



Welcome to  
**Parklands**  
*Primary School*

Parklands Primary School is a happy and high achieving school. We are a school where diversity is celebrated and high aspirations are supported and encouraged. We are committed to providing a safe, secure and stimulating learning environment where all children can develop their skills and talents.

Parklands Primary School offers a range of clubs which take place before and after school and we are extremely proud of our children's achievements in a wide range of sporting and musical activities. This handbook aims to provide you with some useful information about our school to make your child's transition to Parklands Primary School as easily as possible.

We very much look forward to working with you to support your child's learning.



# Key Information

## School times

### Nursery

Morning Session	8.30am - 11.30am
Lunchtime	11.30am - 12.30pm
Afternoon Session	12.30pm - 3.30pm

### Reception

Morning Session	8.45am - 11.45am
Lunchtime	11.45am - 12.45pm
Afternoon Session	12.45pm - 3.10pm

### KS1

Morning Session	8.45am - 12.00am
Breaktime Yr1	10.30am - 10.45am
Breaktime Yr2	10.45am - 11.00am
Lunchtime	12.00pm - 1.00pm
Afternoon Session	1.00pm - 3.15pm

### KS2

Morning Session	8.45am - 12.15pm
Breaktime	10.35am - 10.50am
Lunchtime	12.15pm - 1.15pm
Afternoon Session	1.15pm - 3.20pm

## Breakfast Club

We have a Breakfast Club which opens at 7.45am. Places can be booked via our cashless 'sQuid' system.

## Arrivals and Departures

Pupils are allowed into the playground from 8.30am and go straight into class. The school day begins at 8.45am. Children are not permitted to leave the school without an adult during the school day. Please try to make appointments for doctors and dentists outside of school hours to avoid disrupting the school day for your child.

## School Policies

At Parklands Primary School, we believe policies are vital, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office and ask for a copy of a policy, or go online to [www.parklands.havering.sch.uk/about-us/policies](http://www.parklands.havering.sch.uk/about-us/policies)

## Uniform

Uniform helps to establish high standards of appearance in school and allows our children to feel part of the school community. School sweatshirts, cardigans, PE shirts and ties can be purchased from Havering Schoolwear. Other items can be purchased from any high street store. Please ensure that all clothing is clearly labelled with your child's name.



## Winter uniform

### Boys:

- Dark grey/black trousers
- White shirt or polo shirt
- School jumper
- School tie (with white shirt only)
- Sensible black shoes/trainers

### Girls:

- Dark grey/black skirt or trousers
- White shirt or polo shirt
- School jumper or cardigan
- School tie (with white shirt only)
- Sensible black shoes/trainers

## Summer uniform

### Boys:

- Dark grey/black trousers/shorts
- White shirt
- White polo shirt
- Sensible black shoes/trainers

### Girls:

- Red checked dress
- Dark grey/black pinafore dress or skirt
- White shirt
- White polo shirt
- Sensible black shoes/trainers

We do not allow high heels or strappy sandals. Children should wear ankle or knee length white socks or black, grey or red tights. Pupils are permitted to wear small studded earrings only. Other forms of jewellery are not permitted.

## P.E.

Black shorts, a school PE shirt, dark tracksuit and trainers should be worn for PE.

## Hair

For safety and hygiene reasons, we ask that shoulder length and longer hair is tied back. Extreme styles are not permitted. This includes shaved patterns (scrolls, tramlines etc.) and dyed hair/dyed hair extensions. Hairbands and bows should be small and plain (no bigger than a 50p piece).



## Food in school

### School meals

We offer a selection of freshly cooked school lunches every day. Vegetarian options are also available. The canteen is run by Havering Borough Council. Parents pay for dinners using a cashless catering system, 'sQuid'. For more information about 'sQuid', please contact the school office.

### Free School meals

From year 3 upwards, families are charged for school meals. If you are receiving certain benefits, your child may be entitled to receive free school meals. For more information, please contact the Havering Benefits Office. All applications are treated in complete confidence.

