

Park

Community School

Welcome to Park, Primary Campus

Information for students,
parents and carers 2026-2027

Contents

Introduction	4
School ethos	5
Shape of the day	6-7
Attendance and Punctuality	8
School Routines and Expectations	9
Dress Code	10-12
Making Good Choices	13-14
Curriculum and Learning	15
Class Charts	16
Staying in touch	17
Dates to remember	18
Calendar	19
FAQs	20-21
Parent Code of Conduct	22

Introduction

Dear Parents, Carers and Students,

Welcome to Park Community School.

We are looking forward to welcoming your children to our school in September. Starting strong is important and this booklet aims to give you everything you need to ensure your child makes a great start to the year. Park is a school which strives to help students find what they love; securing strong academic achievement and a wealth of experiences that develop their attainment, resilience and autonomy. Your child is part of this.



All students at Park study a broad curriculum including use of specialist spaces and our off site facilities; small holding, construction skills centre and industrial unit, which is the home of our print shop. Our focus is on building mastery of subjects, fostering a love of learning and passion for a range of subjects and preparing students for success in GCSE examinations and beyond. We summarise our vision for learning through our 'Great Learners' diagram. This emphasises the role of preparing for learning, practising over and over again and finally performing.

Respect leads to success. In choosing Park, you agreed to support us in instilling high expectations regarding effort, attendance, uniform and behaviour. We expect all students to work hard and respect school rules to help everyone to achieve.

We are proud to be a part of Park. The strength of our whole school community and its commitment to students makes us a special school. Together we embrace the challenges and excitements of school life.

This booklet includes reminders that every student and parent/carers will need to understand in preparation for September. Please take time to read through them all with your child prior to their September start.

We look forward to working together throughout the new academic year.



Christopher Anders



Ella Capaldi

much
more than
just a **school**

School Ethos

Park's goal is 'Success for all through attainment, resilience and autonomy'. This is achieved by supporting each student to ensure they are given the opportunity to succeed. We are preparing students for their next steps in life and the world of work. This means they must be increasingly independent. We have high expectations and pride ourselves in being disciplined, smart and friendly. We expect mutual respect, hard work, good manners and a positive attitude from all. We are proud of our school and expect everyone to demonstrate this pride through their actions every day.

We describe ourselves as 'Much more than just a school' because we provide opportunities and support that most schools cannot. This ethos continues to drive our actions regarding curriculum and support.

Class teacher

The first point of contact for every student is the class teacher. If you are dropping or collecting your child you will meet the teacher everyday. This is an opportunity for short communication and if further time is needed please arrange with the teacher a suitable time to meet.

House System

Every student is allocated to one of three houses: Red, Blue and Green. Within each house, students will develop a strong sense of identity, competition and support.

Special Educational Needs

Park has a range of support for students with special educational needs. This includes a combination of groupings, support in class and interventions. In class, Learning Support Assistants will sit with children to support them. Interventions will be delivered in the class or in a learning space outside the classroom. If you have any questions about SEND support, please contact Miss Moore, our SENDCo.

Extra-Curricular - Finding what you love

Our wide range of extracurricular activities, run every day after school. We expect all children to attend at least one after school club every week.

Breakfast Club

Breakfast club is open every morning from 7.30am for a free healthy breakfast. Breakfast club is free of charge to all year groups. Bookings must be made through Tucasi.

Shape of the Day

Our start and finish times for the school day are below. Students must arrive on site by 8.30am.

Monday		Tuesday	
7.30	Breakfast Club (Open to all children)	7.30	Breakfast Club (Open to all children)
8.25	Teacher start time / gates open for children to arrive	8.25	Teacher start time / gates open for children to arrive
8.30	School day begins with soft start activities	8.30	School day begins with soft start activities
9.00	Whole School Assembly	8.45	Morning Session
9.15	Morning Session	10.45	
10.45	Break 15 mins All Years	10.45	Break 15 mins All Years
11.00	Morning Session	11.00	Morning Session
12.00	Lunch	12.00	Lunch
12.45	Afternoon Session	12.45	Afternoon Session
15.00	End of the school day / enrichment activities begin	14.45	Infant assembly / Junior class assembly
16.00		15.00	End of the school day / enrichment activities begin
		16.00	

