

Park Lane Primary School

School Road Tilehurst Berkshire RG31 5BD

Prospectus

Park Lane Primary School

School Road Tilehurst Reading. RG31 5BD
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Infant Department 0118 937 5518

E-mail: admin@parklane.reading.sch.uk
admininfant@parklane.reading.sch.uk
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Website: www.school-portal.co.uk

Head Teacher

Mrs Nicola Browne



You may be sending your first child to school and know very little about what happens here. We have prepared this prospectus to enable you to get to know about the life and work of the school, and it will answer some of the many questions which you may have. The prospectus is aimed at parents who may be considering sending their child to Park Lane and also at parents who have already decided to send their child here. Obviously, it is impossible to cover everything in a small booklet. Please feel free to contact Mrs Browne (Head Teacher) if you would like further information.

We hope that your child will settle quickly and will be very happy and successful during his or her time at Park Lane. Please remember that this is your school and that it exists to provide the best possible education for your child. We want you as parents to share in the important partnership between home and school.

Park Lane provides a happy, caring and hard working environment for your child. The governors have agreed a statement of curriculum aims for the school, and this is reproduced in this booklet.

The information in the prospectus is correct at the time of publication, but from time to time, we will need to send you further information as situations change.

Yours sincerely

A handwritten signature in cursive script that reads "Mike Wall".

Mike Wall (Chairman of Governors)

A handwritten signature in cursive script that reads "Nicola Browne".

Nicola Browne (Head Teacher)

THE SCHOOL AIMS

Positive Learning Partnerships

Our aims –

We will provide for the needs of every child.

We will provide high quality teaching and learning opportunities within an exciting and stimulating learning environment.

We will provide a broad and well taught curriculum where children have many wide and varied experiences.

We will ensure that children acquire knowledge, skills, attributes and values which enable them to develop into active and caring citizens of the future.

We will continue to work in partnership with children, parents and the wider community.

We will maintain a happy, caring environment where children feel safe and secure to grow and develop to their full potential.

ADMISSION

The admissions process for children entering primary school for the first time is administered by Reading Borough Council.

Parents whose children are to be admitted to primary school for the first time must complete a form and return it directly, or via their first choice school, to the Admissions Section, Department of Education and Community Services, at Reading Borough Council. Tel. (0118) 9390550/51.

Reading Borough Council administers the admission process for children of school age. Please contact Reading Borough Council to check the availability of places.

During the term before a child is due to start school for the first time, an evening is arranged for the parents to meet the Head teacher and teaching staff for a talk and a question and answer session. On this occasion parents have an opportunity to visit class areas where equipment and samples of children's work are on display. Parents and their children are also invited to spend part of another day in the school during school hours, so that children may become used to the class areas and other important aspects of school life. In addition to this a home visit may be arranged.

Parents who would like to visit the school are welcome to do so. Please contact the school office on 0118 9015515 (Juniors) or 0118 9015518 (Infants).

The Standard Number for Park Lane is 60. This figure refers to the number of children admitted to school for the first time in any one school year.

Admission of Disabled Pupils

Disabled pupils are admitted provided they meet the LEA's normal admission criteria and that the LEA believes that Park Lane is an appropriate placement.

Individual needs of disabled pupils are met through the school's resources and through resources available from the LEA.

Where pupils would not be in a position to climb stairs, the school would ensure that the child's classroom at the Infants was situated on the ground floor. The Junior Department and the Junior Annexe are single storey buildings.

The school works with parents and outside agencies to ensure that disabled pupils have full access to the National Curriculum.

