

Bishop's Hatfield Girls' School

**Information
for
New Parents / Carers**

2018 – 2019

INFORMATION FOR NEW PARENTS

Bishop's Hatfield Girls' School
July 2018

Dear Parents / Carers,

I am very pleased that you and your daughter have chosen Bishop's Hatfield Girls' School for her secondary education. I am confident that the next seven years will be happy and fulfilling, as well as providing a sound foundation for your daughter's future.

As I said to parents at our Open Evening last September, this school sets great store on developing girls as individuals. While we stress the importance of learning to live together as members of a community we also acknowledge and celebrate the different skills, aptitudes and personalities which each girl brings to this community. Such variety enriches the experience for us all.

Some girls this September will be following in their mothers' (and in the odd case, grandmothers'!) footsteps by coming to Bishop's Hatfield Girls' School. I think they will find that the fundamental values of honesty, kindness, ambition, trust, teamwork and respect are promoted now, as they were 58 years ago by the founding staff. What has changed is the curriculum now available which has to keep pace with the varying demands of the world outside school, as well as developing the skills of literacy, numeracy and perception.

This booklet contains the essential information you and your daughter will need to start feeling part of Bishop's Hatfield Girls' School. There is an introduction from two people with whom you will have early contact – Dr Venz, Assistant Headteacher and Mrs Wilde (Head of Year 7).

The most important message they give is, I think, that you and the staff of Bishop's Hatfield Girls' School must maintain close contact so that concerns can be shared before they have a chance to grow into problems. We are always pleased to discuss these, however minor they may seem.

I look forward to a successful and productive future with you and your daughter.

Yours sincerely,



Ms T Nickson
Headteacher

Dear Parents / Carers,

As Deputy Headteacher with responsibility for co-ordinating the work of the Pastoral Team at Bishop's Hatfield Girls' School, I am pleased to welcome you and your daughter to our school. I will be overseeing your daughter's development and progress over the next five to seven years.

A dedicated team of Heads of Year and Form Tutors will also share in the pleasure of your daughter's achievements. Should she need guidance at times of difficulty, and support and direction at times of frustration and disappointment, we will be there to help.

The Head of Year 7 will initially aid your daughter's transition to secondary school, so that she settles down quickly and happily in her new environment, and is able to make the most of the opportunities offered. She will place your daughter into one of five mixed ability tutor groups where most subjects will be taught initially in these groupings.

During her years with us, the school will endeavour to establish and maintain close liaison with you and we hope that you will inform us of any matter in school or out of school which might influence her progress.

We look forward to a long, happy and rewarding association with you and your daughter.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A Dudley', enclosed within a large, loopy oval shape.

Mr A Dudley
Deputy Headteacher

SCHOOL TERM AND HOLIDAY DATES 2018-2019

AUTUMN TERM 2018

Monday 3rd September to Friday 21st December 2018

Half-Term: Monday 29th October to Friday 2nd November

INSET Day 1 – Monday 3rd September (no pupil attendance)

INSET Day 2 – Friday 5th October (no pupil attendance)

OCCASIONAL Day – Friday 30th November (no pupil attendance)

SPRING TERM 2019

Monday 7th January to Friday 5th April 2019

Half-Term: Monday 18th February to Friday 22nd February

SUMMER TERM 2019

Tuesday 23rd April to Tuesday 23rd July 2019

Half-Term: Monday 27th May to Friday 31st May

INSET Day 3 – Monday 22nd July (no pupil attendance)

INSET Day 4 – Tuesday 23rd July (no pupil attendance)

INSET Day 5 – Wednesday 24th July (no pupil attendance)

SCHOOL DAY 2018 - 2019

8.30am	Staff Briefing	
	8.35am	Registration
8.55am	Lesson 1	
	9.45am	Lesson 2
10.35am	Break	
	10.50am	Warning bell
	10.55am	Lesson 3
	11.45am	Lesson 4
12.35pm	Lunchtime	
<i>Staggered times for serving for Years 7 to 11</i>		
	1.15pm	Warning bell
	1.20pm	Lesson 5
	2.10pm	Lesson 6
3.00pm	End of Lessons	
3.00-3.50pm	Enrichment Activities (except Tues)	

Homework Referrals will take place in **Room 012** from 12.40 pm – 1.00 pm

Lunchtime Detentions will take place in **Room 012** from 12.40pm – 1.00pm

Parents' Evenings will start at 4.30pm.

Homework can be completed Monday to Friday from 3.00pm to 4.30pm in the Library or a designated computer room.

