

THE SWEYNE PARK SCHOOL

Welcome to The Sweyne Park School Information for families: (for pupils starting in September 2020)



This pack gives you key dates and further information to help you and your child with the transition to secondary school. It also covers ParentPay, School Fund contribution, bus passes, catering facilities, the Sweyne Park School Parent Teacher Association and Parents' Forum.

When your child starts with us in September you will be contacted again asking you to confirm confidential information, such as contact details, consent and medical information. You are welcome to contact Fiona Jones at the School prior to your child starting to give us medical information if you wish to.

A full list of 'things to do before September' is given on the back page of this booklet and we very much hope your child is looking forward to joining us in September.

Keep up to date with school news via our website:

www.sweynepark.com

This pack is also available online in the Year 6 to 7 section of our website.



NPQH Leadership
Development School
National College
for Leadership of Schools
and Children's Services



Key Contacts



Katharine Dines
Headteacher



Richard Bradley
SENCO



Marie Taylor
Head of Year 7,
Pastoral Care and
Academic Guidance



Stephanie Whitcombe
Designated Safeguarding
Lead



Michelle Waghorn
Librarian



Joy Jacob
Head of the Resource
Base for Hearing
Impaired Pupils

The Pupil Services Team

Our Pupil Services team are here to support you and your child and are the key point of contact for parents and pupils about 'day to day' issues and health related matters.



Kim Ford
Pupil Services Front Desk
& ParentPay



Kelly Buzer
Pupil Services Front Desk
& ParentPay

Frequently asked questions

1. Will my child be in a tutor group with all their friends?

There are 9 tutor groups in Year 7. These are all mixed ability groups and contain a mixture of pupils from a number of primary schools. In this way we encourage pupils to mix widely with other pupils. Information from our Primary Feeder Schools is used to group together pupils who work well together.

2. Are lessons taught in mixed ability classes?

Some subjects are taught based on ability. Where this is the case, we use information forwarded to us from the Primary School in addition to the testing that is done during the first few days in September.

3. How do I pay for my child's school activities and school meals?

We use the 'ParentPay' system. Pupils use thumb scans to access money to pay for lunches. Comprehensive information about this is included in a separate letter with this pack. If you have any concerns about this, please contact the Pupil Services Team.

4. How do I keep in touch with school news?

Our weekly newsletter 'The Sweyne Park Times' will keep you updated on the dates and details of events throughout the school year. To enable us to send you an electronic copy weekly please email from your **main family email address and give your child's full name** to: **fjones@sweynepark.com**. Past editions can also be found on the school's website: www.sweynepark.com (under the 'NEWS' tab).

5. How do I let the school know that my child has an educational need?

Concerns linked to learning or medical needs can be answered by Richard Bradley, SENCo. Joy Jacob leads our Resource Base for Hearing Impaired Pupils.

6. How do I let the school know that my child has a medical condition?

Before your child starts with us in September, you may wish to let us know of a **medical condition or Care Plan that your child has, or about medication to be kept in school**. If this is the case, you are welcome to send the information into school, via an enveloped marked for the attention of "Fiona Jones, Pupil Services Manager" or email: Fjones@sweynepark.com

7. How do I contact the school if I have any concerns or if I don't understand something about the school?

There are a number of people who you can contact if you have any concerns. Your child's form tutor will be able to answer the majority of the questions that you have about the day to day life of the school and help with any teething problems that your family may experience.

If your concerns are linked to a particular lesson or subject area, then it is best to telephone the school (01268 784721) and ask to speak to the subject teacher or Head of Department of the relevant subject. A list of key staff is available under the 'PARENTS' icon on the school website. If teachers are not available at the time of your phone call, then they will get back to you.

If you have any other concerns then you can contact Ms Marie Taylor, Head of Year 7 or Mr Richard Bradley.

8. Who do I need to speak to if my child is ill?

Any problems linked to illness, property, lockers and lunch are dealt with by Pupil Services (they can be contacted either by telephone or by coming into the Pupil Services office in school). If your child is late or leaving school early please write a note and ensure they sign in/out in Pupil Services.

If your child is sick please telephone the school as early as possible each day and send a note with them on their return.

9. What do I do if something is lost at school?

To avoid potential problems with lost property, we do advise that you **label clearly** all your child's property and actively discourage your child from bringing valuable items into school. Pupil Services will endeavour to return any lost property to your child which is clearly labelled. Unlabelled and unclaimed items will usually be disposed of after two weeks.

