



GOLD – RIGHTS RESPECTING

# School Prospectus



*'Pupils' behaviour is outstanding. Pupils work hard and are fully committed to their learning.'* ‘

*'Staff morale at the school is high. The school's motto of 'enjoy learning' flows throughout the school.'*  
**Ofsted 2017**

Lord Avenue, Clayhall, Ilford, Essex IG5 0DB  
Tel: 0208 550 5253  
Email: [admin.parkhill-jun@redbridge.gov.uk](mailto:admin.parkhill-jun@redbridge.gov.uk)  
Head teacher: Mrs Denise Hughes-Mulhall  
B.Ed (Hons); MA.Ed; NPQH  
[www.parkhilljunior.com](http://www.parkhilljunior.com)



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Dear Parents/Carers,

'Enjoying Learning and Growing Together' is our school motto. It is the cornerstone of our school vision, aims and values. . . and we greet each other with it every day.

At Parkhill Junior School, the child's voice is core to learning and to all that we do. As a Rights-Respecting School, we hold high the views, ideas and recommendations of all our learners and act on them. We want our school to be a Wonderland of Learning. Our expectations are high and our strong work ethic is underpinned by the 6Rs: resilience, respect, reflection, responsibility, readiness to learn and risk taking. We want our children to be and feel, prepared for the challenges of each day, as well as the challenges that lie ahead.

An aspect of our vision is for everyone to be a confident, motivated and autonomous learner. We encourage everyone in our learning community, to make a positive contribution to the achievement of this vision – children, staff, community and governors.

At Parkhill Junior School, we have thirteen classes learning in a vibrant and exciting environment. We aim to feed a love of learning through a creative, dynamic, fun and challenging curriculum, suited to a rapidly ever-changing world.

We support our children in striving for excellence and seeking out personal challenge. Most importantly, we are delighted that your child is joining our happy hard-working learning community and look forward to working collaboratively with your child and you, over the coming years.

Enjoy Learning.

Mrs D. Hughes-Mulhall

Headteacher



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# Vision and Values

At Parkhill Junior School, we recognise that children are at the heart of everything we do.

Everybody in our community is valued and encouraged to reach their full potential in a positive, safe, happy and caring environment. We constantly explore new boundaries.

In our culturally diverse community, everyone's culture and beliefs are respected and celebrated. Our vision is for everyone to be confident, independent and motivated. Our goal is for children to feel prepared for the challenges that lie ahead.

We encourage everyone to make a positive contribution to the achievement of this vision.

*“Everyone should be rights respecting because other people don't have as much as we do and we should treat everyone how we want to be treated. We are a fantastic rights respecting school!” Kira, 4K*



# Our School Aims

## The aims of our school are:

To celebrate our achievements and then set new goals.

*To empower everyone to develop self-belief, self-respect and self-discipline to live a happy, healthy life.*

To feed a love of learning through a creative, dynamic, fun and challenging curriculum suited to the twenty-first century.

*To provide first class teaching and learning experiences which ensure progress for everyone.*

To be at the heart of the local community, preparing everyone to become responsible and pro-active national and global citizens.

## Our School Rules

- *We listen carefully and do our best*
- *We are respectful, caring and co-operative*
- *We move quietly and sensibly around the school*
- *We settle our disagreements peacefully by talking about them*
- *We look after the school and everybody's property*



**Headteacher and Safeguarding Lead – Mrs Denise Hughes-Mulhall**

**Deputy headteacher** – Mrs Ronika Patel (P.P.A. cover, Assessment Lead, safeguarding officer)

**Assistant headteacher** – Ms Nicola Sprenger (Acting SENCo, Maths Lead and safeguarding officer)

**Senior Leader - Ms Gurjeet Uppal (English Lead and safeguarding officer)**

**(\*\*Year Group Leader)**

Year 6	Ms Gurjeet Uppal	6U	English Lead and SLMT
	Ms Thania Chowdhury	6TC	Design Technology Lead
	<b>**Mrs Natalie Castellanos</b>	6NC	Creative Arts/Performing Art Lead
Y5	Ms Karen Habib	5H	
	Mr Gregory Wright	5W	Computing and Media Lead
	<b>** Mr Patrick Bawtree</b>	5B	Science Lead
Y4	Mrs Joanne Wakefield/Mr Trevor Hansen	4W	Geography Lead/ JTA Lead/PPA cover
	Ms Mahnoor Nisar	4N	NQT
	<b>** Ms Hannah Krizsanyik</b>	4K	History and R.E. Lead
Y3	Mrs Susannah Ozkan	3O	P.E. Lead
	Ms Alicia Gay	3G	MFL Lead
	Mrs Rachel Simms	3S	Rights Respecting School Lead

