

WELCOME TO SIXTH FORM



USEFUL INFORMATION FOR PARENTS

Dear Parents and Carers

We are delighted to welcome you to St Albans Girls' School. We are 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 A Level 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 12s achieve their full potential.

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 and follow us on facebook.com/STAGS.official and https://twitter.com/stags_official.

If you have any queries, please email sixthform@stags.herts.sch.uk. These emails will go directly to Ms Taylor, Head of Sixth Form, and you will get a personal response as quickly as possible.

Yours sincerely



Margaret Chapman
Executive Head Teacher



Paul Kershaw
Head of School

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KEY INFORMATION

School Address:	Sandridgebury Lane, St Albans, Herts, AL3 6DB
School Phone No:	01727 853134 Option 7 for Sixth Form
Student Absence:	01727 853134 Option 1
E-mail:	admin@stags.herts.sch.uk
Website:	www.stags.herts.sch.uk
Facebook:	facebook.com/STAGS.official
Twitter :	@stags_official
Instagram:	stalbangirlsschool_stags
Executive Head Teacher:	Mrs M Chapman
Head of School:	Mr P Kershaw
Assistant Head KS5	Ms S Taylor str@stags.herts.sch.uk
Director of Learning for KS5	Mrs E Lambert elt@stags.herts.sch.uk
Director of Learning for KS5	Mr J James jjs@stags.herts.sch.uk
Sixth Form Administrator	Mrs C Harris chs@stags.herts.sch.uk

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 via **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



SCHOOL TERM AND HOLIDAY DATES 2023-2024

Autumn Term 2023 (5 September-21 December)	
Monday 23 October to Friday 27 October	Autumn Half Term
Monday 4 December	Occasional Day (no students in school)
Friday 22 December to Friday 5 January	Christmas Break

Spring Term 2024 (8 January - 28 March)	
Thursday 15 and Friday 16 February	Professional Development Days (no students in school)
Monday 19 February to Friday 23 February	Spring Half Term
Friday 29 March to Friday 12 April	Easter Break

Summer Term 2024 (15 April-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)

SCHOOL MAP



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 Leads at St Albans Girls' School are;

- Miss T Holland (Assistant Headteacher) thd@stags.herts.sch.uk
- Mr D Tansley (Assistant Head Teacher) - dt@stags.herts.sch.uk
- Ms S Taylor (Head of KS5 & Assistant Head Teacher) str@stags.herts.sch.uk

Other designated safeguarding persons:

- Mrs M Chapman (Executive Head Teacher)
- Mr P Kershaw (Head of School)
- Mrs K Lalor (Student Support Lead)
- Ms P Jarvis (Assistant Head Teacher)
- Mrs K Richardson (Student Support)

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.

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 and 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 and 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
- 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 and 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

SCHOOL DAY TIMINGS

08.35-08.50 Registration and Assembly

08.50-08.55 Movement Time

08.55-09.55 Lesson 1

09.55-10.00 Movement Time

10.00-11.00 Lesson 2

11.00-11.20 Break with Learn Ready Bell

11.20-12.20 Lesson 3

12.20-12.25 Movement Time

12.25-13.25 Lesson 4

13.25-14.10 Lunch with Learn Ready Bell

14.10-15.10 Registration & Lesson 5

School closes at 3.10pm.

Sixth Form remains open for students for independent study until 6pm.

ATTENDANCE AND PUNCTUALITY

Attendance is one of the most important lessons your child will take from school. In order for your child to reach their 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.

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 Attendance Officer). If your child is unwell but up and out of bed, we can make changes to help them attend school. *Remember, it is important to be in school whenever possible.*

If your child is going to be absent or late, Please call the school (01727-853134) Option 1, or e-mail absence@stags.herts.sch.uk before 8.35am.

If your child is away from school, we will keep in close contact with you. As a school we actively discourage planned absence during school time. Please organise medical appointments outside of school hours wherever possible. You are reminded that we do not allow families to withdraw their children from school or take their holidays during term time as it is disruptive to the student's education.

MEDICAL APPOINTMENTS

Please let us know of any medical appointments by email to absence@stags.herts.sch.uk or chs@stags.herts.sch.uk.

