

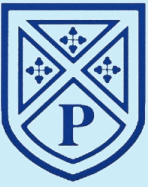
# Parkside Middle School

*Embrace Opportunity. Nurture Success. Inspire Futures.*



**Prospectus**

**2023—2024**



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## **THE SPIRE ACADEMY TRUST**

As part of our development as a school we are pleased to be Associate Members of The Spire Church of England Learning Trust.

This includes being a member of [The Spire Trust Learning Partnership \(STLP\)](#). The mantra of this partnership is quality school to school support across the Spire Trust family of schools. As a team of leaders, middle leaders, staff and governors, we are all striving to provide the best possible learning opportunities and outcomes for the children in our care.

By supporting each other across the trust, we are able to ensure that our staff are up to date in terms of knowledge and understanding, as well as pedagogy and practice and pupils receive the best education possible.





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## **ACADEMIC YEAR 2023-2024**

### **AUTUMN TERM 2023**

Monday 4th September

Tuesday 5th September

Wednesday 6th September

Thursday 26th October

Friday 27th October

School closed — TE Day

School reopens — Year 5 only

School reopens for whole school

School closes for half term

School closed — TE Day

### **HALF TERM**

Monday 6th November

Thursday 21st December

Friday 22nd December

School reopens

School closes for Christmas break

School closed—TE Day

### **SPRING TERM 2024**

Monday 8th January

Friday 9th February

School reopens

School closes for half term

### **HALF TERM**

Monday 19th February

Friday 22nd March

School reopens

School closes for Easter break

### **SUMMER TERM 2024**

Monday 8th April

Monday 6th May

Friday 24th May

School reopens

School closed — May Day

School closes for half term

### **HALF TERM**

Monday 3rd June

Tuesday 4th June

Friday 19th July

Monday 22nd July

School closed—TE Day

School reopens

School closes for Summer holidays

School closed — TE Day



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#### Senior Leadership Team

Mrs N. Mancini	Headteacher	
Mrs R. Jenkin	Senior Deputy Headteacher	DSL, Behaviour, Inclusion & Welfare
Mrs R. Cox	Deputy Headteacher	Teaching, Learning, Assessment & Head of Maths
Mrs J. Terrey	Deputy Headteacher	Timetable, Curriculum, Personal Development & Reading
Mr S. Swaffield	Assistant Headteacher	Behaviour & Attitudes & Deputy DSL
Mr J. Durnall	Assistant Headteacher	Teaching, Learning, Curriculum & Head of KS3 English

#### Pastoral & Special Needs

Miss R. Sumner	Head of Academic Support & DPO
Mrs S. Persich	Pastoral Manager
Mrs M. Moffatt	SENCO & Senior Mental Health Lead
Mrs T. Oakley	Leader of Mainstream Autism Base
Mrs K. Varley	Welfare Manager & Deputy DSL
Mr N. Grimshaw	Family Support Worker
Mrs L. Ellis	Wellbeing Support Assistant

#### Year 5

Mrs J. Papadopoulos	Head of Year 5 & STEM
Miss E. O'Hara	Class Teacher
Mrs H. Greensill	Head of Expressive Arts
Mrs J. Bennison	Class Teacher
Miss C. Wilkes	Class Teacher

#### Year 6

Mrs A. Young / Mrs V. Dallaway	Head of Year 6 / Class Teacher
Mrs J. Dewey / Mrs S. Persich	Head of RE / Pastoral Manager
Mr B. Agnew	Head of MFL
Mr R. Ricketts	Head of Computing
Mrs K. Wright	Head of KS2 English

#### Year 7

Mrs A. Rea / Mrs R. Williams	Head of Year 7 & PSHE / Head of Music
Mrs K. Williams-Sharpe	Acting Head of Science
Miss L. Gilyead	Class Teacher
Mr C. Fletcher	Head of History
Miss V. Salkeld	Class Teacher

#### Year 8

Mrs N. Miarowska / Miss C. Wallis	Head of Year 8 & Thrive / Head of Girls PE
Miss R. Harrison	Head of Geography
Mrs J. McGough	Class Teacher
Mrs L. Ford	Head of Design & Technology, Food & Nutrition
Mr E. Spalding	Head of Boys PE

