



**Park Hill Junior School  
New Parents A-Z Information Booklet  
June 2024**

*Successful, confident learners.  
Responsible, compassionate individuals.*



Dear Parents

Welcome to Park Hill Junior School.

As a new parent, we hope that you find this A to Z a useful starting point to provide information both now and in your child's first weeks at Park Hill. If, after reading through the information, you have any questions that we have not answered then please do get in touch with us.

Our aim at Park Hill is to encourage our children to develop lively, enquiring minds and to provide them with the opportunities to acquire knowledge and basic skills which they will need throughout their life. In our school community we encourage everyone to support each other, try their best and be an active learner.

We believe that each individual has a unique place within our school family and the contribution he/she will make is important. We are a friendly, open school working in partnership with parents and the community. We value and encourage your participation and support and hope that you get fully involved in supporting us and your child's learning.

We look forward to being a part of your child's development, both intellectually and socially, and we hope that you and your child will enjoy a happy and fulfilling time at Park Hill.

Yours sincerely,

Mrs Liz Bradbury  
Head Teacher

Mr. Ben Shaw and Mrs Sue Casey  
Co-Chair of Governors

Park Hill Junior School  
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Kenilworth  
CV8 2JJ

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[www.parkhilljuniorschool.co.uk](http://www.parkhilljuniorschool.co.uk)

## **Park Hill and Thorns Federation Values & Aims**

**Successful, confident learners. Responsible, compassionate individuals.**

Children come to our schools to be happy and successful. We strive to develop courageous, enthusiastic, honest young people who love to learn, to contribute and to achieve.

### **At Park Hill Thorns Federation we ENRICH lives.**

**E**nthusiasm (for learning, life and school)

**N**urturing

**R**esponsibility

**I**ntegrity

**C**ompassion

**H**eroism

### **PARK HILL THORNS AIM STATEMENT**

- We believe that every individual is important and matters. Every person is included as part of the Park Hill Thorns 'family'.
- We inspire a love for learning.
- We celebrate learning and encourage all to reach their full potential, to strive for their personal best and take responsibility for their own learning.
- We provide a happy, safe place, nurturing the self-esteem of all and where the well-being of each individual is at the heart of what we do.
- We encourage curiosity and independence enabling all to develop skills and discover new talents.
- We build a strong partnership with parents and families so that together we mutually support children's learning.
- We help children to develop as responsible citizens able to contribute to the development of their community.
- We encourage children to develop positive relationships with one another on a personal, social and working level. We foster collaborative learning whilst developing leadership skills.



## **ARRIVING IN THE MORNING**

The Park Hill playground opens at 8.30am and no children other than those attending The Hub should arrive on site before that time as there is no adult supervision. From 8.30am a member of staff will be on the playground and children may arrive and wait with or without an adult. Parents and children may enter the school site via the playground gate on Ilam Park or the driveway gate on Parkfield Drive.

A member of staff will ring the bell at 8.40am and children can enter school. All children enter through their classroom door. All children should arrive at school by 8.45am. If children arrive later than 8.45am they should enter school through the main door, off the school car park.

If you need to pass on a quick message to staff or ask questions there is always someone available in the morning as you drop the children off or you can message the school office. The school office is open from 8.30am every morning and until 4pm. Messages may be left on the answerphone outside of these hours.

We encourage the children to develop their independence and responsibility for looking after their own belongings, this includes when they arrive at and leave school. Please help us by encouraging your child to come into school on their own in the mornings once they are familiar with morning routines etc.

## **ATTENDANCE AND ABSENCE**

Full attendance leads to the best educational outcomes – please give your child the best chance and, make sure they are in school every day. There are 190 school days each year and 175 other days for shopping trips, birthday treats, non-urgent appointments and holidays.

If your child's attendance falls to a level that is likely to adversely affect their long-term educational success, a member of the senior leadership team will arrange to discuss this with you personally and may ask you to supply medical evidence for any future absences.

If your child is too unwell to come to school you must contact the school office as early as possible on each day of absence. You can email the office or phone and leave a message on our absence reporting line. If your child has sickness or diarrhea, government guidelines specify that your child be kept away from school for 48 hours from the last episode of illness. A copy of the guide can be found on our website.

We are no longer able to authorise holidays in term time. If a child needs to be absent from school due to exceptional circumstances, which are not illness, then please apply to Miss Biggs using the form available on the website or from the school office.

Government legislation makes it necessary for us to publish unauthorised absences. It is essential that we are notified of the reason for a child's absence.

