

Park Community Academy



Information for Parents/Carers



Academic Year 2023-2024
Updated 10/2023

158 Whitegate Drive, Blackpool, FY3 9HF

Website: www.park.blackpool.sch.uk Twitter: @PCABlackpool, @PCAprimary, @PCAsecondary, @PCAOracle,



Artsmark
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Leading Parent
Partnership Award

2020-2023



PROUD TO BE A
MUSIC MARK
SCHOOL



I would like to extend a very welcome to you all to our school brochure
We hope that you find the information included very informative. At PCA we recognise and value the importance of close working relationships with our families and other members of the wider community and have an open door policy.

Park Community Academy is a vibrant, happy and successful school with dedicated staff who provide high quality education for all of our children and young people in a safe and secure environment which reflects care, happiness, enjoyment and success. Pupils who attend PCA have a wide range of learning needs including moderate to severe learning difficulties, complex learning difficulties associated with Autistic Spectrum Conditions and speech and language difficulties, sensory impairment, some complex medical needs and varying degrees of social, emotional and behavioural needs associated with their Special Educational Needs and Disability. All of the children and young people have an Education, Health and Care Plan. PCA caters for pupils aged between 2 and 19.

Our curriculum is designed to enable the children and young people to be the very best they can be. The curriculum not only provides our children and young people with a broad and balanced academic offer, leading to a wide range of accreditation opportunities, but also one which prepares them for adult life. Throughout their time at PCA children and young people are introduced to the world of work, taught independence skills and encouraged to live an active and healthy lifestyle. Learning outside the classroom, residential opportunities, extra-curricular activities and a wide range of after school clubs are a key component of our offer, alongside enrichment opportunities through the creative and performing arts, National Citizenship Award, student leadership and the D of E award scheme. The third tier to our curriculum is a therapeutic offer and we work closely with many agencies including the Speech and Language Therapists, Occupational Therapists, Educational Psychology service and the School Nursing team.

Park Community Academy is a member of the Sea View Trust along with 3 other Blackpool Primary Schools, a Lancashire Special School and a Lancashire post 19 college. Further information about our Trust can be found at <http://theseaviewtrust.co.uk>

Your involvement is crucial and we provide frequent opportunities throughout the year to keep you informed about the ways we are working with your child. But this is a two-way relationship, and we have a long tradition of parental involvement at all levels and will welcome your interest in the work of PCA in general and with your child in particular.

Your child is important to you and is important to us. Together we can work to develop your child's potential to the full.

Parents and carers are strongly advised to visit the Park Community Academy website at www.park.blackpool.sch.uk and to view the local offer for Special Educational Needs and Disabilities. This gives a detailed description of the wide ranging educational, personal, social and emotional learning experiences and support available at PCA for your child. There is also a list of frequently asked questions which parents/carers may find useful.

To find out lots more about day to day life at PCA have a look at our Twitter feeds @PCABlackpool, @PCAprimary, @PCAsecondary & @PCAOracle and our school website www.park.blackpool.sch.uk

G Hughes, Headteacher

“We grow together, we learn together, we will achieve our best together”
Grow, learn achieve.



Park Community Academy Vision and Values Policy

Our Vision

At Park Community Academy (PCA) we recognise that each member of our community is unique with a diverse range of strengths, needs and aspirations. We celebrate this and strive to provide the highest possible educational provision in an environment where every child and young person can reach their full potential.

Park Community Academy's mission statement is:

"We grow together, we learn together, we will achieve our best together"

Park Community Academy's overarching Golden Threads which underpin everything we do are that we will enable our children and young people to be

"Successful Learners, Resilient Individuals and Responsible Citizens"

- Successful learners who have a love for learning, make better progress and achieve their full potential.
- Resilient individuals who are able to live safe, healthy, rewarding and happy lives.
- Responsible citizens who make a positive contribution.

PCA enables this by providing and maintaining a caring, purposeful, safe and secure environment for all our children and young people, their families and the staff.

Our Values

At PCA, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers, irrespective of race, gender, disability, belief, religion or socio-economic background. The PCA way encourages tolerance, understanding and mutual respect.

At PCA all pupils access a broad, balanced and relevant curriculum which is designed to meet their needs and stage of development and enables them to grow, learn and achieve in preparation for adult life. This curriculum is delivered by highly skilled staff, using a range of quality first teaching styles which best meet the learning needs of our pupils.

The PCA offer is fully inclusive and provides a total communication environment for all our pupils.

All pupils are challenged to achieve the very best they can and their progress is rigorously tracked and celebrated. We assess each learner individually and use a wide range of evidence to set aspirational targets and track progress. Our assessment systems will encourage peer and self-assessment and will also be subject to internal and external moderation and scrutiny.

All pupils at PCA will have their EHCP reviewed annually in line with the legal framework.

At PCA we create an environment which promotes independence across all aspects of life.

