

# School Prospectus

2009/2010



Springwood Drive  
Oakwood  
Derby  
DE21 2RQ  
Tel and Fax 01332 835439  
Email [admin@parkview.derby.sch.uk](mailto:admin@parkview.derby.sch.uk)  
[www.parkview-sch.co.uk](http://www.parkview-sch.co.uk)

February 2009

Dear Parent and Carers,

We would like to welcome you to our school, and hope that you will enjoy reading this to find out more about us. Parents and Carers of prospective pupils are very welcome to visit by appointment.

**PARKVIEW PRIMARY SCHOOL HELPS EACH OF US TO BE THE BEST THAT WE CAN. WE LEARN WELL, WE BEHAVE BRILLIANTLY, AND WE ARE HAPPY!**

As parents/carers of children starting at this school, you and your families are very special. We provide the excellent standard of education your children deserve. "Pupils enjoy school, becoming confident & articulate learners" Ofsted 2006

Our Primary School aims to provide a friendly family atmosphere, which will encourage learning and make it possible for each child to fulfil his/her potential.

The school exists only to serve the best interests of our children. In order that we should succeed in our task it is essential that the relationship between staff, governors, parents/carers and pupils is a good one. This is **YOUR** school and professional staff can be most effective with your support. I would encourage you to attend all meetings arranged to inform you about your child's progress and the work of the school, to come into school to help with trips and other activities, and whenever you have a query to come in and ask. **We aim to maintain a school with uniformly high standards, clear expectations and maximum time given to learning and teaching.** Please help your child as suggested by the school, e.g. with reading, writing and other homework.

We hope that you will be extremely proud to say, "Parkview Primary is our School"


*McAlladin*

Jane Calladine  
Headteacher



Wake & Shake  
By Eylisha Locke Y4

## Staff



"The care, guidance & support of pupils are good overall,"  
Ofsted 2006

### Headteacher

**Jane Calladine** - B.A. (Business Studies), PGCE, NPQH

Child protection, Health and Safety, Staff development, Assessment & Curriculum Co-ordinator, Community links.

### Deputy Headteacher & Y6 Teacher

**Stephen Cartledge** - B.Sc. (Hons), PGCE

Key stage 2, Transition, Assessment, ICT & joint Numeracy Co-ordinator

### Business Manager

**Hilary Smalley** - NVQ Level 3 School Administration

### Teaching Staff

#### Foundation 1

(Nursery)

**Lisa Cook** - B.A. (Hons), GRTP

Foundation Stage Leader, PSHE & Art Co-ordinator.

#### Foundation 2

(Reception)

**Abigail Simpson** - B.Ed (Hons)

MFL Co-ordinator & Art (joint).

#### Y1

(Job share)

**Rebecca Denton** - B.Ed (Hons)

SEN F & KS1, History and Geography Co-ordinator

#### Y1

(Job Share)

**Patricia Edwards** - B.Ed (Hons), Dip. of HE

SEN KS2 and Literacy Co-ordinator.

#### Y2

**Jacqueline Bell** - B.Ed. (Hons) M.Ed., NPQH

Senior Leadership Team. Key stage 1, Teaching & Learning, joint Numeracy and joint Literacy Co-ordinator.

#### Y3

**Gill Orrell** - B.Ed (Hons)

PE and D&T Co-ordinator.

#### Y4

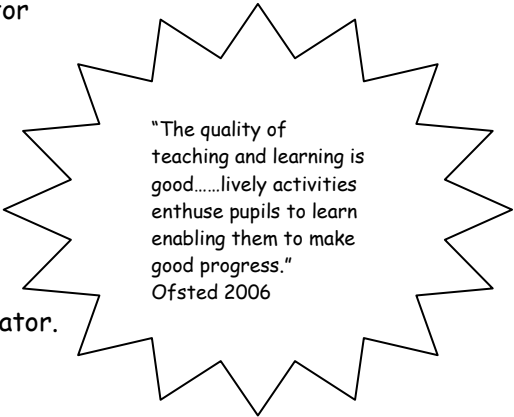
**Elaine Leighton** - Cert Ed. Dip Theol, TEFL.

RE & Music Co-ordinator.

#### Y5

**Kate Spencer-Lovesey** - B.A. (Hons) Primary Education with QTS.

Able, Gifted & Talented, Music, Science & School Council Co-ordinator.



"The quality of teaching and learning is good.....lively activities enthuse pupils to learn enabling them to make good progress."  
Ofsted 2006

### Additional Teachers

**Lyn Manghum** - B.A. Dip Ed

French - Upper Juniors

## Teaching Assistants

Lesley Gregory  
Margaret Holder  
Jacqueline Lindley  
Tracey Lowe  
Dianne Marshall  
Rebecca Patrick  
Tracey Powell  
Christine Seabridge  
Emma Tuxford

NVQ3 Childcare and Education  
Qualified Teacher working as TA

NVQ3  
NVQ3 Early Years Childcare and Education, HLTA  
Diploma in Pre-School Practice, CACHE 3 - Reception Foundation 2  
NVQ3 Childcare and Education  
NNEB - Nursery Foundation 1  
B.A (Hons), HLTA

"Support staff  
are very capable"  
Ofsted 2006

## School Clerk

Elaine Poulson

## Lunch-time Supervisors

Sharon Vickers - Senior  
Gillian Haddick  
Helen Johnson  
Sarah Cooper  
Paula Downs  
Susan Madeley

## Caretaker

Philip Carter

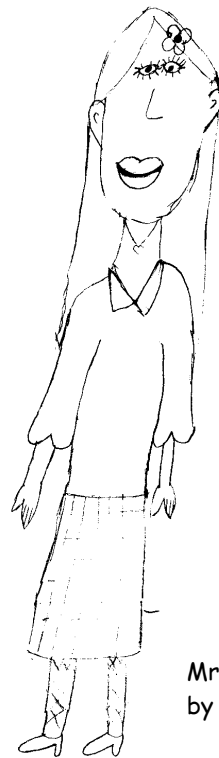
## Cleaners

Jackie Carter

## Kitchen Staff

Pat Turner  
Linda Lewsley  
Lorraine Macro

NVQ 2



Mrs Spencer-Lovesey  
by Angharad Baines Y5

## **Parkviews' Community Links**

Derbyshire Police

Derbyshire Fire & Rescue Service

Oakwood Eyecare Centre

Rolls Royce

The Church on Oakwood

Woodlands Church

Derby College - Broomfield Hall

University of Derby

Lees Brook Community Sports College

Heanor Gate Science College

da Vinci Community College

TAB Systems

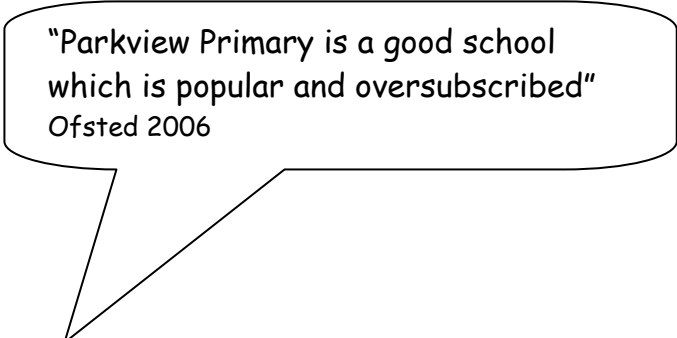
Derbyshire Building Society

Springwood Leisure Centre

The Open Centre

First Friends

Oakwood Library



"Parkview Primary is a good school  
which is popular and oversubscribed"  
Ofsted 2006

## **SCHOOL**

Parkview is a 210 place (Derby City LA) Community School, with an additional 52 place Nursery. The school opened for pupils on September 8<sup>th</sup> 1999.

