

## IMPORTANT DATES – SUMMER TERM

Monday 19 <sup>th</sup> June 2023 – Friday 23 <sup>rd</sup> June 2023	Year 11 Activities Week
Wednesday 21 <sup>st</sup> June 2023	Year 11 Prom Year 8 Annie Theatre Trip
Thursday 29 <sup>th</sup> June 2023	Year 11 Last Day
Friday 30 <sup>th</sup> June 2023	<b>School Finishes at 1:00pm for Yr7-Yr10</b> Year 11 Record of Achievement (Yr11 students to arrive at school with their guests from <u>1.45pm</u> for a prompt 2:00pm start. Smart clothes for all students please.)
Thursday 6 <sup>th</sup> July 2023	Friends and Family Bingo (TBC)
Friday 14 <sup>th</sup> July 2023	Year 9 Bentley Copse Activity Centre Trip
Monday 17 <sup>th</sup> July 2023	Year 8 Walton Firs Trip
Tuesday 18 <sup>th</sup> July 2023	Year 7 Activities Week Trip (TBC)
Tuesday 18 <sup>th</sup> July 2023	Year 10 Activities Week Trip (TBC)
Wednesday 19 <sup>th</sup> July 2023	Sports Day (Details to follow)
Thursday 20 <sup>th</sup> July 2023	Finish for Summer Holidays 1:00pm

## ATTENDANCE



**11W**  
**Best Class Attendance**  
**w/c 5<sup>th</sup> June 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.

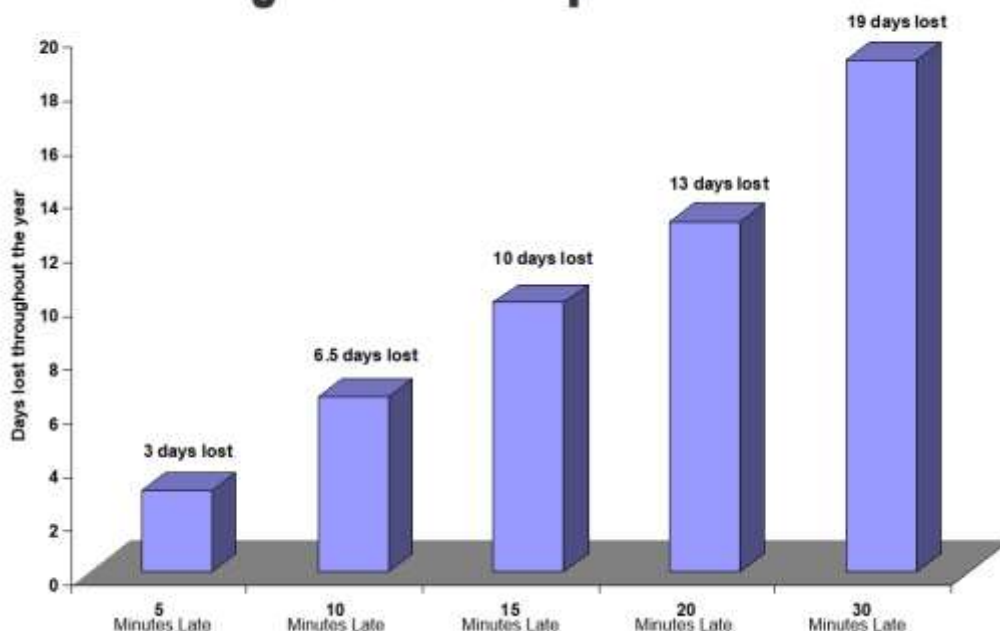
## LATENESS

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 9:10am, students who arrive after 9:05am are given a Late mark on the register.

**Last week, we registered 39 Lates at a total of 899 minutes; that's almost 15 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/3600020147458-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>

## PE SUMMER SAFETY

As the weather is becoming warmer and sunnier, please can you ensure that your son or daughter has applied sun cream on their PE day and that they bring a full named water bottle into school. They may also wear a plain cap if they need to during their PE lesson, if we are outside.

## 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 reinstated 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.

## 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

## TRIPS

### 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.

If you are having trouble making payment online, please call the school office on 01483 772057 between the hours of 10:00am and 2:30pm for assistance.

### YEAR 8 WALTON FIRS ACTIVITY CENTRE TRIP

Monday 17<sup>th</sup> July 2023

Cost: £21.00 per Yr8 student to be paid via the Arbor Parent Portal

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/Pueh9vEDTFSVtwM79>

*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 Friday 16<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.

If you are having trouble making payment online, please call the school office on 01483 772057 between the hours of 10:00am and 2:30pm for assistance.

## YEAR 8 & 9 PE TENNIS COACHING

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

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](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.

If you are having trouble making payment online, please call the school office on 01483 772057 between the hours of 10:00am and 2:30pm for assistance.

## YEAR 11 ACTIVITIES WEEK

Monday 19<sup>th</sup> June – Friday 23<sup>rd</sup> June 2023

Cost: £35.00 per Yr11 student to be paid via the Arbor Parent Portal

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/822E37nPRi67R9eB8> (Open to Year 11 Students **ONLY**)

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

**In order for the week to go ahead, please ensure all consents are completed and payments made by no later than Friday 16<sup>th</sup> June 2023.**

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

If you are having trouble making payment online, please call the school office on 01483 772057 between the hours of 10:00am and 2:30pm for assistance.

## FREE ONLINE COURSE



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

## NHS CHILDREN AND FAMILY HEALTH SURREY



**Do you have a child/children (5-16 years) who attend a Woking School? Did you know that you have a dedicated School Nursing team?**

You are invited to come and meet your Woking School Nurse Team at our new **Child Health Drop-In at Eastwood Leisure Centre**, Albert Drive, Sheerwater, Woking GU21 5RF every **Wednesday between 9.30am and 11.30am (including holidays)**.

Just drop-in, no appointment necessary, there is a soft play area if you have a younger child and space to sit and have a coffee. Free parking at the venue.

The team (usually a school nurse and a nursery nurse) will be present to answer questions from parents/carers of school aged children and to give advice, information and signpost on topics including early toileting, sleep, behaviour, healthy diet, dental care, school readiness, NCMP heights & weights, mental health, eating disorders, minor illnesses, internet safety and much more. They can also help with referrals to other services.

Please see information flyer for further details



# Child Health Drop-in and Breastfeeding Support

**Eastwood Leisure Centre Albert Drive,  
Sheerwater, GU21 5RF  
Wednesdays 9.30am to 11.30am**

**Come and meet the team**

Soft play area

Coffee shop

**Health Visitors (birth-5 years) School Nurses (5-19 years)**

Referral support, advice and signposting as well as:

Self-weigh option

Early years support

Health reviews

Health promotion

Breastfeeding

Dental care

Sleep

Toileting

Healthy eating

Heights & Weights

Behaviour

Mental health

Eating disorders

And more .....

