

Park

Community School

Welcome back to Park
Information for all students
and parents 2020-2021

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Introduction

Dear Parents, Carers and Students,

Welcome back to Park Community School.

We are looking forward to welcoming you and your children back to school in September. While the way school is organised will be different for the first part of the year at least, our ethos and expectations have not changed. Park is a school which strives to help students find what they love; securing strong academic achievement and a wealth of experiences that develop their attainment, resilience and autonomy.

All students will be studying a full curriculum. They will be based predominantly in one area of the school and will mix with their own year group. However, students will move to specialist spaces for practical subjects where possible, including Computer Science, Technology, Performing Arts and PE. Teachers will move between zones to deliver specialist teaching. Our focus continues to be on building mastery of subjects, fostering a love of learning and passion for a range of subjects and preparing students for success in GCSE examinations and beyond.

Respect leads to success. In choosing Park, you agreed to support us in instilling high expectations regarding effort, attendance, uniform and behaviour. These expectations are even more important during this period and we expect all students to work hard and respect school rules to support everyone to achieve.

We are proud to be part of Park. The last few months of remote learning and some face to face contact for some students has demonstrated the strength of our school and its community. We have worked together to ensure students have remained safe, continued learning remotely and are prepared for a full return next month. We must continue to work together in this way to build on independence developed over this period and manage the challenges and excitements of life back in school on a full time basis for all.

This booklet includes reminders and changes that every student and parent/carer will need to understand before the return to school. Please take time to read through them all with your child prior to the return to school.

We look forward to building on our work together throughout the new academic year.



Christopher Anders
Headteacher



Ella Capaldi
Head of School

School Ethos

Park's goal is 'Success for all through attainment, resilience and autonomy', this is achieved by supporting each student to ensure they are given the opportunity to succeed. We are preparing students for their next steps in life and the world of work. This means they must be increasingly independent. We have high expectations and pride ourselves in being disciplined, smart and friendly. We expect mutual respect, hard work, good manners and a positive attitude from all. We are proud of our school and expect everyone to demonstrate this pride through their actions every day.

We describe ourselves as 'Much more than just a school' because we provide opportunities and support that most schools cannot. This ethos continues to drive our actions regarding curriculum and support.

WSG Team

Our WSGs (Welfare, Support and Guidance) are attached to each house. Two WSGs per house, mean the team can work with individuals and groups within the year group to support them as necessary. WSGs will move across Year Zones to support students.

Special Educational Needs

Park has a range of support for students with special educational needs. This includes a combination of groupings, support in lessons and interventions. In lessons, teaching assistants will sit with children to support them for limited periods of time. Interventions will be delivered in the SEN area or restaurant. Students will be collected from their lessons and escorted to these venues. If you have any questions about SEND support, please contact Mrs Freestone, our SENCO.

Extra-Curricular

Our wide range of extracurricular activities, including period 6 lessons, will be not run in September. We hope to reintroduce these later in the year.

Breakfast Club

The Watering Hole restaurant will be open every morning for a free healthy breakfast. Any student can have breakfast, there is no need to book. Students across all years are able to access this before school. They will be expected to observe social distancing.

House System

Every student is allocated to one of three houses. Within each house, students will develop a strong sense of identity, competition and support. We have not yet named our houses and will involve students in this process during the Autumn term.

In the long term, this will also allow for vertical tutor groups, where students across all years are together each day for tutoring, where they will support and learn from one another. For the first part of this academic year, student tutor groups will only consist of students in the same year group to reduce any mixing across years. Heads of House will oversee the academic progress, attendance and behaviour of students within their house. They will work across Year Zones.

