



**PARENTS' INFORMATION BOOKLET**

**2022/2023**

## INTRODUCTION

### **Welcome to Presdales**

This booklet contains basic information about the school that we hope you will find useful, not just at the present time, but during your daughter's three terms in Year 7. We therefore suggest that you keep the booklet in a handy place where you can refer to it over the next few months when you have queries on procedures.

We believe that your daughter's achievements depend very much on a successful partnership between home and school and we look forward to working with you to support her in her efforts.

Your daughter will have some contact with various members of staff at school through our Induction Process. This early contact aims to make the transition to secondary school easier. If you or your daughter have any queries about joining Year 7 please contact us at school on [admin@presdales.herts.sch.uk](mailto:admin@presdales.herts.sch.uk).

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**SCHOOL ADDRESS**

Presdales School  
Hoe Lane  
Ware  
Herts  
SG12 9NX

**TELEPHONE**

01920 462210

**MAIN SCHOOL EMAIL**

admin@presdales.herts.sch.uk

**RECEPTION HOURS**

8:00 am to 4:00 pm

**SENIOR STAFF**

Headteacher  
Deputy Heads

Mr M Warren  
Mrs S Miller – Pastoral  
Mrs J Stephenson - Curriculum  
Ms K Chandler – KS3 (Yrs 7-9)  
Mrs E Sykes – KS4 (Yrs 10/11)  
Mrs S Inwood  
Miss S Jennings  
Mr M Payne (Associate)  
Mrs K Simmonds

Assistant Heads

Head of Sixth Form

Heads Of Year

Miss A Stitson – Year 7  
Mrs L Bowden – Year 8  
Miss A Haywood – Year 9  
Mrs J Fry – Year 10  
Miss O Turner – Year 11

**KEY OFFICE STAFF**

Headteacher's PA  
Business Manager  
Pastoral Support Assistant  
School Receptionists  
Administrative Assistant  
Trips Administrator/Finance Assistant  
Principal First Aider  
Sixth Form Assistant

Mrs J Lindsley  
Mrs A Caira  
Mrs L Gregg  
Mrs N Marshall/Mrs J Davies  
Mrs D Gray  
Mrs S McKinley  
Miss L Cook  
Mrs H Preshous



## **THE SCHOOL DAY**

MORNING	8:40am until 12:45pm (Warning bell at 8:35am) (with a break from 10:45-11:05)
LUNCH HOUR	12:45pm until 1:40pm
AFTERNOON	1:45pm until 3:25pm

## **TERM DATES 2022/2023**

### **Autumn Term 2022**

To begin on Monday 5th September for Years 7 and 12  
To begin on Tuesday 6th September for the Whole School  
To end on Wednesday 21st December  
Half-term: Monday 24th October to Friday 28th October

### **Spring Term 2023**

To begin on Thursday 5th January  
To end on Friday 31st March  
Half-term: Monday 13th February to Friday 17th February

### **Summer Term 2023**

To begin on Monday 17th April  
To end on Thursday 20th July  
Half-term: Monday 29th May to Friday 2nd June

### **Inset/Occasional Days**

Thursday 1st September 2022  
Friday 2nd September 2022  
Friday 14th October 2022  
Friday 2nd December 2022  
Monday 5th December 2022  
Monday 20th February 2023  
Friday 21st July 2023

### **Date for the diary**

Thursday 8th September 2022 – Parents' Information Evening



## **YEAR 7 INDUCTION PROCESS**

At Presdales we have a very thorough and successful induction programme that is designed to ensure that the transition from primary school to secondary is as smooth as it can be. After the May Half Term we will be visiting each student at their Primary school and will liaise with their teachers regarding any important information for transition.

We will be having a Induction Day on Thursday 14<sup>th</sup> July 2022 to enable students to get to know the school, to start to get to know each other and to help us to get to know them.

For this day, please ensure that your daughter arrives no earlier than 8:30 am and the day will finish at 3.00 pm. The girls will have the opportunity to sample lessons, as well as meet other new and existing students. Your daughter should wear her primary school uniform and will only need a pencil case.

School dinner will be provided free of charge from the school canteen on the induction day. If your daughter prefers she can bring a packed lunch.

There will be no morning break service from the canteen, therefore your daughter may wish to bring her own snack in. Water is available in the dining room and we would recommend that your daughter brings a water bottle to school.

Please be reminded that we operate a one-way system for parents arriving by car: would you please enter by the North Lodge entrance and leave by the Pinewood/South Lodge exit. Students can be dropped off in the turning circle at school, parents do not need to park.

## **YEAR 7 PARENTS' INFORMATION EVENING – Thursday 14<sup>th</sup> July 2022**

The Parents' Information Evening will begin promptly at 7.00pm in the school hall. This will involve some short but informative talks by various staff. We would ask that you **do not** bring your daughter to this meeting. Parking will be busy, so please leave plenty of time.

## **YEAR 7 FIRST DAY – Monday 5<sup>th</sup> September 2022**

Girls should arrive for 8:40 am and make their way to the main hall. They will not require their PE kit on this day. They should bring a pencil case, a drink and provision for lunch.



