

# Starting school at Parkside Community College



## Information for Families and Students



**Parkside Community College**

The best in everyone™

Part of United Learning

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# WELCOME



In our school we aspire to provide the highest quality of education, and to enable all our students to achieve **excellence**. We want them to develop into inquiring, knowledgeable and caring young people who help create a better, more peaceful world through intercultural understanding.

We believe that our **human scale** learning environments are important in helping us promote equality, develop **respect** for others, and celebrate diversity. We expect our school to be a source of pride for its local community.

**Innovation** is at the heart of our work. We invest in our students and staff so they develop the independence of spirit to **pioneer** new ideas and strategies, to seek and evaluate a range of views, and are willing to grow from the experience.

Our model of a group of small schools working in **collaboration** in Cambridge for mutual benefit delivers economies of scale in both resources and staffing. Through our **partnership** we aim to widen opportunity, raise standards, and promote inclusion and community cohesion.

We look forward to welcoming you to our school.

Parkside Community College (part of United Learning)

You  
**deserve**  
**disruption-free**  
**learning**  
**every minute of**  
**every lesson**



# COMMUNICATION WITH SCHOOL



The school offices are open from 8.00am to 4.30pm Monday to Friday. We welcome enquiries either by email, telephone or in person. To contact us by email please use [pbs-enquiries@parksidecc.org.uk](mailto:pbs-enquiries@parksidecc.org.uk) 01223 712600.

Tutors and teachers may not be available to speak with parents and carers during the school working day due to their teaching commitments. However, school staff will ensure that messages are passed on and request the member of staff responds to your enquiry.

If you do wish to make contact with your child's tutor or subject teachers, we recommend you contact the school and ask for an appointment to see the relevant member of staff. If you are unable to visit the school in person, staff will always be willing to arrange a convenient time with you to speak on the telephone.

## Parent Information evenings & Parent Consultation evenings

During the school year you will be invited to attend Parent Information Evenings and Parent Consultation Evenings. Parent Consultation Evenings will be held at different times in the school year with one for each year group. These offer you the opportunity to meet your child's subject teacher and discuss the progress made in each subject they are studying.

Parent Information evenings are normally held during the first term of the school year and will provide you with information on the curriculum your child will be following and important matters relevant to the year group. These take the form of presentations from senior staff and are not opportunities to meet all your child's teachers. There is normally one Parent Information Evening for each year group.

These evenings will appear in the school calendar, located on our website and reminders will be sent out to all families at least one week in advance.

If you wish to email a member of staff directly, the email address will always be their first name followed by their surname then [@parksidecc.org.uk](mailto:firstname.surname@parksidecc.org.uk). We aim to acknowledge your email within 48 hours and endeavour to provide a full response as soon as possible.

# COMMUNICATION WITH SCHOOL



## Safeguarding

All visitors to school (this includes parents and carers) are required to report to Reception on arrival, however short you intend your visit to be. For example, if you were coming in to collect your child for a medical appointment or drop off a forgotten item, you are still required to report to Reception. You will sign in on the Inventory screen and a visitors' ID sticker will be printed. All visitors are required to sign out when they leave the school premises.

## Arbor Communications

We use Arbor Communications to stay in regular contact with our families. You will receive any emails we send regarding your child / children directly to the inbox of the email address we have for you on our records.

## IRIS +Pay

IRIS +Pay is used to pay for school trips, shop items or add money online to your child's catering account. **Please do not send money to school with your child.**

IRIS +Pay have an App which is free to download.

In order to make payments via +Pay you will need to verify your account.

Keep up to date with our news by following us on:

Facebook: <https://www.facebook.com/Parkside-Community-College-174875753345480>

Twitter: @Parkside\_Edu

# THE SCHOOL DAY



School is open from 8am to 5pm – Monday to Thursday and 8am to 4pm on a Friday.

School is open from 8am every morning. Students can use the school library and breakfast is available from the school café. The library is open everyday. Students may wish to check with the librarian as to what time the library will close.

