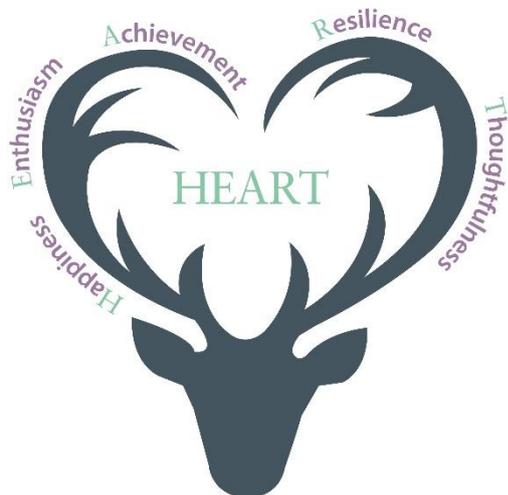


Deer Park School

Parent Handbook

2019 – 2020



Our core H.E.A.R.T values:

- Happiness
- Enthusiasm
- Achievement
- Resilience
- Thoughtfulness



Welcome to the Deer Park Family **Learn, Enjoy, Succeed**

This handbook aims to provide you with all the information you need for your children to be happy, settled and successful at Deer Park. If you have any questions, or even ideas on how we can make it even better, please email info@deerparkschool.org.uk

We take great pride in our happy and warm environment, where each and every pupil is valued and supported. Pupils at Deer Park School are nurtured and guided through school life; we aim to stimulate and inspire our children, develop their interests and equip them with lifelong learning skills, which our core H.E.A.R.T values support. Our school provides pupils with a high-quality education by offering a broad and balanced curriculum with a focus on core subjects. This strives to meet the needs of all learners, fostering a love of learning, giving pupils the chance to experience success and thereby equipping them with the skills and attitudes needed to maximise progress in learning and to progress successfully on to secondary education. We are conscious that 4-11 education sets the foundation for learning and achievement through to Higher Education (HE) and beyond, as such, we are determined that each pupil will achieve to the maximum of their potential.

Timings of the normal school day

Reception

8.40-8.55 (Main gate open)	Parents can bring their children directly to the classroom at any point from 8.40am. Pupils must be in school by 8.55am.
8.55	Gate locked
8.55	Registration
11.30-12.30	Lunch
15.15	Gate unlocked
15.20	Home time (parents can collect from the ramp outside the classroom)
15.30	Gate locked

Year 1 & 2

8.40-8.55 (Main gate open)	Children can arrive into the classroom from 8.40am where a member of staff will be on duty. Pupils must be in school by 8.55am
8.55	Registration
8.55	Gate locked
10.30-10.45	Break time
12.00-13.00	Lunch
14.20-14.30	Break time
15.15	Gate unlocked
15.20	Home time
15.30	Gate locked



Year 3 & Year 4

8.40-8.55 (Main gate open)	Children can arrive directly into the classroom from 8.40am where a member of staff will be on duty. Pupils must be in school by 8.55am.
8.55	Registration
8.55	Gate locked
10.45-11.00	Break time
12.30-13.30	Lunch
15.15	Gate unlocked
15.20	Home time
15.30	Gate locked

