



# Admission to School

## Information for Parents & Care





# Welcome

I warmly welcome you and your child to Parkway Primary school and hope you and your child have a very happy time while you are with us over the coming years. We cordially invite all Parents/Carers to become actively involved with the life of the school community.

The school is proud of the rich and diverse Parkway curriculum which allows all our children to be successful and build the skills, knowledge and understanding to help them develop into young people who are an asset to our community.

Our philosophy is based around 'ACE':

- Aiming high with confidence
- Co-operating and learning together
- Enabling everybody to succeed

Children actively engage in a range of clubs and learning opportunities during and after school, designed to raise their achievement, provide new opportunities, extend their cultural capital and enhance their future life chances.

The community is engaged in the life of the school through the PTFA, Assemblies, Charities and pupil focussed events through the year.

All school staff work closely together to promote an engaging and challenging learning environment where all children can be the best that they can be and achieve academic success.

Our children demonstrate outstanding behaviours for learning and are the embodiment of our school motto:

## **Learning to Achieve**

We look forward to you joining our community and engaging with you during the time your child is with us.

***Mr Celino-Stock***

## **Key Information**

|                                                |                                                                                   |
|------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Address:</b>                                | Alsike Road, Erith, DA18 4DP                                                      |
| <b>Telephone Number:</b>                       | 0208 310 0176                                                                     |
| <b>Email Address:</b>                          | <a href="mailto:admin@parkway.bexley.sch.uk">admin@parkway.bexley.sch.uk</a>      |
| <b>Website:</b>                                | <a href="https://www.parkway.bexley.sch.uk">https://www.parkway.bexley.sch.uk</a> |
| <b>Head Teacher:</b>                           | Mr. R.J. Celino-Stock                                                             |
| <b>Deputy Head Teacher:</b>                    | Mr R. Trevena                                                                     |
| <b>Chair of Governors:</b>                     | Mrs. D. Higham                                                                    |
| <b>Assistant Head Teacher<br/>(Pastoral):</b>  | Mrs D. Tume                                                                       |
| <b>Assistant Head Teacher<br/>(Inclusion):</b> | Mr D. Alabi                                                                       |
| <b>Senco:</b>                                  | Mrs L. Cross                                                                      |
| <b>Business Manager:</b>                       | Mrs M. Saich                                                                      |

## **The School Day**

### **Nursery**

|                  |                  |
|------------------|------------------|
| Monday & Tuesday | 8:45am – 3:15pm  |
| Wednesday        | 8:45am – 11:00am |

### **Ash Trees**

#### **Key Stage 1 (including Reception)**

|                        |                                                   |
|------------------------|---------------------------------------------------|
| Morning Session starts | 8:45am – 12:00pm (classroom doors open at 8:40am) |
| Afternoon Session      | 1:00pm – 3:15pm                                   |

#### **Key Stage 2**

|                   |                                                   |
|-------------------|---------------------------------------------------|
| Morning Session   | 8:45am - 12:15pm (classroom doors open at 8:40am) |
| Afternoon Session | 1:00pm - 3:15pm                                   |

### **Oak Trees**

#### **Red Oak & Yellow Oak**

|                        |                                                   |
|------------------------|---------------------------------------------------|
| Morning Session starts | 8:45am – 12:00pm (classroom doors open at 8:40am) |
| Afternoon Session      | 1:00pm – 3:15pm                                   |

#### **Green Oak & Blue Oak**

|                        |                                                   |
|------------------------|---------------------------------------------------|
| Morning Session starts | 8:45am – 12:15pm (classroom doors open at 8:40am) |
| Afternoon Session      | 1:00pm – 3:15pm                                   |

### **Elm Trees**

#### **Purple, Orange & Aqua Elm**

|                        |                                                   |
|------------------------|---------------------------------------------------|
| Morning Session starts | 9:30am - 12:00pm (classroom doors open at 9.30am) |
| Afternoon Session      | 1:00pm - 3:00pm                                   |

## Pastoral Care

Parents/Carers are always welcome to make an appointment to come into the school to discuss concerns. Your child's class teacher is the best first point of contact. The Learning Mentor and Family Liaison Officer are on the playground at the start and end of each day. Should they be unable to help you then a member of the leadership team are normally available every morning from 8:40am and every afternoon from 3:15pm to discuss queries, answer questions or make appointments in person. The Deputy Head Teacher is available by appointment to discuss any problems or concerns parents/carers may have if these have not been resolved by the class teacher.

