



# COLNE PARK HIGH SCHOOL



5 Little Boys Photography

## **New Parent Information Booklet**

**June 2021**

Dear Parent/Guardian

I hope this letter finds you and your families safe and well. It is with sadness that this event cannot happen in person, but I am confident the information in our transition offer will prepare you and your child/ren for the exciting new chapter in their educational journey. The transition from primary school to secondary school is one of the most exciting yet critical times in a young person's life and I am certain that students will have a happy and successful transition allowing them to build solid foundations for being the best they can possibly be as they progress through school. This is the start of a strong partnership between your family and Park High School and although we are unable to open the doors and welcome you in for our new parents evening we have endeavoured to take all the action necessary to ensure this transition is as smooth as possible for your son / daughter.

This Parents Information booklet and the PowerPoint includes all the information to assist you with issues that will be of most immediate concern such as school uniform, school rules, expectations and transport. Further information can be found on our new school website [Park High School](#). We do appreciate that receiving such a large amount of information may at times be difficult to digest so please do contact the school if you have a question or concern. Please ring school on 01282865200 (between 8:30am and 4:00pm) or email [newstarters@park-high.co.uk](mailto:newstarters@park-high.co.uk).

At Park we pride ourselves in being a school with a long-standing tradition of strong family values at the heart of our local community. Our school is characterised by a drive to raise aspirations and bring out the best in each and every student. We are determined that no student will be left behind in either their academic or personal development and we hope that you thoroughly enjoy being part of the Park family. The staff at Park really cannot wait to welcome you and our new students face to face.

Please do not hesitate to ask for clarification on any issue that concerns you.

Yours sincerely

**Mrs C Eulert**

Headteacher

## Park High School Ethos

We are a school committed to raising aspirations and bringing out the best in all students.

Our school is a family, underpinned with excellent, positive relationships between staff and students. Our school is a respectful community, characterised by acts of kindness, ensuring there is no harm to any individual.

We will develop resilient, communicative and organised young people, the leaders of the future with drive and initiative to be the best that they can be. All leading to examination success that opens doors to the future where no student is left behind.

### Senior Leadership Team

<b>Executive Head Teacher</b>	Mr J Tarbox
<b>Head of School</b>	Mrs C Eulert
<b>Deputy Headteacher</b>	Mrs R Howlett (Quality of Education)
<b>Deputy Headteacher</b>	Mr G Jackson (Behaviour and Safety)
<b>Assistant Headteacher</b>	Mr J Allen (Raising Standards and Assessment)
<b>Assistant Headteacher</b>	Mrs C Atherton (Quality of Education)
<b>Assistant Headteacher</b>	Mrs J Casper Smith (Personal Development, Behaviour, and pastoral care)
<b>Assistant Headteacher</b>	Mrs C Bridges (Personal Development, Behaviour, and pastoral care)
<b>Assistant Headteacher</b>	Mr M Calvert (Curriculum)

