

# Park

## Community School

# Welcome to Park

Information for all students  
and parents 2023-2024



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# Introduction

## Dear Parents, Carers and Students,

Welcome to Park Community School.

We are looking forward to welcoming your children to school in September. Starting strong is important and this booklet aims to give you everything you need to ensure your child makes a great start to the year. 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. Your child is part of this.



All students at Park study a broad curriculum moving to specialist spaces, including our off site facilities; small holding, construction skills centre and industrial unit, which is the home of our print shop. Our focus is 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. We summarise our vision for learning through our 'Great Learners' diagram. This emphasises the role of preparing for learning, practising over and over again and finally performing.

Respect leads to success. In choosing Park, you agreed to support us in instilling high expectations regarding effort, attendance, uniform and behaviour. We expect all students to work hard and respect school rules to help everyone to achieve.

We are proud to be a part of Park. The strength of our whole school community and its commitment to students makes us a special school. Together we embrace the challenges and excitements of school life.

This booklet includes reminders that every student and parent/carers will need to understand in preparation for September. Please take time to read through them all with your child prior to their September start.

We look forward to working together throughout the new academic year.



**Christopher Anders**  
Headteacher



**Ella Capaldi**  
Head of School

much  
**more** than  
just a **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.

## House System

Every student is allocated to one of three houses: Red, Blue and Green. Within each house, students will develop a strong sense of identity, competition and support.

**Heads of House oversee the academic progress, attendance and behaviour of students within their house.**

## Tutor Groups

Every student is part of a tutor group within their house. Every day begins and ends with tutor time. During this time the groups read, attend assemblies, prepare for the day ahead and reflect on successes.

## 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 each house to support them as necessary.

## 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 hub or restaurant. If you have any questions about SEND support, please contact Mrs Leach, our SENDCo in September.

## Extra-Curricular

Our wide range of extracurricular activities, including period 6 lessons, run every day.

## Breakfast Club

The Watering Hole restaurant will be open every morning from 7.45am 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.

# Staff You Need to Know



**Mr Anders**  
Headteacher



**Mrs Capaldi**  
Head of School



**Mrs Parish**  
Business & Community  
Manager



**Mr Bryce**  
Deputy Head of School



**Ms Bannard**  
Assistant Headteacher  
DSL



**Mr Bourton**  
Assistant Headteacher



**Mrs Cavanagh**  
Assistant Headteacher



**Mr Cavanagh**  
Assistant Headteacher



**Miss Conner**  
Assistant Headteacher



**Mrs Pearce**  
Assistant Headteacher



**Mr Rose**  
Assistant Headteacher



**Mrs Leach**  
Assistant Headteacher  
SENDCO



**Mr Grant**  
Head Chef



**Mr Moody**  
Head Chef



**Mrs Knight**  
Medical



**Mrs Breedon**  
WSG



**Mrs Davis**  
WSG



**Mr Grant**  
WSG



**Mr Donnelly**  
WSG



**Miss Britton**  
WSG



**Mrs Burton**  
WSG



**Mrs Howes**  
WSG



**Miss Hepburn**  
WSG

# Heads of House and Year 7 Tutors



**Mr Penlington**  
Head of Red House



**Mr Chapman**  
Head of Blue House



**Mrs Wilson**  
Head of Green House



**Miss Tennant**  
Year 7 Tutor



**Mr Wood**  
Year 7 Tutor



**Mr Yeung**  
Year 7 Tutor



**Mrs Torquete**  
Year 7 Tutor



**Mrs Spies**  
Year 7 Tutor



**Mrs Coles**  
Year 7 Tutor



**Miss Gibbons**  
Year 7 Tutor



**Mr Almeida**  
Year 7 Tutor



**Mrs Webb**  
Year 7 Tutor



**Mr Pycroft**  
Year 7 Tutor



**Mr Redman**  
Year 7 Tutor



**Mr May**  
Year 7 Tutor

# Shape of the Day

Our start and finish times for the school day are below. Students must arrive on site by 8.25am at the latest and go to the House line up area. Punctuality is essential. Students arriving late will be given a recall detention on the same day.