## School Rules

The school has a comprehensive behaviour for learning policy which is available on the school's website: <http://www.parkway.bexley.sch.uk/policies> The policy explains the school's focus on positive behaviour management and the development of skills which enable effective behaviour for learning.

## Attendance

Children should attend school unless they are ill. On each day of absence, please telephone the school or email [admin@parkway.bexley.sch.uk](mailto:admin@parkway.bexley.sch.uk) by 9:30am to inform us your child is not attending with the reason why. Please remember to keep your contact details updated including telephone number, change of childminder and workplace.

Absence from school for shopping trips, birthdays or other such events are not acceptable and will not be authorised.

It is expected that parents abide by the school policies, even if their child is not yet 5 years old. Parents who do not want their child to start school before the age of 5 should contact school admissions for advice on 0208 303 7777. Occasionally there may be a family emergency, such as a bereavement, which may require the child to be absent from school. In these circumstances, it is advisable to discuss the situation with the school office as soon as possible so that appropriate support and advice may be given. If you have problems with your child's attendance, i.e. they refuse to attend or are unhappy, please discuss the matter in the first instance with school.

On your child's return to school please write a letter or email of explanation to your child's class teacher. The school has an Attendance policy which is available on the school's website: <http://www.parkway.bexley.sch.uk/policies>

A referral will be made to Education Welfare should attendance become a concern.

## Absence

When illness affects attendance it is advised that parents show some evidence to school to ensure that it is authorised correctly and there are no misunderstandings. This would be an appointment card, medication label or hospital letter if they are seeing a specialist. If your child has an ongoing condition affecting school attendance please contact school office to arrange an appointment to discuss.

General illnesses like coughs and colds, do not always affect a child's attendance. School must advise 24 hours absences for vomiting and diarrhoea. It is expected that children who have recurring stomach problems should be seen by a GP to determine the underlying cause.

## **Punctuality**

It is important that your child arrives at school on time. This helps the child be calm and responsive for the start of the school day and ensures they do not miss any of their education.

Late arrival at school can cause embarrassment and be worrying for a young child as well as disrupting the work of the whole class. The school gates close promptly at 8:45am.

## **Term Time Holidays**

Since 2013, the local Authority has advised school not to authorise holidays during term time. Removing a pupil from school without the Head Teacher's permission is an offence. A Penalty Notice Fine can be issued to each parent for each child who removes their child/ren from school for the purpose of a holiday.

## **Moving Home**

Please inform the school of your new address and contact details, even if this is temporary. Families who are housed in temporary accommodation at some distance should seek advice from housing about how long they are likely to remain at the current address and then seek advice from Education Welfare. If you are moving away and will not be returning to school, you must inform the school in writing and provide a forwarding address, before your child can be removed from the school roll.

## **Collecting your child**

Please ensure that you arrive on time to collect your child from school. Police and social care may be called if a child is not collected from school alongside their peers, as this has a detrimental effect on the child's emotional wellbeing. It is the responsibility of the parent to ensure they have appropriate child care in place. If, for any reason someone apart from a named contact on your child's file will be collecting them after school, please contact the school office as soon as possible so that a collection password can be provided.

## **Homework**

At Parkway we define homework as any activity that a child undertakes outside of school lesson time, either on their own or with the support of family members. Homework can take various forms depending on the age and stage of the child. We are also aware that children have opportunities and experiences outside of school that are equally important in developing and enriching their lives. Our policy and practice therefore recognises the need for the children to have time to be children. The school has a comprehensive homework policy which is available on the school's website: <http://www.parkway.bexley.sch.uk/policies>

# School Uniform

Developing pride is a key value of the school. A high standard of appearance and presentation helps reflect the values of the school. The school uniform encourages a sense of identity and reduces the effects of peer pressure to dress or present oneself in a particular way. Correct dress and tidy appearance are important elements of the school-wide behaviour expectations and help to prepare children for the world of work.

The Governing body require all children to adhere to our school uniform policy.

If, for some reason, it is not possible to wear any part of the correct uniform on any given day, a letter or email must be sent to the school office, from the parent or carer, explaining the reason and advising when the situation will be rectified.

