



The Park School

Induction Book



Respect and Achievement for All

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Welcome

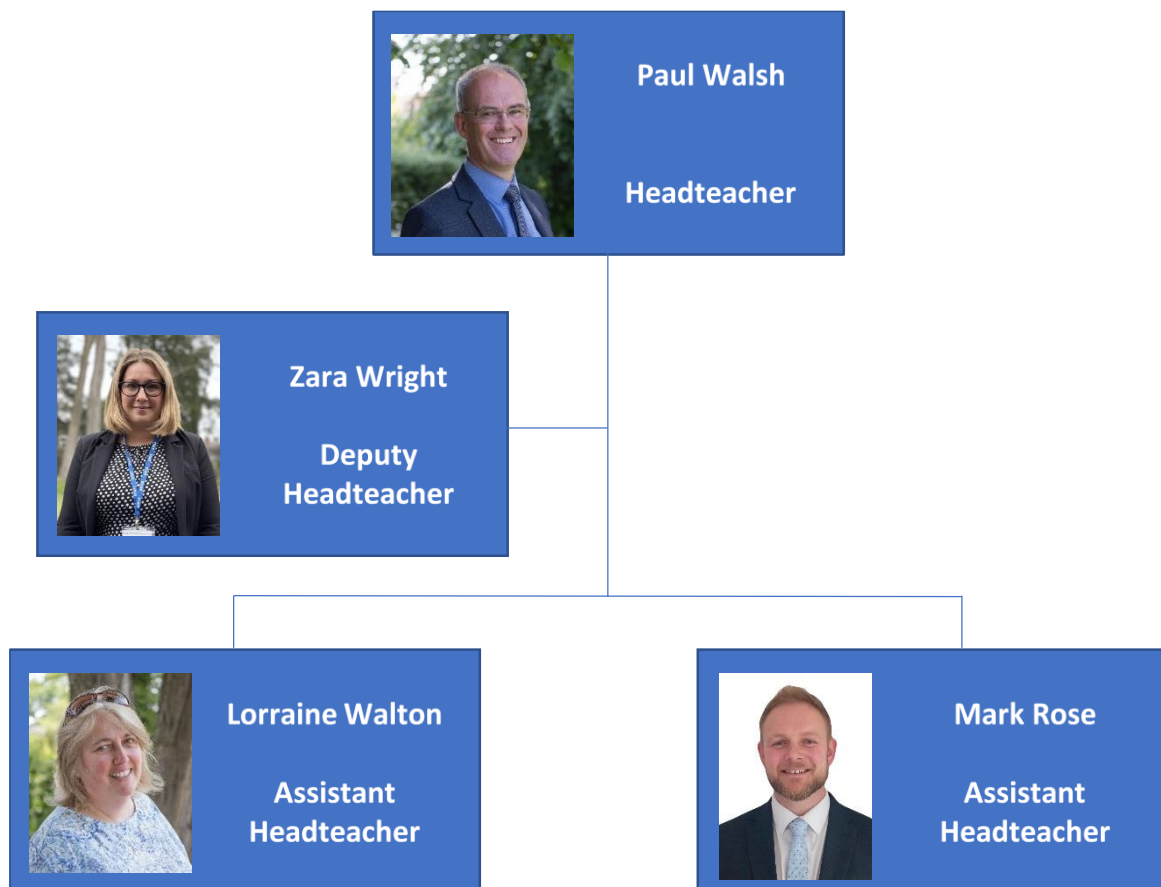
I am very proud to be the Headteacher of The Park School and have the privilege of leading an amazing staff team who are committed to providing the best possible education and environment for our students. I believe learning should be fun and that even as adults there is always something new to learn together.

We are a lively and vibrant special school for children with learning and additional needs. We provide a safe and supportive environment for our students to learn in. We offer a rich, creative and ambitious curriculum that meets individual needs enabling students to fulfil their potential.

