

PARC EGLOS SCHOOL

**PARENTS HANDBOOK/
SCHOOL PROSPECTUS**

2020/21

CONTENTS

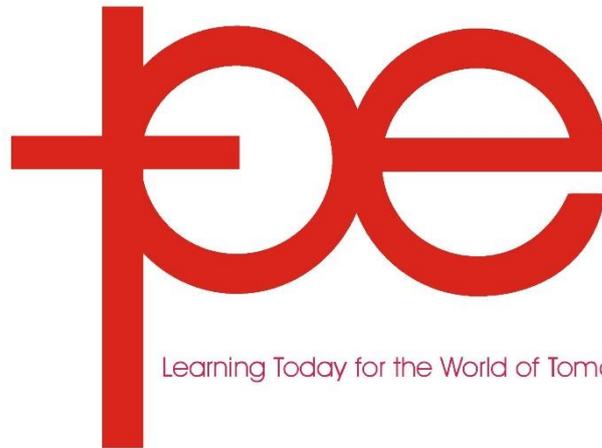
WELCOME TO PARC EGLOS	
Letter from the Headteacher	5
List of Staff	6
National Awards	7
OFSTED Inspection	7
Letter from the Chair of Governors	8
The Governors	9
ADMISSION TO THE SCHOOL	10
SCHOOL AIMS AND VALUES	11
ABOUT THE SCHOOL	
The School	12
Development Plan	12
Times of Opening	12
Cornwall School Terms and Holidays	12
West Cornwall Teaching School	13
Parc Eglos Nursery	13
Breakfast & After School Club	13
ABOUT THE CURRICULUM	
The Curriculum	14
Reading	15
Computing	15
Music	15
Physical Education	15
Extra-Curricular Sporting Activities	16
Religious Education	16
Working Groups	16
Assessment	16-18

...continued

PASTORAL MATTERS

Children with Learning Difficulties	17
Pastoral Care	17
School Discipline	17
School Rules	18
Parental Consultation and Pupil Progress	18
Target Setting	19
Homework	19
Sex Education	19
Absence of Children	19
Lunchtimes	20
Free School Meals	20
Parents working in School	20
Visitors to the School	20
Friends of Parc Eglos	21
Transport to and from school by car	21
Charges	21
School Uniform	22
Partnership Document	23
School Journey Insurance Policy	24
Other documents available on request from the School	25
How to find us	25
Boomerang Registration Form	26
Boomerang Registration & Consent Form	27
Boomerang Consent Form for short local trips	28
Boomerang Booking Request Form	29

WELCOME TO PARC EGLOS



Website: www.parc-eglos.cornwall.sch.uk

Main School Office:

Tel: 01326 572998

Fax: 01326 565941

Email: enquiries@parc-eglos.cornwall.sch.uk
secretary@parc-eglos.cornwall.sch.uk

Parc Eglos Nursery, Breakfast and After School Club:

Tel: 01326 555235

Email: nursery@parc-eglos.cornwall.sch.uk

Welcome to Parc Eglos School. This booklet explains the organisation and ethos of our school, as well as providing information which will help you to settle your child into the daily routine as quickly and smoothly as possible.

We firmly believe that education should be a partnership between school and home. We want both parents and children to feel welcome and our door is open should you have any problems or queries. We encourage parents to play a role in their child's education by supporting them at home and, where possible, helping in school. We also share our approach to teaching through newsletters, parents' evenings and informative workshops.

We are very proud of the school's reputation throughout Cornwall and remain determined to maintain and further improve the high standards we have achieved. We have a caring and dedicated team (teaching and non-teaching) who are committed to identifying and meeting the needs of all children. We offer a happy and well-resourced school in which children can develop their potential in a disciplined, secure and stimulating environment.

We feel that education is about balance. Children achieve well both academically and socially when they are happy. We consider that your child's success at school comes from a partnership between home and school and we look to you for your help and support.

If you would like to find out more about our school, please ring 01326 572998 to make an appointment. We would be very happy to show you around the school.

I look forward to meeting you.