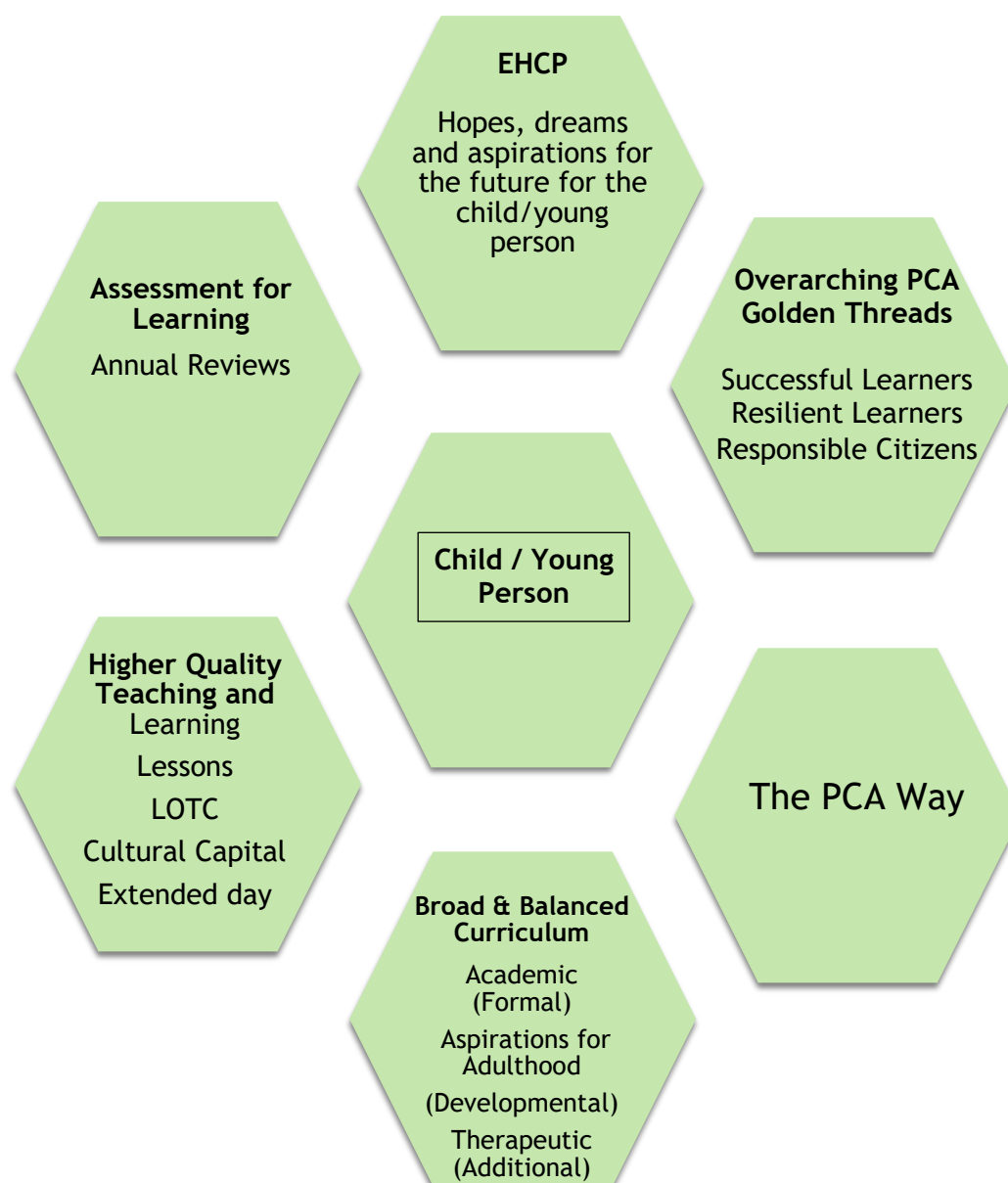
At PCA we prepare our learners for adulthood through a consistent approach to behaviour management centered around effective relationships, high expectations and a clear framework of rewards and consequences, to promote self-esteem in pupils and enable them to self-regulate.

At PCA we recognise the importance of providing a broad range of relevant enrichment opportunities for all children and young people and aim to improve our pupil's aspirations for adult life through our rich and sustained cultural capital offer.

We recognise the importance of effective and robust relationships and communication between school, families and professionals sit central to our approach and we recognise the positive impact this has on our children and young people.

The PCA Offer enables pupils to grow, learn and achieve in preparation for adulthood (PfA).

All pupils access a broad and balanced curriculum, which is designed to meet their needs and stage of development.



The following is a quick reference to some of the queries you might have. Most of these items are covered in more detail in the following pages.

158 Whitegate Drive, Blackpool, Lancashire FY3 9HF

Address:

Telephone: 01253 764130 Sixth Form Oracle 01253 478192

Email: admin@park.blackpool.sch.uk

Website: www.park.blackpool.sch.uk

Twitter: @PCABlackpool @PCAprimary
@PCAsecondary @PCAOracle

App: 'Schudio School App'
Arbor App
Parentpay

Hours for pupils

Children arrive at PCA between 8.40 am and 08.50 am. Following registration, the morning session lasts until 12.10 pm with a mid-morning break of 15 minutes. Lunch is taken between 12.10 pm and 1.10 pm. Afternoon lessons finish at 3.05 p.m. Children leave for transport home between 3.05 p.m. and 3.20 pm. The official day ends at 3.25pm. Pupils in the Sixth Form at the Oracle leave at 2.45pm and have a shorter lunch break of 40 minutes.

Transport

Where deemed appropriate, transport will be provided between home and PCA by the Local Authority. (See page 20)

Where possible and with appropriate training and support, pupils within Key Stages 3, 4 and 5 are encouraged to travel to PCA independently.

Holiday Patterns

Our holiday patterns are very similar to the other schools in Blackpool. A list of dates is sent out annually, and reminders are regularly sent each term. The current holiday pattern can also be found on the PCA website.

Absences

Please contact Park Community Academy on day one if your child is absent. A telephone message is best. Unexplained absence is always referred to the Children and Family Support Team in the first instance for **day one** follow up, and then to the Pupil Welfare Officer after 3 days or sooner if appropriate for further investigation where necessary.

Medicines

As a rule only prescribed medicines are administered at PCA with a signed consent. For further information please refer to the section on medicines (P21).

P.E./Swimming

These activities are part of the curriculum and pupils can only be excused when parents provide valid explanation. Longer-term withdrawal should be on medical grounds and supported by a doctor's note.

Illness or accident at PCA

Parents are contacted as soon as possible either at home or by means of an emergency telephone number. Park Community Academy also uses the Teacher 2 Parents and Arbor text service and emails to maintain contact with home.

Please therefore notify us immediately of any changes to your contact details

Meals

A free nutritional and healthy breakfast is provided for all the children at Park Community Academy on a daily basis.

Lunches are cooked on the premises and are provided at a cost of £2.40 for Primary Pupils, £2.65 for Secondary pupils and Sixth form pupils. This is to be paid on our Parent pay app

Free meals are provided where applicable.

Children may also bring a packed lunch.

All meal are to be paid for on Parent pay.



Uniform

There is an Academy Uniform available from PCA. Items of second hand uniform are also available from the family room at £1 per item. Please refer to the guidelines in this brochure. (See Page 19)

Behaviour support

A high standard of behaviour and good manners is expected. Central to our behavioural expectations is the 'PCA Way' which is practiced throughout the Academy. All pupils are encouraged to respect fellow pupils, staff and property. If issues do arise, parents/carers are fully informed and involved. (See page 18)

Useful Telephone Numbers

Blackpool Council Children Services Department, Bickerstaffe House, Talbot Road, Blackpool.

Please direct all general telephone enquiries to: 01253 476555.

Transport enquiries - 01253 476795.

Admissions

All pupils are admitted to Park Community Academy following a period of assessment which leads to the provision of an Education, Health and Care Plan. The children have a range of learning needs associated with moderate to severe learning difficulties, complex learning difficulties, Autistic Spectrum Condition, speech & language difficulties, sensory difficulties and associated social, emotional and behavioural difficulties. When appropriate, PCA may refer your child back to the Authority advising that a more appropriate placement is required.

All admissions are made through the **Special Educational Needs Team** which is based at **Bickerstaffe House, Talbot Road, Blackpool, FY1 3AH (01253 476607)** and no admission can be made into Park Community Academy without agreement of the Local Authority.

