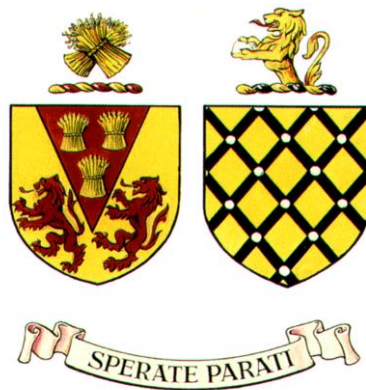


WATFORD GRAMMAR SCHOOL FOR GIRLS



YEAR 7
PARENTS' HANDBOOK
2019

INTRODUCTION

I would like to welcome you to Watford Grammar School for Girls.

Your daughter will join generations of girls and women who have enjoyed a community that values learning and works together to 'Sperate parati', which means to "Go forward with preparation".

We are proud of the strong tradition of academic excellence upon which the school stands. Our curriculum builds a foundation of knowledge and skills that will enable your daughter to go on to a a life of learning, not only in Higher Education but also in the work place. We encourage the girls to strive for excellence in all fields, while learning to be valuable members of both the school and the wider community. We aim to challenge the girls academically whilst also promoting their personal development, leadership skills and well-being.

The excellent behaviour and work ethic that characterises the girls here is achieved through high expectations from parents, school staff and the girls themselves. All girls should strive to uphold our ethos that is based upon mutual respect, kindness, care and toleration and encapsulated in the School Code.

I hope your daughter is excited about joining Watford Girls. This is a time when lifelong friendships are forged, academic interests are unleashed and when her character is formed through her teenage years. This is a very exciting step but the prospect of coming to a new school can also be daunting. Please be assured that the pastoral team will do all it can to support your daughter through the period of transition. Our motto is "I can do it and I will do it" and so I hope your daughter is able meet any challenges with tenacity, resilience and courage.

This booklet contains important information on the School rules, procedures and also guidance on day-to-day matters. Please do take the time to read through this, so that you are familiar with this information and so that you know whom to contact with any further queries or matters concerning your daughter.

Most of all I hope that your daughter is happy at Watford Grammar School for Girls and look forward to seeing the woman she will become.



Sylvia Tai
Headmistress

CONTENTS

Programme for Induction Afternoon - Outside Back Cover

| | Page No |
|---|-------------------|
| Absences | 7 |
| Admission | 4 |
| Arrangements for the First Week of Term | 3 |
| Charges, Fees and Contributions | 18 |
| Communication Between School & Home | 11 |
| Compliments & Complaints | 10 |
| Curriculum | 15 |
| Detentions | 17 |
| Equipment List | Inside back cover |
| Equipment | 12 |
| E-safety | 20 |
| Health & Welfare | 8 |
| Homework | 16 |
| Lockers | 13 |
| Lost Property | 12 |
| Mobile Phones | 7 |
| ParentMail | 9 |
| ParentPay | 9 |
| Parents' Association | 21 |
| Parents' Evenings | 10 |
| Personal & Citizenship Education | 13 |
| Punctuality | 7 |
| Religious Education | 13 |
| Reports | 15 |
| School Aims | 5 |
| School Bags | 12 |
| School Shop | 14 |
| School Information & School Day | 6 |
| School Library | 14 |
| School Meals | 11 |
| School Uniform & PE Kit | 22 |
| School Term and Holiday Dates | 3 |
| School Values | 4 |
| Smoking & Chewing Gum | 14 |
| Transport | 14 |

ARRANGEMENTS FOR THE FIRST WEEK OF TERM

- Mon 2nd September:** No pupils will be in school as this is a staff training day.
- Tues 3rd September:** Year 7 girls should arrive at Hyde House at 8:40am in time for registration at 8.45 am. Please make sure your daughter has her pencil case. Only Year 7 and some Sixth Form girls are in school this morning.
- Girls will be dismissed at 1.00 pm. This is a long morning for the girls, therefore, they could bring a mid morning snack and drink (no fizzy drinks).
- Weds 4th September:** A normal, full school day. Girls should arrive at Hyde House to be in their Form rooms by 8.40 am, for registration at 8.45 am. They will be dismissed at 3.45 pm. Please remember to provide for your daughter's lunch. Lunch arrangements are explained in this Handbook. If your daughter has PE on her timetable please ensure she brings her PE kit with her. Girls are also asked to bring in their Shoe Box Project on this day.

SCHOOL TERM AND HOLIDAY DATES 2019 - 2020

- Autumn Term 2019**
- 2 September - Staff Training (INSET)
 - 3 September - Induction Day for New Year 7 & Year 12
 - 4 September - First Full Day of Term
 - 28 Oct – 1 Nov - Half Term
 - 20 December - Last day of Term - Dismissed at 12:30
- Spring Term 2020**
- 7 January – First Day of Term
 - 17 Feb to 21 Feb - Half Term
 - 3 April - Last day of Term - Dismissed at 12:30
- Summer Term 2020**
- 20 April - First Day of Term
 - 4 May - Bank Holiday, school closed to all
 - 25 May - 29 May - Half Term
 - 17 July - Last Day of Term - Dismissed at 12:30

ADMISSION

Admission to the school is taken to mean that a girl's parents will co-operate with the school in carrying out the rules and regulations in force and such others as may be made from time to time. Your signature on a form of acceptance of a place indicates that you undertake the responsibility that your daughter will:

- ◆ Attend school regularly and punctually
- ◆ Not miss school for additional or extended holidays (consideration will be given for Religious Festivals)
- ◆ Wear the correct school uniform every day
- ◆ Abide by the School Code and any Regulations set down by the School
- ◆ Deliver letters and documents given to her to take home.

If you wish to withdraw your daughter permanently from the school, please give us as much notice as possible. We will forward her records to another school when she takes up a place there. It is no longer necessary to have a place at another school before asking us to remove your daughter's name from the school roll.

