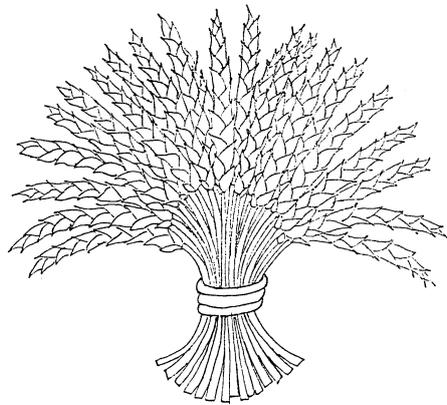


PARSONAGE FARM PRIMARY SCHOOL

Parents Information Booklet



“Where children are valued and success is recognised”

PARSONAGE FARM PRIMARY SCHOOL

Parsonage Farm is a community school, which caters for children from 4 to 11 years old. We are a very popular school with an excellent reputation in the local community.

The school is staffed by a highly committed and hardworking team which are led by Mr R. Abrahall, the Headteacher. A dedicated and supportive Governing Body, under the chairmanship of Mr D. Seagroatt serves the School. All work together for the benefit of every child.

We are very proud of our school and the achievements of our children; we are always striving to ensure they are happy and reach their full potential.

The School address is: Farm Road
 Rainham
 Essex
 RM13 9JU

Telephone Number: 01708 555186
E-Mail Address: office@pfps.havering.sch.uk
Website: www.pfps.havering.sch.uk
Twitter: @head_pfps

OUR SCHOOL AIMS ARE:

- To promote a positive ethos where everyone is valued as an individual and treated with respect.
- To provide effective and enjoyable teaching and learning opportunities in a well managed and efficiently organised school.
- To establish a calm learning environment in which children feel safe in the knowledge that all are expected to conform to high standards.
- To enable all children to work towards achieving their highest potential via a structured, challenging and differentiated curriculum.
- To work in partnership with our parents and develop continuing positive links with the local community.

**PARSONAGE FARM PRIMARY SCHOOL
NEW PARENTS INFORMATION BOOKLET**

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ADMISSIONS POLICY

Children are admitted to the school in accordance with London Borough of Havering's Admission Policy, which is:

When the demand exceeds the number of places available in a school, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the school.

- Children who are looked after.
- Exceptional medical or exceptional social grounds (supporting medical or other evidence should normally be submitted at the time of application).
- The attendance of an older brother or sister at the school.
- Applications in order of proximity of residence as determined by the distance of the home address from school as measured by a straight line from the school, with those pupils living nearer the school being given higher priority.

The extent of places allocated by distance will tend to vary each year, depending on the pattern of applications.

All children start in the Autumn Term, of the academic year in which they are five.

Pre-school visits are arranged for parents and children during the Summer Term before children start school. These visits enable the children to become familiar with their environment and hopefully meet other children who will be in their class.

If parents wish to speak to the school regarding any matter prior to admission, this can be arranged by asking for an individual appointment with the Headteacher.

THE SCHOOL DAY

The school day is arranged as follows:

	Lower School (Years R -2)	Upper School (Years 3 -6)
Registration	08.55-09.00	08.55-09.00
Lessons	09.00-10.30	09.00-11.00
Assembly	10.30-10.45	-
Break	10.45-11.00	11.00-11.15
Lessons	11.00-12.00	11.15-12.15
Assembly	-	12.15-12.30
Lunch Break	12.00-12.45	12.30-13.15
Afternoon Registration	12.45-12.50	13.15-13.20
Lessons	12.50-15.10	13.20-15.15

MORNINGS

Children should not arrive on site before 8.40am, unless requested to do so by the school. No child should be left unattended at any time, with the exception of Year 5 and 6.

A senior member of staff will be at the main entrance gate from 8.45am to receive the children into school, who then walk straight into their classes. (The gate closes at 8.55am.)

When you have seen your child through the gate, please leave the premises to avoid congestion.

Please have messages for teachers in writing.

If you are late and the gate is locked, please take your child to the Main Office where you will be asked to sign your child in. Please note that as we use a web based system for registering children's choice of school dinner, and this is done in the classroom at registration time, if your child is late they will be unable to select their preferred choice.