Sixth Form students are allowed to take 3 days authorised absence to attend University Open Days, however you will find that most Universities hold Open Days on a Saturday. An absence request form must be completed and authorised ahead of any requests. **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 our website.**

SIXTH FORM DRESS CODE

Our Sixth Formers are role models for the whole student community. This dress code indicates the standard of dress expected of Sixth Form students.

All Sixth Form students must wear their ID lanyard when on the school premises at all times

Expectations	Guidance & Restrictions
Dress, skirt or full length trousers	<ul style="list-style-type: none"> • All clothing must be clean and in good repair (not ripped) • Leggings are not permitted • Shorts are not permitted • Denim is not permitted as part of any clothing item • Joggers are not permitted
Top with sleeves	<ul style="list-style-type: none"> • Sleeves may be short or long • Strappy or cropped tops are not permitted • Hooded tops are not permitted • Sweatshirts or t-shirts should not have any obvious branding
Smart shoes, sandals or boots	<ul style="list-style-type: none"> • No backless footwear is allowed due to health and safety • Only all-black or all-white trainers • Crocs are not permitted
Tailored jacket	<ul style="list-style-type: none"> • Optional, not denim

Formal occasions (when Post 16 students represent the school)

Expectations
1. BLACK skirt of reasonable length or BLACK full length smart trousers
2. BLACK or WHITE top with sleeves
3. BLACK shoes, sandals or boots
4. BLACK tailored jacket (optional)

- Hats and outdoor clothing must not be worn in school
- Coats must not be worn in and around the school buildings
- Students who attend school or school functions wearing inappropriate clothing may be sent home to change
- A single discreet nose stud may be worn. Other facial jewellery and visible tattoos are not acceptable. Students' hair colours must be those which are naturally occurring colours (for example no purple, but brown or blonde are acceptable)
- For PE activities, students must bring sports clothing which is not worn in school during the day
- Phones can only be visible within the Sixth Form facilities
- Students are welcome to wear a Hijab, but not a Niqab

COMMUNICATION BETWEEN SCHOOL AND HOME

It is very important to us that we work closely in partnership with parents and 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 or resolution to any problems. We aim to ensure we are always polite and courteous and give parents and 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 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.

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. Please note lessons/meetings will not be interrupted for staff to take calls.

Email

Please use the general admin email 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 Head Teacher

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 home

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. 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 Sixth Form area. You can also access up to date information via Facebook, Instagram and Twitter.

Facebook: facebook.com/STAGS.official

Twitter: @stags_official

LinkedIn: www.linkedin.com/school/st-albans-girls'-school

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

HOME LEARNING

Sixth Form courses impose greater demands than GCSEs and a need for flexible approaches to home learning. Students at Sixth Form will receive their home learning activities through Google Classroom. Students will not have home learning timetables but will be expected to spend an equivalent amount of time on home learning and wider study as they do in the classroom. Students are expected to utilise their free periods and study at home to complete their home learning activities. They are also encouraged to complete substantial wider reading.

MEDICAL

If your child has a serious medical condition, we aim to ensure that they are fully supported. We have a Student Healthcare Officer and experienced qualified First Aiders on site.

If the administration of medication for a serious condition requires managing at school, we will require a completed Individual Healthcare Plan (available on the website) outlining your child's condition, needs, main contacts and emergency procedures.

Emergency medication such as inhalers and epipens are to be carried by students; spares are kept in the Medical Room. Paracetamol is also available from the Student Healthcare Officer.

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.

TRAVEL ARRANGEMENTS

We are conscious that you are currently considering your child's transport arrangements. It is a parents and 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 on 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 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 or www.intalink.org.uk (Tel: 0300 123 4050)

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. For full details please see the website, under the section: Travel and Transport.

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. 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.

Car drivers

Sixth Form students who drive their own car are permitted to park on the tennis courts car parking (situated by the Leadership Centre). It is expected that students should drive and park with consideration to others. We reserve the right to ask students to park elsewhere if they do not drive and park appropriately. We also ask that you register a note of your registration with the Sixth Form Administrator.