## **ABSENCE/ATTENDANCE**

Please help us to support your child and ensure that they achieve as well as they can through excellent attendance at school. Every student is expected to aim for an attendance record of 100%. We would ask you to avoid taking your daughter out of school other than for completely unavoidable reasons. Should students have unavoidable appointments during the day, notice must be given in advance by email or letter and students should sign out at the school reception. Students will not be permitted to leave the school unaccompanied unless parental permission is received.

Parents/carers are asked to advise the school by telephone or email each day when a student is going to be absent. Please do not leave “unwell” as the reason for absence but provide full details in the message. This can be done by the following methods;

Student Absence Telephone: 01920 462210 – Option 1

Student Absence email: [attendance@presdales.herts.sch.uk](mailto:attendance@presdales.herts.sch.uk)

Government policy does not allow for the authorisation of holidays during term time. Public exams cannot be moved or taken at times other than those set by the examination boards.

## **ADDITIONAL PASTORAL SUPPORT**

### **School Counselling Service**

School-based counselling is a professional activity, delivered by qualified practitioners in schools.

Experiencing a mental health problem in childhood is one of the biggest barriers to achieving well-being and yet only one quarter of children affected are getting specialist help (Green et al, 2005).

At Presdales we are very lucky to employ our own school counsellor who works with us over three days a week. This counselling service provides a regular safe and supportive space for young people to express and explore their thoughts, feelings, behaviours, worries and difficulties with a counsellor who is non-judgmental, empathetic, and respectful.

Our counsellor has vast experience of working with children and young people and is professionally trained and fully qualified. We also have four trainee counsellors working in school and they are supported by our school counsellor.

We are able to offer a series of eight one to one sessions, some group work sessions and a drop-in service for students one lunch time a week. Students are referred to the school counselling service by any member of the Pastoral Team in consultation with the student and parent/carer.

The counsellor treats all personal information in confidence. However, she will liaise with Mrs Sara Miller, Deputy Head in charge of Pastoral care, on a regular basis and if a student is deemed ‘at risk’ for any reason, our counsellor will immediately pass on this information to Designated Safeguarding Lead to ensure that the appropriate support is provided for that child.

### **Mental Health**

We hold the kite mark accreditation from the Healthy Young Minds in Herts network, one of only 15 Secondary schools in Hertfordshire to have attained this standard.



## **MHST**

We also draw on the services of the Broxbourne and Hoddesdon Mental Health Support Team. We have a mental health and well-being practitioner who works within school for one day a week. She will deliver interventions for students presenting with low level needs in 1 to 1 or group sessions and will also lead workshops to students, staff, and parents on a range of topical issues.

### **Mental Health Ambassadors**

There is a team of Sixth Form Mental Health Ambassadors who run weekly drop-in sessions for students across all year groups. The weekly sessions involve quizzes, mindfulness activities and also provide students with an opportunity to raise any concerns they may have.

### **Anti-Bullying Ambassadors**

The school has a team of 10 Anti-Bullying Ambassadors from Years 7-13. They have undertaken specific training to fulfil their role and actively raise awareness of Anti-Bullying initiatives across the whole school. They hold weekly drop-in sessions for all students and are able to provide support to those who might need it.

The Anti Bullying and Mental Health Ambassadors are supported by the Deputy Head and the Pastoral team.

## **BEHAVIOUR**

Our system is based on **respect**, rewards and consequences. Respect should be shown in the following ways:

- Respect for Learning
- Respect for Ourselves and Others
- Respect for our Environment

### **Code Of Conduct**

The Code of Conduct should be read in conjunction with the school's Behaviour for Learning Policy which can be found on our website. We ask that you read this with your daughter and confirm this by signing the reply slips booklet

### **General**

- Students are allowed into the school building from 7.45am and can go to their form room. All students need to leave the school site by 4.30pm unless they are participating in an organised after school activity and are being supervised by a member of staff. At the end of the school day, students can only wait in the dining room unless they attend Homework Club
- Sixth Form students are permitted to leave the school site during lunchtime, but not at any other point during the school day (unless on study leave)
- Students are not permitted to have chewing gum in school
- Aerosols are not permitted to be used within the school building, including the Sports Hall and PE changing rooms
- Students will not consume food purchased or brought into school inside the school building, unless they are in the canteen, hall or a designated classroom
- Students are not allowed to consume 'fast food' on site. These types of food should not be delivered to students by parents, family friends or delivery companies.





## **Rewards**

A school ethos of encouragement and praise is central to the promotion of good behaviour. Rewards are one way of achieving this. Encouragement and verbal praise are also seen as central to promoting good behaviour, as is the celebration of success. This may be done through display material, emails home, postcards home, and a variety of other means.

## **Consequences**

Our consequences system is designed, first and foremost, to enable us to teach good behaviour. It assumes that students will 'get it wrong' from time to time, and need the opportunity to 'get it right' rather than receive instant punishment (although the latter will be necessary in some situations). In the classroom the C1/C2/C3 progression underpins this idea: students are reminded of the consequences for them if they continue with inappropriate behaviour, and so they have the chance to stop.