Wednesday	
7.30	Breakfast Club (Open to all children)
8.25	Teacher start time / gates open for children to arrive
8.30	School day begins with soft start activities
8.45	Morning Session
10.45	Break 15 mins All Years
11.00	Morning Session
12.00	Lunch
12.45	Afternoon Session
14.30	Whole School Amphitheatre assembly
15.00	End of the school day / enrichment activities begin
16.00	

Thursday	
7.30	Breakfast Club (Open to all children)
8.25	Teacher start time / gates open for children to arrive
8.30	School day begins with soft start activities
8.45	Morning Session
10.45	Break 15 mins All Years
11.00	Morning Session
12.00	Lunch
12.45	Afternoon Session
14.45	Junior assembly / Infant class assembly
15.00	End of the school day / enrichment activities begin
16.00	

Friday	
7.30	Breakfast Club (Open to all children)
8.25	Teacher start time / gates open for children to arrive
8.30	School day begins with soft start activities
8.45	Morning Session
10.45	Break 15 mins All Years
11.00	Morning Session
12.00	Lunch
12.45	Afternoon Session
14.30	Whole School Celebration Assembly
15.00	End of the school day / enrichment activities begin
16.00	

Attendance and Punctuality

Attendance and Punctuality

At Park we expect excellent attendance from everyone and recognise that when students are fully engaged in their learning and happy in school, their attendance is likely to be strong. In addition, engagement with parents and carers and the recognition of any barriers affecting attendance are key elements of our attendance strategy. Please ensure your child attends school every day. Our attendance team are here to support you with your child's attendance.

Attendance Streaks

Students are rewarded for maintaining attendance streaks. Attendance streaks are continuous days of attendance. These are often themed at certain points of the year to reward and encourage attending school everyday.

Punctuality

Students must arrive to their classroom by 8.30am.

Late Process

- Students arriving after 8.45am will need to enter the school through the main office. They will then be escorted to their class.
- It is the responsibility of all parents/carers to make sure that their children arrive on time to school. Persistent lateness may lead to a meeting with the attendance team.

Absence from School

Please telephone the school on the same day before 8.15am or use the Class Charts app to inform us of the reason. Telephone: **023 92 489800**. If we do not receive a message we will send you a text which we expect you to respond to promptly. If we are unable to gain a response, we will visit your home.

Illness during the school day

If a child feels unwell they should inform their teacher. If necessary, you will be contacted to collect your child or they will continue with their school day.

Support

If you need support in helping your child attend school our home liaison team are here to help.

Absences and family holidays

Holidays during term time will not be authorised. Fines are issued.

School Routines and Expectations

Children being ready to learn is central to life at Park. This begins with routines at home, including packing of school books and equipment and wearing our school uniform with pride

Arrival to school and line up areas

- Free breakfast from 7.30am.
- Students should arrive at school for 8.30am when the gates open. Line ups happen after every break and lunch in the designated area.
- In the morning, the class teacher and LSA will check Uniform (including hair, jewellery and make up), mobile phones are handed to the classteacher and locked in the main office until the end of the day. For any students not in the correct uniform parents will be contacted and depending on the reason students will be either loaned uniform or sent parents/ carers will be asked to collect their children so they can go home to change. Students will not attend lessons in the incorrect uniform.
- Students are expected to bring their book bag everyday. This will be checked every morning.

Movement around School

- Students walk quickly and quietly on the left-hand side of the corridor.
- Outdoor coats should not be worn inside the school building. Please note that hoodies should not be worn at all on the school site and may not replace items of school clothing.

Seating plans in classrooms

Class teachers will allocate student seats according to their seating plans.

Permission to leave class

- Students should not leave their lessons unless there are exceptional circumstances.
- If another member of staff requires a student for a meeting or intervention, they will collect them.
- If a teacher allows a child to leave class to visit the toilet or library, they will be given a pass card.

School Meals

Our award-winning chefs will continue to provide freshly prepared hot and cold meals every day.