**\*\*Mrs Mandy Levy**

**Year Group Leader and Specialist Support Teacher**

**Personalisation Team (Personalised Learning and Intervention Programmes)**

**Learning Support Assistants**

Mrs Khaleda Sharzada  
Mrs Sukvinder Seehra  
Ms Sehrish Rizvi  
Ms. Ghazala Lone  
Mrs Louise Bunce (SEND Admin Support)

**Lead Support Teachers**

Ms Nicola Sprenger (Acting SENCo and Year 6)  
Mrs Nargis Jaigirdar- Hossain (Year 5)  
Mrs Kae Morgan (Year 4)  
Mrs Mandy Levy (Pupil Premium and Year 3)

Maria Lawrence – school counsellor

**Peripatetic Music Teachers (Redbridge Music Service)**

Mr Fermin Legarrea -Guitar  
Ms Helen McKeen - Woodwind

Mr Laurence Davidson - Brass

**School Administration Team**

Mrs Danielle Masters  
Mrs Anupama Sethuraman  
Mrs Rosslyn Bourne  
Mrs Waheeda Sammee  
Mrs Barbara Sandford

School Business Leader  
IT Technician Lead  
Admin. and Attendance Lead  
Admin. and Attendance Lead  
Admin. Team Support

**Breakfast Club Assistants**

Mrs Parbin Ali  
Mr Vikesh Saujani

Mrs Santosh Sunger  
Mrs Roshini Seneviratne

**Lunchtime Supervisors**

Mrs Nazmun Ahmed  
Mrs Michelle Buitekant  
Mrs Roshini Seneviratne  
Mrs Parbin Ali  
Imrana Mehmood  
Adelina Hasi  
Zaheda Sultana

Mrs Suniti Varma  
Mrs Kay Islam  
Ms Kim Pledger  
Mrs Cornel Fusco  
Mrs Sulochana Sharma  
Mrs Afshan Hamid

# School Organisation



Parkhill Junior School is for children between 7 and 11 years. We are a 3 form entry with four year groups:

Year 3	7-8 years
Year 4	8-9 years
Year 5	9-10 years
Year 6	10-11 years

*"The 6Rs remind me how to behave in class and the playground"*  
Abdullah, 5B

We are very proud of our learning environment, both inside and out. We have extensive grounds including a large playground, an outdoor gym, a climbing frame, an outdoor reading den, a greenhouse with surrounding gardening areas and an expansive playing field area with lots of different activities, such as, volleyball, cricket and badminton! All of our facilities are used to support dynamic learning across the curriculum through play and cross curricular work.

Our school has bright, spacious and *sparkling* classrooms. Our stimulating environment sets the scene for learning; a sparkling classroom promotes independent use of resources and high-quality work by the pupils. We have a large hall, a computing suite, a library, personalisation room, a dance and drama studio, an art room and a music room which are used by all pupils. In addition, we have small group rooms which we use to provide children with personalised teaching approaches as and when necessary. Children in our school are taught in a whole class situation, in groups or individually according to the needs of the child.



**We are a Nut Free School.**

**The safety and well-being of your child is our shared priority. Please see our Online Safety and Child Protection/ Safeguarding Policies on the school website or ask at reception for a copy.**



*Enjoying Learning and Growing Together*

# The School Day



Year 3/4:	8:55am-12:30pm	1:30pm-3:30pm
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Year 5/6:	8:55am-12:45pm	1:45pm-3:30pm
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The bell rings at 8.55am for the school day to start at 9.00am. The final bell rings at 3.30p.m. Short assemblies are held each day and each year group has one playtime during the morning. To help us stay fit and healthy, children partake in the 'Parkhill Mile' at least three times a week. This is when children run, jog or walk around the playground or field 9 times, to make up a mile. We also encourage children to bring in a piece of fruit (or two!) for 'fruit time' every day.

