

School Information Pack
Academic Year 2024-2025



**Forest Park Primary School part of
Orchard Community Trust**





Headteacher: Ms S Vorajee
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Dear Parents

Thank you for considering sending your children to Forest Park Primary School.

Forest Park is a wonderful inclusive mainstream school; situated in the diverse community of Cobridge and Hanley. Our school community is made up of many faiths, languages and cultures – that is what makes us so unique, and we are proud it!

Our school staff are friendly, nurturing and caring. We all have high expectations of children's behaviour, achievement and endeavour, and we are committed to helping all our pupils to 'be the best they can be'. We are fortunate in having an amazing bespoke curriculum, a lovely school building and surrounding facilities to support your child's learning and development.

We hope that you will actively help and support those expectations.

We will keep you informed of your child's progress, achievements and of any difficulties that we may encounter. We expect this to be a two-way process and you are welcome into school to discuss any worries or concerns that you may have. Once you chose to send your child to our school, you become part of the family of Forest park and we will do our best to support you too.

We look forward to working with you and your child, fostering the best for your child's future.

Yours sincerely

Ms S Vorajee
Headteacher

Our Vision

Forest Park is at the heart of our multicultural community, where we all strive to be the best we can be through:

- maximising outcomes using innovative practice
- providing a holistic ambitious curriculum which allows children to flourish and prepare them for an ever-changing world.

Our Values

At Forest Park we aim to **SPARKLE**:



Support and encourage - to strengthen a home/school partnership, where the positive support of our parents and the wider community is very important to us all. We maintain an open and welcoming environment where we can work together for the benefit of our pupils.

Promote resilience - to nurture and foster a 'never give up' approach, where pupils and adults strive to overcome their difficulties.

Aspire to achieve – to create a culture where everyone aims high through an inspiring curriculum that provides all pupils with opportunities, irrespective of ethnicity, religion, disability or gender.

Respect each other - to promote and develop an understanding of moral, spiritual and ethical issues in school, consistently demonstrated through a mutual respect for each other. To teach sensitivity and empathy

advocating no acceptance of bullying or discrimination, sustaining an awareness and understanding of British Values.

Keep positive - to educate pupils in developing positive attitudes towards self-discipline, good behaviour and to encourage development of positive relationships between themselves and others.

Listen and learn - to inspire pupils to be part of a culture where everyone's voice is heard and opinions are valued. Children are encouraged to accept mistakes as a tool to further learning.

Explore, enjoy and excite - to support each child's ability, creativity, development and enthusiasm in a range of subjects and skills through a creative approach to the curriculum, which incorporates opportunities for children to learn how to achieve a healthy and eco-friendly lifestyle.

Attendance

Number of Children on Roll: 467 (approximately)

Please note - it is the law that children of school age attend school.

-If your child is absent from school. Please telephone school on 01782 234979.

-First day contact is made if we are unaware of the reason for absence.

-Medical evidence must be shared with school to enable the absence to be authorised.

At Forest Park, we work very closely with our Education Welfare Officer Mrs Michaela Hill, to ensure that all children attend regularly and are punctual so that they can take full advantage of all the school has to offer. Any holidays during the school term will be classified as unauthorised.

All attendance is monitored on a weekly basis by Miss N Bloor and Mrs Hill. During this time there will be a weekly register check to ensure that we, pupils and school, are on track to reach our attendance target of at least 96%. This equates to less than 7 school days missed in an academic year.

For those parents who may need support to improve their child's attendance a contact will be made by Miss Bloor. If attendance is a cause for concern, our Education Welfare Officer (EWO) may visit or telephone.

No child will be allowed to leave school during sessions unless collected by a parent (or adult nominated by a parent with parental responsibility). Evidence of medical appointments will need to be shared with school for the absence to be authorised. Evidence can be emailed to admin@forestpark.org.uk or handed in to the school office.

Children leaving school **must** be signed out by the Office Staff. **Where possible- please avoid making appointments during the school day.**

Please be aware the MAIN school gate closes at 8.45am. This is when our phonics and reading lessons start. If your child is late, they are then missing vital learning. Please support us in bringing your child to school on time.