#### Teaching Team

Mrs S. Cheuk	Head of Art
Miss E. Doherty	Head of Science
Mrs S. Norris	Class Teacher
Miss V. Rathmill	Class Teacher
Mrs A. Harper	Class Teacher
Mrs P. Hill	Cover Supervisor
Mrs J. Taylor	Cover Supervisor
Miss B. Padley	Science Technician

#### Learning Support Assistants

Miss C. Bedford	Mr D. Carbery	Miss E. Clews	Mrs S. Cowan	Miss L. Foreman
Miss F. Higgins	Mrs C. Jakeman	Mr P. Lewis	Mrs J. Mogg	Miss M. Morgan
Mrs K. Reid	Miss N. Simmons	Mrs Z. Thornton	Mr S. Willetts	

#### Support & Administrative Staff

Mrs A. Longbottom	School Business Manager	Mrs S. Fletcher	Senior Administration Officer
Mrs A. Browning	Finance Officer	Miss L. Harper	Attendance & Inclusion Officer
Miss K. Ratcliffe	Administration Officer	Mrs S. Grennan	Administration & Assessment
Miss S. Lynn	Administration Assistant	Mrs E. Dallaway	Assistant SENDCo
Mrs K. Vincent	Librarian	Mr I. Aston	ICT Technician

#### Lunchtime Supervisors

Mrs B. Gorton	Mrs L. Hake
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## GETTING TO SCHOOL

All pupils should enter and access the school from the side gate on the public footpath, these gates open from 8:30am. Pupils will make their way to the classrooms for registration from 8:45am.

Pupils may ride to school on their bicycle but safety helmets should be worn. The school has a special area where pupils can lock-up their bicycle but they need to provide their own lock. Pupils riding to school should ensure that they are considerate to pedestrians and we ask them to dismount when they approach the school gate.

**The car park gates are closed for the safety of your children during these times:**

**8:40am to 9:15am**

**3pm to 3:30pm**

## SCHOOL TIMES

<b>Side gates open</b>	8:30am		
<b>Registration</b>	8:45	-	9:00
<b>Lesson 1</b>	9:00	-	10:00
<b>Lesson 2</b>	10:00	-	11:00
<b>Break</b>	11:00	-	11:15
<b>Assembly</b>	11:15	-	11:30
<b>Lesson 3</b>	11:30	-	12:30
<b>Lunch</b>	12:30	-	1:20
<b>Registration</b>	1:20	-	1:30
<b>Lesson 4</b>	1:30	-	2:20
<b>Lesson 5</b>	2:20	-	3:15
<b>School day ends</b>	3:15pm		

32.5 Hours each week.

## OUT OF HOURS EXTENDED CARE

At Parkside Middle School we feel it is an essential service to support our families with the demands of their working commitments and offer a safe and secure environment where children can be looked after seamlessly before and after school.

Castle Kids Club provides secure childcare for breakfast club, after school and holiday clubs on site at Parkside Middle School. Within this setting, children can take part in many activities and all children will receive a healthy snack. Outside school hours, the club will run from 7:30am until 6.00pm Monday to Friday.

For further information please contact:

**The Castle Kids Club**  
**Keith & Vicki Young - 01527 831150**



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## **LUNCHTIME ARRANGEMENTS**

School meals are available from the school canteen. The cost of a school meal is £2.53.

A menu is available from school reception and displayed on the school website.

We use a system called Biometric, which is a fingerprint recognition system. This enables pupils to be served lunch without having to remember a PIN number. Money can be put onto the child's lunch account through our website using 'Parent Pay.' Further information can be obtained from the school office.

Pupils are encouraged to bring a healthy snack to eat at breaktime. We do not wish to see our pupils eating crisps, sweets or chocolate and suggest that a healthy alternative such as fresh or dried fruit or cereal bars are brought in for breaktime.

