



# School Times

## INFANT

	<b>Year R (Foundation Stage)</b>	<b>Year 1</b>	<b>Year 2</b>
<b>Start of day</b>			
Doors open:	08:40	8:35	8:35
Doors close:	08:50	8:45	8:45
<b>Break</b>	11:00 – 11:15	11:00 – 11:15	11:00 – 11:15
<b>Lunch</b>	12:00 – 13:00	12:15 – 13:15	12:30 – 13:30
<b>End</b>	14:55 – 15:05	15:00	15:00

## JUNIOR

	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
<b>Start of day</b>				
Doors open:	08:30	08:30	08:30	08:30
Doors close:	08:45	08:45	08:45	08:45
<b>Break</b>	10:30 – 10:45	10:30 – 10:45	10:45 – 11:00	10:45 – 11:00
<b>Lunch</b>	12:00 – 12:50	12:15 – 13:05	12:15 – 13:05	12:30 – 13:15
<b>End</b>	15:10	15:10	15:10	15:10

**We stagger our opening times to allow multiple drop offs and to alleviate congestion on the playground.**

# THE FAMILY



The Teamwork Trio

We will:

- ✓ Ensure our child attends regularly and on time, properly equipped with PE kit and wearing school colours.
- ✓ Inform the school of the reasons for any absence.
- ✓ Support the school in maintaining good behaviour and discipline.
- ✓ Attend all parental consultation evenings and discussions about your child's progress, or make alternative arrangements to meet the teacher at a mutually convenient time.
- ✓ Notify the school of any change in family circumstances which may affect your child's learning.
- ✓ Support the school and its policies.
- ✓ Support your child in homework and other opportunities for home learning.
- ✓ I have read and agree to the terms of 'Responsible use of internet at school' policy.
- ✓ Ensure that our child eats a healthy lunch.
- ✓ Ensure lunch money is paid on time with no arrears past a month.
- ✓ When visiting school, I will respect other children's work and follow instructions given by staff.

SIGNED \_\_\_\_\_

Parent/Carer

Together we work hard to achieve and maintain high expectations and standards.

Charlie Challenge



# THE SCHOOL

We will:

- ✓ Work towards every child achieving his or her full potential as a valued member of the school community.
- ✓ Recognise pupils' success with reward systems.
- ✓ Promote high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- ✓ Ensure each child's entitlement to a broad and balanced curriculum and inform families of the areas covered.
- ✓ Hold regular consultation evenings to discuss each child's progress.
- ✓ Let families know of any concerns or problems that may affect their child's work or behaviour.
- ✓ Contact the family if there is a problem concerning a child's behaviour, attendance, punctuality or equipment.
- ✓ Arrange a mutually convenient appointment should families wish to discuss their child.
- ✓ Set the 'Vision and Values' of the school and follow school policies.
- ✓ Ensure lunches are cooked within the 'Food Standard Healthy Meal' guidelines.
- ✓ We will hold pupil data according to GDPR regulations— please see Privacy Notice for more information, which can be found on our website- [www.npschools.co.uk](http://www.npschools.co.uk)

SIGNED ON BEHALF OF THE SCHOOL

Executive Headteacher

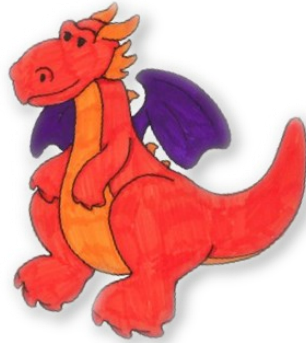


Creative Christoph



# THE PUPIL

Resilient Ruby



I will:

- ✓ Attend school regularly and on time.
- ✓ Bring all equipment that I need every day.
- ✓ Take responsibility for my own possessions.
- ✓ Be aware of other people's possessions.
- ✓ Wear the school colours and be tidy in appearance.
- ✓ Do all my classwork and homework to the best of my ability.
- ✓ Conduct myself in an orderly manner and obey the school rules.
- ✓ Treat others with respect and be polite and helpful.
- ✓ Care for the school environment.
- ✓ Tell my Parent/Carer about my day.
- ✓ Eat a healthy lunch.