Visiting Park Community Academy

Parents are invited to visit PCA to look around and meet the staff and pupils. There are two types of visits: -

- You might wish to visit PCA whilst your child is being assessed. Then, if Park Community Academy is recommended in the Education, Health & Care Plan, you will have a much better idea of what is offered. *These visits are arranged on the recommendation of the SEND Manager or an Educational Psychologist from the referring Local Authority.* This is called a '**Visit of Interest**' and helps parents/carers to consider what is available compared to mainstream provision.
- If a place has already been recommended by the Local Authority, you are invited to visit to get to know PCA and the staff. If potentially your child may be starting at Park Community Academy you should bring him/her on this visit too. This is your opportunity to ask all those

This visit will probably last for about 1 hour and is known as a '**non-prejudicial visit**'. This visit is usually followed up with at least one full day in PCA giving your child the opportunity to take part in class activities with their peer group. *These visits are arranged on the recommendation of the Special Educational Needs Officer from the Local Authority.*

Once you have accepted the offer of a place we can agree a starting date and the Local Authority will advise re the necessary Transport arrangements where appropriate. Parents/carers will be invited into school prior to admission to complete our Home School Agreement and other admissions paperwork.

If your child is young or unsure in new situations, we recommend that you bring him/her in yourself on the first morning. This helps them to make a confident start at Park Community Academy.

Don't forget: If you have any queries at all, just pick up a phone and call us.

Academy Organisation

The Academy caters for children from the age of 2 years old (Nursery age) right up to 19 year old leavers (Year 14). Therefore, although Park Community Academy is in spirit and purpose "One Academy", the organisation takes into account differing educational, social, and physical needs of the pupils through the age groups. The Academy is situated over two sites. The main school (2-16) is on Whitgate Drive campus whilst our Sixth Form is based at the Oracle on St Annes rd in Blackpool.

PCA is organised into five distinct Departments known as: -

Lower Primary	Nursery, Reception, Years 1 & 2 (Key Stage 1/2)
Upper Primary	Years 3, 4, 5 & 6 (Key Stage 2)
Key Stage 3	Year 7, 8 & 9 (Key Stage 3)
Key Stage 4	Years 10 & 11 (Key Stage 4)
Sixth Form	Year 12, 13 & 14 (Key Stage 5)



Staff

The teaching staff are organised into five teams, one for each of these Departments. The teams also include Nursery Nurses, Special Support Assistants Additional Needs Teaching Assistants and Apprentice Teaching Assistant who work closely with the Teachers. The work within each Department is organised by a senior Teacher called a 'Team Leader'.

Although each Teacher is allocated to a particular team they may occasionally work within a different Department for a particular subject. (See the staff list).

Pupils

The pupils are placed in “classes” or tutor groups with children of similar age. Each class is in the charge of a Class Teacher or Form Tutor. Should you have any issues relating to your son/daughter’s education or welfare, then this member of staff will have direct responsibility and an overview for their well being, progress and care on a day to day basis. As pupils get older and they move through the school at PCA, they tend to spend less time with just one teacher. However, even in Key Stages 3, 4, and 5, they will not meet as many different teachers each day as they would in a large High School.

With the flexibility of teaching options within each Key Stage, occasionally special arrangements can be made for a pupil to work with a higher or lower group than their own if it is to their advantage. This is monitored carefully, and every effort is made to ensure that each pupil progresses normally through the Key Stages.

EVERY EFFORT IS MADE TO PROMOTE THE INCLUSION OF OUR PUPILS WITHIN THE MAINSTREAM SECTOR WHERE APPROPRIATE.

At Breaktimes

The pupils mix socially within their own age bands. There are separate spacious Upper Primary and secondary playground areas which allow for the differing physical size and styles of play. The Lower Primary pupils also have a separate playground, their play is structured and closely supervised. Our Sixth Form pupils at the Oracle have access to outdoor space.

College Link Courses

College Link Courses are held on one of several sites of the Blackpool And The Fylde College and Myerscough College, Bilsborrow which offers a range of agricultural, horticultural and animal care courses. These courses are led by FE College staff with discreet support provided by staff from PCA.



Swimming Lessons

Swimming lessons for Year 3 - 6 pupils takes place at Moor Park Leisure Centre in Blackpool. Transport is provided to this venue on our school minibuses.

Rewards

The aim of Park Community Academy is to give each pupil a positive outlook. Good work, good behaviour, and good effort are recognised and rewarded daily through praise, privileges, and the awarding of Dojos, badges and certificates which build up in each pupil’s personal Record of Achievement folder. ‘WAM ’(Worth A Mention) assemblies take place on a regular basis when children’s achievements across the Academy are recognised, celebrated and rewarded with their staff and peers.

Park Community Academy Staff

On this page is a list of the people working regularly within PCA. The list includes reference to people who are not members of staff, but who work regularly within the Academy.

Headteacher		Mrs Hughes	
Deputy Headteacher		Miss Gardiner	
Primary Assistant Headteacher + Senco		Mrs Heaney	
Secondary Assistant Headteacher + Senco		Mrs Emsley	
Assistant Headteacher (Pastoral)		Mr Whittaker	
Academy Business Leader		Mrs Gilligan	
Senior Team Lead Primary		Mrs Hale	
Lower Primary Team	<i>Team Leader -</i>	Mrs Smith / Mrs Brown Miss Pownall Miss Brown Miss Cooper Miss Hanlon	Mrs Cholmondeley / Mrs Moorhouse / Mrs Goulding Mr Sagar / Miss Illingworth / Mrs Nowell Mrs Blair / Mrs Goulding / Mr Moseley Mrs Crossley / Mr Pritchard / Mrs Goulding Miss Erwin / Mrs Drummond / Mr Beckett
Upper Primary Team	<i>Team Leader -</i>	Mrs Hale Miss Worrall Mrs Rowland Miss Miller Mrs Burch Mrs Rowland Mrs Whitelaw Mrs Green Mr Brannigan	Miss Johnson / Miss Illingworth Miss O Duffy / Miss Pearson / Miss Goldsmith / Miss Loveday Miss Hambly / Miss Blunt Miss McGurty / Mr Morrison Mrs Finch / Mrs Whiteside / Miss Goldsmith Mr Eaves / Miss Scarr / Miss Goulding Miss Hughes / Mr Sharman
Key Stage 3 Team	<i>Team Leader -</i>	Mrs Birks / Mrs Mills Miss Kerr Miss Henry-Riding Mr Hull Mrs Rainey Miss Cassidy Miss Thompson Miss Heard Mrs Johnson	Mrs Miles / Mr Moseley Mrs Buckley / Mrs Crouch Miss Logan / Mrs Frost Miss Heard Mr Brownrigg / Mr Moseley / Mrs Dyson Miss Outen / Mr Henderson / Mr Woodward Mr Manford / Miss Hindley Miss Markey
Key Stage 4 Team	<i>Team Leader -</i>	Mrs Hopwood Miss Housby Mrs Swift Mrs Whitworth Mr Johnson Mr Miller	Miss Docherty Mrs Rowe / Mrs Oritt / Miss Bennison Mr Taylor Mrs Heywood / Mr Blair Miss Shaw
Key Stage 5 Team	<i>Team Leader -</i>	Mr Shanagher Miss Jackson Mrs Mulvey Mr Storey Mrs Irving	Mr Dillingham Mrs Erwin / Mrs Hamer Mrs Stephenson / Mrs Crouch Mrs Hobbs

PCA also have 5 higher level teaching assistants who are highly skilled and trained to step in to cover teacher's absences. HLTA'S Mrs H Dyson, Mr A Storey, Mr R Woodward, Miss D Goulding and Mr A Beckett.

