



## Park Road's Survival Booklet

Everything a Parent/Carer Needs to  
Know!

Revised January 2019

# The Ethos and Mission Statement of Park Road CP School

Park Road is a one form entry community Primary school, situated in the west of Warrington, in the parish of Great Sankey. We believe passionately in 'Our Mission Statement' that we are all:

**'unique individuals learning together'**

Here at Park Road, we are relentless in our pursuit of excellence. We are a school where people are welcomed, efforts are valued, ambition is nurtured and where the potential of every child is realised.

In practice, this means that our ethos is that:

A Park Road pupil will develop high level knowledge and skills across the curriculum, meeting or exceeding the levels expected of a school that consistently achieves above the national average;

A Park Road pupil will gain deep experience and understanding of the key skills of reflectivity, responsibility, resourcefulness, resilience and reasoning as well as enquiry, problem solving, independent and collaborative working, questioning and thinking skills.

A Park Road pupil will enjoy rich experience in music and the creative and performing arts, including learning and performing on a musical instrument and opportunities to perform in plays and performances;

A Park Road pupil will become a fluent user of modern ICT and New Technologies;

A Park Road pupil will learn a language and be encouraged to develop global perspectives.

Staff work together to develop the whole child so that, as well as an emphasis on the development of education, we give children opportunities to develop spiritually, morally, socially and emotionally. Seeing children develop into confident, poised, responsible, enthusiastic eleven-year-olds gives us a tremendous sense of pride and satisfaction. Monitoring and tracking children's progress means that we are able to ensure that they all make the progress expected of them and the vast majority make better than expected progress. We share this progress regularly with parents and we also highlight difficulties as soon as they occur.

Children value the relationships we all develop with them, and between ourselves, and this helps children develop caring qualities of their own.

We support parents and work closely together with them to ensure that the children develop into valued members of today's changing society. Parents are well informed about their child's progress and development. Weekly newsletters also give information about what is happening in school. Curriculum newsletters or meetings give parents information on how we teach particular areas of the curriculum.

We look forward to welcoming you into the Park Road family and sharing your child's learning journey with you.

## The Park Road Week

Monday	Tuesday	Wednesday	Thursday	Friday
* School starts at 8.45 am	* School starts at 8.45 am	* School starts at 8.45 am	* School starts at 8.45 am * Deadline for Snack forms to be sent in for the following week's snacks	* School starts at 8.45 am
* School closes at 3.15 pm	* School closes at 3.15 pm	* School closes at 3.15 pm	* School closes at 3.15 pm	* School closes at 3.15 pm

### Items to remember each day:

- \* Ensure dinner money on Parentpay(for Key Stage 2) or packed lunch
- \* Water bottle with fresh water (no juice)
- \* Bookbag with any homework, spellings, reading books and reading record
- \* Coat (no matter what the weather!)

## The A-Z of Information

- Absence:** It is important that if your child is not in school for any reason that you let us know as soon as possible. We have an absence line where you can leave details of their absence - our telephone number is 01925 723 550 and select option 1. You will be asked to leave a message with your name, your relationship to the child, the child's name and class and the reason for their absence. Parents and families should keep the school updated by telephone or letter if your child has an extended period of absence due to illness. It is always helpful to send in a note explaining the reason for absence on your child's return to school after an illness.
- If your child is unwell, please check the guidance under 'Sickness' for more information.
- Admissions** Details on submitting your application for a place at primary school are on the [www.warrington.gov.uk](http://www.warrington.gov.uk) website - we follow the Warrington Local Authority timings for applications and place allocation so please check their website for details [https://www.warrington.gov.uk/info/201094/school\\_admissions/1945/primary\\_school\\_admissions](https://www.warrington.gov.uk/info/201094/school_admissions/1945/primary_school_admissions)
- Admissions - In Year** If you would like to enquire about a place for a child in-year, please contact the school on 01925 723 550, option 4.
- Appointments** If your child needs to see the doctor, dentist, etc. we ask that whenever possible you make appointments outside of school time. When this is not possible we should be notified in advance of the appointment.
- Assembly** Each Monday, we hold a full school assembly to start off the week together and on Friday, we hold a full school 'celebration' assembly. A couple of times a year, we invite parents, carers and families to come into school to watch a Class Assembly to share what they have been learning.
- Assessment** Teachers are continually assessing children's progress so that they are sure of delivering the curriculum in a way that is most appropriate to each child's needs. In addition the school has devised its own testing to support the teacher. This is incorporated into our normal lessons and the children may be unaware that this work is any different from the norm. At the end of each Key Stage the children are required to undergo Standard Assessment Tasks (SATs). We will endeavour to make this as stress free as we are able. Parents are notified of levels achieved by their child after the formal SATs testing in years two and six.
- Asthma** Many children require an inhaler at some time in their school career. If this is the case with your child, we suggest that you arrange for a second inhaler with spacer that can be left at the school so that it can be used as necessary. Children should be able to use their own inhalers under school supervision. We require a spacer for every child. We would ask you that you complete a

