

Park

Community School

New to our school

Information for New Students
and Parents 2016-17

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Introduction



“Success for all through Attainment, Resilience and Autonomy”

We extend a very warm welcome to you and look forward with pleasure to the arrival of your child at our school. Each student is central to our daily life and work. We have high expectations for your child and we hope that they will be rewarded with high standards of personal achievement, using all the resources and opportunities provided by the school.


At Park, we believe that teaching children to make good choices is important. A key role for secondary schools is preparing students for the world of work. Therefore, we use these principles to underpin our work with students.

Our focus is building students’ mastery of subjects throughout secondary school, to ensure we foster a love of learning, passion for subjects and success in an examination system currently undergoing rapid change.

Respect leads to success. In choosing Park, you are agreeing to support us in our rules and expectations for our students, we have high standards regarding effort, language and behaviour. In lessons we expect students to work hard and support one another.

If you choose to accept a place at Park Community School, then it is assumed that you share our core values, the school ethos and will support us in our decisions as we educate your child.

Christopher Anders
Headteacher



At Park we will be at your child’s side every step of the way, guiding them as their character develops and as they make their own discoveries about what they love.

School Ethos

Park's vision is 'Success for all through attainment, resilience and autonomy. This is achieved by supporting every student to ensure they are given the opportunity to succeed and at all times we challenge low expectations. We pride ourselves on being disciplined, smart and friendly always sharing a mutual 'Respect'. We expect hard work, good manners and a positive attitude from all.

Special Educational Needs

Park has a range of support for students with special education needs. The transition process involves working closely with junior schools so that we know your children well and can support their needs. If you would like to find out more about the support available, please contact the school and your enquiry will be passed to Mrs Hamson, our SENCO.

Extra-Curricular

Park offers a range of after school enrichment activities and extra-curricular events in which all students can participate. Students in Year 10 and 11 are encouraged to attend a variety of study clubs to assist their exam preparation process.

Our Discovery Centre (Library) is open every day from 8am to 4pm for any student to use the facilities.

Breakfast Club

The Watering Hole Restaurant opens at 8am every morning so that students can partake of a healthy breakfast at a reasonable cost. There is no need to book in advance.



Staff You Need to Know



Mr Anders
Headteacher



Ms Walker
Deputy Headteacher



Mrs Capaldi
Deputy Headteacher



Ms Morris
Deputy Headteacher



Ms Bannard
Assistant Headteacher
Key Stage 3



Mrs Hamson
Assistant Headteacher
SENCO



Mrs Dare
Assistant Headteacher
Key Stage 4



Miss Binns
Head of Year 7



Mrs Rigg
Home School Liaison

Year 7 Mentors



Mr Mokgethi



Mr Bye



Ms Tuckwell



Mr Waters



Miss Firbank



Mr Hutchins



Mrs Cavanagh

We Are Much More Than Just a School

Raising Standards

Wanting to do well is the first big step. Take pride in yourself and your work. We value all people who work hard, show initiative and respect others and our environment.

Achievement

At Park Community School every student has the opportunity to succeed in many ways. We reward success through:

- Praise and prizes
- Special award certificates for attendance, effort and achievement
- Awards for good work, effort and behaviour
- Informing the community of your achievements by publishing them in Park Post, our school magazine, and the local press
- Awards Evenings

Opportunities

The school has won both a Sportsmark and Artsmark Gold for the excellent quality of its support for students in the Arts and in Sport. Park's Head Chef Steve Cross and his Catering Team have been awarded with the Fairtrade FairAware School Award and FairActive School Award.

We are much more than just a school, providing opportunities, which include:

- Period 6 Study Clubs
- Enrichment activities
- Saturday clubs
- Visits and trips (home and abroad)
- University visits
- School farm and horticulture
- Apex Centre for vocational training
- Sports Ambassadors
- Greenpower racing car
- School theatrical productions
- Rock challenge dance performance



RESPECT Leads to Success

R

Responsibility Ownership of our learning and actions.

E

Enthusiasm Enjoy our learning and the opportunities it brings.

S

Success Achieve through attainment, autonomy and resilience.

P

Punctuality Attend school and lessons on time.

E

Environment Learn in a calm, clean and quiet place.

C

Confidence Share my ideas, listen to others and not be afraid to make mistakes.

T

Tolerance Respect the rights of others to have different views and beliefs.

Show respect and act responsibly to make sure our behaviour allows us to achieve this.

