



**Parklands**  
Educate Together

# **Parklands Educate Together Primary Academy**

“Learn together to live together”  
“No child an outsider”



Jeremy Hughes, Headteacher, says:  
It's wonderful news that you have chosen  
our school for your child. Thank you!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 7 is Key Information and pages 8-9 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01934 404 555 and we will be happy to help!

Term dates

On page 11 you will find term dates.

Welcome

Welcome to Parklands Educate Together Primary Academy and I look forward to getting to know you and your child.



Step 1

Legal surname		Legal forename	
Middle name(s)		Date of birth	
Gender:		Previous school/ nursery:	
Address			

Please provide details of adults with Parental/ Guardian responsibility, including any who may not live at the main address above.

Title:		Title:	
Name:		Name:	
Gender:		Gender:	
Date of birth:		Date of birth:	
Relationship to child:		Relationship to child:	
Address (if different from above)		Address (if different from above)	
Mobile number		Mobile number	
Home/ work number		Home/ work number	
Email		Email	
Ni Number		Ni Number	

Please provide the details of any other people you may wish to be contacted in an emergency, placing them in the order you would wish them to be contacted.

Name	Relationship to child	Phone Number

Please provide a password for collection if you ever need to nominate another adult: .....

Does a Parent or legal Guardian work for the Armed Forces? Yes ☐ No ☐

Is the child named above currently Looked After? Yes ☐ No ☐

Parent Consent- please tick to confirm your permission (see notes overleaf):

Photography ☐ Local visits ☐ Internet access ☐

Travel Arrangements- please tick the mode(s) of travel to school:

Bicycle/ scooter ☐ Car ☐ Walk ☐ Taxi ☐ Bus ☐ Car share ☐

Ethnicity:		Religion:	
Country of birth:		Nationality:	
Home language:		Other languages spoken:	

Please tear here

Health Questionnaire

Name of GP	
Medical Practice	
NHS number (if known)	

Does your child suffer from any of the following?

Seizures ☐ Allergies ☐ Asthma ☐ Diabetes ☐

If yes, please give details:


Does your child attend a hospital or clinic regularly? Yes ☐ No ☐

If yes, please give details including the clinician and hospital name:


Does your child take medication regularly? Yes ☐ No ☐

If yes, please give details (there is also separate paperwork if you would like us to administer prescribed medication in school, please see the office):


Does your child have any physical needs that require support in school? Yes ☐ No ☐

If yes, please give details:


Step 1

Step 1

Do you have any concerns about the following (please tick):

Eyesight ☐ Height ☐ Weight ☐ Day/ night wetting ☐  
Hearing ☐ Speech ☐ Eating ☐ Behaviour ☐  
Other-


Would you like to discuss your child’s health with the school nursing service? Yes ☐ No ☐

Has your child had their pre-school booster? Yes ☐ No ☐ Date:

Has your child been vaccinated against TB? Yes ☐ No ☐ Date:

Guidance Notes- Parental Consent

Photography

In order to comply with the Data Protection Act 1998 in respect of personal data, we need to ask for your consent to your child being photographed (including digital and video images) where we propose to use the images for publicity purposes. This includes posting them on a website, in the school brochure, for an event in the local paper or in parts of the school to which the public have access.

Local Visits

Whilst your child is at our school he/she will be going on a variety of local visits in connection with their work. By ticking the box you give your child permission to take part in these visits. This covers visits where the children will be walking and local trips by school minibus. All children will be supervised fully by the required number of adults.

If any visit entails a coach journey then you will be sent a separate permission slip.

Physical Contact

During Physical Educational lessons in particular swimming, it may be necessary for the teaching staff to initiate physical contact with your child. This may be in order to support your child so that they can perform a task safely, to demonstrate the use of a particular piece of equipment or to assist them with an exercise. Any physical contact with a child is done so in an age appropriate way under supervision and following strict guidelines from the Safeguarding Service.

Internet

Children will be accessing the Internet to assist with learning. They will not be allowed to access the Internet without permission from staff and will always be supervised by a member of staff. All children will follow the rules for responsible internet use.

