

Parent/Carer  
Wootton Park School

20<sup>th</sup> July 2018

Dear Parent/Carer,

### **Welcome to Wootton Park School**

With just a few weeks before we welcome your child into the Wootton Park School community on Thursday 6<sup>th</sup> September 2018, I thought it helpful to write giving further information on those issues that you might be discussing as a new Year 7 parent.

### **Learner Drop Off Zone**

Whilst we encourage all learners, wherever possible, to walk to school, a learner drop off zone is outside the Sports Pavilion at Wootton Hall for those who are dropped off by car. In addition to parking for 60 vehicles, we have a vehicle drop off point to ensure your child remains safe whilst entering the school site. In response to requests by local residents, we would ask that you do not park along the main road leading up to the Sports Pavilion or go beyond it. We must also remind parents that no vehicles should be using the main Wootton Park Hall Drive.

### **Safe Route to School**

Learners can enter the site via two gates and there is pedestrian pathways leading to these which means that all learners enter the school site in a safe and orderly manner from the drop off zone. In line with our Safeguarding Policy, we politely request that any Year 7 parents wishing to enter the school site do so via Reception rather than through the learner entrances.

### **Parent Pay**

Following finger scanning on our Transfer Day you will soon have access to ParentPay. Letters will be distributed at Uniform collection with your login details. This online system can be accessed via the Internet and allows you to pay for food, trips etc. electronically. Please ensure your child has money loaded onto their account if they intend to purchase food and drink on the first day of term. If you experience any issues with this system please contact Mrs O'Toole our Office Manager - [A.OToole@woottonparkschool.org.uk](mailto:A.OToole@woottonparkschool.org.uk)

### **Lunch**

We deliver nutritional and traditional home cooked food for your child to eat. A copy of our menu can be found in the Parent Zone on our school website. Main meals will cost £2 per secondary learner. Light snacks and drinks will also be available for learners to purchase during the morning break. If your child would prefer to bring a packed lunch please help us to be a healthy school by ensuring it has a balanced nutritional value. Please note that energy and fizzy drinks are not permitted in school.

We operate a cashless system for payments, which is available for years 7 and upwards. Please make sure that your child realises that they may not pay for their food at the till point with cash. Your child's account may be credited by your parent pay account from home or sending cash with your child to load onto the cash validator. This machine is located in the hall.

A daily limit may be set should a parent wish to limit the amount of money their child spends each day. On your parentpay account you will be able to see what your child has purchased and their current balance.

Learners' accounts need to be in credit; please note that learners with an overdrawn account may be refused sale. Although we encourage our secondary phase learners to make good choices in terms of spending, we are unable to closely monitor the purchases of individual learners at each break and lunch time. Please discuss your purchasing expectations with your children. Thank you for your support.

### **Lockers**

Lockers will be available for all Y7 Learners, these are key operated and can be assigned to Year 7 Learners with a £5 key deposit this will be payable via ParentPay. The distribution of lockers will be organised via Form Tutors on 6<sup>th</sup> September.

### **Attendance and Punctuality**

We expect all learners and staff to have maximum attendance and set a target of 98% for the school. We also have high expectations when it comes to punctuality and consider 3 or more lates to be unacceptable. Attendance and punctuality are monitored daily and we will contact you if attendance or punctuality drops below the expectations.

Wootton Park School  
Wootton Hall Park  
NN4 0JA  
Tel: 01604 931139  
Email [info@woottonparkschool.org.uk](mailto:info@woottonparkschool.org.uk)  
[www.woottonparkschool.org.uk](http://www.woottonparkschool.org.uk)



# WOOTTON PARK

*'Ipsum quod faciendum est diutius'*

## **Uniform, Appearance and Equipment**

It is Wootton Park School's policy that all learners must wear their full uniform when attending school or when participating in a school-organized event outside normal school hours. We expect learners to adhere to the school uniform, so that a smart appearance is maintained at all times.

### **Girls**

- White school shirt (with a collar suitable for the tie)
- House tie (clip-on)
- Navy school V-neck jumper or sleeveless v neck school jumper
- Navy school blazer with logo
- School tartan skirt. To sit on or below the knee.
- Grey trousers (not tight/fashion/stretchy trousers)
- Grey/navy socks
- Grey/navy tights. No patterns.
- Belts should be plain with no studs
- Sensible black leather shoes (should be able to polish them) (flat soled or heels no higher than 2cm)
- No trainers, boots or canvas pumps. (E.g. Nike, Vans etc.)