SCHOOL VALUES

Values – who we are and how we deliver our aims and vision

- We believe that all of our pupils are of equal worth and concern. We value the diversity of our school: pupils and staff share a wide variety of religious, ethnic and cultural backgrounds.
- We strongly encourage girls to serve their school and community in as many ways as possible. Service to others is at the heart of the school. Emphasis is placed upon contributing to the school and helping the local, national and international community in as many ways as possible. The older girls work with and help the younger girls; strong bonds are formed across the different age groups.
- Great emphasis is placed upon courtesy, respect, care and toleration. The school is what we would like society to be: a collection of considerate, motivated, hard-working and happy people who are capable of living and working together harmoniously, while recognising and respecting each other's differences.
- We value our status as a single-sex school and believe that this ethos, these values and the education we provide prepares girls well for life after school, giving them the confidence and skills necessary to gain ownership of their futures. We have a partner school, Watford Grammar School for Boys, with whom we share a common foundation and history and many joint learning and enrichment opportunities.
- Each girl is prepared for her future, ensuring that she gains a balanced, broad, forward-looking education and a range of skills that enable her to fulfil her potential and to pursue her own personal, academic and professional goals.

SCHOOL AIMS

Our Aims define our purpose and primary objectives.

We aim to ensure that each girl:

- Is encouraged to achieve academic excellence, fulfil her potential and participate actively in all areas of school life, aiming to reach the highest standards in all she does, within a framework of supportive pastoral care.
- Receives a balanced, broad, forward-looking education and is equipped with the ambition and skills necessary to determine her own future and a lifetime love of learning.
- Is respectful and caring towards others within the school and wider community, has an open, tolerant mind and the ability to make and understand moral judgements.
- Achieves a sense of confidence, resilience and personal responsibility.
- Learns to work as part of a team and develops leadership skills.
- Develops a growth mindset through the maxim *'I can do it and I will do it!'*

As a member of Watford Grammar School for Girls, you are expected to maintain the standard required by our School Code

THE SCHOOL CODE

- ✓ Aim high and set yourself targets and goals.
- ✓ Value each other as individuals.
- ✓ Treat people with kindness.
- ✓ Take responsibility for school property and the possessions of others.
- ✓ Have pride in your uniform.
- ✓ Find opportunities to be charitable.
- ✓ Be the best you can be.
- ✓ Behave as a role model to others – lead by example.

GOOD DISCIPLINE IS ESSENTIAL FOR EFFECTIVE LEARNING:
ACHIEVE YOUR POTENTIAL.
FOLLOW THE SCHOOL CODE AND YOU WILL HELP YOURSELF AND OTHERS
TO ACHIEVE THE BEST

We reject all forms of bullying.

There is a specific policy that deals with this and all girls are made aware of it and of our Anti-Bullying Procedures through Personal and Citizenship Education

SCHOOL INFORMATION

The school address : Watford Grammar School for Girls
Lady's Close
Watford
Hertfordshire
WD18 0AE

The school telephone number : 01923 223403
The school fax number : 01923 350721
The school absence line number : 01923 442788
The school website : www.watfordgrammarschoolforgirls.org.uk
The school email address : admin@watfordgirls.herts.sch.uk

SENIOR LEADERSHIP TEAM:

Headmistress: Ms Sylvia Tai

Deputy Headmistress: Mrs C Wilshaw

Assistant Headteacher & Head of Sixth Form Mr C Bevan

Director of Key Stage 3 & DSP:..... Ms J Shrimpton

Director of Key Stage 4:..... Mr S Cowling

Director of Teaching & Learning: Ms J Hart

Business Manager: Mr P Beasley

Head of Year 7: TBC

Year 7 Form Staff:

| | |
|---------|-----------------|
| 7A..... | To be confirmed |
| 7B..... | To be confirmed |
| 7C..... | To be confirmed |
| 7D..... | To be confirmed |
| 7E..... | To be confirmed |
| 7F..... | To be confirmed |
| 7G..... | To be confirmed |

SCHOOL DAY

| | |
|------------------|----------------------------|
| 08.45 - 09.00 am | Registration and Assembly |
| 09.00 - 10.15 am | Periods 1 & 2 |
| 10.15 - 10.35 am | Recess |
| 10.35 - 11.40 am | Periods 3 & 4 |
| 11.40 - 11.50 am | Changeover |
| 11.50 - 12.55 pm | Periods 5 & 6 |
| 12.55 - 1.55 pm | Lunch |
| 1.55 - 3.00 pm | Periods 7 & 8 |
| 3.00 - 3.35 pm | Period 9 |
| 3.35 - 3.45 pm | Registration and Dismissal |

On **Tuesdays and Fridays** there will be no period 9; period 8 will last 35 minutes and registration will be at 3.05pm. On these two days the girls will be dismissed at 3.15pm. Staff Meetings take place on Tuesdays.

ABSENCES

Please contact the school before 9.00 am on the first morning of any absence.

We have a dedicated absence reporting line so that you can inform us when your daughter is not able to attend school. We ask you to **please call or email EVERY DAY of your daughter's absence until she returns to school so as to ensure we are able to fulfil our safeguarding obligation to you.**

Phone: 01923 442788

or email: absence@watfordgirls.herts.sch.uk

Please Do Not Call The Main Office Number to report absence

If your daughter is in school but not going to be in registration (am or pm) e.g. because of a sporting event/club, music lesson, meeting with a teacher etc, she must inform her Form Tutor **and** the Attendance officer.

Doctor or hospital appointments should, where possible, be arranged out of school hours. Routine dental and opticians appointments must be made outside of School hours and will not be authorised. If this is impossible, appointment cards must be given into the Attendance officer beforehand. Girls in **Years 7-9 must** be collected by an adult from Reception in such cases. **We do not permit any pupil in Years 7-9 to leave the school premises alone and appointments will be missed if no one arrives at school to accompany her.**

If a girl needs to miss school for any occasion other than illness or an emergency, permission must be sought, in writing, from the Headteacher in advance.

Parents may not take their daughters on holiday during term time as this is very disruptive to their education and staff cannot be made available to cover work which is missed in this way.

PUNCTUALITY

At 8.40 am all girls should be in their Form rooms for registration.

Morning registration takes place at 8.45 am. Any girl arriving up to five minutes later than this should proceed quickly to her Form room and explain her late arrival to her Form Tutor.

If a girl arrives at school after registration she **must** report to the main School Office to sign in. Please call the dedicated absence line or email to explain the lateness as soon as possible, preferably beforehand. If a girl is persistently late she is reported to the Head of Year who will take further action. In persistent cases, where there is no adequate explanation, a late detention may be given.

Repeated lateness to lessons during the school day will also result in a late detention.