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and keep it up to date. The school is required to share some of the data with the Local Authority and DfE. I also give permission for Parklands ET to check our eligibility for free school meals with North Somerset Local Authority.

Signature:	Date:
------------	-------

Please tear here





# HOME SCHOOL AGREEMENT

## As a school, we will

- Support your child’s wellbeing and safety by providing a safe, supportive and caring environment;
- Encourage your child to reach their full potential;
- Teach a broad and balanced curriculum, embracing the principles of Educate Together;
- Promote high standards of behaviour and have high expectations of the children;
- Offer opportunities for all children to develop a sense of responsibility and build their self esteem;
- Promote shared learning at home and school through setting appropriate activities;
- Encourage good attendance through proactive management of absence;
- Communicate well with the whole school community using notices, newsletters, email, website and face to face opportunities.

## As parents & carers we will:

- Prepare my child so they are ready to learn and help them reach their full potential;
- Communicate to the school any concerns I have about my child that may affect their wellbeing or safety;
- Make sure my child attends regularly and on time. I will notify the school if my child will be absent.
- Make sure my child is dressed in appropriate clothing for school and weather conditions;
- Support my child at home with their learning, raising any issues or queries I have with their teachers;
- Treat all members of the school community with respect, both in person and online;
- To read communications from the school and respond where necessary;
- Engage with the school, including Parent’s Evenings and other events in order to achieve the best outcomes for my child.

## As a pupil, I will:

- Try my best to work hard and ask for help when I need it;
- Be friendly and caring towards other children and adults;
- Look after school equipment and be respectful of my environment;
- Be mindful of the feelings of others and choose my words carefully;
- Listen to adults in school and follow their instructions;
- Look after my belongings and clothing;
- Arrive at school on time and ready to learn.

## Step 2

# KEY INFORMATION

## What are our school times?

8.55am	Registration – children must be in class by this time.
12.00midday	Lunch time
1.00pm	Afternoon activities
3.15pm	End of school day (Note- Reception classes can be collected from 3pm)

## Arrivals and departures

There is no visitor car park on the school site, and very limited parking near the school. Children are encouraged to walk or cycle wherever possible.

## Wraparound provision

### Breakfast club

Our Breakfast Club is open for parents to drop off pupils between 7.45 and 8.55am. Pupils will be given a choice of toast or cereals and will have access to range of activities before being taken to their classrooms for the start of the school day.

Sessions must be booked at least 24 hours in advance using the Arbor Parent Portal and cost £4.00 per session.

### Afterschool club

Afterschool Club is available between 3.15 and 5.30pm, at a cost of £4.75 if collecting by 4.30pm, or £7.50 if collecting by 5.30pm. Sessions have a different focus each day and must be booked in advance as above. A snack is provided.

Children should be collected from the classroom doors adjacent to the playground. Please note: we are not able to take 3 year olds in our wraparound due to adult ratios. This facility is therefore only open to children in Reception or above.

## Uniform

At Parklands we do not have a uniform but ask that children come to school dressed tidily and appropriately. Clothing should be suitable for outdoor play and activities, and clearly labelled with your child’s name.

## Food in school

As a school, we are immensely proud of the food culture we are developing in school. All school lunches are cooked fresh from scratch every day in our designated kitchen by Lesley our chef. When we say, “learn together to live together”, we want to live those values!

There are always two meal options including vegetarian, and the emphasis is on healthy and nutritious ingredients. Children make their choice each morning in class. If your child has any allergies or intolerances, please use the school form provided and send back to the school office, and we endeavour to cater for all allergies. Fresh drinking water is provided daily.

A school meal costs £2.30 per day, payable through the Arbor app. Children in pre-school should bring a packed lunch.

### Packed lunches

We have a nut free environment due to children with allergies, and we ask that no items containing nuts are included in food from home.

### Free school meals

All children in Foundation and Years 1 and 2 are eligible for a universal free meal, however some children may also be eligible for other support under the free school meal scheme. From Year 3 upwards some children whose families meet the criteria may be entitled to free school meals. If you think your child may be eligible, please ask at the school office for details on how to apply.