There are seven classrooms, a nursery, hall, library, group / community room, computer suite and servery kitchen. The pupils are divided into single year groups, with a maximum of 30 pupils wherever possible, for each year group. Foundation 1 (Nursery) children are divided into 26 children attending each morning, and another 26 children attending in the afternoons. All admissions other than Foundation 1 (Nursery) are administered by the LA in accordance with their own criteria.



### **Admissions criteria to Foundation 1 (Nursery)**

#### **Contact school for Registration Form - still to be dealt with by Parkview**

1. Children living within the school's normal area who have an elder brother or sister at the school at the time of their admission.
2. Other children living in the normal area.
3. Children outside the normal area who have a brother or sister at the school at the time of their admission.
4. Other children living at an address within the ecclesiastical parish of Oakwood, whose parents have expressed a preference for their child to attend Parkview Foundation 1 (Nursery). These children will be allocated places on age basis (eldest first).

Applications satisfying the same criteria will be decided on the basis of a straight line measurement from the centre of the main 'dwelling' to the school using the National Ordnance Survey set points.

Children will be accepted into Foundation 1 (Nursery) from the age of 3; our main intake will be during the autumn term. There may be a few places available for children from categories 1 & 2 in the spring term, if they have reached their third birthday by the start of term. Children will be offered a maximum of 5 sessions either mornings or afternoons at the discretion of the staff.

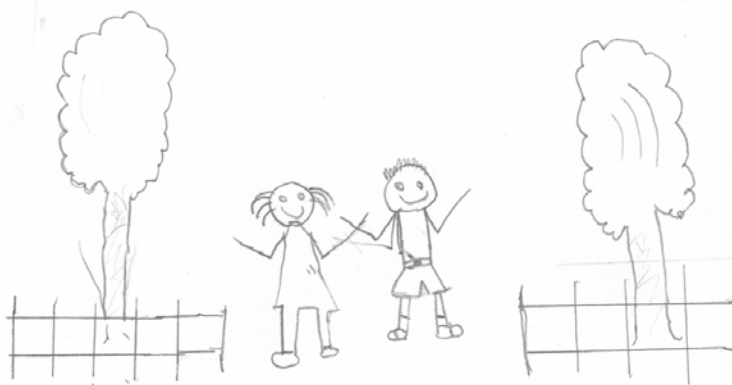
Children with special needs which can best be met by our nursery will be considered for priority application.

## Parkview Primary School Catchment Area Roads

Alderley Court  
Applegate Close  
Barnstaple Close  
Bonnyrigg Drive  
Brambleberry Court  
Caldermill Drive  
Cherrybrook Drive  
Churchdown Close  
Cornflower Drive  
Countisbury Drive  
Cressbrook Way  
Dunkery Court  
Elkstone Close

Evergreen Close  
Field Head Way  
Foxley Court  
Holmoak Close  
Larkspur Court  
Limedale Avenue  
Marigold Close  
Meadow View Close  
Oakdale Gardens  
Oaksdale Way  
Opal Close  
Pearl Close  
Pentland Close

Porlock Court  
Selworthy Close  
Sherston Close  
Silverburn Drive - 52-92 evens  
- 45-85 odds  
Smalley Drive - 124-152 evens  
- 121-151 odds  
Solway Close  
Springwood Drive - 60-122 evens only  
Teviot Place  
Tissington Drive  
Winchcombe Way  
Woodrising Close



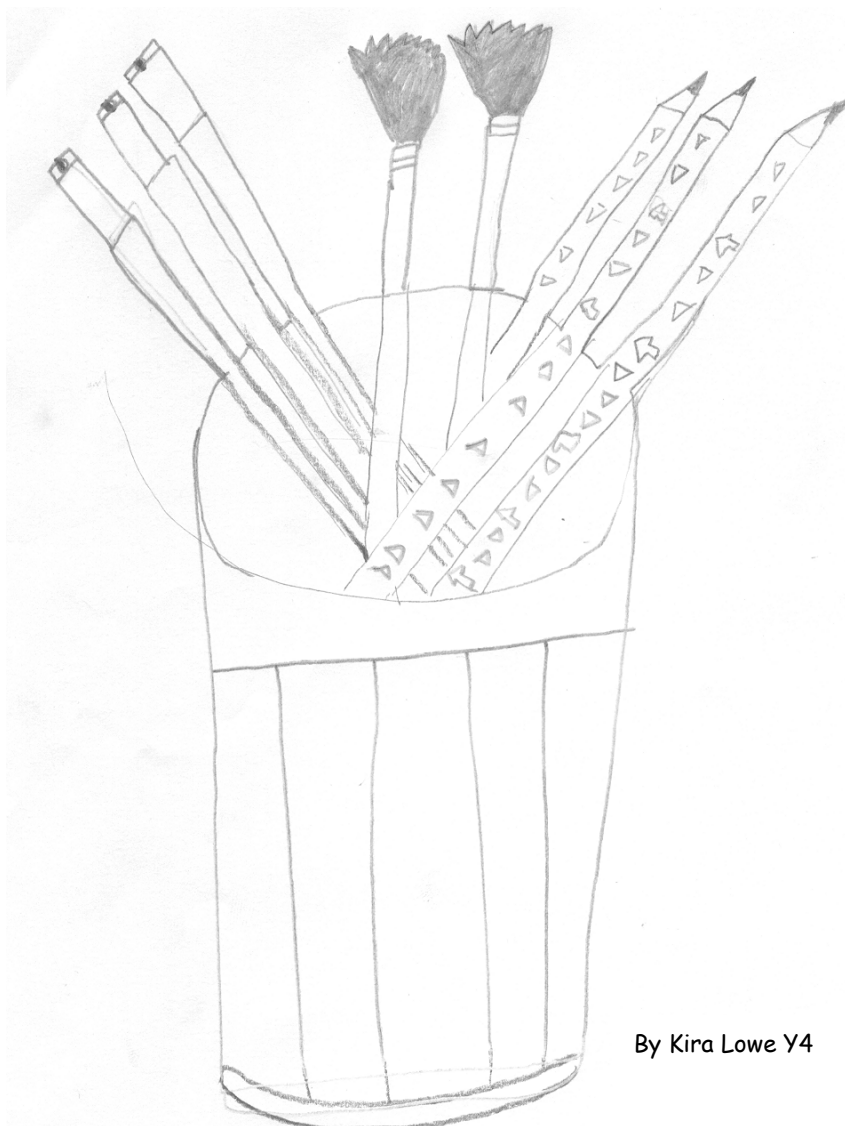
by Emily Wharton Y5

### STARTING SCHOOL

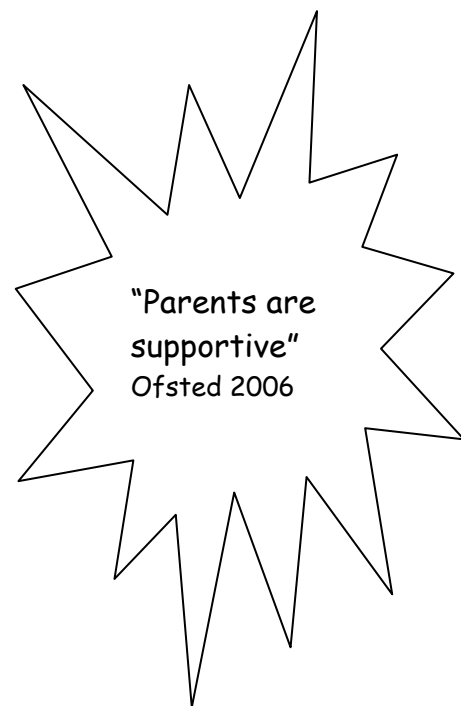
This should be a happy experience for everyone! Please help your child by -