Good Behaviour

No one has the right to stop anyone else from learning. A happy and successful school depends on us all getting on well together. Minding your manners costs nothing – *always be polite and avoid hurting anyone – mentally or physically.*

Students are expected to set high standards at all times in lessons, around the school and when journeying to and from school.

Students will be treated with respect and are expected to treat all members of the school community in the same way. For example, showing good manners by holding the door open for others and putting rubbish in the bins provided. Students who fall short of the school's expectations will receive an appropriate sanction, these are applied consistently and fairly.

As a courtesy, we try to ensure parents are notified of any detentions longer than 10 minutes at least 24 hours in advance. Rewards are given by teachers and other staff to recognise hard work and good behaviour.



Attendance and Punctuality

One aspect of giving your “best” means being on time every day. Good attendance is a foundation for a successful education. School starts with mentoring at **8.30 am** - be here by **8.25am**.

Missing school or **being late** means you **miss** valuable learning. The work may be quickly written up but not easily understood.

Punctuality

Students arriving after 8.30am are considered to be late. Anyone arriving after 8.45am will be considered to have been absent for the AM school session. Persistent lateness, like absence, may result in a fine.

Absence from School

Please telephone school on the same day as an absence and send a note when your son/daughter returns. **Tel: 023 9248 9800 (select Option 1)**

School will try to contact parents if no telephone call is received explaining an absence.

Family Holiday

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. Please note there is no general right for a school to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we may refer the matter for consideration of legal action. During exam seasons, including the months of preparation before, no absence will be authorised.

You are advised not to make any arrangements or bookings until your request has been considered. Before submitting your request, please make an appointment with Ms S Bannard (Assistant Headteacher). Call 023 92 489800 ext. 251. A form to request an authorised absence can be obtained from the school reception. Please take the completed form with you to your appointment.



Student Support

This school will not tolerate BULLYING of any kind

Bullying is making another person feel bad about themselves. We aim to create a safe place where all students can learn and develop. Everyone is expected to treat others with kindness and respect. Everyone is strongly encouraged to report any bullying.

If we know, we always help - tell someone

Reporting bullying is **NOT** telling tales. We always aim to use restorative practice to help students treat each other with respect.

Medication

If your student has been prescribed medication that needs to be taken during school hours then please contact our medical officer, Mrs Wells, on k.wells@pcs.hants.sch.uk or call 023 9248 9800 ext 252. Students must hand in any prescribed medication and it should be clearly labelled with administration details attached. Under NO circumstances should students take prescription medication unsupervised.

The school's medical officer will deal with emergencies and arrange for parents to be contacted if necessary. The school needs up-to-date home and emergency telephone numbers for parents or carers. Please inform our medical officer of any changes to your child's medical needs.



Literacy at Park

Reading

We believe that every student in our school should leave as a confident and independent reader. Therefore, we dedicate regular time within our school day to reading for pleasure, as well as promoting independent strategies for reading in every lesson.

All students read with their mentors for the first 15 minutes of the day, Monday - Thursday. In Years 7,8 and 9 students use the Accelerated Reader programme to help them select books, take quizzes and record their progress.

Our school library, Discovery Centre, is open from 8am - 4pm each day.

Students will soon get used to the two images alongside, which are included in learning handbooks and displayed in classrooms to help students become more independent readers.

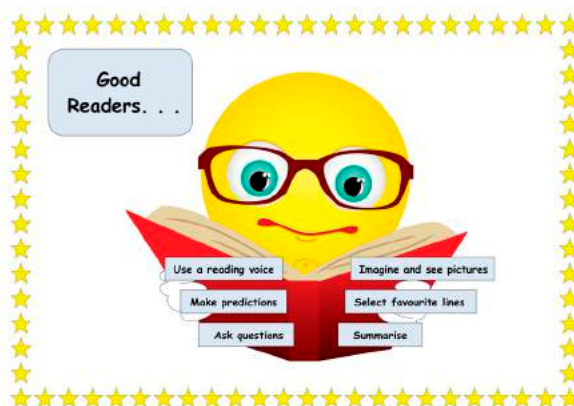
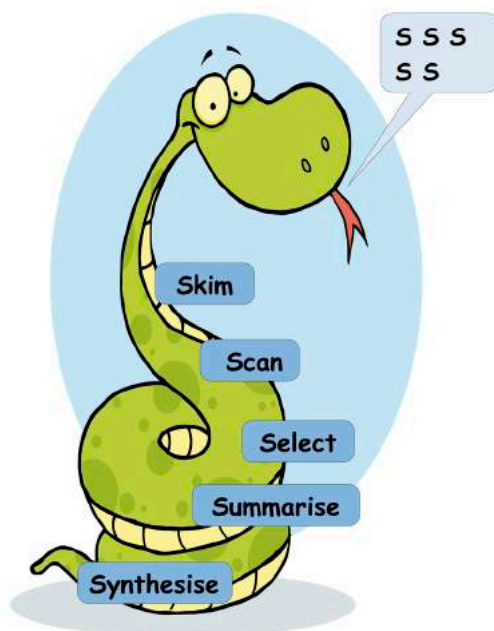
Parents can also view their child's virtual bookshelf on our website and see how many books they have read.