SCHOOL GATEWAY

Our online payment service 'School Gateway', means that you will be able to make online payments via the School Gateway smartphone app or website for school meals, school trips and activities. You will also be able to view school meal balances and top them up at any time.

We will notify you by email when new items such as school trips or tickets for events are available for payment on School Gateway. For larger trips, payments can be made as part of an agreed plan in instalments. You will also be able to give online consent, where required, for your child to take part in activities.

School Gateway makes it easier for parents to pay any time 24-7 and assists with our "Cashless School" status.

What you need to do now

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that the school holds on record for you.

Visit the website: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway then the user can choose to use the app or the website

If you are having trouble logging in, it may be because the school either does not have your current email and mobile phone number on record or is still completing the process of adding your child's details to our student database.

If you already have an account with a different school you will need to re-register your School Gateway account with the new school.

1. Sign out of the app on your phone
2. Open your web browser and go to login.schoolgateway.com/0/auth/register
3. Enter your email address and mobile number. These must be the same details that you provided to the new school
4. Tick the box to agree to School Gateway's terms of service
5. Click SEND PIN

You should now receive an email with a new PIN that you can use to sign in.

If you encounter any problems during this process please double check that you are using the same email address and phone number that you provided to the new school. If you still have issues after this, please e-mail gateway@stags.herts.sch.uk. For any IT queries please contact our team at ITsupport@stags.herts.sch.uk.

More Information can be found on the schoolcomms website <http://schoolcomms.com>. Alternatively, you may contact the STAGS Finance team at finance@stags.herts.sch.uk.

An Introduction to Edulink One 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.

Laptop/ Computer – Edulink One can also be accessed through a web browser.

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

16-19 BURSARY FUND 2023-24

The St Albans Girls' School 16-19 Bursary Fund is a scheme designed to help students facing financial hardship to continue in full time education after Year 11.

To qualify students must be aged over 16 and under 19 on the 31st August at the start of the academic year in which they start a programme of academic study. They must also be on a full time programme of study.

Payment where applicable will be made by BACS into a student's bank account each month. If a student does not have a bank account, they will need to open one in order to receive their bursary payment. Payments are dependent on student attendance, conduct and application to their studies.

The scheme comprises of 2 parts:

HIGH PRIORITY BURSARY

This bursary is up to £1,200 a year and is paid monthly to those most in need of financial support. It will be awarded to:

- Young people aged 16 and 17 in care.
- Care leavers aged 16, 17 and 18.
- Young people aged 16, 17 and 18 who are in receipt of income support or Universal credit because they are financially supporting themselves and anyone who is dependent on them and living with them, such as a child or a partner (for example, young people who are living independently of their parents; those whose parents have died and teenage parents).
- Disabled young people in receipt of both Disability Living Allowance and Employment Support Allowance

DISCRETIONARY BURSARY

This bursary is available for students in need of financial support with specific costs to enable them to stay in education and complete their courses e.g. transport, equipment, fieldwork costs, protective clothing.

The bursary is split into two bands dependent on household income. Eligibility is verified by Tax credit awards or a P60:

BAND 1

Annual Household income of £16,000 or less.

Students will receive:

- A daily allowance towards their lunch
- Reimbursement of the cost of a Herts Saver Card, to enable them to receive discounted bus travel to and from school
- Payment for essential educational visits during the academic year
- Reimbursement of the cost of travel to up to 3 University Open Days or Post 18 Job/Apprenticeship interviews. (Upon production of travel receipts)
-
- Students will also receive a weekly payment subject to attendance, conduct and attitude to learning.

BAND 2

Annual Household income of £16,000-£24,000

Students will receive:

- Partial Reimbursement of the cost of a Herts Saver Card, to enable them to receive discounted bus travel to and from school
- Partial Payment for essential educational visits during the academic year
- Partial Reimbursement of the cost of travel to up to 3 University Open Days or Post 18 Job/Apprenticeship interviews. (Upon production of travel receipts)
- Students will also receive a weekly payment subject to attendance, conduct and attitude to learning.
- Students receiving any of the above bursaries will also be able to claim for additional assistance if they are taking part in certain courses with high expenditure such as Art, Food Technology, and Geography.

