

## IMPORTANT DATES – SUMMER HALF TERM

Monday 15 <sup>th</sup> May 2023	Year 9 Surrey Cricket Club Trip
Wednesday 17 <sup>th</sup> May 2023	Parents Coffee Afternoon 1:30pm – National Autistic Society
Thursday 18 <sup>th</sup> May 2023	Year 8 Subject Parents Evening
Friday 19 <sup>th</sup> May 2023	Year 7 “Big Night In”
Thursday 25 <sup>th</sup> May 2023	Year 8 & Year 9 HPV Vaccinations Dose 2
Friday 26 <sup>th</sup> May 2023	Finish for Half Term 3:00pm

## ATTENDANCE



**10H**  
**Best Class Attendance**  
**w/c 1<sup>st</sup> May 2023**



## ABSENCES

We politely ask that when calling the office to explain about your child’s absence, please explain in detail what the illness is. If diarrhoea and/or vomiting, your child must stay away from school until they have been free of symptoms for 48 hours (48hr RULE). Please call the School Office on 01483 772057 before 9.00am each morning your child is absent.

### Getting your child to school really matters. Did you know.....

If your child’s attendance during the school year is.....	Your child would have lost approximately.....	Or they would have missed approximately.....
95%	9 days	50 lessons
90%	19 days	100 lessons
85%	29 days	150 lessons
80%	38 days	200 lessons
75%	48 days	250 lessons
70%	57 days	290 lessons
65%	67 days	340 lessons

## UNAUTHORISED ABSENCE

### Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice

Penalty Notices are issued by the Local Authority in accordance with Surrey County Council’s Code of Conduct. The Penalty Notice is £60, per child per parent or carer, if paid within 21 days. Thereafter, the amount increases to £120 per parent or carer. If the penalty notice remains unpaid after 28 days, the Local Authority will consider a prosecution under s444 Education Act 1996.

## MEDICAL APPOINTMENTS

We politely request that medical 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.

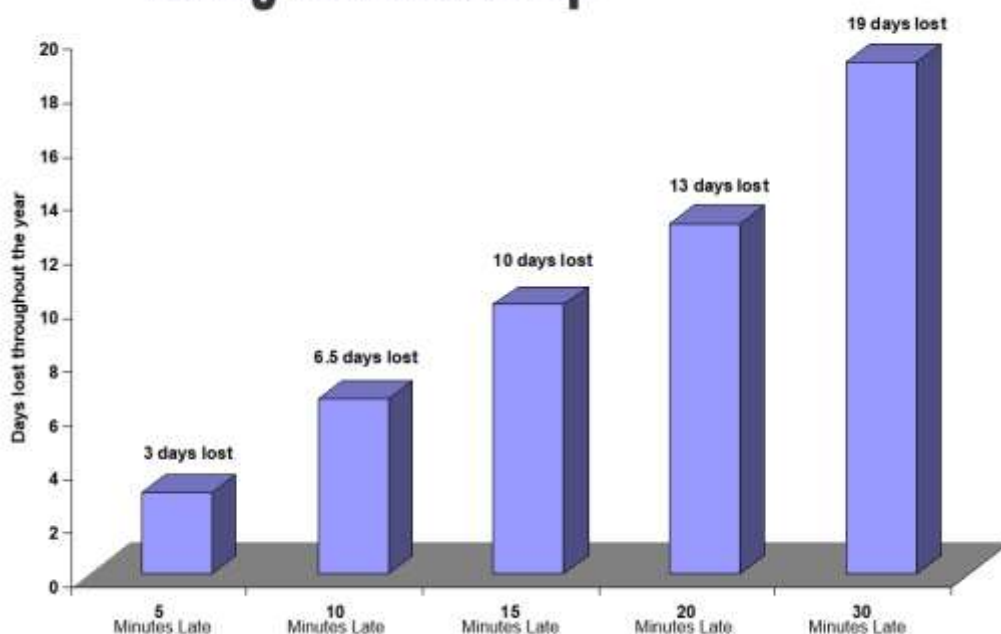
## LATENESS

Punctuality is highly important, students who arrive late to school are not only losing learning but also disrupt the learning of others as they arrive late for lessons.

The school gates open at 8:50am and all students are expected to be onsite by 9:00am when the gates close. Morning Registration takes place between 9:00am and 9:15am, students who arrive after 9:05am are given a Late mark on the register.

**Last week, we registered 29 Lates at a total of 812 minutes; that's 13 hours lost to learning.**

### Being Late Adds Up



We want to help families get their child to school on time. Here are some things you can try:

- Have everything you/your child needs for school prepared the night before
- Ensure that your child goes to bed at a reasonable time so they are not too tired to get up in the morning
- Ensure your child has a good night's sleep by minimising their use of devices at bed time
- Have a consistent bedtime routine for your child
- Set an alarm to allow plenty of time for your morning routine in getting to school on time

## END OF DAY COLLECTIONS

If there is a change to your child's normal collection, i.e. they are going home with another parent, another family member / friend is collecting or they normally go home on transport and you will be collecting instead, please ensure you let the School Office know or write a note in your child's diary. We would be grateful if you can provide the name of the person collecting and a password, this really helps with any confusion at the end of the day.