We take attendance very seriously – all children have a basic right to attend school.

For further details, please refer to our attendance policy which can be found on the school website.

Curriculum Statement

The school is organised into three phases.

Foundation Stage - from 3-5 years

Key Stage 1 - from 6-8 years

Key stage 2 - from 8-11 years

For the start and end times for your child please see school hours timetable within this pack.

The curriculum at Forest Park Primary School is designed with knowledge at its heart and aims to develop children's understanding of the world around them, give them a strong vocabulary base and prepare them for the next stage of their education. Our curriculum is customised to meet the local needs of our learners.

We want our pupils to be both *"interesting and interested."* We want Forest Park pupils to be "interesting" to talk to because they know a great deal about the world, and "interested" in finding out more.

The way that our curriculum is delivered ensures that the children can remember the curriculum content in future years. This is through:

- A cycle of lessons for each subject, which carefully plans for progression and depth;
- Low stakes quizzing which is tested regularly to support learners' ability to block learning and increase space in the working memory;
- Trips and visiting experts who will enhance the learning experience.

Behaviour

At our school we greatly value appropriate and positive behaviour. Our school ethos is built around, sharing, care and consideration for others. A respect for people, property and environment are important principles for living and working together both in school and the wider community. We believe that everyone has a right to learn and that high standards of behaviour are essential in order to learn effectively. Promoting positive reinforcement is the cornerstone of our philosophy – the pupil's self-esteem and their resulting confidence will raise achievement.

Every family will have a copy of the Home School Agreement during an induction meeting to the school which include the four school rules which apply across the school, and to all aspects of daily school life. These are:

- 1. Have respect for people & property**
- 2. Keep hands, feet & objects to yourself**
- 3. Always follow instructions**
- 4. Work hard and allow others to work hard**

In the Foundation Stage the rules are:

1. Kind hands and feet
2. Good sitting and good listening
3. Play safely
4. Share and take turns

Please discuss these with your child to ensure that we all know what they mean. Your role is vital. If problems do occur, your support can make all the difference. We hope this information will enable you to understand what we expect of your child and how you can help.

We want to discuss things at an early stage - as soon as you think there may be a problem please see the class teacher. The class teacher will ask to see you if your child may have a problem.

Praise and encouragement are the main focus of our rewards system. We want the children to have a **sense of achievement** and to understand that they receive **rewards** for **good work and good behaviour**.

To encourage children to follow our rules, we acknowledge appropriate behaviour with **smiles; praise** to the individual (privately), to the individual within the group or within hearing of the class, by encouraging reinforced praise from other staff or by referring the child to the Head teacher/ Deputy Head Teacher for special praise.

Individual **SPARKLE points** are given to advance children through the school's behaviour system of bronze, silver and gold rewards, resulting in a termly treat.

While we will continue to emphasise the positive aspects of behaviour we do recognise the need to deal with pupils who for one reason or another don't follow the school's rules. This is dealt with in a non-aggressive manner and we use our consequence system to support children and set them on the right course.

If a child chooses to break a rule, the following steps will be taken:

- | | |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 st warning | Verbal, no additional consequences |
| 2 nd warning | Child works on a separate table on their own for ten minutes, then goes back to own table. |
| 3 rd warning | Child works in different room (buddy classroom) and child takes work for twenty minutes. |
| 4 th warning | To the Head teacher/Deputy Head (Assistant Heads if Head teacher/Deputy are unavailable) who advises that if they break the rules again then parents will be informed. |
| 5 th warning | Parents informed, may be a phone call or letter, inviting the parents into school to speak with the Head teacher/Deputy Head teacher |

In the instance of a fight between two children or physical or verbal aggression against a member of staff, children will receive an instant level 5 which will result in the above consequences. All incidents are recorded on the school behaviour system.

