

Headteacher: Christopher Anders BA (Hons) MA

17 July 2015

Dear Parent/Carer

As we approach the end of another school year, I write to you in preparation for next year. When we return to school in September, we will have the whole school open. This will be an exciting time for everyone connected with Park.

We will be welcoming our new Year 7 students, who we have had the pleasure of meeting this term during freshers' week. We are also hoping to celebrate Year 11 exam success when we receive the results in August.

Uniform

At the start of the new school term in September all students will be expected to return in the autumn school uniform. I remind you that school footwear is plain black shoes. Also, remember that we have a student dress (uniform) code regarding trousers, i.e. school trousers not jeans or leggings, and one piercing per ear with no other visible piercings or tattoos, and a code for hairstyles and hair colour. The student dress code is enclosed with this letter. Should there be a problem with uniform your son/daughter will be told and given a letter to give to you and two school days in which to be wearing the correct uniform. After this period of grace, your son/daughter may be kept out of lessons until the student dress code is followed.

Hampshire Alert

Also included with this letter are details about a new initiative introduced by the police in Hampshire called Hampshire Alert. Hampshire Police are encouraging young people to sign up to Hampshire Alert; this is an electronic messaging system to inform them of incidents, crimes and advice in their area to keep them informed, aware and safe. The first 'Youth News' letter will be sent out mid-late July so we urge you to support your child to register as soon as possible so they can benefit from receiving alerts, notifications and letters immediately.

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Attendance

The local authority have rewritten the code of conduct for attendance. This code of conduct applies to all Hampshire schools. To this end the school policy next year will be as follows:

- A parent may be issued with a fixed penalty notice or legal proceedings begun if a student misses 10 sessions (i.e. 5 school days) in a 100 session (i.e. 50 school days) period. This is not governed by a school year so there are no fresh starts in September or at the start of every term.
- Students will be considered a persistent absentee (PA) if his or her attendance is below 90% and legal action may begin.
- Students will be marked late if they have not registered by 8.35 am. This will be shown by 'L' on the register.
- Students who arrive after this time will be marked with 'U', i.e. unauthorised late.
- Students who are persistently late will be marked as absent.
- The school will automatically issue a fixed penalty fine for any student who misses an exam and this includes internal and mock exams. In some cases, a fixed penalty fine will be issued if a student misses any lessons during a six week revision time leading up to an exam in Years 10 and 11.
- Parents will be issued with a fixed penalty fine if they take their son or daughter on holiday in term time. Parents may seek the school's permission for a leave of absence by completing the relevant form – a copy is enclosed. This should be preceded by a meeting with a senior member of staff. Please contact Ms Bannard or Mrs Dare for a meeting regarding your request. Following this meeting the form may be completed and a decision will be made.
- A fixed penalty fine is £60 per child per parent.

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Key dates for your diary for the autumn term

- **Wednesday, 2 September** – Year 7 in school and student review day for Year 8-11 students (student review day appointments will be sent out in August).
- **Thursday, 3 September onwards** - all students in school
- **Thursday, 24 September** – Year 6 open evening
- **Wednesday, 30 September** – Year 11 Parents' evening
- **Monday, 12 October** – school closed to students. In the afternoon the school will be opened for an opportunity to view the new buildings and facilities. Further details to follow.
- **Thursday, 22 and Friday, 23 October** – school closed to students
- **Monday, 26 October to Friday, 30 October** – half term
- **Thursday, 12 November** – Year 7 settling in parents' evening and Year 11 parents' evening
- **Thursday, 19 November** – Year 12 celebration evening
- **w/c 7 December** – school production week
- **Friday, 18 December** - last day of autumn term

I also enclose a parents' calendar for the next academic year, which outlines term dates, school closure days and other parents' evenings throughout the year.

Finally, may I take this opportunity to wish you and your family a pleasant summer and we all at Park look forward to working with you again in September.

Yours faithfully



Sue Walker
Deputy Headteacher

Enclosures

- Student Dress Code for September 2015
- Hampshire Alert letter for parents and carers
- Hampshire Alert step by step guide
- Request to authorise absence from school form
- Parents' calendar 2015-2016