Monday		Tuesday	
08.00	Breakfast	08.00	Breakfast
08.25	House Line Up	08.25	House Line Up
	Science Hard Court N Terrace		Science Hard Court N Terrace
	Tutor		Tutor
	Whole School Assembly - KSH		
08.45	1 (60 mins)	08.45	1 (60 mins)
09.45	2 (60 mins)	09.45	2 (60 mins)
10.45	Break 15 mins) All Years	10.45	Break 15 mins) All Years
11.00	3 (60 mins)	11.00	3 (60 mins)
12.00	Lunch (25 mins) Years 8 & 10	12.00	Lunch (25 mins) Years 8 & 10
12.25	4 (30 mins)	12.25	4 (30 mins)
12.30	Lunch (25 mins) Year 7	12.30	Lunch (25 mins) Year 7
12.55	4 (60 mins)	12.55	4 (60 mins)
13.00	4 (30 mins)	13.00	4 (30 mins)
	Lunch (25 mins) Years 9 & 11		Lunch (25 mins) Years 9 & 11
13.25	5 (60 mins)	13.25	Tutor Teacher Recall
14.25	Tutor	14.25	Staff Training, Coaching & Curriculum Development
14.45	Teacher Recall	14.45	
14.55	Period 6 & After School Enrichment Activities	14.55	

**Note:** Students should attend at least one Period 6 or enrichment activity per week.

Wednesday		
Breakfast		
House Line Up		
Science	Hard Court	N Terrace
Tutor		
House Assembly - KSH		
08.45	1 (60 mins)	
09.45	2 (60 mins)	
10.45	Break 15 mins) All Years	
11.00	3 (60 mins)	
12.00	Lunch (25 mins) Years 8 & 10	4 (30 mins)
12.25		4 (60 mins)
12.30		Lunch (25 mins) Year 7
12.55	4 (60 mins)	4 (30 mins)
13.00		Lunch (25 mins) Years 9 & 11
13.25	5 (60 mins)	
14.25	Tutor	
14.45	Teacher Recall	
14.55	Period 6 & After School Enrichment Activities	

Thursday		
Breakfast		
House Line Up		
Science	Hard Court	N Terrace
Tutor		
House Assembly - KSH		
08.45	1 (60 mins)	
09.45	2 (60 mins)	
10.45	Break 15 mins) All Years	
11.00	3 (60 mins)	
12.00	Lunch (25 mins) Years 8 & 10	4 (30 mins)
12.25		4 (60 mins)
12.30		Lunch (25 mins) Year 7
12.55	4 (60 mins)	4 (30 mins)
13.00		Lunch (25 mins) Years 9 & 11
13.25	5 (40 mins)	
14.05	PD	
14.45	Teacher Recall	
14.55	Period 6 & After School Enrichment Activities	

Friday		
Breakfast		
House Line Up		
Science	Hard Court	N Terrace
Tutor		
House Assembly - KSH		
08.45	1 (60 mins)	
09.45	2 (60 mins)	
10.45	Break 15 mins) All Years	
11.00	3 (60 mins)	
12.00	Lunch (25 mins) Years 8 & 10	4 (30 mins)
12.25		4 (60 mins)
12.30		Lunch (25 mins) Year 7
12.55	4 (60 mins)	4 (30 mins)
13.00		Lunch (25 mins) Years 9 & 11
13.25	5 (60 mins)	
14.25	Tutor	
14.45	Teacher Recall	
14.55	Period 6 & After School Enrichment Activities	

# Attendance and Punctuality

## 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 carers and the recognition of any barriers affecting attendance are key elements of our attendance strategy. Please ensure your child attends school every day. Our attendance team are here to support you with your child's attendance.

## Punctuality

Students must arrive to their line-up area by 8.25am. From here, they will be escorted to their tutor base for registration

## Late Process

- Students arriving within 15 minutes of the bell will be issued with a late recall slip at the entrance gate. They will then be escorted to their lesson.
- 10-minute recalls will be in the activity studio at the end of the same day with a member of senior staff. Failure to attend the recall will result in a one hour detention.
- Students arriving after 9.15am with no medical appointment card or valid reason for their lateness will be issued with a one hour detention on the same day. Parents will be sent a text to inform them. The morning session will become an unauthorised absence.

## Absence from School

Please telephone the school on the same day before 8.15am or use the Class Charts app. to 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.

## 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.

## 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.

# School Routines and Expectations

Children being ready to learn is central to life at Park. This begins with routines at home, including packing of school books and equipment and wearing our school uniform with pride.

## Arrival to school and line up areas

- Students line up in their tutor groups in their designated area at 8.25am every morning and again after break and lunch.
- Uniform (including hair, jewellery and make up) and pencil cases with equipment will be checked in line ups and any students not in the correct uniform will be either loaned uniform or sent home to change. Students will not attend lessons in the incorrect uniform.
- Students are expected to have a pencil case and equipment. This will be checked every morning.