END OF THE DAY

Parents may wait in the playground to meet their children at the end of the day once the entrance gates have been opened. An adult must collect children in Years R-4. If you wish your child in Year 5/6 to walk home alone, this must be requested in writing. This is to ensure that the school has a record of your agreement. Please do not take another child home without letting the school know that an arrangement has been made with the parent.

Teachers will not release children to an adult unless they are listed on the contact list. Please inform the school, preferably in writing, if there is a change in arrangements for your child being collected. Children are not allowed to go home with other primary school-aged children.

If you are going to be late collecting your child, please let the school office know as early as possible. Your child will stay with office staff until you arrive.

DINNER TIME ARRANGEMENTS

Children may:

1. Have a school dinner:

Key Stage 1 (Reception, Year 1 and Year 2):

Due to the Government's Universal School Meals initiative, all children in Key Stage 1 are entitled to a hot free school meal. (Drinking water is provided)

Key Stage 2 (Year 3, Year 4, Year 5 and Year 6)

The school is able to provide your child with a healthy hot school meal at a cost of £2.20. If you wish for your child to have a school meal you will need to have topped up your child's sQuid account prior to the day you wish them to have a meal. Parents need to register their children at www.squidcard.com/welcome using the details given to them by the school. If you have lost this information, please contact the school office.

The school prides itself on having a healthy menu. All meals are home-cooked on the school premises and taste delicious! A healthy vegetarian option is always provided.

2. Bring a packed lunch

Lunchboxes should be clearly named. A rectangular box is preferable to a fancy shaped one as this makes stacking easier.

Experience has shown that the following is suitable for most children:

Sandwich, roll or crisp bread

Fruit, yoghurt or chopped vegetables, e.g. carrot

Biscuit, (no chocolate biscuits) cereal bar or a small cake

Please do not send sweets, chocolate bars or any hot/warm food.

Drinks:

Water is always available if a child does not have a drink in their lunchbox. On no account should hot drinks, drinks in glass bottles, fizzy drinks or cans, be included.

3. Go home to lunch

If your child is going home, please wait in the main entrance. Please be aware that it must be an adult who collects and signs out your child.

All children on the premises at lunchtime spend some time outside and some time in the dining hall. If it is wet or very cold children are supervised in the classrooms.

UNIFORM

The school uniform required at Parsonage Farm Primary School is as follows:

WINTER UNIFORM

- Boys: Grey trousers/grey shorts
* White shirt or white short-sleeved polo shirt with logo
* Green sweatshirt with logo
* Green Jacket (optional)
Plain grey or black socks
Black shoes or black trainers, with dark laces
* Small rucksack
- Girls: Grey skirt/ pinafore dress /grey trousers
* White short-sleeved polo shirt with logo or a white blouse
* Green cardigan, or sweatshirt with logo.
* Green Jacket (optional)
White or grey socks
Plain grey tights
Black shoes or black trainers, with dark laces
* Small rucksack

GIRLS SUMMER UNIFORM- OPTIONAL (Summer Term)

- Green check dresses
White socks

PE KIT

- Boys & Girls Green PE shorts
* White PE t-shirt with logo
Black Plimsolls
* Soft drawstring bag to keep PE kit in
- Years 3-6 Jogging bottoms for use outdoors in winter months
Black Trainers with dark laces for outdoors use
(These can be their normal school trainers)

* The items with an asterisk are available to purchase from the school's uniform provider, Tesco. Please visit <https://www.tesco.com/direct/parsonage-farm-primary-school/14453.school> (there is a direct link on the school website).

Currently, Tesco are unable to provide green PE shorts, these can be purchased from the main office at a cost of £5.00.

Please ensure that all items are named and that footwear is appropriate for school. We do not allow **boots (anything which covers the ankle), heels or open-toed sandals** for Health and Safety reasons.

ACCIDENTS AND EMERGENCIES

Please make sure that you keep the office informed if any of your contact details change; this is obviously important in case of an emergency. If a child has an accident in school it will be recorded and parents informed if one of the school First Aiders believe it to be necessary. If medical attention is needed, e.g. a stitch for a cut, and a parent is not available, a senior member of staff will take the child to the nearest hospital. Minor bumps and cuts, which may occur in the playground, are dealt with calmly and sensitively by one of the school First Aiders. If the bump is to the head, then the child will be given a sticker to wear during the day, to ensure all staff are aware, and a letter will also be sent home to inform the parent.

