



**Park School**

**Parents'  
Handbook**

## Useful Contact Information

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|                                      |                |  |
|--------------------------------------|----------------|--|
| Headteacher and Safeguarding Officer | Mrs M Dowler   | <a href="mailto:headteacher@parkschool.co.uk">headteacher@parkschool.co.uk</a>       |
| Bursar                               | Mrs C Pouncett | <a href="mailto:bursar@parkschool.co.uk">bursar@parkschool.co.uk</a>                 |
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| SENDCo                               | Mrs A Passmore | <a href="mailto:a.passmore@parkschool.co.uk">a.passmore@parkschool.co.uk</a>         |
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**Welcome to our school. We hope this handbook will give you some of the information you need about the way we work and how we do things. Please note that the information in this booklet is likely to change as the school develops. As far as possible we will keep you abreast of any changes via the regular letters from the Headteacher. The most up-to-date version of this document will always be available on the School's website.**

## **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 his/her full potential.

By giving each child an awareness of his/her 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 motto 'Whatsoever thy hand findeth to do, do it with thy might' guides much of what we do. If something is worth doing then it is worth doing well.

## **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 a familiarisation visit. 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 taster days. During their time in School they will be given assessments in Literacy and Numeracy 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, a copy of which may be obtained from the School Office or can be downloaded from the School website.

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

## **3. CURRICULUM MATTERS**

### **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/drama lessons are purchased privately.

### **Curriculum Forecasts**

At the start of each term the School shares an information sheet for parents via the website. This outlines the areas of study which pupils in each year group will be covering. We hope that this will give parents a clear idea of much of the topics and skills that the children will be doing. This information can be viewed and downloaded from the School's website.

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.

## 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 which parents can play in supporting their children's progress.

## 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 his/her 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 speak to the class teacher as soon as possible.

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

|           |  |                    |                                   |
|-----------|--|--------------------|-----------------------------------|
| 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 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. |
| 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. |

A detailed homework timetable will be distributed and explained to pupils and parents by the class teachers at the Curriculum Meeting for parents of each year group 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 booklets for each year group.

Each child in Years 2 to 6 has a homework diary that is used to indicate what is to be done and act as a two-way communication link between School and home. Where homework constitutes learning for a test, it will be clear when the test will be, and the results of the test will be communicated to both pupil and parents. The diary is very useful and it should be kept up to date. **It is important that parents check and sign the diary every evening as this is a vital form of communication between home and School. Parents should sign even if there have been no entries from school on that particular day. Parents should also ask their child if there are any letters from School in his/her book bag.** Parents are encouraged to write comments in these books regarding the work covered for the teacher to read. The diary is also a very useful vehicle for parents to stay in touch with their child's class teacher about any other matter that they wish to bring to his/her attention.

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 his/her 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.

## **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.

## **PSHE**

Personal, Social, Health and Education is taught as part of the curriculum in each year. Circle time, class and whole school discussions are initiated to overcome any concerns that arise.

Sex Education: the School considers that sex education, set within a clear moral context which upholds family values, is an important part of every child's educational experience. Sex education is introduced in Year 5 only in the context of general health education and puberty: 'Looking after oneself, relationships with others and the environment, etc.' although the subject may also occur naturally throughout the School as part of lessons taught or TV broadcasts and general topic work. Questions are dealt with frankly as they arise, as appropriate to the age and understanding of the child involved.

## **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 booklets for parents relating to each year group.

## **Special 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 Accelerated Learning Department Policy and Accessibility Plan documents (available 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 his/her 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 children may have. If a parent has any cause for concern about a child's academic progress (or development generally) he/she 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 Accelerated Learning 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.

**Gifted and talented children are perceived to be as special in their way as children who have difficulties. Staff are trained to identify the special needs of a gifted or talented child. Their progress is monitored to ensure that their needs are appropriately addressed and challenged.**

## **Timetabling**

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

## **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 includes information, for example, relating to location of classrooms, educational visits, equipment required, etc.

## **4. EXTRA CURRICULAR ACTIVITIES**

### **Classes and Clubs**

Clubs are available for pupils in Years 1 to 6 (not Reception). Out of school activities are divided into two categories. Those for which the school has visiting Peripatetic staff (e.g. Karate, Dance, Badminton, Table Tennis and Elocution/drama) which must be paid for and those clubs offered by members of School staff which are free of charge.

