



INFORMATION BOOKLET

2025/2026

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. Information can also be found on the transition page on our website.

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 transition@presdales.herts.sch.uk.

INDEX

	Page
School Contact Details	02
The School Day	03
Term Dates	03
Year 7 Information	04
Absence/Attendance	05
Additional Pastoral Support	05
Behaviour	06
Biometric/Cashless Catering Information	07
Bring Your Own Device	08
Careers	09
Communication	10
Data Protection and Privacy Notice	10
EduLink	10
Equipment	11
Form Groups	11
Free School Meals	12
Home School Agreement	13
Homework	13
House System	13
ICT (including mobile phones)	13
Image Consent	14
Lockers	15
Lost Property	15
Medical - Health Issues/Medication	15
Modern Foreign Languages	16
Music	17
Presdales School Educational Trust	18
Parents Association (PA)	19
Pupil Premium Funding	20
Reports and Parents' Consultation Evening	20
Safeguarding	20
SEND	20
Sixth Form	21
Transport	22
Uniform	21
Wisepay	23
<i>Appendix 1: Ethnic Background, Religion and Language Information</i>	<i>24</i>
<i>Appendix 2: Home School Agreement</i>	<i>25</i>
<i>Appendix 3: Online Safety Acceptable Use Agreement</i>	<i>26</i>
<i>Appendix 4: Code of Conduct</i>	<i>27</i>

**SCHOOL ADDRESS**

Presdales School
Hoe Lane
Ware
Herts
SG12 9NX

TELEPHONE

01920 462210

MAIN SCHOOL EMAIL

admin@presdales.herts.sch.uk

RECEPTION HOURS

8:00am to 4:00pm

SENIOR STAFF

Headteacher
Deputy Heads

Mr M Warren
Mrs S Miller – Pastoral
Mrs J Stephenson – Curriculum
Ms K Chandler
Mrs E Sykes
Mrs S Inwood
Ms S Jennings
Mr M Payne
Miss O Turner

Assistant Heads

Head of Sixth Form

Heads of Year

Miss A Haywood – Year 7
Mrs J Fry – Year 8
Mrs C Finch – Year 9
Miss E Fentiman – Year 10
Mrs L Bowden – Year 11

KEY OFFICE STAFF

Headteacher's PA
Business Manager
Pastoral Support Assistant
School Receptionists
Principal First Aider
Sixth Form Assistant
Family Support Worker
SENCo

Mrs J Lindsley
Mrs F Richardson
Mrs J Wareham
Mrs N Marshall/Mrs J Davies
Miss L Cook
Mrs H Preshous
Mrs V Yeoman
Ms L Hussey



THE SCHOOL DAY

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

TERM DATES 2025/2026

Autumn Term 2025

To begin on Wednesday 3rd September for Years 7 and 12

To begin on Thursday 4th September for the Whole School

To end on Friday 19th December

Half-term: Monday 27th October to Friday 31st October

Spring Term 2026

To begin on Tuesday 6th January

To end on Friday 27th March

Half-term: Monday 16th February to Friday 20th February

Summer Term 2026

To begin on Monday 13th April

To end on Friday 17th July

Half-term: Monday 25th May to Friday 29th May

Inset/Occasional Days

Monday 1st September 2025

Tuesday 2nd September 2025

Friday 17th October 2025

Monday 1st December 2025 (Occasional Day)

Monday 5th January 2026

Friday 20th March 2026

Date for the diary

Thursday 10th July 2025 – Year 7 Induction Day and Parents' Information Evening

Monday 8th September 2025 – Year 7 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. This information booklet can be found on the transition page of our website and various other details will be added in the coming weeks.

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 an Induction Day on **Thursday 10th July 2025** 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 8:30am and the day will finish at 3.00pm. 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. 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/carers 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, there is no need to park.

YEAR 7 PARENTS' INFORMATION EVENING – Thursday 10th July 2025

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 – Wednesday 3rd September 2025

Girls should arrive for 8:40am 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 permission is received from a parent/carer.

