

THE SWEYNE PARK SCHOOL



**Welcome to our new Year 7 pupils
September 2025**

Information Booklet

Sir Walter Raleigh Drive, Rayleigh, Essex. SS6 9BZ

Tel: 01268 784721

Email: admin@sweynepark.com (general enquiries)
primarytransition@sweynepark.com (Year 7 transition enquiries)

Sweyne Park is more than just a secondary school.....

it is a thriving community where young minds are nurtured, character is built, and futures are transformed. With a resolute commitment to raising aspirations and an unwavering focus on holistic development, Sweyne Park seeks to help our pupils embark on a journey of growth and self-discovery.

Building character through education

We believe that education goes far beyond the classroom walls. Central to the school's ethos is building strong character traits which become the foundation of a fulfilling life. Our dedicated teachers are also mentors who guide pupils in developing resilience, empathy and integrity. Through inspiring experiences and challenges, pupils learn the value of hard work, perseverance and kindness.

Raising aspirations

Every pupil at the Sweyne Park School is encouraged to dream big. The school believes in empowering pupils to set ambitious goals, and to equip them with the tools needed to achieve them. Our dynamic learning environment fosters intellectual curiosity and critical thinking, preparing pupils to face the opportunities and challenges that lie ahead with confidence.

Firm friendships for life

The bonds formed at Sweyne Park School are more than just friendships: they are connections which last a lifetime. Our close-knit and inclusive community encourages collaboration, respect, empathy and mutual support among pupils. From collaborative projects to extra-curricular activities, every interaction nurtures the sense of belonging that is the hallmark of Sweyne Park School, and this is reflected in the significant numbers of ex-students who have recently returned to our community as teachers.

The personal approach

At Sweyne Park, the uniqueness of each individual is celebrated. Our commitment to inclusivity and diversity is one of our strengths: pupils from all backgrounds come together to create a rich tapestry of perspectives, leading to an environment where learning extends beyond textbooks and stereotypes are deconstructed. At Sweyne Park, differences are not just accepted – they are embraced.

Welcome

We are delighted to welcome your child and your family to The Sweyne Park School, and are very much looking forward to meeting your child in June for the induction events before they join us in September.

At Sweyne Park, we pride ourselves on our school ethos which focuses on respect, character development and celebrating success on all levels. These values have always been the cornerstones of our educational approach throughout our evolution. We believe that education goes beyond the classroom, equipping young minds with the necessary skills to lead a happy and fulfilled life.

Our curriculum is carefully designed to provide high-quality lessons across a diverse range of subjects, incorporating active learning opportunities and promoting both individual and group work skills. From the traditional Arts to STEM subjects (Science, Technology, Engineering, and Maths), we strive to instil a passion for learning in every pupil, nurturing their individual interests and unique talents.

Beyond the classroom, we also offer a wide range of extracurricular activities, including trips, visits, and residential experiences, to broaden your child's horizons and help them to develop essential skills for life. We place great value on the home/school relationship and are committed to working closely with you to ensure full engagement in your child's education. This helps us to work together to empower your child to achieve their aspirations and enjoy a happy and successful time at Sweyne Park.

Within this booklet, you will find some key information to help your child successfully transition to secondary school.

We are excited to embark on this journey with you and your child and look forward to sharing in the incredible achievements and experiences that lie ahead.



Learning in Year 7

Our curriculum has been created to inspire pupils to secure strong academic outcomes and to support pupils to develop an enduring sense of curiosity and life-long love of learning.

Year 7 pupils will study a broad variety of subjects, building upon the knowledge and skills they have developed at Key Stage 2.

