

Information for Parents



Part of St Stephen's Multi Academy Trust.



Mission Statement

Parkfield Primary School is a place where we recognise and value the diversity of qualities each person brings to the school. We seek to foster an enthusiasm to learn, within a calm, purposeful environment in order to develop the full potential of all.

Dear Parent/ Carer,

I hope you will take the time to read this prospectus. It contains information that will be useful to you whilst your child is at Parkfield Primary School or if you are considering it as the school of your choice.

I can assure you that the school has a dedicated and caring staff. We are determined to ensure the children are happy and achieve their full potential both in and out of the classroom. We will do this by giving your child access to high quality teaching and extensive extended school provision, offering care from 8.30am starting with our daily breakfast café running through to our afterschool school clubs which finish at 4.15pm.

Recently we have formed a Multi-Academy Trust to enable us to share our expertise and proven track record with other schools; currently there is one other school, St Stephen's Church of England Primary, within our trust. Within our school and across our Trust, practice is constantly moving forward and we have many exciting things planned for your child to experience. This includes challenging all pupils to be the best that they can be in all aspects of school life, enhancing our reading opportunities for pupils so that they develop a love of reading, enhancing our computing curriculum, using new technologies, throughout the children's learning whilst still emphasising the traditional aspects of school life such as Sports Day and Open Evenings. At Parkfield we offer an extensive range of educational visits which bring learning to life for our children and we feel that this is an important part of the learning process.

Included in this prospectus (at the back) is a copy of our new Home School Agreement. We would like you to read this carefully with your child as it asks you both to make a number of promises as indeed I make on behalf of the school. A copy of this agreement will be kept in school, once it has been signed, when your child joins our school.

I am proud to be the Executive Headteacher at St Stephen's Church of England Primary Multi Academy Trust. All parents are welcome at Parkfield to share successes and to learn with us to support your child during their time here, but also to discuss any concerns you may have.

I will keep you informed through newsletters and posts on our Facebook page on a regular basis to keep you up to date with all our activities and achievements, though please do not hesitate to contact us should you have anything you wish to discuss. We have an open door policy in our school, families are always welcome to visit and see our school at work.

Mr W Downing
Executive Headteacher

Meet our Team

Chair of Multi Academy Trust	Mr R Whitehouse
Chair of Local Governing Body	Mr P Flynn
Executive Headteacher	Mr W Downing
Deputy Headteacher	Mrs T Robinson
Assistant Headteacher	Mr M Cross
SENCO	Mrs T Robinson
Trust Business Manager	Mrs K Banks
Office Manager	Mrs J Walters
Site Manager	Mr P Davies

Year Group	Teacher	Support Staff
Foundation	Miss G Tandy	Miss T Sailsman Mrs D Richardson
Year 1	Mrs I Upstone	Mrs G Smart
Year 2	Mrs C Wilkes	Mr O Mulloy
Year 3	Mrs Y Turner	Mrs K Hadley
Year 4	Miss C Maychin	Mrs L Chater
Year 5	Mr T Cooper	Miss A Bansal
Year 6	Miss K Ruff	Mrs M Smith
PPA cover	Mrs A Qaiser	-

School Governing Body

Members

Mr R Whitehouse (Foundation Member)
Mrs J Bickley (Member)
Mr G Hawkins (Member)
CECET (Foundation Member)
Vacancy (Member)

Trust Board

Mr W Downing (Executive Headteacher)
Mr R Whitehouse (Chair, Foundation Trustee)
Mrs J Bickley (Vice Chair, Trustee)
Mr P Flynn (Trustee)
Mr M Smith (Trustee)
Mrs J Whitehouse (Foundation Trustee)
Mrs A Kelshaw (Trustee)
Mr T Richardson (Trustee)

Parkfield Primary School Local Governing Body

Mr W Downing (Executive Headteacher)

Mrs T Robinson (Deputy Headteacher)

Mr P Flynn (Chair, Governor)

Mrs R Evans (Vice Chair, Governor)

Mr L De Silva (Parent Governor)

Mr M Cross (Staff Governor)

Mrs J Howl (Parent Governor)

Mrs T Argyle (Governor)

Mrs N Kimbell (Governor)

The Chair of the Local Governing Body can be contacted at: -
Parkfield Primary School

The Clerk to the Governing Body can be reached at: -
Parkfield Primary School

There are three full Local Governing Body Meetings this school year; there are also a number of Committee meetings.

All Governors serve for a term of four years and the election of Chair and Vice Chair of the Trust and of each Local Governing Body is held annually. Members of the Trust have appointed Services 4 Schools as their Clerk.

Parkfield 6

Our aims and values are best explained by the 'Parkfield 6'. They were created by the staff and pupils and truly reflect what we are about.

