



**Deer Park School**

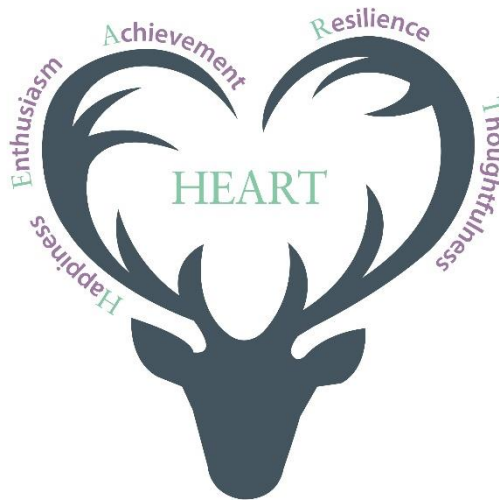
**Family Handbook**

**2023 – 2024**



## Welcome to the Family!

This handbook aims to provide you with all the information you need for your child to be happy, settled, and successful at Deer Park. If you have any questions, or even ideas on how we can make your child's experience even better, please email [info@deerparkschool.org.uk](mailto:info@deerparkschool.org.uk)



## Deer Park

Learn, Enjoy, Succeed

provide you with all the information you need for your children to be happy, settled, you have any questions, or make your child's experience even better, please email [info@deerparkschool.org.uk](mailto:info@deerparkschool.org.uk)

At Deer Park School we aim to instil a life-long love of learning through our HEART values, our engaging and unique curricular offer, and personalised care. We work to ensure that all our pupils become confident, capable, valued members of our community and our society.

Deer Park School is a small, diverse community on the outskirts of London. Our curriculum is structured with an understanding of this context, and of the importance of community cohesion, with the consensus of the school's staff, community and the pupils. Our broad and ambitious provision for pupils grows and evolves with our pupils and our families and runs through every facet of the school: from breakfast club in the morning, to the extended day enrichment at the end of the day.

Our curriculum balances the development of independence and **resilience** with the need for support and nurture. At Deer Park, we prepare **thoughtful** pupils for an **enthusiastic** life-long love of learning that comes from the child's own **happiness** and desire to learn. Our pupils **achieve** academically, economically, and socially, and we look forward to welcoming you and your child into our Deer Park community.

