Debit. (Please refer to the fees list for details of the discounted rates available for fees paid by Direct Debit.)

10.3 INDEPENDENT SCHOOLS - ORGANISATIONS

The School is a member of the Independent Schools' Association. The ISA is one of the associations within the Independent Schools' Council (ISC). As a member of ISA and ISC the School is subject to regular accreditation and inspection from the Independent Schools' Inspectorate (ISI) to ensure that proper standards are maintained. Parents who would like more information about the School's membership of these organisations should contact the Headteacher or ISC / ISA direct. The School's Finance Team are also a members of ISBA, the Independent Schools Bursars Association.

10.4 INSURANCE

Please note that the School does not insure pupils for personal accidents – parents who wish to have this insurance must organise this via their own family insurance.

10.5 MINIBUSES

Our minibuses are checked regularly in order to meet the highest specifications and industry recommendations regarding passenger safety. All seats are forward facing; all have 3-point lap and diagonal belts, all the minibuses conform to current government/industry regulations. The staff who drive the minibuses are holders of a PCV licence and have been fully trained and tested. There is a precise and detailed risk assessment within School.

10.6 PUPIL INFORMATION

Each term staff keep up to date records of the pupils' academic performance together with details of events which may affect this performance. All information is protected by the GDPR guidelines, parents who wish to may see this information in conjunction with the class teacher and Headteacher.

10.7 SCHOOL BOARD & GOVERNANCE

Park School (Bournemouth) Ltd is part of the Forfar Education Group and as such the Forfar Education Group Governance Board acts as the governors of Park School. The Chairman of the school is Mr John Forsyth. He can be contacted anytime via jf@forfaeducation.co.uk or 07780 816294.

The School is under the direct supervision of the Headteacher. She can be contacted via the School Office (or via the email headteacher@parkschool.co.uk).

10.8 SCHOOL OFFICE

The School Office telephone number is 01202 396640. The School Office is open between 8.30am and 4.00pm and is situated next to 43 Queens Park South Drive, Bournemouth, BH8 9BJ. Parents are welcome to contact the School between these times for general enquiries, requests for appointments, etc.

General emails can be sent to office@parkschool.co.uk for the attention of members of staff or the Headteacher. Any emails will be forwarded as applicable.

11 PARENTAL SUPPORT

11.1 MEETINGS WITH TEACHERS

Parents are welcome to discuss matters concerning their children with the teachers and the Headteacher (at any mutually convenient time). Very often problems can be sorted out quickly and easily before or after school. If you need to see a teacher on a more formal basis, please make an appointment directly with them. This will allow time to be set aside to handle the matter properly. Appointments to see the Headteacher can be arranged via the School Office.

Formal Parent/Teacher meetings are held each term. Details of these evenings are in the Interactive Calendar on the School website.

Parents are requested to advise us of anything which they feel may affect the child's behaviour or performance in school. If the information is of a sensitive/confidential nature, please contact the child's teacher or one of the Senior Management Team.

11.2 PARENT/TEACHER MEETINGS

Parent/Teacher meetings are held approximately halfway through each term in order to facilitate positive dialogue between the School and parents. Please come to these meetings, they are very important.

11.3 REPORTS

Written reports on each individual pupil's progress are sent to the parents four times a year. (In Reception, where parents also have access to an Interactive Learning Diary, it is three times a year). Reports will concentrate on the child's progress in the main subjects (Maths and English) and they will also make comment on the pupil's overall level of progress in other areas. There is always a general comment from the class teacher.

11.4 CLASS REPS

Each class will have a class rep (parents can apply for this role at the beginning of each academic year). The class rep is the point of contact from school to parents, i.e reminders about upcoming events, and general feedback. As well as being a volunteer to support school visits, you will need to have an enhanced DBS and registered with the Update Service. For more information about this, please contact office@parkschool.co.uk

11.5 GIFTS

Occasionally, for example when a pupil leaves the School, their parents very generously give a gift to the School to say thank you. When this happens, the School discusses with the parents how that gift may best be used/spent. Many parents are also very generous to the staff who teach their children. Whilst thanking you for your generosity, the School wishes to point out that any gift to a member of staff which is deemed 'too generous' must be notified to the Headteacher in accordance with guidelines set out in the contracts of employment for our teachers.

