



PARKSIDE
SCHOOL

Parents' Handbook 2021-2022

The purpose of this Handbook is to be helpful. It is an attempt to provide new and established families alike with a guide to the key information regarding the workings of the School. The information it contains is as up-to-date as possible. However, good schools do not stand still, and as Parkside is constantly evolving, the Handbook is subject to change.

How to use: when viewing the electronic version, open the document in *Word*, click on the *View* tab and tick the *Navigation Pane* box. The chapter headings then appear on the left-hand side of the screen.

Any further questions you may have can be asked via your Form Teacher or Key Person for any pastoral or academic queries, or the Class Rep or the Head's PA for any day-to-day queries you may have.

July 2021

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A - Academic matters

Curriculum, Teaching and Learning

The Parkside Curriculum is designed to encourage pupils to learn independence, collaboration, self-reflection, resilience and other highly important life skills in each and every lesson. We offer a broad curriculum which is based around the Pre-Senior Baccalaureate (PSB) model, ISEB and includes a high level of academic rigour in all subjects. Pupils are encouraged to explore learning for themselves, make mistakes and celebrate their passions and strengths.

Homework/Prep

The times (minutes per night) below illustrate how long your son should be spending on homework each night.

- Reception: 10 mins per night
- Y1 & 2: 15-20 mins per night
- Y3 & 4: 20-30 mins per night
- Y5 & 6: 40 mins per night
- Y7 & 8: 60 mins per night

If your son is struggling with a piece of homework, please contact the subject teacher. If your son is unable to complete a piece of homework for whatever reason, write a note in his prep diary to let his teacher know.

Reading and Prep Diaries

Pupils in the Pre Prep have a Reading Diary which **parents should sign each night** after your son has read to them. Pupils in the Prep School have a Prep Diary, which they take home every day. The Prep Diary explains details of homework for the evening including subject and due date. It may also have notes from your son's teachers. **Please initial the Prep Diary each evening** to confirm you have checked your son's homework and acknowledged any notes.

For further advice or any questions on academic matters, please contact the Assistant Head (Academics).

A - Attendance and Absence

Attendance

If parents require their child to be absent during normal school hours, a request should be sent to the Head via head.pa@parkside-school.co.uk seeking permission so that the absence will be authorised. This would normally be for planned medical appointments, dental procedures or visits to prospective senior schools. This procedure will ensure that any absence from School is authorised. At the end of each term parents of pupils who have less than a 90% attendance will be notified by the School.

The Nursery day is structured and activities are planned for those children who have selected each session and therefore you must keep to the sessions booked for your child. It is not possible to swap days or make up days due to illness or planned absences. If your child normally goes home at 12.00pm but you would like them to stay until 1.30pm or 3.00pm we are able to accommodate this. Please contact the Nursery Administrator hutchings@parkside-school.co.uk in the morning and a charge for the session will be added to your bill.

Compulsory School Events

The following events outside the normal school hours, for which the pupils' attendance is compulsory, are: Carol Service (Prep School only), Sports Day (Pre Prep and Prep) and Prize Giving (Prep School only) and Open Mornings.

Absence (also see Medical/Illness section)

The School does not give permission for holidays during term-time in Pre Prep and Prep, except in very rare circumstances, as this will clearly affect the academic progress of a child, leaving them with gaps in their knowledge and work for them to catch up. Any requests must be made, in writing, to the Head.

For further advice or any questions on attendance or absence, please contact the Head's PA.

B - Behaviour Management

Across the School, from Nursery to Year 8, behaviour is monitored and systems are in place to ensure consistency.

In Nursery and Reception, EYFS positive behaviour is encouraged and strategies are implemented for individuals if behaviour needs monitoring.

In Pre Prep and Prep, positive behaviour is rewarded in the form of stars in Pre Prep and merits in Prep which lead to pupils receiving a certificate in Pre Prep and a badge in Prep.

From Years 1 to 8, poor behaviour choices are logged as demerits and are discussed with the Head of Year and Head. Parents will be called immediately for any behaviour that is deemed unacceptable.

For further information, please refer to the School's Behaviour Policy.

C - Catering

A nutritious breakfast is available every morning in the Servery from 7:30am daily, for Reception to Year 8 pupils and in Nursery for 2-4-year olds (incurs an additional charge.)

Snacks and a nutritious, well-balanced lunch are provided for all children.

Menus can be found on our website and are changed termly.

There are 3 lunch sittings from 12.00pm - 1.45pm for the whole school.

All children with allergies wear a badge and are served food for lunch from a separate servery. Pupils with allergies in the Prep School collect their snack from Main Reception.

Prep School pupils are required to bring in their own snack (nut free) to eat before After-School Clubs. Pre-Prep boys are required to bring in a snack to eat before After-School Clubs for all clubs NOT run by Pre-Prep staff.

Regular Food Committee meetings take place with reps from Years 1 to 8 and the catering company which is a platform for pupils to give feedback and initiate improvements.