**Entrance is via Lord Avenue only.**

## Registration

Registration takes place at the beginning of the morning and afternoon sessions. We ask that your child arrives in good time.

*'A minute late for Parkhill, is a minute wasted.'*

### Punctuality

The *Welcome Bell* rings at 8:55am. Children should be in class, ready for registration by 9:00am, when the second early morning bell rings. A late mark will be recorded, any time after 9:00am. Any child arriving after 9.00am should report to Reception to ensure their attendance is recorded.

## Attendance

*'A day away from Parkhill, is a day lost.'*

### Attendance

If, for any reason, a child is absent from school, the school should be informed by telephone on the first day of absence and subsequent days thereafter. The child must also bring a letter of explanation on their return. Sickness is the only acceptable reason for absence. **Optician, dentist and doctor appointments must** be scheduled outside school hours. Appointments during school hours will be recorded as *unauthorised*.

### Leave Requests during Term Time

Holiday requests during term time remain unauthorised and subject to a fine. Any unauthorised absences taken during term time maybe subject to a £120.00 fine for each child from each parent issued by the London Borough of Redbridge. If further information is required regarding this, a meeting with the Head teacher and Educational Welfare Officer can be arranged.

*"I feel safe to talk to my teacher, or any other adult in the school, if I have a problem or a worry."*  
Tanzim, 5W



# Breakfast Club

Breakfast Club is offered to pupils of Parkhill Junior School during term time only:

**Monday to Friday from 8:00a.m. – 8:50a.m.**

**Breakfast will be served from 8:00a.m. – 8:40a.m.**

Breakfast provided includes cereal, toast, fruits and juice. Activities will be provided for children once they have eaten. At 8.50a.m. children are escorted to playground to join their classes for the start of the school day.

The cost of this session is £2.50 per child per session with breakfast or £1.50 per child per session without breakfast. Payment is to be made in advance. If a child does not attend breakfast club, no deductions will be taken from their account.

*“At Parkhill Junior School we get to share our opinions. The adults use rights respecting language and help us to use it too.”*  
Sarjuna, 4W



## Lunchtime

### Lunchtime:

Years 3/4: 12.30pm until 1.30pm

Years 5/6: 12.45pm until 1.45pm

Dinners are cooked on the premises with a wide variety of meals including halal, vegetarian and even sandwich options. Children can bring a **healthy packed lunch** as an alternative to having a school dinner. We promote healthy eating with the help of our Year 6 Lunchtime Quality Team (LQT). **No products with nuts are allowed.** Children should not bring fizzy drinks, sweets or chocolates in their packed lunch.

### Dinner Money

**Cost - £2.00 per day, £10.00 per week.**

Dinner money accounts should be credited in advance on Mondays. You should pay online please register for ISS online payment by logging on to:

<https://payment.cypad.net/ISSEducationRedbridge/#no-back-button>

### Free School Meals

We want to ensure that any child who is entitled to free school meals does receive them. (Children are not identified to their peers as being in receipt of free meals.) We strongly encourage parents who feel their children may be entitled, to register for this. To complete an online application, please visit:

[www.redbridge.gov.uk](http://www.redbridge.gov.uk)

The child does not have to take school dinners, but it is very helpful to the school if all eligible pupils are registered due to the Pupil Premium funding that the school receives.

## Medical Needs

It is important that the school is kept up -to date and informed of any medical conditions that your child may have e.g. diabetes, asthma or an allergy.

### Medications

Medication for any condition must be handed in to Reception. The school cannot administer anti-biotics or other similar medication during the day. Arrangements are in place for asthmatic children or children taking long term medication. Please see reception.

### Care Plans

Care plans and the accompanying medications, are a statutory requirement for children who have a medical condition which may require emergency medication during the school day e.g. Anaphylaxis, Diabetes, Epilepsy etc. Please ensure that a copy of their current Care Plan and the medication that is needed is in date and kept on-site in case of emergencies. This should be given to reception. A meeting will be arranged, with our School Nurse and SENCO, to review and update the Care Plan as appropriate.

