



**Park Hill Junior School
New Parents Information Booklet**

*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
Executive Head Teacher

Mr. Ben Shaw
Chair of Governors

Park Hill Junior School
Parkfield Drive
Kenilworth
CV8 2JJ

01926 855974
Email: admin2309@welearn365.com
www.parkhilljuniorschool.co.uk

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.

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Responsible,compassionate individuals**



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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, the Head of Teaching and Learning 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 the first day of absence. If we have not heard from you by 9.30am we will contact you directly to ascertain the whereabouts of your child. We also need to know if your child will be absent due to a visit to the doctor or dentist.

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. On Friday at 10.20am we have Celebration Assembly which parents are invited to attend. At Celebration Assembly we celebrate children's learning and achievement and certificates awarded outside of school.



BEFORE AND AFTER SCHOOL CHILD CARE

We are able to offer before and after school child care at both schools through our partnership with Brambles (at Thorns) and Capellas (at Park Hill). Brambles & Capellas 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.

Brambles <http://www.brambles-kenilworth.com> Tel: 01926 854486
Capellas <http://www.capellas.co.uk> Tel: 01676 533768

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.

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. Would all parents please consider other road users and their safety when parking. We do not allow parking in the school car park, unless prior consent has been given by the Head of Teaching and Learning e.g. use of the disabled parking space.

To benefit everyone in our community, an unofficial one way system is encouraged along Ilam Park. It 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.

Dropping off in the morning

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.

Picking up at home time

Children are sent to gather their things for home at 3.15pm and then leave via the door on to the playground or classroom doors in Years 5 & 6. Parents meet children on the playground or at another prearranged location. Children are told to come back into school if the person collecting them is not there. In Years 3 and 4 staff wait at the top of the steps until children have left.

CHILD PROTECTION

Our first concern is a child's welfare and we have a duty to act to protect a child at all times. All staff complete regular child protection training.

Park Hill enables all children to develop skills which will help them learn to keep themselves safer. The Warwickshire Taking Care materials are used as a basis for this learning and information on this curriculum is shared with parents each year.

Park Hill has two members of staff who lead on child protection and safeguarding issues: Mrs Liz Bradbury and Miss Lizzy Biggs. If you are concerned about a child's welfare you are welcome to come into school and chat to us. There is a school governor responsible for leading on child protection issues.

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.



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 for at least 2 different adults.

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 with written consent from parents. Please take any medicines to the school office and see a member of the administrative team.

A school nurse is linked to Park Hill and can be contacted via the school office or directly on 03300 245 204

FRENCH

All classes have a French lesson every week as part of the curriculum. These lessons are 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 schools at heart. The prime concern is the education and general 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 Executive Head Teacher, it must ensure that the federation delivers the National Curriculum and provides equal opportunities for all children on our role. 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.



HOMEWORK

All children are expected to read on a daily basis and at least 3 times a week; up to 20 minutes is really beneficial. Children have a weekly maths homework using Schofield & Simms books. Other home learning tasks to support topic learning may be set during the year. Homework is set every Thursday and will be recorded by the children in their home-school diaries.

HOUSE SYSTEM

Our school operates a house system, with each child being allocated to one of four houses: Pentagons, Hexagons, Octagons, Decagons. These shapes form our school logo. The children gather into the house groups for occasional inter-house competitions and assemblies.

LUNCHTIMES AND FOOD AT SCHOOL

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. Children may bring a “treat” on Fridays but please do not send in sweets or chocolate.

Children are given a Park Hill water bottle to bring into school each day. The children are encouraged to drink water regularly throughout the day and are able to refill their bottles from filtered taps in each classroom.

The school lunch menu is available on the school website. Lunches are paid for through a web based system: Parentpay. Please make the payment for lunches every Monday or termly.

The school office will provide you with log on details for this during the first week of term. The cost will be £2.32 per day £11.60 per week.

Please note there is a different login and password for parentpay at Park Hill you cannot use the Thorns log in.

If your child brings a packed lunch please ensure that their lunch box is named. Lunchboxes are stored in a cool place during the morning.



NEWSLETTER and COMMUNICATION WITH SCHOOL

Make sure you look out for the weekly federation newsletter every Thursday and the year group learning information sent out termly. They contain information about school clubs and any events as well as learning in school. Please make sure we have your email address so that you can receive the newsletter.

Children are given the responsibility for relaying information and bringing letters home. Please check the bottom of book bags etc.

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

PARENT PARTNERSHIP

Please use the weekly newsletters to support learning at home and record any reading that your child does in their home school book.

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, trips or Gardening.

PARENT TEACHER ASSOCIATION

Every parent is a member of the PTA and can be 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 2 PE lessons each week; one indoors and one outdoors. Please ensure that PE kit comes to school on Monday and goes home on Friday.

SCHOOL BAGS

All children will be given a small drawstring bag when they first start at Park Hill for their PE kits. Children may also bring in another bag for their books, water bottle and snack. 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 and should not bring in a pencil case.



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. This must be handed to the school office at the start of the day for safe keeping and collected at the end of the day. The handling 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 collected and parents will need to come into school to retrieve it.

SCHOOL COUNCIL

Any child can apply to be on the School Learning Council and the Online Safety council. Children in Year 6 all have the opportunity to complete a range of leadership tasks in school and help raise money for charity.

SCHOOL DAY

8.30 am	School gates open, this is the earliest time at which children may arrive.
8.40 am	Children supervised from this time, doors are open
8.50am	School day starts, registration
9.00- 9.30am	Guided reading
9.30- 10.25am	Lessons
10.25-10.40am	Assembly
10.40-10.55am	Breaktime
11.00-12.00pm	Lessons
12.00- 1.00pm	Lunchtime
1.00 - 3.15 pm	Lessons

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 on line 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 second-hand 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. The main entrance is secured when all children are in school. School gates, other than the main entrance, are locked during the school day. 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. Please note that the Ilam Park entrance gate will be locked from 6pm each evening and cannot be used during evening events at school.

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*

Black shorts

Trainers/pumps

If needed:

Lunchbox

*= school logo clothing available from www.michaelhope.co.uk