For further advice or any questions on catering or food matters, please contact Mrs McMurdo, Deputy Head on mcmurdom@parkside-school.co.uk

C - Communications

Letters

It would be helpful if parents could look out for information from School sent via email, via school bags with the pupils; these are also on the Parent Portal. All communications will be sent, where possible, to parents on a **Thursday**.

Clarion Call

Clarion Call is a text/email contact service which is sent to parents' mobile phones in order to advise of reminders, cancelled matches, emergencies, etc. This system is also used to send letters, information, etc. to parents.

Termly Calendar

A termly calendar will be on the website at the beginning of each term. Changes to the calendar will, where possible, be announced with as much notice as possible.

For any questions, please contact the Reception Manager.

Newsletters

A fortnightly Newsletter is sent out to parents electronically. This contains announcements of awards given in assembly, pictures and activities within the School, details of forthcoming school events and any special notices.

Website and Social Media

The School's website provides information on life at Parkside, the Parents and Pupils (Parkside ICT) Portals and apps such as SOCS for all sports information. In addition, it contains a number of documents that can be downloaded, including the term calendar. Parents can also find regular updates by following the School's Facebook, Instagram and Twitter pages as well as with Parkside TV on YouTube.

For any questions, please contact the Marketing Director.

D - Daily Routine

Pre Prep and Prep

7.30am Breakfast Club (Servery)

8.00am Early Drop Off

8.20am School day starts/ Form/Class Time

10.35am BREAK

12.00pm LUNCH (Pre Prep)

1.05pm LUNCH (Prep – 3 sittings)

3.15pm **Pre Prep day ends**

Pre Prep After-School Clubs

4.00pm Prep School day ends

4.00pm Prep School After-School Clubs

4.10pm Minibuses depart

4.00pm Pre Prep After-School Care

5.00pm Prep and Pre Prep After-School Care

6.00pm **School closes**

For further advice or any questions on the daily routine, please contact Mrs McMurdo, Deputy Head.

E - Emergency procedures

In the event of a general emergency, e.g. burst water pipe, failed heating system, fire, etc. when it is necessary for children to evacuate the School premises, all parents will be contacted via the Clarion Call emergency call service.

Fire

Should the fire alarm be triggered pupils are taught to:

- leave the building immediately by the nearest exit route, closing all doors and windows as you go.
- close all fire doors behind you.
- not stop to pick up personal belongings.
- walk out of the buildings and line up at the Assembly Point (the Tennis courts) in TOTAL SILENCE.

There is a termly fire practice for the whole school.

Emergency Lockdown

In the event of an actual lockdown, any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should not:

1. contact the School. Calling the School could tie up telephone lines that are required for contacting the Emergency Services;
2. come to the School. They could interfere with the Emergency Services' access to the School and may even put themselves and others in danger (e.g. the doors will be locked, and no one is allowed in or out);

Parents should:

1. wait for the School to contact them about when it is safe to collect their child, and where this will be from;
2. be made aware of what will happen if the lockdown continues beyond school hours.

There is a practice for the whole school every year.

For further advice or any questions on emergency procedures, please contact the Bursar.

E - Extra-curricular

Clubs

After-School Clubs are available for all pupils (3.15-4.00pm in Pre Prep and 4.00-5.00pm in Prep) from Reception to Year 8, Monday to Friday in term time. Those run by specialist staff incur an additional charge.

A Clubs Booklet is available termly outlining the clubs on offer in detail. Registering for clubs takes place via the [Parent Portal](#). Our after-school enrichment programme includes sport, creative arts, environmental and well-being clubs so there is an opportunity for everyone. Supervised Prep is also offered throughout the week for all pupils in the Prep School.

Throughout the year, additional clubs run before school and during lunchtime for pupils in the Prep School.

Music

Pupils may learn a musical instrument from Years 1 to 8 provided by peripatetic staff and overseen by the Head of Music. Lessons take place during the school day and times are rotated to avoid missing the same lesson each week. Lessons are 30 minutes and incur a charge.

As far as possible, all types of instruments are catered for providing sufficient interest is shown. A contract is signed between parent and peripatetic teacher. In order to stop these lessons, a term's notice must be given in writing to the Head of Music and Bursar to avoid paying a term's fees in lieu.

Music Examinations

Pupils can be entered for music examinations on the recommendation of the peripatetic staff and the Head of Music. Most pupils are entered for A.B.R.S.M., Trinity and Rock School.

MTech and LAMDA lessons are also available (chargeable).

For further advice or any questions on Clubs or other activities, please contact Mrs McMurdo, Deputy Head.

F - Forms and Houses

Forms

Nursery EYFS. Each child has a Key Person and groups are kept under strict ratios. The three year groups in the Nursery are:

- Hedgehogs (2 year olds)
- Squirrels (2-3 year olds), and
- Owls (3-4 year olds).

Pre Prep. The Pre Prep School, includes Reception EYFS, Year 1 and Year 2. All lessons, with the exception of music, drama, French, ICT, Forest School, PE, games and swimming (+Art in Year 2) are taught by a child's Form Teacher.