permission to administer medicine and ideally obtain a copy of their care plan from the doctor/asthma nurse. It is also important that you complete an Asthma Management Plan form for the school as this will be signed off by our First Aiders and shared with the class teachers. We have an Asthma policy for use by all staff as well as having inhalers for emergency use in school. It is imperative that any child with Asthma (no matter how mild or infrequently they use their inhaler) has an inhaler with spacer in school.

## **Attendance**

We ask parents and families to support the school by sending children to school regularly and on time. If your child is unwell or unable to attend school please follow the guidance within the Absence heading above. We ask that parents and families arrange dental and doctor's appointments out of school hours or during school breaks where possible. All holidays during term-time will be unauthorised unless there are exceptional circumstances.

Park Road puts great store on good attendance. The more time we have with your children the better we can teach them. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance. We seek to inspire every child with a passion for learning which will demonstrate to them that their presence in school is important and that they are missed when they are absent or late.

Thank you for your support in ensuring that your child has every opportunity to develop their full potential.

## **Bags**

The school has limited cloakroom space and we would ask that children bring in only essential items. Book bags are available from the school or uniform suppliers or alternatively, you can purchase any bags that are no bigger than Height: 31cm. Width: 37cm. Depth: 6.5cm.

## **Behaviour**

At Park Road, we pride ourselves on the exemplary behaviour of everybody, based upon mutual respect and tolerance. We work hard to ensure our behaviour remains outstanding and constantly review and evaluate our policies and practices to ensure we maintain these standards and expectations. All staff act as role models and we encourage all our children to do the same. We learn from each other. All our children learn about and know our Golden Essentials from the first day of entry in to our school and we live and breathe these shared values and principles.

We have recently introduced a new character development programme called 'Bucket Filling'. Bucket filling is an easy-to-understand concept: Everyone carries an invisible bucket that holds our good thoughts and feelings. When our buckets are full, we feel happy and when our buckets are empty, we feel sad. Children quickly understand that they can fill buckets when they do and say things that are kind, considerate, caring, and respectful. They also learn that if someone is unkind, inconsiderate, uncaring, or

disrespectful, that person has dipped into someone's bucket and removed those good feelings. Even the youngest child understands that actions and words can either fill a bucket or dip into it.

The school assembly is used as a vehicle to promote awareness of socially acceptable behaviour and values. Should a child be involved in a more serious incident or continually inappropriate behaviour their parents will be informed and asked to work with the school to overcome this.

### **Bicycles**

Bicycles and scooters are brought to school entirely at your own risk and should not be ridden on school premises. School cannot be responsible for them. Please bear in mind that there is limited space for bicycles and that children without cycling proficiency certificates should always be accompanied by an adult. We do advise you to lock bikes. Cycling helmets should always be worn by children travelling to school by bike.