School starts at 8.30am each day and finishes at 3.10pm. Some students may have an extra lesson that finishes at 4.00pm.

A full programme of lunchtime and after-school clubs is available for all students from Year 7 to Year 11. These clubs are a great way to meet new friends, pick up a new interest or develop an existing one.

There is a vast range of clubs on offer to cater for all tastes and interests, so we look forward to seeing all new students participate in at least one club! We also have a range of peripatetic music teachers. If you are interested in instrumental or email Ms Lewis, [rebecca.lewis@coleridgecc.org.uk](mailto:rebecca.lewis@coleridgecc.org.uk)

## Student Services

Student Services provide support to all students across the school and work with teachers to ensure all students achieve their learning potential. There is a Student Services office and medical room located at all schools. Student Services can be contacted between 8.30am and 4.30pm every day and are 'open' to students before school, at break, at lunchtime and after school. Student Services provide the initial response to student welfare and first aid needs as well as the monitoring of student attendance and punctuality.

# TERM DATES



## 2022

Autumn Term Opens	Monday 5 September
Half Term	24-28 October
Autumn Term Closes	Friday 16 December

## 2023

Spring Term Opens	Wednesday 4 January
Half Term	13–17 February
Spring Term Closes	Friday 31 March

Summer Term Opens	Monday 17 April
May Day	Monday 1 May
Half Term	29 May – 2 June
Summer Term Closes	Thursday, 20 July

Inset days	Friday 25 November
	Friday 3 February
	Thursday 6 July
	Friday 7 July

\*Students do **not** attend school on Inset days; they are for staff training.

# SCHOOL ATTENDANCE AND PUNCTUALITY



Receiving a full-time education will give your child the best possible start in life. Attending school regularly and punctually is essential if students are to make the most of the opportunities available to them.

Pastoral teams, that include tutors, monitor the attendance, punctuality and progress of all students. The majority of students have good attendance and punctuality. However, should your child's school attendance and/or punctuality become a cause for concern (below 90%), we will contact you, sending a series of statutory letters. This is in line with the guidance from the government and the Local Authority.

You may also be required to attend a meeting to discuss your child's attendance, even if this is due to illness.

Parents and carers are legally required to ensure that their children regularly attend the school at which he/she is registered. Parents and carers who fail to do this may be liable to prosecution and a fine of up to £2500 and/or three months in prison.

We strongly discourage parents and carers using term-time to book holidays and other out-of-school activities. Permission is only given in exceptional circumstances and if your child has an excellent school attendance record.

## Attendance affects attainment: FACT

Having analysed GCSE results and attendance, the facts are:

Percentage attendance within a year	How students performed
0-50%	9 grades are below targets
60-70%	8 grades are below targets
70-80%	6 grades are below targets
80-85%	4 grades are below targets
85-92%	3 grades are below targets
Over 96%	2 grades are above predicted targets

## Reporting Student Absence

Parkside Student Services - Telephone 01223 712 600 (option 6)

Email [pks-enquiries@parksidecc.org.uk](mailto:pks-enquiries@parksidecc.org.uk)



# MICROSOFT TEAMS



We use Microsoft Teams to set both classwork and homework. Microsoft Teams is widely used in schools and is a very effective way of ensuring that students have access to important resources. Your child will be shown how to access their own 'Teams' when they arrive at Parkside.

## Chromebooks

Your child will use a Chromebook at school. Chromebooks are the number one devices in schools because they are easy to use, versatile and secure.

In our drive to improve outcomes for students continually, we have been working in partnership with the Birmingham e-Learning Foundation and Albion Computers to offer parents the opportunity to acquire a portable Chromebook for their child(ren) to use in school, as well as for learning at home. We are currently able to provide this offer to parents in preparation for September, with monthly contributions that include insurance and accessories at a considerable saving on the recommended retail price. Further information on this will be provided.

## FAQs

You will be sent an FAQs document regarding the Chromebooks. If you have lost or not received this document, please contact us at [pbs-enquiries@parksidecc.org.uk](mailto:pbs-enquiries@parksidecc.org.uk).