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

*Happiness*

*Enthusiasm*

*Achievement*

*Resilience*

*Thoughtfulness*

# School Staff 2023-24



|                                   |   |               |
|-----------------------------------|---|---------------|
| Alexander Lee                     | Headteacher, Designated Safeguarding Lead   |               |
| Victoria Coward                   | Deputy Headteacher, Deputy Designated Safeguarding Lead   |               |
| Natalia Levene                    | Assistant Headteacher, SENDCo (Special Educational Needs Coordinator) and EYFS Leader and Deputy Designated Safeguarding Lead |               |
| <b>Office Staff</b>               |   |               |
| Nidhi Khurana                     | Office Manager, Deputy Designated Safeguarding Lead   |               |
| Owen Hunte                        | Extended School Leader, Deputy Designated Safeguarding Lead   |               |
| Shaun Burton                      | Premises Manager  |               |
| Esmeralda Caro                    | Receptionist and Office Administrator   |               |
| Swizel Cruz                       | Office Administrator Apprentice   |               |
| <b>Teaching Staff</b>             |   |               |
| Amy Philip and Emily Blaxland     | Reception   | Sambar Class  |
| Taryn MacGregor                   | Reception   | Fawn Class    |
| Kayleigh Copeland                 | Year 1  | Roe Class     |
| Daena Bennett (Phase Leader)      | Year 1  | Brocket Class |
| Clare Webster                     | Year 2  | Marsh Class   |
| Luke Lloyd (Trainee Teacher)      | Year 2  | Marsh Class   |
| Alice Brandvik                    | Year 2  | Fallow Class  |
| Olivia Forshaw (Phase Leader)     | Year 3  | Muntjac Class |
| Sally Cutter                      | Year 3  | Kashmir Class |
| Elizabeth Cowing                  | Year 4  | Sika Class    |
| Monica Baily and Helena Wilson    | Year 4  | Taruca Class  |
| Isabel Thomas                     | Year 5  | Elk Class     |
| Charlotte Williams (Phase Leader) | Year 6  | Red Class     |
| <b>Teaching Support Staff</b>     |   |               |
| Sophia Broke                      | Artist in Residence   |               |
| Gaynor Hazell                     | Teaching Assistant  |               |
| Nadina Ram                        | Teaching Assistant & Sports Leader  |               |
| Emma Gordon                       | Teaching Assistant  |               |
| Barbara Ziaja                     | Teaching Assistant  |               |
| Jennifer Kisby                    | High Level Teaching Assistant (HLTA)  |               |
| Amber Tolchard                    | Teaching Assistant  |               |
| Sarah Drew                        | Teaching Assistant  |               |
| Lucie Bebe                        | High Level Teaching Assistant (HLTA) and Deputy SENDCo  |               |
| Susie Clack                       | Learning Support Assistant  |               |
| Natasha Lambelin                  | Teaching Assistant  |               |
| Mandy Ghamloush                   | Learning Support Assistant and ELSA   |               |
| Melissa Morrison                  | Learning Support Assistant  |               |
| Lauren Keane                      | Learning Support Assistant  |               |
| Tejas Sood                        | Learning Support Assistant  |               |
| Susan Wilkinson                   | Learning Support Assistant  |               |
| Cat-Lynn Tylka                    | Learning Support Assistant  |               |
| Angela Bhatti                     | Learning Support Assistant  |               |
| Lesley Reed                       | Early Birds & Evening Owls Assistant, Mid-Day Supervisor  |               |
| Urszula Wrocenska                 | Mid-Day Supervisor  |               |
| Lauren Cain                       | Teaching Assistant Apprentice   |               |

# Timings for Drop-Off and



# Collection

## Reception and Year 1

|                      |   |
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| <b>8.30-8.35</b>     | Enter via the main school entrance. The first lesson for Reception and Year 1 begins at <b>8.35</b> |
| <b>8.45</b>          | <b>School entrance locked</b>   |
| <b>11.30-12.30</b>   | Lunch   |
| <b>15.10</b>         | <b>Family entrance unlocked for pick-up</b>   |
| <b>15.10 - 15.20</b> | Home time   |

## Year 2 and Year 3

|                      |   |
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| <b>8.35-8.40</b>     | Children should go directly from the main school entrance to their classroom, from 8.35am. Children must be in school by 8.40am, as their first lesson starts at this time. |
| <b>8.45</b>          | <b>School entrance locked</b>   |
| <b>12.00-13.00</b>   | Lunch   |
| <b>15.20</b>         | <b>Family entrance open for pick-up</b>   |
| <b>15.20 - 15.30</b> | Home time   |

## Year 4, Year 5 and Year 6

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| <b>8.40-8.45</b>     | Children should go directly from the main school entrance to their classroom, from 8.40am. Children must be in school by 8.45am, as their first lesson starts at this time. |
| <b>8.45</b>          | <b>School entrance locked</b>   |
| <b>12.30-13.30</b>   | Lunch   |
| <b>15.30</b>         | <b>Family entrance open for pick-up</b>   |
| <b>15.30 - 15.40</b> | Home time   |



