

## Enjoy Enrich Excel





## INTRODUCTION

Dear Parents & New Year 7 Pupils,

I would like to extend a very warm welcome to Purbrook Park School on behalf of all the pupils, staff and governors.

Purbrook Park is a happy and friendly school, proud of our traditions and achievements. By setting consistently high standards both in and out of the classroom, we enable pupils to enjoy their learning, and to make the best progress. Our key strength is our strong pastoral system. Our excellent team of teachers and associate staff make sure that every young person is safe, happy and able to achieve their very best.

This booklet provides an introduction to school life and to what we have to offer your child. If you have any questions, please do not hesitate to contact us. My best wishes to everyone for a very happy summer holiday, and we look forward to welcoming you to Purbrook Park this September!

*P R Foxley*  
Headteacher

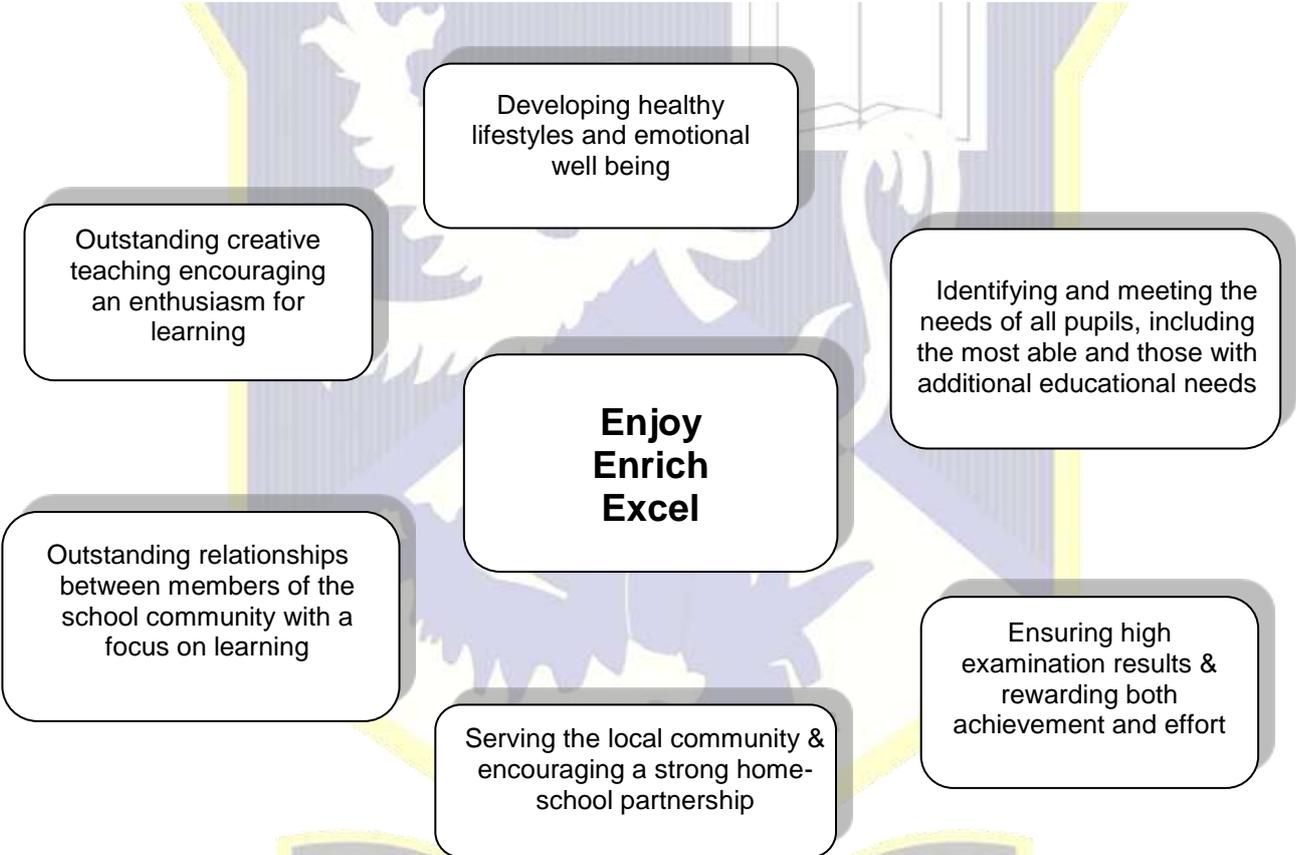




## Vision Statement 2021/22

At Purbrook Park School we encourage excellent relationships where success is encouraged, supported, recognised and celebrated. We want all our pupils to enjoy their time at school and to have the opportunity to take part in a wide range of enrichment activities. Happy children will work hard and excel in their learning and examinations.

## School Values



**To be successful at Purbrook Park School we expect our pupils to follow our Four Key Rules:**

-  Be on time and be ready to learn
-  Follow instructions first time
-  Be polite and show care and respect
-  Focus on achieving your personal best



## CODE OF CONDUCT

### We expect all our pupils to:

-  Wear our school uniform correctly.
-  Be polite and show respect to other pupils and staff.
-  Behave well at all times.
-  Value others' thoughts & ideas and not interrupt or speak out of turn.
