



THE BIRKENHEAD PARK SCHOOL

July 2017

Parents of all students who will be in Years 8 to 11 at The Birkenhead Park School from September 2017.

Dear Parent

As we come to the end of another school year, I would like to thank you for your support for our students and staff throughout the year.

The last day of term is Friday 21 July, all students are asked to arrive to school at the normal time in full school uniform. School will close to students at 12.30 pm.

In order to help you prepare for the new year I hope you will find the following information helpful.

I would like to remind you that our new term starts for students on Tuesday 5 September with Registration and Tutor Periods commencing as follows:-

Year 7	Arrive at 8.30 am for a 8.40 am assembly
Year 8	Arrive at 9.00 am for a 9.20 am assembly
Year 9	Arrive at 9.30 am for a 9.50 am assembly
Year 10 and 11	Arrive at 10.00 am for a 10.20 am assembly

From Wednesday 6 September onwards, ALL STUDENTS should arrive for school in good time at 8.35am.

School Expectations of Students

When the school re-opens in September we will continue to implement rigorous approaches to student behaviour, attendance and adherence to the Uniform Code. This serves to reduce any disruption to learning and prevents teaching staff spending a disproportionate amount of time resolving conduct and uniform issues rather than focusing on learning.

Unfortunately poor attendance and punctuality patterns can become a routine for some children so parents and schools need to work hard together to make sure this does not happen. We have done many things in the past to emphasise the importance of good attendance and punctuality to all students and we will continue to introduce new measures, including lesson by lesson registration, to reinforce our high expectations regarding attendance and punctuality.

- **If an unauthorised holiday is taken during term time and it exceeds more than 5 days then a Fixed Penalty Notice will be issued by the Education Welfare Service.**
- **Registration closes at 8.40 am. If your child is late after this time and it exceeds more than 10 sessions then a fixed penalty notice will be issued by the Education Welfare Service.**

I would warmly welcome the support of parents in reinforcing our high standards and expectations.

The School Day

All

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students should arrive for school in good time at 8.35am. On normal school days, the school will be open from 7.45am and students are welcome on site at that time; the canteen will operate a Breakfast Club where students can purchase food and drinks if they wish before going to the tutor rooms in time for registration.

School Day September 2017

	Monday	Tuesday	Wednesday	Thursday	Friday	Details
School Open	7.45 - 8.40	7.45 - 8.40	7.45 - 8.40	7.45 - 8.40	7.45 - 8.40	
Registration	8.40 - 8.55	8.40 - 8.55	8.40 - 8.55	8.40 - 8.55	8.40 - 8.55	15 min registration
Period 1	8.55 - 10.00	8.55 - 10.00	8.55 - 10.00	8.55 - 10.00	8.55 - 10.00	65 min lesson
Period 2	10.00 - 11.05	10.00 - 11.05	10.00 - 11.05	10.00 - 11.05	10.00 - 11.05	65 min lesson
Break	11.05 - 11.25	11.05 - 11.25	11.05 - 11.25	11.05 - 11.25	11.05 - 11.25	20 min break
Period 3	11.25 - 12.30	11.25 - 12.30	11.25 - 12.30	11.25 - 12.30	11.25 - 12.30	65 min lesson
Period 4	12.30 - 13.30	12.30 - 13.30	12.30 - 13.30	12.30 - 13.30	12.30 - 13.30	60 min lesson
Lunch	13.30 - 14.05 One Lunch for all students					35 min lunch
Period 5	14.05 - 15.05	14.05 - 15.05		14.05 - 15.05	14.05 - 15.05	60 min lesson 60 min CPD

Calendar

The table below shows the calendar for the 2017-2018 academic year. I would like to draw your attention to the staff training days scheduled for Monday 4 September, Monday 30 October, and Friday 24 November 2017.

Autumn Term	Monday 4 September - Staff Training Day
	Tuesday 5 September – Students return to School
	Monday 23 October – Friday 27 October - Half Term Break
	Monday 30 October – Staff Training Day
	Tuesday 31 October – Students return to School
	Friday 24 November – Staff Training Day
	Monday 25 December – Friday 5 January Christmas Break
Spring Term	Monday 8 January – Students return to school
	Monday 19 February – Friday 23 February - Half Term Break
	Monday 26 February - Students return to School
	Friday 30 March – Friday 13 April – Spring Break
Summer Term	Monday 16 April – Students return to School
	Monday 7 May – May Day
	Monday 28 May – Friday 1 June – Half Term Break
	Monday 4 June – Students return to School
	Friday 20 July - Summer Break

Finally, I am delighted to share with you that we will be placing great emphasis from September on embedding our core values of Positivity, Ambition, Resilience and Thoughtfulness. We believe that these attributes are essential for all our students to become fully rounded and successful individuals and we look forward to sharing regular updates with you on this exciting new development. On behalf of the Governors and staff of The Birkenhead Park School I would like to extend our best wishes to you and your family for a happy, safe and enjoyable summer.