Brett Dye
Headteacher

SCHOOL STAFF

HEADTEACHER: Mr B. Dye

DEPUTY HEAD: Mrs J. Banner

ASSISTANT HEADTEACHERS: Mrs K. Cotterill and Mrs R. Martin

SENCO / DSL: Mr C. Powley

TEACHING STAFF	TEACHING ASSISTANTS	
<p>Mrs S. Curnow Mrs K. Dyer Mrs J. Dumbleton Mrs H. Eddy Mrs N. Endean Mr D. Frantz Miss R. Giddings Mrs S. Goldsworthy Mrs H. Hamshar Mrs K. Harrison Mrs P. Lawlor Mrs F. Perry Mrs. S. Richards Mr S. Rigg Miss. M. Sycamore Mrs H. Tonkin Mrs C. Williamson</p>	<p>Mrs. D. Benny Miss M. Curnow Mrs L. Flint Mrs R. Hall Miss R. James Mrs J. Long Mrs K. Middleton Miss N. Morris Mrs. M. Redgrave Mrs P. Smith Miss K. Triggs Miss. K. Watkins Miss. S. Williams</p>	<p>Mrs J. Clargo Mr T. Flint Mrs. L. Healey Mrs. S. Laity Miss. K. Jenkinson Mrs A. Martin Mrs T. Monks Mrs K. Preston Miss A. Richards Mrs K. Timpson Mrs S. Tostdevine Mrs J. Williams Mrs T. Williams</p>
<p>NURSERY STAFF Mrs S. Cosslette Mrs. F. Groseley Mrs C. Johns Mrs. D Mitchell Mrs S. Nicholls Mrs F. Packman Mrs E. Penaluna Mrs L. White Mrs. J. Woods</p>	<p>ADMIN TEAM Mrs. A Williams Mrs. L. Ufton Mrs. D. Williams Mrs. N. Harris</p> <p>SITE MANAGER Mr M. Pennell</p>	

KITCHEN STAFF

Mrs C. Williams

Mrs V. Perkin

Mrs S. Stuart

Mrs L. Pennell

LUNCHTIME SUPERVISORS

Mrs J. Long

Mrs M. Redgrave

Mrs F. Groseley

Mrs D. Benny

Mrs K. Watkins

Mrs G. Callar

National Awards

CORNWALL HEALTHY SCHOOLS

In July 2000, Parc Eglos School was first accredited with Healthy School status. This was the culmination of 18 months of hard work by staff, pupils and canteen staff on the topic of Healthy Eating. We were re-accredited in July 2002 for focusing on Health related exercise, while at the same time continuing with the Healthy Eating initiative. We were again re-accredited in 2005, maintaining standards in previous criteria as well as adding emotional health and well-being. Our last accreditation was in June 2007.



ARTSMARK GOLD

We are very pleased to have upgraded our Arts mark award to Gold. This award recognises our commitment to ensuring that creativity remains within the curriculum.



PARTNERSHIP DEVELOPMENT SCHOOLS

Parc Eglos is committed to continuous professional development and currently holds the status of a partnership school working with the Universities of Exeter, Plymouth and the Learning Institute Teaching School. We currently train students from these establishments and staff offer support to other schools. We also participate in training graduate teachers. In addition, we take an active part in the training of School Centred Initial Teacher Training (SCITT) trainees.



partnership development schools
Supported by the TDA

PRIMARY SCIENCE QUALITY MARK – SILVER AWARD

In 2013, Parc Eglos was awarded the Primary Science Quality Mark for excellence in science. We have a dedicated science coordinator who works with class teachers to develop exciting programmes throughout the school.



OFSTED Inspection (September 2011)

Parc Eglos is an outstanding school. It is a cohesive community which works very well with parents, carers and partners so that all groups of pupils progress outstandingly well during their time there. Pupils are very well taught and the many outstanding lessons contain pace and innovative teaching, meeting the needs of all pupils. The curriculum is stimulating and inspiring, providing many memorable experiences for pupils. One parent summed up the views of many by saying 'Lots of exciting things are happening at this school; great experiences for my children; thank-you.' The Nursery gives an excellent start and has already helped very young children to develop early skills as they move through the outstanding Early Years Foundation Stage. This progress continues through Key Stages 1 and 2 so that progress is consistently well above average. The school's high quality assessment procedures allow for quick and effective intervention to help anyone who may slip behind.



Pupils showed immense pride in their school, this being reflected in their high attendance and outstanding behaviour. They take on a wide range of responsibilities and these, combined with their outstanding achievement, contribute to them being very well prepared for the next phase in their learning and for the future world of work.

Pupils' outstanding progress is underpinned by excellent care, support and guidance. Pupils feel very safe as a result of excellent safeguarding.

The highly respected Headteacher, well-led governing body and leaders at all levels in the school have created an environment in which all pupils have outstanding opportunities to achieve. Self-evaluation is rigorous and staff use the findings well to drive the school forward. Thus, the capacity for sustained improvement is outstanding.

LETTER FROM THE CHAIR OF GOVERNORS

Dear Parent,

Thank you for making enquiries about our School for your child. At Parc Eglos School we believe that education is a preparation for life and that the potential of each individual should be developed for the benefit of themselves and for the wider community. High standards are to be strived for in all aspects of education. This includes not only the academic but also the physical, social and creative aspects.

Parc Eglos has a long established high reputation both in the local and wider community. It is well noted for offering its children a wide range of educational experiences in an enthusiastic and enjoyable atmosphere.

Children learn best when they are self-motivated and in a caring and disciplined environment. Learning should therefore be a stimulating and pleasant experience in which they learn to value each other and their school community.

Those of you who attended the school yourselves will be familiar with the schools' surroundings and possibly one or more of the staff! Over the years, extensive changes have been made within the Education System and you will notice that Parc Eglos has kept pace with these.

Perhaps you already have a child in the school. It is always easier for the younger children to come into school, as they feel they already belong to the school family. You will already know and understand a great deal about the school but I am sure you will still find the handbook helpful.