-  Be on time and be properly equipped for every lesson and activity.
-  Not eat in classrooms, changing rooms or corridors.
-  Not bring chewing gum onto the school premises.
-  Respect the school and property that belongs to others.
-  Not be involved in any fighting including 'play fighting'.
-  Keep mobile phones switched off and in their school bag.

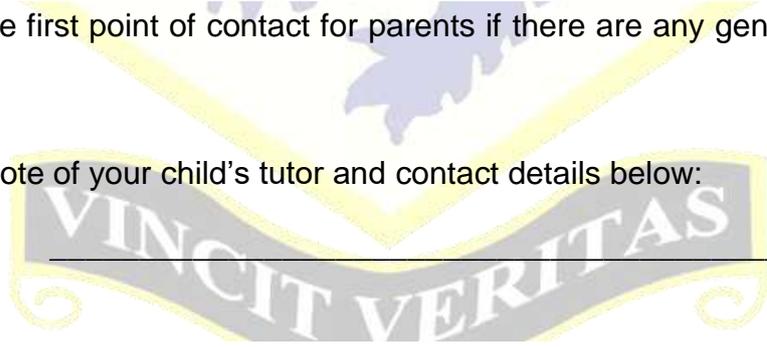
## PUPIL SUPPORT & GUIDANCE (PASTORAL SUPPORT)

Our tutors are the first point of contact for parents if there are any general difficulties or problems.

Please make a note of your child's tutor and contact details below:

Tutor name: \_\_\_\_\_

Contact: \_\_\_\_\_





Our Raising Standards Leaders and House Leaders are responsible for maintaining the education and progress of all our pupils. Parents are welcome to contact our house leaders either by telephone or by email:

#### Raising Standards Leaders

Mrs Kerry Pomfret	Darwin House	<a href="mailto:KPomfret@purbrook.hants.sch.uk">KPomfret@purbrook.hants.sch.uk</a>
Mr Robert Evans	Einstein House	<a href="mailto:revans@purbrook.hants.sch.uk">revans@purbrook.hants.sch.uk</a>
Mrs Anna Walsh	Galileo House	<a href="mailto:awalsh@purbrook.hants.sch.uk">awalsh@purbrook.hants.sch.uk</a>
Mr Gruffydd Davies	Newton House	<a href="mailto:GDavies@purbrook.hants.sch.uk">GDavies@purbrook.hants.sch.uk</a>

#### House Leaders

Miss Rachael Pinder	Darwin House	<a href="mailto:rpinder@purbrook.hants.sch.uk">rpinder@purbrook.hants.sch.uk</a>
Mrs Claire Cunningham	Einstein House	<a href="mailto:ccunningham@purbrook.hants.sch.uk">ccunningham@purbrook.hants.sch.uk</a>
Mrs Hayley Udy	Galileo House	<a href="mailto:hudy@purbrook.hants.sch.uk">hudy@purbrook.hants.sch.uk</a>
Mrs Sally Mist	Newton House	<a href="mailto:smist@purbrook.hants.sch.uk">smist@purbrook.hants.sch.uk</a>



## TUTOR TIME - PDL

Your child will spend time with their tutor every day except on Fridays.

