

Starting School at Parkside Community College



Information for Families and Students



Parkside Community College
The best in everyone™
Part of United Learning

Ofsted
Outstanding
Provider



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WELCOME

In our school we aspire to provide the highest quality of education, and to enable all our students to achieve **excellence**. We want them to develop into inquiring, knowledgeable and caring young people who help create a better, more peaceful world through intercultural understanding.

We believe that our **human scale** learning environments are important in helping us promote equality, develop **respect** for others, and celebrate diversity. We expect our school to be a source of pride for its local community.

Innovation is at the heart of our work. We invest in our students and staff so they develop the independence of spirit to **pioneer** new ideas and strategies, to seek and evaluate a range of views, and are willing to grow from the experience.

Our model of a group of small schools working in **collaboration** in Cambridge for mutual benefit delivers economies of scale in both resources and staffing. Through our **partnership** we aim to widen opportunity, raise standards, and promote inclusion and community cohesion.

We look forward to welcoming you to our school.
Parkside Community College (part of United Learning)

You
deserve
disruption-free
learning
every minute of
every lesson





COMMUNICATION

The school offices are open from 8.00am to 4.00pm Monday to Friday. We welcome enquiries either by email, telephone or in person. To contact us by email please use pks-enquiries@parksidecc.org.uk, alternatively our telephone number is 01223 712600.

Tutors and teachers may not be available to speak with parents and carers during the school working day due to their teaching commitments. However, school staff will ensure that messages are passed on and request the member of staff responds to your enquiry.

If you do wish to make contact with your child's tutor or subject teachers, we recommend you contact the school and ask for an appointment to see the relevant member of staff. If you are unable to visit the school in person, staff will always be willing to arrange a convenient time with you to speak on the telephone.

To email a member of staff directly, the email address will generally use the following format: firstname.surname@parksidecc.org.uk. We aim to acknowledge your email within 48 hours and endeavour to provide a full response as soon as possible.

Parent Information evenings & Parent Consultation evenings

Parent Information evenings occur at the beginning of each school year. They highlight the key information and events for the year ahead and are led by the Head of Year.

Parents Consultation Evenings are run virtually using the online tool 'School Cloud'. Each student in Years 7-10 gets one Parents Consultation Evening, when families can meet their child's teachers to hear how they have been progressing in lessons. Students in Year 11 and 13 have two Parents Evenings a year due to those being examination years.

Families will be sent a link approximately one week before the Parents Consultation Evening which will allow them to book appointments with the teachers. These evenings will appear in the school calendar, located on our website and reminders will be sent out to all families at least one week in advance.



COMMUNICATION

Safeguarding

All visitors to school (this includes parents and carers) are required to report to Reception on arrival, however short you intend your visit to be. For example, if you were coming in to collect your child for a medical appointment or drop off a forgotten item, you are still required to report to Reception. You will sign in on the Inventory screen and a visitors' ID sticker will be printed. All visitors are required to sign out when they leave the school premises.

Arbor Communications

We use Arbor Communications to stay in regular contact with our families. You will receive any emails we send regarding your child / children directly to the inbox of the email address we have for you on our records.

IRIS Parentmail

IRIS Parentmail is used to pay for school trips, shop items or add money online to your child's catering account. *Please do not send money to school with your child.*

IRIS Parentmail have an App which is free to download. In order to make payments via this you will need to verify your account.

Keep up to date with our news by following us on:

[Facebook](#)

[X \(Twitter\)](#)



THE SCHOOL DAY

School is open from 8am to 5pm, Monday to Friday.

School is open from 8am every morning. The library is open everyday, and students can access it from 8am. Students may wish to check with the librarian as to what time the library will close.

School starts with line up, at 8.25am each day and finishes at 3.10pm. Some students may have an extra lesson that finishes at 4.00pm.

A full programme of lunchtime and after-school clubs is available for all students from Year 7 to Year 11. These clubs are a great way to meet new friends, pick up a new interest or develop an existing one.

There is a vast range of clubs on offer to cater for all tastes and interests, so we look forward to seeing all new students participate in at least one club! We also have a range of peripatetic music teachers. If you are interested in instrumental lessons, please complete [this form](#)

Student Services

Student Services provide support to all students across the school and work with teachers to ensure all students achieve their learning potential. There is a Student Services office and medical room located at all schools. Student Services can be contacted between 8.00am and 4.00pm every day and are 'open' to students before school, at break, at lunchtime and after school. Student Services provide the initial response to student welfare and first aid needs as well as the monitoring of student attendance and punctuality.