## Movement around School

- Students walk quickly and quietly from one lesson to the next on the left-hand side of the corridor.
- Outdoor coats should not be worn inside the school building. Please note that hoodies should not be worn at all on the school site and may not replace items.
- Students should arrive promptly at each lesson.
- Students arriving late to a lesson will be given a 10-minute recall with their teacher. If any student receives more than one late mark in a single day they will be expected to attend a detention at the end of the day. You will receive a message informing you of this.

## Seating plans in classrooms

Class teachers will allocate students seats according to their seating plans.

## Permission to leave class

- Students should not leave their lessons unless there are exceptional circumstances.
- If another member of staff requires a student for a meeting or intervention, they will collect them.
- If a teacher allows a child to leave class to visit the toilet or library, they will be given a pass card.

## 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)



# Dress Code and Equipment

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

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

## 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. Formal black trousers or black box pleat skirt sitting just above the knee or longer.
- Plain black outdoor shoes (no logos allowed), sensible heels only
- Currently a different plain coloured tie for each year group, as shown.
- A House colour pin badge should be worn on blazers. This will be given to students on their first day and should be worn on the left lapel.



## 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)



# Dress Code and Equipment

## Outdoor Coats

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

## Shoes

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



## Required PE Uniform – Years 7-11

- Park black polo top or Park black t-shirt
- Park PE black hoodie with school logo for outdoor PE lessons in cooler weather



- Plain black shorts, black tracksuit bottoms or black leggings (any supplier)
- Trainers – non-marking sole with laces, providing support to ankle & foot (any supplier)
- In wet weather black sports coats maybe worn

**Note:** Students will require PE kit for all PE lessons. When unable to participate as a performer they will be coaching, officiating and leading, so are required to change.

## Performing Arts

Years 7, 8 and 9

- Park black PE polo top
- Plain black tracksuit bottoms or black shorts

Years 10-11

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

## 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.

## Jewellery

- One pair of earrings (studs or small sleepers – little finger size)
- No visible facial piercings
- No rings or necklaces
- Jewellery must be removed for PE and Performing Arts.

**The school takes no responsibility for any lost items.**

## Equipment

- |                 |                |
|-----------------|----------------|
| • A Pencil Case | • Ruler        |
| • Black Pen     | • Protractor   |
| • Pencil        | • Green Pen    |
| • Rubber        | • Reading book |

## 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

## 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 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 natural shade or styled.
- Hair should be tied up for practical lessons.
- If in doubt please speak with Ms Bannard, Mrs Pearce, Mr Cavanagh or Mrs Capaldi before dyeing or styling.

## Tattoos

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

# Dress Code and Equipment

## 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
- Make up, jewellery, false eyelashes or nails must be removed.



Students are likely to be sent home the same day to change if not in correct uniform and then return to school. There will be an expectation that time is made up.

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 Head of School.

DfE Guidance on School Uniforms (September 2013) states:

Teachers can discipline pupils for breaching the school's rules on appearance or uniform. This should be carried out in accordance with the school's published behaviour policy. A head teacher, or a person authorised by the head teacher, may ask a pupil to go home briefly to remedy a breach of the school's rules on appearance or uniform. This is not an exclusion but an authorised absence. However, if the pupil continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the pupil's absence may be counted as an unauthorised absence.

## Mobile Phones

Mobile phones are not permitted in school at all. Any student requiring one for their journey to and from school can put this into reception before the start of the day and collect it after the bell at the end of the day. Any student with their mobile phone in school will be issued with a detention for the same day and parent will be notified by text.

## Equipment

If students do not bring the correct equipment, they will be issued with a community duty slip and complete a 10 minute duty at the end of the day. Tutors will lend equipment for the day or this can be bought at reception

# Making Good Choices

## Expectations of Behaviour

Students are expected to be ready to learn, respectful and work hard. Our routines at Park, modelling of expectations and support of teachers help all students succeed and make good choices.

## Making good choices and rewarding excellence

Merits are rewarded to all students for all lessons where they have worked hard and not received any demerits. Good attendance is also rewarded weekly with merits. In addition, teachers will recognise exceptionally hard work through postcards home and additional merits. Accumulated merits can be used to purchase items from school reception or exchanged for vouchers. Alongside this, higher numbers of merits lead to other rewards including celebratory tea with Heads of House and school trips.

## Park Community Duties

We are proud of our school and expect all staff and students to demonstrate their pride in Park at all times. This means we all model our passion for Park through our clothing, manner and behaviour.

On occasions when students do not meet these standards, they will be expected to give up some of their time to contribute to our school community. Students issued with a 'Park Community duty' slip will report to

the activity studio at 2.45 after registration with their tutor. 'Park Community duty' is typically a 10-minute litter pick or an alternative contribution to our school community as determined by senior staff.



