



AMBITIONS
Academies Trust



QUEEN'S PARK ACADEMY

Parent Handbook



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HOME SCHOOL AGREEMENT

The children, parents, carers, staff and governors encourage everyone to play their part in working together to make **Queen's Park Academy** an outstanding school where the highest standards of work and behaviour are achieved.

Please discuss the agreement and sign it in the attached pack to show your commitment to our partnership.

As a school we will:

- Expect high standards of work and behaviour from all children at all times and support them in achieving this.
- Plan interesting, challenging and appropriate work to address children's educational needs.
- Set homework according to our homework policy.
- Respect everyone, be fair and firm to ensure everyone can learn.
- Report attainment and progress at least half-yearly.
- Report annually in writing on each child's progress, hold termly parents'/carers' liaison events and be available to discuss issues informally.
- Be welcoming to parents and carers, encouraging them and their children to be fully involved in all aspects of school life.
- Implement school policies consistently.

As a parent you will:

- Be interested in my child's education, seeing work regularly and talking with the staff.
- Ensure my child is punctual and takes as little time as possible off school. When absent I will inform the school office by 9.00 am or as soon as possible afterwards.
- Ensure my child does not have any unauthorised absences, including holidays.
- Read the letters that come from the school and use the school website.
- Support the staff when they are implementing school policies, especially concerning uniform and behaviour.
- Make sure that homework is completed weekly, to a good standard and is handed in on time.
- Sign my child's homework diary weekly (Years 5 and 6)/reading record (Years 3 and 4).
- Support school activities whenever I can.
- Tell the teacher of any issues, in and out of school, that may affect my child's work or behaviour.

As a pupil we expect:

- Be organised with correct equipment and keep my drawer and classroom tidy.
- Be on time for lessons and bring homework in on time.
- Keep my homework diary up-to-date (Years 5 and 6)/reading record (Years 3 and 4).
- Wear correct uniform and shoes.
- Have High Expectations of myself.
- Support school activities and talk with my parents about what I am doing.
- Always conduct myself in a way that supports the school's belief that :

"High Expectations lead to High Achievers".

ACADEMY UNIFORM

The wearing of uniform should reflect the high expectations of the Academy, the child and the parent and carers. These uniform expectations must be adhered to throughout the whole academic year.

Girls

Black skirt of appropriate length/knee length or uniform trousers (**not** fashion wear), white button-through blouse (to include a top button), QPA navy jumper with the school logo. Black tights or white socks. An Academy tie.

Boys

Black trousers, white button-through shirt (to include a top button), QPA navy jumper with school logo. Black socks. An Academy tie.

Shoes

Plain black sensible school shoes (**not** fashion wear/boots or heels).

PE Kit: (same for boys and girls) plain black shorts, "T" shirt in their House colour (available from Star Soccer only – please see below), trainers and a named PE bag. Black/dark blue tracksuit (plain – no logo) for outside games during colder weather.

Please note: Indoor gymnastics will be conducted in bare feet therefore plimsolls are not needed.

All garments and personal property should be very clearly marked with your child's name please.

Our Academy jumpers, book bags and PE bags are only available for purchase directly from Stevensons in Southbourne or Star Soccer in Moordown. Trousers, shorts and tracksuits for PE can be purchased from any retailer.

The contact details for Stevensons are: 148 – 150 Seabourne Road, Bournemouth BH5 2JA. Their telephone number is 01202 425192 and website is www.stevensons.co.uk.

The contact details for Star Soccer are: 879 – 881 Wimborne Road, Bournemouth BH9 2BJ. Their telephone number is 01202 522519 and their website is www.starsoccer.co.uk

It was the decision of the School Council, endorsed by the Academy Advisory Committee and School Association that the uniform guidance, including the wearing of sensible shoes, must be strictly adhered to. We request that parents support this.

School Clothing Voucher

We are only able to offer financial assistance for purchase of uniform if your child is entitled to receive a Free School Meal. If you wish to apply for a voucher, please complete an application form, which is available from the school reception. All applications are considered in the strictest confidence.