Every day at the school is different and every part of the day is an opportunity to learn new knowledge and develop and apply new skills both academically and socially.

I look forward to welcoming you to The Park.

Dr Paul Walsh
Headteacher



Mr Walsh's A-Z All You Need to Know About The Park School

Dear Parents and Carers,

I would like to personally welcome you to The Park School. We pride ourselves on being a school that prepares our students to be caring and responsible adults within our society.

I thought it would be a good idea to give you a Mr Walsh's A-Z of life at The Park School so that you have all the information you need to know. Please take the time to read and/or share this information with your child in a way that suits them.

A is for...

Absence

Unless you have informed the school in advance through the diary, absence for ANY reason must be reported by telephone to the school office by 8.45am, on the morning of the first day and every day of absence. This will ensure that your son/daughter's absence is not recorded as '*Unauthorised*'. **Please remember it is your responsibility to inform transport if your child is not travelling to or from school for any reason e.g., sickness, appointment etc.**

Arbor

You will be sent a link to sign into the Parent Portal where you will be able to see your child's details, attendance and sign up and pay for trips and clubs.

Breakfast Club

A part of our Free School Meals and Pupil Premium offer is that we provide a breakfast service. More information will be provided in September.

Contact Details

It is very important to tell us of any changes to contact details as soon as possible. We require a minimum of 2 contacts in case of emergencies. A Data Collection sheet is enclosed for your completion and return.

Diary

A new diary is given to each student at the beginning of every year. It is a very important home/school communication link. We would like parents to read the diary every day and to sign it every week. Students are expected to look after the diary and to carry it between school and home.

Emergency Contacts - we must have at least two emergency contacts.

Free School Meals

Please complete the form in the "Forms to Return" section. We can then use this to check your entitlement every term without asking you to resend the information. The consent is valid for the entire time your child is at The Park School. You only need to inform the office if your circumstances change.

Green

At The Park we strive to be environmentally friendly wherever possible.

Holidays

The Department of Education no longer allow Headteachers to authorise term time holidays, but please let us know if there are exceptional reasons for your child to be absent. **It is important to note that even authorised absence will affect your child's attendance.** If your child's attendance drops to below 93% this will then be highlighted by the Welfare Officer for Special Education.

INSET Days

There are INSET days every school year for staff training purposes. We will always inform you in advance of these. This year they are Friday 1st September 2023, Monday 4th September 2023, Tuesday 2nd January 2024 and our Late Autumn Break which falls on Friday 24th November 2023 (TBC) and Monday 27th November 2023 (TBC).

Jewellery and Make-up

One pair of plain stud earrings may be worn, these must be removed on PE days. Students must not get their ears pierced during the school year. Should your child wish to get their ears pierced, we suggest this is done at the end of the summer term so that they have time to heal before having to be removed for school. Extremes of make-up or hairstyle are not acceptable and false nails or nail varnish should not be worn.

Kit

Please ensure that your son/daughter comes to school with the correct uniform clearly labelled with their full name. A uniform list is provided later in this pack. Please ensure they always bring a coat to school as break time and parts of lunch are held outside unless the weather dictates otherwise. We also advise students bring in a pair of trainers that they can change into during break and lunch time.

Lost Property

All labelled items will be returned to students. Any unnamed lost property will be kept for 2 weeks. After 2 weeks uniform will be added to our spare uniform and any other property will be donated to the Friends of The Park.

Medical Information / Medication

We need to be aware of any medical conditions that your child has. It is very important that you keep us informed of any changes when they occur. Please complete the Student Medical Information Form, which is enclosed. Feel free to continue on the back if you do not have enough room.

Medication that has been prescribed by a doctor can be administered if you have completed and returned a parental consent form. **All medication must be in the original packaging with the prescription label attached to both the box and bottle.** Paracetamol can be given with parental consent. A medical consent form is enclosed.

