



Park House School

New Student Information Pack



Work hard. Be kind. Take responsibility.



New Student Information Pack

By now, you will have received a letter from the school, congratulating you on securing a place at Park House School. We're very excited to meet all new students and families.

We've put together this pack, containing all the important information you'll need for next year.

We recommend you take some time to read this through carefully.

We look forward to welcoming you in September!

Park House School

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Welcome message from Mr Jones, Head of Year

Dear Year 7 students

Welcome, and congratulations on starting the next chapter of your education with us at Park House School. The transition from primary to secondary school is one of the biggest and most exciting changes that you will make.

We expect you to feel both excited and a little nervous about joining us, which is absolutely normal and to be expected as you prepare to take the next step on your educational journey. Many students feel this way every year, but once they are here, they quickly settle and think of Park House as a second home.

The key to starting well at Park House is to make sure you are clear on what is expected of you. Our core values below summarise our expectations and are what our current students aim for each day.

- **Work Hard:** we all work hard so that every minute of every lesson counts
- **Be Kind:** we are polite and courteous to each other at all times
- **Take Responsibility:** we admit our mistakes, accept the consequences, and learn to grow

We will all work together to establish a welcoming environment in which everyone's ideas are valued and celebrated. Your presence will enrich our classrooms, school and local communities, and I look forward to getting to know you all. Let us all start to make this Year 7 a year of growth, learning success and one of happy memories.

In your first week, you will meet your teachers and make new friends and might even get lost as you move through the buildings. Do not worry. You will have your Head of Year, Tutor and all your subject teachers who will be there to help and guide you along the way. You may already know the school through siblings etc who will also be there to help and guide you.

Start to think of all the great things that await you at your new school and what you will do to succeed at Park House School.

Mr Gavin Jones
Head of Year 7



Key Dates

- **Wednesday 26th June**, 6.00pm -7.00pm: **Parent Information Evening**
- **Monday 1st July**, all day: **Transition Day at Park House School**
- **Monday 29th July to Wednesday 31st July**, approx. 8.30am to 1.30pm: **Summer School**
- **Thursday 5th September**, 8.30am: **Year 7 First Day at Park House School**
- **Wednesday 2nd October to Friday 4th October**, residential: Bushcraft Trip

Enrolment

The single most important thing is that we have all the right information before your child starts with us. You will have already received and completed an online enrolment form from us. If you have any queries please do not hesitate to email y7admissions@parkhouseschool.org.

E-mail addresses

As a school, our preferred method of contact with parents is via email. It is important that you keep us up to date with any changes to your home address, contact numbers and e-mail addresses so that we are able to contact you quickly should the need arise. If you need to change these details once your child has started please email office@parkhouseschool.org

Timetables

Students and parents are always very interested to know which House, tutor group and classes they will be going into. These decisions are based upon the information we receive from primary schools. As soon we have completed our allocations, we will be in touch to let you know prior to their start.

All students study either French or Spanish through Key Stage 3. We invite you to identify a preference language - [HERE](#), but we cannot guarantee that your child will study that language.

Visiting Park House School: Induction Days / Parent Information Evening

We are delighted that this year we will be able to invite students to our on-site **Transition Day** on **Monday 1st July**. Each student will be allocated into one of our four 'Houses' (Further information on our House system can be found [HERE](#)). Students will spend a day in school together, getting to know key members of staff, experiencing lessons at Park House, familiarising themselves with the school site and getting to know their new peers. Further details about the induction day will be provided and shared on the **Parents Information Evening** on **Wednesday 26th June, 6.00pm - 7.00pm**. Due to numbers, where possible, we would like to keep this to be a meeting for parents only.



Summer School is back!

We are hosting a 'Summer School' to provide students with an extended period of time at the school, from **Monday 29th July to Wednesday 31st July** running from approximately 8.30/9.00am to 1.30pm each day. To support our planning of this event and understand its level of interest - **please complete this short form:** [Summer School Interest Form](#). Details about how to then register your child at our Summer School will be shared at a later stage - at this registration stage a commitment will be required in order to ensure that we can staff the days accordingly.

Tours of the school are running until 22nd July 2024. If you would like to visit please book using the link [HERE](#).

First Day at Park House School

All students will start in Year 7 on **Thursday 5th September** at 8:30am. Excitement will be in the air, as our new Year 7 community arrives for their first day of secondary school - a wonderful welcome awaits them all. Exact details will be shared in due course.

