

# **PARK HIGH SCHOOL**



## **INFORMATION FOR NEW YEAR 7 PARENTS 2019**

Please stick your label containing  
information about your  
child here



## **Introduction**

The aim of this booklet is to provide you with information about Park High and it is hoped that it will answer many of the questions that you may have.

At Park High we place considerable emphasis on the partnership between home and school, in the knowledge that by working together we can help to secure your child's happiness and success. We encourage students to show an increasingly mature sense of responsibility for themselves and their work as they move through the school. We are committed to providing an environment which presents students with challenges and allows them to use their initiative.

We have a strong sense of purpose and we encourage our students to be enthusiastic about learning and positive about their future.



## **SCHOOL CODE**

- **Keep safe and keep others safe.**
- **Be part of a school that allows people to learn.**
- **Help others whenever you can.**
- **Bring credit to Park High School in our community.**
- **Make those you care about proud of you.**



## First Impressions by Year 7

My first impression, when I arrived at Park was 'wow'; the school is massive! I was very nervous about finding my way around in the classes and making new friends but I managed and learnt many new things and how to be independent. Now I enjoy this school even more because I have made new friends. My advice to the newcomers is not to worry and smile at all times!

I was scared at first and thought that everything would go wrong! However, when I got here my friends in Year 9 showed me around and everything was all right. Park High has a very kind caring atmosphere. I thought it was very big. I was very nervous at first. I could not find my way around but then some of the helpful Year 11 students helped me. When I saw the sports hall I just could not believe how big it was. There were only a few people from my school who were in my new class but then everyone made new friends very quickly. Some of the lessons were enjoyable and some of the teachers were strict. I thought the children were great and the lunches were delicious.

My first impression of Park High was that the building was very big. I knew that I would get lost but later on in the term I learnt my way around by heart. There are lots of new and exciting things to learn. There are more new people to meet and I made lots of new friends. It's good that the school has a library because if you need to do any work or get a book you can get one.

When I first came to Park High I thought that it was going to be great, I was right; although I was scared I made friends quickly. Everyone was friendly and nice. The teachers made us welcome and everyone was welcoming us. The other students were smiling and the days got better. I first thought that I was going to get lost but I didn't.

## **Tutor Groups**

### **The tutor group:**

Students meet with their tutor every day, at morning registration and tutor time. The tutor monitors the progress of your child and the tutor will be the person you will have most contact with during your child's time at Park High.

Older students readily help the younger students in the school and four older students are attached to each tutor group as 'Buddies'. They help new students to feel welcome and secure. They encourage them to become involved in extracurricular activities and they often offer advice to the younger students.



## **The Key Stage 3 Curriculum**

This Key Stage covers Years 7 and 8 only. Moving to high school requires considerable liaison between schools. Members of staff from Park High and from primary schools have been meeting to discuss the smooth transition from one school to the other. Their discussions have focused on:

- learning and how that is best achieved by each student
- the smooth continuation of work in each area of the curriculum
- the most effective ways of supporting your child in this new school environment

We would encourage you to enter this dialogue with us, both now and during the next five years, via your child's tutor.

At Key Stage 3 the main activities of the school will be to:

- prepare students for the adult world
- give them the skills and the knowledge they need for lifelong learning
- introduce them to a wide range of subjects and studies
- make them more independent and self-aware
- help them to understand how they learn
- give them confidence to join in, ask questions, help others
- lay the foundations for success at GCSE and beyond.

The partnership between school and home is vital and we recognise how important this partnership is in securing every student's success.

### **What do we teach in Key Stage 3?**

English	Art and Design
Mathematics	ICT
Science	Modern Foreign Languages
Design and Technology	Physical Education
Geography	Performing Arts
History	PSHCEe
Philosophy & Ethics	Music

In addition, Year 7 receive an additional Literacy lesson as part of their English provision, designed to build on their foundations from primary school and extend their skills in reading, speaking and listening and writing.

## **Academic Challenge**

There is a high level of expectation throughout the school. Each student is presented with challenges which will enable them to progress at an appropriate pace and to develop a clear understanding of the need to achieve as highly as possible. The striving for excellence provides students with a clear direction in terms of their learning.