1. Encouraging your child to become as independent as possible. It will be helpful if they can attempt the following when they come to school:
  - Dress and undress, including fastenings of clothes and shoes, please avoid lace-up shoes unless the child is able to tie them. If possible avoid tights on PE days
  - Use the toilet properly without help.
  - Wash and dry hands.
  - Tidy up toys etc.
  - Use a knife and fork properly.
2. Encourage your child to use crayons, pencils and scissors at home. Please do not teach them to write in capital letters, apart from at the beginning of their name. They will be taught to print in lower case letters at school, and we include examples (see appendix 4)
3. When looking at books or playing "I Spy", tell your child the sound of the initial letter rather than the name of the letter. Encourage them to develop confidence in number by counting out objects - shoes by the door, knives and forks on the table, books on the shelves.
4. Your child should be at school in time to enter and begin work promptly at 9.00. There will be a teacher supervising the playground from 8.50.

5. In order to ensure that dinner money and forms are received on time, please give the teacher any forms in the morning so that they do not remain in bags. It is also a good idea to search their bags when they come home to find our newsletters. (copies of newsletters are available in the entrance hall, and they can also be found on our Website).
6. A small snack of milk/water and a biscuit/fruit will be provided for them at playtime. A contribution of 50p per week will help to cover this cost, this will be payable  $\frac{1}{2}$  termly.
7. Tying back long hair, this is primarily for safety reasons.



By Kira Lowe Y4



## SCHOOL HOURS AND ATTENDANCE

Children have 24.5 taught hours weekly.

9.00 to 3.15

Lunchtime 12.00 to 1.00.

Nursery am 9.00 to 11.30

pm 12.45 to 3.15

The school will be responsible for, and supervise, your children on the playground for 10 minutes before school.

Please notify school of absence as soon as possible. If a parent does not inform school about a child's absence, it will have to be recorded as unauthorised.

Please book family holidays and appointments wherever possible out of term time so that your child does not miss school. Taking holidays in term time disadvantages your children and adversely affects the whole class. See the teacher in advance if you intend your child to be absent during term time. Application forms for pupils leave of absence are available from the school office.

"Pupils awareness of moral ideas and social issues is very good" Ofsted 2006

## UNIFORM

Parkview is proud to be a uniformed school. The school has very high standards, and we would expect parents who have chosen to send their children to us will ensure that they comply with our dress code.

**Please** label every item of clothing with your child's name - it is astonishing to see what turns up in school's Lost Property! Please send a painting apron or shirt to protect clothes during art.

### Dress Code

Most items can be bought from school (order form Appendix 4).

#### Autumn and Spring Terms

- Grey skirt/pinafore/trousers (tailored)
- Green school sweatshirt/cardigan
- Tie and white shirt (Nursery and Reception, ties optional)
- Dark shoes i.e. black/brown/navy/green
- Dark plain socks (boys), grey socks/tights (girls).

#### Summer Term

- Green and white gingham dress and green school sweatshirt/cardigans
- White polo shirt or white shirt and green sweatshirt/cardigan
- Grey short trousers and grey socks may be worn if desired
- White socks (girls)
- School baseball or legionnaires' caps (necessary for sun protection)



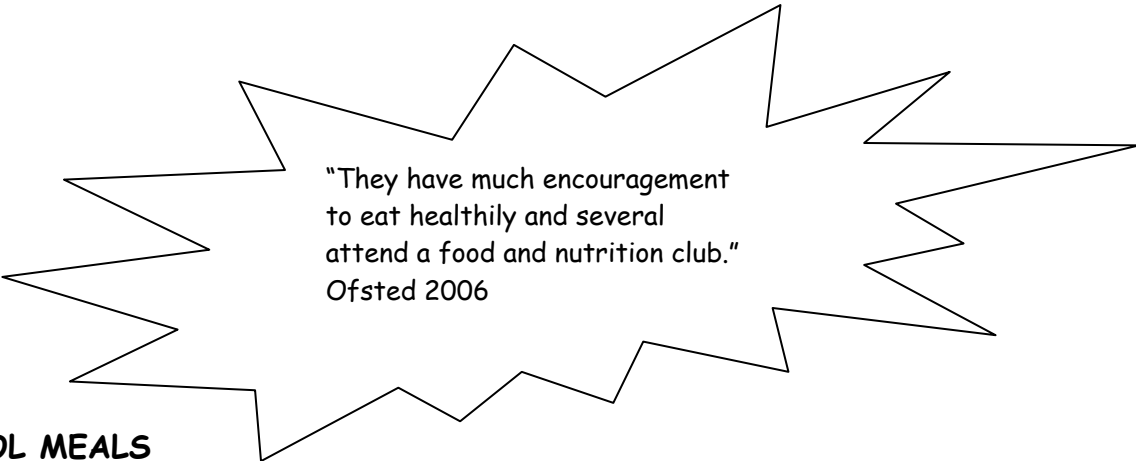
by Krista Ford Y5

### PE kit

- Black shorts and white T-shirt with school logo, trainers (outside) and black pumps.  
Trainers can be worn indoors by juniors if the trainers are clean and have a non-marking sole.

### Please note

- **Heels to be no higher than 2cm, for safety reasons**
- Jewellery to be kept to a minimum (see Appendix 8)
- School PE bags and larger Swim/PE bags are available
- School book bags are available



"They have much encouragement to eat healthily and several attend a food and nutrition club."  
Ofsted 2006

## **SCHOOL MEALS**

The cost of school meals at the moment is £1.70 per day, £8.50 per week, which is payable at the start of the week. **Cheques should be made payable to Derby City Council.** Please send correct payment in an envelope marked with child's name and class on a Monday morning. You can pay for a full half term's meals at the start of each half term, alternatively please pay monthly or weekly. We use a computerised dinner money system called Parent Pay, this enables parents/carers to keep track of their child's dinner money account. Please give the school two weeks notice if you are changing between school meals and packed lunches. We do not have a cooking kitchen; our meals are prepared at Cavendish Close Junior school. Otherwise send a healthy packed lunch, with no chocolate, sweets, fizzy drinks or glass bottles.

## **SNACKS**

Healthy snacks could be sent for morning break - ideally fruit or vegetables. Our infants benefit from the free fruit and vegetable scheme and we expect juniors to carry on in this healthy way.

