



Information for Parents

Parkfield



Primary School

Mission Statement

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

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Introduction

Although we have made every attempt to include all the information you require and to give you as full a picture as possible about what our school is like, no prospectus can ever tell everything that you may feel you need to know.

We would be very happy to arrange a visit to the school for you, when you could be shown around the building, meet some of the staff and pupils, and see for yourself what goes on.

For parents of children who are starting Foundation Stage, there will be an Induction meeting shortly before your child is due to start, when we will go through all the detail and routines that you and your child will need to know. There will be opportunities for you to ask any questions you may have, and to meet your child's teacher.



The information in this prospectus is accurate at the time of printing, but it is possible that some changes may be made during the school year.

Throughout this booklet the word 'Parent' is used to include parents, carers, guardians and others with parental responsibility.

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1. Our School

Aims

The school's aims are set out below. These have been prepared in discussion with staff, governors, parents and pupils. They represent our core purpose as a school.

Standards

We aim to ensure progression throughout the school to enable all children to work towards achieving their full potential.

In order to do this we will:

- Cater for individual needs and personalise learning
- Set targets and undertake assessment for learning
- Ensure high expectations
- Promote an enthusiasm to learn
- Recognise pupils with special educational needs and those who are gifted and talented

Pupils' attitudes, values and personal qualities

We aim to develop the whole person, fostering positive attitudes, values and personal qualities to enable pupils to become contributing citizens.

In order to achieve this, we seek to promote:

- Confidence, self-assurance and self-esteem
- A knowledge of the difference between right and wrong
- Responsibility and the opportunity to act as a positive role model
- Respect, tolerance and good manners

School Rules:

- I can keep the school a happy and safe place
- I can respect myself and other people
- I can respect my own and other people's property
- I can follow instructions

Learning & teaching

We aim to encourage effective learning by providing for different learning styles, building independence, creating confidence, enthusiasm and motivation, leading to high expectations for all learners.

We aim to provide effective teaching through good subject knowledge, planning and organisation, creating an interactive learning environment and employing a variety of teaching styles to meet the needs of all pupils.

We aim to use assessment of and for learning to set targets and plan continuity and progression, building on prior knowledge, skills and understanding in order to personalise learning.

The curriculum

We aim to fulfill the statutory requirements of the National Curriculum providing a broad, balanced curriculum, ensuring continuity and progression, building on prior learning and differentiated to meet the needs of all pupils.

To engage children's creativity and imagination, we will provide interesting, varied and stimulating experiences through a range of resources, activities and technology.

We aim to provide an inspiring, creative and enjoyable curriculum which is flexible, relevant to our children and which makes appropriate links between subjects.

Care, guidance and support for pupils

We strive to promote the welfare and well-being of all the children within the school environment.

We aim to create an environment which allows children to express their own spiritual beliefs and be tolerant and respectful of others and provide pupils with an understanding of right and wrong, enabling them to act in a sociably responsible way.

We will support pupils' learning by assessing their needs and providing appropriate support in a suitable learning environment, giving each child equal access to the full curriculum.

We aim to provide guidance and support to pupils with special educational needs to enable them to take a full part in an inclusive curriculum.

We offer emotional, physical and intellectual support, aiming to build self esteem, confidence and a sense of achievement.

We aim to foster positive relationships between pupils, their peers and adults.

Working with parents, other schools and the community

We aim to work closely with parents/carers through involvement, communication, dialogue and mutual support.

We aim to work in a positive partnership with the community and other schools for our mutual benefit.

Leadership and management

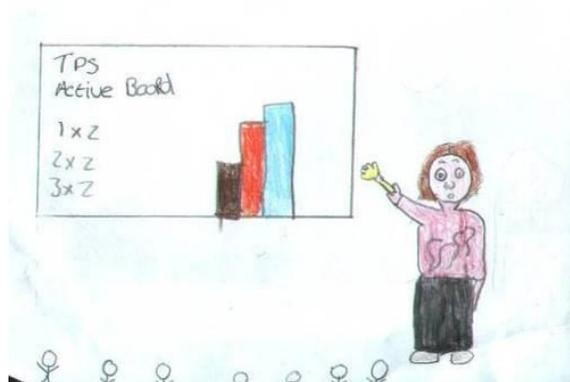
We aim to provide quality leadership for the curriculum and the organisation and management of the school, working as teams to provide pastoral care and supporting the wellbeing of all adults and children involved with the school.