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

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 S 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 Person to ensure that the appropriate support is provided for that child.

Mental Health

We have achieved "Advanced Practice" in The Emotional and Mental Well being schools mark accreditation, one of only a few Secondary schools in Hertfordshire to attain this status.



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 1:1 or group sessions and will also lead workshops to students, staff, and parents/carers 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 Policy which can be found [here](#). The Code of Conduct can be found at the back of this booklet in the Appendices. We ask that you read this with your daughter and confirm this by completing the Google Form. Students will be asked to agree to this on their first day.

General

- Students are allowed into the school building from 7.30am 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 a supervised 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 PE changing rooms
- Students can only consume food in designated areas
- Students are not allowed to consume 'fast food' on site. These types of food should not be delivered to students by parents/carers, 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 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/carers 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. Failure to attend a detention will result in an afterschool detention on the Friday of the same week until 5.00pm. 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/carers.

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, which is equivalent to the cost of the meal of the day. This can only be spent only at lunch time. Parents/carers 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/carer 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 completing the Google 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.

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.

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 provide a chromebook for their child to use in lessons. You can decide to purchase a chromebook for your child through the school or purchase one separately. Details about how to purchase a device from us can be found [here](#). If your daughter currently has a Chromebook or you wish to purchase one elsewhere, please click [here](#) for information on how to purchase the licence.

If you decide to purchase a device from us, 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 Ms S Jennings (Assistant Head) on sjennings@presdales.herts.sch.uk

I would like to purchase a chromebook from the school. How do I go about doing this?

Please read the information on the above link and follow the instructions to set up an account and make your purchase.

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 protective cover, **insurance** against theft and accidental damage, a **three year 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 want to provide our own chromebook/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. To purchase a licence from the school, follow the instructions on the link.

If you choose this option, please be aware that 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.



How does the school keep my child safe online when using the Chromebook at school?

When connected to the school network, devices are filtered to prevent access to harmful websites and social media platforms when in use at school. Should you wish to provide your own device rather than purchase one through the school, this device will need to be licensed so that the school can manage the device. This enables certain restrictions on the device to keep pupils safe in school.

How do I keep my child safe online when using the Chromebook at home?

It is the parent's/carer's responsibility to monitor their child's internet usage outside of school. To support this, as part of our ongoing commitment to the safeguarding of our students, we have implemented a filtering system that can be activated on your child's device. This means that the websites and social media platforms that cannot be accessed in school would not be accessible on the device at home, whatever network is being used. We are aware that many families share the device at home and would not need this added and so we are offering this as an optional add-on. To select this option, please tick 'yes' to the option of 'Select Home Filtering' when you are ordering the device from the online shop. There is no additional cost for the filtering system.

For any questions regarding the scheme, please email Mrs S Inwood, Assistant Headteacher, at sinwood@presdales.herts.sch.uk

CAREERS

During their 'Seven Year Learning Journey' here at Presdales School, students are prepared for their future in modern Britain as resilient citizens that are able to achieve their own personal goals, while gaining the skills to adapt to the changing demands of the economy.

To ensure our students make informed decisions on their future, whole school events are organised during both National Apprenticeship Week and National Careers Week. Our Careers programme includes;

- Careers presentations during subject lessons
- Career/apprenticeship assemblies delivered by external organisations
- All year groups make use of the Unifrog careers platform website (Parents can also have their own Unifrog account)
- Year 7 'Army/Navy Workshop Day'
- Year 8 'Work Shadowing Day'
- Year 9 have GCSE Options meetings with SLT
- Year 10 and 12 students take part in compulsory work experience and mock interviews
- Year 11 have Futures meetings with SLT
- Year 13 'Apprenticeship Support Programme'

We work closely with Navigating Careers to provide 1:1 careers guidance interviews for students in Years 8-13 with a Level 6 Qualified Careers Guidance Advisor. This support is in addition to meetings with Form Tutors, Heads of Year and members of the Senior Leadership Team that students will have when making a careers progression decision.

