

# Welcome to **Parklands** *Junior School*



Parklands Junior School is a happy and high achieving school. We are a school where diversity is celebrated and high aspirations are supported and encouraged. We are committed to providing a safe, secure and stimulating learning environment where all children can develop their skills and talents.

Parklands Junior School offers a range of clubs which take place before and after school and we are extremely proud of our children's achievements in a wide range of sporting and musical activities. This handbook aims to provide you with some useful information about our school to make your child's transition to Parklands Junior School as easy as possible.

We very much look forward to working with you to support your child's learning.



# Key Information

## What are our school times?

Morning Session	8.55am - 12.15pm
Break	10.35am - 10.50am
Lunch time	12.15pm - 1.15pm
Afternoon Session	1.15pm - 3.20pm

## Breakfast Club

We have a Breakfast Club which opens at 7.45am. Please contact the school office to book a place.

## Arrivals and departures

Pupils are allowed into the playground from 8.45am and line up to go into class when the bell rings at 8.55am. Children are not allowed to leave the school without an adult during the school day. Please try to make appointments for doctors and dentists outside of school hours to avoid disrupting the school day for your child.

## School Policies

At Parklands Junior School we believe policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office and ask for a copy of a policy, or go online to [www.parklands.havering.sch.uk/about-us/policies](http://www.parklands.havering.sch.uk/about-us/policies)

## Uniform

A simple uniform is helpful in establishing high standards of appearance in school and helps to make children feel part of the school community. School sweatshirts, cardigans, PE shirts and ties can be purchased from Havering Schoolwear. Other items can be purchased from any high street store. Please ensure that all clothing is clearly labelled with your child's name.

## Winter uniform

### Boys:

- Dark grey or black trousers
- White shirt or polo shirt
- School jumper
- School tie (with white shirt only)
- Black shoes or plain black trainers

### Girls:

- Dark grey or black skirt or trousers
- White shirt or polo shirt
- School jumper or cardigan
- School tie (with white shirt only)
- Black shoes or plain black trainers. No boots

## Summer uniform

### Boys:

- Dark grey or black trousers/shorts
- White shirt
- Parklands polo shirt
- Black shoes or plain black trainers

We do not allow high heels or strappy sandals. Children should wear ankle or knee length white socks or black, grey or red tights. Jewellery is not permitted in school.

### Girls:

- Red checked dress
- Dark grey pinafore dress or skirt
- White shirt
- Parklands polo shirt
- Black shoes or plain black trainers

## P.E.

Black shorts, a school PE shirt, dark tracksuit and trainers should be worn for PE.

## Hair

For safety and hygiene reasons, we ask that shoulder length and longer hair is tied up. Extreme styles are not permitted. This includes shaved patterns (scrolls, tramlines etc.) and dyed hair/hair extensions. Hairbands and bows should be small and plain (no bigger than a 50p piece).



## Food in school

### School meals

We offer a selection of freshly cooked school lunches every day. Vegetarian options are available. The canteen is run by Havering Borough Council. Parents pay for dinners using a cashless catering system, "Squid." For more information about Squid, please contact the school.

### Free School meals

From Year 3 upwards, families are charged for school meals. If you are receiving certain benefits, your child may be entitled to receive free school meals. For more information, please contact the Havering Benefits Office. All applications are treated in complete confidence.

### Packed lunch

We encourage healthy eating. If you provide your child with a packed lunch, please make sure that it contains healthy choices. If you need further information about what we recommend, please contact the school office.

### Snacks

Children can have a healthy snack at break. They can bring something from home such as a piece of fruit or raw vegetables. Children can also buy healthy drinks and snacks at school during break time. Water is always available in school.





# Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

## Absence

There are valid reasons why pupils cannot attend school, such as illness. Please see our illness guide on <http://www.parklands.havering.sch.uk/about-us/attendance> to find out when it is appropriate to keep your child at home.

