



# Welcome to our Primary and Nursery School

# HEADTEACHER STATEMENT

Welcome to Parkwood Academy and Nursery!

This is a school that we are proud to say genuinely places the children at the heart of everything we do. We treat all children as individuals and personalise their learning experience so that they are engaged, active, and having fun. There is no “one size fits all”. We want our children to learn rapidly because they are curious, independent, and resilient learners who are engrossed in activities and cannot wait to discover the next part of the learning journey.

The children at Parkwood Academy achieve success in developing their skill and knowledge base of key events throughout time; local, national, and world geography which adds context to our local surroundings and expression through both the interpretation, composition, and honing of both the creative and fine arts. We achieve this through consistently highly effective teaching with a constant, relentless focus on strengthening our broad and stimulating curriculum that meets the needs of our pupils, developing a committed and well-trained staff who genuinely care about the children, and a restless drive to improve every aspect of what we do.

Our Trust values are the golden thread that binds our curriculum and learning experience. We teach our children to collaborate and persevere to ensure their success. We encourage them to innovate their strategies to improve in all they do whilst enabling them to positively challenge themselves and others.

We welcome visitors so if you are looking for a school place for your child, we will happily show you around and discuss any questions that you may have about the school. We are confident that you will also experience the same sense of pride and purpose that we all share in Parkwood Academy.

Mrs L Cracknell

*Headteacher*

## SCHOOL ETHOS

Our main aim is to create a safe, caring and stimulating school for our children regardless of their gender, race or background. We aim to cater for all aspects of the child's development with a commitment to nurturing positive relationships, positive working environment and high standards of achievement. We ensure this by working closely with parents, governors and the wider community.

In particular, we expect the children to be respectful, well behaved, tolerant of others and positive. We teach pupils to know the difference between right and wrong.

The staff, governors, children and parents unite in their vision for the future:

"Our school values and recognises the qualities of every individual and strives to foster a sense of pride in its community.

### We believe:

- in nurturing and celebrating every aspect of an individual's personality and achievement
- in helping everyone to develop high self-esteem and the confidence to conquer everyday challenges
- all individuals should be able to communicate, co-operate and collaborate in work and play, showing understanding, tolerance and respect for others
- everyone should be aware of the importance of leading healthy lifestyles and how to remain safe in everyday activities
- all individuals should be proud of themselves and of their community and environment. All individuals should be respectful of others' rights, beliefs and property
- in high standards of teaching and an exciting, stimulating and flexible curriculum which is equally accessible to everyone
- in promoting active participation in lifelong learning and academic success

### We will provide:

- a caring, supportive and safe environment in which expectations are clear and efforts are rewarded
- a welcoming and friendly atmosphere with high standards and positive role models
- opportunities to express opinions and thoughts through discussion, the arts and play

- a range of physical activities in and out of curriculum time using our own skills as well as those from others in the wider community
- healthy, balanced meals and snacks
- equal opportunities for all individuals to learn and excel in their personal talents
- opportunities for everyone to acquire the skills needed to embrace future challenges with confidence
- enthusiastic staff that will plan and deliver a curriculum which includes a range of teaching and learning styles ensuring that learning is fun, diverse and varied

Parkwood Academy offers an environment and community in which we believe we can all learn best whilst feeling happy, safe, valued and proud.”

## OUR VALUES

- Collaboration
- Challenge
- Perseverance
- Innovation



## JOINING PARKWOOD ACADEMY

### ADMISSIONS

Since 1<sup>st</sup> April 2022, parents can apply directly to a school for a mid-year place in years Reception\* to year 6. All mid-year admission enquiries should be made via the schools Admissions Officer. \*For Reception children starting school in September, parents will still need to apply via Essex County Council [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) You can also contact them on 0345 603 2200

The Published Admission Number (**PAN**) of 30 is the maximum number of pupils that the admission authority will admit to each year group.