## School Information for Families 2023-2024

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| <b>Parking</b>                              | There is no parking available on site. There is storage for bikes and scooters.   |
| <b>Late arrival</b>                         | If you arrive after the school entrance is locked at 8.45am 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. 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 morning session unless a suitable reason is given. Persistent lateness will be referred to the EWO (Education Welfare Officer). |
| <b>Term dates</b>                           | Please check the website <a href="http://www.deerparkschool.org.uk/term-dates/">http://www.deerparkschool.org.uk/term-dates/</a>  |
| <b>Attendance</b>                           | 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 and you will need to make an appointment to discuss this. 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).  |
| <b>Extended Day Provision (EDP)</b>         | We offer a breakfast club (called Early Birds) from 7:45am and an after-school club called Evening Owls 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 <a href="http://www.deerparkschool.org.uk/extended-day-provision/">http://www.deerparkschool.org.uk/extended-day-provision/</a> or by emailing Owen Hunte - our extended day lead - at <a href="mailto:o.hunte@deerparkschool.org.uk">o.hunte@deerparkschool.org.uk</a> . Please see our section on SchoolsBuddy for EDP payments.                                    |
| <b>Clubs</b>                                | We aim to provide a wide range of extracurricular clubs throughout the year, including a variety of sporting, musical 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 school's leader <a href="mailto:o.hunte@deerparkschool.org.uk">o.hunte@deerparkschool.org.uk</a> . Please see our section on SchoolsBuddy for club payments.  |
| <b>School Uniform</b>                       | All our branded uniform is available from Dolphin House – click <a href="#">here</a> and there is a uniform section on our website: <a href="http://www.deerparkschool.org.uk/uniform/">http://www.deerparkschool.org.uk/uniform/</a>   |
| <b>Security</b>                             | For safety reasons, the main entrance door is locked at all times apart from normal drop off (8.30-8.45am) and normal collection (3.10-3.40pm). Outside of these times visitors must use the intercom for admission. All visitors need to sign in and wear a visitor badge.   |
| <b>Tapestry (for reception pupils only)</b> | Tapestry is an online portal which allows families to view their Reception child's learning in school. Observations of your child, and their learning targets, are posted onto this portal. Families can upload their child's experiences outside of school, and logins are sent directly to Reception families.  |
| <b>What to do if your child is ill</b>      | Please call (0208 353 4248) or email ( <a href="mailto:info@deerparkschool.org.uk">info@deerparkschool.org.uk</a> ) the school on the first day of absence before 9:30am. If we have not 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.  |



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| <p><b>Returning after illness</b></p>       | <p>Please do not bring your child to school if they are contagious, or if they have a temperature over 37.5 degrees.</p> <p>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.</p> <p>Anyone with COVID-19 <u>symptoms</u> or a positive test result should stay at home and self-isolate immediately. If you have any of the symptoms above, stay at home and <u>arrange to have a test</u>.</p> <p>Those who test positive will self-isolate, helping to reduce transmission of the virus and keeping other pupils and students in face-to-face education. If someone in their household also tests positive, they should self-isolate.</p> <p>If your child has had a contagious, infectious disease (such as chicken pox), please refer to our first-aid policy on the website <a href="http://www.deerparkschool.org.uk/school-policies/">http://www.deerparkschool.org.uk/school-policies/</a> and then please call the school office for advice on when they can return to school.</p> |
| <p><b>Medicine in school</b></p>            | <p>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.</p> <p>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.</p> <p>Children should not be sent in with cough or throat sweets as these could pose a risk to other children.</p> <p>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.</p> <p>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.</p>  |
| <p><b>Medical appointments</b></p>          | <p>Where possible, please avoid taking your child out of school for routine medical/dental appointments.</p>   |
| <p><b>Illness during school hours</b></p>   | <p>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. We will contact the family members in the order they appear on the child's Arbor profile.</p> <p>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.</p>   |
| <p><b>First aid during school hours</b></p> | <p>We have trained first aiders on the school staff.</p> <p>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.</p> <p>Families are notified of any first aid administered, via email. In the event of a head injury of any kind, families are notified via a phone call with a follow-up email.</p> <p>In an emergency, we will call the ambulance service when appropriate.</p> <p>If your child borrows any of our spare clothes, please wash and return them as soon as possible to the school office.</p>   |
| <p><b>Head lice</b></p>                     | <p>Headlice can be attracted to any child's hair. Children with long hair must 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.</p> <p>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.</p>   |
| <p><b>Sun protection</b></p>                | <p>We advise families to provide sun hats for their children and apply sunscreen before school.</p> <p>Children may bring in their own sunscreen in a named container and may reapply it themselves; they may not share sunscreen.</p>   |
| <p><b>Jewellery in school</b></p>           | <p>The only jewellery that children may wear in school are simple stud earrings and a watch.</p> <p>Jewellery that is compulsory for a religion is also allowed. No make-up or nail varnish.</p>   |