Hair

All hair at or below shoulder length (both boys' and girls') must be tied back at all times in school, including during PE and games lessons. School hair ties should be in appropriate colours and styles suitable to blend with school uniform (blue/black bands). Hair should be off the face, clipped back and not obscuring sight.

Hair should be no shorter than a Grade 2 cut and pupils should not wear extreme hair fashions which are designed to attract attention. This includes dyed or streaked hair and styles such as spikes, mohicans and images or lines cut into the hair.

Headscarves should be plain navy, black or white and securely fastened for PE.

Jewellery

Children are permitted to wear one pair of pair of plain stud earrings worn in the ear lobes and not the top of the ear. Watches (which have an educational value in helping children to learn how to tell the time and take responsibility for their own time keeping) may be worn although smart watches and fitbit type watches are not permitted. The wearing of other jewellery in school is **not permitted**. Items can easily get lost or damaged, or may be the cause of injury. The school cannot accept responsibility for the loss of such articles.

Jewellery in PE lessons

During any physical education in school, children must not wear any jewellery in keeping with Health and Safety procedures.

Children must therefore not wear stud earrings to school on PE days.

Please try and arrange for your child to have his or her ears pierced at the very beginning of the summer holiday so that by September no studs should need to be worn. As all children's ears are different and the healing rate varies there might be the need to wear studs for slightly longer than the recommended time of six weeks. If this is the case, then the studs must be removed either by the child or parent before the PE lesson begins. The use of tape over earrings is not permitted. PE, games and swimming are all a compulsory part of the National Curriculum and children are expected to take part in all sessions.

Make-up

The wearing of make-up and nail varnish is considered inappropriate for a learning culture and is not permitted. Children will be asked to remove this.

HOMWORK POLICY

Introduction

The Academy Policy for homework was developed and agreed by the whole staff and has the full agreement of the Academy Advisory Committee (AAC).

Aims

Through this Policy we aim to:

- Ensure that parents are clear about what their child is expected to do
- Ensure consistency of approach throughout the Academy
- Use homework as a tool to help continue to raise standards of attainment
- Improve the quality of the learning experience offered to pupils and to extend it beyond the classroom environment.
- Provide opportunities for parents, children and the Academy to work together in partnership in relation to children's learning.
- Encourage pupils and their parents to share and enjoy learning experiences.
- Reinforce work covered in class by providing further opportunities for individual learning.
- Practise or consolidate basic skills and knowledge, especially in Numeracy and Literacy.
- Encourage children to develop the responsibility, confidence and self-discipline needed to study independently.
- Prepare Year 6 pupils for the transfer to secondary school.

The Nature of Homework

It should be noted that homework can be set in many different forms with many different expectations and outcomes. It is important to remember that when expecting and setting homework there are a number of points to consider:-

1. The nature and type of homework changes throughout a pupil's school career.
2. Amount and frequency of homework should increase as a pupil gets older.
3. Homework should not cause undue stress on the pupil, family or the teacher.
4. It will not necessarily come in the form of a written task.
5. Homework should be set regularly from Year 3 to Year 6.

Recommended Time Allocation

Homework should never be too onerous nor should it ever create stress within the pupil's family. If parents have any concerns they should not hesitate to contact the Academy. Normally, more than one day will be allowed for the completion of a homework task, except where daily practice is to be encouraged e.g. reading, spelling and times tables.

The following are government recommendations as appropriate time allocations for homework activities.

Year 3	1 hour per week
Year 4	1.5 hours per week
Year 5	2 hours per week
Year 6	2 hours per week

Homework Tasks

Listed below, are a number of example tasks and activities that may be given as homework. This is by no means an exhaustive list and is open to constant change, although many of these tasks and activities will be used on a regular basis. Homework activities will change to meet the needs of the pupils and linked to activities occurring in class. All homework tasks and activities will have a clear purpose and assist pupils in the process of their academic development.