In the event of oversubscription places will be allocated using the following criteria in the order given:

- Looked After Children
- Children living in the priority admissions area with a sibling attending the school
- Children living outside the priority admissions area with a sibling attending the school
- Other children living in the priority admissions area
- Remaining applications

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority.

## CLASS ORGANISATION

We are currently a one form entry school. We are a Primary and Nursery school. Teaching and learning is differentiated to meet the specific needs of children so that all pupils are able to make good progress and meet their full potential.

## SCHOOL TIMES

**School starts:** 8.45 am Monday to Friday

**Lunch times:** Early Years and Year 1: 11:45 am – 12:30pm

Year 2- Year 6: 12:15pm – 1:00pm

**School finishes:** KS1: 3.10 pm Monday to Thursday

KS2: 3.20 pm Monday to Thursday

All Children: 1:30 pm Friday

If you are ever unable to collect your child from school please contact the school office to inform us of the alternative arrangements you have made before 2 pm the same day. We recommend children in Year 4 and below should be collected by a responsible adult.

**Woodys Bridging Provision:** 1:30 pm - 3:15 pm on a Friday

This provision is for working parents at a cost of £2.00. Each session must be booked and paid for on ParentMail by 4 pm on the Thursday.

## LATE ARRIVALS

Children who are regularly late miss out on vital teaching and learning time. This can affect the progress they make. Parents should ensure that children arrive on time each day. If your child is late for school, they must report to the school office on arrival so that the register can be updated and arrangements made for lunch. If you know beforehand that your child is going to be late for any reason, please call the Attendance Officer, Mrs LeSage on 01245 354605 and select option 1.

## STUDENTS WITH DISABILITIES

The school building has ramp access around the premises and we have toilet facilities for disabled pupils or staff located on the ground floor.

## SPECIAL EDUCATIONAL NEEDS

We recognise that every child is different and therefore their learning needs and the support they require may be different. This includes children with special educational needs and disabilities.

We are an inclusive school that values the contributions made by all children, professionals and parents.

**We aim:**

- For every child to benefit from access to a rich, varied, challenging and inspiring curriculum which takes account of unequal starting points irrespective of gender, ethnic background, age or disability enabling each child to fulfil their full potential to the highest possible standard.
- To enable all children to have full access to all elements of school life and to feel secure, knowing their contributions are recognised and valued.
- To create a happy, caring, inclusive community where all feel valued and secure.

## ATTENDANCE

The national average is 96% attendance. Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in the Local Authority taking legal action. Persistent absenteeism is reported to the Local Authority when a child's attendance falls below 90%.

## ILLNESS

On advice from the government and for the sake of children's learning, we aim for high level of attendance for all pupils and discourage absence for minor ailments (i.e. colds and headaches). If your child is too ill to attend school, we ask that you inform the school by telephone as early as possible on each day of absence. Please call the Attendance Officer, Mrs LeSage to provide specific details for the reason for your child's absence on 01245 354605 and select option 1.

In cases of vomiting and diarrhoea we ask that children are symptom free having not vomited or had any further diarrhoea for at least 48 hours before returning to school.

## MEDICATION

Please ensure the school are made aware of any medical condition that affects your child. If your child requires essential medication during the school day please speak to the school office to discuss arrangements. All medicine and inhalers must be given to the school office and not sent in with the child. Parents/Carers MUST complete a medical form at the school office for any prescribed medication to be administered by a first aid member of staff.

If your child is ill in school we will contact you or a named contact that you have provided. Please ensure we have up-to-date emergency contact numbers and contact details at all times.

## OTHER ABSENCES

Taking your child out of school during term time could be detrimental to their educational progress. There is NO entitlement for parents to take their child out of school during term time.

Leave of absence may only be granted by the Headteacher in exceptional circumstances, requests must be made in writing.