In Year 7, pupils will study the following subjects:

- English (one lesson will be dedicated to Literacy)
- Maths (one lesson will be dedicated to Numeracy)
- Science
- Geography
- History
- Citizenship, Personal and Religious Education (CPRE)
- French
- Design & Technology (Food, Textiles and Resistant Materials)
- Art
- Drama
- Music
- Digital Literacy
- Physical Education (PE)



The School Day – Year 7

08.35 – 09.35	Period 1
09.35 – 10.00	Tutor Time
10.00 – 10.30	Break
10.30 – 11.30	Period 2
11.30 – 12.30	Period 3
12.30 – 13.00	Period 4a
13.00 – 13.30	Lunch
13.30 – 14.00	Period 4b
14.00 – 15.05	Period 5 (Reg taken)

Year 7 pupils have their own break and lunch times, separate to all other year groups. During this time, they can purchase meals and healthy snacks from the school canteen. Social times are monitored by members of staff. Pupils can either purchase a lunch or bring their own lunch from home. They are not allowed to leave the school site at lunchtime.

Basic Equipment

We ask all pupils to come to school with the following basic equipment which they will need in order to fully engage in their lessons.

Pens and pencils – 2B pencil for Art	30cm Ruler
Rubber	Highlighter pens
Scientific calculator – Casio fx-85GT CW	Geometry set
Colouring pencils	Collins dictionary

Working Online

At Sweyne Park we work to embrace technology and use a number of online platforms which help pupils to get the very most out of their learning and allow parents and carers to monitor their child’s progress on a daily basis.

Go4Schools

In order to keep you up to date with your child’s progress, we use Go4Schools, an online system, which enables parents/carers to access their child’s academic reports and their timetable. It also allows you to monitor attendance.

During the first term, you will be provided with details of how to register and log into Go4Schools. Please keep this safe. Each parent/carer with parental responsibility will be given access via the Go4Schools App. We cannot offer the service to any person who does not hold legal Parental Responsibility.

Go4Schools will also be used by both pupils and parents/carers to view all homework set and gain easy access to resources that support pupils’ learning and assist with the completion of home learning tasks.

Extra-curricular Clubs

Pupils are encouraged to broaden their horizons by participating in a diverse range of extra-curricular activities designed to inspire, challenge, and entertain. Whether they are interested in sports, music, drama, science, or technology, there is something for everyone. We offer a variety of unique clubs, including

Retro Gaming Club, Dungeons and Dragons, Cheerleading, Knitting, True Crime Club, and Pottery. Joining a club in Year 7 is a fantastic way to make new friends, develop new skills, and build confidence outside the classroom. These activities typically take place after school, for approximately 1 hour. For more detailed information, including a list of all the current clubs and activities, please visit the “Extra-Curricular Clubs” page on the school website at <https://www.sweynepark.com/extra-curricular-clubs/>.

Microsoft 365

Pupils will be provided with login details to enable them to access Microsoft 365. This means they will have access to online versions of programs, including Microsoft Word, PowerPoint, Excel, and OneNote. Additionally, pupils will have access to Outlook, enabling them to send and receive emails within the school community. Pupils will be given their Sweyne Park email address when they join us in September.

Scopay

Scopay is our cashless payment system which allows pupils to pay for food and drink by scanning their thumb. Your child will be given their activation code to use the system on their first day in September. If you have any issues in setting up the system, please contact Mrs Harrold in Pupil Services via email: tharold@sweynepark.com who will be very happy to help.

Pupil Services

Our friendly and experienced Pupil Services team are always available to help and support you and your child with anything you may need from recovering lost property to helping your child take prescribed medication, and anything in between! Pupil Services should be the first point of contact for your child for anything unrelated to their academic journey at Sweyne Park.

Donated Uniform

Pupil Services hold a selection of good quality donated school uniform, available to all parents/carers. When available, donated items can be ordered (for a reduced price) via Scopay and collected from Pupil Services at the end of the next school day. This service is only available during term time. If you need any further information about donated uniform, please contact Mrs Harrold on: tharold@sweynepark.com.



Contact Details

It is imperative that you provide us with the details of at least 2 contacts to use in case of an accident, illness or emergency. We do understand that telephone numbers can change regularly, but ask that you always ensure that the information we hold is current and correct.