Writing

Writing is highly valued at Park. Standards of presentation, technical accuracy and spelling are monitored and form a significant part of our monitoring and assessment of students. Opportunities to write extensively across all curriculum areas are important. We help students to develop the ability to write like specialists, using key terminology and styles suitable for a range of audiences and purposes.

Creative writing is strongly valued, we encourage students to develop their own style and voice when writing across fiction and non fiction.

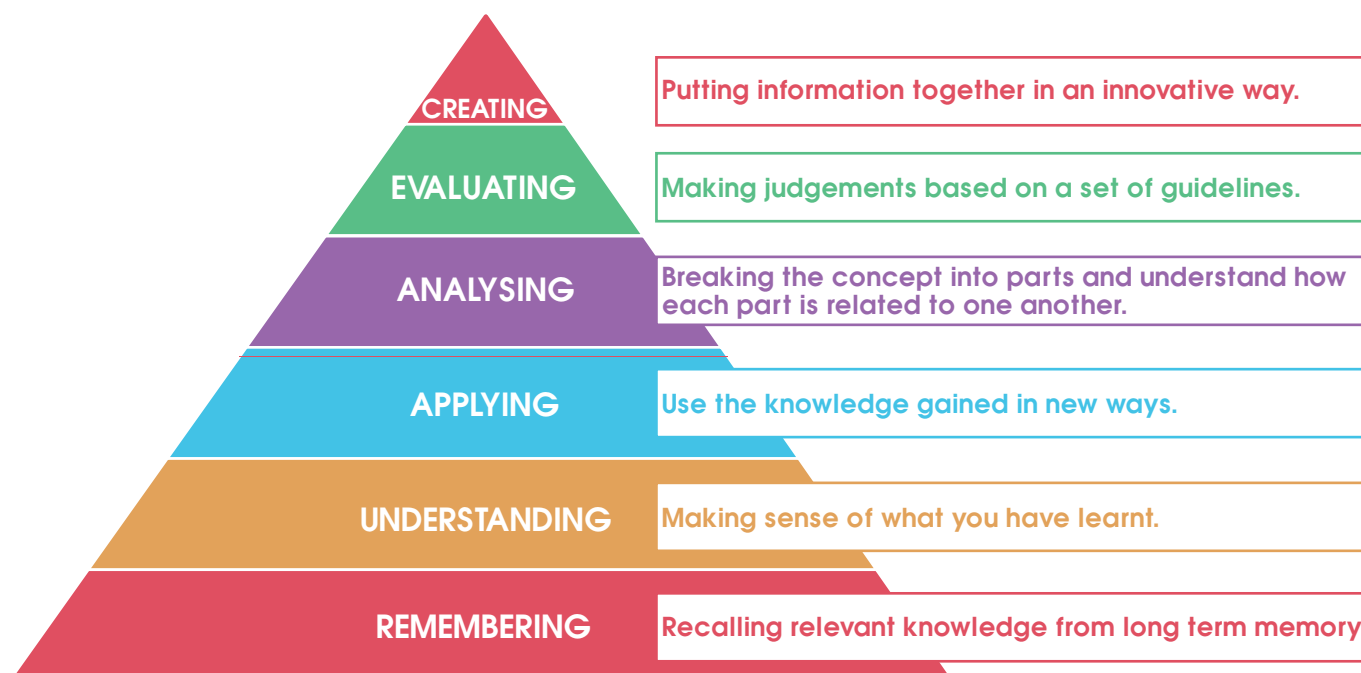
The Reading Strategy Snake



What Students in Year 7 Study

A Mastery Curriculum

Students study a broad range of subjects in Year 7. The curriculum is based on mastery, wherein students are expected to secure understanding before moving on. Deep thinking and opportunities to apply learning in new ways are important. We use Bloom's taxonomy to support students in developing mastery of their learning, which moves from basic recall up to independent application of their learning.