You may also use the Pupil Support Centre from 12.45-1.15pm each day or between 3.00-4.00pm on a Monday, Wednesday or Thursday

Enrichment Activities will take place on each day (except Tuesday) from 3.00pm to 3.50pm

Detention will take place in **Room 012** from 3.05pm to 4.05pm on Wednesdays. These will take priority over any Enrichment Activity or school related activity, e.g. PE fixture

KEEPING IN TOUCH WITH THE SCHOOL

The Form Tutor is the key person in monitoring your daughter's welfare, general progress and discipline. Your letters should normally be directed to the Form Tutor, who will pass them on to other staff as appropriate. You can help us by remembering to put your daughter's NAME and FORM and the date at the top of any letter you need to write to school. Please be sure to keep us updated with your contact details.

If you feel you have a problem which needs prompt attention, your daughter's Form Tutor, Head of Year or Mr Dudley (Deputy Headteacher) will be glad to talk to you on the telephone and if necessary arrange an appointment with you at school. Please phone and ask for the Form Tutor, Head of Year or Mr Dudley before school begins or during break/lunchtime (see timetable), or leave a message with the Office (01707 275331).

There may, of course, be times when we contact you; if for instance we have cause for concern about your daughter's progress or behaviour, or if we need to check on an absence from school, or to advise you that your daughter is unwell and needs to go home - or indeed any issue that needs parental awareness. We use a system called InTouch to communicate with parents via email, or via text for unexplained pupil absence. It is therefore very important that we have up to date contact details including mobile numbers and an email address for at least one parent/carer. Please save our absence line number (07860 095 596) to your mobile.

Pupils are responsible for collecting any items dropped off by parents/carers from the Office. We cannot be responsible for taking personal items directly to the girls.

We aim to keep you informed about special occasions and events, which we hope you will enjoy attending. Letters will be sent home via email using InTouch. If you have not heard from the school for a while please contact the school to check your details are up to date. Letters sent home will also be placed on our school website: www.bishophatfield.herts.sch.uk

In the Autumn Term of Year 7 there will be a Welcome Evening and later in the academic year, a Parents' Consultation Evening at which you will be able to discuss the academic progress your daughter has made with the staff who teach her.

You will find that as your daughter moves up the school, tracking reports will be completed and available to view on the Go4Schools website, updating you on academic progress, effort and attitude to learning generally. You will be notified via InTouch email when the reports are available. Dates for your diary will be issued in a letter from the Headteacher at the start of each academic year. In addition to this you will be able to find a copy of the school calendar on our school website (see above).

THE CURRICULUM

From the first year at Bishop's Hatfield, all pupils experience a broad, balanced and stimulating education, offering a wide range of subjects within and beyond National Curriculum guidelines. Teaching methods take a variety of different forms including whole class teaching, group work, individualised learning, debates and role play. Many resources are available during lessons, such as the Library, interactive whiteboards, video clips, computers with a full range of up to date software and Internet use. In addition, theatre trips, field work and visits to museums, art galleries and places of historical, scientific and technological interest are a key part of the curriculum for all pupils.

In **Years 7 & 8** most lessons are taught in all-ability form groups except for Mathematics, Computing and Science where they are taught in ability bands. The subjects studied in Year 7 are English, Mathematics, Computing, Science, two Modern Foreign Languages from French, German and Spanish, Humanities which includes Geography, History and Religious Education, Design and Technology, Food, Art, Drama, Music, Physical Education including Dance and one lesson per week of Life Skills.

Subjects studied in Years 7 & 8 are continued into **Year 9**. Full setting begins in Mathematics, Computing and Science. Groups are banded for English, Humanities and Languages. This enables each girl to learn most effectively at her own pace.

In **Years 10 and 11** pupils continue to study English, Mathematics, Science, Life Skills and Physical Education. In addition pupils choose from a list of optional GCSE subjects including French, German, Spanish, Geography, History, Religious Education, Citizenship, Computing, Drama, Music, Art, Food Preparation and Nutrition, Graphics, Textiles, Physical Education and BTECs in Health and Social Care and Sport. ICT is integrated into all subjects. All pupils take public examinations at the end of Year 11.

A booklet outlining courses and options is issued to each girl during the Spring Term of Year 9 and meetings are arranged for both pupils and their parents in order to assist with their choices.

Throughout the school, where pupils find difficulty with any aspect of their work, special provision and support is given by our Learning Support Department. Such difficulties may include a range of learning difficulties from problems with reading and understanding, to problems with spelling and handwriting.

Very able and talented pupils are also encouraged to extend and develop their abilities to enable them to achieve their potential. Such pupils are identified at an early stage and their progress is monitored in each specialist area.