TERM DATES

2024

Autumn Term Opens
Half Term
Autumn Term Closes

Thursday 5th September
28th October - 1st November
Thursday 19th December

2025

Spring Term Opens
Half Term
Spring Term Closes

Tuesday 7th January
17th - 21st February
Friday 4th April

Summer Term Opens
May Day
Half Term
Summer Term Closes

Tuesday 22nd April
Monday 5th May
26th - 30th May
Wednesday 23rd July

INSET days

Friday 22nd November
Monday 3rd February
Monday 17th March
Friday 27th June
Monday 30th June



*Students do **not** attend school on Inset days; they are for staff training.



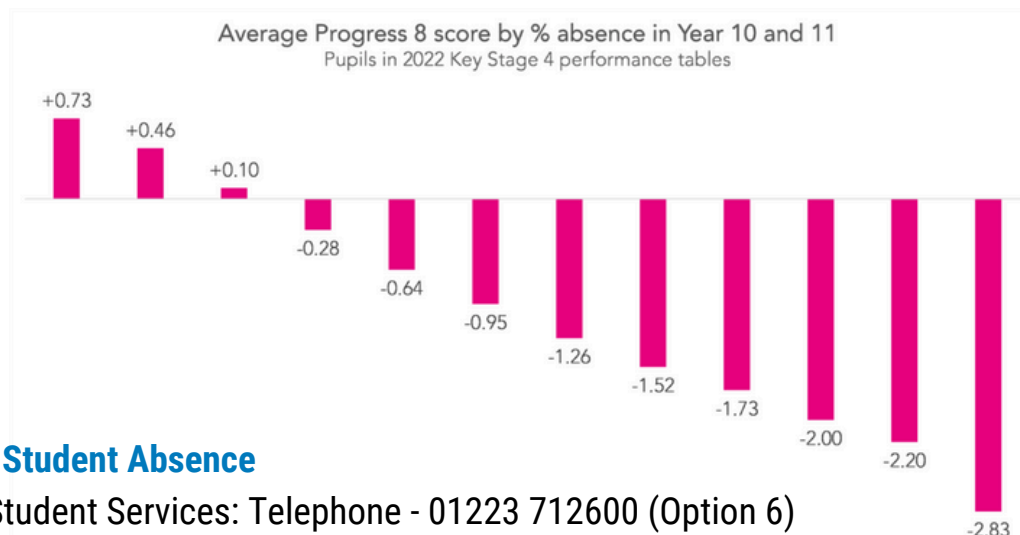
ATTENDANCE & PUNCTUALITY

Receiving a full-time education will give your child the best possible start in life. Attending school regularly and punctually is essential if students are to make the most of the opportunities available to them.

Pastoral teams, that include tutors and Head of Years, monitor the attendance, punctuality and progress of all students. The majority of students have good attendance and punctuality. However, should your child's school attendance and/or punctuality become a cause for concern (below 90%), we will contact you, sending a series of statutory letters. This is in line with the guidance from the government and the Local Authority. You may also be required to attend a meeting to discuss your child's attendance, even if this is due to illness.

Parents and carers are legally required to ensure that their children regularly attend the school at which they are registered. Parents and carers who fail to do this may be liable to prosecution and a fine of up to £2500 and/or three months in prison. We strongly discourage parents and carers from booking holidays and other out-of-school activities during term-time. Permission is only given in exceptional circumstances and if your child has an excellent school attendance record, otherwise this may incur a Fixed Penalty Notice. Further details can be found on our [Attendance page](#) on the Parkside website.

Attendance affects attainment



Reporting Student Absence

Parkside Student Services: Telephone - 01223 712600 (Option 6)

Email - _pks-enquiries@parksidecc.org.uk



IT

Microsoft Teams

We use Microsoft Teams to set both classwork and homework. Microsoft Teams is widely used in schools and is a very effective way of ensuring that students have access to important resources. Your child will be shown how to access their own 'Teams' when they arrive at Parkside.

We strongly advise that parents ask their child to show them their Teams on a regular basis, so you're aware of what homework assignments have been set for them, as well as other general notices that have been shared.

WinBooks

If you're in search of a new laptop to enhance and support your learning experience, we offer a 1:1 laptop program exclusively for our students.

The program provides a Windows 11 ASUS BR1100F Winbook, an ideal learning tool for students of all ages, engineered to handle everyday wear and tear. This initiative is powered by CPU Mobile Learning and includes pre-approved, flexible monthly payment options along with Enhanced Protection Cover. Once you've completed all payments, the laptop is yours to keep!