AREA SERVED BY PARK LANE PRIMARY SCHOOL

Albert Illsley Close	Glenwood Drive	Recreation Road
Andover Close	Gratwicke Road	
Armour Hill	Greenacre Mount	
Armour Road		School Road
Ashton Close	Hamblebury Court	Swansea Terrace
Ayrton Senna Road (Nos 1-21 odd)	Hartslock Way (1-7, 2-10)	Swiss Cottage Close
	Hayfield Close	Southerndene Close (1 & 5)
Beechwood Avenue	Hazelwood Close	
Berkshire Drive (1-11, 17 & 19)	Heath Way	The Cedars
Beverley Road	Hildens Drive (71-99, 48-66)	The Triangle
Blundells Road	Holford Close	Thickett Road
Boundary Close (7-12, 14&15 consecutive)	Juniper Way	Tree Close
Bramble Crescent		Tyle Road
Brooksby Road	Kentwood Hill	Uffington Close (5-24, 4-24)
Bungalow Drive		
	Lambourne Close	Ventnor Road
Carlisle Road (15 & 16)	Larissa Close	Victoria Road
Chapel Hill (3-161, 2-144)	Laurel Drive (2-8 even)	
Chepstow Road	Lemart Close	Walnut Way
Chievely Close	Little Oaks Drive	Wardle Avenue
Childrey Way (21-37 consecutive)	Lower Armour Road	Welland Close
City Road (1-43 odd, 2-18 even)	Lower Elmstone Drive	Westwood Glen
Crescent Road	Lyme Grove	Westwood Road
Cromer Close	Mapledurham View	Wheeler Drive
	Newbery Close	Wootton Close
Downing Road	Normanstead Road (1, The Jordans, 1A,2,3 and 27-33 consecutive)	
Dudley Close		
Dunstall Close	Oakdale Close	
	Oakham Close	
Elmstone Drive	Oak Tree Road	
Elstree Close	Oak View	
Enborne Close	Oldean Close	
Felton Way	Park Lane	
Fern Glen	Parkhill Drive	
Filbert Drive	Pierces Hill	
Fircroft Close	Pikeshaw Way (1-6)	
Fir Pit Lane	Polsted Road	

TEACHING AND ORGANISATION

In school we have adopted the following year group labels:

R Reception (Foundation Stage)

Year 1

Year 2 Infants (Key Stage 1)

Year 3

Year 4 Juniors (Key Stage 2)

Year 5

Year 6

Children at Park Lane are taught in mixed ability classes. Throughout the school, there is setting for some subjects. This means that children are grouped for particular subjects according to their level of achievement.

Children normally transfer from the Infant Department to the Junior Department in the September which follows their seventh birthday. Children transfer to secondary school in the September following their eleventh birthday.

Teachers use a variety of grouping techniques. Sometimes the children are taught as a whole class, sometimes as a small group and sometimes as individuals depending on the activity, the children's level of achievement, and the staffing resources which are available.

In the Junior Department, although children are allocated to particular classes and are normally taught by the same teacher throughout the day, they may be taught by other teachers for particular subjects in order to make the best possible use of the available staff resources.

THE CURRICULUM

The curriculum for all children attending Park Lane comprises English (Listening, Speaking, Reading and Writing), Mathematics, Science, Design and Technology, Information and Communications Technology, History, Geography, Religious Education, Art, Physical Education, Drama, Music, Citizenship and Personal Development and Sex Education. A Modern Foreign Language has been introduced. Part of the curriculum is subject-based and part cuts across a number of subject boundaries, this is known as Topic Work.

The level at which a child works is dependent on the child's age, needs and attainment.

The curriculum for the foundation stage underpins all future learning by supporting, fostering, promoting and developing children's;

Personal, social and emotional well being

- Positive attitudes and dispositions towards their learning
- Social skills
- Attention skills and persistence

Language and communication

- Speaking and listening
- Reading and writing

Mathematics

- Numbers
- Shapes, space and measures
- Problem solving

Knowledge and Understanding of the World

Creative Development

Physical Development

Our curriculum is constantly being adapted to enable children to benefit from the National Curriculum. The National Curriculum sets out the subjects which children must study at school.

(English, mathematics, science, design and technology, information and communication technology, geography, history, art, music and physical education). Attainment Targets for each subject outline what children should know, understand and be able to do.

Copies of the National Curriculum documents are available for consultation from both the Infant and Junior Departments.

If you require further information regarding the curriculum do not hesitate to contact your child's class teacher.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

The school follows the Code of Practice on the identification and assessment of Special Educational Needs (Department for Education and Skills 2001). Provision in the school is planned in the light of this Code.