much more than just a school

Staff You Need to Know



Mr Anders
Headteacher



Mrs Capaldi
Head of School



Mrs Parish
Business & Community
Manager & DSL



Ms Bannard
Assistant Headteacher
DSL



Mr Bourton
Assistant Headteacher



Mr Bryce
Assistant Headteacher



Mrs Dare
Assistant Headteacher
DSL



Mrs Harrison
Assistant Headteacher



Mr Roberson
Assistant Headteacher



Mr Rose
Assistant Headteacher



Mrs Tate
Assistant Headteacher



Mrs Freestone
SENCO



Miss Binns
Head of House



Mr Cavanagh
Head of House



Mrs Wilson
Head of House



Miss Norman
Teacher - Sports,
Transition & Community



Mr Cross
Head Chef



Mrs Knight
Medical



Mrs Rigg
Home School Liaison



Mrs Breedon
WSG



Mrs Davis
WSG



Mr Grant
WSG



Mr Redman
WSG



Mrs Steele
WSG



Miss Thomas
WSG

Shape of the Day

Our start and finish times for the school day remain unchanged. Students must arrive on site by 8.25am at the latest and wait outside their allocated Year Zone in the identified waiting area. Punctuality is essential. Students arriving late may not be permitted to enter their zone.

Monday, Wednesday & Friday		Thursday	Tuesday
8.30	Tutor/Assembly	8.30	Tutor/Assembly
8.45	Period 1 (60mins)	8.45	Period 1 (60mins)
9.45	Period 2 (60 mins) + Break	9.45	Period 2 (60 mins) + Break
10.05	Break Years 8&9	10.05	Break Years 8&9
10.25	Break Year 7	10.25	Break Year 7
10.45	Break Years 10&11	10.45	Break Years 10&11
11.00	Period 3 (60mins)	11.00	Period 3 (60mins)
	Period 4 (60 mins) + Lunch		Period 4 (60mins) + Lunch
12.00	Lunch Years 8&9	12.00	Lunch Years 8&9
12.30	Lunch Year 7	12.30	Lunch Year 7
13.00	Lunch Years 10&11	13.00	Lunch Years 10&11
13.25	Period 5 (60mins)	13.25	Period 5 (40mins)
14.25	Tutor	14.05	PD
14.45		14.45	

Lunch and Break Times

These have been staggered to avoid year groups mixing. A maximum of 2 year groups will be on break or lunch at any one time and they will be designated different areas of the school. Students must remain in these areas and only use toilets designated to them.

School Meals

Our award-winning chefs will continue to provide freshly prepared hot and cold meals every day. Students will access this from either our restaurant or catering trailer, depending on the rotation for the day.

Free School Meals are available to children whose parents/ guardians qualify, for example are in receipt of one or more of the following benefits:

- Income support
- Income based job seekers allowance
- Income related employment support allowance
- Support under Part VI of the Immigration and Asylum Act
- Child Tax credit (provided they are not entitled to working tax credit and have an income that does not exceed £16,190)

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Hygiene and Social Distancing

Students will be based within Year Zones to limit contact within school. Within their Year Zones, students will not socially distance, but they must avoid any unnecessary contact with each other. This includes any sharing of equipment.

Teachers will move across zones and will socially distance from students as far as is practical. Students must wash their hands before leaving home and on arrival in school. Between lessons and at the beginning and end of breaktimes students are expected to wash their hands or use hand sanitiser. Facilities for this are available across the school site.



Year Group Zones + Amended Routines + Expectations

Each zone will have a member of senior staff assigned to it. On-call duty staff, Heads of House and WSG will walk between Zones.

- Students should bring their own equipment as equipment cannot be shared.
- If a student is wearing the incorrect uniform, parents will be contacted and the student may be sent home until they have the correct uniform in place.
- Students must wash their hands or use hand sanitisers between lessons and before and after break and lunch.
- Students will enter through the same entry point each day manned by WSG staff who will remain on duty for 15 minutes after the bell.
- Each year group will wear a different coloured tie.

Late Process

- Students arriving within 15 mins of the bell will be issued with a late recall slip at the entrance gate.
- They will be escorted to their Zone Area.
- 10-minute recalls will be in the zone area at the end of the day with their tutor.
- 15 minutes after the bell, Zone entry points will be locked and students will enter through main reception.
- Students with no medical appointment card or valid reason for their lateness will be sent home after reception have contacted parent. They may not be able to return to school until or after a meeting with parent, which may be the following day.
- This will become an unauthorised absence.