### **Bug Club**

Bug Club is a web-based platform that is used to develop your child's reading skills in KS2. A log-in will be sent home when your child starts to use it and the school id is 9qjp. It can be accessed at <https://www.activelearnprimary.co.uk/login?c=0>

### **Bullying**

At Park Road we regard bullying as a deliberate act, which results from a conscious desire to hurt, threaten or frighten someone. The staff have agreed on and the school adheres to our anti-bullying policy.

### **Cars/parking**

Car parking space is limited and parents and visitors are asked to avoid causing congestion. We encourage children and parents to walk to school whenever possible, this not only alleviates traffic congestion but is also the healthy option. Parents are not allowed to bring their cars inside the school gates unless you require a disabled parking space.

Please remember that both car parks at either end of the Tim Parry Park can be used rather than parking on the road outside school—it is only a 2 minute walk, it is healthy exercise and it helps us to maintain a good relationship with our neighbours. Most importantly, **it keeps the front of school clear so that children can see the road clearly and cross safely** so please help to keep them safe and park responsibly.

### **Changes of Information**

Please note it is the parents' responsibility to inform the school of any changes. Should the situation arise eg if your child develops a medical condition, allergy, change of medication, change of diet etc we would be grateful if you could please advise school as soon as possible.

### **Childcare**

The school does not operate an after or before school club but Cookie's Link Club has been providing quality care for children from reception age to Year 6 who attend Park Road. Cookie's is

based at the Tim Parry Community Centre across the Tim Parry recreation ground about 150 yards from the school and operates from 7:30am to 9:00am in the morning and from 3:15pm to 6:00pm in the afternoon. Its childcare is flexible, and allows for fixed, shift pattern and occasional requirements. More information can be found on their website <http://www.cookieslinkclub.talktalk.net/>

There are a number of childminders who can pick up from school and comprehensive information can be found at <https://warrington.fsd.org.uk/kb5/warrington/directory/directory.page?directorychannel=1>

## **Clubs**

Children have the opportunity to attend various clubs and activities after school hours. Our clubs include sports clubs, art clubs, music club, and many more. Clubs on offer are reviewed each term and change throughout the year.

We will send out letters for each club with a slip to be returned to school stating that they would like to join the club, emergency contact details, who will be collecting your child and payment (if there is a charge for the club). Children are expected to make a firm commitment to any club they choose to attend and the school office should be informed if your child can't attend a session for any reason.

When picking up from clubs, please wait outside the specified door (if we have a number of clubs leaving at the same time, we may use the front office door, the Year 3 classroom door or the gate by Year 3 classroom). The club leader will ask each person in turn who they are collecting and they will then sign next to the child's name to say they have collected them. This helps us to ensure the safety of our children and that they are being passed to the correct people.

## **Competition**

There are differing views with regard to competition, but in school every effort is made to ensure that competition is healthy and fair. Children need to know how to lose, as well as win, with good grace. Children are encouraged to try and beat their own best efforts rather than compare themselves with others. As a school we enter into inter school competitions including football, netball, tag rugby and many more.

## **Complaints**

It is in everyone's interest that complaints are resolved at the earliest possible stage, quickly and fairly. The class teacher should be the initial contact for any complaints, queries and general concerns. If it has not been possible to make the complaint informally or should you have a formal complaint about any aspect of life within our school we ask that you bring it to the attention of the Head Teacher who will certainly make every attempt to sort things out. If you are not totally satisfied with the Head Teacher's response you should approach the Chair of the Governors. The

contact number and address of our chairman is available through the school office.

## **Community**

At Park Road we are conscious of being part of a community and try to be involved whenever appropriate. As a school our choir has sung at a number of events and children have visited a local sheltered accommodation facility to meet with the residents at lunchtimes.

## **Curriculum**

The school is legally obliged to deliver the National Curriculum as laid down by Parliament to all children in years 1 - 6. We have arranged the Programme of Studies in a theme based way, which change throughout the year. Reception children's work is based on the Foundation Stage Curriculum. For further information about our curriculum please have a look at our website at the following address <https://park-road.eschools.co.uk/website/curriculum-information/26527>.

