

# Parkland Primary School

Primary School

Learning together



Information Booklet for Parents

2021/22

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Dear Parents/Carers,

Welcome to Parkland Primary School. We are really looking forward to working with you and getting to know your child/children. This booklet has been produced to help answer all those questions parents may have when their child/children join us at Parkland Primary School.

We are always available to help you. Just give us a call or arrange an appointment to talk with one of our Leadership or Pastoral Team.

We look forward to meeting you and your child/children as they embark on their learning journey at Parkland Primary school.

Yours sincerely

A handwritten signature in black ink that reads 'J Andrews'.

Mrs J Andrews  
Headteacher

## LEADERSHIP TEAM



Mrs J Andrews  
**Headteacher**



Mr A Hayes  
**Deputy Headteacher**



Mrs C Hill  
**Acting Assistant Head**



Miss H Pugh  
**SENCO/SLT**

## SCHOOL DAY



The school day starts at **8.50am**, doors open at **8.40am**, and finishes at **3.05pm** (EYFS/KS1) and **3.10pm** (KS2).

If your child is absent, please let the office know by 9.00am, 0116 2782142.

It is really important that your child is at school and **on time every day**. We don't want them to miss out on any learning!

## THE END OF THE SCHOOL DAY

At the end of the day, could you please wait outside your child's classroom, where your children will come out to you. Please collect your child on time.

If you are going to be late, for any reason, please telephone the school office before 2.45pm where possible and we can advise your child's teacher accordingly.

Please inform school if someone other than yourself is picking up your child. If someone is collecting your child who we do not know, we may ask for ID. This is to ensure your child is safe.

**Children are only allowed to leave with someone with parent responsibility or with those who we have been informed about.**

## SCHOOL UNIFORM



At Parkland Primary School we expect the children to be in school uniform

- Green sweatshirt or cardigan embroidered (with school logo)
- White polo shirt
- Dark grey trousers, knee length tailored shorts or skirt
- Grey, black or white socks or grey/black tights
- Black school shoes/black trainers with no coloured logo or markings
- A suitable coat

**In Summer children are also welcome to wear:**

- Green checked dress
- Grey tailored shorts

**Outdoor PE (All children need both kits)**

- Sweatshirt (no logo)
- Jogging trousers (no logo)
- Trainers

**Indoor PE**

- Black Pumps
- Green or white T shirt
- Black shorts

**ALL UNIFORM SHOULD BE CLEARLY LABELLED WITH CHILD'S NAME.**

**Make-up and nail varnish are not permitted. Long hair should be tied up for Health and Safety reasons.**

School uniform, displaying our school logo, can be purchased from Marks and Spencer. Orders can be made online and items are delivered directly to parent's home addresses.

**School Uniform can be ordered on-line from M&S:**

**Website Address: [www.mandsyourschooluniform.com](http://www.mandsyourschooluniform.com)**

**Contact Number: 0844 544 7972**

**Email: [help@mandsyourschooluniform.com](mailto:help@mandsyourschooluniform.com)**

Plain school uniform can be purchased from high street shops and supermarkets.

## SCHOOL DINNER ARRANGEMENTS



Your child can have either school dinners, or packed lunches bought from home. **All Foundation Stage and Key Stage One children are eligible for Universal Infant Free School Meals.** The costs of school meals for Key Stage Two children is currently **£2.30**. All children having dinners will be able to choose which dinner they would like during registration every morning. They will have a choice of three meals, which will be colour coded: **Red** (meat option), or **Green** (vegetarian), or **Yellow** (light bite). ***If your child has a dietary requirement, i.e. an allergy/intolerance to certain foods/ingredients, please contact the school office to discuss having a special diet.*** A copy of the current school menu can be found at [www.parklandprimary.co.uk](http://www.parklandprimary.co.uk)

School dinners for Key Stage Two pupils **MUST** be paid for either on the day or in advance, ideally on a Monday for the week ahead. If we have not received sufficient money to pay for a requested school meal we will contact you and request that you bring a packed lunch into school. Parkland Primary School has a no debt policy in respect of school dinners. The school's preferred method of payment is the online payment service, ParentPay, please see page 8 for further details.