From September 2026, Free School Meals are available to children whose parents/ guardians are in receipt of Universal Credit. All students in Years R, 1 and 2 are entitled to Free School Meals. Parents / carers will still be required to choose which option their child would like.

Dress Code and Equipment

At Park Community School our school uniform is used to help create a strong sense of belonging. It helps students to be proud to be part of Park and creates a clear identity for our school.

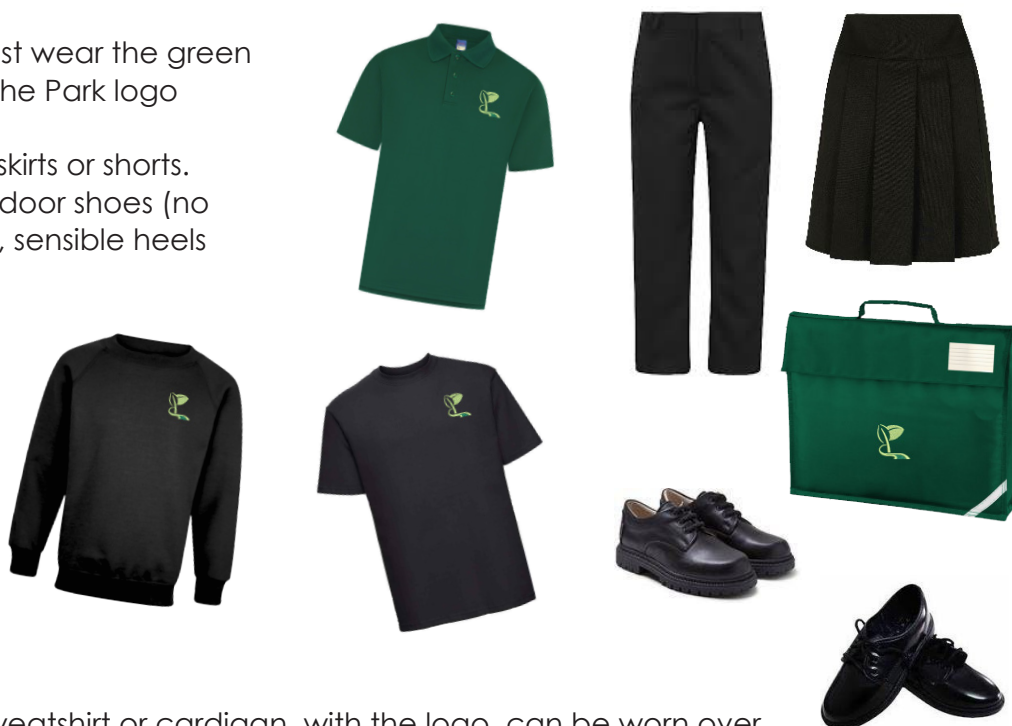
School uniform items are designed to balance smartness, practicality and reasonable cost. School uniform providers take time to ensure the quality of their clothing is hard wearing and can cope with many washes. PE kit is used to ensure children's hygiene is maintained so is different to the main uniform.

We limit branded items to help reduce the cost and give students and parents choice.

All Years

Required Uniform

- All students must wear the green polo shirt with the Park logo everyday.
- Black trousers, skirts or shorts.
- Black plain outdoor shoes (no logos allowed), sensible heels only.



Optional Uniform

- A black Park sweatshirt or cardigan, with the logo, can be worn over the top.

Dress Code and Equipment

Outdoor Coats

Outdoor coats should be dark in colour, e.g. black or navy and should have no large logos. Coats will be removed before students enter the school building. **Note:** hoodies, fur, denim and studded leather jackets are not appropriate as outdoor coats for school and may not be worn around school.

Shoes

Plain black outdoor shoes (no logos allowed), sensible heels only.



Required PE Uniform – All Years

- Plain black round neck t-shirt with logo.
- Plain black shorts, black tracksuit bottoms or black leggings (any supplier).
- Trainers – non-marking sole with laces, providing support to ankle and foot (any supplier)
- In wet weather black sports coats maybe worn
- PE kit can be worn all day on the days that students have PE or dance.



Note: Students will require PE kit for all PE lessons. When unable to participate as a performer they will be coaching, officiating and leading, so are required to change.