Prep School. The Prep School consists of Years 3 to 8. There are two classes in each year group. Pupils move from Pre Prep into Year 3 where they are still taught predominantly by the Form Teacher. From Year 3 onwards pupils are set for English, Reasoning and Maths. Increasingly, they are taught by subject specialists as they move up the School.

In Years 5 and 6 the pupils prepare for the pre-tests for leading independent senior schools for Year 9 entry. In Years 7 and 8 pupils are prepared for Common Entrance and Scholarship examinations in the core subjects.

Houses

Pupils in the Pre Prep and Prep School are allocated to a House and compete against each other for the House Cup, which is awarded each term. This is in the form of individually earning merits in class or outside and/or in House team competitions. Brothers will always be allocated to the same House. Pupils wear House coloured ties and sports shirts.

The four Houses are:

BLUE GREEN ROSE PURPLE

For further advice or any questions on Forms or Houses, please contact Mrs McMurdo, Deputy Head.

G - Governors

The Board of Governors is responsible for the overall direction of the School, its financial and legal management, the maintenance of the buildings and estate, the continuing development of the facilities and oversight of the regulations pertaining to the School.

A list of the current members of the Board of Governors can be obtained from the Bursar, and is on the website.

Contact details are:

Chairman: Robin Southwell –
southwellr@parkside-school.co.uk

Safeguarding & Health & Safety Governor: Celia Gregory
celiagregory@btinternet.com (Mobile: 07961815870)

Parent Liaison Governor: Pauline Stoffberg
pauline@stoffberg.co.uk

H - Holiday Activities (PSE)

Across the School, from Nursery to Year 8, holiday activities are organised and run through PSE (Parkside School Enterprises) every half term and end of term holiday.

Nursery Fun Days are invoiced by the School and all other holiday activities through PSE. Bookings can be made via the online booking system:

Cricket- <https://bookwhen.com/parksidecricketacademy>

Nursery Fun Days, Activities Camp and Sports Camp-
<https://bookwhen.com/parksidsummercamps>

Children who are not at Parkside School may attend any of the holiday activities if there is availability. Bookings are made on a first come first served basis.

I - Involvement of parents

The Parkside parent community is an integral part to the success of the School and all parental involvement is valued.

Coffee mornings with the Head

These are held fortnightly in the Head's Office before School for parents of different year groups (see Termly Calendar).

Class Reps

Parents from all years assist in class communications, organising social events and rotas for volunteers for School events. They meet with Mrs McMurdo, Deputy Head, termly to discuss school matters.

Parents of Parkside (PoP)

The School's parent association (PoP) has a committee responsible in the organising and running of events to raise money for projects big and small. Any parent is welcome to join.

Please feel free to contact by email: pop@parkside-school.co.uk

J - Jewellery and Appearance

Jewellery

It is not allowed unless under medical or religious obligation.

Appearance

School uniform should be clean and in a good state of repair. It should be worn correctly; shirts tucked in, ties and collar buttons done up, socks pulled up and shoes clean. Throughout the year, pupils must wear full uniform to and from School. Pupils may wear either their blazer or the black fleece jacket.

Where it is necessary to wear games clothes in class, a full, clean School track-suit should be worn. Games clothes should be clean and smartly presented for matches. Pupils should always have swimming trunks and a towel in their games bag.

Chewing and bubble gum are banned. Overly long or very closely shaved hair, hair gel, hair dye or highlighting or any form of body piercing or decoration are not permitted.

K - Key personnel (contact details)

Telephone numbers

Main School number: 01932 862749

Nursery: 01932 869973

Email Addresses

Head	head@parkside-school.co.uk
Head's PA & Registrar	head.pa@parkside-school.co.uk
Bursar	fernandoa@parkside-school.co.uk
Deputy Head	mcmurdom@parkside-school.co.uk
Deputy Head	gudgeonw@parkside-school.co.uk
Assistant Head (Academic)	marlerj@parkside-school.co.uk
DSL	proctern@parkside-school.co.uk
Head of Estates/Compliance	williamsd@parkside-school.co.uk
Head of IT/E-Safety	gainera@parkside-school.co.uk
Head of Wellbeing	bakera@parkside-school.co.uk
Head of Sport	proctern@parkside-school.co.uk
Head of Music	dentons@parkside-school.co.uk
Head of Pre Prep & EYFS	mcmurdom@parkside-school.co.uk
Head of Years 3 & 4	reads@parkside-school.co.uk
Head of Years 5 & 6	nkosia@parkside-school.co.uk
Head of Years 7 & 8	davenportj@parkside-school.co.uk
Learning Enrichment	whittyl@parkside-school.co.uk
Reception Manager	davisj@parkside-school.co.uk
Marketing Director	marcangelon@parkside-school.co.uk
2 nd Hand Uniform	pop@parkside-school.co.uk
Nursery Manager	nigrellig@parkside-school.co.uk
All other Staff	[surname & first initial]@parkside-school.co.uk

First contact for:

Routine administration –	Your child's Form Teacher
Catering –	Reception Manager
Medical matters –	Reception Manager
Queries –	Reception Manager
Pre-test information –	Head's PA
Senior School choices –	Head's PA
Nursery contact –	Your child's Key Person [You will have your Key Person's email address for any queries, questions or concerns.]

