



# Park House School

## New Student Information Pack



**Work hard. Be kind. Take responsibility.**



## New Student Information Pack

By now, you will have received a letter from the school, congratulating you on securing a place at Park House School. We're very excited to meet all new students and families.

We've put together this pack, containing all the important information you'll need for next year.

We recommend you take some time to read this through carefully.

We look forward to welcoming you in September!

Park House School

## Contents

- 1. Welcome message from Mr Bouzida, Head of Year**
- 2. Key dates**
- 3. Timings of the School Day**
- 4. Support for students with SEND**
- 5. Attendance**
- 6. Uniform, PE Kit & Equipment**
- 7. MCAS / Cashless system**
- 8. Tutor Time Reading Programme (TTRP)**
- 9. Transportation**
- 10. Music lessons**
- 11. Further information to help you and your child in the first few weeks of school**



## Welcome message from Mr Bouzida, Head of Year

Dear Year 7 students,

Welcome to Park House School! Congratulations on starting the exciting next chapter of your education and of your lives!

At Park House we are incredibly excited to welcome you as the newest members of our community. We can not wait for you to join us and become part of our wonderful team, and for you to get started achieving all the great things that you will achieve on your journey with us.

There is bound to be lots of excitement, of course, as you think about all the opportunities you will find here, and to showcase all of your talents and abilities and engagement in a brand new setting. But that is likely to come with a lot of nerves too, which is perfectly natural. A big, new school and an exciting new challenge can always be daunting at first, but believe me, you will have so very much support from all of us here.

The first thing to know about Park House School is that this is a place where everyone is welcome. We are all members of one community here and everyone's voice is heard and valued. At Park House we all follow three really simple values that help us all to do our very best. At Park House we...

- **Work Hard:** every student and member of staff at Park House works incredibly hard, in everyone we do.
- **Be Kind:** we do what's right, and treat each other and ourselves with the utmost respect.
- **Take Responsibility:** we are all here to do well, and we make sure that we are responsible in the way we do things, are open and accepting of our mistakes, we hold ourselves and each other accountable, and we are open to learn from everything we do.

In your first days, weeks and terms of your time here you will get to know your teachers, make new friends and build a knowledge of this school really quickly. Everyone is here to support you to be the best you can be, and do the best you can do. As your Head of Year, it is my responsibility to be there for you as you navigate that journey every step of the way, and do everything I can to make sure that your time with us at Park House is the best and most successful experience possible.



I am personally looking forward to meeting you, getting to know you, and helping you to settle into life here at Park House School. See you soon!

Mr Bouzida, Head of Year 7





## Key Dates

- **Wednesday 24th June, 18:00 -19:00: Parent Information Evening**
- **Friday 3rd July, all day: SEND additional transition day (invite only)**
- **Monday 6th July, 08:45 start - all day: Transition Day at Park House School**
- **Wednesday 22nd July to Friday 24th , approx. 08:30 to 13:30: Summer School**
- **Friday 4th September, 08:30: Year 7 First Day at Park House School**
- **Wednesday 30th September to Friday 2nd October, residential: Bushcraft Trip**

## Enrolment

The single most important thing is that we have all the right information before your child starts with us. You will have already received an online enrolment form from us. **This form needs to be completed by 30th May.** If you have any queries please do not hesitate to email [y7admissions@parkhouseschool.org](mailto:y7admissions@parkhouseschool.org).

## Timetables

Students and parents are always very interested to know which house, tutor group and classes they will be going into. These decisions are based upon the information we receive from primary schools. We try to put your child in a tutor group with some of their peers from Primary school but also mix them up so they can make some new friends. If your child is coming by themselves from their Primary school we try to put all of those children together so they are in the same boat of knowing no-one.

## Language Choice

All students study either French or Spanish through Key Stage 3. The year group is split by language, so half will study French and half Spanish. Please consider this when choosing a language as your child will be in their tutor group to begin with for all their classes. The tutor group is decided by language. If your child chooses French and all their friends choose Spanish they will be on a different side of the year group and won't be in any classes together.