During tutor time, pupils will engage in an exciting range of group or individual activities which support the development of their Literacy, Maths and British values as well as their understanding of the Rights and Respect Agenda, and their knowledge of other important local and global themes.

## COMMUNICATIONS

-  If your child is unwell and unable to attend school, please call the school on: **023 9237 0351 press 1 (available 24 hours a day)** – and leave a message on the answerphone as to why your child is unable to attend school.
-  Please try to arrange dental or medical appointments out of school hours wherever possible. Pupils are responsible for bringing in notes/letters from parents, (prior to the appointment), for any dental or medical appointments that are unavoidable in school time.
-  Punctuality is very important at Purbrook Park. If pupils arrive late to school, then they will attend a detention at break time on the same day.
-  Please contact us if your child needs to be excused from PE or games/activities. (Pupils will still be expected to change into kit even if they are not participating in an active sporting role.)
-  Should pupils have a medical appointment during the school day they **MUST 'sign out'** at our main reception.
-  Staff will contact parents by telephone, email, text or in writing.
-  Please contact tutors by email or phone with any concerns you may have.
-  Progress Reports are issued at the end of each term via Edulink to update parents about the progress your child is making in school.
-  You will receive a weekly newsletter by email every Friday, outlining key information, celebrating successes, and announcing important forthcoming dates on the school calendar.



# BE PREPARED

It is our pupils' responsibility to arrive at each lesson well prepared, in order to begin their lesson straight away. They need to check that they have the correct books and equipment with them. We recommend a rucksack, sports bag, or large shoulder bag to carry all their belongings and equipment around school. (Handbags are **not** considered suitable).

**For every lesson pupils must have:**

-  Pens, pencils, pencil sharpener, rubber, ruler and scientific calculator
-  Text books (if issued) & exercise books

**AND**

-  PE kit for PE and Dance (*as per the uniform list*)

In some subject areas the following items will support learning and help our pupils towards greater success:

Art, Design & Technology	Maths	Humanities
2 x 2B pencils	Protractor	Colouring pencils
Compasses	Compasses	
Colouring pencils		





## HOMEWORK

Pupils will be set regular homework in 15 minute 'chunks'. The focus of each chunk will either be preparation for the next lesson, practice of what has been learnt or retrieval of key information (PPR).

Pupils will be informed in lessons what they are expected to do and teachers will also email pupils/parents via Edulink with the specific task set.

If pupils do not understand any of the tasks given to them, they need to ask teachers for guidance before the deadline set.

### What parents can do to help:

-  Appreciate the need to study and provide a place for homework as free from distraction as possible.
-  Check your child's work making any comments you wish.
-  Monitor Edulink to check when work is due to be set and handed in.
-  Support your child by showing an interest and giving encouragement; ask them to explain the work to you. This can develop pupils' understanding and reasoning skills.

## PERSONAL PROBLEMS

If your child has any personal problems, or is worried about anything at school, their tutor will be happy to talk to them. Alternatively, they might find it more helpful to talk to a particular subject teacher.

**We are all here to help and support our pupils.**



## BULLYING

This school will not tolerate bullying of any kind.

Bullying can be defined as "behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally" (*DfE 'Preventing and Tackling Bullying', July 2017*)

Purbrook Park School is a safe place where all pupils can learn and develop. Everyone is strongly encouraged to report any bullying.

**IF WE KNOW, WE CAN HELP AND WE WILL MAKE IT STOP**

Reporting bullying is **NOT** telling tales

## GOOD BEHAVIOUR

**No one has the right to stop anyone else learning**

We have high expectations at Purbrook Park. If problems arise and pupils do not meet these expectations, then each situation is dealt with individually, firmly and fairly. Our strong behaviour policy means that everyone can learn without disruption.

## SENIOR PUPILS

We have a fantastic team of senior pupil ambassadors. Our Head Pupils are supported by their deputies and Senior Prefects to ensure that the school community continues to thrive.

