

20th August 2024

Dear Parents and Guardians,

I hope that this letter finds you well and rested after the summer break. As a school we are looking forward to welcoming both new and returning students and hope that your children are excited to start their next academic year and to embrace the opportunities that it presents.

Start of Term

The new academic year will start on Sunday 1st September 2024. The start of the school day remains the same as the changes that were implemented last year and the first lesson begins at 7:30am. Please ensure that your child is in school and ready to learn for this time.

For the first day of term only, students will have an extended form time session at the beginning of the day to meet their tutor, collect timetables and to receive very important messages. Year 7 students will have a tour of the school to be shown the key locations and their classrooms. For all years, library books will be distributed, and a welcome assembly will be held, it is therefore imperative that all students are present and on time for the first day of school.

The remainder of the school day will consist of normal lessons, so it is important that students come with the correct equipment on the first day.

School timings

	Start time	End time
Period 1	07.30	08.10
Period 2	08.10	08.50
Period 3	08.50	09.30
Period 4	09.30	10.10
Break	10.10	10.40
Form time	10.40	11.10
Period 5	11.10	11.50
Period 6	11.50	12.30
Break	12.30	12.50
Period 7	12.50	13.30
Period 8	13.30	14.10
End of the day	14.10	

Attendance and punctuality

The importance of attendance and punctuality to school and lessons cannot be underestimated. There is a well-documented link between academic progress and attendance to school. Students who are regularly absent from school or late to lessons miss vital aspects of learning and will be able to make the same levels of progress as students who have better attendance. If a student is ten minutes late to school every day, this equates to 46 missed lessons in a school year.

Regular absence or lateness to school will result in parental contact and consequences as per the attendance policy, which can be found on the school website. Please note that as per the changes to the timetable last year, the first lesson begins at 7:30am, consequently, students will be missing curriculum lessons if they arrive after 7.30am.

In order to facilitate drop-off and ease congestion around the school, the school gates will open at 7.00 am and students may wait in the Courtyard until the doors to the secondary school building is opened at 7.25 am.

Uniform, PE Kit and Equipment

Please refer to the school website for clarity regarding school uniform and the letter that was sent out that contains further information about the directive from the Ministry of Education and Higher Education.

[Uniform | Park House English School\(parkhouseschool.com\)](http://www.parkhouseschool.com/Uniform)

When purchasing new uniform and PE kit please ensure that:

- Shoes are **all black**, with no logos, stitching or edges that are of any other colour.
- Skirts and shorts for girls come to below the knee and that the correct tights / leggings are worn underneath.
- Girls may wear one pair of stud earrings; no other jewellery is permitted.
- For boys in the Sixth Form, a tie must be worn with their shirt.

All students need a well-stocked pencil case also, with a variety of pens including black, blue and red pens for writing with, pencils, eraser, ruler, mathematical equipment, calculator, highlighters and coloured pencils as a minimum. All exercise books and a school planner will be distributed at the start of term along with textbooks and other study materials.

Key Staff Updates

We are delighted that this year we have been able to expand our pastoral team to continue to support student wellbeing and progress throughout the school. Each year group now has its own progress leader who will lead the form tutors for that year, monitor attendance and behaviour, and support students in all aspects of school life.

Your child's form tutor should be your first point of contact for any wellbeing concerns or general queries that you may have regarding your child. Subject specific questions or enquiries should be directed to your child's teacher for that subject. However, I have included key contact details below:

Name	Email	
Mrs. Leanne Danvers	secondaryadmin@parkhouseschool.com	For secondary specific enquiries
Reception	info@parkhouseschool.com	For general enquiries
Absence	absence@parkhouseschool.com	To notify the school of student absence by 8am.
Mr. Gerard Boyle Year 7 Progress Leader	gerard.boyle@parkhouseschool.com	Please contact the relevant Progress Leader for your child.
Mr. Jack Robson Year 8 Progress Leader	jack.robson@parkhouseschool.com	
Mr. Matthew Corfield Year 9 Progress Leader	matthew.corfield@parkhouseschool.com	
Miss Sophie Garnett Year 10 Progress Leader	sophie.garnett@parkhouseschool.com	
Miss Shona Monaghan Year 11 Progress Leader	shona.monaghan@parkhouseschool.com	
Mr. Sam Corrigan Key Stage 5 Progress Leader	sam.corrigan@parkhouseschool.com	
Mr. Michael MacDonald Assistant Headteacher – Ethos &	michael.macdonald@parkhouseschool.com	Secondary Leadership Team



Atmosphere	
Mr. Jack McGuire Assistant Headteacher – Curriculum, Data & Reporting	jack.mcguire@parkhouseschool.com
Mrs. Kerry Walton Assistant Headteacher – Teaching & Learning and Staff Development	kerry.walton@parkhouseschool.com
Mr. Chris Perry Head of Secondary	chris.perry@parkhouseschool.com

Please contact the school if you have any questions or concerns regarding the start of the new academic year. I look forward to welcoming all students to school on Sunday 1st August.

Yours sincerely,

Chris Perry

Head of
Secondary

Park House English School

T: +974 44683800 F: +974 44583785

W: www.parkhouseschool.com