We invite you to identify a preferred language - [here](#), but we **cannot guarantee** that your child will study that language, but we will do our best to accommodate all requests. Please let us know if French or Spanish is your 'Home' language as we will prioritise this.

## Visiting Park House School: Induction Days / Parent Information Evening

We are delighted that this year we will be able to invite students to our on-site **Transition Day** on **Monday 6th July**. Each student will be allocated into one of our four 'Houses' (Further information on our House system can be found [here](#)). Students will spend a day in school together, getting to know key members of staff, experiencing lessons at Park House, familiarising themselves with the school site and getting to know their new peers. Further details about the induction day will be provided and shared on the **Parents Information Evening** on **Wednesday 24th June, 18:00 - 19:00**. Due to numbers, where possible, we would like to keep this to be a meeting for parents only.



## Summer School is back!

We are hosting a 'Summer School' to provide students with an extended period of time at the school, from **Wednesday 22nd July to Friday 24th July** running from approximately 08:30/09:00 to 13:30 each day. There is absolutely no expectation for pupils to attend all three days. Many students last year came for just one day and were not disadvantaged at all. We will make sure everyone feels included and fully part of the experience!

To support our planning of this event and understand its level of interest - **please complete this short form** : [here](#). Details about how to register your child at our Summer School will be shared at a later stage - at this registration stage a commitment will be required in order to ensure that we can staff the days accordingly.

Tours of the school are running until 16th July 2026. If you would like to visit please book using the link [HERE](#).

## First Day at Park House School

All students will start in Year 7 on **Friday 4th September** at 08:30. Excitement will be in the air, as our new Year 7 community arrives for their first day of secondary school - a wonderful welcome awaits them all. Exact details will be shared in due course.

## Bushcraft Trip: Wednesday 30th September to Friday 2nd October 2026

This is an amazing trip for our Year 7 students - the purpose is for many reasons but to establish a strong year group community, build friendships and explore outdoor life and living - there will be opportunities to learn basic survival skills such as shelter building, building and maintaining a fire, outdoor cooking and survival first aid. This is a two night, three day residential; we anticipate the cost of this being around £200-£250 per student for the entire trip. We do not want financial circumstances to prevent any student from attending the residential. If you require financial support, please ensure you indicate this on the form.

If you have **not yet registered your interest**, please complete this short form: [here](#).



## Timings of School Day

Time	Session
08:30	School gates close
08:35	Roll Call
08:45 - 9:05	TTRP
9:10 - 10:05	Period 1
10:10 - 11:05	Period 2
11:05 - 11:25	Break time
11:25 - 12:20	Period 3
12:25 - 13:20	Period 4
13:20 - 14:05	Lunch time
14:05 - 15:00	Period 5
15:00	School day ends / Extra-curricular clubs

## Support for students with SEND

Park House School is an inclusive school. Our aim is that all of our students will thrive during their time with us, participating fully in our extra-curricular activities and educational trips and achieving the very best outcomes. We want all students to be able to access a rich and broad curriculum delivered by our highly skilled and knowledgeable teachers.

SEND stands for Special Educational Needs and Disabilities.

If your child has SEND, we will assess their needs, plan how to support them and regularly review the support put in place (the Assess, Plan, Do, Review cycle). Students needing additional support will have a 'Pupil Passport'. This is co-produced with the student and with parents and gives key information to teachers and support staff on how best to meet their needs.

We follow best practice and research to shape our provision. Our classroom expectations and our pedagogy (the way we teach) all follow evidence-based guidance on how to best support students with SEN. Our 'Quality-First' teaching and our calm and structured environment mean that all students feel safe and are supported to reach their full potential. For students who may need additional support, we offer a range of targeted interventions delivered in our Learning Support Area. Our team of skilled support staff and teaching assistants work with students to provide the right support at the right time.



As part of the transition process, our SENDCo, Mrs Warner-Harte visits all of the larger primary schools to discuss any students who may need additional support. We are offering a SEND transition day on Friday 3rd July, before the main Year 7 transition day. If you think your child would benefit from attending this additional transition day, or if you would like to discuss your child's SEND at any time, please contact [SEND@parkhouseschool.org](mailto:SEND@parkhouseschool.org) and we will be in touch.