10. Are mobile phones allowed in school?

Many parents now provide pupils with mobile phones for safety; these are brought in at pupils' own risk. Pupils are permitted to use their mobile phones in designated areas at break and lunchtimes but not during lessons or whilst moving around the school. **Contact between home and school should go through the main school phone line - 01268 784721.**

School Buses

Many pupils attending Sweyne Park will need to travel to and from school by bus.

Where do the buses go from and at what time?

Currently there are three bus services to and from Canewdon, Hullbridge and Rettendon which our pupils use. These buses have a number of designated morning pick up points in the community and then leave from school at 3.10pm. Pupils using services from Canewdon, Rettendon and Hullbridge are dropped off and picked up from our bus bay off Sir Walter Raleigh Drive.

As well as those pupils who receive bus passes, many others make use of the Hullbridge service and a number of other public bus routes to travel to and from school.

How do I apply for a bus pass?

The Local Authority (LA) provides free bus passes for pupils who live within our catchment area and live outside the three-mile radius (where we are the nearest school). If this is the case you need to apply to the LA by contacting Passenger Transport on the number below or by applying online at www.essex.gov.uk/schooltransport.

Passenger Transport at County Hall - 0345 603 2200

Please note that:

- due to the large number of applications received at County Hall, it is advisable to send for your child's bus pass as soon as possible;
- the bus company **will not allow** any pupil to travel without their bus pass;
- bus passes will be sent directly to pupils' homes.

What happens if my child misses the bus?

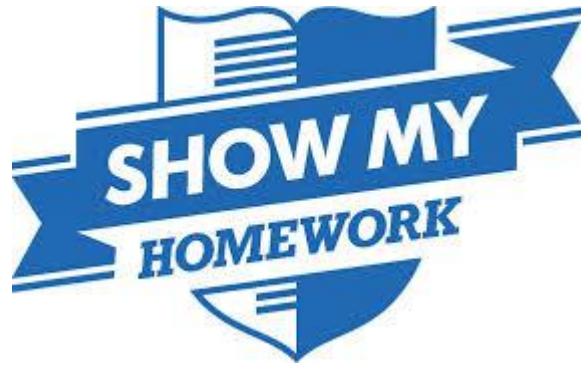
In the unlikely event of your child missing the bus at the end of the day, they should return to Pupil Services, where we will make the necessary contact with home so that arrangements can be made for them to get home safely.



Homework

We use a system that enables both pupils and parents/ carers to view homework set and gain easy access to resources which will support learning and the completion of homework tasks.

The system is called 'Show my Homework' and **you and your child will be given log in details in September.**



How much homework will my child get?

All pupils in Year 7 receive homework on a daily basis, following a homework timetable. This timetable can be found in the pupil planner. Homework tasks are published by teachers on 'Show my Homework'.

What do I do if my child is getting too much or too little homework or is spending too long doing it?

Pupils in Year 7 are set between 1 and 3 pieces per night. Pupils should spend a maximum of 30 minutes on each piece of homework and aim to complete as much of the task as possible. Pupils may wish to spend longer on tasks but only if they wish to do so. We encourage pupils to develop their organisation and support them in how to plan, complete and succeed with their home learning.

Who do I contact at the school if I have any concerns about homework?

If your concerns are linked to a particular subject area, then it is best to telephone the school (01268 784721) and ask to speak to the subject teacher or Head of Department of the relevant subject. A list of key staff is available under the 'PARENTS' icon on the school website. If teachers are not available at the time of your phone call, then they will get back to you.

If you have broader concerns then you can contact your child's form tutor, Marie Taylor, Head of Year 7 or Richard Bradley.

School uniform

We pride ourselves on the standard of uniform worn by our pupils and ask that you support us in helping to maintain this important discipline by adhering to the uniform outlined below. Our school uniform is available to purchase from:

Danielle's Schoolwear

Danielle's Schoolwear Centre
Claydons Lane
Rayleigh, SS6 7UP

Tel: 01268 967542

email: sales@daniellesshop.co.uk
website: www.daniellesshop.co.uk

Please note that we have made some changes to our uniform which will be required for the main school from February 2019. However, all new pupils joining us this year will be expected to wear the new uniform from September.