Home learning is an important part of the learning process because it expands understanding, consolidates work completed in the classroom and prepares students for future areas of study. Two or three home learning tasks are set per day and this will amount to approximately 1 - 1½ hours of work. Please monitor the quality of the work completed at home and use your child's contact book to check that all work is completed. It is your child's responsibility to record all home learning and, in particular, the due date of all home learning. This will ensure that your child is able to plan and organise their time effectively.

Wherever possible we hope that a satisfactory environment for study is provided at home and that parents monitor the work done.

## **What can I do to help my child?**

Although this needs to be a time of increasing independence for young people, many of the ways in which parents helped at primary school still apply. Simple things like showing an interest and being encouraging can make a big difference to how young people feel about school. It can give them the confidence to try out new skills and ideas and learn from mistakes without feeling discouraged.

## Parents can:

- show an interest
- talk about the school day
- use the school contact book
- attend and contribute to parents' meetings
- discuss home learning tasks
- help your child organise their time and paperwork
- make sure they attend regularly
- find them a quiet place to study
- praise their achievements
- encourage them to attend home learning club and other enrichment activities.

## Useful Websites

<http://www.gov.uk>

A Government advice centre for parents and children.

<http://www.gov.uk/government/organisations/department-for-education>

Department for Education advice

Getting ready for Secondary School

<http://www.bbc.co.uk/schools/parents>

Advisory Centre for Education

<http://www.ace-ed.org/>

an independent national advice centre for parents.

<http://www.thinkuknow.co.uk>

A website with some very useful advice about keeping your child safe on line and using other IT based communications.



## **Rewards**

Recognising achievement and giving praise is an important part of our work. To do this achievement points are logged on our computer system and awarded to individual students. Certificates and badges are awarded when a number of achievement points have been received. Each tutor group is encouraged to work as a team and the group receiving the most merits is presented with a prize.

Every year group has a celebration assembly to which you will be invited. These assemblies celebrate success of all types and soon become familiar, important events in students' calendars.

## **Achievement points**

### **Discipline**

High standards of behaviour are expected. The school aims to be well organised, caring and disciplined. Where praise and reward do not manage to encourage good behaviour then sanctions are used. There are a variety of sanctions and the main one is the detention. Students can be detained for up to 15 minutes without prior notification. If a more serious sanction is required, longer detentions are given and parents are notified in advance. We would appreciate your support with this.

### **Clubs and Activities**

There is a wide variety of enrichment on offer at Park High. We expect every student to take part in at least two of the activities on offer each week. We expect students to join them in the knowledge that involvement in these activities provides an added dimension to their education. The number of clubs grows each year and if your child has a particular interest encourage them to tell us, many clubs have started this way!



## **Communication**

### **Reports and parental consultation**

There will be a parents' consultation event when you can meet key members of staff who will have an overview of your child's progress. Each term, you will have access to information about the level of attainment, engagement and the standard of behaviour for your child in each subject area. They will identify the achievement made and help us generate targets for the future.

### **Review Day 1 and 2**

These dedicated days for 1:1 tutor/student appointments, which focus on reflection of learning habits and an opportunity to plan ways forward. We also know that such a day is greatly enhanced by parents and carers attending. We appreciate your active role in the review process.

### **InTouch**

At Park High School SIMS InTouch is our method of communication between school and home with parents/carers; you do not need login details to use this service. **The school does not send home copies of letters or important information regarding the school day by any other means.**

It is imperative we have up to date contact information for you in case of an emergency and also to send communications successfully.

### **The contact book**

At the beginning of each year students receive a contact book. Please ensure your child brings it to school every day. We have found this book to be an extremely useful method of communication. There are pages in the book for your child to record homework details and there are pages for notes and messages to be written on. There will also be comments from teachers about your child's progress. Please feel free to write comments in the contact book. The contact book will be read by the tutor and by any subject staff to whom comments are addressed. It will be signed by the tutor each week and we ask parents to do the same. It is in your child's interest that you check the contact book regularly; we appreciate your support with this.