Examples of reasons for a 'Park Community Duty' slip are below:

- Casual swearing
- Shouting in a corridor
- Being reminded to remove non-uniform items including hoody, ear buds, facial piercing
- Forgetting equipment



## Making Poor Choices

If students make poor choices in lessons, teachers will help them refocus their behaviour and make good choices. However they will not allow the learning of other students to be interrupted and there are some behaviours which will not be tolerated at all.

Consequences of making POOR choices in the classroom		Demerits
<b>Poor Choice 1 Initial warning</b>	If you make a poor choice, your teacher will remind you of expectations and encourage you to make a good choice.	0
<b>Poor Choice 2 Final warning</b>	If you continue to make poor choices, a final warning will be recorded by the teacher.	0
<b>Poor Choice 3 Relocation and recall</b>	<ul style="list-style-type: none"> <li>If you continue to make poor choices you will be relocated.</li> <li>You will have 1 minute to relocate to an allocated classroom with your work.</li> <li>In the relocation classroom, you will sit silently and complete your work.</li> <li>This work must be handed to the relocation teacher at the end of the lesson.</li> <li>You must return your original class teacher at the end of the school day 2.45-2.55 after you have registered with your tutor.</li> </ul> <p>This will be recorded on Class Charts and 1 demerit will be issued</p>	1
<b>Poor Choice 4 1 hour detention</b>	<ul style="list-style-type: none"> <li>If you make poor choices in the relocation classroom or fail to relocate, you will be issued a 1 hour detention.</li> <li>You will be isolated for the remainder of the lesson</li> <li>Your parents will be informed</li> <li>At the end of the same day you will complete a one hour SLT detention.</li> </ul> <p>This will be recorded on Class Charts - 3 demerits will be issued</p> <p><b>Note:</b> Some behaviours will immediately result in a detention (Poor Choice 4) e.g. mobile phone visible.</p>	3
<b>Poor Choice 5 Ready to Learn Room</b>	<p>If you fail to attend a detention you will be placed into the Ready to Learn room between 8am and 12pm the following day.</p> <p>In the room you will work silently, reflect on your poor choices and have a retracking conversation with senior staff so you are clear of expectations before returning to lessons.</p> <p>Time in the Ready to Learn room will result in 6 demerits added to Class Charts</p>	6

There are some behaviours that will result in immediate issue of a Poor Choice 4 detention or a Poor Choice 5 Ready to Learn. In serious circumstances, a suspension may be issued.

Examples of this are below are listed below:

1 hour detention: Ignoring a reasonable request from a member of staff, multiple Poor Choice 3s in one day

Ready to Learn Room for one of more days : Swearing at a member of staff, bullying or abuse of students or staff, repeated refusal to accept school sanctions, physical incidents.



# We Are Much More Than Just a School

In addition to the traditional academic curriculum we use our additional school facilities to provide a broad curriculum experience and engage Park students to find what they love.

## Years 7, 8 and 9 lessons for wider learning

Our Much More Than carousel will run across the year. All students in these years 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 the media suite.

Students take part in these activities in groups of about 8 - 10 children.

## Student Ambassadors

Student ambassadors work across a range of subjects including reading and STEM. As ambassadors they work with primary schools and partake in a range of visits.

## Sports Ambassadors

Our team of almost 100 Sports Ambassadors work in local primary schools throughout Havant.

## Extra curricular clubs

Extra curricular clubs run daily at Park. We expect all students to attend at least one after school activity every week. In addition to our wider selection of clubs, students also have the opportunity to attend YES! Trips on Saturdays, university and college visits, join our Greenpower team and participate in school performances.



# Curriculum and Learning

At Park our curriculum is designed 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.

## Independent 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. Students can also revisit classwork to revise and secure understanding.

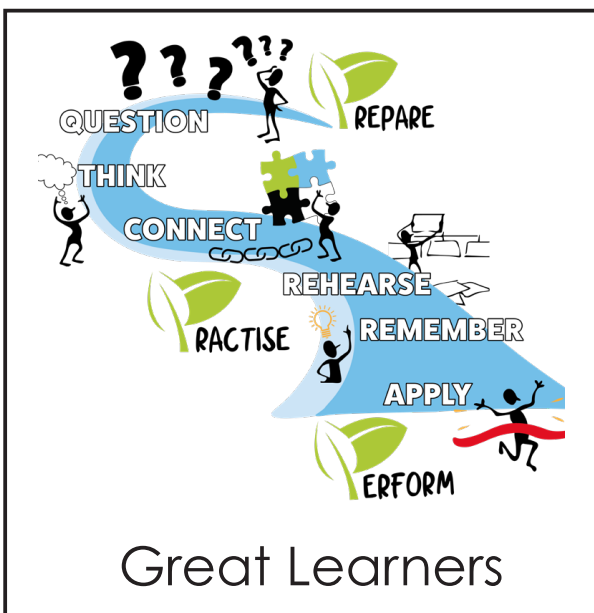
Learning in this area includes:

- 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 and Independent Learning

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 Google classrooms for students. This is an important habit for independence and future learning. This is also the same process through which any remote learning can be accessed if students are unable to attend school.

In Years 7, 8 and 9, students are set fortnightly Multiple Choice Quizzes (MCQs) for most subjects. The percentage achieved in these is used to inform their termly reports. Alongside these, independent home learning is set focussed on developing a love of subjects and involves students selecting from a range of options aimed at broadening experiences within the subject.



# Reading

## Reading at Park

All students read every day 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 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.



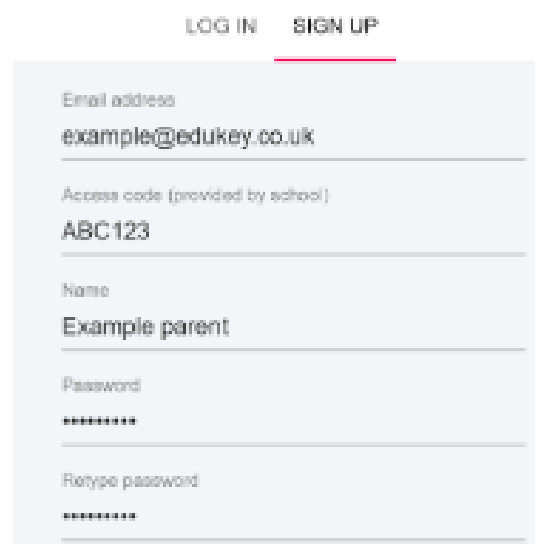
# Class Charts

All parents and students will have a log-on for Class Charts. Please download the app and use this to view your child's attendance, timetable and behaviour profile.

## Signing up to Class Charts

1. Select [Sign up](#) from the main page and fill in the form provided. Enter your [parent code](#) into the [Access code](#) field.

**Please note:** Your Access Code is *not* the same as your password. The access code is only needed for the initial sign up.

A sign-up form with two tabs: 'LOG IN' and 'SIGN UP'. The 'SIGN UP' tab is selected. The form contains five fields: 'Email address' with the value 'example@edukey.co.uk', 'Access code (provided by school)' with the value 'ABC123', 'Name' with the value 'Example parent', 'Password' with masked characters '\*\*\*\*\*', and 'Retype password' with masked characters '\*\*\*\*\*'.

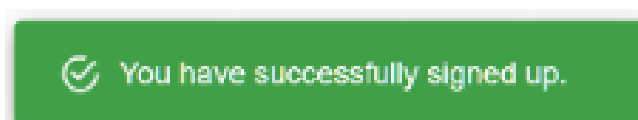
2. Click on the [Sign up](#) button below the form.



3. Confirm the pupil's date of birth when prompted. Click on the [Date of Birth](#) field and use the date picker to enter the correct date.

A dialog box titled 'Date of birth confirmation'. The text inside says: 'To confirm you are the parent / guardian, please enter your child's date of birth.' Below this is a label 'Date of Birth' and a text input field containing '06/04/2007'. At the bottom right are two buttons: 'OK' and 'CANCEL'.

4. A [confirmation message](#) will appear, indicating that the sign up process is complete. [Verify](#) your email address to continue.



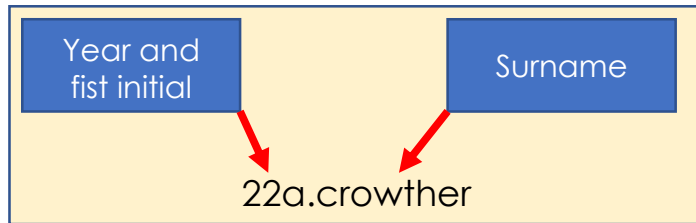


# Accessing Learning from home

## The school network

All students will have a log on to the school network. From here they can access all of their learning.

Example of user details



A screenshot of a login interface. It features two input fields: 'User name' and 'Password'. A right-pointing arrow button is next to the password field. Below the fields is a link labeled 'Sign-in options'.