L - Learning Enrichment (SEND)

A great number of pupils excel in the classroom; however, others may be talented with an instrument, a ball, a paintbrush or whilst performing. We cater for and celebrate all of these successes whilst also making sure that your child is supported and challenged academically throughout his time at the School. Whilst all of our lessons are taught in a manner which allow all pupils to achieve and make progress, we also acknowledge that there are times when pupils need an even more personalised approach to their learning.

We have an excellent provision of Learning Enrichment where we can offer additional support to any pupil who may be finding a particular subject or skill, challenging. If we think that this is something your child may benefit from then the Head of Learning Enrichment will contact you to discuss this further.

For further advice or any questions, please contact the Head of Learning Enrichment whitty@parkschool.co.uk

L - Lost property/personal items & appearance

Lost Property

Any lost property is housed in baskets in the Nursery and Pre Prep Departments and outside the Library for the Prep School.

Personal Items

Pre Prep - pupils are discouraged from bringing in any personal items and only one key ring is allowed on their rucksack.

Prep School - Mobile phones, Smart Watches with internet access and other technology devices are not permitted unless specific permission is obtained from the Head.

For further advice or any questions on lost property or personal items, please contact the Deputy Head or Director of Sport.

M - Medical / Illness

Medical/medicines

If your child is ill and unable to attend School or Nursery due to illness please email or phone School Reception for Pre Prep and Prep pupils before 8.45am and the Nursery Reception by 9.00am for Nursery children. Unless you have informed us that your child will be absent for more than a day, it is important you call daily if they are still unwell. **Children should be absent from School for a minimum of 24 hours if they have had a temperature, have vomited, have had diarrhoea or been prescribed antibiotics.** If, on return your child is on prescribed medication, it is imperative this is handed to the School Receptionist for pupils from Years 1 to 8 and to your child's Key Person in Nursery and Reception classes (EYFS) so the necessary Administration of Medicine Form can be completed. No medication will be given to your child to take home; it must be collected by an adult. Pupils on the School Bus Service MUST bring their medicine straight to Reception on arrival to School, collecting on departure at the end of the day.

If a boy is unable to play sport through illness or injury, parents should send an email to the Director of Sport stating the duration of exclusion as well as the reason.

Any child who has an appointment during the school day must be signed out at Reception and signed back in upon their return. Planned absences must be authorised in writing by the Head.

Illness/accident at School

The Reception Team are the School's Primary First Aiders and provide first aid cover during the balance of the day in the first instance. They will give immediate care until further assistance is available. They will assess whether further assistance is required and, if appropriate, seek it. A First Aider will inform the parents (in case of a pupil), either by a medical slip or with bumped heads or more serious cases by telephone contact. See First Aid Policy on website.

For further advice or any questions, please contact the Reception Manager (Primary First Aider).

N - Nursery

The Nursery is for boys and girls, aged 2-4 years and is situated next to St Mary's Church. It is a gated and secure unit comprising its own classrooms, cooking facilities, library, music and drama room and playground. There is a separate outdoor learning area next to the Church.

Throughout the week, all Nursery children have access to the extensive Parkside grounds, Forest School, the gym and have a sport lesson with a specialist member of staff. The Pre-Reception class have French, swimming and music with specialist teachers.

Nursery lunch (hot meal) takes place in the Salon alongside the Pre Prep children. Morning and afternoon snacks are provided in Nursery.

All children in Nursery are allocated a Key Person for each academic year and their learning journeys are recorded using the Interactive Learning Diary (ILD).

Parents select sessions on a termly basis but can add an additional lunch, morning or afternoon session on an ad hoc basis if ratios permit. A minimum number of sessions is expected of the Pre-Reception children to assist transition.

Nursery events take place throughout the year which parents are invited to. These include the Nativity, Toy Service and sports morning. Nursery parents are invited to all school events and become part of the Parkside community as soon as their child starts.

Nursery Timetable

- 8:00 – 8.30am Breakfast Club available
- **8.30am – 12:00 noon** **Morning session**
- 12:00 noon – 1:30pm Lunch
- **1:00pm – 3:00pm** **Afternoon session**
- 3:00pm – 6:00pm After Nursery care

For further advice or any questions, please contact the Deputy Head as Head of EYFS.

O - Old Boys Association (OBA)

The Old Boys Association is made up of Old Boys and current staff. We enjoy receiving news from Old Boys, and endeavour to distribute their news to as many Old Boys as possible.

To stay in touch with Parkside please email us your contact details to: oba@parkside-school.co.uk and to keep up with latest news and 'Like' our Facebook page.

For further advice or any questions on the OBA, please contact the Head's PA.

O - Online safety

Pupils in Years 2 to 8 are given their own unique school login username and password to use when using School IT equipment. Years 4 to 8 are also given a School email address to use for school work related matters.