### Packed lunch

We encourage healthy eating. If you provide your child with a packed lunch, please make sure that it contains healthy choices. If you need further information about what we recommend, please contact the school office.

### Snacks

Children are encouraged to have a healthy snack at break. They can bring items from home, such as a piece of fruit or raw vegetables. Water is always available in school.

### Milk

Every child under the age of five is entitled to a free 189ml serving of milk whilst in attendance at a registered day care provider for two or more hours a day. To receive free milk for your child at school you must apply online at <https://www.coolmilk.com/parents/>



# Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

## Absence

There are valid reasons why pupils cannot attend school, such as illness. Please see our illness guide on <http://www.parklands.havering.sch.uk/about-us/attendance> to find out when it is appropriate to keep your child at home.

If your child is ill, please contact the school office on 01708 743404 by 9.30am. If you have not contacted us, our Attendance Officer will telephone you to find out why your child isn't at school. This is for your child's safety, so please be understanding if you receive a call from us.

## Holidays

Regular attendance at school is vital to ensure your child makes good progress, and remains part of the school community. To ensure the best outcomes for your child, and in line with government policy, holidays must be arranged during the school holiday period. We will not normally give permission for any absence for holidays during term time, so any such absence will be unauthorised.

Fines may be issued to parents for unauthorised absence. There may be exceptional circumstances when the school may authorise an absence. If you want to make such a request, please write to the Headteacher, giving at least 14 days notice before the period of absence.

## 'sQuid'

We are a totally cashless school and we use 'sQuid' which is an online payment system that can be used to make a variety of school payments. Parents can use 'sQuid' to pay for school payments such as: dinner money top ups, cashless catering top ups, and payments for school trips & offers. Nursery and reception children will only require 'sQuid' for trips and offers.

## Clubs and activities

We are proud of our excellent reputation for musical performance and sporting achievement. We have a wide range of extra-curricular activities available, for example:

- Annual staged musical
- Basketball
- Cricket
- Breakfast club
- Quad animal care
- Art
- Athletics
- Choir
- Football
- Activity club
- Multi-skills sports group



## Animal Care

We keep chickens, rabbits, sheep, pygmy goats and guinea pigs at the school. Children can volunteer to help look after the animals at lunchtime.

## Special Education Needs

We are ambitious for all our pupils and have high expectations for what they can achieve. We want all of our children to have the best outcomes. We are committed to the removal of any barriers that may prevent this. Our school is a single storey range of buildings and has full disabled access, including ramp access, and we encourage full participation in clubs, trips and visits and provide support as appropriate. We aim to identify children who need additional support at the earliest stage possible.

## Staff

We provide regular training for our staff and liaise regularly with a range of external professionals, including Educational Psychologists, Behavioural Support Staff and Speech and Language Therapists. The Pastoral Manager is always available to discuss any concerns parents or carers may have.

## Gifted and Talented

Our 'Aiming High' programme has been developed to stretch our more academically able children. Pupils on this programme are involved in a range of projects, including Able Writers and Able Mathematicians. We also provide additional teaching to year 6 students in preparation for SATs tests.

## Charging policy

We recognise that a wide range of additional activities, including clubs, visits and residential experiences can make valuable contributions towards pupils' personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. If this causes difficulties we hope you will contact the school.



### Emergency arrangements

For information about emergency school closures, please phone 0208 408 7508 and enter the School's DCSF number, which is 3112055... or go to <http://map.lgfl.org.uk/opencheck> Select 'Havering' and then 'Parklands Primary School' from the 'options' menu on the left hand side of the screen.

### Medicine in school

We can only administer medicines which are prescribed by a doctor, and if parents have completed the "Parental Agreement for School to Administer Medicine" form. Medicine will be administered by a designated adult at the school.

## Working with parents

### Parental involvement

The school recognises the value of parental and community involvement, and, as such, parents are always welcome to help in school.

### Meet the teacher

An induction meeting for new parents is held in the summer term. A 'meet the new teacher' visit is arranged for the pupils in the weeks before the end of term.