Passwords must have the following features:

1. At least **12** characters
2. A mixture of **UPPER** and **lower** case letters(Aa-Zz)
3. At least one number ( 0 – 9 )
4. At least one symbol ( ! £ \$ % & )

Complete the table below with your details

Your username	
Your email address	@pcs.hants.sch.uk
Password reminder	Write a phrase here to help you remember your password

## Google Classroom

Student homework is set through Google Classroom. The log on for this is the same as their school log on.

A screenshot of a Chrome browser window. The address bar shows 'Google Account'. The toolbar at the bottom includes icons for 'Gmail', 'Images', and a 'waffle' icon (a 3x3 grid of dots). A red arrow points from the waffle icon to the right-hand panel.

Click the waffle to show all your apps

A screenshot of the Google app launcher. It displays a grid of app icons including 'Account', 'Gmail', 'Drive', 'Classroom', 'Docs', 'Sheets', 'Slides', 'Calendar', 'Chat', 'Meet', 'Forms', and 'Currents'.

## Login from home

1. Open a web browser
2. Enter the URL below in the address bar or search for Google Classroom.

<https://accounts.google.com/signin>

3. Enter email address
4. Now enter your password

# 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 Class Charts app:** Please download the app and check you 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](mailto: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 and that you have downloaded the Class Charts app. These are the main ways in which we will communicate with you. Please check both regularly for communications.**

## Dates to Remember

<b>Friday 1 September</b>	<b>Inset Day</b>
<b>Monday 4 September</b>	<b>Year 7 in all day Year 8-11 Student Review Day</b>
<b>Tuesday 5 September</b>	<b>Phased entry by Year group</b>
<b>Wednesday 27 September</b>	<b>Open Evening</b>
<b>Thursday 12 October</b>	<b>Year 7 &amp; 11 Parents Evening</b>
<b>Friday 20 October</b>	<b>School will be closed to students</b>
<b>Monday 23 October to Friday 27 October</b>	<b>Half Term Holiday</b>
<b>Monday 30 October</b>	<b>Return to School</b>
<b>Monday 30 October to Friday 10 November</b>	<b>Year 11 Mock Fortnight</b>
<b>Monday 13 November to Friday 17 November</b>	<b>Year 10 Testing Week</b>
<b>Monday 4 December to Friday 8 December</b>	<b>Year 7-9 Testing Week</b>
<b>Friday 15 December</b>	<b>Break up for Christmas Holidays</b>
<b>Tuesday 2 January</b>	<b>First Day of Term</b>

# Parents' Calendar

## PROVISIONAL Park Community School - Parents' Calendar 2023-2024

Autumn Term 2023																							
	September						October						November						December				
Week		A	B	A	B			A	B	A		B	B	A	B	A	B	B	A	B			
Monday		4	11	18	25			2	9	16	23	30		6	13	20	27		4	11	18	25	
Tuesday		5	12	19	26			3	10	17	24	31		7	14	21	28		5	12	19	26	
Wednesday		6	13	20	27			4	11	18	25		1	8	15	22	29		6	13	20	27	
Thursday		7	14	21	28			5	12	19	26		2	9	16	23	30		7	14	21	28	
Friday	1	8	15	22	29			6	13	20	27		3	10	17	24		1	8	15	22	29	
Saturday	2	9	16	23	30			7	14	21	28		4	11	18	25		2	9	16	23	30	
Sunday	3	10	17	24			1	8	15	22	29		5	12	19	26		3	10	17	24	31	

Spring Term 2024																								
	January						February						March						April					
Week		A	B	A	B	A	A	B		A	B	B	A	B	A	B				A	B	A		
Monday		1	8	15	22	29		5	12	19	26		4	11	18	25		1	8	15	22	29		
Tuesday		2	9	16	23	30		6	13	20	27		5	12	19	26		2	9	16	23	30		
Wednesday		3	10	17	24	31		7	14	21	28		6	13	20	27		3	10	17	24			
Thursday		4	11	18	25		1	8	15	22	29		7	14	21	28		4	11	18	25			
Friday		5	12	19	26		2	9	16	23		1	8	15	22	29		5	12	19	26			
Saturday		6	13	20	27		3	10	17	24		2	9	16	23	30		6	13	20	27			
Sunday		7	14	21	28		4	11	18	25		3	10	17	24	31		7	14	21	28			