**SOME OF OUR CHILDREN SUFFER FROM A PEANUT ALLERGY, AND WE ASK THAT YOU MAKE OUR SCHOOL A NUT FREE ZONE.**

## **ILLNESS**

Please inform school on the first day of your child's absence. If your child has been sick or had diarrhoea, please keep the child at home for **48 hours from the last bout**, in accordance with local health authority guidelines.

## **HEADLICE**

This can be a problem, so please check your child's hair regularly. The advice from the school nurse is to use a special comb (purchased from the chemist) and ordinary conditioner every 3 to 4 days.

## **MEDICINE**

Please try to administer this at home wherever possible.

If antibiotics are prescribed for your child please ask your G.P. for 3 X daily administration.

Under any other circumstances please contact Hilary Smalley (Business Manager).

## **SCHOOL BAGS, PENCIL CASES, TOYS.**

You can buy a school book bag from us. We would like children's bags to be as small as possible. Juniors may bring their own named pencil cases.

## CHILD PROTECTION

Parents/carers should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. In cases of concern the Head is obliged to contact Social Services. Parkview has a protocol for dealing with children who are not collected from school at the end of the day.

### School Rules

*We are always kind to each other*

*We are always helpful and polite*


*We learn sensibly*

*We take care of our school and follow our school routines*

*We always do as we are asked at once*

*We always move around the building calmly, being careful of our own safety and that of others*

*We only leave the school or grounds with the teacher's permission*

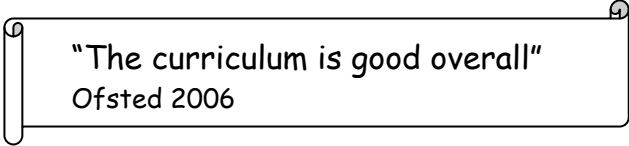


"Most pupils  
behave very well"  
Ofsted 2006

## BULLYING

The school takes this very seriously, and makes every effort to nip it in the bud. We will contact parents if their child is involved in problem behaviour. The school has an Anti-Bullying Policy.

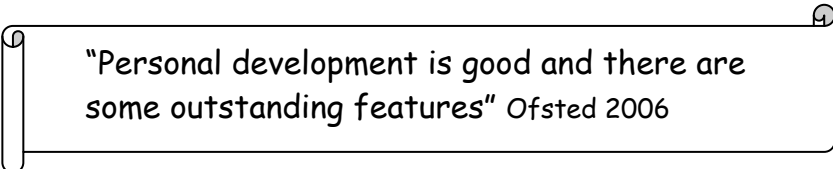
## THE CURRICULUM, TEACHING AND LEARNING



"The curriculum is good overall"  
Ofsted 2006

Parkview will promote the mental, physical, moral, cultural and spiritual development of all pupils. Children are prepared for the opportunities, responsibilities and experiences of society. This influences the curriculum offered in school. We teach all National Curriculum subjects RE and French. At Parkview the basic curriculum is enriched through a variety of strategies. For example the children receive a wide range of learning experiences through working with a variety of people both inside and outside school, educational visits, and numerous out of school clubs. Where appropriate, children are ability grouped in the classroom for some lessons. We aim to develop independent learners who respect and care for each other, work well together and take a pride in their school.

The school's central document is the School Improvement Plan, and a copy of this is displayed in the school's entrance hall. This indicates Parkview's current priorities, Copies of Policies and documents are also in the entrance hall for parents to read.



"Personal development is good and there are  
some outstanding features" Ofsted 2006

## MONITORING AND EVALUATION OF THE SCHOOL IMPROVEMENT PLAN BY THE GOVERNING BODY

The Governing Body of Parkview Primary School will support the school in raising standards of achievement, establishing high expectations and promoting effective teaching and learning through the School Improvement Plan.

To this end, the governors are committed to a programme of monitoring and evaluation to ensure the achievement of the School Improvement Plan.

"The school has good systems to track the progress pupils make" Ofsted 2006

## LITERACY

Literacy is taught throughout the school following guidance from the National Primary Strategy and Early Years Foundation Stage Strategy. Children in years 1 to 6 have a daily literacy lesson lasting around an hour. Foundation 1 (Nursery) and Foundation 2 (Reception) children are introduced to literacy skills through a range of carefully planned integrated activities, following child's own interests. In all classes the children are given opportunities to develop their skills of reading, writing, speaking and listening,

Children have access to a range of texts including stories, poetry, non-fiction and play scripts. Examples of each are available to bring home at various stages and the support of home reading is important. Phonic skills are introduced at an early age and developed throughout the school. Spelling strategies are also taught. The children are given many opportunities to write for a range of purposes and in a variety of ways e.g. letters, stories, poems, lists, reports etc. They also have regular access to a range of software, which supports the teaching and learning of literacy.

Other literacy opportunities include the Foundation Stage lending library, reading partners, Parkview Press Journalists group, writing partners involving children from other schools and countries and drama productions for assemblies and other events.

## NUMERACY

We plan from and use the The National Primary Strategy and the Early Years Foundation Stage Strategy. This is supported by a variety of strategies and resources.

Within Foundation 2 (Reception), Key Stage 1 and 2 classes, numeracy will be taught as a daily mathematics lesson which will include mental warm up, activities and plenary. In Foundation 1 (Nursery), numeracy is planned into the week's activities and is part of their integrated, child led programme. ICT supports numeracy teaching and learning as appropriate throughout the school.

## SCIENCE

Pupils learn about a wide range of topics within these broad subject areas: Living Things, Materials and their Properties and Physical Processes, and the scientific skills with which to enquire. They begin to make links between ideas and explain their findings using simple models and theories. They apply their understanding of scientific ideas to everyday occurrences. They begin to think about the positive and negative effects of scientific and technological developments in the environment. They carry out investigations working on their own and in groups. They communicate their ideas using a wide range of scientific language, diagrams and graphs.

"Standards at the age of 7 are above average and at 11 are well above average in maths and science" Ofsted 2006



by Krista Ford Y5

## **INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)**

Children have day-to-day access to a computer, including a computer suite. We have a school web site, which is regularly updated. ICT is built into subjects across the curriculum, including Literacy and Numeracy. Activities are planned to allow for different levels of achievement and for extension activities. Children are supported in performing tasks of increasing complexity using a variety of software, which extends their learning in a number of areas. Safe practices are taught explicitly, and learning is shared with parents.

"Pupils feel safe and secure in school & they enjoy excellent relationships. They learn how to live a healthy lifestyle through a wide range of activities" Ofsted 2006

## **HEALTH EDUCATION**

The school promotes general health and safety in a number of areas. SEAL (Social and Emotional Aspects of Learning) is a program used throughout the school. Children are encouraged to walk safely to school and to enjoy exercise. They are supported in developing a good self image through personal safety, hygiene and diet.

Relationships and Sex education is part of a wider developmental curriculum for Personal and Social Education and Health Education. Pupils are given responsible and relevant Relationships and Sex Education, appropriate to their age. Parents/carers have the right to withdraw children from areas of the Relationships and Sex Education programme. This programme is aimed at supporting the home. Parents will be informed of timing and content, and are welcome to see the Head if there are any concerns.

Drugs education is planned to raise children's awareness of the dangers of drugs which they may encounter. Professionals from the Health and Police services are involved in planning and delivering responsible and relevant education, appropriate to the children's age.