# 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.

## Attendance

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Our school fully recognises their responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

### Absences

Parents/carers should contact the school on the first day of their child's absence, giving a reason for the absence. All absences are recorded as either authorised or unauthorised. The Headteacher has the responsibility to determine whether absences are authorised or unauthorised. Where we have not received reasons for a child's absence then we send a letter requesting these details to parents/carers to complete. If this letter is not completed and returned by the specified date, then the absence will be recorded as unauthorised.

### First day contact

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check all of the registers from 9.00am to 9.30am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent, and we will contact the parent to check the reasons for the child's absence. If a child's location cannot be ascertained the school will judge on a case-by-case basis when to refer the matter to the education welfare team. This will usually be on the fifth calendar day but can be sooner.

### Illness

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their schoolwork. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if arrangements can be made for the child to be given some home tuition outside school. Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

### Holidays in term time

By law, the Headteacher can only grant leave of absence for any reason if they are satisfied exceptional circumstances exist. The law does not grant parents an automatic right to take their child out of school during term time. If the request is for a holiday in term time you must be the parent/carer with whom the child normally lives. Permission must be sought in advance and there must be exceptional reasons as to why this family holiday needs to be taken during term time. Our school can only consider requests from the main carer parent.

Leave of absence in term-time will never be authorised:

- During the first term, when a pupil is just starting at School, as it is very important for the child to settle into their new class.
- During an assessment/test period – Key Stage SATs.
- When a pupil's attendance record already includes any level of unauthorised absence.
- Birthday, family celebration, family illness.
- Shopping.
- Minding the house, caring for siblings or relatives.
- Parental illness.

### Absence for religious reasons

The school will authorise one day of absence per religious festival, up to a maximum of 3 days in any one academic year, on the day specifically set aside by the Religious Body of which the parent/carer is a member. If parents/carers require an additional day this must be requested in advance, and this can only be authorised if it is felt that exceptional circumstances apply.

## Illness and medication in school

Prescription medicine will be administered when:

- It would be detrimental to the pupil's health or school attendance not to do so.
- It has not been possible to create a schedule for taking medicine that avoids school hours.
- Where we have parents' written consent.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

### Acceptance of prescribed medicines

The school will only accept prescribed medicines that are:

- In-date.
- Labelled.
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

### Storage of medicines

All medicines will be stored safely. Children will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline.

### Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone. A child who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another child to use. All other controlled drugs are kept in a secure cupboard in the school office and only named members of staff have access. Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## Internet safety

The internet is a vital educational resource, and we use it in many aspects of teaching. We recognise the importance of keeping children safe online and have robust filtering and monitoring protocols in place.

## Jewellery

We strongly discourage the wearing of jewellery in school. This is for safety reasons and the risk of loss.

## Charging policy

All education during school hours is free. We do not charge for any activity undertaken as part of the Curriculum with the exception of individual or group music tuition.

### Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the Trust invites parents to contribute to the cost of the trip. All contributions are voluntary, however if we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

### Residential visits

If the Trust organises a residential visit in school time or mainly school time, which is to provide education directly related to the curriculum, we will ask for voluntary contributions towards the cost of such activities but will charge for travel expenses and the costs of board and lodging. Where such visits take place at weekends or during school holidays, these will be regarded as 'optional extras' and parents will be asked to meet all of the costs.

### Damage and Breakages

Where it is clearly proven that a pupil is responsible for damage, breakage or loss of school property, parents will be asked to make a voluntary contribution for repair or replacement. It is hoped that all parents will appreciate that the Trust can ill afford such loss or damage which inevitably impairs the education of all pupils.

Our full policy on Charging and Remissions can be found on our website.

## Special educational needs

Parklands Educate Together Primary Academy has a true commitment to providing all children with high quality education where they can achieve their full potential. As part of Educate Together's core principles we ensure that all children are valued and treated with respect.