Asthma – if your child suffers from asthma and needs to carry an inhaler with them, please ensure that they carry it with them at all times. The office is happy to hold a spare inhaler, but it is up to the parents to ensure that this is within the use by dates.

EpiPen's – if your child suffers from any form of allergy that may result in them having an anaphylactic reaction and should carry an EpiPen, please make sure that you state this clearly on the Student Medical Information Form. It is the responsibility of the parent to ensure that their child carries an in-date EpiPen on their person at all times. Please ensure that we are aware of this so that we can work with your child to ensure that they know what to do in school.

Intimate Care Plans

'Intimate care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct, or indirect contact, with parts of the body.

Individual Intimate Care Plans will be drawn up for students who require regular support. Please highlight your child's needs on the 'consulting with parents' form. If a plan is required, school will contact you to prepare a plan. We will make every effort to ensure a plan is put in place within two weeks of the start of term.

We appreciate that sometimes children have toileting 'accidents'. In the absence of an Intimate Care Plan, staff will encourage the child to do as much independently as possible, and parents will be informed the same day. On these occasions, there will always be two members of staff present. If a child is unable to clean themselves sufficiently to reach a comfortable state, parents will be contacted immediately, so that the child can be taken home for bathing.

Medical Plans

A Student Medical Information Form is included as part of the Welcome Pack when a student joins the school. Any parents reporting that their child has an ongoing medical condition, such as epilepsy, will be asked to complete a Medical Plan. We will ensure that plans are reviewed at least annually, or earlier if necessary.

If new students require medical intervention as part of the management of their condition, School will make arrangements for any necessary staff training. We will make every effort to ensure a plan is put in place within two weeks of the start of term.

New Parents' Evening

Year 7 Parents' Evening is usually held late September. This is an opportunity for you to talk to the tutors, meet other parents and see how your child is getting on in their first few weeks.

Newsletters and Weekly Reminders

These are regular letters keeping you up to date with what is happening in school. Note that the diary dates given are frequently updated. Our **preferred means of communication is by email**; therefore, all newsletters and weekly reminders will be sent to you electronically.

Online Payments

All payments are made online using Arbor. You will be sent a link to sign into the Parent Portal where you will be able to sign up and pay for any trips or clubs. The Park School is a cashless site and cash payments will not be accepted.

PE

When students have PE they come to school in their PE Kit on that day. This avoids the need for them to change at school. The Park School PE Kit is available from Valentino Schoolwear of Knaphill.

Quiet Time

If a student is having difficulties in class or feeling upset, we have small dedicated areas that they can use. They will be supervised until ready to return to lessons.

Residential Trips

We are able to offer a range of trips and residentials, many of which are during activities week at the end of the year.

School Meals

This is provided by Innovate catering services. Lunches are prepared off-site and then served at school. Students will eat their lunches in the hall. There are two sittings in the hall one for Y7/8 first and the second sitting for Y9-11.

Parents can sign their son/daughter up for school meals with Innovate by following the instructions in the enclosed letter. Once you have signed up you can order meals for the following week. Meals will need to be ordered by midnight on Saturday so that Innovate has the information for the following week. Innovate do not have a system to order meals during the week they have to be ordered and paid for in advance. Late orders can be placed by calling 0204 542 7211 or via email at primary@impactfoods.co.uk. Menus are available on the Innovate booking site. If your child receives free school meals you can indicate this during the registration process.

If you would like your son or daughter to have school dinners but would like more time to sign up, you will need to send them to school with a packed lunch, as there is no catering provision on site.

To sign up for school dinners please do the following:

Follow the instructions to sign up with Innovate

Order meals for the following week by midnight on Saturday

Sickness

If your child is unwell in the morning please do not send them to school. If your child is vomiting or has diarrhoea they need to have been clear for **48 hours** after the last episode before returning to school (48hr Rule). We may need to contact you urgently if your child is unwell in school, so please ensure all contact details are kept up to date, informing the office of any changes as soon as they occur.