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| <b>School lunches</b>                   | <p>Currently children in Reception, Year 1 and Year 2 are entitled to a free school lunch. The menu for lunch 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>   |
| <b>Lunchtime arrangements</b>           | Lunchtime assistants supervise and support the children with eating and engaging with sporting and play activities in the playground.  |
| <b>Pupil Premium Grant</b>              | 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 have not already.  |
| <b>Snacks</b>                           | <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, 4, 5 and 6 may bring a piece of fruit, vegetables, or rice cakes.</p> <p>Milk: reception class 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 <a href="http://www.coolmilk.co.uk">www.coolmilk.co.uk</a> or collect a form from the school office. Please note that carton milk is available for reception pupils only .</p>  |
| <b>Drinks</b>                           | We ask children to bring a named water bottle to school every day. This should <i>only</i> contain water – no squash or fruit juice please.  |
| <b>Contacting the school</b>            | <p><b>Address:</b> 389 Richmond Road, Twickenham, TW1 2EF</p> <p><b>Telephone:</b> 0208 353 4248</p> <p><b>Email (general):</b> <a href="mailto:info@deerparkschool.org.uk">info@deerparkschool.org.uk</a></p> <p><b>Email (clubs):</b> <a href="mailto:o.hunte@deerparkschool.org.uk">o.hunte@deerparkschool.org.uk</a></p> <p><b>Website:</b> <a href="http://www.deerparkschool.org.uk">www.deerparkschool.org.uk</a></p>   |
| <b>Contacting the class teacher</b>     | 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 quick questions and brief information, but if you require a detailed discussion, please arrange a meeting with the class teacher via the info email address, which will be passed on to the teacher.  |
| <b>Arranging to see the Headteacher</b> | The Headteacher is often available at drop off and pick up each day for quick questions and brief information. If you wish to have a meeting, then please contact either the school office or the Headteacher directly at <a href="mailto:head@deerparkschool.org.uk">head@deerparkschool.org.uk</a>   |
| <b>Curriculum information</b>           | Curriculum information is sent home at the beginning of every term. This gives you an overview of the learning for the coming term, and curriculum meetings are held at the start of the year to provide families with an overview of their child’s learning for the year. Any further communications or updates on your child’s learning goals, opportunities and activities will take place on Fridays.  |
| <b>Meet the teacher</b>                 | <p>In September, for reception classes, a home visit will be arranged. All details will be given at the welcome evening for the reception families. For years 1-6, you will be invited to a ‘Curriculum Meeting’ 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 about the provision in school, and your child’s learning.</p> <p>Families 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>Families can enquire of their child’s progress at any point during the year by requesting a meeting with the class teacher.</p> |
| <b>Complaints procedure</b>             | 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.  |





