



**Information
for
New Parents / Carers
2024 – 2025**

INFORMATION FOR NEW PARENTS

July 2024

Dear Parents / Carers,

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

This school sets great store on developing pupils as individuals. We stress the importance of learning to live together as members of a community and also acknowledge and celebrate the different skills, aptitudes and personalities which each pupil brings to this diverse community. Such variety enriches the experience for us all.

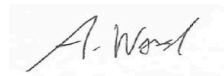
Some pupils this September will be following in their mothers' (and in some cases, grandmothers'!) footsteps by coming to Bishop's Hatfield Girls' School. We think they will find that the fundamental values of honesty, kindness, ambition, trust, teamwork and respect are promoted now, as they were over 60 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, developing the knowledge, skills and character that we hope will benefit our pupils as they become adults.

This booklet contains the essential information you and your child will need to start feeling part of Bishop's Hatfield Girls' School.

The most important message is that you and the staff of Bishop's Hatfield Girls' School must maintain close contact so that we can celebrate successes and can share any concerns 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 child.

Yours sincerely,

A handwritten signature in black ink that reads "A. Wood". The signature is written in a cursive style and is centered on the page.

Mr A Wood
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 child to our school. I will be overseeing your child'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 child's achievements. Should they 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, Miss Lawrence, will initially aid your child's transition to secondary school, so that they settle down quickly and happily in their new environment, and are able to make the most of the opportunities offered. We will place your child into one of five mixed ability tutor groups where most subjects will be taught initially in these groupings.

During their 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 their progress.

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

Yours sincerely,

A handwritten signature in cursive script that reads "Mrs M. Mansfield".

Mrs M. Mansfield
Deputy Headteacher

School Term and Holiday Dates 2024-25

AUTUMN TERM 2024

(Monday 2nd September - Friday 20th December)

Half-Term: Monday 28th October to Friday 1st November

INSET Day – Monday 2nd September (no pupil attendance)

Tuesday 3rd September - Year 7 Induction & 6th Form Induction for Y12 & Y13 only

Wednesday 4th September - No pupil attendance; invited pupils only

Thursday 5th September - Teaching for all years 7-13 starts

INSET Day - Monday 7th October (no pupil attendance)

INSET Day - Friday 25th October (no pupil attendance - disaggregated for staff)

OCCASIONAL Day – Friday 29th November (no pupil or staff attendance)

SPRING TERM 2025

(Monday 6th January to Friday 4th April 2025)

Half-Term: Monday 17th February to Friday 21st February

SUMMER TERM 2025

(Tuesday 22nd April to Wednesday 23rd July 2025)

Half-Term: Monday 26th May to Friday 30th May

INSET Days – Monday 21st, Tuesday 22nd and Wednesday 23rd July (no pupil attendance - disaggregated for staff)

DAILY ROUTINE * A bell will be rung at these times

8.00am	Library opens. Homework club starts.
*8.35 a.m.	Warning bell
*8.40 a.m.	Registration. Form Tutors must ensure that Form Captains or Vice Captains collect the complete folder for every registration.
8.40 a.m.	Assembly/Tutorial Time. Form Tutors to accompany their forms to Assembly and stay with them.
*9.00 a.m.	Period 1 begins.
*9.50 a.m.	Period 2 begins.
*10.40 - 11.00 a.m.	Break. Pupils must ensure that their Form Rooms are left clean and tidy for the next class after break. Pupils are <u>NOT</u> allowed to take food and drink from the dining room to form rooms.
*10.55 a.m.	Warning bell.
*11.00 a.m.	Period 3 begins.
*11.50 a.m.	Period 4 begins.
*12.40 p.m.	End of morning school. See separate notes for lunch arrangements. Pupils are not allowed off the school premises and grounds without permission. A note from home should be taken to the Head of Year requesting this (all years except Years 12 and 13). All girls must sign out before leaving school and in, on their return. Staggered times for joining the lunch queue for Years 7 to 11 which will rotate as necessary: 12.40pm – 12.50pm – 1 st queue 12.50pm – 2 nd queue No hot or unsealed food or drink is to be taken to form rooms.
*1.15 p.m.	Warning bell.
*1.20 p.m.	Period 5 begins. The register for this lesson will also be used for the afternoon session in terms of attendance.
*2.10 p.m.	Period 6 begins
*3.00 p.m.	End of lessons. All pupils should return to their Form Rooms to collect what they need to go home. Those staying for Enrichment Activities, detention etc. must take all their books from the Form Room first and not return there afterwards.

3.00 – *3.50 p.m. Enrichment Activities (except Tuesdays).

*3.50 p.m. To mark the end of Enrichment Activities.

4.00 p.m. Library closes

Please note: The library is also open until 4:00 p.m. where homework can be completed and there is a homework club in Room 113. After 4pm pupils who have to wait for buses or lifts from parents should come to the Dining Hall.

Homework Referrals will take place in **Room 029** from 12.45 pm – 1.00 pm

Lunchtime Detentions will take place in **Room 029** from 12.45pm – 1.00pm

Detention will take place in **Room 029** from 3.05pm to 4.05pm on Wednesdays. These will take priority over any Enrichment Activity or school related activity, e.g. PE fixture

Homework may be completed Monday to Friday at lunchtime and from 3.00pm to 4.00pm in the Library.

Support with homework will be available every day in Room 113 8-8.30am and 3.00-3.50pm.

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

Parents' Evenings will start at 4.30pm.

KEEPING IN TOUCH WITH THE SCHOOL

The Form Tutor is the key person in monitoring your child'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 child's NAME and FORM and the date at the top of any letter or email you need to write to school. Please be sure to keep us updated with your contact details by emailing admin@bishophatfield.herts.sch.uk or updating via the Arbor App (available from Google Play or App Store) A welcome email from the school about using the parent portal will be sent to you.