Independent Isaac



SIGNED \_\_\_\_\_

Pupil

We take responsibility  
for our own actions.

## Northern Parade Federated Schools

'A creative community working together to motivate, challenge and build  
resilience in our independent learners.'



## Home School Agreement

**Child's Name** \_\_\_\_\_

**Class** \_\_\_\_\_

This form will be kept in your child's file until they leave Northern Parade.





Northern Parade Schools

King's Group Academies



Healthy School



# School lunch



**PREPARING YOUR  
CHILD'S HEALTHY  
PACKED LUNCH**



# PREPARING YOUR CHILD'S HEALTHY LUNCHBOX



**At Northern Parade Schools we pride ourselves on our 'Healthy School' status.**

**Here are some guidelines to help maintain your child's balanced diet whilst having a packed lunch at school.**

A balanced packed lunch should contain:

- starchy foods – these are bread, rice, potatoes, pasta and others
- protein foods – including meat, fish, eggs, beans and others
- a dairy item – this could be cheese or a yoghurt
- vegetables or salad and a portion of fruit

Starchy foods are a good source of energy and should make up a third of the lunchbox. But don't let things get boring.

Instead of sandwiches, give kids bagels, pitta bread, wraps and baguettes. Use brown, wholemeal or seeded bread, not white bread.



## PROCESSED FOODS



Processed foods aren't necessarily unhealthy, but anything that's been processed may contain added salt, sugar and fat.

## Crisps and chocolate swaps



Cutting out foods that are high in salt and sugar is a huge step to creating a healthy lunch for your child. Simply swapping crisps, sweet biscuits and chocolate bars for foods like; dried fruit and vegetables, chunks of cheese or a low-sugar yoghurt is a huge step forward.

## My Healthy Lunchbox





If your child has a packed lunch from home, please sign below to indicate that you agree to provide them with a healthy lunchbox.

NAME:

CLASS:

SIGNED:

Parent/Carer

DATE:

This form will be kept in your child's file until they leave NPS. Data received will be kept in line with GDPR regulations. More info can be found in our Privacy Policy at [www.npschools.co.uk](http://www.npschools.co.uk).

Should you need any further assistance or advice regarding your child's lunchbox requirements please do not hesitate to contact the school:



023 9266 2596  
(INFANT SCHOOL)

023 92662 129  
(JUNIOR SCHOOL)



[reception.np@kingsacademies.uk](mailto:reception.np@kingsacademies.uk)



# WELCOME TO Leapfrog



## OPENING TIMES

Morning Session:

7.30am - 8.45am

Afternoon Session:

3pm - 5.45pm



You can find us in the Community Room  
situated in the Infant School.

MONDAY - FRIDAY, TERM TIME ONLY

**AND MUCH  
MORE!**



**A home away  
from home  
atmosphere**



**Read inside for  
information about:**

- Our Value
- Our Staff
- How to book
- Communication



# Our Mission Statement

This statement outlines the services that children, parents/ carers and the community can expect from our Club, and the values that inform our work.

## Our Club aims to:

- \* Provide a happy, safe, warm and stimulating all inclusive environment for all children to play, learn and develop freely.
- Help children to develop responsibilities for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and others.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the community.
- Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of children and parent/carers.



## Our club is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our Policies and Procedures, including opening times, fees and charges along with programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

## Our Club is committed to providing:

- Care and activities that put the needs and safety of children first.
- An all inclusive programme of activities that are interesting, stimulating and fun.
- Activities that promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the Childcare Act 1989 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination of any form.



# Welcome!

We thought you might like to know a little about the day to day running of club!

Leapfrog has been running since 1998 and has become extremely popular. In order that we do not over book places, it is essential that you let either myself or another member of staff from club know in advance when your children will be attending.

