

# Furley Park Primary Academy

## Parents Handbook 2024/ 2025



Specialist Schools  
and Academies Trust  
EXCELLENCE AND DIVERSITY

**Eco-Schools**



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## **Vision Statement**

Furley Park Primary Academy supports the local community in the education of children to develop respect for themselves, each other, their families, and the environment. At Furley Park Primary Academy our vision is to offer a rich, broad and balanced curriculum which provides pupils with first class, exciting and creative experience. We will develop thoughtful and responsible young people with high self-esteem and with the motivation, skills and knowledge to succeed in life.

## **Aims of The Academy**

At Furley Park Primary Academy we aim to provide a safe, caring, supportive and stimulating environment with high quality teaching to achieve....

- *A high level of literacy and numeracy;*
- *Independent young people who are confident, flexible and able to cooperate with others;*
- *A high level computing and technological competence.*
- *Imagination and creative expression through a wide range of media;*
- *Conscientious young citizens who are tolerant and respect others' values;*
- *Effective links between the Academy, the home and the community;*
- *Equality of opportunity for all;*
- *Celebration and humour – we feel good about ourselves!*

We want Furley Park Primary Academy to be the best place for the children who come to learn; where they are surrounded by adults who are positive and show a love for learning; where we dare to be bold and different!

All who work at our academy believe that it is vital that we are all responsible for improving the basic skills of all children and also to support the raising of standards for everyone.

***Be proud and be the best - you can!...***

## **Parent involvement**

We would very much like parents and friends to become involved in the life of the Academy. For more details contact the office.

## **Academy times**

The academy opens at 8.40 am and the children go straight into class. Registration is at 8.50am and lessons finish at 3.20pm each day. In the morning parents should leave their children at the playground gates. In the afternoon parents wait in the playground to collect their children.

## **Academy Dates 2024/25**

Please see the school calendar on the website [www.furleypark.org.uk](http://www.furleypark.org.uk)

### **Absence and Holidays in Term Time**

If your child is ill and going to be absent, we ask parents to telephone the Academy office on the first day. If a message is not received before 10am a member of staff may call you to enquire about the absence. All absences should be followed up with a letter addressed to the class teacher. If a child is absent for more than 5 days or is persistently absent due to illness the Academy may ask parents for additional information provided by a medical professional. This will support the reasons for the absence and enable the Academy to support your child on return and any on-going needs.

Under Government guidelines the Academy cannot authorise holiday in term time. Leave may be granted for exceptional circumstances only e.g. family crisis or bereavement, please contact the Academy office if this is the case. If pupils are absent for more than five days and the absence is unauthorised a penalty notice will be issued. This is currently £120 per child per parent, reduced to £60 per parent per child if paid within 28 days (July 2013). A penalty notice may also be issued if a child has a high number of unauthorised absences.

It is the responsibility of the Academy to decide if an absence is to be authorised or not. It is therefore essential that parents provide information regarding their child's absence.

### **Uniform**

The Governing Body has decided that there should be a high standard set for Academy uniform and expects children to be appropriately dressed for school. By accepting a place at Furley Park parents agree to support the uniform policy and maintain a high element of appearance and pride in the Academy.

You can order uniform online via the Academy's website under the drop down 'Parents'. Uniform will then be delivered to school free or for a small delivery charge, to your home. Summer uniform may be worn between 1<sup>st</sup> May and 30<sup>th</sup> September.

#### Foundation Stage:

White polo shirt, navy jogging bottoms, Academy pullover with the Academy logo, plain black trainers (for outdoors), wellington boots, indoor slippers and an Academy sun cap. In hot weather, In summer children may wear dark grey tailored shorts or a light blue gingham summer dresses. Please note that two piece gingham skirts and tops and gingham culottes/playsuits may not be worn.

#### Winter Uniform:

Dark grey trousers, grey socks, black shoes, white cotton shirt (No polo shirts), Academy tie, Academy pullover or cardigan.

OR

Dark grey skirt, white socks or grey tights, black shoes, white cotton shirt (no polo shirts), Academy tie, Academy pullover or cardigan.