11.6 WHAT WE EXPECT OF OUR PARENTS

For a school to help a child get the most out of education, both school and pupil need the support of the parents. Children need to know that their education is an aspect of life in which both school and parents act as one. Please help us by supporting the School in what we do, in the rules we work to and in the decisions we take.

12 SCHOOL EVENTS

12.1 INTERACTIVE CALENDAR

A detailed calendar is available to parents via the school website. This sets out many of the events that will be taking place in school during the coming term. Please do make reference to it for it is designed specifically to give you information about what is going on in school, where and when. The Calendar is regularly updated on the School website.

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12.2 SCHOOL VISITS/OUTINGS

School visits are arranged to support school project work and studies. Every possible care is taken in the planning and organisation of outings. This includes a careful Risk Assessment. A letter is sent to parents with details of the visit. This letter will also give relevant information regarding pocket money, uniform and return times. The cost of most school day trips and outings is covered in the tuition fees.

In Years 5 and 6 pupils are offered the opportunity to go on extended educational visits during term time – for a few nights’ duration. These are deemed to be an important part of the School curriculum and pupils are expected to take part. Parents pay for these visits, but costs are kept as low as possible.

When appropriate the School hires coaches for a particular journey/outing. We only use reputable and reliable operators.

Occasionally the School will invite parents to volunteer as “helpers” on outings. All volunteers will be asked to undergo DBS checks prior to any outing. These checks will be initiated and paid for by the School.

12.3 CAROL SERVICE AND SPEECH DAY

The School’s Carol Service is held at the end of the Michaelmas Term and Speech Day is held at the end of the Summer Term each year. For both events, all parents are invited to attend. Speech Day is a special, formal occasion with prizes awarded to pupils in each class for achievement, progress and effort. A number of special trophies are also awarded for particular success in Sport, Drama, Art, etc.

13 SITE MANAGEMENT

13.1 ANIMALS AND ANTI SOCIAL BEHAVIOUR

Dogs and other pets should not be brought onto School premises (beyond the School gates) without the Headteacher’s specific permission. This includes carrying dogs onto site.

We are a non smoking and vaping site.

13.2 PARKING

There is a large car park opposite the School that most parents use. We ask parents to be careful about where they park, observing the road markings. The School is situated in a pleasant suburban area and it is a matter of real importance to us that we live in peace with the local residents. Careless or selfish parking which affects our neighbours or the safety of children in school has a serious effect on our good relations with our fellow residents. We would ask you to be very careful about where you park. Please always ensure that you see your child onto the School premises. There is no parking on

the School playground. Parents should **not** park in the car park at the front of No. 43 nor in or across any of the driveways.

Please also note that the turning circle (opposite BH Live) is used by buses and other large delivery vehicles. It is a **No Parking** area patrolled regularly by traffic wardens.

14 TRANSFER TO SECONDARY SCHOOLS

One of the aims of the School is to prepare each individual child for the next step in their education. We recommend that parents make arrangements to visit the secondary schools in which they are interested either on the advertised open days or by private appointment. We advise that you start this process by the Summer term of Year 5 or earlier.

All children are given tuition in examination techniques and a thorough grounding in the skills required for those examinations. For pupils wishing to go on to an Independent Senior School, please note that most of these schools now set their own entrance examinations/assessment tests. To date the School's record of success in the many entrance exams/tests that our children sit has been excellent. We maintain a very good relationship with a wide variety of secondary schools. The Headteacher regularly visits and receives guests from, a number of Independent and Maintained Schools in the area. Year 6 pupils are encouraged to attend open days and to take part in Art, Music, Science and Outdoor Pursuit days held at other schools.

Please note that our policy regarding competitive selection tests and exams in Year 6 is that we will not 'cram' pupils in preparation for these tests. However, we do support pupils by preparing them for assessments throughout their school life.

In the Michaelmas Term, Year 5 parents are given a comprehensive booklet outlining the transfer process.

A Local Authority representative usually holds a meeting in the Summer term to inform Year 5 parents of the secondary transfer procedure.

Please note. This handbook is intended for your information and guidance. It does not form part of the School/parent contract or part of any contract. The School is a constantly developing community of children, teaching staff and parents. Each year things change. It is in order to keep you abreast of the changes and to give you as much information as we can about the School that the handbook has been written. We update this handbook (as appropriate) on an annual basis.