It is a statutory requirement of Social Care that we only have 60 children attending Club at any one time due to the number of staff employed and the area of space available. Therefore, if you wish for your child to attend either session;

***You must register with staff in Leapfrog the Friday of the week before you would like your child to attend.***



Payment must also be made at this time to ensure you get the **reduced** rate of **£4.00** per AM and **£7.50** per PM session.

If payment is made on any other day the booking will cost £4.50 per AM session and £8.00 per PM session.

If you know that your child will not be attending a particular session that has been booked in advance, please let myself or another member of staff know so that the space can be offer to someone else on the waiting list. (Please note: Refunds cannot be given if a place has been booked and your child does not attend. If your child cannot attend due to sickness you would then be able to carry over the session.)

If you have 2 late pick ups in any 1 week (i.e after 5.45pm) this will incur a £10 fine.



I am available in the School Office every day to answer any questions that you may have regarding Leapfrog.

All Parent/Carers are welcome to read the Club Policies and if you would like to request any input into these policies please just let me know.



***Many Thanks***

***Mrs L Vince***  
***Manager***



**There is help available for working Parents from the Benefits Agency.**

**Please contact them direct on 08005975976 for further information.**



**Contact Leapfrog on:**

**023 9266 2596**



## Aims

### We aim to provide:



A welcoming and all inclusive club for all children, which Parents are confident about using.



An environment in which children's personal, social and educational development can flourish.



A safe, caring and enjoyable place of play



## Code of Behaviour

Every member of the club is encouraged to have respect for one another.

Children are encouraged to set and follow their own rules.

On the rare occasion that a child's behaviour is causing distress to another child or a member of staff, Parents will be contacted.

Please do not allow your child to bring valuables to the Club as we accept no responsibility for their loss or damage.



## Safe Guarding & inclusion

Our club is fully inclusive as stated in our Policy.

With regards to Safe Guarding we have a:-



Duty to safeguard children



Rigorous vetting and recruitment procedure



Duty to involve you as parents in our safe guarding practice.

A full copy of both Policies are in our Policy folder displayed in the club.



## Club Rules

Club Rules can be seen displayed on the walls throughout Club.



# What is the cost?

If you book and pay for your child's session on the Friday of the week prior to your child attending, each session will cost:

Breakfast club - £4.00 (per child)    After School Club - £7.50 (per child)

Bookings made at any other time will be charged at:

Breakfast Club - £4.50 (per child)    After School Club - £8.00 (per child)

## What do I get for my money?

Quality care by experienced staff along with the peace of mind knowing that your children will be looked after safely.

Lots of varied activities including:

Social Play	Arts and crafts	Workshops	Themed evenings
Outside Play	Board Games	Free Play	Computers

A Breakfast and Teatime snack is provided for each child. Children are NOT permitted to bring their own food for snack.



How do I pay?

Play workers are available between 8.30am - 9.00am and evenings Monday to Friday in the Community Room.

### WE NEED TO KNOW!

If your child is NOT going to attend their booked session for any reason please let us know as staff from both Schools will be looking for them.



**ALL PLACES MUST BE PAID FOR AND BOOKED THE FRIDAY PRIOR TO YOUR CHILD ATTENDING CLUB!**

## WHAT IF I NEED TO CANCEL?

Please telephone 023 92662596 if your child is unable to attend their session for any reason.

All places that have been booked will still have to be paid for as this space has been allocated.

Please note that if your child is ill they will have to pay for their first day of sickness and any remaining days can be carried over. Please DO NOT bring children to club if they have not been to School.





# Who can attend Leapfrog?

Leapfrog is an all inclusive club open to the children of both Northern Parade Infant School and Northern Parade Junior School.



## MEDICATION

If your child has to have medication administered please let the Play workers know as the necessary forms will have to be completed.