Drop off and pick up	Our grounds can be accessed via the gates in the car park at the rear of Richmond Adult Community College. A member of staff will be on duty from 8.40am is when our gate will be open. The gate will be locked at 8.55am until we unlock it at 3.15pm ready for collection at 3.20pm. Parents should collect their children from these places at the end of the day respectively. Reception – from the ramp outside the classroom. Year 1 & 2 – wait on ramp to the main entrance. Year 3 & 4 – from the bottom of the staircase.
Parking	There is plenty of parking in Old Deer Park Car Park and if you have a Richmond Card this is free for half an hour. Please do not park in the college.
Late arrival	If you arrive after the gates are locked at 8.55am you will need to use the intercom to gain access and you may have to wait for a member of staff to become available to let you in. Registration is at 8.55am, so please try to arrive in good time. Children who arrive after the register has closed will be marked 'late' and miss out on valuable learning time. You will need to sign your child in to the 'late book' for fire regulations. Children arriving after 9.30am will be marked as having an unauthorised absence for the remaining session unless a suitable reason is given. Persistent lateness will be referred to the EWO (Education Welfare Officer).
Term dates	Please check the website http://www.deerparkschool.org.uk/term-dates/
Attendance	We believe that where possible children should be at school every day. Therefore we do not authorise any term time holidays. You can, for exceptional circumstances, request official permission from the Headteacher using the request form found in the office. We monitor your child's attendance and punctuality regularly. If it falls below 90%, you will receive a letter or a phone call from us. Continuous low attendance will be monitored by our Educational Welfare Officer (EWO).
Extended Day Provision (EDP)	We offer a breakfast club from 7:45am and an after-school club that runs from 3.20pm-6pm (Monday-Thursday) and 3.20pm-5pm on Fridays. More information and booking forms can be found on our website http://www.deerparkschool.org.uk/extended-day-provision/ or by emailing o.hunte@deerparkschool.org.uk . Please see our section on SchoolsBuddy for EDP payments.
Clubs	We aim to provide a range of extracurricular clubs throughout the year, including a variety of sporting and creative choices. A list of clubs and providers are sent out at the beginning of each term. All queries regarding clubs should be emailed to our extended schools leader o.hunte@deerparkschool.org.uk . Please see our section on SchoolsBuddy for club payments.
School Uniform	All of our branded uniform is available from Dolphin House – click here and there is a uniform section on our website: http://www.deerparkschool.org.uk/uniform/
Security	For safety reasons, the playground gates are locked at all times apart from normal drop off (8.40-8.55am) and normal collection (3.15-3.30pm). Outside of these times visitors must use the



	intercom for admission. Once office staff verify their identity they will allow access and meet them at the main door to the building. All visitors need to sign in and wear a visitor badge.
What to do if your child is ill	Please call (02083534248) or email (info@deerparkschool.org.uk) the school on the first day of absence before 9:30am. If we haven't received a message from you, we will phone you after 9.30am to check the whereabouts of your child in line with our safeguarding policy and procedures.
Returning after illness	Please do not bring your child to school if they are contagious. If your child has been sick (vomiting) or if they have had diarrhoea, they must not come back into school until at least 48 hours have passed without further symptoms. If your child has had a contagious, infectious disease (such as chicken pox), please call the school office for advice on when they can return to school and/or refer to our first-aid policy on the website. http://www.deerparkschool.org.uk/school-policies/
Medicine in school	If your child is well enough to return to school after an illness, but has been prescribed medicine by a doctor which needs to be finished, this can be given by a member of staff. Medicine must only be brought into school by an adult and, for safety reasons, we can only return it to an adult at the end of the day. Children should not be sent in with cough or throat sweets as these could pose a risk to other children. Inhalers – children needing inhalers must have one in school in case of emergencies; however, we can only give it to the child if the necessary forms have been completed. Inhalers are kept secure, but accessible within the office. Any children requiring regular or specific medication or care (such as an epi-pen), will have a Healthcare Plan drawn up and agreed by parents/carers, the school and GP/School Nurse. The medication can then be kept and administered at school.
Medical appointments	Where possible, please avoid taking your child out of school for routine medical/dental appointments.
Illness during school hours	Sometimes children become ill while at school. If necessary, the school will make every effort to contact a family member to come and collect the child. The emergency contact details that are held on the school database are essential in these circumstances and it is very important that you remember to notify the school of any changes.
First aid during school hours	We have trained first aiders on the school staff. Sometimes children have accidents while at school. In these circumstances they will receive treatment in school. In the case of minor 'playground accidents', school staff can administer an ice pack, clean any grazes, etc., with clean water and put on a sterile dressing if necessary. If a child has a bump to the head, however minor, they will be issued with a 'bumped head' sticker so all adults, including yourselves, are aware. In an emergency, we will call the ambulance service when appropriate. If your child borrows any of our spare clothes, please wash and return them as soon as possible to the school office.
Head lice	Headlice can be attracted to any child's hair. Children with long hair should have it tied back. If we find that your child has lice, we will inform you promptly and anticipate that you will treat your child and your whole family as soon as possible. Please inform the office if your child has head lice so we can send home a letter to inform other families and to encourage them to treat their children.
Sun protection	We advise parents to provide sun hats for their children and apply sunscreen before school. Children may bring in their own sunscreen in a named container and may reapply it themselves; they may not share sunscreen.
Jewellery in school	The only jewellery that children may wear in school are simple stud earrings and a watch. Jewellery that is compulsory for a religion is also allowed. No make-up or nail varnish.



