



The Parks School



The Parks School

Student Handbook

“Our mission is to **inspire** growth, **nurture** potential and **support** one another with **passion**, upholding **integrity** and fostering **respect** whilst promoting **empowerment** with everything we do”



Welcome to The Parks

Can I take this opportunity to welcome you to The Parks. We believe that every young person has the right to a good education and the chance to fulfil their potential. Our aim is to provide young people with the support and opportunities to not only achieve academically but to develop their social skills in preparation for adulthood.

Students are the most important people in our school - we are here for you and we will be working with you, your parents or carers over the coming years to ensure you are happy, safe and successful. During your time here at The Parks School, you will find we have many exciting things to offer and equally we look forward to you sharing your talents and interests with us.

We expect the highest standards from you, in terms of attendance, punctuality and behaviour. Joining a new school can be an exciting time but it can also be a nervous experience, so in this handbook we have tried to explain as much as possible about life at The Parks School.

Uniform

All students are expected to wear age and weather appropriate clothing to attend school but there are no set uniform requirements at The Parks School. If clothing is inappropriate e.g. too revealing/inappropriate, then we will raise this with you and your parents or carers. We want people to have positive impressions of our students and insist that this is considered when choosing something to wear for school.

Items of clothing which are not allowed:

- High heels are not permitted to be worn whilst in school and are considered inappropriate dress
- Sports/baseball caps should not be worn by students in lessons. These are permitted whilst off site.
- Hoods should also not be up whilst in the school building.
- Clothing that is deemed too revealing/inappropriate



Jewellery

You are permitted and encouraged to wear a watch for school but other jewellery including, earrings, rings, necklaces and bracelets are not advised. School will not be responsible if an item of jewellery is broken while in school.

Personal Belongings

We do not allow the use mobile phones/tablets/smoking/e-cigarettes or any personal devices whilst in school. We have very good reasons for this, based on student safety and the maintenance of high standards in the classroom. If you ever need to contact someone at home and this is deemed necessary and appropriate by a member of staff, then you will be given this opportunity using a school telephone.

If you are seen with any of the items listed within the school day, staff will ask for you to hand it in and the item/s will be returned at the end of the day. Parents/carers will be informed and made aware of the school rules. If this continues to be an issue. A meeting will be arranged with parents/carers to discuss further.

Please note that the school is not responsible the loss, damage or theft of these or other valuable items belonging to any students. Should a loss occur, we will investigate to try to recover the item but cannot guarantee success.

P.E. Kit

Physical exercise is an incredibly important part of our school curriculum and every student is expected to take part. Students are encouraged to bring in appropriate clothing to take part in P.E. which they are able to change into prior to any activity. This includes wearing suitable footwear, ideally trainers which are safe for the activities that we do during P.E.

Please note that if you do not wish to change into any alternative clothing for an activity, you are still expected to engage and take part.

Behaviour in School

The school behaviour guidelines, which should be adhered to at all times, can be summarised as follows:

- **Respect yourself and your work**
- **Respect other students**
- **Respect all adults in school**
- **Respect your school**

We must emphasise to all students that at The Parks we do not tolerate bullying of any description including homophobia, racism or any other form of discrimination.

All students have the right to enjoy their education in safe and secure surroundings. Anyone breaching these conditions will be dealt with appropriately. Sanctions for serious misconduct will be implemented and even fixed term or permanent exclusion.

Safeguarding Children

Safeguarding is paramount at The Parks School. All staff have received child protection training and Daniel Leyland, Assistant Headteacher, is fully trained to fulfil his role as Designated Safeguarding Lead (DSL). The school has a duty of care to our students and if any young person makes a disclosure regarding his or her personal safety or well-being it is the school's responsibility to make a referral to or liaise with Social Care outlining our concerns.

Rewards Scheme

At The Parks School, we like to reward hard work and good attitudes to learning. We have taken feedback from students and developed a system where rewards can be earned on a daily and a lesson by lesson basis.

During each period of time in school, lessons, break and lunchtime, you will be 'scored' based on your behaviour and the standard of work you have produced. This points system enables you to achieve a maximum of 55 points each day. The last hour of each day (Tuesday and Thursday) in school, all students will be given an 'option'. This will be an opportunity for you to choose an activity of your choice. The activities range from using the ICT equipment, playing sports games, using the chill out area etc. A list of options for each day is displayed on the student notice board. In order for you to be able to enjoy your option, you must earn a minimum of 45 points throughout the day.

In addition to this, school visits and trips out will take place at certain times throughout the term but will only be open and available to students with good behaviour and attitudes to learning.

Literacy & Numeracy

'Literacy' underpins all learning at The Parks. It will feature in every lesson across school. Teachers will encourage you to develop transferable skills, enabling you to be an excellent communicator. Literacy will allow you to access higher education and develop essential skills to prepare you for life.