PCA is also organised into 5 faculties with each faculty is led by a senior member of staff.

Head of Faculty for Creative Art and Outdoor Learning	Miss Jackson
Head of Faculty for Humanities	Mr Whitaker
Head of Faculty for Health and Lifestyle and Performing Art	Mr Johnson
Head of Faculty for Language and Communication	Mrs Emsley
Head of Faculty for Cognitive Learning	Mrs Heaney

Children & Family Support Manager	Mrs Kelso
Children & Family Support Worker	Mr Mooney / Mrs Hilton
Learning Mentors	Miss Beck / Mrs Chillson
SENCO	Mrs Heaney / Mrs Emsley / Miss Heard
SEND Administration Officer	Mrs Fallon
Academy Finance Lead	Mrs Bickerstaffe
Business Support Officer	Mrs Dochery
Business Administrator	Mrs Fieldhouse
Apprentice Business Administrator	Miss Hartley
ICT Technician	Mr Keogh
Site Manager	Mr Jones
Minibus Driver/Assistant Site Manager	Mr Latham
Apprentice Site Assistant	
Music Teacher	Mr Strachan / Mr Bradford
Therapy Dog	Daisy/ Molly

Cook	Mrs Plummer
Kitchen Staff	Mrs Bamber
	Mrs Wealthall
	Miss Pilling
	Mrs Parkinson

Senior Midday Supervisor	Miss Miedziak	
Welfare Assistants: -	Miss Gray	Mrs Yeasmin
	Mrs Sampson	Mrs Pye
	Miss Paiva	Mr Basar
	Miss Owdienko	Mr Pye
	Mrs Ankers	Miss Sharman
	Miss Brennan	

Not on the staff, but working in the Academy regularly are:

Mr Woodhead / Mr Holt / Mr D Miller - Peripatetic Brass Teacher
Physiotherapy Service
Schools Psychological Service
Speech Therapy Service
Occupational Therapy

The Governors 'Curriculum Statement

Park Community Academy`s Curriculum aims to follow the general principles laid down in the Early Years Foundation Stage Curriculum and the National Curriculum, with a particular emphasis on providing for the Special Educational Needs of each pupil. As an Academy however, PCA does have the flexibility and freedom to tailor the curriculum to best meet the needs of the children, having due regard for the relevance to each pupil at their particular age and developmental level.

The progress of each pupil is regularly assessed to guide the work of the teachers. Parents are kept informed of progress and are encouraged to participate in the education of their child through regular discussion and the review process.

Special emphasis is placed upon the concept of the development of the whole child through personal, social, physical and spiritual development.



The Curriculum

At Park Community Academy we have a board and balanced curriculum offer which is delivered through a 3 stand curriculum. This weavers together to most appropriately meet the individual needs of each child and young person.

- Academic
- Aspirations for adulthood
- Therapeutic
- Our overarching vision at PCA is that through our curriculum offer we will enable our children and young people to become
- Successful Learners- who have a love for learning, make better progress and achieve their full potential.
- Resilient Individuals - who are able to live safe, healthy, rewarding and happy lives
- Responsible Citizens- who make a positive contribution

Core subjects - English
Mathematics
Science
Computing
PHSE/ SRE



Foundation Subjects - History
Geography
Music
Art
Physical Education
Modern Foreign
Language/ Communication
Technology: Design Technology and Food Technology
Religious Education (Parents have the right to withdraw their child from R.E)



The following Cross-curricular areas are incorporated with the curriculum:

British Values
Travel and Tourism
Health Education
Careers Education
Citizenship
Environmental Education
Industry Education Liaison
Economic and Industrial Understanding
European Awareness / British Values
Equal Opportunities
Multi- cultural Education
Community Service
Duke of Edinburgh Award Scheme
Arts Award



Learning Outside the Classroom (LOtC)

Park Community Academy is committed to ensuring all pupils have the opportunity to experience learning outside the classroom. **Our vision is** to provide all of our children with rich and varied learning experiences through which they can reach their full academic and social potential, develop their self-esteem and also to encourage a commitment to life-long learning. As a staff we strive to ensure all pupils have at least one learning outside the classroom experience per half term and that LOtC progressively develops knowledge, skills and understanding depending upon a pupils individual needs.

The Wider Curriculum

A wide range of activities are open to the pupils to enrich their experience of Academy life. Examples of the wider curriculum are:

Music - Music is an important part of Academy life. All pupils are encouraged to sing and experience playing various musical instruments. Some pupils go on to become musically proficient and learn to play a brass instrument. Park Community Academy has had a brass band for many years, which is a unique achievement and a major strength of the Academy. PCA also has close links to peripatetic teachers who come into school and support pupils with the learning of various instruments. PCA also has an active school choir.

Theatre Visits and Visiting Performers - Travelling theatre groups and musicians visit the Academy. Groups of pupils are taken to suitable productions at a number of local theaters including Shakespeare, Ballet, musicals and circus performances.

Drama, Dance and Theatre - Drama and Dance are important parts of the curriculum, and all pupils will take part in performances before an audience throughout their Academy life on a regular basis. PCA also has a Cheerleading troop which introduces the pupils to a range of different dancing styles

Swimming - All pupils have the opportunity of learning to swim during their Academy career up to the end of Year 6. Each pupil is able to progress at his or her own level and to gain recognised swimming certificates to mark progress. PCA pupils regularly participate in inter schools swimming galas at a regional and national level.





Youth Club - There is a Youth Club which meets one evening a week. It is open to pupils of 14 years and upward and to past pupils up to 19 years old. It has all the facilities of the Blackpool Youth and Community Service at its disposal.

After School Clubs - PCA offers pupils of Primary, Secondary and 6th Form after school clubs on Monday, Tuesday, Thursday evenings from 3.15pm to 4.20pm and 4.00pm for KS1 pupils. These are provided FREE of charge.

Summer Activity Scheme - PCA provides a summer activity scheme each year at the start of the summer holidays. This is led by staff exclusively employed at PCA and offers a wide range of leisure, recreational and arts-based activities. The charge for the Summer Activity Scheme is currently £20 per day and £5 per day if your child is in receipt of Pupil Premium.

