

## WELCOME AND INFORMATION BOOKLET YEAR 7 2023-24



Sandridgebury Lane, St Albans, Herts, AL3 6DB  
01727 853134

[www.stags.herts.sch.uk](http://www.stags.herts.sch.uk)

[admin@stags.herts.sch.uk](mailto:admin@stags.herts.sch.uk)

[transition@stags.herts.sch.uk](mailto:transition@stags.herts.sch.uk)

PLEASE READ BEFORE COMPLETING YOUR 'NEW 7 ESSENTIAL INFORMATION COLLECTION' GOOGLE FORM



# St Albans Girls' School



Dear Parents/Carers

I am delighted to welcome you to St Albans Girls' School. I am sure that your child will be happy here and that they will thrive both personally and academically, enjoying all of the opportunities that the school has to offer.

The transition to secondary school may be daunting at first but we will all help your child to settle in quickly and be an active part of the STAGS community. We hope that you find this information useful and we very much look forward to meeting you and ensuring that by working together all our new Year 7's achieve their full potential. Our transition programme is outlined below.

The following pack is a wealth of information about STAGS and your child's learning experience here with us. We appreciate there is a lot to learn so please take time to go through it with your child. In addition, I would also recommend you look at our website [www.stags.herts.sch.uk](http://www.stags.herts.sch.uk) and follow us on [facebook.com/STAGS.official](https://facebook.com/STAGS.official) and [https://twitter.com/stags\\_official](https://twitter.com/stags_official).

In order that we can find out more about you and your child, please ensure that the google form sent to you separately is completed and returned by **12 June 2023**. If you do have any queries, please email [transition@stags.herts.sch.uk](mailto:transition@stags.herts.sch.uk). These emails will go directly to myself, Mrs Molloy (Admissions Officer), Mrs Richardson (Director of Learning - Year 7), Ms Holland (Assistant Head, Key Stage 3) and Mrs Lalor (Student Support Lead) and you will get a personal response as quickly as possible.

I wish you an enjoyable summer break and look forward to your child beginning her learning journey at STAGS in September.

Yours sincerely

Mrs M C Chapman  
Head Teacher

Date	Transition Event
<b>May - June 2023</b>	STAGS staff visits to Primary schools
<b>28 June 2023 - 6pm - 7pm</b>	Year 6 – Year 7 Information Evening (Parents/Carers Only)
<b>5 July 2023 - 6pm - 7pm</b>	Parents/Carers 'New to secondary school' Workshop (Parents/Carers Only)
<b>13 July 2023 - 8.15am - 3pm</b>	Transition Day - all students visit STAGS for the day
<b>29 - 30 August 2023 - 9am - 3pm</b>	Additional Summer Transition Days at STAGS (invited students only)
<b>4 September 2023 - 8.35am - 3.20pm</b>	First Day at STAGS (Induction Day - Year 7 and 12 on site only)



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**\*need to be read for completion of New Year 7 Essential Information Google Form**

## Privacy Policy

**Privacy Notice - this describes how STAGS collects, uses, retains and discloses personal information**

**Please see our website for our current Privacy Notice**

**[www.stags.herts.sch.uk](http://www.stags.herts.sch.uk) (In Parents/Carers section under Letters and Forms)**



## Useful Information for Parents

School Address:	Sandridgebury Lane, St Albans, Herts, AL3 6DB
School Phone No:	01727 853134      Student Absence: 01727 853134 Option 1
E-mail:	<a href="mailto:admin@stags.herts.sch.uk">admin@stags.herts.sch.uk</a>
Website:	<a href="http://www.stags.herts.sch.uk">www.stags.herts.sch.uk</a>
Facebook:	facebook.com/STAGS.official
Twitter:	@stags_official
Instagram:	stalbansgirlsschool_stags
Executive Head Teacher:	Mrs M Chapman
Head of School:	Mr P Kershaw ( <a href="mailto:engpk@stags.herts.sch.uk">engpk@stags.herts.sch.uk</a> )
Deputy Head: Student Welfare and Progress	Miss T Lambert ( <a href="mailto:humtl@stags.herts.sch.uk">humtl@stags.herts.sch.uk</a> )
Assistant Headteacher: Key Stage 3	Miss T Holland ( <a href="mailto:thd@stags.herts.sch.uk">thd@stags.herts.sch.uk</a> )
Assistant Headteacher: Key Stage 4	Mr D Tansley ( <a href="mailto:dty@stags.herts.sch.uk">dty@stags.herts.sch.uk</a> )
Assistant Headteacher: Post 16	Miss S Taylor ( <a href="mailto:str@stags.herts.sch.uk">str@stags.herts.sch.uk</a> )
Assistant Headteacher: Personal Development	Mrs P Jarvis ( <a href="mailto:pjs@stags.herts.sch.uk">pjs@stags.herts.sch.uk</a> )
Assistant Headteacher: Standards	Mrs J Flint ( <a href="mailto:jft@stags.herts.sch.uk">jft@stags.herts.sch.uk</a> )
Director of Learning: Year 7	Miss K Akthare ( <a href="mailto:kae@stags.herts.sch.uk">kae@stags.herts.sch.uk</a> )
Student Support Lead:	Mrs K Lalor ( <a href="mailto:kel@stags.herts.sch.uk">kel@stags.herts.sch.uk</a> )

The school office is open from 8.00am – 4.00pm. Messages regarding your child's absence can be left by calling **01727 853134 Option 1** or by **Edulink**. **It is vital that the school is contacted explaining absence on the first day of absence.** We will of course be happy to speak to you about any problems that need immediate attention. Communication with the school should be addressed to the appropriate Form Tutor in the first instance. As we are sure you can appreciate teachers are not always available to take your calls, please leave a brief message and contact details and we will return your call as soon as possible.

## STAGS Values

**S**

SUPPORT

Helping each other thrive

**T**

TRUST

Being confident, resilient and reliable

**A**

AMBITION

Aspiring to be your best

**G**

GENEROSITY

Contributing to our community and beyond

**S**

SUCCESS

Knowing and recognising achievement





## School Term and Holiday Dates for 2023-2024

### Autumn Term 2023

Friday 1 September	Professional Development Day (no students)
Monday 4 September	Year 7 and Year 12 students only
Tuesday 5 September to Thursday 21 December	
Monday 23 October to Friday 27 October	Autumn Half Term
Monday 4 December	Occasional Day (no students)
Friday 22 December	Professional Development Day (no students)
Friday 22 December to Friday 5 January	Christmas Break

### Spring Term 2024

Monday 8 January to Thursday 28 March	
Thursday 15 February and Friday 16 February	Professional Development Days (no students)
Monday 19 February to Friday 23 February	Spring Half Term
Friday 29 March to Friday 12 April	Easter Break

### Summer Term 2024

Monday 15 April to Friday 19 July	
Monday 6 May	May Bank Holiday
Monday 27 May to Friday 31 May	Summer Half Term
Monday 22 July and Tuesday 23 July	Professional Development Days (no students)



## Home-School Agreement

### **Subject content and learning opportunities enable students to:**

- Develop lively and enquiring minds, the ability to argue rationally and to apply these faculties
- Acquire knowledge and skills for adult life, further study and employment in a changing society
- Achieve fluency in the precise use of language and number
- Understand and value the world in which they live and respect the interdependence of species, individuals, groups and nations
- Develop spiritual awareness and respect for religious and moral values in a multicultural society
- Develop healthy bodies and discover the personal and social benefits to be derived from physical activity
- Appreciate human achievements and aspirations and the aesthetic value of the arts
- Recognise, challenge and combat inequalities in society, and by their attitudes and actions show respect and tolerance for others

### **To achieve these aims the school will endeavour to:**

- Provide access to a broad, balanced and challenging curriculum which enables each student to fulfil their potential
- Provide guidance and advice to each student about subject choice, careers and other curriculum matters
- Provide a range of extra-curricular activities and encourage each student's participation
- Provide a safe, caring and welcoming environment in which each student feels valued
- Constantly monitor and assess students, including the regular setting and marking of home learning tasks; all home learning is set via MIS/Edulink
- Keep parents/carers informed about their child's progress through reports, form tutor review day and parents' evenings
- Contact the parents/carers when a student's progress or behaviour is a cause for concern;
- Deal with parental concerns promptly
- Provide guidance and support to all students through the pastoral system
- Encourage each student to take responsibility for their behaviour, both in and out of school
- Keep parents/carers regularly informed about the life of the school through Stagslink, MIS/Edulink, the school website and social media
- Develop students' understanding of their own beliefs, values and cultures while respecting the beliefs and values of their peers

### **Each student will endeavour to:**

- Attend school regularly and punctually
- Come to school properly equipped for work and other activities
- Wear the appropriate school uniform and take pride in their appearance
- Work as hard as they can at all times, including home learning
- Follow the guidelines and behaviour expectations of the school
- Be polite and courteous to other members of the school community
- Support and become involved in school events wherever appropriate

# St Albans Girls' School



- Respect and care for the school environment and local neighbourhood
- Recognise the right of people to hold different beliefs in a diverse society
- Respect each other's cultural, religious and social backgrounds, regarding these as being of equal worth
- Respect the right of others to learn and at no time disrupt the learning of others

## **Parents/carers will endeavour to:**

- Ensure their child attends school punctually and regularly
- Ensure their child attends school wearing the appropriate school uniform
- Ensure their child comes to school properly equipped for work and other activities
- Support the school's behaviour policy
- Take an interest in their child's progress at school through active encouragement, conversation and observation of books, folders and home learning tasks
- Provide, if at all possible, an appropriate space and environment for their child to study at home
- Attend meetings at school regarding their child's work, progress and/or conduct
- Make the school aware of any problems or concerns which might adversely affect the progress, behaviour or happiness of their child
- Encourage their child to become actively involved in school activities
- Ensure no holidays or events are booked during school term time

A Home School Agreement will be sent home to all parents and carers annually to sign along with their child. You will receive this in the new term and it will require an electronic signature.





## Pastoral Care

At STAGS we are dedicated to making sure our students achieve a sense of belonging and a feeling of wellbeing in our community. Students should feel safe, happy, comfortable and supported. This in turn enables them to focus on achieving their potential so that they can have access to the best possible life chances. We know that transition to a new school can be both exciting and challenging. Mentally Healthy Schools have produced some excellent transition resources that you might find useful and help you manage your child's emotions at this time, which can be downloaded [here](#).