Packed lunches should be simple, healthy and easy to eat. Please make sure lunch bags/boxes are clearly named. Fizzy drinks and glass bottles are **not** allowed. We have a number of children and members of staff with severe nut allergies and therefore must ask that you ensure that your child's lunches or snacks **do not contain nuts of any sort**. Should we notice that your child is eating or has eaten nuts or nut related food, we will have no option but to telephone you and request that you collect the child from school in order to ensure that they do not come into contact with children and staff affected by nuts. Should you have any questions relating to this matter please do not hesitate to contact the school office.

## HEALTHY EATING



We are members of the 'Free Fruit for Schools' scheme, which entitles all Key Stage One children to have a piece of fruit, or other healthy food.

At break times the children will be offered a piece of fruit, or other healthy snacks to try. This is called 'Free Flow Fruit'.

**Please let us know if your child has any food allergies**

## MILK

*Cool Milk*  
[www.coolmilk.com](http://www.coolmilk.com)

Every child who is under 5 years old will receive a 189ml serving of milk each day. The school will register your child for free school milk at the beginning of the academic year. Their school milk will not only provide them with essential nutrients, but as it is re-hydrating and energy boosting it bridges the long gap between breakfast and lunch and helps children to stay focused.

Once your child reaches 5 years old, you can buy subsidised milk for 22p a day. **YOU WILL NEED TO REGISTER YOUR CHILD FOR THIS SCHEME.** Simply register at [www.coolmilk.com](http://www.coolmilk.com) or contact Cool Milk direct on 0844 854 2913.

**Please note that milk will continue to be free for children who are entitled and have applied for 'Free School Meals' once they are 5 years old.**





## PUPIL PREMIUM FUNDING AND FREE SCHOOL MEALS



Children in Foundation Stage and Key Stage One, Years 1 & 2, are entitled to Universal free school meals.

Meals for children in Key Stage 2 (Years 3,4,5 & 6) need to be paid for on the day or in advance, at a cost of £2.30 per meal.

**Your child may be eligible for Pupil Premium Funding, Free School Meals, Free School Milk and other financial assistance if you claim any of the following:**

- Income Support
- Income-based jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Pat V1 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Assessment for funding is very simple, please call Leicestershire County Hall on 0116 3055417 or speak to a member of staff in the school office. Please have your National Insurance Number to hand if you can, and you will be informed of your eligibility immediately.

Please inform the school office of the outcome of the telephone conversation. If you are eligible the relevant department will liaise with the school and the funding will be put in place.

Pupil Premium Funding is additional funding which enables the school to purchase resources for your child that would not otherwise be available. *It is therefore important that you register, if eligible, as soon as possible.*

**Pupil Premium Funding will also entitle your child to subsidised school trips and activities.**

## SCHOOL TRIP AND OUT OF SCHOOL ACTIVITIES

Each Year group arranges school trips and visits throughout the school academic year, which complement the curriculum activities within that year group. There are costs involved to cover transport and admission fees where applicable. Parent and carers are requested to make voluntary contributions, however, *if the school fails to collect sufficient money to cover the costs the trip or activity may be cancelled.*



Swimming lessons are arranged for children in accordance with the National Curriculum. Interventions will be put in place for any child who is not able to swim.

A residential trip is also offered to children in Year 6, which can be paid for in instalments. Details are issued to parents well in advance to allow for budgeting.

**If you think that your child may be eligible for Pupil Premium/ Free School Meals, you could be entitled to subsidised school trip and activities, please see page 7 for more details.**

### PARKLAND RANGERS – Wrap Around Care

Parkland Rangers is the school's on-site before and after school wrap around care service. Open to all children who attend Parkland Primary School, including Pre-School. Parkland Rangers are based in the Year 4 building with access available at the rear of the school.

#### MORNING SESSIONS:

**7:30am – 8:45 am (with light breakfast) - £4.50 per session**

#### AFTERNOON SESSIONS:

**Early - 3:15pm – 4:30pm - £4 per session**

**Late - 3:15pm – 5:45pm (with light snack) - £7 per session**

All bookings and payments are made via the online system ParentPay (please see below for further details). A completed registration form will also need to be completed; this can be obtained from the school office.