Uniform must be clean, free of stains, holes or fraying.

Garments worn under the school uniform must not be visible (e.g. cycle shorts, t-shirts) and must be red, white or black.

Uniform and dress code standards apply when travelling to and from school and on official out of school activities and educational visits.

## Student appearance and presentation

Extreme hairstyles are not permitted e.g. Mohican, large spikes etc. This includes the shaving of symbols or patterns into the hair.

Colouring of hair or skin and the use of dyes are not permitted.

No makeup, temporary tattoos or nails varnish to be worn.

No jewellery except for a wrist watch and stud earrings (which must be removed for P.E.).

### SCHOOL UNIFORM REQUIREMENTS

Smart black trousers, skirt, pinafore or culottes (no leggings)

Red Polo shirt (no white shirts/blouses or any other coloured shirt/blouse)

Red school sweatshirt/fleece with or without Parkway logo

Plain red cardigan

Plain black or white socks

Plain black or white tights (no footless tights)

All black shoes (no boots or high heels)

In summer term a red and white checked summer dress may be worn

In summer term smart black shorts may be worn

Headscarves – Plain red, black or white only

Hair beads – Plain black, red or white (not worn for P.E.)

**Please ensure all clothing is clearly labelled with your child's name.**



## P.E. Kit

White t-shirt/polo shirt

Plain black shorts

Black plimsolls for indoor P.E.

Plain black trainers for outdoor P.E.

Plain black tracksuit (no leggings)

If earrings are worn in P.E. lessons they must be covered by a tape such as Micropore. This needs to be done by the parent before school or the child before P.E. Earrings can be removed by the child so long as they have permission from parents. We cannot take responsibility for loss of earrings.



### Indoor Kit



### Outdoor Kit



Please label all items of kit with the child's name & class.

Please also ensure that all kit is brought to school in a named drawstring bag.

## Items available for purchase from school

The following items may be ordered on ParentMail (new starters can purchase from the school office until ParentMail account is set up).

These should be ordered and paid for online and you may collect from the school office.

| Item         | Size             | Price  |
|--------------|------------------|--------|
| Bookbags     |                  | £5.25  |
| P.E. bags    |                  | £4.75  |
| Water bottle |                  | £1.60  |
| Sweatshirt   | 3-4 years        | £9.25  |
|              | 5-6 years        | £9.25  |
|              | 6-7 years        | £9.25  |
|              | 7-8 years        | £9.25  |
|              | 9-10 years       | £9.25  |
|              | 11-12 years      | £9.25  |
|              | Adult - XS, S, M | £10.50 |
| Polo shirts  | 4-5 years        | £8.25  |
|              | 5-6 years        | £8.25  |
|              | 6-7 years        | £8.25  |
|              | 7-8 years        | £8.25  |
|              | 10-11 years      | £8.25  |
|              | 12 years         | £8.25  |
|              | Adult - S, M     | £10.25 |
| Fleece       | 5-6 years        | £12.50 |
|              | 7-8 years        | £12.50 |
|              | 9-10 years       | £12.50 |
|              | 11-12 years      | £12.50 |

## Lost Property

Please ensure that all clothing and footwear is marked with your child's name. Lost property can be found in the Lost Property cupboard in the front office.

## Packed Lunch

We are a nut free school and therefore we ask that packed lunches **DO NOT** contain any products which may contain nuts.



### Foods to include:-

We ask that all packed lunches be based on the School Food Trust's food based standards for packed lunches and should include the following:

- Fruit and Vegetables; at least one portion of fruit and one portion of vegetables.
- Protein; meat, fish, egg or other source of non-dairy protein (e.g. lentils, kidney beans, chickpeas, hummus or dhal).
- Oily Fish; such as tinned or fresh mackerel, sardines, salmon, tuna.
- Carbohydrate; starchy food such as bread, pasta, rice, couscous, noodles, potatoes, chapattis and roti.
- Dairy; food such as milk, cheese, yoghurt, fromage frais, or calcium fortified Soya products, reduced fat versions of these should be used where possible.
- Drinks; water, pure fruit juice (no added sugar), semi-skimmed or skimmed milk, reduced fat and sugar yoghurt, milk drinks or smoothies.
- Puddings; should be fruit based such as fruit salad, tinned fruit with yoghurt or custard, fruity rice pudding, fruit smoothies, fruit based crumble.

