



# Parkhill Infants' School

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Headteacher: Miss M A Mersh B.Ed

We are delighted to welcome you and your child to our high achieving and caring school. We hope that your association with this school will be a happy and successful one.

Our school is set in attractive and well-maintained grounds which include a thriving nature garden, a large playing field and two playgrounds. We have a continuing programme of improvement to keep the premises, grounds and facilities safe, stimulating and conducive to children's learning and achievement.

We believe that children respond to a caring and secure environment where mutual trust and respect for each other lead to high expectations in social skills and academic achievement.

We see our parents as partners and, from the outset, we will work to form a close liaison between parents, teachers, non-teaching staff and governors, as it is our aim to provide the best possible education for all our children in this school.

Our prospectus will tell you how our school is organised and it introduces you to our curriculum and daily routine. Please keep it for future reference. We are, of course, happy to answer any further questions you may have.

Make an appointment and come and see for yourself. We will be proud and delighted to show you around our school.

Miss Margaret Mersh  
Headteacher

Mr Peter Cowup  
Chair of Governing Body



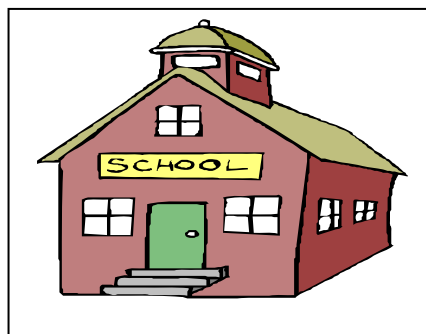
**Parkhill Infants' School** is a successful co-educational day school, judged outstanding by OFSTED (2006 and 2009). Parents considering sending their children to the school are welcome to visit by prior arrangement to meet the headteacher and see the school. Parents requesting a school place for their child should apply to the Local Authority at:

Primary Admissions  
Educational Services  
Lynton House  
255-259 High Road  
Ilford, IG1 1NN

Telephone 0208 478 3020

**Details of the Admission arrangements to Reception classes are available from the school office.**

The school was built in the 1930's and has nine general teaching rooms, an ICT suite, library, hall, music room, administration area, staff rooms, dining room, playground, playing field and a purpose built Nursery. The six-acre school site is shared with Parkhill Junior School and there is a strong working relationship between the two schools that includes a phased programme of visits for Year 2 children transferring to Year 3.



Parkhill Infants' School can admit up to 90 pupils per year group. Our Nursery accommodates 78 children. Nursery placements are part-time; either five morning or five afternoon sessions each week. Parents may register their child for a Nursery place when registering for a place at the School.

**All applications for admission to our Nursery should be made through our school office.**



## THE SCHOOL AIMS

The aim of Parkhill Infants' School is to provide the best possible teaching and learning opportunities for our children within a happy and caring environment.

We aim: To develop children who:

- ❖ Show tolerance and understanding and have respect for the rights, views, culture and property of others.
- ❖ Have a responsible and independent attitude towards work and towards their roles in society.
- ❖ Meet their potential in terms of academic achievement, aesthetic appreciation and spiritual awareness.

Within an environment which:

- ❖ Is safe, secure, happy, friendly and caring.
- ❖ Is stimulating and conducive to learning.
- ❖ Recognises equality of opportunity for all.
- ❖ Meets the needs of the individual child.
- ❖ Values each individual.

We want our children to experience a sense of belonging to the school community and take pride in their own achievements as they gain the knowledge and skills for the next stage of their education.

Parkhill Infants' School has a whole school approach to the implementation of the five National Outcomes of the **Every child Matters (ECM) Agenda:**

- ❖ Be Healthy.
- ❖ Stay Safe.
- ❖ Enjoy and Achieve.
- ❖ Make a Positive Contribution.
- ❖ Achieve Economic Wellbeing.

The School recognises the important role that parents/carers play in supporting their children's education and in achieving our aims. We encourage a close and positive partnership between home and school. Parents are welcome in school and the Headteacher will be pleased to see those with queries and concerns.