In **Years 12 and 13 (Sixth Form)** a wide range of courses is offered. Girls are currently able to choose from: Art and Design, Business, Biology, Chemistry, English, French, Further Mathematics, Geography, German, Government and Politics, Health and Social Care, History, Law, Mathematics, Media Studies, Music, Physics, Physical Education, Psychology, Sociology, Spanish, Textiles and Theatre Studies. Girls are also able to complete an Extended Project on any area of specific interest to them.

PASTORAL

The notion of a pastoral system may be unfamiliar to parents / carers but it is a vital support to successful learning and personal development. We have a comprehensive programme of pastoral care to support the processes of growing up, getting on with other people, the formation of values and decision taking. Aspects of these processes happen in the home, in various lessons in the school, in the experiences that occur within school and, of course, in the outside world. In Year 7 in particular, pupils will be helped to adjust to their new surroundings, to cope with new methods of working, to organise themselves and their time effectively, and to develop harmonious relationships with others. Form periods take place in Form groups and are led by the Form Tutor, aided by Sixth Form Prefects, under the direction of the Head of Year. The Life Skills lessons are taken by teachers who have a specific interest in the development of personal and social education of the girls.

Sixth Formers' active involvement is encouraged since pupils often find it easier to respond to young adults and in their turn, Sixth Form students find the interchange mutually beneficial.

At times, a pupil's problems are such that the school needs to call on additional professional help. The School Nurse is referred to in the information about the School Health Service. The Attendance Improvement Officer may become involved with a pupil and her family when attendance at school has become a problem, or if there are other issues which may be affecting a girl's welfare. The Educational Psychologist may be called in if there are significant learning or behavioural problems. Form Tutors meet their pupils daily and are available to deal with routine matters, guidance and discipline. The Heads of Year, Assistant Headteachers, Deputy Headteacher or Headteacher are ready to help parents / carers with any problems or decisions.

Confidentiality

Pupils and parents / carers, at times, may wish a matter to remain confidential. However if there are legal implications, if the safety or well being of the pupil is at risk or if it becomes clear through a third party that the pupil is at risk then it is the Headteacher's responsibility to ensure that the appropriate agencies are notified and they must be informed along with Mr Dudley, the school's Designated Safeguarding Lead (DSL) for Child Protection issues. This means that no member of staff can guarantee confidentiality.

ATTENDANCE

We are sure you realise the importance of regular attendance. Please do not keep your daughter away from school except in case of illness. Fines are in place for excessive absence.

We continue to be concerned by the demands for leave of absence from school. The law is quite clear on this point and we have become worried about the number of parents / carers who take their daughters out of school in order to go on holiday. The DfE regulations concerning holidays are as follows:

“Changes to legislation, which came into force in September 2013, made clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers no longer have the discretion to allow up to 10 school days in a school year for a family holiday or to agree to extended leave for parents to visit their country of origin.

If there are exceptional circumstances behind your request, you should discuss these with your Headteacher. If your child is absent from school because of a holiday which has not been agreed this will be classified as an unauthorised absence and you may be fined or legal action taken against you”

If leave of absence is required, you should write to the Headteacher to request permission in accordance with these regulations. We do not give permission for any occasions other than those caused by illness or emergencies. Holidays will not be authorised except in exceptional circumstances, otherwise they will be recorded in the register as ‘unauthorised absence’.

Absence from school is not easily made up and no matter how carefully the work is copied up and studied, it is rarely as effectively learnt. Parents / carers seriously disregard difficulties they create for their daughters when they take time out unnecessarily and unlawfully. One or two weeks' absence in Years 7, 8, or 9 may produce gaps in learning, which are not effectively recovered and may affect the results in assessments and also final grades at GCSE.

If a pupil arrives late to school the pupil gate will be locked. All pupils must go straight to reception, to sign in immediately upon arrival. For your daughter's safety, we need to know when she is on the school premises. If she arrives after registration without a valid reason she will be issued with a lunchtime detention. Reasons for lateness should be texted to the absence line 07860 095 596.

ACCIDENT OR ILLNESS AT SCHOOL

It is very important that you let us know, by texting the school **before 9.15am on each day of your daughter's absence**, that she will not be coming to school on that day and the reason why. Administrative staff will text the first contact point of any absentees for whom we have not had an explanation.

If your daughter is genuinely unwell, she should not come into school, as we have no school nurse on site, only staff qualified in First Aid, who are able to deal with minor accidents. These members of staff are not qualified to give medical advice.

If your daughter feels ill or has an accident in school, she should not contact you herself. She should let a teacher know and then she will be sent to the Office. If we judge that your daughter is not well enough to continue in lessons, we will contact you and ask you to arrange to collect her

from school. **It is most important that you give us current emergency telephone numbers, in case we need to contact you.**

Please let us know if your daughter has any special health problems, such as asthma, food intolerances or allergies, or if she needs to take medicine during the day - this must be left in the Medical Room for safe keeping. Any medication must be accompanied by a signed note from a parent/carer giving clear instructions of when the medication should be taken and how much should be given.