Parents/carers have a responsibility to ensure a named contact is always available for us to speak to, or to collect your child from school. You must be able to provide the name of a responsible adult who can collect your child at short notice if you are unable to do so yourself. This is of particular importance for children who may use public transport from out of the area and who may have no other means of getting home should they miss their transport.

It is also important to ensure that we have an active email address for all parents/carers who have Parental Responsibility. Please note that access to reports, assessments and Parents' Evenings are often only available via email.

If your contact details do change please email our team at Pupil Services on pupilservices@sweynepark.com.

Lost Property

All lost property is kept in the area outside Pupil Services. In order to mitigate against lost items, we ask that all your child's property is labelled with their name. With almost 1,500 pupils in our school it is almost impossible to reunite pupils with unlabelled items. Lost property will be stored for two weeks and if, after that time, it is not claimed then it will be disposed of.

Borrowed Money

While we do not encourage the borrowing of money, Pupil Services will lend money to pupils in the event of a lost or forgotten bus pass. However please do note that large amounts of money or valuable items should not be brought into school.

Medical Matters

If your child is absent, due to illness or a medical appointment, please contact our Attendance Team via the absence line on 01268 780293, and leave a voicemail. Alternatively, you can contact them via email at: pupilabsence@sweynepark.com. Please ensure that any absence is reported by no later than 8.00am.

If your child is late coming into school, or needs to leave early, please contact us on the email address above. It would be helpful if you could also send a note in with your child, so that they can show their class teacher and obtain their permission to leave the class. In these situations, pupils must sign in and out of Pupil Services. If your child has a medical appointment, a letter or email must be sent in the day before via the email address above.

Before your child starts in September, please let us know if they have a **medical condition or Care Plan, or if medication needs to be kept in school**. Please send any relevant information to Mrs Caroline Huxtable, via chuxtable@sweynepark.com.

Any medication which needs to be kept in school must be clearly labelled with your child's full name, what the medication is for, the dosage, and frequency of administration. The medicine must have the official prescription label on it. We are not able to give any other medication to pupils apart from their own.

If a pupil has an Epipen they should ensure they keep this on them at all times. They may leave a spare pen in Pupil Services with their Care Plan. It is the responsibility of the parent/carer to make a note of "use by" dates on medication and replace when necessary and also to update us regularly of any changes to medical conditions.

If a pupil is unwell during the day they must bring a note from their class teacher and report to Pupil Services. They **must not** telephone home for a parent/carer to collect them. Any contact home must be made by the school directly.

Travelling to and from School

We know that many of our pupils travel to school and from school by bus.

Bus Departures and Timetables

There are two commercial bus services, one from Canewdon and one from Rettendon that both collect and deliver pupils to our bus bay in Sir Walter Raleigh Drive. These services leave school at 3.15pm each day. Pupils from Hullbridge can use the regular service buses that generally collect and deliver at the junction of Downhall Road and London Road. This location is also used to access other bus routes. We do not operate a dedicated "school bus". All pupils using public transport must be aware of alternative routes home and have sufficient money with them in case of any unforeseen problems with their regular form of transport.

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 you are eligible for a free bus pass, please apply to the LA by contacting Passenger Transport on the number below. Alternatively, you can apply 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?

If your child misses the bus at the end of the school day, they should return immediately to Pupil Services. A member of the Team will call you, or a nominated contact, in order to make arrangements for them to get home safely.

Parking around the school site

If you drive your child to and from school, please note that, due to safeguarding considerations, it is not possible to come onto the school site for drop off or collection. You will need to park in the surrounding streets. We politely request that you show consideration and respect to our neighbours when delivering/collecting your child to and from school, and to avoid causing congestion or obstructing driveways.

Cycling to school

Pupils cycling to school must wear helmets and lock their bikes in the area provided. We encourage pupils to cycle or walk to school wherever possible.