## **The Pastoral Team**

**Head of Wellbeing**

Mrs A Coward

**Directors of House:**

**Dragon -**

Miss S Towers

**Griffin -**

Miss S Heafield

**Pegasus -**

Mr A Spencer

**Phoenix -**

Mr D Curran

**Head of Year 11 -**

Mrs S Huntingdon

## Park High School Form Tutors 2021-22

Form	Tutors	Form Room	Prep Room
<b>House Dragon- Miss Towers (STO) / Mr Heath (BHE) / Mrs Duxbury (SDU)</b>			
C	Mrs Thrupp (JTH) / Mr Tillotson (JTI)	R7	R8
P	Miss Ahmed (SAH) / Mr Panaro (SPA)	G11	R6
A	Miss Lister (DLI) / Miss McHugh (NMC)	D4	R7
R	Ms Baines (KBA) / Mr Pickard (MPI)	R10	R10
K	Miss L'Atif (NLA) / Miss Raw (JRA)	G6	R2
H	Mrs Duxbury (SDU) / Mr Goode (DGO)	G9	R11
S	Mr Curran (ACU) / Mr Heath (BHE)	D7	R9
<b>House Griffin- Miss Heafield (SHE) / Miss Davy (CDA) / Mrs Metcalfe (KME)</b>			
C	Mr Thompson (SJT) / Miss Townson (JTO) / New TA	G5	E1
P	Miss Johnson (DJO) / Mr Rigby-Wilson	E3	E3
A	Mr Goodall (JGO) / Mr A Dunne (ADU)	E7	E7
R	Miss Wild (AWI) / Mrs Harris (AHA)	R11	E4
K	Mrs Anwar (SAN) / Mrs Lunney (CLU)	R12	E5
H	Mrs Barrett (JBA) / Mrs Butler (LBU)	R3	E6
S	Mrs Metcalfe (KME) / Mrs Robinson-Haworth (KRH)	D10	E2
<b>House Pegasus- Mr Spencer (ASP) / Mr Hope (LHO) / Mrs Southern (JSO)</b>			
C	Miss Ratcliffe (FRA) / Mr Hope (LHO) /	E1	R12
P	Mrs Gibbons (KGI) / Mrs Ireland (NIR)	D8	R14
A	Miss Gibson (HGI) / Mr Parish (TPA)	R15	R15
R	Miss Mitchell (EMI) / Mrs Baldocke (MBL)	R13	R13
K	Mrs Woollacott (RWO) / Dr Farry (JFA)	R19	R1
H	Mrs Parker (APA) / Miss Kelly (NKE)	D9	R3
S	Mr Orme (ROR) / Mrs Southern (JSO)	R5	R5
<b>House Phoenix- Mrs Bridges (CBR) / Mr Curran (DCU) / Mrs Sims (ZSI)</b>			
C	Miss Derbyshire (LDE) / Miss Clegg (JCL)	G8	G9
P	Mr Schofield (RSC) / Mr Lowden (DLO)	G12	G5
A	Mrs Kegg (GKE) / Mrs O'Brien (COB)	R14	G7
R	Mrs Carson (GCA) / Mrs Sims (ZSI)	G15	G15
K	Miss Rashid (NRA) / English NQT	D6	G8
H	Mr Hird (DHI) / Mrs Maylett (DMA)	D3	G6
S	Miss Fishwick (TFI) / Mr Fowler (JFO)	R1	G10
<b>Year 11- Mrs Huntingdon (SHU) / Mrs Lowden (FLD) / Miss Coffey (KCO)</b>			
C	Mr Wilkinson (MWI)	R8	D3
P	Mrs Watson (KWA)	E6	D10
A	Miss Chambers (ECH)	E4	D4
R	Mrs Simcoe (GSI)	E2	D9
K	Mrs Thompson (STH)	R2	D8
H	Mr Hughes (AHU)	R6	D7
S	Mrs Whitaker (KWH)	R9	D6
B	Mrs Cassells (SCS)		
T	Miss Davy (CDA)		

## Curriculum Leaders 2021-22

<b>Mrs G Simcoe</b>	<b>Director of English</b>
<b>Mrs K Whitaker</b>	<b>Director of Mathematics</b>
<b>Mr J Fowler</b>	<b>Science</b>
<b>Mr S Thompson</b>	<b>Humanities</b>
<b>Mr M Wilkinson</b>	<b>Business &amp; Computing</b>
<b>Mrs R Woollacott</b>	<b>Religious Studies</b>
<b>Miss E Mitchell</b>	<b>Modern Foreign Languages</b>
<b>Mr R Orme</b>	<b>Physical Education</b>
<b>Mrs D Lister</b>	<b>Technology</b>
<b>Mrs S Newall</b>	<b>Creative &amp; Performing Arts</b>

# School Information

## Attendance and Punctuality

### Be Ready to Learn

Great attendance underpins all aspects of school and working life. Great attendance leads to higher achievement and more successful transitions through our lives so we can be the people we want to be. Excellent attendance is classed as 99% attendance and 97% is classed as good attendance which is no higher than 5 absence days a year.

Attendance and achievement are obviously closely linked and low attendance can be an indicator that there may be circumstances either at school or at home which need to be addressed.

#### Expectations

- **Students are required to attend school by law.** Park High School students should aim for attendance of 100%.
- **Contact is required from parents in the event of absence.** Please contact the school before 8.30 a.m.
- **Registration starts promptly at 8.40am.** Students should arrive fully prepared for school and ready to learn by 8.30 am. Same day detentions are given to students who arrive late with no acceptable explanation received from parent. Parents and students will be emailed if a student is late. Persistent lateness to school will be part of the school sanction procedures.

#### Reasons for Absence in Term Time

**Medical appointments** – non urgent medical appointments should be made outside of school hours where possible. If such an appointment is necessary, please try to arrange for your child to leave school at a lesson changeover time to ensure minimal disruption. Minor medical appointments do not warrant a full day of absence and attendance is expected before and/or after the appointment where possible. Please produce dental or medical appointment letters when possible.