To facilitate the growth and development of our students we have a team of professionals who lead in pastoral care. Students will receive guided support throughout their transition into secondary school. This includes primary school visits, Year 8 Mentors and numerous transition events.

The Pastoral Structure at St Albans Girls' School is divided into three Key Stages - Key Stage 3 (Years 7, 8 and 9), Key Stage 4 (Years 10 and 11) and Key Stage 5 (Years 12 and 13). Each Key Stage is led by an Assistant Head, the Head of Key Stage and each Year Group is led by a Director of Learning, supported by a team of Form Tutors.

Your child's form tutor will be a key point of contact as they see students every morning and are the ones who will get to know them best. A Student Support Hub is staffed by non-teaching Student Support Officers and is a safe and welcoming environment for students to go if they have difficulties in any aspect of school life.

Our Anti-bullying Programme, self esteem groups, social awareness groups and restorative work mean students are open to sharing the issues facing young people today and are skilled in working them through.

We also encourage strong student leadership in our young people, with student prefects, peer mentoring, a Sixth Form counselling service and a commitment to our Student Voice. These provide opportunities to share in leading the school forward, including consultation groups, school surveys, working parties and individual contribution.

We promote achievement of all students in its widest forms in a positive way, from the classroom to the sports field, the eco-council to Drama productions. However, we are aware that school life isn't always easy and work hard to ensure that there is always someone to talk to if there is a problem.

### The Year 7 Pastoral Team is:

- Ms T Holland - Assistant Head - Head of Key Stage 3 - [thd@stags.herts.sch.uk](mailto:thd@stags.herts.sch.uk)
- Mrs K Richardson - Director of learning for Year 7 - [krn@stags.herts.sch.uk](mailto:krn@stags.herts.sch.uk)
- Mrs S Penfold - Assistant Director of Learning - Key Stage 3 - [spe@stags.herts.sch.uk](mailto:spe@stags.herts.sch.uk)
- Mrs K Lalor - Student Support Lead - [kel@stags.herts.sch.uk](mailto:kel@stags.herts.sch.uk)
- Miss S Sealey - Student Support Officer – [ssl@stags.herts.sch.uk](mailto:ssl@stags.herts.sch.uk)
- Miss Nadine Miller - Student Support Officer – [nmr@stags.herts.sch.uk](mailto:nmr@stags.herts.sch.uk)
- Miss T Lambert - Deputy Head - Student Welfare - [humtl@stags.herts.sch.uk](mailto:humtl@stags.herts.sch.uk)

Further information about Student Support can be found on our website [St Albans Girls' School - Student Support \(stags.herts.sch.uk\)](https://www.stalbangirls.org.uk/Student-Support)



## Form Classes

There are 8 form classes in each year group, one for each house. The school houses are all named after inspirational women:

- Jane Austen (A)
- Charlotte Bronte (B)
- Marie Curie (C)
- Rosalind Franklin (F)
- Barbara Hepworth (H)
- Amy Johnson (J)
- Rosa Parks (P)
- Mary Seacole (S)

Who are these women? Students could research them in preparation for being allocated a form group. Find out more about our house system on our website [St Albans Girls' School - The House System \(stags.herts.sch.uk\)](http://stags.herts.sch.uk)

Form groups are allocated on a mixed ability basis. We gather information from primary schools and take into account special educational and pastoral needs. We have over 70 feeder schools and therefore split students from the same primary schools across the 8 groups. This is because many students start STAGS as potentially the only person from their primary school, and we want to ensure that everyone has a similar starting point. In addition, secondary school is a chance to make new friends and explore new directions. Our policy is to place twins in separate classes unless otherwise directed by parents/cares. We will inform students and parents by letter as soon as primary visits have been completed.

## The first Day(s):

The first day of school is very much an induction day, with just new year 7 and 12 students on site. New Students will need to be in full school uniform and should have a pencil case and a school bag. We advise that students should have their own water bottle. **They will not need a PE kit on the first day.** There will be lots of staff to welcome and direct new students at the main entrance so they will not be lost. After the first day, they will enter through the student entrance. Lunch will be provided for free on the first day. If students wish to bring their own packed lunch, they can do so.

STAGS is much bigger than primary schools but don't worry, Year 7's will be escorted to and from lessons by Year 8 mentors. We keep the mentors in place until we are confident that students know their way around.

During transition day in July and September induction day, there is a focus on getting to know new surroundings and classmates with a number of 'ice breaker' activities which help form friendships. We monitor all students closely to ensure everyone is settling. Our Year 8 mentors have been trained to look out for students on their own and then carefully support them.



## Safeguarding

**We make sure St Albans Girls' School is a safe place for all by:**

- ensuring all staff are fully trained in being vigilant to signs that a student is experiencing difficulties in or outside of the school environment. All senior staff are trained at level 3 safeguarding to ensure that there is always someone on site able to deal with child protection issues
- having dedicated pastoral staff trained in pastoral care, and utilising external agencies to provide specialist support when needed
- ensuring all students know that there are a variety of staff they can turn to if they need help or support with a safeguarding matter
- ensuring that the curriculum gives students information, opportunities to explore and learn about all aspects of welfare and safety, both inside and outside the classroom
- ensuring the security of our site is reviewed regularly and discussed at Student Parliament and Parent Voice
- All staff have access to and have read the DfE guidance 'Keeping Children Safe in Education'

The Designated Safeguarding Lead at St Albans Girls' School is;

- Miss T Lambert (Deputy Headteacher) humtl@stags.herts.sch.uk

The Deputy Designated Safeguarding Lead at St Albans Girls' School is;

- Miss T Holland (Assistant Headteacher) thd@stags.herts.sch.uk
- Mrs K Richardson (Director of Learning for Year 7) krn@stags.herts.sch.uk

Other designated safeguarding persons:

- Mrs M Chapman (Head Teacher)
- Mr P Kershaw (Deputy Headteacher)
- Mrs K Smith (Associate Assistant Headteacher)
- Mrs K Lalor (Student Support Lead)

The designated Governor with responsibility for Safeguarding is Vicky Pearlman.

If you have any concerns about your own child or any other child, please do not hesitate to contact us at school on 01727 853134. If you have concerns about a child that does not attend STAGS and would prefer to speak to Children's Services personally, please call 0300 1234 043 or the police on 101. Please note that information of a safeguarding nature may not be able to be kept confidential.



## The School Curriculum

At STAGS, most students follow the same subject based curriculum in Years 7-9. The lessons in different subjects provide opportunities to develop skills for learning and the knowledge base required for success in GCSE and A level examinations.

### Timetable Arrangements

The school operates a two week timetable. In each week there are 25 one hour lessons. In Year 7, your child will study the following subjects:

Subject	Hours per 2 weeks	Subject	Hours per 2 weeks
Art	2	Maths	7
Design Technology	2	Music	2
Drama	2	Physical Education (PE)	4
English	7	Personal, Social and Health Education (PSHE)	2
French	3	Religion, Ethics & Philosophy (REP)	2
Geography	3	Science	6
History	3	Spanish	3
Computing	2		

The day also incorporates registration and assembly time, and movement time to ensure that lessons are one hour long and there is no loss of learning. An example timetable is shown below. Please note that this is **not** your child's actual timetable, just an example.

Week 1/ Week 2	Form Time	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	Lesson 5
<b>Monday</b>	Academic review	History/ Geography	French		Maths	Science		PE
<b>Tuesday</b>	Year Group Assembly	Science	English		Literacy/ Numeracy	PE	Netball	REP
<b>Wednesday</b>	Wellbeing activities	Spanish/ French	English		Science	Drama	Chatter club	History
<b>Thursday</b>	Topical discussion	Computing	English		Design Technology	Spanish	Choir	Maths
<b>Friday</b>	Wellbeing activities	Art	Maths		Music	Geography		PSHCE

These lessons ensure that the National Curriculum is covered and a broad and balanced curriculum is provided. Details about what this means can be found at [www.gov.uk](http://www.gov.uk). The section on Education and Learning, Schools and Curriculum provides access to detailed information about the National Curriculum for 11-16 year olds.



Other areas covered include the following:

- REP (Religious and Ethics and Philosophy) - The course covers the statutory requirement for the teaching of religious education.
- PSHE (Personal Social Health Education) - This is a programme of study which includes careers information, advice and guidance, Relationships and Sex Education (RSE) and Relationships Education.
- Design & Technology – These lessons will operate as a carousel to include Food Technology, Textiles and Product Design.

The Year 7 curriculum has been carefully designed to develop core skills, knowledge and understanding, whilst introducing students to a broad range of subjects and specialisms. During Science, students are introduced to elements of Biology, Chemistry and Physics and our focus on Languages enables students to access and learn both French and Spanish. All other subjects ensure the balance of curriculum content whilst in PE the promotion of healthy lifestyles and physical exercise signals the importance of the personal development journey from adolescence, through the seven year learning journey at the school and beyond. In order to support acquisition of basic skills in numeracy and literacy, some students may follow an alternative course to the full Languages offer.

## **Organisation of Teaching Groups**

The Year group is split into two equal half years, to support breadth of opportunity. All students are taught in mixed prior attainment form groups with the exception of Maths and Computing which are taught in mixed groups but not in forms. Students undertake CAT Tests in early September and coupled with baseline tests in all subjects, as well as information from Year 6 outcomes against national expectations, targets are set.

## **Targets, Assessment and Reporting**

Students joining STAGS will have reached different stages in their learning. In Year 7 they are set targets, and learning experiences are designed to ensure that every student makes as much progress as possible. Progress towards targets is monitored closely and parents/carers are kept informed by regular reports sent home. A reporting and assessment calendar and further information will be provided for all parents/carers and will be available on the school website.

## **Parents' Evenings**

Each year parents/carers are also invited to a consultation evening to discuss your child's progress with subject teachers. More information about reporting and parents evening will be shared at the Year 7 Information Evening in September.

## **Library Resource Centre (LRC)**

The Library Resource Centre is ideally situated to provide a centre for learning resources within the school and is open from 8.15am – 4.30pm. The LRC is generously stocked with books, magazines, newspapers and DVDs along with access to a wide range of eBooks and Audiobooks. All students receive an introductory course on how to use the LRC at the beginning of Year 7.