Every day is a new start in our consequence system

For children who persistently misbehave or exhibit a serious behaviour these sanctions may be used: -

- Formal discussion with parents
- Daily or weekly report
- Behaviour diary - with start of review date

- Time out
- Contract of good behaviour - with targets
- Liaison with outside agencies, education welfare officer, behaviour unit, school nurse and /or educational psychologist.
- Exclusions at lunchtime
- Fixed term exclusion - for a stated number of days

There may be other interventions used when suggested by outside agencies and the list above may be altered for some children. Very few children will need this, but for those who do the Special Educational Needs Co-ordinator will be involved.

It is accepted that a tiny minority of children may not respond to these measures and a plan of action, which could include permanent exclusion, will be drawn up.

In the case of children leaving the school grounds without permission, or reports of incidents involving children outside of school, then the school will follow the agreed procedures as stated in our behaviour policy. These are:

- If a child leaves the premises the police will be contacted immediately and then parents contacted and asked to come to school to liaise with the police.
- Beyond the school gates: The school will be 'interested' in any inappropriate behaviour that occurs anywhere off the school premises, and which is witnessed by a staff member or reported to the school. The school retains the right to decide whether to instigate sanctions on the pupil accordingly. This may include involving the police, where deemed necessary.

Children are practising their behaviour on you and us all of the time **consistency is the key**. We must keep things in perspective and recognise that no-one is perfect all of the time but children do need to know what is acceptable.

THANK YOU TO THOSE PARENTS WHO DO SUPPORT US AND THE CHILDREN WITHIN OUR SCHOOL FAMILY.

Star of the Week Award

This is awarded to a child from every class who has made a special effort during the week. These achievements are celebrated during our 'Celebration Assembly' as well as joining Ms Vorajee at the 'Golden Table' for lunch.

Safeguarding Children

In every aspect of school life, we endeavour to safeguard children in line with the documentation produced by the government.

In practice that means we will look at five areas:

1. Be healthy
2. Stay safe
3. Enjoy and achieve
4. Make a positive contribution
5. Achieve economic well-being

We are already working towards equipping children to achieve the outcomes which are considered necessary to well-being in childhood and later life.

For instance:

1. Children are encouraged to make healthy choices at meal times. Fruit is encouraged at playtimes and water is available to drink at any time during the day. In our lessons we look at healthy options, taking care of our teeth etc. During P.E we look at games that can be played both in and out of school and we run a selection of extra-curricular activities. We have regard to being healthy in many aspects of our curriculum.
2. We provide a safe and caring environment where children are informed of risks and how to make choices. Health and safety is always at the centre of our decisions. E.g. In the summertime we ask that parents provide sun hats and put sunscreen on their children.

Parents and carers should know that if a child comes into school and discloses something of an abusive nature or has unaccounted marks on his/her body we will invoke our Child Protection procedures. This may include the involvement of Social Services and/or the police. We do this very rarely and I hope for your support in this because it is not our intention to cause any upset but THE SAFETY AND PROTECTION OF YOUR CHILD MUST COME FIRST.

3. We ensure that all children follow the appropriate curriculum, which is based on government recommendations, with enjoyable lessons and activities to help them succeed.
4. We work closely with other agencies to improve conditions for our families and we offer family learning sessions, workshops and courses for parents so that they can become more involved in school life. We also want to encourage our children to realise that they can become lifelong learners and that education can be the key to economic well-being.

Our Child Protection Policy, along with all Safeguarding Policies that we follow (and are recommended by the Local Authority or DfE) are on our school website. www.forestpark.org.uk under the 'Safeguarding' tab. All related policies can be found there.

Pastoral Care

The class teacher has the most significant role in the pastoral care of your child and as such needs to be informed of any changes which may affect him/her. Contact can also be made with the safeguarding team/family support if you wish to discuss any concerns you may have.

This information will be treated in confidence but it can help your child significantly.

Family Support

Miss Bloor and Mr Swindail are available to offer ongoing or short-term practical and emotional support and advice, to the families and children who attend the school.

If you wish to speak with them please call the school office to arrange a suitable time or speak with them in person at the beginning or end of the day.