Personal electrical devices are **not** allowed at School apart from the pupils who have special arrangements to bring in laptops to type during lessons. These pupils and their parents must sign the Bring Your Own Device agreement before a device can be brought on site.

Mobile phones are not allowed apart from special situations where written permission has been given by the Head and the device is signed in and out at Reception before and after school.

In order to keep our pupils safe online the School uses a strict web filter named *iBoss* which blocks access to unsuitable content. Additionally, in lessons the pupils are also taught how to stay safe when online both in and outside School - including all social media use.

All Prep School pupils sign the IT Acceptable Use/E-Safety Agreement each year to remind them of the dangers and ensure they use the School network in a sensible and safe way.

For any advice, concerns or questions with IT, please contact the Head of IT and Digital Learning.

P - Pastoral, PSHEE and Pupils' Achievements

Pastoral Care system

All our pupils are valued members of our community. Staff are strongly supported in their pastoral role and time is dedicated at staff meetings for pastoral matters. The Head meets with the teaching staff to discuss the progress of every pupil and is also readily available for consultation by staff and parents. Pupils also have individual time with their Form Teacher or the Head to speak about anything that is concerning them. All pupils know that they can talk to any adult in the School at any time about any of their worries; however, each child is closely monitored by their Form Teacher who is the first point of contact for pastoral matters.

Wellbeing

Pupils are encouraged to air views and feelings, and to raise matters that concern them. Parents should feel involved at every stage of a child's development, and Parkside prides itself on levels of care and guidance, as well as the links it fosters with parents and guardians. All pupils take part in Transition Day in June to get to know their next Form Teacher and learn about expectations for the following year.

PSHEE curriculum

A rich and varied programme is taught by Form Teachers and key themes and values are reinforced through assemblies and the curriculum. Each term, pupils have the opportunity to work with others in different year groups undertaking a wide variety of extra-curricular activities (including House meetings) which help build relationships across the School.

Pupils' achievements

These are celebrated on a regular basis in assemblies and published in the Newsletter. Additionally, at the end of each term, prizes are awarded for academic success, progress and effort and commitment.

For further advice or any questions, please contact the Deputy Head.

P - Policies of the School

All School policies and procedures are available either on the School's website or on request from the School Office.

The statutory policies include the following:

- Accessibility Plan
- Admissions
- Anti-Bullying
- Behaviour and Discipline / Exclusion
- Children Missing Education
- Complaints
- Curriculum
- E-safety
- Equal Opportunities
- EYFS
- First Aid and Medicines
- Health and Safety
- IT Acceptable Use
- Preventing Extremism
- PSHEE (including RSE)
- Recruitment and Selection
- Risk Assessment Policy
- Safeguarding including Prevent
- SEND
- Staff Code of Conduct
- Visiting Speakers
- Visitors
- Whistleblowing

For further information on any policy, please contact the Assistant Head (HR, Compliance and Privacy).

Q - Any questions?

*For further advice or any questions, please refer to **Section K – Key personnel (contact details)**.*

R - Reporting procedure

Assessment

Pupils are carefully assessed throughout their time at Parkside in a variety of different areas, subjects and skills. The majority of assessments will take place at two key times of the year; at the end of the first half of the Autumn and Summer Terms. These assessments will be for three main reasons: to track the effectiveness of the teaching and learning at the School, to monitor the progress of the pupils and to give pupils the experience of sitting 'formal' assessments. Results, strengths and targets will always be shared with pupils and parents. Assessment weeks should not be a stressful time and revision should always be limited to realistic and manageable amounts. Pupils will be given guidance on how to revise, how long to spend on revision and how to create an 'Assessment Success Plan' before assessment weeks.

Reporting

We report regularly to parents to ensure you are kept fully up to date with the progress your child is making. Every half term parents receive a 'Progress Report' which grades pupils' academic progress and effort in each of their subjects and is accompanied by a comment from your child's Form Teacher. At the end of the Autumn and Summer Terms, parents will also receive a full written report for selected subjects which details strengths, progress and targets for the next term.

Parents' Evenings

We offer a number of formal Parents' Evenings throughout the year. In Pre Prep you will have a Parents' Evening with your child's class teacher as well as subject specialist teachers. Prep School parents will have one full Parents' Evening each year with all of your child's teachers. Dates for Parents' Evenings can be found in the School Calendar and a letter will be sent to you with more information ahead of each event. There are also a number of additional Parents' Evenings for particular years when more regular conversations are necessary. Years 7 & 8 pupils are expected to attend Parents' Evenings with their parents.

R - Rules and regulations

Regulations

The School is a member of IAPS which belongs to the ISC. All ISC schools are inspected by ISI on behalf of the DfE. As such, we are bound by the 450+ Independent School Standards Regulations (ISSR).

Data Protection

We come under the Data Protection Act (May 2018) and GDPR. Any information provided by you for use by the School will be stored securely and used solely for the purpose that it was intended for in accordance with current data protection laws. For more information about how the School will use your information, please see our Privacy Notice which is available on the website or from the School Office.