Students are warmly encouraged to develop a love of reading and to use this important resource which lies at the heart of independent learning. The biometric system is used to issue and return books. Four books may be borrowed at any one time for up to three weeks.



Renewals are possible, providing the books have not been requested by another student, but a fine system operates if books are overdue. The Library Resource Centre has a pool of parent volunteers who help with a variety of Library related projects. Any interested parents are welcome to contact the Library directly at [lrc@stags.herts.sch.uk](mailto:lrc@stags.herts.sch.uk).

## Home Learning

The aims of home learning are to:

- Raise student expectations and achievement
- Extend learning at school
- Make more effective use of lesson time through the integrated planning of class work and home learning
- Improve students' study skills and attitudes to learning
- Encourage students to work independently and in an organised, self-disciplined way
- Provide an opportunity for a learning partnership between home and school

All students are expected to complete home learning tasks and will have a home learning timetable. In addition, each student has a planner, in which they can neatly and accurately record the subject of the home learning set and the date it is to be submitted for each subject. Year 7 students should expect a total of about one hour of home learning each day. Year 7 students are not set Home Learning in their first week to support them settling in.

All students will be expected to submit work on time, which is neatly and thoughtfully completed. If a student does not understand a task it is expected that they will seek the teacher's guidance and support well before the submission date. If a student has been unable to complete a home learning task by the time specified, for whatever reason, the parent/carer should write a note to the teacher in the planner.

## Special Educational Needs and Disabilities

Click to find out more about our SEND provision [St Albans Girls' School - Special Educational Needs and/or Disability \(SEN/D\) \(stags.herts.sch.uk\)](#), and here to view our SEN/D policy and [SEN Report and Local Offer](#)

Our aims are based on the 2015 SEN/D Code of Practice which can be found at [www.gov.uk](http://www.gov.uk). At St Albans Girls' School we aim to:

- promote Independence amongst students with SEN/D, providing them with strategies to overcome barriers to success
- use a child centred approach and work closely with parent and carers in tailoring support to an individual child's needs
- ensure high quality first teaching from all teachers
- provide appropriate additional support so that all children with SEN/D can achieve their potential

If your child is on the SEND register at primary school and you have any queries about support at STAGS, then please contact SENCO - Mrs K Smith [ksmith@stags.herts.sch.uk](mailto:ksmith@stags.herts.sch.uk) or Assistant SENCO – Miss R Messingham [rmm@stags.herts.sch.uk](mailto:rmm@stags.herts.sch.uk).

## Rewards

We expect the highest level of behaviour, achievement and hard work from our students. At St Albans Girls' School we know that students will achieve more when we focus on their successes. The aim of the school's behaviour policy is always on rewards and praise in order to:





- Raise student self-esteem
- Celebrate and promote the STAGS Values of Support, Trust, Achievement, Generosity and Success
- Inform parents/carers about the positive achievement of students
- Create and maintain a whole-school culture of achievement and positivity

St Albans Girls' School uses many forms of rewards and praise, for positive work and/or demonstration of STAGS Values, including:

- Achievement points which can be seen via Edulink/School MIS and celebrated
- Verbal praise inside and outside the classroom
- Positive comments on written work
- Inclusion in students' Leadership Passports
- Displays of students' work
- Certificates
- Achievement Assemblies
- Student of the Month Award
- Hot Chocolate Awards

## **Consequences**

As part of our focus on the highest of expectations, good behaviour for Learning will be taught explicitly, including the reasons why it is important to ensure the lessons and the school day run smoothly. In order to identify when students need extra support with behaviour, behaviour points and consequences will be issued when there is cause for concern. This could lead to a warning, a discussion, a detention or a further sanction involving a senior leader. The focus is always on support and a vision of improvement, but the ability of all to have access to uninterrupted education is a priority. If your child has an after school detention you will receive an email to confirm this.

For further information about rewards and consequences please see the school website [St Albans Girls' school - Rewards and Consequences](#).

## **Payment for Art, Design Technology supplies**

During the course of the next 3 years, your daughter will be undertaking a variety of exciting projects in their Art, Design and Technology lessons. Students make a number of products over the course of the year and, in order to cover the cost of materials, we request a payment of £30.00.

Our preferred method of payment is online. If you have financial difficulties with this, or you have any questions, please do not hesitate to contact us. We hope that you and your child enjoy the products they make!



## School Uniform

A uniform binds us together as a community and allows us all to relate to one another on a similar level. It provides guidelines for suitable dress in a learning environment. Students at STAGS are proud to wear the uniform that represents their school and visitors often comment on how well our students are presented.

All uniform must be worn correctly and as the manufacturer intended. No adaptations/ additions can be made. Consequences are given to students who chose not to follow the uniform code. This may include internal isolation if a student fails to remove items not permitted.

All uniform items marked with an asterisk (\*) must be from 'Stevensons Uniforms' [St. Albans - Stevensons](https://stevensonsuniforms.co.uk) or 'Beat School Uniforms' <https://beatschooluniforms.co.uk> (click on links to see websites for price lists and appointments). These can be purchased new or alternatively, the PTA hold regular nearly new uniform sales at school. All uniform items must be clearly and permanently named.

### School Uniform

#### **Compulsory items**

- **STAGS navy blue blazer\*** - must be worn at all times. School related badge only can be worn on lapels
- **STAGS navy blue knee length pleated skirt\* or STAGS navy blue trousers\***
- **STAGS light blue shirt\*** - with house coloured 'stag' on collar, long or short sleeved
- **STAGS navy blue jumper\*** - can be removed in warmer weather
- **Shoes** - plain black, leather style, sturdy, low-heeled (trainers, canvas shoes or boots are not permitted)
- **Tights** - plain navy, black **or Ankle socks** - plain navy, black or white worn over the ankle (no sports socks)
- **School bag** - plain and suitable for carrying school books

#### **Non-compulsory items**

- **Outdoor coat** - plain, waterproof and suitable for school (hoodies/sweatshirts are not permitted)
- **Hijab** - navy blue or black, secured, consistently worn. Full face head veils (Niqab) are not permitted.

### Physical Education (PE) Kit

#### **Compulsory items**

- **STAGS PE fitted polo shirt\***
- **STAGS PE shorts\* and/or STAGS PE leggings\***
- **STAGS PE tracksuit bottoms\***
- **STAGS PE hoodie\* and/or STAGS PE jacket\***
- **STAGS PE knee high sports socks\*** (football, rugby and hockey)
- **White ankle socks** (rounders, netball and athletics)
- **Sports trainers** - non-marking soles
- **Football boots** - non-metal studs
- **One-piece swimming costume**
- **Swimming hat** - non-swimmers white, swimmers any other coloured hat
- **PE kit bag** - STAGS branded PE bag is available but is not compulsory
- **Gum shield**
- **Shin pads**



## **Non-compulsory items**

- **One-piece sports hijab** - plain navy blue or black
- **STAGS PE skort\***

## **Jewellery, make-up and nails**

- No jewellery is permitted except for; a watch, **one** pair of small plain silver or gold studs in the lower lobe
- All other ear, facial, tongue or body jewellery, including clear retainer studs are not permitted
- Make-up, tattoos, self/fake-tan, false eyelashes/eyelash extensions, nail varnish, false nails, gels, acrylics, eyebrow slits are not permitted
- All piercings must be removed during all practical PE lessons for health and safety reasons. Putting tape over piercings is not an option as it does not negate risk. Any student wishing to pierce their ears for the first time must do so at the **start of the six-week summer holiday** to allow time for lobes to heal

## **Hair Styles**

- Hair must be a natural hair colour (e.g. black, brown, blonde, natural redhead)
- Hair should not be shorter than a *grade 2*
- No hair accessories are permitted except for; a headband, hair bands/elastics hair clips, beads (maximum one per braid), any of which must be plain, unpatterned, silver, gold, navy blue, white or black only
- Hair must be tied back for practical subjects (PE, Science, DT), and additionally wrapped if hair contains beads

Within the school uniform policy, we recognise that there are religious items that are required as obligatory within some religions. The compulsory wearing of these items is written within the sources of wisdom and authority (sacred texts such as the Qur'an and Guru Granth Sahib for example) as something a follower has to wear in order to carry out their religious practice.

Whilst we recognise that there are religious items that allow a believer to express their religious belief, we have not included these in our uniform policy due to the optional nature of such items, for example prayer beads or necklaces displaying a religious symbol.

Due consideration has been paid to the Department of Education statutory guidance on providing multiple and affordable uniform options. If there is any family who would like assistance with basic uniform items, please contact the Director of Learning.



## Communication between School and Home

It is very important to us that we work closely in partnership with parents/carers, as communication between home and school is key. We welcome communication with parents and always aim to respond to queries quickly with a solution/ resolution to any problems. We aim to ensure we are always polite/ courteous and give parents/carers the opportunity to voice their concerns.

However, we recognise that it can often be difficult communicating with teachers because they have a very full timetable; and we recognise that parents and carers also have very busy lives. Modern communication methods can mean more efficient sharing of information, though this needs to be structured to ensure that it is manageable for staff whose primary responsibility is to teach young people.

Teachers want to respond to parental queries at the earliest opportunity and will do their best to do so. However, the majority of teachers' time is taken up teaching and preparing for lessons. Teachers' responsibilities extend beyond the classroom, and they may be unable to respond to you on the day a query is made. Support Staff responsibilities may stretch over several spheres. We have also agreed with staff that there is no expectation to respond to queries during their personal/family time. We aim to respond to queries within two working days (as per e-mail guidance on website) but appreciate your patience if this is not possible. If you have not received a response from the school after three working days, please contact the school by emailing [admin@stags.herts.sch.uk](mailto:admin@stags.herts.sch.uk) or telephone the school and we will follow up your enquiry.

We will always listen to any concerns but please bear in mind that we may not always agree with your point of view and the school reserves the right to deal with issues in the way we see is appropriate. All members of staff deserve to be treated with respect in their workplace, and no parent/carer should use derogatory language/name calling/personal attack to express their frustration at a situation. If you feel that your concern is not being dealt with appropriately, please contact a more senior member of staff to discuss and resolve it. The school will direct a member of staff to cease contact with a parent/carer who is deemed to be abusive in language, tone or action.