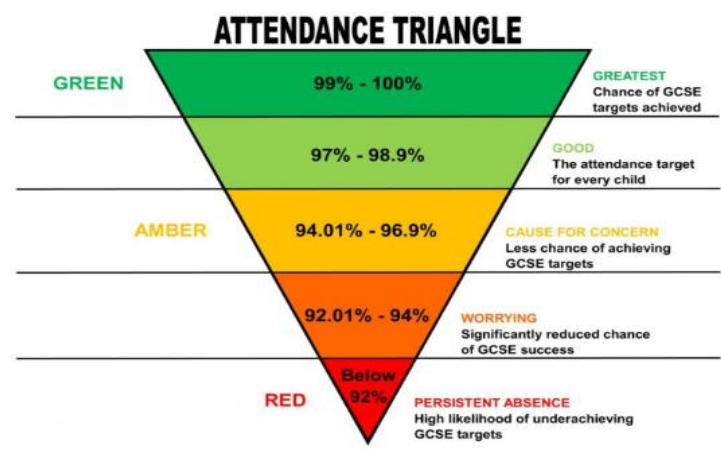
**Absence due to illness** – Please contact the school by 8.30 a.m. on the first day of absence. On the day of return, students should give a letter to their tutor to cover the whole period of absence or send an email and copy in Attendance.

**Other absence** – Absence in term time for other reasons cannot be authorised unless there are exceptional circumstances. Penalty Notices are issued for poor attendance and unauthorised holiday absence.

Please remember that term time is for 40 weeks of the year. Students have 12 weeks of half term and end of term breaks. Absence during term time should only be in the event of illness or injury.

The Attendance Officer is always available to discuss any issues which may affect our students' attendance.

Students who have 3 or more periods of absence will be expected to attend a Health Meeting with their parents to ensure they maintain high attendance.



All our students are expected to aim for attendance in the Green groups.

Students with attendance in the other groups and below 97% are at a serious risk of underachievement.

Parents will be updated every half term with their child's attendance percentage so that any problems can be identified as early as possible.

Students with attendance below 90% are deemed persistently absent and referrals are made to the Legal Attendance Officer if our interventions fail to bring a sustained improvement. Penalty Notices can be issued for cases of poor attendance.

#### Top Attendance Tips

- Always prepare the night before school – pack schoolbag with necessary equipment for the next day, check homework has been completed and ensure uniform is ready.
- Monitor and restrict access to social media, phones and tablets. These devices should also be switched off at least one hour before sleep.
- Have regular bedtimes at a reasonable time.
- Be aware of your child's timetable and look out for any signs of reluctance to attend on specific days.
- Contact the Attendance Office if you have any concerns or questions.

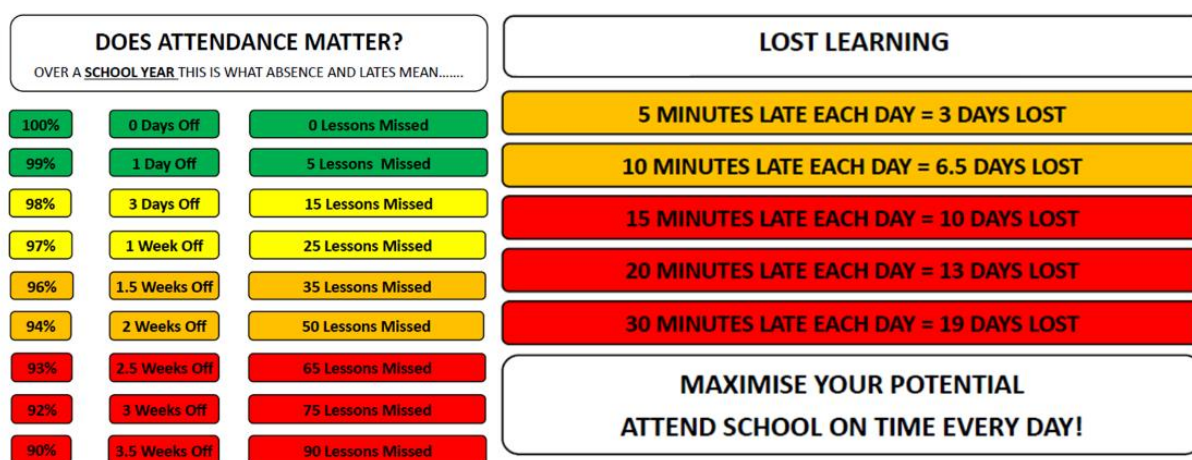
#### Try to stay healthy

- Encourage students to have breakfast before leaving for school. Our Canteen is open in the morning before school.
- No energy drinks are permitted in school and we appreciate parents' support to encourage our students to make healthy choices. Energy drinks will be confiscated from students if they are brought into school.
- Drink water and hydrate during the school day.