Social media / Photography

Please be mindful that taking photos of children other than your own at the School may breach data protection law or raise safeguarding issues. Photographs are used on social media to celebrate the pupils' achievements in line with the Privacy Notice.

Accessing the School

Parents should not access classrooms without a member of staff accompanying them; should they be coming to see a member of staff, the staff member will collect them from Reception.

Mobile Phones

No mobile phones can be used in an EYFS setting so must not be visible when parents are in the Nursery building. Mobile phone use is discouraged particularly in school buildings.

Dogs on site

No dogs are allowed on site.

For further information on any regulations, data protection or policies of the School, please contact the Assistant Head (HR, Compliance and Privacy).

S - Safeguarding (child protection)

Safeguarding Children at Parkside School

This School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Safeguarding Policy, and procedures in place which we refer to in our prospectus and on our website. All staff (including volunteers and governors) and visitors must ensure that they are aware of these procedures and the latest iteration of KCSIE.

Sometimes we may need to share information and work in partnership with other agencies (such as the Surrey Safeguarding Partnership) when there are concerns about a child's welfare. We will ensure that our concerns are discussed with his/her parents/carers first; unless we have reason to believe that such a move would be contrary to the child's welfare.

Designated Safeguarding Lead (DSL):

Mr Nick Procter

Deputy Designated Safeguarding Leads (DDSL):

Mrs Madeline McMurdo

Mrs Annie Jackson

Contact details can be found in Section K above, on the School website's Safeguarding Policy or from the School Office.

N.B. If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to the DSL as soon as possible the same day.

If your concerns relate to the actions or behaviour of a member of staff then you should report this to the DSL in confidence, who will refer the matter to the Head (or the Chair of Governors if the concern relates to the Head) who will consider what action to take.

For further advice or any questions on Safeguarding, please contact the DSL.

S - Safety and Security

Safety

Entrance to Nursery

The Nursery is a secure unit and security is of the highest importance. In order to achieve this, a member of staff will be present at the gates to the Nursery every day at 8.30am, 12.00pm and 3.00pm. If you are running late and the gate is closed, please ring the external bell in order to gain access. CCTV is in operation so a member of staff can see who requires entry. Once your child has settled and you are leaving the Nursery, please check the gate is firmly closed behind you. If you need to collect your child before the end of a session, please make sure they have been signed out by their Key Person before leaving.

Entrance to Pre Prep and Prep buildings

All entrances have key-coded locks with CCTV installed. The codes are changed on a regular basis. The site has CCTV around the school site also.

Grounds and the River Mole

The river and surrounds are out of bounds to all pupils and are instructed as such. Outdoor learning, other activities using the grounds (such Forest School, camp outs and fishing) and games are always supervised and risk assessed.

Security

All entry doors to the Pre Prep School, including Reception EYFS, will be locked all day except from 8.20am to 8.45am and during playtimes/games lessons on the tennis court. Visitors during the working day can gain entry through Pre Prep's front door by pressing the doorbell button on the keypad and a member of staff will open the door. All School buildings remain on a security code. Residential staff provide overnight, weekend and holiday security. The School is out of bounds for any ad hoc use by parents or pupils outside of hours.

For further advice or any questions on safety or security matters, please contact the Bursar or the Head.

S - Sport

As well as Games sessions twice a week and matches against other schools in our major sports, pupils will have opportunities to represent the School in a range of other sports. In addition, pupils will have weekly PE or Swimming lessons. All pupils will be placed into teams based on the beginning of term trials. For all team fixtures please see the Termly Calendar or Parent Portal/SOCS.

Matches

Parents are welcome at all matches. We want the pupils to listen to their Coach's specific instructions so please refrain from giving instructions from the side lines. Please give support to the whole team rather than an individual. Match teas for pupils are held after home and most away matches with tea provided for spectators. All pupils are expected to stay for match teas and wait until a member of staff dismisses them.

Pick up times

All fixtures will be published on SOCS, 48 hours in advance of the matches. This includes kick-off, pick up and return times. Note: traffic (and other) delays may occur; if there is a drastic change in our return time, we will do our very best to inform you via Clarion.

Transport for matches

Transport to/from away matches (not weekends) is by School minibus. On occasion, staff will use their own cars to take pupils to matches. You may collect your son from an away match but please ensure the Coach is informed on departure. If your son is being picked up by another parent, please ensure that the reception staff are informed the morning of the match.

Weekend Matches

These are compulsory for all pupils. Please check in advance if your son's team is playing on a weekend. All pupils are expected to meet at the venue at the 'meet time' and parents are expected to pick them up at the 'return time'.

For further advice or any questions on sport, please contact the Director of Sport.

T - Transport, Trips, tours & outings

Given the age of the children attending the School, car is the most often used method of getting to/from School. However, because a number of families live in close proximity to each other there are a growing number of shared runs. It is always our policy to introduce new arrivals to existing parents who reside in their locality in order that they may join in local arrangements. Train and bus services require walking along the Stoke Road which together with cycling has been risk assessed as not safe enough for school-aged pupils.

