



PARKLANDS JUNIOR 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: Mrs Julie Wilson

Deputy Headteacher: Mr Scott Stevens

5th September 2017

Dear Parents,

Welcome back to all of our pupils and parents! We hope you have enjoyed a happy and relaxing Summer. As a new 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. Jewellery is not permitted in school. Watches are acceptable must these must be small faced and analogue only (no digital, smart watches or Fitbits).

Snacks

Children may 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.

Water bottles

Drinking water in sufficient quantities has been proven to improve brain function, and we would encourage this, so please provide your child with a water bottle every day. We now have water fountains in the playground so children are able to access water at breaktimes.

Absence

School absence should be reported before 9.30am 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.

SATs Booster and After School Clubs

Year 6 SATs Booster classes and the after school clubs will commence after half term and we will be writing to parents regarding these in due course.





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School Office

Office hours are 8.30am – 12.15pm and 1.15pm 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.

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. Please make every effort to decide your arrangements before school and make them clear to your child, as school staff currently spend a considerable amount of time delivering messages to the pupils. Written permission is needed for all children being collected by someone other than parents.

In a similar way, there are a significant number of interruptions to lessons, and to the office, during the day for forgotten lunches and water bottles etc. Please ensure you plan for the school day, and make sure your child has everything necessary when they arrive. In the event that something has been forgotten, please leave the item in the 'forgotten items' box outside the school office before 10.30am. All items left must be named. All letters including payments must be put in the 'school office postbox'. This is a secure, locked box outside the main reception.

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, Whizzkids and Havering Music School should be contacted directly with any queries.

Yours sincerely

Mrs C Whiffin
Office Manager

Mrs J Watmough
Pastoral Manager

Mrs C Sinnott
Attendance Officer