We aim to ensure the efficient and effective management of the school in order to promote quality and high standards.

We aim to provide opportunities for open communication and dialogue between Governors and the school community to ensure all partners clearly understand the schools aims, structure and future ambitions.

We aim to encourage parents and children to voice their needs and concerns through Parkfield Parent Partnership and School Council meetings on a regular basis, so that communication and dialogue is sustained with staff, parents and children, to enable them to take part in the decision making process.

We aim to ensure that each of the non-teaching staff groups are invited, via their team leaders, to liaise with senior management regarding the day to day running of the school, ensuring they are included in making decisions and giving feedback as and when appropriate.



Admissions

Parkfield Primary School is a community school under the control of Wolverhampton LA and has no affiliation to any religious denomination. The school follows the LA Admissions Policy and the Agreed Syllabus for Religious Education. Membership of any specific religious group does not exclude a child from admission to this school. All children who live in the locality around the school, or who have brothers or sisters already at the school are able to attend if there are sufficient places available.

Foundation Stage Class

Children whose fifth birthday falls between September 1st and the end of August are admitted at the start of the autumn term in September every year. We make every effort to make the transition into our school as smooth as possible for children and parents.

Key Stage 1 and 2 admissions

The admission limit for the school is 30 pupils in each class.

Parkfield Primary School welcomes all children from the locality, who bring to it the rich diversity of their family traditions and beliefs. The table below illustrates the composition of the school as at November 2014

School Breakdown	Number of pupils
Girls	92
Boys	105
Total pupils	197
Free School Meals	95
Special Educational Needs	35
Ethnic Background	
White British	55
White other	8
Mixed White / Black Caribbean	19
Mixed White / Asian	7
Mixed Other	7
Any Other Ethnic Group	11
Chinese	2
Asian Indian	50
Asian Pakistani	6
Black Caribbean	14
Black African	8
Black Other	4
Gypsy Roma	4
Refused	2
	197

We aim to provide a stable, secure environment in which the children will reach their full potential in all areas of the curriculum. In our school we value the links between home and school, and promote attitudes of respect. The school has achieved national accreditation as a Healthy School.

Anyone wishing to visit our school to meet the staff and children or to view the facilities is welcome to do so by telephoning to arrange a convenient time.

Curriculum

Governors and staff plan and organise the curriculum provision for the pupils at Parkfield Primary School in accordance with our aims stated above.

All teachers ensure that pupils receive a broad and balanced education which fully complies with the statutory requirements of the National Curriculum and the guidance for Foundation Key Stage and the National Literacy and Numeracy Strategies.

Pupils are taught in mixed ability classes according to their individual needs. Schemes of work are developed to meet the diverse needs of our pupils and to provide excellence and enjoyment in their learning. Across the school, all pupils are taught the core subjects of English, Mathematics, Science and Information Technology, and the foundation subjects of Design Technology, Art, Music, History, Geography, Physical Education, Religious Education, PSHE (personal, social and health education) and Citizenship. Pupils are also taught Modern Foreign Languages in school.

The school provides an act of collective worship each day with a Christian focus in accordance with current legislation. However the content of these assemblies for the whole school, key stages or classes reflects the diversity of our families' religious and cultural heritage and draws upon stories and teachings from many faiths and cultures.

Any parent has the right to withdraw their child from RE or collective worship, but must notify the school of this in writing.

Sex and relationships education is included as part of the school's curriculum and as part of the school's health education programme in partnership with our school nurses. Parents are informed when issues of sensitivity are to be discussed whenever possible.

Special Educational Needs (SEN)

The school has a Special Educational Needs policy, which fully complies with the national SEN Code of Practice. There is a Special Educational Needs Co-ordinator (SENCO) who is responsible for supporting staff, liaising with parents and pupils and ensuring that the school implements the policy.