MOBILE PHONES

Your daughter does not need a mobile phone during the school day. The staff **will confiscate** all mobile telephones if they are found in school. **If it is necessary for your daughter to have a phone, it must be turned off and kept in her locker.** (See note on contact during the day on page 9).

If your daughter loses her phone or it is stolen, the school **will not follow it up** in any way.

HEALTH AND WELFARE

Mrs Barrett provides health and welfare assistance, you can contact her on medical@watfordgirls.herts.sch.uk should you wish to discuss any health issues or concerns regarding your daughter.

Asthma

Girls who suffer from asthma must ensure they carry a (named) inhaler with them **at all times**. Any girl who is listed as asthmatic will not be allowed to go on school trips or to attend sport fixtures if she does not have her inhaler with her. It is important that the medical team are kept up to date with any change in her condition.

Anaphylaxis

It is vital that the health and welfare team are made aware of any pupil who suffers from allergies that may result in anaphylactic shock. If they carry an auto-injector they must ensure they carry it **at all times** and keep a spare in the Medical Room with up to date contact details and a passport size photo. This should be replaced when it is out of date or has been used. Pupils who carry an auto-injector will not be able to go on school trips or attend sports fixtures if they do not have an up-to-date auto injector with them.

Medication at School

Medication should only be brought to school when absolutely essential. Parents should ask their doctor to prescribe medication in dose frequencies which enable it to be taken outside school hours.

- Any medication that has to be taken during the school day is the responsibility of the pupil. If it has to be kept in the fridge it must be in a recognised, clearly named container with the name of drug and dosage and have a pharmaceutical label with dispensing instructions and expiry date.
- The responsibility for delivery and collection of medication rests with the pupil's family and girls are responsible for attending the medical room at the designated time to take their medicine.
- **The medical team cannot give pupils any medication that has not been provided by a parent in the original packaging, accompanied by a consent form (available from the Medical Room or the School Office)**

School trips

School trips include any activity or sports fixture organised by the school taking place away from the school site which is supervised by a member of school staff.

For residential trips parents will be given a form to disclose any medical information and which medications, if any, might be required while their daughter is on the trip. This can then be discussed with the trip organiser.

Vaccinations

- The HPV vaccinations will be offered in Year 8 and the follow up HPV in Year 9.
- Year 10 girls are offered the 3-in-1 teenage booster (vaccinates against diphtheria, tetanus and polio)
- Meningitis vaccinations are offered in Year 10

Further information about vaccinations can be found on the NHS website: www.nhs.uk/vaccinations

Counselling and mental health

There is a confidential service available in school, provided by the School Nurse NHS Support Agency. For more information please contact the medical team.

Girls are encouraged to visit the medical room and talk to Mrs Barrett if they feel concerned about their own mental health or that of a friend.

PARENTMAIL

We use the ParentMail system to send details, developments and news about many varied aspects of school life.

The school will use the email address provided by you with your registration documents to send you a registration email. Once you receive the registration email:

- You will be asked to Create An Account. Please click on the “Register” button.
- You will then be asked for your child’s Date of Birth. Then click on Verify Now
- Once you have entered the Date of Birth you will have to enter your own details. You need only enter your title, forename, surname and email address. Please would you also enter your mobile number. This will only be used in an emergency.
- Next, create a password of at least 6 letters and 1 number. Then click Complete Registration.

If you do not receive the registration email, it may be that the ParentMail message (sent from info@parentmail.co.uk) has found its way into your Junk folder, or it could be blocked, in which case you need to mark it as a Safe Sender (this can be found in ‘Settings’).

It is important that you register for ParentMail otherwise your daughter could miss out on trips, visits or extra-curricular activities or other information provided by the School that is only available to parents via this method of communication.

Please contact our ParentMail Administrator, Mrs Nunes, if you have any queries or wish to register more than one parent to receive ParentMail. parentmail@watfordgirls.herts.sch.uk

Your information will not be sold, given or rented to any other parties.

PARENTPAY

ParentPay is our online payment service which allows you to pay for school trips, school meals and other items such as printer credits.

In the first weeks of term we will provide you with an activation letter containing your activation username and password to enable you to set up your ParentPay account at: www.parentpay.com. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at the school, you can also combine them onto a single account, with one login for all your children. Further information about ParentPay is available on the school website.

PARENTS' CONSULTATION EVENINGS

Parents are invited to discuss their daughter's progress with staff at an annual Consultation Evening for each Year Group. Parents' Consultation Evenings take place from 4.30 pm until 6.30 pm. and invitations are sent out well in advance. In addition, as Year 7 parents, you will be invited to a meeting in October to hear how the new girls are settling in.

Further special meetings are held in later years, when parents need to be consulted on the next stage of their daughter's education and informed of the opportunities available.

COMPLIMENTS AND COMPLAINTS

Complaints from parents are always investigated promptly.

If you wish to complain about any aspect of the school, please contact the Headmistress, or any member of the School Leadership Team. This contact may be made informally by telephone, or formally in writing.

We will look into the problem and contact you again within four school days. If the complaint cannot be resolved, it would then be referred to the Governing Body.

COMMUNICATION BETWEEN SCHOOL AND HOME

We encourage parents to contact us whenever you have a problem or an enquiry. Please write or email to your daughter's Form Tutor in the first instance. If you telephone, or email admin@watfordgirls.herts.sch.uk the School Office will pass on a message to the person you wish to speak with; someone will then contact you. Other people you may wish to speak to are your Head of Year, a member of the Senior Leadership Team or the Headmistress. Again, please telephone or email the school office for an appointment. **Our procedure for contacting the school and members of staff can be found on our website under the "contact us" tab.**

Please do not come to school if you are contacted by your daughter directly during the school day. Whatever problem she has encountered, we have people to manage and help. Your daughter will know to whom she should speak in any difficulty. If she does contact you, tell her to go to one of the staff members mentioned above or to the School Office.

If you are genuinely concerned, please telephone the school, but please be assured that we will always contact you promptly should a real need to do so arise.

Emergency Contacts

It is **absolutely vital** that contact telephone numbers, addresses and email addresses held at school are kept up to date. Parents must provide at least two emergency contacts for their daughter. If you change your address / email/ home telephone number / mobile telephone numbers please ensure that you notify the Office in writing immediately using the Change of Details/Circumstances form available on the parent dashboard on the School website or you can email admin@watfordgirls.herts.sch.uk. It is the parent/carer's responsibility to ensure we have the correct information.