### **We welcome contact from parents/carers using the following forms of communication:**

#### **Student planner**

Students will be issued with a planner. This has two main purposes:-

- For them to keep details of home learning tasks set
- For staff and parents/carers to communicate with each other

Notes pages are in the planner to be used for messages from a subject teacher or form tutor. Likewise, parents/carers are welcome to make comments or ask questions by using these pages.

#### **Telephone**

Please use the main reception number to contact us in an emergency:

- If a call is urgent, please inform the receptionist who will try and deal with the situation as quickly as possible
- Reception staff will relay messages to teachers as soon as possible, but often email is more efficient
- We will aim to respond to you within two working days, if not the same day
- Please note lessons/meetings will not be interrupted for staff to take calls

# St Albans Girls' School



## Email

Please use the general admin email [admin@stags.herts.sch.uk](mailto:admin@stags.herts.sch.uk) if you need to contact staff. Our admin team will be able to direct your query to the correct teacher or leader.

- Teachers are not in a position to check emails consistently throughout the day and the school does not expect work email to be checked during a teacher's personal time.
- We aim to respond to you as soon as possible and within three working days. Part-time staff may take longer to reply.
- Teachers, on occasion, may find it easier to email you regarding your child using the contact details we have on file.

## Meetings

The day-to-day care, welfare and safety of your child is managed by the person who is placed closest to them. In the first instance, please approach the following members of staff who are responsible for your child in the following order:

- Form Tutor (for minor pastoral issues)
- Classroom Teacher (if query is relevant to a specific subject)
- Curriculum Leader (if query is relevant to a specific subject)
- Director of Learning
- Head of Key Stage
- Deputy Headteacher

Meetings with staff **should always be pre-arranged**. We recognise that sometimes you receive news that may cause upset. It is not appropriate to come to school expecting to speak to a particular member of staff without an appointment. Appointments can be made and a pre-arranged meeting will allow us to have the right information to hand. If you urgently need to see someone, for instance if there is a serious family emergency or a child protection issue, please phone ahead and the reception staff will do their best to find a senior member of staff to see you. For non-urgent meetings we will aim to meet with you within five working days. The school will determine the level of urgency at its discretion, to enable it to manage multiple demands.

## Contacting you

If there is an issue regarding your child throughout the school day we will contact you by telephone using the first contact provided by you. In the event we cannot contact you using this number we will telephone other contacts in the order they have been given.

## The School Website and Social Media

The school website is accessible by visiting [www.stags.herts.sch.uk](http://www.stags.herts.sch.uk). The site contains details of upcoming events as well as important information regarding the curriculum, our Community and school policies. There is also a dedicated parents' area. You can also access up to date information via Facebook, Instagram and Twitter.

Facebook: [facebook.com/STAGS.official](https://facebook.com/STAGS.official)

Twitter: [@stags\\_official](https://twitter.com/stags_official)

LinkedIn: [www.linkedin.com/school/st-albans-girls'-school](https://www.linkedin.com/school/st-albans-girls'-school)

Instagram: [stalbansgirlsschool\\_stags](https://www.instagram.com/stalbansgirlsschool_stags)



## Care for Students with Medical Needs

If your child has a serious medical condition we aim to ensure they are fully supported throughout their time at STAGS. Our students are supported by our on site **Student Healthcare Officer (SHO), Mrs Reed** [ard@stags.herts.sch.uk](mailto:ard@stags.herts.sch.uk). We also have access to the Herts Community Trust Public Health Nursing Services tel: 0300 123 7572, and students texting service Chat Health 07480 635050.

If your child has a medical condition that requires managing at school, your child will need an *Individual Healthcare Plan* outlining their condition, needs, main contacts and emergency procedures. This can be completed by you and your child with the help of any medical professionals involved in your child's care. You may already have an Individual Healthcare Plan, in which case please just provide an up to date copy for us.

### Administration of medication

If your child needs to take prescribed medication in school please complete a Student Medication Permission form (for STAGS to administer medicine) outlining the details of when and how the medication is to be taken. Prescription medicines **MUST** be in the original container, with the pharmacist label clearly stating the student's name and dosage. A fridge is also available for temperature sensitive medication.

Non-prescription medication may also be administered in school in certain circumstances. Please contact our Student Healthcare Officer to discuss. All forms mentioned above can be downloaded from our website or collected from the main reception. All medication will be kept in the medical room and administered by the SHO or other first aiders.

Emergency medication such as inhalers and epipens should be carried by students. We ask for emergency consent for students who carry a reliever inhaler or EpiPen so that we can use a school spare in the event that the student's device is missing or not working. This forms part of the Individual Healthcare Plan for asthma or allergy.

Non-emergency medication **MUST NOT** be carried about the students' person at any time. This is to protect your child from harm and to safeguard the well-being of other students.

(We cannot keep stores of medication (e.g. paracetamol) on site for long periods of time, therefore), We keep a store of paracetamol in the medical room and on trips and this can be given to your child with written consent (part of the Information Collection Google form) (and verbal (at the time) consent).

All forms mentioned above can be downloaded from our website or collected from Main Reception.

### Allergies

Allergies in line with advice from Allergy UK, St Albans Girls' School is not a nut, or any other product free school. Students are permitted to bring their own food onto site and as such we cannot guarantee its content.





## Medical and First Aid Procedures

If a student should feel unwell during the school day, they must inform their teacher if they are in a lesson. The teacher will send them to the Medical Room, accompanied, if required, by another student to ensure they arrive safely. If a student feels unwell when they are not in a lesson, for example at break or lunchtime, they should go directly to the Medical Room themselves. Once at the Medical Room, they will be assessed by either our Student Healthcare Officer or one of our trained first aiders.

If the student presents as unwell and is deemed to be too unwell to stay in school, despite our support, then we would call a parent/carer to discuss next steps.

We will advise on self-care, and the support we can provide in school, including medication, such as paracetamol (with parental consent), heat packs, ice packs, support to get a drink of water and a snack if required, amongst others. Students should not carry their own medication unless it is an Epipen or inhaler.

However, there will be exceptions to calling home to discuss next steps, if further advice or intervention is required by a health care professional, particularly in relation to:

- Vomiting
- Upset stomach
- Head injury
- Sporting/other injuries

Students should **not** contact parents/carers directly either by text, phone, email, or any other means if they are feeling unwell. We would ask that if your child does contact you directly during the school day, you advise them to come to the Medical Room and if you could also contact Main Reception to inform us. Please do not arrive at school to pick up your child without speaking to us in the first instance. This is vital for us as a school to ensure our safeguarding procedures are in line with statutory requirements.

Please note that all of these procedures are in place for the safety and wellbeing of all students whilst on site. For more detailed information on medical procedures please find a link to our website page: [Medical Procedures](#)

Please refer to our *Supporting Students with Medical Needs Policy* on the website for more information



## Attendance and Punctuality

**“As little as 17 days absence a year equates to a drop in GCSE grade” (Source DfE)**

Attendance is one of the most important lessons your child will take from school. In order for your child to reach her potential, both academically and emotionally it is necessary that they attend school *whenever possible*. It is also important to be on time! Being punctual is another key life skill, as well as giving your child the very best start to their school day. Students are expected to be in school by 8.20am at the latest to give them time to visit their locker and ensure organisation for the learning day ahead.

Whilst students should aim to attend everyday, we appreciate that children do get ill. Please report your child's absences via e-mail to [absence@stags.herts.sch.uk](mailto:absence@stags.herts.sch.uk) or call 01727853134 option 1 before 9am. **It is vital that the school is contacted explaining absence on the first day of absence, and every subsequent day of absence before 9am.**

If your child is reluctant to attend school then please encourage them to discuss any issues with you. Any difficulties at school can usually be quickly resolved by speaking to the right people (form tutors, Directors of Learning, Head of Key Stage or the pastoral team).

Please organise medical appointments outside of school hours wherever possible. If this is not possible then please let us know in advance the date, time and reason for the appointment via the Edulink -App. The student should then sign out of Student Reception (if closed, Main Reception) at the appointed time, but only when the parent/carer has arrived at school. If the appointment is first thing in the morning, please write the information in the planner but let us know that the student will be arriving late. If a student has an emergency appointment and needs to be collected during the school day, please either email the school or ring Reception to inform us.

You are reminded that parents are not permitted to withdraw their children from school or take their holidays during term time as it is disruptive to the student's education. Any such absence will be unauthorised.

**ANY REQUESTS FOR ABSENCE WILL ONLY BE CONSIDERED FOR MOST EXCEPTIONAL CIRCUMSTANCES AND SHOULD BE APPLIED FOR IN WRITING TO THE HEAD TEACHER BY COMPLETING AN ABSENCE FORM WHICH CAN BE FOUND ON THE SCHOOL WEBSITE.**

## Extra-Curricular Activities/ Student Leadership

Enrichment at STAGS is an integral part of our community, and clubs and other activities are a part of all students' daily diet. Clubs will start in the 2nd/3rd week in September. We will support your child in signing up for clubs. Students must attend at least two a week and this is tracked via Edulink. Students have a Leadership Passport in their planner that can be used to record successes. Clubs are predominantly at lunch time but some, for example Sports Fixtures, do run after school. A full list of clubs will be published in September, but the following is a taster of the activities that may be on offer. This list is not exhaustive or the same every year.

Area of Interest	Examples of Clubs
Art Design Technology	Craft Club, STEM Club, Epic Engineering
Business	Enterprise Club
Computing	Coding Club, Programming Club
Dance	Dance Club, Junior Advance Dance, Advance Dance Company, Annual Dance Production (Synergy)
Drama	Drama Club, Year 7 Confidence Club, Script Writing Club, Annual whole school Production
English, Film and Media	Roving Reporters School Newspaper, Creative Writing Club, Debating Club, Film and Media
Humanities	Geo-Explorers, Wildlife watchers, STAGS Green Fingers
Maths	Maths Club, Chess and Tabletop Games Club, Parallelogram Club
Music	Cantabile choir, Chamber choir, Guitar ensemble, Concert band, Wind ensemble, Junior and Senior orchestra, Senior Choir, Theory Club, Sign Choir, Tech Club
Languages	Languages Live
PE	Athletics, Basketball, Cross country/running, Football, Netball, Benchball, Gymnastics/Cheerleading, Rounders, Rugby, Tennis
Science	Dissection Club, Science Club
Student Support	Chatter Club
Faith and Culture	Christian Union, J- Club, Ummah Club, Pride Club, STAGS Talks (Diversity)
Learning Support	Lunchtime drop in, Before and after school home learning club

To enable our students to develop their leaderships skills across all year groups, in each form class you can apply to be Form Captain/ Vice Form Captain (who attend Student Parliament), Sports Captain/ Vice Sports Captain, Anti-Bullying Captain, Eco Council representative, Charity Captain, Careers Captain or STAGS Talks Representative.