SOCIAL DISTANCING IN PLACE



Higher level sanctions will be applied to the following:

- Not following the correct system for moving around the school according to zone and coloured signage.
- Not keeping to allocated areas at break and lunchtime.
- Mixing with anyone from a different zone.
- Spitting or making physical contact with any other person within the school building.
- Throwing food or drink at any other students or sharing any food or drink with each other.

Dress Code and Equipment

Required Uniform

- Park black blazer must be worn by all students each day to school and around the school. (Park cardigans and jumpers may be worn under blazer, but not in place of blazer.)
- Long or short sleeved white shirt (not a polo shirt) with collar for tie, which must be worn tucked in
- Trousers or skirt – black. These should not be leggings or tracksuits, or made of denim or cord
- School tie - while Year Zones are in operation, these will be a different plain coloured tie for each year group.
- Plain black outdoor shoes (no logos allowed), sensible heels only



Optional Uniform

- Sweater/jumper - grey or black with logo
- Sleeveless sweater/jumper – grey or black with logo
- Cardigan – black with logo – Years 10 and 11
- Polo shirt – white with logo in family colour (summer only: May-July)
- Tailored shorts – black and of a length that the school deems reasonable - about knee-length (summer only: May-July)

Required PE Uniform

- Park black polo top
- Park PE hoodie with school logo for outdoor PE lessons in cooler weather
- Plain black shorts or black tracksuit bottoms (any supplier)
- Trainers – non-marking sole with laces, providing support to ankle & foot (any supplier)

Students will not be permitted to go bare foot, trainers must be worn at all times.

Performing Arts

- Students will not change for Performing Arts for the first part of the year except for putting on trainers.
- Years 10-11: Performing Arts tops, as set by the department. Other items to be agreed with teachers of particular courses.

Outdoor Coats

Outdoor coats should be dark in colour, e.g. black or navy and should have no large logos. Please note, hoodies, fur, denim and studded leather jackets are not appropriate as outdoor coats for school and should not be worn around school.

Shoes

Plain black outdoor shoes (no logos allowed), sensible heels only.

Dress Code and Equipment

School Bag

Students will be expected to bring their books and equipment to and from school every day and must be able to access them easily. This should be a rucksack or similar, not a handbag.

Equipment

Students must bring a pencil case to school to keep the following equipment in. The pencil case will need to be placed on their desk along with their student planner every lesson.

Equipment required in pencil case:

- Black pen
- Pencil
- Rubber
- Sharpener
- Ruler
- Protractor
- Green Pen

Students in Year 10 and 11 will also be required to bring in a scientific calculator (these can be purchased from school reception) and specialists equipment if they student the following subjects:

- Headphones if studying Computer Science or Music
- A Memory card if studying photography

Hairstyles

Hairstyles should be reasonable.

For guidance, extremes of fashion and colour are not acceptable and may result in a student being isolated. For example, hair dyed to an unnatural colour, two different colours or with tracks cut into hair is unacceptable for school. Hair styled into excessive crests, Mohicans or spikes are also inappropriate. Hair may be coloured a subtle shade or styled, but should be graduated and not distinctly different lengths.

If in doubt please speak with Mrs Dare or Mrs Capaldi before dyeing or styling.

Tattoos

Tattoos and decorative implants are not allowed and should not be seen in school.

Jewellery

- One pair of earrings (studs or small sleepers – little finger size)
- No visible piercings or necklaces
- No retainers, rings or bracelets

Tights

- Tights must be plain black or opaque (not patterned)

Make Up

- Make up is not permitted in Years 7, 8 or 9
- Light, natural make up may be worn by older students
- False eyelashes are not permitted in any year
- False nails or excessively long nails are not permitted at all

If students are not wearing the correct uniform

Students will not be permitted to attend lessons without the correct uniform.

- Ties - We are able to lend these temporarily if a child has lost theirs
- Blazer - We are able to lend these temporarily if a child has forgotten theirs
- Shoes - We will give a pair of black plimsolls to any child who is temporarily without the correct shoes
- Students may be sent home the same day to change and then return to school. There will be an expectation that time is made up.
- Repeated rule breaking will lead to more severe sanctions.