If your child is ill please contact the school office on 01708 743404 by 9.30am. If you have not contacted us, our Attendance Officer will telephone you to find out why your child isn't at school. This is for your child's safety, so please be understanding if you receive a call from us.

## Holidays

Regular attendance at school is vital to ensure your child makes good progress, and remains part of the school community. To ensure the best outcome for your child's education, and in line with government policy, holidays must be arranged during the school holiday period. We will not normally give permission for any absence for holidays during term time, so any such absence will be unauthorised.

Fines may be issued to parents for unauthorised absence. There may be exceptional circumstances when the school may authorise an absence. If you want to make such a request, please write to the Headteacher, giving at least 14 days notice before the period of absence.

## Clubs and activities

We are proud of our excellent reputation for musical performance and sporting achievement. We have a wide range of extra-curricular activities available, including:

- Annual staged musical
- Basketball
- Cricket
- Breakfast club
- Quad animal care
- Art
- Athletics
- Choir
- Football
- Activity club
- Multi-skills sports group
- Photography
- Gardening club

## Animal Care

We keep chickens, rabbits, pygmy goats and guinea pigs at the school. Children can volunteer to help look after the animals at lunchtime.

## Special Education Needs

We are ambitious for all our pupils and have high expectations for what they can achieve. We want all of our children to have the best outcomes, so we are committed to the removal of any barriers that may prevent this. Our school is a single storey range of buildings and has full disabled access including ramp access and we encourage full participation in clubs, trips and visits and provide support as appropriate. We aim to identify children who need additional support at the earliest stage possible.

## Staff

We provide regular training for our staff and also liaise regularly with a range of external professionals including Educational Psychologists, Behavioural Support Staff and Speech and Language Therapists. The Pastoral Manager is always available to discuss any concerns parents or carers may have. Our Headteacher is also our Special Educational Needs Coordinator (SENCO).

## Gifted and Talented

Our 'Aiming High' programme has been developed to stretch our more academically able children. Our pupils on this programme are involved in a range of projects, including partnership work with University College Oxford. We also provide additional teaching to Year 6 students in preparation for SATs tests.

## Charging policy

We recognise that a wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. If this causes difficulties we hope you will contact the school.



### Emergency arrangements

For information about emergency school closures please phone 0208 408 7508 and enter the School's DCSF number, which is 3112055... or go to <http://map.lgfl.org.uk/opencheck>

Select 'Havering' and then 'Parklands Junior School' from the 'options' menu on the left hand side of the screen.

### Medicine in school

We can only administer medicines which are prescribed by a doctor, and if parents have completed the "Parental Agreement for School to Administer Medicine" form. Medicine will be administered by a designated adult at the school.

## Working with parents

### Parental involvement

The school recognises the value of parental and community involvement, and as such parents are always welcome to help in school.

### Meet the teacher

The majority of our pupils come from Parklands Infant School, and an induction meeting for new parents is held in the summer term. A 'meet the new teacher' visit is arranged for the pupils in the weeks before the end of term too.

### Your child's progress

Pupils complete an evaluation as part of their report. An open day for parents to view pupils' work is also held at the end of the summer term, with pupils conducting tours around school. Information meetings are also held at various times during the school year. We will also provide advice and guidance to parents on how to support their child's learning at home. We also run

- Parent workshops/learning support groups
- Drop in sessions with our Pastoral Manager

### Assembly

Throughout the school year there are several class assemblies and special assemblies, to which we invite parents. We will send out invitation letters to let you know when they are happening.

### The Home School Agreement

We believe it is essential to have strong links between home, school and the community. To help achieve this, all children, parents and teachers are asked to sign a Home School Agreement, which outlines the intentions of all three parties.

### Pastoral Manager

We are committed to working in partnership with parents and carers to support our children and their families. We are extremely fortunate in being able to offer a daily drop in service managed by Janette Watmough, our Pastoral Manager. Janette is available to provide advice and support on a range of issues and is able to make referrals to other agencies as appropriate. Janette's office is located in the main reception area. She is available from 8.30am every morning.