"Many gain great pleasure from an outstanding range of very active residential visits" Ofsted 2006

## PHYSICAL EDUCATION

We promote an understanding of a healthy activity lifestyle through developing a whole school attitude where

**T**ogether  
**E**verybody  
**A**chieves  
**M**ore



by Kira Lowe Y4

The children are members of school teams: Tigers, Eagles, Alligators and Dolphins. They work to gain points for their teams, both in sport and other areas of the curriculum.

There is "an excellent range of out-of-school sporting activities" Ofsted 2006

## RELIGIOUS EDUCATION

Our school does not have a particular religious affiliation. We teach RE to raise awareness of different religions of the world, with the emphasis on Christianity. Our aim is also to engender empathy and develop self-awareness and understanding. These aspects are also touched on in our assemblies. At the request of parents, children may be withdrawn from RE and daily assembly. Children who are withdrawn may miss out on other learning experiences. However, if this is an issue of concern to you please contact the Head. Guests are regularly invited into school to take assembly. Parents, grandparents and friends are invited into Friday's Family Assembly.

## SPECIAL EDUCATIONAL NEEDS

Parkview Primary provides for children whatever their ability - whether lower or higher than average. This school has policies for educating the more able and the less able child. We aim to identify, assess and meet Special Educational Needs on an individual basis through child, parents/carers, school and Local Authority working together. Further information is provided in the Special Educational Needs - Information for Parents leaflet.

## **EQUAL OPPORTUNITIES**

Parkview Primary School is firmly committed to Equal Opportunities for all individuals, regardless of gender, race, religion, disability, sexual orientation or age.

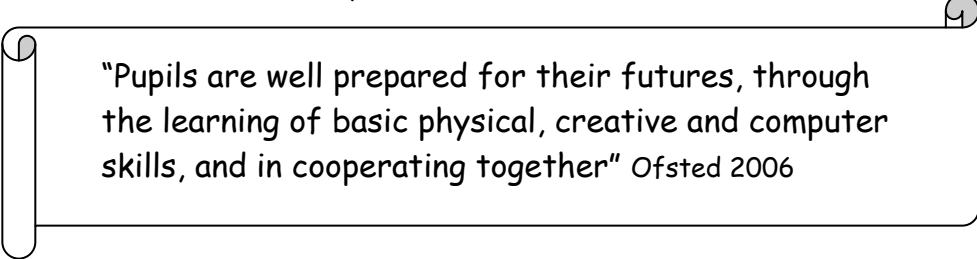
## **ANTI-RACIST STATEMENT**

Our school is united in opposition to racism. We will:

- Deal with racist incidents firmly according to our Discipline and Behaviour Policy
- Implement our Mission Statement, Equal Opportunities Statement, Multicultural Policy, Anti-racism Policy and this Statement throughout the school
- Respond appropriately to local and national initiatives
- Ensure that curriculum areas contain positive role models and references to other cultures
- Invite people into school who will portray positive messages about other cultures
- Use local agencies, eg The Open Centre, as a resource to portray these positive messages
- Continue to visit other faith centres here in Derby
- Be sensitive to the feelings and needs of our ethnic minority children
- Record any incidents of reported racism in school and monitor our effectiveness in dealing with them.

## **HOMEWORK**

Parkview has a policy of setting homework for all pupils in the interest of raising standards and ensuring that parents are able to be involved in their children's school work. Education of the child happens at home as well as school, and research shows that an adult supporting a child at home will help the child's progress. The amount of work expected to be done at home will increase as children move up through the school, and our top juniors should be in the habit of working at home ready for secondary school homework. Staff will liaise closely with parents to ensure that work at school links closely with that done at home.



"Pupils are well prepared for their futures, through the learning of basic physical, creative and computer skills, and in cooperating together" Ofsted 2006

## **SATS TESTS (Standard Assessment Tests)**

Children in Year 2 and Year 6 will be having SATs tasks/tests in May. It is very important that they are in school for these tests and you need to avoid booking holidays either then or before the tests when we are working through a revision programme. We hold information meetings about the SATs for parents and children in the autumn before the children take the tests. It will be helpful for your child if you can attend the meeting, as we can explain our homework policy. We will teach all new work in school, and set and mark homework which provides additional practice. Your involvement in supporting homework will undoubtedly raise your child's standard.

**This year's SATS results are shown in Appendix 12.**

"The progress the pupils make as they move through the school is good and most achieve well" Ofsted 2006

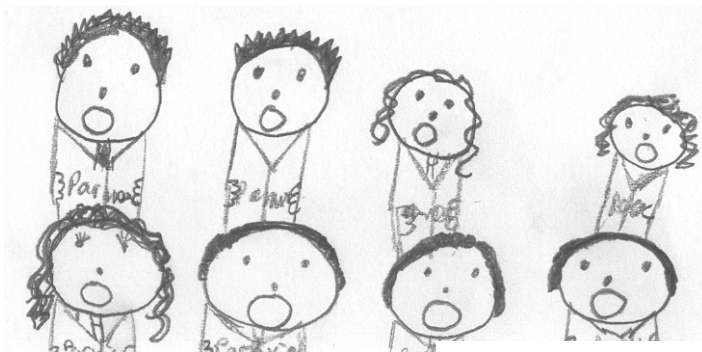
## CHARGES

From time to time throughout the year we may ask for voluntary contributions towards the cost of educational visits, cookery and so on. Year 3 and Year 4 will each have a term and a half swimming at Queen's Street Baths. We ask for a voluntary donation of £1 per lesson, which will help towards the tuition and transport costs. This will help to provide the widest curriculum, and is not profit making.

## EXTRA-CURRICULAR ACTIVITIES

We offer a range of clubs. These include sports such as football, cricket, netball and music such as choir, instrument tuition, computers, art and drama.

Our own staff offer these clubs at no cost, or a nominal fee to cover the costs of materials. A Parent runs a lunchtime Gardening Club. Coaching by recognised external coaches is provided for a fee in gymnastics and football. Instrumental lessons, apart from recorders, involve a charge. The church runs a club 'Trash' one evening a week. We intend to offer a residential trip to Y5 and Y6 every second year.



by Leanne Mail Y4



by Scarlett Young Y4

## PARENTS

We encourage parents/carers to take an interest in all our activities. You will be regularly informed about what we are doing through newsletters and our **website**:

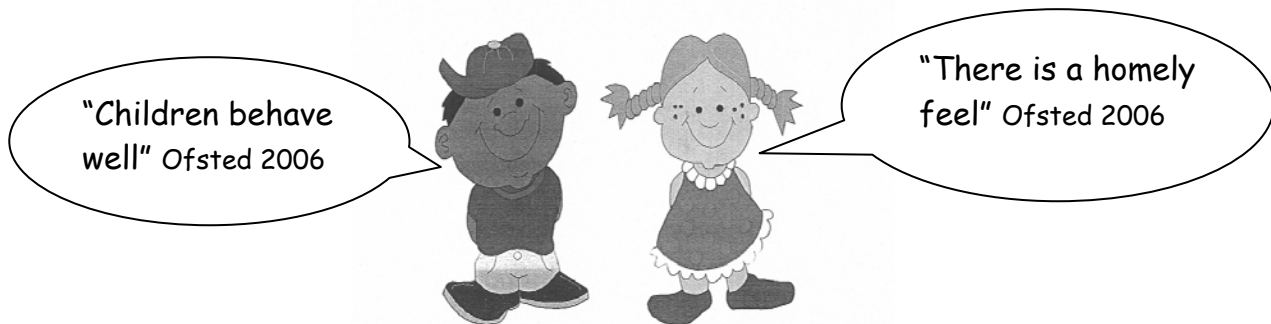
[www.parkview-sch.co.uk](http://www.parkview-sch.co.uk).