Presdales school is now on LinkedIn. We hope that this will further enhance our existing careers provision by engaging with the business community, creating opportunities for students to gain practical experience, and helping us connect with potential mentors.

<https://www.linkedin.com/school/presdales-school-ware>



Presdales School successfully achieved in May 2023 the Quality In Careers Standard reaccreditation, through Investor In Careers, and, even though we have a comprehensive careers program, we are always looking for new opportunities for our students. If you have an idea or could provide support for our careers programme, we would love to hear from you. Please [click here](#) to complete a short survey detailing what support you feel you can offer.

COMMUNICATION

School communications with parents/carers 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. Alternatively, you can do this by contacting admin@presdales.herts.sch.uk or by updating your contact details on the Edulink portal – see below.
5. If your daughter is absent for more than 2 days owing to illness and is not yet returning to school.
6. If you wish to make an appointment to discuss a concern with the form teacher.
7. 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 trustees and trust board, Mr N Burridge will be monitoring practice in the school.

Our privacy notices and policies can be found on the school website [here](#).

EDULINK

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

Information available on the portal includes attendance, 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](#) at the top of the page. 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. **The calculator recommended is the Casio FX83GT-CW scientific calculator and they can be purchased via Wisepay, for £9.20.**

ART - All students are expected to have their own basic drawing equipment for Art. A hard-backed workbook is required for homework, coursework and planning. **This can be purchased from the Art department at the cost of £4.50, 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 school's decision on which form group your daughter is placed in is final. This process may be affected if a language preference is made.

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 this will be her form 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/carers are in receipt of one or more of the following benefits:

- **Income Support**
- **Income-based Jobseekers Allowance**
- **Income-related Employment and Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **The guaranteed element of State Pension Credit**
- **Child Tax Credit** (as long as you're not also entitled to Working Tax Credit and you don't get more than **£16,190** a year)
- **Working Tax Credit run-on** (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- **Universal Credit** (with annual earned income of no more than **£7,400** 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 is eligible for Free School Meals, please apply via your County Council. Click [here](#) for the Hertfordshire page or call 0300 123 4048. It takes 5 minutes and in most cases HCC can tell you straight away 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.

If you are eligible for Free School Meals, you may be able to claim for extra help such as help towards music lesson costs and half price bus travel.

You are entitled to this extra help if you're eligible for Free School Meals or if you get:

- Child Tax Credit, payable at a higher rate than the family element (more than £547.50)
- Working Tax Credit
- Housing Benefit
- Council Tax Support (not including second adult rebate)
- Universal Credit with annual earned income of no more than £7,400 (for 100% music help) or £15,000 (for 50% music help) after tax and not including any benefits you get.

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 £2.70.
- **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 Trustees have approved the current version. Mr Warren has already signed the agreement on behalf of the school and would be grateful if you and your daughter could read the agreement in the appendices at the back of this booklet.

We hope very much that you will be willing to sign the agreement on the Google Form: 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.

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.

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.

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 a temporary or permanent ban on its use.

Subsequent violations will result in serious disciplinary action being taken, which for students, may lead to Permanent Exclusion.



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

Please see the Acceptable Use Agreement in the appendices at the back of this 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 need to be switched off, they are not allowed to be seen or heard from the start of the school day at 8.35am until 3.25pm, this includes 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 a shirt pocket, they should also not be visible in a student's school bag.

If a student's mobile phone is seen or heard, then it will be confiscated until the end of the day and in the first instance a C3 will be given. If this is repeated the sanctions will escalate.

IMAGE CONSENT

Occasionally, we take photographs of the students at our school. We may use these images on the school website, in printed publications that we produce, in displays 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/carers are involved in this process to enable them to discuss this with their child.

To give your consent, please complete the Google Form. 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 non-refundable one off charge of £20 for Years 7 to 11; payment should be made through the Wisepay payment portal, accessible through the school website. Students eligible for Pupil Premium (see page 19) are exempt from making this payment.