## **Detentions**

Departmental detentions will be set by the subject teacher/Head of Department for lunchtime or after school. Pastoral detentions will be set by the Head of Year or the Senior Leadership Team for lunchtime or after school. C4/C5 detentions will be set by the Senior Leadership Team and will be served after school. Any after school detentions will be communicated to parents with at least 24 hours notice, usually by email. Students may be required to sit in silence or work as decided by the subject teacher/Head of Department. If a child is absent from school then the detention will be held on the day that they return, or another day in agreement with the member of staff who set the detention.

## **BIOMETRIC/CASHLESS CATERING INFORMATION**

Our school canteen operates a biometric cashless catering system which enables us to provide a faster, more efficient catering service, as well as offering a number of other benefits to both students and parents.

An account will be set up for your daughter, into which you will be able to make payments electronically via Wisepay.

Any money spent in the canteen on food and drink, either at breakfast, break or lunch, will be deducted from the account on a daily basis. For those students who are eligible for free school meals, their accounts will be automatically credited with the daily allowance of £2.60 to be spent only at lunch time. Parents are welcome to top up their daughter's account should they wish to make purchases at break, or exceed the daily lunch allowance.

In line with current legislation we require the consent of at least one parent in order that the biometric information can be processed. Please be assured that the biometric information taken is an algorithm and not a finger print and that this information remains within the school.

Subject to your consent, the biometric information will be gathered as part of the Induction Process.

By signing the permission form, you are authorising the School to use your daughter's biometric information for this purpose, until either she leaves the School or ceases to use the system.

Once your daughter ceases to use the biometric recognition system, her biometric information will be securely deleted by the School. All biometric data is stored securely on School systems and will not be given to any third party. The fingerprint cannot be reconstructed from the data-points stored.



To give your consent, please complete the permission form in the Reply Slips Booklet. If you choose not to have your daughter registered, we can provide an alternative method of identification. Our preference, however, is to use biometrics as it is more efficient and secure and we would therefore appreciate your cooperation in this matter.

Please complete the section in the reply slips booklet to give consent.

### **BRING YOUR OWN DEVICE (BYOD) SCHEME**

We operate a BYOD Scheme at Presdales School and we require all parents and carers of our new students to sign up to the scheme. What this means is that you will be asked to purchase a Chromebook for your child to use in lessons from the school. Details about how to do this are included in the welcome pack. You will need to have signed up to the scheme before your child starts in September so that they will have a Chromebook ready to use when they start school on the first day of the new Autumn term.

#### **FAQS:**

##### **My child receives Free School Meals, can I have help to pay for the Chromebook?**

*If you are in receipt of pupil premium support, you will be eligible for support with your purchase. Please let us know if you currently receive Free School Meals and will need this support by contacting Miss Jennings (Assistant Head) at [sjennings@presdales.herts.sch.uk](mailto:sjennings@presdales.herts.sch.uk)*

##### **How do I go about setting up an account?**

*Please read the flyer enclosed in this pack about the BYOD Scheme and follow the instructions to set up an account.*

##### **Do I need to pay for the Chromebook in one go?**

*You can purchase the Chromebook in one go or pay for it in 12/24/36 monthly instalments, just choose the package that suits you best.*

##### **What is covered in the cost?**

*The purchase includes the Chromebook, a cover, insurance against theft and accidental damage, a warranty to replace the Chromebook if it is faulty and the licence for the programmes that will be installed on it.*

##### **How frequently are Chromebooks used in lessons?**

*Chromebooks are used by students every day and in most lessons.*

##### **We already own a Chromebook, can my child use this instead?**

*Only if you have the school's licence installed on it at your own cost and insure it for use in school. The school licence must be installed to enable the Chromebook to access the software that we use in school. However, feedback from the current Year 7 parents is that the licence has restrictions on what the Chromebook can/cannot do and so some parents have said that they preferred to keep this separate from the device that is used at home.*

For any questions regarding the scheme, please email Mrs S Inwood, Assistant Headteacher, at [sinwood@presdales.herts.sch.uk](mailto:sinwood@presdales.herts.sch.uk)



## **COMMUNICATION**

School communications with parents usually take place via email or telephone. The school will require that you provide us with an email address and keep the school informed of changes as they occur. Please contact the school if you think you are not receiving emails from us.

### **When to Contact Your Daughter's Form Teacher**

1. If you are concerned about your daughter's schooling in any way.
2. If your daughter is unhappy at school and her health or work is affected.
3. If your family circumstances change.
4. If your address, telephone numbers (home, work, emergency contact) change.
5. If you know in advance that your daughter will be away from school e.g. dentist. (letter/email)
6. If your daughter has been away from school (letter/email)
7. If your daughter is absent for more than 2 days owing to illness and is not yet returning to school.
8. If you wish to make an appointment to discuss a concern with the form teacher.
9. If you are away from home for a short period and your daughter is living temporarily with another family, please let us know.

### **DATA PROTECTION AND PRIVACY NOTICES.**

The GDPR requires public authorities and businesses to identify the lawful basis for storing personal data, audit information we already hold and take a 'data protection by design and default' approach to personal data.

We take data protection very seriously at Presdales School. In line with GDPR requirements, we have a Data Protection Officer, Mrs S Inwood, Assistant Headteacher, to oversee our approach to data management and protection. On behalf of the governing body Mrs O Bishi will be monitoring practice in the school.

Our privacy notices and policies can be found on the school website.