Bushcraft Trip: Wednesday 2 October to Friday 4 October 2024

This is an amazing trip for our Year 7 students - the purpose is for many reasons but to establish a strong year group community, build friendships and explore outdoor life and living - there will be opportunities to learn basic survival skills such as shelter building, building and maintaining a fire, outdoor cooking and survival first aid. This is a two night, three day residential; we anticipate the cost of this being around £200-£250 per student for the entire trip. If you have not already registered your interest **please complete this short form:** [Bushcraft Trip Interest Form](#)



Timings of School Day

Time	Session
08:30	School gates close
08:35	Roll Call
08:45 - 9:05	TTRP
9:10 - 10:05	Period 1
10:10 - 11:05	Period 2
11:05 - 11:25	Break time
11:25 - 12:20	Period 3
12:25 - 13:20	Period 4
13:20 - 14:05	Lunch time
14:05 - 15:00	Period 5
15:00	School day ends / Extra-curricular clubs



Attendance

At Park House School, we recognise that excellent attendance is crucial to our students succeeding.

- Pupils need to attend school regularly to benefit from their education.
- Missing out on lessons leaves children vulnerable to falling behind.
- Children with poor attendance tend to achieve less in both primary and secondary school.

Our expectations

On a school day the only place students should be is in school. Students are legally required to attend school every day and should only be absent in real emergencies. If your child is not in school they must have a justified reason.

Parents should communicate reasons for a late arrival or absence to school by 8:30 am on the morning of each day of absence. Please click [here](#). Absences can also be reported through the MCAS (My Child at School) App.

What we are aiming for

We expect that students have attendance above 95%, with outstanding attendance above 96%. Anything below 95% is weak, under 90% is poor and if attendance dips below 85% we will have serious concerns. Below 90% is regarded as persistent absence by the DFE.

We have a duty of care, shared with the Local Authority, to challenge poor attendance. Attendance below 95% for any academic year will trigger our attendance process commencing.

	Threshold attendance	Actual attendance	Whole days absent	Learning hours lost
Outstanding	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for concern	95%	180.5 days	9.5	47.5
	93%	177 days	13	65



	91%	173 days	17	85
Unsatisfactory	90%	171 days	19	95
	87%	165 days	25	125
Critical	85%	161.5 days	28.5	142.5
	83%	158 days	32	160
	81%	154 days	36	180

We recognise that there are times when absence is unavoidable and acceptable.

Parents should communicate reasons for a late arrival or absence to school by 8:30 am on the morning of each day of absence. Please click [here](#). Absences can also be reported through the MCAS (My Child at School) App.

Illness

We understand that sometimes children are genuinely ill and of course you must be the judge of this. When deciding whether or not your child is too unwell to attend school, ask yourself the following questions:

- Is my child well enough to do the activities of the school day?
- Does my child have a condition that could be passed on to other children or school staff?
- Would I take a day off if I had this condition?

Think carefully before keeping your child away from school for medical reasons. If they wake up saying they are unwell, consider whether the symptoms they have mean they need to stay at home. Do not keep your child away from school 'just in case' when they could be in class learning with their friends.

We may request medical evidence to support student absence.

Medical/Dental Appointments

It is generally better if appointments can be arranged outside school hours, but we know this is not always possible. Where children need to attend appointments during the school day it is important that the child attends before and returns to school after the appointment.



Please provide evidence of the appointment where possible.

Leave of Absence in Term Time due to Exceptional Circumstances

There are 190 school days per school year. This means that there are 175 days when your child is free to take holidays, meet up with friends, get their hair cut, attend family gatherings etc.

While schools are required to consider parental requests for absence from school in term time, it still remains the legal duty of parents to ensure the regular attendance of a child of compulsory school age. **Failure to do so could result in the local authority issuing a penalty notice or prosecuting the parents in the magistrates' court.**

Should you wish to request a leave of absence due to exceptional circumstances, please complete this form.

Late / Close of Registers

Punctuality is a very important part of self-discipline and is essential to good time management. Students arriving on the school site after 8:30am will be required to sign in at Student Services. Detentions for punctuality will be issued and held on the day they are late. Students who arrive late to school regularly or arrive after the register has closed will receive further sanctions.

If your child will be arriving at school after 8:30am due to exceptional circumstances, please inform the Attendance Team in advance at the earliest opportunity..