The final decision on all matters of uniform and personal appearance rests with the Headteacher and Head of School

Attendance and Punctuality

At Park we expect excellent attendance from everyone and recognise that when students are fully engaged in their learning and happy in school, their attendance is likely to be strong. In addition, engagement with parents and the recognition of any barriers affecting attendance are key elements of our attendance strategy. Parents must ensure their children attend school everyday.

Punctuality

Students need to arrive to their Year Zone meeting point by 8.25am. From here, they will be escorted to their Year Zone tutor base for registration at 8.30am. Children arriving up to 15 minutes late will be escorted to their Year Zone by a staff member, they will be issued with a recall to be completed at the end of the day. This is not negotiable.

Students arriving more than 15 minutes late will need to go to reception. They will not be able to enter their Year Zone as there will not be a member of staff to escort them. If your child has a medical appointment the school should be informed in advance so that we can make special arrangements for them to be escorted to their zone. They will need to go home unless there are exceptional circumstances.

Absence from School

Please telephone the school on the same day before 8.15am and inform us of the reason. Telephone: **023 92 489800 (select option 1)**. If we do not receive a message we will send you a text which we expect you to respond to promptly. If we are unable to gain a response, we will visit your home.

Please follow government guidance regarding Covid 19. Your child must not attend school if they exhibit any symptoms relating to Covid 19. These include:

- A new continuous cough
- A high temperature
- A loss of, or change in, normal sense of taste or smell.

It is your responsibility to observe government guidance regarding isolation periods if your child has any symptoms relating to Covid 19 or if they or a family member with whom they live has tested positive.

Illness during the school day

If a child feels unwell they should ask their teacher to go to the medical room. If necessary, you will be contacted to collect your child or they will continue with their school day.

If your child has Covid 19 symptoms a procedure is in place to isolate them until a parent or carer can collect them. In this case, they should undergo a test as soon as possible and you MUST alert the school as to the outcome of the test as soon as it is known.

Support

If you need support in helping your child attend school our home liaison team are here to help.

Absences and family holidays

Holidays during term time will not be authorised.

High Expectations

Rewards

We will continue to reward students for their effort and achievement. Reward points are allocated to students in lessons for work or effort beyond that expected. These points are exchanged for vouchers when 100 are achieved. Vouchers will be emailed to students electronically.

Stars of the Week and similar public celebrations of outstanding behaviours and effort will continue.



Consequences

Students are responsible for their own behaviour and must choose to be respectful and focus on their own learning. Students must follow reasonable requests from teachers. Students will not be permitted to prevent other students from learning. We will always focus on retracking a student where possible, but there are some behaviours that will not be tolerated in any event during this period.

Consequences are designed to help you understand if you are getting it wrong and help you to change your behaviour by thinking about the choices you have.

Consequences	
At each stage you will be given time to make the right choice	
Warning	<ul style="list-style-type: none">If you are not getting it right, your teacher will remind you of expectations
C1 Consequence	<ul style="list-style-type: none">If you choose to continue to misbehave, your name will be written on the Consequences Board and a tick placed in column C1
C2 Consequence + recall	<ul style="list-style-type: none">If you still choose not to improve your behaviour, another tick will be placed against your name in C2. You will be issued with a 10 minute recall.
C3 Consequence + detention	<ul style="list-style-type: none">If you are still misbehaving, a third tick will be placed against your name in C3You will be set a 30 minute detention and will be given a letter to inform your parents. Give this letter to your parents.You may be spoken to by a senior member of staff
C4 Senior staff re-tracking + detention	<ul style="list-style-type: none">A senior member of staff will attend your lesson and speak to you and your teacher re your behaviour.You will then be re-tracked and returned to the classroom if appropriate. If not, you will be given a C5.You will be set a detention of up to 1 hour and will be given a letter to inform your parents. Give this letter to your parents.
C5 Isolation/ Parent meeting	<ul style="list-style-type: none">You will be removed from the class and isolated.Your parents will be informed and asked to come in for a meeting.You may then be sent home and told to work from home. <p>C5 will also be issued for serious behaviour incidents outside of lessons</p>
C6 Exclusion	<p>C6 Exclusion will be issued for very serious incidents</p> <ul style="list-style-type: none">The length of time for a C6 will be determined by senior staff in line with school policyYour parents will be informed immediately

The final decision on consequences and punishments is made by senior staff

We Are Much More Than Just a School

We will continue to use our additional school facilities throughout this period, with strict safety measures in place.