We also have our House Captains who assist the House Leaders in the running of their houses and embedding the house ethos into the school community.



Our Prefects are those pupils who have been appointed to take a leading role in the running of the school, and who have received training to assist them to carry out the role successfully and responsibly.

Prefects assist staff at special school events. They are also 'on duty' around the school during break time and lunchtime.

All senior pupils wear a blue tie with gold writing so they can be easily identified around the school.

## REWARDS

At Purbrook Park every pupil has the opportunity to succeed in many ways and we celebrate their success in rewards:-

-  Effort and Achievement is celebrated at the school's Annual Prize Giving event.
-  House Cups are awarded termly in celebration assemblies.
-  Attendance, E-Praise points and certificates are presented in assemblies.
-  'Congratulations postcards' are posted to home to parents.
-  E-Praise Points are awarded for contributing to the school community as well as for academic effort and achievement.

## FOOD IN SCHOOL

We are delighted with our new two storey catering facility. Pupils can purchase hot food on the ground floor in our new restaurant and cold food on the top floor in our new café. Pupils are also able to purchase breakfast items before school from 7:45 to 8:15.

We operate a cashless catering system in school which ensures that parents are able to monitor the amount of money your child spends and also what they are purchasing. You can find information about our catering company and their menu on our school website.



We are mindful that not all pupils wish to purchase food at school, and therefore provide plenty of open spaces, and covered areas for pupils to eat packed lunches with their friends.

**Please note:** pupils must not eat in classrooms, changing rooms or corridors.  
**Chewing gum and energy drinks are not permitted in school**

## TOILETS

The toilets are located in the main and new building. Toilets are only accessible during break and lunchtime as well as before and after school, unless a pupil has a toilet pass.

If pupils need the toilet during a lesson, they will need to request permission from their teacher who may give their authorisation.

## MEDICAL

If pupils become unwell or the teacher thinks that they are not well enough to be in class or school, they will be given permission to report to their House Leader. If necessary, a member of staff will telephone one of the pupils' emergency contacts and inform them of the situation.

### MEDICATION

Asthmatic pupils should always carry an inhaler with them at all times. We are happy to keep a spare inhaler in school but please ensure all medication is clearly marked with pupils' names and tutor group.

**PLEASE NOTE:** We can only administer prescribed medication which must be in the labelled packaging and parents must sign an authorisation form giving staff permission. With the exception of inhalers, medicine must not be carried around school.

Should your child require paracetamol during the day this can only be administered once authorisation has been given via the registration form.



If your child has an allergy please remember to let us know, if this has not been recorded on the registration form.

## **ACCIDENTS**

If pupils are involved in an accident or they become very unwell, we may consider taking them to hospital or call for an ambulance. The staff will do all they can to make pupils comfortable and apply first aid as necessary. The school will contact parents and inform them of the situation as soon as possible.

## **MOBILES AND CONTACTING PARENTS**

### **The use of mobile phones is not permitted during the school day.**

The use of mobile phones, mp3 players and other similar electronic devices including the use of headphones is not allowed in school.

These devices and headphones are not to be on or used during the school day including break or lunch times. If pupils bring devices into school for use on the way to or from school, they must remain switched off and in their school bags or lockers during the school day.

On rare occasions in some lessons, and for educational purposes only, a teacher may allow pupils to use a mobile phone as a learning tool. After the lesson, the phone must be switched off and returned to the school bag.

If a pupil is seen using a phone or device, it will be confiscated. On the first occasion it will be returned to the pupil at the end of the day. On any further occasion, we expect parents to come into school to collect the device.

If pupils need to phone home in an emergency, such as when the timing of a sporting fixture changes, or when there is a need to let somebody know that they are going to be late, pupils can ask their House Leader for permission to use the school phone, located in the Pastoral Hub.

### **Contacting Parents**

We will endeavour to contact parents via telephone during the school day should we need to for medical or other purposes, such as changes to fixtures or clubs. We also use School Comms to communicate short messages via text. Please ensure that we have all up to date contact information.