Free school meals are available for children whose parents/carers are in receipt of one or more of the criteria listed in the link below. Applications for free meals should be made online at:

[https://www.worcestershire.gov.uk/info/20062/schools/684/applying\\_for\\_free\\_school\\_meals](https://www.worcestershire.gov.uk/info/20062/schools/684/applying_for_free_school_meals)

## **MOBILE PHONES**

Mobile phones are not permitted to be used in school. If seen or heard they will be confiscated and returned at the end of the day, on a first occasion. On a second occasion, parents/carers will be asked to collect the phone. If pupils bring a mobile phone to school, they are encouraged to hand it into reception for safe keeping at the start of the school day and collected at the end of the day.

Mobile phones must be switched off at all times.

**The school does not accept responsibility for any loss or damage to mobile phones.**

## **JEWELLERY, HAIR AND MAKE-UP**

Children who have their ears pierced may wear up to one plain stud in each ear on the lobe, not on the top. Other than a watch, children are not allowed to wear bracelets, rings or any other items of jewellery in school.

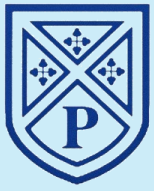
Inappropriate hair styles are not allowed in school. This includes hair with shaved patterns/ lines/ tracks. Furthermore, overly coloured or bleached hair will not be accepted. Pupils must have natural coloured hair only and bright dye colours are not permitted. For example, pink hair is not acceptable.

Hair accessories should be plain and small hair slides are acceptable. No large hair accessories are permitted. Only subtle make-up is permitted which needs to look natural. False nails are not permitted. Nail varnish is not permitted and pupils will be asked to remove it.

School bags must be of a sensible size to hold equipment, as they will be carried around throughout the day.

## **LOCKERS**

Children are allocated a locker in their year area. These are used for storing PE bags and coats only. No valuables should be kept in lockers.



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## **SCHOOL UNIFORM**

All pupils are expected to wear their school uniform with pride. The uniform is designed to offer a variety and choice of clothes and to keep the price at a reasonable level. Please ensure all items are clearly labelled with your child's name.

### **BOYS' UNIFORM**

- Black or grey trousers (not jeans or fashion trousers).
- Blue shirt with school tie.
- Blue V-neck pullover with the school logo.
- Black traditional/conventional shoes (no trainers).

### **BOYS' PE KIT**

- Navy blue shorts.
- Navy blue and sky-blue polo shirt with school logo.
- Navy blue football socks with sky-blue turnover and trainers.
- A navy blue and sky-blue rugby jersey is optional.
- Boys who regularly play rugby are advised to purchase a gum shield.

### **TRACKSUITS**

During the colder months, boys and girls should wear a navy blue and sky blue quarter zip training top with the school logo and navy training trousers (not jogging bottoms).

### **GIRLS' UNIFORM**

- Black skirt (no shorter than 2 inches above the knee and allowing freedom to move).
- Black trousers (not jeans or fashion trousers).
- Blue V-neck pullover with school logo.
- Blue shirt with school tie.
- Black tights or black/white socks.
- Black traditional/conventional school shoes (no trainers, knee-high boots, court, platform or high-heeled shoes).

### **GIRLS' PE KIT**

- Navy blue shorts or a skirt.
- Navy blue and sky-blue polo shirt with school logo.
- Navy blue football socks with sky blue turnover and trainers.
- A navy blue and sky-blue rugby jersey is optional.
- Girls who regularly play rugby are advised to purchase a gum shield.



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## **SCHOOL ADMISSIONS**

The planned admission for Year 5 in September 2024 at Parkside Middle School is 150 and children are admitted to the school in accordance with the Worcestershire Admissions Policy. *Worcestershire County Council's Information for Parents/Carers* book on admissions and transfers to schools is available to view online at: [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

A copy of the book is also available to view in schools, libraries and at your Local Worcestershire Hub. The Information for parents/carers book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. You are advised to read the book prior to making an application.

### **Further information may be obtained from:-**

Pupil Admissions and Transfers  
Children's Services  
PO Box 73  
Worcester  
WR5 2YA

### **How to apply for a school place in the normal round of admissions 2023/24**

All pupils who reside within Worcestershire, who wish to apply to First, Primary or Middle School, including any school outside the county of Worcestershire, are required to complete an application.

