



# School Prospectus



Lord Avenue, Clayhall, Ilford, Essex IG5 0DB

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# The School Day

Year 3/4:	8:55am-12:30pm	1:30pm-3:30pm
Year 5/6:	8:55am-12:45pm	1:45pm-3:30pm

The bell rings at 8.55am for the school day to start at 9.00am. The final bell rings at 3.30p.m.

Short assemblies are held each day and each year group has one playtime during the morning. To help us stay fit and healthy, children partake in the 'Parkhill Mile' at least three times a week. This is when children run, jog or walk around the playground or field 9 times, to make up a mile. We also encourage children to bring in a piece of fruit (or two!) for 'fruit time' every day.

**Entrance is via Lord Avenue only.**

Registration takes place at the beginning of the morning and afternoon sessions. We ask that your child arrives in good time.

*'A minute late for Parkhill, is a minute wasted.'*

## **Punctuality**

The *Welcome Bell* rings at 8:55am. Children should be in class, ready for registration by 9:00am, when the second early morning bell rings. A late mark will be recorded, any time after 9:00am. Any child arriving after 9.00am should report to Reception to ensure their attendance is recorded.

*'A day away from Parkhill, is a day lost.'*

## **Attendance**

If, for any reason, a child is absent from school, the school should be informed by telephone on the first day of absence and subsequent days thereafter. The child must also bring a letter of explanation on their return. Sickness is the only acceptable reason for absence. **Optician, dentist and doctor appointments must** be scheduled outside school hours. Appointments during school hours will be recorded as *unauthorised*.

## **Leave Requests during Term Time**

Holiday requests during term time remain unauthorised and subject to a fine. Any unauthorised absences taken during term time maybe subject to a £120.00 fine for each child from each parent issued by the London Borough of Redbridge. If further information is required regarding this, a meeting with the Head teacher and Educational Welfare Officer can be arranged.

## Breakfast Club

Breakfast Club is offered to pupils of Parkhill Junior School during term time only:

**Monday to Friday from 8:00a.m. – 8:50a.m.**

**Breakfast will be served from 8:00a.m. – 8:40a.m.**

Breakfast provided includes cereal, toast, fruits and juice. Activities will be provided for children once they have eaten. At 8.50a.m. children are escorted to playground to join their classes for the start of the school day.

The cost of this session is £4.00 per child per session with breakfast or £2.00 per child per session without breakfast. Payment is to be made in advance. If a child does not attend breakfast club, no deductions will be taken from their account.

## Lunchtime

### **Lunchtime:**

Years 3/4: 12.30pm until 1.30pm

Years 5/6: 12.45pm until 1.45pm

Dinners are cooked on the premises with a wide variety of meals including halal, vegetarian and even sandwich options. Children can bring a **healthy packed lunch** as an alternative to having a school dinner. We promote healthy eating with the help of our Year 6 Lunchtime Quality Team (LQT). **No products with nuts are allowed.** Children should not bring fizzy drinks, sweets or chocolates in their packed lunch.

### **Free School Meals**

We want to ensure that any child who is entitled to free school meals does receive them. (Children are not identified to their peers as being in receipt of free meals.) We strongly encourage parents who feel their children may be entitled, to register for this. To complete an online application, please visit:

[www.redbridge.gov.uk](http://www.redbridge.gov.uk)

The child does not have to take school dinners, but it is very helpful to the school if all eligible pupils are registered due to the Pupil Premium funding that the school receives.

## Medical Needs

It is important that the school is kept up -to date and informed of any medical conditions that your child may have e.g. diabetes, asthma or an allergy.

### **Medications**

Medication for any condition must be handed in to Reception. The school cannot administer antibiotics or other similar medication during the day. Arrangements are in place for asthmatic children or children taking long term medication. Please see reception.

### **Care Plans**

Care plans and the accompanying medications, are a statutory requirement for children who have a medical condition which may require emergency medication during the school day e.g. Anaphylaxis, Diabetes, Epilepsy etc. Please ensure that a copy of their current Care Plan and the medication that is needed is in date and kept on-site in case of emergencies. This should be given to reception. A meeting will be arranged, with our School Nurse and SENCO, to review and update the Care Plan as appropriate.

### **Medical Emergencies**

In the case of an emergency, parents/carers will be contacted by the school at the earliest opportunity. Please ensure that the school is kept updated of any changes to contact numbers.

## Travelling to School

We encourage children to walk, cycle or scoot to school. There are shelters in the playground where bikes and scooters can be parked during the day. Safety is paramount and we would like to remind you that wearing a helmet is a vital part of ensuring children's safety whilst cycling. We take part in the national W.O.W. scheme which encourages children to regularly walk to school.

**If you do travel to school by car, we ask that you do not park on the zig zag lines outside the school entrance or block residents' driveways.**

## School Uniform

Sweatshirts, along with other items, such as, PE bag, book bag, backpack, woolly hat and summer 'baseball' cap, with the school logo, are available at a reasonable cost from the supplier

**Lucilla Schoolwear  
180 Cranbrook Road  
Ilford IG1 4LX.  
Tel : 0208 554 5133**

All other items can be purchased in any department store.

### **School Uniform**

- White shirt/polo shirt
- Black / Grey trousers / skirt or shorts
- Blue checked dress (light/dark)
- Blue school sweatshirt
- Sensible black shoes

**Jewellery:** Ear studs and watches are the only jewellery permitted. These items must be removed or covered for P.E.

**Hair:** In the interests of health and safety, children's hair should be appropriately styled or tied back. Extreme hairstyles are strictly forbidden, eg coloured hair or Mohican. **Head scarves** must be navy blue, white, black or grey.

**Footwear:** should be black, sensible and safe. 'Ugg' boots and trainers are not permitted. Sensible sandals can be worn during good weather.

All clothing, including coats, must be labelled. There is a lost property box in school but items are only kept for a limited time. **The school will not accept responsibility for any lost items.**

## **P.E./Games Kit**

P.E. kit should be kept in school from Monday to Friday, in a named drawstring bag.

All children should have a change of clothes for P.E:

- Black/Grey or dark blue shorts and white T shirt
- Jogging bottoms

## **Parents of Parkhill**

The school actively encourages the partnership between home and school. Parents/carers are welcome in school and the Headteacher welcomes those with queries or problems and compliments or suggestions.

Teachers are happy to see parents/carers, either at the end of the school day or by special arrangement.

We hold a *Hot chocolate, Cookie and Story Morning* every Thursday from 9.00a.m. to 9.45a.m. See the termly schedule and join your child for reading over hot chocolate, a good book and cookies!

Parent evenings to discuss children's progress, are held three times a year. Please see our Headteacher Monthly Newsletter for further details.

The success of many school activities relies heavily on parents'/carers' help and support. Not everyone can commit themselves on a regular basis but we are glad of any time you may be able to give. Parents/carers need to be DBS checked.