If you feel you have an issue which needs prompt attention, your child's Form Tutor or Head of Year 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 or Head of Year before school begins or during break/lunchtime (see timetable), or leave a message with the Office (01707 275331). We aim to respond to enquiries within 48 hours, but please do remember that school staff are busy and so we do ask for your patience. Please refer to our Communications policy available on the school website.

https://bishophatfield.herts.sch.uk/wp-content/uploads/2022/09/Communications-Policy-2021_23.pdf

There may, of course, be times when we contact you; if for instance we have cause for concern about your child's progress or behaviour, or if we need to check on an absence from school, or to advise you that your child is unwell and needs to go home - or indeed any issue that needs parental awareness. We use an SMS and an In App messaging service via Arbor to communicate with parents 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. This is also essential from a safeguarding perspective. Parents/Guardians will be sent a unique text number specific for your mobile, use this number to text the school or use the Arbor in app messaging service if your child is unwell or has an appointment.

Pupils are responsible for collecting any items dropped off by parents/carers from the Office. There is an item drop off box in the front reception area. We cannot be responsible for taking personal items directly to the pupils.

We aim to keep you informed about special occasions and events, which we hope you will enjoy attending. Letters will be sent home electronically via email. 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: <https://bishophatfield.herts.sch.uk/letters-home>

Parents/carers may also stay in touch with school news and events through the What's On or Social Wall pages of our website (<https://bishophatfield.herts.sch.uk/social-wall/>) and/or following us on Facebook, Twitter and Instagram. The school calendar on the website (<https://bishophatfield.herts.sch.uk/calendar/>) is a useful tool for checking key dates and may be imported into your personal calendar by using the preset buttons at the bottom of the page.

In the Autumn Term of Year 7 there will be a Welcome Evening where you can meet your child's Form Tutor. Later in the academic year there will be a Parents' Consultation Evening at which you will be able to discuss the academic progress your child has made with the staff who teach them.

Dates for your diary will be issued in a letter from the Headteacher at the start of each academic year.

You will find that as your child 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 by email and the Arbor App when the reports are available.

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. 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, chromebooks 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 (in 2024/2025 these will be: German and Spanish), Humanities which includes Geography, History and Religious Education, 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 and Languages. This enables each pupil to learn most effectively at their 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 currently including French, German, Geography, History, Religious Education, Citizenship, Computing, Drama, Music, Art, Food Preparation and Nutrition, Graphical Communication, Physical Education and BTECs in Health and Social Care and Child Development and the Arts Award (drama). ICT is integrated into all subjects. All pupils take public examinations at the end of Year 11.

A booklet outlining courses and options is published on our website 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 are offered. Students are currently able to choose from courses including 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. Students can access a wide range of courses through the Welwyn Hatfield Consortium. Students are also able to complete an additional qualification in addition to their courses of study, either the Extended Project Qualification (EPQ) on any area of specific interest to them or continue with their study of maths through Core Maths lessons.

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 pupils.

Sixth Formers' active involvement is encouraged since pupils often find it easier to respond to young adults and in 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 Local Authority Attendance Officer may become involved with a pupil and their family when attendance at school has become a problem, or if there are other issues which may be affecting a pupil's welfare. Form Tutors meet their pupils daily and are available to deal with routine matters, guidance and discipline as well as liaising with the relevant Head of Year to ensure pupils are feeling safe and happy in school. The Heads of Year, Assistant Headteachers, Deputy Headteachers or Headteacher are ready to help parents / carers with any problems or decisions as appropriate.

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 Mrs Jackson, 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 as parents and carers you will appreciate the importance of regular attendance. Please do not keep your daughter away from school except in the case of illness. Fines are in place for excessive and persistent absence. **The updated DFE guidance on attendance which will take effect from August 2024 states: ‘Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.’**

We continue to be concerned as a school by the demands from some parents/carers for leave of absence from school during term-time. The law is quite clear on this point and we have become worried about the number of parents / carers who take their child/children 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’.

Learning that is missed due to pupil absence is not easily made up and no matter how carefully the work is completed at home it is rarely as effective as learning it first hand from a specialist in the classroom. In our view parents / carers disregard difficulties they can create for their child when they remove them from school during term-time, unnecessarily and unlawfully. One or two weeks' absence in Years 7, 8, or 9 may lead to significant gaps in learning, which are not effectively recovered and may affect results in assessments and potentially impact final grades at GCSE.

If a pupil arrives late to school, **after 8.35am**, the pupil gate will be locked. If late, all pupils must go straight to Reception, to sign in immediately upon arrival. For your child's safety, we need to know when they are on the school premises. If they arrive after registration without a valid reason they will be issued with a lunchtime detention. Reasons for lateness should always be communicated to the school using your Unique Text Number for reporting absences or via the Arbor App. This is also essential from a safeguarding perspective.

ACCIDENT OR ILLNESS AT SCHOOL

It is very important that you let us know, either by using the Arbor App or by texting the school using your unique text number **before 9.15am on each day of your child's absence**, to advise that your child will not be coming to school on that day and explain clearly the reason why. Administrative staff will text the first contact point of any absentees for whom we have not had an explanation.

If your child is genuinely unwell, they should not come into school, as we do not have a school nurse. Whilst we do have staff qualified in First Aid who are able to deal with minor accidents, they are not qualified to give medical advice.

If your child feels ill or has an accident in school, they should not contact you. They should let a teacher know and then they will be sent to the Office. If we judge that your child is not well enough to continue in lessons, we will contact you and ask you to arrange to collect them from school. **It is most important that you give us current emergency telephone numbers, in case we need to contact you. You can update your details via the Arbor App.**

Please let us know if your child has any special health problems, such as asthma, food intolerances or allergies, or if they need to take medicine during the day - this must be left in the Medical Room for safe keeping. Medical information can be updated using the Arbor App. 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 child if lessons are missed. If your child does have an appointment parents/carers should text the school using your unique text number, giving details of the appointment and time they should leave school. Parents/carers must collect their child from Reception. Pupils are expected to return to school after their appointment. Before leaving the premises, your child will need to sign out at Reception and then sign in, upon returning to school.