Please make sure you fill out the page in the contact book detailing the lunchtime arrangements for your child. Students who are allowed to go home for lunch will not be allowed to do so unless this page has been signed by a parent or carer. There are also other home school agreements that must be signed.

### **Reporting absences**

If your child is going to be absent from school please ensure that you telephone the school by 8.30 a.m., detailing the reason for the absence.

Medical appointments are expected to be arranged in times outside of the school day. On the rare occasion this is not possible, please do contact the school in advance of a medical appointment with details.

## **Attendance**

You are required to phone the school every day of your child's absence. Absences of more than 3 consecutive days, including days that go over a weekend, will require either proof of attendance from a medical practice or a medical letter.

We place great importance in ensuring all pupils are present in school every day. Pupils who still have 100% attendance figures by the end of the year are significantly more likely to meet their academic progress targets.

**Please note that the school does not support or authorise any holidays during term time.**

## **Punctuality**

We consider punctuality to be a key aspect in aiding your child's learning. Pupils are expected to arrive in school before 8.30. If pupils arrive late to school, they receive an afterschool detention the same day. If pupils receive a number of lates to school or lessons in the same week, they will receive an official longer detention afterschool.

Those pupils and classes who have excellent punctuality and attendance are recognised and awarded with celebration assembly certificates and prizes.

# The School Day

**08:30**      **School gate closes (all students should be on site)**

**08:40**      **Registration**

09:00      Period 1

10:00	Period 2
<b>11:00</b>	<b>Break</b>
11:20	Period 3
<b>12:20</b>	<b>Lunch</b>
13:10	Period 4
14:10	Period 5
<b>15:10</b>	<b>End of planned teaching day for all year groups, including Sixth Form.</b>

## Year 7 team details

### Tutor details

<b>7 KE/A Mrs S Kerai</b>	s.kerai@parkhighstanmore.org.uk
<b>7 NE/B Mr Serpente</b>	nserpente.310@parkhighstanmore.org.uk
<b>7 BZ/C Mr Stelmaszczyk</b>	bstelmaszczyk1.310@parkhighstanmore.org.uk
<b>7 LP/D Miss L Patel</b>	lpatel25.310@parkhighstanmore.org.uk
<b>7 BA/E Mrs Bayer</b>	m.bayar@parkhighstanmore.org.uk
<b>7 BR/F Mrs Rajaram</b>	bmaddurrajaram1.310@parkhighstanmore.org.uk
<b>7 TI/G Miss Tisson</b>	mtisson2.310@parkhighstanmore.org.uk
<b>7 SC/H Mr Coleman</b>	scoleman17.310@parkhighstanmore.org.uk
<b>7 RD/I Mr Dunne</b>	rdunne8.310@parkhighstanmore.org.uk

**Pastoral support assistant for Year 7 – Mrs Nagle:** knagle.310@parkhighstanmore.org.uk

**Head of Year 7 – Mrs Tackley:** ltackley.310@parkhighstanmore.org.uk

## SCHOOL UNIFORM

Pupils are expected to wear school uniform at all times with the exception of the charity 'non uniform' days and on some fieldwork sessions. We aim to keep the uniform simple, functional and smart. The school's uniform policy is supported by parents, pupils, governors and staff. We rely upon parents accepting a place at Park High School to support us actively in upholding it. Please label all uniform items.

Any student breaking any aspect of this policy will face the possibility of being given a uniform slip - two of these in any one day will result in an official detention.