## Music Tuition

**Tuition is usually available for the following instruments:**

- **Strings:** Violin, Viola, Cello, Double Bass
- **Woodwind:** Flute, Oboe, Clarinet, Saxophone, Bassoon
- **Brass:** Trumpet, Trombone, Euphonium, Tuba, French/Tenor Horn
- **Voice**
- **Piano**
- **Guitar:** Electric, Acoustic/Classical, Bass
- **Percussion:** Drum kit, Orchestra Percussion

### Rotation of lesson times

Lesson times are posted on the notice board in the music department and are rotated each week to ensure that, where possible, a student does not regularly miss the same part of a lesson(s). However, rotation is dependent on the number of students on the teacher's timetable. It is the student's responsibility to know when their lesson is. Attendance is monitored. Repeated absence without good reason will result in removal from the register/charges for students who have remission of fees.

### Missed Lessons

- **Student is ill/forgets/is absent from school** - the lesson will not be made up and the student forfeits the lesson
- **Student is on a compulsory trip/in-school assessment/hospital appointment etc** - the lesson will be made up during the course of the year if at least 4 weeks notice is given.
- **Teacher is ill/absent:** the lesson will be made up during the course of the year or refunded at the end of the year, if the student hasn't received 33 lessons

### Applying for Lessons

<https://www.hertsmusicservice.org.uk/music-lessons-in-hertfordshire/music-lessons.aspx>

All information and terms and conditions are explained on the HMS website please see the link above.

### Financial Assistance

<https://www.hertsmusicservice.org.uk/music-lessons-in-hertfordshire/help-with-music-fees.aspx>

If you are in receipt of benefits and need financial assistance with fees please contact the Education Benefits team on the link above.

### Insurance and storage

Please ensure that instruments are clearly named and are easily identifiable. Instruments can be left in the music practice room store with prior agreement from the Head of Music, but this is at your own risk as we cannot take responsibility for instruments. Therefore, we highly recommend you to add instruments to your home contents insurance.

### Online teaching in the instance of a further lockdown

During the past year music lessons have been able to carry on utilising a platform called Music tutors. This has been a highly effective way of students being able to carry on their music lessons. It is anticipated that in the event of a further lockdown that this method of delivery would be reinstated.

Any further questions regarding instrumental lessons should be directed to the Music department:

**Mrs R Wheatley - Curriculum Leader for Performing Arts - [perw@stags.herts.sch.uk](mailto:perw@stags.herts.sch.uk)**

**Mrs T Cooper - Curriculum Leader for Music - [tcr@stags.herts.sch.uk](mailto:tcr@stags.herts.sch.uk)**

## Travel Arrangements

We are conscious that you are currently considering your child's transport arrangements. It is a parents/carers responsibility to ensure that, if they accept a place at STAGS, their child can arrive at school on time and travel to and from school safely. Parents/carers should bear in mind that transport routes do change.

At STAGS we are committed to ensuring that everyone travelling to school can do so as safely as possible. We also encourage all those travelling to school to use modes of transport which are environmentally friendly and to be aware of the needs of those living in the immediate vicinity of the school (unfortunately the school causes real traffic issues in all the local roads at the start and end of every school day!). In order to achieve these aims we ask you to consider the following ideas:-

- If you live within 20 minutes walking distance of school, please encourage and allow your child to walk to school
- If your child has passed her Bikeability test and cycling is feasible, please encourage them to cycle to school. We have a safe storage facility for all students who cycle to school
- If you need to drive your child to school, consider 'car sharing' with other families
- If there is a convenient bus service, please encourage your child to use it. Information on public transport serving the school can be obtained from [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk) or [www.intalink.org.uk](http://www.intalink.org.uk) (Tel: 0300 123 4050)

### Home Run

HomeRun is the sustainable School Travel App that works with schools and councils to promote the reduction of our carbon footprint through limiting school run traffic and therefore creating cleaner local air quality and providing greener schools for the future.

As part of STAGS' sustainability drive, we are supporting the launch of the HomeRun App and encourage all parents/carers to take a look at the benefits on offer:

- Access school travel information in one convenient place
- Find and arrange carpools, travel buddies, walking & cycling groups, and other available travel options to and from school
- Message parents from school securely and without the need to share contact details
- Receive updates from your school community
- Help create safer streets and cleaner air for your children

For more information on HomeRun visit their website HomeRun App

### Buses

The school does not organise any buses for students, but there are a variety of private and public bus services buses, organised by parents/Herts County Council, available from the following areas:-

#### **Greenwood Bus Services (dedicated school bus/private bus service)**

Two Buses serve:

- Service 1 - Borehamwood, Shenley, Radlett, Frogmore, Park Street
- Service 2 - Bricket Wood, How Wood, Chiswell Green, Verulam Estate

Buses stop at a number of dedicated points which are set out on an exact timetable which will be sent with your pass. Prices are dependent on route and are subject to change. Please contact Ann Ralph for details. Tel: 07905 201228, email: [Greenwoodbuservice@gmail.com](mailto:Greenwoodbuservice@gmail.com)



## **E446 - Hertfordshire County Council Bus Service**

Bus serves Kimpton, Blackmore End, Wheathampstead, St. Albans Girls' School.

Parents/carers of students who are entitled to free school transport can apply for this through Admissions and Transport at Hertfordshire County Council. This should be done as soon as possible. Spare seats on a vehicle are allocated last and HCC do not process these until the new school year has started and they have ensured that all entitled children are dealt with. Parents should contact HCC directly once the academic year has started if they wish to pay for a spare seat on the E446.

Please contact Herts County Council Admissions and Transport for more details: Tel: 0300 123 4040 email: [school.ticketing@hertfordshire.gov.uk](mailto:school.ticketing@hertfordshire.gov.uk). This bus service is operated for Herts County Council by Richard Taylor Travel.

## **Public Buses**

**84 and 84A Sullivan Buses** serve Barnet, Potters Bar, South Mimms, London Colney, St Albans City Centre and St Albans Girls' School (bus comes on site twice in the morning and two buses collect at 3.20pm)

The timetable is available on their website [here](#); there are two journeys each school day, arriving at the school at 08:06 and 08:16, and departing in the afternoons at 15:30 and 15:35. They do not offer return tickets on journeys to schools, and encourage students to have a valid Herts SaverCard (details <https://www.hertfordshire.gov.uk/services/Schools-and-education/Travel-to-school/SaverCard/saverCard.aspx>) in order to benefit from the reduced rate single fares shown below:

- Potters Bar £2.30, South Mimms £2.20, Salisbury Hall £1.90, London Colney £1.60, St Albans City Station £1.30
- St Albans BUSnet Inner (from just south of Colney Fields to the school) – One Week Young Person is £10.00
- St Albans BUSnet Outer (From South Mimms White Hart to the school) – One Week Young Person is £13.50

All of these tickets are purchased from the driver on the bus (they do not offer e-tickets or M tickets). For more information please visit their website at [SULLIVAN BUSES - Home](#).

## **300, 301**

Buses serve Welwyn Garden City, Hatfield, Fleetville (Hatfield Road), St Albans City Station, St Albans City Centre and St Albans City Hospital

## **305**

Buses serve Brookmans Park, Welham Green, Colney Heath, Smallford, Fleetville, St Albans City Station, St Albans City Centre, Green Lane

## **321**

Buses serve Luton, Harpenden, St Albans and Watford (stops on Harpenden Road/Sandridgebury Lane)

## **653**

Buses serve Welwyn Garden City, Hatfield, Jersey Farm, Marshalswick, New Greens

For further information please contact:

[www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/home-to-school-transport](http://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/home-to-school-transport) or [www.intalink.org.uk](http://www.intalink.org.uk)

Arriva Buses [www.intalink.org.uk](http://www.intalink.org.uk) 0344 8004411



## Hertfordshire SaverCards

Child fares are only available to under-11s, unless in possession of a valid SaverCard issued by Hertfordshire County Council. Details of these are available at [www.intalink.org.uk](http://www.intalink.org.uk). The card should be placed on the reader on top of the bus ticket machine in order to obtain the child fare. This applies to all 11-18 year olds, otherwise adult fares are charged. (As an alternative, a Transport for London Child Oyster photocard may be used to obtain the child discount but only up to age 16 and only for journeys starting or finishing within the Greater London area).

## Essential Equipment/ Lockers

**The following is considered to be essential equipment for the students at St Albans Girls' School. Please ensure it is all named:**

- A strong back-supporting bag to carry equipment/device and books
- Pencil case
- Pens – blue or black ink
- Soft eraser
- Pencil sharpener (plastic only - no metal blades)
- Glue stick
- Whiteboard pen
- Purple ballpoint pen
- Pencils – HB,H,3H and 2B
- A set of coloured pencils
- Ruler – 30 cms
- Calculator (preferred Casio fx-85GTX) with a fractions button
- Geometry set inc. protractor and a pair of compasses
- A set of headphones with a microphone for PC (for computing)

### Recommended:

- For **English**, the Collins Pocket English Dictionary is recommended. Students are required to have a reading book with them at all times. This can be from home or the school library.
- For **Languages**, French and Spanish dictionaries

### Students must not use or carry:

- Felt pens/gel pens
- Correcting Fluid
- Scissors of any kind

## Lockers

When students join the school they are allocated a locker for their books and personal possessions. We ask that Parents/ Carers contribute **£20** for the provision and maintenance of the locker. Please pay online via School Gateway. *Important:* All students must supply their own coded padlock.

Below is a link to the recommended size padlock. This can be purchased in a number of stores or online.