### Medical Emergencies

In the case of an emergency, parents/carers will be contacted by the school at the earliest opportunity. Please ensure that the school is kept updated of any changes to contact numbers.

## Travelling to School



We encourage children to walk, cycle or scoot to school. There are shelters in the playground where bikes and scooters can be parked during the day. Safety is paramount and we would like to remind you that wearing a helmet is a vital part of ensuring children's safety whilst cycling. We take part in the national W.O.W. scheme which encourages children to regularly walk to school.

**If you do travel to school by car ,we ask that you do not park on the zig zag lines outside the school entrance or block residents' driveways.**

## Online Payments

All payments for breakfast club, after school clubs, music lessons and school dinners **must** be paid for in advance.

### Online Payments

School dinners can be paid via **ISS** on the school website. Online payments for the following can be made through **Tucasi** on the school website: after school football , karate and basketball club and educational visits. We strongly encourage this method of payment.

Links to pay online is available on the school website

<https://parkhilljunior.com/parents>



# School Uniform

Sweatshirts, along with other items, such as, PE bag, book bag, backpack, woolly hat and summer 'baseball' cap, with the school logo, are available at a reasonable cost from the supplier

**Lucilla Schoolwear**  
**180 Cranbrook Road**  
**Iford IG1 4LX.**  
**Tel : 0208 554 5133**

All other items can be purchased in any department

## School Uniform

- White shirt/polo shirt
- Black / Grey trousers / skirt or shorts
- Blue checked dress (light/dark)
- Blue school sweatshirt
- Sensible black shoes



**Jewellery:** Ear studs and watches are the only jewellery permitted. These items must be removed or covered for P.E.

**Hair:** In the interests of health and safety, children's hair should be appropriately styled or tied back. Extreme hairstyles are strictly forbidden, eg coloured hair or Mohican. **Head scarves** must be navy blue, white, black or grey.

**Footwear:** should be black, sensible and safe. 'Ugg' boots and trainers are not permitted. Sensible sandals can be worn during good weather.

All clothing, including coats, must be labelled. There is a lost property box in school but items are only kept for a limited time. **The school will not accept responsibility for any lost items.**

## P.E./Games Kit

P.E. kit should be kept in school from Monday to Friday, in a named drawstring bag.

All children should have a change of clothes for P.E:

- Black/Grey or dark blue shorts and white T shirt
- Jogging bottoms
- Plimsolls/trainers

*"I enjoy being an autonomous learner at Parkhill Junior School, because we learn about anything we want and we learn in different ways. Darpad, 4W"*



# Parents of Parkhill

The school actively encourages the partnership between home and school. Parents/carers are welcome in school and the Headteacher welcomes those with queries or problems and compliments or suggestions.

Teachers are happy to see parents/carers, either at the end of the school day or by special arrangement.

We hold a *Hot chocolate, Cookie and Story Morning* every Thursday from 9.00a.m. to 9.45a.m. See the termly schedule and join your child for reading over hot chocolate, a good book and cookies!

Parent evenings to discuss children's progress, are held three times a year. Please see our Headteacher Monthly Newsletter for further details.

The success of many school activities relies heavily on parents'/carers' help and support. Not everyone can commit themselves on a regular basis but we are glad of any time you may be able to give. Parents/carers need to be DBS checked.



*"A dynamic, diverse and happy place to learn and grow."*  
Mrs Irshad, parent

## Governors

The Governing Body can be contacted through the school.  
Our Chair of Governors is Michelle Fuller.



# Our School Community



## Safeguarding Children

At Parkhill Junior School, we have a responsibility to safeguard and promote the welfare of our children. The Designated Lead Teachers for Safeguarding are:

Designated Safeguarding Lead - Mrs Denise Hughes-Mulhall (Headteacher)  
Deputy Designated Safeguarding Leads - Mrs Ronika Patel (Deputy Headteacher),  
Miss Nicola Sprenger (Assistant Headteacher), Mrs Nicola Tanner (SENCo) and Miss Gurjeet Uppal (English Lead) Mrs Danielle Masters (SBL)

Our responsibility to safeguard children requires that we appropriately share any concerns that we may have about children. We ensure that all members of the school community, in contact with children, receive child protection awareness training on a regular basis.