## **Dates for the Diary**

Each Academic Year, we publish the key dates for the year so that parents can plan ahead. We send out the key dates for the year so that you can plan any time off for key events. We do try to keep to these dates but unfortunately, sometimes plans have to change so we will let you know of any changes through our newsletter. Please help us by making a note of any key dates for your child on your calendars (including the start/finish dates and times of any clubs).

## **Dinner time**

Parents can choose either to send in a healthy packed lunch or to have a hot dinner cooked by Carol. A copy of the menu can be found through our website at the following address <https://park-road.eschools.co.uk/website/dinners/160670>. All infant children are entitled to a universal free school meal. Please contact the office for details. The meals cost £2.30 and dinners should be paid through ParentPay. Dinner time is considered to be part of the school day and is treated as a social occasion. Children eat under supervision and are encouraged to show good manners and eating habits.

## **Disabilities**

The school takes all necessary steps to prevent disabled pupils being treated less favourably than other pupils. The governing body have an accessibility plan that makes reasonable adjustments to the premises for increasing the access to the school by pupils with disabilities. The school will endeavour to work very closely with parents in this matter.

## **Discipline**

The school encourages a sense of self-discipline. Everyone is encouraged to celebrate their uniqueness, value each other as individuals and respect people and property. Rules are kept to a minimum and are intended to promote a high standard of behaviour and safety. We actively encourage good manners, a respect for the environment and a willingness to care for the feelings of others. Please see our Behaviour Policy online at [https://park-road.eschools.co.uk/website/behaviour\\_policy/26566/cHJldmllld3x8MjAxNy0wMy0yMyAyMDozNTowMA==](https://park-road.eschools.co.uk/website/behaviour_policy/26566/cHJldmllld3x8MjAxNy0wMy0yMyAyMDozNTowMA==).



<b>Dogs</b>	Dogs, other than dogs for the disabled, are not allowed on the school premises without permission, either in the building or in the grounds for reasons of health and safety.
<b>Emergency Clothing</b>	A small stock of emergency clothing is kept in school in case of illness or accidents. Should this clothing be loaned to your child we ask that it is washed and returned at your earliest convenience.
<b>Emergency Contact</b>	It is important that the school is provided with an emergency contact number where a responsible adult is available. If a child is involved in an accident at school that requires medical attention the responsible adult will be contacted and either advised of what the school is doing or asked to attend.
<b>Equal Opportunities</b>	Park Road School values every member of its community and celebrates individuality whilst working together for the benefit of all. We recognise that everyone has unique talents and encourage the development of these.
<b>First Aid</b>	We have a number of fully trained First Aiders in school and their photograph. All teaching assistants and Midday Assistants have a minimum of basic First Aid training.
<b>Forest Area</b>	We are extremely fortunate to have a copse as part of our school grounds. This is being developed as an educational area in which the children are able to both study and play. Mrs Pick is our Forest School practitioner.
<b>Fund raising</b>	Although funds are allocated to the school to pay for educational necessities there is not always enough money for the fun activities. We endeavour to raise funds for the little extras and are grateful to Park Road Pride PTA for their help.
<b>Golden Essentials</b>	All our children learn about and know our Golden Essentials from the first day of entry in to our school and we live and breathe these shared values and principles.  These are 'Our Golden Essentials': do be gentle, do be kind and helpful, do work hard, do look after property, do listen to other people, do be honest and do behave safely
<b>Head lice</b>	Occasionally we have incidences of head lice at school. This unfortunately is common in all schools. Should we be aware of any cases we will inform all parents of the children in the class involved so that parents can check their own children's hair. Advice on how to remove head lice can be obtained from the chemist.
<b>Health and Safety</b>	All staff at Park Road work to ensure the safety of the children in our care. The school has a Health and Safety Policy and a Governor responsible for ensuring that standards are set and adhered to.
<b>Healthy Eating</b>	Children at Park Road are encouraged to eat healthy alternatives. The school takes part in the Healthy Eating Programme which involves every Key Stage one child being offered a piece of fruit or

vegetable to eat at their afternoon break. Children are also encouraged to bring in a water bottle to encourage them to drink throughout the day.