## ASSEMBLIES

There is a daily assembly for all children. Assemblies help to build our school community and shared values; they are a daily opportunity to bring our school together and consider important issues, moral values, communicate messages and celebrate achievements. Assemblies are usually led by school staff and on occasion led by visitors. On Fridays we have a Celebration Assembly which parents are invited to attend. At Celebration Assembly we celebrate children's achievements and certificates awarded outside of school as well as super learning and behaviour in school. Each week every class teacher will select a super learner from their class and they will be awarded a certificate in assembly. We will email you on a Wednesday if your child has been chosen by their class teacher and will be awarded a certificate in assembly on Friday.

## BEFORE AND AFTER SCHOOL CHILD CARE

We are able to offer before and after school child care during term time through our wraparound provision: The Hub. Brambles (based at Thorns) are also able to offer child care for all children during the school holidays. In order to secure the dates you require it is advisable to contact the appropriate provider as early as possible.

The Hub can be emailed via: [thehubph@welearn365.com](mailto:thehubph@welearn365.com)

Online bookings can be made here: <https://thehubph.onsidelive.co.uk/sign-in>

For holiday clubs:

Brambles <http://www.brambles-kenilworth.com> Tel: 01926 854486



## **CAR PARKING AND TRAVEL TO SCHOOL**

We would like to encourage all of our children to walk or cycle to school whenever possible. We have cycle and scooter storage on site and bikes may be left during the day, at the owner's risk. If your child will be cycling or scooting to school unaccompanied parents are asked to complete a permission slip confirming that they are happy with this arrangement. Slips are available from the school office and are not required where children are accompanied by an adult.

We acknowledge how difficult it is to park close to school. If you do need to travel by car perhaps you could consider parking a 5-minute walk away to ease congestion around school. We politely request all parents to consider other road users and their safety when parking, please do not block the access and driveways of our neighbours. We do not allow parking in the school car park, unless prior consent has been given by a member of the Senior Leadership Team e.g. use of the disabled parking space.

To benefit everyone in our community, an unofficial one-way system is encouraged along Ilam Park, this is particularly helpful for local residents and at the start and end of the school day.  
**Enter Ilam Park from Leyes Lane and leave via Jacox Avenue.**

Please do not park or set down children directly outside the school gates, indicated by the yellow zig-zags or park opposite this area. Do not drive or reverse into the school drive in order to turn your car around.

## **CHILD PROTECTION**

Our first concern is always a child's health and well-being and all staff at school share a duty to act to protect a child at all times. All staff at Park Hill undertake regular child protection training.

Park Hill has six members of staff who lead on child protection and safeguarding issues; Mrs Liz Bradbury, Miss Lizzy Biggs, Miss Annie Griffiths, Mrs Sarah Morris, Mr Dave Wigglesworth and Mrs Becky Harrison. If you are concerned about a child's welfare you are welcome to come into school and chat to us. There is also a school governor responsible for leading on child protection issues.

All families will meet challenges at some point and if you would like some support with family issues and children's well-being please pop into school and chat with a member of staff, we are always very happy to help. Alternatively, you can call the Family Information Service on 01926 742274.

Our school is part of Operation Encompass which informs the designated safeguarding leads (Mrs Bradbury and Miss Biggs) if police have been called to a domestic violence incident and Park Hill pupils were present.

Park Hill enables all children to develop skills which will help them learn how to keep themselves safer. The Warwickshire protective behaviours curriculum and the national Relationships and Health curriculum are used as a basis for this learning.

**Under the Education Act 2002 (Section 175 for maintained schools), schools must make arrangements to safeguard and promote the welfare of children.** Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Staff will seek, in general, to discuss any concerns with the parent/carer and, where possible, seek their consent to make a referral to Children's Social Care if that is considered necessary. **This will only be done where such discussion will not place the child at increased risk of significant harm.** The school will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later found to be unfounded. Parents/carers will appreciate that the school's Designated Safeguarding Lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.

## CLUBS

We offer a range of different clubs to children, most take place after school with some during lunchtime. Some of the clubs are led by school staff whilst others are led by outside specialists and organisations e.g. sports coaches, dance teachers, scientists. The opportunity to participate in a club is offered to all the children and the vast majority do join at least one activity.



## **FIRST AID, MEDICINES AND HEALTH**

Our school takes every precaution to prevent accidents from happening, including carrying out risk assessments. Should an accident occur one of our trained first aiders will deal with any minor injuries. If an injury is thought to be more serious we shall do our best to contact you.