## Admission

The school complies with the borough's Admissions Policy and all applications for admissions need to be made to:

*The Admissions Section, Lynton House  
255-259 High Road, Ilford IG1 1NN  
Tel: 020 8554 5000*

## Education Welfare Officer (E.W.O.)

The E.W.O. is employed by the Education Department and visits the school once a week to check on children's attendance and lateness. Contact will be made with the child's family to discuss the reasons should a pattern of poor attendance or lateness develop. In keeping with Redbridge local authority policy, the Headteacher will not authorise holidays during term time.

## After School Clubs

We offer a wide range of activities held at lunchtime and after school, organised by the children, members of staff and outside agencies. From craft to football, with so many great clubs it is difficult to choose one. **Parents can only sign up for one after school club for their child(ren) online.** Registration letters are given to the pupils once the child has started with us. If a club has additional places on offer, children are able to join two or more clubs.

A full list of clubs can be obtained from Reception and is sent out every September. (We change the offer annually to reflect children's interests and needs.)

Lunchtime clubs are organised by the children themselves. An adult supervises but it is the child's project. Lunch time clubs have been very successful and gives children an opportunity to be pro active and take the initiative.

## Newsletters

Headteacher newsletters are emailed to parents and can be downloaded from our school website:

<http://parkhilljunior.com>

If you want a hard copy please collect one from reception.

*"At Parkhill, I like that everyone respects each other and we get to do lots of fun things in class, like designing bee hives on STEM day, performing to the elderly residents and learning about the Mayans, who invented cocoa beans! Anika, 4K*



In order to achieve the school's aims, we are committed to striving relentlessly to secure high standards of learning and teaching across all aspects of school life, both in and out of classroom.

## Assemblies

We love our assemblies! They give us the opportunity to learn, to laugh, to share and to sing. We listen to stories and we learn about the world we live in.

## Religious Education

This is a statutory requirement for all pupils in county and voluntary schools (except where parents request otherwise) and is taught according to the Local Agreed Syllabus. If parents/carers request that their child is withdrawn from R.E. and assemblies, alternative arrangements will be made.

## Relationship and Sex Education

Following the 1993 Education Act, the Government agreed that Sex Education should form part of the curriculum. It ties in with the science curriculum. (Plans for a review of SRE are taking place at government level this year, 2019)

## Educational Visits and Outside Learning

These are an exciting and important part of the children's work in order for them to learn by practical first hand experience. There is an expectation that parents contribute towards the payment of visits. Parents/carers are very welcome to accompany and supervise children on these visits; without your support these visits may not be able to go ahead.

## Musical Instruments

We have several teachers from Redbridge Music Service who teach a wide range of instruments including guitar, recorder and violin. These lessons are from Year 3 onwards. Parents/carers have to pay for these lessons and instrument hire.

## Homework

There are usually three main sets of homework: spellings, maths-related homework and English related homework. Every child has a purple exercise book dedicated to recording homework. We also provide suggestions for P.E. to continue at home which corresponds to some form of physical activity. Specific guidance for this is provided on homework sheets. A copy of our Homework Policy is on the inside cover. Please take some time to read it.

**Reading:** Children are expected to read daily at home and note what they have read in their reading records. We ask that you actively encourage reading at home.



*Enjoying Learning and Growing Together*

# General Information



## Equal Opportunities

It is our aim that all our pupils are given equal opportunities and take part in all the learning activities offered by the school. See our Equality Policy on the website.

## Transition

Transition activities take place for all year groups. Each class meets with their new teacher several times before the end of the summer term. Transition activities for incoming Year 3 children are carefully scheduled and structured in collaboration with Parkhill Infants' School. We celebrate our children's transition to the next year group, at our end of year graduation ceremonies.