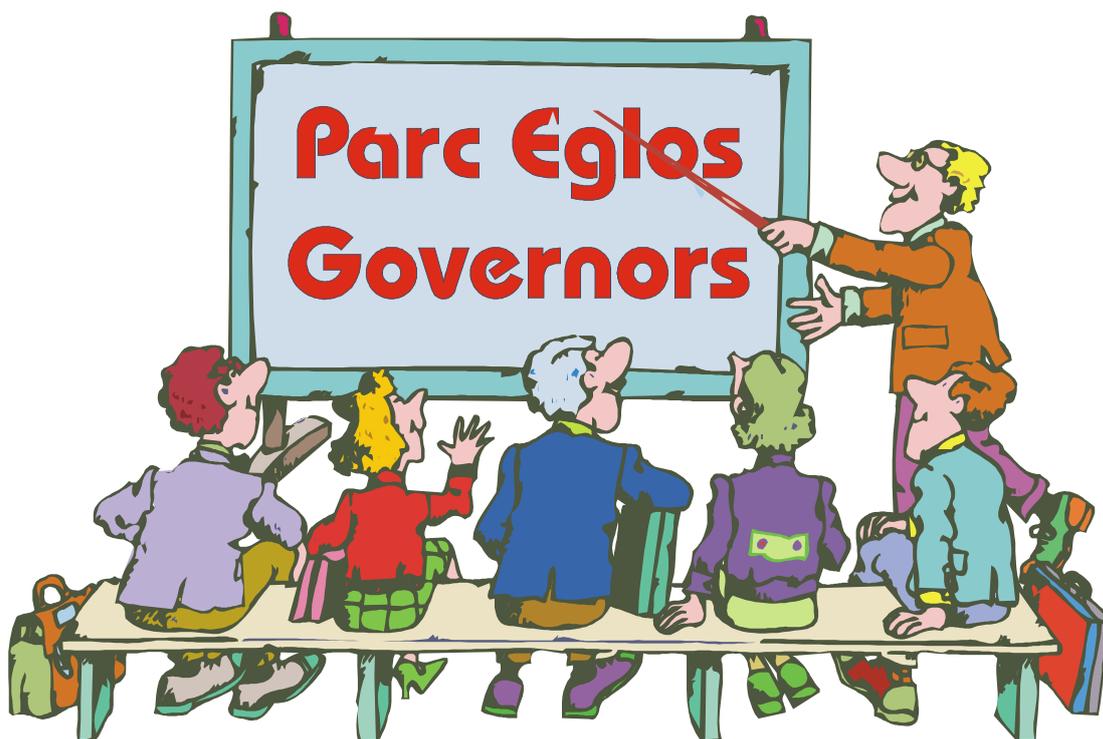
When it is the first child in a family starting school, it is sometimes harder for the parents who are seeing the child become an independent little person. With this in mind, I do recommend the 'Learning Together Scheme' run by Parc Eglos that gives both parent and child a gentle introduction to school.

You will find that the school offers a range of after school activities that are enjoyed by many of the children. We also have a late break club that provides a child minding service at the end of the school day. Details can be obtained from the school office.

I hope you will take the opportunity to visit us so that you can see for yourself the results of many years of care and dedication, which have led to happy, well-motivated children, fully able to realise the potential they possess.

Yours faithfully,

Chair of Governors



Mr S Paterson	Chair of Governors (Community Governor)
Mrs Lorna Cobbin	Parent Governor and Vice
Mr J White	Community Governor
Mr M Talbot	Community Governor
Mrs J Worsdell	Community Governor
Mr Richard Haycock	Parent Governor
Ms M Sycamore	Staff Governor
Mrs. P Miller	Link Trustee
Mr B Dye	Headteacher
Mrs P Nicholas	Clerk to the Governors

ADMISSION TO THE SCHOOL

There are two main areas of admission, admission of New Intake children and admission of children at a later age due to move of house or other considerations. Below are details of our admission procedures.

New Intake Admission Procedure

All admissions are currently administered by Cornwall Council. Typically, the admissions process opens in September for the following academic year, closing dates for applications are also published at that time. This form is available online through the Cornwall Council website or your local one-stop shop.

The school runs weekly Learning Together sessions during the second half of the summer term. All new intake children and their parents can have a tour of the school and meet with both the Headteacher and their child's class teacher.

A child who has acquired the following skills is most advantageously placed when starting school:

- To accomplish all the undressing and dressing tasks e.g. buttons, zips, ties, shoes, laces and buckles etc.
- To be accustomed to visiting the toilet unaccompanied.
- To make a reasonable job of drying himself or herself after swimming.
- To ask politely for the things he needs.

Please tell us if your child has a physical weakness of which we should be aware so that we can take sensible care of him or her.

Reception - Year 6 Admission Procedure

As for the New Intake, all later admissions to school are administered by Cornwall Council. For further information, please contact the admissions team on 0300 1234 101.

