

Parent Handbook

Parkside Primary Academy

Taking you step-by-step through starting school

Learning With Pride



Ms Rachel Ward,
Headteacher, says...

Its great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

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 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01226 722416 and we will be happy to help!

Policies and term dates

On pages 12-14 are details of some important policies you need to know about...and page 15 has term dates.

Welcome

Welcome to Parkside Primary Academy and I look forward to getting to know you and your child.

Step 1

Please tear here

STEP 1: PUPIL ADMISSION FORM

Parkside Primary Academy



All information will be treated as confidential to the school - PLEASE PRINT CLEARLY

Child's Legal Surname:	Legal Forename(s): <div>Boy <input type="checkbox"/> Girl <input type="checkbox"/></div>
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth: <div><input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/></div>
Address:	Position in Family: <div>1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/></div>
	Home Telephone No:
	Post Code:

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) I Legal Guardian(s) with whom the child lives

Name: <div><input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms</div>	Name: <div><input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms</div>
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:	Address:
Home Telephone Number:	Home Telephone Number:
Mobile:	Mobile:
Work:	Work:
Email Address:	Email Address:

In case of illness or accident, please provide additional emergency contact numbers.

Other Contacts in Case Of Emergency

Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Home Telephone Number: :	Home Telephone Number: :
Work / Mobile:	Work / Mobile:

Is the child legally 'In Care'? If YES please provide the following information:

Other Contacts in Case Of Emergency

Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances: (including court orders, access and contact)

Signature: (parent/carer):	Date: <div><input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/></div>

Child's Doctor's	Medical Conditions: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:	
Surgery Address:		
Telephone Number:		

Child's previous school or playgroup:		Telephone Number:
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Does your child have a brother or sister in the school? If so please state

Name:	Class:	Year:
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School Meals

Are you **entitled to claim** free school meals for your child? YES ☐ NO ☐

If you would like to claim for free school meals, an application will have to be submitted. Please apply online at www.barnsley.go.uk.

Dietary Needs

Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.

Travel to School

Please advise us of the main way your child will regularly travel to school: Bus ☐ Walk ☐ Car ☐ Train ☐ (please tick as appropriate)

Services Children in Education

Are you a Services Family? YES ☐ NO ☐

Special Needs

Does your child have any Special Educational Needs YES/NO. If yes, please state which Special Education Need/s your child has:

Ethnicity	First Language Spoken	Religion

Country of birth	Pupil Nationality

Is English an additional language?

YES ☐ NO ☐

Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.

Signature of Mother/Guardian:	Date: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
Signature of Father/Guardian	Date: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>

FOR SCHOOL USE ONLY

Birth certificate/passport copied ☐

Start Date / /

New Class:

CTF/Records requested ☐

Step 1

Step 2

STEP 2: SCHOOL COMMS DATA CAPTURE FORM

Parkside Primary Academy



Dear Parent/Carers

As you know we try very hard to keep parents regularly informed about what's going on at the school, however, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

To help improve these areas we use a service called Schoolcomms, which is used by over 3,500 schools across the UK to communicate with 2 million parents by email and text message.

This will be beneficial to you because:

- Messages will get to you reliably
- Payments - via Gateway
- You will quickly know about important or urgent messages
- We can tell you more about what's going on at the school

To use this system we need to collect your email addresses and mobile numbers and we would ask you to complete the attached form and return it to us.

Please be assured that Schoolcomms is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

ON-LINE PAYMENTS

Parkside Primary Academy Midland Road Royston Barnsley S71 4QP Tel: 01226 722416 E-mail: parkside@pioneeract.org.uk
Principal: Mrs J Everett Head of School: Ms R Ward

Finding the right change or writing a cheque for the school trip or other items for school can be tiresome and time consuming. You or your child has to take the payment's to school and the school office has to count and record it. At school, we have decided to use Schoolcomms to offer you an online payment method which puts you in control. You can access it at any time, track how much you have paid, what is outstanding and make payments directly to us using your debit or credit card.