FAQ

FAQs are included within this [information letter](#). If you have a particular query that isn't addressed, please contact pk-enquiries@parksidecc.org.uk

UNIFORM, SPORTS KIT & EQUIPMENT



Uniform is an important aspect of equal opportunities and ensures that our students feel part of a team. Uniform is also an important part of our Safeguarding responsibility and ensures that students in the local community can be easily identified. School uniform is compulsory and students who fail to wear the correct school dress will receive a consequence. Sports Kit is also compulsory for all students.

Uniform expectations

We expect students to wear the following. Items marked with an asterisk (*) below must be purchased from our supplier, SWI. The other items can be purchased from any supplier, however, we hope that as many families as possible will purchase the SWI uniform items:

- Grey jumper with school logo*
- Plain grey trousers (leggings are only permitted under a skirt and do not count as trousers)
- Plain grey skirt (straight or pleated and knee length)
- Plain grey tailored shorts (no sports shorts)
- Coats (hoodies are not permitted as a coat)
- Blue buttoned plain shirt (not a polo shirt)
- Dark coloured socks
- Plain black leather style shoes (no trainers)

Further notes:

- If headscarves are worn for religious reasons, they should be a navy blue colour.
- Hair must remain a natural colour.
- Make-up must be discreet and natural looking.
- Nail polish is not permitted. False nails and nail extensions are not permitted.
- Jewellery is not permitted, except stud earrings and a watch, unless for religious or cultural reasons.
- All jewellery must be removable for PE

For further advice and exclusions please visit our website

www.parksidecc.org.uk/parents/uniform

UNIFORM, SPORTS KIT & EQUIPMENT



PE Kit expectations

PE kit is required for every PE lesson. The items marked with an asterisk (*) below must be purchased from SWI. Other items may be purchased locally but are also available from SWI.

- APTUS Polo Shirt CAP Royal/White*
- APTUS 1/4 Zip Training Top CAP Black/White*
- Plain black shorts
- Plain black jogging bottoms
- Plain black leggings

Old versions of Parkside PE kit are no longer acceptable. If students want to wear extra kit in order to keep warm during colder periods, an extra base layer may be worn under the PE kit. Other outerwear is not acceptable for PE lessons.

Uniform Supplier

Our uniform supplier is Sportswear International Ltd (SWI). Orders can be placed online at www.swischoolwear.co.uk or by telephone on 01928 752610 (Option1). Enquiries can be sent [via email](#). SWI have a parent guide which you can [view here](#)

Resources Expectations

All students are expected to have a serviceable bag for their belongings, including:

- | | | |
|------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------|
| • A pencil case | • A pencil and pencil sharpener | • A scientific calculator |
| • A black or blue pen, plus a second pen in a contrasting colour for marking | • A ruler | • Students are advised to carry a water bottle with them. |
| • A glue stick | • A rubber | • A laptop (if applicable) |
| | • A protractor and compass | • A whiteboard marker |



SCHOOL MEALS

We are pleased to have Taylor Shaw as our onsite caterers. Taylor Shaw are experts in school catering and have years of experience when it comes to school food. You can contact them [via email](#). You will also find a host of information on [their website](#).

Cash Free Catering

Currently all catering purchases are made using a Cash Free Smartcard (Student Card). Cash free catering dramatically speeds up payment for food, reduces queuing, therefore increasing the time children have to enjoy their breaks.

Putting money on the card

The best and safest way to put money onto your child's account is on the IRIS/Parentmail app. If you are unable to do so there, either contact the school to make the payment or we can issue a barcode to use at a Paypoint. To find your nearest Paypoint please visit <https://paypoint.com/en-gb>

Further to this, occasionally we find that students don't have enough balance on their accounts to allow them to purchase food from the canteen, on such occasions we will contact home to ask you to top up the account. Please regularly check the balance to ensure your child can make a fuss free purchase, without the need to return to Reception for this.

A daily spend limit of £5.00 will automatically be applied. If you would like to change or remove this, please contact pks-enquiries@parksidecc.org.uk

What happens if a card is lost?

If a card is lost, misplaced or stolen the cardholder will need to immediately report the loss to the school office. The card will then be disabled and if required, a replacement card issued. The school may levy a charge in respect of this.