# SCHOOL UNIFORM, SPORTS KIT AND EQUIPMENT



Uniform is an important aspect of equal opportunities and ensures that our students feel part of a team. Uniform is also an important part of our Safeguarding responsibility and ensures that students in the local community can be easily identified. School uniform is compulsory and students who fail to wear the correct school dress will receive a consequence. Sports Kit is also compulsory for all students.

## Uniform expectations

Grey jumper with logo and plain grey trousers/skirt, with the option of shorts in the summer. The skirt and shorts must be knee-length and the trousers must be tailored. It is mandatory to purchase these uniform items via our supplier, SWI.

The following items can be purchased from any supplier:

- Blue buttoned plain shirt.
- Plain black polishable shoes.

## We do not accept the following:

- Jeans
- Jogging bottoms or sports trousers
- Jeggings
- Mini skirts
- Hot pants
- Hoodies or any non-school uniform sweatshirt

Our uniform supplier is Sportswear International Ltd. Orders can be placed online ([www.swischoolwear.co.uk](http://www.swischoolwear.co.uk) - order via PARENTS ONLINE). Orders can also be placed by telephone 01928 752610 (Option1) or by post. A copy of the order form and expectations can be found on the school website: [Parkside Community College > PARENTS > Uniform](http://Parkside Community College > PARENTS > Uniform) ([parksidecc.org.uk](http://parksidecc.org.uk))

# SCHOOL UNIFORM, SPORTS KIT AND EQUIPMENT



## PE Kit expectations

Compulsory Items (these items must be purchased from SWI) \*

- Aptus Polo Shirt CAP Royal/White\*
- Aptus 1/4 Zip Training Top CAP Black/White\*

These items can be purchased from SWI or any supplier

- Plain Black Jogging bottoms / leggings
- Plain Black Shorts
- Appropriate sports trainers

For further information, please see the website

## Equipment List:

Water bottle for personal use.

Pens – green (2), black (2), Pencils (2), Pencil Sharpener, Protractor, Pencil case, Highlighter (1 x green, 1 x yellow), Eraser, Ruler (30cm clear plastic), Scientific Calculator, Glue stick, Whiteboard pen, Whiteboard rubber (foam)

# SCHOOL MEALS



We are pleased to have Aspens as our onsite caterers. Aspens are experts in school catering and have years of experience when it comes to school food. You can contact them via email on [info@aspens-services.com](mailto:info@aspens-services.com) or call on 01905 759613. You will also find a host of information on their website - [www.aspens-services.com](http://www.aspens-services.com)

## Cash Free Catering

All catering purchases are made using a Cash Free Smartcard (Student Card). This dramatically speeds up payment for food, reduces queuing, therefore increasing the time children have to enjoy their breaks.

New students will be issued with a Student Card. The card can be used across all sites.

## Putting money on the card

By far the best and safest way to put money onto your child's account is online through +Pay. If you are unable to add money to your child's account online, an alternative payment method is that we can issue a barcode to use at a Paypoint. To find your nearest Paypoint please visit <https://paypoint.com/en-gb>

**A daily spend limit of £5.00 will automatically be applied. If you would like to change or remove this, please contact [pk-enquiries@parksidecc.org.uk](mailto:pk-enquiries@parksidecc.org.uk)**

## What happens if a card is lost?

If a card is lost, misplaced or stolen the cardholder will need to immediately report the loss to the school office. The card will then be disabled and a replacement card issued. The school may levy a charge in respect of this.

## Free School Meals

Children who are entitled to free school meals can enjoy a main course and dessert or drink. Where at all possible, the entitlement should be used at lunch time to ensure children are eating a healthy and substantial meal in the middle of the day. We will welcome your support in adopting this approach. Parents may wish to add to their child's card, should children wish to have an allowance to use for breakfast/break. Please see over page for further information.

# SIGN UP FOR FREE SCHOOL MEALS



Did you know that just registering your child for Free School Meals means that the school gets extra money?