PARENTS / CARERS SHARING IN THEIR CHILD'S LEARNING

We hope that you, as parents / carers, will feel able to participate fully in your child'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 child's planner - please look at it regularly and sign it weekly. Please let us know if your child is spending too much or not enough time on their homework.
- By helping your child to get to school on time, looking presentable in the correct school uniform, and being properly prepared for lessons with books, completed homework and all necessary equipment.

- By encouraging private reading at home for pleasure or suggesting spelling or handwriting practice.
- By taking an active interest in your child's daily work.
- By supporting the school's policies, which are designed to ensure everyone benefits from their time here
- By discussing any issues that arise in a rational way and encouraging your child to resolve conflicts peacefully or urging them to speak to their Form Tutor for advice.

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 their time so that they develop good study habits and self-discipline

it helps a pupil to take responsibility for their 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 set 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 | ● Desktop publishing |
| ● Interviews | ● Essay writing |
| ● Research | ● Report writing |
| ● Reading | ● Make a model |
| ● Designing | ● Projects |
| ● Revision | ● Learning vocabulary |
| ● Drawing | ● Language Practice |
| ● Simple experiments | ● Practice exercises |
| ● Drafting | ● Preparing presentations |
| ● ICT tasks | |

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 4.00pm from Monday to Friday.** It is supervised by the Librarians and is a quiet place in which to work. **Pupils may also go to Room 113 from 8-8.30am or 3-3.50pm Monday to Friday where there are computers they can use.**

For those working at home, they will be able to access the school electronic resources using Google Classroom or Drive. Your child will be given log-in credentials and shown how to use these.

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 which will be imposed should pupils fail to meet the standards required and expected by the school. **(Please refer to the Actions and Consequences pages).** The school has a Homework Policy that is available to view on the school website ([bishop's hatfield girls' school homework policy](https://bishophatfield.herts.sch.uk/wp-content/uploads/2021/07/Homework-Policy-2021.pdf)).

"<https://bishophatfield.herts.sch.uk/wp-content/uploads/2021/07/Homework-Policy-2021.pdf>

BOOKS AND STATIONERY

We provide paper and exercise books, though we expect pupils to bring their own pens and pencils. For maths all pupils will need a pen, HB pencil, transparent ruler, protractor, pair of compasses and a Casio Scientific calculator FX-83 GTX. The school shop stocks basic stationery, maths sets and calculators.

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

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

- A small pocket English Dictionary eg. Collins Gem or Collins School Dictionary
- A small pocket 'Thesaurus'
- Small German and Spanish bilingual dictionaries (*Collins Easy Learning Dictionary* or *Oxford Learner's Dictionary**), which your child will study for use at home. Online dictionaries are not suitable alternatives. Both publications are available on Amazon or other book retailers. These can be bought in September.
- A set of personal plug-in (not bluetooth) headphones for use in Languages lessons.

HOUSE SYSTEM

At Bishop's each pupil and staff member belongs to a House and competes throughout the year to win the Bishop's House Cup and have their House name placed on the Honours Board. Pupils will be placed into one of 5 Houses: Austen, Franklin, Hadid, Parr or Seacole. Students can win House points for positive behaviour such as attending Enrichment clubs, 100% attendance, excellent classwork, contributions to the school community and winning House competitions. Pupils and their parents/carers can log on to Arbor to see how many House Points they have accrued (or lost) during the academic year.

ENRICHMENT ACTIVITIES

We offer a wide range of Enrichment activities. These take place every day (except Tuesdays) 3.00pm – 3.50pm and during lunchtimes. The Enrichment section of our school website provides details of all the activities on offer, including sports, music, drama and much more.

[Explore Our Clubs – Bishop's Hatfield Girls' School](#)

We have an expectation that all pupils participate in at least one enrichment activity per week.

Taking part in enrichment is of significant benefit to the pupils who take part, allowing them to pursue interests, make new friends, and learn new things, though we understand that there will be some exceptional circumstances where this is not possible

MUSIC

At Bishop's, music is a vital part of school life. We embrace practical music-making, whether this be through singing, playing instruments or using music technology within our varied curriculum in music lessons, or through the range of extra-curricular musical activities on offer. Enrichment opportunities include Choir, Orchestra, Keyboard Club and Ukulele Club. We also take part in performance events locally, for instance at Hatfield House for Lady Salisbury's charity events. Large-scale performance events run throughout the year, to which families are invited, for example the Willow Carol Concert at St. Alban's Cathedral, our Year 7 Vocal Extravaganza, the school's Christmas Carol Service and the Expressive Arts Showcase. We have developed excellent links with [Hertfordshire Music Service](#) who deliver instrumental and vocal lessons at school, and with whom we engage in regular projects.

LIBRARY

The school library is staffed by two librarians whose aim is to provide a comprehensive selection of resources to support the National Curriculum, together with a wide range of reading material for both home and school use. The book stock is designed to cater for all 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 lunchtime enrichment clubs which provide the opportunity to participate in reading-related activities such as shadowing book awards, discussing new and popular reads and a board games club. They also run a variety of book-related competitions and activities throughout the school year 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 have weekly library lessons in which they are taught effective and confident use of the library's resources, together with basic research and study skills. Year 8 pupils also have a weekly English lesson in the library, during which the English Teachers give pupils the opportunity to read and discuss books and participate in book related activities.

The library is open daily from 8.00am until 4.00pm, 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 online or using an App, 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, Mrs Jones.

Wisepay also interfaces with our cashless catering payment system (see next section). Parents can view their child'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 child is choosing.

Payment for Meals

Pupils pay for items from the canteen using fingertip recognition technology which is linked to their cashless catering account. The system does not store an image of the fingerprint, and the numeric code derived 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.

The benefit of using Wisepay to top up dinner money is that parents may be reassured that funds are secure and available for school meals, and additionally, may monitor the items being purchased.