### **EDULINK**

We use the Edulink One parental information portal at Presdales. This portal integrates with our existing information systems to produce a user friendly interface for students, parents and staff.

Information available on the portal includes timetables, school reports, reward and consequence information, exam timetables, as well as other features.

One key feature is the facility to set all homework on Edulink One, thus enabling you to see what homework has been set for your daughter.

You can access Edulink One by downloading an App, which is available for both Apple and Android systems. Alternatively, there is a link on our school website. Your login information will be emailed out to you in September.



## **EQUIPMENT**

It is **essential** that each student should have the following equipment:

Chromebook (see BYOD information)

Pen, pencils (including 2B pencil and coloured pencils)

Rubber, pencil sharpener

A long or short ruler marked in centimetres, millimetres and inches

A protractor (preferably a circular one)

Compasses with a short pencil for drawing circles

Pritt Stick

A Scientific Calculator - It is highly recommended that you purchase this from school so that your daughter has the same calculator as others in her lesson. They can be purchased from the Maths department, via Wisepay, for £8.50.

ART - All students are expected to have their own basic drawing equipment for Art. A hard-backed workbook is required for homework, coursework, planning etc, which is to be purchased from the Art department at the cost of £4.70, via Wisepay. This is expected to last throughout the Art and Design course in years 7, 8 and 9.

## **FORM GROUPS**

After analysing your daughter's primary school information and liaising with her current teachers, we will place her in a form group that we feel suits her best.

The majority of her lessons in Year 7 will be in this group, with the exception of some subjects such as Technology.

She will find out her form group on the Induction Day and will remain in her form group throughout her time at Presdales.

Your daughter's form tutor will be a key person in her school life and will be your first point of contact for any issues of concern.



## FREE SCHOOL MEALS

Free school meals are available to students whose parents are in receipt of one or more of the following benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If you think your child eligible for Free School Meals, please apply via [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals) or 0300 123 4048. It takes 5 minutes and in most cases HCC can tell you straightaway if your child can get free meals at school. Please have your National Insurance number or Home Office number to hand when you apply.

If your daughter currently receives Free School Meals, Hertfordshire County will require you to phone them to transfer your daughter's details to the correct school.

Some frequently asked questions:

- **Would everyone know my child is having free school meals?** No. Due to the biometric system of purchasing food money is credited to students' accounts the same as students that do not have free school meals.
- **Can my child buy the same food as those who pay?** Yes. Your child can have free choice to buy a healthy balanced meal.
- **How much would my child receive per day?** Currently £2.60.
- **Can I top up this amount with extra money?** Yes. Money can be paid onto your child's Wisepay account.



## HOME-SCHOOL AGREEMENT

At Presdales we have previously consulted with parents and carers regarding our Home-School Agreement and the Governing Body has approved the version below. Mr Warren has already signed the agreement on behalf of the school and would be grateful if you and your daughter could sign the copy in the reply slips booklet.

We hope very much that you will be willing to sign the agreement: it does not have legal status, but it sets out a commitment from us which we hope you will support so that we can work in partnership to achieve the very best possible education for your daughter

The chief aim of the school is to provide an ordered but at the same time stimulating and challenging environment, underpinned by traditional values, within which the processes of teaching and learning can take place and excellence in a variety of spheres can be rightly pursued. Each student is expected and encouraged to develop her abilities and talents to the full in a wide range of subjects and extra-curricular activities. Central to the school's aims is the belief that the task of education should be a partnership between the school and the home.

The school welcomes parental involvement and maintains regular communication with parents through letters, reports, parents' consultation meetings and Presdales Association events.

### 1. **The Parents**

I/We will:

- ensure that my/our child goes to school on time, correctly dressed and properly equipped and does not miss lessons through unnecessary absence
- let the school know about any concerns or problems that might affect my/our child's work or behaviour
- support the school's policies and guidelines for behaviour
- support my/our child in homework and other opportunities for learning
- attend parents' consultation meetings and discussions about my/our child's progress.

### 2. **The Student**

I will:

- attend school regularly and punctually
- bring all the equipment I need every day
- wear the correct school uniform and be tidy in appearance
- do all my classwork and homework as well as I can
- be polite and helpful to others
- respect others' opinions and points of view
- keep the school free from litter and graffiti and treat other people's property with care
- abide by the school's Code of Conduct in these and all other respects.

### 3. **The School is committed to:**

- contact parents if there is an on-going problem with attendance, punctuality or equipment
- let parents know of any concerns or problems that affect the child's work or behaviour
- send home regular assessments
- set and mark/monitor homework
- arrange parents' consultation meetings
- keep parents informed about school activities through regular letters home.



## **HOMEWORK**

It is our policy that homework is set according to a timetable, to ensure an even spread of tasks across the week. A piece of homework is designed to last no longer than 30 minutes for a Year 7 student. Homework will be set in the EBacc and core subjects weekly with some other subjects every other week. We hope that you will encourage your daughter to adopt a positive attitude to this work and to complete it in a quiet environment.

All homework will be set electronically via the Edulink portal. You and your daughter will have a login to this system which will allow you to support her with the completion of her homework and provide you with all the information regarding the task and the due dates.