Governors have decided that support should be provided in school for children with Special Educational Needs. Support staff and members of the teaching staff provide individual and small group support in both Departments.

Children with Special Educational Needs are given as much attention as possible within the resources available to the school. In addition to the resources available within the school, we have help available from Reading Borough Council's extended services.

RELIGIOUS EDUCATION AND ACT OF WORSHIP

Religious Education is provided in accordance with the Agreed Syllabus for Religious Education adopted by The Local Education Authority. A copy of the Agreed Syllabus is available in school. The section of the Agreed Syllabus for primary schools contains units on Christianity, Hinduism, Judaism, Islam and Sikhism as well as units which combine aspects from each of these religions. You may, if you wish, request that your child be withdrawn when Religious Education is being given.

Acts of Worship which conform to the requirements of the Education Reform Act (1988) take place daily. This means that the majority of Acts of Collective Worship are wholly or mainly of a broadly Christian character. You may if you wish, request that your child be withdrawn when the Act of Worship is taking place.

HOMEWORK

Homework is set regularly in all classes. Parents will find that the amount of homework increases as a child moves up the school. In the Infant Department the amount of homework will be in the region of 1 hour per week. In Year 6, there will be the equivalent of 30 minutes homework per day. Parental support in helping ensure that homework is completed is very important

We do hope that children will wish to extend their school work at home and that you will feel able to encourage this practice.

It is important for children to have a range of interests outside school and we hope that you will support your child in his or her chosen hobbies.

NATIONAL CURRICULUM ASSESSMENT RESULTS

At the end of Key Stage 1 (Year 2) and Key Stage 2 (Year 6), children are tested in accordance with Government Regulations.

INFORMATION ON NATIONAL CURRICULUM TEST RESULTS 2010

Key Stage 1 Teacher Assessment

Subject		% achieving L2+	% achieving L2B+	% achieving L3
Reading	School	97%	95%	38%
	National	85%	74%	26%
Writing	School	93%	82%	23%
	National	81%	61%	13%
Maths	School	97%	87%	48%
	National	90%	74%	20%

Key Stage 2 Test Results

Subject		% achieving L4+	% achieving L5+
English	School	82%	18%
	National	81%	29%
Maths	School	91%	42%
	National	80%	35%

ABSENCE RATES FOR PARK LANE PRIMARY SCHOOL 2009/10

National: 5.14%

School: 4.27%

SCHOOL CLOTHING

In order that children should be suitably dressed for school and that they should feel themselves to be equal partners in the school community, we recommend that the following items of school clothing be worn.

Boys

Grey or black trousers/shorts.

Plain white shirt, or white polo shirt

Green jumper or sweatshirt.

Plain socks (white, black, or grey).

Black shoes which should be practical and safe for school and playground. **(No trainers or canvas pumps).**

Painting overall.

Girls

Green tunic, green, black or grey skirt, grey or black trousers/shorts.

Plain white blouse or white polo shirt

Green cardigan, jumper or sweatshirt.

Plain socks or tights (white, green, black, or grey).

A simple green and white check dress for alternative summer wear.

Black flat heeled shoes which should be practical and safe for school and playground. **(No trainers or canvas pumps).**

Painting overall

Hairstyles or any other aspect of appearance should not reflect an extreme of fashion.

Parents are asked to ensure that all clothing worn is clearly labelled with child's name and is appropriate for a school environment.

School uniform with the Park Lane logo, is available from the Friends' Association via the school offices.

P.E. KIT

INFANTS	JUNIORS
Plimsolls	Plimsolls
Green Shorts	Green Shorts
White T-shirt	White T-shirt
	Trainers (for outside use)
	Plain black tracksuit trousers (No fashion logos)
	Plain black sweatshirt (No fashion logos)

The PE kit should be clearly labelled with the child's name and kept in a named drawstring bag. The shorts, t-shirt and drawstring bag are available from the Friends' Association via the school offices.