Residential and visits- Day and residential visits are organized throughout the year. These activities widen the horizons of the pupils and provide opportunities for them to learn to live together in a new environment. Other benefits include promoting health and well-being boosting self-esteem, gaining independence, and developing team work and resilience.



Careers - Careers education at PCA is a vital part of the student experience. Over the years we have developed a network of opportunities and experiences for our students that give pupils a real sense of the wider world of work. We have a close working relationship with the Education Business Partnership North West and are constantly updated throughout the year to make sure we are providing the highest quality of careers education we possibly can. All pupils across the academy receive Career education. Pupils in the Secondary department attends a local annual careers convention at Blackpool Pleasure Beach where Fylde Coast employers, training providers and educational establishments attend. We also invite pupils from Year 9 upwards to a PCA Career Fair in April, which consists off numerous employers, collages and training provider. Pupils in KS4 and 5 undertake periods of internal and external work experience and are guided through their future options in review sessions, PSHE lessons, IAG sessions and careers interviews. In more recent years we have begun holding annual work days, practical vocational sessions with professional tradesmen and linked in the Enterprise and Business partnership to further strengthen our offer. Business Enterprise is also a regular feature, and pupils run several “mini-enterprises” throughout the year including our famous whole school Team Enterprise ‘£30 challenge’.

College Links- Pupils in year 11 & Sixth Form experience college links course at local FE providers B+FC & Myerscough. These are experiential in Year 11 and are accredited at Sixth Form level.

Home/School Support

A positive relationship between home and school is vital to the success of your child's placement at PCA. To support us in our work with families we have a **Children and Family Support team** who will be an early point of contact when your child is first admitted into the Academy. The Children & Family Support Team will also play an active role in responding to attendance and behaviour issues, and taking a direct advocacy role on behalf of pupils and their families in their dealings with PCA and outside agencies.

Home School Agreement

A 'Home School Agreement' is a statement explaining the Academy's aims and values; the Academy's responsibilities towards its pupils; the responsibilities of the pupil's parents; and what the Academy expects of parents/carers.

When pupils are newly admitted to PCA parents and children are invited to sign the Agreement. By doing so they indicate they have taken note of the Academy's aims, values and responsibilities and they acknowledge and accept both their parental responsibilities and the Academy's expectations of its pupils.

Keeping you Informed of Progress

We like to maintain close links with parents/carers and you are welcome to visit PCA at any time to discuss the progress of your child and to seek advice on other matters which might affect progress. Please telephone or email to arrange a convenient time.



Parents Evenings

There are two Parents Evenings per year, one in the Autumn Term and one in the Summer Term, when you can discuss with teachers about your child's progress as well as an annual review meeting to review your child's EHCP.

End of Year Report

In the Summer Term you will receive a written end of year report, and you will be invited into PCA to discuss any matters arising from the report.

Special Educational Needs

Each pupil attending our Academy is here because they need a different approach to their learning. At the heart of the education of each pupil is their Education, Health and Care Plan (EHCP). Through the EHCP and the Annual Review the most important educational outcomes are highlighted. These usually concentrate on four areas:

1. **Communication and Interaction**
2. **Cognition and Learning**
3. **Social, Emotional and Mental Health**
4. **Sensory and/or Physical**

The outcomes from the EHCP are broken down into smaller steps in the Annual Review.

The Annual Review of your child's Education, Health and Care Plan:

Each year PCA carries out a Review of the Education, Health & Care Plan (EHCP). The purpose of the review is to look at the progress your child is making towards the outcomes in your child's EHCP.

You will be asked for your written comments on your child's progress and invited to attend the review meeting. Reports are also received from teachers, and other professionals who work with your child. The Review meeting will also consider how well your child's needs are being met, and whether a change of provision should be considered.

The review meetings follow a person-centered approach, where children and young people are encouraged to discuss what is important to them now and in the future. This will help provide the essential information needed to develop their Individual Action Plan where targets are set for the following year.

Transition Reviews

The reviews in Key Stage 4 and 5 are important as they begin the process of looking ahead to the transition from school into adult life and the wider community. The review will plan what needs to be done for your child to achieve a smooth transfer at 16+ into employment, training, The Oracle or alternative further education providers.

Homework

Work is provided by PCA for children to carry out at home in the evening or at the weekend. The nature of the work will depend very much on the age and the needs of each individual pupil. How often and how much again will vary according to age and needs.

Homework is popular with many of our pupils as they have brothers or sisters who will also have homework to do. It also gives you, the parents, an opportunity to become involved in your child's education by providing help and encouragement.

Homework should be interesting and enjoyable. It should never become a chore. You can help by providing a quiet space for the homework to be done in.

Your child's teacher will be pleased to discuss in more detail with you the homework and the ways in which you can help. So please feel free to contact the teacher if you have a query; we welcome your interest. A copy of the Homework Policy is available from PCA on request.

Religious Education

R.E. is taught across all the age groups of the Academy. The scheme falls within the Lancashire Syllabus and in accordance with national requirements reflects the fact that religious traditions in Great Britain are mainly Christian whilst taking account of the teaching and practices of other religions represented in this country.

Withdrawal

Parents have the right to withdraw their child from Religious Education. If you wish to withdraw your child from R.E. lessons, please let us know at the time of admission or, if already attending Park, notify us in writing. If you are able to let us know the basis for your decision to withdraw it will be helpful to us in providing for other aspects of the spiritual, moral and social education of your child.

Please note that, although the Academy is not obliged legally to provide an alternative subject for a pupil who withdraws from R.E., during the lesson time an alternative supervised activity will be assigned.

Throughout the Curriculum we aim to ensure that each pupil's individual special needs are met as required by the Governors in their Curriculum Statement.

At a certain point, every parent begins to wonder about their child leaving and what lies ahead.

Our Preparations to Adulthood (PFA) offer ensure all children and young people have a personalized and focused approach to support their aspirations for adulthood. We continually raise aspirations and expectations and encourage thinking from an early age about what the future may look like for them.

A programme of careers education is part of the Personal and Social Education Programme we offer. Pupils begin action planning to prepare themselves for the decisions they will make as leavers.

Through Key Stage 4, pupils continue to work towards Further Education, vocational training, or employment. They are able to attend Links Courses at the Blackpool & The Fylde College, Myerscough College, and people from local business visit PCA to take part in Industry Days. In Year 11 pupils have the opportunity to take part in at least one week of Work Experience.

All the staff in the Key Stage 4 Team work together to prepare the pupils for moving on from PCA. In this we are assisted by our close links with the Careers Adviser and local colleges. Each year PCA host a Careers Fair supported by the Voluntary Sector, FE Colleges, Training Providers and supported employment agencies.

Throughout Years 10 and 11 you, the parents/carers will be kept informed of the options available, given opportunities to visit different provision, and regularly involved in the decisions being made about the future of your child.