Illness

If your child falls ill while at school, we will contact you using the contact numbers on the sheet you have supplied to us. If, for any reason, the numbers change or the responsible adult you wish us to contact changes please let us know so that we can amend the records.

Accidents do sometimes occur; even though we take every precaution against this, if the accident is severe we will call an ambulance or ensure that your child is taken to hospital immediately while the school secretary will contact you to meet us there. On occasions children prone to fitting etc. will be taken to hospital as above.

Medicines in school

All children with a Medical Condition should be entered onto our medical register so that teachers are aware of a potential problem.

Asthma inhalers and Epipens are kept in the children's classroom so that the children have immediate access to them should they be needed. An emergency inhaler is kept in school should a child's personal inhaler not be available.

The only medicines that children are allowed to have with them in their class are asthma inhalers. Children are expected to take care of their own inhaler, which should be clearly marked with their name. Children should be entered onto our asthma register so that during swimming, P.E or class visits the teacher is aware of any potential problem. Of course, younger children will be given appropriate help with equipment and children who have forgotten their inhaler may use the school one.

Prescription medicines and some non-prescription medicines (such as Calpol) can be administered by staff where it would be detrimental to a child's health or school attendance if the medicine was not administered during the day. These medicines are kept at the school office. Permission slips need to be signed before staff can administer any medication. Please ensure all medicines are labelled with your child's name and are in their original package. Alternatively, you may come into school to give your child doses of medicine during the school day. For further information, please refer to the school website and the Administering Medicines Policy.

Children requiring extra care because of a statement or medically recognised condition will be helped by staff who have had training in carrying out a procedure, this training will be updated as recommended by health professionals. With any type of intimate care two adults will always be present. For further information, please refer to the school website and the Intimate Care policy.

Special Educational Need and Parent Partnership

Within our family there are children of all abilities: some of them will have special educational needs for all or part of their school life.

At Forest Park we aim to identify these children as early as possible and make provision for them. This is achieved through whole school assessment.

Once a child is recognised as having a special need, we follow the guidelines laid down in the Code of Practice for SEN. This will be explained to you if the need arises.

- At all stages of the SEN process the school is committed to developing a strong home/school partnership. **Your role is vital to your child's progress.**
- **Mrs K. Amison and Mrs D. Clark** are the SEN co-ordinators and they will be pleased to discuss with you any worries you may have about your child.

Complaints Procedure

Any complaints or questions about the curriculum or indeed any aspect of your child's education then firstly please discuss these with the class teacher. If you have further questions or complaints, please make an appointment to see the Headteacher. Most difficulties can be resolved at this level but if you feel that matters have not been resolved you are entitled to make representations in writing to the Governing body that will look into the matters you have raised.

Policy documents are available in school. If you wish to see any of them, please ask the school office or see the web site.

Sex and Relationships Education

The governing body in conjunction with the staff and representatives of parents agreed the sex education policy of the school and accepted the content laid down in the Science curriculum.

The majority of the education, which runs through the school, relates to relationships and work on families and family life. When children reach year 5/6 the staff work with the children on issues surrounding personal hygiene and puberty. This work is done as a whole class activity with the puberty lessons being taught in single sex groups.

Parents have the right to withdraw children from these lessons if they consider the work to be unsuitable. Staff are available to discuss any issues arising from these lessons. We would ask that parents come into school to discuss this aspect of the curriculum if they wish to withdraw their children from it. It is often better that children attend lessons and hear for themselves than later listen to playground gossip!

Home Learning

The purpose of home learning changes as children get older. In the early and infant stages sharing a book every day is essential. We want to involve you in your children's learning as far as we can. Short activities are the key at this stage simple games, spellings and number facts. All of these things offer an opportunity for young children to talk about what they can do and what they are learning.

In the Key Stage 2 home learning provides an opportunity to develop skills of independent learning. It is very important that children get into the habit of regularly devoting a period of time to study.

Government recommendations for home learning are that every child should read every night.