Additional Help

Under **exceptional** circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for).

Applications for additional help will be considered on an individual basis and are dependent upon available funds. Please contact Ms Taylor for more details.

To apply for bursary, please complete the application form on Google Classroom, and return to Ms Taylor by Friday 29th September 2023.

Applications submitted after this date will be considered in light of available funds.

ENRICHMENT OPPORTUNITIES

What are enrichment opportunities?

Enrichment opportunities are those that take your regular curriculum further. They take the subjects you study in the classroom *beyond* that which your teacher has taught you or what you've done for homework. For example, you may go into more depth on something you learnt in the classroom, or study a new topic altogether. Examples of these activities are; additional reading, attending lectures, visiting museums, entering academic competitions, enrolling in an online course.

Why are they so important?

Enrichment opportunities enhance a student's chance of acceptance onto a competitive degree course and/or employment. What you choose to do will build you a strong individual profile to impress Higher Education establishments and employers. These activities will develop a variety of skills and qualities that will benefit you in the future.

Enrichment opportunities will also help you explore what you would like to study and will bridge the gap between school and university level studying.

Very importantly, you may find a new lifelong interest and you can take the opportunity to challenge yourself.

Games

Sport and physical activity continues in the Sixth form as part of our dedication to encourage healthy active lifestyles. All students will be timetabled with one **Games** lesson every week. With an extensive range of onsite facilities students will be able to choose from a variety of activities which may include badminton, basketball, fitness and dance.

Enrichment Opportunities for 2023/24

Arts Award	Digital Skills	Language Leaders Award
Biology & Forensic Science	EPQ	Level 2 Community Sports Leadership Programme
Core Maths	Financial Services	Sixth Formers into Teaching Programme
Debating	Food Skills	Young Enterprise

REWARDS

We expect the highest level of behaviour, achievement and hard work from our students. Good behaviour will be:

Discussed regularly with your child and their tutor group and made clear in the Code of Conduct, which is displayed in all classrooms.

- Reported on to parents and carers.
- Acknowledged wherever possible and rewarded.

At St Albans Girls' School, we know that students will achieve more when we focus on their successes. The aim of the school's policy on rewards and praise is:

- To raise student self-esteem.
- To inform parents and carers about the positive achievement of students.
- To create and maintain a whole-school culture of achievement.

St Albans Girls' School uses many forms of rewards and praise for good attendance, behaviour and work, including:

- Verbal praise inside and outside the classroom
- Positive comments on written work
- Displays of students' work
- Inclusion of work or achievements in STAGSLINK
- Letters/postcards to parents/carers
- Referral to Curriculum Leaders, Form Tutors, Directors of Learning, Head of School
- Departmental Certificates
- Annual Certificates of Excellence, merit and progress
- Termly and Annual punctuality/attendance certificates
- Achievement Assemblies
- Head of School Awards
- Student of the Month Award

GENERAL INFORMATION

Restaurant and Sixth Form Coffee Shop

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. Please see the website for more information. There are also a variety of salads and sandwiches on sale each day and Sixth Form students have the use of the Sixth Form coffee shop.

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. Please contact the Catering Manager regarding any special dietary requirements.

Sixth Form students are allowed to leave school at lunchtime on the consideration that they return punctually in time for the afternoon lessons at 2.10pm.

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.

Sixth form students will be issued with a lanyard which they scan as they enter and exit the building. Unless students are under the direct supervision of a member of staff, the only parts of the building available to students after school will be; the Sixth Form area, the library, restaurant and the canopies.

Library Resource Centre

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. It is generously stocked with books, magazines, newspapers and DVDs. The issue system and catalogue are computerised and access to the internet is available on the library's laptops and chromebooks.

Students are warmly encouraged 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. In order to make sure books are returned on time and thus available to other members of the school, a fines system operates. For each day that a book is overdue, the student is charged 5p. Students are informed about their overdue books on a weekly basis and a letter is sent to parents, once a book has become long overdue. If a book is long overdue, consequences are given in line with the School's Behaviour Policy. 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

School Closure

The Head of School, Operations Manager and Site Team assess the situation in terms of health and safety. We also consult with other local schools. If conditions pose a significant risk, the school will close. There is a robust system for notifying families which includes:

News of any school closure or part school closure will be made available to parents via the school website, our school comms communication system and our social media pages.