Make Up

- Make up is not permitted in any year group.
- False eyelashes are not permitted in any year group.
- False nails or excessively long nails are not permitted at all.

Jewellery

- One pair of earrings (studs or small sleepers – little finger size) and one bracelet.
- Jewellery must be removed for PE and Performing Arts.

School takes no responsibility for any lost items.

Tights

Tights must be plain black or opaque (not patterned).

Hairstyles

- Hairstyles should be reasonable.
- For guidance, extremes of fashion and colour are not acceptable and may result in a student being isolated. For example, hair dyed to an unnatural colour, two different colours or tracks cut into hair is unacceptable for school. Hair styled into excessive crests, Mohicans or spikes are also inappropriate. Hair may be coloured a subtle natural shade or styled. Hair should be graduated and not distinctly different lengths.
- Hair should be tied up for practical lessons.
- If in doubt please speak with Mrs Leach or Mr Bourton before dyeing or styling.

Tattoos

- Tattoos and decorative implants are not allowed and should not be seen in school.

Dress Code

Students will not be permitted to attend lessons without the correct uniform. If students are not wearing the correct uniform:

- **Shoes** - We will give a pair of black plimsolls to any child who is temporarily without the correct shoes
- **Uniform items** - We are able to lend these temporarily until parents/carers can sort the correct items.

We may contact parents/carers to collect students and take home to rectify the uniform then return to school. Students may be asked to work in isolation if they are unable to go home and rectify the issue.

Repeated rule breaking will lead to more severe sanctions, including suspension.

Parents who are unable to purchase the correct uniform for their child due to financial difficulties should approach the school to seek advice and further guidance.

The final decision on all matters of uniform and personal appearance rests with the Headteacher, Head of School and Head of Campus.

DfE Guidance on School Uniforms states:

Pupil non-compliance

Teachers can discipline pupils for breaching the school's rules on appearance or uniform. This should be carried out in accordance with the school's published behaviour policy. A head teacher, or a person authorised by the head teacher, may ask a pupil to go home briefly to remedy a breach of the school's rules on appearance or uniform. When making this decision schools need to consider the child's age and vulnerability, the ease and time it will take, and the availability of the child's parents. This is not an exclusion but an authorised absence. However, if the pupil continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the pupil's absence may be counted as an unauthorised absence. In either case the pupil's parents must be notified and the absence should be recorded. If a school is considering excluding a pupil in response to breaches of uniform policy then this must be in line with the legal requirements for exclusion.

Park Community School has one official supplier of uniform. This is Skoolkit.

Uniform supplier – Skoolkit	Contacting us is easy
Step 1 Get online and log onto www.skoolkit.co.uk	Visit us: Skoolkit, 31 Meridian Centre, Elm Lane, Havant, Hampshire, PO9 1UN Telephone: 02392 455795 Opening hours: 9.00am - 5.30pm Monday - Fridays 9.00am - 5.00pm Saturdays
Step 2 Register/Sign in	Email us: enquiries@skoolkit.co.uk
Step 3 Place your order to be delivered to your door	Call us: Web-order Hotline 023 80 651278

Making Good Choices

Expectations of Behaviour

Students are expected to be ready to learn, respectful and work hard. Our routines at Park, modelling of expectations and support of teachers help all students succeed and make good choices.

Making good choices and rewarding excellence

Merits are rewarded to all students for all lessons where they have worked hard and not received any demerits. Good attendance is also rewarded with merits. In addition, teachers will recognise exceptionally hard work through postcards home and additional merits. Higher numbers of merits lead to other rewards including recognition in our weekly celebration assembly.

Park Community Duties

We are proud of our school and expect all staff and students to demonstrate their pride in Park at all times. This means we all model our passion for Park through our clothing, manner and behaviour.

On occasions when students do not meet these standards, they will be expected to give up some of their time to contribute to our school community. Students may be required to stay with their teacher for break or lunch. For a more serious consequence students may be required to stay after school and parents/carers will always be contacted about this.



Mobile phones are not permitted

We are a mobile phone free school. If students have mobile phones, these MUST be handed to their class teacher when they arrive at school. Phones will be stored in the main school office until the end of the school day.