## Attendance

At Park House School we want our students in school everyday, so they can benefit from all the amazing opportunities on offer. We also know that excellent attendance is crucial to our students succeeding academically.

### Our expectations

On a school day the only place students should be is in school. Students are legally required to attend school every day and should only be absent in real emergencies. If your child is not in school they must have a justified reason.

Parents should communicate reasons for a late arrival or absence to school by 8:30 am on the morning of each day of absence. Absences should be reported through the MCAS (My Child at School) App.

### Supporting excellent attendance at Park House School

We expect students at Park House to have attendance above 95%.

We have a duty of care, shared with the Local Authority, to support our students who may face barriers to attending school regularly.

Our Attendance Team works closely with Heads of Year, the Safeguarding Team and the SEN department to keep a close eye on student attendance. We carefully track attendance data to spot any issues early, so that we can work together with students and their families to understand and overcome challenges that might be getting in the way of attending school everyday - before they become bigger problems. All students with less than excellent attendance will receive support to ensure that they can attend school as regularly as possible.

If you would like to discuss your child's attendance at any time, please contact [attendance@parkhouseschool.org](mailto:attendance@parkhouseschool.org), and we will be in touch.



	<b>Threshold attendance</b>	<b>Actual attendance</b>	<b>Whole days absent</b>	<b>Learning hours lost</b>
<b>Outstanding</b>	100%	190 days	0	0
	99%	188 days	2	10
<b>Excellent</b>	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
<b>Cause for concern</b>	95%	180.5 days	9.5	47.5
	93%	177 days	13	65
	91%	173 days	17	85
<b>Unsatisfactory</b>	90%	171 days	19	95
	87%	165 days	25	125
<b>Critical</b>	85%	161.5 days	28.5	142.5
	83%	158 days	32	160
	81%	154 days	36	180

***We recognise that there are times when absence is unavoidable and acceptable.***

### **Illness**

We understand that sometimes children are genuinely ill and of course you must be the judge of this. When deciding whether or not your child is too unwell to attend school, ask yourself the following questions:

- Is my child well enough to do the activities of the school day?
- Does my child have a condition that could be passed on to other children or school staff?
- Would I take a day off if I had this condition?
- Does my child need a full day off school or can they go in a little later?



Think carefully before keeping your child away from school for medical reasons. If they wake up saying they are unwell, consider whether the symptoms they have mean they need to stay at home. Do not keep your child away from school 'just in case' when they could be in class learning with their friends. If your child starts the day unwell, but feels better as the day goes on, please do bring them to school so they can complete some of their lessons that day.

We may request medical evidence to support student absence.

### **Medical/Dental Appointments**

It is generally better if appointments can be arranged outside school hours, but we know this is not always possible. Where children need to attend appointments during the school day it is important that the child attends before and returns to school after the appointment.

Please provide evidence of the appointment where possible.

### **Leave of Absence in Term Time due to Exceptional Circumstances**

There are 190 school days per school year. This means that there are 175 days when your child is free to take holidays, meet up with friends, get their hair cut, attend family gatherings etc.

While schools are required to consider parental requests for absence from school in term time, it still remains the legal duty of parents to ensure the regular attendance of a child of compulsory school age. **Failure to do so could result in the local authority issuing a penalty notice or prosecuting the parents in the magistrates' court.**

Should you wish to request a leave of absence due to exceptional circumstances, please complete this [form](#).

### **Late / Close of Registers**

Punctuality is a very important part of self-discipline and is essential to good time management. Students arriving on the school site after 08:30 will be required to sign in at Student Services and report to the Attendance Office. Detentions for punctuality will be issued and held on the day they are late. Students who arrive late to school regularly or arrive after the register has closed will receive further sanctions.

If your child will be arriving at school after 08:30 due to exceptional circumstances, please inform the Attendance Team in advance at the earliest opportunity..

Students who arrive after the register has closed at 09:05 without an acceptable reason, will incur an unauthorised absence and will be sent to RFL.