## Transfer to Secondary School

This is an online procedure. You can apply for your child's place at a state secondary school at: <https://www.gov.uk/apply-for-secondary-school-place>

## Complaints Procedure

Any concerns expressed by parents/carers and others about the school curriculum and related matters will usually be discussed, and as far as possible, dealt with on an informal basis with class teachers and, if necessary, the Headteacher. It is only when concerns cannot be resolved informally that the formal complaints procedure will come into operation.

If attempts to settle the complaint informally are unsatisfactory then the complainant should send a letter addressed to the Chair of the Governing Body at:-

Parkhill Junior School  
Lord Avenue  
Clayhall  
Ilford  
Essex  
IG5 0DB

## Governors

When the Governing Body has considered the complaint, the Chair will then notify the complainant of the outcome of any action taken.

## Behaviour

The school has a positive Behaviour Policy. The policy is on the school website; please contact the school office for a copy of this policy.

## Non-accidental injury

If a child has injuries that cannot be explained or the school is concerned about aspects of a child's behaviour, the Authority's procedure for safeguarding children will be followed. This is available to parents on request and on the website.



# Home-School Agreement

**What is a Home-School Agreement?**  
 (Recommended by us and optional for you)

*the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.*

Parkhill Junior is proud to be a Rights Respecting School (RRS). As such we follow the United Nations Conventions on the Rights of a Child.

**At School we will:**

This booklet sets out for you what you can expect for your child at Parkhill Junior School. It also sets out what we expect from you as parents and what we expect from your child. We want to work in partnership with our community and provide the very best for your child. The safety and wellbeing of your child is our shared priority. These are ALL related to the articles of the Rights of a Child Please see our E-Safety and Child Protection/ Safeguarding Policies on the school website or ask at reception for a copy.

- Care about your child's safety and well-being.
- Help your child to reach an appropriately high standard in their work and in their behaviour.
- Provide a balanced curriculum.
- Keep you informed of the work children are undertaking.
- Set homework as per the Homework Policy.
- Keep you informed of your child's progress on a regular basis.
- Inform you promptly of any concerns we have and welcome your support and assistance.

Please talk to your child about our expectations of them at school. We would like your child to sign their name and for you to sign this agreement also. It should then be returned to the class teacher or the school office.

Remember if you are worried about any aspect of your child's education please see your child's teacher in the first instance.

Parent:

Child:

Class Teacher:

Class:

Date:

**Article 29:** *Education must develop every child's personality, talents and abilities to the full. It must encourage*

**Please sign this agreement and return it to school**

# Home-School Agreement

**Article 13:** Every child must be free to think and speak is best for the child.

**Article 14:** Every child has the right to think and believe what they want and practise their religion.

**Article 15:** Every child has the right to meet with other children

**Article 28:** Every child has the right to an education

I will try to:

Listen carefully and do my best so that we can be proud of ourselves and our work.

Be respectful, caring and co-operative so that our school is a safe and happy place.

Move quietly and sensibly around the school so others can work and to avoid accidents.

Settle our disagreements peacefully by talking about them so that we do not hurt each other.

Look after the school and everybody's property so that we have what we need to learn and our belongings are safe.

As parent/carer I will:

- Ensure my child attends school regularly and inform the school of any absence.
- Support the school in ensuring that school rules are followed.
- Ensure my child is punctual.
- Ensure my child wears school uniform and is properly equipped, eg., PE kit.
- Ensure my child's appearance is appropriate and suited to the school's image.
- Attend consultations and meetings with the class teacher.
- Support the school to maintain good standards of behaviour and work.
- Ensure my child completes homework as appropriate to their age.
- Support opportunities for learning between home and school.



Parkhill Junior School  
Lord Avenue,  
Clayhall  
IG5 0DB  
Tel: 020 8550 5253  
Head Teacher:  
Mrs Denise Hughes-Mulhall

## ***The United Nations Convention of the Rights of a Child:***

*The Convention says what governments must do so that children grow as healthy as possible, can learn at school, receive protection, have their views listened to, and are treated fairly.*



**Article 18:** All Parents/Carers share responsibility for bringing up their own child and should **always** consider what

## HOME-SCHOOL AGREEMENT 2019-2020

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Enjoy Learning!  
All at Parkhill Junior School do.



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*Enjoying Learning and Growing Together*