



PARKSIDE
SCHOOL

Parents' Handbook

2018 - 2019

**Parkside School,
The Manor, Stoke d'Abernon, Cobham, Surrey KT11 3PX**

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INTRODUCTION TO PARKSIDE

Dear Parents

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.

We encourage every family to become involved in the School and very much hope that Parkside will offer a focal point for a thriving community. A healthy interaction between school and home is of immense benefit to your child and will help him/her get the best from the School. We are all working towards helping your child achieve his/her full potential within a happy and caring environment.

Yours sincerely

Nicole Janssen
Acting Head

PARKSIDE SCHOOL AIMS

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



Serva Fidem

History of Parkside

Parkside was founded in 1879 by Mr T Hill, Scholar of Queen's College Oxford. Mr Hill started with just four boys! He handed over the school to Mr Vaughan Pott in 1902 and today, over 100 years on, there are around 280 boys, with a flourishing co-educational nursery. During its history, Parkside has had thirteen Heads, of whom the most memorable was Mr E T Davis. He was Head from 1927 until 1969 and was the formative influence behind the school, making it what it is today. The school has moved site three times, finally coming to The Manor in 1979, its centenary year. Over the past twenty years, the facilities at Parkside have continued to be developed and improved, and it is the intention of the Governors to continue to provide the best.

History of The Pusdog

Unfortunately, not much is known about the Pusdog except that it represents both a cat and a dog, with the fidelity of a dog and the grace and agility of a cat. The significance of the stars and chain are not known. The Latin inscription "Serva Fidem" means 'Keep the Faith'.

The Pusdog Code and Badges

The Pusdog Code is the name given to the Parkside Code of Conduct. The Code was developed by a group of boys, for the boys, to promote the school's ethos and create an environment of cooperation and safety for all. At Parkside, we try to encourage self-discipline rather than have copious school rules! At the end of each term, Pusdog Code badges are awarded to the boy in each form in the Prep School who has best symbolised, in that term, the spirit of the Pusdog Code.

Parkside's Motto

Built on Tradition – Embracing the Future

The Governing Body

The School is a registered educational trust (Registered Number 667817) as well as a registered charity (Registered Number 312041).

It is administered by a Board of Governors. Parkside School has around a dozen Governors with a variety of skills in education, business, law, accountancy and property, some of whom are Old Boys of the School, headed by a Chairman who is himself the father of an Old Boy.

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.

The Governors meet at least once a term for a full board meeting. They sit on various committees ('Education' and 'Finance and General Purposes', which meet during the year reporting back to the Board. Some are assigned specific roles. 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 – southwell@parkside-school.co.uk
- Governor with responsibility for Safeguarding, Health & Safety and Staff Liaison: Celia Gregory – celiagregory@btinternet.com Mobile: 07961815870
- Governor with responsibility for Parent Liaison – Pauline Stoffberg – pauline@stoffberg.co.uk

THE SCHOOL STRUCTURE

The school has maintained the traditional names for its forms and has not adopted the naming of National Curriculum year groups currently used in the maintained sector and some other preparatory schools. Hence, throughout this handbook, where Parkside nomenclature is used, the National Curriculum years are as shown overleaf.

Parkside has three main departments:

- The Nursery EYFS
- The Pre Prep School including Reception EYFS
- The Prep School

Nursery EYFS

The Nursery EYFS accepts both boys and girls from the age of 2 years. The emphasis is very much on learning through play. They follow the EYFS curriculum. There are three year groups in the Nursery EYFS –

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

Hedgehogs and Squirrels are the first step into the Nursery, and in Owls, children are in the final stages of preparation for school. There is an excellent ratio of teachers and helpers to pupils in the Nursery.

Pre Prep School

The Pre Prep School, including Reception EYFS, Year 1 and Year 2. It is expected that the boys in the Nursery EYFS will move into Pre Prep and, if space permits, a small number of boys may join Pre Prep from other nurseries. The Pre Prep covers three year groups with two classes in each year. All lessons, with the exception of music, French, ICT, gym games and swimming are taught by a boy's form teacher. In Year 2, Art is taught by the Art teacher from the Prep department.

Prep School

The Prep School consists of Year 3 to Year 8. There are two classes in each year. Boys move from the top of Pre Prep into the first year of the Prep School where, predominantly, they are still taught by form teachers. They then undergo a transition period between form-based teacher and specialist teacher. In Year 5, boys are taught in three classes for all their academic subjects and set in English and maths.

In Years 5 and 6, the boys are taught by subject specialists and prepared for 11+ and pre-tests for leading independent senior schools. In Years 7 and 8, all lessons are taught by subject specialists and boys are prepared for Common Entrance and Scholarship examinations. Boys continue to be taught in three classes for all academic lessons.

Clubs (Houses)

Boys in the Prep School are allocated to a House which we call 'Club' when they join the school. Clubs compete against each other for the Club Cup, which is awarded each term. Brothers will always be in the same Club. Boys are given Club coloured ties and sports shirts. Once allocated to a Club, boys will not change to another Club.

The Clubs are called Blue, Green, Purple and Rose. Boys compete for Club Points, as well as in several Inter-Club competitions. These include: points awarded for good work or effort (Good Marks) and sporting events.

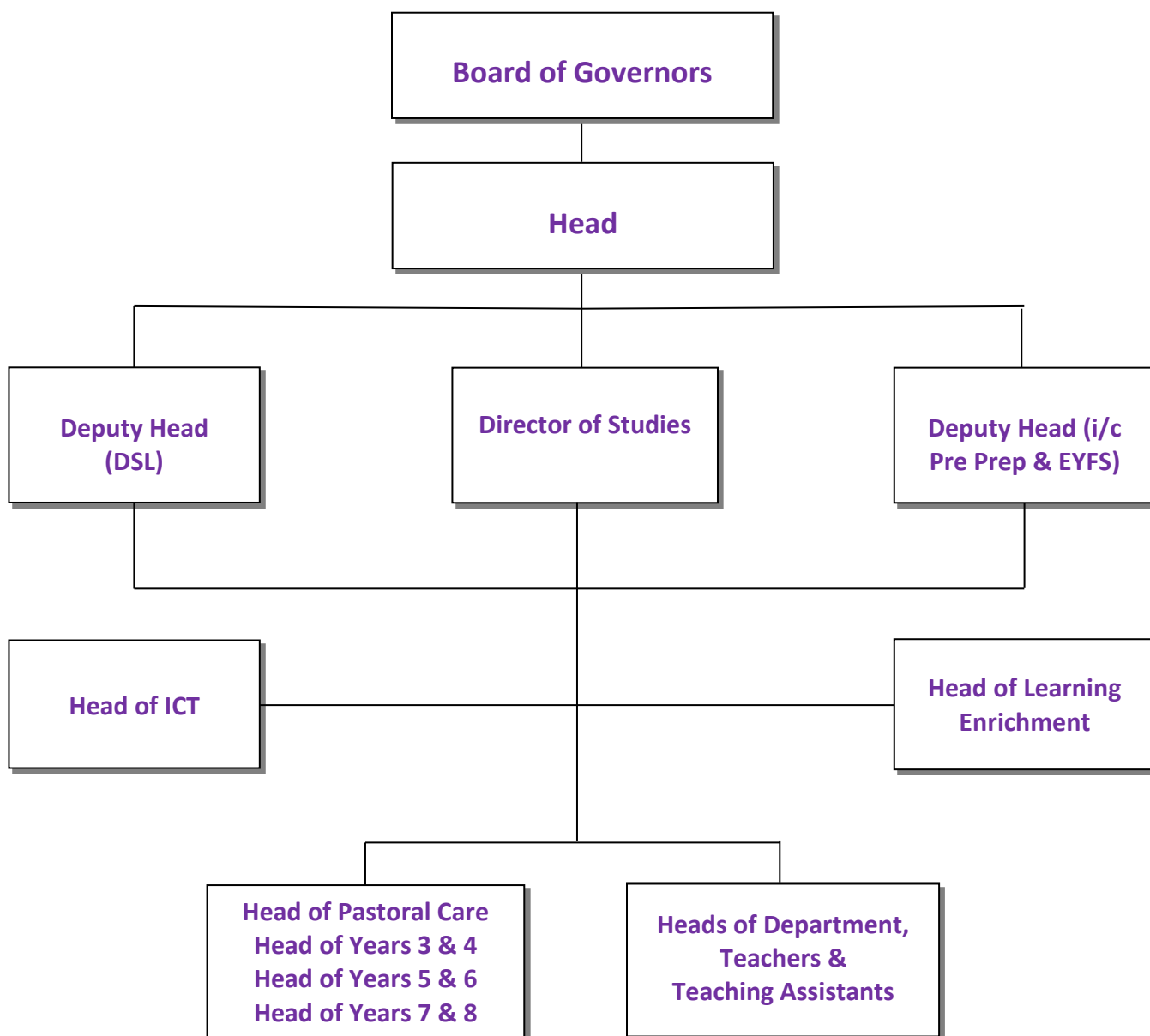
Minibus Transport

There are minibus services providing transport to and from school in the Claygate, Esher, Walton, Weybridge and Wimbledon areas. See website for map of services.

Details of current pick-up/drop-off points, timetables and charges are available from the Assistant Bursar.

All school minibuses are fitted with seat-belts on passenger seats, and are exempt from the new legislation regarding booster seats. The minibuses are only ever driven by qualified minibus drivers. If parents require any further information regarding school transport, they should contact the Assistant Bursar.

TEACHING STAFF ORGANISATION CHART



MAP OF THE SCHOOL AND GROUNDS



KEY:

- | | |
|--|--|
| 1. Tennis Courts | 14. Barn Block (STEM) / Nursery |
| 2. Cricket Nets | 15. Art Studio |
| 3. Swimming Pool | 16. The Manor |
| 4. Gym | 17. Crescent Block (Language Rooms) |
| 5. Staff Accommodation | 18. Crescent Block (Main teaching rooms) |
| 6. Pavilion | 19. Library |
| 7. New Church Hall | 20. Pre Prep |
| 8. 'Steeples' | 21. Pre Prep |
| 9. East and West Bungalows | 22. Science Music, Learning Enrichment and Performance Hall |
| 10. Ewell and Horsley Cottages | 23. The Warden's House |
| 11. Workshops | 24. South Lodge |
| 12. St Mary's Church | |
| 13. Stable Block (P&T Club) | |

PUPIL WELFARE

Catering, Menus & Meal Times

The School's caterers are outsourced to Holroyd Howe. See www.holroydhowe.com for more details. Please see the Catering Manager for any food requests/issues. (01932 862749)

Parkside promotes healthy eating. The menu includes freshly prepared homemade soups and warmed bread and a variety of hot and cold desserts. There is one hot dish per day on the menu, except on Fridays when an additional fish dish will also be available. As an alternative, on a daily basis, there is an extensive salad bar provided in the dining room, plus jacket potatoes and wraps with an assortment of fillings such as baked beans, cheese, tuna, egg mayonnaise and ham. A choice of vegetables and fruit is also available each day.

Meat and vegetables used by the catering staff in food preparation are sourced from local suppliers wherever possible. A weekly menu is displayed outside the dining room.