ATTENDANCE

Regular attendance at school is necessary for children to make good progress with their education.

Please notify the school by telephone, on the day of absence, otherwise the absence has to be recorded as unauthorised. If we are unable to make contact the Inclusion Officer, along with the Headteacher or Deputy Headteacher may visit the home address. Our Inclusion Officer regularly monitors attendance below 95%. If your child's attendance becomes a concern, a letter will be sent home. The Education Welfare Service will be involved if a child's attendance falls below 90%.

BREAKFAST CLUB

A breakfast club runs from 7.45-8.45 every morning, led by members of our own staff. There is a £3.00 charge for each session; this includes a choice of toast or cereal and a carton of juice. Please contact the office for further details.

CHILD PROTECTION

Staff in all maintained schools have a responsibility to promote the welfare of the children in their care. The Local Authority also requires that staff safeguard the welfare of children by referring any serious concerns they might have about any child /children to the Designated Safeguarding Lead. At Parsonage Farm, this is Miss Angus, Deputy Headteacher.

To enable staff to monitor the welfare of your child, you are asked to keep the school informed of any unusual or serious injuries, which your child has suffered, and of any circumstances at home which might cause a change in your child's behaviour at school. Staff may, on occasion, wish to speak with you to discuss and clarify the cause of a particular injury, to seek a reason for a sudden change in your child's behaviour, or raise other concerns they may have.

In those circumstances where we have serious concerns about the welfare of a child, we have a duty to make a referral to the Havering Safeguarding Team. If this happens please remember that we have a responsibility to promote and safeguard the welfare of the children in our care.

DATA PROTECTION

The school is required to hold a range of records and information on all children in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care and to assess how well the school is doing. As a school we follow the latest Data Protection regulations and ensure that the data held about individual children is only used for the specific purposes allowed by the law.

If you have any queries regarding the data and to whom it may be passed, please contact the Headteacher. If you wish to access the personal data for your child please inform the Headteacher in writing.

DISCIPLINE

At Parsonage Farm Primary School we believe that good behaviour is essential for effective Teaching and Learning to take place. We expect all children to follow the schools rules, which are shared with them. Good behaviour is recognised and celebrated through a school system of positive rewards.

All members of staff, who have a clear understanding of the school's Behaviour and Discipline Policy, deal with inappropriate behaviour calmly and quickly. If a child's behaviour continues to cause concern, their parents will be contacted and asked to come into school to discuss how the situation can be improved and taken forward. If a parent believes their child is unhappy in school for any particular reason, it is important in the first instance to speak to the child's class teacher. If the situation does not improve then arrangements should be made to speak initially to the Year Group Leader, followed by the Assistant Headteacher. If you feel an issue has not been resolved, then please contact the Head / Deputy Head teacher.

We have a clear complaints policy which can be found on our website.

EQUALITY OBJECTIVES

At Parsonage Farm the following equality objectives have been agreed:

- Strive to achieve equality of opportunity for all, adults and pupils, regardless of age, gender, ethnicity etc.
- Educate all about discrimination and prejudice and promote a harmonious environment.
- Strive for all pupils regardless of ethnicity, age, gender to achieve the highest possible standards in their learning and make good progress.
- Ensure that the appointment of staff is in line with equal opportunities legislation.
- Strive to ensure that the composition of the schools governing body reflects that of the wider community.

EXTRA CURRICULAR ACTIVITIES

As a school we are very fortunate to be able to offer a wide range of extra-curricular activities to years 1-6, which are run by our own staff. There is a £2.20 charge for each session, which is paid termly, in advance, to cover costs. At the end of each term, details of the following terms clubs are given out.

FOUNDATION STAGE

Every child deserves the best possible start in life and support to fulfil their potential. A child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important and it provides the foundation for children to make the most of their abilities and talents as they grow up. The Early Years Foundation Stage covers the learning, development and care for children from birth to five. At Parsonage Farm Primary School we call the last year of the stage the Reception Year.