School lunches	<p>Currently children in Reception, Year 1 and Year 2 are entitled to a free school lunch. The menu is available on the website and a paper version can be collected from the office.</p> <p>There is always a vegetarian option and, if your child has any special dietary requirements, please speak to a member of the office team.</p>
Lunchtime arrangements	Lunch assistants supervise the children with eating and supervision in the playground.
Pupil Premium Grant	Families who are able to claim any form of benefits are eligible for the Pupil Premium Grant and, as well as extra money being given to the school to help support the children, they are also entitled to free school meals. In addition, the school will also provide a uniform voucher to contribute towards the cost of purchasing uniform from our school supplier Dolphin House. Please see the office for an application form or further information if you haven't already.
Snacks	<p>Children in reception, year 1 and year 2 do not need to bring a snack to school as we are provided with fruit for all reception and KS1 aged children. Children in year 3 and 4 may bring a piece of fruit.</p> <p>Children can also have a carton of milk daily. If your child is under five or in receipt of the Pupil Premium Grant, this is free. If not, you will need to pay online directly to the provider. More information can be found at www.coolmilk.co.uk or collect a form from the school office.</p>
Drinks	We ask children to bring a named water bottle to school every day. This should only contain water – no squash or fruit juice please.
Contacting the school	<p>Address: Rear of RACC, Parkshot, Richmond, TW9 2RE</p> <p>Telephone: 0208 353 4248; Mobile: 07764969804</p> <p>Email (general): info@deerparkschool.org.uk</p> <p>Email (clubs): o.hunte@deerparkschool.org.uk</p> <p>Website: www.deerparkschool.org.uk</p>
Contacting the class teacher	Quick messages can be given to the office or to the staff member on the gate at the start of the day. All class teachers are available at the end of the day for questions and information, but if you require a detailed discussion, please arrange a meeting with the class teacher or leave a message with the office. You can also send an email via the info email address which will be passed on.
Arranging to see the Headteacher	The Headteacher is often available at drop off and pick up each day, but if you wish to have a meeting, then please contact the school office who will arrange that for you.
Curriculum information & weekly newsletters	<p>Curriculum information is sent home every half term. This gives you an overview of the learning for the coming half-term and important dates for your diaries.</p> <p>Class newsletters are sent out every Friday. You will receive this via email, unless you have requested a paper copy.</p>
Meet the teacher	<p>In September, you will be invited to a Meet the Teacher event where you will receive information about the new routines and curriculum expectations for the year. This is a good opportunity for you to ask questions of the class teacher.</p> <p>Parents are invited to parent consultation meetings in the Autumn and Spring terms.</p> <p>Annual reports are sent out in July each year.</p> <p>Parents can enquire of their child's progress at any point during the year by requesting a meeting with the class teacher.</p>