If the absence is not authorised and leave is taken, the case will be referred to the Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

## SCHOOL MEALS

The school has an excellent kitchen with fresh food prepared daily. The school is dedicated to providing an environment that promotes healthy eating and enables children to make informed choices. Our kitchen has a Food Hygiene rating of 5 and meals are planned on a 3 week cycle. Our school meals menu is available on our website and printed copies are available in the school foyer area.

**Universal Infant Free School Meals - All children in Reception, Year 1 and Year 2 are eligible for free school meals.**

Health and progress stem from eating habits established early on and what children eat is an important part of their learning experience and we would, therefore, expect children in Early Years and Key Stage 1 to have a school meal and share lunchtime together to enhance their school journey.

All legislative allergen information for our menus is available on request from the school office and should any child have a medically proven dietary requirement then this can usually be catered for with joint parent/school communication.

A school meal for children in Key Stage 2 currently costs £2.20 per day. This is required to be paid on ParentMail in advance. The school does not offer a credit system.

If you are in receipt of Income Support, Job-Seekers Allowance or family Credit your child may be entitled to a free school meal. Please ask the school office for a form.



## DRINKS

The school recognises that children's concentration and behaviour improves when children drink water throughout the day. We therefore encourage children to bring in a plastic water bottle to school every day. The school will ensure fresh drinking water is available throughout each day.

In Early Years fresh milk is provided in addition to water under the government Free School Milk for Under 5's scheme.

## HOME SCHOOL AGREEMENT

**At Parkwood Academy every child's happiness matters to us.**

Your child's education is a partnership between home and school. All new families are asked to sign our Home-School Agreement which details:

- The school's responsibilities
- Child's responsibilities
- Parent's responsibilities

We aim to **inspire children to take a risk, challenge themselves and have a go** through first hand learning experiences. We facilitate teaching that encourages the children to take control of their learning and to develop into active critical learners in readiness for their onward journey.

### Our Trust Values

Collaboration  
Perseverance  
Innovation

## Challenge

We ask all parents to read, discuss as a family and sign the Home-School agreement. We also expect pupils to sign it to show that they acknowledge and accept the school's expectations.

# LEARNING AT PARKWOOD ACADEMY

## CURRICULUM

The school provides a broad and balanced curriculum which consists of the following subjects:

### CORE SUBJECTS

- English
- Maths
- Science

### FOUNDATION SUBJECTS

- Computing
- History
- Geography
- Religious Education
- Physical Education
- Art
- Design Technology
- MFL
- Music

## EXTRA CURRICULAR ACTIVITIES

We offer a range of extra-curricular clubs throughout the school week. Reception children are able to sign up after the October Half Term.

## TRIPS and VISITS

To inform and inspire learning within school, children will experience a range of educational trips, activities and workshops throughout the school year. Information will be sent to parents in advance of these events, in some cases permission slips will need to be completed and returned and a specific cost may be requested. We ask that all payments are made in advance via the ParentMail system. Unfortunately, in some cases if we do not receive sufficient payment contributions, we will have no option other than to cancel these events.

## HOMEWORK

The amount of time spent on homework, will depend on the amount of support your child needs to complete the work. Our homework takes the following form:

- Weekly Spellings
- Weekly Times Tables practice (TT Rockstars)
- Daily reading (Books and MyON)

Each Half Term, class teachers will send out an additional piece of 'curriculum' homework with an optional list for the children to select from. A minimum of one piece of work will be expected to be submitted, per child, each half term. In reception, nursery and KS1, it is important that parents/carers work alongside their child giving them support and encouragement.

## BEHAVIOUR & PASTORAL CARE

### PASTORAL CARE

The school endeavours to be a caring community based on mutual respect and consideration for others. Care and co-operation are implicit in everything we do. Responsible attitudes and positive behaviour are encouraged at all times.

The Pastoral team are made up of the Assistant Headteacher and the Home School Liaison and Attendance Officers.

The school will seek parental permission for any interventions put in place to support social and emotional wellbeing and mental health.