<b>Blazer</b>	Navy blue, standard style - with school badge.
<b>Pullover</b>	Navy blue, plain knit 'V' neck long sleeves or sleeveless (not cardigan)
<b>Shirt</b>	Standard plain white. Must be tucked into trousers at all times.
<b>Tie</b>	Park High School tie. Each year group has a different coloured tie, which must be smartly tied with the top shirt button fastened. The year 7 tie this year is red. The oak tree must be visible just below the knot.
<b>Socks</b>	Plain grey, navy or white.
<b>Shoes</b>	Suitable plain black or dark brown, with a low heel (not trainers, not canvas, or above the ankle).
<b>Trousers</b>	Plain dark grey or black.
<b>Skirt</b>	Navy blue, plain, suitable length and style, (not miniskirts).
<b>Tights</b>	Plain navy blue, black or neutral.
<b>Trousers</b>	Navy blue, plain, full length, standard cut.
<b>Headscarf</b>	This should be in the school colours: plain black or navy (or white in Summer) and it should be worn so that the school tie is clearly visible. It must be tucked into the blazer where necessary and not be decorative or unduly lengthy to cause a health and safety risk.

1. Denim is not allowed.
2. During extremely inclement weather, it is understood that parents will want pupils to wear heavy-duty footwear. This is quite acceptable on condition that these special items are not worn during the day at school.

## **GENERAL**

**Top coats:** Coats of special value (e.g. leather), or which are not normally associated with school wear (e.g. with emblems, studs etc.) will not be suitable.

**Jewellery:** Jewellery must be kept to an absolute minimum, and any worn will have to be removed for certain practical lessons. No responsibility can be accepted for its loss. Only small, plain stud earrings will be accepted. **No facial or tongue piercings are allowed.**

**Hair & Make up:** Any make-up must be discreet. Hair colouring must be discreet and natural. No vivid colours permitted.

**Long and/or acrylic fingernails** can be a health and safety issue for both the wearer and others in our community. Should any student's nails be deemed to be inappropriately long or sharp, he/she will be required to cut them or have them changed at the earliest possible opportunity; this may involve exclusion until such action is taken.

**P.E. KIT**                    White polo shirt.  
Plain Navy blue shorts  
Red socks.  
Trainers/ football boots.  
Navy blue fleece.  
Shin pads (for hockey & football lessons for both boys and girls).

**Optional items:** Plain navy blue jogging bottoms  
Mouth guard

Two technology aprons are also required and these can be bought from the school when your child commences.

All items supplied by Teenywear School Uniforms, 325 High Road, Wealdstone, HA3 5AQ

**Reviewed Jan 2019**

# To be ready for learning students need to be well equipped. The following items are required:

English dictionary and thesaurus

Pencil case

Blue/black pens (fountain/roller)

Pencils

Eraser

Glue

Calculator

Compass

Rough book

Pencil sharpener

Membership of a local library

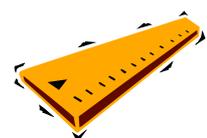
Pocket French, Spanish or German dictionary

Set square

Protractor/angle measure

Ruler

PE kit



## *Aims of PSHCEe at Park High*

The Personal Social Health Citizenship & Economic (PSHCE) curriculum is a programme of learning through which our students acquire the knowledge, understanding and skills they need to live healthy, safe, productive, capable, responsible and balanced lives now and in the future. As part of a whole-school approach, PSHCE develops the qualities and attributes pupils need to thrive as individuals, family members and members of society.

PSHCE contributes to personal development by helping pupils to build their confidence, resilience and self-esteem, and to identify and manage risk, make informed choices and understand what influences their decisions. It enables them to recognise, accept and shape their identities, to understand and accommodate difference and change, to manage emotions and to communicate constructively in a variety of settings. Developing an understanding of themselves, empathy and the ability to work with others will help pupils to form and maintain good relationships, develop the essential skills for future employability and better enjoy and manage their lives. The curriculum encourages them to be enterprising and supports them in making effective transitions, positive learning and career choices and in achieving economic wellbeing. A critical component of PSHCE education is providing opportunities for students to reflect on and clarify their own values and attitudes and explore the complex and sometimes conflicting range of values and attitudes they encounter now and in the future.

We have a high quality provision of PSHCEe at Park which has been recognised nationally. Earlier this year we achieved the FPA Brook award - our RSE programme was shortlisted by a panel of young people as being in the top five in the country for showcasing excellent examples of RSE for a Brook and FPAs report and will now be part of a government guidance report on best practice to be disseminated with other schools. We also work with the British Red Cross at showcasing best practice in First Aid and Refugee education which is also included in a report on best provision in government guidance.