We aim to ensure that:

- All children have the best possible education which meets the specific needs of individuals and groups of children.
- All children are fully included in all aspects of the school.
- All children have the support and provision necessary to enable them to achieve.

We truly believe that by working in close partnership with parents/carers and adults outside of the school we can give our children high quality care, support, education and opportunities to enable them to succeed in life beyond Parklands ET.

## Helping to support children's learning at home

We regularly send home reading books and spellings to learn, and occasionally a topic-based project. We hope parents will read with their children as often as possible and encourage them to complete any given task.

## Emergency procedures

In the event of an emergency, such as exceptionally bad weather, we will contact you via Tapestry or Seesaw, and the information will also be posted on our Facebook page.

## Concerns or complaints

If you have any questions or concerns about your child or the school, then it is always important to raise them with the Class Teacher in the first instance.





# WORKING WITH PARENTS

## Parental involvement

We believe that children whose parents are involved and interested in their learning do well. We involve parents in their children's learning and encourage them to be active members of the school community. Parent communication is organised to encourage wide participation and honest conversation. We expect all parents to support their children's educational aspirations and achievements.

## Communication with parents

### News

Our school website has lots of useful information including news updates, term dates and information on our activities.

We also communicate with parents via fortnightly newsletters, email and the Seesaw and Tapestry online learning journals. Parents can also use this system to inform the school of anything they feel important regarding their child.

### Reports/parents evenings

We hold two consultation evenings for parents during the year, and a report is produced at the end of the summer term. These are held either in person or online, and parents will be informed of the dates well in advance.

### At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in their education with the school. We encourage parents to take an interest in their child's schoolwork and to support them at home with reading, spelling and times tables.

### Arbor Parent Portal

We are a cashless school and use an online payment system for all school payments, including meals, clubs, trips and other activities. When your child starts in school you will be sent a link to activate your account. There is also an Arbor app available for portable devices.

### Contacting parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your work's address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school office is notified of a change in circumstances as soon as possible.

# POLICIES

## High standards

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 contact the school office or visit the school website and click on Key Information/School Policies.

### Key policies

Some of our key policies are:

- Attendance.
- Behaviour.
- Safeguarding.
- Health and safety.
- First aid.

A full list of our policies can be found on our website under Our School/ Policies and Procedures.

# TERM DATES

## Term 1

September 5th – October 21st

## Term 2

November 1st – December 16th

## Term 3

January 4th – February 10th

## Term 4

February 20th – March 31st

## Term 5

April 18th – May 26th

## Term 6

June 5th – July 21st

## Reception starters- induction timetable

Week 1 (beginning 5th September)	9.30-11.30	Group A	
	1.15- 3.00	Group B	
Week 2 (beginning 12th September)	9.30-11.30	Group B	
	1.15-3.00	Group A	
Week 3 (beginning 19th September)	9.00-12.00	Mon-Weds	All children
	9.00-1.00	Thurs-Fri	All children
	Teddy Bear's Picnic on the Friday from 11.30		
Week 4 (beginning 26th September)	Full time for all children		

Group A- Children born between September – February

Group B- Children born between March – August

We will hold parent's meetings on the afternoons of week 3- a sign up sheet will be available outside the classes during week 2





# OUR VALUES

As an Educate Together school:

- We value all children and the unique contribution that they offer to the school.
- We believe that all children learn best when they feel safe and are happy in school.
- We believe that respect underpins all of our relationships within school and with the outside world.
- We ensure that all pupils achieve their fullest potential and are fully prepared for the next stage of learning and life.



**Parklands**  
Educate Together

**Parklands Educate Together Primary**  
1 Russell Road, Locking, WsM BS24 7NH

**Email:** [info@parklandset.org.uk](mailto:info@parklandset.org.uk)

**Tel:** 01934 404 555

**Website:** [www.parklandset.org.uk](http://www.parklandset.org.uk)

Devised and produced by Stoneworks Education Ltd [www.stoneworkscommunications.co.uk/Education](http://www.stoneworkscommunications.co.uk/Education)

Copyright © 2014-2022 Stoneworks Education Ltd.