Homework

We believe the setting and completion of homework is crucial for students to develop their independent learning skills. The school uses the MILK app so that parents are able to monitor their children's completion of homework. Each student should receive at least one piece of homework from every subject most weeks.

- Normally students will receive the equivalent of 30 minutes homework per subject, per week.
- This will include MyMaths, Venture Learning projects (3 week independent projects) and regular reading.
- Students can attend study clubs for support with homework or stay at school to use PCs if they wish.

Students in Year 7 Study the following Subjects

- | | |
|-------------------------|-------------------|
| • Geography | • English |
| • History | • Maths |
| • RE | • Science |
| • French or Spanish | • Technology |
| • PE | • Performing Arts |
| • Character Development | • Art |

How can you support your child?

- Sign their Learning Handbook weekly.
- Listen to your child read as often as possible.
- Support with homework projects and meeting deadlines.
- Ask questions about what they've been learning today in lessons.

The School Day

Your child will be issued with their own timetable detailing their subjects, teachers and classrooms on their first day in September.

Please note that on Tuesdays students finish school at 1.45pm unless they are staying for extra curricular activities.

Warning Bell	08.25
Registration - Reading or Numeracy and 1:1 Mentoring	08.30 - 08.45
Lesson 1	08.45 - 09.45
Lesson 2	09.45 - 10.45
Break	10.45 - 11.00
Lesson 3	11.00 - 12.00
Lunch	12.00 - 12.25
Lesson 4	12.25 - 13.25
Assembly or Rights, Respect, Responsibility Session and 1:1 Mentoring	13.25 - 13.45
Tuesdays, students finish their school day at this time	
Lesson 5	13.45 - 14.45
End of School Day Monday, Wednesday, Thursday and Friday	14.45
Enrichment Opportunities and Study Clubs dependent on time of year	14.45 onwards



Equipment & Personal Possessions

Please make sure you are properly **equipped for each day**.

You should bring to school each day:

- A bag large enough to carry books and equipment
- Pens, pencils, ruler and rubber for all lessons
- Your Learning Handbook: this has your timetable and is used to record your homework and your GOALS for each subject
- The money you need for the day
- Any special clothing you need for the day, e.g. PE kit
- All items must be marked with your name
- A suitable bag may be needed to carry dirty PE kit
- Lockers are available to store items

Books, stationery and specialist equipment are provided without charge. Students are expected to treat them with care. If they are wilfully damaged or misused, parents will be responsible for the cost of replacement.

Personal Items:

MP3 players, iPods and mobile telephones are not allowed in school and will be confiscated if seen. Should it be necessary for a student to carry a mobile phone for safety reasons this must be switched off, handed in at school reception on arrival at school and collected at the end of the school day. The school will accept no responsibility for lost or stolen items.



Dress Code for Students

Park Community School Uniform 2016/2017

Park Community School has one official supplier of uniform. This is Skoolkit.

Uniform supplier – Skoolkit	Contacting us is easy
Step 1 Get online and log onto www.skoolkit.co.uk	Visit us: 31 Meridian Centre, Elm Lane, Havant, Hampshire, PO9 1UN Telephone: 02392 455795 Opening hours: 9.00am - 5.30pm Monday - Fridays 9.00am - 5.00pm Saturdays
Step 2 Register/Sign in	Email us: enquiries@skoolkit.co.uk
Step 3 Place your order to be delivered to your door	Call us: Web-order Hotline 023 80 651278



Required Uniform

- Park black blazer or green sweatshirt
- Long or short sleeved white shirt (not a polo shirt) with collar for tie, which must be worn tucked in
- Trousers or skirt – black (no leggings, denim, cord or tracksuits)
- Park family clip-on tie
- Plain black outdoor shoes (no logos allowed), sensible heels only

Optional Uniform

- Park cardigan – Years 10 and 11
- Park polo shirt – white with logo in family colour (summer only: May-July)

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

Only plain black shoes are allowed to be worn with the uniform. Heels should be sensible (no higher than 2.5 cm/1 inch).

Dress Code for Students

Park Community School Uniform 2016/2017

Required PE Uniform

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

We strongly recommend shin pads – for football

Normal school uniform is not appropriate for PE. Even when excused from the activity, students should expect to change into their PE kit and help as a coach or umpire.