Drop-off / Pick-up and Parking

We operate a drop-off/pick-up system for pupils arriving/departing by car or minibus. There are always staff on duty at the drop-off area in the morning and at the end of the day. No child is released until the collector – whom has to be known to the School – arrives. Please follow the directions of staff on duty through the yellow-lined one-way system. If parents need to park up they are requested to park in the designated parking areas and avoid parking in the visitors' bays or on the double yellow lines. Areas designated as 'no parking' must be left clear at all times to allow emergency services access

School Bus Service

There are minibus services providing transport to and from School in the Raynes Park, E. Molesey, Hinchley Wood, Claygate, Esher, Walton and Weybridge areas. See website for map of services, details of current pick-up/drop-off points, timetables and charges.

Trips, tours & outings

Each year, there are many taking place across the School. Some of these are residential; some are overseas, whilst most are day trips. Parents will receive details of trips appropriate to their child at the time. Parental permission is always sought and a risk assessment is undertaken before any trip goes ahead. When the School uses tour operators and coaches, risk assessments are provided by the operators. All residential trips include a member of the Senior Leadership Team.

For further information on the School Bus Service, please contact the Assistant Head (HR, Compliance and Privacy). For advice or any questions on trips, please contact the relevant Head of Year.

U - Uniform and Equipment

Uniform

Uniform is required to be worn for all Nursery and Reception children and pupils from Years 1 to 8.

It can be purchased from *Unismart* in Cobham or from our Second-hand Uniform Shop, located at School.

All items of uniform MUST be clearly named.

Lost property is located in the Nursery and Pre Prep Departments and outside the Library for the Prep School.

Uniform lists can be found on our website.

Equipment

Stationery equipment is provided for all children in Nursery and Pre Prep. Pupils in the Prep School are required to supply equipment specific to their year group and lists will be sent separately.

There is a Stationery Shop at School if your son needs to re-stock equipment (ask at Reception). All stationery items and pencil cases should be clearly named.

For further advice or any questions on uniform please contact PoP on pop@parkside-school.co.uk.

V - Visitors

On arrival

All visitors must report to Reception, sign-in in the Visitors' Book and wear a visitor's badge. If a member of staff sees anyone without a badge, they will be challenged and, if necessary, reported to the Bursar.

Emergency procedures and safeguarding

Visitors are made aware of our Safeguarding Policy, the emergency procedures and the assembly point [the Tennis courts].

Events

When large numbers of visitors are at the School for open days, plays and concerts, a brief announcement is made advising them of the emergency procedures including the fire exits and the assembly point.

For further advice or any questions on visitors or visiting the School, please contact the Reception Manager.

W - Wraparound care / Late collection

Before School (Nursery)

8.00 am Breakfast Club (in the Nursery) [incurs a charge].

Before School (Pre Prep & Prep)

7.30am Breakfast Club (in the Servery of the Salon) [incurs a charge].

8.00am Early drop-off facility in the Salon/Top Lawn [depending on season], and before the classrooms open at 8.20am. A Year 8 pupil escorts all Pre Prep pupils to the Pre Prep classrooms at 8.20am.

After-School Clubs and After-School Care

3.15pm Pre Prep run clubs daily to 4.00pm and these are available to all pupils from Reception to Year 2.

4.00pm Pre Prep After-School Care to 6.00pm.

4.00pm Prep Clubs run daily to 5.00pm and these are available to all pupils from Years 3 to 8.

This includes a Supervised Prep session in the Library.
5.00pm After School Care runs daily to 6.00pm (whole School).

Late Collection

If a parent is delayed in collecting a child they should telephone: For the Nursery EYFS - the School's Early Years direct line (01932 869973).

For the Prep & Pre Prep (including Reception EYFS) - the School Reception (direct line 01932 862749) to inform the School of the estimated duration of the delay.

NB: When pupils are finishing School at 4.00pm, they wait at the drop-off point by the Tree with a duty member of staff. If a parent has not arrived by 4.10pm, the pupil will wait in Reception. If, by 4.20pm, the parent has still not arrived, the pupil will join Prep in the Library.

If no contact from a parent has been received, the Reception Manager will try and contact them. In the event that this is unsuccessful, then their emergency contacts or the people they have authorised to collect the child will be contacted.