SCHOOL MEALS

Innovate is the catering company who provide a full meals service for the School. A range of hot and cold food is available every day at very reasonable prices. The standard of the food is very high and the School lunch service is very popular. Our dinner hall is called the Food Factory.

A light breakfast service is offered in the Food Factory from 8.00 am. Drinks, sandwiches and snacks are available at recess and lunch time but must be consumed in the dining room unless taken away wrapped, to be eaten at lunchtime. Hot food must be eaten in the Food Factory. If your daughter brings a packed lunch, she should eat it in her form room and be responsible for the careful disposal of her own litter.

If your daughter receives free school meals at her primary school, there is no need to reapply or to inform County that she will be at Watford Grammar School for Girls. This will be done by County automatically.

Anyone wishing to make a new application for free school meals should do so at: www.hertsdirect.org/freeschoolmeals or telephone 0300 123 4048

Cashless Catering

We operate a cashless payment system in the Food Factory. Biometric data will be collected from pupils at the beginning of term. This will then allow access to funds which parents have prepaid via ParentPay.

SCHOOL BAGS

A National Back Pain Association survey has revealed that 80% of school pupils carry too much weight in their bags. Worse than this, they often carry heavy bags in the most damaging way, with all the weight on one shoulder only.

These girls are potentially creating a health problem for life. Because they are on the brink of the adolescent growth spurt, 11-12 year olds are the highest risk group for future back trouble.

We are anxious that girls in Y7 particularly do not try to carry too much in their bags at any time. The timetable allows girls opportunities to go to their lockers regularly so that they do not have to carry too much. Yet the size and organisation of WGS mean that your daughter will be carrying books and equipment around the school, as well as to and from school.

Please, for her own convenience and her future health, make sure your daughter has a school bag which is strong, and which enables her to carry the weight evenly in front or on her back, with the load balanced.

EQUIPMENT / LOST PROPERTY

Girls are responsible for looking after their own possessions including files, exercise books and text books. If a girl loses her text book or returns it in an unsatisfactory or damaged condition, the Head of Department may ask parents to pay towards the cost of a replacement.

If an item of property is lost it should be reported immediately to the Form Tutor and every effort will be made to recover it. The pupil should check with the Medical Room staff to see whether it has been handed in. Once every half-term, all unclaimed items of school uniform will be disposed of.

All items of uniform, P.E. Kit (including trainers) and personal property must be clearly named, not just initialled or noted with 'nickname' Purses especially should be of a sensible design and be easily identifiable, with the owner's name clearly visible. Please stress to your daughter that she must always look after her purse and never leave it anywhere. In a community of over 1350 people, sadly, there are varying degrees of honesty.

The school cannot accept responsibility for the loss of money or personal property on the school premises. School insurance does not cover the loss, damage or theft of personal property of pupils or their parents, nor does it provide personal accident cover for pupils. Parents are strongly advised to ensure adequate cover is provided on their own insurance policies.

Musical Instruments

Smaller musical instruments should be kept in the girl's own locker. Some larger instruments may be kept in a cupboard near the music department base, but this cupboard is neither constantly supervised nor entirely secure. Instruments should be clearly named. Parents are strongly advised to include their daughter's musical instrument on their own all risks insurance policy, as it will not be covered by any of the school's insurance arrangements.

LOCKERS

Every pupil in the school has her own locker in which to keep, safely and securely, her school equipment and personal possessions. There is a charge to parents for your daughter's locker and this sum is included in the WGGGS Resource Fee. Girls should provide their own padlocks for their lockers. If it is necessary to forcefully remove the padlock the pupil will need to replace it at her own expense. A spare key should always be kept safely at home.

Lockers will be allocated in September.

Security: Girls are responsible for the security and privacy of their lockers, and for taking proper care of the keys. However, it is sometimes necessary for members of staff to open a locker. If this becomes necessary, it would usually be opened in the presence of the girl concerned. If this arrangement were not possible, two members of staff would be present whenever a locker is opened in the absence of the girl using it.

RELIGIOUS STUDIES

Religious Studies is taught throughout the school and is also offered at GCSE and Advanced Level.

The course aims to stimulate the girls' awareness of and interest in the religious dimensions and experiences of life by combining an educational and an enjoyable approach in these lessons. By fostering tolerance and understanding of religious ways of life we aim to prepare our pupils to live in and contribute positively to our multi-faith society and world. When pupils have studied the value that others have found in religious commitment, they will be better equipped to make their own decisions about religious and moral issues. Skills taught include the gathering of knowledge and the ability to understand other people's viewpoints; plenty of opportunity is given to explore and express personal opinions and evaluations.

PERSONAL AND CITIZENSHIP EDUCATION (PACE)

Every pupil in Years 7-11 has one lesson each week with her Form Tutor as part of the Personal and Citizenship Education (PACE) programme. The structure of PACE is generally that the class spends some time on a topic before moving on to a different subject. Among topics covered are study skills at various stages, the importance of healthy and active lifestyles, changing relationships, careers education and guidance and a range of social problems - often allied to the Form's charity fund raising. During the year, teaching and informal assessment of Citizenship will be carried out in PACE and other subjects.

The theme of Relationships forms the PACE contribution to sex and relationships education, giving the girls an opportunity to consider the effects of the changes that take place as they grow through adolescence. The PACE strand of the school's sex and relationships education is intended to complement both the work done by the girls in Science and the individual guidance and support they receive from you at home.

We trust that you agree with our approach to this delicate topic. Of course, we would be happy to discuss the matter with you if you are at all concerned about any aspect of PACE.

SCHOOL LIBRARY

The Library is a key component in the success of our pupils and Library Skills lessons are given during Year 7. The aim is to provide each girl with confident research capabilities, enjoyment in reading, and a full understanding of what is available to her in the Library. Our objective is to underpin pupils' academic progress throughout their careers at the School and to provide a supportive, friendly, learning environment.

The Library provides fiction and non-fiction books, about 40 journal titles which reflect the full curriculum, DVDs, photocopying and computing facilities.

Books are usually issued for one or three weeks and overdue charges are incurred when books are returned late. Pupils may reserve items which are currently on loan, and the Library always welcomes suggestions from pupils for the purchase of new titles.