### School Meals

The school has its own kitchen and dining room shared with the Junior school. There is a varied choice of healthy, balanced meals available. The weekly menu is displayed in the school's reception area. The school meal service is managed by ISS Caterhouse. Any queries regarding the lunches or payments should be directed to their cashier (between 9.45-10.15 am) on 0208 550 5932. At present the cost is **£1.95 per meal**. The full week's money should be paid each Monday. This should be sent to school in an envelope clearly marked with the child's name and class. ISS envelopes are available from the school office. Cheques are preferable to cash and should be made payable to **London Borough of Redbridge**. If your child is absent a credit will be given for the meals not taken. If you are receiving Income Support from the DHSS, all of your children are entitled to free school meals. Please apply to the Education Offices, Ilford.

### Packed Lunches

Children may bring a packed lunch to school to eat at lunchtime. In line with the School's Healthy Food Policy/Packed Lunch Policy, we encourage parents to provide packed lunches reflecting our healthy eating message (reducing the amount of fat, salt and sugar that children consume and increasing their intake of fruit and vegetables). If sending a drink for your child, please ensure this is held in a carton, plastic bottle or flask. The lunch should be contained in a lunch-box clearly labelled with the child's name and class number.

We have an increasing number of children in our school with severe nut allergies and ask that packed lunches contain NO food with any nut products or traces, especially peanut butter. We thank parents for their cooperation.

### School Uniform

Parkhill Infants' School has a school uniform:

Bottle green sweatshirt or cardigan

Black or grey trousers/shorts, skirts/pinafore dress.

White shirt/Polo shirt/blouse

Black shoes

Green and white gingham dresses.

Sweatshirts, polo shirts, cardigans, woolly hats, baseball caps, PE bags, backpacks & book bags are on sale in the Office between 8.30 am and 4.30 pm.

Jewellery, including watches, should not be worn. For reasons of safety, only ear studs may be worn in pierced ears. **The school will not accept responsibility for any jewellery.** All religious jewellery will of course be respected.

### P.E. Kit

For PE lessons your child will need a white T-shirt, black/navy blue shorts and, for outside PE, a pair of elasticated plimsolls. A child's PE kit should be kept in a drawstring bag marked with the owner's name.

**ALL ITEMS OF CLOTHING MUST BE CLEARLY MARKED WITH THE CHILD'S NAME.** There is a lost property box situated in the conservatory and all lost property items are disposed of at the end of each term. The school will not accept responsibility for lost, unnamed items of clothing.



### Welfare

#### School attendance

All children should attend school regularly and arrive on time. If your child is ill, please contact the school office on the **first day of absence** giving a reason for the absence. The reason for absence should be confirmed in writing on the child's return to school. The school operates a **first day of absence call system** whereby parents who do not contact the school will be telephoned in order to ascertain reasons for a child's absence.

The Local Authority has put a 'zero tolerance' policy in place and therefore absence for holidays during term time is not acceptable. The school may remove a child from the school roll for leave of absence taken during term time. There could also be legal and financial consequences: parents may be issued with a penalty notice of £100 (reducing to £50 if paid within 28 days). Non payment of fines will result in prosecution.

#### **Pupil attendance at Parkhill Infants' School 2009/2010**

Total attendance	93.4%	
Authorised absence	5.5%	Unauthorised absence 1.1%

**An Educational Welfare Officer (EWO)** is employed by the Education Department and visits the school weekly to monitor all children's attendance and punctuality. The EWO will contact a child's family to discuss any concerns. The school operates a **Charging Policy** relating to the late collection of children. A copy of the School's Charging policy is available from the school office.

## **Illness and accidents**

If your child has an infectious illness, please let us know as soon as it has been confirmed. If your child becomes ill at school we will inform you immediately and we ask you, or a responsible adult, to take your child home as soon as possible. Therefore, it is essential that the school has an up-to-date telephone number where you, or a relative or friend, may be contacted.

If your child has a minor accident in school s/he will be attended to by one of our trained First Aiders. All accidents are investigated and recorded. We always notify parents if an accident has occurred, especially if there has been a bump to the head.



## **Medicines**

We do not give children medicine in school. If your child needs a lunchtime dose, we will ask you to come to administer it, or defer the dose until 3.30 pm. Medicines are administered in school in exceptional circumstances. In these special cases medicines should be clearly labelled and handed into the school office by an adult. For some medical conditions a medical care plan and protocol are necessary.