Parents sign up to paid for clubs once a year via the 'Extras' form. If a pupil misses a paid for club session due to a sporting activity or outing, we cannot offer any refunds.

The teacher-run club activities on offer will vary from term to term. Pupils and parents can sign up to teacher-run clubs each term when a letter is sent out. Clubs are sometimes oversubscribed and their 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. Slips 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 teacher know so that another child may take up the place.

Extra curricular activities and support lessons that parents pay for are organised so that at least 10 sessions are available during the term. Charges are made to parents on this 10-a-term basis. **Please note that half a term's written notice to the peripatetic teacher (and copy the School Office) is required before a pupil may be withdrawn from one of the paid extra curricular activities.**

### **Music/Orchestra/Jazz Ensemble**

Subject to availability, Years 1 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 are 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, jazz 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. Notification of absence from any event should be given as early as possible as missing musicians can spoil the performance of a group.

A few instruments are available for hire on a termly basis for those in the early stages of learning. Details of the hire scheme is available from Mr Stephen (who is contactable by the School Office).

If a pupil is close to an exam and misses a class due to a School sporting activity or outing the Peripatetic teacher (e.g. music, Accelerated learning Department lessons) will try to reschedule the lesson. If this is not possible then you will still have to pay for the lesson. If a pupil misses a class due to illness, due to choosing to attend a sporting fixture or due to any non-School related absence then the Peripatetic teacher is not expected to rearrange the lesson.

### **Pupil Performances**

Concerts are presented by classes and year groups throughout the year. The staff and children put a great deal of effort into all the productions and enjoy having an audience for their performances. Drama plays an important part in the school curriculum and in the life of the school.

### **School Council**

Every year the Pupils from Year 1 to Year 6 elect a boy and a girl as their class representative. 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.

### **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.

## **5. HEALTH AND SAFETY ISSUES**

The School has a full Health & Safety Policy in operation. There is a nominated Health & Safety Officer - Mrs A Passmore. It is under her guidance that we all work to try to ensure that the school remains as safe and secure an environment as possible.

### **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. It is preferable for parents to administer medicines to their children, however this might not always be practicable. If your child has been ill but is fit to return to school before a course of prescribed medicine is complete, the school can arrange for the medicine to be given, 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.

**Please note:** 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 school's Health & Safety Officer.

All emergency medicine is kept in the child's named orange Medipac<sup>®</sup> bag. This bag is stored on the emergency medication hook in the classroom. The class Emergency Folder, which contains a copy of their Individual Healthcare plan is stored nearby in the class register box.

**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<sup>®</sup> bag with them to Games lessons and off-site activities (and then return them afterwards).

**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<sup>®</sup> 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.

### **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 is kept.

### **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.

The school does not employ a full time nurse, matron or health specialist. If a child is unwell or has been hurt in an accident then we immediately try to contact the parents.

Please ensure that the school is kept up to date with daytime/work telephone numbers where parents can be reached without delay.

### **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 health checks that children might 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 5 are offered flu immunisations as recommended by the Department of Health, this is usually in the Michaelmas term.

### **Illness**

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

Parents must inform the Headteacher via the School Office if the child has any known medical condition, health condition, allergy or if the pupil is unable to take part in any Games or 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 him/her a 48 hour recuperation period before bringing him/her 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. The School Office will ring home if the school has not been contacted before 9.30am.

We have listed below some of the Department of Health Guidelines to help prevent the spread of illnesses. (Please telephone the School for information on an illness which is not listed.)

| <u>Illness</u>            | <u>Recommended period to be kept away from school once child is well</u> |
|---------------------------|--|
| Sickness and/or diarrhoea | 48 hours after last episode of sickness / diarrhoea                      |
| Whooping Cough            | 5 days from commencement of antibiotic treatment                         |
| Chickenpox                | until the vesicles (spots) are crusted over                              |
| Impetigo                  | until lesions are crusted or healed                                      |
| Conjunctivitis            | until treatment has started  |

Please also ensure that each time your child is unwell or off Games he/she brings a written note from you for the school records on his/her return.

## 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, e.g. penknives. Under no circumstances should children bring in any solvent-based correction fluid, or any other such substances from home.