Parents' Evenings are held in Autumn and Spring to discuss children's progress. Teachers issue written reports on each child in the summer, and parents are offered the opportunity to discuss these with teachers. Teachers may contact parents at any time, **and parents are always welcomed into school to discuss children's progress.**

**We welcome support** in many areas in the school. Please see Appendix 5.

**On Fridays at 9.00 we invite parents/carers to a Family assembly**, during which class teachers present Awards to the children each week.

We have a very active Parents and Friends Association, which organises successful fundraising and social events. (See Appendix 2)



## **FIRST FRIENDS**

First Friends Day Nursery operate a Before and After School Club and a Holiday Club for children in our school. If you would like further information on any of their provisions please call their office on 01332 677660 where they will be happy to discuss your individual needs.

First Friends have had a successful Ofsted in November 2006. Quotations from the report include: "Children's individual needs are met" & "The provision is good".

## **COMPLAINTS**

If there are any problems regarding your child at school, or the curriculum, please come in and discuss them - in the first place with your child's class teacher, before taking them to the Head or the Deputy. If the matter cannot be resolved the problem can then be referred to the Chair of Governors. If you require further information please see our Complaints Policy. Derby City Local Authority can be contacted on 01332 293111.

## **TRANSFER TO SECONDARY SCHOOL**

At the age of 11+ children transfer to the local secondary school chosen by parents. Our children have opted for a number of different schools. We suggest that you and your children attend Open Evenings run by local schools and make up your own minds about what would best suit you. Please be aware that the closing date for applications to some senior schools is September of the previous year. We will do our best to ensure a smooth and easy transfer to secondary education.

## **PLEASE NOTE**

The information contained in this document is believed to be correct at the time of printing.

## APPENDIX 1

### Governing Body

Chair	Stephen Baines
Vice Chair	Anthony Humphrey-Lewis
Parent Governor	Nicky Mount Kathryn Cassidy Janet Marshall Alan Snell
LEA Governors	Lisa Ridley Joanne Cave Anthony Humphrey-Lewis
Community Governors	Stephen Baines Heather Ryder-Carrington Rev. Lindsey Hughes
Head	Jane Calladine
Teacher Governor	Steve Cartledge
Support Staff	Hilary Smalley
Associate Members	Kate Spencer-Lovesey
Clerk to Governors	Tracey Lowe

"Leadership & management of the school are good" Ofsted 2006

## APPENDIX 2

# Parkview Primary School Parents and Friends Association

Parkview Primary School Parents and Friends Association was formed in September 1999 when the school opened.

We are a group of parents, friends and family of pupils who support the school by organising activities and events for the children and to raise additional funding to provide facilities and items for education that are not provided from statutory funds. This is becoming more and more important with restricted budgets.

Since it was formed, the PFA has organised a wide range of events for everyone involved with the school. There are events especially for the children like discos and film nights, and events for the whole family like the Summer Fair, Race Nights, Quiz Nights and the traditional Christmas Fayre.

PFA members also run a School Link book ordering scheme, Yellow Moon catalogues, as well as collecting and sorting token promotions, recycling ink cartridges and school uniform.



The PFA also have a webshop ([www.buy.at/ParkviewPFA](http://www.buy.at/ParkviewPFA)) where you can order online from major retailers at no extra to you and the school receives a commission. In fact we do anything we can to help the school.

Amazingly, we have raised over £40k so far! This has been used for: books, IT equipment, art and technology equipment, musical instruments, playground benches and games, PE equipment, Gardening Club and Story Sack materials. We also fund visiting artists, musicians, theatre groups and storytellers who work with various groups throughout the school. Large projects include improvements to the Foundation Stage play area, play equipment in the main playground, Interactive Whiteboards and £2600 for a stage to enhance class assemblies and Christmas performances.



The PFA meets regularly in the staff room. Dates are advertised in the school and the PFA newsletters and on our notice board by the school gates. Everyone is welcome and any contribution of time, ideas or resources is always appreciated. The PFA is a great way to meet other parents, become involved with the school and also have fun!

We look forward to meeting you and welcome your ideas and support in the future.

## APPENDIX 3

### Home School Agreement

Parents/Carers	The School	The Pupil
<p>I/We shall:</p> <ul style="list-style-type: none"> <li>• See that my child always attend school, is always on time and is properly equipped;</li> <li>• Support the school's dress code;</li> <li>• Support the school's policies and guidelines for behaviour;</li> <li>• Encourage my child to complete any homework;</li> <li>• Make the school aware of any concerns or problems that might affect my child's work or behaviour;</li> <li>• Contact the school by letter or phone if my child is absent i.e .by 9.30am;</li> <li>• Attend parents' evenings and discussions about my child's progress;</li> <li>• Find out about my child's work and progress at school;</li> <li>• Try to reduce traffic hazards by encouraging my child to walk to school whenever possible.</li> </ul>	<p>The school will:</p> <ul style="list-style-type: none"> <li>• Aim to ensure that your child achieves his/her full potential as a valued member of the school community;</li> <li>• Provide a balance curriculum and meet the individual needs of your child;</li> <li>• Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility;</li> <li>• Care for your child's safety and happiness;</li> <li>• Encourage children to take care of their surroundings and respect other people;</li> <li>• Keep you informed about general school matters: what the teachers aim to teach your child and about your child's progress;</li> <li>• Be open and welcoming and offer opportunities for your involvement in the daily life of the school.</li> </ul>	<ul style="list-style-type: none"> <li>• I will do all of my classwork and homework as well as I can.</li> <li>• I will listen and follow instructions the first time.</li> <li>• I will ask questions if I don't understand anything.</li> <li>• I will only leave the classroom with permission.</li> <li>• I will behave well and be kind, polite and helpful to others.</li> <li>• I will call people by the name they wish to be called.</li> <li>• I will keep to the school dress code and take pride in my appearance.</li> <li>• I will come to school every day on time.</li> <li>• I will bring the things I need every day and llok after them properly.</li> <li>• I will help keep the school clean, tidy and free from litter while I work and play.</li> <li>• I will let my teacher know if I have any worries.</li> </ul>
Signature(s) .....	Signature(s) .....  Class teacher.....  Headteacher.....	Signature .....