Years 7, 8 and 9 lessons for wider learning

Our Much More Than carousel will run across the year. All students in these years will take part in some of the activities below:

- School farm
- Construction skills at Apex Centre
- Enterprise at our print shop, Park Design & Print
- Catering in our school kitchen
- Filming and recording in our media suite

Students will take part in these activities in groups of up to 8

Sports Ambassadors

Our team of almost 100 Sports ambassadors will continue their work. This group will run from the end of September. The usual work with primary schools will be remote in the first instance.

The following elements of school life will resume as soon as we are able:
University visits, Greenpower electric racing car, school performances, period 6s, enrichment clubs, YES! trips.



Curriculum and Learning

All students will study a full curriculum. We design our curriculum to foster independence, critical thinking and problem solving. Our curriculum incorporates a full range of traditional subjects as well as access to our own wider curriculum.

Remote learning and homework to help students become more independent learners

All learning is placed on the student shared area, which students can access using their school log on. Students who are unable to attend school for any period of time are expected to access this learning remotely.

Learning in this area includes:

- An overview of each half term's learning and resources
- A powerpoint with videos or voice overs to explain the learning
- Resources and videos to encourage students to research and question
- Application tasks which require students to demonstrate their learning

Homework

This is crucial to exam success and develops independence by revisiting and mastering learning. It means children are better prepared to show learning in future assessments and exams. Homework is set weekly for all subjects. This is done via Teams for students and on INSIGHT for parents to view. This is an important habit for independence and future learning. This is also the same process through which any remote learning will be set if students are unable to attend school due to Covid 19 restrictions.

In the event of lockdown

In the event of a year group being sent home from school students will be directed to the shared area to access their learning.

- Teachers will set learning via **Teams** and will also upload onto **INSIGHT** so that parents can see this and support.
- Live lessons will be provided once each week to provide feedback and support.
- Hard copies of learning will be available for collection from reception for any student unable to access the learning remotely.

Accessing Learning from Home

How to log on to Office 365

To log on to Office 365 please follow the instructions below.

Please note that this is the same log in procedure for anything Office 365 (emails, calendars, SharePoint, OneDrive and Teams).

You can also access this through our school website- choose the Student-Learning button.

Instructions

1. Go to the main Office 365 portal <http://office.com>
2. Select Sign in
3. Enter your Username. This will be `username@pcs.hants.sch.uk` (e.g `jsmith@pcs.hants.sch.uk`)
4. Enter your Password This is your school password
5. Click Sign in



Once you've logged in successfully you will be directed towards this page.



From here you can access everything.

You can also download **Sharepoint**, **One Drive** and the **Teams** app on your phone.

USEFUL LINKS:

<https://pcshantssch.sharepoint.com/sites/students>

<https://teams.microsoft.com>

Reading Plus – A Guide

All students read everyday at Park. They must carry their reading book with them all of the time. Our school is using the Reading Plus program to help your child become a better reader. Reading Plus helps children develop the skills they need to be proficient readers and lifelong learners. Through regular Reading Plus practice, reading will become easier, comprehension will increase, and your child will make meaningful connections between what they are reading and what they are learning.

To learn more about Reading Plus, visit <https://www.readingplus.com/>.

Your child can complete Reading Plus assignments outside of school on a computer or tablet that has internet access. The program will keep track of assignments completed each week as well as your child's progress toward the overall lesson goals.

Assignments are set weekly and you can encourage your child to complete additional lessons in Reading Plus if they complete the weekly assignment.

Please contact your child's English teacher or Ms Greenslade by email if you need help or have any questions.

How to Log In:

Step 1 - Go to <https://login.readingplus.com/>

Step 2 - Press the Student Login button

Step 3 - Enter Site Code: **rpparkc**

Step 4 - Type Username and Password: your child has been given these - they can be resent by their English teacher if required

How to Check Your Child's Work:

Log in to your child's Reading Plus account (as described above) to access your child's Dashboard.