### Summer Uniform:

Dark grey tailored shorts, grey socks, black shoes, white cotton shirt (no polo shirts), Academy tie,

OR

Light blue gingham dress, white ankle socks, black shoes or sandals (no open toes). Please note that two piece gingham skirts and tops and gingham culottes/playsuits may not be worn.

Blazers: An Academy Blazer can be worn with the winter and summer uniform from year 1 onwards.

PE Kit: royal blue shorts, t-shirt in house colour, plimsolls or trainers. Pupils may wear a plain blue track suit for outdoor PE in the winter.

Jewellery: Only small stud earrings and watches may be worn for school.

Make up and Nail Varnish: These should not be worn for school.

Hair: Small royal blue hair ribbons or clips may be worn. Long hair must be tied back for PE.

Pupils may bring trainers to change into at playtime but must change back into shoes during lessons. Boots or open toe sandals may not be worn in school.

### **Names in Clothing and Personal Belongings**

Naming is essential in trying to return lost items. Sew in labels last longer than pen.

The Academy accepts no responsibility for loss or damage to personal property.

Children should not bring jewellery, toys, mobile phones or other valuable items to Academy. Pencil cases should not be brought into school, all equipment for lessons is provided by the school.

### **Academy Dinner Money**

All pupils in Foundation stage, Year 1 and Year 2 will receive a school meal under the universal free school meal scheme. We can cater for all dietary needs, please contact the office if this applies to your child and you need to discuss their dietary needs.

In KS2 the daily price for dinners is £2.30. All dinner payments and trip payments are made via Mychildatschool app. You will be sent a link with a username and password.

### **KS1 School Meals**

All KS1 children have a free school meal as part of the Universal Free School Meal programme for children in Foundation, Year 1 and Year 2. We can cater for all dietary needs, please make an appointment to discuss this if your child has an identified dietary need.

### **Packed Lunches**

Children in KS2 may bring a packed lunch. We encourage this to be healthy and nourishing. Children should not bring in anything containing nuts, sweets, chocolate, fizzy drinks or glass containers.

### **Snacks**

Only fresh fruit or raw vegetables may be brought in for snacks.

Children in Foundation Stage and Key Stage One are provided with fruit mid-morning as part of the national free fruit scheme.

There is a fruit tuck shop available to KS2 children at morning playtime. All fruit is 20p. Water is available to all children throughout the day; pupils may keep a clear plastic water bottle in their classroom. (Juice is not permitted)

### **Milk**

All pupils in Foundation Stage under the age of 5 will receive a free carton of milk each day. Parents can opt to pay for milk once their child is over 5. Please see the Academy office staff for further details.

### **Emergency Contact**

Please keep the office up to date with telephone contacts this is essential if your child is taken ill during the day or has a serious accident. Ideally the Academy needs three emergency contacts. Please make sure your mobile number and email address is up to date to ensure you receive emails from the academy.

### **Allergies and Health Care**

Please let us know of any allergies or medical needs. We can complete a Health Care Plans if your child should need one. Please contact the Inclusion Manager if you feel this is necessary for your child. Only medicines **prescribed** by a doctor can be administered by Academy staff once a consent form has been completed.

### **Newsletters**

The newsletter keeps you up to date with Academy information e.g. events, procedures, changes of dates etc. Newsletters are published on our website on a Friday. We also send these via the email system and available to read on our noticeboard in the parents' waiting area.

### **Curriculum**

All areas of the Curriculum set out in National Curriculum are provided at Furley Park. Each subject is designed to develop the knowledge, understanding and skills of pupils in the course of their time at primary Academy.

It is our intention to make each area of the curriculum accessible to all pupils whatever their ability. We carry out regular assessment in order to match work for all pupils and encourage them to attain their potential. Where possible, learning is enhanced by trips or by visitors coming in. At times this may necessitate a charge being made.

A close working relationship with home will be sought to maximise every opportunity for the enjoyment of learning and for educational progress to be made.

### **Concerns**

If you are concerned about anything please talk to your child's class teacher or their Key Stage Learning Mentor. If your concerns continue you should make an appointment with your child's Phase Leader. If your concerns are still unresolved please make an appointment to see one of the Academy Leadership Team.

### **Complaints**

The Academy has a policy which will be followed in the event of complaints being received.

In such cases the Academy will endeavour to investigate and respond to complaints as swiftly as possible dependent upon the circumstances at the time.