Special Diets and Allergies

If a boy has a special dietary requirement, parents should discuss this with his form teacher as well as the Catering Manager, who will endeavour to cater for his needs. Similarly, any food allergies must be reported to the School in writing. The School will ensure that all teaching staff are aware.

Lunchtimes

Lunchtimes are on a rolling lunch basis with the younger boys eating first.

12.05pm	Pre Prep including Reception EYFS and Nursery
12.50pm	Years 3, 4 and 5
1.15pm	Years 6, 7 and 8

On Tuesdays, Year 5, 6 & 7 have first lunch at 12.50pm.

On Wednesdays, the older boys have lunch first at 12.50 then go on to their sports activities.

Packed Lunches

Parkside does not encourage packed lunches since a full hot meal with choices is available to all boys at lunchtime. Dietary requirements can be catered for if the Catering Manager is notified. Obviously, there are occasions when pupils have allergies or specific food problems, which require a packed lunch. Parents are then encouraged to provide a healthy meal to encourage good eating habits.

Snacks – Prep /Pre Prep

Healthy snacks are provided at morning break for all boys. Boys are recommended to bring in a bottle of water to drink throughout the day. In Pre Prep milk is offered to all boys.

Boys in Prep who attend an after school club may bring in one snack to have beforehand.

EMERGENCIES

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.

In the event of a serious injury to a pupil, the parent (usually the mother, unless specified otherwise) will be contacted immediately by telephone. In the event that the School is unable to contact either parent, those names entered in the School Database under 'Emergency Contacts' will be contacted. It is therefore imperative that these details are kept up to date and where possible we are provided with two contacts for emergency purposes. Any changes should be notified to the School Office.

If an injury is deemed to be serious enough for an ambulance to be called, this will be done immediately and the child, together with his medical records (held at Reception), will be taken to a hospital designated by the ambulance team, accompanied by a member of staff. If the parent(s) have not yet arrived at Parkside, they will be notified of the appropriate hospital.

HEALTH AND SAFETY

The staff are trained regularly in Health and Safety and there is annual audit whose report is approved by the Board of Governors and covers all areas of health and safety in the school.

The river is out of bounds to all pupils who are not allowed near this area. Throughout the year, the academic staff may take boys out into the estate for outdoor learning; this is always supervised.

Parking

The School operates a drop-off/pick-up system to reduce the need for parking. Please follow the directions of staff on duty through the new 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 to the School.

RISK ASSESSMENT AND MANAGEMENT

Risk Management (Business related)

Risk Management is the ultimate responsibility of the Board of Governors.

Risk Assessments (Health and Safety related)

The school adopts a Policy in which all members of staff have responsibilities for risk assessments.

Annual risk assessments are carried out mainly by Heads of Departments, in every area, buildings and grounds. Forms are completed and returned to the Bursar who reports to the Health and Safety Governor. If urgent risks are identified, these will be actioned immediately; other less urgent risks are noted and dealt with accordingly during the Spring Term (these risks are in the category of slips and trips hazards, etc.).

Fire risk assessments are a legal requirement and are carried out each year by an independent contractor and the completed forms are reviewed by the Fire Inspector, as are all fire procedures. The annual Fire Inspection takes place during the Spring Term.

Risk assessments are produced for every school trip.

SCHOOL ATTENDANCE

If parents require their child to be absent during normal school hours, a request should be sent to the Head, in writing, seeking permission so that the absence will be authorised. This would normally be for planned medical appointments or dental procedures or visits to prospective senior schools.

On receipt of a written request, the Head (or Head's PA) will contact parents to give permission for their child to be absent. The parents' letter will be kept on file.

This procedure will ensure that any absence from School is authorised. If the School has not received an appropriate request, the absence will be unauthorised and will be recorded as such. Surrey County Council has a dedicated Truancy Team that carries out regular patrols with the police. It is their responsibility to check that children who are not in school have the authority to be absent and are with an appropriate adult, and they will check with the school. At the end of each term parents of pupils who have less than a 90% attendance will be notified by the School.

Holidays during Term Time

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.

Illness

If a child is unwell and is not coming to School, parents should telephone the School before 9.00am on the first day of illness. If the child is in Pre Prep, Reception EYFS or the Prep School, parents should telephone Reception on 01932 862749. If the child is in the Nursery EYFS, parents should telephone the Nursery EYFS direct on 01932 869973. In either case, if the phone is not answered, parents should leave a message on the answerphone, which will be picked up as soon as possible.

Parents should ensure their child is well enough to return to School. If he/she has been in contact with any communicable disease, the School must be informed. Parents are recommended to follow any advice given by their medical practitioner regarding when their child may return to School. A sensible guideline would be for the child to be clear of any symptoms, including vomiting and diarrhoea, for at least 48 hours.

When a child returns to School, it is important that a note is sent to the School/Nursery EYFS Office via his/her form teacher, explaining why he/she was absent. If the child is on any medication, e.g. an antibiotic, staff are happy to administer this, but the parent /carer must sign-in the medicine with Reception for the Prep School and Pre Prep, and the Nursery EYFS office for Nursery.

If a child becomes ill during the school day, parents will be telephoned if this is deemed necessary. If the parents have signed a consent form, simple medication for minor complaints will be administered, e.g. Calpol, and a slip will be completed detailing quantity and time issued to the child.

If a child has had medication in the morning before coming to school, parents should inform the Manor Reception or the Nursery EYFS office for Nursery EYFS when he/she is dropped off. This is very important, as it will avoid the possibility of double doses of medication being given.

Off Games, PE or Swimming

If parents wish their child to be off games, PE or swimming, a note must be sent to his form teacher, stating how long they are to be off and why. All children who are off games will be supervised separately. In the Prep School, if a child has forgotten his games kit, he will still attend games but will not be allowed to participate.

Pupils Leaving Early

If a child has to leave the school before the end of the day, parents should sign them out at Reception for boys in the Prep School and Pre Prep, including Reception EYFS, and the Nursery EYFS Office for Nursery EYFS. If parents subsequently return their child to School, they must ensure he/she is signed back in.

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 boys are finishing School at 4.00pm, they wait at the car park collection point with a designated member of staff. If a parent has not arrived by 4.10pm, the boy will wait in Reception. If, by 4.20pm, the parent has still not arrived, the boy will join Prep in the Library.

If no contact from a parent has been received, the Receptionist 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 activities finish, all boys will be collected from the drop-off point by the Tree. A designated member of staff will wait with the boys.

A senior member of staff will always remain on site until all children have been collected

NEW PUPIL INDUCTION

Pre Prep and Prep

The Form Teacher oversees the monitoring of a new pupil and their general welfare in the School. The Form Teacher is the first port of call if a parent has any concerns. All staff are made aware of a new boy's academic needs, sporting requirements, medical problems, etc.

Each pupil is allocated a friend or buddy to help introduce him to the School. A new pupil is encouraged to ask any boy or member of staff if unsure of procedures.

In the Prep School, at the end of the first half-term, an interim report is sent to the parents to indicate how the pupil is settling in.

BEHAVIOUR MANAGEMENT

It is central to the ethos of Parkside School that members of its community; staff, pupils, parents and visitors behave courteously and show respect for each other at all times.

Staff members set an example of good conduct through their interaction with pupils and parents with the aim of creating an environment that is positive and harmonious for all.

While children are developing, unacceptable behaviour is occasionally evident. Accordingly, we have clear procedures for dealing with this in a way that is both constructive and appropriate to the maturity of the child and the misdemeanour.

Across the age range from 2-13 years, an immediate verbal response to the action is made by the staff member supervising at the time and the child is asked to consider his/her actions. In most cases this is sufficient.

If unacceptable behaviour persists, then further action will be taken. Unacceptable behaviour within this context includes any form of discriminatory comment, verbal or physical bullying and swearing. With the younger children in Nursery and Pre Prep, the Head of Department will involve parents and work with them to promote appropriate behaviour.

With boys in the Prep School, who have a greater understanding of expectations, a range of simple and effective steps are taken appropriate to the transgression to reinforce expectations and to give the pupil a sense of responsibility for his behaviour.

Discussion at whole school staff meetings and within individual departments ensures consistency and reinforces Parkside School's commitment to maintaining a positive approach to behaviour management.

Pastoral Care (Citizenship)

On a boy's first morning at Parkside, his Form Teacher will allocate him a buddy to look after him. This buddy will be both in his form and his class. The Form Teacher and all other teachers will keep a close eye on him from a pastoral perspective, throughout his time at Parkside.

STATIONERY EQUIPMENT

Pre Prep – Stationery Equipment

All stationery is supplied by Pre Prep throughout the year.

Prep School – General Stationery

Writing pencils

Pencil sharpener

Eraser

Ruler (30 cm)

Felt-tip pens

Coloured pencils

Scissors

Glue stick

Handwriting pen (ink or roller-ball, no biros.) Blue ink. End of Form 2 upwards.

Ink eraser (not compulsory, but allowed in some lessons)

Highlighter pens

The above equipment should be named and kept in a named pencil case

Prep School – Specific Maths Equipment from Year 6 upwards

Calculator – Casio fx83

H or propelling pencil

180° protractor

Pair of compasses

ALL ITEMS OF STATIONERY MUST BE CLEARLY NAMED

SECURITY

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.

The School has numerous internal and external CCTV cameras and key-coded locks on external doors. 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.

Personal Items

Prep School

Mobile phones and other technology devices are not permitted in the Prep School unless specific permission is obtained from the Deputy Heads.

Boys may bring footballs and sports equipment (named) to use during break if they wish.

Pre Prep School including Reception EYFS

In Pre Prep, boys are discouraged from bringing in personal items and only one key ring is allowed on their rucksack.

ITEMS OF VALUE SHOULD NOT BE BROUGHT TO SCHOOL

UNIFORM AND APPEARANCE

The boys are expected to adhere to the following expectations in their appearance in line with the Pusdog Code:-

- School uniform should be clean and in a good state of repair. It should also be worn correctly; shirts tucked in, ties and collar buttons done up, socks pulled up and shoes clean.
- On hot days when the School goes into 'shirt-sleeve order' from morning break until the end of the day, boys may remove their tie, undo their top shirt button and roll their sleeves up neatly. All boys may wear grey shorts instead of trousers if they wish. Throughout the year, boys must wear full school uniform to and from School. Boys may wear either their blazer or the regulation blue fleece jacket. However, Year boys should wear their blazer at all times.
- 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.
- Boys should always have swimming trunks and a towel in their games bag.
- Chewing and bubble gum are banned.

Haircuts and Accessories

Overly long or very closely shaved hair is not permitted; neither is hair gel, hair dye or highlighting. Hair should be off the collar and out of the eyes. It goes without saying that no form of body piercing or decoration (e.g. tattoos) is permitted.

Uniform Suppliers

The uniform is kept as simple as possible and most items are readily available in the School outfitters or other outlets. Items specific to Parkside can only be purchased at the School outfitters, Unismart in Cobham, or from the Parkside Second-Hand Uniform Shop.

Uniform Lists

A list of current uniform requirements can be obtained via the School Office upon request. Sports kit is listed in the "Sport at Parkside" section of this Handbook.