Register now to make sure that you don't miss out.

The Government gives money to schools to help children from lower income families do their best. The funding is called 'Pupil Premium'. For every child registered for this, Cambridge Academic Partnership gets an additional **£935** per year to support their progress.

If you are registered for Free School Meals, you could also apply for assistance with the cost of

- **Music Tuition**
- **School Trips**
- **School Trips Abroad**

\*Please note that any application for further assistance for the above 3 is not a guarantee; this will be assessed on a case-by-case basis.

## How does it work?

1. First check if you qualify – it is not just if you are unemployed, so please look at the list on Page 13.
2. Registering is really quick and easy - if you think you qualify contact Student Services who will help you register or alternatively log on to the Cambridgeshire County Website, details further down the page.
3. If you want your child to have a free, healthy meal at lunchtime - they will get a free meal (you save around £400 a year) and the school gets £935 extra.
4. If you don't want your child to have the school meals they continue as normal -as long as you qualify and are registered the school still gets £935 extra.

## Do you qualify?

You can register for Free School Meals if you get any of these benefits:

- Income Support
- Income based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part V1 of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Working Tax Credit 'run on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal credit with an annual net earned income of no more than £7,400

Students can also register for Free School Meals if they get any of these benefits themselves.

**Come and talk to us at Student Services and pick up an application form or apply online.**

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/help-with-school-&-learning-costs/free-school-meals/>

Applying for free school meals online is quick and easy, and no proof of entitlement is needed. On receipt of the online application, Cambridgeshire County Council will check for entitlement through a secure Electronic Checking System. All that is needed is the claimant's National Insurance number, their children's details and details of their children's schools.

# DATA PROTECTION



## Data Protection Regulation (2018 GDPR)

United Learning Cambridge Cluster is committed to ensuring we act in compliance with the current Data Protection Regulations so that we as an organisation are dealing with information in a secure, confidential and purposeful way.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

## Privacy Notices

For further information on the handling of personal data, please view our privacy notices, these can be found at the following link:

<https://www.parksidecc.org.uk/about-us/statutory-information/policies>

## Photograph Consent

As part of our ongoing work to ensure we comply with GDPR, we ask for consent for using photographs or videos of each student on our website, internal displays or other school materials. We ask for this as part of the Data Admission Form. If you are not sure whether you have completed this form or would like to change your consent, please contact us at [pks-enquiries@parksidecc.org.uk](mailto:pks-enquiries@parksidecc.org.uk) or on 01223 712300.

# BEHAVIOUR AND DISCIPLINE / CURRICULUM

## Behaviour and Discipline

United Learning Cambridge Cluster seeks to deliver an excellent education based on collaboration between students, their families and school staff. The Governing Body believes that in order for effective teaching and learning to be available to all, high standards of behaviour in all aspects of school life is essential, and will help students develop into responsible citizens of the future.

Copies of the Behaviour Discipline Policy and Anti Bullying Guidance can be found on the school website: [Parkside Community College > ABOUT US > Statutory Information > Policies \(parksideecc.org.uk\)](http://parksideecc.org.uk)

## Curriculum

Our primary aim is ensuring the very best experience of education for each of our students.

The key to our success is the design of our curriculum, which guides the classroom experience and creates an inclusive culture within our schools. We develop curious young people capable of independent thinking through an active approach to learning, where students are encouraged to discover for themselves. This approach results in resilient students who engage fully with the world around them and go on to achieve the very best academic results they can. Further information on specific subjects can be found on our website: <https://parkside.education/teaching-and-learning/curriculum/>



# HIGH STANDARDS AT PARKSIDE COMMUNITY COLLEGE

All our students must be safe and have high standards of conduct and appearance at all times. If they are conducting themselves with regard to disruption-free learning in mind, these restrictions are not challenging to abide by. For these reasons, the following items are not permitted and should not be worn or brought to the school. Such items will be confiscated and may lead to further sanctions.