- Wash hands often and certainly before eating and having used the toilet. The school has hand sanitiser units which reduce the chance of catching illnesses, all students should use them twice a day.
- Take a walk in school grounds during lunchtime and get some fresh air, especially during the Summer Term.

It is our joint responsibility as parents, teachers, support staff and the wider community to equip our young people with the life skills they need to thrive at school and cope with the expectations of future education and life beyond. Your support and encouragement to adopt a healthy diet and lifestyle will help build both physical and emotional strength and resilience as our students move through the years at Park High School. The diagram below shows the number of lessons missed over the year with certain percentage attendance.



## School Communication

**Friendship problems** - if your child is unhappy at school please contact their Form Tutors in the first instance.

**School transport** - if you or your child have any queries or concerns about buses, inform their Form Tutor who will offer advice on the situation or suggest another member of staff who can deal with it.

**Prep work** - specific concerns about the setting of prep work or other issues related to the context of prep work should be addressed to the subject teacher. More general issues about prep work should be addressed to the Form Tutors who oversee the daily prep session.

**Equipment** - concerns about equipment lost in class should be directed to the subject teacher taking the lesson. Equipment lost outside lesson time should be discussed with the Form Tutors.

If you have any concerns or queries about specific subjects, please contact the relevant subject teacher or Curriculum Leader. This can be done by a letter or telephone call, although it must be appreciated that teachers are generally teaching and a message will be passed to them so they can contact you at a mutually convenient time.

We shall endeavour to get back to you within 24 hours; however, this is not always possible. Please allow us 48 hours to respond to your query.

## **Lunchtime Routines**

Students will not be allowed off site at lunchtimes. Students can have school lunches or bring a packed lunch. Please see the enclosed letter regarding the My Child at School app with reference to payments.

## **School Uniform**

**Students at Park High School are expected to wear their school uniform with pride. We believe that wearing a uniform promotes a sense of belonging to the school community. It also helps to develop a sense of formality and purpose to the school day.**

**We expect all students to wear their uniform, be smart and presentable both in school and when representing the school outside of the school gates**

Please note: From September 2021 the uniform and PE Kit listed below will be compulsory for all students in Year 7 and is optional for students who are in Year 8 and above until March 2022. These students will have 6 months to transition into Park High School's new uniform:

### **Uniform:**

- Green blazer with yellow braid and Park High School logo.
- Plain white collared shirt, tucked in with top button fastened.
- Black tie with House coloured logo, worn at an appropriate length.
- Green and grey Park High School tartan pleat skirt\* worn between mid-thigh and knee- length.
- Straight leg black trousers, no skinny fit or jean design (boys and girls optional).
- Plain white or black socks or tights.
- Plain black, flat shoes. These must not be canvas material, trainers or have a logo.

### **PE Kit:**

- Black shorts or skort with Park High School logo.
- Black PE top with Park High School logo.
- Plain black football socks.
- Plain black jogging bottoms or leggings for **outdoor** PE.
- Plain black hooded top or jumper for **outside.**

## **Suppliers**

At present, our confirmed suppliers are:

- Pendle Village Mill
- Hera Schoolwear, Brierfield
- Shaffi's, Nelson



**New PE Kit with school logo and skirt. Dragon, Pegasus and Seniors ties.**

### **School Jewellery, make - up & hair**

- Students may wear **one pair of matching studs only** in the lobe of each ear and **one small finger ring**.
- Students may also wear a wristwatch, but as with all other permitted jewellery, this may be required to be removed for practical subjects.
- Strictly no other jewellery allowed - students will be requested to remove any other jewellery which will be retained by a member of staff for collection at the end of the day.
- Make-up must not be worn.
- Student hairstyles should be sensible. If in any doubt about the style, please contact the Director of House **beforehand**.
- High fashion styles or **unnatural colours** are not permitted in school.
- Tramlines or any other designs cut into the hair are not allowed.
- Long hair should be tied back during practical lessons.
- Decisions regarding inappropriate hairstyles will be at the Headteacher's discretion.

## **Outdoor Clothing**

Outdoor coats are optional but must be black.

Scarves, hats and gloves are permitted for outdoor use and are also optional.