Students can also attend Homework Club until 4:30 pm from Monday to Thursday within school.

## **HOUSE SYSTEM**

Your daughter will be assigned to a House for the duration of her time at Presdales. There will be a number of Inter-House events throughout the year.

The School Houses are;

- Pankhurst - Purple
- Curie - Yellow
- Nightingale - White
- Frank - Green
- Windsor - Blue
- Parks - Red

## **ICT**

### **Acceptable Use Agreement - Data/ICT Equipment/Internet/Hand-held Device Protocols**

All students and staff using the Internet at the School must sign the Acceptable Use Agreement before access will be given.

The network is owned by the School and access is given on the understanding that it is for educational use only.

All users need to understand that everything that they search for, access, post or receive online can be traced now and in the future. Their activity can be monitored and logged and if necessary shared with staff, parents/carers and the police if necessary.

All users need to realise it is essential that they maintain a good online reputation.

Violations of the School's Internet Access Policy will result, in the first instance, in a temporary or permanent ban on its use.

Subsequent violations will result in serious disciplinary action being taken and for students this may lead to Permanent Exclusion for persistent offenders.

Where appropriate the Police or other authorities will be involved and criminal proceedings may be instigated.

Please read and sign the Acceptable Use Agreement in the reply slips booklet.



## **Mobile Phones**

Mobile phones can be a useful tool when used appropriately and can be of benefit to the student. Inappropriate use of a mobile phone can be very disruptive. Mobile phones are not allowed to be used within the school building, including at break and lunchtime. Mobile phones should not be visible in school, for example, they are not allowed to be carried in their hand or kept in their shirt pocket. Students, may, on occasion be permitted to use their mobile phone or other electronic device within a lesson if explicitly asked to, by the member of staff taking the lesson. If a student uses a mobile phone inappropriately it will be confiscated until the end of the day and a consequence given. If the mobile phone was used to film/photograph any student or member of staff without their consent, a member of SLT will ask to see the footage and expect the student to delete it as soon as possible. If the student refuses to show the footage the mobile phone will be confiscated and the parents/carers will be required to collect the phone at the end of the day. In serious cases of student misconduct the police may then be informed in order to gain access to this information.

Sixth Form students are allowed to use their hand-held device/mobile phone in the mansion. They are also allowed to use them in the canteen during study periods, but not at break or lunch times.

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all students to be safe and responsible when using any IT. It is essential that students are aware of online risk, know how to stay safe and know where to go to report problems and access support.

## **IMAGE CONSENT**

Occasionally, we take photographs of the students at our School. We may use these images in our School Prospectus, in other printed publications that we produce, in displays, on the school website and on the School's official social media accounts. We may also make video or webcam recordings for School-to-School conferences, monitoring or other educational use.

Sometimes we may send images to the news media or our School may be visited by the media, who will take their own photographs or film footage. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then may store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

We need your permission before we can photograph or make any recordings of your child. *Please note that websites can be viewed throughout the world and not just in the United Kingdom (where UK law applies). In giving your consent you understand that images may be used in printed and electronic form.*





Please note the following:

- The images we take will be of activities that show the School and children in a positive light.
- Embarrassing or distressing images will not be used.
- We may use group or class photographs or footage with very general labels, eg: 'science lesson'.
- We will only use images of students who are suitably dressed.
- We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons
- Consent for the use of images passes to the students at the age of 13. Students will then be asked to give their own consent within a reasonable time period of turning 13. We will ensure parents are involved in this process to enable them to discuss this with their child.

To give your consent, please sign the permission form in your reply slips booklet.

Should you wish to withdraw consent at any time, please write to the School.

### **LOCKERS**

As a school, we wish to provide a place for your daughter to be able to secure personal belongings during the school day.

Lockers are available for your daughter to use for a one off charge of £20 for 5 years.

Locker keys will be given out at the beginning of term and payment can be made through the Wisepay payment portal, accessible through the school website.

It should also be noted that having a locker should not encourage your daughter to bring valuable items into school.

### **LOST PROPERTY**

All personal property should be clearly marked with your daughter's name and form (initials only are not adequate). There are over 1000 people in school each day and we do ask everyone to be responsible for their own possessions. For this reason, we would like to stress that valuables should not be brought to school. If an item is mislaid it is the owner's responsibility to look for it. Any lost school uniform and valuables that have been handed in will be kept at the lost property office.

We suggest the following procedure to the students;

1. As soon as possible retrace your tracks to the point where you can last remember having it in your possession. (You are more likely to find the lost item if you do this on the day you lost it.)
2. Ask at the lost property office if it has been handed in.
3. Ask your teaching group or form group if anyone has seen it.
4. Tell your form teacher what is missing.
5. Write a note (give your name, form, item lost, where you last saw it) to be read out by your form teacher.



Items of unmarked school uniform will be kept for half a term and then disposed of to the PA for reselling or to the charity shops/recycling. Valuables will be kept for one term and disposed of in the same way. Mislaidd PE kit will be kept in the PE department.

### **MEDICAL - HEALTH ISSUES/MEDICATION**

If your daughter is taken ill in school she will need to visit the Principal First Aider in the first instance. The school policy is to encourage students to stay in school where possible; parent/carers will be called if the First Aider feels that they need to go home or wishes to discuss an on-going condition/incident.