[https://www.amazon.co.uk/dp/B01149YWSQ/ref=psdc\\_1938664031\\_t3\\_B07GSXXB7R](https://www.amazon.co.uk/dp/B01149YWSQ/ref=psdc_1938664031_t3_B07GSXXB7R)

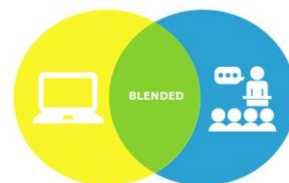


If students forget their padlock code or if the padlock is damaged the school will cut them off on request but a replacement padlock must be provided by the student.

## Blended Learning/Chromebook Purchase Scheme

### What is Blended Learning?

The aim is to ensure that students can use electronic devices, alongside paper based materials, in the classroom and at home to increase learning and knowledge capacity and raise the impact and efficiency of research skills and wider reading.



*21st century literacies* is a concept founded by The National Council of Teachers of English to describe the 'social nature of learning that is supported by the ability to collaborate using digital technologies in learning'. 'New literacies' are described as 'skills students will need for the society in which they will work', and these include: strong communication and collaboration skills, expertise in technology, innovative and creative thinking skills, and an ability to solve problems. This set of skills and understandings will 'prepare the workforce or citizenry for a changing, interconnected world'. They assert that successful participants in global society in the 21st century need to be able to:

- develop proficiency and fluency with the tools of technology
- build intentional cross-cultural connections and relationships with others so to pose and solve problems collaboratively and strengthen independent thought
- design and share information for global communities to meet a variety of purposes
- manage, analyse and synthesise multiple streams of simultaneous information
- create, critique, analyse and evaluate multimedia texts
- attend to the ethical responsibilities required by these complex environments

At STAGS, we run a devices programme and blended learning opportunities for Years 7-9 10. In addition, there is a 'Bring Your Device Scheme' for students who already have a Chromebook or similar device which they would like to use for blended learning.

### 1:1 Device Scheme

The device scheme will be implemented and overseen by Freedom Tech Limited. Please see below details of an online portal through which families will be able to register for a new device. Families who need financial support through the means of payment plans should contact the Finance department via [finance@stags.herts.sch.uk](mailto:finance@stags.herts.sch.uk). Free School Meal or Pupil Premium students who are in need of additional financial support should also contact the Finance department to complete a Financial Educational Assistance Application.

### Bring your own Device Programme

Some families have already purchased devices to support students with remote learning or Home Learning. Devices which are suitable to support classroom learning for your child can be brought to school, kept in lockers and used as part of blended learning. Families will be responsible for the welfare and upkeep of personal devices brought on site. Students opting into either of these programmes will be required to use the school's wifi provision in order to ensure safe internet usage. All students will be provided with guidance on device usage, online safety and using devices to enhance classroom learning via a series of assemblies, form time activities and bespoke curriculum guidance. Students bring their personal ICT devices to use at St Albans Girls' School at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up to date via regular antivirus and operating system updates and as secure as possible. It is students' duty to be responsible for the upkeep and protection of their devices.



If you chose to opt into the BYOD scheme, rather than the 1:1 Device purchase scheme, please complete the survey [by clicking here](#).

If families opt for the Bring Your Own Device option, please note that any device brought on site is done so at the family's own risk and that St Albans Girls' School is not responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)
- Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device

## **Safety and Device usage at STAGS**

To complement the guidance we will discuss with students as part of our blended learning launch, please speak to them about the following points of guidance:

- It is the responsibility of students who bring mobile phones or other electronic devices such as laptops, tablets or e-readers to school to abide by the guidelines outlined in this guidance
- It is incumbent upon parents to understand the capabilities of their child's device, and the potential use/misuse of those capabilities including mobile telephones
- In general, students should not bring valuable items to school, as they can be easily lost or stolen. Parents/carers should be aware if their child takes a device to school it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use at school
- There are no reasons why a student needs to have in their possession or use a mobile phone during the school day. Parents/carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way
- It is strongly advised that students use passwords/pin numbers to prevent unauthorised access to electronic devices. Students must keep their password/pin numbers confidential. Devices (including mobile telephones) should not be shared. Students should not use their mobile phone as an internet 'hotspot' for other users - there is wifi for internet access throughout all school buildings
- The procedures applying to the inappropriate use and security of devices apply equally to the inappropriate use of laptops, mobile telephones, iPads or other tablets, Apple Watches, Fitbits or any smart watches, portable computer games, iPods or any similar devices. Students are permitted to use devices in school during lessons only, for the purposes of education in line with blended learning guidance. This is entirely at the discretion of the class teacher.
- A student's Chromebook/device is part of their equipment and should be available to use during all lessons. Chromebook/devices should be fully charged in order to last the duration of the day. Failure to have a working device at any given point will result in a C1 being issued due to a lack of equipment.
- As part of our safeguarding policy, Chromebook/devices are monitored in school to ensure students are staying safe online. This system tracks what students are typing into documents and browsers to ensure a safe working environment. Concerns flagged by this system are promptly managed by our safeguarding team.

Please contact Mr James via [jj@stags.herts.sch.uk](mailto:jj@stags.herts.sch.uk) with any specific queries and he, or our Network Team, will be able to assist you. Further information on blended learning and how your child can use a device to positively impact their learning experiences and capacity will be provided at the start of the autumn term.

## 1:1 Device Scheme Application Information



# TECH 4 LEARNERS STUDENT DEVICE PROVISION PROGRAMME



### Key dates

Ordering deadline:

10th July 2023

First Direct Debit

25th July 2023

### Ordering portal details

[www.tech4learners.co.uk](http://www.tech4learners.co.uk)

Username: STAGS2023

Password: S3cure02!

Freedom Technology, 47-50 Peascod Street, Windsor, Berkshire, SL4 1DE

For Further Questions please see our FAQ section at [www.freedomtech.co.uk/faq](http://www.freedomtech.co.uk/faq)



St Albans Girls' School are committed to providing the best learning experience for our students, and preparing them for the wider world outside of school. We strongly believe that this means providing students with access to affordable, high quality technology. Using IT safely and effectively is an essential part of everyday life for our students and we are committed to equipping them with these skills for life.

We want to provide each and every student the option to own a dedicated learning device which they can use at home for access to school work and homework.

In order to provide seamless access to technology, we have partnered with Freedom Tech Ltd to launch the Tech 4 Learners 1:1 device programme.



## About Tech 4 Learners

Tech 4 Learners is a 1:1 parental contribution programme for schools run by financial solutions provider and educational specialists Freedom Tech, enabling us to give our students access to technology that will greatly enhance their learning experience.

Freedom Tech have a strong background in education and partner with leading manufacturers and resellers in education technology. They are financially stable and wholly owned by CSI Leasing, one of the world's largest leasing companies with over \$1.6 billion in assets.



## Climate Action

For every laptop Freedom Tech will plant 5 Trees in partnership with Ecologi.



## How it works

Parents will make fixed monthly payments to access the technology. There is also an option to pay in full if this is preferred.

For parents and students, Tech 4 Learners offers:

- The latest technology for students: a personalised learning device they can use at school and at home
- Enhanced learning outcomes through consistent access to technology and powerful learning resources
- Fully covered technology - each device is protected with FreedomTech advanced repair service, for the duration of the programme
- The ability to pay for the latest technology in manageable monthly payments
- No personal credit checks - get up and running and contributing
- The device is yours at the end of programme at no extra cost





## The Device



### Lenovo 300e Chromebook 3rd Generation Flip & Touchscreen with stylus

This 11.6" Touchscreen Chromebook; is light, portable, rugged, and has a Flip design (turns into a tablet) – it is the ultimate everyday learning tool. It brings Google Classroom, G Suite for Education, and today's most popular education apps to students and teachers, making digital education accessible, enjoyable, and manageable.

[Log into the portal for full device specification](#)



## How technology helps students learn

Having their own learning device helps students of our school get seamless access to lesson resources which are designed to make the most of technology. Being competent with technology is becoming increasingly important in the wider world and we want to ensure students are as prepared as possible for a digital society. There have been numerous studies that suggest more positive outcomes for students when they are given frequent and consistent access to technology.



## Payment breakdown

12 months	£40.13 / month
24 months	£20.89 / month
36 months	£14.27 / month
<i>Terms available with no credit check</i>	
Cash option	£463.65

Bundle consists of Lenovo 300e, Chrome License, 36 Month Advanced Swap Out Warranty, 36 Month Advanced Repair Service and full school specific device configuration



## How to order

To place an order for a device, please visit the Tech 4 Learners portal:  
[www.tech4learners.co.uk](http://www.tech4learners.co.uk)

Log in details:

Username: **STAGS2023**

Password: **S3cure02!**

If you are experiencing any difficulty logging in, please raise an 'Other' ticket at <https://freedomtech.co.uk/help> and someone will be in touch within 4 working hours



## Key dates

Ordering deadline: **10th July 2023**

First direct debit payment taken:  
**25th July 2023**

Devices distributed to students:  
**Collection from school, start of September 2023 term.**

Freedom Technology, 47-50 Peascod Street, Windsor, Berkshire, SL4 1DE

For Further Questions please see our FAQ section at [www.freedomtech.co.uk/faq](http://www.freedomtech.co.uk/faq)





## FAQs

### How long can I spread the payments over?

12, 24 and 36 months options. depending on how long your child has left at the school.

We also offer a up front payment option.

### Will there be any credit checks?

No everyone is approved and there aren't any credit checks.

### How do I log a repair?

Parent/Carer logs the repair claim at <https://freedomtech.co.uk/help>

Complete the requested webform and detail the claim in the description area.

Once the claim has been submitted the parent will receive an automated email response containing a unique FTCS\_XXXX reference number.

Parent /Carer will then be contacted by the repair centre to organise the collection of the device. Contact made within estimated 4 hours (Monday to Friday)

Parent/Carer can then take the FTCS\_XXXX number to the school as proof that a ticket has been logged – school at this point can issue a loan device, keeping track of who has what device.

The student device will be collected from the parent by a courier in a secure box on the arranged date.

Once received at the repair centre the parent will be emailed with a repair tracking ref number to keep track on the progress of the claim / repair.

Once repaired the device will be delivered back to the collection address, unless otherwise specified by the claimant.

The parent/Carer must return the loan device to the school once they receive their original device back.

### Can they use the device at home?

Yes the student can use the device to further enhance their learning and we recommend that you set your security setting on your Wi-Fi accordingly.