These must be removed **before entering the school building or students will receive a concern.**

## **Basic Equipment**

**\*\*CONTACT BOOKS MUST BE AVAILABLE EVERY TUTOR TIME, EVERY LESSON AND DURING**

**PREP\*\***

Students will need to provide their own:

- school bag
- pens
- pencils
- rubber
- ruler
- pencil crayons (rather than felt tipped pens)
- scientific calculator and other specialist subject equipment e.g. protractor, compasses etc. - dependent on the subject being undertaken

## **A note from the Maths Faculty**

The Mathematics department recommends either the Casio fx-83 range of calculators (approx. £10 on Amazon), or the Aurora AX-595 model which we sell at Pupil Services in school (£5).

Maths equipment kits are highly recommended and available from Pupil Services (when students start on site) in school which contains a pencil, rubber, ruler, sharpener, protractor and compass (approx £1.20).

## **What happens if students attend school without the correct uniform?**

All students must adhere to the School Uniform Policy. As a school we do understand that problems can occur with students' uniform and appearance. If this happens then parents/carers must provide a letter in the Contact Book explaining the circumstances and when the problem will be rectified. Students will be provided with the relevant item of uniform which they will borrow from their Director and return.

Students who continually wear inappropriate items, make up, jewellery, have extreme hairstyles or who refuse to wear loaned items will be sanctioned. They could be sent home to get changed, isolated in Turning Point or in extreme cases, excluded.

If you are in any doubt about the style or items in this policy, please contact the relevant Director of House

## Inappropriate Footwear

Below is a list of everyday footwear which is not school uniform. The sports footwear listed below is acceptable for timetabled PE lessons only.

- A bathing ape
- Air Walk
- Asics
- Adidas
- Converse
- Diadora
- Fila
- Hi-Tec
- K-Swiss
- Lacoste
- New Balance
- Nike
- Onitsuka Tiger
- Pony
- Pro-Keds
- Puma
- Reebok
- Rockport
- Vans
- Non- brand trainers
- No canvas
- No UGG boots
- No imitation UGG boots
- No other boots

**NB** - Smoking and chewing gum are forbidden in school. Electronic items should not be brought into school. Mobile phones should not be used in school. Phones should be switched off and kept in bags. If a phone is used, or on show in a lesson the student must hand it to the teacher who will take it to reception. The phone can then be collected by the student at the end of the day. If the student refuses to hand the phone to the teacher, or if the phone causes any disruption to the lesson, the phone will be confiscated and parents will be contacted and asked to collect it from reception. We welcome your support in this matter.

We do encourage students to walk or cycle to school. We have secure bike storage on the main car park. However, students who choose to cycle must, in the interest of safety, not ride their bikes in the school grounds and they must wear a helmet. All bikes must be roadworthy and we reserve the right to padlock any bike that does not reach the required standard.

Students are advised not to bring valuables to school. If this is unavoidable they should be left with Director of House or Form Tutor.

## **Prep Work Policy**

### **What is the purpose of Independent Study?**

At Park High School Independent study work is designed to help our pupils to develop the skills and attitudes they will need for successful lifelong learning. Independent study also supports the development of independent learning skills and provides parents with an opportunity to take part in their children's education.

Learning at home is an essential part of the pupils' education. Regular Independent Study work is set because it gives pupils the opportunity to practise at home the tasks covered in class, and helps the pupils work towards improving important skills. It also helps our pupils to become confident and independent in their learning, which will help throughout their time at Park High School and in adult life.

The objectives in giving Independent Study work are:

- To establish consistent study patterns
- To embed knowledge
- To reinforce and consolidate subject matter learned in class
- To develop wider reading and research skills to develop a love of learning
- To establish independent learning skills

### **How can I help my child with prep work?**

- If possible, try to provide a flat and well- lit space to study
- Remove distractions (such as phones and other electronic devices)
- Set aside time for study each day
- Set aside time each week to talk with your child about their studying
- Check your child's contact book to monitor their work and sign in the space provided

### **How will the school help with prep work?**

Your child will learn independent study strategies as part on their Continuous Personal Development in form time with their tutors

## **Prep Work Frequency**

Students will have regular prep work following a prep work timetable.

Prep work can come in a variety of different formats. The following list provides examples of differing prep work activities that your child may be set:

Problem solving	Research
Designing	Wider academic reading
Making a model	Essay writing
Preparing for debates/role play	Practice exam questions
Simple experiments	Retrieval practice
Rote learning cards	

## **What else will my child do as part of their Continuous Personal Development?**

Your child will be able to try a wide variety of activities, including sport, games and crafts as part of our weekly co-curricular offer which will help them to develop their leadership, organisation, resilience, independence and communication (LORIC) skills.