Students who arrive after the register has closed at 9:30 without an acceptable reason, will incur an unauthorised absence and will be sent to RFL.

If you have any attendance concerns or would like to speak to Ms Anderson or Ms Stacey in the attendance team, please email attendance@parkhouseschool.org.



Uniform, PE Kit and Equipment

A complete uniform list is included in this pack. Uniform and PE kit can be purchased from the Skoolkit shop in Newbury. The Park House page can be found [HERE](#) and further details can be found [HERE](#) and [HERE](#). We have also included an equipment list for September further on in this pack. Skoolkit will be in attendance at the Parents Information Evening to answer any questions you may have about uniform. We also have a second hand uniform shop where items can be purchased through the My Child At School App (MCAS), this can be downloaded once your child has started. We will have a display of the second hand uniform available to look at during the Parents Information Evening on 26th June, any items you wish to purchase can be ordered on the night, once payment has been received the items can be collected from school. We are a cashless school so will need payment via a bank transfer.

Uniform List

We take great pride in our uniform, as we believe it sets the culture of our school – we have high standards for everything we do. **If you have any questions about this or if you require financial assistance, please don't hesitate to get in contact.**

For all Year 7-11 students, the uniform consists of:

- A school blazer*
- A plain, formal white shirt. This can be long or short sleeved, and must be tucked in.
- Either tailored, plain black trousers **or** the school kilt*
- Formal and professional plain black shoes
- A school jumper (optional)*
- A school tie*
- House badge (first one provided by school)
- Socks must be plain black
- Tights (no leggings) should be plain black and not patterned. White socks over tights are not permitted.
- During cold/wet weather, students are encouraged to wear an outside, waterproof coat for the journey to and from school and during break time and lunchtime if outside the school buildings. Please note that denim / leather jackets and hoodies are NOT permitted and such items will be confiscated if worn on site.

Items marked with a * must be purchased from our uniform shop, [Skoolkit](#) or our second hand shop if available.

To ensure that our high standards are maintained at all times, uniform and equipment are checked at the start of each day. Students who do not adhere to our policy may be sent to Ready for Learning (RFL) until the matter has been resolved. To avoid this, we would be very grateful if you can review the information on the subsequent pages, particularly around shoes, trousers and appearance.



Modification to the uniform expectations will only be considered where a letter is provided from a medical professional on headed paper. Notes from parents will not be accepted for missing/forgotten items of uniform or medical dispensations.

Kilts

Kilts must be worn to knee length (mid-knee) and must not be rolled up so as to adjust their length.

Trousers

Trousers must be plain black, and of a tailored / boot cut style. They must reach down to the shoe laces.

Tight trousers, leggings, denim trousers, trousers which do not cover the ankle, trousers with visible zipped pockets etc will not be considered. The images below give some examples. If in doubt, keep the receipt and email us a picture – we'd be more than happy to advise!



Shoes

Shoes must be plain black and formal. They should be leather – or another material which can be polished. Trainers, sneakers, ankle boots, canvas shoes are not permitted. The images below give some examples – again, if in doubt, please don't hesitate to ask!





Jewellery

The only jewellery which is acceptable is a wrist watch (not a smart watch) and one pair of small plain gold or silver stud earrings in the lobe of the ears. Any other form of jewellery is not allowed. Park House does not allow facial piercings of any kind, including transparent piercing retainers. Students will be asked to remove any other piercings. Failure to do so will result in the student spending the day in (RFL) where they will remain until any prohibited piercings are removed.

Hair

No extreme hairstyle or dyed hair is allowed, including dip-dyed. Hair is to be of natural colour and only one colour. This includes tramlines and other shaved patterns, Mohican or skinhead-type styles. Hair must be no shorter than grade 2. Students arriving in school with an unacceptable hairstyle (including lines shaved into eyebrows) will be sent to RFL. Male and female students with long hair must tie it back for PE, Technology and practical Science lessons. Students will remain in RFL until any prohibited hair styles are returned to acceptable styles. Please note: please make informed decisions with your children with respect to piercings and hair styles that may be changed during school breaks – If a student arrives on their first day back with prohibited styles or piercings they will be placed in RFL immediately until the situation is resolved.

Make-Up

No make-up of any kind is to be worn by students. This includes foundation, lipstick, lip-gloss, mascara, blusher, eye shadow, eyeliner, brow liner, fake tan and nail varnish (including false nails and false eyelashes). Students arriving in school wearing makeup, nail varnish or false nails will be asked to remove it. Failure to do so will result in the student being sent to RFL.

