



Parkland
Primary School

Learning together

New Intake 2020 - 2021

Key Information Booklet

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www.parklandprimary.co.uk

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WELCOME

Dear Parents/Carers,

Welcome to Parkland Primary School. We are really looking forward to working with you and getting to know your children. This booklet has been produced to help answer all those 'starting school questions'.

We are always available to help you. Just give us a call, or arrange to talk with our Foundation Stage Staff. We look forward to meeting you and your children as they embark on their learning journey at Parkland Primary School.

The Parkland Team

The Foundation Stage

The Foundation Stage is a crucial part of your child's development.

At Parkland we have created a warm and friendly unit for children in these initial stages of their school journey. The unit is clearly organised with exciting learning opportunities for children to enjoy and to help them achieve.

Play is a really important part of early learning as it teaches children not only knowledge and understanding through discovery, but also fundamental social skills such as sharing, co-operating and communicating.

Our Foundation Stage team consists of three teachers and three members of support staff. The adults work together in strong partnership so that the children get the best provision possible and opportunities to form relationships with a range of staff.

The school day involves a mixture of teacher led sessions and 'free flow' activity. Teacher led sessions are used to develop phonics, speech/language skills, writing, numeracy, creative and physical development and general knowledge and understanding of the world. During free flow, children are encouraged to choose from a number of carefully planned activities that will stimulate their learning and help them achieve their next developmental steps. Adults use questioning and facilitate learning through skilful intervention in the children's play.

Children's achievements and attainment are measured against the Early Years profile, set out by the Government and used by all providers of Foundation Stage education.

Class	Teacher Name
ASH	Miss Owen
OAK	Mrs Divers
BEECH	Miss Marvin
Support Staff	
	Sue Chambers
Tracey Davies	Lucy Downs

GENERAL INFORMATION

Mrs J Andrews – Interim Headteacher

Mr A Hayes – Deputy Headteacher

Mrs S Phillips – Assistant Headteacher

Starting school is a great opportunity for children to begin to develop independence and responsibility. Establishing routines in Foundation Stage is important in achieving these goals.

EQUIPMENT

- A raincoat and wellies
- A sunhat in the Summer
- Water bottle
- A packed lunch, if applicable
- A book bag
- PE kit



Please ensure all items are clearly marked with your child's name, in order that they are not lost and can be returned easily.

TIMINGS

- The school day starts at 8.50am, doors open at 8.40am, and finishes at 3.05pm. **If your child is absent please let the office know by 9.00am, 0116 2782142 option 1.**
- If you might be late to collect your child at the end of the school day, please let the school office know so that the situation can be explained to your child and upset avoided.
- If a different adult to the one that the teachers are familiar with is going to collect your child, please let staff know so that we can keep all the children safe.

STARTING SCHOOL

This year transition into school has looked quite different, [please refer to transition booklets and videos on our school website.](#)

The start in August will be phased, to allow us to get to know your child as quickly as possible in a short time. We will invite you to attend, with your child, for Stay and Play sessions to allow you to get to know the school. There will also be an opportunity for you to meet with your child's teacher and share information about your child and their needs.

The table below is subject to Government guidelines and therefore subject to change.

DATE	TIME	EVENT
26 th , 27 th & 28 th August	2 hour blocks	Parent and child stay and play sessions
Week commencing 1 st September	8.40am – 11.30am	Children in school mornings
Week beginning 7 th September	8.40am – 12.30pm	Children staying for lunch
Week beginning 14 th September	8.40am – 3.05pm	Children in school all day

Weeks commencing 1st and 7th September parents will be invited into school in the afternoon for a meeting with teachers.

SCHOOL UNIFORM

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

- BLACK Joggers/ leggings (Foundation Stage only)
- PLAIN WHITE shirt with collar/polo shirt/blouse with collar
- GREEN sweatshirt/jumper/cardigan/fleece
- BLACK school shoes only – no trainers or slip on shoes
- Sun hats for sun safety when appropriate

PE Kit

- Black shorts
- Plain white OR bottle green t-shirt
- Plimsolls (trainers are allowed for outdoor sports)
- Outdoor PE kit is needed weekly – we recommend black jogging bottoms and a green sweatshirt
- PE kits should be kept in a named bag
- Long hair should be tied back
- Earrings should be removed on PE days

Our school uniform is **BOTTLE GREEN** and can be purchased from Marks and Spencer. Parents will be able to order on-line or over the telephone and have the goods delivered to their home address. If you are unable to make payment by Debit or Credit Card please contact the Customer Services Department at M&S and they will advise you.