## LOST PROPERTY

It is very helpful if all items worn or brought to school are clearly marked with your child's name.

Any lost property will be handed in to the House Leaders.

All named lost property that is handed into the House Leaders is returned to their rightful owners as soon as possible.

All unclaimed lost property is disposed of at the end of each term.

**THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR THE LOSS OR DAMAGE OF ANY ITEM OF PERSONAL PROPERTY.**

## CYCLING TO SCHOOL

Many pupils choose to cycle to school.

**FOR PUPILS' OWN SAFETY PLEASE ENSURE THAT YOUR SON OR DAUGHTER:**

-  Knows the Highway Code.
-  Makes sure their bike is roadworthy at all times.
-  Wears a cycle helmet as it may save their life and protect them from injury.
-  Uses lights if they are riding home in the dark.
-  Pupils' are not permitted to ride their bikes' on the school site. As soon as they reach the school gate, they must dismount and walk with their bikes to the bike racks.
-  Pupils can use the bike racks to lock and secure their bike.
-  Bike racks are located near to the entrance to our sports field.

**FOR THE SAFETY OF ALL PUPILS AND OTHER ROAD USERS PUPILS MUST NOT:**

-  Ride their bike to school if it is unsafe or un-roadworthy.



- 🚦 Ride their bike on the pavement **or** in school grounds.
- 🚦 Carry a passenger on their bike.
- 🚦 Ride in a dangerous manner.

**ELECTRIC/ E SCOOTERS MUST NOT BE USED TO RIDE TO OR FROM SCHOOL.**

## FIRE ALARM

**IF THE FIRE ALARM SOUNDS, ALL PUPILS, STAFF AND VISITORS MUST:**

- 🚦 Immediately leave the classroom in an orderly manner and follow the instructions of a teacher or member of associate staff. There are notices in every classroom indicating which direction to take.
- 🚦 Walk quickly and quietly to the MUGA (Astro Turfs) at the back of the school.
- 🚦 Line up in alphabetical order in tutor groups.
- 🚦 Remain silent while the tutor takes a register.

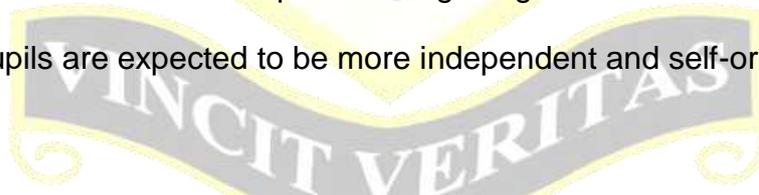
**DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY A MEMBER OF STAFF.**





## WHAT IS DIFFERENT ABOUT SECONDARY SCHOOL

- 🏰 Your child may make their own way to school for the first time.
- 🏰 Our four key rules (see page 2).
- 🏰 Instead of one teacher, your child will be taught by a range of different teachers and will get to know a number of other adults in different roles in the school.
- 🏰 The site is much bigger than their previous school and they will find their way around, moving from classroom to classroom between lessons, carrying belongings with them.
- 🏰 Each pupil will have their own timetable.
- 🏰 They will be fully responsible for having the correct books and equipment for different lessons, e.g. PE equipment etc.
- 🏰 They will have full responsibility for recording homework, completing it by the correct day and giving it in on time.
- 🏰 There will be new lessons and variations on familiar ones, such as Science in a laboratory or Technology in a workshop.
- 🏰 Learning and teaching styles may be different. Pupils will be expected to write more frequently and for longer, and they will be expected to select appropriate reference books from the school library or information from the Internet.
- 🏰 Break times will be organised differently. They will have less adult supervision than at primary school and be more independent in getting back to lessons on time.
- 🏰 In general, pupils are expected to be more independent and self-organised.





## QUESTIONS FREQUENTLY ASKED BY PARENTS

**1. *Will my child be in a tutor group with friends from Primary School?***

Tutor groups are organised carefully and pupils in one tutor group will all be in the same house. We cannot guarantee that they will be with other pupils from their previous school.