Mobile phones

At Park House School, mobile phones and smart watches, and connected devices must be switched off and stored (out of sight) during the school day and whilst on site. If a mobile phone, smart watch or connected devices are seen or heard whilst on site they will be confiscated and stored in reception to await collection from a parent or carer. Failing to comply with requests around a mobile phone will result in a day in RFL.



PE Kit List

Boys PE Kit

PHS Rugby Shirt *
PHS Rugby Shorts or Skort *
PHS Socks *
PHS Polo Shirt *
Gum shield
Rugby or Football Boots
Trainers

Girls PE Kit

PHS Girls Polo *
PHS Shorts or Skort *
PHS Socks *
Trainers
Rugby or Football Boots
Gum shield

Optional Items

PHS Hoody*

*Items indicated with a * must be purchased from Skoolkit*

Physical Education - Sports specific expected kit

Rugby: Long or short sleeved PHS top, PHS shorts/skort, PHS long socks, gum shield, boots



Football: Long or short sleeved PHS top, PHS shorts/skort, PHS socks, shin pads and boots or astro trainers



Hockey: Long or short sleeved PHS top, PHS shorts/skort, PHS long socks, shinpads, gumshield and boots or Astro trainers

Netball: Long or short sleeved PHS top, PHS shorts/skort, white socks, trainers



Any indoor activity and summer sports:

Long or short sleeved PHS top, PHS shorts/skort, white socks, trainers

PHS Hoody: Students are welcome to wear this during PE activities



All PHS Specific kit is available from [Skoolkit](#) located in the Parkway Centre in Newbury

Please ensure that all items of sports kit are clearly and permanently named - either with indelible ink or name tapes.



Equipment List

All students are expected to carry their everyday equipment (PE kit, pencil case, books, etc.) in a bag of suitable size. Small handbags and boot bags are not suitable for everyday use; we recommend a rucksack.

Every student is expected to bring the following basic items of equipment for every lesson, every day:

- School bag
- Timetable
- 30cm ruler
- Pencil
- 2x Pens (black or blue)
- Green pen
- Eraser
- Sharpener
- 180 or 360° protractor
- Compass
- Casio Fx-83-Gt-Scientific calculator
- Student planner (provided by the school)
- Knowledge organiser for the correct term (provided by the school)
- Mini whiteboard and whiteboard pen (first one provided by the school)
- A reading book – this can be loaned from the school library.
- All of these should be kept in a clear pencil case for easy inspection

We ask that you obtain these items before the start of the school year. During the year, students are able to purchase replacements from our school shop, which is open from 08:20-08:30 on the Quad each morning and then in the sixth form centre at break and lunchtime.

Please note that Tippex/liquid paper is not permitted in school and must not be used in any school work.

Any textbooks, library books and specialised equipment will be issued on loan to students. We expect students to look after these, and they may be charged for any damage beyond reasonable wear and tear.



MCAS Online Payment and our Cashless System

Park House School is a **cashless** school.

We use **MCAS Online Payment** which some of you will be familiar with as many Primary Schools use it.

In order to ensure maximum efficiency in taking payment for food and reducing queues we have a cashless system which operates using biometrics as the payment method at the tills. This is a similar system to that used by many of today's mobile phones.

Instead of paying by cash your child will simply place their finger in the scanner and their identification will be verified. The information held is not a fingerprint. Please see the additional information overleaf explaining the system in more detail. Upon verification monies will be taken from their MCAS Dinner Money account. If your child is entitled to Free School Meals their daily allocation will automatically be credited to their account each day.

If you do not wish your child's biometric information to be processed by us (or your child objects to such processing) we can issue them with a pin number which is verified with your child's name and photo at the canteen and food pod till points. Any money you have paid into your child's online canteen account and any Free School Meal allocation will be automatically credited to this pin number.

Please note biometric consent was requested in the enrolment form you have completed. If you have not consented you will receive a separate email regarding the above pin number.

We will be activating your child's account on the first day of term. You will be issued with login details and an activation code enabling you to access your account via the **MCAS** app.