**Please make sure that we have an up-to-date contact address and telephone number.**

All first aid administered to children is recorded at school **and if an injury is significant or involves a bump to the head then a note is sent home to the parents.**

We will administer medicines in school for children with written consent from parents. Please take any medicines to the school office and see a member of the administrative team in order to complete the appropriate form. Children should not keep any form of medicine in their own bag.

The School Nursing Service can be contacted via the school office or directly at <https://www.compass-uk.org/services/warwickshire-school-health-wellbeing-service/>

## **FRENCH**

Modern Foreign Languages is part of the curriculum at Key Stage 2 (junior schools). All classes have a French lesson every week taught by Mrs Sandrine Mallard. In Year 3 we start with simple greetings and then gradually introduce more everyday topics.

## **GOVERNORS**

The governing body of the federation is very much a working partnership between staff, parents and representatives of the local community. It is comprised of people who have the interests of both Thorns and Park Hill Junior School at heart. Their prime concern is the education provision and welfare of the children in their care. The normal period of office is four years. Any of the governors can be contacted through the school office.

The governing body is responsible for managing the affairs of the federation. In close co-operation with the Head Teacher, it must ensure that Thorns delivers the National Curriculum and provides equal opportunities for all children in our school.

Meetings of the governing body are held monthly to discuss finances, staffing, the school curriculum, buildings and policies. You can contact the governing body through the school office.



## **HOMETIME AND COLLECTING CHILDREN AT THE END OF DAY**

All parents are asked to wait on the playground if collecting their child from school. Parents may access the school site via the Ilam Park playground gate or the Parkfield Drive main entrance from 3.10pm.

Year 3 and Year 4 children will leave from the door at the top of the steps onto the playground. Class teachers will wait with the children and will ask the children to let them know when they have seen the adult collecting them. Staff will wait with the children until everyone has been collected.

Year 5 and Year 6 children leave via their classroom door; staff do not accompany the children onto the playground. Children are advised to wait on the playground for the adult collecting them and if nobody arrives they should come back into the school building.

If it will not be yourself collecting your child, please make sure that the school is aware of who will be taking your child home. It is important for us to know about regular arrangements e.g. childminder days or grandparent days and also those one-off arrangements when a friend or auntie is collecting. If you do not inform us that your child is leaving with another adult we will not allow your child to leave which can cause considerable inconvenience so please help us by providing the necessary information.

Some parents choose not to come onto the playground and to meet their child at another prearranged location or allow them to walk or cycle home with friends, particularly as children become older. If your child is in Year 3 or Year 4 or Year 5 and you are happy for them to leave the school site at the end of the day without an adult please contact the school office and let us know that this is the case. Children in Year 6 frequently walk to and from school by themselves or with friends and there is no need to contact the office if your child will be doing so in Year 6.

## **HOMEWORK**

All children are expected to read on a daily basis and at least 3 times a week with adult support to discuss the content and new vocabulary. Guidance on supporting reading is provided in the children's pupil planner and through a reading partnership meeting. All reading sessions with an adult at home should be recorded in the pupil planner. Reading at least three times each week is one of the school non-negotiables; staff will follow up with children and parents if a child is not reading regularly at home.

Children have weekly maths homework which enables children to rehearse and keep maths facts at their fingertips through playing some maths games. There is also a weekly grammar homework which is sent home as a sheet to complete and spellings to learn at home.

Homework is set every Thursday and will be recorded by the children in their pupil planners.

## HOUSE SYSTEM

Our school operates a house system, with each child being allocated to one of four houses: Pentagons, Hexagons, Octagons, Decagons. These four shapes form our Park Hill school logo. The children remain in their house for their full time at Park Hill and siblings are always in the same house. The children gather into their house groups for our Friday Celebration assembly where the weekly total of house points is announced. They also compete for their house in occasional inter-house competitions and assemblies e.g. cross country, science, poetry, athletics.

Each year the children elect two Year 6 children from their house to act as house captains. The House captains help to organise the inter house competition, act as a role model and represent their house at different events.

## LUNCHTIMES AND FOOD AT SCHOOL

Unlike younger children, junior age children are not provided with free fruit or lunches.

### Mid-morning snack

Children are able to bring a small snack into school to eat at morning breaktime. As part of our work towards being a healthy school, only fruit and vegetables are allowed as a snack from Monday to Thursday. This should be fresh or dried fruit (or vegetable sticks) e.g. apple, banana, carrot sticks, grapes, raisins, dried mango. Children may bring a “treat” on Fridays e.g. crisps, cereal bars, a biscuit but please do not send in sweets or chocolate.

### Water

The PTA provide children with a Park Hill water bottle to bring in to school each day. The children are encouraged to drink water regularly throughout the day.