Unique – individuals, celebrate differences, be yourself, independence, treated fairly, same rules for everyone, equal opportunities

Aspire – aim high, don't limit yourself, work hard, open mindset, endeavour, awareness, passion, ambition, be your best at all times (behaviour), have dreams and goals

Persevere – keep trying, don't give up, collaboration, resilience, determination, positive attitude towards school and life

Achieve – reach potential, make progress, could include leadership, excellence, provide opportunities and chances to excel, be responsible

Respect – fair play, integrity and honesty, taking care of the environment and ourselves, pride in our school and appearance

Together - belonging, support each other, ownership for our school, community, belonging, friendship, part of the Parkfield family, participation, working together

U are A Part of Parkfield

The School Day

In the morning, school begins at 8.50 am with the school doors opening at 8.45. A teacher will be on duty each day from 8.30 am, when the breakfast café opens. School cannot be responsible for children before this time. Children should enter school through the Key Stage 2 door from the playground. Parents should not come into school with children but remain outside. Playground doors and gates will then be locked; parents and late children should then use the front door of the school. It is hoped every effort will be made for children to be at school 'on time', the first twenty minutes is a very important part of the day.

There is a fifteen-minute morning break between 9.45am and 10.00 am.

Lunch Break: 12.00pm - 1 pm

During the morning break, all children will be given a piece of fruit to eat each day. Children may bring a drink in for morning break; this should be in a carton or plastic bottle. This should be fruit juice, water or a milk flavoured drink (**no fizzy drinks** should be sent to school).

Alternatively, you can request to buy school milk which costs £12 each term which is excellent value and much healthier.

Children who are entitled to free school meals will receive free milk each day, as will children under 5 (up to and including the term in which they are 5).

The school day ends at 3.25 pm when the children will tidy away and collect their belongings. Children in Foundation Stage are collected from outside their classroom door. If for any reason a child is not collected, they will be kept by the main entrance until the parent arrives and the school will attempt to contact parents.

We also ask that if for any reason someone other than a named contact is collecting your child at the end of the school day that you inform either the class teacher or the School Office.

If it is necessary for a child to leave school for any reason during the day the parent should sign the child out of school and sign them back in when they return. Under no circumstances will a child be allowed to leave the premises during the day unless they are collected.

Children joining school in Foundation Class

All children joining Reception class in September will have an opportunity to visit the school before this time; one of these visits will also invite parents and carers. Each child will then receive a welcome letter, a school prospectus and an individual time and date at which to begin the school term.

As your child gets ready to start school, there are two important things for you to do:

1. Give your child confidence:

- You want your child to feel happy about coming to Parkfield and to be excited about the things that happen including the friends they will make.

2. Make sure your child has the basic skills that are needed to do well at school. We would find it helpful if your child was able to do some or all of the following things when starting school:

- be able to get dressed after PE and games
- be able to put on their own coat
- be able to go to the toilet and wash hands afterwards
- be able to eat lunch without help
- be confident enough to ask for help when necessary

The Curriculum

All classes from Year 1 will now be following a curriculum in line with the National Curriculum 2014. Foundation stage children will follow the Early Years Foundation Stage Curriculum (more information can be found in the Development Matters document). Policies and schemes of work including a teaching and learning policy are all available in school or from our school website.

Religious Education (RE) is seen as an important part of the school curriculum. Acts of daily collective worship are undertaken through whole school assemblies or, class worship or class prayers. This underpins our whole philosophy of being a church school. We are proud of the strong links we have with St Stephen's Church. Mass is celebrated at Church with the priest every term and the priest visits school frequently to deliver assemblies based on our Christian Values. If parents wish their child to be withdrawn from any of the RE aspects of school life, they have the right to do so and should make a written request to the Executive Headteacher.

As part of the RE programme we would expect that children attend visits to places of worship. Any parent/carer has a right to withdraw their child from RE or Collective Worship in school but must notify school in writing of this intention. Supervision of any pupils withdrawn from RE and/or Collective Worship is arranged by the child's parent/carer.

Physical Education (PE) is a required part of the curriculum; all children are expected to take part. Should there be a medical reason as to why they should not take part, a note to school will be required. Please make sure children have a suitable change of clothes for games and gymnastics and also a pair of pumps or trainers – very important. Swimming forms an important part of PE and is part of the required curriculum.

Sex education within school forms part of our PHSE Policy. Families who have children in Year 5 and Year 6 will be contacted before any specific teaching takes place so they may view the appropriate material. If the subject does arise in other classrooms, it is discussed and dealt with in a way appropriate to the year group of children.