The Sweyne Park School Uniform comprises:

- Sweyne Park School **tie**
- Sweyne Park School **jumper**
- Light blue **shirt**
- Black ankle **socks**, black or flesh coloured **tights**
- Sensible leather/man-made black **shoes**
- Plain outdoor, waterproof **coat**
- Black knee length kilt style **skirt** with the school logo. Available from Danielle's Schoolwear.
- Plain black woven fabric **trousers** from suppliers listed below. Any belts worn should be plain black.

(Please note: High Street stores change their school uniform stock on a seasonal basis and we therefore have to wait until the new stock is in to advise parents on acceptable trousers, so this list is subject to change. However, parents will be advised accordingly.)

Danielle's Schoolwear

As shown in Sweyne Park area on website.

www.daniellesshop.co.uk/sweyne-park-93-c.asp

Marks and Spencer (www.marksandspencer.com)

Boys slim leg trousers with super crease (Product Code: T764745)

Plus Boys slim leg trousers (Product Code: T764747P)

Girls slim leg trousers (Product Code: T761243L)

Plus girls slim leg trousers (Product Code: T761247P)

Please note that:

- One small, plain stud in each earlobe is accepted.
- No other jewellery should be worn except an inexpensive wrist watch.
- Any make up should be discreet enough to be virtually unnoticeable.
- Extreme hairstyles/colours are not acceptable (no shorter than "grade 3" and no tramlines etc. please).

Should you have any questions or concerns regarding the school uniform please do not hesitate to contact our Pupil Services team.

PE Kit and Equipment

| | Boys | Girls |
|--|------|-------|
| Royal Blue SPS polo shirt | ✓ | ✓ |
| Black shorts / or skort | ✓ | ✓ |
| Trainers | ✓ | ✓ |
| SPS black sweatshirt | ✓ | ✓ |
| SPS football socks | ✓ | ✓ |
| Plain black tracksuit bottoms (optional) | ✓ | ✓ |
| Plain black swimsuit | | ✓ |
| Plain black swim trunks/shorts | ✓ | |
| Swim cap | ✓ | ✓ |
| SPS Rugby shirt | ✓ | |
| Football boots | ✓ | |

School Catering

Our catering services are part of the Food for Life Partnership, and have the Silver Healthy Schools Accreditation, meeting all the required Government standards and offer a wide variety of freshly prepared food, which is very popular.

We regularly involve pupils in discussions on how we might further improve provision in the future. Through the hot servery, pasta bar, deli bar and healthy vending machines, a superb choice is offered at lunchtime, breaktime and before school.

What are the lunch time arrangements?

Year 7 have a designated time for lunch that does not coincide with any other year group. During this time they can purchase meals and healthy snacks from the school canteen. Lunchtimes are monitored by midday assistants and members of staff. Pupils can either purchase a lunch or bring their own lunch from home. Pupils are not allowed to leave the school site at lunchtime.



Things to do before September 2020

- ✓ Return the consent form that is in this pack to Pupil Services. This gives your consent for information about your child to be passed to ParentPay and your child's thumb print to be recorded and used in the school's cashless payment system.
- ✓ Make a voluntary contribution to the School Fund of £45 (via ParentPay). The School Fund covers costs relating to school visits, the school mini-bus, sports fixtures, the use of a locker, and other extra-curricular activities. This is a one-off payment for the duration of a pupil's time at Sweyne Park. You will be able to access ParentPay before September once you receive your child's tutor group letter.
- ✓ You may wish to let us know of a medical condition or Care Plan that your child has, or about medication to be kept in school. If this is the case, you are welcome to send the information into school, via an enveloped marked for the attention of "Fiona Jones, Pupil Services Manager". You may also email: Fjones@sweynepark.com
- ✓ Make sure all items of uniform are clearly labelled with the pupil's name.
- ✓ Your child's school bag should be packed to include: pens, pencils, a rubber and colouring pencils.

On the morning of the first day:

- ✓ Add a break-time snack to your child's school bag. (A school meal will be provided, free of charge, on the first day.)
- ✓ Ensure your child arrives at the School Hall by no later than 8.35am.

Included with this pack:

- Letter from Katharine Dines, Headteacher, which includes information about The Sweyne Park School Parent Teacher Association and Parents' Forum.
- Parent pay information letter and consent form.
- Invitation to join the Sweyne Park School LOTTO.
- Uniform price list.