### Lunch

The school lunch menu is available on the school website. Lunches are paid for through a web-based system: Parentpay. Children and parents are asked to order and pay for lunches in advance on a daily, weekly or longer basis.

**Please note there is a separate login and password for Parentpay at Park Hill; you cannot use a previously allocated log in.**

If your child brings a packed lunch please ensure that their lunch box is named.

## **Birthday and Holiday Sweets and Treats**

Please do not send in cakes or sweets when it has been a child's birthday or holiday as we do not give them out to friends at school. This is to ensure we meet all children's dietary and allergy needs and ensure equity.



## **MOBILE TELEPHONES**

Children are not permitted to use a mobile phone in school in any circumstances. If a child needs to phone home or contact their parents during the course of the day they will be allowed to use the school phone or school staff will make the phone call.

Children who are walking to school on their own may bring in a mobile phone. All mobile phones must be handed in to the school office at the start of the day for safekeeping and collected at the end of the day. The handing in and collection of the phone is the responsibility of the child. If children are found to have a mobile phone on them during the day then this will be taken to the school office and parents will need to come into school to retrieve it.

Parents should not expect to be able to contact their child via their mobile during the school day (between 8.45am and 3.15pm).

## **NEWSLETTER and COMMUNICATION WITH SCHOOL**

Make sure you look out for the weekly newsletter which is emailed out to parents every Friday. This contains information about the events that are coming up next week; news about sporting triumphs, visits out, special events, school clubs and key information. At the start of a new topic theme we will send out a knowledge organiser which details the key facts and vocabulary which all children need to learn in their topic.

**Please make sure we have your email address so that you can receive the various communications.**

There are various other letters sent home during the year and children are given the responsibility for relaying information and bringing letters home. Please check the bottom of book bags etc. We will also do our best to signpost letters in the weekly newsletter and on the school website in case of lost or soggy communication!

If you need to get in touch with school we are happy for you to reach us by phone, email or calling into the office.

Tel: 01926 855974    email [admin2309@welearn365.com](mailto:admin2309@welearn365.com)



## PARENT PARTNERSHIP

We believe that great care and learning for your child is rooted in a partnership between family and school. This partnership is built through good communication and mutual respect. Staff, children, parents and governors have worked together to agree a set of expectations that will help our partnership to flourish.

<p>As a <b>school</b> we will do our best to:</p> <ul style="list-style-type: none"> <li>• provide <b>high quality education</b> to enable all children to reach their full potential</li> <li>• <b>care</b> for your child's safety and happiness</li> <li>• provide a <b>balanced</b> curriculum and meet the individual needs of the child</li> <li>• provide a <b>safe</b> and caring environment</li> <li>• achieve <b>high standards</b> of work through building good relationships</li> <li>• recognise and take account of the differing needs and abilities of each child</li> <li>• <b>communicate</b> effectively with all members of the school community</li> <li>• set homework, where appropriate, in accordance with the school's Homework Policy</li> <li>• <b>celebrate</b> achievements both in and out of school</li> <li>• arrange regular Parents Evenings</li> </ul>	<p>As <b>parents</b> we will do our best to:</p> <ul style="list-style-type: none"> <li>• <b>encourage</b> our child to do their best</li> <li>• <b>show interest</b> in the work and topics covered</li> <li>• promote independence and <b>responsibility</b></li> <li>• inform school of any problems that may affect learning or behaviour</li> <li>• <b>support</b> homework and other opportunities for learning, outside school</li> <li>• <b>attend</b> Parents Evenings</li> <li>• read and reply to <b>communications</b> from school</li> <li>• ensure our child attends school regularly and promptly, wearing school uniform and <b>ready to learn</b></li> <li>• treat all members of the school community with <b>respect</b></li> <li>• <b>inform</b> the school of absences by 9.30am</li> </ul>	<p>As a <b>pupil</b> at Park Hill I will do my best to:</p> <ul style="list-style-type: none"> <li>• come to school <b>ready to learn</b></li> <li>• <b>remember</b> everything I need for school each day</li> <li>• wear school uniform</li> <li>• <b>try my best</b> in all my school work and homework</li> <li>• be <b>polite</b> and helpful to others</li> <li>• keep the school <b>tidy</b></li> <li>• let a trusted adult know if I have any worries or concerns</li> <li>• remember our school rules:</li> </ul> <p style="text-align: center;"> <b>be considerate</b>  <b>be safe</b>  <b>be responsible</b> </p>
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One of the most important things we ask of parents is to help support children's reading at home. Please read with your child at least three times every week and record this in your child's pupil planner, reading more often is even better! You can use the knowledge organisers and allocated homework to support learning at home. Through the school year we run a series of parent partnership meetings to provide information about how we cover different aspects of the curriculum in school and to help you support at home, please look out for these in the newsletter and try to join us whenever possible.