At The Parks we believe that:

- Strong literacy skills improve your ability in speaking and listening. It is a crucial skill to be able to express your ideas and opinions fluently. *An articulate speaker will also be a good writer.*
- Excellent literacy skills will enable you to read broadly and access a range of learning materials in all your classes. Reading and understanding is very important in developing your potential to achieve well in all subjects. *A good reader is also usually a good writer, reading a*



wide range of books will help you to develop opinions about issues in the world around you!

- The most effective writers have a clear insight into literacy as a tool to aid personal expression and a pathway to make active contributions to society in school and in future careers. *The ability to write and communicate in writing is an essential life skill.*
- Knowledge and awareness of literacy and the role it plays in each lesson across the curriculum is crucial in raising academic standards and attainment.

We also place an extremely high value on numeracy. Being numerate is essential to being able to access several key areas of the curriculum, and also essential for day to day life in the world outside school. We expect you to go on to further and throughout higher education and indeed, the world of work, strong numeracy skills are the key to securing the best opportunities. Numeracy is a life skill. Being numerate goes beyond simply 'doing sums'; it means having the confidence and ability to use numbers and think mathematically in everyday life.

Here are some examples of what we mean by numeracy:

- Being able to manage your pocket money – paying for treats and luxuries without having to borrow more.
- Being able to estimate – in all kinds of situations, e.g. journey speed, time and distance, roughly how much a bill will be or how much money you will have left at the end of a shopping trip.
- Being able to get information from tables and charts.
- Working out if your favourite football team can win the league or not.



What will my day look like?

Below is an example of what a typical day at The Parks might look like in Key Stage 3 or Key Stage 4.

Structure of the School Day (KS4)

School day: Monday – Thursday

Morning Period – 9:00am-9:30am

Period 1 – 9.30am-10.20am

Period 2 – 10.20am – 11.10am

Break – 11.10am – 11.20am

Period 3 – 11.20am – 12.10pm

Lunch – 12.10pm – 12.30pm

Period 4 – 12.30pm – 1.20pm

Period 5 – 1.20pm – 2.30pm

End of School Day – 2:30pm

School day: Friday

Morning Period – 9:00am-9:30am

Period 1 – 9.30am- 10.20am

Period 2 – 10.20am – 11.10pm

Break – 11.10am – 11.20am

Period 3 – 11.20am – 12.10pm

End of School Day – 12:10pm

Structure of the School Day (KS3)

School day: Monday – Thursday

Morning Period – 9:00am-9:30am

Period 1 – 9.30am-10.10am

Period 2 – 10.10am – 10.45am

Break – 10.45am – 10.55am

Period 3 – 10.55am – 11.30pm

Period 4 – 11:30am – 12:10pm

Lunch – 12.10pm – 12.30pm

Period 5 – 12.30pm – 1.20pm

Period 6 – 1.20pm – 2.30pm

End of School Day – 2:30pm

School day: Friday

Morning Period – 9:00am-9:30am

Period 1 – 9.30am- 10.10am

Period 2 – 10.10am – 10.45pm

Break – 10.45am – 10.55am

Form Time – 10.55am – 11.20am

Period 4 – 11:20am – 12:10pm

End of School Day – 12:10pm



Subjects you will study & assessments

You will have a broad and balanced curriculum consisting of English, maths, science, Art and PSHE. These form the main focus of your timetable and are supplemented with other foundation subjects including history, geography, Food Technology and P.E.

Your work in these subject areas will be varied and you will be given opportunities to take a hands-on approach to your learning, engaging in individual work, group work, investigations and practical work/computer work.

We will regularly assess you and find out how you are doing? This is so we can make sure what we are planning for you is suitable and enabling you to make progress. We will do this by marking your books regularly and giving you end of term/unit examinations. These can be anything from a three exam questions to an extended piece of writing. We will always communicate the assessment plan to you well in advance so you can prepare for these.

You will also be entered for external examinations as and when is appropriate. Before entering you for this, a member of staff will have a conversation with you about the examination and discuss the best approach to preparation.

What do you do if there is a fire?

On hearing the **FIRE ALARM**, stop working. On the wall by the door in every classroom there are instructions about which way to go out of the building. This will be your nearest exit; your teacher will remind you about this.

When instructed:

- 1) WALK IN SINGLE FILE OUT OF THE ROOM AND THE BUILDING TO THE FIRE ASSEMBLY POINT (Rear Car Park)
- 2) LINE UP AND WAIT TO BE REGISTERED.
- 3) KEEP QUIET AND LISTEN TO INSTRUCTIONS

Home School Agreement

As a Parent/Carer I will:

- Ensure that my child goes to school regularly, on time and properly dressed and equipped
- Inform the school about any concerns or problems that might affect my child's learning, behaviour or attendance.
- Make every effort to arrange medical appointments outside of school time
- Support the school's behaviour policy and guidelines to support the schools disciplinary and sanction policies
- Provide a suitable space for home learning
- Involve myself in the child's life at the school and discuss with them, any information that is communicated home

As a Student I will:

- Attend school regularly and on time, I will ensure that I am punctual to all lessons
- Be prepared for every lesson
- Participate in lessons and contribute in a positive way
- Work to the best of my ability and cooperate with staff instructions
- Wear appropriate clothing when attending school
- Follow the school rules and guidelines
- Show respect for school property
- Be polite and respectful of other students, staff and any other visitors to the school

As a School we will:

- Create and environment with social development and academic progress at the heart of everything we do
- Contact you if there is a problem with your child's attendance/punctuality
- Contact you if there are problems which affect your child's learning or behaviour



- Provide you with feedback about your child's progress and behaviour on a regular basis
- Set, mark and monitor classwork
- Provide suitable learning facilities within which your child can learn in
- Use a whole school reward system to encourage positive behaviour and reward certain aspect of school life
- Keep you informed about school activities through regular newsletters
- Ensure that any concerns you might have about your child's life at school are dealt with in an appropriate manner and contact you as soon as possible.

Concerns

If a parent/carer are worried about something concerning their child at The Parks School, they should contact the school. A member of the team will be able to direct the parent/carer to the appropriate member of staff. If a meeting is required to discuss the concern further, school will arrange a meeting at an appropriate time.

If students have a concern whilst in school, they are encouraged to speak with a staff member or ask if they can speak with the Head Teacher directly.

September 2025



The Parks School

Name of Pupil _____

The Parks School

Home-School Agreement

The School Staff will try to:

- Provide your child with a broad and balanced curriculum which will meet their needs, challenge and interest them
- Have high expectations for your child in all areas of school life, giving opportunities for them to make progress
- Provide clear and consistent rules for acceptable behavior and deal with issues relating to bullying or other aspects of unacceptable behavior
- Keep you informed of all aspects of your nation child's development and give early warnings of issues, whether associated with work, behavior or relationships
- Listen to and respond promptly to any concerns or complaints which you may have
- Provide an 'open door' policy which welcomes and encourages partnership with and respect for parents and carers

As Parents/Carers we will try to:

- Ensure that my child attends school regularly and punctually
- Provide an explanation for absence, by telephone call
- Support the school's policy on behavior management
- Ensure that your child is appropriately dressed for school
- Inform the school of any changes in circumstances
- Inform the school of any problems which may affect the child in school
- Respect the staff and policies of the school

As a Pupil I Will try to:

- Work hard and do my best in class and on homework
- Follow the school rules
- Tell staff if you are worried about any part of school life
- Attend school regularly and on time
- Respect the staff. Other children and the building

Positive Handling

Positive Handling may be used if:

- Behavior is a danger to themselves
- Behavior is a danger to others
- Damaging property
- Prejudicing the maintenance of good order and discipline

The method of positive handling has been explained and demonstrated, and I am aware that staff may use these measures on my child

I am aware that all incidents of positive handling are logged and kept on file

Name Of Child _____

Sign & Date _____



The Parks School Hindley
Market street, Hindley WN2 3AN
Headteacher: Steven Williams
Tel: 01942 909033

Check List

[illegible]

The Parks School

Dear Parent/Carer

The following forms give us the information which we need to ensure that your child always receives the best attention

Please ensure that the enclosed forms are returned to school as soon as possible.

A change of information and a holiday request form are also included. Please keep these safe and use them when necessary

Yours Sincerely

Steven Williams
Headteacher

Authorisation to administer drugs/medication to a pupil

Name Of Pupil:

I authorise The Parks School (or such person appointed by the Headteacher to administer the following drug/Medication

_____ (which has been prescribed by a general practitioner or consultant) at the following time and days

Signed

Date:

Pupil Record

Confidential

1. Full Name of Child

Date of Birth

2. Home Address

.....

Telephone

3. Please list previous schools attended

.....

.....

.....

4. Details of parents or carers

Name

Address

.....

Telephone Number

E-Mail Address

Relationship to child

Name

Address

.....

Telephone Number

E-Mail Address

Relationship to child



5. Emergency Contact Details

Name

Address

.....

Telephone Number

E-Mail Address

Relationship to child

Name

Address

.....

Telephone Number

E-Mail Address

Relationship to child

6. Religion

7. Country of Birth

Pupil Medical Record *Confidential*

1. Full Name of Child

Date of Birth

2. Home Address

Telephone

3. Family Doctor

Address:

4. Does your child have any issues with hearing YES/NO

Should they wear a Hearing Aid YES/NO

5. Does your child have any issues with eyesight YES/NO

Should they wear glasses YES/NO

6. Does your child receive regular medications at home YES/NO

If 'Yes' give details

.....



7. Does your child receive regular medications at school YES/NO

If 'Yes' give details

.....

8. Does your child suffer from any medical condition YES/NO

If 'Yes' give details

.....

9. Does your child suffer from any medical allergy YES/NO

If 'Yes' give details

.....

10. Does your child have a special diet YES/NO

If 'Yes' give details

.....

11. Does your child suffer from any toileting problems YES/NO

If 'Yes' give details

.....

Signed Date

***Please Inform School Immediately if there are any changes to the above details. ***