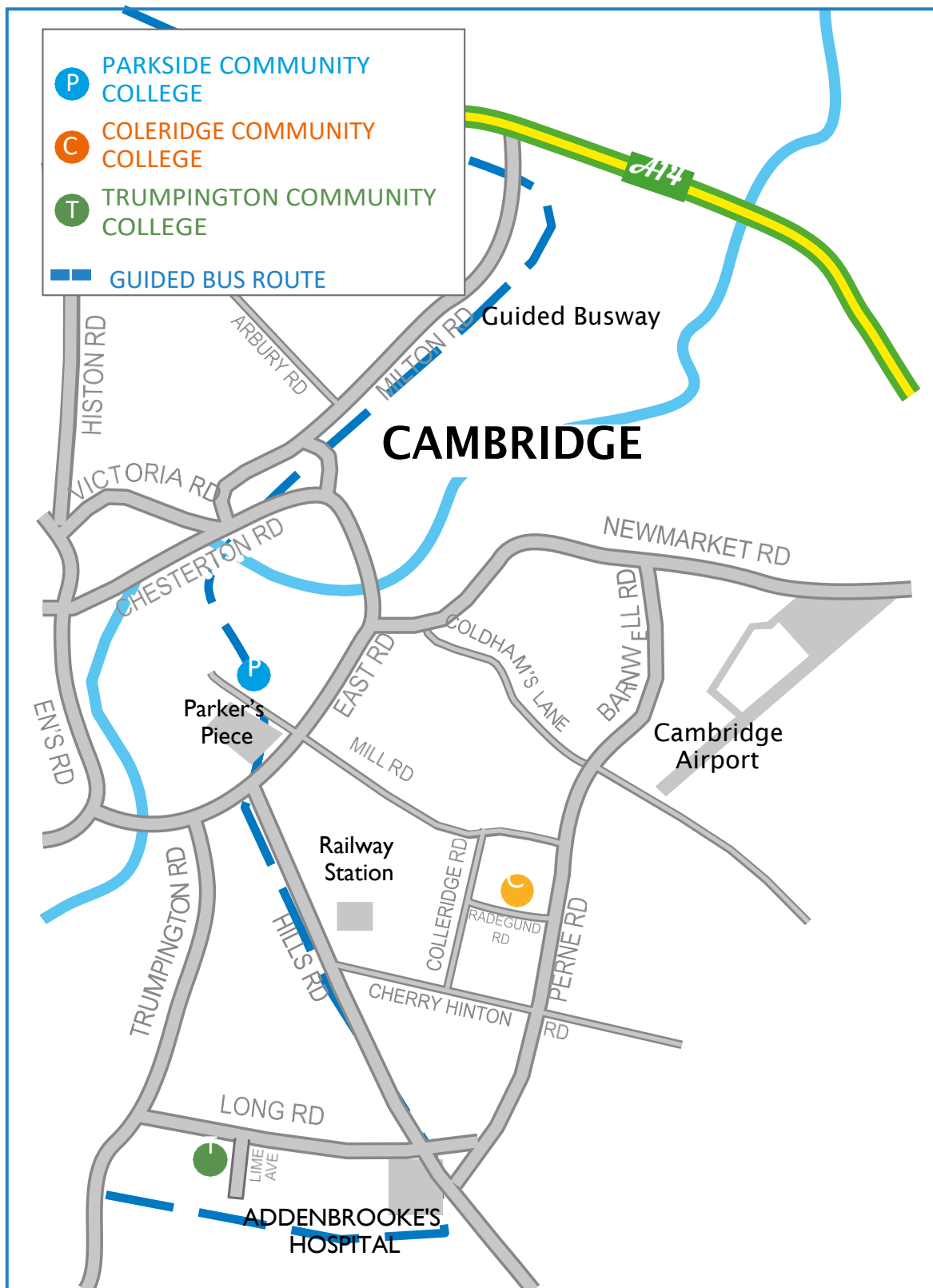
- Jewellery (small ear studs are permitted)
  - Headphones
  - Hoodies, caps or bandanas
  - Make-up (including false eyelashes), nail varnish or nail extensions
  - Lighters, matches, fireworks or aerosols
  - Chewing gum
  - Weapons, chemical and dangerous substances, including alcohol
  - Cigarettes, shisha pens or electronic cigarettes
  - Laser pens
  - Energy drinks, alcohol or drugs
- \* Weapons or any object that could be used with the intention of harming another person are strictly prohibited at Parkside Community College.