Making Poor Choices

If students make poor choices in lessons, teachers will help them refocus their behaviour and make good choices. However, they will not allow the learning of other students to be interrupted and there are some behaviours which will not be tolerated at all.

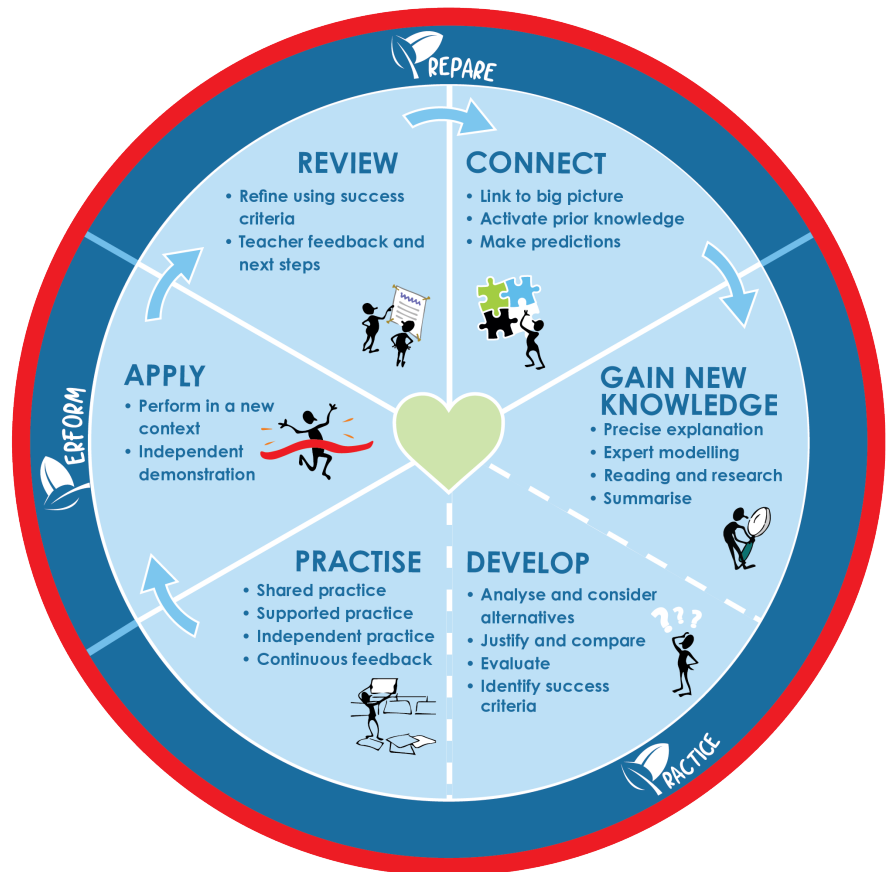
Primary Campus		
	Correcting POOR choices in the classroom	Demerits
Poor Choice 1 Initial warning	The teacher will remind the student of expectations and encourage them to make a good choice. Aim to do this directly with the student one to one and privately if possible. If in front of the class, do it swiftly and move on. • Ask for what you want • Issue the warning • Walk away/leave and give time for the student to make a good choice. 'Ella, be quiet when I am speaking. This is your first warning. Please make a good choice'	0
Poor choice 2 Final warning	If students continue to make poor choices a P2 final warning will be given by the teacher. Aim to do it privately/ one to one. Focus on clear positive and brief instruction. • State the behaviour that has caused the final warning • State what you want • Let them know you will check 'Ella This is your final warning. You must get on with your work/work silently/ be polite. I will come back and check on you in 3 minutes.'	0
Poor choice 3 Break/Lunch Detention	If the student continues to make poor choices, they will be given a break or lunch detention. • State the behaviour that has caused the detention and when it will occur • State what you want 'Ella, I am now going to give you a break or lunch detention. You will need to complete any unfinished work in this time.' (This will be recorded on Class Charts, and 1 demerit will be issued)	1
Poor choice 4 15-minute detention after school	If the student continues to make poor choices, or they are unsuccessful during their break or lunch detention they will be issued with a 15 minute after school detention. • The teacher should log this on Class Charts • Parents will be informed • Student will have a restorative conversation in this time. • Missed work will be completed This will be recorded on class charts 2 demerits will be issued	2
Poor choice 5 Working in another year group	Any student that fails their after school detention will result in them being in another year group for the morning or afternoon the following day. Time spent in another year group will result in 3 demerits being issued.	3

There are some behaviours that will result in immediate issue of a Poor Choice 4 detention. In serious circumstances, a suspension may be issued.