## **School Rules and Code of Conduct for Students**

The standard of behaviour required of students at all times is such that it will bring credit to themselves and ensure the smooth day-to-day running of the whole school community. This will ensure everyone can feel happy, secure and able to thrive. All conduct must be based on consideration for other people. The school rules, therefore, are to help ensure the safety and well-being of all members of the school community.

**The main rule is that everyone will act with respect and consideration for others at all times. This rule centres round the following four main responsibilities for all members of the Park High community. We request our students to:**

- Always put 100% into lessons.
- Respect others
- Dress professionally and be prepared for the lesson
- Always approach lessons with a positive attitude

### **This means that:**

- They always try to understand other people's point of view.
- In class they make it as easy as possible for everyone to learn and for the teacher to teach.

- They move quietly and in an orderly way about the school keeping to the left at all times and helping people, if necessary, by opening doors for them.
- They always speak politely to everyone remembering to say please and thank you.
- They keep the school clean and tidy so that it is a welcoming place of which we can all be proud.
- They take care of all school books and equipment.

Their behaviour travelling to and from school must mirror the standards of behaviour expected in school. When travelling to school they must always remember that Park High School's reputation depends on the way **they** behave and dress.

School Rules and Code of Conduct will be the basis of a **tutor-led discussion for all students at the start of every term**. Termly whole school assemblies will also refresh and reinforce our standards, rules and expectations, so that everyone can be the best they possibly can be and none gets left behind.

### **Sanctions**

Students will be sanctioned if any of the Park High School rules and standards are not met. Some examples of this are:

- \* Incorrect uniform
- \* Lack of organisation or equipment
- \* Incomplete prep work
- \* Behaviour issues

Students will be issued with a concern and an after-school detention. This will be emailed to parents to notify them.

### **Misdemeanours**

These are given to students for the low-level behaviour aspects of student life which affect the whole community.

These are given by any member of staff at any point during the school day.

Two misdemeanours result in after school "Senior Behaviour Detention". For an hour.

Parents of students who have persistent misdemeanour problems will be required to attend meetings to work with the school to improve these issues.

These include:

- An electronic device out in the school building
- Littering on the school site
- Eating in the wrong areas of the school site
- Use of foul/derogatory language
- Poor uniform standard
- Out of bounds
- Uncooperative behaviour
- Horseplay (dangerous or threatening play)



## **Serious Incidents**

The school regards incidents in which a student either brings drugs or alcohol onto school premises, or is under the influence of these substances, as very serious offences. In addition, knives or any other dangerous items must not be brought onto the school premises under any circumstances. Such offences normally result in a permanent or long fixed-term exclusion from school. This applies at all times including during school excursions.

Any student supplying drugs or dangerous items to other students at school, whilst in school uniform or on school excursions, will automatically be permanently excluded from school and the police will be informed. Knives and other dangerous items must not be brought into school under any circumstances. Any student with these items in school is at risk of permanent exclusion.

For full information of all policies please refer to the school website: [www.park-high.co.uk](http://www.park-high.co.uk)

## **Rewards**

There are two categories of credits awarded at Park

- Lessons credits
- The Park Point

Lesson Credits -

- Staff are able to give one up to 2 credits a week per class per student
- 1 Credit for participating in all lessons in that subject per week.
- 1 Credit for very good work per student per subject per week.
- This is regardless of how many times a student sees the teacher per week.
- This means we can reward consistent good work in all subjects. If a student gets 1 credit in English, they have worked well in English all week. If they get 2 credits in Maths, they have worked very well in Maths all week.
- Conversely if a student does not get a credit in a subject they have not worked well in that subject. Students, parents and the school can track where things are going well and where they are not.
- Parents/guardians are encouraged to contact teachers by e-mail if they are not getting credits.
- Certificates are awarded by e-mail weekly to students who achieve Bronze, Silver, Gold and Platinum awards with further prizes.

The Park Point is to celebrate the important other aspects of school life -

- A Park Point is awarded at any time by any member of staff. This is for meeting the park expectations, for example attending extra- curricular activities, helping another student/teacher etc. This can be given an unlimited number of times and will be tracked and rewarded separately to lesson credits.

# **Information and Communications Technology Policy**

*Code of Conduct for the use of Computers & the Internet/E-mail in school*

*School Website Address*

[www.park-high.co.uk](http://www.park-high.co.uk)

## **Introduction**

This policy outlines an acceptable code of conduct for the use of the ICT equipment and systems within Park High School.