Admission of Pupils with Disabilities

Parc Eglos School is committed to offering an inclusive curriculum to ensure the best possible progress for all pupils, regardless of need or ability. Our SENCO / other members of staff have many specialisms and we adopt a 'whole school approach' to supporting children with additional needs, in a wholly inclusive environment. The Governing body's policy on children with additional needs serves to continually monitor and improve inclusivity of the curriculum, accessibility of the site and accessibility of information for learners with disabilities. The school also has ramps, stair lifts, a lift and disabled toilets to facilitate access for pupils or visitors in wheelchairs.

Transfer to other Schools

Apart from the natural transfer of children at the age of eleven to Helston College (www.helston.cornwall.sch.uk) and other schools, parents should notify the school office of any impending transfer, giving maximum notice of the new home address and the new school address to facilitate transfer of records. A form for this is available from the school office.

As stated, the children usually transfer to Helston College at the conclusion of their primary course and information on the arrangements for this will be passed on to the parents concerned. The Headteacher is more than happy to discuss the choice of Secondary School with any parent.

SCHOOL AIMS AND VALUES

The school aims to:

- Provide high quality teaching and good quality learning irrespective of gender, culture, background or academic ability to enable all pupils to make the highest possible progress
- Encourage all children to achieve the best possible progress they can make in all aspects of school life.
- Promote an "Achievement Culture" in which a range of achievements are valued, praised and rewarded;
- Foster a caring and welcoming environment for all members of the community, encouraging them to become involved in school life.

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism, she learns to condemn

If a child lives with hostility, he learns to fight

If a child lives with ridicule, she learns to be shy

If a child lives with shame, he learns to feel guilt

If a child lives with tolerance, she learns to be patient

If a child lives with encouragement, he learns confidence

If a child lives with fairness, he learns justice

If a child lives with security, she learns to have faith

If a child lives with acceptance and friendship,
He or she learns to find love in the world.

Useful information about our school



Parc Eglos School is a co-educational School administered by Cornwall Council. It has approximately 420 children, whose ages range from 2 to 11 years, and these are divided into our nursery and fourteen classes with two classes for each age group.

The school was built in 1965 with many recently built internal and external facilities which enhance the quality of the building. It is conveniently situated near Helston College and local amenities. The school consists of sixteen classrooms, a school hall, swimming pool, outside field and play areas. The hall is equipped for P. E. and Dance. Science and Technical education are well provided for. The school runs a computer network with access to the internet, and has a computer suite and library provision.

In 2012 we formed a formal partnership with a group of schools around Helston and the Lizard by forming a co-operative trust. In 2017 we have extended that by converting our co-operative trust into the Southerly Point Multi-Academy Trust. The school is managed by our Local Governing Board and has additional oversight and support from the MAT and their board of trustees.

Development Plan

Central to the effective working of the school is the School Development Plan. This plan provides vision, an action plan and monitors value for money.

Each year the plan is updated and, as part of this process, we involve parents, staff and governors. As part of this process you will be asked for your views and opinions in a questionnaire which are most valuable in helping the school put together its Development Plan. We would ask you to help us with this vital piece of research. The School Development plan is a live document available on our website.

Times of Opening: 8.45 a.m. - 3.15 p.m. Lunchtime is 12.00 p.m. - 1.00 p.m.

Cornwall County School Terms and Holidays

For dates of the current academic school year and school INSET days please consult the Cornwall County website (see link below).

<http://www.cornwall.gov.uk/default.aspx?page=2309>

West Cornwall Teaching School

Parc Eglos is celebrating its recent success of being awarded National Teaching School status, a designation from the National College for Teaching and Leadership (NCTL) awarded in 2014.



Teaching schools are outstanding schools that work with others to provide high-quality training and development to new and experienced school staff. They are part of the government's plan to give schools a central role in raising standards by developing a self-improving and sustainable school-led system. The introduction of teaching schools marks a shift towards school-centred training and development and sees us being part of a ground breaking initiative where schools will support their own professional development and work with each other to achieve excellence.

Parc Eglos Nursery (previously Pathways)



Parc Eglos Nursery is a registered centre where children are cared for by qualified staff and can learn through play. Well planned play, both indoors and outdoors, is a key way in which young children learn with enjoyment and challenge through all the areas of personal, social and educational development.

The aim of Parc Eglos Nursery is to provide a safe environment, structured to take learning forward and to provide opportunities for all children to succeed in a caring atmosphere, which ensures they feel valued.

Parc Eglos Nursery is located in the main school building. The designated rooms are spacious and well equipped to provide children with safe and stimulating play.

Outside there is a secure, purposely designed, fenced play area.

Parc Eglos Breakfast & After School Club (Extended Services)

For those parents who need to bring their children to school early in the day, there is a Breakfast Club which runs from 7.45 a.m. until 8.45 a.m.

The Parc Eglos After School Club runs from 3.15 p.m. to 6.00 p.m. This is situated in various classrooms around the school. It helps those parents who find it difficult to pick their child up at 3.15 p.m. due to work or other commitments. Here, the children are involved in various activities including, amongst other things, badge making to craft work, outdoor games and computer games.