If you have any attendance concerns or would like to speak to Ms Anderson or Ms Stacey in the attendance team, please email [attendance@parkhouseschool.org](mailto:attendance@parkhouseschool.org).



## Uniform, PE Kit and Equipment

A complete uniform list is included in this pack. Uniform and PE kit can be purchased from the Skoolkit shop in Newbury. The Park House page can be found [here](#) and further details can be found [here](#) and [here](#). We have also included an equipment list for September further on in this pack. Skoolkit will be in attendance at the Parents Information Evening to answer any questions you may have about uniform. We also have a second hand uniform shop where items can be purchased through the My Child At School App (MCAS), this can be downloaded once your child has started. We will have a display of the second hand uniform available to look at during the Parents Information Evening on 24th June, any items you wish to purchase can be ordered on the night, once payment has been received the items can be collected from school. We are a cashless school so will need payment via a bank transfer.

## Uniform List

We take great pride in our uniform, as we believe it sets the culture of our school - we have high standards for everything we do. **If you have any questions about this or if you require financial assistance, please don't hesitate to get in contact.**

For all Year 7-11 students, the uniform consists of:

- A school blazer\*
- A plain, formal white shirt. This can be long or short sleeved, and must be tucked in.
- Either tailored, plain black trousers **or** the school kilt\*
- Formal and professional polishable plain black shoes
- A school jumper (optional)
- A school tie\*
- House badge (first one provided by school)
- Socks must be plain black
- Tights (no leggings) should be plain black and not patterned. White socks over tights are not permitted.
- During cold/wet weather, students are encouraged to wear an outside, waterproof coat for the journey to and from school and during break time and lunchtime if outside the school buildings. Please note that denim / leather jackets and hoodies are NOT permitted and such items will be confiscated if worn on site.

Items marked with a \* must be purchased from our uniform shop, [Skoolkit](#) or our second hand shop if available.

To ensure that our high standards are maintained at all times, uniform and equipment are checked at the start of each day. Students who do not adhere to our policy may be sent to Ready for Learning (RFL) until the matter has been resolved. To avoid this, we would be very grateful if you can review the information on the subsequent pages, particularly around shoes, trousers and appearance.



Modification to the uniform expectations will only be considered where a letter is provided from a medical professional on headed paper. Notes from parents will not be accepted for missing/forgotten items of uniform or medical dispensations.

### Kilts

Kilts must be worn to knee length (mid-knee) and must not be rolled up so as to adjust their length.

### Trousers

Trousers must be plain black, and of a tailored / boot cut style. They must reach down to the shoe laces.

Tight trousers, leggings, denim trousers, trousers which do not cover the ankle, trousers with visible zipped pockets etc will not be considered. The images below give some examples. If in doubt, keep the receipt and email us a picture – we'd be more than happy to advise!



### Shoes

Shoes must be plain black and formal. They should be leather – or another material which can be polished. Trainers, sneakers, ankle boots, canvas shoes are not permitted. The images below give some examples – again, if in doubt, please don't hesitate to ask!





## Jewellery

The only jewellery which is acceptable is a wrist watch (not a smart watch) and one pair of small plain gold or silver stud earrings in the lobe of the ears. Any other form of jewellery is not allowed. Park House does not allow facial piercings of any kind, including transparent piercing retainers. Students will be asked to remove any other piercings. Failure to do so will result in the student spending the day in (RFL) where they will remain until any prohibited piercings are removed.

## Hair

No extreme hairstyle or dyed hair is allowed, including dip-dyed. Hair is to be of natural colour and only one colour. This includes tramlines (including in the eyebrows) and other shaved patterns, Mohican or skinhead-type styles. Hair must be no shorter than grade 2. Students arriving in school with an unacceptable hairstyle (including lines shaved into eyebrows) will be sent to RFL. Male and female students with long hair must tie it back for PE, Technology and practical Science lessons. Students will remain in RFL until any prohibited hair styles are returned to acceptable styles. Please note: please make informed decisions with your children with respect to piercings and hair styles that may be changed during school breaks – If a student arrives on their first day with prohibited styles or piercings they will be placed in RFL immediately until the situation is resolved.