APPENDIX 4

a b c d e

f g h i j k

l m n o p

q r s t u

v w x y z

**APPENDIX 5**  
**School Uniform Order Form**

**Parkview Primary School**  
**School Clothing / Accessories Order Form**

	Size	Price	Qty	Size	Cost
Cardigan acrylic/cotton	Age 3/4 5/6 7/8 9/10 11/12	£10.75			
Sweatshirt crew neck poly/cotton	Age 3/4 5/6 7/8 9/10 11/12	£8.50			
V-neck Sweatshirt poly/cotton	Age 3/4 5/6 7/8 9/10 11/12	£9.25			
Polo Shirt white poly/cotton	Age 3/4 5/6 7/8 9/10 11/12	£7.50			
PE T-shirt white 100% cotton small logo	Age 3/4 5/6 7/8 9/10 11/12	£4.75			
Fleece Jacket	Age 3/4 4/6 6/8 8/10 10/12 12/14	£15.00			
Baseball Cap	Free size adjustable	£3.50			
Legionnaires Cap	Free size adjustable	£3.50			
Tie polyester green/gold					
▪ Plain		£3.00			
▪ Elastic		£2.25			
Swim/PE Bag Nylon		£3.50			
Shoe/PE Bag cotton drill draw string		£1.95			
Book Bag PVC with handle		£4.00			
<b>Total</b>					<b>£</b>

Name:

Child's Class:

Payment enclosed ..... cheque/cash (please delete as appropriate).

Please send orders to office. Orders received by Wednesday am should be ready by Friday. (Cheques payable to Parkview Primary School.)

## APPENDIX 6

### Parent Helper

Parkview Primary invites you to be a parent helper. We welcome support in a number of areas under teacher direction, including;

Hearing readers, and other areas of English such as Drama

Computers

PE

Cookery

Sewing

Art and Craft

Music

Science and Gardening

History

Geography

RE and Assemblies

Preparing resources

Displays

School trips

Swimming observer (not swimming)

Helping at or running an out of school club.

PFA - fundraising and social events

Offering visits to your workplace

Offering additional resources or funding.

#### **If you are interested in becoming involved:**

- State your name and phone number, together with your child(ren)'s names and classes
- Use our list to tick areas you would love to help with, and **X** areas you want to avoid (no ticks or crosses means that you could cope with anything!)
- Indicate classes you would love to work with, and those you would prefer not to (no comment means that you could cope anywhere!)
- Add to our list anything else you could offer
- Indicate how often you could be available
- Indicate any useful contacts you have in the community. Any money saved will provide extras for your children

We are required to carry out checks with the Criminal Records Bureau for all helpers in school. Parents who help are asked to sign an agreement to respect confidentiality at Parkview.

## APPENDIX 7

### Internet Access Permission Slip



Dear Parents/Carers

#### Responsible Use of the Internet

Parkview Primary School has a computer network which gives children access to the Internet. Mindful of the problems there are with children gaining access to undesirable materials, we have taken steps, along with the Local Education Authority, to deal with this.

Our Internet access is supplied by Derby City LA and it has a built in filtering system that restricts access to sites containing inappropriate content. All our screens are in public view and normally an adult is present to supervise.

No system is perfect, however, and you should be aware that it is not possible to remove entirely the risk of finding unsuitable material. We have been asked by the LA to inform you of the rules which the children are expected to follow to help with our precautions. Early indications are that the children benefit enormously from this facility and are using it very responsibly already.

I would ask you to look through these rules and discuss them with your child and then return the signed form to us at school.

If you would like to have a look at our full ICT Policy then this is available at school.

Jane Calladine  
Headteacher

I have read the 'Rules for Responsible Internet Use' with my child and agree to these safety restrictions.

Signed: \_\_\_\_\_ (Parent/Responsible Adult)

Name of child: \_\_\_\_\_

(Please return to school)

## Parkview Primary School

### Rules for Responsible Internet Use

The school has installed computers with Internet access to help our learning. These rules will keep you safe and help us be fair to others.

- At Parkview, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the Service Provider can block further access to the site.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No programs on disc, memory stick or CD Rom should be brought in from home for use in school. This is for both legal and security reasons.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school which comprises an escalating set of measures including a letter to parents and withdrawal of privileges.

**APPENDIX 8**

**Local Visits Permission Slip**

We need your permission to take your children out of school e.g. walking to the recreation ground, Woods, Church. We therefore ask you to sign and return this permission slip to authorise such closely supervised educational visits.

When other school journeys involving transport are arranged, you will be asked for permission each time.

**I GIVE PERMISSION FOR MY CHILD .....**

**CLASS .....**

**To leave the school grounds for local educational visits.**

**SIGNED**

**Earrings Disclaimer Slip**

We are concerned about the Health and Safety aspect of children's jewellery, and ask for your support in ensuring that pupils do not normally wear jewellery to school. Occasionally pierced ears require earrings. These should only be small studs, which need to be removed during swimming. If your child will be wearing these studs, we ask you to sign the following:

**I AGREE TO TAKE RESPONSIBILITY FOR ACCIDENTS WHICH MAY OCCUR DUE TO MY CHILD WEARING EARRINGS IN SCHOOL.**

**CHILD .....**

**CLASS .....**

**SIGNED**

## APPENDIX 9

### Fair Processing Notice – Primary School Census 2009 – Layer One Summary

**Parkview Primary School** processes personal data about its pupils and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998. It processes this data to...

- support its pupils' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities – LA's, the Department for Children, Schools and Families – DCSF, and to agencies that are prescribed in law, such as the Qualifications and Curriculum Authority – QCA, Ofsted, the Learning and Skills Council (LSC), the Department of Health – DH, Primary Care Trusts – PCT, ContactPoint. All these are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint [this is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support] This only includes the name and address of the child, contact details for their parents or carers [with parental responsibility] and the contact details of the school.

Pupils as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by the data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves, if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website

[http://www.derby.gov.uk.CouncilGovernmentDemocracy/DataProtectionFreedomInformation/PrivacyAndDataProtection/Information\\_sharing\\_schools\\_fair\\_processing.htm](http://www.derby.gov.uk.CouncilGovernmentDemocracy/DataProtectionFreedomInformation/PrivacyAndDataProtection/Information_sharing_schools_fair_processing.htm)

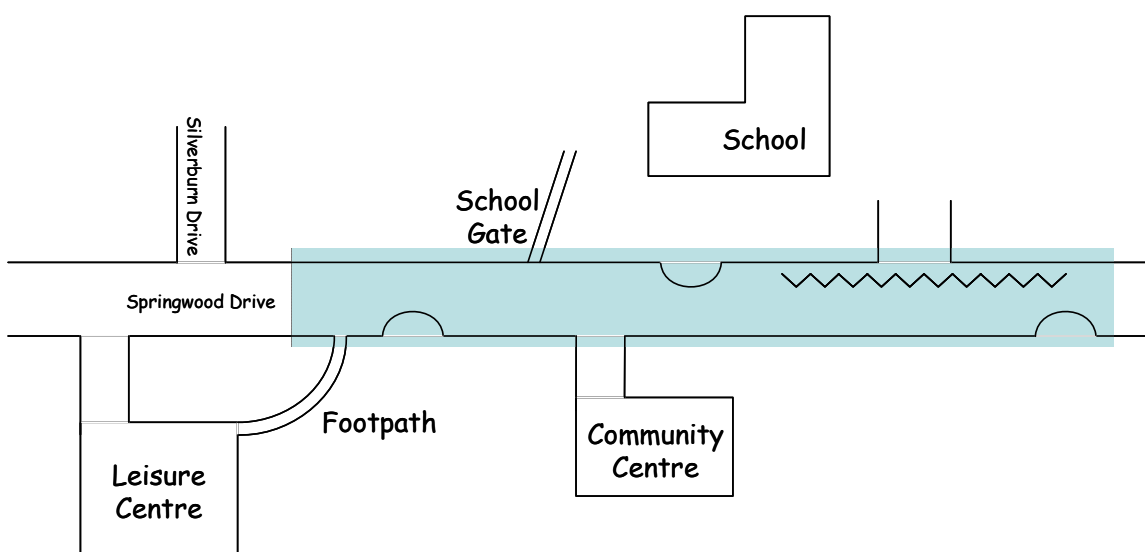
or for those pupils/parents where this is not practical, a hard copy can be obtained from your school – **Parkview Primary School – 01332 835439**

Your attention is drawn to Layer Two of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how pupil data is processed and the rights of parents and pupils. You can get a copy by going to the Council's website.