Locker keys will be given out at the beginning of term via their form tutor. Miss Cook should be contacted for any issues with lockers, including issue of a replacement key if a key is lost or misplaced. Please email lcCook@presdales.herts.sch.uk

It should also be noted that having a locker should not encourage your daughter to bring valuable items into school. The school will not accept any liability for loss or damage to personal property or possessions stored in a locker.

LOST PROPERTY

All personal property should be clearly marked with the student's full name and form class (initials only are not adequate). There are over 1100 people in school each day and we ask everyone to be responsible for their own personal property and possessions while on school premises or engaged in school activities. The school cannot accept liability for loss or damage to such property and 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 items 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 the lost item in your possession. (You are more likely to find it if you do this on the day of loss.)
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 one term and then disposed of to the PA for reselling or to the charity shops/recycling. Other clothing items and non-valuables will be taken to charity shops or recycled. Valuables will be kept for one year and disposed of in the same way. Mislaid PE kit will be kept in the PE department.

MEDICAL - HEALTH ISSUES/MEDICATION

If a student feels unwell they will need to visit the Principal First Aider in the first instance. Students will be assessed in line with the school First Aid, Health and Safety and Behaviour Policies. The school encourages students to stay in school where possible; parents/carers will be called if the First Aider feels that they need to go home or wishes to discuss an on-going condition/incident. Students may not go home unless this is arranged by the First Aider/Reception, their Head of Year or a member of the Senior Leadership Team.

If we are notified that a student has an illness or medical condition, parents/carers will be asked to complete an Individual Healthcare Plan and Risk Assessment (IHCP). It is the responsibility of parents/carers to ensure that medical information provided is kept up-to-



date; the Principal First Aider will request annual reviews of IHCPs to ensure that the information provided is still valid.

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 consent from a parent/carer. Dosage details will need to be annotated; this is covered by page 4 of the IHCP. All medication administered by a First Aider at school will be logged.

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.

Medication for students who have a life-threatening or long-term condition is kept securely in the First Aid Office. 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. 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 IHCP is kept up to date.

Following 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 Jext brand AAI's for the use on students diagnosed with an allergy for whom a prescribed AAI is not readily available in the event of an emergency. Parents/carers will be asked to complete an AAI consent form for any student with an allergy that could potentially lead to anaphylaxis, whether or not they have been prescribed an AAI; AAIs will only be administered to students for whom written consent for the use of the emergency AAI has been given. Any students with prescribed AAIs are required to always carry two in-date AAIs with them.

MODERN FOREIGN LANGUAGE

For Year 7s starting in September 2025, we will provide the following languages at Presdales:

- French
- German
- Italian
- Spanish

Previously, all students in Years 7-9 have studied French plus one other language. From September 2025, students will be allocated two of the four languages on offer in Years 7-9. We will ensure that the numbers of students studying each language are evenly spread.

Parents/students are **not required** to give a preference for the two languages they will study. However, if there are any family or business interests, which are relevant to a preference, then please indicate this on the Google form. We will do our best to allocate your child one of these preferences. ***Please be advised that several factors are taken into account when form groups are created. Making a language preference may have an impact on any of those factors.***



Students wishing to take a language at GCSE can only take those languages they have studied in Years 7-9, the only exception to this would be native speakers who will study two new languages in Years 7-9, but then want to study their native language for GCSE.

Students will be allocated two languages on a random basis. We will consider requests for a particular language in exceptional circumstances only. If this applies to you, then please complete the Google form outlining your reason. The school's decision on which languages your child will study will be final.

MUSIC

Students at Presdales have the opportunity to learn a musical instrument in addition to their classroom music lessons. This individual or small group tuition does have a fee although, students in receipt of pupil premium will get remission of fees. The musical instrument lessons are provided by both Hertfordshire Music Service and Presdales Staff. Lessons are taught during the school on a rotating timetable. Current lesson costs for HMS and school staffed lessons are here:

https://www.hertsmusicservice.org.uk/music-lessons-in-hertfordshire/music-lessons.aspx#DynamicJumpMenuManager_1_Anchor_3

Students interested in learning the following instruments should complete the form with the corresponding link.

