



PARKLANDS PRIMARY SCHOOL

Havering Road, Romford, Essex RMI 4QX

Tel: 01708 743404 Fax: 01708 742184

Email: office@parklands.havering.sch.uk

Website: <http://www.parklands.havering.sch.uk>



Headteacher: Mr Scott Stevens

Head of School: Mrs Teresa Carter

Deputy Headteacher: Mrs Katie Leach / Deputy Headteacher: Mrs Lisa Farrow

September 2023

Dear Parents,

Welcome back to all of our pupils and parents! As a new school year and a new term begin, this seems an appropriate time for some reminders about school rules and dress code.

Dress Code

Full school uniform is to be worn every day. School shoes/trainers must be plain black. Please be aware any type of boot **is not** school uniform. For safety and hygiene reasons we ask that shoulder length and longer hair is tied back. Extreme styles are not permitted. Hairbands and bows should be small (no bigger than a 50p piece) and plain. Nail varnish/false nails are NOT permitted at any time. Small stud earrings are acceptable and these should be removed on PE days. All other jewellery is not permitted in school. Watches are acceptable but these must be small faced (no smart watches or Fitbits).

Snacks

KS1 Children

Children are provided with fruit every day at break times.

KS2 Children

Children should have one healthy snack at break time. We suggest they bring something from home such as a piece of fruit or raw vegetables. The last Friday of every month is 'free fruit Friday'. We provide all children with a piece of fruit, free of charge.

Absence

School absence should be reported before 9.00am on the morning of absence whenever possible. In the event that you receive a message from us saying that we do not know why your child is absent, please respond to this immediately.

Wherever possible, dentist and optician appointments should be made outside of school hours. However, if you should need to take your child to an appointment during school time, please be prepared to show proof of the appointment via letter or appointment card, when you come to collect your child from the office.

In accordance with government guidelines, holidays during term time will not be authorised. Please ensure that all trips and holidays are booked for school holiday periods. Failure to do so may result in a fine from the Education Authority.

School Office

Office hours are 8.30am to 4.30pm. Should you need to contact the office during the closed times, please leave a message on the answerphone and we will get back to you.





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Interruptions

We accept that from time to time there are emergencies, which mean that parents need to contact school to change collection arrangements etc. However, we are seeing a considerable increase in the number of telephone calls to the office to make or change these plans. Written permission is needed for all children being collected by someone other than parents.

In the event that something has been forgotten, please ensure these are brought to the school office **before** 10.30am. All items left **must** be named.

School staff will always do their best to help with any issues you bring to them, but we would appreciate your co-operation in helping to eliminate unnecessary interruptions to the day.

After School Clubs

Clubs run by outside agencies, ie, Premier Sports, should be contacted directly with any queries.

sQuid

For any issues regarding sQuid accounts please email customerservice@squidcard.com with any queries as the school are unable to access parent's accounts.

Meeting with Teachers

Please note that parents are unable to speak to class teachers at the beginning and the end of the school day. If you need to pass a note onto the class teacher this can be done by writing in your child's diary. If you would like to arrange a meeting with your child's class teacher this can be made via the school office.

Bikes and Scooters on School Grounds

Children must dismount their bikes or scooters at the main school gate and walk through the carpark. Please be aware that any items left in the bike shed or scooter park are left at the owner's risk.

We look forward to welcoming you all back to school and hope you have had an enjoyable Summer.

Yours sincerely

Mr S Stevens
Headteacher