SCHOOL SHOP

The School has a shop selling all your daughter's school supplies including printer credits, general stationery, mathematics equipment, padlocks and USB sticks.

It is located next to the Food Factory and is open from 1.00 pm to 1.50 pm daily from September to May.

SMOKING AND CHEWING GUM

Smoking is not allowed in school, or at any time when girls are in uniform or in the vicinity of the school. If a girl does smoke in these circumstances, she will be sent home immediately until her parents have discussed the incident with the Headmistress. This rule applies equally to bogus or electronic cigarettes (e-cigarettes) or personal vaporisers.

Chewing gum is often discarded without thought for anyone else. Such behaviour is inconsiderate, unpleasant and unsightly and chewing gum is therefore not permitted in school.

TRANSPORT

The school aims to promote safe, independent travel to and from school and greater use of public transport. Where cars are used, we encourage parents to make car share arrangements with others travelling to school from the same area.

If you wish your daughter to cycle to school, you must take complete responsibility for her safety and the security of the bicycle. Please apply to the Finance Office by letter for permission. Please note that, as with all personal property, a bicycle is not covered by the school's insurance and must therefore be included on parents' home and contents insurance.

There has been a significant increase in recent years of girls who walk to school or use public transport, easing both their journey and congestion in Lady's Close. This is a trend we want to encourage.

REPORTS

Each student will receive three reports per academic year. These reports are intended to initiate and support conversations between teaching staff, students and parents regarding progress. The final report of each year will also summarise other aspects of school life for each student. Reports will be sent home to parents by email.

CURRICULUM

Our school curriculum is in line with the requirements of the National Curriculum and current Department of Education guidelines. Pupils in Year 7 follow a course which consists of:

- English, Mathematics, Science, Technology.
- History, Geography, Religious Studies, Art, Music, French, German or Spanish, Physical Education, Classics/Library Resources/Thinking Skills and Personal and Citizenship Education.

In Year 8 most girls have the option of choosing a second modern foreign language or Latin. From Year 9, careers guidance is included in PACE lessons as pupils consider the subjects they will study for GCSE.

A full range of courses is offered at GCSE level. Girls take ten or eleven subjects in Years 10 and 11, including Mathematics, Core and Additional Science or three separate sciences, English and English Literature, a Modern Language, and a free choice of three further subjects. There is also a continuing programme of Religious Education, Physical Education, Personal and Citizenship Education and Careers. The girls will receive training in Computer Science and ICT in Year 7.

In addition, significant changes to the content of the National Curriculum in Key Stage 3 will occasionally bring changes to teaching and learning in various subjects within the Key Stage. These - and any other - changes will be notified to parents and girls as they become clear.

Sixth Form

Girls stay for two years, taking three or four subjects. All girls must meet the entry requirements to be able to enter the Sixth Form. In addition, General Studies is compulsory. We have developed close links with Watford Grammar School for Boys at Sixth Form level, in academic and non-academic areas. There are a few joint courses in the Sixth Form arrangements.

This information is correct as of June 2017. It is not a guarantee that all the courses will continue unchanged or that new courses will not be introduced.

HOMEWORK

Pupils entering a large secondary school sometimes have no more than a vague idea of how to organise themselves to do homework. Home study skills will therefore occupy a large part of the Personal and Citizenship Education (PACE) programme. The aim initially will be to help pupils understand why homework is so important to the learning process, to establish good study habits and the principle of good presentation. As pupils progress through the school the PACE programme will guide them through effective time management and more sophisticated thinking, study and revision skills towards becoming efficient independent learners.

Homework Policy - A Guide for Parents

Below you will find a summary of the school's policy on homework. We do value parental support in this matter and hope the summary will be of use to you.

1. The main purposes of homework and independent study are:
 - the encouragement of a self-disciplined and self-motivating attitude to study;
 - the consolidation and completion of work begun in class;
 - the development of good working habits and independent study skills in pupils, which will stay with them as they become adult life-long learners;
 - the extension of work begun in class to develop and challenge the pupil.
2. A homework timetable is given to every pupil in Years 7, 8 and 9. In Years 10, 11 and the Sixth Form, pupils are expected to be responsible for the organisation of their own work and for the time spent on it. In particular, all pupils should make a special effort to get work done on time and to develop the skill of keeping to deadlines.
3. **Every pupil must keep a homework diary.** The *Watford Grammar School for Girls Homework Diary and Year Planner* is a component of your Resource Fee upon joining and in Years 8 and 9, is strongly recommended. The girls should use the Planner to write down all the homework they are set and when it is to be handed in. In Years 7, 8 and 9 this record is checked regularly and we ask that parents do the same.
4. Homework will take a variety of forms:
 - learning
 - fact-finding
 - independent enquiry, research, reading
 - essays and course work or project work
 - preparing for a talk or discussion
 - preparing for a practical lesson
 - word processing exercises
 - writing programs
 - drawing diagrams.
5. Girls should work in silence. There should not be background music or television.
6. General guidance on time allocated:

| | |
|-----------------|--------------------------------|
| Year 7: | 1 to 1.5 hours per evening |
| Year 8: | 1.5 hours at least per evening |
| Year 9: | 1 - 2 hours per evening |
| Years 10 and 11 | 2 hours per subject per week. |
| The Sixth Form | 6 hours per subject per week. |

7. How parents can help

- by giving encouragement and support
- by checking presentation, spelling and handwriting
- by listening to your daughter read
- by asking your daughter to explain what she has been studying
- by monitoring the amount of time spent on home study
- by checking and signing your daughter's WGGGS Year Planner

Please encourage your daughter to read widely and to read every day. Reading for personal enjoyment is a habit which brings lasting benefits and must be encouraged. Reading a book of her own choosing for at least 30 minutes should be part of your daughter's homework every evening.

If your daughter experiences difficulties, staff should be notified in order to provide help and support. Please do not correct homework or do homework yourself for your daughter to copy as this disguises any difficulties she may be having.

DETENTIONS

Detentions are occasionally given for serious misbehaviour or failure to work adequately, when all other approaches have been unsuccessful. Once your daughter has been given a detention, she must attend.

You will receive notice from a Head of Department or one of the Senior Leadership Team if your daughter has been issued a detention. This will explain why the detention has been given and when it will take place.

Late detentions may take place on different days and for varying lengths of time. Parents will always be informed at least 24 hours in advance when a detention will last longer than 15 minutes.