For more information about the above child care facilities, please contact the school office

The Curriculum

The school is the first vital link in the child's chain of education which establishes his or her attitude to the learning process. Education is an all-round experience, not only concerned with basic academic, social and physical skills, the teaching of which is very much underlined at Parc Eglos School, but also with furnishing each child with an enquiring, creative and sensitive approach to his/her world. We believe that each child is an individual with differing interests and talents, and this must be balanced alongside his/her growth in society. It must be said that education is far more than enabling children to hold their own in the society into which they are thrust. The child must also develop its potential, perception and sense of responsibility to the full so that he or she may be able to contribute positively to and develop society for the mutual benefit of all, rather than only seeking ways of maximum personal fulfilment and reward.

The school seeks to establish a "creative thinking curriculum", which links the child's environment with the vital skills and knowledge he/she requires in such a way as to make learning a stimulating and challenging experience. All areas of the curriculum are carefully structured in such a way as to involve first-hand experience backed up by sound teaching and a good range of resources, including a library and access to ICT. Visits and field studies are an integral part of the school curriculum.



The children initially follow the Early Years Foundation Stage statutory framework. There are seven areas of learning and development all of which are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These three areas, the prime areas, are:

- communication and language
- physical development
- personal, social and emotional development

The further four specific areas are

- literacy
- mathematics
- understanding the world
- expressive arts and design

These are taught in a thematic way, with emphasis on practical work.

The children then follow the full National Curriculum which provides them with an introduction to the essential knowledge that they need. The National Curriculum provides an outline of core knowledge around which teachers promote learning as part of the wider school curriculum. The National Curriculum is structured around eleven subjects:

- English
- Maths
- Science
- Design and Technology
- History

- Geography
- Art and Design
- Music
- Physical Education (PE), including swimming
- Computing
- Ancient and Modern Foreign Languages (at key stage 2)
- Religious Education (RE) but parents can ask for their children to be taken out of the whole lesson or part of it.

The following are not compulsory but are also taught:

- personal, social and health education (PSHE)
- citizenship
- modern foreign languages (at key stage 1)

These subjects may be taught as separate subjects but, as in life, knowledge is not always in discrete units so a theme or topic is often used to link relevant areas of knowledge and so help the child have a deeper perception of his or her world.

Reading

Reading is a top priority within the school. Over the years, we have developed our own reading scheme which matches reading levels to the child's ability but at the same time engenders a real love and understanding of books. We ask parents to support us in this key activity. The school asks parents to help their children with reading.



Computing

Today's young people must be fully computer literate and, to this end, the school has a sophisticated computer network with all pupils having access to workstations, other devices and internet technologies. The school has a library/multi-media facility which incorporates 32 internet-linked computers. We refurbished our suite in 2015 and tablet devices are used in certain areas of the school.

Music

The school is particularly proud of its musical tradition and, in addition to general music education, junior children are offered instrumental tuition in brass, guitar, woodwind, keyboard, violin and percussion. There are also multiple school choirs.



Physical Education

Physical activity is a central part of the curriculum and plays a vital role in the healthy development of the child, both physically and mentally. Regular time on a weekly basis will be given to ensure that all children have access to an as wide range of activities and skills as is possible.

Outdoor Education

The school has a commitment to involving children in first hand learning experiences and in particular to environmental education.

As the children progress through the school, they will be involved in local studies which will necessitate them visiting local sites of interest. Children are covered by the county council insurance scheme for such activities but parent's permission is requested. To ease administration for local visits there is a single local visit form attached to our admission packs.

If a longer visit is planned, parents will be contacted separately with relevant information and a permission form will be sent home. Residential visits are planned in years 3-6 and begin as short duration local visits (i.e. Overnight at BF Adventure) and work up to longer duration and distance.

Parc Eglos Extra-Curricular Sporting Activities

The school has a number of teams that participate in matches with other schools.

Amongst these are:

Football	Cricket
Athletics	Swimming
Netball	Gymnastics
Cross Country	Tag Rugby



Religious Education and worship

We have two whole school assemblies and two Key Stage assemblies a week which are broadly Christian in character. This is an important corporate time for the whole school. Religious education takes place in accordance with the Cornwall Agreed syllabus. We also have close community links with our local churches.

Parents have the right to withdraw their children from these assemblies and lessons.

Working Groups

According to the subject matter and the children's ability, teaching is sometimes in whole classes or in small groups. We are also keen to ensure that the children are exposed to a variety of teachers who have specialist knowledge and skills and, to this end, some team teaching is employed with very good effect. As previously stated, we are keen to provide work which is appropriate for each child and we therefore offer a 'fast-lane' curriculum approach for children who are exceptionally able.



Children with Learning Difficulties

Children are individuals who develop at different rates and at different times. Sometimes they have difficulty with learning for a wide variety of reasons. At Parc Eglos, we try to identify such children and offer them the additional support that they need. A member of staff has special responsibility for co-ordinating the extra help and support required. If we are considering your child for additional support, we will contact you. It is also important that you let us know if you are concerned or know of some difficulty that your child is having with learning.

We are proud of our record of helping children with a wide range of abilities. If you are concerned, please contact the Headteacher.