## Make-Up

No make-up of any kind is to be worn by students. This includes foundation, lipstick, lip-gloss, mascara, blusher, eye shadow, eyeliner, brow liner and nail varnish (including false nails and false eyelashes). Students arriving in school wearing makeup, nail varnish or false nails will be asked to remove it. Failure to do so will result in the student being sent to RFL.

## Mobile phones

At Park House School, mobile phones and smart watches, and connected devices must be switched off and stored (out of sight) during the school day and whilst on site. If a mobile phone, smart watch or connected devices are seen or heard whilst on site they will be confiscated and stored in reception to await collection from a parent or carer. Failing to comply with requests around a mobile phone will result in a day in RFL.



## PE Kit List

Students are expected to bring in PE kit to every PE lesson, unless they are physically unable to change or carry their PE bag. If injured and physically able to change they are required to still do so and partake as a coach, umpire or other non strenuous but involved role. Injured students will need to bring in a note or email their staff teacher.

Students who do not bring their PE kit will be issued a detention and given spare kit to borrow.

PE kit includes the following items:

- PHS Polo t-shirt
- PHS Shorts or skort
- Trainers (fashion trainers are not permitted i.e. converse and Nike air forces) or football/rugby/astro boots
- White socks or long blue PHS socks depending on the sport
- Optional items: long sleeve PHS rugby top, PHS tracksuit bottoms, PHS hoodie (no school jumpers)

For specific sports these health and safety items are required (Please see pictures below):

- Football – shin pads (long blue PHS socks)
- Hockey – shin pads (long blue PHS socks) & gum shield
- Rugby – gum shield

We strongly recommend that students bring trainers to every PE lesson as depending on weather conditions the typical PE rotations may not be able to be followed.

Students may also wear navy, black or white long sleeve skins/tops and sports leggings/skins (no big logos) underneath their polo t-shirt, shorts or skort in cold weather. A skort must also be worn over the top of sports leggings. No school tights should be worn underneath as leggings and school socks should not be worn due to hygiene reasons.

Long hair must be tied back and all jewellery, which should only be a plain stud along with the school uniform policy will need to be removed. Failure to do so will result in a detention.

We strongly recommend that students wishing to have their ears pierced, do so during the summer holidays to allow for the allotted time of healing to take place. Students are not allowed to tape up their earrings



**\*All PHS Specific kit is available from [Skoolkit](#) located in the Parkway Centre in Newbury\***  
**Please ensure that all items of sports kit are clearly and permanently named - either with indelible ink or name tapes.**



## Equipment List

All students are expected to carry their everyday equipment (PE kit, pencil case, books, etc.) in a bag of suitable size. Small handbags and boot bags are not suitable for everyday use; we recommend a rucksack.

Every student is expected to bring the following basic items of equipment for every lesson, every day:

- School bag
- Timetable
- 30cm ruler
- Pencil
- 2x Pens (black or blue)
- Green pen
- Eraser
- Sharpener
- Highlighter (Green/Yellow)
- 180 or 360° protractor
- Compass
- Casio FX-83GTCW calculator
- Mini whiteboard and whiteboard pen (first one provided by the school)
- All of these should be kept in a clear pencil case for easy inspection
- A reading book – this can be loaned from the school library

We ask that you obtain these items before the start of the school year. During the year, students are able to purchase replacements from our school shop, which is open from 08:20-08:30 on the Quad each morning and at break/lunchtime and takes cash.

Please note that Tippex/liquid paper is not permitted in school and must not be used in any school work.

Any textbooks, library books and specialised equipment will be issued on loan to students. We expect students to look after these, and they may be charged for any damage beyond reasonable wear and tear.



## MCAS Online Payment and our Cashless System

Park House School is a **cashless** school with the exception of the equipment shop on the Quad.

We use **MCAS Online Payment** which some of you will be familiar with as many Primary Schools use it.

In order to ensure maximum efficiency in taking payment for food and reducing queues we have a cashless system which operates using biometrics as the payment method at the tills. This is a similar system to that used by many of today's mobile phones.