If you notify us that your daughter has an illness or medical condition, you will be asked to complete a Healthcare Plan and Risk Assessment (HCP & RA).

Medicines should only be held in school if they need to be taken during the school day or are needed in the event of an emergency. Medicines cannot be held or administered to students without written parental consent. Dosage details will need to be annotated; this is covered by page 4 of the HCP & RA document. All medication administered by a First Aider at school will be recorded against the Student Individual Records.

Students will not generally be permitted to carry medicines in school unless the school has been made aware of specific medical conditions which require the student to always carry medication with them.

For the small number of students who have a life-threatening or long-term condition, the necessary medication is kept securely in an allocated place in the First Aid Office (eg Emergency Adrenaline Auto-injectors (AAIs), diabetic control medication, etc). This medication is kept in a clearly marked container and includes a copy of the Healthcare Plan and Risk Assessment. It is the responsibility of parents/carers to ensure that any medication provided is in-date, in the original packaging with a prescription label clearly showing the students name where possible and that the HCP & RA is kept up to date. The Principal First Aider will request annual reviews of HCPs to ensure that the information provided is still valid.

Following the amendment to the Human Medicines Regulations 2012 to permit schools to hold spare Adrenaline Auto-Injectors (AAIs), the Department of Health has issued non-statutory guidance to support schools in their management of AAIs. Presdales School now holds Adrenaline Auto-Injector pens (Jext brand) for the use on students diagnosed with an allergy for whom a prescribed AAI pen is not readily available in the event of an emergency. If you notify us that your daughter has an allergy and has been prescribed an AAI, we will ask you to complete an AAI consent form; AAIs will only be administered to students for whom written parental consent for the use of the emergency AAI has been given. Any students with emergency Adrenaline Auto-Injector pens (AAI) are required to always carry two in-date AAIs with them.

Students with asthma are required to always carry their reliever inhaler with them. We will additionally request that a spare inhaler is kept in the First Aid Office for use where their personal supply is not available or has run out.

### **MUSIC**



Does your daughter enjoy music making? Does she want to learn to play a new instrument but isn't sure which to choose? When choosing an instrument many people opt for piano, voice or guitar – these are fairly common instruments, easily transported and generally inexpensive. However, we often find that a great deal of students are not aware of many other instruments that are equally suitable for young musicians. These instruments are often referred to as 'Rare Breed' instruments. These instruments and their players are invaluable to a school like Presdales and we encourage all players to join our extra-curricular ensembles including Orchestra, Concert Band, String Ensemble and Big Band. We will be offering a trial session at 3:00pm – 3:30pm on the Induction Day. Please sign up by going to the Transition page of the school website or using the QR Code provided in the reply slips booklet. We look forward to welcoming you to the Music department in September.

### Music Lessons

Private individual music lessons are available for those students who wish to learn on the following instruments:

- Piano or keyboard
- Woodwind (flute, clarinet, oboe, recorder, saxophone)
- Strings (violin, viola, 'cello and double bass)
- Brass (french horn, trumpet, trombone)
- Guitar (classical, folk, lead or bass)
- Singing
- Drum kit
- Other including Theory and Composition

Individual Music lessons currently cost £233.00 for 30 minutes or £155.00 for 20 minutes, per term of 11 lessons payable in advance. Lessons on violin can only be 30 minutes in length; lessons on other instruments can be 30 minutes or 20 minutes. This price may increase in September. If you require financial assistance in order for your daughter to sign up for music lessons Hertfordshire County Council offer funding. There are three levels of funding based on eligibility. Applications should be made in June as assistance for funding is limited. Applications can be made until the second week of September for an Autumn term start.

If you wish your daughter to have Individual Music lessons please go to the Transition page of the school website. Should you have any problems please email the music department at [music@presdales.herts.sch.uk](mailto:music@presdales.herts.sch.uk).

In the event of a student wishing to give up lessons, a **clear half term's notice in writing is required** and such notice can take effect at the end of term only. If the necessary notice is not given, a term's fees have to be paid. It should be stressed that the sooner an application form is completed, the more likely it is that your daughter will be able to begin tuition in September. There may be a waiting list for some tuition. Applications will be treated on a first come, first served basis.

### Instrument Loan

Some music shops have instruments which may be hired under a loan scheme, in which case the rental can, if wished, become the payment towards the purchase of the instrument for those who want to have their own. Please consult the individual music teachers before buying



instruments, as they have expert knowledge, which can be invaluable. It is essential that those who wish to learn piano, have a piano or clavichord at home before they undertake lessons in school. Instruments purchased through the Assisted Instrument Purchase Scheme have been recommended by Hertfordshire instrumental teachers.

We do have a number of instruments to loan via the school. Please consult the Music department ([music@presdales.herts.sch.uk](mailto:music@presdales.herts.sch.uk)) if you would like more details. Please note that additional fees apply.

### **Music Examinations**

Associated Board (ABRSM) and Trinity examinations are regularly sat in school by students who take instrumental lessons, and examination fees apply. Other examination boards may be used by teachers. e.g. Guildhall, LCM, Rock School.