### Foods to avoid or limit:-

- Crisps, cakes and plain biscuits
- Meat products such as sausage rolls, individual pies, corned meat and sausages.
- These items should be included in packed lunches no more than once per week.

### **Packed lunches must not include any of the following:-**

- Nuts and products containing nuts i.e. Nutella, peanut butter.
- Fizzy/sugary drinks in cartons, bottles or cans (including diet or energy drinks which can contain high levels of caffeine and other additives which are not suitable for children).
- Confectionary such as chocolate bars and sweets.
- Chocolate spread as sandwich filling.

### **Special diets and allergies**

We ask that parents/carers be aware of nut allergies. The school recognises that some pupils may require special diets that do not follow the National Food Standards exactly. In this case parents/carers are asked to make sure that packed lunches are as healthy as possible. For these reasons pupils are also not permitted to swap food items. As some children in school have nut allergies we ask parents to refrain from including any nuts or nut products in lunches.

### **Packed Lunch Containers**

We ask that parents/carers and pupils:-

- Provide a packed lunch container where food items can be stored securely and appropriately until the lunchtime period.
- We recommend parents/carers to include an ice pack with packed lunches, to reduce the risk of harmful bacteria growing if left in warm temperatures.
- Bring packed lunches in reusable plastic containers, rather than disposing of plastic bags and bottles.
- Containers and/or bags must be named.

# FABULOUS FOOD AND IT'S **FREE!**

CHILDREN AT SCHOOL ARE ENTITLED TO A **FREE!** LUNCH



## SAMPLE LUNCH MENU - 3 CHOICE



### MONDAY

Sticky BBQ Chicken  
with Rice



Roast of Beans and  
Winter Vegetables



Filled Baked Jacket Potatoes  
Please see our Blackboard  
for choice of toppings



Roast Carrots  
and Green Beans



Lemon Sponge  
with Custard



### TUESDAY

Shepherd's Pie

Cheese and Tomato Pasta

Meat Pepper Pasta



Fresh Broccoli  
and Cauliflower

Fruity Cheesecake

### WEDNESDAY

Roast Chicken with  
Stuffing Bake

Liquorice Potatoes  
and Onion Bake



Filled Baked Jacket Potatoes  
Please see our Blackboard  
for choice of toppings

Roast Potatoes, Fresh  
Marinated Seville and  
Golden Pears

Pineapple Upside Down  
Cake with Custard

### THURSDAY

Beef Lasagne

Steak and Mushrooms  
in a Pesto Sauce

Tuna Pasta Bake



Fresh Carrots  
and Sweetcorn

Fruity Fruit Trifle

### FRIDAY

Beefsteak and Potatoes

Filled Baked Jacket Potatoes  
Please see our Blackboard  
for choice of toppings



Chick, Baked Beans  
and Cheddar Sauce

Orange Cookies

AVAILABLE DAILY - HOMEMADE WHOLEMEAL BREAD • FRUITY YOGHURT • JELLY  
FRESH FRUIT • CHEESE AND BISCUITS • FRESH SALAD BAR

STOP MAKING THOSE PACKED LUNCHES  
YOUR CHILD CAN ENJOY A **FREE** HOT LUNCH  
TODAY SAVING YOU TIME AND MONEY  
CONTACT THE SCHOOL FOR DETAILS

WE ONLY USE



FREE FROM BEEF



FREE FROM PORK



FREE FROM DAIRY



ORGANIC



LOCAL PRODUCE



WHOLEMEAL FLOUR

INDEPENDENTCATERING.CO.UK  
EDUCATERLIMITED.COM

Our school provides a milk scheme which is available to all our children in Nursery and Reception. Milk is completely free for all children **under the age of five** and is subsidised for children aged five. Free milk will continue until the Friday before your child's fifth birthday. If your child is over the age of 5 and you would like them to receive milk in school, this is available at a subsidised rate. Please copy and paste the link below to sign your child up for school milk.

<https://customers.coolmilk.com/V2/register>

All payment is made through Cool Milk, we are unable to take payment through the school office.

## Medication

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents' written consent.