### Your child's progress

Pupils complete an evaluation as part of their report. An open day for parents to view pupils' work is also held at the end of the summer term, with pupils conducting tours around school. Information meetings are also held at various times during the school year.

We will also provide advice and guidance to parents on how to support their child's learning at home. We also run:

- Parent workshops/learning support groups
- Drop in sessions with our Pastoral Manager

### Assembly

Throughout the school year, there are several class assemblies and special assemblies to which we invite parents. We will send out invitation letters to inform you as to when they are happening.



### The Home School Agreement

We believe it is essential to have strong links between home, school and the community. To help achieve this, all children, parents and teachers are asked to sign a Home School Agreement, which outlines the intentions of all three parties.

### Pastoral Manager

We are committed to working in partnership with parents and carers to support our children and their families. We are extremely fortunate in being able to offer a daily drop in service, managed by Janette Watmough, our Pastoral Manager. Janette is available to provide advice and support on a range of issues and is able to make referrals to other agencies as appropriate. Janette's office is located in the main reception area. She is available from 8.30am every morning.

### Contacting Parents

All parents are contacted via the Group Call Text Message and E-mail Service if there is an important issue, for example a school closure. We may need to contact you urgently during the day, e.g. if your child becomes ill, so it is very important that we have your contact details. Please remember to let us know immediately about any changes to your information, especially telephone numbers and email addresses.



# Privacy Notice

This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (UK GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

## Who Collects This Information

Parklands Primary School is a "data controller." This means that we are responsible for deciding how we hold and use personal information about pupils and parents.

We may collect, store and use the following categories of personal information about you:

## Categories of Pupil Information We Collect, Process, Hold and Share

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including ethnicity, relevant medical information, special educational needs information);
- Images of pupils engaging in school activities, and images captured by the School's CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information;
- Information held on our sQuid cashless system;

## Collecting this Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.



## How We Use Your Personal Information

We hold pupil data and use it for:

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website;
- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

## The Lawful Bases on which we use this Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

## Sharing Data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with:

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security);
- Providers of learning software such as Time Tables Rockstar, Reading Eggs, Mathletics and
- The Local Authority.

Recently the Department for Education have requested more regular data sharing on pupil attendance to help support those vulnerable and to assist with intervention strategies. Further information on how the Department for Education collects this data will be made available on the School website.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

We do not share information about our pupils with anyone without consent unless otherwise required by law.

## Why we Share this Information

For example, we share students' data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Storing Pupil Data

The School keep information about pupils on computer systems and sometimes on paper.

Except as required by law, the School only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

Full details on how long we keep personal data for is set out in our data retention policy, this can be found in the school office.

## Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Information about how we retain information can be found in our Data Retention policy. This document can be found in the school office.

## Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

## The National Pupil Database

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's education record, contact Parklands Primary School.



## Requesting Access to your Personal Data

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

If you want to request information, please see our Subject Access Request policy, for the procedures we take.

## Right to Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Mrs Claire Whiffin, Office Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Mrs Claire Whiffin, in the first instance. We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Mrs Claire Whiffin, then you can contact the DPO on the details below:

**Data Protection Officer: Judicium Consulting Limited**  
**Address: 72 Cannon Street, London, EC4N 6AE**  
**Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)**  
**Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)**  
**Lead Contact: Craig Stilwell**

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

## Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.



# Step 1: Admission Form

Please complete this form, leaving any parts blank that are not relevant. If there are parts you cannot yet complete please tell the school about these when you hand in the form.