## BEHAVIOUR MANAGEMENT

Parkwood Academy endeavours to offer every child a safe and secure learning environment in which they can achieve their potential and take growing responsibility for their own actions. We believe that children respond best to positive praise and reinforcement but accept that there will be times when sanctions are necessary in the management of behaviours.

We are reliant on the whole school community to support this policy, including parents and families.

Our School upholds and promotes the Parkwood Academy Trust values:

1. Collaboration
2. Perseverance
3. Challenge
4. Innovation

### **Staff Responsibilities – staff will:**

- be a positive role model, including classroom management and organisation
- treat all children fairly and with respect
- raise children's self-esteem and to help them to develop their full potential
- be aware of individual children's learning styles and needs that may impact on their behaviour, including provision specific to transition
- provide a challenging, interesting and relevant curriculum
- apply the rules, rewards and sanctions consistently i.e. teaching of good behaviour
- create a safe and pleasant environment, physically and emotionally
- foster a relationship with parents/carers
- ensure that they undertake any training and development required by the school

### **Children's Responsibilities – children will:**

- Engage with, and demonstrate the four School and Trust values at all times.
- work hard to achieve the best they can and allow others to do the same
- follow the instructions of school staff

### **Parental Responsibilities – parents/carers will:**

- make children aware of appropriate behaviour in all situations
- encourage independence, resilience and self-discipline
- be aware of the school's rules and expectations
- support the school in the implementation of this policy

## BULLYING

At Parkwood Academy we will not tolerate bullying. We acknowledge the right of every pupil in our school to be educated in a safe and secure environment, without the risk of humiliation, disruption, discrimination or abuse. We believe that it is the responsibility of everyone in our community to ensure that this is the case. To this end:

- All members of Parkwood Academy have the right to be respected
- Unacceptable behaviour can be changed
- Parkwood Academy will never condone any form of bullying

Bullying can take a variety of forms, however, the main types are:

- Physical (EXAMPLES: hitting, kicking, spitting, taking another person's belongings etc.)
- Verbal (EXAMPLES: name calling, insulting language, targeted offensive remarks etc.)
- Indirect (EXAMPLES: spreading malicious rumours, exclusion from social groups etc.)
- Cyber (EXAMPLES: misuse of social websites, email, text, targeting via online games etc.) Some forms of bullying are attacks not only on the individual, but also on the group to which he or she may belong.
- Racial harassment and racist bullying.
- Sexual bullying. The use of homophobic language.
- Bullying of pupils who have special educational needs or disabilities. Pupil Anti-Bullying code.
- We have the right to feel safe so we can enjoy our learning and play.
- We know that all complaints of bullying are taken seriously and investigated.
- We understand that unkind actions or words are not acceptable.
- We respect and help each other at school.
- We always report bullying to adults.
- We want to keep our school a safe and happy place.

## COMMUNICATION

We place great importance on the communication between families and the school and see education as a partnership between the home and classroom.

A weekly newsletter is emailed to parents and uploaded to the school website to keep parents and families up-to-date with school matters. Printed copies are available in the school foyer area.

Our school website is a great place to find information about what is happening in school.

The school office is the first point of contact for parents.

Teachers are usually available to speak with parents briefly at the school gate in the afternoon. Appointments can be made with a teacher if the matter needs a longer discussion. The class email address is also a point of contact.

## PARENTS CONSULTATION

There are parent consultation events held in the Autumn and Spring terms to discuss your child's progress. In the Summer term a comprehensive report is produced for each child.

We will keep you informed about your child's progress and will contact you if we have any concerns. We also ask parents to advise the school of anything at home or at school which could affect their child's happiness, progress, attitude or behaviour.

## SAFEGUARDING / HEALTH & SAFETY

The health and safety of all children is of paramount importance.

Keeping children safe is a responsibility that we take extremely seriously. We believe that we have systems in place that have enabled to do this consistently, expanding our own knowledge and processes in line with Government guidelines (for example by incorporating advice to prevent extremism and radicalisation – the PREVENT duty) to ensure that staff are always aware of any child who may not be safe and that they know what to do in this situation.