Complaints procedure	<p>At Deer Park, we have an 'open door' policy and value your feedback as parents and carers. We therefore encourage you to approach the school with any concerns that you might have. If you have a cause for concern, you should speak to the class teacher in the first instance. If it is not appropriate to discuss your concerns with the class teacher you should make an appointment to meet the Key Stage Leader or Assistant Headteacher. Alternatively you can make an appointment with the Headteacher.</p> <p>Most issues can be resolved informally. If, on the rare occasion, they can't, then complaints should be addressed in writing to the Local Advisory Board. To contact any of our advisers please email labchair@deerparkschool.org.uk</p> <p>Please also see our complaints policy on our website: https://www.deerparkschool.org.uk/wp-content/uploads/2019/03/DPS-Complaints-Policy.pdf</p>
Behaviour in School	<p>At Deer Park School we;</p> <ul style="list-style-type: none"> • encourage our children to take ownership over deciding class rules • encourage our children to be kind and caring to everyone • use positive reinforcement as our main strategy for dealing with poor behaviour choices <p>Our behaviour and specific key stage policies can be viewed on our website: https://www.deerparkschool.org.uk/school-policies/. Our H.E.A.R.T values are core to our school and important for developing behaviour.</p>
Children's Voice	<p>Two children from each class are elected in September and February to be part of the School Council. The children meet each week to discuss ideas or suggestions to help improve our school.</p> <p>The School Council also meet with a school governor to keep them updated with ideas they wish to implement.</p>
Parent Helpers	<p>We welcome parent volunteers to support with reading or generally within the school</p> <p>Every volunteer needs to have DBS clearance. Please see the office staff for information.</p> <p>Volunteers need to read the guidance and sign an agreement in which they agree to confidentiality.</p>
School Trips	<p>We believe in children learning from first-hand experiences and therefore organise various educational visits for children. There is normally at least one each half term.</p> <p>Parents and carers receive a letter giving details of the trip and, if necessary, are asked for a contribution towards the cost. Such contributions are voluntary, but if the school does not collect enough money to cover the cost of the trip, it may be cancelled.</p> <p>We ask all parents to give permission to cover all local visits within a mile of the school at the beginning of their time at Deer Park School (park, welly walks etc.).</p>
Payment to school	<p>We operate as a cashless school and use SchoolsBuddy, an online portal for any payments to the school. This includes all payments for trips and extended day provision.</p> <p>You will be provided with a login to access your account and please do get in touch with the school office if you have any queries.</p>
Who's who	<p>Staff – please see the attached staff list for an up-to-date list and the website for more details http://www.deerparkschool.org.uk/teaching-staff/</p>



	<p>School Local Advisory Board – Deer Park School’s local governance is overseen by the Local Advisory Board (LAB). The LAB members meets 4 time a year. Please see our website for who our governors are and information about them. http://www.deerparkschool.org.uk/governors-2/</p> <p>Parent Teacher Association (PTA) The PTA is a committed group of parents and staff who raise extra money for the school and organise events for both children, staff and parents throughout the year.</p> <p>All parents at Deer Park are automatically members of the PTA. If you would like to find out more information on how to get involved, please email our current chair – Katie Patton - at deerparkschoolpta@gmail.com ; she will be more than happy to speak with you. If you are not able to help regularly, but would still like to get involved, please get in touch via the PTA email.</p>
Parent Privacy Notice	<p>This notice is to help you understand how and why we collect personal information about you and your child what we do with that information. It also explains the decisions that you can make about your own information. If you have any questions about this notice please contact the Headteacher.</p> <p>Under data protection law, individuals have the right to know how the school uses any personal data that we hold about them. This privacy notice provides you with the necessary information. Please see our website to view the Parent Privacy Notice – use of your child’s personal data. https://www.deerparkschool.org.uk/wp-content/uploads/2019/07/BPET-Parent-Privacy-Notice-1.pdf</p>



School Staff 2019-20

Frances Bracegirdle

Acting Headteacher, Designated Safeguarding Lead

Victoria Coward

Assistant Headteacher, Deputy Designated Safeguarding Lead, KS2 Lead

Jenny Mclellan

Assistant Headteacher, Deputy Designated Safeguarding Lead, SENCo Early Years Leader

Class Teachers

Jenny Mclellan

Reception (Bambi)

Viviane Zanini

Reception (Fawn)

Lucy Darby

Year 1 (Roe)

Daena Bennett

Year 2 (Marsh)

Victoria Coward

Year 3 (Muntjac)

Sophie Ballantine

Year 4 (Sika)

Amy Philip

Teacher

Helena Wilson

Teacher



Support Staff

Nidhi Khurana

Office Manager

Esmeralda Caro

Receptionist/ Admin Assistant

Owen Hunte

Extended Schools Lead

Susanna Clack

Teaching Assistant

Emma Gordon

Teaching Assistant

Elaine Jones

Teaching Assistant

Lucie Bebe

Teaching Assistant

Barbara Ziaja

Teaching Assistant

Jennifer Kisby

Teaching Assistant

Gaynor Hazell

Teaching Assistant

Frantiska Gega

Teaching Assistant

Rishi Khullar

Teaching Assistant

Terri Joyson

Teaching Assistant

Mandy Ghamloush

Teaching Assistant, Evening Owls Assistant

Lesley Reed

Breakfast Club, School Meals Supervisory Assistant

Kaniz Fatima Haque

Breakfast Club, School Meals Supervisory Assistant

Beryl Hawkins

Clerk to the Governing Body