**2. *What information will Purbrook Park have about my child?***

Members of our transition team have visited your son/daughter's previous school to gather relevant information. We ensure we know as much as possible about your child prior to their arrival in September.

**3. *Who should I contact if problems arise?***

Your first point of contact will be your child's tutor. Most problems can be resolved at an early stage. If a matter is felt to be particularly complex or difficult to resolve, you may be referred to the House Leader. Matters relating to a specific subject can be referred to the subject teacher or the Lead Teacher of that subject. The Senior Leadership team and Mr Foxley, Headteacher, are always happy to meet parents by prior appointment.

**4. *What will they need for the first day at school?***

School starts at 8.30am and your child should make their way to their first lesson for this time. Encourage your child to practise how long it will take to walk or cycle to school, if appropriate. Pupils could arrange to walk with other pupils who live nearby so that pupils arrive together.

As part of their first day they will be allocated their timetable. They will follow this timetable after break so please ensure that their bag contains pens, pencils, a ruler, an eraser and a calculator. They will be issued with books by each subject as required.

We do advise that pupils bring their PE kit on the first day.

**5. *What if they are unhappy? What should they do?***

If your child feels unhappy or has a problem or a concern, they should speak to their Tutor or House Leader. They can also speak to any of our Senior Pupils who are easily recognisable by a plain blue tie.



If they feel someone is being unkind to them, we want to know. We do not tolerate bullying of any kind. Pupils must report any case of bullying to a member of staff who will deal with it immediately and decisively. Staff will deal with any concerns and pupils must not deal with bullying alone.

**6. *We're worried about them having so many new teachers. What if they don't understand the work?***

Moving up to Year 7 will involve more teachers and it will not take pupils long to get to know them. All teachers are available to help and support your son/daughter. You can contact your son/daughters teachers directly via Edulink.

**7. *Will the work be harder and will they be expected to do a lot of different things?***

Your child will begin many new subjects and continue some subjects they are already used to with a higher level of challenge. All our teachers work hard to support pupils in achieving their potential. We have high expectations for our pupils and will ensure that we work with them to enable them to meet these expectations.

**8. *What are the school rules?***

Our four key rules are on page 2 of this booklet, and on page 3 our 'Code of Conduct' explains how pupils are expected to behave. Tutors will explain the rules too.

**9. *What happens if pupils are late for lesson?***

Senior Pupils and staff will be on hand to support pupils in their transition. We understand if they are late or get lost in the first few days.

**10. *Will my child understand their timetable?***

Tutors will explain timetables on the first day. They will explain which room to go to and the name of their Subject Teacher. Senior pupils and staff are available to help your child throughout the school day.



## UNIFORM & PERSONAL EQUIPMENT

**For September 2021**

***Wear our uniform with pride***

We have high expectations for uniform and expect our pupils to wear it correctly at all times. All pupils must ensure:

-  Their tie is worn correctly
-  They have their blazer on (unless they request permission to take it off)
-  Their shirt is tucked in
-  They have the correct skirt/ trousers and plain black leather shoes
-  They are not wearing makeup or jewellery other than one plain gold or silver stud in the lower earlobe and a watch

All uniform items can be purchased from Skoolkit

Items may be purchased elsewhere providing they meet the exact style of our uniform.

*Skoolkit can provide Purbrook Park School badges to be sewn onto blazers.*

**SHOES:** All pupils must wear **plain black leather shoes** (no logos or excessive trims). All shoes must be low-heeled – not more than 6 cm, and must enclose the foot.

**UNIFORM:**

-  Blazer *including* stitched on Purbrook Park School badge **from Skoolkit**
-  House tie from **Skoolkit**
-  Plain white shirt - standard collar / no logo
-  Black 'V' neck jumper (not cardigan) for winter wear
-  Black straight leg or tailored trousers (No tight or skinny trousers)
-  Black knee length skirt – (Please see acceptable styles from **Skoolkit** - no tube skirts)
-  Plain black socks or tights
  
-  *From the 1st May until the end of the summer term, pupils are permitted to wear senior unisex day shorts purchased from **Skoolkit***