Dear Parent / Carer,

I wrote to you in April and explained that we may have to make changes to our usual Transition Programme owing to the exceptional situation we are all in. In particular, I was not able to confirm whether our Induction Evening would take place; I am sure that you will not be surprised to learn that we are unable to run this event, given the current restrictions on large gatherings. Unfortunately, we are also not in a position to run our usual Induction Day for pupils either, as the government guidance sent to schools has said that visits to secondary schools are not able to happen for Year 6 pupils. This is clearly very disappointing as our Induction Day is a key part of our Transition Programme to help our pupils to settle into school.

On Induction Evening, parents usually receive a letter explaining which tutor group their child will be in and have the opportunity to meet their form tutor. As it will not be possible to do this in person this year, you will receive the letter informing you about your child's tutor group by post and email. You would also hear presentations from me and Miss Taylor, the Head of Year 7, and meet other members of the school's staff, such as our SEND team, members of our Resource Base for Hearing Impaired Pupils and our Designated Safeguarding Lead. If you wish to speak to key members of our school staff, their email addresses are all available on our key contacts page on the school website (<http://sweynepark.com/html/contact/contact.html>) and they will be happy to respond to you via email or to telephone you if you leave a contact number.

On Induction Day, pupils meet their tutors, hear presentations from me and Miss Taylor, receive presentations from our English, Maths and Science departments as well as receiving information about what will happen on the first day. They also go on a tour of the school, get some information about what they can do to prepare for their learning in September and, of course, meet the other members of the tutor group. Clearly it is not possible to replicate the experience of Induction Day online and so we have decided that the first day back in September will be exclusively for Year 7, and on day 2, Year 7 will share the school with Year 11 pupils and Sixth Form students. We will write to you nearer the time with full details regarding timings and activities, but hope that this will help to assuage some of the anxiety that your child must undoubtedly be feeling. In the meantime, we will be sending regular emails to you with information about the school to help your child to prepare for the transition to secondary school. You may also rest assured that our usual transition work is ongoing, and we are currently contacting the primary schools and gathering key information to ensure that we are able to teach and support your children as effectively as we can in September.

Finally, if you should have any problems or queries, please do not hesitate to contact us, and in the meantime, I very much look forward to meeting you in the not too distant future.

Yours faithfully,



Katharine Dines
Headteacher

~ Parent/Teacher Association ~

Registered Charity No. 1092663

June 2020

Dear Family

When your child joins The Sweyne Park School, you automatically become a member of The Sweyne Park School Parent/Teacher Association. Although the main aim of the PTA is to raise funds for the school, it also incorporates a Parents' Forum where various ideas and issues can be discussed informally between parents and the school's senior management.

The PTA also provides refreshments for Parent, Musical, Drama and Award Evenings and has organised school discos for Years 7, 8 and 9.

Our fund-raising activities have included 'Tandoori' and Mexican restaurant evenings, Summer Fun/Sports Days for pupils, Christmas Shopping trips to London, Pantomime trips, the sale of Adventure Island Wristbands, Recycling Projects, the Giving Machine, Quiz and Race Nights and the 'Lotto' where, for just £1 per month, members are entered into a monthly draw for cash prizes.

This year we have raised funds to provide additional exciting items for the Design & Technology Department, having previously provided funding for various school projects.

Over the last two years, the PTA has been revitalised by the recruitment of a number of willing helpers, and we hope that many of our new Year 7 parents will be willing to join them!

If you would be able to support The Sweyne Park School PTA by helping at any of our events, serving refreshments, or if you have any comments or ideas on fund-raising, then we would be very pleased to hear from you. Our PTA is different from most primary school PTAs and there is no commitment or expectation that parents will support all events - you can do as little or as much as you wish to, and the PTA will be pleased to welcome you! You can contact us via Kerry Wilby (Headteacher's PA) in the school office.

The Sweyne Park School PTA AGM will be held in September – please look out for the date, time and venue in the Sweyne Park Times or on the school website. We hope to see you then.

Thank you.

Katharine Dines

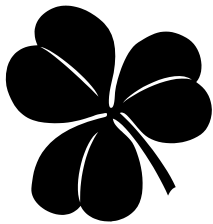
Sweyne Park School P.T.A.