## MEDICATION

**ALL** medication must be supplied to the school office in its original packaging with the pharmacy prescription label attached clearly stating the medication dosage, child's name and must be within the expiry date.

Medication will not be administered at school unless we have the medication as per above and a signed and completed 'Parental Consent to Dispense Medication Form'.

## ARBOR PARENT PORTAL



You should have now received your link to log into our Parent Portal – please ensure you can log in and access your child's profile. If you are having difficulties logging in, please contact the school office on 01483 772057.

Here you will be able to view your child's attendance and pay for any clubs and trips. Moving forward we will also be looking to use Parent Portal to schedule Parents Evening appointments – further details to follow.

The Arbor app can be downloaded from Google Play Store (for Android) and the App Store (for IOS), or alternatively can be accessed by clicking on the link below:

<https://login.arbor.sc/>

If it is your first time logging in, you will need to click on 'Forgotten Password?' and follow the instructions on screen.

**Below are some links to guides to help you navigate the Parent Portal:**

A quick introduction to Arbor for guardians and parents:

<https://support.arbor-education.com/hc/en-us/articles/212097029-A-quick-introduction-to-Arbor-for-guardians-and-parents#logging-in-0-0>

Getting started - Log into the Parent Portal and the Arbor App:

<https://support.arbor-education.com/hc/en-us/articles/360020147458-Getting-started-Log-into-the-Parent-Portal-and-the-Arbor-App>

Signing my child up for a Trip on the Parent Portal or the Arbor App:

<https://support.arbor-education.com/hc/en-us/articles/360008180414-Signing-my-child-up-for-a-Trip-on-the-Parent-Portal-or-the-Arbor-App>

Signing my child up for a Club on the Parent Portal or Arbor App:

<https://support.arbor-education.com/hc/en-us/articles/360008179494-Signing-my-child-up-for-a-Club-on-the-Parent-Portal-or-Arbor-App>

## NUT-FREE SCHOOL

The Park School is a nut-free school. Please do not send any food items into school with your child that contain nuts.

## WATER BOTTLES

Please send your child into school with a named water bottle filled with water or very diluted squash.

**NO PRIME, fizzy, energy or caffeinated drinks.**

## UNIFORM SHOP

We have a supply of good quality second-hand uniform available. If you require any specific item(s) of uniform for your child, please email the School Office at [enquiries@thepark.surrey.sch.uk](mailto:enquiries@thepark.surrey.sch.uk) or [info@thepark.surrey.sch.uk](mailto:info@thepark.surrey.sch.uk) with the item(s) and size(s) required. If we have the item(s) available, they will be sent home with your child.

Any donations of outgrown school uniform are gladly received. If you have any school uniform in good condition you would like to donate, please drop them into the School Office.

## SANITARY PRODUCTS

We have a supply of various sanitary products available. If you require any items for yourself or your child, please email the school office at [enquiries@thepark.surrey.sch.uk](mailto:enquiries@thepark.surrey.sch.uk) or [info@thepark.surrey.sch.uk](mailto:info@thepark.surrey.sch.uk) in confidence and these will be sent home discreetly with your child.

## FRIENDS OF THE PARK SCHOOL

We are delighted to announce that we have reinstating Friends of The Park School, if you would be interested in joining our PTA, please email the school office at [enquiries@theparkschool.surrey.sch.uk](mailto:enquiries@theparkschool.surrey.sch.uk)

## PARENT AND CARER INFORMATION

Information and support for Parents and Carers can now be found on our website - <https://thepark.surrey.sch.uk/support-for-parents-and-carers>

Here you will find useful links to upcoming workshops, handouts from recent workshops and information on where you can access support.

Letters and information are emailed to parents regularly, copies of which can be found here – <https://thepark.surrey.sch.uk/letters>

## THE PARK SCHOOL GOVERNING BODY

Ralph Johnson	Co-opted Chair Governor
Jo Green	Co-opted Vice Chair Governor
David Euridge	Co-opted Governor
Toby Franklin	Co-opted Governor
Kirsty Green	Parent Governor
Jaime Gridley	Parent Governor
Sharon Trowbridge	Staff Governor
Helen Stanley	Staff Governor
Paul Walsh	Headteacher
Alison Dudley	Clerk to the Governors

## HOW TO CONTACT THE SCHOOL

School Telephone Number – 01483 772057

Email: [enquiries@thepark.surrey.sch.uk](mailto:enquiries@thepark.surrey.sch.uk) or [info@thepark.surrey.sch.uk](mailto:info@thepark.surrey.sch.uk)

School Office: Please call between 8am and 4pm to speak to one of the Admin team, who will pass on a message or answer your query.