FREE SCHOOL MEALS

Children who are entitled to free school meals can enjoy a main course and dessert or drink. Where at all possible, the entitlement should be used at lunch time to ensure children are eating a healthy and substantial meal in the middle of the day. We will welcome your support in adopting this approach. Parents may wish to add funds to their child's card, should the children wish to have an allowance to use for an additional snack.

Did you know that just registering your child for Free School Meals means that the school gets extra money? Register now to make sure that you don't miss out.

If you are registered for Free School Meals, you could also apply for assistance with the cost of:

- Music Tuition
- School Trips
- School Trips Abroad
- Transport**
- Holiday Activities and Food Programme**

**Please note that any application for further assistance for the above 3 is not a guarantee; this will be assessed on a case-by-case basis.*

***Valid at time of publishing*

How does it work?

- First check if you qualify – it is not just if you are unemployed, so please look at the list on Page 13.
- Registering is really quick and easy - if you think you qualify contact Student Services who will help you register or alternatively log on to the Cambridgeshire County Website, details further down the page.



FREE SCHOOL MEALS

Do you qualify?

You can register for Free School Meals if you get any of these benefits:

- Income Support
- Income based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part V1 of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Working Tax Credit 'run on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal credit with an annual net earned income of no more than £7,400

Students can also register for Free School Meals if they get any of these benefits themselves.

Come and talk to us at Student Services and pick up an application form or [apply online](#).

Applying for free school meals online is quick and easy, and no proof of entitlement is needed. On receipt of the online application, Cambridgeshire County Council will check for entitlement through a secure Electronic Checking System. All that is needed is the claimant's National Insurance number, their children's' details and details of their children's schools.



SEND

At Parkside we pride ourselves on being an inclusive setting, where every student is well supported to meet their potential in all aspects of school life. Our staff use high quality teaching methods and reasonable adjustments to ensure that lessons are appropriately adapted and accessible to all learners. The SEND team work in close collaboration with leadership teams, teachers, pastoral support and site staff to ensure that every child's additional needs are met.

For students with an EHCP, we communicate with families and the Local Authority to ensure that we are well prepared to support these members of our school community.

Every student on the SEND register will have a personalised Strategy Sheet, outlining their strengths, challenges and the strategies staff should use to support them, both in the classroom and around school. This document will be shared with the individual student and their parents, and can be updated at any time as needs change.

Parents of students with SEND are invited to meet with the SENCO at each Parent Consultation Evening, and are encouraged to communicate with the SEND team regarding any concerns related to their child's additional needs between these times.

Year 7 Transition

Our SENCO and Deputy SENCO are liaise closely with student's primary schools to gain a good understanding of each student. Our transitions specialist Teaching Assistant visits the children in their schools to get to know them a little better. We welcome them to Parkside with our additional transition mornings, details of which are sent to families of students with SEND.

For further information about SEND support, please see the relevant page on our website: [Parkside Community College > ABOUT US > SEND \(parksidecc.org.uk\)](https://parksidecc.org.uk)



DATA PROTECTION

Data Protection Regulation (2018 GDPR)

United Learning Cambridge Cluster is committed to ensuring we act in compliance with the current Data Protection Regulations so that we as an organisation are dealing with information in a secure, confidential and purposeful way.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

Privacy Notices

For further information on the handling of personal data, please view our [privacy notices](#).

Photograph Consent

We take and store images for a number of reasons as outlined and justified in our Image Use Policy as listed on our [website](#).

As part of our ongoing work to ensure we comply with GDPR, we are required to gain consent for the use of student images for promotion. We ask for this as part of the Data Admission Form.

If you are not sure whether you have completed this form or would like to change your consent, please contact us at pkc-enquiries@parksidecc.org.uk or on 01223 712600.



BEHAVIOUR & DISCIPLINE

Behaviour and Discipline

United Learning Cambridge Cluster seeks to deliver an excellent education based on collaboration between students, their families and school staff. The Governing Body believes that in order for effective teaching and learning to be available to all, high standards of behaviour in all aspects of school life is essential, and will help students develop into responsible citizens of the future.

Copies of the Behaviour Discipline Policy and Anti Bullying Guidance can be found on the [school website](#).

Curriculum

Our primary aim is ensuring the very best experience of education for each of our students.

The key to our success is the design of our curriculum, which guides the classroom experience and creates an inclusive culture within our schools. We develop curious young people capable of independent thinking through an active approach to learning, where students are encouraged to discover for themselves. This approach results in resilient students who engage fully with the world around them and go on to achieve the very best academic results they can.