Pastoral Care

The Head has overall care of the children but the staff are particularly concerned with the well-being of their group of pupils. Parents are always consulted when the staff feel that individual children are a source of concern. We prefer parents to inform the school if personal circumstances are likely to upset your child whilst at school.

Information of this nature is always treated with the strictest confidence. Our concern is for the well-being of the children committed to our care. The Teaching Assistant is an ideal person to talk to regarding minor issues of your child's well-being. For more important concerns, appointments should be made with either your class teacher or the Headteacher as appropriate.

In line with our accreditation as a Healthy School, children are encouraged to drink water regularly during the school day, including during lesson times. Fizzy drinks are not allowed at any time, although we do permit children to consume squash with packed lunches.

School Discipline

As stated in the general philosophy of the school, a disciplined and ordered environment is vital for good education and a happy working school. Good conduct is insisted upon. The school believes that children who have a high self-esteem, built through personal success, very rarely find behaviour a problem. To this end, there is a programme running throughout the school to develop self-esteem.

The emphasis is upon self-responsibility and children are always made to see the consequences behind certain courses of action. Much time is given to discussion, in order that pupils may develop their own positive attitudes. Good behaviour is positively reinforced with a house point system and rewards. The 4 houses are: Trevithick (Yellow), Davy (Red), Trengrouse (Blue), Kingsley (Green). The House system is an integral part of school life and facilitates friendly competition in football, cricket, netball, rounders, athletics and swimming. Bad conduct is not tolerated and is usually dealt with by removal of privileges or by giving extra tasks.

In the event of persistent bad behaviour, parents will be asked into school to discuss the matter with the class teacher or the Headteacher as appropriate. We believe parent/teacher co-operation to be the mainstay in helping children find a right sense of values and code of conduct. Further details are to be found in the School Policy Booklet, available on our website.

The 'tone' of the school is as important for disciplined learning as it is for nurturing caring young people and this is achieved by a strong emphasis on responsibility, structured amidst Christian values. The written rules of the school are few but the expectation of the school is high, both in terms of excellence and effort in learning and behaviour.

School Rules

Our school rules focus on keeping our school in **SHAPE!**

S	safe
H	happy
A	achieve
P	polite
E	enthusiastic

- ✓ We will take actions to keep ourselves and others **Safe**
- ✓ We take responsibility for making our environment **Happy**
- ✓ We will join in with learning and be individuals who **Achieve**
- ✓ We believe that it is always important to be **Polite**
- ✓ We will tackle all situations and activities with **Enthusiasm**

Parental Consultation and Pupil Progress

The school has adopted an 'open door' policy, where parents are welcomed into school, and ready access to the teachers, the Headteacher and Deputy Head is fostered. However, parents are asked to bear in mind that the staff are extremely busy people, with responsibility for large numbers of pupils, and it is unfair to detain them from their duties for matters of relatively minor importance. Entrance to teaching areas when lessons are about to start is discouraged.

A telephone call to fix an appointment is always the best policy.

Individual interviews are always formally arranged with every parent and child during the Autumn and Spring Terms. These take the form of a conference.

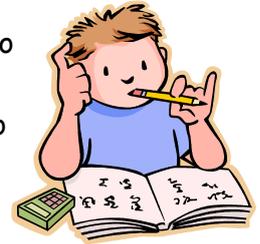
Target Setting

The school has a system of target setting for each child. The targets seek to help you and your child to share with the teacher the most important areas for your child's personal and academic progress. We frequently revise these targets and discuss them with you and your child.

School Homework

It is the policy of the school to set homework. All children are encouraged to follow up school work at home and parental help is very valuable.

As a parent, you are asked to ensure that your child is given opportunity to complete homework in a suitable and supportive environment. If domestic arrangements prevent the completion of any homework, we would appreciate a note to this effect.



Personal, Social, Health and Relationship Education

By the end of their primary education at Parc Eglos children will have been taught to look after their physical and mental wellbeing. The Personal, Social, Health and Relationship curriculum is taught through eight key themes, these are;

- mental wellbeing
- online safety (internet safety and harms)
- physical health and fitness
- healthy eating
- drugs, alcohol and tobacco
- health and prevention of physical illness
- basic first aid
- the changing adolescent body

The school has a Sex Education Policy which has been agreed by the school governors. In outline, it states that young children will be encouraged to understand the natural cycles of growth and development in plants and animals. There will be specific teaching on health and hygienic matters. Questions will be answered in an open and honest manner. Specific teaching on human reproduction will take place in year 6. Parents will be informed when this programme is to take place. All matters relating to sex education are placed within the framework of a caring and responsible relationship. The school looks to parents to support this balanced approach to the matter.

Absence of Children

The parents of any child who is absent from school must obtain a 'Leave of Absence Request Form' from the school office, giving the reason for absence. May we remind parents that, legally, children may only be withdrawn from the school with the express permission of the Headteacher. Failure to do so will result in unauthorised absences, upon which legal action may be taken. [This does not apply to medical matters.] If your child is unwell, the school should be notified by phone or Email on the first morning of absence, followed by a letter when your child returns to school. This enables us to ensure your child is accounted for and safe at all times.