School Council

The School Council continues to provide the students with an opportunity to express their views and concerns through their representatives, the elected members of each class. These representatives, who elect their own chairman, gain the experience of a regular formal meeting with the Headteacher and senior leaders. Students are given the opportunity to take part in making decisions that affect themselves as well as the whole school community. Their views are then fed back and used when planning and making decisions.

Transport

If your child will be travelling on transport provided by Surrey, you will receive a letter from Surrey Transport notifying you of details before their start date. If you have not heard towards the end of the summer holidays please telephone 0208 541 7667. Please note, it is your responsibility to inform transport if your child is not travelling to or from school for any reason e.g. sickness, appointment etc.

Tuck

Tuck is available during break times. There is always a free sample of fruit and a drink available. Students may wish to bring a small amount of money (40p per item) to purchase other items. As we have 'Healthy School' status the snacks sold are all healthy and nutritious, with an occasional treat. We recommend 80p for a drink and a snack.

Uniform

Our uniform supplier is Valentino Schoolwear of Knaphill, 23-29 Broadway, Knaphill, Woking, GU21 2DR
Tel: 01483 475051 website: www.valentinoschoolwear.com. You can purchase all your uniform from there. The school tie and the badge are only available from Valentino. Black blazers, trousers/skirts and white shirts may be purchased from any shop.

Please make sure that **all** school belongings are clearly marked with your child's name, in permanent pen or preferable with woven / printed name tapes as these do not fade.

Valuables – such as mobile phones, tablets or headphones

If your child needs to bring valuable items to school, these must be handed to the Class Tutor at morning registration. The items will be placed in the class valuables box for safekeeping and will be returned when students go home at the end of the day.

The Park School accepts no responsibility for the loss or damage to any personal items.

Weather Extremes

In the event of school closure due to extreme weather conditions we will inform the Local Authority, and put a message on the answer phone as well as displaying information on our school website. We will also try to send a text/email message out. The best way of finding out about any school closure is to check the school website which will be regularly updated.

eXtra Curricular Activities

Students often get the opportunity to attend activity day trips provided by Surrey Special Schools Sports Association (SSSSA), external charities, and clubs. Sports include football, rugby, cricket, creative dance and there are often year group outings or visits to places of interest.

Your role in your child's education

We encourage all parents to take an active interest in their child's education. There are numerous ways that you can support the school and your child throughout the year. We have an active friends committee which would value your help, coffee mornings and weekly communication via email and through the diary. You may also wish to consider becoming a Parent Governor.

Zainy Café

We have a wonderful café area, where students can learn to serve, socialize and interact with each other and visitors from the community, when we hold events. KS4 eat their lunch in the café daily.

Finally, we know that your son/daughter will settle in well to The Park and we look forward to getting to know you over the next few years. I hope you have found my 'A-Z All You Need to Know about The Park School' useful and if you have any further queries, please do not hesitate to contact us.



School Uniform

All students are expected to wear smart school uniform. With the exception of school ties, blazer badges and official PE kit, parents have the flexibility of shopping at any of the well-known department stores for items of uniform.

Girls	Boys
Plain black blazer (a sew-on badge or a blazer already embroidered available from Valentino)	Plain black blazer (a sew-on badge or a blazer already embroidered available from Valentino)
Plain white blouse (Long sleeve or Short Sleeve)	Plain white shirt (Long sleeve or Short Sleeve)
Smart black trousers (no boot cut, flares, leggings or tight trousers to be worn) <u>OR</u> preferred black skirt - available from Valentino	Smart black trousers
Black socks or plain black tights	Black socks
Black flat school shoes (No trainers or backless shoes)	Black school shoes (No trainers)
School tie (available from Valentino)	School tie (available from Valentino)
Plain black jumper or cardigan may be worn under blazer in the winter.	Plain black jumper may be worn under blazer in the winter.

Jewellery - One pair of plain stud earrings may be worn, these must be removed on PE days.