Instead of paying by cash your child will simply place their finger in the scanner and their identification will be verified. The information held is not a fingerprint. Please see the additional information below explaining the system in more detail. Upon verification monies will be taken from their MCAS Dinner Money account. If your child is entitled to Free School Meals their daily allocation will automatically be credited to their account each day.

If you do not wish your child's biometric information to be processed by us (or your child objects to such processing) we can issue them with a pin number which is verified with your child's name and photo at the canteen and food pod till points. Any money you have paid into your child's online canteen account and any Free School Meal allocation will be automatically credited to this pin number.

Please note biometric consent was requested in the enrolment form you have completed. If you have not consented you will receive a separate email regarding the above pin number.

We will be activating your child's account on the first few days of term. You will also be issued with login details and an activation code enabling you to access your account via the **MCAS** app once your child has started with us.

Once the account is activated you will be able to do the following;

- Top up canteen balances (you are also able to view what your child has purchased to eat).
- Pay for trip and visits (including the Year 7 residential)
- Purchase second hand uniform
- Pay for additional music lessons
- Report your child absent
- View Progress Reports
- Book parents evening slots
- View student timetable

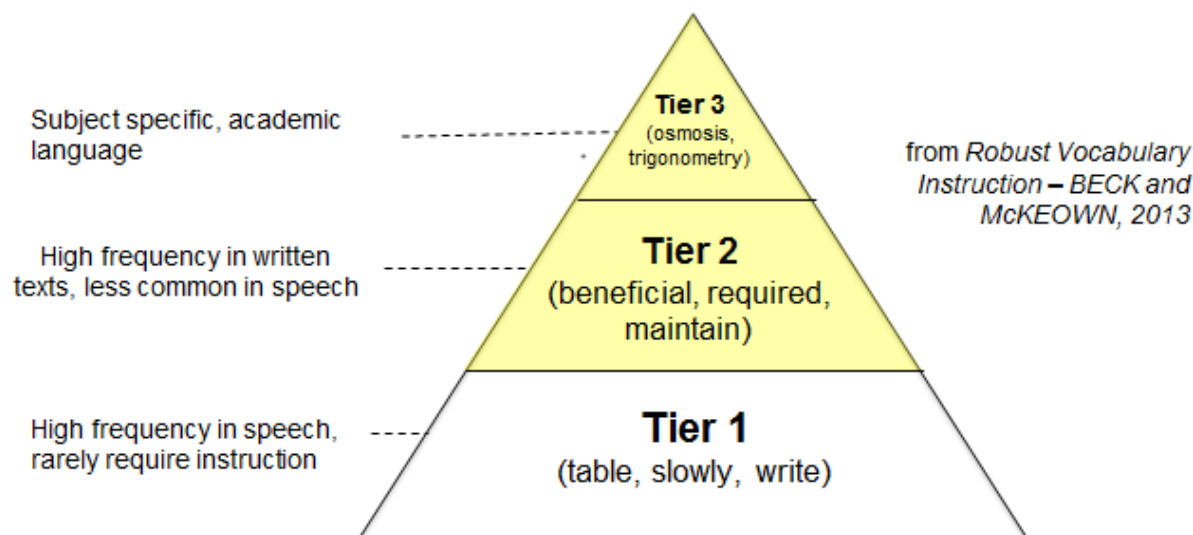
If you experience any problems with MCAS, please contact Mr Pittock (Finance admin) at [apittock@parkhouseschool.org](mailto:apittock@parkhouseschool.org)



## Tutor Time Reading Programme (TTRP)

Following Roll Call every morning students head to their tutor bases with their tutors to take part in TTRP. During the session the tutor reads from a predetermined book, and students follow in their own copy of the book using a bookmark.

The programme is designed to support the development of Tier 2 language in our students.



Tier 2 language is most commonly found in literature. Tutors annotate their book to provide appropriate synonyms as the text is delivered. A wide canon of books is available and are sectioned into age-appropriate texts. In Year 7 books include *The Old Man and the Sea* by Ernest Hemmingway, and *Kestrel for a Knave* by Barry Hines. The books are a mixture of fiction and non-fiction. As current research warns us of the ever-decreasing attention span of young people, this 20-minute reading session in the morning prepares our students for a calm and focussed start to the day. At the end of a book students are helped to write a book review to express their understanding and enjoyment of the text.