### How many devices can I order?

One per student at the school.

### When will I receive the device?

Devices are planned to be shipped to the school for distribution to parents and students start of September.

### What happens if I can no longer afford the device?

You will have to return the device, you will not own the device until the final payment is made.

### What if my child leaves the school?

You will have to pay the outstanding balance, in some circumstances we may be happy for it to be returned to the school with no further payments to be made. Please contact us at the school to discuss.

### What happens at the end of the agreement?

On your final payment the device becomes yours.

Device specification available on the ordering portal

'Using a Chrome book has transformed my learning in lessons and has helped my reading and typing skills. I love learning and using technology together!'

For any further questions, please see our additional FAQs section at:

[www.freedomtech.co.uk/faq](http://www.freedomtech.co.uk/faq)

If your query is not answered in our FAQs, please contact us by visiting:

[www.freedomtech.co.uk/help/](http://www.freedomtech.co.uk/help/)

Please raise a ticket choosing type 'Other' and we will respond to you within 4 working hours.



## School Catering

Our caterers, Aspens, offer a wide choice of food at breakfast, break and lunchtimes in the restaurant. At lunch there are two alternative main meals (meat or vegetarian) which cost **£2.60**. There are also a variety of salads and sandwiches on sale each day. There are alternative arrangements for students eligible for free school meals. Please contact 'How Can We Help' on 0300 123 4048 or apply on-line at [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals). Please contact the Catering Manager regarding any special dietary requirements.

### Packed lunches

Packed lunches may be brought to school. Please label all containers. They must be eaten either in the restaurant, hall or in the covered eating area. Students should avoid sharing food brought from home as other students may have allergies, but there are no restrictions on food bought into school and any child with an allergy should be aware. Please name all water bottles.

## The Pupil Premium and Free School Meals

In order to ensure that we continue to support all learners I would like to bring to your attention details of the Pupil Premium Grant. This is funding given to schools for students who are registered for free school meals. At present the school receives £985 per student and this extends to all students who may have been eligible for and were in receipt of free school meals in the last six years.

In the academic year 2022-2023 the school would have received a total of £164,273. A sum like this can make a significant difference to the quality of provision a school is able to provide and subsequently contributes to the life chances of our students. Details of how we spend this money and support provided to students can be found on the school website:

<https://www.stags.herts.sch.uk/page/?title=Pupil+Premium+Grant+Statement&pid=21>

It is extremely important that we do all that we can to ensure that eligible students access their entitlement. The first thing that families can do is make sure they access their entitlement from the Government by registering their child for free school meals. A common misconception is that you must be on benefits to claim. This is not the case, as the allowance is means tested to support families on lower incomes also.

Students in receipt of free school meals will receive a wholesome and nutritious meal from Aspens, our on-site caterers. As you know, there is a lot of evidence about nutrition and achievement. A good meal at lunchtime helps students to achieve. I therefore ask for your support in ensuring that you access your entitlement. In doing so, you support your family, give your child a nutritious meal whilst at school and provide our school with the money we need to improve your child's education and access to additional experiences.

This is a great opportunity and I urge you to take advantage. There are a number of easy ways to claim and more information is available on the school website:

<https://www.stags.herts.sch.uk/page/?title=Free+School+Meals&pid=46>

If you have any queries or questions please do not hesitate to contact Mrs Jarvis, Assistant Head Teacher, - 01727 853134 ext: 413 [pjs@stags.herts.sch.uk](mailto:pjs@stags.herts.sch.uk) -

## Notification Of Intention To Process Students' Biometric Information

The school wishes to use information about your child as part of an automated (ie electronically-operated) recognition system. This is to provide access to cashless catering and library services. The information from your child that we wish to use is referred to as 'biometric information'. Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

### Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint is what will be used to permit your child to access services. You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system.

For example:

- (a) the school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above)
- (b) the school must ensure that the information is stored securely
- (c) the school must tell you what it intends to do with the information
- (d) unless the law allows it, the school cannot disclose personal information to another person/body – you should note that St Albans Girls' School will not share the information with any other person or body

### Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing. Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Your child's objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for access to the automated systems. When your child leaves the school, or if for some other reason she ceases to use the biometric system, her biometric data will be securely deleted.

*If you consent to St Albans Girls' School taking, and using information from your child's fingerprint, as part of an automated biometric recognition system, please do so via the 'New Year 7 Essential Information Google Form'.*





## Image Consent /Photograph Policy

The School is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its pupils. The school will always try to act in the best interest of the pupils and, as far as it legally can, it will take parental preferences into account.

The Academy trust will not normally seek consent for any internal use of photographs as the procession of such personal is in accordance with the statutory functions of the school in providing an education to the student and it is therefore lawful on the grounds of public interest. However, the academy trust will take into account any parental preferences expressed. The student may also exercise their data protection rights in respect of photographs as set out in the privacy policy for students and our Data Protection Policy. We will respond appropriately to any student or parental request to exercise those rights.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, for most pupils in a secondary school, it will normally be up to the individual child to decide whether or not to be photographed. Where the school considers that the child does not have the capacity to make such a decision the school will act as it considers to be in the best interests of the child and in doing so will take account of any stated parental preference.

If you wish to express a preference for the school to avoid taking or publishing photographs of your child in certain circumstances then please indicate your preferences **on the google form**. If no preferences are expressed then we will act in accordance with the principles expressed in this policy.

Ordinarily the following rules will apply to photographs in this school:

### Photographs for Internal Use

- Each school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to Each school.
- When the photograph is taken, the pupils will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- If each school wants to use named photographs then it will obtain specific consent first. For most pupils this will be pupil consent as explained above but parental wishes will be taken into account.

### Media Use

- Each school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.
- When the media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.
- Where the media are allowed to be present at a particular event each school will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then each school will assume that unnamed photographs may be published.



- If the media entity wants to publish named photographs then they must obtain specific consent from those pupils with capacity to consent or the parents of those without capacity. Each school will require the media entity to check with each school in writing/via email before publication so that each school can check that any objections have been taken into account.

## **Family Photographs at School Events**

- It shall be at the discretion of the school whether photographs may be taken at a school event.
- Family and friends taking photographs for the family album will not be covered by Data Protection legislation.
- Where the Academy decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet

*Please consent or withdraw consent via the 'New Year 7 Essential Information Google Form'.*



## Online Safety Agreement

ICT including the internet, e-mail, mobile technologies and online resources have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of Online Safety and know how to stay safe when using any ICT. Students/ parents/ carers are expected to read and discuss this agreement, then **check the box on the 'New Year 7 Essential Information Google Form' to state that you understand and will follow the terms of the agreement.** Any concerns or explanation can be discussed with Phil O'Neill, the school's Online Safety coordinator.

- I will only use STAGS ICT systems in school, including the internet, e-mail, digital video, Chromebooks and mobile technologies for school purposes;
- When at school I will only use the school Wi-Fi to access the internet when using any type of personal device including a mobile phone;
- I will not download or install software on school technologies;
- I will only log onto the school network, other systems and resources with my provided personal username and password;
- I will always check files brought in on removable media (such as CDs, and USB drives etc.) with antivirus software and only use them if they are found to be clean of viruses;
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly;
- I will only use my school email account when contacting members of staff or for educational purposes;
- I will make sure that all ICT communications with students, teachers or others are responsible and sensible;
- During a *snow day* or period of remote learning, when attending online lessons provided via Google Meet, I will ensure that I have protected my privacy by using a blank wall as my background, that I am appropriately dressed and any parents/carers or other family members in the room do not disrupt the learning taking place;
- I will be responsible for my behaviour when using the internet including my attendance at any online lessons provided via Google Meet. This includes resources I access and the language I use;
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher;
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher;
- I will not record images/footage of other students or staff at school - or during enrichment - unless requested to do so by a member of staff for a project or NEA assignment
- I will ensure that my online activity, both in school and outside school, will not cause the school, staff, students or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts;
- I will respect the privacy and ownership of others' work online at all times. I will respect copyright and intellectual property rights;
- I will not attempt to bypass the internet filtering system;
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers;
- If I bring a mobile phone and/or smartwatch to school, I am aware that I am responsible for it, and that it must be locked in my locker from 08:35am – 3.20pm; smartwatches must only be used for their time function during the school day;
- If my year group is part of the blended learning programme, I will make sure that I follow the blended learning guidance including only using my device when directed to by teachers;
- I will not sign up to online services until I am old enough to do so; I will not access - or upload content to - any social media forum at school (including TikTok, Instagram etc.)
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

## An Introduction to Edulink One [www.edulinkone.com](http://www.edulinkone.com)

### What is Edulink One?

EduLink One provides an integrated portal which enables parents, students and staff to communicate, access all information and all other existing systems used by the STAGS (such as Gateway) in one place.

It is where parents can go to see a range of information for their child. It is also where students themselves can access the same information and link straight to the other systems that we use. It reduces administration and improves engagement and student outcomes.

Parents can also check and update data information as well as completing forms.

All users have access to messaging (via text, email or push notification), attendance, timetables, achievement, behaviour, homework, exams, student reports, medical and contact information. You can also manage and view cashless catering balances and share information with STAGS.

EduLink One is available through a number of platforms and can be accessed on most devices with access to the internet:

Mobile App – Download the Edulink One app for free on both the iOS and Android app stores. Search for “Edulink One” and look for the app which looks like the icon below.

Laptop/ Computer – Edulink One can also be accessed through a web browser. Please [click here](#) to be redirected.

For more information on how Edulink works, please watch this [video](#)

If you have any problems using the app, please email [Edulinkonesupport@stags.herts.sch.uk](mailto:Edulinkonesupport@stags.herts.sch.uk)







## Security

### School Security

The school has in place a security access system. There is no access to the school buildings for visitors except via the Main Reception. All visitors are asked to report to the reception office, and wear a visitor's badge whilst on site. All members of staff must carry identity badges. If students see someone not wearing a badge they are encouraged to report the matter to the nearest responsible adult.

On arrival at school, students should enter the building via Student Reception or the door by Student Support. At the end of the day students will be able to stay at school either for activities which are supervised by staff, use the library until 4.30pm or work in the restaurant. Unless they are under the direct supervision of a member of staff the only parts of the building available to the students will be the library and restaurant.