### **PRESDALES SCHOOL EDUCATIONAL TRUST (Charity Number 1011452)**

The Trustees of Presdales School administer a charitable trust which is known as Presdales School Educational Trust. The funds raised through this trust are used to enhance our educational provision beyond the basic standard which Government funding ensures, and consequently enriches the life of the school.

The terms of the charitable trust enable us to ask parents to Gift Aid a small sum of money, which is paid annually for a period of seven years. The suggested amount is £50 per annum for only or eldest students and £25 per annum for younger siblings, although you are very welcome to pledge a larger amount if you wish.

For every parent who pays the basic rate of income tax of 20%, the school is able to reclaim the tax from the Inland Revenue, so that an annual donation of £10, for example, is worth £12.50 to the school. For those parents who pay the higher rate of income tax, the school can reclaim the basic rate of 20% and you are able to reclaim the balance through your own tax office. If you wish to Gift Aid your donation, please complete Part A and Part B of the form in the reply slips booklet.

If you are not a tax payer you can still support the school by making a similar annual donation to the Educational Trust, without Gift Aiding your donation. Please complete only Part A of the form.

Payments can either be made by standing order, which obviously makes the administration of the scheme much easier and ensures that payments are not overlooked, or by sending a cheque into school.

The scheme is administered by our Business Manager, who will maintain confidentiality over all related matters and will be pleased to answer any queries you may have about any aspect of the scheme.

Subscription to the Presdales School Educational Trust is entirely voluntary, but we very much hope that you will be able to support the school in this way.



To give you an idea of the projects that the Educational Trust funds have contributed to:

- 2 new Science labs – completed September 2021
- Student toilet refurbishment – completed December 2020
- Whole school roofing project – completed December 2020
- Floodlights on the netball courts - completed August 2021
- Chromebooks for use by students in school

Without these funds, there would have been a substantial delay on the projects start date.

### **PRESDALES PA**

We know that this pack contains all the important information that you require as a new parent of a child at Presdales so we will keep this brief!

The Presdales PA plays an important role in supporting this great school by working hard to provide the 'extras' that enrich our girls' educational experience.

Secondary school is very different from primary, the interaction with other parents and teachers that you are possibly used to on the school playground doesn't happen and this can feel isolating.

We hope to help your transition by providing cheese and wine for our new parents. This will give you the opportunity to meet some of the other parents and teachers in a more relaxed environment. We hope this event will be in the Autumn term but will provide more details nearer the time.

We are an active PA who currently provide drinks and a tuck shop at school events and open evenings and we also run a very popular Christmas Fayre.

Presdales PA have previously provided the school with:

- New Duke of Edinburgh equipment
- Outside tables and benches
- Two sets of 30 Chromebooks

We are not looking for you to sit in on our friendly meetings, or run stall and bake 1000's of cakes, unless you want to and then you are most welcome!

We would just really appreciate you turning up and support us at school with some of the events we have on.

Please feel free to contact us anytime:

Email: [PTA@presdales.herts.sch.uk](mailto:PTA@presdales.herts.sch.uk)

Facebook: Presdales School PTA



### **PUPIL PREMIUM FUNDING**

The Pupil Premium Grant is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the achievement gap between this group of students and their peers. The benefits to eligible students are invaluable and can open the door to additional tuition where required, for example; participation in school trips and assistance with study materials. Please ensure you let us know if your daughter currently receives Free School Meals, or has in the past, if your daughter is adopted or has ever been in care by ticking the boxes in the reply slips booklet.

For further information on Pupil Premium, please visit the school website.

### **REPORTS AND PARENTS' CONSULTATION MEETINGS**

Throughout your daughter's time at Presdales School you will receive tracking reports three times throughout the academic year advising you of her effort and progress. These will be uploaded for you to view on Edulink.

The Parents' Consultation Meetings are opportunities for you to virtually meet all your daughter's subject teachers and discuss her progress. They are held after school via an online parents' evening service. It is very important that you attend this evening with your daughter.

### **SAFEGUARDING**

As a School we are totally committed to ensuring our school community is a safe place. We comply with all best practice procedures and legal protocols to make sure Presdales is a safe place for our students to work and learn.

All staff have regular safeguarding training and undergo enhanced DBS checks. The members of staff responsible for Child Protection are;

- Ms K Chandler Designated Senior Person (DSP)
- Mrs S Miller Deputy DSP
- Mrs E Sykes Deputy DSP
- Mrs K Simmonds Deputy DSP

### **SEND**

At Presdales our aim is to provide all students, regardless of their starting point, with an outstanding education, along with opportunities for personal growth and development. This ensures that when students leave the school they are well prepared for the adventures and challenges that await them. We want all students to feel well supported while also developing independence.

A well-planned transition from primary to secondary school is especially important for students with SEND. If your daughter has a diagnosed SEND at their primary school our SENCO, Mrs R Stewart, will be in-touch during the summer term to arrange to meet with you and your daughter, either remotely, or if possible, at Presdales. Mrs Stewart will also be in-touch with your daughter's primary school teacher and SENCO. These initial contacts will enable us to get to know your daughter and her needs before she starts with us in September. If you have any questions about SEND support please email Mrs Stewart directly at [rstewart@presdales.herts.sch.uk](mailto:rstewart@presdales.herts.sch.uk).