Since September 2015, pupils at the end of Year 11 have had the option to transition into post 16 provision at Park Community Academy. This provides an opportunity of one, two or three years further school based study at The Oracle (please see below for more information).

The Assistant Headteacher (Secondary), Key Stage 4 Team Leader and staff will be pleased to discuss your child's needs and personalised plans around the most appropriate post 16 provision at any time.

The Oracle Sixth Form Centre

The curriculum in the Sixth Form (Years 12, 13, 14) allows students to follow a personalised programme including core skills (literacy, numeracy, computing), alongside a range of accredited/certificated courses of study and vocational training.

Students follow one of our 3 Learning Pathways depending on their attainment levels when they enter the 6th Form. Each Pathway ensures that the students educational journey is best tailored to meet their individual needs as well as to challenge them. Our aim is to equip the students with the skills they will need to become integrated members of their communities.

The curriculum offer is enriched by a range of creative, work related, leisure, sport and recreational programmes and opportunities. This includes extra-curricular activities, after school clubs and residential experiences.

There is a well-established and thriving work related learning programme, offering school based and external work experience opportunities, FE college link courses, mobility training, community programmes and enterprise education, which all support the students growing independence and readiness for the transition into adult life on leaving PCA.



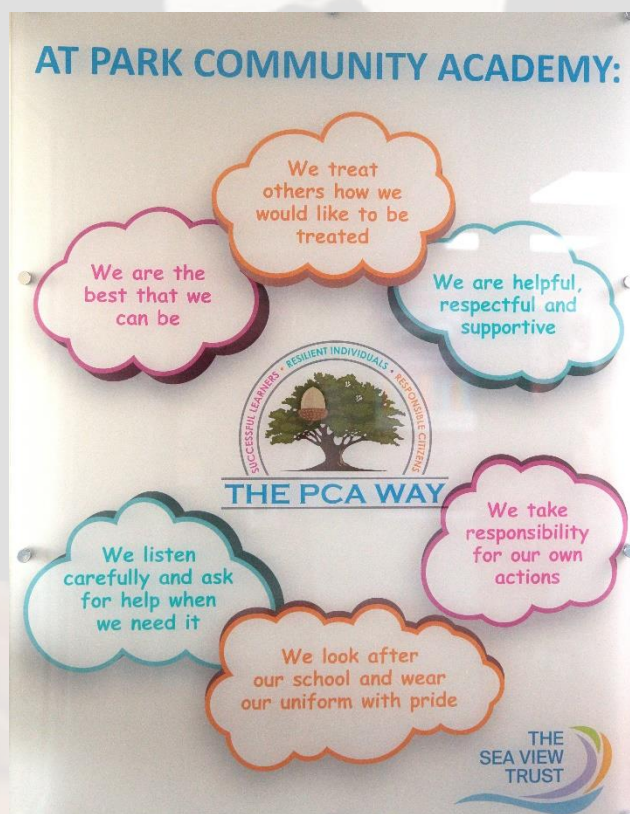
The Academy is concerned, not only with the educational progress of our pupils, but also with their personal and social development. Pupils are guided gradually towards an understanding of their own emotions and behaviour, and consideration towards others.

Good standards of behaviour are expected and encouraged, but staff are also sympathetic and supportive to the fact that problems may arise from time to time. Teachers are sensitive to changes in the usual behaviour of pupils which may give a clue that a problem may have arisen. If we are concerned **we will contact you**, and if you notice a change in behaviour at home **please let us know**.

Inappropriate behaviour may come from some change, or worry, or upset. It could be a new baby at home, a family bereavement, moving house; or it could be friendship issues, either at school or in the neighbourhood. If you know of any likely cause of stress, **please let us know**.

Unfortunately, sometimes children just behave in inappropriate or unexplainable ways. On these occasions, most minor issues are dealt with by the teacher and can be sorted out straight away. More serious or persistent problems will be referred to the Team Leader, or a member of the Senior Leadership team. Should these problems continue, you will be invited in to PCA to discuss what further steps need to be taken.

The Academy's code of conduct is known as 'The PCA Way'
Pupils are supported through The PCA Way to help them to become
Successful Learners, Resilient Individuals and Responsible Citizens.



Uniform

All Primary and Secondary pupils at Park Community Academy are expected to wear uniform. The following guidelines should give maximum flexibility of choice to allow for economy when buying new clothes.

All -pupils are expected to wear Park Community Academy (PCA) SWEATSHIRTS or CARDIGANS which are available from the main PCA office or a tie and blazer.

Where this is a preferred option a blazer badge and tie are available from PCA.

PCA SWEATSHIRTS/CARDIGANS**	Colour : Navy blue with school badge (<i>Maroon in Yr 11</i>)
SKIRTS	Colour : Black or dark grey
TROUSERS	Colour : Black or dark grey
BLAZER*	Colour : Black (<i>Maroon in Yr 11</i>)
FORMAL SHIRTS & BLOUSES	Colour : White
TIE*	Colour : Green, white and navy
POLO SHIRTS	Colour : Blue and white
PCA PE SHIRTS**	Colour : Red

FOOTWEAR - Healthy feet are very important, therefore all children should wear sensible black shoes at PCA. "Fashion" shoes are not suitable.

Trainers are not acceptable footwear for PCA.

CLOTHES FOR P.E. and GAMES

Key Stages 1 and 2

A pair of black shorts
A red polo shirt with PCA Logo**
A pair of sport socks
A pair of black pumps or trainers

(A towel is needed for all PE and Games activities)

*** All items with the Park Community Academy logo are available from the PCA office.*

Key Stages 3 and 4

A pair of black sports shorts or PE skirt
A red polo shirt with PCA Logo**
A pair of football socks or white sports socks
A pair of trainers and if possible a pair of football boots

Sixth Form Dress Code

Students have the option of a Sixth Form hoodie and polo shirt. Alternatively they can wear smart, casual clothing of their choice.

Jewellery

The PCA policy on jewellery is that pupils may wear one single stud in each ear. Necklaces, rings etc should not be worn. Pupils may, of course, wear a wristwatch, however not a apple/smart watch linked to a mobile device. Pupils who wear ear studs must remove them for PE and swimming lessons. We would ask all parents/carers to support this simple rule which is based on health and safety. We would urge that careful consideration is given before allowing your child to have any additional body piercing as this would need to be removed at PCA. If your child wishes to have their ears pierced, please choose a time when the ears can heal before returning to PCA. Thank you for your support in this matter.

Swimming - for all Key Stages

A one- piece swimming costume, towel and a bag to put wet kit in.
Please note **for Health and Safety reasons** long shorts are not acceptable.
Children with long hair may be requested to wear a swimming cap.

It is strongly recommended that all items of clothing are marked with the pupil's name, using a waterproof marking pen or sewn-on labels, so that they can be easily identified.