### **Boys**

- White school shirt (with a collar suitable for the tie)
- House tie (clip on)
- Navy school V-neck jumper or sleeveless v neck school jumper
- Navy school blazer with logo
- Grey trousers (not tight/fashion trousers)
- Navy/grey socks
- Belts should be plain with no studs
- Black leather shoes (should be able to polish them). No trainers, boots or canvas pumps

## **Appearance**

Extremes of hair fashions and hair colour, make-up, piercings and eyebrow shavings are not appropriate.

## **Hair Style**

- Hair should not be dyed using unnatural colours or be styled with extensive flashes of colour.
- No shapes, patterns or tramlines should be shaved into the hair or the eyebrows eg. zig zags, mohican.
- Long hair must be tied back where likely to cause a safety issue.
- At all times hair must not cover an eye or eyes.
- Hair should be kept clean and tidy.

## **Jewellery**

As a general rule, the school does not expect children to wear jewellery. A small number of exceptions are permitted:

- Only one single gold/silver stud earring in each ear lobe is allowed (no bigger than 5mm)
- No other visible piercings are acceptable.
- No other personal jewellery other than a wristwatch to be worn.
- Medic alert bracelets and necklaces may be worn and need to be visible.
- Hair bands used to tie hair back should be plain in nature.
- The only badges permitted are official school badges, such as School Council badges.

## **Make up**

- With the exception of skin tone concealer make up should not be worn.
- Nail varnish, false nails or nail extensions should not be worn.

## **Additional Information**

- In cold weather, gloves, a plain scarf, hat in a tasteful design may be worn to and from school but not inside the school buildings.
- Hoodies and similar must not be worn over or under the uniform.
- Outdoor coats should be removed inside the school buildings.
- The School advises that learners who cycle to school should wear cycle helmets and make sure they have some form of high visibility.
- School rucksacks are available to buy from the School Office. Fashion bags, handbags etc. are not appropriate for carrying equipment and school books in.

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## Equipment

All secondary learners should, as a minimum, take to every lesson:

- 2 pens (blue or black)
- 1 Green pen
- 2 pencils (Art - 1 HB and 1 2B)
- Rubber
- Coloured pencils (felt tip pens are discouraged)
- Pencil sharpener
- 30cm (12") Ruler
- Scientific calculator
- A pair of compasses
- A glue stick

Scientific Calculator: We recommend the Casio fx-85GT PLUS calculators as they perform all of the operations required for Years 7 – 11 and will be necessary for their GCSE examinations. These can range from £8-£14 depending on the retailer.

Please note that **ALL** equipment and uniform should be clearly named where possible.

## First Day Routine

Gates will open at 8.00am on the first day of term and all learners must be onsite by 8.30am. Breakfast Club will be available from 8.00am. Year 7 learners will gather in the playground where their Form Tutor will meet them. In an effort to get learners into their classrooms as smoothly as possible, we request that parents do not enter the site at this time.

Learners will be with their Form Tutor from 8.40am - 9:40am. During this time they will attend a welcome assembly, be given their timetables and go through our expectations and procedures. Lessons will begin at 9.40am.

Learners will be taught in their form groups for the first few weeks for us to assess all learners before setting academically.

The school day will finish at 3.20pm and learners will be allowed to leave the site to either be collected from the drop off zone or to walk home. For those learners who have been booked into Acorns, our after-school provision, they should go to P3 at the end of school.

## Key members of Staff

Moving to secondary school can be a daunting experience even for the most confident of child. At Wootton Park School we also recognise it can be quite daunting for parents also! Therefore, if you have any concerns, worries or questions about your child's education please do not hesitate to contact us. Your first port of contact should be your child's **Form Tutor**. All staff can be contacted via their WPS email address, which will be their first initial followed by their last name.

## Our Year 7 Form Tutors are:

7 Blue: Mr J Shaw [j.shaw@woottonparkschool.org.uk](mailto:j.shaw@woottonparkschool.org.uk)  
7 Gold: Miss M Garrett [m.garrett@woottonparkschool.org.uk](mailto:m.garrett@woottonparkschool.org.uk)  
7 Red: Ms M Percival [m.percival@woottonparkschool.org.uk](mailto:m.percival@woottonparkschool.org.uk)  
7 Silver: Mrs G Wade [g.wade@woottonparkschool.org.uk](mailto:g.wade@woottonparkschool.org.uk)

I look forward to welcoming you and your child to Wootton Park School and sharing their exciting journey with you.

Yours sincerely



Dan Rosser  
Principal

Wootton Park School  
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Tel: 01604 931139  
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[www.woottonparkschool.org.uk](http://www.woottonparkschool.org.uk)