**Pupils may be detained by a teacher for up to 15 minutes
at the end of school without prior warning.**

For longer formal detentions, 24 hours notice will be given.

SUMMARY OF CHARGES, FEES AND CONTRIBUTIONS

This statement is based on the current Charging and Remissions Policy which is reviewed annually by the Board of Governors' Finance Committee.

1. Examination Fees and Charges

- (a) Charges will be made by the school for entry in examinations over and above a pupil's usual school approved entry.
- (b) The school will not pay the examination fee of a pupil in the Sixth Form who has consistently failed to produce work of a standard likely to attain a pass grade in that subject. If her parents decide to pay the fee instead, this fee is not recoverable, regardless of the result of the public examination
- (c) Pupils taking GCSE and GCE subjects not taught in school will be expected to pay a staffing and administration charge in addition to the entry fee for that subject. Pupils re-sitting GCE units will be expected to pay a staffing and administration charge per unit in addition to the unit entry fees.

2. School Trips and Activities

In order that school trips and other activities can take place, we will usually ask parents to contribute towards the cost. For residential trips these costs will include board and lodging. These contributions are voluntary but it would not be possible to run the activity without them. The amount requested may include a contribution toward the cost of administering and staffing the activity.

3. Assistance

For activities in school time or which are required as part of the National Curriculum, help with contributions and charges is available through the school for families in financial need. Please contact Ms Tai in confidence.

4. Lost or damaged school equipment

Pupils will be asked to pay for the replacement of lost or damaged books or other school equipment in their care.

5. Service Fund

The Service Fund is administered by the Headmistress to help girls in need to take a full part in school activities. A contribution from each pupil will be requested as part of the annual Founders' Day commemoration in May, when we remember particularly the importance of service to others. A pre printed envelope will be issued to each pupil for the return of the contribution.

6. Resource Fee

Year 7-11

On entry to the school a Resource Fee is payable. The amount charged covers use of a locker for five years, the WGGGS Year Planner/Homework Diary and rough book for the first year at the school and a calculator suitable for all Mathematics (including Sixth Form studies).

7. Additional Charges

In each academic year there may be various requests for specific payments such as for consumable materials in Technology. To reduce the potential for multiple requests, where possible, individual departmental needs will be collated into an annual payment for the year group. This will be advised at the start of each academic year and the school will allocate the money received according to the departmental requirements which have been detailed.

This annual payment will not include the cost of school trips, tickets to drama or musical performances, visits to exhibitions and similar events which are publicised once the academic year has started. These will remain optional and be paid for as necessary.

Incidental voluntary contributions. Contingencies will arise from time to time at whole school and departmental level for which a contribution from parents will be requested.

8. Voluntary Contributions from Parents

- a. The Governing Body is determined to maintain the standards of the school, despite the endemic variations and shortfalls of education funding. Accordingly, all parents are asked to make a regular voluntary commitment to support the school financially. A request for a suggested minimum amount per month per family is made.
- b. All parental donations are made to the Women of Vision Trust and the allocation of funds managed by the Trustees. A separate letter from the Chairman of the Board of Governors explains in more detail why this support is necessary.
Incidental voluntary contributions. Contingencies will arise from time to time at whole school and departmental level for which a contribution from parents will be requested.

E-SAFETY: KEEPING YOUR DAUGHTER SAFE IN A DIGITAL WORLD

Your daughter will be using a range of media to learn while at school which she is probably already using to communicate with her friends. We will make sure that she learns the basics of how to keep herself safe through IT lessons and in PACE. However, the more support she receives at home the more likely it is she will be to make the right decisions. We have therefore created some simple guidelines which can be used to manage her use of social media outside school.

Don't panic

- Many parents find the language and abbreviations used by their children difficult to read, and so it can seem more suspicious than it really is. Often the discussions are no worse than the ones we had at their age. Ask them about the abbreviations before making assumptions.

Advise her on how to protect herself

- Anything that is said or posted online can be made public and permanent because of the nature of Facebook, Instagram, Twitter, etc. At times young people can be too trusting of the people they talk to online. Talk about how to set up the Privacy Functions on any media she uses to help reduce the chance of strangers making contact. Let her know that she can make choices about whose messages she replies to, and how best to do it; this can prevent her from being drawn into potentially dangerous/abusive situations.

Set Limits and Boundaries

- Seven out of ten young people have a parent as a Friend on Facebook. Giving them the confidence to share their online activities with you will mean you can have open and honest discussions.

Get involved

- Finding the balance between using digital devices (from PCs to iPads and phones) for work and for socialising can be difficult to do as your daughter becomes a teenager. Discuss and agree times when all devices are put away, especially when she should be asleep. There is evidence that many young people continue to use hand held devices on social media late into the night, long after their parents think they are asleep.

Set Privacy Functions of Social Media

| Media Site | How to Set Privacy Functions |
|-------------------|--|
| Facebook | To ensure their photos and messages can only be seen by people they know, go to <i>Privacy Settings</i> , tick <i>Friends Only</i> for all settings. To prevent any one in the world seeing their basic profile, under <i>Search Me</i> , tick <i>Friends of friends</i> , or <i>Friends and Network</i> . |
| Instagram | Set on for <i>posts are private</i> |
| Snapchat | Set <i>who can send me snaps</i> to <i>friends</i> instead of anyone. To block a user go to <i>my friends</i> , select name, choose <i>edit</i> and then <i>block</i> . |
| WeChat | In general phone location settings, select <i>Wechat</i> and choose <i>off</i> ; for photos, set visibility to <i>private</i> . |

PARENTS' ASSOCIATION

Welcome to Watford Grammar School for Girls!

On behalf of the Parents' Association, we would like to welcome you to the community of Watford Grammar School for Girls. We do hope you will take the opportunity to join in the activities that the PA arranges each year. Our aims are twofold - to support the school by raising funds for resources that benefit the girls, and to foster a sense of community.

Fundraising is through a number of routes: the academic year usually starts with a Year 7 Bingo evening, followed by the annual Christmas Fair and a Quiz night in the spring term (enclosed is the flyer for this year's 'Big Quiz' – do come along with your daughters if you can – it's a fun evening). In addition, we run membership of a 100 Club, which has a cash prize draw each month, and we encourage parents to sign up to www.easyfundraising.org.uk/causes/watfordgsgpa (every time you shop online at a wide variety of retailers you raise money for the school at no cost to you). There will be more information about the role of the PA at the Year 7 Social on Saturday 13th July, and we hope to see you and your daughters at this event.