The school provides computers and networked resources for student use in teaching classrooms and other resource areas. As part of this facility, Internet, e-mail and school-owned software are available for use on the proviso that these resources are used for the purpose of education.

It is the school policy to respect all computer software copyrights and adhere to the terms and conditions of any licence to which Park High School is a party. The downloading and/or installation of unauthorised software and applications are expressly forbidden. This includes software downloads from the Internet and from email. Park High School will not condone the use of any software that does not have a licence and any student found to be using, or in possession of, unlicensed software will be the subject of disciplinary procedures.

## **Privacy**

The purpose of the provision of ICT facilities is for use in connection with teaching, learning, research, and other approved activities by the school. The school therefore reserves the right to monitor, inspect, copy and review files and activity at any time and without prior notice.

Each student is given a unique username and password that allows them access onto the system and which also provides them with the ability to save their work into their own secure area. This area must be used for educational purposes only. Routine checks of network storage areas will be carried out without prior notice. Please be aware that cookies are enabled by default.

## **Copyright**

Many of the resources you find on the Internet are copyright protected, including music and video. You may only use all or part of a copyrighted work if you have the copyright owner's permission or if your use of the work falls under a legal exemption. Check the documents you are viewing for appropriate statements indicating copyright ownership and usage. It is your responsibility to respect these rights including all copyrights. Any copyright protected files found during routine checks will be removed and a warning will be given, repeat offenders will receive further disciplinary action.

## **Network and Computer Etiquette**

1. Be polite. Use appropriate language.
2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number.
3. Be careful. Do not jeopardise the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others or impersonate another.
4. Be respectful. Do not intentionally bring viruses; copyright protected material or applications into school.

## **Security and Accountability**

1. Students should not use the services of the school, Internet and/or e-mail to obtain or send such material which is against the law or published school policies (*articles/files which are sexist, racist, obscene, copyright protected or promote illegal behaviour*).
2. Students are advised that all email sent from an email account is the responsibility of the individual account holder.
3. Students are advised that the use of email to send personal data (*e.g. about staff or students*) to a third party is expressly forbidden under the Data Protection Act.
4. Students are advised that the contents of a network account home directory (*H: drive*) and OneDrive are the responsibility of the individual account holder.
5. Students are advised that in the event of a security breach they must inform a member of staff and ensure that passwords are changed in order to be as secure as possible.

## **ICT Equipment Usage**

1. Students must not deliberately damage or vandalise any ICT equipment.
2. Students must not intentionally waste resources, including printer ink and paper.
3. Students must not unplug any cables from the back of machines.
4. Students should treat ICT equipment with respect as it is provided as a tool for education.
5. Students should report any computer problems to a member of staff.
6. Students should not use USB drives to bring in school work, OneDrive must be used instead.

## **Service Usage**

1. Students should always respect the privacy of other users' files.
2. Students should be polite and appreciate that other people might have different views than their own. The use of strong language, swearing or aggressive behaviour is not allowed.
3. Students are advised that computer-based audio services are provided for work-related and studying purposes only.
4. Students are advised that their network accounts will be deleted when they leave Park High School and it is the responsibility of the student to save any files before leaving.
5. Students must ensure they log-off the system correctly.

6. Students must not disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system.
7. Students should not download, use or upload any material which is copyright protected.
8. Students should refrain from sending or displaying offensive messages or pictures.
9. Under no circumstances should students view, upload or download any material which is likely to be unsuitable. This applies to any material of a violent, dangerous or inappropriate context.
10. Students should report any breach of this policy to a member of staff, who will then inform the ICT Technicians.

### **Internet Usage**

1. Students must be aware that access is a privilege, not a right and that access requires responsibility.
2. The internet is provided for educational and research purposes.
3. Students must not use chat or play online games (*unless authorised by a member of staff*).
4. Individual users of the internet are responsible for their behaviour and communications over the network.
5. Student must not share/upload any personal information of anyone (*staff or student*) at the school.
6. Students are responsible for good behaviour on the internet, just as they are in a classroom or a school corridor.
7. General school rules apply.

### **Failure to Follow Policy and Breach of Agreement**

The use of the school's computer network and Internet connection is a privilege, not a right. Any student user found or believed to be using the service inappropriately, will automatically have their entitlement to use this facility suspended without notice. A student user who violates this policy and breaches his/her agreement may have his or her access to the computer network and internet terminated indefinitely.