DOCTOR/DENTAL APPOINTMENTS

Please try to make these outside the school day as it causes difficulties for your daughter if lessons are missed. If your daughter does have an appointment parents/carers should text the absence number (07860 095 596) giving details of the appointment and time she should leave school. Parents/carers must collect their daughter from reception. Pupils are expected to return to school after their appointment. Before leaving the premises, your daughter will need to sign out at Reception and then sign in, upon returning to school.

PARENTS / CARERS SHARING IN THEIR DAUGHTER'S LEARNING

We hope that you, as parents / carers, will feel able to participate fully in your daughter's schooling. There are many ways to do this. We list a few here, but there are plenty more:

- By signing and having a commitment to the Home School Agreement.
- By taking an active part in the Parents' Association.
- By encouraging good study habits at home. Homework should be done at a regular time, in a quiet place, where a table or desk is available.
- By using the Homework Diary in your daughter's planner - please look at it regularly and sign it weekly. Please let us know if your daughter is spending too much or not enough time on her homework.
- By helping your daughter to get to school on time, looking presentable in correct school uniform, and being properly prepared for lessons with books, completed homework and writing equipment.
- By encouraging private reading at home for pleasure or suggesting spelling or handwriting practice.
- By taking an active interest in your daughter's daily work.
- By supporting the school's policies, which are designed to ensure everyone benefits from their time here.

HOMEWORK

We believe that homework is an important aspect of a pupil's life at Bishop's Hatfield Girls' School and that it serves a number of purposes:

it raises pupil expectation and achievement

it extends learning at school

it may act as preparation for future classwork

it provides opportunities for independent work

it improves pupils' study skills and attitudes to learning

it offers opportunities for assessment

it encourages a pupil to plan and organise her time so that she develops good study habits and self-discipline

it helps a pupil to take responsibility for her own learning

At Bishop's Hatfield Girls' School all pupils are expected to do homework regularly. Homework timetables are provided that tell pupils when homework will be set by their teachers and how long should be spent on each subject. Teachers will tell pupils when the homework is to be completed and pupils are responsible for handing this in on time.

Tasks appropriate to pupils' needs will be given and these will be assessed according to the school's marking policy so that pupils receive feedback on their work.

Tasks for homework might include any of the following:

- Investigations
- Interviews
- Research
- Reading
- Designing
- Revision
- Drawing
- Simple experiments
- Drafting
- ICT tasks
- Desk top publishing
- Essay writing
- Report writing
- Make a model
- Projects
- Learning vocabulary
- Language Practice
- Practice exercises
- Preparing presentations

We understand that not all pupils may have a quiet place in which to study at home or that sometimes pupils may wish to complete homework while still at school in order to free themselves for an evening activity. The Library remains open from 3.00 pm to 4.30pm from Monday to Friday. It is supervised by the Librarians and is a quiet place in which to work. Pupils may also go to the Pupil Support Centre (PSC) from 12.50pm to 1.15pm Monday to Friday. Homework can also be completed in the PSC or a designated computer room between 3.00pm and 4.00pm on Monday, Wednesday and Thursday.

We recognise the value of pupils' work and we wish to encourage and promote achievement through our system of rewards and praise.

However, there are sanctions should pupils fail to meet the standards required and expected. (Please see the Actions and Consequences pages). The school has a Homework Policy that is available to view on the school website (www.bishophatfield.herts.sch.uk).

BOOKS AND STATIONERY

We provide paper and exercise books, though we expect girls to bring their own pens, pencils, rulers and a calculator.

Text books and library books are lent out and may be taken home, but they are still school property, and if your daughter loses or damages one of them, we will ask her to pay for a replacement as they are very expensive!

You might prefer to buy your daughter the following books, as she will need them frequently.

- A small pocket 'Thesaurus'
- Small bilingual dictionaries (Oxford Learners Dictionary), French, German or Spanish, depending on the languages your daughter will study for use at home. Online dictionaries are not suitable.
- A set of personal headphones for use in certain IT / Languages lessons

All girls are expected to have their own small pocket English Dictionary i.e. Collins gem, Collins School Dictionary.

For maths all girls will need a pen, HB pencil, transparent ruler, maths set (to include compasses) and a Casio Scientific calculator FX - 85GT Plus or FX-991EX (classWiz). The school shop stocks basic stationery, maths sets and calculators.