This also means that any pupil, who does not reside within Worcestershire, but wishes to apply for a place at a Worcestershire school must complete an application provided by their "home" LA. (The "home" LA is defined as the Local Authority relevant to the child's home address). The "home" LA will ensure the application details are passed on to this authority for consideration in the allocation of school places.

When all applications have been considered, in conjunction with neighbouring LA's and/or Academies, Foundation, Free and Voluntary Aided Schools, the offer of a single school place will be made by the "home" LA, on behalf of the relevant admission authority.

### **The application and closing date**

The closing date for the receipt of applications will be 16th January 2024. Parents/Carers must apply online by visiting [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

If you do not have access to the internet, application forms are available from school, your Local Worcestershire Hub or by request on: 01905 822700.

### **Dates decisions are made**

On 16th April 2024, an offer of a school place will be made by Worcestershire LA, on behalf of the relevant admission authority, in the case of Worcestershire residents (even if the placement is for an Academy, Foundation, Free and Voluntary Aided School or a school in a neighbouring LA). For families residing outside Worcestershire, who have applied for a place in a Worcestershire school, the offer letter will be sent by the "home" LA.





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## **In-year admissions policy**

**The procedure for in-year admissions for Worcestershire residents is as follows:**

- 1) Parents/Carers to complete an application form (CA1), if a resident in Worcestershire online or by calling School Admissions on 01905 822700.
- 2) Parents/Carers to complete the Education History Form (EHF) and ensure the form is counter-signed by current Headteacher (if already attending a Worcestershire School).
- 3) The Parents/Carers should then forward the form onto School Admissions to be processed at [schooladmissions@worcschildrenfirst.org.uk](mailto:schooladmissions@worcschildrenfirst.org.uk)
- 4) The Home Local Authority will write to parents/carers, on behalf of the relevant admission authority, normally within 10 school days of the form being received to notify of the decision. Where it is not possible to offer a place, parents/carers, will be notified of the right of an appeal, on behalf of the relevant admission authority and in most cases, an alternative school will be offered.
- 5) If there are insufficient places for all applications received at one time, then priority will be decided in accordance with the published admissions criteria for the school.

## **Waiting lists**

Waiting lists for Community and Voluntary Controlled Schools are maintained by the Worcestershire Schools Admissions, and parents/carers need to apply in order to be included. These waiting lists will be maintained until the end of each term. At that stage they will be discarded; Parents/Carers will need to reapply at the start of the following term if they wish to be included.



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## **OFSTED SEPTEMBER 2019**

On the 11th and 12th September 2019 the school received its most recent Ofsted inspection. The outcome, the best overall in the school's history, judged the school to be 'good' overall but with 'personal development' seen to be 'outstanding'.

*"Pupils are very happy at Parkside Middle School. They enjoy learning and coming to school."*

*"Relationships between pupils and adults are excellent."*

*"Every single member of staff works hard to make sure pupils do as well as they can."*

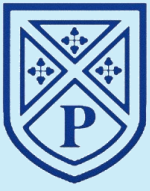
*"Pupils do not worry about being bullied."*

*"Pupils' enjoy and speak with enthusiasm about the many opportunities for learning beyond lessons."*

*Pupils are well prepared for their next steps in education and beyond."*

*"Pupils' personal development and well-being are at the heart of the school. All staff at the school care about pupils' welfare."*

## **HMI Ofsted Inspection – September 2019**



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## **FAMILY HOLIDAY DURING TERM TIME**

The school considers that all absences from school will disrupt a child's continuity of learning. As a consequence it believes that absences should be kept to a minimum in order to maximise your child's potential.

The Headteacher will only authorise leave of absence in exceptional circumstances. If a leave request is granted, it will be for the Headteacher to determine the length of time that the child can be away from school. However, leave will not be granted for the purposes of a family holiday. Year 6 children will be taking S.A.T. tests during the week 13th—16th May 2024. It is therefore, important that Year 6 children are in school during this period.