I look forward to seeing all our students again on Tuesday 5 September.

Yours faithfully



**Helen Johnson
Headteacher**

Enc: Information for Parents

INFORMATION FOR PARENTS

THE PASTORAL SYSTEM

Each Year group has a Head of Year and Assistant Head of Year, together with a team of Form Tutors.

Year 7: Mrs P Kirwan, Head of Year and Mrs D Davies, Assistant Head of Year

Year 8: Mr G Hughes, Head of Year and Mr D Huyton, Assistant Head of Year

Year 9: Mr G Hughes, Head of Year and Mr D Huyton, Assistant Head of Year

Year 10: Miss P Gidman, Head of Year and Miss Galer, Assistant Head of Year

Year 11: Miss P Gidman, Head of Year and Miss Galer, Assistant Head of Year

If you would like to make an appointment to discuss any special issues or concerns then please contact the school.

EXAMINATION DATES

GCSE Examinations will take place on various dates throughout the year for students in Years 10 and 11. Attendance to all examinations is vital so please check before booking summer holidays for Year 10 and 11 students.

ENTRY AND EXIT FROM THE SCHOOL

Security systems are in place in order to ensure maximum safety for students and I am sure that as parents you will feel reassured that your child will be able to work within an extremely secure environment during the school day.

Students should enter the school through the main student entrance. After registration period has started at 8.40 am these doors will be locked and any student arriving late should access the building through the student entrance.

Students will not be allowed to leave the building throughout the school day except for special appointments such as those with doctors and dentists, which cannot be arranged outside school. Parents will need to contact their child's Form Tutor by writing a note or leaving a telephone message if such an appointment really cannot be avoided. The student will then be issued with a Pass-out slip, which will enable them to be signed out and back into the school premises. For their own safety, students will not be allowed to leave the school premises unless school has been given prior notice of an appointment.

Students are not allowed to leave the school site at lunchtime. Students may bring their own lunch or purchase a lunch from the canteen and will have access to supervised leisure space on the school site. However, please note that we are a health promoting school and canned or fizzy drinks are not allowed in school at any time.

SCHOOL EQUIPMENT

In order to ensure that all students come prepared and 'ready to learn' the school will provide each student with a school rucksack. This bag is part of the school uniform and all students must bring it to school each day.

UNIFORM AND JEWELLERY

Please read the following carefully so that you understand our position and can ensure that your child does not find themselves in difficulty with their teachers. The school uniform for The Birkenhead Park School is clearly described in information which is sent out regularly to parents in letters such as this one. Students who try to ignore the rules will either have the unacceptable item of clothing confiscated or they will be required to return home to dress properly.

School uniform is a very important part of life at the school. It enables students to present themselves in a way which shows they take pride in themselves. The elements of our uniform are the 'working' clothes for our students and for that reason they are simple and serviceable: they are not intended to be mixed with fashion or leisure wear.

All students **MUST** wear:

- A black blazer with a red trim and the school badge.
- A white shirt/blouse.
- A school clip-on tie.
- Black trousers or a black skirt - girls' trousers must be tailored.
- A school jumper, tank top or a black cardigan may be worn provided they are fine knit (not bulky). For cardigans, only buttons will be allowed and no zips or hoods. These must have The Birkenhead Park School logo on.
- Plain black or white socks or plain black tights.
- Flat, plain black footwear (no logos, colours or patterns). If they are black they are classed as a shoe (no boots permitted).

Acceptable black footwear:-



The following are examples of shoes that are not allowed:-



PE KIT

The standards we set are very important as a model for other schools and academies and a PE Kit is an important part of those standards. We have a school PE kit for all students to demonstrate our pride in our school. All students are expected to wear their school PE kit for all PE lessons.

Girls PE/Games Kit

- Black and red polo shirt with logo
- Black and red shorts with logo
- Black socks
- Trainers
- Towel essential on all occasions

Boys PE/Games Kit

- Black and red Football top with logo
- Black and red shorts with logo
- Black socks
- Trainers
- Football boots/shin pads
- Towel essential on all occasions

The Birkenhead Park School recommends that gum guards be worn by all students involved in contact sports.