### PARENTPAY



At Parkland, our preferred method of payment is the secure online cashless system, ParentPay, which we believe provides parents with a much more convenient way to pay for trips, school dinners (Key Stage 2), before and after-school care and other activities. The benefits of ParentPay are:

- Enables you to pay for dinner money (KS2), trips and other items such as the school's wrap around service, Parkland Rangers.
- Offers a highly secure payment site
- Provides a history of all the payments you have made
- You don't have to worry about your child losing money at school

**You will receive your unique ParentPay account activation details when your child starts school.**

## HOMEWORK

Children are given different homework activities depending on their age. All pupils take home a reading book and we expect them to practice reading every day. It is just as important for children to listen to stories as well as reading to you.

Children receive a range of work such as phonics, spellings, maths and writing. There are a range of creative activities for them to try out too. Parkland use online learning and children will be signposted to online platforms, they will have their own logins to access their learning.

## BEHAVIOUR

- We have high expectations for pupil behaviour at Parkland, achieved through clear rules and fair consistent rewards and sanctions. We need parental support to enable understanding of right and wrong and of how behaviour choices have consequences.
- The rules are clearly explained from the very beginning so that children are clear about what is acceptable and what is not.
- Good behaviour is rewarded in a variety of ways, including stickers, special certificates, sharing successes with chosen people or notes home.
- A behaviour ladder is used to help the children see how their behaviour is being viewed by the teachers. A child's photo can move up or down the ladder depending on whether the behaviour shown is positive or needs to improve.
- When rules are broken consequences are given, including sitting away from activities for a short time, losing the opportunity to choose from activities, and for more serious behaviour issues a meeting with a senior teacher.
- If behaviour is a concern at playtimes, children are sometimes asked to stay inside.
- Parents are informed of serious behaviour issues at the end of the school day.



Our detailed Behaviour Policy can be found in the policies section on the school website.

## ATTENDANCE



At Parkland Primary School we are committed to raising attendance levels to ensure that each and every pupil achieves their fully potential.

Research shows that there is a direct relationship between attendance and achievement. Pupils with good levels of attendance generally are the pupils who make the most progress and achieve the best exam results in the future.

When a pupil has any time off school their learning is interrupted, and they miss valuable information from their teachers. We therefore encourage pupils to have a minimum attendance of 96% to ensure good progress. If you would like to discuss any issue that would prevent your child from attending school at any time please speak to Helen Brown, Attendance Officer, in the school office, or a member of our leadership team.



## ABSENCE / LATE ARRIVAL

Absences are always recorded in the class register. **If your child is going to be away from school for any reason, please inform the school by 9.00am.** Messages can be left on the telephone absence line, option 1, 0116 2782142 Late arrivals are marked in the register, if the child is not present when the register is taken. If your child arrives after 9.30am the mark we have to give shows as an absence on their attendance records, unless there is a reason for the absence, for example, a medical appointment and evidence has been provided. The register is a legal document, inspected by OFSTED and reported on at the end of the year. It is also important that you contact the School Office if your child is going to be late for any reason and they require a school dinner, so we can order the dinner in advance. Please can this be done before 10am. If your child has been away due to illness and has been seen by a doctor please provide evidence of the consultation or medication, they have been prescribed. This will enable us to ensure the correct mark is made in the school register.

## FAMILY HOLIDAYS IN TERM TIME

We do not grant any leave of absence during term time, unless there are exceptional circumstances. A family holiday during term-time therefore does not fall under the category of exceptional circumstances. The parent(s) of any child who has a total of 5 days absence recorded as a result of an unauthorised family holiday may be fined. Please enquire at the school office for further details.

## ILLNESS



Please do not send your child to school if they are poorly. A sick child will not learn, and often becomes upset at school. Please tell us if your child has an illness which could be infectious as soon as possible. Please note that if your child is suffering from vomiting and diarrhoea, they must stay at home for 48 hours (2 days) after the last bout. In cases of prolonged or repeated illness you may be asked to provide medical evidence for your child's records. Should your child become ill during the school day, we will contact you first at home, then on your mobile and

then at work. **It is important that we have the telephone numbers of at least two other people that can get to school quickly. Please inform the school office of any changes to contact details, as soon as possible.**

## MEDICAL NEEDS

Parents/Carers have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed. Our policy for supporting children with medical needs follows the guidance from the DFE Supporting Pupils with Medical Needs, which sets out a clear legal framework for the health and safety of all our pupils and staff. The systems for administering and supporting long term medical conditions (i.e. asthma, diabetes, epilepsy, and allergy) vary according to individual pupils. The storage of medication is planned and agreed. Please contact the school office for more information.