There may be times when there are medical reasons why children are unable to participate in P.E. lessons. If a doctor has advised that P.E. is not appropriate for particular children, it is important that parents notify the child's teacher in writing, so that they may be excused from participating. Examples of such conditions would be post-operative recovery, broken limbs or recovery from a severe asthma attack. Otherwise, children who are deemed well enough to attend school will be deemed well enough to participate in P.E. lessons.

At Park Lane, if parents insist that their children wear earrings to school, only small, plain studs are permitted. It is always preferable that your child's earrings are removed on PE days. If this is not possible then please cover them with tape or send tape in to school for your child to cover them. It is current practice in the school that children are responsible for the removal and replacement of studs. Children, whose parents refuse to allow the studs to be removed or covered, are not permitted to take part in P.E. lessons for health and safety reasons.

SPORT

In addition to physical education lessons, children in the both departments are offered a variety of other sporting activities.

Children also have the opportunity to represent the school in local sporting events.

A sports afternoon for Infants and a sports activity morning for Juniors take place during each summer term.

VALUABLES

Children should not bring jewellery, toys or other items of value to school. The wearing of earrings, bracelets etc., does constitute a real danger in our crowded community at any time, but it is absolutely unsuitable in swimming, games and physical education lessons. If parents insist that their children wear earrings to school, only one small, plain stud per ear is permitted.

If it is necessary for your child to bring money to school, it should be in a named envelope or purse and given to the class teacher for safe keeping.

The wearing of watches by Infant children causes many problems and it is best to leave this until the Junior stage

SCHOOL MEALS

The school meals for the Infant Department are cooked on-site. The meals system is sufficiently flexible to allow families to decide on a day to day basis whether or not children have a school meal.

Parents whose children have a meal every day may send the cash in daily, or weekly, or they may pay by cheque. Parents, whose children have a meal on an occasional basis, should send the money in daily.

The current menu for the Infants is available at the school office or the school website.

At the Junior Department we offer the Steamplicity Menu. The current menu is available from the Junior school office or the school website.

If a family is in receipt of Income Support, Job Seeker's Allowance and in some cases a Child Tax Credit; children are entitled to a free school meal. Please see the Bursar at the Junior Department or the secretary at the Infant department for more information.

Alternatively, parents may provide a packed lunch for their child.

Children are supervised by lunchtime assistants and are expected to behave in an acceptable way during the lunch break. Good table manners are encouraged.

Children should not bring sweets, biscuits or crisps to school to eat during morning break. They may, if they wish, bring a healthy snack to eat at break time i.e. piece of fruit or vegetable. We would request that children do not bring nuts or nut products into school as we have children with serious nut allergies. Thank you for your co-operation.

We also encourage the children to drink plenty of water during the day. We ask that they bring a clear, named, plastic bottle containing water to school each day that they can keep in the classroom and drink from when necessary.

EDUCATIONAL VISITS

During the course of the school year, classes may make educational visits which take a variety of forms. Older Juniors may have opportunities to take part in residential educational visits. Details of such visits will be sent to you well in advance of the visit taking place.

A number of non-residential visits also take place each year.

There may be occasions when there are insufficient places to accommodate all children who wish to take part in a visit. In these circumstances, names are normally drawn by lot. However, for some small ad hoc visits, other selection criteria may be used. Parents will be informed of the criteria being used.

If most of the time spent on a non-residential visit takes place during school hours then no charge may be made.

If most of the time spent on a residential visit takes place during school hours then a charge may be levied for board and lodging, but not for tuition or transport.

In situations where no charge may be made, schools may ask for voluntary contributions. Park Lane's Governors have a Statement of Policy on Charging for School Activities. This is reproduced below.

STATEMENT OF POLICY ON CHARGING FOR SCHOOL ACTIVITIES

1. Charges

The school will apply any charges levied by the LA for services which it provides and also the remission arrangements which the Authority considers appropriate. The school reserves the right to levy a charge in any circumstances permissible under the Education Reform Act.

2. Voluntary Contributions

Parents may be asked to make voluntary contributions for any visit or journey organised by the school and approved by the governors. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the school reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

3. Remissions

The governors will apply the statutory minimum remissions to any charges, which they make; that is in respect of pupils whose parents are in receipt of income support or family credit. Any further remission of charges will be at the absolute discretion of the governors.