Do come along to PA meetings, which are informal and sociable, and take place approximately twice a term in the History Room (main building - a few doors down from the Head's office) at 7.30pm, usually with the Head in attendance. The first PA meeting of the academic year is scheduled for Monday 16th September 2019.

If you would like more information about the Parents' Association, please contact us on wggspa@googlemail.com.

We look forward to meeting you soon.

With best wishes,

The Parents' Association

WGGS PA 2019 Committee

Chair: Hannah Starling

Vice Chair: Sunita Patel

Treasurer: Aqeel Butt

Vice Treasurer: Amanda Hardy

Secretary: Joanne Hayden

100 Club: Anjana Roy

YEARS 7 - 11

FOR ALL FIVE YEARS:

- Navy blue traditional blazer with school badge on breast pocket. The badge is compulsory. (Separate blazer badges for sewing onto blazers can be purchased from the Finance Office at School.)
- Gold fitted open neck blouse, with or without school crest. (*Not PE or T shirt*).
- Knitted navy blue V-neck jumper, with school crest.
- Year 7 + 8 only: Smart, dark navy blue pleated knee length skirt or trousers (see below).
- Year 9 – 11: Smart, dark navy blue knee length skirt or trousers (see below). Lycra skirts are not permitted.
- Trousers should be straight-legged, hemmed and end at the ankle. Jeans style, denim, corduroy trousers, or trousers which are tight on the leg, are not permitted.

SIXTH FORM

COMPULSORY AT ALL TIMES, jackets must be worn at all formal occasions.

- Black suit, consisting of
 - short or mid-length jacket
 - black tailored skirt, of appropriate length. Lycra skirts are not permitted,
 - or trousers which are straight-legged and hemmed. Jeans style, leggings, denim, corduroy trousers, or trousers which are tight on the leg, are not permitted.
 - white, fitted open neck blouse, preferably with school crest.

OPTIONAL:

- A black knitted jumper that can worn under the jacket, preferably with the school crest, however it must not have writing or logos and no hooded tops permitted.

ALL GIRLS ARE EXPECTED TO WEAR CORRECT SCHOOL UNIFORM

WHOLE SCHOOL

| | |
|------------------------|--|
| Tights: | Natural, navy blue or black. No patterns |
| Socks: | Plain white, navy blue or black. May not be over the knee. |
| Shoes: | Only black or navy leather/leather-look shoes that are suitable and safe for a busy working environment are allowed. Shoes must have a low heel and give support to the foot. Boots (i.e. footwear on or above the ankle) may be worn to school in bad weather; they must be changed for school shoes on arrival. |
| Jewellery: | Jewellery is not allowed, except one pair of unobtrusive earrings, studs or sleepers in the lobe. Nose studs, and other facial and body piercings, are not permitted. An item of religious significance may be worn discreetly and safely. |
| Make-up / Nail Varnish | Not permitted in Year 7 to Year 11. Discrete only in Sixth Form. |
| Hair | Natural colour. No extreme styles |
| Head coverings | Plain navy blue or black. |

Outdoor clothing, including boots, must not be worn in lessons or as a replacement for the blazer or jacket.

*The School maintains a stock of very good quality second hand uniform, including PE kit, at very reasonable prices, many items hardly used. Please see the **PA today** or during the school day The medical room will be able to help.*

Uniform Suppliers

Beat School Uniforms: Unit 1, Paramount Industrial Estate, Sandown Road, Watford, WD24 7XE
Tel: 08448797288 Website: www.beatschooluniforms.co.uk

D J Uniforms: 45 High Street, Bushey, Herts, WD23 1BD
Tel: 02084219488 Website: www.djuniforms.co.uk

PHYSICAL EDUCATION – ALL YEARS

All pupils are to wear correct kit for Physical Education lessons and sports clubs, practices and matches in school.

Garments for PE activities should carry the school crest. All items are to be clearly marked with the pupil's name. The sports shirt and skort are to be embroidered on the outside with the pupil's name or initials.

The following items of PE kit are compulsory. PE kit is to be purchased from Beat School Uniform.



PE Skort



PE Top



PE Shorts



PE Socks

The following items of PE Kit are Compulsory and can be purchased at any Sports stockist

- White Sports Socks
- Sports trainers (these must be trainers and not plimsolls or daps)
- Football boots (these must be studs or blades)
- Gum shield
- Navy Blue Swimsuit
- Swimming hat (white WGS ones are available from Beat School Uniform)
- Towel

The following items of PE kit are Optional Items and are to be purchased from Beat School Uniform



Hoodie OR Track



Jacket



Tracksuit Trousers



Performance Baselayer



Performance Leggings

There are a number of outdoor activities through the winter and It is strongly advised that students have a hoodie / track top for these and leggings or tracksuit trousers.

Only the WGS leggings and baselayers will be permitted in lessons, no other version will be accepted. Leggings can be worn under skorts for netball, hockey and football. They can be worn separately for dance, gymnastics and athletics.

Students must wear clean, correct PE kit for every lesson **even if they are ill or injured** so they can still take an active part in the lesson. This will enable students to fully partake in the activity when they return to full health, it prevents their school uniform from getting damaged whilst standing on muddy pitches and in cases of illness it prevents conditions from worsening as students still have their dry uniform to get changed into if it is raining during the lesson. There are occasions when this would not be possible and this is at the schools discretion i.e. severe injury or illness but **as physical education is compulsory in school only in exceptional circumstances will alternative arrangements be made for students when they are 'off games'**. Otherwise they will remain with their teaching groups and participate in the role of coach or official for the activity. Should a



PE Skort



PE Top



PE Shorts



PE Socks

The following items of PE Kit are Compulsory and can be purchased at any Sports stockist

- White Sports Socks
- Sports trainers (these must be trainers and not plimsolls or daps)
- Football boots (these must be studs or blades)
- Gum shield
- Navy Blue Swimsuit
- Swimming hat (white WGGs ones are available from Beat School Uniform)
- Towel

The following items of PE kit are Optional Items and are to be purchased from Beat School Uniform



Hoodie OR Track Jacket



Tracksuit Trousers



Performance Baselayer



Performance Leggings

There are a number of outdoor activities through the winter and It is strongly advised that students have a hoodie / track top for these and leggings or tracksuit trousers.