Transport

If you are unable to transport your child, you can apply for home to school transport by the Children Services Department. This is not guaranteed and is based on your child's needs and mileage from PCA. If approved, transport is arranged by an Officer at Bickerstaffe House, Talbot Road, Blackpool and for pupils living in the Fylde by an Officer at County Hall, Preston. If you are transporting your children to school, please bring them between 8.40am and 8.50 am to their drop off point. At the end of the day please do not collect prior to 3.05pm. Every effort will be made to get your child to you as soon as possible after 3.05pm at your pick up point

This is how the transport system works: The taxi or mini coach stops as close as possible to your home to pick up your child in the morning and drop off in the afternoon. The transport is timed to arrive at Park Community Academy for 8.50am. It arrives at the top car park in the Academy site. Once the gates are closed to any moving traffic all pupils are met from the vehicle by a member of PCA Staff and supervised into the Academy in an age appropriate way.

At the end of the day, once the gates are closed all pupils board their taxis in the top car park supervised by members of PCA staff. The vehicles leave PCA at approximately 3.20pm.

Almost every vehicle carries an escort to look after the children on the journey, but please note that it is **YOUR** responsibility as parents to see your child safely onto and off the vehicle. The escort will not allow a primary age child off the taxi unless they know there is someone to meet them.

If a young or vulnerable child has nobody at home to meet them, the taxi will move on to complete its round and return later. If there is still nobody at home, the taxi will return the child to PCA and the staff will continue to contact home. If staff are unable to contact anyone by 5pm, this will be passed to the emergency duty team at Social care.

If for any reason your child does not arrive home at the usual time PLEASE PHONE PARK COMMUNITY ACADEMY FIRST. We can then advise you whether transport is late, etc.

If you need to pass any information on to PCA and you feel your child may lose the note, please give it to the escort who will be happy to deliver it to the PCA staff.

Please Note: The transport is contracted by the Children & Young People's Department to take each pupil between Park Community Academy and ONE address (usually home). Any permanent or emergency changes must be notified in writing, or by a personal phone call to PCA. A verbal message from the child will not be accepted. Any change of address will trigger a review by the Local Authority of your eligibility for the continuation of transport. Social visits to the home of a friend cannot be arranged through Local Authority Transport.

Independent Travel

Older pupils, of secondary age, are encouraged to travel by public transport or walk to PCA where practical. This is arranged in consultation with parents/carers, and is supported by mobility training delivered in school. Free bus passes are available to the pupils who require them.

If a medicine must be taken during school hours please take note of the following strict guidelines:

1. You must let PCA know your child's condition.
2. If possible, bring the medicine to PCA yourself. You will then be sure that it is delivered safely to the right person.
3. The medicine must be in a proper container (preferably the original), with full instructions on the dosage written by the Doctor. Label it clearly with your child's name.
4. PCA must have a signed consent by you requesting that the medicine is given at Park.

Inhalers

If your child needs an inhaler, please send it in with written information giving the type of inhaler and the dosage. Please make sure that it is kept in good working order and is in date

Young children will have their inhalers kept by the teacher or Support Assistant for safety, but readily available. Older, more responsible pupils may take charge of their own inhalers. Again you will need to complete the signed agreement of PCA to administer the medication.

In Case of an Accident / Emergency at PCA

Illness at PCA

It is very important that you make sure that your child is **fit to come to PCA**.

BUT

If your child becomes ill during the day we will telephone you and ask you to take him/her home.

Every effort is made to ensure that your child remains safe and free from injury at PCA, however accidents do occur from time to time. We have trained Enhanced First Aiders and Paediatric trained First Aiders on site. All teaching and support staff have undertaken emergency First Aid training. So you should your child be hurt, there is plenty of help on hand.

Small Accidents

For minor grazes, cuts, or bruises your child will be attended by a member of staff who has attended a First Aid Course. The injury will be bathed if appropriate and a dressing or ice pack applied. No ointments of any kind will be used.

The class teacher will be informed of the injury to keep an eye on it, and a standard letter should be sent home to you, or you will receive a phone call to inform you of the mishap.

Please note:

Band Aid - type plasters are often the simplest and most hygienic dressing to use. If your child is allergic to plasters, please let us know.

More Severe Accidents

If the injury is more severe then, after initial First Aid in school, more qualified medical help will be sought and you will be contacted, if possible.

In the event of a serious accident we would ask that you come to PCA to take your child for hospital treatment. If we feel the child needs special attention an ambulance will be called.

Please note:

If we have any doubt about the severity of the injury we seek medical attention.

The Academy Budget

PCA has Academy status and is funded directly by the Education Funding Agency of the DfE.

The Academy Fund

Other income comes from fund-raising events organised by 'Friends of Park Community Academy Charitable Trust' and from donations to the Academy. Money gained in this way is paid into a bank account known as 'The Friends of Park Community Academy.'

The Governors and The Sea View Trust oversee the correct management and auditing of all Academy monies.

PCA is a cashless school and all payments are to be made on Parent Pay. This is all done online. Please see the Reception staff for an activation letter.

- Academy Meals

Academy meals are currently £2.40 for Primary, £2.60 for Secondary pupils and Sixth Form pupils a day. Milk and breakfast is provided free of charge for all children.

- School Uniform

School uniform can be brought on Parent pay apart from Trousers, shorts shirts, shoes and blazers this will need to be source from your local shops.

- Ingredients for Cooking

Most expenses for cooking will be covered by PCA. However, we do ask for a contribution at the start of term. A teacher will notify you of when this will need to be paid.

- Residentials and Visits

a) Day trips, and visitors.

To widen and enrich the children's learning experience we look for opportunities to take the children out into the environment, on visits to places of interest locally, theatre visits, or have visitors into PCA to give talks or perform for the children. Most of these activities can be supported entirely from the Academy Fund, but sometimes you may be asked to help out with a small voluntary contribution.

b) Residential Visits

For older pupils we run a number of visits which involve them staying away from home for a number of nights. There are currently five annual residential visits; for Year 6 pupils at the end of Key Stage 2, pupils in Year 9, 11 (Key Stage 4), and two Sixth Form Residential visits. These visits cannot be funded fully from the Academy Budget so, to allow the trip to run, we ask all the parents of the pupils taking part to make a voluntary contribution towards the cost which will cover mainly board and lodgings.

- Charities

Sometimes we make collections at PCA for charities such as Children in Need, Comic Relief, Macmillan Nurses or Poppy Day, and host coffee mornings to raise funds for charities etc.

Pupils should NOT bring money into PCA to give to a friend or to buy something from another pupil.

Complaints

It is our aim that you should never have to make a complaint, but in a less than perfect world there could come a time when you may need to express your concern or dissatisfaction over some matter. Our PCA Procedure for dealing with complaints is set out below.