A copy of *Holes* by Louis Sachar will be made available to collect at the Parents Information Evening on the 26th June. This is for your child to read over the summer. If you are unable to attend this evening we will send you a copy.



## Transportation

### School Bus Services

Hampshire County Council run two routes ([here](#) and [here](#)) for students who live in Penwood, Woolton Hill, Ball Hill & Highclere that stop outside Park House School. Please enquire directly with Hampshire County Council for this bus.

### School minibus shuttle routes:

Please take a look at the routes on our website [here](#). The minibuses are currently full but if you would like to be added to the waiting list please email [office@parkhouseschool.org](mailto:office@parkhouseschool.org).

### Bike to school:

It may also be helpful for families to consider cycling as a sustainable and healthy travel option. The school provides secure cycle storage facilities for students who wish to travel by bike. To ensure pupils can ride safely and confidently on local roads, we strongly encourage completion of Bikeability Level 3 training. This advanced course equips young people with the skills needed for more complex traffic environments. Bikeability training is offered during school holidays and can be booked via the following platform:

<https://activetravel.wbcroadsafety.co.uk>

## Instrumental and Vocal Tuition at Park House School

Learning to play an instrument or learning to sing is a huge amount of fun. But it also builds confidence, creativity, independence, resolve and focus.

Our instrumental/vocal lessons are built on an ethos of fun and progress where lessons are personalised to each student to help maximise progression, achievement and enjoyment.

We offer the opportunity for your child to learn a musical instrument with one of our visiting instrumental teachers through Good Vibes Music Academy or through the Berkshire Music Service. There are a variety of instruments that pupils can learn including flute, clarinet, saxophone, drums, piano, guitar, brass, and voice.

Pupils can have either shared or individual 30-minute lessons once a week during term time. The costs for these are set out below:

### [Good Vibes Music Academy](#)

<https://www.goodvibesmusicacademy.co.uk/parkhouse>

Our team of professional musicians are more than experts in their field - they're also experts in inspiring and motivating students and passing on their passion for music. Specialising in rock, pop and digital music, students will learn from those who have been there, done it and are still doing it!



Our weekly lessons in schools makes it easy and convenient for pupils and parents - no evening trips out, no weekend taxi service. And they're not only learning how to perform, sing or make music. But also to be creative; to develop their self confidence and self belief; and to be part of a team.

Good Vibes Music Academy provides us with Guitar, Drum Kit, Vocal and Piano/Keyboard lessons. The lessons are skilled based learning with clear routes of progression. Weekly personalised lessons led by specialist visiting teachers. Performance opportunities in and out of school. Clear pathways to gain qualifications. Free or discounted access to workshops, courses and events. Opportunities to develop creativity, problem solving skills and independent learning.

Our teachers visit your school each week throughout the academic year to deliver instrumental and vocal lessons. As part of the membership, you'll receive up to 36 lessons each year.

These lessons are based on a Solo or Group lesson and are payable in advance, with a terms notice.

Instrumental prices

A group 30 minute lesson @ £31 per month

A Solo 30 minute lesson @ £90 per month

#### **Available lessons**

Guitar -Classical/Acoustic/Electric/Bass lessons

Vocal lessons

Piano/Keyboard lessons

#### **How to Apply**

##### **Berkshire Music Service**

Should you wish your child to have instrumental lessons at Park House and the instrument you would like is provided by BMS, please visit their website ([www.berkshiremaestros.org.uk](http://www.berkshiremaestros.org.uk)) and complete the online form.

If your child requires instrumental lessons but they do not have an instrument, then please indicate this on the application form and the teacher will do their best to assist you. Instruments are available to hire from BMS at very reasonable rates.

#### **How to Sign Up**

##### **Good Vibes Music Academy**

<https://www.goodvibesmusicacademy.co.uk/parkhouse>

##### **Berkshire Maestros**

[www.berkshiremaestros.org.uk](http://www.berkshiremaestros.org.uk)

Please note when you sign up for lessons you are doing so with either Berkshire Music Service or directly with a Good Vives Music Academy. Your contract is with these



organisations/people and not with the school. If at any time you wish to cease tuition, written notice to the teacher or music service is required in accordance with the conditions stated in the contract.