Summer Term 2024																						
	May						June					July					August					
Week		A	B	A	B			A	B	A	B	A	B	A	B							
Monday			6	13	20	27		3	10	17	24	1	8	15	22	29		5	12	19	26	
Tuesday			7	14	21	28		4	11	18	25	2	9	16	23	30		6	13	20	27	
Wednesday		1	8	15	22	29		5	12	19	26	3	10	17	24	31		7	14	21	28	
Thursday		2	9	16	23	30		6	13	20	27	4	11	18	25		1	8	15	22	29	
Friday		3	10	17	24	31		7	14	21	28	5	12	19	26		2	9	16	23	30	
Saturday		4	11	18	25		1	8	15	22	29	6	13	20	27		3	10	17	24	31	
Sunday		5	12	19	26		2	9	16	23	30	7	14	21	28		4	11	18	25		

### Start of Autumn Term:

- Monday, 4 September - Year 7 in all day from 8.25am Years 8, 9, 10 and 11 in for Student Review Day appointments. Student Review Day appointments will be sent to you before ... August 2023
- Tuesday, 5 September - Year 7 in all day from 8.25am. Years 8, 9, 10 & 11 - staggered start times.

**Student Review Days:** Years 8 to 11 on 4 September, All Years on 9 February

**Parents Evenings:** Years 7 & 11 on 12 October, Years 8 & 10 on 11 January, Year 9 on 27 March

**School holidays**

**School closed to students**

# FAQs

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

The first day for students will be:

Monday 4 September, Year 7 only, start at 8.30am

Tuesday 5 September, all other years start at staggered times throughout the day.

The first week will include induction sessions in school life, tests and lessons. Staff will be in school before then making sure we are ready.

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

Children need to be on the school site at 8.25am for registration at 8.30am. Children who are late must go to school reception to sign in and be collected.

## 3. How will school communicate with me?

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

## 4. Can my child bring a packed lunch?

Yes. School meals are available to buy from the restaurant and catering trailer. Please avoid sending your child in with cash where possible and upload any money required for purchasing food via Tucasi – the online payment system.

## 5. Will breakfast be offered?

Yes. This will run from 7:45am to 8:25am for breakfast. Many items are free for students, others are available to buy.

## 6. What about uniform?

All students will be required to wear the full school uniform, including their blazer and blackshoes; we will provide a new tie at the start of term.

## 7. What equipment will my child need?

Students will need to bring a pencil case and a bag to school big enough to carry all schoolbooks and equipment.

The pencil case must include:

- Black pen
- Pencil
- Rubber
- Ruler
- Protractor
- Green pen
- Student planner

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.

### **8. Does my child need a PE kit?**

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

### **9. Does my child need a school bag?**

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

### **10. How will homework be set?**

Homework will always be set for students via Google classroom.

### **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](mailto:info@pcs.hants.sch.uk)

or contact your child's Head of House:

Green House:

Mrs Wilson [h.wilson@pcs.hants.sch.uk](mailto:h.wilson@pcs.hants.sch.uk)

Red House:

Mr Penlington [t.penlington@pcs.hants.sch.uk](mailto:t.penlington@pcs.hants.sch.uk)

Blue House:

Mr Chapman [j.chapman@pcs.hants.sch.uk](mailto:j.chapman@pcs.hants.sch.uk)



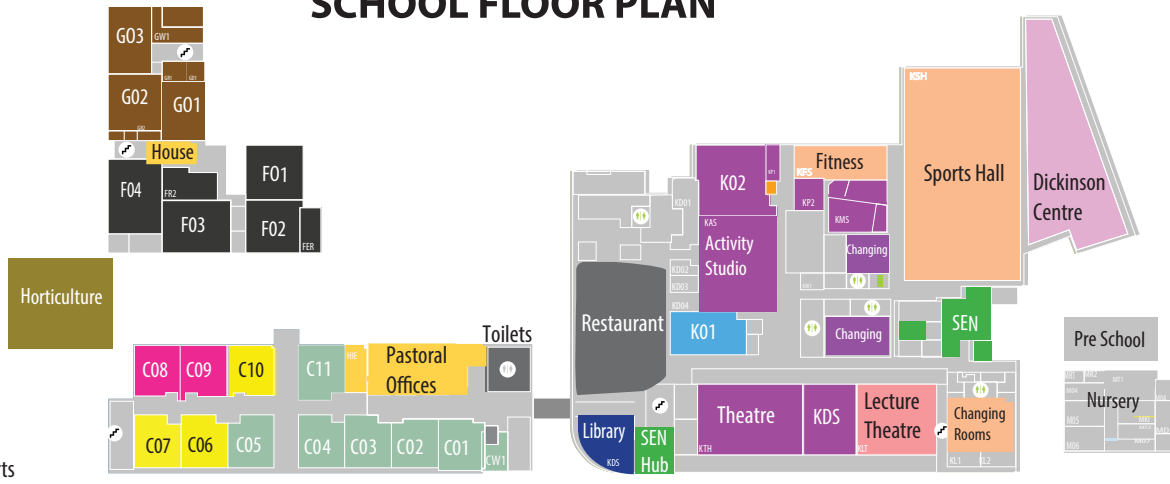
# Plan of School

## GROUND FLOOR

Department Key:

- Science
- Technology
- House & WSG
- English
- SEN
- PE
- Languages
- Maths
- Performing Arts

## PARK COMMUNITY SCHOOL FLOOR PLAN



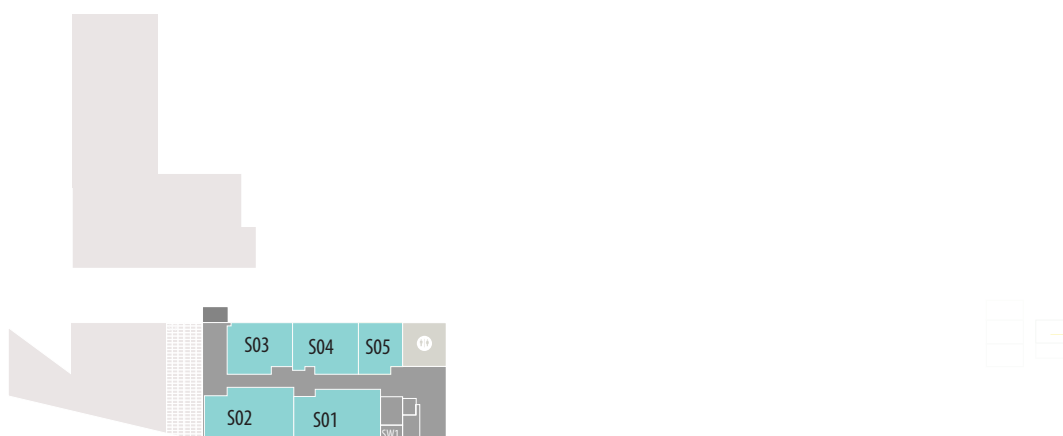
## FIRST FLOOR

- Science
- English
- Computer Science
- Humanities
- Horticulture



## SECOND FLOOR

- Visual Arts





# Parent Code of Conduct

## Parent Code of Conduct

Park Community School staff are here to help. Please ensure all communication, whether written or verbal, in person or at distance, is polite and courteous. School staff will not continue conversations, discussions or meetings if they feel intimidated, threatened or are abused. We have a complaints procedure for use when you are dissatisfied with how the school has dealt with an issue or concern. Some advice is given below to help ensure your concern is quickly resolved.

- Meetings will be arranged when appropriate and necessary in the school's view. The school will decide who is best placed to discuss the matter with you. Please do not demand meetings with specific members of staff or refuse to meet with the staff identified by the school as best placed to deal with your concern.
- Child Protection concerns or those relating to safety will be dealt with swiftly. In other cases, appointments to see members of staff will need to be made further in advance. This is because school staff are busy and unlikely to be available straightaway. Please do not come into school reception in the hope that a forceful demand will mean you can circumvent an appointment.
- Inflammatory comments or statements should be avoided. When expressing concerns or making a complaint, the tone should be courteous at all times. Emotive and accusatory words such as 'disgusting', use of capitals or defamatory statements should not be included. Concerns should be limited to the current situation and not draw on past events or those which have been dealt with previously.
- Concerns and complaints should be taken up with the person who was most heavily involved in the incident, unless it is of a very personal nature to do with that staff member. In that case it should be addressed to their curriculum or area leader. In line with the complaints policy, the Headteacher should not be involved immediately and will only become involved when the correct procedure has been followed. This is to ensure a suitably neutral review of your concern, if necessary, at a later stage.
- Your assumption should be that you have one version of the matter which is a concern, rather than concluding you have the totality of the information. Your complaint reflects the information you have currently received.
- You will represent your own views and should not seek to present yourself as a spokesperson for others.
- All complaints are taken seriously and dealt with in a timely manner. We will work to resolve them. Threatening staff with the press, local authority or Ofsted is not a means to fast-forward your complaint.

Please note any concerns and complaints which are received and do not comply with our expectations indicated above will be unattended until the communications meet the expectations outlined above. Parents or carers who breach these terms will be subject to restricted access to staff.

These standards apply to written and verbal communication.



[illegible]

[illegible]



much  
**more** than  
just a **school**