Optional PE Uniform

- GCSE students can purchase additional items in school.

Performing Arts

Years 7 and 8

- Park black PE polo top with school logo
- Plain black tracksuit bottoms or black shorts

Years 9-11

- Performing Arts tops, as set by the department. Other items to be agreed with teachers of particular courses.

Bag

Students require a bag for school which can fit A4 sized books and other equipment.

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)

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 Ms Bannard, Mrs Dare or Miss Walker before dyeing or styling.

Tattoos

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

If students are not wearing the correct uniform

- Parents should provide a dated note for your child to bring to school to explain why any item of uniform is not worn and when it will be replaced. Normally non uniform will be accepted only for reasons beyond your control and for a few days, e.g. until the next weekend. When no letter is received from home two days will be given to correct any issues. Normally a letter will be given to the student and, when possible, contact made with parents to explain our concern.
- 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. When the dress code has not been adhered to after two days students will be kept out of normal lessons. This is at the discretion of the school.
- Repeated rule breaking will lead to more severe sanctions.

Parents who are unable to purchase the correct uniform for their child due to financial difficulties should approach the school to seek advice and further guidance.

The final decision on all matters of uniform and personal appearance rests with the Headteacher and his deputies.

Meals

School Meals

At Park we are fortunate to have three highly qualified Chefs supported by a kitchen team to produce a range of freshly prepared hot and cold meals and snacks for each break. Breakfast is available from 8am. A cashless system is operated and students will be guided through this process during their induction. If they wish, parents can electronically add money to their child's account. Menus are displayed on our website.

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

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by HM Revenue and Customs, that does not exceed £16,190
- Guarantee element of State Pension Credit

If you claim any of the above benefits please collect a Free School Meal form from Reception.

Monitoring Your Child's Progress

- The 2 key members of staff for your child are their mentor and Head of Year. Always contact them first if you have any concerns
- Year 7 have a parents' evening in the first term, where you are invited to come and discuss your child's progress with their teachers.
- Student Review Day in February: students are invited in during the day for a 15 minute appointment with their mentor to discuss their progress and review targets. Parents are encouraged to accompany their child to these sessions.
- Reports: Parents receive reports on their child's attainment and progress several times each year. One of these reports is a detailed written report by subject teachers, which for Year 7 will be at the end of the school year.

Learning Handbooks

Students write targets and steps to success (i.e. how to achieve them) in their Learning Handbooks for each of their subjects. These are targets the student should strive to achieve, guided by subject teacher comments given to the student. Each week students receive homework. PLEASE CHECK AND SIGN YOUR SON/DAUGHTER'S Learning Handbook EACH WEEK.

Dates to Remember

Autumn Term 2016

Tuesday 6 September	Only students in Year 7 attend school from 08.30am - 2.45pm. Years 8-11 students and parents attend school for appointment with mentors.
Wednesday 7 September	All students in all year groups attend at 8.30am for the first normal school day.
Wednesday 21 & Thursday 22 September	Year 7 Team Building Trips
Thursday 29 September	Year 7 and 11 Parents Evening
Monday 3 to Friday 7 October	Year 7-9 Test Week
Thursday 20 & Friday 21 October	School will be closed to students
Monday 24 to Friday 28 October	Half Term Holiday
Monday 31 October	Return to School
Monday 14 November	School will be closed to students
Monday 28 November to Friday 2 December	Year 7-9 Test Week
Friday 16 December	Christmas meal and break up for Christmas holidays

Important Telephone Numbers

Park Community School	023 9248 9800
Havant Local Education Office	023 9249 8200
Havant Social Services	0845 603 5620

Important Names to Remember

Year 7 Head of Year - Miss Binns	ext 260
Home School Liaison Officer - Mrs Rigg	ext 232 (Mob: 07535154992)

Important Information

Park Families

We operate a family system for all students. We have four families and they are named Nelson, Brunel, Dickens and Austen. This promotes student leadership and acts as an extended 'family' for all members. The families participate in a range of activities including raising monies for charities nominated by the students.

Welfare, Support and Guidance

We have a large team of staff to support students and their families in various aspects of life and school.

Welfare staff (PSG and BSG) help with various issues:

- Attendance
- Bullying
- Calling home
- Health and Well-Being
- Lost Property
- Problems at Home
- Safeguarding
- Timetable Issues

Student Leadership

Opportunities are given for students to take on leadership responsibilities. These responsibilities are usually in the form of subject ambassadors, who lead projects or learning for others.