Any pupil who has insufficient funds in their account to buy lunch or who has forgotten their packed lunch, can come to the Finance Office where a temporary 'Lunch Loan' will be applied to their account. This allows a maximum spend of £2.90 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 and therefore immediate action is required. Please note that this is an emergency process and we do not expect pupils to use the facility routinely.

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 (as a guide, snacks start from 80p and the standard lunch meal deal price is £2.90). The Finance Manager can discuss this with individual parents if required.

LUNCHTIME

Pupils may either have school lunch (see below) or bring a packed lunch. These must be consumed at school as pupils are not usually allowed to leave the premises. Pupils are not permitted to bring hot take-away food to school to eat on site.

Only in exceptional circumstances may pupils be allowed to leave the premises at lunch time: 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 child must sign out before leaving school and on returning.

SCHOOL LUNCH

Our school restaurant is very popular and offers a wide range of fresh food and drinks for breakfast, at break time and for lunch. Catering is provided by Aspens, a company with a strong reputation for good quality food made from fresh ingredients. Each day there will be a variety of items available in the restaurant including hot meals and snack items, salads, sandwiches, fruit and desserts. In addition, The Lunch Box is an external kiosk selling fresh snacks at break and lunch. The current price of a main course including a piece of fruit or dessert is £2.90. Menus and other catering information will be made available on the school website.

Pupils will be given directions as to queuing and clearing up and must follow respectfully the instructions of the staff on duty. We take great pride in the tidy appearance of our school premises and expect pupils to ensure all litter is placed in a bin and used crockery/cutlery placed as directed.

FREE SCHOOL MEALS

Pupils in receipt of free school meals will have their catering account automatically credited with £2.90 at the start of lunch each day and pupils are encouraged to spend all of this on a well-balanced meal (meal deal offers are available for both the main hot dinner and “grab and go” options). 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, FSM pupil trips and a school minibus. There have been significant real term cuts to funding for schools over recent years and this fundraising has made a huge difference to what we are able to offer our pupils.

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 on our website and 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. Thank you in advance for any contributions you are able to make to help us provide the best possible education to your child and to all the pupils in the school.

For more information on how to support our school, please visit our website <https://bishophatfield.herts.sch.uk/support-us/> . From asking your employer to match the funds raised at a school event, donating raffle prizes to using our online shopping portal Easyfundraising, there are many ways to contribute to our fundraising.

PARENTS' ASSOCIATION

For those wishing to engage further in school activities or fundraising, our active Parents' Association offers a chance to meet other parents and support the school. Bishop's Hatfield Girls' School parents' Association is a registered charity. All funds raised are donated to the school to purchase additional resources which are not normally covered by the schools budget. The PA have recently contributed to the purchase of the school minibus and on moving into the new building, the PA donated the amazing £10,000 light and sound system in the main hall. All ideas and suggestions are welcome, so please put your name on the list of volunteer helpers that can be drawn upon for different events - don't worry you will not be inundated with requests. Sometimes a cake is all we need! For further information, please see our website or contact pa@bishophatfield.herts.sch.uk

SCHOOL HEALTH SERVICE

The HPV vaccine is offered to all pupils in Year 8. In Year 9 the Diphtheria, Tetanus and Polio booster and Meningitis ACWY are administered by the School Health Team.

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

The school nurse team is based at the Queensway Health Centre in Hatfield. Parents and carers can contact the team by calling 0300 123 7572 and selecting option 1, then option 1 again. Should any pupil wish to talk to a member of the school nurse team privately about any problems large or small, medical, personal or social, we are happy to arrange this.

If you have medical concerns about your child, the school nurse team 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.

We should be grateful if, before your child begins at Bishop's Hatfield Girls' School, they have had the facts about menstruation explained to them. In case of emergency, sanitary towels are available around the school in the pupil toilets and from the Heads of Year.

SCHOOL UNIFORM

We consider that wearing a school uniform is an essential characteristic of Bishop's Hatfield Girls' School, since it encourages pupils to identify themselves as members of our school community who take pride in their appearance. We expect a tidy, smart appearance and the wearing of sensible clothes at all times. In order to maintain standards, if a pupil arrives at school with the incorrect uniform, and is not in possession of a note from home to explain why, then we will either ring home and ask for the correct uniform to be brought into school or the girl will be sent home to change.

SKIRT: BHGS Skirt - worn properly, **not rolled up or pulled up, and worn at a respectable length.**

TROUSERS: Smart, straight cut, plain navy not black. Hipsters, jeans, flares, leggings are not acceptable.

SHOES: Black with low heels. NO BOOTS or TRAINERS. No fabric shoes e.g. trainer-like canvas, Converse 'High-tops' or shoes which are open at the back e.g. 'croc' style footwear or sliders

SOCKS/TIGHTS: Either plain or black tights NOT PATTERNED or white or black ankle socks. Socks should be plain, without branding and no higher than just above the ankle.

JUMPER/CARDIGAN: School style knitted material, V- necked with embroidered school logo.

School hoodies may only be worn for PE. Jumpers and cardigans are not to be tucked into skirts or tied at the back. No PE hooded tops permitted unless you are partaking in a sporting activity.

BLOUSE: School style in honey yellow. If T-shirts are worn beneath blouses, they should not be visible. No polo necked jumpers to be worn beneath blouses.

HEAD SCARVES/HIJAB: Only plain navy blue or black scarves / hijabs can be worn for religious purposes. Under scarves worn beneath head scarves should be plain blue, white or black. Headscarves should be secured and not hang loose.

JEWELLERY: 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.

Pupils wearing jewellery which does not meet the uniform policy will have the jewellery confiscated until the end of the half term.

HAIR: Natural colours only, including braids and extensions. No hair decorations other than a simple black, navy blue or white hairband, clip or tie. Beads should be natural hair colour or clear and only worn at the end of the hair. No extremes of hair style including cut or design.

Hair must be tied back for practical subjects and wrapped if necessary.