Uniform Labelling

All items of clothing and equipment must be clearly and permanently named. The School strongly recommends the use of sewn-on labels or the use of a permanent laundry pen. Please do not use iron-on labels as they come off very quickly. Labels should be placed in a prominent position inside the item of clothing. It is particularly important that shoes and boots are named properly. Appropriate labels are readily available from most uniform suppliers.

Second-Hand Uniform Shop

The Second-Hand Uniform Shop is run by Mrs Camilla Farrant (an ex-Parkside parent) and aims to offer parents the chance to buy and sell good quality second hand uniform. Sales regularly take place throughout the term. The shop is located on the first floor of the Barn Block (above Nursery) and is only open during the sale times, but can be opened by prior arrangement if parents are unavailable to make any of the sale dates, or have a lot to buy (usually the case for new boys joining the School). Donations of uniform are always gratefully received but if parents would like to sell uniform via the shop, they can download a form from the School website or collect one from Reception. The form should be filled in with items to sell, together with contact details. Bags can be left in Reception for collection. Once items are sold, parents will receive 70% of the sale price back with 30% going towards the benefit of the School. Payment is made by cheque annually. However, if the items are a donation, please mark this on the form. Please note that only branded items of uniform can be accepted, such as David Luke, Banner and Trutex. All items must be clean and folded. Blazers must be dry cleaned. Any items deemed not fit to be sold will be disposed of. The shop also stocks judo suits, athletics kits, cricket kit, trainers, football boots, swimming trunks, socks and ties.

Should any further information or advice regarding buying or selling second hand uniform be required, please email Camilla Farrant at uniform@parkside-school.co.uk

UNIFORM LIST

Prep School

Parkside blazer (Must be worn by Form 6 boys at all times)
Grey pullovers with purple trimmed v-neck
Sleeveless grey pullover with purple trimmed v-neck (optional)
Grey long or short trousers
Grey long or short sleeved shirts
White shirts (**Year 8 only**)
Parkside long grey socks or plain short grey socks
School tie (Club colour)
Black shoes

Pre Prep School

Compulsory Uniform and Games Kit for all boys

Purple Blazer with `Parkside` Badge
Pullover, grey with purple trimmed V-neck
Grey shorts or long trousers
Short grey socks
Black shoes (with Velcro)
Parkside ruck sack
Outdoor trainers
Swimming: navy swimming jammers, towel
Purple swim bag
Parkside purple tracksuit
White ankle socks
White cotton shorts
White gym plimsolls
Purple polo shirt with Parkside logo long and short sleeve (**Reception only**)
Grey shirts long sleeve and short sleeve (**Year 1 and 2 only**)
School tie (**elastic for Year 1, normal for Year 2**)
White short-sleeve polo shirt with Parkside logo (**Year 1 and 2 only**)

Compulsory Games Kit for Year 2

Navy blue shorts
Reversible hooped football shirt
Purple and white football socks
Football boots (Velcro fastening)
Shin pads
Parkside games bag
Parkside boot bag

Optional Items for all boys

Sleeveless Pullover – grey, purple trimmed v-neck
Navy showerproof fleece
Long grey socks with purple tops for shorts (**Year 1 and 2 only**)
Parkside grey scarf
Parkside woolly hat
Grey gloves
Parkside sun hat

COMMUNICATION

Data Protection Please note 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 School's website: <http://www.parkside-school.co.uk> or as a hard copy via request from the School Office.

Communication between the School and parents is something that Parkside feels is very important. Communication should flow in both directions and the School is always happy to discuss a boy's needs with parents. It would be helpful if parents could look out for information from School sent home in school bags with the boys, through the post, or via Clarion Call. **All letters will be sent, where possible, to parents on a Friday**

Clarion Call

Clarion Call is an emergency contact service whereby a text message can be sent to parents' mobile phones in order to advise of emergencies, cancelled matches, etc. This system is also used to send letters, information, etc. to parents via email. Mobile numbers and email addresses are stored on a secure computer that can only be accessed by members of Parkside School staff and will only be used for parental communication. **Any changes to contact mobile phone numbers or email addresses should be passed on to the School Reception immediately.**

Termly Calendar

A termly calendar in booklet form will be brought home by your son(s) at the beginning of each term. A copy will also be available on the Parkside website, and can be printed out in PDF format. Many parents find it helpful to highlight the events on the calendar, which specifically relate to their son. Changes to the calendar will, where possible, be announced in advance.

The Parkside Newsletters

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

School Magazine

The School Magazine is produced annually, and is a reflection of life at the school during the course of the school year. There will be contributions from staff and pupils, as well as news of our Old Boys. A copy of the School Magazine will be given to each family. Old Boys will be able to view the magazine on-line on the Old Boys' website.

Website and Social Media

The school's website provides information on life at Parkside, including term dates; the term calendar, the current menu; forthcoming events; details on the Old Boys' Association and Friends of Parkside; Policies; past Newsletters and the Head's Blog. It also has a Pupil Portal, which holds a range of useful documents relating to the boys' academic subjects that they can use to help with their learning and revision. In addition, it contains a number of documents that can be downloaded, including the term calendar. The address is: www.parkside-school.co.uk Parents can also find regular updates on what is going on at Parkside by following the School's Facebook page and Twitter.

Friends of Parkside (FOP) updates

Friends of Parkside issues regular updates, giving information on forthcoming events and fundraising initiatives, as well as keeping parents informed of recent donations made to the School. Names and email addresses of FOP are emailed to all parents at the start of each academic year (September).

Prep Book

Boys in the Prep School have a Prep Book, which they take home every day, containing details of homework and any notes from staff. Pages also contain termly Good Mark lists and sanctions. Parents should initial the Prep Book each evening to confirm they have checked their son's homework and

acknowledged any notes. Parents can also use the diary to communicate any notes back to the form teacher. Each morning, the Prep Book is checked and signed by the form teacher.

Form Reps

Parents act as Form Reps who play a vital role in the chain of communication within the Parkside community. Each Form has their own Rep, who provides a link between the Form Teacher and the Parents, and between Friends of Parkside and the Parents. Names and email addresses of Form Reps are emailed to all parents at the start of each academic year (September). Functions carried out by Form Reps include:-Supply any relevant information to new parents and introduce them to their Class / Organise social gatherings for the Class / Liaise with Friends of Parkside, providing feedback for ideas and suggestions for fundraising / Assist in the coordination and completion of volunteer rotas for FOP events

FRIENDS OF PARKSIDE (FOP)

Friends of Parkside (FOP) is a committee of volunteer parents who organise fundraising on behalf of the School and for charity. This is usually through social events for parents and pupils, and fundraising schemes. The Committee meets at the School on a regular basis to organise events and fundraising initiatives.

Friends of Parkside's social calendar starts in September with a Cheese and wine 'Meet the Teacher' event. In October, there is the extremely popular Mothers' Lunch, which is held in the Salon, and the children's Christmas Bazaar follows in December. In the spring term, a fun evening is arranged for parents and staff, followed by an Easter Egg Hunt for the children at the end of the term. During the summer term, the highlight of the year is the Summer Ball. Fundraising from FOP events helps towards the purchase of additional equipment for the pupils. FOP works closely with the Form Reps during the year and is always pleased to receive ideas, comments and help from parents. If any parent would like to join FOP, they should contact the current FOP Chairperson.

PARKSIDE OLD BOYS (OBA)

Parkside has a large and flourishing Old Boys' Association, which was founded in 1951. The Honorary Committee is made up of Old Boys and current staff. The membership list includes some pupils who left the School in the 1920's, up to current leavers.

We enjoy receiving news from Old Boys, and endeavour to distribute their news to as many Old Boys as possible. This is, of course, dependent on them keeping the School updated with contact details or directly to the website which is: www.pussdogs.co.uk

EXTRA CURRICULAR PROVISION

Early Drop-off

From 8.00am, there is an early drop-off facility in the Salon before the classrooms open at 8.20am. A member of staff will be on duty from 8.00am and a register will be completed.

Breakfast Club

Breakfast is on offer (at an additional cost) to all boys from 7.30am – 8.15am. Hot and cold food is available for the children.

Activities

After-School activities run as follows, unless otherwise stated - 4.00pm – 5.00pm

Supervised Prep

Boys may stay to complete prep from 4.00 – 5.00pm each evening, as a chosen activity each term (Years 3 to 8). Boys in Year 3 and Year 4 are not encouraged to stay unless necessary, as it is an hour long session.

Expeditions, Outings, Tours and Trips

Each year, there are many expeditions, outings, tours and trips taking place. Some of these are residential; some are overseas, whilst others are daytrips from School. Some trips are sport-related but, on the whole, most of the trips are of an educational nature. Parents will receive details of trips appropriate to their child at the time. Parents do not accompany pupils on school trips, unless specifically invited to do so. Parents participating in residential trips, and staying at the same accommodation as pupils, must be DBS checked.

Parental permission is always sought before any form of outing from the School. Parents should know that all risk assessments are undertaken before a trip goes ahead. When the School uses tour operators, risk assessments are provided by the operator. When coaches are used, all pupils will be expected to wear their seatbelts.

Travel Insurance

All pupils are covered by the School's travel insurance (details of which are available from the Bursar) but parents may take additional cover if required.

Medical Cards

All pupils will need appropriate medical cover – a Medical Card for EU Citizens or private medical cover for Non-EU Citizens.

Passports

It is no longer possible to use collective passports, so if a boy is going on a trip abroad, he will need his own passport. Parents must ensure the passport is current and relevant for the trip being undertaken. If a boy does not hold an EU passport, but is going on a trip within the EU, he will not need a visa as the School always applies for visa exemption.

Holiday Activities

Holiday activities are organised by Parkside School Enterprises (PSE) and our sporting academies. These include: cricket, swimming, football, tennis, Parkside Plus Summer Camp, Drama Kings, Days of Art, Week of Sport, etc. Further details can be found on the Parkside School website or via drapern@parkside-school.co.uk.

School Events

Each year, there are certain events outside the normal school hours for which the boys' attendance is compulsory. They are as follows:

- **Carol Service** (Prep School only).
- **Summer Term Open Morning and Sports Day** (whole school attendance)
- **Prize Giving** (Prep School only)

Details will be sent to parents beforehand, and are also printed in the School Calendar. There are other events to which pupils and parents are invited that are not compulsory, e.g. Firework Night. Again, details will be sent out nearer the time.

AFTER-SCHOOL ACTIVITIES

Prep School – After-School Activities

In Years 3 to 8, there are a range of after school activities on offer. These change on a termly or half-termly basis and are age specific. Details are electronically sent by Clarion Call each term, detailing what is on offer. Parents may sign up for activities using the Parkside website 'Parent Portal'.

Pre Prep School – After-School Clubs/Activities

In Pre Prep, after school clubs are available for all boys every day and a number of activities are available for Year 1 and Year 2, most of which incur a small charge. After school care is available between 4-5pm daily and a charge of £7 is added to the end of term invoice. Sandwiches, fruit, biscuits and a drink are provided.