Pupils identified as having a Special Educational Need will have an Individual Education Plan drawn up by the teacher and the SENCO, in consultation with the pupil and parents. This plan will include targets for the pupil and identifies the support the school will provide as part of School Action. If pupils are identified as requiring support from outside the school, the support from outside agencies will be identified in consultation with the LEA Area SEN Panel as part of School Action Plus. Further support is sometimes provided after assessment when a Statement of SEN is produced. Statemented pupils will be taught within the school unless the Statement identifies a placement at a Special School or Resource Base offering specialist help. The school will work to keep parents fully informed about their child's Special Educational Needs and support provided.

Disability Access

The school works to ensure that as far as possible children and adults with disabilities have full access to the facilities of the school and our curriculum. As part of our equal opportunities policy we will not discriminate against those with disabilities. The school has prepared an accessibility plan to ensure that future work and policies increase access to those with disabilities. A copy of the plan is available from the school on request. As part of that plan, works have been completed to provide toilet facilities and access ramps for those with disabilities. The school will regularly review its accessibility plan and welcomes contributions from people with disabilities towards the planning process.

Staffing

A list of staff is included in Appendix 1. We value our staff and the work they do very highly. All staff have access to appropriate training and professional development.



Absence from school

In order for children to reach their full potential it is essential that they attend school regularly.

Each school has to complete returns to the Department for Education and Skills (DfES) on the rates of attendance and authorised and unauthorised absence. An unauthorised absence is one where we have had no explanation as to why the pupil is not in school.

Our school target is for children to attend at least 95% of the year but we do understand that children may be absent due to illness or emergencies. We ask that parents/carers telephone school on the morning of their child's first day of absence notifying us of the reason as to why they are not in school.

We operate a system whereby we will contact any parents who have not informed us as to the reasons why their child is not in school.

The school's Education Welfare Officer visits school each week and liaises with the Head of School and Attendance Officer to examine the school registers, attendance information. Any concerns are discussed and meetings with parents are organised if appropriate. Persistent poor attendance may result in a parenting contract being issued and ultimately legal action.

Holidays in term time

Please make every effort not to withdraw pupils during term time for family holidays as this is very disruptive to their learning. If it is necessary for a family holiday to take place during term time, a holiday form should be obtained from the School Office and returned for the attention of either the Executive Headteacher or Head of School. From September 2014 approval of any holiday requests is at the discretion of either the Executive Headteacher or the Head of School and are only granted under exceptional circumstances. Please be aware that if not approved you may be liable for a £60 fine per adult and £60 per child.

3. Care and Welfare of Pupils

The care of the pupils is the responsibility of the whole school staff: Executive Head, Head of School, Assistant Head, Class Teachers, Teaching Assistants, Admin staff, Lunchtime Supervisors and Caretaker.

A number of our teaching assistants are qualified first aiders and will deal with accidents and minor medical queries.

We encourage parents to discuss any concerns they may have with the Head of School or their child's teacher. If necessary, a mutually convenient appointment will be made.

The Head of School is the designated member of staff for Child Protection issues.

School Nurse

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

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

Pastoral Learning Mentor

Mr Mulloy is available to give advice and guidance in relation to behaviour both in school and within the home. He will also support families who may be experiencing social or domestic issues that may be affecting their children and is in school every day Monday to Friday.

Education Welfare Officer

The school has an Education Welfare Officer who also visits regularly and who will assist with any problems that may be brought to her attention. In particular the Education Welfare Officer will address issues relating to poor attendance and punctuality.

Accidents / Illness at School

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

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

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

emergency contact the child would be taken to hospital by a member of staff while someone at school continues to try to make contact with home.

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

Medicines in School

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

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

Inhalers

Any pupil who needs to have an inhaler in school is allowed to bring one with them from home. Depending on the severity of the child's condition and the frequency that they may need to use their inhaler, it can either be kept by the child, or given to the class teacher. The nature of the child's condition should be discussed with a first aider from the staff so that the best course of action may be decided upon. There is an emergency inhaler kept in school and there are staff trained to administer this if necessary. Any inhalers left in school should be clearly marked with the child's name and dosage.