PE kit

- Navy embroidered school polo shirt from Valentino or a plain navy t-shirt (no logo)
- Navy shorts or navy tracksuit trousers or navy skort for girls
- Navy embroidered school fleece (no hoodies) from Valentino
- Navy raincoat
- Navy Football Socks
- Trainers (no high tops)

All uniform is available to purchase from our supplier Valentino Schoolwear, Knaphill.

Tel: 01483 475051

Website: www.valentinoschoolwear.com

NO jewellery may be worn during PE lessons including earrings.

Please ensure that all uniform and personal belongings are marked with your child's name

School Uniform



Boys Blazer



Girls Blazer



Sew-on Badge



Smart Black Trousers



Preferred Girls Skirt



Girls Plain White Long / Short Sleeve Blouse



Boys Plain White Long / Short Sleeve Shirt



School Tie



Boys Plain Black Jumper



Girls Plain Black Cardigan



Girls Black Tights / White Socks



Boys Black Socks



Smart Black Flat School Shoes



Navy Plain / Embroidered PE Polo Shirt



Navy Embroidered PE Fleece



Navy PE Raincoat



Navy Plain PE Jogging Bottoms, shorts / Skort (Girls)



PE Trainers
(No High Tops)



Named
Water Bottle



Named
Pencil Case

Stationery

Part of developing self-organisation skills involves being prepared for lessons. Students should learn to check that they have the correct items with them daily. This will help them work towards a high standard of presentation as well as developing a sense of responsibility and an appreciation of school resources.

We request a pencil case (with student's name on it) containing a basic set of:

- Handwriting pen (fibre tip not a ball point)
- Pencil
- Eraser
- Ruler
- Glue stick
- Pencil sharpener
- Highlighter pen
- Coloured pencils

Students are expected to bring a named water bottle to use throughout the day.



The School Day

It is important that students arrive at school on time. The school gates open at 8:50am and all students are expected to be on the school premises by 9:00am when the gates close. Morning Registration takes place between 9:00am and 9:10am, students who arrive after 9:05am are given a Late mark on the register.

- 8:50am – 9:00am – Students arrive at school
- 9:00am – 9:10am - Tutor time
- 9:10am - 9:25am – Reading in tutor bases
- 9:25am – 10:15am - Lesson 1
- 10:15am – 10:30am - Break
- 10:30am – 11:20am - Lesson 2
- 11:20am – 12:15pm - Lesson 3
- 12:15pm – 1:00pm – Lunch
- 1:00pm – 1:10pm - Tutor time
- 1:10pm – 2:00pm - Lesson 4
- 2:00pm – 2:50pm - Lesson 5
- 2:50pm – 3:00pm – Tutor time
- 3:00pm Home Time

The School Office is open to assist you from 8:00am to 3:30pm. Messages can be left on an answering machine out of office hours. All visitors must report to reception, sign in and follow all instructions given by the Office staff.

At the end of the day, students will be escorted to the main playground or pedestrian gate to be collected. If you collect your child by car please park outside the school and collect your child from the pedestrian gate. If you are collecting on foot please also collect from the pedestrian gate, which will open when a member of staff is on duty at 2:50pm.

All students getting onto transport will be collected from the main playground where registers are taken to ensure all students are on the correct taxis.

On occasional PE days, students may be offsite all afternoon- please be aware of this when booking any appointments during school hours.

Appointments

We politely request that appointments are made outside of school hours, however, we understand that this isn't always possible. Please email the School Office with the details of the appointment along with a copy of the appointment letter, email or text for your child's school record. Please also let the School Office know if your child will be in late after the appointment or what time they will need to be collected.

How to Contact the School

School Telephone No.: 01483 772057

Email: enquiries@thepark.surrey.sch.uk

or

info@thepark.surrey.sch.uk

School Office: Please call between 8:00am and 3:30pm to speak to one of the Admin team, who will pass on a message or answer your query.

