



# The Parks School

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Motivate • Challenge • Support

## 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

We are delighted that you have joined our school community. We understand that starting a new school can be exciting and sometimes a little worrying, but from your very first day our staff will work with you to help you feel safe, welcomed and ready to learn.

The Parks School is a specialist independent school for young people aged 11–16 with Social, Emotional and Mental Health (SEMH) needs. We know that every student is different, so we provide a personalised education that helps every young person succeed academically, socially and emotionally.

Our aim is simple:

**To help every student become the best version of themselves.**

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## Our School Values

Everything we do is built around three simple values.

### Motivate

**We inspire every pupil to believe they can succeed.**

We will:

- Celebrate your achievements.
- Help you discover your strengths.
- Encourage you to enjoy learning.
- Build your confidence.
- Help you develop resilience.

You can help by:

- Trying your best.
  - Taking part in lessons.
  - Being positive.
  - Celebrating the success of others.
  - Never giving up.
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## Challenge

**We encourage every pupil to be the best version of themselves.**

We will:

- Have high expectations.
- Challenge you to achieve your potential.
- Encourage independence.
- Prepare you for adult life.

You can help by:

- Challenging yourself.
  - Completing your work.
  - Learning from mistakes.
  - Accepting feedback.
  - Making positive choices.
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## Support

**We never give up on a young person.**

We will:

- Listen to you.
- Keep you safe.
- Help you regulate your emotions.
- Respect everyone.

You can help by:

- Asking for help when you need it.
  - Supporting others.
  - Being respectful.
  - Looking after your school.
  - Helping everyone feel safe.
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## Our School Promise

Every day we aim to:

- ✓ Be Safe
  - ✓ Be Respectful
  - ✓ Be Ready to Learn
  - ✓ Be Kind
  - ✓ Believe in Ourselves
  - ✓ Achieve Our Best
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## What Makes The Parks School Different?

At The Parks School you will benefit from:

- Small class sizes
  - Friendly, supportive staff
  - Individual learning programmes
  - A trauma-informed approach
  - High levels of support
  - Outdoor learning opportunities
  - Practical learning experiences
  - Vocational qualifications
  - Personal development lessons
  - Careers education
  - Enrichment activities
  - Educational visits
  - A calm and nurturing environment
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## Our Curriculum

You will study a broad and balanced curriculum that prepares you for life beyond school.

Subjects include:

- English
- Mathematics
- Science
- PSHE
- Art
- Physical Education
- Humanities
- Food Technology
- Computing
- Careers Education
- Personal Development

As you get older you may also study:

- GCSE qualifications
- Functional Skills
- Entry Level qualifications
- Vocational courses
- Work-related learning

Our teachers adapt lessons to meet your individual needs and help you achieve your personal best.

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## Learning Expectations

We ask every student to:

- Arrive on time.
- Bring a positive attitude.
- Try their best.
- Listen carefully.
- Respect others.
- Ask questions.
- Complete their work.
- Be proud of their achievements.

Remember: **Mistakes help us learn.**

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## Behaviour Expectations

We want our school to be calm, safe and respectful.

Positive behaviour means:

- Speaking respectfully.
- Following staff instructions.
- Looking after equipment.
- Respecting everyone.
- Keeping hands and feet to yourself.
- Looking after our environment.
- Being honest.
- Making positive choices.

Bullying, racism, discrimination, homophobic language or any behaviour that makes others feel unsafe will never be accepted.

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## Rewards

We believe positive behaviour should be recognised and celebrated.

You may receive:

- Praise from staff
- Positive phone calls home
- Lesson points
- Certificates
- Achievement awards
- Reward activities
- Educational visits
- Option sessions
- Celebration events

Every positive choice matters.

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## Attendance

Coming to school every day helps you:

- Make progress.
- Build friendships.
- Develop confidence.
- Achieve qualifications.
- Prepare for adulthood.

If you are struggling to attend school, please talk to us—**we are here to help.**

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## Uniform and Appearance

There is no formal school uniform.

Students should wear:

- Clean clothing
- Suitable footwear
- Weather-appropriate clothing
- Comfortable clothes suitable for learning

The following are not permitted:

- Clothing with offensive slogans
  - Very revealing clothing
  - Unsafe footwear
  - Hoods worn inside the building
  - Hats during lessons unless agreed
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## Mobile Phones and Personal Devices

To help everyone learn safely:

- Mobile phones and other devices should be handed into reception when arriving at school.
- Any e-cigarettes will need to be handed in at reception.
- Personal devices must not be used to photograph or film anyone.
- Social media should not be accessed during school.
- If you need to contact home, staff will help you.

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## Looking After Each Other

Everyone has the right to feel:

- Safe
- Respected
- Valued
- Included

Be kind.

Support your friends.

Respect differences.

Treat others how you would like to be treated.

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## Safeguarding

Your safety is our most important responsibility.

If you are worried about:

- Yourself
- Another student
- Something happening at home
- Bullying
- Online safety
- Mental health
- Feeling unsafe

Speak to any adult in school.