Woodwind: flute, oboe, recorder, clarinet, saxophone

<https://ukhertfordshire.speedadmin.dk/registration#/>

Brass: Trumpet, French Horn, Trombone, Tuba

<https://ukhertfordshire.speedadmin.dk/registration#/>

Strings: Violin, viola, cello, double bass

<https://ukhertfordshire.speedadmin.dk/registration#/>

Drum kit

<https://ukhertfordshire.speedadmin.dk/registration#/>

Music Technology (LogicPro)

<https://ukhertfordshire.speedadmin.dk/registration#/>

Acoustic guitar, electric guitar, bass guitar, ukulele

<https://docs.google.com/forms/d/1GFzrLbY72HW6vmyufEgf3mogy4W5coR45b-2aq0MqNU/edit>

For singing or piano lessons please complete this so the Head of Music can allocate you to either a Presdales or Hertfordshire Music booking form.

https://docs.google.com/forms/d/1lwxF5KhjS-ERSI5WtT-FO9ggDJ8GvqT4bh_81k7bLQc/edit#settings

Any further questions can be sent to ecooper@presdales.herts.sch.uk



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/carers 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/carer 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/carers 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 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.

The scheme is administered by our Business Manager and Finance team, 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:

- Student toilet refurbishment
- Whole school roofing project
- Floodlights on the netball courts
- 2 new Science labs
- Chromebooks for use by students in class
- New fire alarm system including fire doors.

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



PRESDALES PA

(From the Parents Association):

The Presdales Parents Association plays an important role in supporting our school by providing 'extras' that enrich our students' educational experience, but would otherwise be beyond the school's budget.

In recent years we have provided:

- Equipment for Duke of Edinburgh expeditions
- Outside tables and benches
- 60 Classroom Chromebooks
- A set of keyboards for music lessons
- Football shirts for the school teams
- Supported the purchase of a second mini bus

Unlike PA's at primary school we are not looking for you to attend multiple event planning meetings, run a stall or bake 1000's of cakes!

What the PA at Presdales does is support school events such as open evenings, music and dance shows, school plays and Presdales Rocks, by providing a bar and tuck shop. The added benefit of this is that we make a profit from these events which allows us to fund the type of things mentioned above.

What the PA really needs is volunteers to help out at one or more of those events – as many or few as you are able to is fine. If you would, however, like to become more involved and join the committee that would also be welcomed. Again this is not a heavy commitment, as we only usually have one meeting per term, and then a WhatsApp group to organise volunteers for events.

Secondary school is very different from primary school, with a lot less interaction with other parents/carers and teachers than you may be used to in the school playground. The PA also helps with this transition by providing refreshments at the new parents' event, at which you can meet other parents/carers from the incoming year groups and teachers in a more relaxed environment.

Please feel free to talk to any of the PA volunteers at this event about becoming involved and supporting the school or feel free to contact us anytime on our e mail:

PA@presdales.herts.sch.uk or via our Facebook page Presdales School PTA.



PUPIL PREMIUM FUNDING

The Pupil Premium Grant is additional funding for publicly funded schools in England to raise the attainment of eligible students and close the achievement gap between this group of students and their peers. The benefits are invaluable and the available funding can support in a variety of ways such as additional tuition where required, participation in school trips and enrichment activities, assistance with learning equipment and study materials.

For further information on Pupil Premium, please visit the school website [here](#) or contact Ms Jennings at sjennings@presdales.herts.sch.uk

REPORTS AND PARENTS' CONSULTATION MEETINGS

Throughout your daughter's time at Presdales School you will receive tracking reports three times during 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 some of 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 |
| ● Miss O Turner | Deputy DSP |
| ● Mr M Warren | 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, Ms L Hussey, will be in touch with your daughter's primary school teacher and/or 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, would like to provide any diagnostic reports or would like to have a telephone conversation regarding your daughter's SEND needs, please email Ms L Hussey directly at SENDsupport@presdales.herts.sch.uk.