Getting started You will need to register for a School Gateway account from www.schoolgateway_com. You will need to enter your email address and mobile number we have on record for you. Please fill out the slip at the bottom to ensure we have the most up-to-date parent contact details. When you have entered your email address and mobile number, select the Send PIN button, a PIN number will be sent to your mobile phone. You can then use this PIN number to log into the School Gateway and view/ make payments.

Payment requests When there is money owing to school by you, we can set up payment requests and you will be notified by text or email (as well as a letter) that there is a payment request available. Simply log in using your email address and your PIN number, select the payment request(s) you wish to fulfil and follow the Wizard through to pay.

Convenient You can give your consent for trips online, saving you the need to fill out permission slips and write notes into school about trips. When a trip is due you will be sent a text or an email (as well as a letter) to let you know that you need to log in to the school gateway and give your consent, it's as easy as that.

You can see a record of the payments that you've made and receipts are sent to your registered email address for all transactions you make. If you have more than one child at this school or another school that also use the Schoolcomms payment module you can merge the accounts so one log in gives you access to all your children's payment requests and history.

The new system removes the need to send money into school with your child, removing the chance of money going astray, making it convenient for you to pay when it suits you, from anywhere at any time of day or night.

Secure Your card details are not visible or stored in the Schoolcomms or school system. All card information is processed by Barclaycard. You log in using the email address registered with the school and with your PIN number.

If you have any questions about this, please contact us at the school. The designated person looking after your queries in school is Mrs Caswell in Reception.

Please tear here

STEP 2: Parental Permission Document

Parkside Primary Academy

I give / do not give (please select) my permission for my email address and mobile number to be registered with Schoolcomms, as primary contact for my child

PLEASE COMPLETE IN BLOCK CAPITALS

Child Details																								
First Name																								
SURNAME																								
Form / Class																								

Parent/Guardian Details - Primary Contact Details																								
Title																								
SURNAME																								
Ermail Address																								
Mobile Number																								
Relationship to Child																								

Primary Contact []

Parent's or Guardian's																								
Signed																								
Date: [][][] / [][][] / [][][]																								

Step 2

Step 3

STEP 3 Permissions

Parkside Primary Academy



This form will cover your child while they attend Parkside Primary Academy. If you wish to change your authorisations at any time, please contact the school office.

NAME OF CHILD

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child to be taken out into the local community by a qualified member of staff. This would include visits to the local schools, post office, park etc. (Separate authorisation will be requested on letters sent home about school trips which involve transport.)

Signed (Parent/Carer):
Date: [][][] / [][][] / [][][]

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child to be transported in staff cars.
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Signed (Parent/Carer):
Date: [][][] / [][][] / [][][]

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child to be photographed or videoed, either individually or as part of a larger group, where the pictures are only to be displayed in school.

Signed (Parent/Carer):
Date: [][][] / [][][] / [][][]

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child to be photographed, filmed or videoed, by or for the media (i.e. newspaper or television) and for the child's name to be released for publication such that the child may be identified as an individual or as part of a small group.

Signed (Parent/Carer):
Date: [][][] / [][][] / [][][]

Date of signings: [][][] / [][][] / [][][]

If you wish to discuss any of the above, please see the Head Teacher.