<b>Child's Surname (Legal not preferred):</b>	<b>Forename(s) (as on Birth Certificate):</b>
<b>Preferred Surname:</b>	<b>Preferred Forename:</b>
<b>Gender:</b>	<b>Date of Birth:</b>
<b>Home Address:</b>	
<b>Post Code:</b>	<b>Home Telephone No:</b>

**We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act**

Parent(s)/ Legal Guardian(s) with whom the child lives

<b>Do you have Legal Parental Responsibility? (Please tick)</b> Yes.....No.....	<b>Do you have Legal Parental Responsibility? (Please tick)</b> Yes.....No.....
<b>Mother's Name:</b> Mrs.....Ms....Miss	<b>Father's Name:</b> Mr.....other.....
<b>Relationship to pupil:</b>	<b>Relationship to pupil:</b>
<b>Address:</b>	<b>Address:</b>
<b>Mobile no:</b>	<b>Mobile no:</b>
<b>Mother's occupation:</b>	<b>Father's occupation:</b>
<b>Work Phone No:</b>	<b>Work Phone No:</b>

<b>Email:</b>	<b>Email:</b>
<b>Signature of Mother/Guardian:</b>	<b>Signature of Father/Guardian:</b>
<b>School Office Use Only</b>	
<b>UPN No:</b>	<b>Admission No:</b> <b>Admission Date:</b>

<b>Emergency Contacts:</b>	
<b>Name:</b>	<b>Name:</b>
<b>Telephone Number:</b>	<b>Telephone Number:</b>
<b>Name:</b>	<b>Name:</b>
<b>Telephone Number:</b>	<b>Telephone Number:</b>

<b>Educational history (last school attended) The new school will obtain earlier school records from the school named below:</b>		
<b>School Name</b>	<b>Address</b>	<b>Telephone</b>

<b>Meal Arrangements</b>
<b>Are you entitled to claim free school meals for your child?</b> <b>Yes.....No.....</b>
<b>Dietary Needs</b>
Specific conditions which require regular medication or special treatment, e.g. dietary requirements. Please give details:

Please list any clinics your child has attended since the age of 3, and for what reason:

**Medical**

Doctor's Practice:

Tel no:

Please indicate if any of the following apply to your child:

Hearing Difficulties .....Colour Blind.....ADHD.....  
Epilepsy.....Asthma.....Allergies.....

Please give full details of allergies, medication and any health problems:

**INHALER:** Does your child use one? Yes.....No..... If yes, your child will need an inhaler at all times.

**Special Needs**

Please make an appointment to speak with our Special Needs Co-ordinator if your child does have an identified special need.  
Does your child have any Special Educational Needs/Disability? Yes.....No.....  
If yes, please state which Special Education Needs/Disability your child has:

1 <sup>st</sup> Language Spoken	Religion	Ethnic Origin	Country of Birth	Nationality

What is the main language spoken at home?

Travel Arrangements: How will your child normally get to and from school?

Walks.....Car.....Bus.....Bicycle.....

Any other information you wish to share

Signature of Mother/Guardian:

Date:

Signature of Father/Guardian:

Date:

**Additional Parent Information For Nursery Children Only**

- This information is required for parents/carers who are entitled for 30 hours extended childcare (working parents only).
- This information will also be required to see if your child is eligible for Early Years Pupil Premium. This is additional funding for early years settings to improve the education they provide for disadvantaged 3 and 4 year olds.

Parent 1 Forename:		Parent 2 Forename:	
Parent 1 Surname:		Parent 2 Surname:	
Parent 1 DOB:		Parent 2 DOB:	
Parent 1 National Insurance Number:		Parent 2 National Insurance Number:	
30 hours eligibility code (11 numbers): (3 year olds only)			
Reference number: (2 year olds only)			
Address proof (dated within last 3 months)	Council tax statement / utility bill / bank statement		

# Step 2: Internet Agreement

## Pupil Acceptable Use Agreement

Your child will sign the Pupil Acceptable Use Agreement, which contains the following:

Parent/Carer of:	Class:
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These rules will keep me safe and help me to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send, or I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission. I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carers has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.

I have read and understand these rules and agree to them.