- Help in the classroom** If you would like to help in our classrooms please have a word with your child's teacher or the Head Teacher. We often need help and would be only too pleased to 'find you a job'. Please bear in mind that if you do offer to help, the teacher will plan accordingly and a DBS (police check) would be required.
- Holidays** A list of school holiday dates can be found on our website, [https://park-road.eschools.co.uk/website/important\\_dates/160667](https://park-road.eschools.co.uk/website/important_dates/160667). Experience has shown that where attendance is strong a child achieves more and is more settled. We find that when a child has been absent, not only is it the days missed, but also the catch up time afterwards. The right of a head teacher to authorise any absence has been taken away. Consequently no family holiday, short break or day out can be authorised, except in exceptional circumstances.
- Home-school links** Links are established between home and school even before the children start their formal education. Staff make every effort to be available to parents, although teaching commitments often restricts this to after school. Messages concerning children should be left at the school office and will be delivered to the teacher concerned as soon as possible. Ofsted style questionnaires are periodically issued to parents to gauge their feelings about the school and its effectiveness.
- Home Time** At the end of the school day the children leave the building via the back doors in the hall or from their classroom. The class teacher will allow the children to leave after they have been dismissed and when the parent or carer has been identified. Older children are allowed to leave without waiting for a responsible adult once the school has been informed in writing by the parent that they wish this to happen. On occasions parents are held up for some reason and are not able to make it to school for the end of the afternoon teaching session. If this should happen to you please don't panic we will look after your child until you arrive. If at all possible, please ring the school so that we can let your child know what is happening.
- Homework** Soon after the children start school they are given reading books and any pieces of work that the teacher would like completing at home. As a rule our infant children do not bring work home other than reading, spellings, mental maths games and shared reading books. They may, however be asked to find out about various things and/or to bring things such as photographs into the class. Homework increases as the children progress through the school.
- Houses** **We have 4 houses** Greeks, Romans, Saxons and Vikings. Every child belongs to a house (siblings are all in the same house).

<b>Illness</b>	Should your child become ill at school we will contact you so that he/she can be taken home. Certain infectious diseases require that a child be kept away from school for a period. These include sickness, diarrhoea, conjunctivitis, impetigo and other contagious illnesses. Please do not bring in a sick child no matter how much they want to be here. Please leave at least 48hrs after a child has last been sick or had an episode of diarrhoea before returning them to school.
<b>Jewellery</b>	It is school policy that no jewellery should be worn. Children with pierced ears may wear studs. It is policy that studs must be removed for P.E. and swimming.
<b>Key Stages</b>	As a primary school we are involved in the education of children in the first two Key Stages of their school life. Key Stage 1 children are those aged 4-6 and Key Stage 2 children are those aged 7-11. Reception aged children are currently referred to as being in the Foundation Stage but we include them as part of Key Stage 1. <ul style="list-style-type: none"> <li>• Key Stage 1 - The infant years, Year 1 &amp; Year 2, including Foundation Stage (the first year in school, reception class)</li> <li>• Key Stage 2 - The junior years, Year 3, Year 4, Year 5 &amp; Year 6.</li> </ul>
<b>Lateness</b>	Our doors open for the children at 8.45am each school day and the gates to the grounds will be open until approximately 8.50 am. After this time, the children must come into the building via the main entrance where there is a book to sign. This book is used in conjunction with the registers in the event that we need to vacate the building.
<b>Local Schools:</b>	Park Road School works closely with the other schools in the area. We have links with both primary and secondary schools. Staff from various schools meet together to develop various aspects of the curriculum including the provision of special educational needs. There are strong links with Great Sankey High School and groups of pupils from both schools make exchange visits. Staff from both schools work together to ensure the smoothest possible transfer from primary to secondary education.
<b>Medical/Personal Information</b>	It is important that the school is informed of any personal or medical matters that may affect a child's education. Such information will be treated in the strictest confidence.
<b>Medicines</b>	If your child requires medicine, we can administer prescribed medication after your consent has been given and the correct forms filled in (forms are available in the office or on our website). We cannot administer any un-prescribed medication but welcome parents to the school to administer it themselves if they are able to.
<b>Money</b>	Any money brought into school should be in a named envelope. Sorry but no responsibility can be accepted for money lost on the premises.