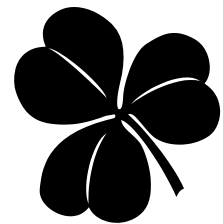
LOTTO

Anyone over the age of 16 years can join

Help raise money for the school and have the opportunity to win money prizes



**ONLY £1
PER MONTH
(£12 PER YEAR)
2 DRAWS PER TERM
1ST PRIZE £50
2ND PRIZE £15
3RD PRIZE £10**



**SUPPORT THE SCHOOL, JOIN THE CLUB
AND BE LUCKY!**



Please return by the end of September 2020, to Pupil Services
FAO PTA Treasurer/Lotto Co-ordinator

I would like to join the Sweyne Park School P.T.A. Lotto. Parentpay is the preferred payment method but you can pay £12 by cheque/cash. (Cheques made payable to 'Sweyne Park School PTA').

Pupil Name

Tutor Group

Member Name

Tel:.....

Full Address

PARENTPAY - ONLINE PAYMENT SYSTEM FOR SCHOOL MEALS & TRIPS

Sweyne Park School uses an online service call **ParentPay®** as a more convenient way to pay for school meals, trips, school transport, music tuition and much more.

1. Online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like 24-7, safe in the knowledge that the technology used is the highest internet security available. Your family has a secure online account, which can be accessed with a unique user ID and password. You should change these to something you will easily remember. ParentPay enables you to view all items available to each of your children along with relevant costs and details. You will also be able to view what your child has purchased from our canteen.

Making a payment is easy, simply select the item to pay and follow the instructions to complete your payment. You can pay for multiple items during a single online session. ParentPay holds an electronic record of your payments to view at a later date should you wish. No card details are stored in any part of the system.

2. Use a PayPoint™ card and pay cash at local stores (School Meals Only)

Those of you who prefer to continue using cash can pay in local PayPoint stores.

Those parents choosing to use PayPoint as their preferred method will receive a payment card through the post and may start using it immediately. PayPoint payments are also recorded by ParentPay and can be seen by logging onto your ParentPay account and viewing your payment history. Payments made using a PayPoint card can take up to 24 hours to show on your child's catering account.

3. ParentPay Communication Centre

This allows us as a school to contact you direct through emailing or texting any new trips and services your child may be eligible for. We can also send out information to parents this way as well. Parents can also set up to have text alerts sent to them informing them of when their child's catering balance drops to a certain amount (ParentPay makes a small charge for this service, please see 'My Alerts' in your account for more information). If the school sends you emails or texts there is no charge for this. For us to contact you through ParentPay you must ensure you enter an email address and mobile telephone number in your profile.

See overleaf for Frequently Asked Questions.

Frequently Asked Questions

How do I use ParentPay?

Sweyne Park School will soon issue you with a unique username and password. Just go to www.parentpay.com and login with these details. Go to 'Profile' and change your password and username to something memorable. Also, register your e-mail address here so we can send receipts of payments and the school can notify you easily when payments need to be made. That's it, now you can start making hassle free, secure payments to Sweyne Park School whenever you like.

What cards can I use?

ParentPay accepts MasterCard and Visa credit cards and Maestro, Switch, Delta, Electron, Solo and Visa debit cards. The minimum payment is £5.00.

Is it safe to make payments on the internet?

YES. In fact, it's as safe to pay online with ParentPay as it is to use your credit card in a shop or over the phone! ParentPay uses leading technology to process your credit/debit card transactions securely. All communication with the bank is encrypted (jumbled up so no one else can read it). Neither ParentPay nor the school have access to your card details and your card details are never kept by ParentPay or Sweyne Park School.

How can I check that it's secure?

Standard website addresses begin with 'http' whereas the address for a secure site will always begin with 'https'. You will also see a 'padlock' at the bottom right of the screen. Never enter your card details or personal data on any web page whose address does not start with 'https'.

What about our personal information?

ParentPay uses a very limited amount of information about you and your child solely for the purpose of administering your account; we do not share or give information to any other organisations. We operate under strict guidelines set out by The General Data Protection Regulation (GDPR) 2018 which ensures the protection and care of personal information. This means that any information you give us electronically will only be used for the purpose that you intended.

ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact them immediately on 08700 420550.

I don't have a home PC so I can't use ParentPay.

Actually you can. Try visiting your local library, internet café, or see if you can get access to a computer at work.

For more information visit www.parentpay.com

Cashless School Meals System

What is a Cashless System?

At the heart of the cashless system there is sophisticated computer controlled Software. This allows the system to recognise each individual pupil, hold individual cash balances, record cash spent and payments received, and record what food is purchased, on any specific date and time of day. This system is linked to ParentPay.