NO MAKEUP, NAIL VARNISH/ACRYLIC OR GEL NAILS/ADORNMENTS.

NO FALSE EYELASHES/EYELASH EXTENSIONS.

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
- Plain black leotard OR black long sleeved top and black sports leggings (with school emblem and initials)
- White sports socks - any length e.g. trainer socks
- Long navy socks with 2 stripe yellow trim
- Plain black leotard OR black long sleeved top and black sports leggings (with school emblem and initials)
- Sports trainers/running trainers
- Football boots
- Shinpads

OPTIONAL

- Plain navy jogging bottoms
- Navy blue/ black athletics shorts with school emblem
- Navy sports leggings with school emblem and initials for athletics and fitness or underneath the skort as an additional layer if pupils are outside
- Navy hooded jumper with school emblem and initials
- Bishop's navy drawstring sports bag with school emblem and initials

Please ensure the name and form of your child is written or sewn into the inside labels as we cannot return any kit that has not been named.

Our uniform supplier is:

Smarty, Town Centre, Hatfield

<https://www.smartyschoolwear.co.uk/>

TRAVELLING ARRANGEMENTS

By Foot

We strongly encourage pupils to walk to and from school or at least part of the way; this is good exercise as they will be sitting in lessons all day. We are fortunate that all the local roads have safe crossing points and footpaths. The rear pedestrian gate on Briars Lane is open morning and afternoon for those living in West Hatfield or arriving from that direction.

Bicycles

Pupils 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). Pupils may not cycle in the school grounds. We strongly recommend that all pupils who cycle to school wear a safety helmet.

Public Transport

If you have queries about public transport, please refer to

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/public-transport/public-transport-in-hertfordshire.aspx>

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.regcoaches.co.uk email regcoaches@btconnect.com

Hertfordshire SaverCards. These offer half price bus travel for children aged 11 to 18. Application are made on-line at

<https://www.hertfordshire.gov.uk/services/schools-and-education/travel-to-school/savercard/savercard.aspx>

Cars and Parking

If you bring your child to school, or collect them from school by car, please be aware that **there is major congestion on Woods Avenue at peak school times**, particularly in the afternoon. 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.

Parents may use the drop-off area at the front of the school to drop-off their children in the morning. There is strictly no waiting or parking in this area as coaches also need access. For afternoon pick up please agree to a safe meeting point with your child such as one of the **local public car parks** which are a short and safe walk away from the school, such as Asda AL10 OJP or The Commons Multi Storey Car Park AL10 OLP. Please do not drive into school or park inconsiderately in local residential streets. Please respect road line markings, including not parking on the zigzag lines for the children's safety, and be aware that traffic enforcement officers in the area do carry out spot checks.

When picking up pupils who have attended after school clubs after 4.00pm, parents may drive into the staff car park and wait there. Please be considerate of other drivers attempting to exit the site at this time. **Please do not wait in the drive or drop off zone as this is still needed for coach drop off and pick-up.**



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'

We expect 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 their hand up if they wish to speak or need any help.
8. Work quietly, safely and cooperatively to the best of their ability; completing 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, vape 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 in school, representing the school or travelling to and from school, upholding the excellent reputation of the school at all times.

'Allow everyone to learn and the teacher to teach'

ACTIONS AND CONSEQUENCES 2024-2025

ACTIONS AND CONSEQUENCES 2024-2025

ALL BEHAVIOUR / SAFEGUARDING INCIDENTS WILL BE LOGGED ON ARBOR AND/OR CPOMS (as appropriate and necessary). All Actions and Consequences apply to any situation off site where the pupils are representing the school - trips, visits, travelling to and from school, or while wearing school uniform, can be identified as a member of the school community.

If this sort of behaviour occurs	Then staff will	And, depending on circumstances and severity, may need to	Which, depending on circumstances and severity, could result in
<p>1. Pupil misbehaving in a lesson in such a way as to disrupt the learning of others in the group (e.g. Pupil calling out, shouting out, talking persistently in lessons when the teacher or another pupil is talking). Pupil refusing to follow instructions. (-3)</p>	<p>Warn the pupil about the inappropriateness of their behaviour. Ask the pupil to wait outside the classroom for up to 3 minutes.</p> <p>Issue a lunchtime detention, depending on seriousness of behaviour</p>	<p>If behaviour does not improve or if behaviour is highly disruptive, arrange for the pupil to be removed from the lesson using 'On Call' (call to Reception, or send pupil). Meet with the pupil at 3.00pm for an after school 'Resolution Meeting' where targets will be set and pupil placed on subject report with teacher and Head of Faculty for 3 lessons; send letter home</p> <p>Issue a lunchtime detention for the next school day if the pupil does not attend the after school 'Resolution Meeting'; in addition the 'Resolution Meeting' will still need to take place</p>	<p>A Wednesday detention issued if the lunchtime detention is missed.</p> <p>Contact made with parent/carer.</p>
<p>2a. Pupil is sent out 'On Call' from two lessons in one day (-3)</p> <p>2b. Pupil is sent out 'On Call' from lessons three times in one school week (-3)</p>	<p>Internally isolate the pupil for the rest of the school day and the next school day.</p> <p>Internally isolate pupil for the rest of the day and the next school day (1-5 days)</p>	<p>Refer the pupil to other agencies that support behaviour, e.g. Outreach, Counselling, Behaviour Mentoring (refer to BHGS Inclusion Framework)</p>	<p>A suspension (1 – 5 days)</p> <p>A suspension (1 – 5 days)</p>
<p>3a. Pupil does not comply with the targets set at the Resolution Meeting,</p>	<p>Refer the pupil to the HoF to decide the next course of action at the Resolution Meeting that day.</p>	<p>Request a meeting with parents/carers involving HoF and subject teacher</p>	<p>Internal Isolation from that subject with readmission negotiated between HoF, subject teacher and pupil.</p>