Curriculum and Learning

Great Learners at Park

Our Great Learners model is used in lessons to support students to think hard, connect their learning and apply it creatively.



Reading at Park

All students read everyday at Park. Reading helps children develop the skills they need to be proficient readers and lifelong learners. Through regular practice, reading will become easier, comprehension will increase, and your child will make meaningful connections between what they are reading and what they are learning.



Class Charts

All parents and students will have a log-on for Class Charts. Please download the app and use this to view your child's attendance, timetable and behaviour profile. Your child will bring your login details home in September.

Logging in to Class Charts

Follow the steps below to access your student account.

1. Enter your [email address](#) and [password](#) into the fields provided.

Access code *

Your access code

Please enter the access code supplied by your teacher.

☒ Remember me

2. Click on the [Log in](#) button.

LOG IN

3. Enter your [date of birth](#) if prompted and click on the [OK](#) button.

Date of birth

Please enter your date of birth below.

Date of Birth

12/06/2009

OK

CANCEL

Staying in Touch

By working in partnership together we will help your children achieve their best. We communicate with you in the following ways:

- **Email and Class Charts app:** Please download the app and check your email regularly. This is the main way through which we communicate day to day information with you. All letters are sent electronically. If you have any queries or changes please email: info@pcs.hants.sch.uk
- **Facebook:** Please follow our Facebook page. We use this to share communications we have emailed, remind parents of important dates and celebrate successes. [@ParkCommunitySchoolNews](https://www.facebook.com/ParkCommunitySchoolNews)
- **Phone calls:** We will ring you when we need to discuss your child if there are any concerns or requests for support.
- **Home visits:** We make home visits to any families we are supporting or if there are attendance concerns. Please let us know if your child is going to be absent and the reason for this otherwise we will visit your home to check all is ok.
- **Website:** Our website is updated with any letters, curriculum information and reminders. If you are unsure of anything check there. <https://www.pcs.hants.sch.uk/>

We will text and email you individually linked to absence or information relating directly to your child. For whole school or Year group communications we use:

- Fortnightly newsletters
- Email

Need to contact us?

In the first instance please contact your child's class teacher.

Please make sure we have an accurate email address for you and that you have downloaded the Class Charts app. These are the main ways in which we will communicate with you. Please check both regularly for communications.

Dates to Remember

Tuesday 1 September	Inset Day - School will be closed to students
Wednesday 2 September	First day back for all students in Year 1 to 6
Thursday 3 September	Year 7 and 11 in from 8.25am Phased entry by Years 8-10
Monday 7 September	Transition arrangements for Year R Monday 7th Children with birthdays between 1/09/21 and 31/1/22 only, to attend from 8.45 am until 1pm. Parents to come into school at 11.45am and join your child for lunch. Tuesday 8th Children with birthdays between 1/09/21 and 31/1/22 only, to attend school all day, 8.45am – 3.15pm. Wednesday 9th 1:1 session only– You will be contacted individually, if this applies to you. Thursday 10th Children with birthdays between 1/2/22 and 31/8/22 only, to attend from 8.45am until 1pm. Parents to come into school at 11.45am and join your child for lunch. Friday 11th Children with birthdays between 1/2/22 and 31/8/22 only, to attend school all day, 8.45am – 3.15pm.
Monday 14 September	All children attend full time
Friday 25 September	Inset Day -School will be closed to students
Thursday 22 and Friday 23 October	Inset Day -School will be closed to students
Monday 26 October to Friday 30 October	Half Term Holiday
Monday 2 November	Return to School
Friday 18 December	Break up for Christmas Holidays
Monday 4 January	First Day of Term