ADMINISTRATION

Fees

Credit Control is run by the Bursar. The fees are reviewed during the Summer Term, and notification of any changes given to parents in July of each year. If the fees do increase, they will always be increased at the beginning of the Spring Term.

The School fees structure is based on: Nursery, Pre Prep School and Prep School. Current fees are available from the School Office. If parents have any query with regard to their end-of-term account, it should be directed to the Accounts Department.

Insurance – Including Pupil, Property, Third Party, Liability, Accident and Injury

All insurance documents are held by the Bursar and can be discussed with parents on request.

Parents are encouraged to take out Pupils' Personal Injury and Dental Accident Protection Plan provided by Marsh Bank. This cover is automatically added to a child's termly bill and parents wishing to opt out of this scheme should contact the Bursar.

A child's own possessions and uniform are not covered by the school, and parents should ensure cover under their own insurance policies.

Children should not bring valuable or expensive items to school and all items that are brought to school should be clearly and permanently named.

General Enquiries

General enquiries should be directed to office@parkside-school.co.uk or the School Reception in the first instance.

Lost Property

The School cannot be solely responsible for the return of lost property; the boys should search for any lost items themselves.

ALL ITEMS OF CLOTHING MUST BE CLEARLY NAMED

Where possible, named items will be returned to their owner. Items that are not named/claimed will be recycled via the Second-Hand Uniform Shop.

School Photographs – Whole School, Individual, Sports Teams and Forms

- A 'whole school' photograph is taken every three years, and includes every pupil and member of staff in the school community.
- 'Individual' photographs are taken annually. If parents have more than one child in the School, they will be given the option of having their children photographed together and/or individually.
- Prep School sports team photographs are taken during the year.

Other Photographs

From time-to-time, photographs are taken of the boys to be used in promotional material such as the Prospectus, Website, advertising and also the School Magazine. If parents do not wish their child's photograph to be used, it is essential that they inform the School.

Telephone Numbers/Email Addresses

A list of essential telephone numbers, staff email addresses and other administrative contacts will be emailed out to parents at the start of each academic year (September).

PREP SCHOOL ACADEMIC MATTERS

Introduction to the Prep School

The aim of the Prep School is to continue the caring and nurturing environment set up in the Pre Prep department whilst, at the same time, encouraging the boys to have more independence and to build their confidence, self-discipline and organisational skills.

The main National Curriculum Key Stage covered in the first three years of the Prep School is Key Stage 2.

- Boys in Year 3 and Year 4 are generally form-based, with the form teacher or a member of the Prep School staff taking the academic lessons. Specialised staff teach Art, Design & Technology, Music and Games. The role of the form teacher at this stage is vital in developing a safe and supportive learning environment.
- In Year 5, Year 6, Year 7 and Year 8 there continue to be two Forms but the boys are split into three teaching groups for all lessons except PE, swimming and games. Specialist staff take the academic and creative lessons. Again, the role of the form teacher is vital in monitoring the general progress and well-being of the boys.
- In Year 6, Year 7 and Year 8, each year group continues to have two Forms, with the three academic classes. The boys are set in English, maths and latterly in French; for games they are taught as a year group. All teaching in this part of the school is carried out by Subject Specialists.

Whilst boys in the last three years of the Prep School will be basically tackling Key Stage 3 style material, it should be appreciated that they are being prepared for Common Entrance and Public School Scholarship, and the demands of the relevant syllabi. The standard of the material at this level is very demanding and, in many subject areas, is not a significant distance from GCSE standard.

All teaching in the Prep School is under the overview of the Deputy Heads and the Director of Studies.

Curriculum Information

It is Parkside's aim that all boys who leave the School are equipped to move on with confidence to their senior schools as independent, responsible, well-adjusted young people, and with a well-defined social conscience. All aspects of the curriculum are treated as of equal worth. It should, however, be noted that as a boy progresses through the School, the lesson allocation or timetable weighting of different subjects will alter in order to accommodate both an increased number of subjects, and to reflect the length and complexity of some major subject syllabus areas.

Curriculum information can be found on the Parkside School website, and gives a guideline as to what will be covered in each subject. If parents would like further information on the curriculum work, they should speak to the teacher concerned, who will be able to expand on details of substance and delivery.

Timetables

At the start of the school year, boys in Years 3 to 8 will be given their timetable.

Learning Enrichment

Any boy who is finding a particular area of work difficult can be seen by the Learning Enrichment Department. Areas that are covered are: Reading, Writing, Comprehension, Mathematics, Organisational Skills, Touch Typing, Study Skills, Co-ordination Difficulties, Speech and Language Difficulties, English for Foreign Students, Confidence and Self-Esteem.

Learning Enrichment needs are identified by various methods. The subject teacher can identify a difficulty, or sometimes the parent is concerned about a particular aspect of learning and development. Other boys are identified through assessments carried out at School. The Learning Enrichment Department will be asked to assess the boy after discussion with the parents and then the appropriate action will be taken. Extra lessons are invoiced separately.

Boys are sometimes given support throughout their years at Parkside, but often they are seen for only one or two years and then monitored for the duration of their education. Each boy is treated as an individual and a specific programme is devised for them.

The Head of Learning Enrichment is supported by Learning Enrichment Teachers in Years 4 to 8 and Learning Enrichment Assistants (LSA's) in Year 3, who assist in class. Two Speech and Language Consultants visit the School weekly, and Parkside has contact with Occupational Therapists, Educational Psychologists and Behavioural Psychologists.

In Year 3, the lessons are arranged with the form teacher and a suitable time is allocated. Some children have one individual lesson per week; others may have two per week. These are in special Learning Enrichment rooms, which have both computers and extra resources.

In Years 4 to 8, sessions are arranged, as far as possible, in non-academic lessons. Sessions take place in the Learning Enrichment Department. Some boys are given help within the class in small groups.

Homework Allocation/Advice

Years 3 and 4

- 25 minutes per night maximum. Reading each evening, spelling each week.

Year 5

- 40 to 45 minutes per night. On some nights, boys may have 2 subjects and times will be worked out accordingly.

Year 6

- Homework should not exceed 45 minutes to 1 hour. On some nights, boys may have 2 subjects and times will be worked out accordingly.

Years 7 and 8

- 1 hour per night. On some nights, boys may have 2 subjects and times will be worked out accordingly. In Years 7 and 8, with the onset of Common Entrance or Scholarship exams, boys will be asked to do some additional learning as well as revision.

Advice

If a boy is struggling with a piece of homework, parents are encouraged to speak to the subject teacher. If a boy is unable to complete a piece of homework for whatever reason, a note of explanation should be written in the Prep Book or addressed to the subject teacher. Parents are encouraged to monitor the homework, but obviously not to complete the tasks themselves! This does not help the boy in the long run. Help with reading and learning work is always encouraged.

Classes

From Year 5 the boys are split into three teaching groups. There is a Scholarship class and two parallel classes. The boys are taught in the two parallel classes for all academic subjects (Science, French, History, Geography, RS, Latin, Art Drama, Music, DT and ICT (Computing)). For English and Maths the boys are set. Boys may be set for languages, depending on age. Movement between sets in all the subjects is encouraged and pupils are discussed frequently in staff Briefings and staff meetings.

Assembly

Prep School assemblies are generally held on Monday. The structure takes the form of a story or an acted moral demonstration, a hymn and prayer. Sometimes a boy will play a musical piece instead of the story. This is followed by presentations, including Head's Awards, sports review of matches and notices from the Head and staff. Parents are not generally invited to assemblies, although they are welcome to attend the Final Assembly at the end of each term, which takes place in the Gym. On a Friday at 12.10 there will be either another Prep School assembly, divisional assemblies (year groups) or club (House) meetings on a rotational basis.

Assessment & Reporting to Parents Schedule (whole school)

Report type	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Meet the teacher	Reception to Y6					Transition Meetings - Nursery to Y8
Mark Reading/Internal grades	Y3 – 8	Y3 – 8	Y3 – 8	Y3 – 8	Y3 - 8	Y3 – 8
Exam schedule		Y5 Core only Y6 Core, CAT4 reasoning and Subject testing in lessons Y7 & 8 all subjects W/b 19.11.18		Y8 Mock examinations (2 nd week after half term) Scholarship exams (CASE & RGS week of 25 th February)	Y3 – 7 all subjects (these will take place before half term) Scholarship exams (Charterhouse, KCS, King's Canterbury)	Y8 Common Entrance exams W/b 4.6.19
Parents Evening (with comments sheets for core subjects except for *)	Y6, 7* & 8*	Y3, 4 & 5	Reception, Y1 & 2, Y7	Y8 (with pupils)		
Written report		Y6, 7 & 8				Reception, Y1-8
GL Assessment testing	PASS 7+ day	Y1 – 8 NGRT A Y6 & 8 (selected Y7) CAT 4		Y5 CAT 4		Y1 – 7 PTM & PTE Y2 & Y4 CAT4 Y3, 5 (selected boys) NGRT B
Workshops	Study Skills Interview Skills Science Reading Writing	Maths				

Parents' Evenings

Parents are given timed slots to meet with applicable staff on their chosen night. If a parent is unable to attend the Parents' Evening, the School will try to accommodate their needs by setting up appointments with individual staff if possible, or an overall assessment of the boy with the form teacher.

Mark Reading Sheets

Mark Readings are a form of teacher assessment used in Years 3 to 8. They are compiled every half-term (when there is not a full report) and parents receive the results via a Mark Reading Sheet explaining how a pupils is doing in all subjects looking at effort and attainment.

Pupil Reports

Parents receive a full written report at least once a year. These are printed out and placed in a folder.

Form Examinations

Boys in Years 3 to 8 are examined and assessed in the following ways:

Years 3 and 4: sit informal examinations during the Summer Term.

Years 5, 6 and 7: sit exams during Autumn and Summer Terms.

Year 8: sit mock exams in Autumn and Spring terms and CE exam in the Summer Term.

MOVING ON – SENIOR SCHOOLS

When boys reach Year 5, the Head will write to all Parents inviting them to an individual meeting to discuss their son's future schooling. At this meeting, several options will be offered and parents will be encouraged to visit senior schools and meet the Heads.

It is important not to start looking at senior schools before discussing the options with the Head.

Parkside boys move on to a variety of different schools and Parkside is not tied to any one particular school. In the past few years, boys have moved on to:

Box Hill School	Harrow School	St Edward's, Oxford
Bradfield College	King's College	St George's College
Charterhouse	Kingston Grammar School	St John's School
City of London Freemen's School	Lancing College	St Paul's School
Cranleigh	Marlborough	Stowe
Epsom College	Millfield	Westminster School
Eton College	Reed's School	Wellington College
Ewell Castle School	Royal Grammar School	Winchester College
Hampton School		

Entrance Pre-Tests

Most senior schools now require pupils to sit an Entrance Pre-Test, usually in the January of when they are in Year 6, prior to them sitting their Common Entrance exams in Year 8. The format of the Entrance Pre-Test varies from senior school to senior school, but generally pupils may be tested in English, Maths, Verbal Reasoning and Non-Verbal Reasoning. They may also be asked to attend a short interview. Pupils can sit Entrance Pre-Tests for a number of schools, which parents have short-listed.