If your child requires short-term medication to be administered at school, please bring the medicine to the school office where you will be asked to complete a 'Request for Administration of Medication' form. Please be aware we can only administer medication prescribed by a doctor, for the named child concerned, and only then when the dose frequency is four times a day. This means that we cannot administer over the counter medication such as Calpol or Paracetamol

## SPECIAL EDUCATION NEEDS AND DISABILITIES

Special Educational Needs is the term used to say that a child has additional needs that have to be addressed in order to help them learn. The abbreviation SEND is used.

Each school has an SEND coordinator who has the responsibility for making sure SEND children are well supported and their needs are met.

If you have concerns or think that your child may have special educational needs, please ask to speak to Miss Helen Pugh, our SENDCO.

Special needs provision may include:

- Smaller intervention groups for both academic and behaviour support
- Personalised Provision Plans to record the academic targets and how these are achieved.
- Referrals to specialists from outside school, for example Speech and Language or Autism Outreach. This is done with prior parental consent



## COMMUNICATION

Effective two way communication with parents is very important to us at Parkland. We use Tapestry for pre-school and EYFS parents and class Dojo for KS1 and KS2. This allows your child's teacher to send messages easily to you and to receive communication from you. Our staff are happy to answer questions and communicate with you at the start and end of the day. It is important that they are allowed to look after all the children in their care and so it may be better to make an appointment to talk to them. Please call the school office and leave a message for a member of staff to get back to you.



**Parkland Primary**

@ParklandSch

Please follow us on twitter and keep up to date with what is happening around the school by viewing our website [www.parklandprimary.co.uk](http://www.parklandprimary.co.uk) both before your child joins us and once they are here.

Our School Website has up to date information. You can find copies of letters sent home, newsletters and much more.

We use a system called ScholarPack to send text and email messages to parents. From time to time these can be urgent. **Please ensure that we have your up to date mobile numbers and email addresses.**

## PASTORAL TEAM

At Parkland Primary School we have an onsite Pastoral Team who work with families and pupils, providing support and advice, to ensure the best outcomes for pupils. If you are experiencing any issues that you would like to discuss, or need help with, please do not hesitate to contact one of the team via the school office.

Teresa Butterworth	Inclusions Champion
Donna Mumford	Learning Mentor
Vanessa Smith	ELSA
Adele Watts	Assistant Inclusion Mentor
Helen Brown	Attendance Officer

## Academic Year 2021 - 2022

<b>Autumn Term</b>	
Schools Open	Wednesday 25 <sup>th</sup> August 2021
Bank Holiday	Monday 30 <sup>th</sup> August 2021
Mid-Term Break	Monday 18 <sup>th</sup> to Friday 22 <sup>nd</sup> October 2021
End of Term Break - School Closes	Friday 17 <sup>th</sup> December 2021
<b>Spring Term</b>	
Schools Open	Wednesday 5 <sup>th</sup> January 2022
Mid-Term Break	Monday 14 <sup>th</sup> February to Friday 18 <sup>th</sup> February 2022
End of Term Break -Schools Closes	Friday 8 <sup>th</sup> April 2022
<b>Summer Term</b>	
Schools Open	Monday 25 <sup>th</sup> April 2022
May Day Bank Holiday	Monday 2 <sup>nd</sup> May 2022
Mid-Term Break	Monday 30 <sup>th</sup> May to Friday 3 <sup>rd</sup> June 2022
End of Academic Year - Schools Closes	Friday 8 <sup>th</sup> July 2022
<b>Teacher Days</b>	<b>Teacher Days</b>
Monday 23 <sup>rd</sup> August to Tuesday 24 <sup>th</sup> August 2021	Tuesday 4 <sup>th</sup> January 2022
Friday 31 <sup>st</sup> December 2021	Monday 11 <sup>th</sup> July to Tuesday 12 <sup>th</sup> July 2022