Please tear here

Child's name:

- The School will:
- ❖ value and respect each child as an individual
 - ❖ encourage high expectations and pride in achievement
 - ❖ recognise and praise progress and achievement
 - ❖ inform parents of the progress and welfare of their child
 - ❖ provide a safe and orderly environment in which to work
 - ❖ listen to parents' views and concerns

Signed

(Head Teacher)

- Parents/Carers will:
- ❖ support the school in its aims and values
 - ❖ ensure their child's regular and punctual attendance
 - ❖ notify the school early on the first day of absence the reason for their child's absence
 - ❖ support their child in the schoolwork they are expected to do at home
 - ❖ tell the school about any circumstances which may affect their child
 - ❖ attend parents' evenings and discussions about their child's progress

Signed

(Parent/Carer)

- Pupils will:
- ❖ be polite and helpful to others
 - ❖ be on their best behaviour and abide by the school rules
 - ❖ attend school regularly and on time and bring the things they need
 - ❖ look after the things they use in school
 - ❖ help to look after the school and the surroundings
 - ❖ try their best and work hard
 - ❖ wear their school uniform

Signed

(Child)

Step 4

Step 5



We are proud of our school website and like to use it to share what the children have been doing in school. We regularly use photographs, video presentations, animations and pictures of children's work to celebrate their achievements. They are also a great way to share special events or school trips. These are usually posted on class pages, and are really popular with the children who like to show off what they have done to friends and family.

When we use images and video on our website, we never give out any details about children's names which could identify them.

Please complete this form to allow us to use images which include your child on the school website.

I give my permission for images of my child to be used on the school website.

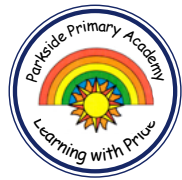
Childs Name:

Parental signature

Date: [][] / [][] / [][]



Please tear here



Key information

What are our school times?

- 8.40am - The start of the school day. Children go into class for registration.
- 8:50am - Registration closes. Children attending school after this time will be marked as late.
- 10:30am to 10:45am - Break time for KS1
- 10.45am - 11.00am - Break time for KS2
- 12:00pm to 12:45pm - Lunch time. KS1 and Early Years
- 12.30pm - 1.15pm - Lunch time for KS 2
- 12:45pm to 2:15pm - Afternoon lessons.
- 3.00pm - School finishes. Please be ready to collect your child outside their classroom door or playground.

Wraparound Clubs

Breakfast Club

We have a Breakfast Club which runs from 8.00am each morning. This facility provides a really good start to the day for those parents who have difficulty in balancing home and work arrangements. The cost is £1.00 per day per child or £1.50 per family for two or more children. There is no need to book in advance.

Arrivals and departures

Children should not arrive at school before 8.30am unless they attend Breakfast Club. Children remain the responsibility of their parents until entrance to the school. The front gate and external doors will close promptly at 8.50am. If your child arrives after this time they will need to enter the school through the main office entrance and will be marked in the register as 'late.'

Uniform

At Parkside Primary Academy all children are expected to wear uniform. Our uniform helps our children to feel a sense of identity and pride for our school community. Our uniform consists of:

- Grey trousers/skirt/pinafore dress.
- White polo shirt/blouse.
- Navy blue jumper or cardigan.
- Black shoes.
- Black indoor pumps.

Girls may wear a blue and white gingham/checked dress in the summer. School uniform with the Parkside Academy logo is available to purchase from the school reception. Water and sun protection are encouraged. If families need help towards the cost of school uniform please let us know and we can provide further information.

Please remember - no designer wear, no trainers or boots please.

PE and games

- Navy shorts.
- Plain white t-shirt.
- Trainers for outdoor sports and plimsolls specifically for indoor PE.
- A suitable tracksuit for outdoor PE in the winter.

Clothing recommended for swimming

- Girls - one piece swimming costume and swimming hat.
- Boys - swimming trunks and swimming hat.

Please ensure all clothing is labelled with your child's name.

Lost Property

Please contact the school office.

Food in school

School meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best, they need a balanced and nutritious diet. Our kitchen team cook meals on-site preparing a different meal every day for three weeks. Children have a choice of a traditional lunch or a jacket potato.

Free school meals

All children in Foundation and Years 1 and 2 are eligible for free schools meals. From Year 3 upwards some children whose families meet the criteria may be entitled to free school meals. If you think you child may be eligible, please ask at the office for details on how to apply.