PSHCEe also provides opportunities for student leadership through the PSHCEe Advisory Body and the Pride Youth Network who won an award for their pioneering work. Your child will be invited to join these when they arrive at Park in September. Further information can be found on our school's website.

### *Year 7:*

This PSHCEe curriculum for year seven is drawn from the PSHE Education Programme of Study also incorporating key concepts of citizenship. The Programme of Study can be found here: <https://www.pshe-association.org.uk/curriculum-and-resources/resources/programme-study-pshe-education-key-stages-1%E2%80%935>. It is also informed by the local Chimat profiles, staff, student and parent voice. The year seven PSHCEe curriculum is comprised of six units – each of these are assessed at the end of the half term through a written, canvas based or speaking and listening assessment. There are no formal examinations.

This PSHCEe curriculum for year seven begins with a focus on the transition from Primary school to Secondary school and how to adjust to new environment and expectations. This is done through an exploration of resilience, good learner vs good student and health. It moves

on to think about the important topic of Bullying and E-Safety where students reflect on how to use the internet and social media safely and identify what bullying looks like and how to prevent it/deal with it. The next unit focuses on management of risk and prioritising personal safety with a focus on topics such as road and fire safety. This is followed by a unit discussing what puberty is and the changes it brings and some of the myths about body image. The next changes each year depending on UNICEF 'Day for change' but is always linked to themes of global citizenship and helping others. Finally students consider how to perform basic first aid both in terms of practical and emotional support as well as how and when to dial 999.

All these curriculum topics are looked at using a variety of learning strategies including role play, discussion, debating, writing, and interactive learning techniques. They allow students to develop their self-awareness whilst broadening their understanding of the world and developing key skills such as empathy, critical thinking and collaboration. Recommended websites/sources for support can be found on the website.

*The programme is always under review to keep up to date to ensure it meet the needs of the students and in response to current issues/topics. For this reason, there may be some changes to the curriculum during the year. If there are any key areas/topics which you feel should be addressed and currently aren't please contact our Head of PSHCE.*

*Relationships and Sex education (SRE): Parents do not have the right to withdraw their child from RSE that is part of National Curriculum Science. Parents do have the right to withdraw their child from other aspects of the programme (that are not statutory) that may be taught in PSHCE. If a parent wishes their child to be withdrawn from RSE lessons they should discuss this with the Headteacher and Head of PSHCEe and make it clear which parts of the programme they do not wish their child to participate in.*

## **Key dates for Year 7**

- Phasel's Wood Trip – Friday 4 October
- Winter Celebration Assembly - Monday 2 December
- Review Day 1 – Thursday 12 December
- Review Day 2 – Friday 13 March
- Summer Celebration Assembly, Parents' Evenings & Exams are to be confirmed.



**TERM & HOLIDAY DATES 2019/20**  
**AUTUMN TERM 2019**

Monday 2 September	Staff Development Day*
Tuesday 3 September	Staff Development Day*
Wednesday 4 September	First day of term for all students
Wednesday 16 <sup>th</sup> October	Performance Development*
Monday 21 October - Friday 25 October	Half Term Holiday (dates inclusive)
Monday 28 October	Reading & Research Day*
Friday 22 November	Wellbeing Day*
Thursday 19 December	Last day of the Autumn Term

**SPRING TERM 2020**

Monday 6 January	First day of term for all students
Tuesday 11 February	Curriculum Development*
Monday 17 February - Friday 21 February	Half Term Holiday (dates inclusive)
Friday 3 April	Last day of the Spring Term

**SUMMER TERM 2020**

Monday 20 April	First day of term for all students
Friday 8 May	May Day Bank Holiday
Monday 25 May – Friday 29 May	Half Term Holiday (dates inclusive)

Thursday 11 June

Staff Development Day\*

Friday 17 July

Last day of the Summer Term

Monday 20 July

Staff Development Day\*

Tuesday 21 July

Staff Development Day\*

**\*Students are not in school on these days**