Activities may include:

One page of :

- Reading
- Spellings
- Literacy Activities – planning pieces of writing; handwriting practices; reading comprehension activities etc.
- Numeracy Activities
- Topic Activities (research of topic; building models; diagrams/posters/drawings etc)

Role of the Class Teacher

- To provide an explanation of homework tasks to parents when necessary and give guidance of how they might assist their child. This may be done by a note with the work or in their homework diary, parents' meeting or at an open evening if possible.
- To set regular homework in accordance with this Policy within the year group.
- To ensure that homework is set consistently across classes in the cohort/phase.
- To set homework that takes equal and racial opportunities into account and is accessible to all.
- To ensure any homework is purposeful and links directly to the curriculum being taught.
- To reward and praise children who regularly complete homework tasks.
- To mark homework when necessary and give feedback to pupils.

Role of the Principal and the AAC

- To check compliance with the Policy.
- To meet and talk with parents when appropriate.
- To discuss with staff how far the Policy is being successfully implemented.
- Advise new parents to the School so that they are aware of the Home/School agreement and what it entails.

Role of the Parent/Carer

- To sign a Home School Agreement regarding homework.
- To support the Academy by ensuring that their child attempts the homework.
- To provide a suitable place for their child to complete the homework.
- To encourage and praise their child when they have completed their homework.
- To become actively involved and support their child with homework activities.
- To make it clear that they value homework and they support the Academy by explaining how homework can help learning.

At Queen's Park Academy we are very keen for parents to support and help their children with homework. We take the view that children are likely to get more out of an activity if parents get involved as long as they do not take over. However, there are times when we will want to see

what children can do on their own. It is particularly important as they get older, for children to become increasingly independent in their learning. If a parent is unsure about what their role should be, they should discuss it with their child's teacher. We always encourage both child and parent to communicate with the teacher via their homework books.

Racial Equality and Equal Opportunities

All children have equal access and inclusive rights to the curriculum regardless of their physical needs, gender, race, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. Queen's Park Academy is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential.

General

- Wherever possible teachers should try to mark any homework that is returned by pupils. This will help to give the whole process of setting and completing homework a higher profile and status. It will also send out the message that homework is an important and valued aspect of Academy life. Marking homework is a way of keeping track of who has completed their homework and giving them feedback on how well they have met the objectives of the work. Marking may be done in a variety of forms, some of which will not be written. Feedback may be given to individual pupils, or to groups of pupils.
- If children are absent due to illness, homework will not be sent home. It would be assumed that the child is too ill to work.
- If a child is absent for a length of time e.g. with a broken leg, the teacher and the parent will agree how it should be marked and what sort of help needs to be given. **In such circumstances the teacher should consult the Principal first.**
- Parents/Carers who have queries about homework should not hesitate to make an appointment to see their child's class teacher or Head of Year.

PUPIL ACCEPTABLE USE POLICY AGREEMENT

School Policy

New technologies have become integral to the lives of children and young people in today's society both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

That young people will be responsible users and stay safe while using the internet and other communications technologies for educational personal and recreational use.
That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The School will try to ensure that pupils will have good access to ICT to enhance their learning and will in return expect the pupils to agree to be responsible users.

For my own personal safety:

I understand that the school will monitor my use of the ICT systems email and other digital communications.
I will treat my username and password like my toothbrush – I will not share it nor will I try to use any other person's username and password.
I will be aware of "stranger danger" when I am communicating on line.
I will not disclose or share personal information about myself or others when online including revealing my school by wearing uniform in images.
If I arrange to meet people off line that I have communicated with on line I will do so in a public place and take an adult with me.
I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on line.

I understand that everyone has equal rights to use technology as a resource and:

I understand that the school ICT systems are primarily intended for education use and that I will not use the systems for personal or recreational use unless I have permission to do so.
I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
I will not use the school ICT systems for online gaming, online gambling, internet shopping or file sharing.
I will not use the school ICT systems for video broadcasting (eg. You Tube) unless I have permission of a member of staff to do so.

I will act as I expect others to act towards me:

I will respect others work and property and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission.

I will be polite and responsible when I communicate with others. I will not use strong aggressive or inappropriate language and I appreciate that others may have different opinions.