Children will not be given medicine containing aspirin unless prescribed by a doctor. **Non prescription medication will not be administered by the school.**

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date. Medicines will be returned to parents to arrange for safe disposal when no longer required. It is the responsibility of the parent/carer to keep the school informed with up to date information and check medicine is in date.

The school has a comprehensive Supporting pupils with medical conditions policy which is available on the school's website: <http://www.parkway.bexley.sch.uk/policies>

## Asthma Card

The school takes its responsibilities to children with asthma very seriously. With advice from the National Asthma Campaign we have established a School Asthma Policy for use by all staff.

As part of accepted good practice all parents/carers of pupils with asthma must complete an Asthma Card for their child. These are available from the school office. This card must be completed by your doctor/nurse.

The completed card should have details of the pupil's current treatment and also what steps to take if they have asthma attack at school. The card will help school staff to ensure that pupils with asthma receive the best possible treatment at all times. The School Asthma Card should be updated regularly by the doctor/nurse, stating whether or not the treatment has changed.

# Home-School Agreement

We recognise that the education of your child is a partnership between you, the parent/carer and the staff at Parkway Primary School. We all have our part to play to ensure that our children are successful. We welcome your support and value your involvement. To help clarify expectations both of you from us and us from you, a simple home-school contact has been designed. You will be asked to consent to this when completing your admissions form for the school.

## Difficulties Coping

At times, things may get difficult. Please tell the school office if you are struggling to manage so that they can direct your need to the appropriate member of staff to help you get back on track.

## Safeguarding

The school's safeguarding policy is designed to assist all staff to protect and safeguard children who are at risk of abuse or neglect. The policy reflects the requirements of 'Keeping children safe in education' September 2020 and the Children Act 1989.

At Parkway Primary School, we are committed to practice, which protects children from harm. Staff and volunteers in this organisation accept and recognise their responsibilities to develop awareness of the issues, which cause children harm.

The full Child Protection & Safeguarding Policy is available on the school's website:  
<http://www.parkway.bexley.sch.uk/policies>

### Meet Our Safeguarding Team

If you have any concerns regarding safeguarding, please speak to a member of the safeguarding team:



Mrs Tume  
DSL



Mr Trevena  
DDSL



Mrs Cross  
DDSL



Mr Alabi  
DDSL



Mrs Noakes  
DSO



Mrs Shepherd  
DSO



## Forest School

At Parkway we have an on-site Forest School which is a self-contained area on the edge of the school field which is used by all year groups. Forest School is run by class teachers who have undergone specific training.

Forest School is an exciting experience which uses the outdoor environment to encourage and develop independence, improve language and decision-making, and raise self-esteem through small achievable tasks.

**You will need to ensure your child has appropriate clothing to keep themselves safe on the day their class takes part in Forest School:**

- Outdoor shoes – walking boots or wellingtons or trainers
- Trousers (not shorts or ¾ lengths)
- A top that covers the full length of the arm

**If the weather is cooler we would ask they also bring:**

- Warm socks
- A warm coat – preferably waterproof
- A jumper or fleece
- An extra layer of clothing depending on the weather

**Alternatively, if it looks like it will be a warmer day then the following would be appropriate to also bring:**

- A sun hat
- Ensure that sun cream has been applied that morning

## General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties. This is available on the school website:

<http://www.parkway.bexley.sch.uk/gdpr>

## Privacy Notice for Parkway Primary School

Parkway Primary School is committed to protecting the privacy and security of personal information. The privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989. The full privacy notice is available on the school website: <http://www.parkway.bexley.sch.uk/gdpr>

## Keeping in touch



ParentMail connects schools and parents, efficiently and reliably making essential communication much simpler for everyone.

Parkway uses ParentMail for all parent & carer communication, including our weekly Newsletter and achievement awards. At Parkway Primary we are a cashless school, we do not accept any cash. All payments are made via Parentmail which is an online payment service that allows you to pay for school items quickly and easily on your smartphone, tablet or computer. We will inform you about items you will need to pay through ParentMail and you will be able to pay electronically using a credit or debit card.

We recommend parents download the free ParentMail App onto their phone. Doing this means you won't need to search through busy inboxes for schools messages or have to remember login details. [www.parentmail.co.uk](http://www.parentmail.co.uk)

## Parkway Primary Website

<https://www.parkway.bexley.sch.uk/>



Follow 'Parkway Primary School' to keep up to date with school events.