You can always talk to:

- Your Class Teacher
- Teaching Assistant
- Pastoral Team
- Designated Safeguarding Lead (DSL)
- Headteacher

**You will always be listened to.**



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## Wellbeing

Everyone has difficult days.

If you're struggling, we can help.

Support may include:

- Talking with a trusted adult
- Time to regulate emotions
- Restorative conversations
- Wellbeing activities
- Pastoral support
- External specialist support where appropriate

**Asking for help is a strength.**

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## Online Safety

Remember to:

- Keep passwords private.
  - Never share personal information.
  - Report online bullying.
  - Think before you post.
  - Tell an adult if something online worries you.
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## Educational Visits

Learning doesn't just happen in the classroom.

Throughout the year you may take part in:

- Outdoor education
- Sporting activities
- Museums
- Colleges
- Employers
- Community projects
- Residential visits

- Reward trips

These opportunities help build confidence, independence and life skills.

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## Fire Procedure

If the fire alarm sounds:

1. Stop what you are doing.
  2. Stay calm.
  3. Follow staff instructions.
  4. Leave by the nearest safe exit.
  5. Walk quietly.
  6. Go to the assembly point.
  7. Stay with your class.
  8. Wait for further instructions.
- 

## Home–School Partnership

### As a Student I Will

- Attend school regularly.
  - Try my best.
  - Respect others.
  - Follow school expectations.
  - Ask for help when needed.
  - Make positive choices.
  - Look after school property.
  - Represent my school positively.
- 

### Parents and Carers Will

- Support attendance.
  - Communicate with school.
  - Encourage learning.
  - Support behaviour expectations.
  - Work in partnership with staff.
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## The School Will

- Motivate every learner.
  - Challenge every learner.
  - Support every learner.
  - Keep students safe.
  - Provide an ambitious education.
  - Listen to students.
  - Celebrate success.
  - Work closely with families.
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## Student Voice

Your opinions matter.

You can share your ideas through:

- Student Council
- Pupil Voice surveys
- One-to-one meetings
- Annual Reviews
- Suggestion Box
- Speaking with staff

We value your ideas and use your feedback to improve our school.

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## Our Commitment to You

At The Parks School we will:

- Believe in you.
- Help you succeed.
- Keep you safe.
- Listen to your views.
- Celebrate your achievements.
- Encourage your independence.
- Never give up on you.

Together, we will **Motivate, Challenge and Support** you to become the best version of yourself.

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## Contact Us

**The Parks School**

Market Street

Hindley

Wigan

WN2 3AN

**Telephone:** 01942 909033

**Email:** [theparksschool@inspiretes.co.uk](mailto:theparksschool@inspiretes.co.uk)

**Website:** [www.inspirecsgroup.org](http://www.inspirecsgroup.org)

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## 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**

# Check List

Please make sure that the following forms have been signed and returned

| Forms                                  | Completed |
|----------------------------------------|-----------|
| Pupils Record                          |           |
| Pupils Medical Record                  |           |
| Authorisation to administer medication |           |
| Images and Video consent               |           |
| Sunscreen Consent                      |           |

## **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.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_



# 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 .....

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

If 'Yes' give details .....

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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 .....

.....

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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

## Student Photo and Video Consent Form

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

From time to time, the school may take photographs and/or videos of students for educational, promotional, and celebratory purposes. These images may be used to showcase student achievements, school activities, and events.

Images and videos may be used in the following ways:

- School website
- School newsletters
- Prospectuses and promotional materials
- Displays within the school

### Consent

Please tick one option below:

☐ I give permission for my child to be photographed and/or filmed and for these images/videos to be used by the school as described above.

☐ I do not give permission for my child to be photographed and/or filmed for school use.

### Important Information

- Images and videos will be used responsibly and in accordance with data protection requirements.
- Students will not be identified by full name alongside photographs.
- Consent may be withdrawn at any time by contacting the school in writing.

### Parent/Carer Declaration

I confirm that I am the parent/carers with parental responsibility for the child named above and that I have read and understood this consent form.

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

## Sunscreen Application Consent Form

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### Sunscreen Consent

To help protect students from the harmful effects of the sun, the school may provide sunscreen during outdoor activities when appropriate.

Please indicate your consent below:

- ☐ I give permission for school to provide sunscreen to my child when necessary.
- ☐ My child is able to apply their own sunscreen independently that I have supplied.
- ☐ I do not give permission for sunscreen to be provided to my child.

### Medical Information

Please provide details of any allergies, skin sensitivities, or medical conditions that may affect the use of sunscreen:

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### Parent/Carer Declaration

I understand that reasonable care will be taken when applying sunscreen and that staff will follow the school's policies and procedures. I agree to inform the school of any changes to my child's medical needs or sensitivities relating to sunscreen use.

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**Note:** Parents/carers are encouraged to apply sunscreen to their child before school on sunny days and provide a labelled bottle of sunscreen if a specific brand or formulation is required.