## **Security and Safety**

The school has a Security Strategy (available on request). At Parkhill we are concerned that all children are safe whilst in our care. We therefore ask all visitors to report to the office. If parents come into school during the working day they must enter through the controlled entry gate in Lord Avenue and must report to the office.

The school has a Health and Safety policy that is available to parents on request.

Parent and other voluntary helpers at the school will be asked to complete a disclosure application form and undergo a check by the Criminal Records Bureau before being allowed to assist in the school.

Dogs, smoking and chewing gum are not allowed on the school site.

## Non-accidental injury

If a child comes to school with injuries that cannot be explained or if the school is concerned about aspects of a child's behaviour, the Local Authority's procedure for Child Protection will be followed. This is available to parents on request.

## The Curriculum

The school offers a broad, balanced and differentiated curriculum covering all areas of the National Curriculum. This comprises of the **core subjects** - English, Mathematics, Science and ICT and **foundation subjects** - Design and Technology, History, Geography, Music, Art and Physical Education. Our curriculum policies specify teaching strategies and set achievement targets for the children. Parents are very welcome to read our policies, including our **Sex Education Policy**, and ask for any further clarification. The school has been awarded a **Basic Skills Quality Mark** for the second time by the Basic Skills Agency in recognition of the school meeting high standards in the teaching and learning of the basic skills by all its pupils.

**Literacy and Numeracy** lessons take place daily in accordance with the National Primary Strategy. We do our utmost to maximise success for all children by giving them the very best teaching and learning experiences. We use a range of teaching methods to suit the needs of the children and the subjects being taught. All subjects are taught mainly through cross-curricular projects in year group and teachers use whole class, group and individual teaching techniques within the class. Children are grouped according to their age in mixed ability classes. The number of pupils does not usually exceed 30 children. Teaching time in a normal school week is 21 hours.

**Religious Education** follows the guidelines recommended by the Local Authority and takes account of the needs of our multi-cultural society. Daily school assemblies are held. These are thoughtful occasions when we encourage children to achieve knowledge and understanding of their religion and a deep respect of the religions of others. We also encourage the children to think about caring and sharing in their personal relationships, and use assembly to celebrate and reward their achievements. Parents may withdraw their child from Religious Education and from the act of worship in assembly by writing to the Headteacher.

## Extra curricular activities

Clubs held at lunchtime, or at a suitable time during the school day, include Animation (IT), Cup stacking, Dance, Gardening, Multi-skills, Recorders, Sewing and Science.

## The Arts - Policy and Provision

We aim to provide a wide range of experience in the arts (art, craft, design, drama, dance, music), ensuring that children begin to appreciate their environment and see the arts as relevant to their world. Children are encouraged to use the arts as a means of communication, developing confidence and enjoyment in their own abilities. The school has been awarded a **Gold Artsmark** by the Arts Council for its commitment to high standards of achievement in the Arts.



## Sporting aims

The primary aim of Physical Education is to contribute to the physical development of each child. Through physical activity each child should be able to exercise creatively, experience a sense of achievement and learn to cooperate. These aims are achieved by a balanced programme of gymnastics, games and creative movement. The school has been awarded an **Activemark** by the DFCSF in recognition of exceptional delivery of the National School Sport Strategy.

## Educational Visits and Activities

These form part of the children's curriculum work enabling pupils to learn by practical and first hand experience. When arrangements are made for children to leave the school site to take part in activities elsewhere, such as educational visits, parents will be given full details in advance and asked to agree to the child's attendance. We ask parents to make voluntary contributions to assist the school in financing these activities.

## **Behaviour**

The Headteacher is responsible for discipline and the school has a positive behaviour policy. Parents are expected to support, promote and reinforce school policy with regard to our high expectations of children's behaviour. All staff are dedicated to the welfare, health and safety of our children and share responsibility for their pastoral care.

In order to strengthen the home-school partnership the school has a **Home/School Agreement**. This helps to clarify the school's values and responsibilities and the role of parents in their child's education.

## **Parents and the school**

Regular parent/teacher consultations are held to discuss children's progress and achievements. From time to time we ask parents to support their children's learning by assisting them in completing curriculum related tasks at home. Parents can always make appointments to talk to their child's teacher or the headteacher if they wish to discuss any concerns.