Details of Additional Costs

We politely ask parents/carers to consider making a voluntary, non-refundable, contribution to the School Fund of **£60** (via Scopay). The School Fund covers the cost of some extra-curricular activities, some school visits, sports fixtures and the use of a locker. This is a one-off payment for the duration of your child's time in Years 7 - 11 at Sweyne Park. You can, where necessary, spread the cost over three terms.

In some practical subjects, it is usual to ask parents/carers for a voluntary contribution towards the materials used. In many cases courses cannot run satisfactorily without this contribution. In respect of the Design Technology department, a contribution will be requested for basic materials in Textiles and Resistant Materials, and some dry ingredients for Food Technology. We will advise you of the details, including the exact amount requested, during the first weeks of the new school year.

Pupil Premium and Free School Meals

If your child is entitled to Free School Meals (FSM), please apply by contacting Pupil Services. Please note that due to our cashless catering system, those pupils in receipt of FSM will remain anonymous.

Pupils entitled to FSM, and those who have been on FSM in the past 6 years may be entitled to additional financial support from the school through the Pupil Premium scheme. These pupils can get support for things such as resources, uniform and trips. Requests for funding from the Pupil Premium can be made by both parents/carers. If you believe you may qualify and would like to apply, please contact Mrs Welch, Deputy Headteacher, in the strictest of confidence, on: nwelch@sweynepark.com.

Allocation of Tutor Groups

Your child will be assigned to a tutor group where they will usually remain for the duration of their time at Sweyne Park School. We spend a lot of time carefully considering the formation of tutor groups, using information provided to us via the standardised transition form we receive from each Primary School.

Wherever possible we always aim to ensure that your child is placed in a tutor group with at least one or two of their friends from primary school. The tutor groups are a mixed ability group and will include children from a number of our feeder schools. Experience has shown that pupils benefit from the opportunity to work with other children and make new friendships at the very beginning of the secondary school life.

Your child will have the opportunity to meet their Form Tutor on the Transition Day in June. Our Form Tutors work closely with their tutees and should be the first person they speak to in order to get help or answer any questions they have as they settle into life at Sweyne Park. Going forward, pupils often rely on their Form Tutors for guidance and support as they move up through the school.

And Finally.....

We understand that starting secondary school can be a difficult and challenging time, and are committed to working with families to support you and your child as they begin their life at Sweyne Park. We aim to ensure that all our pupils are happy, successful and have the chance to enjoy all the opportunities and experiences we offer. We pride ourselves on our dedicated Year 7 pastoral team who, together with Pupil Services, are always available to help pupils as they adjust to what will be a new and exciting time in their lives.

For more detailed information, including a useful list of FAQs, please visit the "Year 6 Transition" page on our website at <https://www.sweynepark.com/year-6-transition/>. If you do have any further questions then please feel free to contact the Pupil Services team at pupilservices@sweynepark.com who will be happy to help.

We would like to take the opportunity to wish your child a very happy end to Year 6. We are looking forward to welcoming them to Sweyne Park very soon!

The Sweyne Park School



Useful Contact Information

Attendance:

Telephone: 01268 780296 to leave a voicemail re absence (before 8am daily)

Email: pupilabsence@sweynepark.com (before 8am)

Pupil Services:

Email: pupilservices@sweynepark.com

Head of Year 7:

Mr James Price: jprice@sweynepark.com

Assistant Non-Teaching Head of Year 7:

Mrs Michelle Stone: mstone@sweynepark.com

SENDCo:

Miss Stephanie Woodward: sendco@sweynepark.com

School Uniform Stockists

Danielle's Schoolwear

Claydons Lane

Rayleigh, SS6 7UP

Tel: 01268 967542

Email: sales@daniellesshop.co.uk

Website: www.daniellesshop.co.uk

Dolly's Uniform

40A High Street

Rayleigh, SS6 7EF

Tel: 01268 779583

Please [click here](#) to view the list of school uniform on our website in the Year 6 Transition area.