Rewards

Students are rewarded for hard work and striving for excellence. One form this takes is our reward points system, these reward points are awarded to students who demonstrate these qualities. When a student has collected 50 of these points, they are credited with a £5 gift voucher.

Home School Communication

We firmly believe that we must work in partnership with parents. As part of this we try ensure to communication is clear and regular. The following are some of the ways we stay in touch with you.

- MyApp - All members of the school community are encouraged to sign up;
- MILK - Homework;
- Texts
- At short notice we may use the school website and facebook page to communicate with our parents e.g. in the event of school closure due to snow.

www.pcs.hants.sch.uk

Facebook: park community school news

If things go wrong

If you are unhappy about any aspect of the work of the school then we would ask that you contact us directly in the first instance. Parents and carers can do this by:

- Sending a letter or email to your child's mentor or teacher;
- Sending a letter or email to your child's head of year;

Please note, in line with our Complaints Policy, the Headteacher will not investigate complaints in the first instance, but will delegate this to an appropriate member of staff depending on the nature of the complaint. Only after this stage has been exhausted will the Headteacher investigate the issues around any complaint. If, following a complaint, the school is found to be at fault we will offer a full apology and determine whether we need to review our school policies or procedures. We recognise that only by being 'open' to complaints can we continuously improve.

We endeavour to acknowledge any communication within two working days and seek to respond to any complaints within ten working days. If we need longer, then we will let you know and set a new date for a response to your complaint.

Parents' Calendar

Park Community School - Parents' Calendar 2016-2017

Autumn Term 2016																						
	September					October						November					December					
Week		A	B	A	B		A	B	A		B	B	A	B	A	B	B	A	B			
Monday		5	12	19	26		3	10	17	24	31		7	14	21	28		5	12	19	26	
Tuesday		6	13	20	27		4	11	18	25		1	8	15	22	29		6	13	20	27	
Wednesday		7	14	21	28		5	12	19	26		2	9	16	23	30		7	14	21	28	
Thursday	1	8	15	22	29		6	13	20	27		3	10	17	24		1	8	15	22	29	
Friday	2	9	16	23	30		7	14	21	28		4	11	18	25		2	9	16	23	30	
Saturday	3	10	17	24		1	8	15	22	29		5	12	19	26		3	10	17	24	31	
Sunday	4	11	18	25		2	9	16	23	30		6	13	20	27		4	11	18	25		

Spring Term 2017																					
	January						February					March					April				
Week		A	B	A	B	A	A	B	A		B	B	A	B	A	B		A			B
Monday		2	9	16	23	30		6	13	20	27		6	13	20	27		3	10	17	24
Tuesday		3	10	17	24	31		7	14	21	28		7	14	21	28		4	11	18	25
Wednesday		4	11	18	25		1	8	15	22		1	8	15	22	29		5	12	19	26
Thursday		5	12	19	26		2	9	16	23		2	9	16	23	30		6	13	20	27
Friday		6	13	20	27		3	10	17	24		3	10	17	24	31		7	14	21	28
Saturday		7	14	21	28		4	11	18	25		4	11	18	25		1	8	15	22	29
Sunday	1	8	15	22	29		5	12	19	26		5	12	19	26		2	9	16	23	30

Summer Term 2017																					
	May					June					July						August				
Week	A	B	A	B			A	B	A	B		A	B	A	B						
Monday	1	8	15	22	29		5	12	19	26		3	10	17	24	31		7	14	21	28
Tuesday	2	9	16	23	30		6	13	20	27		4	11	18	25		1	8	15	22	29
Wednesday	3	10	17	24	31		7	14	21	28		5	12	19	26		2	9	16	23	30
Thursday	4	11	18	25		1	8	15	22	29		6	13	20	27		3	10	17	24	31
Friday	5	12	19	26		2	9	16	23	30		7	14	21	28		4	11	18	25	
Saturday	6	13	20	27		3	10	17	24		1	8	15	22	29		5	12	19	26	
Sunday	7	14	21	28		4	11	18	25		2	9	16	23	30		6	13	20	27	

Please note a further Inset day is to be agreed
School closed to students
Parents invited to attend daytime student reviews with mentors
School holidays
Year 7 settling in and Year 11 parents' evening 29 September
Year 8 futures and parents' evening 9 March
Years 9 & 10 subject evening for parents 11 May
Additional Year 11 parents' evenings 9 November and 5 April

much
more than
just a **school**