To achieve this, we use a safeguarding policy that makes explicitly clear to staff the actions that need to be taken should they have any concerns about children. This is supported by regular, updated continuous professional development for all staff and a commitment to train volunteers who come into contact with children in school to also be trained in child protection. As a school, we check the background of all employees and volunteers also through DBS checks to ensure that there is as little risk as possible to our children.

## CHILD PROTECTION POLICY

The designated Child Protection Officers are:

Mrs L Cracknell (Headteacher)

Miss N Norcott (Deputy Headteacher)

Mrs C Horgan (SENCo)

Mrs R Heather (Pastoral Liaison)

Mrs G Le Sage (Attendance Officer)

There is a detailed Child protection Policy, which is available on our website or the school office.

## STAFF

All staff that are appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record, the appointment is reconsidered by the Headteacher, Head of HR and the Governors. The Local Authority are informed directly by the Criminal Records Bureau.

The following members of staff have fully accredited Safer Recruitment Training:

- Headteacher
- Deputy Headteacher
- Head of HR

New staff are inducted into safeguarding practices and assigned a line manager. It is the responsibility of the line manager to ensure staff are familiar with all relevant policies and procedures.

## VOLUNTEERS & VISITORS

All visitors are asked to report to the school office to sign in and out and wear a visitor's pass whilst on-site. This enables us to meet Safeguarding regulations and give due care to the safety and well-being of children in the school.

We welcome parents and members of the local community to volunteer in helping at our school. Regular volunteers must have full DBS clearance as they may have extended contact with the children and may be left alone with the children. Any volunteers without DBS clearance will be supervised by school staff at all times.

## EQUAL OPPORTUNITIES

At Parkwood Academy we aim to provide all children with equal access to the curriculum so no-one is excluded or disadvantaged because of their race, culture, religion, home language,

family background, special educational needs, disability, sexual orientation, gender or ability. We encourage children to view each other as equals and to respect and value the contributions of others.

We aim to make our school welcoming to people with disabilities and to integrate pupils with disabilities into the school wherever possible.

## HEALTH & SAFETY

We have a Health & Safety Policy, which is monitored by the Governors. A copy of their policy is available on our website and the school office.

On-site responsibility for H&S – Mrs L Cracknell

Each term there is a fire drill that practises efficient evacuation from the buildings.

## BICYCLES

We encourage children to ride bikes to school, however we ask that they walk their bikes and/or scooters whilst crossing roads and whilst on school property. Children must wear cycle helmets for their own safety.

## DOGS

For health and safety reasons, please note that dogs are not permitted on the school site. It is in the interest of everyone's safety that dogs are not left unattended outside the school.

## NO SMOKING POLICY

The school site is a designated no smoking and no vaping area. You are not permitted to smoke or vape in the school buildings or grounds. We also ask that people do not stand in front of school property and smoke.

## ROAD SAFETY

We ask all parents to respect the road markings in Partridge Avenue leaving the entrance area free and to keep within a 20mph speed limit. Please respect our neighbours' driveways by not turning in those spaces or blocking access.

We ask all adults and children to enter the school grounds via the pedestrian entrance and not the car park areas.



Please ensure your child is supervised or crosses the road with the School Crossing Patrol. Road safety is taught in school, but this must be consolidated at home.

## JEWELLERY

To ensure pupil safety, hooped or hanging earrings, necklaces or bracelets must not be worn in school. In the case of pierced ears, only small studs should be worn. The school cannot accept any responsibility for any loss or damage resulting from the wearing of jewellery.

Essex County Council's ruling (January 1995) states that for physical education: *"All jewellery, including studs in newly pierced ears, must be removed for safety reasons. Those children who do not comply will not be permitted to participate in the activity.* If parents choose to have their child's ears pierced we suggest that it be at the beginning of the summer school holiday, not at the end or during term time.