There is also a hidden curriculum where we aim to develop respect, resilience and responsibility for both our school and the wider community and an understanding and acceptance of their role within it. We recognise children as individuals and help to develop their individuality within a stable and secure environment. We also ensure the sharing of views and beliefs with children and adults. We value

honesty, respect, consideration and developing self-discipline. British Values are embedded throughout school life.

School Improvement

The statistics included are percentages of children at the end of Early Years, Year 1, Year 2 and Year 6, who achieved the expected target grade for children of that age group and, where appropriate, includes percentages of children reaching above the expected standard.

Though there are many factors that may affect such results, we are happy and proud at Parkfield that all our standards of attainment reflect our insistence of high quality teaching in our school.

End of Early Years

	2017	2018	2019
Good level of Development	70%	73%	

Year 1 Phonic Screen

	2017	2018	2019
Expected Standard	87%	80%	76%

Year 2 Phonic Screen

	2017	2018	2019
Expected Standard	67%	50%	57%

End of Key Stage 1

At Expected Standard

	2017	2018	2019
Reading	73%	71%	68%
Writing	77%	68%	65%
Mathematics	83%	74%	71%

Above Expected Standard

	2017	2018	2019
Reading	23%	39%	19%
Writing	30%	36%	16%
Mathematics	37%	32%	23%

End of Key Stage 2

At Expected Standard

	2017	2018	2019
Reading	72%	59%	77%
Writing	76%	69%	83%
Mathematics	75%	55%	80%
RWM Combined	79%	52%	73%
SPAG	84%	69%	80%

Above Expected Standard

	2017	2018	2019
Reading	29%	14%	27%
Writing	16%	10%	13%
Mathematics	16%	7%	20%
RWM Combined	6%	3%	7%
SPAG	26%	28%	33%

School Uniform

Both Governors and staff would like to stress how much importance we attach to the wearing of school uniform, it certainly helps to foster a sense of belonging and helps children be ready to complete their school work. It also is cheaper to provide for in many ways, eliminating the desire to send children in designer wear.

We ask for children to attend school in a school sweatshirt, shirt or polo shirt and a grey skirt or trousers. A school dress may be worn in the summer. If possible shoes rather than trainers are desirable; trainers can then be used for PE. School ties are available from the school office if desired and also add an extra feeling of belonging to Parkfield.

Sweatshirts bearing our own school logo are available in school as well as ties, PE kits and school book bags.

Sweatshirts (red) from £8.50

Sweatcardies from £9.00

PE Kit - Polo Shirt £5.50

- Shorts £5.00

- PE Bag £4.00

Book Bags £5

All items should be clearly marked with your child's name.

PE plays an important part of time at school and parents should provide children with kit suitable for gymnastics and dance in the hall and games outside. A pair of pumps or trainers are vital for games lessons. These also should be clearly named and preferably kept in a pump bag which can be hung on the child's peg. T-shirts and school shorts are also available from the school office at a very competitive price. The children do feel proud and develop a sense of belonging when wearing the school uniform.

Jewellery and Valuables

Children should not wear jewellery of any kind in school, with the exception of small plain studs if children have pierced ears.

Valuables and personal possessions should also not be brought into school, everything children require to work at school will be provided and so nothing extra is needed.

If you feel it necessary for your child to bring a mobile phone to school, it must be handed in to the school office to keep. No mobile phones should be kept by the children; these will be taken from the child and returned to you.

Care of Your Children

Great emphasis is placed on providing exceptional pastoral care. The Executive Headteacher as well as all staff are always ready to deal with individual concerns and it is hoped that parents will not hesitate to come along and discuss any anxieties that may arise. Parents who wish to talk to their child's class teacher should endeavour to do so at the end of the school day, as any attempt to talk to class teachers during school hours will, of course, disrupt the children's work.

Similarly, if we are anxious about a particular child we will contact parents. The care of all children at Parkfield is our priority. We hope to establish a partnership with parents for the care of children while at school. Please never hesitate to contact the school or come in and talk to the Executive Headteacher about any problems you may have or want to share. An appointment is not necessary and should the Executive Headteacher not be available Mrs Robinson the Deputy Headteacher will always try to be available.

Medical Matters

A general health assessment will be done for every child on entry to the Reception class and also periodically throughout their time at school. The school nurse will visit school to carry out general health surveillance; they will inform parents of any concerns, and make referrals on their behalf to the appropriate medical service.

The School Nurse visits school regularly to deal with routine matters such as hearing and vision tests, and to follow up any specific problems. It is possible for parents to meet the nurse in school if they wish to, or to arrange a home visit.

The nurse will arrange a medical assessment of your child, usually during their first year in full time school.

Medicines in School

Staff in school have no obligation or training to administer medication during the school day. However the following policy has been agreed: if a child is on long-term medication or needs to complete a course of medicine after an illness, then staff are prepared to administer medication provided it has been prescribed, and needs to be taken 4 times a day.