- We expect all our pupils, staff and parents/carers to listen carefully and respectfully to each other.
- Minor complaints should be dealt with by the class teacher, Team Leader or Assistant Headteacher. If you are not satisfied, contact the Headteacher or Deputy Headteacher.
- All serious complaints must be explained to the Headteacher so that an investigation can take place.
- Parents/carers who are unhappy about something should contact us at once. The Headteacher will always meet concerned parents in order to resolve difficulties.
- A parent/carer who is still not satisfied should contact the Chair of Governors (or another Governor). Names and telephone numbers of Governors can be obtained from the PCA office.
- A complaint can also be made directly to the Children & Young People's SEND Department, c/o Director of Education, Bickerstaffe House, Talbot Road, Blackpool, Telephone 01253 476555.



The Governors

The Academy Governors are a body of people who have a range of legal duties and responsibilities for the running of the Academy.

The Academy Governing body is made up of

Parents, PCA staff, Community representatives and the Headteacher

The Governing Body meets six times per term, and receive regular reports from the Headteacher and staff on all aspects of school life. This includes the curriculum, staffing and recruitment, finance, building developments, pastoral care and the Academy's practice around the safeguarding of its pupils.

The current Park Community Academy Governors are:

Mrs Fielder (Co-opted Chair of Governors)

Mrs Hughes (Headteacher)

Miss Smith (Staff Governor)

Miss Thompson (Staff Governor)

Mr Robbins (Parent Governor)

Mr Leech (Parent Governor)

Mrs Whiteley (Community Governor)

Ms Marrs (Community Governor)

Mrs Roache (Community Governor)

Mr Storey (Staff Governor)

- Parent Governors
1. Have a child at PCA.
 2. Are elected by parents of PCA.
 3. Serve, as do other Governors, for four years.

Parent Governors bring the views of parents to the Governing Body, but they speak and act as individuals. They should not be thought of as delegates or "spokespersons" of the parents, they do not vote for parents in general. They have equal status in the work of the Governing Body and have voting rights.

A list of the Governors' names and contact details is always kept on display in the PCA entrance hall and can also be found on the PCA website.

How can parents find out what we are doing at PCA? There is a regular, weekly Newsletter which is shared via email and Twitter. The Academy also has it's own website with class blogs: www.park.blackpool.sch.uk and five very active Twitter feeds - @PCABlackpool, @PCAprimary, @PCAsecondary, & @PCAOracle which are refreshed on a daily basis with up to date news. Often the best way, of course, is to visit us, especially for the Parents' Evenings, invitations to public performances, sports events, special assemblies, parent 'drop in' meetings and a range of family social events which take place throughout the year.

If you can't come in to visit us, then you can ask to look at the documentation in PCA which is available to you. You are encouraged to read the following:

The Park Community Academy Brochure - Information for Parents/Carers

The Park Community Academy Summer Activity Scheme Brochure

The latest Park OFSTED Report www.park.blackpool.sch.uk/about/ofsted-report - *the School was identified as 'Outstanding in all areas' in May 2018.*

The Complaints Procedure

The School's curriculum offer

The CSA's syllabus for R.E.

SRE Policy

School Discipline and Behaviour Policy

Park Community Academy Physical Intervention Policy

School Homework Policy

School Anti-Bullying Policy

Safeguarding Policy

SEND Local Offer - on www.park.blackpool.sch.uk, www.blackpoollocaloffer.co.uk & Facebook page: www.facebook.com/blackpoollocaloffer

SUSPENSION PROCEDURES

Although we will go to great lengths to work with parents/ carers of a pupil who is presenting extreme challenging behaviour problems, eventually it may be necessary to suspend the pupil for a period of time. Usually we will have had regular contact with the parents to try to sort out the problem, so the decision to exclude will not be unexpected. The usual procedure would be:

1. A final warning to the pupil with a letter or phone call to parents.
(We may ask the parents to come into PCA at this stage.)
2. Internal suspension and Formal suspension, with a letter to parents copies of which are Sent to the Chair of Governors and the Local Authority.

The letter will state the reason for suspension; the date of return; the conditions for the return.

Fixed term suspension

The decision to suspend is solely that of the Headteacher. In the letter the parents are reminded of their right to appeal to the Governors if they disagree with the suspension.

Under present legislation there are two types of suspension: fixed term and permanent.

Fixed term suspensions may not total more than 45 days in one year.

SAFEGUARDING AND CHILD PROTECTION PROCEDURES

The prime responsibility of the Academy is to uphold the safety and wellbeing of the child.

Because of day-to-day contact with children, PCA are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to thrive. Parents should be aware, therefore, that where it appears to a member of staff that a child may have been abused, the Headteacher or designated deputy is required, as part of the local Child Protection Procedures, to report their concern to the Children's Services Department immediately.



Park Community Academy is participating in Operation Encompass.

Operation Encompass is a unique Police and Education early intervention safeguarding partnership which ensures that a child/ young person's school/ college is informed, prior to the start of the next school day, that there has been a domestic abuse, vulnerable child or missing incident to which the child or young person has been exposed, and which might then have an impact on them in school/ college the following day.

Each school/ college is informed of all such incidents, not just those where an offence can be identified or those which are graded as high risk. The partnership recognises that all domestic abuse, vulnerable child and missing incidents can be harmful to children and young people.

This information will be shared throughout the year, including holidays and weekends. Information will only be shared with the school/ college by the police where it is identified that a young person was present, witnessed or was involved.

A nominated member of staff, known as a Key Adult, has been trained to liaise with the police. At Park Community our Key Adults are Mrs Kelso, Child and Family Support Manager, Mrs Hilton and Mr Mooney, Family Support Workers. They will be able to use information that has been shared with them, in confidence, to ensure that the school makes provision for possible difficulties experienced by children or their families. The Key Adults will keep this information confidential and will only share it on a need to know basis, for instance, to teaching staff for the child or young person. It will not be shared with other school students. This national initiative has been implemented across the whole of the Lancashire Police area.

If you would like some more information about it, you can view it online at www.operationencompass.org

We are keen to offer the best support possible for our pupils and a recent review of Operation Encompass showed that it is beneficial and supportive for all those involved.







Thank you for reading this Brochure.

We have tried to make it as useful and informative as possible. There is a lot of information which we have tried to include but, at the same time, we are aware that too much information will make it difficult to read.

It is impossible to tell you everything you need to know about Park Community Academy within these pages, so we hope that you will have the opportunity of getting to know more by personal contact.

We regularly update and try to improve the Brochure, so any suggestions you may have for improvement will be welcome. You can email suggestions to admin@park.blackpool.sch.uk

We would also encourage you to look at our website at www.park.blackpool.sch.uk, download our app on 'Schudio School App' and our Twitter account on @ParkSchoolBPL, @PCAprimary, @PCAsecondary, @PCAWSFC @PCA_L_Mentors