## Sun Lotion

Parents of pupils who are at all susceptible to sunburn 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. Although for children in Reception, who spend more of the day outside, staff can apply protection provided parents have given prior written consent. Please ensure the product is free of nuts or sesame seeds.

## 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. As far as possible, we try to avoid the School playground and playtimes being 'flooded' with a whole range of personal toys and items brought in by pupils from home. We do like to allow children to bring in some things to play with but if these become the source of a problem then we ask pupils to take the offending articles home and leave them there. 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 so no-one is left out 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.

## 6. SAFEGUARDING

### 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.

<http://www.bournemouth-poole-lscb.org.uk/>

[www.bournemouth-poole-lscb.org.uk/resources/strategies/](http://www.bournemouth-poole-lscb.org.uk/resources/strategies/)

[http://pandorsetscb.proceduresonline.com/chapters/p\\_dom\\_viol\\_abuse.html](http://pandorsetscb.proceduresonline.com/chapters/p_dom_viol_abuse.html)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/508847/Mental\\_Health\\_and\\_Behaviour\\_-\\_advice\\_for\\_Schools\\_160316.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508847/Mental_Health_and_Behaviour_-_advice_for_Schools_160316.pdf)

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

<https://www.dorsetforyou.gov.uk/safe-schools-and-communities-team>

<http://www.dorsetlscb.co.uk/site/advice-for-parents-and-carers/>

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

<https://www.nspcc.org.uk/services-and-resources/nspcc-helpline/>

### Photos and Videos Taken by Parents

Parents are asked to be respectful and considerate in their use of photos and videos they have taken on their own equipment and which include images of children other than their own. As a general rule we would expect such photos not to be published (e.g. on social media) without the prior consent of the other parents involved.

## **7. MANAGEMENT OF THE SCHOOL**

### **Bursaries**

Bursaries: There is a certain amount of money set aside in the budget each year to help parents of attending pupils who find themselves in serious financial difficulty. This help will normally be short term, e.g. for one academic term or year. As a rule it tends to be available for children in their last year at school to help them complete their studies with us but it may occasionally be available for pupils in other years of the school. 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 made by the School's Finance Committee after detailed discussions with the Headteacher, Bursar and parents.

### **Fees**

The position regarding School fees is set out very clearly in the standard Terms and Conditions document. All parents have received and should have read a copy of these standard 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 or the School Office. Please note that the parent-school contract is updated periodically to keep up to date with changes in the law.

### **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.

### **Insurance**

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

Volunteers must be on the DBS Update Service to comply with child protection legislation. The School will initiate these checks.

### **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, and the minibuses conform to all current government/industry recommendations. 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. Please refer to the Bursar if you would like a copy.

### **Pupil Information**

Each term staff keep up to date records of the pupils' academic performance and details of events which may affect this performance and any other relevant matters in order to allow us to properly support your child at School.

### **School Board**

The School is currently under the direct supervision of the Headteacher, Mrs Dowler. She can be contacted via the School Office (or via the email [headteacher@parkschool.co.uk](mailto:headteacher@parkschool.co.uk)).

### **School Office**

The School Office telephone number is 01202 396640. The School Office is open between 8.30am and 3.45pm 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](mailto:office@parkschool.co.uk) for the attention of staff or Headteacher. Any emails will be forwarded as applicable.

The Bursar is normally available between 8.30am and 5.30pm. Parents who wish to speak to the Bursar are asked to contact the Bursar's Office direct – 01202 395071 or to email [bursar@parkschool.co.uk](mailto:bursar@parkschool.co.uk).

## **8. PARENTAL SUPPORT**

### **Reports**

Written reports on each individual pupil's progress are sent to the parents five 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 (Numeracy and Literacy) and twice per year they will also make comment on the pupil's overall level of progress in the other areas. There is always a general comment from the class teacher. Once you have read your child's report please complete the 'parental comment' section at the end, sign it and return it to your child's class teacher.

### **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 direct with him/her. 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 given in the School Events section.

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.

### **Friends of Park School (FOPS)**

FOPS exists to help parents. It is an organisation run by the parents for the parents. Each year FOPS organises a number of fundraising/social events – usually about one a term.

### **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.

### **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.

## **9. PASTORAL MATTERS**

### **School Meals and Packed Lunch**

School meals are freshly prepared using healthy ingredients. All pupils have the option to bring in a packed lunch. Please remember we strive hard to be a nut-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, this should be taken home for washing each week.