Parents' Calendar

Park Community School - Parents' Calendar 2026-2027

Autumn Term 2026																						
	September						October					November						December				
Week	A	B	A	B	A		A	B	A	B			A	B	A	B	A	A	B	A		
Monday		7	14	21	28			5	12	19	26		2	9	16	23	30		7	14	21	28
Tuesday	1	8	15	22	29			6	13	20	27		3	10	17	24		1	8	15	22	29
Wednesday	2	9	16	23	30			7	14	21	28		4	11	18	25		2	9	16	23	30
Thursday	3	10	17	24			1	8	15	22	29		5	12	19	26		3	10	17	24	31
Friday	4	11	18	25			2	9	16	23	30		6	13	20	27		4	11	18	25	
Saturday	5	12	19	26			3	10	17	24	31		7	14	21	28		5	12	19	26	
Sunday	6	13	20	27			4	11	18	25		1	8	15	22	29		6	13	20	27	

Spring Term 2027																						
	January						February					March						April				
Week		B	A	B	A			B	A		B		A	B	A	B				A	B	A
Monday		4	11	18	25			1	8	15	22		1	8	15	22	29		5	12	19	26
Tuesday		5	12	19	26			2	9	16	23		2	9	16	23	30		6	13	20	27
Wednesday		6	13	20	27			3	10	17	24		3	10	17	24	31		7	14	21	28
Thursday		7	14	21	28			4	11	18	25		4	11	18	25		1	8	15	22	29
Friday	1	8	15	22	29			5	12	19	26		5	12	19	26		2	9	16	23	30
Saturday	2	9	16	23	30			6	13	20	27		6	13	20	27		3	10	17	24	
Sunday	3	10	17	24	31			7	14	21	28		7	14	21	28		4	11	18	25	

Summer Term 2027																						
	May						June					July						August				
Week		B	A	B	A			B	A	B	A	A	B	A	B							
Monday		3	10	17	24	31		7	14	21	28		5	12	19	26		2	9	16	23	30
Tuesday		4	11	18	25		1	8	15	22	29		6	13	20	27		3	10	17	24	31
Wednesday		5	12	19	26		2	9	16	23	30		7	14	21	28		4	11	18	25	
Thursday		6	13	20	27		3	10	17	24		1	8	15	22	29		5	12	19	26	
Friday		7	14	21	28		4	11	18	25		2	9	16	23	30		6	13	20	27	
Saturday	1	8	15	22	29		5	12	19	26		3	10	17	24	31		7	14	21	28	
Sunday	2	9	16	23	30		6	13	20	27		4	11	18	25		1	8	15	22	29	

Start of Autumn Term:

Secondary return to school

- Wednesday, 2 September - Year 7 in all day from 8.25am
Years 11 in 11.30-14.30 GCSE ready Day
Years 8, 9 & 10 Student Review Day
- Thursday, 3 September - Year 7 and Year 11 in all day from 8.25am. Years 8, 9 & 10 - staggered start times.

Primary return to school

- Wednesday, 2 September Years 1-6 in all day
- Year R week beginning 1 September: Home visits
- 7 September: Birthdays between 01/09/2021-31/01/2022 attend from 08.45 until 13.00 parents to attend 12 for lunch
- 8 September: Birthdays between 01/09/2021-31/01/2022 attend from 08.45 until 15.15
- 9 September: 1:1 contacted if applies to you
- 10 September: Birthdays between 01/02/2022-31/08/2022 attend from 08.45 until 13.00 parents to attend 12 for lunch
- 11 September: Birthdays between 01/02/2022-31/08/2022 attend from 08.45 until 15.15
- Week beginning 14 September: Year R in full time

Student Review Days: Years 8 to 10 on 2 September, All Years on 11 February

Parents Evenings Secondary: Y7 & 11 15/10, Y8 & 10 14/1, Y9 including Options 18/03, Additional Y11 Parents Evenings 3/12, 17/3

Parents Evening Primary: 14/10 & 15/10 15.15-17.15

School holidays

School closed to students

1. When do the children start at Park Community School?

The first day for all students, except Year R, will be: Wednesday 2 September. Students are expected to be in school from 8.30am.