<b>My Maths</b>	The school uses mymaths in school and, at times, as homework. Log-in details will be sent home when your child starts to use it. You can log in at <a href="https://www.mymaths.co.uk/">https://www.mymaths.co.uk/</a> . The set up on tablets/ipads is slightly different but the instructions are easy to follow if you Google the solution!
<b>Name Labels</b>	You would be surprised at how many items in school are not labelled and how many duplicate items there are! We have a massive pile of unclaimed, unnamed items in our lost property so please help us by naming all clothes (including uniform, PE kit, bookbag, pe bag, socks, coats, hats and gloves!), shoes, lunch boxes, water bottles, purses. <b>Easy2Name</b> is a company who supply a wide variety of name labels and transfers that can be used almost anywhere! School receives 20% of any order that you may place with them so please remember to quote Park Road School as we use this money to reinvest in the school.
<b>Newsletters</b>	Information about the school and forthcoming events is provided by means of a weekly newsletter. These are published on our website every Friday, emailed to contacts and also a copy can be found in our school office. .
<b>Parents</b>	Parents are always welcome in the school but we ask that you enter the building by the main school office entrance to help us ensure the safety of our pupils. Our teachers are happy to speak with parents. Should you need to speak to your child's teacher it is usually easier for everyone if you are able to do so at the end of the school day as classes start straight after morning registration.
<b>Parents evenings</b>	These are held during the autumn and spring terms. Parents can either attend on their own or with their child. This is a chance for parents to find out how their child is coping in the classroom. The formats are changing slightly and further details will be sent out nearer the time. For the Spring Term, there are usually appointments that last 10 minutes each. Books and project folders are available at both Parents' Evenings so that parents/carers can look at the work at their leisure. Please remember that you don't have to wait until Parents Evenings to discuss any concerns that you may have - please talk to the teacher at any point throughout the year.
<b>Parentpay</b>	Warrington Borough Council use Parentpay so that all meals and snacks are paid through that website. Login details will be provided so that children can be registered. Please keep your child's accounts topped up so that we are able to provide your child with a snack or lunch. School trips, bookbags and water bottles will shortly be moving to online payments too.
<b>PE Kit</b>	<p><b>PE Kit (Reception to Year 6) - to be in one PE bag</b></p> <p>White T shirt- <u>round necked</u>, not collared</p> <p>Black shorts or skort</p> <p>Black <u>jogging bottoms</u> - not leggings, not grey/blue, no branding</p> <p>Black pumps (optional as children can do indoor PE in bare feet)</p> <p>Black sweatshirt or zip up tracksuit top (no other colour or branding)</p> <p>Black or white trainers (no other colours or embellishments)</p>