ENRICHMENT ACTIVITIES

We offer a wide range of enrichment activities. These take place every day (except Tuesdays) 3.00pm – 3.50pm. The Enrichment Information Booklet provides details of all the activities on offer, including sports, music and drama.

We have an expectation that all pupils participate in at least one enrichment activity per week, though we understand that there will be some exceptional circumstances where this is not possible.

MUSIC

One of the good things about learning music in school is that there will always be a chance of singing or playing an instrument either in class, in small groups, or in the extra-curricular activities. Bishop's Hatfield Girls' School is proud of its musical tradition. Musical evenings are shared with parents and we have established links with neighbouring schools to further our musical activities.

LIBRARY

The school library is staffed by two librarians whose aim is to provide a comprehensive selection of resources to support the Curriculum, together with a wide range of reading material for both home and school use. The book stock is designed to cater for a wide range of abilities and interests. The library also stocks DVDs, graphic novels/manga, magazines and foreign language books. Pupils are encouraged to make suggestions for additions to library stock.

The librarians run two lunchtime enrichment clubs which provide the opportunity to participate in reading-related activities such as shadowing book awards, and discussing and promoting new and popular reads. They also run a variety of competitions and activities for occasions such as World Book Day, and regularly host author visits to the school.

In addition to the computers in the IT rooms, computers are available in the library for research, homework and class work.

In their first year, pupils are given weekly library induction lessons in which they are taught effective and confident use of the library's resources, together with basic research and study skills. They also participate in a reading project which encourages reading both for pleasure and for information. Year 8 pupils also have a weekly lesson in the library, during which the librarians introduce them to new titles and books they may be interested in, and they then have the opportunity to read and discuss books.

- The library is open daily from 8.00am until 4.30pm, during which time the librarians are available to provide advice and support to pupils. Pupils are expected to take responsibility for the books they have borrowed and are regularly reminded when books become overdue. If books are lost or damaged, parents/carers will be invoiced for a replacement copy.

PAYMENT FOR MEALS AND OTHER ITEMS

We require parents and carers to use WisePay, our cashless payments system, for all items, including school meals, trips, events etc. Parents are issued with instructions to enable them to access their account, and payments are then made online, using a Debit or Credit card.

Any parent who may have difficulty in using WisePay should contact the Finance Manager to discuss alternative arrangements.

We accept cash payments for low value items, such as Non-Uniform Days, which are collected during form time, and pupils will be notified accordingly.

WisePay also interfaces with our cashless catering payment system (see next section). Parents can view their daughter's cashless catering transactions through WisePay, allowing them to top up the account, monitor the balance and review recent purchases. This removes the worry over loss of cash and also enables parents to see which items their daughter is choosing.

Payment for Meals

Pupils pay for items from the canteen using fingertip recognition technology which is linked to their cashless catering account. When their finger is placed in the reader, small differentiating features are detected which are converted into a numeric code associated with the pupil's account. The system does not store an image of the fingerprint, and the numeric code cannot be converted back into a fingerprint or used for anything other than identifying the student within the payment system. Parental consent is required before pupils are registered on this system.

In addition to using WisePay, cashless catering accounts can also be topped up using the cash loader machine, located outside Room 028, which accepts coins and £5 & £10 notes. Alternatively, cheques can be taken to the canteen, between 8am and 8.30am daily. Please note that the canteen cannot accept cheques during break or lunchtime service.

If you give your daughter cash to load onto her account, please ensure that you give her the required amount of money. The school is not able to provide pupils with change for the machine. Any pupil who has insufficient funds in her account to buy lunch or who has forgotten their packed lunch, can come to the Finance Office where a 'Lunch Loan' will be applied to her Cashless Catering account to allow her to purchase lunch. This allows a maximum spend of £2.40 and should be repaid by topping up the pupil's Cashless Catering account within 24 hours. The account will be locked until the loan is repaid.

The Cashless Catering system has a £7 daily spending limit to help keep costs under control. A different limit or account restrictions can also be applied if required. The Finance Manager can discuss this with individual parents if required.

LUNCHTIME

Girls may either: a) Have school lunch (see below)
 b) Bring a packed lunch

Only in exceptional circumstances may girls be allowed to leave the premises:

Pupils in Years 7 - 11 Must bring a note from a parent / carer requesting permission to leave school, giving the reason, and **if** permission is granted, your daughter must sign out before leaving school and in on returning.

SCHOOL LUNCH

Our school canteen, which has been named “Bishop’s Bites” by the pupils, is very popular and offers a wide range of fresh food and drinks for breakfast, at break time and for lunch. Each day there is a variety of items available including hot meals, jacket potatoes, a salad bar, sandwiches & baguettes, snacks, fruit and desserts.