Transition arrangements for Year R

Monday 7th – Children with birthdays between 1/09/21 and 31/1/22 only, to attend from 8.45am until 1pm. Parents to come into school at 11.45am and join your child for lunch.

Tuesday 8th – Children with birthdays between 1/09/21 and 31/1/22 only, to attend school all day, 8.45am – 3.15pm.

Wednesday 9th – 1:1 session only– You will be contacted individually, if this applies to you.

Thursday 10th – Children with birthdays between 1/2/22 and 31/8/22 only, to attend from 8.45am until 1pm. Parents to come into school at 11.45am and join your child for lunch.

Friday 11th – Children with birthdays between 1/2/22 and 31/8/22 only, to attend school all day, 8.45am – 3.15pm.

2. What time does my child have to be in school from September?

Children need to be on the school site by 8.35am, gates open at 8.30am. Children who are late must go to school reception to sign in and will be taken to their classroom by an adult.

3. How will school communicate with me?

We will continue to send all school communications via Class Charts and urgent messages via text. It is essential that we have an up to date email address for you and that you regularly check this. These communications appear on the Class Charts app which allows you to see a range of information about your child, including their timetable and attendance.

4. Can my child bring a packed lunch?

Yes. All students in Year R, 1 and 2 are entitled to a Free School Meal. Meal choices need to be ordered through the Tucasi system.

5. Will breakfast be offered?

Yes. Breakfast club is open from 7.30am and free for ALL year groups. Bookings are made through Scopay

6. What about uniform?

All students are required to wear the full school uniform.

7. What equipment will my child need?

Students will need to bring their bookbag which will be provided by the school.

8. Does my child need a PE kit?

Yes. They should wear their PE kit on the days they have timetabled PE.

9. Does my child need a school bag?

Yes. All students should have a sensible bag to take equipment to and from school.

If there is a question you think we have not covered, please email us on:

or contact your child's Class Teacher

f.maskill@pcs.hants.sch.uk

or

e.leach@pcs.hants.sch.uk

b.bourton@pcs.hants.sch.uk

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Parent Code of Conduct

Parent Code of Conduct

Park Community School staff are here to help. Please ensure all communication, whether written or verbal, in person or at distance, is polite and courteous. School staff will not continue conversations, discussions or meetings if they feel intimidated, threatened or are abused. We have a complaints procedure for use when you are dissatisfied with how the school has dealt with an issue or concern. Some advice is given below to help ensure your concern is quickly resolved.

- Meetings will be arranged when appropriate and necessary in the school's view. The school will decide who is best placed to discuss the matter with you. Please do not demand meetings with specific members of staff or refuse to meet with the staff identified by the school as best placed to deal with your concern.
- Child Protection concerns or those relating to safety will be dealt with swiftly. In other cases, appointments to see members of staff will need to be made further in advance. This is because school staff are busy and unlikely to be available straightaway. Please do not come into school reception in the hope that a forceful demand will mean you can circumvent an appointment.
- Inflammatory comments or statements should be avoided. When expressing concerns or making a complaint, the tone should be courteous at all times. Emotive and accusatory words such as 'disgusting', use of capitals or defamatory statements should not be included. Concerns should be limited to the current situation and not draw on past events or those which have been dealt with previously.
- Concerns and complaints should be taken up with the person who was most heavily involved in the incident, unless it is of a very personal nature to do with that staff member. In that case it should be addressed to their curriculum or area leader. In line with the complaints policy, the Headteacher should not be involved immediately and will only become involved when the correct procedure has been followed. This is to ensure a suitably neutral review of your concern, if necessary, at a later stage.
- Your assumption should be that you have one version of the matter which is a concern, rather than concluding you have the totality of the information. Your complaint reflects the information you have currently received.
- You will represent your own views and should not seek to present yourself as a spokesperson for others.
- All complaints are taken seriously and dealt with in a timely manner. We will work to resolve them. Threatening staff with the press, local authority or Ofsted is not a means to fast-forward your complaint.

Please note any concerns and complaints which are received and do not comply with our expectations indicated above will be unattended until the communications meet the expectations outlined above. Parents or carers who breach these terms will be subject to restricted access to staff.

These standards apply to written and verbal communication.

much
more than
just a **school**

