

IMPORTANT DATES – SPRING TERM

Thursday 18 th January 2024	Yr11 Subject Parents Evening
Wednesday 24 th January 2024	Yr9 DTP/MENACWY Vaccinations
Friday 9 th February 2024	Finish for Half Term 3:00pm
Monday 12 th February 2024 – Friday 16 th February 2024	Half Term
Monday 19 th February 2024	Whole School Returns 9:00am

ATTENDANCE



7C
Best Class Attendance
w/c 18th December 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 of receipt of the notice. Thereafter, the amount increases to £120 per child per parent or carer if paid after 21 days but within 28 days. 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.

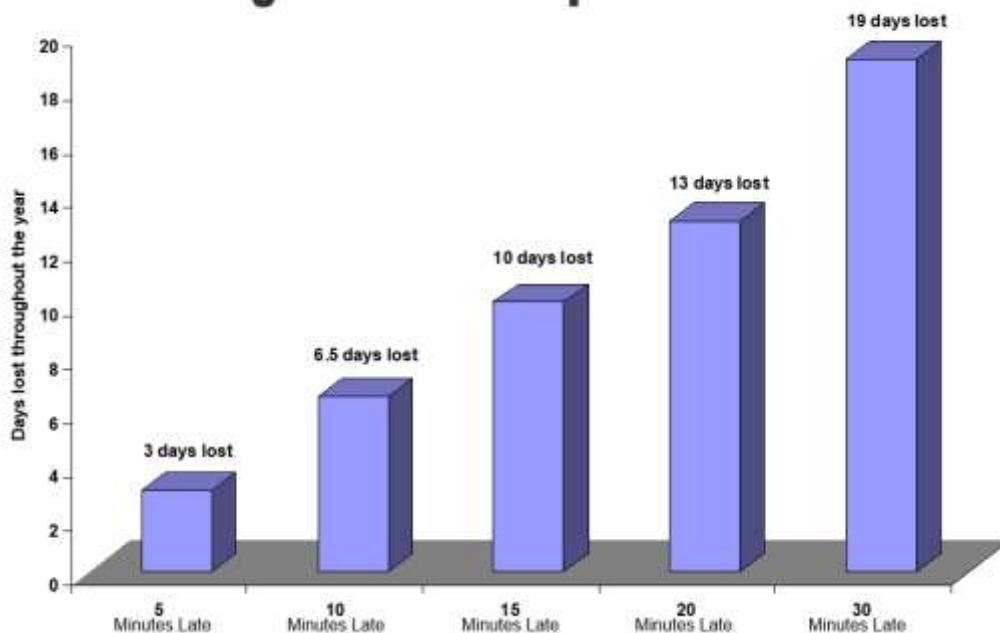
LATENESS

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.

During the last week of term, we registered 8 Lates at a total of 150 minutes; that's over 2 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'.

AFTER SCHOOL CLUBS

KS4 Youth / Sports Club Yr10 & Yr11 Students **ONLY**

Students **MUST** be signed up here in order to attend: <https://forms.gle/GQtxRNCnj7EyaJSr6>

Spring Term Session Dates:

KS4 Youth Club 3:00pm – 5:00pm	KS4 Sports Club 3:00pm – 4:00pm
Thursday 11 th January	Thursday 18 th January
Thursday 25 th January	Thursday 1 st February
Thursday 8 th February	Thursday 22 nd February
Thursday 29 th February	Thursday 7 th March
Thursday 14 th March (Termly trip out)	Thursday 21 st March

LUNCHTIME CLUBS

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

Sticky Craft Club Room 15

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

Science Club

Monday Lunchtime 12:30pm – 1:00pm
Yr11 Students

Book Club

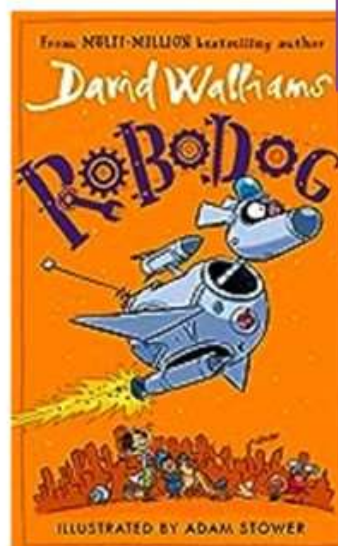
Wednesday Lunchtime 12:15pm – 1:00pm Rm1
All students welcome

We are excited to announce the start of our new lunch time book club. It will run from 12:15pm to 1:00pm every Wednesday in Room 1. All year groups are welcome. If you have a favourite book you would like to share please let Mrs Brown or Mrs Clark know. Students will be able to listen to stories whilst enjoying a yummy hot chocolate!

This weeks' stories: "Robodog" and other favourites by David Williams

Book Club – Room 1- Wednesday

Come and enjoy a hot chocolate and listen to some of your favourite stories by David Williams



UPCOMING STAFF ABSENCES

Monday 15 th January 2024	Mrs Havler (AM)
Tuesday 16 th January 2024	Mrs Havler (AM)
Thursday 18 th January 2024	Mrs Vardy (PM)
Monday 22 nd January 2024	Mrs Palthe (AM)
Monday 22 nd January 2024	Mrs Angelios (PM)

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 or 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 or 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 have 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

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 or 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.

2023/24 TERM DATES

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
Tuesday 19 th March	INSET DAY – School Closed
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	Whole School Returns 9:00am
Friday 19 th July	Finish for Summer Holidays 1:00pm



EASTWOOD SCHOOL NURSE DROP IN CLINIC FOR PARENTS

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?

A member of the Woking School Nursing Team is available **on the 1st Wednesday of every month between 9.30am and 11.30am (including holidays)** at the **Child Health Drop-In at Eastwood Leisure Centre**, Albert Drive, Sheerwater, Woking GU21 5RF.

2024 dates are 3 Jan, 7 Feb, 6 Mar, 3 Apr, 1 May, 5 Jun, 3 Jul, 7 Aug, 4 Sep, 2 Oct, 6 Nov, 4 Dec.

A member of the team will be available 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.

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.

School Nurse Parent Drop In Clinic

Eastwood Leisure Centre Albert Drive,
Sheerwater, GU21 5RF – free parking

1st Wednesday of each month
0930-1130

**2024 dates: 3 Jan, 7 Feb, 6 Mar, 3 Apr, 1 May, 5 Jun,
3 Jul, 7 Aug, 4 Sep, 2 Oct, 6 Nov, 4 Dec**

Come and meet the team

Soft play area and Coffee Shop

We can provide advice and signposting on topics such as:

Toileting

Sleep

Dental care

Healthy eating

Height/weight checks

Behaviour

Mental health

Eating disorders and more

School health care plans

As well as referral support to other services.