From September 2018, the price of the main meal of the day, including a dessert, is £2.40.

Girls will be given directions as to queuing and clearing up and must follow the instructions of the staff on duty.

FREE SCHOOL MEALS

Pupils in receipt of free school meals will have their Cashless Catering account automatically credited with £2.40 at the start of lunch each day and pupils are encouraged to spend all of this on a well-balanced meal. Unspent amounts are not carried over to the next day. Parents may credit additional amounts to the account if desired, for instance to allow for purchase of a break time snack.

SCHOOL FUND

Our School Fund is our fundraising vehicle which we have launched to raise the additional monies we need to enhance facilities for the benefit of pupils. For instance, in the past these donations have been used to fund ICT resources and display boards.

The School Fund complements the hard work and generous donations received through the Parents’ Association. We understand that some parents are unable to commit time to support Parents’ Association events and activities and hope that you could consider making a one-off or small, regular donation to the school instead. For those who feel able to make a regular contribution by standing order, a form is available from the Finance Office. The school can claim back tax on gift aided donations of 25p for every £1 donated and UK taxpayers should tick the box and provide their address and postcode.

SCHOOL HEALTH SERVICE

The HPV vaccine is offered to all girls in Year 8. In Year 10 the Diphtheria, Tetanus and Polio booster and Meningitis ACWY are administered by the School Health Team.

There may also be further occasions whereby other vaccinations are given, with parental permission, to the pupils.

The School Health Service also allocates a School Nurse to each school. If you have medical concerns about your daughter, she is able to give advice and, if necessary, refer on to other health agencies such as the Child and Adolescent Mental Health Service (CAMHS), Audiology and Speech and Language Services. Parents / carers can contact the School Nurse via the school or on her direct number.

Our School Nurse is Alice Maggs. She is based at the Queensway Health Centre in Hatfield, telephone number 01707 264577.

She can be contacted through the school office, when any pupil requests to see her privately to talk over any problems - large or small, medical, personal or social.

We should be grateful if, before your daughter begins at Bishop's Hatfield Girls' School, she has had the facts about menstruation explained to her. In case of emergency, sanitary towels are available from the Office.

SCHOOL UNIFORM

We consider that wearing a school uniform is an essential characteristic of Bishop's Hatfield Girls' School, since it encourages girls to identify themselves as members of our school community and it provides a special form of training for later life. We expect a tidy, smart appearance and the wearing of sensible clothes at all times. In order to maintain standards, if a girl is in incorrect uniform and with no note from home to explain why, then we will either ring home and ask for correct uniform to be brought into school or the girl will be sent home to change.

- SKIRT:** BHGS Skirt worn no higher than 7.5cm above the knee.
- TROUSERS:** Smart straight cut plain navy not black. Hipsters, jeans, flares are not acceptable.
- BLOUSE:** School style in honey yellow. If T-shirts are worn beneath blouses, they must not be visible. No polo necked jumpers to be worn beneath blouses.
- JUMPER/
CARDIGAN:** School style knitted material, V- necked with embroidered school logo.
- SOCKS/
TIGHTS:** Plain black tights. NOT PATTERNED. White or black ankle socks. NOT trainer socks.
- SHOES:** Strong black shoes with low heels. No sling backs, backless or toeless shoes, platform, wedges or high heels. Fabric shoes e.g. plimsoll or trainer-like canvas are not allowed, nor are shoes decorated with sequins or diamante. NO BOOTS or TRAINERS.
- HEAD SCARVES:** Only plain navy blue or black scarves can be worn for religious purposes.
- ADDITIONAL
ITEMS:** Overall for Science, Art and Technology.
Apron for cookery.
- JEWELLERY:** No jewellery is allowed apart from a watch and ONE pair of small plain gold or silver ear studs, one in each lower ear lobe. No ear lobe stretchers. No nose/tongue studs/retainers of any kind, other body piercings or other jewellery allowed. No tattoos (including henna).
One charity wristband can be worn.
- HAIR:** All one natural colour including braids and extensions. No hair decorations other than a simple black, navy blue or white hairband or tie.

