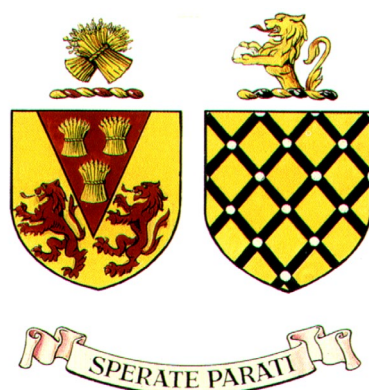


# **WATFORD GRAMMAR SCHOOL FOR GIRLS**



**YEAR 7  
PARENT HANDBOOK  
2021**



## Welcome to WGGS

I would like to welcome you to Watford Grammar School for Girls. Your daughter is joining the school in unprecedented times and her experience of life as a 'Watford Girl' will be different to those in years before her, however there are fundamental elements that will remain the same.

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". She will wear the gold blouse that has been the colour of the school since 1701 and she will be expected to strive to achieve her best in every area of school life.

We are proud of the strong tradition of academic excellence upon which the school stands, and this will not change. Our curriculum builds a foundation of knowledge and skills that will enable her to go on to 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. These values will remain the same no matter how we deliver the curriculum.

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 students should strive to uphold the school ethos that is based upon mutual respect, kindness, care and toleration and is encapsulated in the School Code. The pandemic has shown us all how important these qualities are in our society.

I hope your daughter is excited to be 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 this and become familiar with this information 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**

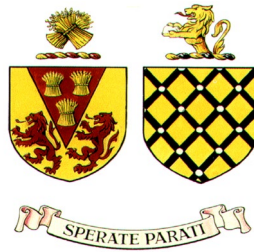




## **Useful WGS Website Links**

- **Parent Dashboard**
- **Expectations**
- **How to report an Absence**
- **School Policies**
- **Pastoral care & wellbeing**
- **School Aims, Ethos, vision & values**
- **School Uniform & PE Kit**
- **Second hand uniform order form**
- **Term dates & school Diary**
- **Have your own device**
- **Charges, Fees & Contributions**

**Please read through the Handbook for further information**



# School Term Dates 2021 – 2022

## Autumn Term

Wednesday 1 September	INSET, school closed to students
Thursday 2 September	Induction Day for Y7
Friday 3 September	Induction Day for Y7 and Y12
Monday 6 September	Term starts for all years
Thursday 21 October	INSET, school closed to students
Friday 22 October	INSET, school closed to students
Monday 25 to Friday 29 October	Half Term
Friday 17 December	End of term, dismissed at 12:30pm
Monday 20 December	Occasional Day, school closed

## Spring Term

Wednesday 5 January	INSET, school closed to students
Thursday 6 January	Term starts for all students
Monday 14 to Friday 18 February	Half Term
Friday 1 April	End of term, dismissed at 12:30pm

## Summer Term

Tuesday 19 April	Term starts for all students
Friday 29 April	Founder's Day, half day, school closes 12:30pm
Monday 2 May	Spring Bank Holiday, school closed
Monday 30 May to Friday 3 June	Half Term
Thursday 23 June	INSET, school closed to students, Y9 Work Shadowing
Friday 24 June	Face the Future, Y12 only in school, 12:00-4:00pm
Friday 22 July	End of term, dismissed at 12:30pm

## 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 absence line number :** 01923 442788  
**The school absence email address:** [absence@watfordgirls.herts.sch.uk](mailto:absence@watfordgirls.herts.sch.uk)

The school website : [www.watfordgrammarschoolforgirls.org.uk](http://www.watfordgrammarschoolforgirls.org.uk)

The school email address : admin@watfordgirls.herts.sch.uk

## SENIOR LEADERSHIP TEAM

**Headmistress:** ..... Miss S Tai

**Deputy Headteacher:** ..... Mrs C Wilshaw

**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:** ..... Ms M O'Loughlin & Mrs C Smith

### **Year 7 Form Staff**

**7A**..... Miss L Goss  
**7B**..... Mr T Brasier  
**7C**..... Ms L Patterson / Mrs J Taylor  
**7D**..... Mr B Temple  
**7E**..... Miss N Appiah - Kubi  
**7F**..... Miss E Tarr  
**7G**..... Mrs C Smith / Ms A Ward

## **ADMISSION**

Admission to the school is taken to mean that 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 contact the Admissions officer in the first instance.