[http://www.derby.gov.uk.CouncilGovernmentDemocracy/DataProtectionFreedomInformation/PrivacyAndDataProtection/Information\\_sharing\\_schools\\_fair\\_processing.htm](http://www.derby.gov.uk.CouncilGovernmentDemocracy/DataProtectionFreedomInformation/PrivacyAndDataProtection/Information_sharing_schools_fair_processing.htm) or by contacting your school

## APPENDIX 10

### Guidance for road safety at Parkview



Parkview has a traffic-calming scheme designed to make the journey to and from school safer for our children. To enable the scheme to work effectively we need your co-operation in observing the following guidelines.

- a) **WALK TO SCHOOL** whenever possible. It is good for children's health, they learn valuable road safety skills and the volume of traffic around school is reduced.
- b) Older children can **CYCLE** to school. Cycling training is regularly provided through school. Cyclists must wear a helmet and dismount at the school gates. Cycle storage is provided.
- c) If you need to travel by car please park in the **LEISURE CENTRE** car park which is the official parking area for our school. Derby City Council has built a footpath and safe crossing point specifically for you and your children to access school safely.
  - **Parking within or just outside the traffic calmed zone obstructs the vision of motorists travelling along Springwood Drive and forces our children to cross between parked cars this endangers children's lives.**
  - **The school gateway must not be used for turning or dropping-off. Please find an alternative.**
  - **The School car park is for use by Staff only.**

**Please respect these guidelines. We appreciate your co-operation to keep our children safe.**

## APPENDIX 11

### School Terms and Holidays

#### Spring Term 2009

Monday 5<sup>th</sup> January - Friday 13<sup>th</sup> February  
Monday 23<sup>rd</sup> February - Friday 3<sup>rd</sup> April

#### Summer Term 2009

Monday 20<sup>th</sup> April - Friday 22<sup>nd</sup> May  
Monday 1<sup>st</sup> June - Wednesday 22<sup>nd</sup> July

#### Autumn Term 2009

Thursday 3<sup>rd</sup> September - Friday 23<sup>rd</sup> October  
Monday 2<sup>nd</sup> November - Friday 18<sup>th</sup> December

#### Spring Term 2010

Monday 4<sup>th</sup> January - Friday 12<sup>th</sup> February  
Monday 22<sup>nd</sup> February - Thursday 1<sup>st</sup> April

#### Summer Term 2010

Monday 19<sup>th</sup> April - Friday 28<sup>th</sup> May  
Monday 7<sup>th</sup> June - Friday 23<sup>rd</sup> July

#### Staff training days 2008/9

Wednesday 3<sup>rd</sup> September 2008  
Monday 20<sup>th</sup> October 2008  
Wednesday 12<sup>th</sup> November 2008  
Monday 12<sup>th</sup> January 2009  
Friday 3<sup>rd</sup> April 2009

<b>Rates of Authorised and Unauthorised Absence of Day Pupils of Compulsory School Age in the Preceding School Year</b>
---

Total number of pupils on roll ..... 210 (plus 52 part-time nursery)

The percentage of half days missed through:

Authorised absence.....2.46 %

Unauthorised absence.....0.17 %

KS1 SATs Results

2007 National Results

These tables show the percentage of eligible children achieving each level at the end of key stage 1 in 2007.

RESULTS OF TEACHER ASSESSMENT									
	W	Percentage at each level					3 or above	Disapplied Children	Absent Children
		1	2	2C	2B	2A			
Speaking and Listening	2	11	65				22	0	0
Reading	3	13		13	22	24	26	0	0
Writing	5	15		22	27	20	13	0	0
Mathematics	2	8		16	24	27	22	0	0
Science	2	9	66				23	0	0

W represents pupils who are working towards level 1, but have not yet achieved the standard needed for level 1.

School Results

These tables show the percentage of eligible children at the end of key stage 1 achieving each level at Parkview Primary School in 2008.

Figures may not total 100% because of rounding.  
Number of pupils included : 30

TEACHER ASSESSMENT									
	W	Percentage at each level					3 or above	Disapplied Children	Absent Children
		1	2	2C	2B	2A			
Speaking and Listening *	0	3	67				30	0	0
Reading	0	0		3	30	17	50	0	0
Writing	0	3		20	33	27	17	0	0
Mathematics	0	0		3	40	23	33	0	0
Science *	0	0	63				37		0

W represents pupils who are working towards level 1, but have not yet achieved the standard needed for level 1.

\* results for Speaking & Listening and Science are based on teacher assessment only.

# KS2 SATs Results

## School Results

These tables show the percentage of pupils at the end of Key Stage 2 achieving each level at Parkview Primary School in 2008.

Figures may not total 100% because of rounding.  
Number of pupils included : 30

	TEACHER ASSESSMENT							
	W	Percentage at each level						Pupils absent
		1	2	3	4	5	6	
English	0	0	0	7	37	53	0	0
Speaking & Listening	0	0	0	3	57	37	0	0
Reading	0	0	0	7	23	67	0	0
Writing	0	0	0	17	30	50	0	0
Mathematics	0	0	0	13	37	47	0	0
Science	0	0	0	7	20	70	0	0

	TEST RESULTS							
	Below Level 3	Percentage at each level						Pupils absent
		3	4	5	6	7	8	
English	0	10	63	23	0	0	0	
Reading	0	3	30	63	0	0	0	
Writing	0	27	67	3	0	0	0	
Mathematics	0	10	53	33	0	0	0	
Science	0	3	30	63	0	0	0	

W represents pupils who are working towards level 1, but have not yet achieved the standard needed for level 1.

\* represents pupils who were not entered for the tests because they were working below level 3 in English, Mathematics or Science; pupils awarded a compensatory level from the tests; and pupils entered for but not achieving a level from the tests.

# pupils working at the levels of the tests, but unable to access them.

## National Results

These tables show the percentage of year 6 pupils achieving each level nationally in 2007.

	TEACHER ASSESSMENT							
	W	Percentage at each level						Pupils absent
		1	2	3	4	5	6	
English	0	1	4	17	48	29	0	0
Mathematics	0	1	4	17	45	33	0	0
Science	0	0	2	12	47	38	0	0

	TEST RESULTS							
	Below Level 3 *	Percentage at each level						Pupils absent
		3	4	5	6	7	8	
English	6	13	47	33	0	1	1	
Reading	7	9	36	48	0	1	1	
Writing	5	27	48	19	0	1	1	
Mathematics	6	16	45	33	0	1	1	
Science	3	9	41	46	0	1	1	