Your child's school diary is also a very good way to communicate with the school. Diaries are checked daily by teachers and TA's. Please also check your child's diary daily as messages are sometimes sent home in here.

## CLUBS & TRIPS

### LUNCHTIME CLUBS

We currently have a number of lunchtime clubs open to our students:

**Sticky Craft Club**

Wednesday lunchtime 12:15pm – 1:00pm  
All students welcome

**Digital Media Club**

Homelodge - 12:15pm – 1:00pm  
Year 7 & 8 Students

**Singing Club**

Monday lunchtime 12:20pm – 12:50pm  
All students welcome

**Girls Chat Club**

Tuesday lunchtime – 12:15pm – 1:00pm  
All girls welcome

### YEAR 9 BENTLEY COPSE ACTIVITY CENTRE TRIP

**Friday 14<sup>th</sup> July 2023**

**Cost: £33.00 per Yr9 student to be paid via the Arbor Parent Portal  
Payment plan available - 3 instalments of £11.00**

Please complete the online consent form which can be found using the link below. Your child will not be able to take part in the trip without completed consent.

<https://forms.gle/LEteni5EoXx65CEG8>

*N.B.: If the link does not work, please copy and paste the link into your browser.*

**In order for the trip to go ahead, please ensure all consents are completed and payments made via the Arbor Parent Portal by no later than Monday 26<sup>th</sup> June 2023.**

The Arbor Parent Portal can be accessed here: [login.arbor.sc](http://login.arbor.sc)

If it is your first time logging in, you will need to click on 'Forgotten Password?' and follow the instructions on the screen.

### YEAR 8 & 9 PE TENNIS COACHING

<b>Monday 24<sup>th</sup> April 2023</b>	<b>Monday 22<sup>nd</sup> May 2023</b>	<b>Monday 5<sup>th</sup> June 2023</b>	<b>Monday 12<sup>th</sup> June 2023</b>
<b>Monday 19<sup>th</sup> June 2023</b>	<b>Monday 26<sup>th</sup> June 2023</b>	<b>Monday 3<sup>rd</sup> July 2023</b>	<b>Monday 10<sup>th</sup> July 2023</b>

Please complete the online consent form which can be found using the link below. Your child will not be able to take part in the trips without completed consent.

<https://forms.gle/3HMYvSDCWwXgC3SM6> (Open to Year 8 and Year 9 Students **ONLY**)

*N.B.: If the link does not work, please copy and paste the link into your browser.*

**Please ensure all consents are completed by no later than Friday 28<sup>th</sup> April 2023.**

# YEAR 11 PROM

Wednesday 21<sup>st</sup> June 2023

Cost: £28.00 per Yr11 student to be paid via the Arbor Parent Portal

**In order for the Prom to go ahead, please ensure all payments are made via the Arbor Parent Portal by no later than Friday 26<sup>th</sup> May 2023.**

The Arbor Parent Portal can be accessed here: [login.arbor.sc](https://login.arbor.sc)

If it is your first time logging in, you will need to click on 'Forgotten Password?' and follow the instructions on the screen.

## UPCOMING EVENTS AT THE PARK SCHOOL

**Informal Coffee Afternoon with the National Autistic Society**

**Wednesday 17<sup>th</sup> May 2023 at 1:30pm**

We would like to invite parents / carers to an informal coffee afternoon with the National Autistic Society.

Join us at The Park School to hear information on:

- What free help is available through the NAS Family Support Service
- How Surrey Families can access NAS support
- The chance to self-refer there and then
- Informal Q & A for information, support and signposting.

This information session is aimed at families of young people with an autism diagnosis or awaiting a diagnosis.

If you would like to attend, please email [Sara.Palthe@thepark.surrey.sch.uk](mailto:Sara.Palthe@thepark.surrey.sch.uk)



Family Learning - Parenting - First steps to understanding Emotionally Based School Non Attendance

<https://www.surreycc.gov.uk/schools-and-learning/adult-learning/courses/overview?id=31283>

This course is a FREE online 2-hour two-week course, you will be able to discuss early signs of your child struggling at school, and the common reasons of school non-attendance, this course will introduce methods for finding out why your child is avoiding school and you will learn on how to best communicate with your child's school, and what to do at crisis point. There will also be opportunities to talk about your situation, feel supported and problem solve together.

- Understand the variety of reasons why your child will not attend school or take part in some lessons
- Understand what reasonable adjustments can be agreed with school to support your child.
- Be confident advocating for your child.

FREE online 2-hour 2-week course

Call 0300 200 1044 to enrol