To prevent any confusion, the following procedure should be followed: the medicine should be clearly marked with the child's name and be brought to the office for safekeeping. Parents should complete a 'medicines in school' form which gives details of the medicine, dosage and timings. Parents are requested to bring the medicine into school themselves and not to send it in with their child.

Inhalers

Any pupil who needs to have an inhaler in school is allowed to bring one with them from home. We ask that a permission form is signed giving designated staff permission to assist the child with their inhaler. There is an emergency inhaler kept in school and there are staff trained to administer this if necessary. Any inhalers left in school should be clearly marked with the child's name and dosage.

Holidays and Absence from School

We ask for your co-operation in encouraging your child to arrive punctually at school so that no learning time is lost. The first 20 minutes of school are very important in getting the children to settle down to work and persistent lateness has to be reported to our Education Welfare Officer who will act accordingly. Should children be late, only the main entrance to school will be open in the interests of security. Regular attendance too, is obviously essential to your child's progress. Please telephone or send a message if your child is absent for any reason, preferably on the first day of any absence. Please provide a note to confirm and authorise the absence on return. It is not possible to authorise the absence for reasons such as shopping and oversleeping. We are proud of our pupils' achievements and this is not possible where children do not attend school regularly, therefore we urge you to work with us to achieve the highest possible attendance for your child so that they can excel during their time here.

Legislation introduced in September 2013 states that any application for holiday (this is now called leave of absence) must be in exceptional circumstances and must be approved by the Executive Headteacher. Governors have delegated this responsibility to the Executive Headteacher who will report on leave of absence taken to them on a termly basis through the Local Governing Body and Trust Board meetings.

The current law does not allow parents to take their child(ren) out of school during term time. Parents can be fined for taking their child(ren) out of school during term time without consent from the school.

School Lunch

Under the new guidance, all Key Stage 1 children are entitled to a free school meal.

There are three options you may wish to choose:

1. School lunch paid/free
2. Packed lunch from home
3. Home for lunch*

Please could you inform school at the beginning of the term of your intentions. Should you wish to change these arrangements please inform the school in a written form. This should only ever be on a weekly basis; it will not be possible to change on a daily basis. It is always helpful if children paying for a school lunch could bring money in an envelope with their name, class and amount enclosed. Any applications for free school meals should be made at the Civic Centre who will then inform the school.

* Lunchtime is an important aspect of the school day where pupils learn how to socialise and play appropriately as well as get the exercise they need to stay healthy. In exceptional circumstances, children may go home for lunch. In these cases, they should return to school before the beginning of the afternoon lessons (by 12.55pm).

Smoking

Parkfield Primary School has been designated by the Governors as a 'No Smoking Site'. This means no smoking anywhere on the site, either inside or outside the building. Staff, parents and all visitors are expected to adhere to this policy.

Dogs

For a number of reasons including safety, children's fears and health related reasons, we request that no dogs are brought onto the school site even if they are on a lead.

Health & Safety

The school works hard to maintain the health and safety of all who use our premises. We keep a record of health and safety issues and the actions taken to address them. If you have a concern about health and safety, please report it immediately to the School Office so that appropriate action can be taken.

Accidents / Illness at School

Parents are requested to keep us informed of any change of address or telephone number and to leave us with one other emergency contact number in case of an accident or illness at school. The emergency contact should be a person who has permission and accepts responsibility for collecting your child from school if we could not contact you.

If a child has a minor accident such as a fall which does not require further attention, but we feel you should be informed about, a letter will be sent home for information.

If a child has an accident that we feel does require further attention, we will make every effort to contact the parent or named emergency contact, so that the child may be comforted by someone they feel close to before being taken for further treatment. If however we could not make contact with either the parent or emergency contact the child would be taken to hospital by a member of staff while someone at school continues to try to make contact with home.

If an emergency occurred, an ambulance would be called immediately and then school would try to make contact with the parent.

Charging Policy

From time to time the school arranges educational visits or events in school for which the school is charged. Fees and charges include hire, transport, entrance charges and charges for external staffing. When necessary, the school may request a voluntary contribution of £7.50 for such activities. No child will be prevented from taking part in these activities on a financial basis. However these activities can only take place at the present level on the basis of receiving sufficient voluntary contributions from parents.

Complaints Procedure

It is hoped that parents who have a complaint to make will in the first instance approach the Head of School; most such complains can best be resolved informally within the school. Should this not be case, the Executive Headteacher can be contacted or a formal complaint may be made to the

Governing Body. In these circumstances parents may obtain, from the Executive Headteacher, copies of the documents explaining arrangements for the consideration of complaints.

All information in this prospectus is correct at the time of printing, but it is possible that changes may occur in the course of the school year.