Testing is usually done at the senior schools. Some schools now require pupils to be tested on line at Parkside, this will be overseen by the Director of Studies. Information is given to parents by Parkside prior to the Entrance Pre-Tests to provide guidance on the process. It should be noted that it is the parents' responsibility to liaise with the senior schools and to register their sons for the Entrance Pre-Tests.

Common Entrance

Common Entrance is the examination that boys sit for entry to Senior School at 13+. It is the same exam for all schools, either boarding or day, and is set by the ISEB (Independent Schools Examination Board).

Parkside is responsible for entering boys for the examination, and the papers are sent to be marked at the senior school of choice. Information is given to parents by Parkside prior to the Common Entrance exams to provide guidance. Parkside's curriculum is designed with these exams in mind. Therefore, preparation for these exams is on-going. Boys sit the exams in June immediately after the half-term holiday. They are invigilated by senior staff, and the papers are sent to the senior schools each day for marking.

Scholarships

It is possible that a boy may be able to take some form of scholarship to his senior school. Scholarship awards can be Academic, Music, Drama, Debating, Design and Art, Sport, Technology or an All-Rounder. The Head will advise parents if it is felt that their son has a realistic chance of winning a scholarship. As you would imagine, preparation for an academic scholarship requires a good deal of private study, in addition to more intense teaching.

For a Music scholarship, most schools require a boy to be at least Grade V in his primary instrument and up to Grade III or IV in his secondary instrument if he wishes to be considered.

For an Art scholarship, a portfolio showing evidence of a pupil's artistic potential, enthusiasm and commitment, imagination and technical skills would normally be required.

For Sports scholarships, a boy would normally be expected to be playing his chosen sport(s) at county level, and a portfolio of his sporting achievements over his final three years at Prep School would also be useful.

For Technology, a portfolio involving evidence of design and construction would normally be required.

To qualify for an All-Round award, a boy should be able to offer a combination of some or all of the above, albeit at a lower level.

Prizes

Prizes are awarded each term to boys who have achieved academically, musically, artistically or on the sports field, as well as in recognition of effort in these areas. In addition, there are prizes awarded for various other aspects of school life. At the end of each school year, there is a Prize Giving ceremony for the Prep School and a separate ceremony for the Pre-prep department, a special event to which parents are invited.

REWARDS AND SANCTIONS

Rewards are delivered by: Good Marks

The system of rewards is built around the Good Mark System and the Club System, which these marks affect. In return for good work, improvement, or for good conduct, a Good Mark may be given. This will be written in the Boy's prep book and then staff will transfer the good marks, during Form Assemblies, to the boys Club. Care is taken not to devalue the system by awarding large multiples of Good Marks. It should be possible for all boys to collect Good Marks; it should not be an elitist system and it should be recognised that everyone thrives on encouragement. The cup is awarded to the Club Captain in the end of term assembly to the Club with the most Good Marks.

Head's Awards/Achievement Badges

We have been reviewing the reward system at Parkside to ensure there is consistency across the whole School in the receiving of a Head's Award, and fairness in receiving a badge.

It is important the boys strive to receive an award which is not solely for academic success but for:

- consistent effort,
- exemplary behaviour,
- remarkable achievement, and/or
- displaying an attitude to learning that reflects our "growth mindset".

All boys must feel valued and rewarded with consistency across the School, so these awards will be recognition of individual achievement. With this in mind, the badge system will be fairer so the "competitive element" is not the focus. We recognise that receiving a badge must be achievable, so have introduced a system that starts in Year 1 and goes through to Year 8 using the same colour badge for consistency as boys move through the School.

Boys will receive a bronze badge for 6 Head's Awards, silver badge for 12, gold for 18, and platinum for 24. The number of awards received will be transferred from year to year to avoid boys missing out on a badge or having to start from scratch.

Head of Year Awards

As a Head's Award is given for exceptional reasons, we are also introducing a new Head of Year Award for Years 3-8 which will be given out on Fridays when there are Divisional assemblies. These awards will be named certificates for recognition of hard work, progress and effort in all areas of school life.

Sanctions are delivered by: Strikes

Pupils in the prep school are encouraged to make the right choice in situations. At times children will make the wrong choice and a Strike (a mark in the prep book) will be given, it will be discussed with the Form teacher and should there be an accumulation of strike boys will meet the Head of Pastoral Care to discuss the situation.

Bad Marks

A Bad Mark (white slip of paper) will be given to a boy for more serious misdemeanours. This will be taken home for the parent to sign and then returned to the Deputy Heads who will discuss the bad mark with the pupil. Three Bad Marks in half a term will mean a detention after school with the Deputy Heads.

PREP SCHOOL SPORT

Parent Expectations and Encouragement

We love to see parents at matches supporting the boys, encouraging the whole team. However, please refrain from giving the boys instructions from the side-lines during matches. We want the boys to listen to their Coach's specific instructions during the matches to ensure that the team is fully aware of the expectations. We are trying to create 'Growth Mindset Athletes' and encourage the boys to push their abilities at all levels. Our first question to the boys should always be, *'how did you and the team play today?'* We want to avoid asking *'did you win?'* It is important that the boys understand that their development as a sportsman is more important than the result of the match.

Please also bear in mind that by participation in clubs and practices outside of School, it is possible for well-meaning parents to subject their children to too much physical exertion for their age and physical development. This, in turn, can lead to injury and to exhaustion of the young player.

Trials:

At the beginning of every term the boys will be taking part in trial sessions to help us determine which team they will benefit from playing in. As always, this is never set in stone and we want to encourage all boys to strive towards improvement, whatever team they are playing in. The boys are placed in the team that we will feel will aid their development best. If we see a boy would benefit more by switching teams, whether that's up a level or down a level, we will have a conversation with your son, so he is aware of the reasons. If someone is to move down a team, I have introduced a 'Player Feedback' form which will outline some targets for them to work on. Over the next two weeks there will be lots of movement whilst we are still working out the best option for the boys.

Match Equipment reminder:

All boys must attend all games sessions and matches with the following playing equipment:

- Trainers (to travel in) - no flip flops or sliders.
- Football boots - moulded boots are best for hard ground and studded boots for soft ground.
- Shin Pads
- Parkside Games Purple Socks
- Parkside Games Blue Shorts
- Parkside Games Shirt
- Water Bottle
- Parkside Tracksuit

PE Equipment reminder

- Club Shirt
- White Shorts
- White Socks
- Trainers

Please ensure all equipment is labelled clearly.

Kit Reward Board: This year we will be piloting a '**Kit Reward Board**' which will be displayed outside the changing room. I hope this will reduce the amount of lost property and help the boys with their focus at the start of their Games and PE lessons. Each boy will have three 'lives'. If by the end of each half term a boy still has all three 'lives' he will receive a reward from the Sports Department. However, each time a boy forgets an item of kit or brings the incorrect kit, they will lose a life. If a boy loses all three lives over a half term – they'll be asked to complete a 'think sheet' during a break or lunch time with the Sports

Department. At the end of each half term, the lives will be reset. Over the next week we will be explaining this to all of the boys so they are fully aware of the change. This will take place from this coming. Please note that we will be taking a more lenient approach with this for our new Year 3's whilst they get used to the system.

Pick up times: All of the Football fixtures will be emailed out 24 hours in advance of the matches. This includes kick off and pick up / return times. Please ensure that you check the email in advance and you are aware of the correct pick up time for your son. We try our hardest to keep to these times, however traffic and delays are inevitable. If there is a drastic change in our return time, we will do our very best to inform you via a clarion call. If your son is being collected from an away match, please ensure that the coach is informed when he is collected.

Weekend Matches: These are compulsory for all boys. Please check in advance if your son's team is playing on a weekend. All boys are expected to meet at the venue at the 'meet time' and parents are expected to pick them up at the 'return time'. Please note there is no automatic minibus service for weekend matches; however, this may vary depending on the fixture.

Sports Equipment & Kit Lists

School sports kit with the School emblem or name on it must be purchased from either the School uniform suppliers or the Parkside Second-Hand Uniform Shop. All other items of clothing and equipment can be found at most good sportswear retailers. Any queries about kit should be addressed to the School Office. The full School uniform list is given to parents when they come to Parkside. The full sportswear requirements are listed below. However, parents are advised to check the up-to-date kit requirements with Sports Staff:-

Autumn and Spring Terms

- Hooped purple and white football shirt
- Club polo shirt (for PE lessons)
- Navy shorts
- White shorts (for PE lessons and matches)
- Purple football socks
- Short white socks
- Shin pads (compulsory for football and hockey)
- Football boots
- Indoor (non-marking) and outdoor training shoes
- Purple tracksuit ("shell suit")
- Navy blue swimming trunks
- Towel
- Hockey stick (autumn and spring term)
- Astro boots – optional (spring term)
- Mouthguard – (compulsory for hockey and rugby)
- (Any special team shirts and team socks will be provided by the School)

Summer Term

- Club polo shirt (for PE lessons)
- Navy shorts
- White shorts (for PE lessons and matches)
- Short white socks ○
- Athletics vest (if in a school team)
- Athletic spikes (if in a school team)
- Tennis racket (if required)
- Navy blue swimming trunks
- Towel
- Cricket equipment – optional but required if in a school team, and in the older age groups. Parents are asked to check with their son's coach.
- White (mainly) trainers or cricket shoes/boots
- Cricket shirt
- Sleeveless or long sleeved cricket jumper – optional
- Cricket trousers
- Cricket bat
- Batting gloves
- Batting pads
- Thigh pad
- Helmet
- Cricket box – Form 2 upwards, with support underwear
- Blue cricket hat

Prep School boys are required to bring in all of the relevant sports kit, (according to the sports being played that term), at the start of the week and bring it home at the weekend for washing. If a boy comes to School without the requisite sports kit, then common sense will prevail. He may be asked to play in his school uniform instead if spare kit cannot be found. A persistent lack of kit will be reprimanded.

Parents should ensure that all match kit (including boots) is clean and in good order.

Safety Equipment

The safety equipment needed for each boy is listed in the kit and equipment lists.

No mouthguard = No hockey/rugby.

No shin pads = No football/hockey.

Mouthguards can be arranged through a boy's own dentist. Alternatively, Parkside arranges for Opro Mouthguards to come to School for mouthguard fittings during the first few weeks of the Autumn Term. Mouthguards are then sent to the School to be distributed to the boys.

If a boy is unable to play sport through illness or injury, parents should provide his form teacher with a letter to this effect, stating the duration of exclusion as well as the reason. This includes swimming and showers.

Lost Sports Equipment and Kit

All boys are encouraged to look after their belongings. There are two easy steps that help to reduce lost property; the first is to ensure that each and every item of kit and equipment is labelled (including footwear), and the second is for each boy to stow each and every item of his kit and equipment in his locker and lock it. Lost property baskets are placed at the entrance to the Sports Hall. Boys should check there in the first place for any lost items.

Insurance

All forms of sport carry risks, no matter how much care and precaution is taken. The School recommends that parents take out personal accident insurance and accidental dental insurance. The School offers both of these insurance plans through HSBC and the premiums are added to the termly bill for each boy. Parents receive copies of the terms and conditions along with the termly bill. Parents wanting to opt out of these schemes should speak to the Bursar.