**PE KIT:**

-  Navy polo shirt *with Purbrook Park School Logo* **from Skoolkit**
-  Plain navy or black round neck sweatshirt or navy & white rugby shirt



-  Plain navy shorts (Can be purchased from Skoolkit)
-  Plain navy or black track suit bottoms - (no other accepted including  $\frac{3}{4}$  length). *Track suit bottoms to be worn at the discretion of the PE teacher.*
-  Plain navy or black sports leggings (Can be purchased from Skoolkit)
-  Navy woven football socks and white ankle/trainer socks
-  A pair of football boots - no metal tipped studs or blades
-  A pair of indoor trainers (*with non-marking soles*) - please note that for health and safety reasons, canvas type plimsolls are not an acceptable substitute.
-  A pair of shin guards
-  Gum shield (*advisable*)

## PROTECTIVE CLOTHING

Protective clothing is required for some practical work. The Departments concerned will give advice.

## HAIR

Hairstyles must not be unusual for example excessively short (minimum grade 2 is accepted), tram line, zigzag or dyed unnatural hair colours (including dip dyed). Braiding is allowed providing no beads are attached.

## JEWELLERY

Pupils may choose to wear a watch. Pupils are also permitted to wear a **single pair** of plain gold or silver stud earrings in the **lower earlobe**. If pupils are seen with other jewellery they will be asked to remove it. If it is seen persistently it will be confiscated and parents will be asked to collect it.

## MAKE UP

Make up including false nails and nail polish is not permitted for any pupil.

## PERSONAL EQUIPMENT

Pupils need a range of equipment i.e. pens, pencils, pencil crayons, rubber, ruler, calculator and a suitable bag to take several A4 books and text books. Pupils must not bring small 'handbags' into school.

Purbrook Park has developed a high standard of education and dress. We are rigorous in upholding the school uniform and it is expected that pupils wear it well and with pride. This includes to and from school, on school visits and excursions.

-  Pupils are expected to wear blazers at all times unless given permission to remove them.



🦁 Top Coats – these are to be worn over blazers only when outside during breaks and moving from lesson to lesson (outside).

🦁 Hoodies are not permitted.

🦁 Ties must be worn and shirts must be tucked in.

Please note that if a pupil persistently fails to wear their uniform correctly, detentions will be given or internal isolation if required.

Our Governing Body is mindful of the need to respect religious faith (see Equal Opportunities policy). Please discuss the matter with the Headteacher if you are unsure.

## LOCKERS

Locker request forms have been issued. If you do not have the form but would like a locker please let us know.

For each locker there are two keys:

🦁 1x key will be given to your son/daughter

🦁 1x key will be kept in the House Leader office in case of emergency.

Please note that any lost keys will be charged at £6 each. Should any of these keys not be returned when the locker is returned, a charge of £6.00 per key will be made.

All pupils must take care of their belongings and must not bring any valuables to school. The school cannot accept responsibility for the loss or damage of any personal property.





## STRUCTURE OF THE SCHOOL DAY



Monday – Thursday		Friday	
8:30 – 9:20	Lesson 1	8:30 – 9:20	Lesson 1
9:20 – 10:10	Lesson 2	9:20 – 10:10	Lesson 2
10:10 – 10:40	Tutor Time	10:10 – 11:00	Lesson 3
10:40 – 11:00	Break	11:00 – 11:20	Break
11:00 – 11:50	Lesson 3	11:20 – 12:10	Lesson 4
11:50 – 12:40	Lesson 4	12:10 – 1:00	Lesson 5
12:40 – 1:10	Lunch	1:00 – 1:30	Lunch
1:10 – 2:00	Lesson 5	1:30 – 2:20	Lesson 6
2:00 – 3:00	<b>Enrichment</b>		





Purbrook Park School  
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Purbrook  
Waterlooville  
Hampshire  
PO7 5DS

023 9237 0351

admin@purbrook.hants.sch.uk  
www.purbrookparkschool.co.uk

<https://www.facebook.com/pages/Purbrook-Park-School>  
<https://twitter.com/PPSPurbrook>

We look forward to seeing you in  
September.