

THE SWEYNE PARK SCHOOL

Welcome to The Sweyne Park School Information for families: (for pupils starting in September 2022)



This brochure gives you key dates and further information to help you and your child with the transition to secondary school. It also covers SCOPAY (which is our online payment system), School Fund contribution, bus passes, catering facilities, the Sweyne Park School Parent Teacher Association and Parents' Forum.

You should have already received an email with a link to complete the online confidential information form. You are welcome to contact Fiona Jones at the school prior to your child starting to give us any additional or medical information you may 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.



Key Contacts



Katharine Dines
Headteacher



John Edwards
Deputy Headteacher
(Pastoral)



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



Richard Bradley
Assistant Headteacher &
Designated Safeguarding Lead



Steph Woodward
SENDCO



Michelle Waghorn
Librarian

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.



Fiona Jones
Pupil Services
Manager



Caroline Huxtable
Admin
Assistant



Lucy Englebrecht
Admin
Assistant



Georgina Renn
Admin Assistant



Maria Lane
Admin Assistant

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 'SCOPAY' system. (This has replaced ParentPay which we previously used). Pupils use thumb scans to access money to pay for lunches. If you have any concerns about this, please contact the Pupil Services Team. (Comprehensive information is included in a separate document with this pack).

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: **pupilservices@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?

Questions linked to learning or social needs can be answered by our Learning Development team, led by our SENDCO, Steph Woodward. We also have a separate 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 envelope 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 your child's form tutor, Miss Taylor, (Head of Year 7) or Mr O'Brien, Assistant Headteacher.

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, email: pupilservices@sweynepark.com 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 our attendance team as early as possible each day on 01268 780293 and leave a message on the voicemail facility. Please send a note with your child 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 we have two bus services from Canewdon and Rettendon that use the school for picking up and dropping off pupils in our bus bay in Sir Walter Raleigh Drive. These leave around 3.15 each day. Pupils from Hullbridge will use regular service buses that generally drop off and pick up at the junction of Downhall Road and London Road. This location is also used to access other bus travel routes.

Some Parents do individual trips to drop off and collect children. You will not be able to come onto the site to do this and we request that you drop off/pick up a couple of streets away from the school to help avoid congestion.

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 more than three-miles from the school (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. Please note you must meet the strict criteria to be eligible.

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 apply 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 'Satchel ONE' (previously known as '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 'Satchel One'.

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 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.



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

The Swayne Park School Uniform comprises:

- Swayne Park School **tie**
- Swayne Park School **jumper**
- Light blue **shirt**
- Black ankle **socks**, black or flesh coloured **tights**
- Sensible leather/man-made black **shoes (not trainers)**
- 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 Swayne Park area on website.

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

Marks and Spencer (www.marksandspencer.com)

Boys slim leg trousers (Product Code: T763632)

Plus boys slim leg trousers (Product Code: T763643)

Girls slim leg trousers (Product Code: T761425)

Plus girls slim leg trousers (Product Code: T761431)

Dolly's Fashion & Schoolwear (formerly known as Top Kids), 40A High Street, Rayleigh, SS6 7EF.

Asda also stock reasonably priced school uniform. Please note that trousers must be tailored, slim leg style and NOT jogger style).

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. We also have a limited amount of good quality used uniform available for a small donation.

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 and deli bar, a superb choice is offered at lunchtime, breaktime and before school.

What are the lunch time arrangements?

Year 7 have designated times for break and lunch that do 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 2022

- ✓ Complete the Scopay online form. (The link will be emailed to you separately). This gives your consent for information about your child to be passed to Scopay and your child's thumb print to be recorded and used in the school's cashless payment system.
- ✓ Make a voluntary, non refundable contribution to the School Fund of **£50** (via Scopay). The School Fund covers costs relating to extra-curricular activities, some school visits, the school mini-bus, sports fixtures and the use of a locker. This is a one-off payment for the duration of a pupil's time in Years 7 - 11 at Sweyne Park.
- ✓ 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 envelope 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. Please provide a **2B pencil** for use in art lessons.

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 brochure:

- **Scopay information.**
- **Uniform price lists.**
- **Year 6 reading suggestions.**