At 4.30pm staff supervision ceases unless attending a specific club or activity by prior agreement. We must insist that all students are collected from school by this time, and should leave the building via the restaurant.

### School Closure

In the unlikely event that the school has to close due to unforeseen circumstances, bad weather (for example), the following arrangements are put in place:

- A senior member of staff comes to the school to inform any students or parents who arrive at the school
- A message is put on the school answer phone
- A prominent message is put on the school's website and our Twitter and Facebook pages
- Chiltern radio and Three Counties radio are informed and announce the closure at regular intervals.
- All parents will be sent a text or email message from the school provided they have registered on the Schoolcomms system

You will also be notified directly via email and our facebook page will be updated with information.



## Year 7 Riveting Reads

Books suggested by the Library/English Department which Year 7 students may enjoy

<p><b>A Kind of Spark by Elle McNicoll</b> 11-year-old Addie campaigns for a memorial in memory of the witch trials that took place in her Scottish hometown. A wonderful story with a neurodivergent protagonist</p>
<p><b>Apple and Rain by Sarah Crossan</b> Engrossing and uplifting, challenging and charming, Apple and Rain brings fiction and poetry seamlessly together</p>
<p><b>Artemis Fowl by Eoin Colfer</b> In arch criminal Artemis Fowl's first encounter with the Fairy People, you'll learn how he hatched a plot to restore his family's fortune.</p>
<p><b>Ballet Shoes by Noel Streatfeild</b> Pauline, Petrova and Posy are adopted by eccentric fossil collector and explorer Gum (Great Uncle Matthew).</p>
<p><b>The Boy at the Back of the Class by Onjali Rauf</b> When a new boy is introduced at school, no one is exactly sure where he has come from; what is a "refugee kid", anyway, and how can Ahmet be helped to feel that he belongs?</p>
<p><b>The Butterfly Lion by Michael Morpurgo</b> A lyrical and moving tale of a young boy growing up in Africa, and his lifelong friendship with a white lion.</p>
<p><b>Carrie's War by Nina Bawden</b> Set in WW2, Carrie and her little brother are sent to Wales as evacuees</p>
<p><b>Coraline by Neil Gaiman</b> An adventurous 11-year-old girl finds another world that is a strangely idealised version of her frustrating home, but it has sinister secrets.</p>
<p><b>The Goldfish Boy by Lisa Thompson</b> An intriguing, involving mystery about a boy with OCD.</p>
<p><b>Goodnight Mr. Tom by Michelle Magorian</b> Young Willie Beech is evacuated to the country as Britain stands on the brink of World War 2.</p>
<p><b>Hacker by Malorie Blackman</b> When Vicky's father is arrested, accused of stealing over a million pounds from the bank where he works, she is determined to prove his innocence.</p>
<p><b>Harry Potter and the Philosopher's Stone by J.K. Rowling</b> The book that started a phenomenon.</p>
<p><b>High Rise Mystery by Shayna Jackson</b> This fantastic, urban-set mystery is fast-paced, funny and exciting. Nik and Norva are two brilliant new detectives with great senses of humour, and readers will be rooting for them from page one.</p>
<p><b>The House with Chicken Legs by Sophie Anderson</b> Marinka dreams of a normal life, where her house stays somewhere long enough for her to make friends. But her house has chicken legs and moves on without warning!</p>
<p><b>Inkheart by Cornelia Funke</b> Meggie loves books. So does her father, Mo, a bookbinder. They live quietly until the night a stranger knocks at their door.</p>
<p><b>Journey to the River Sea by Eva Ibbotson</b> An Amazon adventure set in the wilderness of Brazil</p>



## The Parent Association (PTA) and School Fund

Dear Parents/Carers

One of the key strengths of our School is the immense support we receive from our parents/carers, who give so generously of their time, energy and commitment. We would not be able to achieve all that we do to help shape the life opportunities of our students without your unwavering support.

The key aim of the PTA is to provide opportunities for the wider STAGS community to socialise as well as provide financial support through fundraising for the school, and most importantly the students.

In recent years they have successfully fundraised to provide:

- £20,700 to lease a new state-of the-art school minibus;
- £22,000 to support smaller projects. Including equipment for the gardening and radio clubs, table tennis tables, electric guitars, football kits, manga books, recycling bins and staff/student wellbeing gardens;
- £25,000 Towards the STAGS Centenary Celebrations which included a new Centenary Garden area;
- £120,000 Refurbishment of both Food Technology Classrooms;
- £100,000 Purpose built Dance Studio;

Our Current Projects are:

- Sails to provide shade in the quad area;
- A media studio with green screen;
- A lighting system for the main hall for performing arts productions;
- To continue to support small projects and clubs.

It has been a tradition at STAGS for parents/carers, who can afford to do so, to contribute monthly to the school through the PTA's School Fund. This is by far the PTA's biggest source of fundraising and no donation is too small. The PTA is a registered charity, so if you are a UK taxpayer, the school can gain additional benefit through the gift aid scheme. This is the most tax efficient way to donate as we receive £1.25 for every £1 you give. To become a regular donor please complete this form [School Fund Donation Form](#). You will then be sent the details you need to setup your Standing Order.

You can also support the STAGS PTA by using the easyfundraising app each time you shop online. This raises funds for the school at no additional cost to you. Easyfundraising has over 4,000 shops and sites which will donate to us at no extra cost to yourself, including lots of big name retailers like John Lewis, Argos, Uswitch, eBay, M&S, Just Eat, Now TV, Domino's Pizza and Audible. All you have to do is sign up to support us using the link below. Then every time you shop online, go through the easyfundraising website or App and we'll receive a % of your spend as a free donation, at no cost to you or us. You can find our easyfundraising page here - [Easy Fundraising Page](#)

The PTA would love to welcome new volunteers. We need new members to attend our monthly open meetings and to help at our events. Thank you very much for your time. We look forward to meeting you at the Year 7 Information Evening in September.

Yours sincerely

Liz Guess

Acting Chair STAGS PTA

## STAGS Swimming Pool Association (SSPA) Information 2023

St Albans Girls' School has its own outdoor heated 23 metre swimming pool. This was financed and built by students' parents in 1960. During out of school hours the STAGS Swimming Pool Association runs a number of sessions for its members. Membership is open to families of current or former students or those associated with the school. There are general family sessions, adults only and length swimming sessions. It is also possible to book the pool for private swimming parties.

**For further information and application details please e-mail [SSPA@live.co.uk](mailto:SSPA@live.co.uk).**

For information on working as a Lifeguard please contact [HR@stags.herts.sch.uk](mailto:HR@stags.herts.sch.uk). All Lifeguards must be at least 16 years old and hold the National Pool Lifeguard Qualification (NPLQ). NPLQ courses are held in various locations and can be found on the website for the Royal Life Saving Society UK: <https://rlss.org.uk/national-pool-lifeguard-qualification>.



### **Membership and General Information:**

Mary Thompson: 01727 762208 [mary2thompson@hotmail.com](mailto:mary2thompson@hotmail.com)

### **General Information:**

Richard Church: (01727) 844357 [richardwchurch@yahoo.fr](mailto:richardwchurch@yahoo.fr)

**Pool Hire for private events and parties:** <https://atlas.schoolhire.co.uk/>

## Year 7 Students First Impressions

"At STAGS we are all a family.  
Don't feel scared, we will help  
one another. STAGS is a unique and  
lovely school"

"I thought my first  
week at STAGS was  
AMAZING"

"My favourite thing is  
all the different  
teachers. I love it here"

"The Student Support Office  
staff are so kind and helpful  
- Mrs Lalor is my favourite!"

"I really like  
form time"



"I'm really learning how  
to speak Spanish!"

"I am so happy that I am  
able to have all these  
facilities at STAGS"

"I felt very  
nervous before I  
started but I have  
settled so well"

"Making new  
friends at STAGS  
has been my  
favourite thing"

"STAGS is such a nice  
environment. The lessons  
are all interesting  
and the food is great!  
Drama is my favourite"





## Transition FAQs

### **Do STAGS split the school into two halves for teaching purposes?**

Students are taught in mixed ability form classes. Where students are split into teaching bands, for maths and science, form classes are split into halves for timetabling purposes.

### **How is the CAT test process managed - does this affect which classes/sets they are placed in?**

CATS scores are used as an indicator of student performance at the time they are taken. They are not used for sets as we do not set at KS3.

### **Do they spend a lot of time with their form or are they separated out?**

Students are with their forms for the majority of their lessons. As they progress through KS3 they will be taught in broadly banded alternative teaching groups for core subjects.

### **What uniform do year 7 wear, winter or summer?**

Students will be expected to wear full school uniform at all times. The jumper is an optional item. In extreme warm weather, we will inform students that they are not required to bring their blazer to school.

### **Which students are able to attend summer school as they are invitation only?**

Students who are invited to summer school have additional needs (SEND), are eligible for Free School Meals, have been recommended by their primary school teachers or parents feel they would benefit from additional time on site before starting in September.

### **How does the school ensure that the children are aware and respectful of different cultures, value systems and faiths?**

Whole school focuses on diversity and celebration of different cultures, lifestyles.

PSHE/REP schemes of learning.

Stags is a multi-faith/ ethnicity school.

Key dates and events are marked and used as an opportunity to raise awareness of different cultures and religions. There are a number of specific extracurricular clubs, celebrating different cultures.

### **Why chromebooks?**

Chromebooks work most effectively with the google platforms used by the school.

### **Should headphones have a cable or be wireless?**

There is no preference, however, students will need to ensure wireless headphones are sufficiently charged.

### **How can we help students to connect prior to attending, especially those travelling from the same areas?**

Transition events have been/are a great opportunity for students and parents to make links.

### **When do students take their CATS tests?**

When they first join us - within the first few weeks.

### **Is there any assistance for year 7 students? Let them ease into joining the school.**

Transition day, summer school, additional visit opportunities.

Whole day induction with their form tutors before other students are in school.

Year 8 Mentors are assigned to each form and will support them when moving around the site.

### **How does the school support the girls with the sudden jump in the number of subjects to deal with?**

They follow the same number of national curriculum subjects as primary schools, just with different teachers.

### **When will students find out which form they will be in?**

Following the Primary School Visits by our Student Support Team parents will receive details of their daughter's form allocations at the end of June.