SIXTH FORM

Life in the Sixth Form is lively and stimulating and full of opportunities. We offer in excess of 25 subjects at A Level and have a rich extra-curricular and super-curricular offer. 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 students contribute enormously to the quality of our community by showing a sense of responsibility, an interest in learning for its own sake, and an understanding of the value of service and team work. Students grow in maturity and are supported to develop their understanding and skills in a wide variety of areas including in preparation for adult life, higher education or the world of work.

TRANSPORT

Those of you who bring your daughter to school by car are asked to come into the grounds, drop her off 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.

It would help to ease congestion if you could arrange to share transporting students with other parents/carers.

Further details on school transport can be found on the Hertfordshire County Council website [here](#).

Parents/carers should be mindful of our local residents when dropping off and picking up their daughters. We ask that you park legally and respectfully.

UNIFORM

Our suppliers are:

- **Kids Connection**

Unit 1a Great Northern Works
Hartham Lane
Hertford
SG14 1QW
[Web Shop](#)

- **Henry Tilly**

Unit 10, Metro Centre
Ronsons Way
Sandridge
St. Albans
Hertfordshire
AL4 9QT
[Web Shop](#)

- **Presdales Pre-Loved**

The school has a selection of second hand uniform available to purchase. Please complete [this form](#) to order items or email admin@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 Henry Tilly, 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 coat provided that it is undecorated. Leather coats are not acceptable.

Sportswear

1. Students can now choose to wear a Navy, red and white collared top OR round neck top with school logo
2. Students can now choose to wear a Navy, red and white PE skirt OR shorts if preferred
3. Navy, red and white midlayer with school logo
4. Navy sports leggings with logo (optional)
5. Navy tracksuit trousers with logo (optional)
7. A pair of sports trainers for indoor PE and courts (no fashion trainers or converse)
8. A pair of football boots for 3G pitch (studs, blades or astro trainers acceptable)
9. A one-piece swimming costume, hat, towel and flip flops (for Summer Term)
10. House colour polo top
11. Navy, red and yellow personalised netball dress (optional for extra-curricular only) – only available from Kids Connection

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.

All items of property 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 permitted to wear one fine necklace with a small pendant
- 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/carers 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/carers 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/carers can be found on Wisepay. 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 the students name, username and password.

Individual accounts for all students have been set up on the system and details of your login will be emailed to you separately. You can access Wisepay [here](#).



Appendix 1: Ethnic Background, Religion and Language Information

Ethnic Background, Religion and Language Information

The School is required to collect information regarding Ethnicity and Religion on behalf of the Department for Education. Any information you provide will be used solely to compile statistics on the school careers and examinations of students from different ethnic backgrounds, to help ensure that all students have the opportunity to fulfil their potential. These statistics will not allow individual students to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education to contribute to local and national statistics. The information will also be passed on to future schools to save the new school from having to ask you for it again.

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

The Department for Education recommends that those with parental responsibility decide the ethnic background for primary students. The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents, or those with parental responsibility, are asked to support or advise those children aged over 11 in making this decision, wherever necessary.

We are also required to collect details of languages spoken/used by students outside of the school.

Definition for First Language - A student's first language is defined as any language other than English that a child was exposed to during early development and continues to be exposed to in the home or community. If a child was exposed to more than one language (which may include English) during early development, a language other than English should be recorded, irrespective of the child's proficiency in English. In the case of an older student who is no longer exposed to the first language in the home, and who now uses another language, the school should consult with the student or parent/carer to determine which language should be recorded.

Definition for Home Language - A student's home language is defined as the language most often used at home.



HOME-SCHOOL AGREEMENT

Central to the school's aims is the belief that education should be a partnership between the school and the home.

Presdales School aims to provide an outstanding education that enables all students, regardless of their background and starting point, to achieve and surpass their academic potential. We are committed to the development of independent minded young people who have active and creative minds. We expect our students to acquire a sense of understanding and compassion for one another and to have courage to act on their beliefs. We will equip our students with the skills and attributes to empower them to lead happy and successful lives, enabling them to make a meaningful contribution to our global society.