Dinner money

Dinner money for children in Key Stage 2 should be paid in advance. Please contact the school office for current costs.

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food. Suggestions can be found on the NHS Live Well for Children website. Please visit <http://www.nhs.uk/livewell/yourchildatschool/> and look under the Healthy Lunchbox Treats section

If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child's name and class. Definitely no glass containers for drinks please.

Fruit and drinks

All children in Foundation, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. Free milk is available for children under five years of age.

Year 3, Year 4, Year 5 and Year 6

Children in Key Stage 2 may bring in a snack from home. Mid-morning snacks may include a piece of fresh or dried fruit. Please ensure children do not bring in biscuits, cereal bars, or chocolate bars for snack time.

Water bottles

Hydration is important and aids learning and we encourage children to drink water regularly. Water is available throughout the day. Children may bring in a named water bottle from home.

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

Parkside Primary Academy is committed to providing a full and efficient educational experience to all pupils. We believe that, if pupils are to benefit from education, punctuality and good attendance are crucial. As an Academy we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible. It is the policy of our Academy to celebrate achievement. Attendance is a crucial factor of success. Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence.

Contact the office

If your child is unable to attend school please notify the school office by telephone by 8.30am on the first morning of absence. A written note is also required if your child is unable to take part in PE.

To report an absence telephone: 01226 722416

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will not be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

If children are to be collected to attend a medical appointment we request to see a copy of the appointment card or medical appointment letter.

Holidays

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching that is provided on the days they are away, they are also less well prepared for the lessons building on that after they return. We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. If you do need to go away in an emergency, there are forms to complete at the school office, and should be completed in advance.

Request for absence

With this in mind the Government and Local Education Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the appropriate application form, to the Headteacher. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined.

Please contact the school office if you require an application form to request term time holiday.

Jewellery, watches and hairstyles

Only watches and one pair of stud earrings are allowed. Children should remove these for PE, or if they are unable to remove them independently, please ensure they are removed before attending school.

The school accepts no responsibility for any accidents caused or exacerbated by the wearing of jewellery. The staff have been instructed not to remove or replace studs. This is the responsibility of the child. Parents should also be aware that staff are unable to accept liability for loss, theft or damage of such items.

We request hairstyles are sensible and appropriate for school.

Clubs and activities

A variety of after school clubs have been organised for our children, to support or extend learning opportunities and provide for the needs of Gifted and Talented children. Examples include:

- Football.
- Netball.
- Rounders.
- Cookery.
- Sewing.
- Art and crafts.

In addition to these clubs, the school also involves the children in musical productions, theatre trips, residential trips and trips linked to the curriculum.

Special Educational Needs

Parkside Primary Academy is an inclusive school. We value the contribution that every child and young person makes and welcome the diversity of culture, religion and intellectual style. The school uses its best endeavours to raise the achievement, remove barriers to learning and increase physical and curricular access for all. We are committed to narrowing the gap between children with special educational needs and disabilities (SEND) and their non-SEND peers. All children and young people with SEND are valued, respected and equal members of the school.

Teamwork

Provision for children with SEND is a matter for the school as a whole. The staff work together as a team to ensure that provision for all children is of the highest standard and continually strive to develop and improve practice.

Dedicated support

Our Special Educational Needs Coordinator we have provided by Governor.

Policy

The Special Educational Needs and Disability Policy of the school outlines the procedures for early identification, continual assessment, appropriate provision, record keeping and the involvement of outside agencies. For more information please visit the school website: <http://www.parksideacademy.co.uk/> The school's individual SEN policy can be found under

Frequently Asked Questions

'Info' in the main menu and 'policies'.

Additional support

Children progress at different rates and every effort is made within the school to cater for this. Children who have Special Educational Needs may receive additional advice and support from the local authority's Special Needs Support Service and other agencies. All children have access to the full curriculum and work is planned accordingly. Further information on SEND can be found on our website. Please visit <http://www.parksideacademy.co.uk>.