Lockers

From Year 3 upwards, each boy is given a locker to store his sports kit and other belongings. The lockers all have combination locks and each boy has his own number. The lockers must be kept locked at all times. One of the benefits of these lockers is that the boys can store kit and other belongings until they are needed rather than risking back injuries carrying everything around in large kit bags. Ideally, the kit needed for each sport will be stored in a separate smaller plastic bag and the large uniform kit-bag used to transport the kit to and from home or matches.

Clarion Call

Match team sheets, detailing the date, time and place of sports fixtures, are emailed to parents in advance by the Clarion Call system including any last minute updates, changes or match cancellations.

Matches

Matches are held between Parkside School and other preparatory schools. Matches involving boys in Years 3 and 4 are usually held on a Thursday and occasionally on other days (including Saturdays). Matches involving boys in Year 5 may be played on Tuesdays or Fridays and occasionally on other days (including Saturdays). Matches involving boys in Years 6 to 8 are usually held on a Wednesday and occasionally on other days (including Saturdays).

Matches are occasionally arranged on a Saturday to allow working parents an opportunity to come and watch their son(s) represent his School.

All fixtures are listed in advance on the School Calendar, though can be subject to change. Some tournaments do take place on Sundays.

It is an honour to be selected for a school team. All boys are expected to make themselves available to represent their School for all team fixtures detailed in the School Calendar. School matches take precedence over club matches. The School does, where possible, liaise with local junior clubs over match dates but a clash is inevitable. If there are circumstances or events that prevent a boy from representing the School in a match, a letter of explanation must be provided in advance to the Director of Sports. It is hoped that parents will understand and support this policy. It is important that parents take care not to 'over-play' their son – a sensible and realistic balance should be sought.

All boys are given the opportunity to represent their School at their own level.

Teams are run for all boys in all age groups at all levels from Year 3 upwards.

Team Captains

1st team sports captains are listed on the front of the School Calendar, but all teams have captains who are responsible for setting a good example to their team and assisting the coach in any matters that arise. During home matches, the captains are expected to meet and welcome the opposing team, showing them to their changing rooms and helping them with any other match-related matters. During away matches, the captains are expected to thank the hosts for looking after the team.

Rugby

Rugby is played by some boys in Years 5 and 6 with matches against other schools in Years 7 and 8.

Hockey

No hockey matches are played at Parkside. 'Home' matches are played at Surbiton Hockey Club and St John's School, Leatherhead.

Match Teas

Match teas are held after every home match. Tea is provided for both the players and the spectators, and is served by the catering staff.

Transport for matches

Transport to away matches is via the school minibuses. However, as the School tries to give as many boys as possible a chance to play, there may be more boys than there are seats available. Sometimes, it may be necessary to ask parents to help with transporting boys to and from matches. Of course, any parent doing so will be covered by the School's insurance. Parents offering transportation need to remember height and car-seat regulations.

Parents can collect their son after the match or from the school grounds after the teams have returned. Please ensure the coach knows you have taken your son(s).

Sports Day

Traditionally, the Prep School Sports Day is held on the afternoon of the Summer Term Open Morning. **Attendance is compulsory for all boys.** Each boy represents his Club in at least two or three races. There is not enough time to hold all of the events in one afternoon, so field events such as Long Jump and High Jump, etc. are held during the week leading up to Sports Day. Parents are welcome to come along and watch their son. Please note that parents are not allowed onto or across the track or to sit in the middle of the track. Parents should bring their own chairs to Sports Day. Certificates for all events are awarded at the end of the afternoon.

Sports Officials

All staff taking matches do their best to ensure fairness and equal opportunity in and on the field of play. It is important that both players and their parents respect the official's decision, which will be final.

PREP SCHOOL ARTS, ICT, DT AND LIBRARY

Music

The Director of Music is in overall charge. All music lessons are held in the music department. Class lessons comprise of the following: - listening, composing, performing and music technology from EYFS-Y8.

Peripatetic staff provide individual instrumental tuition, overseen by the Director of Music. These lessons are on a rotation basis that runs throughout the school day. These lessons start from Year 1 onwards. As far as possible, all types of instruments are catered for providing sufficient interest is shown. A contract is signed between parent and instrumental teacher. In order to stop these lessons, a term's notice must be given in writing to the Director of Music to avoid paying a term's fees in lieu.

Music Examinations

Boys can be entered for music examinations on the recommendation from the peripatetic staff and the Director of Music. Most boys are entered for A.B.R.S.M., Trinity and Rock School. As well as music examinations, boys are prepared for music courses, festivals and Scholarships.

Extra-curricular Music Activities

The boys are assessed by the Director of Music and Choral Director for the following groups:

- Big Band - after school activity
- Choir – rehearsal Thursday 12.50 – 1.25 (Years 5 to 8)
- Saxophone group, Clarinet group, Wind Ensemble, String group and any other group that may be required rehearse during form period, morning and lunchtime breaks.

Drama

Drama is taught as part of the English curriculum or as a separate subject in Year 3 to Year 8. Basic disciplines of response, speed and clarity and building to more complex characterisations, improvisations and role-plays are taught. However, the main aim is to foster boys capable of confident, relaxed and audible communication. Work for productions will be carried out on stage (in the Gym or Performance Hall). The Drama department may initiate productions for different year groups such as a Year 3 and Year 4 production or a Year 8 Leavers' production in the Summer Term. There will also be opportunities for boys to watch travelling theatre company performances and occasional Drama Days workshops. Generally, for larger predicted audiences, the productions are held in the Gym. Parkside also promotes the LAMDA award and encourages boys to partake in the course.

Art

Art at Parkside gives the boys the opportunity to develop their imaginative and creative skills and learn various artistic techniques, in a stimulating environment. Many interesting topics on art movements, artists and general themes are covered, and the boys enjoy producing dynamic artwork in two and three dimensions. Boys work in, and access, the areas of fine art, craft and design. Excellent resources are provided in the Art Studio, including facilities for clay sculpture and potters' wheels, Internet access and a well-stocked library.

Information and Communications Technology (ICT)

Computing ICT lessons take place in dedicated suite in the Manor. The School also has a roving ICT Suite in the form of iPads that can be used in any location. Children from the Nursery EYFS to Year 8 make full use of these resources. Classrooms are equipped with interactive screens, projectors and whiteboards. The School has a wide range of software covering all subjects and a comprehensive and progressive teaching strategy to incorporate IT into the curriculum.

Internet security is provided by a filtering system, which blocks out unsuitable websites. Lessons on Internet safety are given and each boy signs an agreement to adhere to a safe code-of-practice. The ICT Acceptable Use and E-Safety Policies can be seen on the School website.

Design & Technology (DT) and the STEM rooms

The Design and Technology and STEM facilities at Parkside are extensive, with a well-equipped and dedicated workshop and suite in the Barn. Boys undertake a whole range of design and make projects in this location from Year 3 upwards. Practical projects are set to allow progression in design innovation, aesthetics and functionality; working with a variety of materials, including woods, metals and plastics. Skills are developed through the use of diverse tools and processes to improve confidence and dexterity. The workshop offers plastics moulding, pewter casting and 3D printing alongside traditional woodworking tools and machinery. Boys are given increasing scope to design and manufacture their own designs; with the challenge of problem solving along the way.

The brand new STEMit suite opened in September 2018 enabling computer-based design throughout the 6 year programme. It has a cutting edge, creative area and a zone with industry based equipment. The area promotes inspiration and allows all users to work collaboratively in science, technology, engineering, maths and ICT. The main work area is modern and inspiring and utilises chrome-book computers. The STEMit zone features 3d printers, robotic arms and a vinyl cutter.

The Library

There are libraries in the Prep School, Pre Prep and Nursery.

Pupils are taken by their teachers in the Pre Prep and Nursery Libraries. The Prep School Library is for the boys from Year 3 to Year 8 upwards. There is an eclectic range of genres, carefully selected to develop the boys' reading experiences. The books are catalogued according to a reading level system, known as "Accelerated Reading". This enables staff to ensure that each boy only selects books that are appropriate to both his age and to the level of his reading ability. Once a boy has read a book, he can take a computer-based quiz, which is designed to review his understanding and appreciation of the content and vocabulary of the book. Using the results of the quiz, staff are able to monitor the development of each individual boy's reading ability and adjust their reading level accordingly.

Books can be borrowed for up to 21 days. The return date is stamped inside the front cover. Books can be easily re-issued to extend the loan time. All books must be returned to the library at least one week before the end of the Summer Term. Books that are not returned, or are lost or damaged, should be replaced, or a charge will be incurred to replace them. If there is a particular book a boy has expressed an interest in, it is often possible for the School to purchase it for the library. The writing of a book review is encouraged. The donation of books in excellent condition is always welcomed. A bookplate naming the donor can be put in these books.

Use of the Prep Library

Boys use the library during their lesson time with their teacher. The library is also open during the lunch-breaks for individuals to use for silent reading, research or work. The School Librarian or an adult volunteer helper is available to advise and assist when requested. Pupil Librarians are boys in Year 6 upwards and are selected because of consistent enthusiasm for reading and for being helpful and regular visitors to the library, some of which may demonstrate a passion for books. They are entitled to wear a badge in recognition of their position. They help in the day-to-day running of the library, by checking books in and out, by replacing the books on the shelves, and by keeping the shelves and library tidy, along with other tasks.

Magazines and Newspapers

First News, a newspaper designed for children, is available weekly in the library and contains current news stories presented in a more child-friendly way, along with "How it Works" magazine and limited copies of Rugby World and Autosport.

Rules of the Library

- The library should be a quiet place to read or work.
- Bags are to be placed in the designated shelving.
- No running is allowed around in the library.
- Food and drinks are not allowed to be consumed in the library.
- A general respect of the books and the people within the library is expected.

PRE PREP

PRE PREP STAFF

Head of Pre Prep and EYFS

The Deputy Head (i/c Pre Prep & EYFS) has overall responsibility of the Department with responsibilities which include deployment of staff, management and its budget.

Form Teachers

These are the staff responsible for the form of which each boy is a member. They take on a management role for class issues, and should be the first point of contact for parents with any queries or concerns, whether social or academic.

Classroom Assistants

Every class in Pre Prep has a Classroom Assistant but sometimes an Assistant is shared between two classes. Classroom Assistants assist the class teacher and work with individuals or groups of boys. They are responsible for the welfare of the boys in the playground.

PRE PREP ACADEMIC MATTERS

Introduction to the Pre Prep School

Pre Prep is a nurturing environment that aims to develop boys in all areas of the curriculum, preparing them to move into the Prep School as confident, independent learners. During their 3 years in Pre Prep, the curriculum will be taught with an emphasis on creativity and first hand experiences ensuring boys are stimulated and excited to learn. Through termly coffee mornings, good work assemblies, curriculum sheets, Pre Prep events and regular newsletters, parents will feel well informed and involved in their son's life in Pre Prep.

Reception EYFS

Children use the integrated approach to the curriculum and learning is linked to the expectations of the EYFS where the emphasis is learning through play and exploration. The EYFS is completed by the end of Reception in Pre Prep.