The period is a distinct stage with its own learning goals, which will prepare children for work on the National Curriculum at Key Stage 1(KS1), which they start in Year 1.

The Foundation Stage Curriculum consists of the following:

3 Prime Areas

Communication and Language

Listening in a range of situations, understanding instructions and speaking in front of others.

Physical Development

Co-ordination in large and small movements, handling equipment, keeping healthy and participating in physical exercise.

Personal, social and emotional development

Developing confidence and independence while learning to concentrate and to enjoy sharing as part of a group.

4 Specific Areas

Literacy

Communicating with one another and developing skills in writing and reading.

Mathematics

Using ideas about number, quantity, measurement, shape and space.

Understanding the World

Investigating and beginning to understand the things, places and people around them.

Expressive Arts and Design

Finding ways to communicate by using colour, shape, sound, texture, movement and stories.

During the Foundation Stage these areas of learning will be introduced in ways that are suitable for young children, often through planned and structured play activities.

GENERAL INFORMATION

JEWELLERY

The only jewellery that is allowed to be worn in school is:

- small plain stud earrings which do not protrude below the earlobe
- watches

The school accepts no responsibility for their loss or damage and they must be removed for PE. Please do not have your child's ears pierced during term time.

HAIR

Please note the following points:

- We encourage long hair to be tied back
- Children are not allowed to wear hair beads and hair jewellery with the exception of simple clips and bands
- If a child's hair touches their shoulder it must be tied back for PE (this applies to boys and girls)
- No dyed/bleached hair or haircuts deemed unsuitable by the Headteacher

BAGS

Due to limited storage space in the classrooms, children's bags must be of the soft drawstring type, the school rucksack type, or sufficiently soft enough they can be passed easily through a 10cm tube.

MOBILE PHONES

Mobile phones are not allowed to be brought into school. If Y5/6 parents wish their child to bring a phone to school please ensure it is named and handed in. The school accepts no responsibility for loss or damage.

NAIL VARNISH / MAKE UP

Nail varnish and make up are not allowed to be worn in school. (If a child comes to school with either of these on, they will be removed by the school office.)

MESSY ACTIVITIES

Children are encouraged to wear aprons for painting and other "messy" activities. The school provides these for children in Years R-2 but Years 3-6 children are asked to bring in an old adult sized shirt.

WELLINGTON BOOTS

Children in Reception will be using the outside area in all weathers. Please provide them with a cheap pair of wellington boots to keep in school.

ACCIDENTS

If your child has an accident and needs a change of clothing, would you please wash and iron the clothes loaned and return them to the school for future use.

HEALTH & SAFETY

In the interest of the children, dogs, whatever their size, are not permitted on the premises and the whole of the school site has been designated as a non-smoking area. This includes e-cigarettes.

For the safety of our children and visitors the school has no vehicle access except for authorised users. We have a bicycle and scooter storage facility at the front of the school. Bikes and scooters are left at the owners risk. We ask that parents ensure their children do not ride on scooters or bikes on the school premises.

HOME/SCHOOL COMMUNICATION

We send information home using a service called ParentMail. Parent Mail enables schools to send their letters and messages direct to parents by email and text message. This system is also used to sign up for parents evening appointments.

In order to use ParentMail, the school will issue a registration letter which will give you all the information you need to register your details. Please be assured the ParentMail service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept completely private. There is also NO advertising associated with the scheme.

Important – School messages will be sent from the email messages@parentmail.co.uk. It is important that this address is added to your email address books (or approved sender list) in order to prevent messages being blocked by your SPAM/JUNK filters. Please do not respond to this email address as they are not directed to the School Office.

HOMEWORK/HOME LEARNING

At Parsonage Farm, we expect the children to work to their best of their ability when in school and we also recognise that many children have a number of activities outside of the school day.

We encourage children to read their book at home to an adult and they receive weekly spellings to learn every Monday. These are then tested on a Friday.