A student user breaches the agreement not only by affirmatively violating the ICT policy, but also by failing to report any violations by other users that come to their attention. Moreover, a student user violates this policy if they permit another student to use their account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school may also take other disciplinary action.

### **Help and Assistance**

If you have any questions regarding this policy or require help using the school network, please ask an ICT Technician. If you notice someone using the school's ICT equipment or network inappropriately, or would like to report a fault, please ask a member of staff to contact any of the ICT Technicians (ext:244 or by email to the helpdesk).

## A Copy of Home School Agreement (further details for collection will follow)

<b>Student's Name</b>		<b>Form</b>	
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Park High School aims to promote achievement, respect and knowledge within a caring environment which recognises and responds to the needs of the school and its community.

### Parents/Guardians

I / We will try to: -

- see that my child attends school regularly, on time and properly equipped
- support the school's policies and guidelines for behaviour and uniform
- make the school aware of any concerns or problems that might affect my child's work or behaviour
- support my child in prep work and other opportunities for home learning.
- attend parents' evenings and review days
- support the school by ensuring that students attend intervention programmes after school throughout the school year to ensure they maximise their progress and achieve to the best of their ability"
- Support my child's participation in activities involving the wider community

Signature/s: \_\_\_\_\_ Parents/Guardians

### Park High School

The school will try to: -

- care for your child's safety and happiness
- provide a balanced curriculum to meet your child's individual needs
- encourage your child to achieve their full potential
- keep you informed about your child's progress and matters relating to school
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- regularly set and mark prep work
- encourage 100% attendance and use all sanctions at our disposal where attendance falls below the required standard
- provide intervention programmes after school throughout the school year to ensure they maximise their progress and achieve to the best of their ability

Signature: \_\_\_\_\_ Form Tutor

## **The Student**

I will try to: -

- attend school regularly and on time.
- bring all the equipment I need every day.
- wear school uniform and be tidy in appearance.
- do all classwork and prep work as well as I can.
- be polite and helpful to others, showing respect for all students and staff.
- help to keep the school free from litter and graffiti.
- follow all school rules.
- attend intervention programmes after school (when invited) throughout the school year to ensure I can maximise my progress and achieve to the best of my ability

Signature: \_\_\_\_\_ Student

**Parent / Student copy**

## Structure of the School Day

(Monday to Friday)

Time	Activity	
8:40 am	Tutor Time / Assembly (20 min)	
9:00 am	Period 1 (55 min)	
9:55 am	Period 2 (55 min)	
10:50 am	Morning Break (20 min)	
11:10 am	Period 3 (55 min)	
12:05 pm	Lunch (in period 3 room 15 min)	
12:20 pm	Period 4a (55 min)	Lunch 4b (40 min)
1:00 pm		Period 4b (55 min)
1:15 pm	Lunch 4a (40 min)	
1:55 pm	Period 5 (55 min)	
2:50 pm	Prep Time (25 min)	
3:15 pm	End of School	

NB: Draft Structure - The timings of the school day for 2021/22 are currently under consultation.

## Holiday Pattern 2021 – 2022

### **Autumn Term 2021**

*Training Days - Wednesday 01, Thursday 02 & Friday 03 September 2021*

School Reopens Monday 06 September 2021 (Year 7 & Prefects in school 8:40 am / all other students 10:45 am.)

School Midday Closure Thursday 14 October 2021  
(School Closure at 12:05 pm)

*Training Day (Staff Only) Friday 15 October 2021*

Mid Term Closure Monday 25 October – Friday 29 October 2021 inclusive

School Reopens Monday 01 November 2021

Christmas Closure Friday 17 December 2021 at 12:05 pm

### **Spring Term 2022**

*Training Day (Staff Only) Tuesday 04 January 2022*

School Reopens Wednesday 05 January 2022

Mid Term Closure Monday 14 February – Friday 18 February 2022 inclusive

School Reopens Monday 21 February 2022

Easter Closure Friday 01 April 2022 at 2:40 pm

Easter Holiday Monday 04 April – Friday 15 April 2022 inclusive

### **Summer Term 2022**

Easter Monday Monday 18 April 2022

School Reopens Tuesday 19 April 2022

May Bank Holiday Monday 02 May 2022

Mid term Closure Monday 30 May – Friday 03 June 2022 inclusive

School Reopens Monday 06 June 2022

End of Academic Year School Closure on Friday 22 July 2022  
(School Closure at 12:05 pm)

Please note: Due to the circumstances of the Covid 19 pandemic, the above dates may be subject to change. At the time of this booklet going to print, we had not been advised of any changes but these may occur.