Learn more about each section of the student dashboard by either clicking on the Parents link at the top of the screen or by clicking on the Help Icons  found throughout the Dashboard.

Staying in Touch

By working in partnership together we will help your children achieve their best. We communicate with you in the following ways:

- **Email and INSIGHT app:** Please download the app and check your email regularly. This is the main way through which we communicate day to day information with you. All letters are sent electronically. If you have any queries or changes please email: info@pcs.hants.sch.uk
- **Facebook:** Please follow our Facebook page. We use this to share communications we have emailed, remind parents of important dates and celebrate successes. [@ParkCommunitySchoolNews](#)
- **Phone calls:** We will ring you when we need to discuss your child if there are any concerns or requests for support.
- **Home visits:** We make home visits to any families we are supporting or if there are attendance concerns. Please let us know if your child is going to be absent and the reason for this otherwise we will visit your home to check all is ok.
- **Website:** Our website is updated with any letters, curriculum information and reminders. If you are unsure of anything check there.
<https://www.pcs.hants.sch.uk/>

We will text and email you individually linked to absence or information relating directly to your child. For whole school or Year group communications we use:

- Fortnightly newsletters
- Email

Need to contact us?

In the first instance please contact your child's tutor.

**Please make sure we have an accurate email address for you.
This is the main way in which we communicate with you.
Please check your email regularly for communications.**

Dates to Remember

Friday 4 September	Year 7 only
Monday 7 September - Tuesday 8 September	Staggered start for Years 8,9,10,11
Thursday 22 September	Virtual Open Evening
Monday 5 October to Friday 9 October	Year 7-9 Testing Week
Thursday 22 & Friday 23 October	School will be closed to students
Monday 26 October to Friday 30 October	Half Term Holiday
Monday 2 November	Return to School
Monday 9 November to Friday 13 November	Year 10 Testing Week
Thursday 12 November	Year 7 & 11 Parents Evening
Monday 24 November to Friday 3 December	Year 11 Mock Fortnight
Friday 18 December	Break up for Christmas Holidays
Monday 4 January	First Day of Term

Parents' Calendar 2020-2021

Autumn Term 2020

	September				October				November				December						
Week	A	B	A	B	B	A	B	A	B	A	B	A	B	B	A	B			
Monday	7	14	21	28		5	12	19	26	2	9	16	23	30	7	14	21	28	
Tuesday	1	8	15	22	29	6	13	20	27	3	10	17	24		1	8	15	22	29
Wednesday	2	9	16	23	30	7	14	21	28	4	11	18	25		2	9	16	23	30
Thursday	3	10	17	24		1	8	15	22	5	12	19	26		3	10	17	24	31
Friday	4	11	18	25		2	9	16	23	6	13	20	27		4	11	18	25	
Saturday	5	12	19	26		3	10	17	24	7	14	21	28		5	12	19	26	
Sunday	6	13	20	27		4	11	18	25	1	8	15	22	29	6	13	20	27	

Spring Term 2021

	January				February				March				April						
Week	A	B	A	B	A	B		A	B	A	B	A	B	B		A	B		
Monday	4	11	18	25		1	8	15	22	1	8	15	22	29		5	12	19	26
Tuesday	5	12	19	26		2	9	16	23	2	9	16	23	30		6	13	20	27
Wednesday	6	13	20	27		3	10	17	24	3	10	17	24	31		7	14	21	28
Thursday	7	14	21	28		4	11	18	25	4	11	18	25		1	8	15	22	29
Friday	1	8	15	22	29	5	12	19	26	5	12	19	26		2	9	16	23	30
Saturday	2	9	16	23	30	6	13	20	27	6	13	20	27		3	10	17	24	
Sunday	3	10	17	24	31	7	14	21	28	7	14	21	28		4	11	18	25	