Once the account is activated you will be able to do the following;

- Top up canteen balances (you are also able to view what your child has purchased to eat).
- Pay for trip and visits (including the Year 7 residential)
- Purchase second hand uniform
- Pay for additional music lessons
- Report your child absent
- View Progress Reports
- Book parents evening slots
- View student timetable

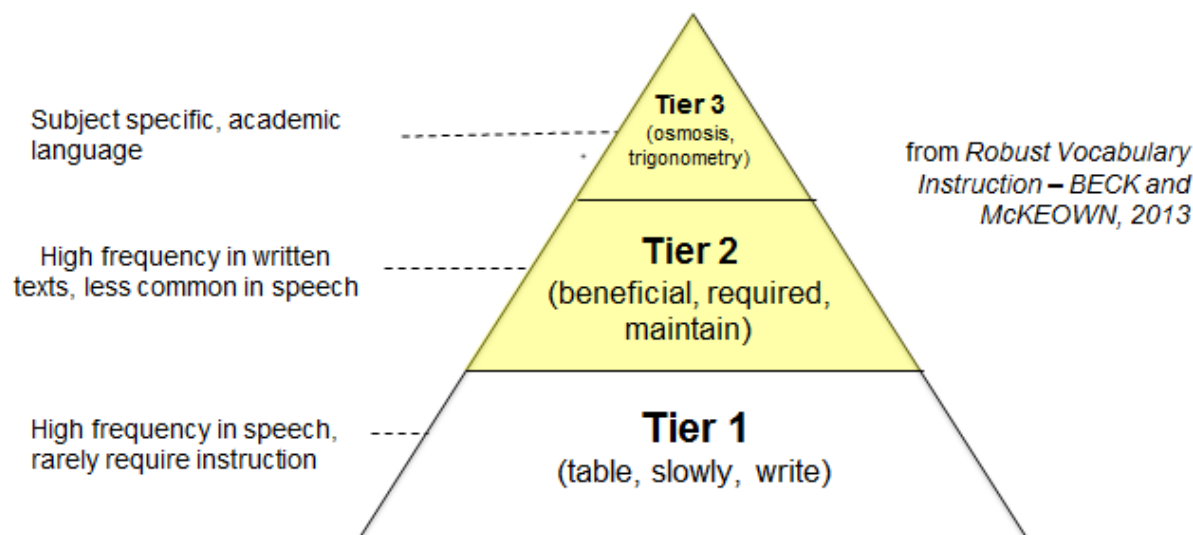
If you experience any problems with MCAS, please contact Mr Pittock (Finance admin) at apittock@parkhouseschool.org



Tutor Time Reading Programme (TTRP)

Following Roll Call every morning students head to their tutor bases with their tutors to take part in TTRP. During the session the tutor reads from a predetermined book, and students follow in their own copy of the book using a bookmark.

The programme is designed to support the development of Tier 2 language in our students.