If this sort of behaviour occurs	Then staff will	And, depending on circumstances and severity, may need to	Which, depending on circumstances and severity, could result in
requiring further use of 'On Call' (-3) 3b. Pupil does not engage appropriately during the Resolution Meeting (-3)	Issue a lunchtime detention for the following day. Pupil to attend Resolution Meeting at an agreed time with member of staff	HoF or SLT to be present at second Resolution Meeting	Failure to agree targets results in one day Internal Isolation
4. Pupil late to lesson or repeatedly arriving to lesson without the correct books or equipment without valid reason (-1)	Issue a lunchtime detention	Refer to the HoF (within a subject area) or HoY (across subject areas)	A one hour Wednesday detention being issued by the subject teacher/HoY and/or pupil being placed on subject/general report by HoF/HoY
5. No Homework, late Homework or poorly completed Homework (-1)	Issue a Homework referral	Issue a one hour Wednesday detention (to be set by the teacher) if this happens 3 or more times during a half term	Parents/carers being contacted by the subject teacher / HoF (within a subject area) or HoY/SLT (across subject areas)
6. Pupil refuses to leave a lesson when 'On Call' has been requested (-5)	Alert a member of the SLT	Internal Isolation for remainder of the day	Suspension depending on seriousness of incident or if this is a repeated incident (1-5 days)
7a. Pupil seen with a mobile phone in school time i.e. 8.40am – 3.00pm (3.50pm if in period 7) whether switched on or off (-2) 7b. Pupil seen with other inappropriate electronic items during the school day (inclusive of detentions) (-2)	Confiscate the mobile phone/item and take it to the finance office for recording and safe keeping for 2 school days, as stated in school policy. Pupils offered the use of a school mobile phone during this period. If necessary pupils can ask the school office to contact home to inform parents/carers that they will not have their phone.	Issue a one hour Wednesday detention (to be set by the teacher) if pupil refuses or is rude. Inform HoY.	Continued refusal to hand over the phone will result in a suspension (1- 5 days).
8. Misuse of school IT (e.g. damage to equipment, inappropriate use, 'hacking', accessing inappropriate websites/ social media etc) (-2)	Investigate misuse and report to HoY and parents; lunchtime detention issued.	Wednesday detention depending on the seriousness of the incident and parents being charged for any costs as a result of damage.	Pupil being issued with a suspension (1-5 days) or permanent exclusion depending on seriousness of the incident and/or a ban / restriction on use of IT in school.
9. Breaches of the school uniform and/or dress code.	Ask to see uniform slip or letter from parents/carers if the correct uniform is not worn.	Send pupil to HoY so that parents/carers can be contacted.	Pupil being sent home to change or parent/carer brings the correct item of uniform to school; if this is not possible

If this sort of behaviour occurs	Then staff will	And, depending on circumstances and severity, may need to	Which, depending on circumstances and severity, could result in
(e.g. jewellery, piercings, nails, eyelashes, skirt length, hair etc) (-1)	Where no permission has been granted, ask for uniform to be worn correctly or items removed. Ask pupil to remove the jewellery/ piercing and confiscate it until the end of half term - items to be placed in school safe. Send to main office for removal if necessary.	Spare school uniform may be issued temporarily. Issue a lunchtime detention if a pupil persistently breaches the uniform policy	the pupil will be internally isolated for the day. Fixed term suspension (1 – 5 days) if pupil refuses to cooperate; parents/carers will be contacted to inform them of this decision.
10. Pupil entering another Form Room at break or lunchtime (-1)	Ask pupil to return to their own Form Room	Issue a lunchtime detention if incident repeated or pupil refuses	Pupil being given a one hour Wednesday detention for continuing to refuse or being rude
11. Pupil behaving in an inappropriate manner in Form time, or at break or lunchtime (-1)	Warn the pupil about the inappropriateness of their behaviour	Issue a lunchtime detention if pupil does not respond positively or if the behaviour is serious	A one hour Wednesday detention being issued depending on circumstances e.g. being rude/refusing to follow instructions Contact made with parent/carer Pupil placed on HoY report
12. Pupils leaving their form room in a mess (-1)	Ask the pupils to clear up the mess. Warn pupils about potential to be locked out if repeated.	Contact HoY/SLT - may lead to locking pupils / form out of form room for one day at break & lunchtimes	HoY/SLT excluding pupils from Form Room for up to one week if this happens repeatedly; appropriate sanctions being set for any individuals responsible (lunchtime/Wednesday detention)
13. Pupil damaging school property including graffiti (-3)	Investigate the circumstances and report damage to the main office for repairs. CCTV to be reviewed if necessary. Issue lunchtime detention.	Refer the pupil to the HoF & HoY (lesson time) or HoY & Form Tutor (break/lunchtime)	Pupil being given a one hour Wednesday detention/suspension depending on seriousness of damage and parents/carers being charged for all or part of the repair. Suspension (1-5 days depending on seriousness of incident)
14. Pupils not respecting the school environment (e.g. leaving litter;	Ask pupils to pick up litter, tidy, move to correct areas to eat, respect their environment etc.	Issue lunchtime detention if repeated or refusal to comply	Refer to HOY/SLT if behaviour persists