## **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

## The School Daily Timetable

	Start	Monday	Tuesday	Wednesday	Thursday	Friday
Registration / Assembly	8.30					
Changeover	8.45					
P1	8.50					
Changeover	9.50					
P2	9.55					
Recess	10.55					
P3	11.15					
Changeover	12.15					
P4	12.20					
Lunchtime		1.20 – 2.20				1.20 – 2.00
P5	2.20 (2.00 Friday)		PACE/Forum			
End of School Day		3.20	3.00	3.20	3.20	3.00

Students are dismissed at 3pm on Tuesday and Friday.  
On Tuesdays, weekly staff meetings are scheduled at the end of the school day.



### ABSENCES & APPOINTMENTS

**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](mailto: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 using the absence email address.

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 8.30 am all pupils should be in their Form rooms for registration. Arrival after this time constitutes missed registration and any pupil **must** report to the main School Office to sign in.

### **MOBILE PHONES**

Girls in Year 7 – 11 are not allowed to use their mobile phones in school for any reason whatsoever. The phone may be brought to school but it must be kept out of sight and silent throughout the school day (or in a locker if in Year 7). The staff **will confiscate** all mobile telephones if they are found in school and the Headteacher will keep the device for 1 week. If your daughter loses her phone or it is stolen, the school **will not follow it up** in any way.

### **HEALTH AND WELFARE**

The medical team provide health and welfare assistance via our Medical room, you can contact them on [medical@watfordgirls.herts.sch.uk](mailto: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 medical team are made aware of any pupil who suffers from allergies that may result in anaphylactic shock. If a pupil has been prescribed adrenaline auto-injectors she must carry two with her at all times. Pupils who have been prescribed auto-injectors will not be able to go on school trips or attend sports fixtures if they do not have two in-date auto-injectors 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 vaccination and booster will be offered in Year 8.

Year 9 pupils are offered the 3-in-1 teenage booster (diphtheria, tetanus and polio) and the vaccination for meningitis strains A, C, W and Y. Further information about vaccinations can be found on the NHS website: [www.nhs.uk/vaccinations](http://www.nhs.uk/vaccinations)

### **Counselling and mental health**

There is a confidential service available in school; for more information please contact the medical team.

Girls are encouraged to visit the medical room and talk to a member of the medical team 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. It is important that you register for ParentMail to ensure you do not miss vital school communications.

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 and follow the instructions to complete registration.

If you do not receive the registration email, it may be that the ParentMail message (sent from [info@parentmail.co.uk](mailto: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').

If you have any queries or wish to register more than one parent to receive ParentMail. [parentmail@watfordgirls.herts.sch.uk](mailto:parentmail@watfordgirls.herts.sch.uk)

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

## **FORGOTTEN ITEMS**

If your daughter forgets something that is needed for the school day, you can bring the item to Reception and leave it in our "Drop off Box". The office does not deliver forgotten items but will email your daughter to let her know it is available for collection. If your daughter knows you are dropping something off then this process works very effectively. If your daughter is unaware you are dropping off and the item is essential, ONLY then will the office engage the help of teaching staff to get the item to the student. If the item is not essential we will advise you take the item home with you.

The office does not accept responsibility for items not collected.

Please note that devices, packed lunches & water bottles are not essential items as the school can provide a device, food and water if required. The school requests reimbursement the following day should we need to provide lunch.

## **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](http://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. This will take place on School Cloud from 4.30 pm until 6.30 pm. In addition, as Year 7 parents, you will be invited to a meeting in October to hear how the new girls are settling in.

## **CONCERNS AND COMPLAINTS**

Concerns from parents about their daughter or other aspects are taken seriously by the school are always investigated promptly. If you wish to raise a concern about any aspect of the school, please contact the school either informally by telephone, or formally in writing using the [admin@watfordgirls.herts.sch.uk](mailto:admin@watfordgirls.herts.sch.uk) email address.

We will look into the problem and contact you again within four school days. If the concern cannot be resolved, it would then please refer the Complaints Policy, which is on the school website. <https://www.watfordgrammarschoolforgirls.org.uk/about-us/policies/>

## **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](mailto: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 within three days unless it is a Safeguarding issue. Our procedure for contacting the school and members of staff can be found on the website page - Policies- Communication Policy and Guidance for parents.

