

September 2011

Dear Parents/ Carers

The school term has started well at the Academy and we are really looking forward to working with your children over the next year.

I hope that you have found your way to our website and have seen the list of dates for parents which has been posted there. We hope that this will help you to organise your diaries and to know exactly when important events like parents' evenings are happening.

Here are a couple of extra dates for your diary

Y7 photographs will be taken on the morning of Monday 19 September.

The Academy will close at 1.30 pm on 19 September to enable us to get ready for our Open Evening for new parents.

In this letter we would also like to share with you school policies and practices with regard to ensuring that children are taught and encouraged to live healthy lifestyles and adopt safe practices.

School policies are in place to ensure that there is a consistent approach to practices throughout the Academy and that they are understood and adhered to by all staff, governors and volunteers. Adults have a tremendous impact on young people and with this in mind adults at Park Hall Academy will:-

- Work within the agreed policies of the school.
- Promote a happy, caring and safe school for all pupils, staff and visitors.
- Encourage children to think for themselves, ask questions and find answers.
- Create an environment of trust where pupils can be trusted to work seriously.
- Challenge, and support, pupils in their learning.
- Recognise and value strengths in each other and use these to support everyone.
- Welcome and support visitors to our school.
- Enjoy their work and enjoy working with children.

There are numerous policies in place within the Academy to safeguard our pupils and they include:

Child Protection – all staff receive regular training in this sensitive area. School and other services work together with families to support the needs of children. There is a named Governor for child protection. The child protection policy for the school can be viewed on request.

Attendance – children's attendance in school is monitored on a daily basis and notable absences or patterns of absence are followed up by the Education Welfare Officer, and the Head of House. Children are required to attend school every day. If they are unwell, not able to attend, it is the parent's responsibility to contact school on each day of absence. In extreme cases parents have been prosecuted due to pupil absence.

Punctuality – we expect all of our students to attend school on time and we ask for parents and carers support in making this happen. Lateness to school will result in the loss of break-times and persistent lateness to school will result in further action which will include parents attending Governors Panels and action by the Education Welfare Officer.

Behaviour – high standards of behaviour are expected, at all times, in school. The school has a clear policy which explains the rights and responsibilities of children, the sanctions they may receive for poor behaviour, and the rewards they could receive for adhering to their responsibilities.

We acknowledge that all children do fall out from time to time. Where this is the case it is dealt with sensitively by an adult who gives both children time to explain what the problem is and helps the issue to be resolved. Children are often reminded about our school rules and they know that we have them in order for everyone to be happy and keep safe and, most importantly, learn.

Uniform – we have a uniform at Park Hall that we are proud of and we expect every student to wear this fully and correctly. Failure to do so will result in the loss of social time and parents being contacted. We ask parents and carers to ensure that their children have the correct uniform and wear it properly every day.

Health & Safety – everyone at Park Hall Academy knows that they have a responsibility to ensure that children and adults are able to work and learn in a healthy and safe environment. We have first aiders who deal with accidents that may occur. There is a named Governor who is responsible for health and safety.

Curriculum – through a planned curriculum we ensure that the issues around healthy eating, physical exercise and safety are taught. We have many assemblies in school from outside agencies e.g.: the police, who talk to our pupils about issues such as road safety, staying safe, drugs awareness, etc.

Safer recruitment & selection – this aspect of our role is taken very seriously. Governors and school staff ensure that all new staff and volunteers in the school undertake a CRB (Criminal Records Bureau) check and that full references are acquired before a person takes up a post.

General Support – every student has two Heads of House to support them. We also have a highly skilled intervention team who specialise in family support and personalised support for students. If any student, parent/carer or family member requires additional support, please get in touch with us so that we can help and advise. Concerns can generally be dealt with quickly and easily through working together and raising issues quickly.

The Heads of House are:

Arden House	Ms Butler & Ms Hall
Bradford House	Ms Norrey & Ms McCluskey
Jaguar House	Mr Lewis & Ms Miller
Spitfire House	Ms Price & Ms Sheldrick

Any of these staff can be contacted through the main switchboard number.

We know that all young people thrive better and are able to reach their full potential when school and families work closely together. All staff and Governors at Park Hall Academy are totally committed to this and we look forward to our continuing close partnership with you in the future.

Yours sincerely,

Mrs K Kernan
Senior Vice Principal

Mrs J Carver
Vice Principal

Please return this form to your Tutor (Safeguarding Letter)

I confirm I have received the Safeguarding Letter and I am aware of the school's commitment to Safeguarding.

Signed: _____ Date: _____

Childs name: _____ Tutor: _____