Year 1 and 2

Boys move into a new phase in both Year 1 and Year 2 where teaching is more formal and specific subjects are taught in a lesson.

Curriculum Information

At the beginning of every term an outline of the topics being covered in each curriculum area is put on the website for parents. Dates for the class outing, coffee morning, good work assemblies and Parents' Evening are all included in this information sheet. If parents would like further information on the curriculum work, they should speak to the class teacher who will be able to expand on details. A copy of the Curriculum Policy is available on the School website.

Hours of School

Hours of the Pre Prep are as follows:-

8.20am – 3.15pm

Boys may use the early drop off facility in the Salon. A boy from Year 8 brings them up to Pre Prep at 8.20am. All boys in Pre Prep may go to Breakfast Club (extra charge applies).

After School Clubs, Activities and After School Care

Pre Prep run clubs daily from 3.15-4.00pm and these are available to all boys from Reception to Year 2. The boys are given a drink and a snack before the club starts. Clubs are run by a member of Pre Prep staff. Activities run daily for boys in year1 and Year 2 from 3.15-4.00pm and incur a small charge (with the exception of swim squad). Activities include judo, tennis, cricket, football and chess. After school care runs from 4.00-5.00pm with sandwiches, fruit and drink offered.

Timetables

In Reception there is a timetable for Sport, Drama, Music and Swimming but the rest of the day is integrated to include the seven areas of learning related to the EYFS.

Boys in Year 1 and Year 2 have numeracy and literacy lessons daily with all other areas of the curriculum covered throughout the week.

Learning Enrichment

Any boy who is finding a particular area of work difficult can be seen by the Learning Enrichment Department. This normally happens in Year 1 or Year 2 and the Head of Learning Enrichment liaises with the class teacher to discuss areas of concern.

Learning Enrichment needs are identified by various methods. The subject teacher can identify a difficulty, or sometimes the parent is concerned about a particular aspect of learning and development. Boys are generally identified through assessments carried out at School but, on occasion, an assessment is carried out by the parents first (OT or Speech and Language). The class teacher will complete a form from the outside agency explaining their observations at school. The Learning Enrichment Department will be asked to assess the boy after agreement with the parents and then the appropriate action will be taken. Extra lessons, if needed, are invoiced separately at the end of each term.

Homework

Homework Allocation

In Reception EYFS daily homework includes reading, learning sounds and sight words. Spellings and a weekly Mathematics task are introduced in the second half of the Spring Term. Boys are expected to do 10 minutes homework a night.

In Year 1, homework includes reading, learning sight words and sounds, spelling and Mathematics tasks. Boys are expected to do up to 15 minutes homework a night.

In Year 2, homework includes reading and learning spellings. In Year 2 additional Maths and English homework are set twice a week. Boys are expected to do up to 20 minutes homework a night.

Homework Diaries

All boys in Pre Prep have a Reading Diary and it is important the Parent signs this every day and comments on the number of pages read. This is also used as a form of communication for the teacher and the parent.

Assembly

Pre Prep assemblies are held on Mondays and Fridays in the Performance Hall, and taken by the Head of Pre Prep. On a Monday, assemblies follow a theme with a moral. The structure takes the form of a story or role play and the boys are involved as far as possible. On Friday, we have our "good work assembly" to celebrate achievement. The Star of the Week from each class shares a piece of work and receives their certificate. We applaud boys who have completed their star chart certificate, receive the Maths award, English award and playground badge. At the beginning of assembly, we sing a hymn and happy birthday to boys celebrating that week. Twice a term, parents from each year group are invited to the Friday assembly. At the beginning and end of assembly, music is played and the boys are expected to enter and leave in silence. Both assemblies end with a prayer.

At the end of every term, we hold our Final Assembly in either the Gym or the Performance Hall. Two prizes are awarded each term to boys who have displayed progress and achievement in all areas of school life. These prizes are selected by the class teacher and presented to the boys at the End of Term Assembly together with the boy (from each Year group) who receives the Honours Board Cup for upholding the Parkside ethos. His name is displayed in Pre Prep on the Honours Board

Assessment & Reporting to Parents Schedule

See table under prep school assessment.

Assessment

In Pre Prep, assessment is a key tool and used to track progress and inform planning. Boys in Reception (EYFS) have an individual profile book where observations are recorded and next steps written. These observations are in the form of photographs, dialogue, children's work and written observations by an adult. The boys are assessed against the Early Learning Goals of the EYFS.

Throughout Pre Prep, targets are set and where necessary parents are asked to give extra support at home. It is important that parents are well informed and regular communication is paramount.

In Year 1 and Year 2, boys self-assess a piece of work informing the teacher of their understanding. The class teacher is able to then assess progress through marking and individual next steps are written after a piece of work to re-enforce concepts or extend thinking.

In Year 1 and Year 2, end of topic assessments are set in English and Mathematics. "I can" statements are completed every half term in English, Mathematics and Science. These are completed by the boys and then the class teacher. The colours green (I understand), orange (I am nearly there) and red (I am unsure) are used to self-assess work and in the completion of "I Can" statements.

Rewards for Academic Effort and Progress

Star Charts

All boys in Pre Prep have a star chart in their classroom. They earn a star for effort, achievement, progress and good behaviour. Once their chart is complete they bring it to the Head of Pre Prep and they are presented with a certificate in assembly.

Star of the Week

In assembly on Friday, one boy from each class talks about a piece of work from that week and is presented with the "star of the week" certificate.

Head's Awards/Achievement Badges

Head's Awards are presented to boys during Friday assemblies. The collection of six of these awards earns the recipient an Achievement badge and a total of 12 awards results in a Special Achievement Colours badge.

PRE PREP SPORT

In Pre Prep all boys have sports lessons every week throughout the year. Once a week they have a swimming lesson taught by a qualified swimming coach, a games lesson taught by games staff and a gym lesson taught by the class teacher. In the Summer Term gym lessons are replaced with athletics. In Reception EYFS, music and movement/dance is taught in the Spring Term. Parents are informed of the days when sport takes place so the correct kit is bought into School.

Parents are given a uniform list at the beginning of the school year and must ensure that all kit is clearly named. School sports kit with the school emblem or name on it must be purchased from either the school uniform suppliers or the Friends of Parkside Second-Hand Uniform Shop.

Year 2 Football and Matches

In Year 2, boys prepare for football matches and require football boots and shin pads each week for their games lesson. Boys need a Parkside boot bag and it is important that boys can tie their shoe laces if their boots do not have Velcro.

Parents are informed of football matches against other schools and sometimes boys are selected for games on a Saturday. Parents must inform the class teacher if their son is unable to play on a Saturday.

Match Teas

Match teas are held after every home match. Tea is provided for both the players and the spectators, and is served in the Salon.

Sports Day and Swimming Gala

All boys participate in a swimming gala in the Summer Term. The gala will combine individual stroke races and have an element of fun involving all the boys. Certificates will be presented in the following assembly. Pre-Prep sports Day takes place during the Saturday Open Morning in the Summer Term. At both these events, parents are invited to support their son. Refreshments will be served at both events.

PRE PREP ARTS, ICT, DT AND LIBRARY

Music

All Pre Prep music lessons are held in the music department. The Director of Music is in charge overall, with peripatetic staff providing individual instrumental tuition. Lessons are based on the National Curriculum and include listening, composing and performing.

Instrumental Lessons

Individual instrumental lessons are available from Year 1 subject to availability and potential. A letter listing the possible instruments is sent out during the Summer Term and a trial lesson will be arranged by the Director of Music. Individual instrumental lessons are held in the music department during the school day on a rotation system throughout the week, with one academic lesson being missed each week. A contract is signed between parent and instrumental teacher. In order to stop these lessons, a term's notice must be given in writing to the Director of Music to avoid paying a term's fees in lieu.

Drama

Drama is taught as part of the English curriculum. At the end of the Autumn Term, Pre Prep put on a Christmas production in the Gym. Drama is a key element and class teachers in Year 2 work closely with the drama specialist in preparation for the performance. There are many cross-curricular links with drama being incorporated in various forms across a range of subjects as part of good teaching practice.

Art

Art is an important part of the Pre Prep curriculum to develop imagination, creativity, skills and individuality. It is taught separately each week, but is incorporated into all other curriculum areas where possible. In Reception (EYFS) there is a creative activity planned daily. In Year 2, the boys go to the art studio for their lesson and are taught by the art teacher from the Prep School.

Information and Communication Technology (ICT)

Computing ICT lessons take place in dedicated suites in the Barn Block and Manor and all boys in Pre Prep have at least one lesson per week. The School also has a roving IT Suite in the form of iPads. Classrooms are equipped with projectors and whiteboards.

Design & Technology (DT)

Pre Prep boys incorporate Design and Technology into the timetable through cross-curricular links. Skills are taught and design projects are experienced for example through Science, History and Maths. 3D work involves different materials and skills which are taught through practical DT. The brand new STEMit suite opened in September 2018 offering a cutting edge, creative area and a zone with industry based equipment. See Prep School entry.

The Library

The Pre Prep school library is used by all the boys every week. The boys select a book to take home and it must be returned by the lesson the following week. There is a section in the library for each year group and the books are colour coded for each year in Pre Prep. The library books are categorised by topics so the boys can select more easily. In each section there is a mixture of fiction and nonfiction. Boys in Year 2 are responsible for putting their books back independently and library skills are taught. The library has a computer and there are tape recorders with 6 headphones for boys to listen to story tapes.

NURSERY EYFS

PARKSIDE NURSERY

Our co-educational Nursery welcomes children the term after they turn 2 to join the EYFS (Early Years Foundation Stage) Department. The Nursery is a safe, secure unit with its own fenced off playground, large spacious classrooms, music room with interactive whiteboard, library and with provision for lunch for younger children on site. All children benefit from using the School's facilities: the gym, swimming pool, Pre Prep playground, Outdoor Learning Area, music room, sports fields and IT suites. They also use St Mary's Church for a Christmas Toy Service.

Our experienced Early Years team work together to provide a rich learning environment where children are stimulated and challenged by a variety of experiences both in and outside the classroom. The attractive and well equipped rooms enable us to provide a home-from-home environment where children feel safe, secure and loved. Our partnership with parents facilitates communication that is friendly, open and honest and supports children in reaching their potential. Daily feedback is given to parents at pick up, and with regular communication and feedback, parents are well informed about their child's development and what they are experiencing at Nursery.

Throughout the year, parents are invited to many events: Christmas Toy Service, concerts, coffee mornings, sports day and assemblies in Pre Prep.

We employ specialist teachers in sport, swimming and music together with specialist speech and language teachers who work with the children to support the development of language.

Many children begin their early education with us on a part-time basis and extend their attendance each term in preparation for entry to Reception. Boys move into the Pre Prep department and girls to a new school at this point.

THE CURRICULUM

The Early Years Curriculum focuses on the 7 Areas of Learning:

Prime Areas –

Personal, Social and Emotional Development, Physical Development and Communication and Language.

Specific Areas –

Literacy, Mathematics, Understanding the World, Expressive Arts and Design.