### Contacting Parents

All parents are contacted via the Group Call Text Message and E-mail Service if there is an important issue, for example a school closure. We may need to contact you urgently during the day, e.g. if your child becomes ill, so it is very important that we have your contact details. Please remember to let us know immediately about any changes to your information, especially telephone numbers and email addresses.



# Privacy Notice

## Data Protection Act 2018: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and / or the Department for Education (DfE).

We use this personal data to:

- Support our pupil's learning
- Monitor and report on their progress
- Provide appropriate pastoral care; and
- Assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the school office.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 2018.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and / or DfE collect and use your information, please visit:

- Our local authority at [www.havering.gov.uk](http://www.havering.gov.uk)
- The DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- To view our full privacy notice please visit: <https://www.parklands.havering.sch.uk/about-us/policies>



# Step 1: Admission Form

Class

Please complete this form, leaving any parts blank that are not relevant. If there are parts you cannot yet complete please tell the school about these when you hand in the form.

Child's Surname (Legal not preferred):	Forename(s) (as on Birth Certificate):
Home Telephone No:	Preferred Forename:
Middle Name:	Date of Birth:
Home Address:	
Post Code:	Gender:

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

## Parent(s)/ Legal Guardian(s) with whom the child lives

Do you have Legal Parental Responsibility?	Do you have Legal Parental Responsibility?
Mother's Name:	Father's Name:
Relationship to pupil:	Relationship to pupil:
Address:	Address:
Mobile no:	Mobile no:
Mother's occupation:	Father's occupation:
Work Phone No:	Work Phone No:
Email:	Email:
Signature of Mother/Guardian:	Signature of Father/Guardian:

## School Office Use Only

UPN No:	Admission No:
	Admission Date:

**Emergency Contacts:**

1 .Name:	3. Name:
Telephone Number:	Telephone Number:
2. Name:	4. Name:
Telephone Number:	Telephone Number:

**Educational history (Last school attended) The new school will obtain earlier school records from the school named below:**

School Name	Address	Telephone

**Meal Arrangements**

Are you **entitled to claim** free school meals for your child?

**Dietary Needs**

Specific conditions which require regular medication or special treatment, e.g. dietary requirements. Please give details:

**Medical**

**Doctor's Practice:**

Tel no:

Please indicate if any of the following apply to your child:

Hearing Difficulties ..... Colour Blind ..... ADHD ..... Epilepsy ..... Asthma ..... Allergies

Please give full details of allergies, medication and any health problems:

INHALER: Does your child use one?

If yes, your child will need an inhaler at all times.



### Special Needs

Please make an appointment to speak with our Special Needs Co-ordinator if your child does have an identified special need.  
Does your child have any Special Educational Needs/Disability?  
If yes, please state which Special Education Needs/Disability your child has:

1 <sup>st</sup> Language Spoken	Religion	Ethnic Origin
---------------------------------	----------	---------------

--	--	--

What is the main language spoken at home?

**Travel Arrangements: How will your child normally get to and from school?**

Walks      Car      Bus      Bicycle

**Any other information you wish to share**

--

Signature of Mother/Guardian:

**Date:**

Signature of Father/Guardian

**Date:**

# Step 2: Internet Agreement

## Pupil Acceptable Use Agreement

Parent/Carer of:	Class:
------------------	--------

These rules will keep me safe and help me to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send, or I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission. I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carers has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.

I have read and understand these rules and agree to them.