## **HEALTH AND ABSENCE**

It is essential for the school to know about any medical or physical condition likely to affect your child's progress. Please keep us fully informed about any such condition. Children having a medical appointment should, whenever possible, come to school first and proceed to the medical appointment at the appropriate time. Please collect your child from the school reception for such appointments.

If you know that your child is going to be absent, or if he/she has been absent, please telephone the school or send in a email of explanation. For continued absence, it is the parents/carers responsibility to contact the school on a daily basis, to keep the school informed of the absence.

## **HOMEWORK**

Homework is planned as an integral element of the curriculum, consolidating and reinforcing skills and Understanding, as well as reinforcing classroom learning. It contributes to the development of pupils as self-directed learners and supports the development of independent learning skills, whilst developing an effective home-school partnership. Parents/Carers are encouraged to liaise with school and provide feedback in relation to their child's homework.

Pupils in KS2 are expected to do up to 30 minutes per night. All homework is appropriate to the pupil's ability and marked regularly. KS2 children are set English and Maths homework every week, alongside nightly reading, spelling and times tables activities. In addition, Science is set when relevant and Humanities booklets are set half-termly alternating between History and Geography.

KS3 are set English, Maths and Science weekly with foundation subjects on a rotation, alongside nightly reading.

## **MY CHILD AT SCHOOL**

MCAS can be found on the school website with in the Parents/Carers Portal. In this area parents/carers can view their child's timetable, achievement points and homework whenever they wish. The portal also provides general useful information about school such as the academic calendar and announcements.



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## **THE CURRICULUM**

We deliver an exciting and innovative curriculum that challenges and inspires the learning of our pupils: a curriculum that develops knowledge and understanding, acceptance and engagement with British values while also teaching the necessary skills to be successful in the modern day world and workplace.

Our school curriculum promotes a positive attitude towards learning so that children enjoy coming to school in an exciting and stimulating learning environment. It provides a broad and balanced education that caters for all.

In both KS2 and KS3, all National Curriculum subjects are taught discreetly, although cross-curricular links are made wherever possible. With the exception, of English and Mathematics, lessons are taught in mixed ability class groups.

Throughout the school, groupings for English and Maths are determined by the needs of each cohort.

Pupils' reading skills are further developed through the implementation of Accelerated Reader. The application of Maths in a real-life context is strengthened through additional Real Life Maths lessons.

All lessons provide pupils with opportunities to develop their subject knowledge and understanding, whilst developing their skills in being successful, independent, creative and reflective learners.

Their broad and balanced learning experience is built to continue to build on prior learning, to ensure that they are ready for the next stage in their education.

This is underpinned by an excellent wider curriculum, with trips, visits, clubs and residential opportunities where pupils are encouraged to develop their personal skills and interests.

## **PERSONAL DEVELOPMENT**

We pride ourselves on our commitment to an extended curriculum beyond the academic opportunities.

We are committed to developing responsible, respectful and active citizens and provide a wealth of opportunities for pupils to develop and deepen their understanding of democracy, individual liberty, the rule of law and mutual respect and tolerance. We provide a fully inclusive and diverse environment to meet the needs of all pupils and that aims to develop pupils' character. Time is dedicated within our curriculum to our Thrive provision, developing our pupils' confidence, resilience and knowledge of how to keep themselves mentally and physically healthy. We also provide an excellent careers programme with links to local businesses and national opportunities.



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## **THRIVE APPROACH**

Parkside is a Thrive Ambassador School. To support all of our children to flourish, we have embedded the use of the Thrive Approach in order to support their emotional and social development.

Our aim is to help our children feel safe, happy and secure to be able to enjoy friendships, relate well to others and be ready to learn. We recognise the impact a child's emotional development has on their overall achievement and have developed a whole school approach with specific provision within our curriculum designed to help pupils with their emotional and social skills.

For more information of the Thrive Approach, please see our website.