We subscribe to an online resource, RM Easimaths, and encourage the children to use this to support their learning in maths. Each child has an individual logon and the site can be accessed on tablets as well as computers, using the web address <https://www.rmeasimaths.com>

LEAVE OF ABSENCE REQUEST

You may apply to the school for a Leave of Absence. Agreement to each request is at the discretion of the Headteacher and will only be given in very exceptional circumstances. Holidays will not be authorised. Any leave of absence taken for a period of 5 days or more will be referred to the Local Authority who will issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

MEDICATION

If your child requires medication on a regular and daily basis for a long term condition or illness, please inform the Headteacher who will arrange for a Health Care Plan to be drawn up with the School Nurse.

School staff are unable to administer occasional / prescribed medications (e.g. Calpol) on the parents behalf. If required during school time, parents are welcome to come into school to administer the medication, having made prior arrangements with the school.

During warm weather, we do ask that you apply a high factor suntan lotion to your child before they come to school, if you feel they require it. Please also send in a hat as we do encourage children to wear them, particularly during the lunchtime period.

MILK / FRUIT

The Local Authority milk system 'Cool Milk' provides milk for all pupils. Milk is free for all under-fives and children entitled to Pupil Premium; it is subsidised for pupils aged five and over. Each child, who is registered with 'Cool Milk' will receive a carton of semi-skimmed milk every day, which is delivered fresh and chilled to the classroom. If you wish your child to receive milk, please go to www.coolmilk.com or telephone: 0844 854 2913. Please do not register your child until 1st September 2018.

Children who do not have milk have water; other drinks are not offered.

We encourage all children, if they wish, to bring in a piece of fresh or dried fruit to eat at morning break. In Years R-2 the Government provides this free.

OPEN EVENINGS

Open Evenings will take place each term. The Autumn and Summer evenings are for adults only but you are encouraged to bring your child with you to the Spring open evening.

At the Open Evenings you will have the opportunity to see your child's work and have an individual appointment with the child's class teacher.

A mini-report is handed to parents at the Spring Open Evening, written Reports are sent out towards the end of the Summer Term.

Please do not hesitate to speak to your child's class teacher if you have any concerns about your child's progress or behaviour during the year.

PUNCTUALITY

Punctuality is very important. Registration is at 8.55am, it is disruptive to the class as a whole if somebody arrives late every morning and certainly unhelpful for the child concerned. Children arriving late should be accompanied to the main reception where they will be given a late mark.

PUPIL PREMIUM

The government believes that Pupil Premium, which is additional to main school funding, is the best way to address the current underlying inequalities between children from deprived backgrounds and their wealthier peers by ensuring that funding to tackle disadvantages reaches the pupils who need it most. You may be eligible for Pupil Premium if you are in receipt of the following:

- Income Support
- Income - based Jobseekers Allowance
- Income - related employment and support allowance (ESA IR)
- Support under part IV of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Child Tax Credit - (not with working tax credit).

Please ring 01708 433929 and they will be able to advise you over the phone.

ROAD SAFETY

If it is essential to bring a car to school please park **well away** from the school entrance. There currently exists a PSPO zone around the school prohibiting parking in the area immediately surrounding the school (Farm Road, Allen Road and Briscoe Road) at set times – please see the street signs for details. If you have a disability badge please ensure you bring it into the office along with your car details so this information can be copied and handed to the Local Authority. Parking on the yellow zig zags is illegal in Farm Road and is liable to a police fine. When opening car doors on to the pavement, take great care, as there have been accidents in the past. Please remember at all times that children need to be able to see up the road to cross safely. Children receive regular road safety lessons in school, but need constant reminding and good examples to reinforce these.

SCHOOL VISITS/VISITORS

An exciting range of educational school visits and visitors are planned across the year groups which are intended to enhance the children's learning and reinforce the themes and topics being studied. Sometimes these will be local and free. At other times parents will be asked for a contribution. Visits can only continue if parents voluntarily undertake to pay for them. Please see the Headteacher if this presents real difficulties. A consent form for local activities (non-transport) is required when your child commences school.

TEACHER ASSESSMENTS

Teachers regularly make their own assessment of a child's progress throughout their school life. This enables teachers to assess children's progress on a continuous basis and set individual targets and challenges for their pupils. Statutory assessments are currently completed at the end of Reception, Year 1, Year 2 and Year 6. Children's individual results will be sent out to parents with their written report in July.

FINALLY

Should you require any further information, please do not hesitate to contact the school office.