

## IMPORTANT DATES – AUTUMN TERM

Wednesday 6 <sup>th</sup> December 2023	English Parent Workshops
Thursday 7 <sup>th</sup> December 2023	SENCO Drop-in Sessions BINGO Evening at The Park School
Friday 8 <sup>th</sup> December 2023	KS3 In-House Panto (AM)
Wednesday 13 <sup>th</sup> December 2023	KS4 Woking Panto
Friday 15 <sup>th</sup> December 2023	Carol Service to Parents
Monday 18 <sup>th</sup> December 2023	Innovate Christmas Lunch & Christmas Jumper Day
Tuesday 19 <sup>th</sup> December 2023	The Park School's Got Talent (Students Only)
Wednesday 20 <sup>th</sup> December 2023	<b>Finish for Holidays 1:00pm</b>
Thursday 21 <sup>st</sup> December 2023 – Tuesday 2nd January 2024	Christmas Holidays

## ATTENDANCE



**8WB**  
**Best Class Attendance**  
**w/c 20<sup>th</sup> November 2023**



## ABSENCES

We politely ask that when calling the absence line 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 and leave a message on the absence line before 9.00am each morning your child is absent.

The NHS website has advise on the following - **Is my child too ill for school?:**

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

## 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 10 Sessions 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 child 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. If medical appointments fall within the school day we ask that you make them as early or as late as possible in the school day so that your child does not miss a whole day of school. 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.

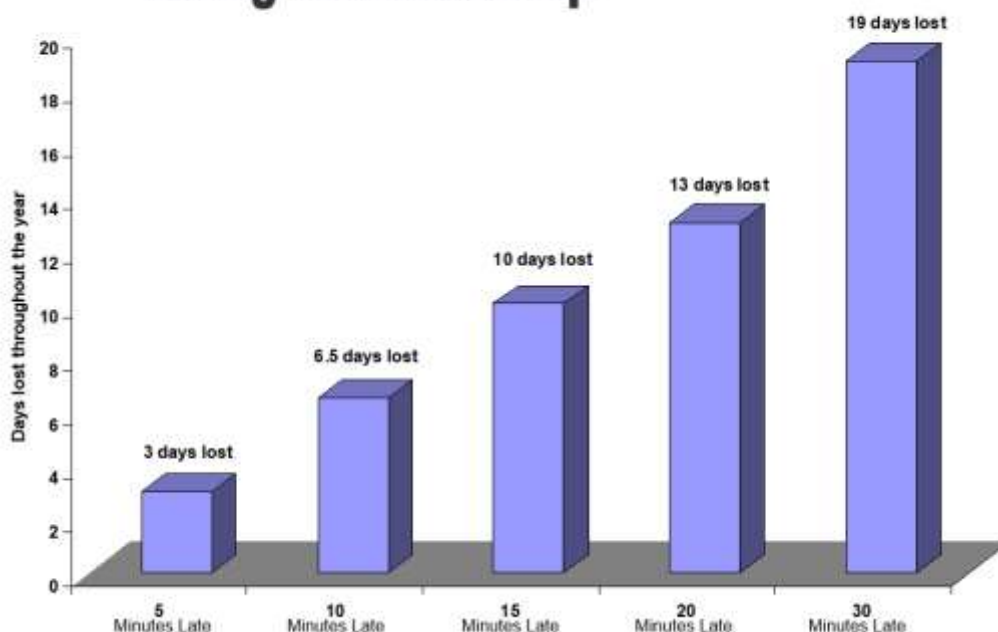
## LATENESS

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 13 Lates at a total of 346 minutes; that's over 5 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

## 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'.

## 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.

## PARKING OUTSIDE THE PARK SCHOOL

We understand that parking outside the school is tight, however please be mindful when parking your vehicle during school drop-off and pick-up times that you are not blocking access to neighbouring driveways or pathways.

## DOG-FREE SITE

May we remind parents and carers that, due to health and safety and insurance purposes, The Park School is a dog-free site – **NO dogs are allowed on the school site even if they are being held.**

We have a number of students who have a fear of dogs and we would appreciate it if all dogs remain on leads outside the school gates at all times.

## 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. This includes sandwich spreads such as Nutella, peanut butter and some chocolate spreads.

## 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.

## COLD WEATHER

As the winter mornings and colder days set in, please ensure students arrive at school appropriately dressed for the weather. We advise that students wear a warm waterproof winter coat, a plain black V-neck pullover jumper to wear over their shirt, and a vest or plain white t-shirt to wear under their shirt.

## 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>

## 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
Serena Frampton	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 8:30am and 3:30pm 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.

## UPCOMING STAFF ABSENCES

Friday 1 <sup>st</sup> December 2023	Mrs Thomson (AM)
Tuesday 5 <sup>th</sup> December 2023	Ms Trowbridge
Wednesday 6 <sup>th</sup> December 2023	Ms Trowbridge Miss Murphy (AM)
Friday 8 <sup>th</sup> December 2023	Miss Kean (PM)

## LUNCHTIME CLUBS

We currently have a number of lunchtime clubs opening up to our students which will be updated over the coming weeks:

### **Sticky Craft Club Room 15**

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

### **Gardening Club**

Every breaktime 10:15am – 10:30am  
Every Lunchtime 12:30pm – 1:00pm  
All students welcome

## SENCO DROP-IN SESSIONS

**Thursday 7<sup>th</sup> December 2023 9:00am -10:00am**

We are running a trial of 'SENCO Drop-in Sessions' this term at school. Appointments are available with Mrs. Thomson (SENCO) & Mrs. Palthe (SEND Administrator) to discuss your son or daughter.