## **RELATIONSHIPS, SEX AND HEALTH EDUCATION**

Relationships, Sex and Health Education (RSHE) is part of lifelong learning about physical, moral and emotional development. At Parkside, RSHE is delivered in Personal Social and Health Education (PSHE) and Science lessons. Our RSHE curriculum is centred in personal safety, caring for others and building strong and healthy relationships. This is coupled with teaching students about the human body and its changes during puberty, including information about reproduction, control of fertility and sexual health, sexuality and healthy relationships.

## **RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

Our programme for Religious Education is based on the Worcestershire Agreed Syllabus.

There is daily collective worship in the school, sometimes undertaken together by the whole school, sometimes separately by year or class groups. The children are invited to a Christmas Carol Service at Bromsgrove Methodist Church each year. This is a broadly Christian context in line with the requirements of the 1988 Education Reform Act. Parents/Carers have a legal right to withdraw their child from Religious Education or collective worship after consultation with the Headteacher.



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## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

Parkside Middle School is a mainstream school committed to the inclusion of all pupils, including those with a range of special educational needs and disabilities. At Parkside Middle School we provide tailored support for pupils as necessary, to ensure every pupil achieves their full potential with us and develops the skills to live happy and fulfilled lives in their future. As a school we are committed to the integration and inclusion of pupils with a range of needs covering the four broad areas of need:

- Cognition and Learning Difficulties
- Communication and Interaction Needs
- Social, Emotional and/or Mental Health Needs
- Sensory and/or Physical Needs

Every child's progress and learning is the responsibility of the class teacher, who under the SEND code of practice (2014) is accountable for the pupil's progress and development, including where pupils access support from Learning Support Assistants or Specialised Staff. The management and coordination of SEND (Special Educational Needs and Disabilities) at Parkside is the responsibility of the SENDCo (Special Educational Needs Co-ordinator), Mrs Moffatt with the support of the SEND administrator, Mrs Dallaway. The SENDCo will make sure that necessary school staff are aware of your child's needs and that the correct support is in place to ensure that they become confident learners.

At Parkside Middle School, all children receive high quality first teaching which is an approach which considers the needs of all learners in the classroom through a range of adapted/differentiated strategies we do accept that some children may be at risk of not making the required amount of progress either academically, socially, emotionally, or physically. We therefore have rigorous procedures in place to enable staff to promptly assess, plan, implement and review provision for individual children. This is to ensure that all pupils, regardless of need, have appropriate provision in place to support them to reach their full potential. we use a graduated approach to help identify, plan, implement and review provision to meet children's needs.

The school also has a Mainstream Autism Base (MAB) and admission to The Den is through SEND Services Worcestershire County Council. All queries regarding provision should be directed to SEND Services WCC on the following number 01905 845579.



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## **BEHAVIOUR AND ATTITUDE**

At Parkside Middle School we believe good behaviour is essential to allow our pupils to achieve their full potential. Our Positive Behaviour, Attitudes and Relationships Policy fully supports the aims of the school. Our school has a set of non-negotiable rules known as 'The Parkside Standard'.

### **Achievement Points**

Rewards are an efficient way to provide immediate feedback to our pupils about their behaviour. Our pupils are proud to collect achievement points for behaviour, attendance, conduct and academic achievement. Achievement points are recorded on Bromcom and these can be viewed within the My Child At School (MCAS) parents/carers portal.

Achievement points can be given for the following:

- High quality work
- The Parkside Standard
- Active learning

Achievement points are celebrated weekly within pupils' classes.

At the end of every half term, we will look at the number of points awarded and see who the top 8 pupils are and they receive a reward. At the end of each term, the class with the most points is also rewarded.

The names of all pupils with 100 or more points will be listed on the reward board which is on display in the school reception area.

### **Celebrating Success**

At Parkside, we firmly believe in celebrating success in all areas of school life. We are proud that our pupils behave in an exemplary fashion and achieve their full potential. All pupils have the same opportunity to receive rewards.

Rewards can be in the form of verbal praise, achievement points, positive texts, notes home, class prizes, certificates and reward trips. Celebration assemblies are held regularly in year groups. There are also end-of-term rewards and class rewards to encourage and reinforce The Parkside Standard. Each half-term ends with the 'Pride of Parkside' assembly led by Mrs Mancini.