Food at School

Milk is available each morning at a cost of £11.00 per term, payable at the start of each term. Children who are registered for free school meals receive the milk free as do children under 5. Unfortunately those under the flexible charging scheme are not eligible for free milk. Fruit is supplied free of charge to KS1 and KS2 children. The school issues all children with water bottles at the beginning of every academic year. The school provides filtered water free at all times for pupils.

Healthy meals are available at lunchtimes and a vegetarian option is always provided. Payment for school meals should be made on the first day of the week. Please enclose the payment in an envelope with the child's name clearly marked on it. It is also possible for your child to have a packed lunch from home if you prefer but please ensure that your child's drink is in a non-spill container - not made of glass.

If you are eligible to claim free school meals then please do so, even if you are not intending your child to have a school dinner. This entitles them to free milk and affects school statistics and possible funding.

4. School Uniform

At Parkfield Primary School, the *Governors and Staff* believe that school uniform is important. It gives children a feeling of belonging, pride in their appearance and avoids the problem of children wearing unsuitable clothes to school.

Our School Uniform is:

Red sweatshirt, jumper or cardigan

White shirt, blouse or polo shirt

Black or grey skirt or trousers

Black sensible low heeled shoes (no trainers)

Outdoor coat

P.E kit:

Red or white tee-shirt

Red or white shorts

Black pumps or trainers

Jewellery is not part of school uniform and should not be worn to school. It can be a safety hazard, especially at break times or during PE lessons. If children have pierced ears, then small studs should be worn, and not hoops or drop earrings.

The school stocks a selection of items at reasonable prices. Order forms can be collected from the school office. All other items are easily obtained from chain stores or the market. Each item of clothing should be clearly marked with the child's name. We cannot be responsible for confusion over clothing if this is not the case.

All children are encouraged to take care of their belongings and to have respect for other people's property. School cannot be held responsible for loss or damage, which may occur to pupils' property while it is on the school premises.



5. Behaviour and Discipline

We hope to create an atmosphere of trust, respect and co-operation in school by building positive relationships between children, staff and parents.

We believe that it is necessary for the safety and well-being of the children that a clear, consistent and positive approach to discipline is used, to encourage and develop pupils' self-discipline.

The school adopts simple clear rules for the classroom and for general use, which are displayed around the building as a reminder to the children. The children are reminded of these rules regularly.

Our Behaviour Policy is reviewed regularly and a full copy is available to any parent who wishes to see it.

We hope that our approach to behaviour and discipline will be reinforced by the support of parents at home. In the event of any concerns or suggestions you may have, please do not hesitate to contact the Headteacher at school to discuss them.

We have developed a Home-School Agreement, which all parents and children are asked to sign. A copy of this can be found in Appendix 4.



6. Safety and Security

The entrances to the school are secured by digital locks, which are kept closed during the school day. Visitors to the site should report to the office through the main entrance.

The gate to the playground is open until 9.00am when it is locked. It then remains locked until the end of the school day.

Any parent wishing to collect their child from school during the day should report to the office, and the child will be brought for them.

Smoking

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

Dogs

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

Health & Safety

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



7. **Governors' Information to Parents**

A list of our school governors is included in appendix 5.

Charging Policy

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

Complaints Procedure

If you are unhappy about any aspect of our school, please contact us directly in the first instance so that we can address your concerns. We will work to investigate your complaint and find a satisfactory solution where possible. However, if you then wish to take your complaint further the school will inform you of the appropriate complaints procedures.