Further information on specific subjects can be found on [our website](#)



STANDARDS AT PARKSIDE

High Standards at Parkside Community College

All our students must be safe and have high standards of conduct and appearance at all times. If they are conducting themselves with regard to disruption-free learning in mind, these restrictions are not challenging to abide by. For these reasons, the following items are not permitted and should not be worn or brought to the school. Such items will be confiscated and may lead to further sanctions.

<ul style="list-style-type: none"> • Jewellery (small ear studs are permitted) • Headphones • Hoodies, caps or bandanas • Make-up (including false eyelashes), nail varnish or nail extensions • Lighters, matches, fireworks or aerosols • Chewing gum • Cigarettes, shisha pens or electronic cigarettes 	<ul style="list-style-type: none"> • Laser pens • Energy drinks, alcohol or drugs • *Weapons, chemical and dangerous substances, including alcohol <p><i>*Weapons or any object that could be used with the intention of harming another person are strictly prohibited at Parkside Community College.</i></p>
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Mobile phones and electronic equipment (including smart watches, airpods etc) should not be used in school. If seen or heard at any time during school hours such items will be confiscated and returned to parents. The school will take absolutely no responsibility for the loss or theft of mobile phones or other banned items. Such items should be insured.

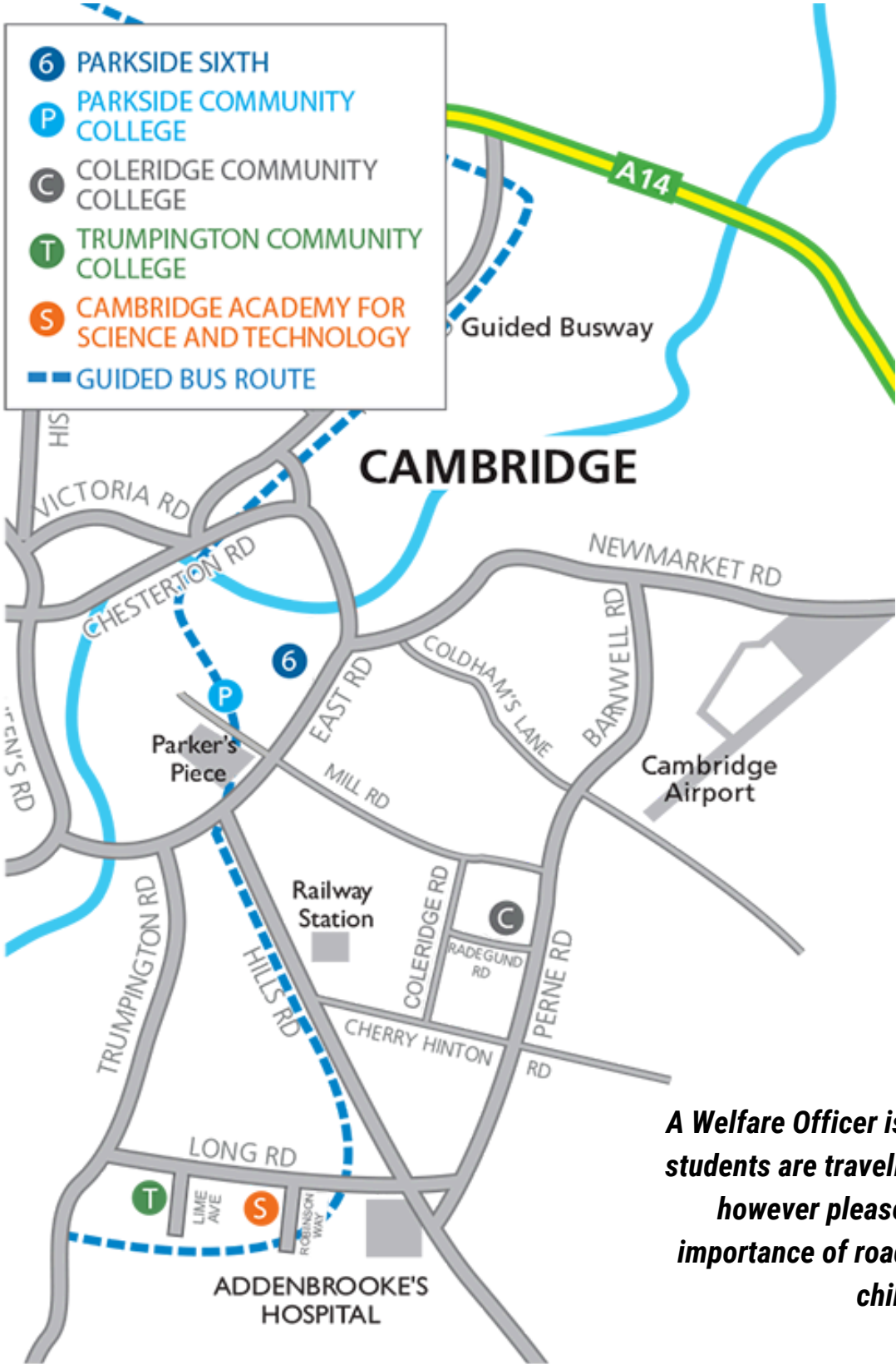
Praise, Reward & Appreciation

We have a strong reward system at Parkside that recognises excellent attitude, behaviour and progress. This is done through our Parkside Positive Point system where points are awarded every lesson to students who have shown exceptional work. These then accumulate to a bronze, silver, gold, platinum or diamond badge. Spotlight on Success awards are distributed by the Senior Leadership team if they see exceptional work in lessons and our Zero Hero awards recognise those that come to school every day with a positive attitude and never put a foot wrong.

Finally, we also have termly Head teacher Commendations Awards for those students who have made significant contributions to the school in the areas of community and responsibility.

SCHOOL MAP

- 6** PARKSIDE SIXTH
- P** PARKSIDE COMMUNITY COLLEGE
- C** COLERIDGE COMMUNITY COLLEGE
- T** TRUMPINGTON COMMUNITY COLLEGE
- S** CAMBRIDGE ACADEMY FOR SCIENCE AND TECHNOLOGY
- GUIDED BUS ROUTE



A Welfare Officer is present when the students are travelling between sites, however please reinforce the importance of road safety with your child.



HOME SCHOOL AGREEMENT

We recognise that students are most likely to fulfil their potential when they, their parent/carer(s) and the school work together in partnership. Together, we commit ourselves to this agreement.

The School will:

- Provide an environment for learning that is safe and caring
- Encourage excellent attendance and punctuality, taking steps to improve these where necessary