## **Special Educational Needs**

Parkhill Infants' is an inclusive school. The needs of individual children with special educational needs are met in school supported by the school and the Local Authority support services in accordance with the Code of Practice. This ensures that all our pupils access the National Curriculum appropriately. The school works closely with parents whose children are on the school's special educational needs monitoring list. Individual education programmes are devised when necessary. A copy of the school's Special Educational Needs Policy is available on request.

## **Equal Opportunities**

'Equal opportunity' is the promotion of each individual's right to achieve his or her full potential, irrespective of sex, religion, race, age, physical or academic ability, class, family profile or sexual orientation. We have established policies and procedures that make full achievement by all not only possible but also easier. Parkhill Infants' School acknowledges its duties under the Race Relations Act. All school policies are available to parents on request.

## The Governing Body

The Governing Body of the school has a responsibility for the school's strategic planning and development and to ensure that outcomes are monitored. Our school governors meet frequently throughout the year. With the headteacher, they take responsibility for finance, premises and the curriculum.

There is a governors' notice board near the front entrance with further information and minutes of meetings.

## Concerns, complaints and compliments

We are very willing to deal with simple matters at the beginning or end of the day. If the issue is likely to take more than a few moments, please make an appointment with the headteacher or your child's teacher. We will do our utmost to sort things out quickly and happily at his stage.

On the very rare occasion that we can't, there is a Complaints Procedure that the headteacher will share with you.

If you are pleased about something the school is doing, please make sure that you let us know. Also, if you have any ideas for making the school a better place for your children we want to hear about it!

A copy of the School's Complaints and Compliments procedures is available from the School office upon request.

**For further information please visit our website: [www.parkhillinfants.org.uk](http://www.parkhillinfants.org.uk)**

## DISCLAIMER

**THE INFORMATION CONTAINED IN THIS PROSPECTUS WAS CORRECT AT THE TIME OF PRINTING BUT GOVERNMENT LEGISLATION, LOCAL AUTHORITY POLICY OR THE PARTICULAR CIRCUMSTANCES OF THE SCHOOL MAY CREATE THE NEED FOR ORGANISATIONAL CHANGES AND ADJUSTMENT OF POLICY**      **Date of Publication : November 2010**

**SUMMARY OF END OF KEY STAGE ONE  
STANDARD ASSESSMENT RESULTS 2010**

**Percentage of Year 2 Pupils achieving:**

	<b>Level 2 or above</b>	<b>Level 3</b>
<b>Reading</b>	<b>97%</b> (87% / 85%)	<b>44%</b> (26% / 26%)
<b>Writing</b>	<b>98%</b> (83% / 81%)	<b>37%</b> (13% / 12%)
<b>Mathematics</b>	<b>100%</b> (91% / 89%)	<b>39%</b> (22% / 20%)
<b>Science</b>	<b>99%</b> (88% / 89%)	<b>46%</b> (25% / 21%)

London Borough of Redbridge and National Results are in brackets

July 2010

**TERM DATES:** For the educational year 2010/2011 are set out below.

### **AUTUMN 2010**

<b>Term</b>	Thursday 2 September 2010	- Friday 22 October 2010
<b>Half Term</b>	Monday 25 October 2010	- Friday 29 October 2010
<b>Term</b> 2010	Monday 1 November 2010	- Monday 20 December

### **SPRING 2011**

<b>Term</b>	Tuesday 4 January 2011	- Friday 18 February 2011
<b>Half Term</b>	Monday 21 February 2011	- Friday 25 February 2011
<b>Term</b>	Monday 28 February 2011	- Friday 8 April 2011

### **SUMMER 2011**

<b>Term</b>	Tuesday 26 April 2011 (Bank Holiday Monday 2 May 2011)	- Friday 27 May 2011
<b>Half Term</b>	Monday 30 May 2011 (Bank Holiday Monday 30 May 2011)	- Friday 3 June 2011
<b>Term</b>	Monday 6 June 2011	- Friday 22 July 2011

### **INSET DAYS (SCHOOL CLOSED FOR STAFF TRAINING)**

Thursday 2 September 2010  
Friday 3 September 2010  
Friday 22 October 2010  
Monday 20 December 2010  
Friday 18<sup>th</sup> February 2011  
Friday 24 June 2011

Note:

Friday 22 April 2011 is Good Friday and Monday 25 April 2011 is Easter Monday