The system will give the following benefits:

- Convenience of paying for school meals. No more looking for change every morning.
- Alleviates many of the associated problems with the use of cash in schools.
- Queuing times reduced through speed of service.
- Automatic free school meal allocation with the pupil remaining anonymous.
- No loss or misuse of school dinner money in or out of school.
- Pupils acquire important life skills by being responsible for their own account.

How are pupils recognised by the system?

The system uses biometric finger ID technology. Each pupil will have their finger ID registered as part of the system installation. Pupils, parents and staff can be assured that the finger ID images cannot be used by any other source for identification. The system uses an image of the finger ID to create a mathematical algorithm and then discards the finger ID, only the numbers remain and these cannot be reinterpreted back into a finger ID image. Finger ID registration is voluntary and those not wishing their son/daughter to sign up will still be able to use the system but will be issued with an individual number.

How is the 'finger' used to obtain a school meal?

The pupil places his/her finger on a finger ID reader at the till. This opens the pupil's individual account at the till. A display will show the server the pupil's name and current cash balance held within the system. The selected food items will be entered into the system from an itemised keyboard while the amount spent and the new cash balance will show on the display.

How is money entered into the system?

- a) ParentPay – **online (the preferred method).**
- b) PayPoint card – at a local store - see separate information sheet.
- c) By cash into the automatic cash Revaluation Unit located in the school which is set to accept £20, £10, and £5 notes and £2, £1, 50p, 20p, and 10p coins. **Change isn't available at the units so please ensure you send in the correct amount.**
- d) Cheques may still be used if required. Please make cheques payable to Caterlink and place the pupil's name on the reverse side.

How does the revaluation station work?

Firstly the pupil places his/her finger on the reader at the Revaluation Unit, this will open their account within the system and the pupils name and current cash balance will be displayed.

Secondly the pupil inserts coins and/or notes are inserted into the slot(s). Each incremental cash balance will show on the display with clear instructions.

How will the pupil be able to check what the current cash balance is held in the system at any one time?

In two ways:

- a) The revaluation unit. The pupil will simply place his/her finger on the reader at the Revaluation Unit; the balance will then be displayed. There is no need to deposit money.
- b) A customer display at the point of sale will show the new cash balance when food service has finished.

If we pay for a set number of school meals, can it be spent in one day?

No, a daily global spend limit of £5 per day will be set and automatically managed by the system. However, this may not be acceptable to all, so on request an individual limit can be set if the school is informed in writing.

What if a pupil does not hold a sufficient cash balance one day to pay for a school dinner?

No pupil is refused a school dinner because they have insufficient funds on their account. The school will allow for the pupil to loan money for **ONE** day. Pupils should report to Pupil Services at break time or at the start of lunchtime to make arrangements for this. The pupil should then arrange for repayment of the loan by one of the methods detailed above.

What about pupils entitled to a 'free school meal'?

All pupils will use their finger to open their accounts at the tills. The amount allocated for the free school meal will be automatically added by the system to the entitled pupil's account on a daily basis. Any 'under spend' or missed meals will be identified by the system and will not be added to the next day's balance. The pupil can also add extra cash to his/her balance in the system by any of the methods mentioned above. This will enable them to a greater daily spend; say for break time snacks, than simply the 'free school meal' allocation.

What if I don't want my child eating certain foods?

The system allows for blocks to be made on certain foods if you wish us to. Any such request should be put in writing.

Data Handling

Certain data will be held on the system to enable accurate operation. This will include your child's name, registration group, photograph, account balance and meal entitlement. This data will be handled under the guidelines of The General Data Protection Regulation (GDPR) 2018.

— T H E —
SWEYNE PARK
 — S C H O O L —

**CONSENT FOR INFORMATION ABOUT YOUR CHILD TO BE SHARED WITH PARENTPAY
 AND THE SCHOOL'S CATERING SYSTEM.**

I give consent for information about my child to be passed to ParentPay.

| | | | |
|------------|--|-----------|--|
| YES | | NO | |
|------------|--|-----------|--|

I give my consent for my child's thumb print to be recorded and used by the school's catering system.

| | | | |
|------------|--|-----------|--|
| YES | | NO | |
|------------|--|-----------|--|

| Child's Name | Relationship to Child |
|---------------------|------------------------------|
| | |

| | |
|------------------------------|--|
| Name of Parent/Carer: | |
| Signature: | |
| Date: | |

All data is held and used in compliance with The General Data Protection Regulation (GDPR) 2018.

*For further details please see the school's website or contact:
www.admin@sweynepark.com.*