Lunchtimes

During the school lunch break, which begins at 12.00 and ends at 1.00, the children have a wide range of options. They may bring a packed lunch or use the school cafeteria.

We would add that the school, as part of the Health Education Curriculum, does much to help children gain an understanding of healthy eating.



In line with our safeguarding and healthy eating procedures, we request that **NO** food items brought into school for packed lunch, snack, etc. contain nuts or nut-based products such as peanut butter, as a number of our children have serious nut allergies. Thank-you.

Free School Meals

Information on Free school meal eligibility criteria is available on the Cornwall Council website: <https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-meals/>



Parents working in School

The school is extremely fortunate in having a number of talented and generous parents & grandparents who aid the running of the school. Offers of help are always welcome, please contact the main office to express an interest. Volunteers will be required to undertake a DBS police check before working with children.

Visitors to the School

We are very concerned to ensure the safety of children and visitors to the school at all times. We therefore request that all visitors to the school during the normal working day report to the school office, in the reception area, on arrival.

Friends of Parc Eglos

The school builds its parental support on the basis that all parents are interested in their child's school.

The 'Partnership Document' which accompanies this handbook asks you to indicate the areas where you are prepared to offer support to the school. Please complete this and return it to school for our records. There is no obligation with the form but it ensures we ask the right people when help is needed at events.

The parents have an elected committee 'Friends of Parc Eglos', which works hard for the school by organising many social and fund raising events.

Transport to and from school by car

The Parc Eglos top road entrance is extremely narrow and therefore presents a danger if parents park their cars at this gate and await their children there. The Accident Prevention Office for the County requests all parents of Parc Eglos children who deliver and meet their children by car to use the lower gate in Tenderah Road, and park thoughtfully to allow maximum safety for the children, many of whom have to cross the road immediately after leaving the school gate. Parking on the zigzag lines is strictly prohibited. It is also essential that parents using Tenderah Road are mindful of any inconvenience they may cause to the local residents.

In line with the school's health and environmental issues, we would encourage parents and carers to walk to and from school with their children. Children who have passed a Cyclewise assessment are welcome to come to school by bicycle, where we have sheltered provision for their bikes.

Charges

Swimming - We ask parents to contribute £30 per year per child to enable us to keep the swimming pool operational.

Day trips - Occasionally requests for contributions towards the cost of day trips may be made but many are free or well subsidised.

Residential trips - Annual residential trips are arranged for KS2 pupils. The cost of these varies depending on the itinerary - please contact us if you would like more information.

School Uniform

It is hoped that all parents will make a real effort to clothe their children in the uniform, as it is felt that this will help very much in the rapid establishment among the children of a sense of pride in and of belonging to the school. The uniform list is given below. A smart appearance at all times is to be attempted by all children.

Uniform items may be purchased from the school office (tartan items, bags, hats, bottles, name labels) or "Forget-me-Not" (sweatshirts, cardigans, t-shirts) on Wendron Street, Helston.

UNIFORM LIST - GIRLS

WINTER: Red tartan skirts, kilts or pinafore dress*
White blouse
Scarlet cardigan, v neck pullover or sweater
Tights
*Trousers are not encouraged

SUMMER: Red gingham summer dress
Red or white ankle socks

UNIFORM LIST - BOYS

WINTER: Black/Grey trousers
White or grey shirt
School tie - plain scarlet (optional)
Scarlet v neck pullover or sweater

SUMMER: As for winter but adapted in weight to suit warmer temperatures e.g. shorts.

ALL PUPILS

FOOTWEAR: Sensible black shoes (no crocs or wedges/platforms), NO TRAINERS

SWIMMING KIT: Normal costume, towel and bathing cap.

P.E. KIT: Black shorts
Cotton T-shirt (red)
Black gym shoes or trainers
P.E. Bag to hold kit

OVERALL: It would help if parents provide a painting overall. An old shirt with elastic at the cuffs would suffice.

N.B.: IT IS ESSENTIAL THAT ALL ITEMS OF YOUR CHILD'S CLOTHING AND PROPERTY ARE CLEARLY LABELLED. THE SCHOOL RESERVES THE RIGHT TO DISPOSE OF UNNAMED UNCLAIMED CLOTHING AS APPROPRIATE.

PLEASE MAKE SURE THAT YOUR CHILD CAN RECOGNISE HIS OR HER NAME TAB. ENCOURAGE YOUR CHILD TO BE RESPONSIBLE FOR HIS OR HER POSSESSIONS AND TO THINK FOR THEMSELVES.

PARTNERSHIP DOCUMENT

HELP US TO HELP YOUR CHILDREN

Dear Parent,

Parc Eglos School highly values the support of you the parent in enhancing the quality of education offered to your child. To further this important relationship, we have prepared a Partnership Document which embraces the spirit of the *Government's Charter*. We would be glad if you would read it carefully, cut it out, sign it and then return it to school.

I would hasten to add that there is no binding obligation by completing the form but it will give us an indication of those parents who we can contact to help.

Thanking you for your co-operation.