4. Breakages

The governors reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakages, loss or damage, books, equipment, material other than the normal fair wear and tear.

5. Charging in Kind

Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for ingredients, materials, equipment etc. needed. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

RECORD KEEPING

We keep records for all children which cover their academic achievements, other skills and abilities and their progress in school. Reports based on these records will be sent to you towards the end of each Summer term, and you will have the opportunity to comment on the report and then discuss it at the Summer term's open evening. Parents have a legal right to access all records kept on their children. (Data Protection Act)

CLUBS

There are opportunities for children to participate in sporting, musical and other activities, at lunchtimes and after school. These activities are provided voluntarily by members of staff. Other activities are provided by outside agencies for which there is a charge.

There may be occasions when there are insufficient places to accommodate all children who wish to take part in a club. In these circumstances, names are normally drawn by lot.

There is an after school club which provides childcare facilities until 5.45pm. This is run and managed by Reading Football Club. Please contact the club direct on 07967954708 for further details.

HOLIDAYS

We strongly discourage parents from taking children out of school for holidays. No authorisation will be given to children in Years 2 and 6 between January and May in the year in which they will sit their SATs tests. Any such holidays taken, and any holidays which exceed ten days, will be deemed to be an unauthorised absence.

Authorisation may be given under certain circumstances. All such requests should be made in writing to the head teacher using the REQUEST FOR LEAVE OF ABSENCE FORM available from the school office or the school website.

THE SCHOOL DAY

Day begins	Break time	Lunch time	Day ends
Infants 8.55am	10.30 – 10.50	12.15 – 1.30	3.15pm
Juniors 8.55am	10.30 – 10.45 (Year 3 & 4) 11.00 – 11.15 (Year 5 & 6)	12.15 – 1.15	3.25pm

Infant children have 22 hours 30 minutes teaching per week.

Junior children have 23 hours 45 minutes teaching per week.

These figures exclude break times, lunchtimes and the time taken for the Act of Worship.

Children should arrive at school during the 15 minutes before school begins and not earlier. This will avoid unnecessary waiting in the playground. Staff supervise the Infant and Junior playground at the beginning and end of the school day.

You are welcome to come into the school grounds at the beginning and end of the school day.

When entering or leaving the Infant Department please use the Corwen Road entrance between the hours of 8.45 and 9.10am, and from 3.00pm. These gates will be locked at all other times. Please use the School Road entrance when the Corwen Road gates are locked.

Please do not park cars on the area of the road marked 'School Entrance' at either the Infant or Junior site. Please do not stand on the pavements in such a way that the children will have to walk on the road in order to get past. Please do not block the school entrances by standing very close to the gates. All of these practices constitute dangers to our children.

If for any reason, you wish to collect your child from school during school hours please see the Secretary in the school office.

DISCIPLINE AND BEHAVIOUR

All children have the right to learn and all teachers have the right to teach. No child has the right to prevent a teacher from teaching, or another child from learning.

Our school rules are concerned with children's safety, with courtesy, respect and consideration for others and with creating a happy and hard working atmosphere within the school. All children are expected to behave in accordance with the school's Behaviour Management Guidelines, copies of which are available in both Departments for consultation.

The four main school rules are as follows:

We will always try to:

1. Behave in a way that ensures the safety of ourselves and those around us.
2. Show courtesy, honesty, respect and tolerance for everyone we meet.
3. Respect and care for the property of other people, the school and ourselves.
4. Work to achieve our personal best and respect the efforts of others.

The school has high expectations of children regarding behaviour. Generally, we find that praise when the children comply with the rules and put their best into their work is the most effective approach.

However, children will be reprimanded if they behave in unacceptable ways. In some instances there may be a removal of privileges during the day and in the case of serious or consistent breaches of discipline the matter would be discussed with the child's parents.

The school will not tolerate any acts of bullying or racial abuse.

The staff exercises the kind of care and control over the children that would be exercised by a caring and reasonable parent.

We ask you to accept that staff act in good faith and would appreciate and expect your support with regard to matters of discipline.