If this sort of behaviour occurs	Then staff will	And, depending on circumstances and severity, may need to	Which, depending on circumstances and severity, could result in
eating in corridors; sitting on tables/other furniture; misuse of school furniture / equipment) (-1)			
15. Pupil chewing gum (-1)	Ask pupil to remove the gum and put it in a bin	Issue a lunchtime detention if repeated	Pupil being given a one hour Wednesday detention for refusing or showing defiance
16. Inappropriate behaviour around school, including grounds (e.g. congregating in large groups; shouting; throwing items from balcony) (-1/-3/-5).	Pupil(s) reminded of expected behaviour; ask groups to separate, pupils to return to form rooms or go outside	Pupil(s) being given a lunchtime detention or a one hour Wednesday detention depending on the seriousness of the incident.	Pupil(s) being given a suspension (1-5 days) depending on the circumstances
17a. Pupil does not attend a Homework Referral or a Lunchtime Detention (-3) 17b. Pupil is disruptive in Lunchtime Detention/Homework Referral (-3)	Issue the pupil a one hour Wednesday detention Issue the pupil a one hour Wednesday detention		
18. Pupil does not attend a one hour detention after school on a Wednesday (-5)	Contact parents and internally isolate the pupil for one school day		A suspension (1-5 days) being issued if this is repeated or if the pupil refuses to attend the internal isolation
19. Persistent failure to attend lunchtime detention/homework referral/Wednesday detention / repeated issuing of Wednesday detention (-5)	HoY to contact parent/carer to agree when these can be completed	Issue an SLT detention for up to 3 hours after school. (See BHGS Inclusion Framework)	A suspension (1 – 5 days) being issued if this is repeated
20. Pupil late to school without a valid reason or demonstrating a pattern of lateness to school or lessons without a valid reason (-1)	Issue the pupil a lunchtime detention on that day	Contact parents/carers	A one hour Wednesday detention being issued by the HoY if pupil is persistently late to school/lessons

If this sort of behaviour occurs	Then staff will	And, depending on circumstances and severity, may need to	Which, depending on circumstances and severity, could result in
21. Pupil leaving school without permission at break/lunch time (-3)	Refer pupil to the HoY with parents/carers being contacted immediately	Issue a one hour Wednesday detention for break or lunchtime truancy	Parents/carers being contacted if pupil does not return to school
22. Truancy from lessons and/or school and/or leaving a lesson without permission (-3)	Set Wednesday detention(s) for the number of hours/lessons missed	Contact parents and/or the Local Authority Attendance Officer	Internal Isolation (1-5 days) if truancy is repeated; possible legal action against parents
23. Being with one or more other pupils in a toilet cubicle (-3)	Issue the pupils with a one hour Wednesday detention	Refer to HoY if pupil does not follow instructions/agree to leave cubicle	HoY to refer to SLT for next steps
24. Talking in Assembly (-1)	Ask the pupil to move elsewhere or remove the pupil from assembly, if appropriate to do so	Issue a lunchtime detention	A one hour Wednesday detention being issued by the Form Tutor / HoY, if behaviour does not improve
25. Pupils communicating in a negative way (inc. while representing the school) –aggressive vocabulary, bullying, disrespectful, racist, sexist, transphobic, insulting, screaming, shouting, swearing or cyberbullying / inappropriate use of social media, non-consensual physical contact with another pupil, inciting others to break school rules (-3)	Speak to the pupils and make it clear that this is not acceptable and issue a one hour Wednesday detention	Contact parents/carers depending on the seriousness of the comments/incident Alert HoY/SLT depending on the seriousness of the comments/incident	Pupil being given a suspension (1-5 days) depending on the seriousness of the comments/incident and/or Police involvement

If this sort of behaviour occurs	Then staff will	And, depending on circumstances and severity, may need to	Which, depending on circumstances and severity, could result in
26. Pupil speaking to a member of staff in an inappropriate manner –aggressive vocabulary, defiant, rude, insulting, disrespectful, or offensive language (-3)	Remove pupil from the group so that they can be spoken to; explain to the pupil that this is not acceptable and use On Call. Resolution to take place between pupil and staff member. Pupil issued with a lunchtime detention	Report incident to the Headteacher/SLT at the end of the lesson depending on the seriousness of the incident Pupil issued with a Wednesday detention and parent/carer being called to a meeting if appropriate	Pupil being given an Internal Isolation, suspension (1-5 days) or permanent exclusion depending on the seriousness of the incident
27. Pupil making a malicious allegation against a member of staff or another pupil (-3)	Report incident to SLT/HoY depending on the seriousness of the incident	Pupil issued with a Wednesday detention	Pupil being given an Internal Isolation or suspension (1-5 days) depending on the seriousness of the incident
28. Pupil swearing directly at a member of staff or showing persistent poor behaviour and/or defiance of school rules (-5)	Use On Call if during a lesson and report the incident to the Headteacher/SLT at the end of the lesson. If outside of lesson, report to Headteacher/SLT. Pupil is internally isolated for the rest of the day and parents contacted		Pupil will be given a suspension (1-5 days)
29. Pupils being physically aggressive (-5)	Attempt to diffuse the situation / use restraint if necessary. Alert SLT straight away.	Send for another member of staff if additional help is required	Pupils being given an Internal Isolation/ suspension depending on the seriousness of the incident (1-5 days)
30. Pupil causing actual physical harm to any member of the school community including when representing the school (-5)	Attempt to diffuse the situation / use restraint if necessary Escort the pupil(s) to the Headteacher/SLT. Take statements from pupils involved/witnesses. Suspension issued (1-5 days).	SLT/HoY to contact the police depending on the seriousness of the incident	The Headteacher deciding on a permanent exclusion, depending on the seriousness of the incident
31. Pupil found stealing whilst on school premises or when representing the school (5)	Alert HoY initially; escort to Headteacher/DHT if required.		Suspension(1-5 days) or Internal Isolation depending on the seriousness of the incident. Contact police if necessary. Parents/carers invited in.