All pupils receive lessons on a rota basis and your child's teacher will contact you to introduce themselves and outline their own individual terms and conditions. Timetables are displayed on the notice board in music. All visiting instrumental teachers (VITs) have completed the appropriate enhanced disclosure checks.

If you are in receipt of Free School Meals, Pupil Premium, an EHCP or an IEP you could be eligible for a discount. If you are eligible for funding to help pay for lessons after applying through Good Vibes Music Academy or BMS you will need Park House School to confirm you are eligible for the discount.

## Other helpful notices for when your child starts school

Our Front of House team are here to support your child in Student Services & Reception  
Mrs Newman - PA to the Headteacher & Office Manager  
Mrs Earl - Student Services  
Ms Whewell - Reception/Student Services  
Mrs Blignaut - Reception/Student Services

### E-mail addresses

As a school, our preferred method of contact with parents is via email. When your child starts it is important that you keep us up to date with any changes to your home address, contact numbers and e-mail addresses so that we are able to contact you quickly should the need arise. If you need to change these details once your child has started please email [office@parkhouseschool.org](mailto:office@parkhouseschool.org).

### Medical

Students struggling with illness in school are expected to speak to a member of staff, preferably their teacher in class time. If the teacher decides your child is too ill to stay in class they will then send a Medical QC notification to the medical team who will request that the student attends Student Services. From there onwards the attending member of the medical team will assess the situation and contact parents if appropriate.

If your child needs to take any medication in school, please bring the medication to reception. A form will need to be filled in before we can store this and dispense it. Please do not allow your child to bring in any medication including paracetamol into school.

If you have any additional medical information pertaining to your child once they have started please email [office@parkhouseschool.org](mailto:office@parkhouseschool.org) and copy in their Head of Year, Mr Bouzida - [lbouzida@parkhouseschool.org](mailto:lbouzida@parkhouseschool.org)



### **What is a Green Card?**

A Green Card is a document that allows your child to leave class during the school day for a small range of things (Toilet break etc). These are usually only issued on receipt of medical evidence.

### **Obtaining a Green Card:**

All 'Green Cards' are issued by Mrs. Newman, Office Manager. Please email your request to [office@parkhouseschool.org](mailto:office@parkhouseschool.org) with the subject header saying 'Green Card' - Please clearly state the reason for requesting a 'Green card'. The Head of Year will also be notified of your request. Medical evidence must be supplied.

### **Issuing of Green Cards:**

For the time being, Mrs. Newman will be the only member of staff issuing Green Cards.

**Red Card** - A red card is a Medical card only and these are issued to diabetic students, students with severe allergies requiring an Epi Pen and students with serious medical conditions. Only Mrs Newman will be issuing these.

### **Period Packs - Brown Bag**

If your child requires any menstrual products, please let them know they can go to Student Services or RFL and ask for a 'brown bag'. We have a large supply of pads, tampons and period pants that are free and available to our students.

### **My Child At School App (MCAS) - Parental Consent**

To enable us to administer paracetamol please add your consent to the My Child at School app. Once your child has started school you will be able to download the app, if you have any issues please contact [office@parkhouseschool.org](mailto:office@parkhouseschool.org) and we can send you a password reset. All details with regards to MCAS can be found on our website [here](#).

### **Lost property**

Any lost property will be taken to Student Services, if your child has lost something they should head to Student Services first to see if it has been handed in. Once there, if the item is named it will be placed in a storage bin for each year group. At this point a member of the office team will contact you, your child and your child's tutor via email to come and collect the item. Items with no names on them will be placed in a general storage bin. On the last day of the school week the items will be moved into storage for a period of four school weeks. Any unclaimed items will be retained by the school. If you or your child are unable to collect the item in the given time frame, please contact [office@parkhouseschool.org](mailto:office@parkhouseschool.org) before the end of the four weeks and we will be able to put the items on hold.