Mobile phones and electronic equipment (including smart watches, airpods etc) should not be used in school. If seen or heard at any time during school hours such items will be confiscated and returned to parents. The school will take absolutely no responsibility for the loss or theft of mobile phones or other banned items. Such items should be insured.

## **Praise, reward and appreciation**

We have a strong reward system at Parkside that recognises excellent attitude, behaviour and progress. This is done through our Parkside Positive Point system where points are awarded every lesson to students who have worked really hard. These then accumulate to a bronze, silver or gold badge. Spotlight on Success awards are distributed by the Senior Leadership team if they see exceptional work in lessons and our Zero Hero awards recognise those that come to school every day with a positive attitude and never put a foot wrong. Finally, we also have termly Head teacher Commendations Awards for those students who have made significant contributions to the school or in the local community.

# SCHOOL MAP



If your child is travelling between sites, please reinforce the importance of road safety.

# HOME SCHOOL AGREEMENT BETWEEN FAMILIES/STUDENT/ SCHOOL

We recognise that students are most likely to fulfil their potential when they, their parent/carer(s) and the school work together in partnership. Together, we commit ourselves to this agreement.

## The School will:

- Provide an environment for learning that is safe and caring
- Encourage excellent attendance and punctuality, taking steps to improve these where necessary
- Expect high standards and set clear rules and routines that help everyone work together harmoniously
- Teach good-quality lessons in a broad and balanced range of subjects that prepare students well for their next stage
- Provide information, advice and guidance that help students both in school and as they think about their future
- Report regularly to parents on each student's progress
- Keep parents informed about school matters, be welcoming to enquiries and responsive to concerns
- Acknowledge and reward endeavour and the progress and achievement that come from it
- Offer a range of extracurricular activities that enrich students' lives
- Use sanctions such as catch-up and detention, where necessary
- Promote respect for everyone and tolerance of others who may be different from us

## As a parent/carer, I/we will:

- Make sure my/our child attends school every day and arrives on time (8.25am for an 8.30am start) with the correct uniform and equipment
- Report any absence on my/our child's part, and the reason for it, each day she/he is absent
- Take an interest in my/our child's schoolwork and encourage her/him to work hard every day at school and to do the daily homework
- Expect my/our child to follow the school's Key School Rules and Key School Routines, including behaving very well at school, and to and from school
- Attend Progress Consultation Events about my/our child's progress

- Support the School's policies, for example on Uniform and Homework, including making sure my/our child does detention or catch-up when it is required
- Encourage my/our child to get involved in the extracurricular opportunities offered by the school
- Ensure my/our child's cashless catering account is kept topped up

### As a student, I will:

- Attend school every day and be on time – 8.25am for an 8.30am start
- Wear the correct uniform and bring the correct equipment
- Be a good ambassador\* for my school, remembering that my behaviour both in and out of the school should be outstanding – this includes my behaviour in the vicinity of the school, to and from school, and on school trips
- Work hard every lesson every day in school, and do my homework and hand it in on time
- Be constantly considerate to other people and the school environment.
- Follow the Key School Rules and Key School Routines, including completing any sanctions (catch-up, detentions etc...) that are set for me, without complaint
- Get involved in extracurricular activities offered by the school
- Care for the environment – in and out of school
- Follow the school's ICT Acceptable Use Policy for Students, including carefully looking after any device I am using, such as a Chromebook (where appropriate)

*\*A good ambassador for the school represents the school well in the community, so that members of the Public have a good impression of the school from their experience of the student(s).*



**Parkside Community College**

The best in everyone™

Part of United Learning

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