Through well planned learning opportunities children's individual progress is closely monitored across the Early Learning Goals using ILD (Interactive Learning Diary).

Imaginative play is at the heart of the Nursery; children have the opportunity to develop inquisitive minds and ask questions. Staff plan adult led activities both inside and outside the classroom and there is plenty of opportunity for child initiated learning. Each class has an ongoing theme which changes regularly so children are always excited to learn.

All children are allocated a Key Person who gives the security that helps them to grow in self-confidence.

Social skills are nurtured and developed in each session notably by opportunities to learn through play, during snack time, eating lunch and in the playground.

We encourage children to be kind, share, take turns and develop positive relationships with both adults and peers.

2-3 year olds

Children in these age groups attend for a minimum of 2 sessions a week. The focus is primarily on the 3 Prime Areas of learning and after the 2-year check all 7 Areas of Learning are incorporated in to the daily planning. There are weekly sessions in the gym and games is taught by a specialist sports teacher. Children regularly learn songs, develop imaginations through role play and drama, visit the library and use the Outdoor Learning Area and the beautiful grounds of the School.

3-4 year olds

Children in this age group increase the minimum number of sessions each term in preparation for Reception.

Autumn Term - minimum 3 mornings

Spring Term - minimum 4 mornings and 1 afternoon

Summer Term - minimum 5 mornings and 2 afternoons

Children in the Owls have weekly swimming, sport, gym and music lesson incorporated into the morning timetable. They regularly learn songs, develop imaginations through role play and drama, visit the library and use the Outdoor Learning Area.

The transition into Reception is seamless as children have many opportunities to interact with the School be it with having lunch with the Pre Prep children or joining Reception for concerts and special events. Boys have taster mornings in Reception termly so they are familiar with their next teacher and new environment. Girls moving onto Reception in a different school are prepared for their transition; visits to their new schools are made by our Nursery staff.

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 – 5:00pm | After Nursery care |

Early Drop Off

This facility is available to siblings of boys in Pre Prep or Prep. To enter the Nursery at this time, please use the back gate into the playground and take your child to the Nursery Library to register them with the member of staff on duty.

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, 12.00 noon 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.

Mobile Phones

As children in the Nursery are part of the EYFS, **mobile phones are NOT allowed to be used in the Nursery buildings.** It is important that all parents/visitors adhere to this for the safety of all the children.

Morning and Afternoon Break

During both the morning and afternoon sessions, all children are provided with a drink of milk or water and a healthy snack. This is an important time for the children to develop independence and social skills.

Lunch

All children who stay for lunch eat in the salon which is located in the Prep school building. Menus can be found on the schools web site.

Nursery staff sit and serve the children encouraging healthy eating, good table manners and above all developing independence and social skills.

If you would like your child to stay for lunch only instead of the whole afternoon we offer a 'staying for lunch' option from 12-1.30pm.

After Nursery Care

An After Nursery care facility is offered daily from 3.00-4.00pm to help parents with pick up times for siblings at Parkside or a different school. Children staying will be offered a snack and a drink and will be supervised by a member of Nursery staff. If you would like your child to use this facility it will need to be booked in advance at the beginning of term if you require a regular day. However, it may also be booked on an ad hoc basis by letting your child's Key Person know and the cost per session is £6.

UNIFORM

COMPULSORY

Parkside short sleeved purple polo shirt
Parkside long sleeved purple polo shirt
Parkside purple book bag
Purple swimming bag (Owls only)
Purple nappy bag (Squirrels only)

OPTIONAL

Purple fleece
Parkside purple sweatshirt
Navy waterproof cagoule

Elasticated waists for bottoms are recommended for ease and comfort. Trousers, joggers or shorts are recommended for boys, and leggings, trousers or a skirt for girls. For uniformity a choice of blue, black or grey colour bottoms should be worn. All uniform should be clearly named.

Although Nursery is not compulsory education, wearing uniform is a requirement at Parkside.

Wellington Boots

All children need to have a pair of Wellington boots in Nursery for wet plays and activities in the outdoor learning areas. These need to be clearly named using a permanent marker.

Nappies

If your child is in nappies, they will need a purple nappy bag which can be purchased from *Unismart*. Please provide nappies, wipes and nappy sacks at the beginning of every session.

KEY PERSON

At the beginning of the year or term of entry, your child will be allocated a Key Person who will be present in the classroom every morning to help them settle and feel secure. You will have an email address for your Key Person and they are the first contact if you have any concerns or questions. The Key Person monitors your child's development across the Early Learning Goals. Communication is paramount and regular dialogue between staff and parents is valued.

Session Choices

Session choices are made prior to the new term so invoices can be calculated. If you would like to increase the sessions, there will be an opportunity at half term. Your child's Key Person will advise you on increasing sessions and if your child is ready.

For the younger children there is a maximum number of children per session due to legal requirements for staff ratios.

For children in the Owls class, we require children to attend a minimum number of sessions every term so they are prepared for starting in Reception. The number of sessions is 3 mornings in the Autumn Term, 4 mornings and 1 afternoon in the Spring Term and 5 mornings and 2 afternoons in the Summer Term.

It is important to note that the Nursery day is structured and activities are planned for those children who have selected each session. For this reason 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 occasionally stay until 3.00pm we are able to accommodate this. Please let your child's Key Person know in the morning and a charge for the session will be added to your bill.

Absences, Illness and Medication

Please ring the Nursery on 01932 869973 if your child is unable to attend their session. All absences need to be authorised for registration purposes. Please contact your child's Key Person by 9.30am if necessary.

Please note: 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.

NB. If your child is on a prescribed medicine and the doctor has given the all clear for them to return to Nursery, the medicine must be given to your child's Key Person who will keep it in a secure container in the Nursery fridge. They will administer the dose at the correct time but please make sure you complete and sign an **administration of medicine form** before leaving in the morning.

ILD (Interactive Learning Diary)

At Parkside, on line profiles are used to monitor your child's individual development across the Early Learning Goals. Regular observations from adult led and child initiated activities will be included in your child's profile which will be accessible at given times during the term using your own personal log in. Your child will also have a record of work from their time at Nursery, which will be a combination of adult led and child initiated activities. This is always available in the classroom for you to look at.

OTHER INFORMATION

Specialist Staff

During the Owls year, children are taught sport, swimming and music by specialist staff from the Prep School each week. These lessons are incorporated into the morning timetable. For the younger children, sport is taught by a specialist member of staff each week.

Outings and Events

The Nursery year is busy with events for children and parents. These will be communicated to you via newsletters and your child's Key Person. These occasions are opportunities to meet parents and staff throughout the school.

If there is an outing when your child does not normally attend Nursery, there will be an opportunity to join with a charge for the extra session added to your next term's invoice. On occasions such as concerts, church services and school photographs, all children are invited to attend and no extra charge is made for this.

Head of EYFS

Mrs McMurdo is the Deputy Head with responsibility for both the EYFS and Pre Prep and will regularly be present in the Nursery at drop off and pick up times throughout the week to meet parents. She will also return emails within 24 hours, so please do not hesitate to contact her on mcmurdom@parkside-school.co.uk with any queries.

Open channels of communication are essential for a successful Nursery and the partnership between parents and staff is highly valued at Parkside.

Settling children into Nursery EYFS

It is of paramount importance to us that a new child should feel comfortable, cared for and integrated into life at Parkside as quickly as possible.

Parents have the option of staying with their child for a settling period during the first two sessions or leaving their child with their Key Person. In partnership with parents staff will help all new children to settle during the session through stories and communications. When a child starts with us we are happy to receive telephone calls from parents to check on whether he/she has settled. If a child remains upset we will call to discuss the best course of action. Often, for a part time child it is good to come every morning for a short one hour period for the first week as this establishes his/her place in the group without lengthy gaps in attendance. Once a relationship with their Key Person has been established most children are relaxed about reverting to part time attendance. If your child has a favourite soft toy or comforter, you should allow him/her to bring this. We will always respect this as a connection with home.

Procedure for collection of children

Children will only be released to an authorised adult. Prior to the start of term, parents are required to complete a 'collection of children' form indicating the names of people authorised to collect your child. If your child is going on a play date and is to be collected by another parent please inform your child's Key Person. If you forget to do this, please telephone to let us know.

Toilet training

If your child is still in nappies you should provide a named bag containing fresh nappies, wipes and a change of clothes. Please ensure that your child is delivered in a clean nappy. When necessary a member of staff will clean and change your child. A fresh nappy will usually last for the morning session unless soiled and staff will not normally change a wet nappy unless it has evidently leaked. We ask that you use the first main school holiday after your child has joined to toilet train him/her. If you find that your child is not ready, please try again during the next holidays. Staff will support your efforts when your child returns to the new term.

Complaints

If parents believe the school is not meeting the EYFS requirements they can contact OFSTED and/or ISI if they wish to do so:

OFSTED Piccadilly Gate Store Street Manchester M1 2WD

Telephone number: 0300 123 1231 Email: enquiries@ofsted.gov.uk

All complaints relating to the fulfilment of the EYFS requirements 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.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PARKSIDE
SCHOOL

PARKSIDE POLICIES LIST 2018

These are the policies of the School which are made available either on the School's website and/or via the Reception Manager.

Able, Gifted and Talented	E-Safety	School's Safeguarding Statement
Accessibility	Exclusion	Safer Recruitment
Administration of Medicines	EYFS	School Discipline & Behaviour Management
Admissions	EYFS Food and Drink	Shared Parental Leave (Adoption)
Adoption	EYFS Intimate Care and Toileting	Shared Parental Leave (Birth)
Anti-Bullying	EYFS Key Person	Slips, Trips and Falls
Anti-Corruption	EYFS Mobile Phones and Cameras	Smokefree
Anti-Cyberbullying	EYFS Non-Attendance	SMSC
Anti-Money Laundering	EYFS Supervision of Staff	Staff Appraisal
Asbestos Management	Fire	Staff Code of Conduct
Assessment, Recording and Evaluation	First Aid	Staff Development
Attendance	Flexible Working	Staff Social Media
British Values	Governors' Code of Conduct	Statement of Ethos and Aims
Bursaries	Governors' Recruitment	Storage & Retention of Records
Business Continuity	Grievance	Support Staff Induction
BYOD	Health and Safety	Swimming Pool
Capability & Disciplinary	ICT Acceptable Use	Teachers Induction
Capitalisation	Inclement Weather	Teaching and Learning
Closed Circuit Television	Late Collection	Transgender
Commuter Transport	Learning Enrichment (SEND)	Transport
Sports	Library	Use of images
Complaints	Lone Working	Vehicle Movements on site
Conflict of Interest	Manual Handling	Visiting Speakers
COSHH	Marking	Volunteers
Crisis Management	Maternity	Water Quality
Emergency	Mental Health and Well-Being	Whistleblowing
Curriculum	Missing Children	Working at Height
Data Protection	Mobile Phone	
Declaration of Related Party Interests	Paternity	
Fit and Proper Status	Presentation (House Style)	
Display	Privacy Notice	
Drones	PSHEE	
DSE	Registration	
Educational Visits	Risk Assessment	
EAL	Safeguarding	
Environmental		
Equal Opportunities		