

21st August 2023

Dear Parents & Guardians,

I hope that you have all had a wonderful summer break and that your children are excited to start the new academic year and the challenge and opportunity that brings with it.

I wrote to you at the end of last term with a few updates regarding the new school day and some key changes to staffing within our pastoral leadership team. I have repeated this information below for ease of reference.

Start of Term and Punctuality

The new academic year will start on Sunday 27th August 2023. Students are expected to be in school and ready to learn by 7.30am. Please note that this is earlier than the previous school day start time and so please make arrangements with drivers and transport for this earlier start.

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. Please do all that you can to ensure your child is present at this time.

The importance of punctuality to school and lessons cannot be underestimated and therefore students who are late to school without good reason, will receive a break time detention each day that they are late, which will be converted to a Thursday after school detention for non-attendance at break. There is no longer a form time at the start of the day and therefore students will be missing curriculum lessons if they arrive after 7.30am. If a student is 10 minutes late to school every day, this equates to 46 full lessons of missed learning in an academic year and missed learning obviously affects outcomes and achievement as well as general confidence and enjoyment of school. Thank you in advance for your support with this small change.

New School Day and Timetables

The new school day for students is as follows:

	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	10.30
Form time 1 Assemblies / Notices	10.30	10.50
Period 5	10.50	11.30
Period 6	11.30	12.10
Break	12.10	12.30
Period 7	12.30	13.10
Period 8	13.10	13.50
Form time 2 Daily guided reading	13.50	14.10
End of the day	14.10	

Please note the earlier start time of 7.30 am and the later finish time of 2.10 pm. The **school gates will open at 7.00 am** and students are invited to wait in the Courtyard until the doors to the secondary school building are opened at 7.25 am.

Individual timetables will be shared with students on the first day of term however, it is important that they come prepared for learning with the correct equipment.

Uniform, PE Kit and Equipment

Please do refer to the school website for clarity regarding school uniform. [Uniform | Park House English School \(parkhouseschool.com\)](http://www.parkhouseschool.com)

When purchasing new uniform and PE kit please do pay particular attention to the requirements regarding shoes needing to be black and polishable (no trainers), skirts being of an appropriate length and also no jewellery should be worn in school. For students in the sixth form please note that the boys do need to wear a tie with their shirt and for all boys the shirt needs to be worn tucked into the trousers.

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

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, these will be sent out to you next week however, I have attached to this email the form room that your child should report to on their first day next week. Similarly, a subject specific class teacher can answer subject related questions that you may have.

The following contact details are also useful for you to be aware of:

Name	Contact Details	
Ana Dick	secondaryadmin@parkhouseschool.com	For all general enquiries
Absence	absence@parkhouseschool.com	To notify the school of student absence by 8am.
Miss Eleanor Barker Key Stage 3 Progress Leader	Eleanor.barker@parkhouseschool.com	For Year 7-9 specific concerns / more serious wellbeing issues
Miss Shona Monaghan Key Stage 4 Progress Leader	Shona.monaghan@parkhouseschool.com	For Year 10 & 11 specific concerns / more serious wellbeing issues
Mr Sam Corrigan Key Stage 5 Progress Leader	Sam.corrigan@parkhouseschool.com	For Year 12 & 13 specific concerns / more serious wellbeing issues
Mr Michael MacDonald Assistant Headteacher KS3	Michael.macdonald@parkhouseschool.com	Secondary Senior Leadership Team
Ms Olivia Mason Assistant Headteacher KS4	Olivia.mason@parkhouseschool.com	
Mrs Kerry Walton Assistant Headteacher KS5	Kerry.walton@parkhouseschool.com	
Mrs Rebecca Saunders Head of Secondary	Rebecca.saunders@parkhouseschool.com	

Please do contact the school if you have any questions or concerns regarding the start of the new academic year. I look forward to welcoming students old and new back to school on Sunday 27th August 2023.

Kind regards,



Rebecca Saunders
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