Pupils who sign up for a cooked lunch will be expected to take these lunches for the whole year – not just the two Winter terms, i.e. no child will be allowed to change to packed lunches during the academic year, without prior discussion with the Bursar.

The cost of School lunches is added to the bill. Pupils are provided with milk, water, fruit, vegetables etc. at breaktime free of charge.

The cooked lunch menu option has been designed, and is regularly reviewed, by our Chef and conforms to school food guidelines. Portion sizes are calorie counted. 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.

Please note that we offer limited vegetarian options each day. If your child has special dietary requirements please contact the Bursar.

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.

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

- something starchy, e.g. a filled sandwich or pasta
- piece of cake or biscuit.
- 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 that can be drunk out of (cartons to include a straw).

Please provide any cutlery required, e.g. a spoon.

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.

### **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. 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 outing in the Summer Term is organised for the House with the highest total for the year.

## **10. SCHOOL DAY**

### **Attendance at School**

If, for any reason, your child cannot attend school on a given day please let the School Office know by 8.30am.

### **Access to School Site and Buildings**

All staff have visible staff badges with a grey lanyard. Parents who need to gain access into one of the School buildings must do so only via the School Office. Once the School gates are shut at 8.50am any visitors to the School site, are required to sign in at the School Office and must wear a blue visitors badge at all times.

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. The gates will be opened at the end of the school day so that you can collect your child. After 4.00 pm entry to the School is via the small gate between No 43 and No 45, this gate is locked each day following After School Care Club.

### **Before and After School Care**

Breakfast Club from 8.00 am until 8.30 am is available upon request via the School Office. There is a small charge for this facility. A light breakfast (toast or cereal) is served.

The After School Care Club runs from 3.45 pm until 5.45 pm Monday to Friday, during term time. Children can be booked into this club for the whole term via a termly letter or for one off sessions via the School Office, as required. A range of activities is offered, with the children being taken outside to play when the weather is fine. A snack (consisting of a cereal bar, fresh fruit) and drinks are served. There is a charge for this facility.

The contact number for this club is 07935 211 988 (during their open hours only).

### **Calendar of Events**

A detailed School calendar is available to parents prior to the start of each term. This is available to view or download from the School's website: [www.parkschool.co.uk](http://www.parkschool.co.uk). 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. Any changes to the calendar after initial publication will be posted on the website in a separate document.

Any updates to events (for example, fixture cancellations) are published on the School website under News.

### **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 similarity of doctrine within the world's religions, not the differences.

**Each year group has a 'class' assembly during the School year, this is held on Monday or Friday mornings. Parents are invited in to share the time with us. Outside speakers (some of whom are of different religious persuasions) are also invited in to talk to the pupils at assembly.**

Certificates for achievement in many areas 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.

### **Games afternoons**

All pupils have a PE lesson once a week. Pupils in Years 1 to 6 also have three sports sessions per week. On these days pupils come in to school in full Games kit. Pupils wear trainers and a rain jacket/fleece can be worn over the 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.

## **School Hours**

Reception Either part time (mornings only, for those under 5): 8.45am - 12.00 noon or full time: 8.45am - 3.10pm. A combination of mornings and full days can also be arranged.

Reception pupils with siblings in the school can be looked after each day until 3.35pm but please pick up your Reception pupil prior to picking up your older child.

Years 1 and 2 8.45am to 3.35pm

Years 3, 4, 5 and 6 8.45am to 3.40pm

If a club is being held after school, the finishing times will vary – please refer to the timetable.

## **The Start of the School Day**

The School gates at No. 47 open at 8.00 am for Breakfast Club. Pupils should not be left in school before 8.30am unless they are attending one of the pre-school clubs that have been formally organised by a member of staff. Staff are not available for pupil supervision prior to 8.30 am. Parents are asked to see children into the School playground or, if it is raining, into their classroom. (Pupils in Reception and Year 1 should be taken directly to their classroom every day.) The bell for the beginning of school is rung at 8.45 am. Children line up and parents are required to leave at this time to enable the premises to be secured.

Please ensure that your children arrive at the school between 8.30 am and 8.45 am each morning. Late children must be 'signed in' at the School Office and will be registered 'Late'.