I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

I will only use my personal hand held/external devices (mobile phones/USB devices etc) in school if I have permission. I understand that if I do use my own device in school I will follow the rules set out in this agreement in the same way as if I was using school equipment.

I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials

I will immediately report any damage or faults involving equipment or software however this may have happened.

I will not open any attachments to emails unless I know and trust the person/organisation who sent the email due to the risk of the attachment containing viruses or other harmful programmes.

I will not install or attempt to install programmes of any type on a machine or store programmes on a computer, nor will I try to alter computer settings.

I will not use chat and social networking sites unless it is part of an organised school based learning activity organised by members of staff.

When using the internet for research or recreation I recognise that:

I should ensure that I have permission to use the original work of others in my own work. Where work is protected by copyright, I will not try to download copies (including music and videos).

When I am using the internet to find information I should take care to check that the information that I access is accurate as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions both in and out of school:

I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement when I am out of school and where they involve my membership of the school community (examples would be cyber bullying use of images or personal information).

I understand that if I fail to comply with this Acceptable Use Policy Agreement I will be subject to disciplinary action. This may include loss of access to the school network/internet and sanctions in line with our Behaviour Policy. In the event of illegal activities involvement of the police could become necessary.

Seven Steps to Safety

- 1) Keep your password safe and secret.
- 2) Do not give personal information about yourself to strangers.
- 3) Tell an adult if you have seen any material on the computer that makes you feel uncomfortable.
- 4) Use the school computer systems for learning purposes only and not for personal use.
- 5) Be polite and respectful when using the computers to communicate with others.
- 6) Do not use pictures of anyone without their permission.
- 7) Use your mobile phone and any home computer equipment to communicate responsibly with other members of the school community.

WITHDRAWAL FROM RELIGIOUS EDUCATION

Religious Education, by law, is an area of the curriculum that children can be withdrawn from. Children who are withdrawn from these lessons would also be withdrawn from worship or activities celebrating religious festivals.

Alternatively, you can just withdraw your child from worship and celebrating religious festivals but allow them to participate in the Religious Education lessons.

Please note that parents who have withdrawn from lessons are required to provide religious activities from their own religion during this time.

If you wish to select either of these, please sign the section in the Admission Form.

WELFARE AND MEDICINES

The school day is short enough for thrice daily medication to be given at home before school, after school and at bedtime.

When it is necessary for a child to receive a dosage four times a day, a permission form must be completed which is available from the school reception. The medication must be 'prescription only' and the dispensing label must state the child's correct name and still be in date. A correct medicine spoon must also be provided.

Pupils should not bring non-prescription drugs or analgesics in to school. Whilst a First Aider is not trained to administer medicine, any child will be directly supervised at all times by an adult while they are taking their own medicine. If there is a need for a child to take long term regular medication, a Healthcare Plan will be drawn up.

PARENTPAY

Once your child has been enrolled at Queen's Park Academy you will be sent an activation letter to enable you to access ParentPay. We use ParentPay for all payments to the school for trips, lunches, activities etc. and for booking lunches and the Mini Ambers Breakfast and After School clubs. In addition, all correspondence from the school is sent to parents/carers via the email address you register on ParentPay with, so it is essential that all parents/carers have activated their ParentPay accounts to ensure that important information is not missed. We no longer send paper copies of newsletters etc.

The office staff are very happy to support parents/carers who have problems activating their account.

MINI AMBERS

For those parents needing child care we are able to offer breakfast and after school clubs at QPA as follows:

Breakfast club runs Monday to Friday from 7.40am – 8.40am (term time only) and includes a healthy breakfast of toast, cereal, yogurt and a juice drink, the cost is £2.30 per session.

After school club runs Monday to Friday from 3.15pm – 5.45pm (term time only). There are activities and games offered to the children alongside an opportunity to complete homework. A snack and drink are also provided, the cost is £7.50 per session.

Please contact the school office for a booking form if you would like to enrol your child. Once this is received you are able to book and pay for this on ParentPay.

We also run holiday clubs during all school holidays, information on the cost and location for these is available in advance of each holiday period.

Please note that these clubs are for ages 5 – 11.

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