It would be fair to say that early discussion or intervention is most often the very best route to dealing with any concerns which may arise. Parents are encouraged to meet with the class teacher in the first instance to address any issues.

### **Religious Education (RE) & Collective Worship**

The provision for Religious Education and Collective Worship follows guidelines set out in the Kent Agreed Syllabus for RE. This is available for reference upon request.

Each day includes an assembly within class or with other members of the Academy. Such occasions provide the opportunity to reflect upon life values which are important for the well being of each other and of society as a whole.

Collective Worship reflects upon the increasingly diverse nature of society in terms of culture and tradition. Assemblies address aspects of faith, morality and social themes within both Christianity and other beliefs. Opportunities will exist to pause and reflect, listen, discuss, participate, sing and pray.

Parents have the right to withdraw their children from Religious Education. If withdrawal in anyway compromises the care and supervision of the children concerned then the Academy will expect parents to make particular provision for their child(ren) on such occasions.

### **Policy for children with Additional Educational Needs (AEN)**

Within our Academy all children are special, but some will have needs which require support using a broader range of approaches. Levels of support which are made available should enable each pupil to access the curriculum and participate in activities to reach their full potential. At times this will be restricted by the availability of resources, staff and skills, however it is the aim of the Academy to provide for these as best as possible from the allocated budget and using relevant agencies who work with the Academy.

Occasionally further help is required, and in such circumstances, with parental consent, we will contact outside agencies to seek specialist guidance and support.

### **Sex Education Policy**

The Governing Body has decided that sex education should be included as an integral part of our work and not treated as a purely separate issue. Throughout their years at Furley Park children study life processes as part of the Science curriculum. The only specific sex education is planned for Year 5 prior to transfer to secondary school.

Parents of Year 5 children will be invited to preview materials that will be used in the classroom and be given an explanation of how the work will be approached. Parents, however, do have the right to withdraw their children from sex education if they still do not feel it is appropriate for them.

### **Charging policy**

Funding to support additional enrichment activities for children is very limited. For this reason the Academy will seek voluntary contributions from parents to facilitate additional activities during Academy hours. If insufficient voluntary contributions are collected

activities may be reduced or cancelled.

Parents will be expected to pay for the cost of replacement or repair for any loss of Academy property which is loaned or for wilful damage to Academy property caused by pupils.

The Academy accepts no responsibility for loss or damage to personal property.

### **Discipline**

In keeping with our stated aims we expect every member of the Academy community to show courtesy, care and consideration for each other. Discipline will be firm but fair with expectations for conduct based on the safety and well being of all members of the Academy. Our intention is to provide an environment that will help children develop a sense of value, self-discipline and mutual respect.

### **Adults on Academy Site**

The Academy expects high standards of pupil behaviour and respect towards others. In order that this is modelled for children we expect all adults, including staff, parents and visitors to behave as positive role models. To achieve this we ask all people on site to behave respectfully and politely towards others. Adults demonstrating physical or verbal aggression will be asked to leave the premises. The Academy reserve the right to ban entry to the premises any person who persistently behaves in this way.

#### **Class Rules:**

- We will keep our hands and feet to ourselves.
- We will listen to others and take turns.
- We will be helpful, kind and polite.
- We will work to the best of our ability.
- We will keep ourselves safe in and around the building.

#### **Playground Rules:**

- We will play carefully to make sure everyone is safe.
- We will only play with the equipment from the playtime bags or the playground equipment.
- We will stay outside.
- We will look after each other and make sure people are included.
- We will show respect for each other by what we do and say.
- We will only play on the grass when an adult on duty says we can.
- We will only use the bank to sit quietly and talk to each other.
- We will stop and listen on the first whistle.
- We will line up sensibly on the second whistle.

#### **Lunch Time Rules:**

- We will line up quietly.
- We will be well-mannered, use 'please' and 'thank you' and won't speak with our mouth full.
- We will talk quietly,
- We will put our hands up if we want something.



- We will keep the tables clean and tidy and use the cutlery provided.
- Walk around Academy quietly.

### **Behaviour Management**

In general simply encouraging gestures - nodding, smiling or an encouraging word can be used to reinforce acceptable behaviour. Stickers, certificates or house points can be awarded to underline these strategies. Good work can be sent to the Principal or another member of staff. Pupils can also be nominated as Star of the Week for their class.