## **PARENTS/CARERS AND SCHOOL LIAISON AND COMMUNICATION**

We understand that as parents/carers, you should know how the school is organised and how your child is progressing. We are also concerned that you should have every opportunity of keeping in contact with us and offering your views on the general organisation and progress of the school. There are a number of ways in which we establish and maintain contact with parents/carers:

- Open mornings for prospective parents/carers to see the school at work.
- Letters home, school newsletter and the school website: [www.parkside.worcs.sch.uk](http://www.parkside.worcs.sch.uk)
- Organised meetings on aspects of school curriculum, general education and welfare matters.
- Parents/Carers evenings and reports.
- Invited events.



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## **HOUSES**

The school operates a House Competition in which points are awarded for all types of activities. The four school Houses are Gloucester, Hereford, Malvern and Worcester.

## **SCHOOL FUND**

We run a school fund to help provide the children with the 'extras' for which the County Council does not pay. Such 'extras' include items for parties or celebrations, subsidies for some visits, games or other materials for school clubs, prizes for competitions, Christmas activities etc. We ask you for a donation of £5.00 per child per year for this fund (not more than £7.50 per family per year). To assist us with accounting and planning we request that the school fund be paid during the Autumn Term.

## **PARENTS/CARERS**

This is a system whereby parents/carers can pay on the internet for such items as trips, events and school lunches. Each pupil is allocated a unique Username and Password which enables the parents/carers to make payments to school and this can be done through the school website.

## **SCHOOL TRIPS & RESIDENTIAL VISITS**

It is school policy to follow the guidance set out in the Worcestershire County Council Educational Service document 'Off-site Visits, Field Studies and Outdoor Education Guidance 2001'. Schools are permitted to charge for board and lodgings for residential activities. However, parents/carers are encouraged to make a voluntary contribution towards the cost of such journeys and may be advised that if there are not sufficient contributions the visit, journey or activity may not take place.

## **CHARGES FOR SCHOOL ACTIVITIES**

Under the requirements of the Education Reform Act 1988, no charge may be made for tuition, visits, materials, books, or other equipment used in connection with the National Curriculum. Given these requirements the Governors have determined the following policy:

**Equipment:** An essential equipment list is published every year. This includes a blue handwriting pen, pencil, pencil crayons, ruler, green pen, highlighter, whiteboard pen, eraser, pencil sharpener, glue stick, pencil case and wired headphones for computing. Scientific calculators are required for KS3 only but these can be purchased from the school in September.

**Practical Subjects:** Whilst the school will pay for any ingredients, materials, etc. needed for practical subjects, parents/carers are encouraged to contribute in cash or kind where appropriate. The school may charge for, or require the supply of, ingredients and materials if you have indicated in advance a wish to own the finished product.

**Musical Instrument Tuition:** Lessons are available in a whole host of instruments. Children who reach an adequate standard may be invited to play at various events. The cost of tuition is charged against the school's budget and therefore, we are obliged to pass on to parents/carers the cost of tuition.





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## **GOVERNING BODY**

The Governing Body is comprised of the following members. The Chair and Vice Chair are elected at the final full Governors meeting in the Summer Term. A Declaration of Business Interest form is completed annually by all Governors.

### **CHAIR OF GOVERNORS**

Mrs Claire Blincoe

### **VICE CHAIR OF GOVERNORS**

Mr Alex Willis

### **HEADTEACHER**

Mrs Natalie Mancini

### **L.A. APPOINTEE**

Mrs Claire Blincoe

### **PARENT/CARER GOVERNORS**

Mr Alex Willis

Mr Dean Caswell

Mrs Sarah Moore

Mrs Samantha Lawley

### **STAFF GOVERNORS**

Mrs Natalie Miarowska

### **CO-OPTED GOVERNORS**

Mrs Rebecca Jenkin

Mrs Anne Longbottom

Miss Angela Edwards

Mrs Sarah Mole

Mr Jonathan Eades

Mr Adrian Jewell

### **CLERK**

Mrs Kate Reid

**Communication to the Governing Body should be made through the school office.**