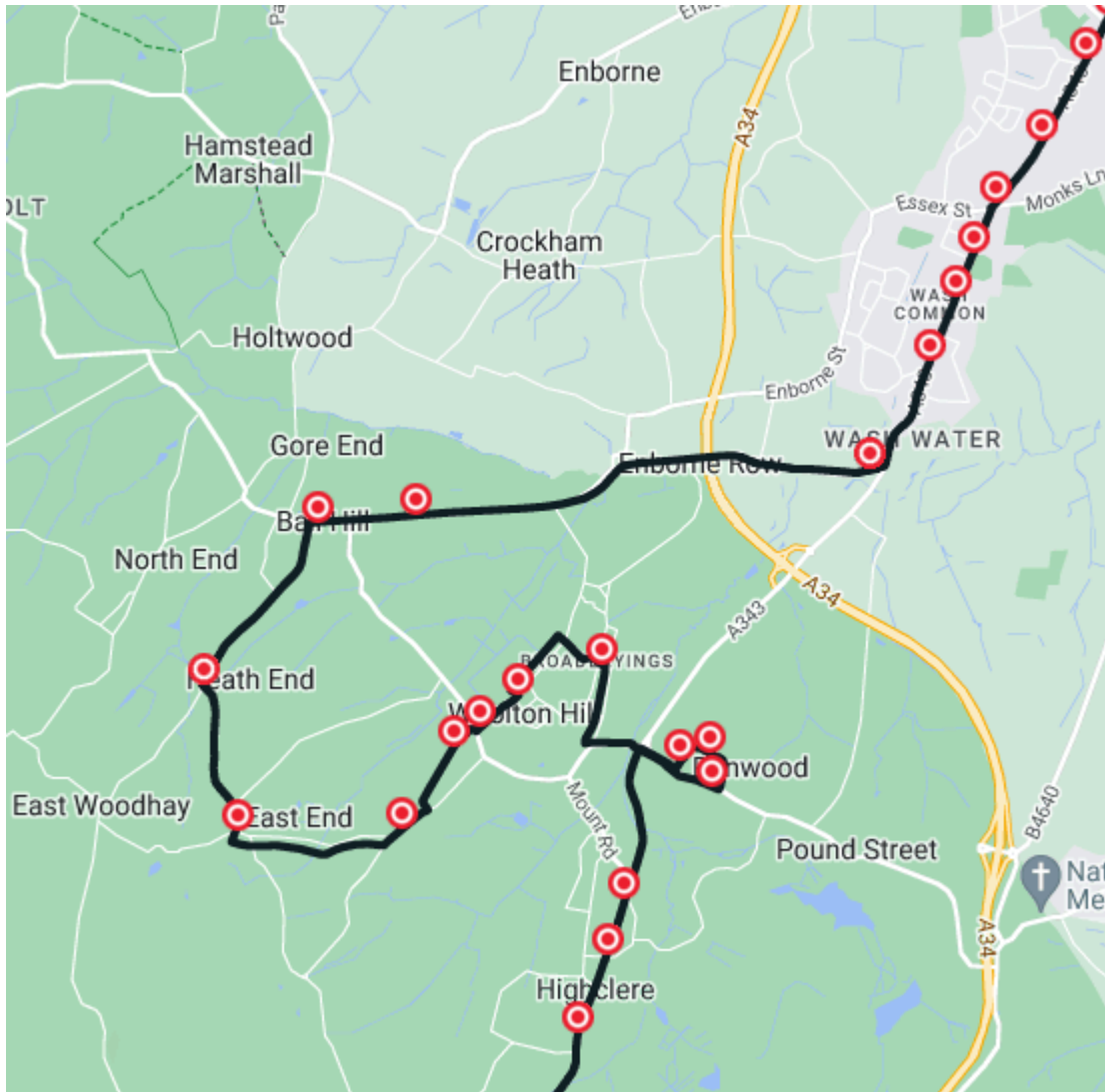
Tier 2 language is most commonly found in literature. Tutors annotate their book to provide appropriate synonyms as the text is delivered. A wide canon of books is available and are sectioned into age-appropriate texts. In Year 7 books include *The Old Man and the Sea* by Ernest Hemmingway, and *Kestrel for a Knave* by Barry Hines. The books are a mixture of fiction and non-fiction. As current research warns us of the ever-decreasing attention span of young people, this 20-minute reading session in the morning prepares our students for a calm and focussed start to the day. At the end of a book students are helped to write a book review to express their understanding and enjoyment of the text.

A copy of 'The curious incident of the dog in the night time' will be made available to collect at the Parents Information Evening on the 26th June. This is for your child to read over the summer. If you are unable to attend this evening we will send you a copy.



School Bus Services

Hampshire County Council run the 7 route from Andover, through Penwood, Woolton Hill and stopping outside Park House School. The best way to obtain tickets for this route is to go to the Stagecoach website [here](#).



School minibus shuttle routes:

Information will be emailed to all parents who have responded to our Google form in due course.



Instrumental and Vocal Tuition at Park House School

Learning to play an instrument or learning to sing is a huge amount of fun. But it also builds confidence, creativity, independence, resolve and focus.

Our instrumental/vocal lessons are built on an ethos of fun and progress where lessons are personalised to each student to help maximise progression, achievement and enjoyment.

We offer the opportunity for your child to learn a musical instrument with one of our visiting instrumental teachers through Good Vibes Music Academy or through the Berkshire Music Service. There are a variety of instruments that pupils can learn including flute, clarinet, saxophone, drums, piano, guitar, brass, and voice.

Pupils can have either shared or individual 30-minute lessons once a week during term time. The costs for these are set out below:

[Good Vibes Music Academy](https://www.goodvibesmusicacademy.co.uk/parkhouse)

<https://www.goodvibesmusicacademy.co.uk/parkhouse>

Our team of professional musicians are more than experts in their field - they're also experts in inspiring and motivating students and passing on their passion for music. Specialising in rock, pop and digital music, students will learn from those who have been there, done it and are still doing it!