PLEASE NOTE THE FOLLOWING:

- No unnatural hair-colours (e.g. pink, green, blue etc), no extreme hair-styles (e.g. shaved, patterned or Mohicans) and no ornamental headbands/clips or “flowers”.
- Uniform must be worn properly at all times – blazers on (unless given specific permission by a teacher in class), coats/scarves/gloves/hats off in buildings apart from the canteen, shirts always tucked in and ties worn properly.
- No jewellery other than a single small stud in each ear and a wristwatch. Anything else will be confiscated and returned by a member of the Senior Leadership Team at the end of school day (30 minutes later for persistent offenders). No body-piercings.
- No excessive make-up and no nail-varnish: any unreasonable amount of make-up must be washed off immediately.
- Mobile phones are permitted to be used in designated zones at breakfast club, break and lunchtime. If students are found using them during lessons they will be confiscated by a member of staff and returned by a member of the Senior Leadership Team at the end of the school day.
- Badges: only school badges and associated charity badges are acceptable.

If you have a temporary difficulty with your uniform, please ask your parent to write a note explaining the reason to your Form Tutor. You will be expected to resolve the difficulty quickly.

Like everything else we do in and around the school, the way we dress tells everyone else how seriously we take ourselves and how well-prepared we are to achieve our best. These rules will be enforced fairly and consistently to all students by all staff at all times.

FOR HEALTH AND SAFETY REASONS THE BIRKENHEAD PARK SCHOOL WILL INSIST THAT STUDENTS WHO COME TO THE SCHOOL WITH INAPPROPRIATE JEWELLERY REMOVE IT IMMEDIATELY. IN THE EVENT OF A REFUSAL TO DO SO PARENTS WILL BE CONTACTED AND THE STUDENT SENT HOME UNTIL THE JEWELLERY IS REMOVED.

ATTENDANCE AND PUNCTUALITY

There is nothing more important to a child's progress at The Birkenhead Park School than good attendance and punctuality. Students cannot learn if they are not in school or miss work because they are late. For this reason all parents have been given the responsibility in law to make sure that their child attends, on time and are prepared to learn. I am sure you are all aware of the increased attention which is being given to this national problem and which has resulted in parents being jailed for their failure to ensure that their children attend school regularly.

HOLIDAYS

- The Governors have agreed that the school will not authorise any absences for family holidays. Whilst we recognise the enormous financial pressures associated with family holidays, we have no option but to put your son or daughter's education and life-chances first. The vast majority of our parents already fully support this principle and I hope you understand that our motives are in the best interests of your child.
- The school works very closely with the Education Social Welfare (ESW) Service whose officers will visit the homes of students whose attendance is not satisfactory. The service will offer support and guidance to parents but will also take action in court if no improvement results.
- Although there are 13 weeks of school holidays each year, far too many students are missing school because they are being taken on family holidays in term-time. Any loss of learning is bound to have an effect on their eventual overall success. In Years 10 and 11 any time lost will almost certainly have an impact on their ability to achieve their best at GCSE.
- It is important that you realise that holiday absence is classified in exactly the same way as any other absence and for every five days missed your child's overall attendance percentage will reduce by 2.5%. Reports on attendance are the most requested piece of information from prospective employers and training institutions when references are requested.
- **ANY PARENT WHO IS EXPERIENCING DIFFICULTIES IN ENSURING THAT THEIR CHILD ATTENDS THE SCHOOL REGULARLY AND ON TIME SHOULD CONTACT THE SCHOOL TO SEEK HELP FROM THE SERVICE BEFORE THE SITUATION BECOMES SERIOUS ENOUGH TO WARRANT SUCH ACTION.**

SCHOOL FOOD STANDARDS

National food standards are in place to provide all who eat in school with as wide a variety of tasty, wholesome and nutritious food options as is possible. It is true to say that sometimes, we all enjoy the foods that are considered 'not healthy' and while these foods have not disappeared off the menu completely, the days of chips with everything and chocolate bars and fizzy drinks in the vending machines are behind us.

No fizzy drinks (e.g. Lucozade, Coke or Red Bull etc) will be allowed in the school and no food or drinks (other than water bottles in sports-cap bottles) outside the canteen.

PLEASE DISCOURAGE YOUR CHILD FROM BRINGING ANY FOOD OR DRINK INTO THE SCHOOL IF THEY INTEND TO SELL OR GIVE IT TO OTHERS. IT WILL BE CONFISCATED.

SWIPE CARDS FOR CANTEEN USE

The canteen operates a cashless, swipe card system. This means that all food purchased in the canteen must be via a card issued to students. Two machines are available, in the canteen and corridor outside, for students to put money on their cards. The Meal of the Day price for September will be £2.34.

The system operates effectively but a number of difficulties are encountered:

- It is inevitable that cards will be lost from time to time however; students need to understand how important the cards are to the smooth running of the canteen. A careless attitude to the cards cannot be tolerated and the canteen staff will not always be able to accommodate students who try to purchase food without their card.
- Any replacement that is required (for any reason other than normal wear and tear) will be provided at a cost of £2.00.
- Any student who has not got their card should let a member of school staff on duty in the canteen know so that arrangements can be made with the canteen staff.
- If you need information about the system in general or the status of your child's card please do not hesitate to contact the school.