## SIXTH FORM

Life in the Sixth Form is lively and stimulating and full of opportunities where we offer in excess of 30 subjects at A Level. Our vision is clear: we aim to be a centre of excellence where all students are passionate about their learning and driven to achieve.

The Sixth Form at Presdales is separate to the main school complex in the Mansion Building and includes a spacious common room and an independent study room.

The Sixth Form students contribute enormously to the quality of our community by showing a sense of responsibility, an interest in learning for its own sake, an understanding of the value of service and team work. Students grow in maturity and are encouraged to take responsibility in a wide variety of areas including a preparation for adult life, in higher education or the workplace.

## TRANSPORT

It would help to ease congestion if you could arrange to share transporting students with other parents. Those of you who bring your daughter to school by car are asked to come into the grounds, deposit her in the turning circle to the **right** of the drive, and leave by the South Lodge exit.

At the end of the day, the main school entrance is reserved for coaches from 3.00pm until 3:40pm. Therefore, those of you who come to collect your daughters by car are asked to arrive after 3:40pm in order to ease congestion on and around our site.

Should you require further details on school transport, please go to the Hertfordshire County Council website.

## UNIFORM

Our suppliers are:

- **Kids Connection**

14 Market Place  
Hertford  
SG14 1DQ  
[www.kidsconnection.co.uk](http://www.kidsconnection.co.uk)

- **Stevensons**

131-135 Victoria Street  
St Albans  
Hertfordshire  
AL1 3XS  
[www.stevensons.co.uk](http://www.stevensons.co.uk)

- **Henry Tilly** – *for PE leggings only*

Unit 10, Metro Centre  
Ronsons Way  
Sandridge  
St. Albans  
Hertfordshire  
AL4 9QT  
[www.htsports.co.uk](http://www.htsports.co.uk)

- **Presdales PA**

The PA have a selection of second hand uniform available to purchase. Please email them on [PTA@presdales.herts.sch.uk](mailto:PTA@presdales.herts.sch.uk) for more information.



### **Indoors**

1. A Presdales School jumper.
2. A short-sleeved open-necked white blouse with flat revers.
3. A simple dark navy box-pleated skirt or navy trousers as supplied by Kids Connection or Stevensons, which must be at least knee length and not rolled up at the top.
4. Navy or black tights or short white socks. Please note that no socks at all is unacceptable for hygiene reasons.
5. Black, brown or navy low-heeled shoes. Please note that trainers, boots, canvas or fabric shoes are unacceptable (except for medical reasons, in which case a doctor's note must be brought as evidence). Shoes have to be polishable although suede shoes are acceptable. Logos on shoes are not permitted.

### **Outdoors**

Students may wear any plain dark navy or black coat provided that it is undecorated. Leather coats are not acceptable.

### **Sportswear**

1. Navy, red and white polo shirt with school logo
2. Navy, red and white PE skort (or shorts if preferred)
3. Navy, red and white sweatshirt with school logo
4. Navy sports leggings with school logo (Optional)
5. Red football socks
6. A pair of sports trainers and white socks
7. A pair of hockey/football boots (Optional - may be required later in year)
8. A one piece swimming costume, hat, towel and flip flops (for Summer Term)
9. House colour polo top (once House is known)

*NB All students will need to have a pair of shin pads and a gum shield when they play hockey. Students will be told when these are required.*

Items of the upper body kit should have initials printed/embroidered on them (skort & leggings is optional), and all other items of property, including watches, should be clearly marked with the owner's name.

Where the colour navy is specified, this means **DARK** navy.

### **Jewellery/Make-up/Hair**

- Students who have their ears pierced may wear only a single pair of small studs in the lower earlobe; there should be no facial studs or rings at all. The only ear rings permitted are those that have a butterfly back. If a student wishes to have any piercings other than a single piercing in the lower earlobe, then she will be required to remove these during school time regardless of whether the piercing has healed or not
- Students are not permitted to wear items of jewellery other than ear rings as described above
- Acrylic nails or any other type of false nails are not allowed
- Students are not allowed to wear coloured nail varnish
- No make-up should be worn by students in Years 7 and 8. Discreet natural make-up is permitted thereafter (but no eye make-up or false eyelashes).
- Hair dyed other than a completely natural colour is unacceptable and hair below shoulder length should be tied back during practical sessions for safety reasons. Hairstyles should be appropriate for a smart office environment and must not be extreme in style or length. No shaved patterns are permitted, and the length should not be shorter than a 'number two'.





## **WISEPAY PAYMENT PORTAL**

For payments made to the school we are able to take online debit and credit card payments through the Wisepay payment portal, which is accessible to parents through a link on the school's website.

Wisepay is a convenient and secure online payment service where, at present, payments can be made for school meals, locker fees, trips, music fees and equipment. Parents will have instant access to their child's account and will be able to view up-to-date information. This includes the balance on your school meals account, details of purchases made, payments made towards school trips and any outstanding balances due.

User guides for parents can be found using the link to Wisepay on our website. If you wish to use the free WisePay App you will require the school organisational code the first time you use it: 37131546. You will then enter your daughter's name, username and password.

Individual accounts for all students have been set up on the system and details of your login is included in this pack.