Custom clothing available to order will be:

Bottle Green Fleece	Velcro tie	Bottle green/white t-shirts
Bottle Green Jumper	Jogging bottoms	Book bag
Bottle Green Cardigan	Football shorts	Gym bag
White polo shirt	Bottle Green Sweatshirts	Small/large backpack

Items not listed above can be purchased from any high street store or supermarket, for example, Tesco, Adsa, Sainsbury ,etc



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

Website Address: www.mandsyourschooluniform.com

Contact Number: 0844 544 7972

Email: help@mandsyourschooluniform.com

25% discount will apply from 2nd July to 30th September 2020.

SCHOOL DINNER ARRANGEMENTS

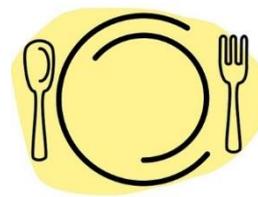
Your child can have either school dinners, or packed lunches bought from home.

All Foundation Stage and Key Stage One children are eligible for Universal Infant Free School Meals. From Autumn Term 2020, the costs of school meals

for Key Stage Two children will be **£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),

Yellow (light bite) or **Green** (vegetarian). *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



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.

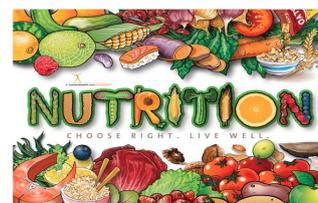


Packed lunches should be simple, healthy and easy to eat. Please make sure lunch bags/boxes are clearly named. Fizzy drinks and glass bottles are **not** allowed. We have several children and members of staff with severe nut/strawberry allergies and therefore must ask that you ensure that your child's lunches or snacks **do not contain nuts or strawberries of any sort.** Should we notice that your child is eating or has eaten nuts/strawberries or nut/strawberry 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/strawberries. 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 and the children will have fruit and other healthy food. During the day the children can choose when to have a piece of fruit and try other healthy snacks. This is called 'Free Flow Fruit'. **Please let us know if your child has any food allergies**



MILK

Cool Milk
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 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 3056588 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 Years 3 and 6 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 at the start of the Autumn Term.

HOMWORK

Children are given a choice of tasks to complete at home for each topic. Every day your child will bring a book home and we expect you to read with your child daily. We also send packs home to support your child, for example phonics and we hope you will engage in these activities.

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 phone the school office and let us know so we can advise your child's teacher accordingly. Also please inform school if someone other than yourself is picking up your child. **We do not allow the children to go home with somebody, other than those with parental responsibility, who we have not been informed about.**

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 in order 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.

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 OFTSED 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

Government guidelines, which came into effect on 1st September 2013, now prevent Headteachers from granting 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 those 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.

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 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.**

Class Dojo is also used to offer communication between parents and teachers.

PASTORAL TEAM

At Parkland Primary School we have an onsite Pastoral Team who work with families and pupils to provide support and advice to ensure the best outcomes for pupils. The team are very experienced and can help with advice on a wide range of issues that affect family and school life.

If you have any issues that you would like to discuss, please do not hesitate to contact one of the team either via the school office 0116 2782142, or Pastoral Mobile 07709888001. Please be assured that all matters are dealt with in a confidential manner.

Academic Year 2020 – 2021

SUBJECT TO CHANGE DUE TO GOVERNMENT GUIDELINES

Autumn Term	
Schools Open	Wednesday 26 th August 2020
Bank Holiday	Closed Monday 31 st August 2020
Mid-Term Break	Monday 19 th October to Tuesday 27 th October 2020
School Opens	Wednesday 28 th October 2020
End of Term Break - School Closes	Friday 18 th December 2020
Spring Term	
Schools Open	Tuesday 5 th January 2021
Mid-Term Break	Monday 15 th to Friday 19 th February 2021
End of Term Break -Schools Closes	Thursday 25 th March 2021
Summer Term	
Schools Open	Monday 12 th April 2021
May Day Bank Holiday	Monday 3 rd May 2021
Mid-Term Break	Monday 31 st May to Friday 4 th June 2021
End of Academic Year - Schools Closes	Tuesday 13 th July 2021
Teacher Days	Teacher Days
Monday 24 th August 2020	Tuesday 27 th October 2020
Tuesday 25 th August 2020	Monday 4 th January 2021
Monday 26 th October 2020 (disaggregated)	Friday 26 th March 2021