***NO MAKEUP, NAIL VARNISH/ACRYLIC OR GEL NAILS/ADORNMENTS.
NAILS MUST BE TRIMMED TO A SHORT LENGTH.***

PE KIT

- Bishop's navy with yellow panels school PE top with school emblem and initials
- A navy with yellow panels skort with school emblem and initials
- Indoor trainers – No black soled trainers permitted
- White sports socks for athletics, cricket, netball, rounders and tennis
- Football boots/outdoor trainers/Astroturf trainers
- Long navy socks with 2 stripe yellow trim
- Black leotard for dance and gymnastics
- Gum shield for hockey and rugby
- Shinpads for hockey and rugby

OPTIONAL

- Navy sweatshirt/tracksuit with school emblem and initials
- Plain navy jogging bottoms
- Black sports leggings with school emblem and initials for dance, gymnastics and trampolining
- Navy sports leggings with school emblem and initials for athletics and fitness
- Navy hooded jumper with school emblem and initials
- Bishop's navy drawstring sports bag with school emblem and initials
- Navy blue athletics shorts with school emblem

Initials should be embroidered on the outside of all PE kit so it is clearly visible for the PE staff to see. Please ensure the name and form of your child is written or sewn into the inside labels. We cannot return kit that has not been named.

Our uniform suppliers are:

- Henry Tilly, via the school or online (PE kit only)
- Lee Joy, High Street, Potters Bar
- Smarty, Town Centre, Hatfield
- Stevensons, Victoria Street, St Albans

TRAVELLING ARRANGEMENTS

Bicycles

Girls who cycle to school should ideally have passed their Cycling Proficiency Test. Bicycles should be clearly marked, padlocked and kept in the place allocated in the cycle shed. (The school cannot, however, be responsible for their safety). Girls may not cycle in the school grounds. We strongly recommend that all girls who cycle to school wear a safety helmet.

Public Transport

If you have queries about public transport, please write or telephone Passenger Transport Unit at PO Box 99, Hertford, Herts. SG13 8TJ Tel: 0300 123 4050.

For information on bus times and fares telephone The Intalink Traveline on 0300 123 4050 / www.intalink.org.uk

Reg's Coaches Ltd run a service from Knebworth to Bishop's Hatfield called R44. Please contact them direct to find out more details on the service they offer.

Telephone 01438 822000, www.regskoaches.co.uk email regskoaches@btconnect.com

Hertfordshire SaverCard forms are available from the school office. These offer half price bus travel for children aged 11 to 18.

Car

If you bring your daughter to school, or collect her from school by car, **please do not park or wait on Woods Avenue** or use our gates as a turning area as we take the safety of our pupils extremely seriously. If you arrive early to pick up, please wait in the local **public car parks** which are a short and safe walk away from the school: Asda AL10 0JP; Links Drive AL10 8TZ or opposite Sir Philip Howard School.

Parents may use the drop-off area at the front of the school to drop-off their daughters in the morning. There is strictly no waiting or parking in this area as coaches also need access. For afternoon pick up please agree a safe meeting point with your daughter such as one of the local public carparks.

Pupil Code of Conduct

and

Actions and Consequences

Pupil Code of Conduct

“We will strive to uphold our core values of respect, trust, honesty, teamwork, ambition and kindness”

The school expects ALL pupils to:

1. **Attend** school regularly and on time.
2. **Respect** and **follow** school uniform and jewellery rules at all times.
3. **Accept** the authority of adults and follow instructions promptly and willingly including while on trips / visits, when representing the school and in the neighbourhood of the school.
4. **Behave** and speak respectfully to everyone, using appropriate language at all times.
5. **Respect** all property, keeping it free from damage. Keep the school tidy by **not** chewing gum or dropping litter and by eating only in the allocated areas.
6. **Arrive** at lessons on time, with the necessary books and equipment, including the BHGS Planner.
7. **Settle** quickly at the start of the lesson and listen to the teacher in silence, putting up your hand if you wish to speak or need any help.
8. **Work** quietly, safely and co-operatively to the best of your ability; complete all classwork and homework on time.
9. **Walk** around the school sensibly and quietly. **Shouting** around the school is unnecessary and inappropriate.
10. **Not** use mobile phones or any other personal electrical equipment on the school premises during the school day (inclusive of detentions and Enrichment Activities) unless being used for a specific lesson.
11. **Not** smoke or bring into school alcohol, dangerous objects or illegal substances.
12. **Not** endanger the safety or well-being of other pupils or members of the public when travelling to and from school, upholding the excellent reputation of the school at all times

“Allow everyone to learn and the teacher to teach”

Staff List

SENIOR LEADERSHIP TEAM		
Ms T Nickson	Co - Headteacher	English
Mr A Wood	Co - Headteacher	Humanities
Mr A Dudley	Deputy Headteacher	Science
Mrs D Daniel	Business Manager	
Dr S Venz	Assistant Headteacher	Languages
Mrs M Jackson	Assistant Headteacher	Health
Mr H Pandya	Assistant Headteacher	Humanities