We are always looking for parent helpers and volunteers; please speak to your child's teacher or the school office if you are interested in helping in school, for example with reading or gardening or on a school trip.

## PARENT TEACHER ASSOCIATION (PTA)

Every parent is a member of the PTA and we hope you will become involved in lots of different ways. Please show your support at our regular PTA events or even help organise them by joining the friendly committee.



## PE

All classes have two PE lessons each week; one indoors and one outdoors. Please ensure that your child attends school in their PE kit on the appropriate days. PE kit is: school sweatshirt or cardigan; blue T-shirt; **plain black** leggings, shorts or tracksuit bottoms; trainers.

Children swim in Year 6 at Park Hill.

## PENCILS AND PENCIL CASES

Children in Years 3 and 4 should not bring any pencils or pencil cases to school. All the equipment they need for their lessons will be provided by school.

In Years 5 and 6 we continue to provide everything that children require for their lessons however many take up the opportunity to bring their own pencils and equipment into school. Pencil cases do not need to be large or contain the entire contents of a stationery shop! A list of recommended items is provided to children at the start of Year 5 and Year 6 for those who wish to bring their own things to school.

## SCHOOL BAGS

Children may use their own bag to bring items to school rather than using a book bag. In the interests of safe storage and the children's health, bags should contain only those items necessary for a day in school and not look as if children have packed for a weekend away! Children in Year 3 and 4 will be provided with all equipment they need and should not bring in a pencil case. Children in Years 5 and 6 may bring a personal pencil case to school if they wish.

## SCHOOL DAY

8.30 am	School gates open, this is the earliest time at which children may arrive. Staff member on the playground from 8.30am
8.40 am	Doors are open
8.45 am	Registration
8.50 am - 9.20am	Fluency and Reading
9.20am - 10.20am	Lessons
10.20am - 10.55 am	Assembly and Break time
11.00am - 12.00pm	Lessons
12.00pm - 1.00pm	Lunchtime
1.00pm - 3.15pm	Afternoon lessons (including the daily mile)
3.15pm	Children leave for home or after school clubs

## SCHOOL UNIFORM

We believe that a uniform looks smart and contributes to a feeling of belonging to our school. Our colour scheme is blue and grey/black. New uniform items with the school logo are available online [www.michaelhope.co.uk](http://www.michaelhope.co.uk) We are also happy for children to wear uniform without the school logo purchased from elsewhere if you prefer.

The PTA sell pre-loved uniform at various events throughout the year. Please take a look at the shopping list at the end of this booklet. Children should not wear jewellery to school. Children who have pierced ears are allowed to wear studs only. Children may wear a watch.

If children have long hair (below their shoulders) then it should be tied up during the school day everyone's safety.

Please name all clothing clearly – it is very difficult to return unnamed items to their owner.



## **SECURITY**

The safety of children has the highest priority. During the school day the playground gate on Ilam Park and the gate at the side of school is locked. This creates a secure outdoor space for break times and outdoor learning. During the school day all visitors must access the site via the driveway entrance on Parkfield Drive.

All visitors to the school, including parents helping in classrooms, are asked to use the main entrance, 'sign in' in the school foyer and wear a visitor badge whilst at school. If you need to pop into school at the end of the day then please enter through the school office.



## **SHOPPING LIST**

Name tags (to put on everything)

### **For school uniform**

Light blue polo shirts\*

Grey or Black trousers, shorts/culottes, skirt or pinafore

Blue and white striped or checked summer dress

Navy sweatshirt or cardigan\*

Grey, black or white socks or grey, black or blue tights

Black school shoes

### **For PE:**

Light blue T shirt\*

Plain black shorts, leggings or track suit bottoms

Trainers

### **If needed:**

Lunchbox

\*= school logo clothing available from [www.michaelhope.co.uk](http://www.michaelhope.co.uk)

## **SPECIALIST RESOURCE PROVISION**

In September 2024, Park Hill will be opening a specialist provision which will support 8 children with communication and interaction needs in an adapted classroom within the school. This will support children who already have an Education Health Care Plan (EHC plan) and aims to allow children to continue to attend school in their local area. If you think that this provision is needed for your child, please speak to Miss Biggs or to your Local Authority Plan Coordinator.