Summer Term 2021

	May				June				July				August							
Week	A	B	A	B	A	B	A	B	B	A	B	A	B	C	D	E				
Monday	3	10	17	24	31		7	14	21	28	5	12	19	26		2	9	16	23	30
Tuesday	4	11	18	25		1	8	15	22	29	6	13	20	27		3	10	17	24	31
Wednesday	5	12	19	26		2	9	16	23	30	7	14	21	28		4	11	18	25	
Thursday	6	13	20	27		3	10	17	24		1	8	15	22	29	5	12	19	26	
Friday	7	14	21	28		4	11	18	25		2	9	16	23	30	6	13	20	27	
Saturday	1	8	15	22	29	5	12	19	26		3	10	17	24	31	7	14	21	28	
Sunday	2	9	16	23	30	6	13	20	27		4	11	18	25		1	8	15	22	29

School closed to students

4, 7 and 8 September - staggered start for Year Groups

School holidays

Provisional parent meetings - possibly on line

Provisional external exam season - May and June 2021

FAQs

1. Why are children being taught in zones?

The idea is that every child in the school is linked to a year zone in different parts of the school for most of their subjects to reduce the risk of transmission.

We will ensure that these zones have limited contact by operating:

- Separate entrances and exits to the school building
- Different lunch and break times from most other zones

We will also try reduce the number of staff within each zone.

In this way, if there is an outbreak of COVID 19 in the school, we are better able to isolate groups of students and staff and the test and trace system is easier to manage.

2. When do all children return full time to Park Community School?

The first day for students will be:

Friday, 4 September	Year 7 start at 8.30am
Monday, 7 September	Year 8 return at 8.30am and Year 9 return at 11.00am
Tuesday, 8 September	Year 10 return at 8.30am and Year 11 return at 11.00am
Wednesday, 9 September	Lessons to follow school timetable except where assessment activities are required

The first week will include induction sessions in to the zone school system, tests and lessons.

Staff will be in school before then making sure we are ready.

3. What time does my child have to be in school from September?

The start and finish times for the day remain unchanged, children need to be on the school site at 8.25am for registration at 8.30am. Children who are more than 15 minutes late will not be able to enter school because staff will not be available to escort them to their zone after that time. If you have a medical appointment then school should be informed and we will make special arrangements to escort the child to the zone. An appointment card should be sent in with your child when they come to school.

4. How will you keep my child safe?

We have already established our hygiene expectations; these will continue to be our main way of managing the virus:

- social distancing
- regularly and thoroughly washing hands with hot water and soap or using hand sanitiser
- avoiding touching face
- always using a tissue if sneezing and "binning it" straightaway before cleaning hands

The above, coupled with our approach to keeping students in zones will significantly reduce the risk of transmitting the virus – however, we cannot eliminate all risk.

Having said this, our experience is that children adapt very quickly to our new routines. It will be important that children expect school to be different and follow the rules and expectations of staff at all times

5. How will school communicate with me?

We will continue to send all school communications via email. It is essential that we have an up to date email address for you and that you regularly check this. These communications also appear on the INSIGHT app which allows you to see a range of information about your child, including their timetable and attendance.

For attendance, texts will be sent to your mobile number.

6. Who will teach my child?

Your child will have a group of subject teachers and the teachers will mostly go to them in their zone class. For some subjects, such as Technology, Performing Arts and PE, children will move to the specialist area.

7. Does my child have to attend school?

Yes. It is absolutely essential that every child attends school every day - unless they are ill or presenting the symptoms of COVID 19. From September, we will apply our normal procedures around pursuing non-attendance to school. If you believe your family situation is such that your child cannot attend school, for instance, they have been told to continue to shield. Then please email our attendance officer on s.powell@pcs.hants.sch.uk

8. My child has a sibling at Park. Will they be in the same zone?

No. A large number of children have brothers or sisters at the school. During school hours they will be taught in their zone and generally not mix.

9. I am a key worker. Will my child still get special provisions?

No. All children must return to school irrespective of their parent or carers' occupation.

10. Can my child bring a packed lunch in?

Yes. School meals will have a different system where some students will get food from the restaurant and some will use our catering trailer each day in order to keep year groups separate.

Please avoid sending your child in with cash where possible and upload any money required for purchasing food via Tucasi – the online payment system.