In cases of unacceptable behaviour the Academy operates a traffic light behaviour management system. (On classroom wall / Red and Yellow cards in the playground) If a pupil displays unacceptable behaviour they will be reminded of the appropriate behaviour, placed on amber and warned that if the behaviour continues they will be put on to red. Sanctions will be imposed on the following scale:

- Pupil on Red: Names and incident recorded in the Red Book and pupil will miss playtime.
- 3 Red incidents within 6 weeks: Letter sent home.
- 4 Red incidents within 6 weeks: Meeting with parents to discuss further joint action.

Parents will be informed by the class teacher if their child has been on “Red”.

Children with identifiable behavioural problems and therefore acknowledged special needs will be supported by additional staff. Support staff members will work closely with the Class Teacher, Inclusion Manager, and parents in encouraging acceptable behaviour using all the appropriate strategies. They are therefore beyond the traffic light system and discipline will be handled appropriate to the child’s needs, IEP and Behaviour Plan.

Children who experience behavioural or other problems and who are not subject to additional support may well benefit from the use of a home contact book so that all involved are able to work together in an attempt to modify the child’s behaviour.

Extreme behaviour will be dealt with appropriately outside of the traffic light system.

### **Anti-Bullying Policy**

Bullying both verbal and physical will not be tolerated. It is everyone’s responsibility to prevent it happening and this policy contains guidelines for all members of the Furley Park community.

In Furley Park children have a right to feel welcome, safe and happy. We will not tolerate any unkind actions or remarks even if these were not intended to hurt.

Bullying is deliberately hurtful behaviour that is repeated often over a period of time, making it difficult for the person concerned to defend themselves. Bullying can take many forms.

The 3 main types are:-

- physical - hitting, kicking, taking belongings
- verbal - name calling, insulting or racist remarks

- indirect - spreading unpleasant stories about someone, excluding someone from social groups

Resolving conflict by resorting to fighting is not acceptable, it is not bullying if two pupils of equal power and strength fight or quarrel.

We do not condone bullying at Furley Park but we must be sure it is deliberate upset or hurt. Children need to be made aware of the consequences of their words and actions. Friendships do break up; children do have arguments and disagreements from time to time. Children do make up.

If you are concerned about bullying it is important you inform your child's class teacher at the earliest possible opportunity. If this does not solve the issue please speak to your child's Key Stage Leader. If your concerns continue further please make an appointment with the Principal or Vice Principal.

### **Out of Hours Care**

Kent Play clubs operate an after school club in the hall. The Academy also runs a breakfast club from 8.00 each morning, further details can be obtained from the office.

### **Parking**

Parking is not permitted on the Academy grounds. Please be considerate of our neighbours by not blocking driveways or parking on the bricked private areas. Parking is the responsibility of the driver please park sensibly and avoid putting our children at risk.

We operate a drop off in the morning, this is for parents to drop and go. Drivers are not permitted to park and leave their car as this stops the flow of traffic. Limited spaces are available for Blue Badge holders only, please remember that to use a blue badge the named holder of the badge must be present.

### **Bikes and Scooters**

We promote healthy travel to school and children are welcome to ride bikes and scooters. For the safety of others please can all parents ensure that their child pushes their bike or scooter on the Academy site (i.e. from the bottom of the drive). We recommend that if your child is riding that they wear a safety helmet, this needs to be reinforced by parents. The Academy cannot ensure that children are wearing these when leaving at the end of the day.

### **Communication**

We communicate with parents through newsletters, email, the Academy website, PTA, parent forum, coffee mornings and Academy notice boards; we will also contact you if we have any concerns. We hold parent evenings, open evenings and celebration events to which parents are invited. If parents have any concerns please speak to your child's class teacher in the first instance, if you need further assistance please speak to one of our learning mentors or senior leadership team.

The Academy will do its best to make information available we ask parents and carers to make sure they access it.

**Parent Helpers**

We would very much welcome parent volunteers to become involved. This could be helping out once a week in a class, offering to help on a trip, offering a particular skill or even helping out at the fair. If you are able to offer help in any way please contact the learning mentors for more information.