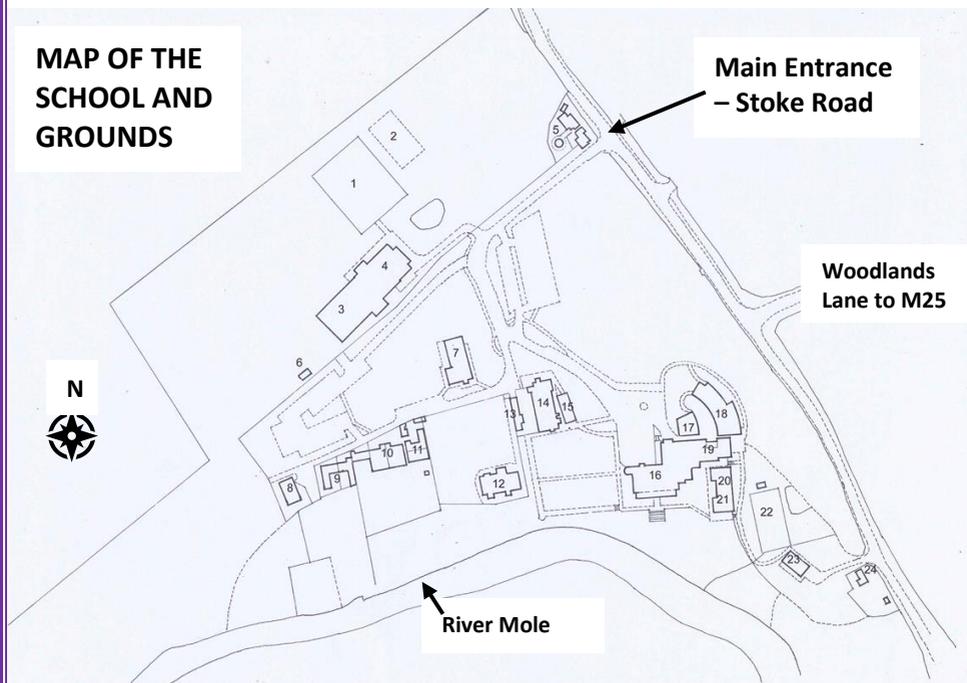
At 5.00pm, when After-School Clubs finish, all pupils will be collected at specified pick up points. A duty member of staff will wait with the pupil. A residential member of staff will always remain on site until all pupils have been collected.

At 6.00pm, pupils will be collected at the main Reception unless otherwise communicated.

There will be a late payment fee for those children not picked up by the required pick up time.

For further advice or any questions on wraparound care or late collection, please contact the Deputy Head.

X - X marks the spot!



KEY:

- | | |
|---------------------------------|---|
| 1. Tennis Courts | 16. The Manor and main entrance |
| 2. Cricket Nets | 17. Crescent Block (Y8 Form rooms) |
| 3. Swimming Pool | 18. Crescent Block (Y3-7 Form rooms) |
| 4. Sports Hall/Gym | 19. Pre Prep Department |
| 5. Holly Lodge & North Lodge | 20. Ground: Music Department / Performance Hall |
| 6. Pavilion | 21. 1st floor: Science Lab, Food Tech room |
| 7. New Church Hall | 22. Pre Prep playground |
| 8. 'Steeples' | 23. Head's House |
| 9. East and West Bungalows | 24. South Lodge |
| 10. Ewell and Horsley Cottages | |
| 11. Estates Team workshop | |
| 12. St Mary's Church | |
| 13. Stable Block (P&T Club) | |
| 14. Barn Block (STEM) / Nursery | |
| 15. Art Studio | |

Y - You getting in contact

There are a variety of ways to contact the School.

Key Personnel contact details -See Section K.

Pupil Diaries

Prep Diary: You can also use the diary to communicate any notes back to the Form Teacher. Please sign daily. Each morning, the Prep Book is checked and signed by the Form Teacher. Pre Prep Reading Diaries: All pupils in Pre Prep have a Reading Diary. Please sign this every day and comment on the number of pages read. This is also used as a form of communication for the teacher and the parent so please feel free to add any notes.

NB. It is vital that any changes to your contact details should be passed on to the School Reception immediately or updated on the Parent Portal.

Complaints

The School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the school in accordance with the *Complaints Policy* (which can be found on the website or via the School Office.

If parents believe the School is not meeting the EYFS requirements they can contact OFSTED if they wish to do so: OFSTED Piccadilly Gate Store Street Manchester M1 2WD. Telephone: 0300 123 1231 Email: enquiries@ofsted.gov.uk. All complaints relating to the EYFS will be investigated and complainants notified of the outcome of the investigation within 28 days. The School will make available, on request by OFSTED/ISI, the record of written complaints made during any specified period, and the action which was taken as a result of each complaint. The record of any such complaints will be kept for at least 3 years.

Z - The A-Z of Notes



PARKSIDE
SCHOOL

Parkside School Aims

- **To create a happy, safe and nurturing environment.**
- **To provide opportunities for our pupils to achieve their full potential through exciting, excellent and innovative teaching and learning.**
- **To present circumstances for our pupils to develop inquisitive and enquiring minds, where they embrace challenge with confidence and develop the skills for their future paths.**
- **To promote respectful, fair, well-rounded and confident individuals.**
- **To prepare an inspiring, diverse and challenging education where our pupils' passions and talents are discovered, celebrated, nurtured and developed.**

Creating Individuals - Courage, Confidence, Character

The Manor, Stoke d'Abernon, Cobham, Surrey. KT11 3PX

Telephone: 01932 862749

Website: www.parkside-school.co.uk

Email: office@parkside-school.co.uk