ALL absences must be reported **daily** by 8:45am. You can leave a message on the voicemail service if you are calling outside of School Office hours.

For other concerns or information, see below:

Daily concerns/issues	Year 7 Tutors
Queries about specific lessons	Subject Teacher
Safeguarding/serious concerns	Zara Wright <i>Deputy Headteacher, Pastoral Lead for Year 7 (DDSL)</i> Paul Walsh <i>Headteacher, Designated Safeguarding Lead (DSL)</i>
SENCO	Sam Thomson
Medication	School Office

If you are unsure of who to speak to, the School Office will always direct your query to the relevant member of staff.

Dates for your Diary

2023-2024 Term Dates

Autumn Term 2023

Friday 1 st September	INSET DAY – School Closed
Monday 4 th September	INSET DAY – School Closed
Tuesday 5 th September	Yr7 Orientation Day (Yr7's only in school)
Wednesday 6 th September	Whole School Returns 9:00am
Friday 20 th October	Finish for Half Term 3:00pm
Monday 23rd October - Friday 27th October	HALF TERM
Monday 30 th October	Back to School 9:00am
Friday 24 th November (TBC)	Late November Break – School Closed
Monday 27 th November (TBC)	Late November Break – School Closed
Wednesday 20 th December	Finish for Holidays 1:00pm
Thursday 21st December – Monday 1st January 24	Christmas Holidays

Spring Term 2024

Tuesday 2 nd January	INSET DAY – School Closed
Wednesday 3 rd January	Whole School Returns 9:00am
Friday 9 th February	Finish for Half Term 3:00pm
Monday 12th February – Friday 16th February	HALF TERM
Monday 19 th February	Back to School 9:00am
Thursday 28 th March	Finish for Holidays 1:00pm
Friday 29th March – Friday 12th April	Easter Holidays

Summer Term 2024

Monday 15 th April	Whole School Returns 9:00am
Monday 6 th May	BANK HOLIDAY
Friday 24 th May	Finish for Half Term 3:00pm
Monday 27th May – Friday 31st May	HALF TERM
Monday 3 rd June	Back to School 9:00am
Friday 19 th July	Finish for Summer Holidays 1:00pm

Home / School Liaison

At The Park School we work together with our families to provide the best possible education for our students.

Sara Palthe, our SEN Administrator, is here to support all of our parents and families with any concerns that they may have about things at home that may be impacting on their child and their child's education.

Sara can help provide advice and support, and signpost families to a range of services that may be able to help.

Please feel free to contact Sara with any problems or concerns, no matter how insignificant it may seem.

You can contact Sara through email:

Sara.palthe@thepark.surrey.sch.uk

Or by the School Office telephone number: 01483 772 057

Please visit our website to find a list of services and support that you may find helpful.

<https://thepark.surrey.sch.uk/support>



Arbor Parent Portal

The Park School use Arbor Parent Portal to communicate with parents.

You will be sent a welcome email with instructions on how to sign up to the Arbor App and Parent Portal where you will be able to see communications, live updates and details of your child's clubs and trips.

Please see the leaflet enclosed within the Induction Pack and keep an eye out for your welcome email.

Forms to Return Checklist

Please complete ALL forms listed below and hand to the School Office on your child's induction day

FORM	RETURNED ✓
Consulting with Parents Form	
Data Collection Sheet	
Consent Form for Processing Pupils' Personal Data	
Student Medical Information Form	
Parental Consent to Dispense Medication	
PE Questionnaire	
Parental Email Request	
Free School Meal Eligibility & Pupil Premium Application Form	
Food Allergies and Restrictions Form	
Permission to Travel To / From School Independently Form	
Consent Form for Speech and Language Therapy Service	

Notes

Please use this section for any notes you may have

Notes



The Park School

Head of School: Dr Paul Walsh
Onslow Crescent
Woking
Surrey
GU22 7AT

Telephone: 01483 772057

www.thepark.surrey.sch.uk