Signature Parent/Carer:	Date:
-------------------------	-------

## CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child:

Childs Name:	Class:
--------------	--------

1. To take part in school trips and other activities that takes place off school premises; and
2. To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include:
- All visits (including residential trips) which take place during the holidays or a weekend
- Adventure activities at any time
- Off-site sporting fixtures outside the school day
- Short notice Head Teacher Reward trips
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Signature Parent/Carer:	Date:
-------------------------	-------

# Step 3: Forms

## Photography and the use of images

The speed and ease of processing digital images has led to an increase in their use in schools. During the course of the school year there may be opportunities to publicise some of the activities your child is involved in. This may well involve filming or photographing children for use in the local media. As a school, we welcome these opportunities and hope that you do too. There may also be occasions when we arrange photography for our own purposes, such as displays, school brochures or for our school website.

Photography or filming will only take place with the permission of the headteacher, and under the supervision of a member of staff. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out.

We believe that positive publicity benefits all involved with the school. Nevertheless, we will not involve your child without your consent. Could you please take a few minutes to fill in the form below. Images of your child held by the school can be viewed upon request. You may withdraw consent at any time.

Name of child (Block Capitals):	Class:
Name of person responsible for the child:	
I understand that images may be taken of my child as follows: <ul style="list-style-type: none"><li>• By the local media in covering school activities that show the school and children in a positive light. These may include drama and musical performances, sports and prize-givings</li><li>• By teachers/learning support assistants for use in displays and publicity material. (Images will be used for a maximum of 4 years and will then be placed in a school archive).</li></ul>	
Having read the statement above, do you give your consent for photographs or other images to be taken and used?	
my consent for pictures to be taken and used for a maximum of 4 years, and then placed in a school archive	
consent for pictures of my child to appear on the school website.	
Signature Parent/Carer:	Date:

# Step 4: Home – School Agreement

## THE AIMS AND VALUES OF THE SCHOOL

Parklands Junior School is committed to working with individual families and their children to provide the highest quality of education.

We value the partnership of shared values. Our aim is to develop confident youngsters, capable of independent learning, ready and willing to operate as responsible and effective members of the community equipped for the challenges ahead.

Name of child (Block Capitals):	Class:
---------------------------------	--------

### Parents/Carers I / We will:

- See that my/our child goes to school regularly, on time and properly dressed.
- Provide an explanation if my/our child is absent, in accordance with the school's attendance policy.
- Make the school aware of any concerns or problems that might affect my/our child's work or behaviour.
- Support the school's policies and guidelines for behaviour and discipline.
- Support my/our child in homework and other opportunities for home learning.
- Attend parents' evenings and discussion on my/our child's progress.
- Get to know about my/our child's life in school.
- Not arrange holidays during term time.

Signature Parent/Carer:	Date:
-------------------------	-------

### School – The School will:

- Promote each pupil's health, safety and wellbeing.
- Encourage the pupils to do their best at all times.
- Encourage the pupils to take care of their belongings, surroundings and others around them.
- Provide a broad and balanced curriculum and strive to meet the individual needs of the pupil.
- Let parents know of any concerns or problems that affect the pupil's attendance, work or behaviour.
- Keep parents informed about general school matters and about the pupil's progress in particular.
- Arrange parents' evenings during which progress will be discussed.
- Be open, welcoming and supportive at all times and offer opportunities for parents to become involved in the life of the school.

Signature Parent/Carer:	Date:
-------------------------	-------

### Pupil – I will:

- Attend school regularly and on time.
- Do all my classwork and homework as well as I can.
- Be polite, helpful and considerate to everyone within school and outside.
- Wear the school uniform and be tidy in appearance.
- Remember that I represent my school, both at school and outside.
- Keep the school free from litter and graffiti.
- Always behave sensibly in class.
- Look after my personal belongings.

Signature Parent/Carer:	Date:
-------------------------	-------



How to contact

# Parklands

*Junior School*

Telephone: **01708 743404**

Fax: **01708 742184**

Email: **[parents@parklands.havering.sch.uk](mailto:parents@parklands.havering.sch.uk)**

[www.parklands.havering.sch.uk](http://www.parklands.havering.sch.uk)

Parklands Junior School

Havering Road, Romford, RM1 4QX