<b>Purple Mash</b>	Purple Mash is an ICT tool for learning, teaching and assessment that the school uses. Passwords and log in details will be sent home when your child starts to use it. The web address is <a href="https://www.purplemash.com/sch/parkroad">https://www.purplemash.com/sch/parkroad</a>														
<b>Reading</b>	It is important for children to read and books are sent home to be shared with parents. Parents of our reception class children are invited to an information evening shortly after their child starts school at which our approach to the teaching of reading is explained and any questions answered.														
<b>Reading Planet</b>	Reading Planet is a web-based platform that is used to develop your child's reading skills in Reception/KS1. A log-in may be sent home when your child starts to use it.														
<b>Reading Records</b>	Each child is issued with a reading record. The child (or parent if your child is in Key Stage 1) is asked to write in the title of the book that they have been given to read. These books are to be shared. It is extremely important for your child's reading development that they are listened to/read with each night. Our children do not rush through reading schemes; instead they are introduced to as many different books as we are able. If your child enjoys the challenge of reading please encourage them to read books in addition to our school books. We would hope that every child is a member of the library.														
<b>Religious Education</b>	By law Religious Education must be taught according to the locally agreed syllabus in all maintained schools. Religious Education does not seek to urge religious beliefs on children or to compromise the integrity of their own beliefs by promoting one religion over another.														
<b>Reports</b>	Annual reports informing parents of their child's progress and effort in all subjects are sent out during the summer term. An interim report will be shared with parents at the Spring Parents Evening.														
<b>School day</b>	Our school day is clearly defined and timetabled. <table border="0" style="margin-left: 20px;"> <tr> <td>8.45 am</td> <td>School starts</td> </tr> <tr> <td>10.30 - 10.45 am</td> <td>Morning break</td> </tr> <tr> <td>11.40 am - 12.40 pm</td> <td>Reception lunchtime (until 12.40 pm)</td> </tr> <tr> <td>11.50 am</td> <td>Year 1 to Year 2 lunchtime (until 12.40 pm)</td> </tr> <tr> <td>12 pm</td> <td>Years 3 to 6 lunchtime (finishes 12.50 pm)</td> </tr> <tr> <td>2 -2.15 pm</td> <td>KS1 afternoon break</td> </tr> <tr> <td>3.15 pm</td> <td>End of school</td> </tr> </table>	8.45 am	School starts	10.30 - 10.45 am	Morning break	11.40 am - 12.40 pm	Reception lunchtime (until 12.40 pm)	11.50 am	Year 1 to Year 2 lunchtime (until 12.40 pm)	12 pm	Years 3 to 6 lunchtime (finishes 12.50 pm)	2 -2.15 pm	KS1 afternoon break	3.15 pm	End of school
8.45 am	School starts														
10.30 - 10.45 am	Morning break														
11.40 am - 12.40 pm	Reception lunchtime (until 12.40 pm)														
11.50 am	Year 1 to Year 2 lunchtime (until 12.40 pm)														
12 pm	Years 3 to 6 lunchtime (finishes 12.50 pm)														
2 -2.15 pm	KS1 afternoon break														
3.15 pm	End of school														
<b>School Nurse</b>	We are fortunate to have access to a school nurse team. They support our school in all matters medical and are available to teachers and parents on request. Should your child be involved, your permission would be sought before we approached the school nurse team.														

<b>Seesaw App</b>	The school uses a fantastic app in school to allow information to be shared with parents and carers from the school day. All Seesaw data is stored by the school only and data . Registration details will be sent out to each parent and this is the main communication tool for the class.
<b>Secondary transfer</b>	The Local Authority responsible for the area where you live sends parents of children in Year 6 information regarding transfer to secondary school early in the Autumn term. We hope that all of our children are offered a place at their preferred school. We work closely with the schools in the area to supply them with any relevant information about the children and to ensure a smooth and hopefully, stress free transfer. We are happy to pass on to the children and parents any information we receive about or from the secondary schools to which our children may transfer.
<b>Security</b>	Our school building is designed in a way that does not allow anyone to enter the school uninvited. The children's entrance to the school is only open for a limited period each morning and during that time the staff monitor who is entering the building. All other visitors are received at the main school entrance where there are security measures in place. All visitors must sign our visitors' book before they are allowed into the main school building. Fencing surrounds the outside of the school.
<b>Sex Education</b>	At Park Road we deal with questions of a sexual nature in a caring and sympathetic way, appropriate to the age of the child with the enquiry. Our Year 6 children are taught about puberty as part of their PSHE and science curriculums. Parents will be informed when this area of the curriculum is to be covered.
<b>Sickness:</b>	If your child has a bout of sickness or diarrhoea, they should only return to school 48 hours after the last episode. For other illnesses, the school follows the guidance from Public Health England and further information can be found at <a href="https://www.gov.uk/government/publications/infection-control-in-schools-poster">https://www.gov.uk/government/publications/infection-control-in-schools-poster</a> . If you need further clarification, please contact the school office.
<b>Smoking</b>	Smoking is not permitted anywhere on our school premises.
<b>Snacks</b>	Completed snack menus must be handed in by Thursday for the following week's snack. Please remember to fill in all of the information for each day so your child's name, class and snack (Carol separates the menus for each day as a reminder for the children for what has been ordered).  You can send in a number of weeks together (so you could do the whole term at once, payment will only be taken from Parentpay on the day your child has the snack. Unfortunately, we are unable to provide snacks 'on the day' and they must be ordered a week in advance as Carol needs to order in sufficient supplies and needs time to prepare the snacks in the mornings.