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|  | <p>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 Deputy Headteacher. Alternatively, you can make an appointment with the Headteacher.</p> <p>Most issues can be resolved informally. If, on the rare occasion, they cannot, then complaints should be addressed in writing to the office of the Trust's chief executive, contactable at <a href="mailto:info@BPET.co.uk">info@BPET.co.uk</a></p> <p>Please also see our complaints policy on our website: <a href="https://www.deerparkschool.org.uk/wp-content/uploads/2022/08/DPS-Complaints-Policy.pdf">https://www.deerparkschool.org.uk/wp-content/uploads/2022/08/DPS-Complaints-Policy.pdf</a></p>                         |
| <b>Behaviour in School</b>             | <p>At Deer Park School we;</p> <ul style="list-style-type: none"> <li>• use positive reinforcement as our main strategy for dealing with poor behaviour choices</li> <li>• encourage our children to take ownership over characteristics for good behaviour for learning.</li> <li>• encourage our children to be thoughtful and kind to everyone</li> </ul> <p>Our behaviour and specific key stage policies can be viewed on our website: <a href="https://www.deerparkschool.org.uk/school-policies/">https://www.deerparkschool.org.uk/school-policies/</a> . Our H.E.A.R.T values are core to our school and important for developing behaviour.</p>   |
| <b>Pupil Voice</b>                     | <ol style="list-style-type: none"> <li>1. 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. The School Council also meet with a school governor to keep them updated with ideas they wish to implement.</li> <li>2. One member of each class is chosen after a selection process (application letter and interview) to be on the Eco-Council. They meet each fortnight to discuss ideas to help the school become more eco-friendly.</li> <li>3. Pupils from upper key stage two may also take part in pupil leadership, either on the school's pupil leadership committee, as House Captains, or as Sports Captains.</li> </ol> |
| <b>Family Helpers &amp; Volunteers</b> | <p>We welcome family volunteers to support with educational visits, or specific curriculum days within the school. Please see the office staff for information. Volunteers need to read the guidance and sign an agreement in which they agree to confidentiality. Mobile phones are not to be used whilst on the school premises.</p>  |
| <b>School Trips</b>                    | <p>We believe in children learning from first-hand experiential learning and therefore organise various educational visits for children across the school year. 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. We ask all families to give permission to cover all local visits within a mile of the school at the beginning of their time at Deer Park School (library, park, welly walks and fieldwork, for example).</p>   |
| <b>Payment to school</b>               | <p>We operate as a cashless school and use online portals for all payments.</p> <p>We use:</p> <ol style="list-style-type: none"> <li>1. SchoolsBuddy for payments for all extended day provision (Early Birds, Evening Owls and after school clubs).</li> <li>2. Arbor for payments for lunches (KS/2), school trips, swimming lessons and any voluntary contributions.</li> </ol> <p>You will be provided with a login for both upon joining the school.</p>  |
| <b>Who's who</b>                       | <p><b>Staff</b> – please see the staff list for an up-to-date list and the website for more details <a href="https://www.deerparkschool.org.uk/staff/">https://www.deerparkschool.org.uk/staff/</a></p> <p><b>School Local Advisory Board</b> – Deer Park School's local governance is overseen by the Local Advisory Board (LAB). The LAB members meet four times a year. Please see our website for who our LAB members are and information about them.</p>   |





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|                              | <p><a href="https://www.deerparkschool.org.uk/governors-2/meet-the-local-advisory-board/">https://www.deerparkschool.org.uk/governors-2/meet-the-local-advisory-board/</a></p> <p><b>Parent Teacher Association (PTA)</b><br/>The PTA is a committed group of family members and staff who raise extra money for the school and organise events for both children, staff, and parents throughout the year. You can find out more information here: <a href="https://www.deerparkschool.org.uk/our-pta/">https://www.deerparkschool.org.uk/our-pta/</a></p> <p>All family members 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 <a href="mailto:deerparkschoolpta@gmail.com">deerparkschoolpta@gmail.com</a>; 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> |
| <b>Parent Privacy Notice</b> | <p>This notice is to help you understand how and why we collect personal information about you and your child and 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. <a href="https://www.deerparkschool.org.uk/wp-content/uploads/2020/09/BPET-Parent-Privacy-Notice.pdf">https://www.deerparkschool.org.uk/wp-content/uploads/2020/09/BPET-Parent-Privacy-Notice.pdf</a></p>   |