**Appendix 1
Staffing from September 2014**

Teaching Staff

Mr W Downing	Executive Head
Mrs J Price	Head of School
Miss I Chana	Foundation Stage Classteacher School Standards Development Leader
Miss G Tandy	Class 1 Classteacher
Miss C Williams	Class 2 Classteacher
Miss K Ruff	Class 3 Classteacher
Miss K Machin	Class 4 Classteacher
Mr T Cooper	Class 5 Classteacher
Mr M Cross	Class 6 Classteacher Assistant Head

Higher Level Teaching Assistants (HLTA)

Mrs H Grewall

Teaching Assistants

Mrs D Branch
Mrs L Chater
Mr A Dodd
Miss D Joinson
Mrs M Liston
Miss S Rees
Mrs M Smith
Mrs G Smart

Support Staff

Office Manager	Mrs J Walters
Admin Assistant	Miss J Rafferty

Caretaker
Pastoral Learning Mentor

Mr G Rhodes
Mr O Mulloy

Lunchtime Supervisors

Mrs A Welch (Senior)
Ms H Khalifa
Mrs S Patla

Mrs T Dean
Mrs S Millington
Mr M Stewart (Playleader)

Walking Bus Supervisors

Mrs H Khalifa

Miss A Schifano

Mrs A Welch

Appendix 2

School Terms and Holiday Dates 2014 - 2015

Autumn 2014

Monday 1st September - Friday 24th October 2014

Half-term Monday 27th October - Friday 31st October

Monday 3rd November - Friday 19th December 2014

Christmas Holiday - Monday 22nd December - Friday 2nd January 2015

Spring 2015

Monday 5th January - Friday 13th February

Half-term Monday 16th February - Friday 20th February

Monday 23rd February - Friday 27th March

Easter Holidays - Monday 30th March - Friday 10th April

Summer 2015

Monday 13th April - Friday 22nd May

Bank Holiday Monday 4th May

Holiday: Monday 25th May - Friday 29th May

Monday 1st June - Monday 20th July

During the academic year the school will be closed for various dates for staff training - to be confirmed

Appendix 3

Attendance Statistics

Class	% Attendance 2012-13	% Attendance 2013-14
FS	93.5%	90.7%
1	94.5%	93.4%
2	94.2%	94.4%
3	93.7%	95.7%
4	96.2%	95%
5	95.5%	98.3%
6	96.1%	96.3%
Total	94.8%	94.7%



Appendix 4

PARKFIELD PRIMARY SCHOOL HOME SCHOOL AGREEMENT

THE PARENT

I / we will:

- see that my child goes to school regularly, on time, in uniform and with a full PE kit
- inform school promptly if my child is absent
- let the school know about any concerns or problems that might affect my child's behaviour or work
- support the school's policy for behaviour
- support my child in homework and other opportunities for home learning
- attend parents' evenings and have discussions about my child's progress

THE SCHOOL WILL:

- contact parents if there is a problem with attendance, punctuality, uniform or PE kit
- let parents know about any concerns or problems that effect their child's behaviour, health, welfare or work
- send home a written report each year
- arrange parents' evenings and discuss your child's progress
- keep parents informed about school curriculum and activities through letters and leaflets
- set homework regularly to support learning in school

THE PUPIL

I will do my best:

- to work hard
- to behave in school and treat everyone with respect
- to complete my homework

TOGETHER WE WILL:

- support special educational needs
- encourage children to keep our school rules
- support the child's learning to help them achieve their full potential
- build a strong relationship between parents, pupils and school staff

Signed (Pupil)

Signed (Parent)

Signed (Executive Head/Head of School)

Appendix 5

Governors

From September 2012 Parkfield Primary School became part of a Federation with St Stephen's Church of England School.

Governors normally serve a term of 4 years on the Governing body before seeking re-appointment or re-election.

Three Governors are nominated by the Local Education Authority (LEA), three governors are appointed from the staff of the school, from parents and they are co-opted from the community by the governors themselves.

Governors can be contacted by letter, telephone or email care of the school.

Mr R Whitehouse (Foundation - Chair)
Mr A Bolshaw (LA Governor - Vice Chair)
Mr W Downing (Executive Headteacher)
Mrs J Bickley (Co-opted)
Mr R Russell (Co-opted)
Mr I Stockton (Co-opted)
Rev S Powell (Foundation)
Mrs J Whitehouse (Foundation)
Mrs S Shirley (Parent Governor)
Mr F Sibanda (Parent Governor)