11. Will breakfast be offered?

Yes. This will run as normal from 7:45am to 8:25am for breakfast with children encouraged to sit in year group areas in the restaurant or outside.

12. What about uniform?

All students will be required to wear the full school uniform, including their blazer and black shoes; we will provide a new tie at the start of term. In September ties will be in Year colours to help ensure children are in the right zone or with the right group at all times.

13. What equipment will they need?

Students will need to bring a rucksack to school and keep their own equipment.

This must include:

- A pencil case
- Black pen
- Pencil
- Ruler
- Protractor
- Green pen

In Years 10 and 11, students will also need to provide some specialist equipment for some option subjects. Teachers will explain this in September.

All equipment should be clearly labelled and held in a named pencil case. Students in Years 7 and 8 must also bring in a reading book. We will issue a student planner to all students on their first day; this will also form part of the essential equipment.

Students will be expected to carry books back and forth. These may not be left in classrooms.

14. Does my child need a PE kit?

Yes. They should bring in their PE kit on the days they have timetabled PE.

15. Does my child need a school bag?

Yes. All students should have a sensible bag to take equipment including books to and from school.

16. My child has one to one support or attends a small intervention. Will they still get this?

Yes. If your child gets one to one support, then they will continue to get this; our normal interventions will run, although staff may deliver this from a social distance of 2 metres.

17. What will my child learn?

All students will follow their full curriculum which is broad and balanced. We have made some changes, for instance, in September:

- Assemblies will be less frequent and may be delivered virtually
- Physical Education will not involve contact sports
- Music will not involve singing or sharing instruments

18. How will homework be set?

Homework will always be set for students via Teams and this will also be visible for parents on the INSIGHT app. This means you can see what they are expected to do at home. Homework will be more important than ever as children catch up on lost learning. Please make sure you know your child's log on details.

Access to on-line learning will continue to be important in case the local area is locked down. Remote learning will be set in exactly the same way as homework.

19. Will normal school assessments take place?

Yes. We plan on running all assessments during the 2020/21 academic year.

20. My child has missed a lot of school. How will you catch them up?

The Government have allocated limited additional funds. We will be publishing details about how we intend to catch children up once we are clearer about the funding. Our focus will be on supporting:

- The most vulnerable
- Students close to an important assessment point

21. Will extra-curricular clubs or period 6s run?

No - these will not run at the start of term. We will review activities after school and period 6 lessons during the term.

22. What happens if my child misbehaves?

Teachers will use our consequence system if a student disrupts learning within a classroom and will aim to re-track the student so they can remain in the lesson and learn.

However, if a student is unable to follow school rules, or if they behave in a way that means they are not safe to be in school, the student will be isolated and you will be expected to attend school for meeting on this day.

23. What are the symptoms of coronavirus?

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID 19.

24. What happens if my child falls ill during the school day?

If a child feels unwell then they should ask their teacher to go to the medical room. If our staff assess that there is a risk the child has COVID 19 symptoms, then a procedure is in place to isolate them until a parent or carer can pick them up. In this case, they should undergo a test as soon as possible and alert the school of the outcome of the test as soon as this is known. We will always follow the latest guidance around managing an outbreak.

25. Will I be informed if there is an outbreak of COVID 19 in school?

Yes. We will always follow Public Health England's advice around managing an outbreak where this has been confirmed.

26. What will happen if a Year group is sent home to isolate?

We will text and email all parents a letter informing them of any need to close school temporarily for a year group or more.

Remote learning will be set in the same way that homework is currently set. Students will use their school log on to access Teams and the student shared area. Links to the work will also be on the school website, along with reminders about how to log on.

Parents will be able to see what is set for their child via the INSIGHT app.

I have a question which has not been covered here. Who can I ask?

If there is a question you think we have not covered, please email us on:

info@pcs.hants.sch.uk

or contact your child's Head of House:

Green House:
Red House:
Blue House:

Mrs Wilson
Mr Cavanagh
Miss Birns

h.wilson@pcs.hants.sch.uk
s.cavanagh@pcs.hants.sch.uk
a.birns@pcs.hants.sch.uk

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