HEALTH AND SAFETY

We try to ensure that a safe environment is provided in school.

A copy of the Health and Safety Regulations as they apply in school is available for consultation. The relevant information from these regulations is explained to the children.

Children must not bring to school knives, equipment, materials, mobile phones, substances or any other items which may cause injury or damage. This measure is drawn up with the safety of all children in mind.

LOST PROPERTY

It is most important that all items of clothing and other personal belongings are marked clearly with your child's name. All uniform tends to look the same unless it is clearly labelled! Items which are found are placed in the lost property boxes and should be collected by the children. Uncollected items are put on display at the end of term and if still not claimed, these items will be sent to charity or re-sold as 2nd hand uniform.

HEALTH

Illness or Accidents in School

If your child has an accident or is taken ill in school, we will try to contact you as soon as possible. It is essential, therefore, that we are notified of work telephone numbers, or the name, and telephone number of a person willing to take responsibility for your child in an emergency. We ask you to keep us informed of any changes which take place with house moves or telephone numbers.

Head lice

Routine checks are no longer carried out by the school nurse. You are asked to inspect your child's head regularly. If you find head lice, then the appropriate action should be taken on the whole family. Please let your child's teacher know. The teacher can then alert all parents of children in the class and ask them to inspect their children's hair. Please do not feel embarrassed if you find head lice in your child's hair. Head lice like a clean warm environment.

MEDICINES IN SCHOOL

Due to the 'Health and Safety at Work Act' no medicines of any sort may be brought to school unless they are prescribed by a doctor and permission is requested in advance. Request forms are available from the school offices. They should be completed and returned to the school office before staff administers any medicine.

If it is agreed that medicine can be accepted, it should be brought in each day, clearly labelled with the child's name, the contents and the dose.

The medicine should be given to a member of staff in the office at the start of the day. It will then be stored in a place which is inaccessible to children.

PLEASE NOTE: The School Nurse advises that children who need medicine 3 times a day DO NOT need to take it during the school day. It can be taken morning, after school and before bed. Please inform us of any allergies, medical, or other problems which your child may have.

LINKS BETWEEN HOME AND SCHOOL

You are welcome in school. A number of parents help in school with a variety of activities including cooking, sewing, reading etc. If you would like to help directly in any of these ways please see the secretary in the office.

During the school year, in addition to informal meetings, there are parents' evenings when you are invited to discuss your child's progress with the class teachers. These are arranged each term. During the last term of each school year a written report will be given to you.

Many parents, especially those who have children in the Infant Department, enjoy looking at and discussing their children's work more frequently. Your interest is always welcome. Teachers welcome visits from parents, and after school is the most convenient time for this. If you have any matters which are likely to require longer meetings, special arrangements can be made at any time of the year.

You are cordially invited to discuss matters with the Head teacher at any time. No appointment is necessary, but it would be helpful if you could telephone the school beforehand just to make sure that the Head teacher is available.

Meetings of an educational nature for parents are held from time to time. Your support in attending these meetings would be greatly appreciated.

FRIENDS OF PARK LANE SCHOOL ASSOCIATION

The Friends Association began in 1989 in order to advance the education of the pupils in the school by developing more extended relationships between staff, parents and others and by engaging activities which support the school.

Throughout the year it organises social and fund raising events for the school. The result has been more opportunities for parents, staff and others to meet socially and a good deal of money is raised for the school.

The Friends also sell t-shirts, sweatshirts, polo shirts, caps and PE bags with the school logo. The t-shirt can be worn for PE and the sweatshirt, polo shirt and cap as part of the school uniform.

The Friends circulate a newsletter several times a year and a copy will be sent home with your son or daughter. This lets you know what's going on, but you are very welcome to contact us at any time, either by phone or a letter that you can leave in our "Friends letter box" at the Infant or Junior Department.

All parents are warmly invited to attend any meeting of the Association, whether they are on the committee or not.

ATTENDANCE

Children's absences from school are categorised as authorised or unauthorised according to criteria laid down by the Department of Education.

If your child is absent from school, please telephone the school office with an explanation for your child's absence.