## **The End of the School Day**

Parents are asked to collect their children at the end of the day from the 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 the class teacher does not recognise e.g. an aunt or cousin, 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.

After school is over each day please ensure that your children do not play in the car park at the front of No 43, climb walls, swing on gates or on any other areas in School that are unsuitable. In particular, please do not allow your children to play on the School's Adventure Playground or the bike shelter.

## **11. SCHOOL EVENTS**

### **Open Evening**

Once a year the staff organise an Open Evening in May, everyone is encouraged to attend. It is an opportunity for the children to show their parents, grandparents and friends around their school.

### **Outings**

School visits are arranged to support school project work and studies. This would normally be for local visits within a fairly close vicinity of the school. 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.

Please also note that 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.

Use of coaches – when appropriate the school hires coaches for a particular journey/outing. We only use accredited and reliable operators.

### **Parent/Teacher Meetings**

Parent/Teacher meetings are held approximately half way through Michaelmas, Lent and the Summer term in order to facilitate positive dialogue between school and parents. If things need to be done then there is time before the end of the term in which to bring about change. Please come to those meetings, they are very important.

### **Speech Day**

The School's Speech Day ceremony is held at the end of the Summer Term each year. Speech Day is a special, formal occasion. All parents are invited to attend. Prizes are 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.

## **12. SCHOOL RULES**

### **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; the imposition of a de-merit i.e. the deduction of House Points; 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 (available from the School Office upon request).

**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.

### **Holidays/ Absence from School**

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 School Office. If the absence is for more than half a day then this request must be made on the appropriate 'Leave of Absence' form which is obtainable from the School Office (or downloadable from the School website) stating 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.

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. 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 school/class teacher will not set work for your children to take with them. Pupils who have time away from school may well find that they have missed significant amounts of work.

### **Jewellery and Watches**

The wearing of jewellery in School 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).

### **Personal Electronic Devices**

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

### **Uniform and Appearance**

Uniform lists are available from the School Office. Parents are asked to co-operate with the school in making sure that their children wear the correct School uniform at all times.

At the end of the School Day please continue to observe the School's uniform code for pupils. Reception pupils returning to School with parents should be dressed in uniform or play clothes – not a mixture of the two.

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 or if appropriate, sold through the School Shop.

Summer uniform must be worn for the Summer Term and may be worn for the first half of the Michaelmas Term.

**School Outfitters:** The School's outfitters is Schoolwear Solutions of Leicester (Tel: 0116 216 0665). Once a year the outfitters come into the school so that pupils can try on articles of uniform and parents order what is required. At other times items of uniform can be ordered via the telephone or on-line.

Please ensure that the uniform your child is wearing has not been worn to the point where it no longer looks smart. Please also ensure that your child's shoes (including PE footwear) are of the right type and kept clean.

**Hair:** Boys' hair is expected to be kept tidy and smart looking and must be off the collar and out of the eyes. Girls' hair must be contained in such a way as to be tidy and out of the way when working. Plain blue or brown head bands and ribbons please. Hair over shoulder length must be plaited.

**Sun Hats:** On sunny days pupils are encouraged to wear house coloured sports caps in School during playtimes. New sports caps can be bought from FOPS at the School Shop. Only School approved hats may be worn.

**School Shop:** Once a week on a Wednesday morning between 8:30am and 9:00am (term time only) FOPS hold a sale of good quality second hand uniform as well as the new Lower School Sports Kit. The School Shop is situated near the School Office. Parents who wish to purchase or sell nearly new uniform are asked to visit the shop at this time.

### **13. SITE MANAGEMENT ISSUES**

#### **Dogs and other Pets**

Dogs and other pets should not be brought onto School premises (beyond the School gates) without the Headteacher's specific permission.

#### **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 ensure that you have seen your child onto the School premises. There is no parking on the School's playground.

Please also note that the turning circle (opposite BH Live) is used by School buses and it is a **No Parking** area patrolled on occasions by traffic wardens.

### **14. TRANSFER TO SECONDARY SCHOOLS**

One of the aims of the Park is to prepare each individual child for the next step in his/her 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, 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 but 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.

At Parent/Teacher meetings during Year 5, we will make it absolutely clear what needs to be done with a view to selecting and entering the 'right' secondary school. 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.

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