ENGLISH	
Ms S Herlock	Teaching and Learning Leader
Mrs S Broderick	
Ms M Caldwell	
Miss H Ekins	School Direct Trainee
Mrs R Johns	
Ms V Medley	
Mrs S Watt	2nd in English
Mrs C Whitney	
Mrs J Williamson	
Mrs E Woollatt	
Ms C Weetman	School Direct Trainee
Mrs H Allcock	Librarian
Mrs S Roth	Senior Librarian

MATHEMATICS & COMPUTING	
Mrs C Dudley	Teaching and Learning Leader
Ms L Watkins	Teaching and Learning Leader
Mrs J Fairclough	
Mr T Goodall	
Mrs T Hurley	
Mrs J Robinson	2nd in Maths
Mr D Stevens	
Mr J Webster	

LANGUAGES	
Mr R Taylor	Teaching and Learning Leader
Miss E Hallauer	

SCIENCE	
Ms N Asante-Ansong	Teaching and Learning Leader
Mrs D Blakey	
Dr A Bune	Joint Subject Leader for KS3
Mr R Krendel	Joint Subject Leader for KS3
Mr W Lowrie	
Miss C McLeman	Assistant Head of Sixth Form
Mr J Short	Subject Leader for KS4
Mrs T Trendafilova	Science Technician
Mrs A Walker	Science Technician

HUMANITIES	
Mrs J Ruffhead	Teaching and Learning Leader
Mrs V Clark	
Miss J Grossman	Subject Leader for RS
Mrs J Higgins	
Mrs E James	Head of Sixth Form
Mrs V Langston	Work-related Learning Co-ordinator
Miss S Lawrence	
Miss S Maisey	Subject Leader for History
Mrs S Masud	
Miss D Robson	

EXPRESSIVE ARTS	
Ms S Fairbairn	Teaching and Learning Leader
Mrs J Chapman	
Mrs H Terry	
Mr J Kench	Assistant Head of Sixth Form

Mrs D Hones	
Mrs S Johns	
Mrs E Jonchier	Subject Leader for French

Miss J Punchard	Subject Leader for Music
Mr J Starling	School Direct Trainee
Mrs A Harris	Design Technician

HEALTH	
Mrs T Redpath	Teaching and Learning Leader
Miss N Cameron	
Mrs J Cardell	
Mrs S Carter	
Mr D Griffiths	Subject Leader for Life Skills
Miss E Morgan	
Miss P Oakman	
Miss L Ryder-Davies	
Mrs K Waters	
Mrs L Day	Food Technician

SUPPORT FUNCTIONS	
Mrs S Fullerton	Administration Manager
Mrs M Bassi	Data Manager
Mrs T Braybrook	Administration Assistant
Mrs A Clayden	Administration Assistant
Mrs R Jack	Administration Assistant
Ms W McLaughlin	Reprographics
Ms C Dalziel	Examinations' Officer & Cover Co-ordinator
Mrs J Avey	Finance Manager
Mrs K Scarisbrick	Finance Officer
Mrs D West	Finance Officer
Mrs I Fautrero-Sayer	School Development Officer
Mrs E Welsh	HR & Lettings Officer
Ms A Jones	Facilities Manager
Mr S Underwood	Caretaker/Site Assistant
Mrs G Martin	Caretaker/Site Assistant
Ms R Nassif	Cleaning Supervisor

LEARNING SUPPORT	
Mr S Lister	(SENDCO)
Mrs S Fisher	PSC Manager
Mrs V Browne	LSA/Cover Supervisor
Mrs B Campbell	LSA/Cover Supervisor
Ms C Coleman	LSA/Cover Supervisor
Mrs G Gregory	LSA/Cover Supervisor
Mrs M Keen	School Counsellor
Mrs J Keighley	LSA/Cover Supervisor
Mrs A Newberry	LSA/Cover Supervisor
Mrs A Newman	LSA/Cover Supervisor
Ms J Rae	LSA/Cover Supervisor
Mrs S Solanki	LSA/Cover Supervisor
Mrs A Wilde	SEND teacher
Vacancy	LSA/Cover Supervisor

HEADS OF YEAR	
Miss K Parkin	Head of Year 7
Miss S Lawrence	Head of Year 8
Mrs S Alliot	Head of Year 9
Miss D Graves	Head of Year 10
Mrs M Dayton	Head of Year 11

SCHOOL GOVERNORS / ACADEMY TRUSTEES			
Community	Parents	Staff	Headteacher
Mrs J Bennett	Dr O Aswania	Dr A Bune	Ms T Nickson
Prof A Boswood	Mr A North	Mrs D Daniel	
Mrs S Jones – Chair	Prof P Richardson	Miss J Grossman	
Mr I Lennox	Mrs I Stirbu	Mrs J Ruffhead	

Mrs R Ramsdale – Vice Chair	Mr R Lyons		
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