



PARK HILL PRIMARY SCHOOL

Respect, Responsibility, Resilience



The A-Z



Park Hill
Primary School





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A-Z Parent Handbook for our New Families

We are thrilled to welcome you to the Park Hill community! This A-Z handbook is designed to support you and your child as you settle into school life. At Park Hill, our values of Respect, Resilience, and Responsibility are at the heart of everything we do.

Welcome to Park Hill Primary School

A - Attendance

Good attendance helps children thrive and we are keen for your child to be in school everyday, but if your child is ill and unable to attend school please call the school office or notify on Bromcom by 8:45AM.

B - Behaviour

We have high expectations for positive behaviour. Our school values guide our approach, and we promote restorative conversations to resolve conflicts and build empathy.

C - Communication

We value communication with you and know how important it is. We have an open door policy on our doors where a member of staff should information need to be shared. We also communicate via Dojo and Bromcom to share key information. Please check regularly and ensure your contact details are up to date.

D – Dress Code

To support our sense of belonging children should wear the Park Hill school uniform with pride. For Reception we ask that children follow the uniform policy of grey trousers, skirts or shorts, white polo and a navy cardigan or navy "V" neck pullover, there are available with the school logo on. More information of the uniform policy can be found on our website or requested from the school office. All children at the school are placed into one of four "House Teams" Spencer (Red) Coombe (Green) Quinton (Yellow) Gosford (Blue).

Nursery children are encouraged to wear a navy sweatshirt or cardigan, this can include the school logo if you choose. To support their developing independence, comfy clothing on the bottom half is advised to support them using the toilet with increasing independence.

E – Emergency Contacts

It's essential we can reach you quickly if needed. We will check at the start of the academic year that your details are correct and up to date but if your information changes then please update us as soon as possible.

F – Food and Nutrition

We encourage healthy eating and provide snack and milk each day to support with healthy development.

As a nut-free school we ask that lunches contain items that are nut-free. Hot school meals are available (and delicious). These are prepared on site and menus are updated termly.

G – Getting to Know Your Child

The adults working alongside your child will work hard to get to know your child in the first few weeks of joining Park Hill. This gives us the best start to know interests, likes, passions and behaviours. It allows us to know areas to support and guide. During the first weeks we will meet with you and your child, this is a great chance to get to know key things around your child to make the transition into Park Hill positive.

H – Houses

Every child belongs to a House and wears a house-coloured T-shirt for PE. The house system builds community, teamwork, and friendly competition throughout the year. Children will be awarded tokens for their house and the winning house will take part in a reward event each half term.

I – Illness

If your child is unwell, they should stay home until fully recovered—particularly after vomiting, diarrhoea, or a fever (24–48 hours symptom-free). Contact the office to report absences.

J – Joining In

We love welcoming parents into school life! Opportunities include volunteering, parent partner events, workshops and supporting off site visits.

K – Keeping Safe

Safeguarding is a top priority here for us at Park Hill. All visitors must sign in at the office. Staff are trained in child protection, and our safeguarding policy is available upon request. We ask that mobile phones are not used as you move around the site.

L – Learning Support

We want all children to grow and flourish whilst with us and for some children this may involve some additional support or adaptive teaching strategies. Our SEND team works closely with families to create inclusive, supportive learning environments. If you have concerns please speak with a member of the team.

M – Medical Needs

If your child requires medication during school hours, please complete a permission form at the office. All medicines must be labelled and handed directly to staff.

N – Newsletters

Our termly newsletter is sent each half term. It includes important updates, key dates, and celebrates pupil achievements.

O – Outdoor Learning

We use our outdoor spaces for lessons and play, in all weather! Please ensure children come dressed appropriately with coats and sun hats needed. We will provide wellies for the children to assess in the outdoor environment. If we need additional items, we will let you know in advance.

P – Parent meetings

Held twice a year, these meetings discuss your child's progress and wellbeing. Teachers are also happy to meet with you at other times by arrangement.

Q – Questions

No question is too small. Please reach out to the class teacher or school office—we're here to help.

R – Reading

Reading is so important, and we know the value of sharing stories with your children everyday, both at home and at school. In reception, as your child begins to develop their phonic knowledge they will bring books home—please read with them regularly and record this in their reading journal.

Children will also visit the school library and select books they would like to share with you at home- we ask that these are sent back into school on “library day” so they can be changed.

S – School Hours

Nursery times

Start: 8:30 AM

Finish: 11:30AM (for Morning children) or
3:30PM (for all day or Afternoon children.)

Reception times

Start: 8:45 AM

Finish: 3:20 PM

T – Trips and Educational Visits

School trips enhance learning and enjoyment. Consent forms and payment options will be shared in advance of each visit.

U – YOU can be part of our learning

We will share WOW moments with you via our online platform, Tapestry. You can view learning online, share home learning and talk to us about our learning.

V – Volunteers

Parent volunteers are highly valued. All helpers must complete a DBS check and safeguarding induction before working with children.

W – Wellbeing

Children's emotional and mental wellbeing matters. Our pastoral team provides support, and wellbeing is integrated into our daily curriculum and care. If you have concerns then please speak to a member of our team, who can support with concerns you have.

X - eXpectations

We expect all members of our community—staff, pupils, and families—to uphold our core values: Respect, Resilience, and Responsibility.

Y - Yearly Events

Our school calendar is full of exciting events, including Sports Day, Book Week, Celebration Assemblies, and Seasonal Celebrations. We are keen to share these special events with you and will keep you updated, in advance, with key information.

Z - Zzzzz... Sleep

A consistent sleep routine helps children stay alert and happy at school. We recommend a regular bedtime and a calm wind-down routine.