**All of our Play workers are First Aid trained to deal with all minor accidents.**

**Should a more serious accident occur procedure will be followed and you will be informed asap!**

## Collection of Children

### COMING TO CLUB

For those children coming to Club for the After School session, the children will be sent to the club by their teachers (unless you have asked us to collect them from class)

### GOING HOME

All children need to be collected from the club by 5.45pm at the latest. If they are not picked up by this time twice in one week you will incur a £10 fine. The person collecting your child from Club must be OVER 18 and if not the designated Parent a password must be given.

### GOING TO SCHOOL

All Infant children attending Breakfast Club will be taken to their classrooms.

All Junior School children that are attending the Breakfast Club will go into the Junior School playground to their classes .

**If you are unsure of anything  
please ask a member of staff in Club.**

### Please note:

All children must be signed in  
AM and out PM.



# *PARENT* Communication Communication

- Here at Leapfrog we endeavour to ensure all Parent views are listened to, valued and respected.
- Parents are able to speak to the Staff at any convenient time; staff are aware of confidential issues and act accordingly.
- Parents are required to complete registration forms for their children before they attend Leapfrog. Parents are also expected to provide adequate information with regards to any health issues, emergency contact and collection procedures.
- A club partnership must also be signed and agreed to, this covers information regarding payment etc.
- Parents are kept informed of their children's progress on an informal basis.
- Surveys are sent to Parents asking for valuable feedback on the operation of the club.
- Leapfrog welcome all Parents into the club, to share any skills or just to observe the clubs practices and have a cup of tea!
- All Parents are welcome to look at all Leapfrog Policies and put their views forward.



We look forward to  
seeing you soon!





# Northern Parade Infant School

## Uniform Order Form

Item with Logo	Size	Item Price	Qty	Total Price
Sweatshirt Round Neck	24"	£8.25		
	26"	£8.25		
	28"	£8.25		
	30"	£8.25		
	32"	£8.25		
Cardigan	24"	£9.75		
	26"	£9.75		
	28"	£9.75		
	30"	£9.75		
<b>New P.E Kit in a Bag</b>	3-4yrs	£7.75		
	5-6yrs	£7.75		
	7-8yrs	£7.75		
<b>New P.E T-Shirt</b>	3-4yrs	£3.85		
<b>(Compulsory)</b>	5-6yrs	£3.85		
	7-8yrs	£3.85		
Blue Book Bag		£9.75		
<b>Total Payable</b>				<b>£</b>

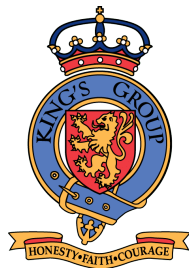
Please make cheques payable to – Northern Parade Schools

Return order form and payment in envelope to the School Office – (we will advise you when your order is ready for collection).

Pupil Name: .....

Class Name: .....

Contact Number: .....



# Northern Parade Junior School

## Uniform Order Form

Item with Logo	Size	Item Price	Qty	Total Price
Sweatshirt Round Neck	7/8yrs	£8.25		
	9/10yrs	£8.25		
	11/12yrs	£8.25		
	X Small-adult	£9.50		
	Small-adult	£9.50		
	Medium-adult	£9.50		
Cardigan	7/8yrs	£9.75		
	9/10yrs	£9.75		
	11/12yrs	£9.75		
	X Small-adult	£12.00		
	Small-adult	£12.00		
	Medium-adult	£12.00		
Book Bag		£6.50		
<b>New P.E Kit in a Bag</b>	7/8yrs	£7.75		
	9/10yrs	£7.75		
	11/13yrs	£7.75		
<b>New P.E T-Shirt (Compulsory)</b>	7/8yrs	£3.85		
	9/10yrs	£3.85		
	11/13yrs	£3.85		
P.E Kits are the same in both schools				
<b>Total Payable</b>				<b>£</b>

Please make cheques payable to – Northern Parade Schools

Return order form and payment in envelope to the School Office – (we will advise you when your order is ready for collection).

Pupil Name: .....

Class Name: .....

Contact Number: .....