- Expect high standards and set clear rules and routines that help everyone work together harmoniously
- Teach good-quality lessons in a broad and balanced range of subjects that prepare students well for their next stage
- Provide information, advice and guidance that help students both in school and as they think about their future
- Report regularly to parents on each student's progress
- Keep parents informed about school matters, be welcoming to enquiries and responsive to concerns
- Acknowledge and reward endeavour and the progress and achievement that come from it
- Offer a range of extracurricular activities that enrich students' lives
- Use sanctions such as catch-up and detention, where necessary
- Promote respect for everyone and tolerance of others who may be different from us

As a Parent/Carer, I/we will:

- Make sure my/our child attends school every day and arrives on time (8.25am for an 8.30am start) with the correct uniform and equipment
- Report any absence on my/our child's part, and the reason for it, each day she/he is absent
- Take an interest in my/our child's schoolwork and encourage her/him to work hard every day at school and to do the daily homework
- Expect my/our child to follow the school's Key School Rules and Key School Routines, including behaving very well at school, and to and from school
- Attend Progress Consultation Events about my/our child's progress



HOME SCHOOL AGREEMENT

- Support the School's policies, for example on Uniform and Homework, including making sure my/our child does detention or catch-up when it is required
- Encourage my/our child to get involved in the extracurricular opportunities offered by the school
- Ensure my/our child's cashless catering account is kept topped up

As a student, I will:

- Attend school every day and be on time – 8.25am for an 8.30am start
- Wear the correct uniform and bring the correct equipment
- Be a good ambassador* for my school, remembering that my behaviour both in and out of the school should be outstanding – this includes my behaviour in the vicinity of the school, to and from school, and on school trips
- Work hard every lesson every day in school, and do my homework and hand it in on time
- Be constantly considerate to other people and the school environment.
- Follow the Key School Rules and Key School Routines, including completing any sanctions (catch-up, detentions etc) that are set for me, without complaint
- Get involved in extracurricular activities offered by the school
- Care for the environment – in and out of school
- Follow the school's ICT Acceptable Use Policy for Students, including carefully looking after any device I am using, such as a Winbook (where appropriate)

**A good ambassador for the school represents the school well in the community, so that members of the Public have a good impression of the school from their experience of the student(s).*



Parkside Community College
The best in everyone™
Part of United Learning

Parkside Community College
Parkside
Cambridge
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