If this sort of behaviour occurs	Then staff will	And, depending on circumstances and severity, may need to	Which, depending on circumstances and severity, could result in
32. Pupil(s) smoking/vaping or in possession of smoking/vaping related items or being part of a group found smoking/vaping or in possession of smoking/vaping related items (-5)	Take possession of the cigarettes, vaping equipment and matches/lighter; alert the relevant HoY and a member of SLT.	Locker searches being conducted	First offence – parents/carers informed, 1 day suspension; Further offences – parents/carers informed, 2-5 day suspension being issued
33. Pupil(s) drinking or in possession of alcohol or being part of a group drinking or in possession of alcohol when in school or representing the school. Or being intoxicated in school or when representing the school. (-5)	Take possession of the alcohol; alert the relevant HoY and a member of SLT. First aid administered as required.	Pupil placed in internal isolation pending investigation.	First offence – parents/carers informed, 1 day suspension; Further offences – parents/carers informed, 2-5 days suspension being issued Pupils intoxicated being suspended (1-5 days) or isolated. Parents/carers being contacted.
34. Pupil(s) taking or in possession of an illegal substance / related items or being part of a group taking or in possession of potentially harmful legal and illegal drugs/substances when in or representing the school. Or being under the influence of illegal drugs/substances in school or when representing the school. (-5)	Take possession of the substance / related items and give them to the Headteacher or DHT immediately; alert the relevant HoY and keep under supervision at all times. Police will be contacted. First aid administered as required.	Pupil placed in internal isolation pending investigation.	The Police dealing with the situation as appropriate by law. The Headteacher deciding on a permanent exclusion/suspension. Pupils under the influence of drugs being suspended (1-5 days) or isolated. Parents/carers being contacted.
35. Pupil(s) possessing a dangerous object/offensive weapon while on the	Take possession of the object and give to the Headteacher immediately. Alert the relevant HoY and keep pupil under		The Police will deal with the situation as appropriate by law; the Headteacher to decide on a permanent exclusion or suspension.

If this sort of behaviour occurs	Then staff will	And, depending on circumstances and severity, may need to	Which, depending on circumstances and severity, could result in
school premises or when representing the school and/or endangering the health and safety of others (-5)	supervision at all times. Police contacted as necessary.		

ALL BEHAVIOUR / SAFEGUARDING INCIDENTS WILL BE LOGGED on ARBOR OR CPOMS (as appropriate and necessary)

HoY - Head of Year
 SLT - Senior Leadership Team
 HoF - Head of Faculty



Supporting our school

Many parents and carers ask how they can support the school, and we appreciate any offers of support. Here are some of the ways that current parents support the school:

GOT TIME & WANT TO GET INVOLVED?

Join the Parents' Association and/or help them with ad hoc events

The Parents' Association are always pleased to hear from parents who would like to get involved. It's a great opportunity to develop a network of contacts whilst your daughter is at the school.

Please contact them on pa@bishophatfield.herts.sch.uk.



Join the school's team of volunteers

Some parents offer their support in the library, practical lessons or undertaking maintenance work; we are always pleased to have help.

NO TIME BUT HAVE GOOD CONTACTS?

Ask your employer if they support charity projects

Most businesses are keen to support charities as they can offset donations against tax. Ask your employer (or your relatives' employers) about:

- ◆ Sponsorship of special projects
- ◆ **£4£** matched fundraising (they match the funds raised at an event)
- ◆ **£4£** matched giving (they double any donations you make)
- ◆ Donations of resources or raffle prizes
- ◆ Work experience placements



NO TIME BUT SHOP ONLINE?

easyfundraising.com

raise funds with NO cost to yourself



Register with easyfundraising.com, available on an app or online, and select Bishop's as your chosen charity. Every time you want to buy something online, go through [easyfundraising](http://easyfundraising.com) to your preferred supplier's website and then continue with your purchase as before. The retailer will automatically make a donation to Bishop's of about 1%-3% of the price of your purchase with no additional cost to yourself.

easy2name.com

perfect for labelling your daughter's uniform



Buy your name tags and labels through this website ensuring Bishop's is your nominated charity and using code **FR-BHATFIELD-30**. We will receive 20% cashback!

BUSY WORKING & NO TIME TO SPARE?

Many working parents are unable to commit time to support school activities and events and prefer to make a small **regular donation** instead.



DONATE If you are able to make a regular or one-off donation, please complete our donation gift aid form. The school is registered

for **Gift Aid** which means we can claim back tax of 25p for every £1 donated, providing you complete the Gift Aid section.

Funds raised go towards additional resources and recent purchases include outdoor table tennis tables and Chromebooks for Learning Support, as well as a minibus to transport pupils to sporting events and take them on trips.



Follow us:



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Donations:

Your outgrown school uniforms, raffle prizes and educational resources are always welcome.



Bishop's Hatfield Girls' School

Donations gift aid form

PLEASE RETURN TO THE FINANCE OFFICE

Standing order mandate for regular gifts

Instructions to your bank/building society to pay by standing order

Your account name: _____

Sort code: _____ Account number: _____

To the Manager of (your bank): _____

Address of your bank: _____

_____ Post code: _____

Please pay Bishop's Hatfield Girls' School the sum of £ _____

Frequency of payment: Monthly / Quarterly / Annually (please select) Date of first payment: _____

Please continue payments until further notice OR Date of last payment: _____ (please select)

Your name: _____ Signature: _____

Pupil's name: _____ Year group: _____ Date: _____

Beneficiary details (bank use only)

Bank: Lloyds TSB, Hitchin Branch, 1 Bancroft, Hitchin, Herts, SG5 1JG

Sort code: 30-94-30 Account number: 28405468 Account name: Bishop's Hatfield Girls' School General Account

Reference: _____ (school to complete)

Single gift

I would like to make a single gift of (select one): £15 £25 £50 Other amount £ _____ via WisePAY

Gift Aid declaration

I confirm that I am a UK Taxpayer. I have read this statement and want Bishop's Hatfield Girls' School to reclaim tax on the donation detailed above. I understand that I must pay an amount of Income or Capital Gains Tax in the tax year at least equal to the amount of tax that all the charities I donate to will reclaim on my gifts in that tax year. I understand that other taxes such as Council Tax and VAT do not qualify. I understand that Bishop's Hatfield will reclaim 25p on every £1 I donate.

Surname: _____ Forename: _____

Address: _____

_____ Post code: _____

I want Bishop's Hatfield Girls' School to treat all donations I make, from the date of this declaration until I notify you otherwise, as Gift Aid donations.

Signature: _____ Date: _____

Standing order and single gift aid form.docx

Donations Gift Aid Form