If you would like to make an appointment, please email Mrs. Palthe - [Sara.palthe@thepark.surrey.sch.uk](mailto:Sara.palthe@thepark.surrey.sch.uk)

Tea and Coffee will be available.

If you would like to see Mrs. Thomson on a different date or would prefer to speak on the phone, please email Mrs. Palthe and we will arrange a mutually convenient time.

## ENGLISH PARENT WORKSHOPS

**Wednesday 6<sup>th</sup> December 2023**

Jane Brown, Head of phonics and Intervention, will be running two workshops at The Park School:

Time	Subject	Description
1:15pm - 2:00pm	Reading at Home ( <b>This is for families new to school or those who would like a refresher</b> )	<ul style="list-style-type: none"><li>- An explanation of our new reading codes, the numbers and colours.</li><li>- A variety of strategies to support you child with reading at home.</li></ul>
2:15pm- 3:00pm	Phonics and The Alphabetic Code for Reading	<ul style="list-style-type: none"><li>- What phonics and the alphabet code is and why we teach it here.</li><li>- The National Framework for teaching phonics.</li><li>- The structure and order in which we teach phonics.</li><li>- How to say all of the sounds correctly.</li><li>- De-coding and blending</li></ul>

## KS4 WOKING PANTO

Wednesday 13<sup>th</sup> December 2023

**Open to Yr10 & Yr11 Students ONLY**

**Due to taxi collection at 3pm, only those students who can be collected from school by their parents/carers will be able to attend. If this is not possible, those students will remain in school.** As an alternative, they will be able to join in with the KS3 Pantomime which is being held on Friday 8<sup>th</sup> December 2023.

**You will need to collect your child at 4pm from school. It will not be possible to collect from the theatre.**

If you would like your child to take part, please complete the Google consent form which can be found by using the link below by no later than Monday 11<sup>th</sup> December 2023 – **your child will not be able to take part without completed consent.**

<https://forms.gle/twiTUQZBPfNB68Rk9>

*N.B. If the link doesn't work, please copy and paste into your browser*

## CHRISTMAS CAROL PRODUCTION

Friday 15<sup>th</sup> December 2023 - 1:30pm

We are delighted to be able to invite you to our Christmas Carol Production on Friday 15<sup>th</sup> December 2023 at 1:30pm at The Park School.

Due to Fire Safety Regulations, and the limited number of people we can safely have in the hall, the production will be ticketed to two family members per student. Tickets will be available on a first come, first serve basis and priority will be given to those parents whose children are performing in the production.

**If you would like to attend, please complete the slip on the letter dated 30<sup>th</sup> November 2023 and return to the School Office by no later than Friday 8<sup>th</sup> December 2023 so tickets can be arranged and sent home with students.**

School will finish as normal at 3:00pm for students to go home on normal transport. If you are attending the production and your child usually goes home on transport, you are welcome to collect at 3:00pm from the pedestrian gate. To avoid confusion, there will be an option on the sign-in sheet for you to indicate that you will be collecting your child at the end of the school day.

*Please note: there will be no on-site parking available for the duration of the production. Please be aware that there are parking restrictions outside the school, please do not park within the marked bus bays as you may be liable for a penalty notice. The Park School does not take responsibility for any fines incurred whilst parked outside the school premises.*

# FRIENDS & FAMILY CHRISTMAS BINGO NIGHT



**Thursday 7<sup>th</sup> December 2023**

**Special Guest Host - Mr McCarthy!**

Join us **at The Park School** from **6pm**

**Eyes Down for BINGO 6:15pm** prompt

**Dress code: Christmas Hats & Jumpers!**

Tickets - £3.00 for 6 games  
Flyer - £1.00 (blackout and major prize)  
Raffle tickets - £1.00 per strip

Light refreshments will be available



**Places fill up quickly – please register via the link below by no later than Monday 4<sup>th</sup> December 2023 to secure your space!**

<https://forms.gle/VsibRFZjFHCTBorn6>

We are kindly asking for donations for raffle prizes. If you have any items you would like to donate, please drop them to the office by Monday 4<sup>th</sup> December. Thank you in advance for your continued support.





## **Innovate Christmas Lunch**

### **Monday 18<sup>th</sup> December 2023**

#### **Lunch**

Roast Turkey, Roast Potatoes, Pigs in Blankets, Carrots, Peas & Gravy

OR

Vegan Wellington, Roast Potatoes, Carrots, Peas & Gravy

#### **Pudding**

Festive Chocolate Cookie

Please order through the Innovate website

<https://innovate2020.cashlesschool.co.uk/> or sign up if your child isn't already registered for a hot lunch.

**Children without a Christmas lunch order will need to be sent onto school on the 18<sup>th</sup> December with a packed lunch.**

## 2023/24 TERM DATES

### AUTUMN TERM 2023

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

### SPRING TERM 2024

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

### SUMMER TERM 2024

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



**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 .....