Our objectives are to ensure:

- The highest achievement for all students
- Inspirational teaching that supports and stretches all learners
- Quality pastoral care that nurtures and develops each child
- Effective leadership and management that enables continual school improvement
- The Resources and Environment to optimise student learning

1. The Parents/Carers

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 and Behaviour Policy in these and all other respects.

3. The School is committed to:

- contact parents/carers if there is an ongoing problem with attendance, punctuality or equipment
- let parents/carers 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/carers informed about school activities through regular letters home.

Signed Mr M Warren

Parents/Carers will be asked to agree this via the Google Form and students will do so in September.



Appendix 3: Online Safety Acceptable Use Agreement (students, parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STUDENTS AND PARENTS/CARERS

Name of student:

I will read and follow the rules in the acceptable use agreement policy

When I use the school's ICT systems (such as computers/chromebooks) and access the internet in school

I will:

- Only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes and will always log on with my own username and password and not someone else's details.
- Follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- Only use my school email address
- Make sure that all ICT communications with students, teachers or others are responsible and sensible
- Be responsible for my behaviour when using the Internet and not use any inappropriate language when communicating online
- Not take any images of students or staff using school devices
- Ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts
- When participating in live online learning sessions, I will behave appropriately and responsibly
- Tell a teacher immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

I will not:

- Download or install software on the school's ICT system
- Browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher
- Give out any personal information such as name, phone number or address.
- Attempt to bypass the internet filtering system
- Sign up to online services until I am old enough to do so
- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Arrange to meet anyone offline without first consulting my parent/carers, or without adult supervision

I understand that I am responsible for all activity on my school chromebook and any other school devices that I use, that this is monitored for my safety and that there are consequences for inappropriate behaviour.

Sixth Form Students: If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission (with the only exception to this being during sixth form study periods)
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online
- The school accepts no responsibility or liability in respect of lost and stolen devices while at school or on activities organised by the school (the school recommends that insurance is purchased to cover the device out of the home).

Signed (student): STUDENTS WILL SIGN THIS IN SEPTEMBER

Parent/carers' agreement: I agree that my child can use the school's ICT systems and internet according to the conditions set out above for students using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.



Appendix 4: Code of Conduct

CODE OF CONDUCT

The Code of Conduct should be read in conjunction with the school's [Behaviour Policy](#).

Students will be asked to agree this on their first day in September.

People Matter

Treat other people as you would like to be treated yourself

Learning is a Privilege

Work to the best of your ability at all times and make the most of all the other opportunities offered to you in school

Be punctual to school and lessons: anyone not at the start of registration is considered to be late

Be organised for each lesson: bring the correct books and equipment

You represent the school

Wear the correct uniform and make sure you look smart

Smoking/vaping is strictly forbidden anywhere on the school premises or on the way to and from school

Being accountable to others for your welfare and safety

Do not leave the premises without permission. If you are in Yrs 7-11 you may not leave the premises at lunchtime unless you have brought a written note to the Pastoral Manager and permission has been obtained.

If you are ill, bring this to your teachers' attention and they will send you to the First Aid Office or Reception if necessary. Please do not contact a parent/carer to collect you before you have been assessed.

If you are unavoidably absent, make sure your parents/carers email giving dates and the reason for your absence.

You may not enter the following areas of the school unless accompanied by a member of staff: The Sixth Form area, the Science or Technology rooms, the woods around the school or through the mansion

Behave sensibly when there is traffic in the school grounds

Care for the environment

Look after your form room and keep it clean and tidy

Put litter in bins

Be aware of others as you move around the school and respect their needs

Take care of your property and respect the property of others and the school

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 need to be switched off, they are not allowed to be seen or heard from the start of the school day at 8.35 am until 3.25pm, this includes at break and lunchtime.

Ear buds/headphones are not allowed to be used in lessons

Food and drink (apart from bottled water) may be consumed only in the canteen or outside.

Chewing gum is not allowed.

Silence must be observed on the way to and in assembly