Our weekly lessons in schools makes it easy and convenient for pupils and parents - no evening trips out, no weekend taxi service. And they're not only learning how to perform, sing or make music. But also to be creative; to develop their self confidence and self belief; and to be part of a team.

Good Vibes Music Academy provides us with Guitar, Drum Kit, Vocal and Piano/Keyboard lessons.

The lessons are skilled based learning with clear routes of progression. Weekly personalised lessons led by specialist visiting teachers. Performance opportunities in and out of school. Clear pathways to gain qualifications. Free or discounted access to workshops, courses and events. Opportunities to develop creativity, problem solving skills and independent learning.

Our teachers visit your school each week throughout the academic year to deliver instrumental and vocal lessons. As part of the membership, you'll receive up to 36 lessons each year.

These lessons are based on a Solo or Group lesson and are payable in advance, with a terms notice.

Instrumental prices

A group 30 minute lesson @ £31 per month

A Solo 30 minute lesson @ £90 per month

Available lessons



Guitar -Classical/Acoustic/Electric/Bass lessons
Vocal lessons
Piano/Keyboard lessons

How to Apply

Berkshire Music Service

Should you wish your child to have instrumental lessons at Park House and the instrument you would like is provided by BMS, please visit their website (www.berkshiremaestros.org.uk) and complete the online form.

If your child requires instrumental lessons but they do not have an instrument, then please indicate this on the application form and the teacher will do their best to assist you. Instruments are available to hire from BMS at very reasonable rates.

How to Sign Up

Good Vibes Music Academy

<https://www.goodvibesmusicacademy.co.uk/parkhouse>

Berkshire Maestros

www.berkshiremaestros.org.uk

Please note when you sign up for lessons you are doing so with either Berkshire Music Service or directly with a Good Vives Music Academy. Your contract is with these organisations/people and not with the school. If at any time you wish to cease tuition, written notice to the teacher or music service is required in accordance with the conditions stated in the contract.

All pupils receive lessons on a rota basis and your child's teacher will contact you to introduce themselves and outline their own individual terms and conditions. Timetables are displayed on the notice board in music. All visiting instrumental teachers (VITs) have completed the appropriate enhanced disclosure checks.

If you are in receipt of Free School Meals, Pupil Premium, an EHCP or an IEP you could be eligible for a discount. If you are eligible for funding to help pay for lessons after applying through Good Vibes Music Academy or BMS you will need Park House School to confirm you are eligible for the discount.



Other helpful notices for when your child starts school

Our Front of House team are here to support your child in Student Services & Reception

Mrs Newman - PA to the Headteacher & Office Manager

Mrs Earl - Student Services

Ms Whewell - Reception/Student Services

Mrs Blignaut - Reception/Student Services

Medical

If your child feels unwell in class, they must let their teacher know so an 'On Call' member of staff can attend the lesson. The 'On Call' member of staff will assess if your child can stay in class or needs to be taken to Student Services. The 'On Call' member of staff is either a member of our Senior Leadership Team or a Head of Year. We do ask that students do not wait until break or lunch to go to Student services themselves. This can be a busy area at those times and it is best if they let a teacher know so the correct process can be followed. If your child needs to go home, they will be escorted to Student Services and a member of the Front of House team will call you. Please discourage your child from calling you if they feel unwell, at Park House we operate a no mobile policy to continue our commitment to disruption free learning. If your child needs to take medication during the school day, please can this be dropped off at reception (there is also a form that needs signing) so that it can be passed to Student Services to dispense. If your child has a physical medical need please contact office@parkhouseschool.org so the details can be logged and we will be in touch to arrange a meeting to complete a Health Care Plan.

My Child At School App (MCAS) - Parental Consent

To enable us to administer paracetamol please add your consent to the My Child at School app. Once your child has started school you will be able to download the app, if you have any issues please contact office@parkhouseschool.org and we can send you a password reset. All details with regards to MCAS can be found on our website [here](#).

Lost property

Any lost property will be taken to Student Services, if your child has lost something they should head to Student Services first to see if it has been handed in. Once there, if the item is named it will be placed in a storage bin for each year group. At this point a member of the office team will contact you, your child and your child's tutor via email to come and collect the item. Items with no names on them will be placed in a general storage bin. On the last day of the school week the items will be moved into storage for a period of four school weeks. Any unclaimed items will be retained by the school. If you or your child are unable to collect the item in the given time frame, please contact office@parkhouseschool.org before the end of the four weeks and we will be able to put the items on hold.