**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 the Medical room 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**

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 us in writing immediately using the email [admin@watfordgirls.herts.sch.uk](mailto:admin@watfordgirls.herts.sch.uk). It is the parent/carer's responsibility to ensure we have the correct information.

## SCHOOL MEALS

Innovate catering company 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. We have 2 venues where food is served: The Stables (this is based on the North site and is mainly used by year 7 and 8 pupils) The Food Factory (based on the south site).

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 from both venues. 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](http://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.

## EQUIPMENT / LOST PROPERTY Please ensure all equipments is named

Girls are responsible for looking after their own possessions including files, exercise books and textbooks. If a girl loses her textbook 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, 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.**

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. For any larger instruments, a locker may be rented from the Music Department. 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 may have 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 at home. Any pupil whom is not able to make a voluntary contribution for a locker will be given a locker suitable for storage of their mobile phone only. Please note that the phone lockers will be located in a different part of the School to the full size lockers that will be allocated to incoming Year 7s. We cannot guarantee that a locker will be available in September if you elect not to have a locker at this stage.

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.

## **PERSONAL AND CITIZENSHIP EDUCATION (PACE)**

Every pupil in WGGGS 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.

RSE (Relationships and sex education) is taught within the Personal and Citizenship Education (PACE) curriculum. Biological aspects of RSE are taught within the science curriculum, and other aspects are included in religious studies (R.S) and Computing.

Further information of RSE can be found within our policies section on the website.

## **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.

## **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 may be excluded. 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 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 for permission by emailing [admin@watfordgirls.herts.sch.uk](mailto:admin@watfordgirls.herts.sch.uk). 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.

Many of our girls walk to school or use public transport, easing both their journey and congestion in Lady's Close.

## **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 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 Computing 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.

## **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* will be given to each girl and they 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:** Up to 30 minutes per subject per week.
- **Year 8/9:** 30 minutes per subject per week. 1 hour for core subjects.
- **Year 10 and Year 11:** At least two hours per week for all subjects.

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.

Parents will always be informed at least 24 hours in advance when a detention will last longer than 15 minutes. 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.

**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.**

## **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 strongly advise you to read our e-safety policy. Specific guidance will be shared with parents at the informal parents' evening in the Autumn term.



## **PHYSICAL EDUCATION UNIFORM – 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 skirt are to be embroidered on the outside with the pupil's name or initials.

### **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

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 base-layers will be permitted in lessons, no other version will be accepted. Leggings can be worn under skirts 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 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 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 base-layers 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.

Head scarves: 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**

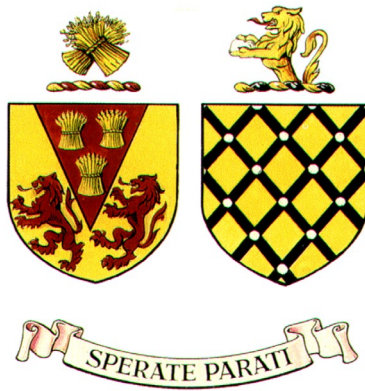
The PE department takes no responsibility for valuables left in the changing room. Small lockers are provided in the changing rooms for the girls to lock anything away. We strongly recommend that valuables are not brought into school, or are left securely in their main locker.

## EQUIPMENT

<b>Year Planner</b>	This is an essential item and is provided by the school.
<b>Dictionary</b>	A dictionary is essential and, in accordance with the demands of the National Curriculum, must provide etymology. <i>The Oxford Pocket School Dictionary</i> is strongly recommended ISBN: 019 910 901-X. Also very useful is any alphabetical thesaurus, e.g. <i>Penguin Thesaurus</i> .
<b>French, German or Spanish Dictionary (according to Year 7 language)</b>	Every pupil should have the Oxford Learner's Dictionary for <b>French or German or Spanish</b> .
<b>Mathematics</b>	The calculator is included in the Resource Fee. This calculator is 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.
<b>Design &amp; Technology</b>	All girls should have an A3 portfolio which can be used to store A3 project work.
<b>General</b>	A suitable, safe and strong school bag. 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.
<b>Purses</b>	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.
<b>Padlock</b>	Padlock is required for locker
<b>School bag</b>	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.

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.

***If you have any further queries,  
please email [admin@watfordgirls.herts.sch.uk](mailto:admin@watfordgirls.herts.sch.uk)***



*“I can do it, I will do it”*