Signature Parent/Carer:	Date:
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## CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child:

Childs Name:	Class:
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1. To take part in school trips and other activities that takes place off school premises; and
2. To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
  - All visits (including residential trips) which take place during the holidays or a weekend
  - Adventure activities at any time
  - Off-site sporting fixtures outside the school day
  - Short notice Head Teacher Reward trips
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Signature Parent/Carer:	Date:
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# Step 3: Forms

## Photography and the use of images

The speed and ease of processing digital images has led to an increase in their use in schools. During the course of the school year there may be opportunities to publicise some of the activities your child is involved in. This may well involve filming or photographing children for use in the local media. As a school, we welcome these opportunities and hope that you do too. There may also be occasions when we arrange photography for our own purposes, such as displays, school brochures or for our school website.

Photography or filming will only take place with the permission of the headteacher, and under the supervision of a member of staff. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out.

We believe that positive publicity benefits all involved with the school. Nevertheless, we will not involve your child without your consent. Could you please take a few minutes to fill in the form below. Images of your child held by the school can be viewed upon request. You may withdraw consent at any time.

<b>Name of child (Block Capitals):</b>	<b>Class:</b>
<b>Name of person responsible for the child:</b>	
<b>I understand that images may be taken of my child as follows:</b>  I understand that images may be taken of my child as follows: <ul style="list-style-type: none"><li>• By the local media in covering school activities that show the school and children in a positive light. These may include drama and musical performances, sports and prize-givings</li><li>• By teachers/learning support assistants for use in displays and publicity material. (Images will be used for a maximum of 4 years and will then be placed in a school archive).</li></ul>	
<b>Having read the statement above, do you give your consent for photographs or other images to be taken and used?</b>	
I give/do not give my consent for pictures to be taken and used for a maximum of 4 years, and then placed in a school archive	
I give/do not give consent for pictures of my child to appear on the school website.	
<b>Signature Parent/Carer:</b>	<b>Date:</b>

# Step 4: Home – School Agreement

## THE AIMS AND VALUES OF THE SCHOOL

Parklands Primary School is committed to working with individual families and their children to provide the highest quality of education.

We value the partnership of shared values. Our aim is to develop confident youngsters, capable of independent learning, ready and willing to operate as responsible and effective members of the community equipped for the challenges ahead.

<b>Name of child (Block Capitals):</b>	<b>Class:</b>
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Parents/Carers I / We will:

**See that my/our child goes to school regularly, on time and properly dressed.**  
**Provide an explanation if my/our child is absent, in accordance with the school's attendance policy.**  
**Make the school aware of any concerns or problems that might affect my/our child's work or behaviour.**  
**Support the school's policies and guidelines for behaviour and discipline.**  
**Support my/our child in homework and other opportunities for home learning.**  
**Attend parents' evenings and discussion on my/our child's progress.**  
**Get to know about my/our child's life in school.**  
**Not arrange holidays during term time.**

<b>Signature Parent/Carer:</b>	<b>Date:</b>
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School – The School will:

**Promote each pupil's health, safety and wellbeing.**  
**Encourage the pupils to do their best at all times.**  
**Encourage the pupils to take care of their belongings, surroundings and others around them.**  
**Provide a broad and balanced curriculum and strive to meet the individual needs of the pupil.**  
**Let parents know of any concerns or problems that affect the pupil's attendance, work or behaviour.**  
**Keep parents informed about general school matters and about the pupil's progress in particular.**  
**Arrange parents' evenings during which progress will be discussed.**  
**Be open, welcoming and supportive at all times and offer opportunities for parents to become involved in the life of the school.**

<b>Signature Parent/Carer:</b>	<b>Date:</b>
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Pupil – I will:

**Attend school regularly and on time.**  
**Do all my classwork and homework as well as I can.**  
**Be polite, helpful and considerate to everyone within school and outside.**  
**Wear the school uniform and be tidy in appearance.**  
**Remember that I represent my school, both at school and outside.**  
**Keep the school free from litter and graffiti.**  
**Always behave sensibly in class.**  
**Look after my personal belongings.**

<b>Signature Parent/Carer:</b>	<b>Date:</b>
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How to contact

# Parklands

*Primary School*

Telephone: **01708 743404**

Email: **parents@parklands.havering.sch.uk**

[www.parklands.havering.sch.uk](http://www.parklands.havering.sch.uk)

Parklands Primary School  
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