Only the WGGs leggings and baselayers will be permitted in lessons, no other version will be accepted. Leggings can be worn under skorts for netball, hockey and football. They can be worn separately for dance, gymnastics and athletics.

Students must wear clean, correct PE kit for every lesson **even if they are ill or injured** so they can still take an active part in the lesson. This will enable students to fully partake in the activity when they return to full health, it prevents their school uniform from getting damaged whilst standing on muddy pitches and in cases of illness it prevents conditions from worsening as students still have their dry uniform to get changed into if it is raining during the lesson. There are occasions when this would not be possible and this is at the schools discretion i.e. severe injury or illness but **as physical education is compulsory in school only in exceptional circumstances will alternative arrangements be made for students when they are 'off games'**. Otherwise they will remain with their teaching groups and participate in the role of coach or official for the activity. Should a student be 'off games' they should come to their lesson in their PE kit as normal but also wear a school PE hoody/waterproof jacket and/or tracksuit bottoms.

Should a student not have their PE kit for lesson, even if they are 'off games' they will be issued with a kit mark. Should a student receive 3 kit marks they will also be placed in lunchtime detention.

Following a student's lunchtime detention every subsequent detention will be an after school detention.

Adjustments for Religious Reasons:

PE Kit: Students who are unable to wear shorts or t-shirts for religious and cultural reasons will be allowed to wear tracksuit bottoms or hoodie/ track jacket over their normal PE kit, or they may wish to purchase the school leggings and baselayers which can be worn under shorts and t-shirts to provide full coverage.

For swimming appropriate adaptations can be made in discussion with the subject teacher. Students may wish to purchase an appropriate religious swimming costume.

Headscarves: Where worn these should be tight and secured in a safe manner, particularly at the side of the face, and unlikely to obscure vision or catch on anything that may put the wearer or other students at risk. Students can also consider obtaining a sports version of the hijab, for improved suitability. (AfPE 2016)

Jewellery and personal effects including cultural or religious adornments.

Jewellery and personal effects are not allowed under any circumstances and must be removed for all lessons. Students who have newly pierced ears must cover them with tape for the first 6 weeks, and then they must then be removed. It is the students responsibility to provide tape, if they do not they will be asked to remove the earrings. The PE Department will not be responsible for any injuries caused during these six weeks. Refusal to do so will be dealt with in accordance with the schools behaviour policy.

Longer hair must be tied back to ensure that it does not obstruct the vision of the student. Students must provide their own hair bands and clips for this.

Should students require the use of an inhaler or carry an epipen they must have it on their person for the lesson.

Valuables in the Changing Rooms

The PE department takes no responsibility for valuables left in the changing room. Small lockers are provided in the changing rooms for the girls to lock anything away. We strongly recommend that valuables are not brought into school, or are left in their main locker.

EQUIPMENT

Year Planner

This is an essential item and is included in the WGGSS Resource Fee.

Dictionary A dictionary is essential and, in accordance with the demands of the National Curriculum, must provide etymology. *The Oxford Pocket School Dictionary* is strongly recommended ISBN: 019 910 901-X. Also very useful is any alphabetical thesaurus, e.g. *Penguin Thesaurus*.

French, German or Spanish Dictionary (according to Year 7 language)

Every pupil should have the Oxford Learner's Dictionary for **French or German or Spanish**.

Mathematics The calculator included in the Resource Fee is the CASIO FX85 ES (Solar Powered). This calculator has 229 functions of which 159 are scientific functions, thus making it suitable for use from Years 7 to 11 and possibly Sixth Form. If all pupils have the same model of calculator, it will greatly help when they are being taught calculator skills.

Design & Technology All girls should have an A3 portfolio which can be used to store A3 project work.

General A suitable, safe and strong school bag (see page 9). A pencil case, with your daughter's name visibly on it, containing a fountain pen, pencil, rubber, coloured pencils/felt pens, pencil sharpener, compasses, protractor and small ruler, glue stick.

Purses Safe provision for purses is essential. Money should be kept in a purse with the girl's name clearly visible and small enough to go into a pocket.

Padlock Padlock is required for locker

Text books are lent and stationery is provided. Please see that all text books are covered adequately and carried in a bag which will protect them.

When pupils enter Year 8, they will take the second language and will need a Dictionary for that language.

The Year 7 Induction Day, Thursday 11th July 2019

Welcome to our school. We hope you have a pleasant and useful day. The Parents' Handbook and the Information Sheet for your daughter are full of things you need to know about Watford Grammar School for Girls. Our Equipment List for new pupils is to be found inside the back cover of this booklet. Please ask a member of staff or a Sixth Former if you need any help. Sixth Formers, wearing white blouses, will be on hand throughout the day to help you in any way and to answer questions.

Below is an outline of the day's activities.

9.20am Please drop your daughter at the main gate. She should then make her way down to the main school entrance where she will be collected by a member of the Head Girl Team of Prefects and taken for registration in the Sports Hall, followed by a welcome from the Head of Year, Miss Bateson.

9.30-9.40am **Girls will be placed into their Form Groups**

9.45-12.15pm There will be team building activities led by the PE Department.

12.15-1.00pm Lunch with Form Tutors (weather permitting, this will be a picnic lunch in the grounds of Ladys Close and, if wet, in The Food Factory).

1.00-2.15pm Tutor time to include a tour of the School and facilities and ice-breaking activities

At 1.15pm Doors Open to Parents

1.30pm Parents' address from Ms Tai.

2.30-2.45pm Girls return to the Main Hall for a final school assembly with Ms Tai, senior staff and parents.

2.45 pm Assembly ends.

Parents will now have the opportunity to purchase or order items of school uniform (new from retail suppliers who will be present, and nearly new from the Parents' Association). Alternatively, uniform can be purchased from either of our uniform suppliers websites or uniform shops.

Collection of Items:

| | | |
|------------------|---|--------------------|
| Locations | Parents' Association (Tickets for Social) | Main Hall (1.15pm) |
| | Uniform: Beats School Uniforms | History Room |
| | Uniform: DJ Uniforms | Geography Room |
| | Blazer Badges | Office |
| | Second Hand Uniform | Room 2 |