The school actively discourages parents from taking holidays during term time. This is particularly important when the child is approaching the end of a National Curriculum Key Stage (i.e. Years 2 and 6) when assessments must be carried out during the first half of the summer term. Holidays during this time will not be authorised.

Please be aware that if you take your child out of school for an unauthorised holiday during term time, you may be issued with a Fixed Penalty Notice.

The granting of leave of absence for holidays during term time is at the discretion of the Head teacher. Parents, who wish to take their children out of school for holidays during term time, should complete an official form which should be returned to school well in advance of the proposed holiday taking place.

Your help in ensuring that your child arrives punctually for school would be greatly appreciated.

PASTORAL CARE

In the first instance, class teachers are responsible for the welfare of the children in their classes. Please feel free to communicate with class teachers via notes, telephone calls, or visits to the school.

Please let the school know about any relevant family circumstances etc. Information which you give to the school will be treated sensitively and confidentially.

BADGERS

Badgers are Year 6 children who are available to help other children in the Junior Department who may have a problem in school.

SECONDARY EDUCATION

Children transfer to secondary school in the September following their eleventh birthday.

Most children from Park Lane transfer to one of the comprehensive schools in the area i.e. Little Heath, Prospect, or Denefield. Wherever possible children are allocated a place at the comprehensive school for which their parents have expressed a preference. However, each secondary school only has a certain number of places available. At the appropriate time you should discuss the matter with the Head teacher of the secondary school which you wish your child to attend.

There are two Grammar schools in Reading - Reading School for boys and Kendrick School for girls. When your child is in the final year of primary school (Year 6), it is for you to decide whether you would like your child to take part in the selection procedure for these schools.

A meeting is held in school in September for parents whose children are due to transfer to secondary school the following September. The transfer procedure is explained. Information is also given about how our Year 6 children are prepared for transfer.

COMPLAINTS PROCEDURE

We hope that your child will be happy at Park Lane, and that you will be happy with the education provided by the school. However, problems may arise from time to time and we will do our best to resolve difficulties. Governors have adopted a complaints procedure. A copy of the full procedure is available for inspection in the school.

In most cases of concern, the first person to contact would be your child's class teacher. It is usually possible to have a 'quick word' with class teachers after school, but if your concern requires a longer discussion, it would be best to telephone and make an appointment.

Depending on the nature of your concern, you may feel that your child's Key Stage Coordinator, the Assistant Head Teacher, the Deputy Head or the Head Teacher would be the most appropriate person to contact, in which case please contact the school to make an appointment.

In all circumstances the school will endeavour to deal with concerns speedily and fairly.

The Local Education Authority has made arrangements for dealing with complaints about curriculum, religious education and acts of worship under Section 23 of the Education Reform Act (1988). Complaints under these arrangements are concerned only with the action of the governing body and Local Education Authority. A copy of the complete Section 23 complaints procedure document is available for inspection in the school.

THE GOVERNING BODY

Mr M Wall (Chairman)	RBC Appointment
Mr P Weston	RBC Appointment
Mrs S Cairns	Community Governor
Mr M Cole	Community Governor
Miss J Martin	Community Governor
Mrs L Lister	Community Governor
Mrs K Thomas	Elected Parent Governor
Mr D Stevens	Elected Parent Governor
Mrs B Greenslade	Elected Parent Governor
Mr O Kutz	Elected Parent Governor
Mrs N Caton	Elected Parent Governor
Mrs M Mead	Elected Staff Governor
Mrs S Passby	Elected Staff Governor
Miss A Pierro	Elected Staff Governor
Mrs N Browne	Head teacher
Miss C Burden	Associate Governor

Clerk to the Governors:

Mrs A Bourne
Park Lane Primary School
School Road
Tilehurst
READING
RG31 5BD

The head of Education and Social housing is:

Avril Wilson
Reading Borough Council
Civic Centre
Reading
RG1 7TD

The information contained in this booklet is correct at the time of publication but parents cannot assume that particulars will not change, either during the school year to which the particulars relate, or in subsequent years.

Summer 2012