If you have problems with the home learning required, please come into school and talk to the class teacher.

Sporting Aims and Provisions

We aim to encourage children to participate to the best of their ability in all areas of physical activity and to promote a healthy lifestyle from an early age. We aim for at least one hour of the school curriculum to be set aside for individual and team games. Activities include: swimming, hockey, rounders, cricket, athletics, dance, gymnastics and football. Facilities available to us are a large hall, hard play surface, school field and the use of the local swimming baths.

Physical Education is a part of the National Curriculum and as such a medical note is required if you wish your child to be withdrawn from any of the activities.

School Uniform

We are proud of our school uniform and pupils are encouraged to wear:

Jade green school sweatshirt

White shirt or polo shirt

Grey or black trousers or skirt.

Black outdoor shoes



(Shoes NEED TO BE SENSIBLE as your child will be playing outside at least twice per day)

P.E. Uniform

Plain black P.E joggers or shorts

Plain white T-shirt

Suitable trainers (please do not buy expensive ones!).

It is very important that children wear suitable clothing for P.E for safety reasons.



School uniform can be purchased from the National School wear Shop, situated at 97-101 Stafford St, Stoke-on Trent ST1 1LS.

Local supermarkets e.g. Tesco and Asda, as well as high street shops e.g. Primark sell affordable and suitable items of uniform

In Key Stage 2, children will need a swimming costume or trunks, a swimming cap and towel. All children are expected to attend the swimming sessions.



Jewellery should **not** be worn for school but if children have pierced ears they may wear stud or sleeper type earrings. Nothing that is large, dangles or is expensive! Jewellery **should not be worn** on P.E days.

If you wish your child to wear a headscarf, this must be **plain white, black or grey**.

For health and safety reasons, headscarves must be removed for P.E.

Colourful hair accessories or extreme hairstyles (including tramlines) are not appropriate for school.

It is not the policy of the Education Committee to make compulsory the wearing of any distinctive clothing or uniform; but all pupils are required to attend school appropriately dressed and most parents have adopted the school guidelines on dress.

Parents/Friends in School

We are very fortunate to have some parents and friends who offer their time and skills to help the children in their work. If you feel you can help us, please contact us and we will be happy to chat to you about the positions available.

Collective Worship

Children and staff meet together, as a school or class groups for collective worship Monday through to Friday. A theme is chosen each week which reflect the school values as well as British values; represents current issues facing the wider community and celebrates Global Diversity. These themes are predominantly Christian, but we also incorporate themes and festivals from other faiths to reflect the multi-faith nature of society.

Personal, social, spiritual, citizenship, British values and health education issues may be addressed during this time.

Every Friday, whole school family meets together to share news and celebrate success, during the 'Celebration' assembly. At least once a year, each class presents an assembly, which celebrates the children's learning, family members are always welcome to come and watch.

If you have any concerns regarding collective worship or religious education, please speak to the class teacher.

Keeping each other informed

There are a number of ways that the school is able to communicate with you, and you with us.

Any information which needs sharing will be sent out via a text message or email. It is important we have the most up to date contact details and we are able to contact you easily.

We will also text you if we cannot reach you by phone.

The school can also be contacted by email at admin@forestpark.org.uk.

We will require up to date phone numbers, email addresses and postal addresses at all times.

Please inform us IMMEDIATELY should any of these change.

We also use our website to publish news to let the school community know of upcoming events.

You will be invited into school every term to discuss your child's work with your child and their teacher. This is also an opportunity to discuss any concerns, any special educational need requirements and targets for your child's progress.

School Website - www.forestpark.org.uk

Our website can be accessed from anywhere with an internet connection such as a computer or a mobile phone. The content on the children's pages are regularly updated, sharing photos and information on what is going on in our school, including a parent calendar.

Please visit this area to find out about the work your child is doing and the areas of the curriculum that are covered each half term.

Our statutory policies can be found on the website as well as up to date information regarding SAT's results and our very pleasing Ofsted report.

Please visit our wonderful website to find out more about our school.