**Special Educational Needs**

We believe that all of our children are special and endeavour to provide the best possible education for each of them. In line with national practice we have a special needs register, special needs co-ordinators and a governor responsible for special needs within the school. If a child is identified as having needs that require additional provision or regard they are entered onto our special needs register. Parents are notified before any child is placed on our register and are kept fully informed of their child's progress. We endeavour to work very closely with parents in this matter.

**Sports day**

As in most schools we hold an annual sports day to which all parents are invited and the dates will be in the Dates for the Diary issued at the beginning of the school year. The staff will decide the format of the day shortly before the day itself and it will have a team as well as an individual competitive element.

**Starting school**

Once you have been offered and have accepted a place for your child the school will arrange for you and your child to meet with the teacher, visit the classroom and explain the admission procedure. For Reception Class, we plan a number of visits for the children in school before the summer holidays. Weather permitting, we will also hold a Teddy Bears' Picnic for the current Reception class and the new starters so that new parents have a chance to chat to the teachers, current parents and, of course, the current Reception children themselves!

**Toys**

Children are discouraged from bringing toys into school. In that way we avoid the upset that occurs when toys are lost, broken or borrowed. Children may be asked to bring in items to support the work they are undertaking in the classroom. When this is the case we make every effort to ensure that they are looked after.

**Uniform**

All uniform can be purchased either at Touchline, Kerfoot Street in Warrington or through <https://myclothing.com/park-road-community-primary-school/6431.school>. More details can be found on our website by following this link [https://park-road.eschools.co.uk/website/school\\_uniform\\_1/160637](https://park-road.eschools.co.uk/website/school_uniform_1/160637). Please make sure that all items are clearly named.

Details of our uniform are as follows:

**Boys:**

White polo shirt

Grey trousers or shorts

Grey or black socks

Black shoes

Black sweatshirt or jumper – not grey or with any branding

**Girls:**

White polo shirt

Grey skirt or pinafore

Grey or white socks or grey tights

Black shoes

Black sweatshirt, cardigan or jumper- not grey or with any branding

Summer Uniform – light blue gingham check dress with white cardigan

Bobbles or hair ties should be appropriate to school and black.

*Please note that JoJo bows are not part of our uniform policy and should not be worn.*

**See PE section for information on PE kits.**

**Values**

Our School values are Unity, Courage, Respect, Tolerance, Determination, Co-operation, Responsibility, Freedom, Friendship, Trust, Thoughtfulness and Hope

**Visits/Outings**

As part of the National Curriculum our children will be involved in visits and outings. On such occasions parents will be notified in advance and asked for their permission for their child to be involved. Parents will be asked to make a contribution to allow the trip to take place.

**Web site**

Our website, at [www.parkroad.warrington.sch.uk](http://www.parkroad.warrington.sch.uk), is managed by the school. We endeavour to post latest news and photo galleries as each term passes. The website also contains various policies and procedures that may be of interest, along with information about the school.

**Walking to School**

It is the policy of the Local Education Department and of the school to encourage our children to walk to school. Walking to school is not only the healthy alternative but also environmentally friendly. We hope that parents, carers and children will take advantage of the many pathways to our school.