Emergency arrangements

In the event of the school being closed due to severe weather, we will advise accordingly via our school website. <http://www.parksideacademy.co.uk/>

Please also listen to the radio station below also, or check their website:

- Dearne FM - 97.1 fm
- www.dearnefm.co.uk
- www.barnsley.gov.uk

If you have a mobile telephone, you will receive a text message from school. If your number has recently changed, it is important you inform the office of your new number.

Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible (within an hour). If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence. Please organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day.

Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Medicine in school

A medication form is available for parents to complete from the school office. Medication must be prescribed by a doctor and not over the counter medication. Non-prescription medicines may be given by parents throughout the school day.

Medication during school day

Should your child require medication during the school day, a medication notification

form is available for parents to complete from the school office. School staff are only authorised to administer medication prescribed by a doctor. Non-prescription medicines may be given by parents throughout the school day.

Nut allergies

Those children who have a known nut allergy must supply school with an Epi-pen. Staff are trained to administer this should an emergency arise.

Working with parents

Communication with parents

Parents are very welcome to discuss any concerns throughout the school year. At Parkside Primary Academy we feel it is important that we work together straight away to resolve any issues, no matter how big or small.

Parent's Evenings

Parent's Evenings are an opportunity for you to attend school and meet with your child's teacher to discuss their work and progress and any concerns you may have. There are two parent's evenings during the school year and a full written report is provided at the end of the school year. If concerns should arise at any time during the school year, we encourage you to arrange a meeting with your child's teacher so we can discuss these with you and work together to resolve them.

Newsletters

Regular newsletters are provided containing information on school events and activities and important dates for your diary. Copies of these can be found on our website <http://www.parksideacademy.co.uk>.

At home

Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

The Home School Agreement

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

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 works 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 is notified of a change in circumstances as soon as possible.

Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. Again, this makes it very important for you to keep us informed of your current mobile phone number.



Why do we need policies?

For a school to offer high quality education and care, it needs policies as these help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

At Parkside Primary Academy we believe policies are vitally important as they 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

<http://www.parksideacademy.co.uk/> and visit 'Info' and 'policies' in the main menu at the top of the page.

Key policies

Some of our key policies are:

- Adverse Weather Policy
- Anti-bullying Policy
- Attendance Policy
- Behaviour Policy
- Complaints Policy
- E-safety Policy
- Home School Agreement
- Safeguarding Policy
- Charging Policy
- Special Educational Needs and Disability Policy



Pioneer Academies Community Trust

Vision and Values

Our Academy belongs to the family of schools that make up the Pioneer Academies Community Trust (PACT), a multi-academy trust in the Barnsley area.

Our ethos is simple. Children are at the centre of everything we do. We provide them with an academically challenging curriculum, outstanding pastoral care and enriching experiences in sport, music and drama. During their time in our Trust, all pupils will learn to play a musical instrument, have the opportunity to visit our Capital city, take part in sporting competitions and experience residential outdoor, adventure learning.

All the academies in the Trust share common values and work collaboratively to celebrate the distinctiveness of each academy's individual ethos. Through mutual support, sharing of best practice and shared professional development, we create autonomous, outstanding academies within the MAT framework.

We are fully inclusive, celebrating the diversity of all pupils and focused on the development of the whole person – supporting each child to flourish, succeed and make a positive contribution.

We believe every young person deserves the best possible start in life, - world class education. We are committed to raising the aspirations and attainment of all pupils and improving their future life chances.

'Children are the centre of everything we do, and everything we do is about improving their life chances'

Jayne Everett

Executive Principal



Learning With Pride

Parkside Primary Academy
Midland Rd
Royston
Barnsley
S71 4QP

Tel: 01226 722416

Email: parkside@pioneeract.org.uk

Web: <http://www.parksideacademy.co.uk>