Yours sincerely

Brett Dye

I am/We are willing to help the school in the following ways, please tick applicable box(es):-

- | | |
|--------------------------|--------------------------------|
| <input type="checkbox"/> | Friends of Parc Eglos (PTA) |
| <input type="checkbox"/> | Help in the Classroom |
| <input type="checkbox"/> | Organising & Helping at School |
| <input type="checkbox"/> | Dance |
| <input type="checkbox"/> | Jumble Sales |
| <input type="checkbox"/> | Family Barbecue |
| <input type="checkbox"/> | School Environmental Projects |
| <input type="checkbox"/> | School Community Projects |
| <input type="checkbox"/> | General Help |

Child's Name:

Signed:

Tel no:

School Journey Insurance Policy

Definition

The Insured: Each and every member of a school journey party who shall be a person attending full time education or an employee of the county council or a volunteer assisting the school.

Period of Insurance: From the time of assembly of the school journey party until dispersal.

School Journey: A school excursion approved by the Education Authority, not exceeding 31 days.

Geographical Limits: Great Britain, Northern Ireland, Isle of Man, Channel Islands.

Cancellation and Other Expenses

Sum Insured - Up to £1,000 for each person insured. This covers the loss of deposit or prepaid charges for travel or accommodation which are irrecoverable from any other source. This only applies to cancellation due to a fortuitous cause outside the control of the insured. In the event of illness, a medical certificate will be required to make a claim. It is also possible for the insured to cancel if the main breadwinner of the household becomes redundant.

Transport Expenses

Sum Insured - Up to £1,500. Any additional expense incurred in transporting a sick or injured person home or to hospital. Expenses incurred by parents or guardians visiting a sick child in hospital.

Personal Accident

Capital sum of £3,500 for child under 18
Permanent partial disablement £1,000
Permanent facial disfigurement £1,000
Loss of or damage to teeth or dentures up to £500

Personal Effects and Money

This carries a £15 excess. The limits of liability are: Up to £1,500 in all per person. £250 in respect of any one article, pair or set. £200 per person in respect of money. Any loss must be reported to the police and the appropriate report obtained.

Personal Liability

Up to £1,000,000 for each person insured. This is a brief resume of the Council's School Journey Insurance. Full policy details are available from the Insurance Section, Room 106B, Finance & Administration, County Hall, Truro.

Boomerang Club

Registration Form

Child's [full] Name _____

Address _____

_____ Post Code _____

Date of Birth _____

Name Parent/Guardian _____

Home Phone No. _____ Mobile _____

Work No. _____ Email _____

Name of any other Parent/Guardian _____

Telephone: Home [if different] _____ Mobile _____

Work Number _____ Email _____

Details of Doctor _____ Tel _____

Other Contacts

Name and address of any person collecting your child from Boomerang Club if different from information above.

Children will only be allowed to leave with a named person.

Name _____ Tel No _____

Address _____

Name _____ Tel No _____

Address _____

Any information regarding your child that you would like us to know. E.g. Allergies; illnesses

Boomerang Club

Registration and Consent

All children who attend must be registered with Boomerang Club. Therefore, would you please complete the enclosed form accurately and return it as soon as possible.

Activities your child takes part in may be photographed, recorded visually or verbally for which we need your permission.

I agree to my child being recorded visually or verbally.

YES/NO

I agree to any emergency medical treatment necessary during my child's attendance at Boomerang Club. I authorise the staff to sign any written form of consent required by the hospital if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

YES/NO

I give consent for my child to have sunscreen applied by a member of Boomerang Club staff. Sunscreen provided by:

Boomerang Club [] One provided by me []

No sunscreen []

I agree to abide by Boomerang Club's policies and procedures.

YES/NO

Signed _____ [Parent / Carer]

Date _____

Boomerang Club

Consent Form for Local Trips Outside of the Setting

Sometimes our planning involves taking small groups of children on foot to very local amenities, such as the church, park or museum.

Please complete and sign the form below in order to give permission for your child to take part.

I give consent for my child _____

to be taken out on short trips by foot during Boomerang Club sessions.

Does your child suffer from any illness or allergy? Yes [] No []

If yes, please give details.

Please ensure that your child has any medication with them that might be required. E.g. Inhalers.

I consent to any emergency medical treatment that my child may be given.

Yes [] No []

I consent to my child being photographed whilst out of the setting.

Yes [] No []

Signed _____ [Parent / Carer]

Date _____

Boomerang Club

Booking Request Form

I would like to request a place at Boomerang Breakfast and After School Club for:

Name of child: _____

D.O.B.: _____

for the following times of the week* / as required*.

[* please delete as appropriate]

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST CLUB					
AFTER SCHOOL CLUB					

N.B Holiday Club bookings should be made on a separate Holiday Club booking form prior to the start of each school holiday.

Please note that, to cover staff costs, there will be a charge of £20 for any child who has not been collected and remains at Boomerang Club after 6 p.m.

If offered a place, I agree to abide by the booking conditions.

I wish my child to start on: _____

Signed: _____ Date: _____