If a substantial amount of snow falls during the day senior staff may decide that the school day should be shortened so that staff and students can leave the site in order to get home in the daylight. School day times may alter, eg. open later, have a shortened lunch and leave earlier.

When we remain open, risk assessments will be undertaken to ensure the health and safety of staff, students and all site users. Our premises staff have formulated an action plan which includes clearing and gritting paths and walkways.

There are a number of options which may be adopted, in the case of severe weather, to ensure continuity in teaching and learning for example:

- Certain classes may be asked to stay at home in a specific Key Stage
- The school is closed and all students will be given work using ICT, the work will be sent to staff for marking.
- School is open but there is a reduced number of staff. Classes may be reorganised with priority being given to exam classes.
- For students not on site e-learning may be used. In advance departments will prepare work which can be delivered virtually.

The decision to close the school is complicated and not taken lightly; the information outlined here shows some of the strategies which will be used in the event of heavy snow.

STAGS PTA AND SCHOOL FUND

Welcome to all STAGS Parents and Carers!

As a parent/carer of a student at STAGS, you are automatically a member of the Friends of St Albans Girls School, (or STAGS PTA for short)

Our Current Projects are:

- Creating a multi-use classroom to support the increased uptake of D&T subjects at GCSE and beyond
- Library refurbishments
- New sound and lighting systems in the School Hall
- Small projects fund

Previously, through our fundraising efforts and the generous support of the STAGS parent community, the PTA has been able to donate:

- A new state-of-the-art school minibus;
- £25,000 towards the Centenary celebrations, which includes a new Centenary Garden Area and Outdoor Classroom;
- Full refurbishment of two Food Technology Classrooms (the PTA donated £90,000 to cover the cost of this work);
- A multipurpose Dance Studio (the PTA donated £110,000 to cover the cost of this multi-purpose facility);
- An extension to the canopy area to allow for additional seating during break and lunchtimes;
- New sound loop in the hall;
- A small tractor to enable the Site Staff to make the school playground and entrances safe during the winter months;
- Sewing machines for the textiles department;
- Recycling bins which were requested by the students;
- Funds to refurbish the school library;
- Funds to upgrade the Sixth Form facilities;
- Develop a sensory garden and seating area for students to enjoy outside of lessons;
- As well as many smaller items requested by the academic departments.

For more information on the PTA including how to join, School Fund Contributions and Easyfundraising, please see our website.

SIXTH FORM ESSENTIAL FORMS

Please ensure the essential forms are completed via the Google Form shared by Ms Taylor:

If for any reason you have not yet received these forms, please advise by email at

sixthform@stags.herts.sch.uk

- Online Safety Agreement
- Image consent 'Photography Policy'
- Notification of intent to process Students Biometric Information (cashless catering system)

Appendix 1 Online Safety Policy - Acceptable Use Agreement:

Students: I will only use ICT systems in school, including the internet, e-mail, digital video, chrome books and mobile technologies for school purposes. I will not download or install software on school technologies. I will only log on to the school network, other systems and resources with my provided personal username and password. 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. I will make sure that all ICT communications with students, teachers or others are responsible and sensible. 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 lesson 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 am aware that when I take images of students and/ or staff, that I must only store and use these for school purposes in line with school policy and must never distribute these outside the school network without the permission of all parties involved, including in school breaks and all occasions when you are in school uniform or when otherwise representing the school. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts. I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community. I will respect the privacy and ownership of others' work on-line 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. I will not bring a smartwatch to school because I am not permitted to wear one during the day. If I bring a mobile phone to school, I am aware that I am responsible for it. I will not sign up to online services until I am old enough to do so. 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.

Student Signature.....

Form.....Date

Parent/ Carer Signature Form

Date

Appendix 2 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 they cease to use the biometric system, their 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 'Sixth Form Essential Information Google Form'.

Appendix 3 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 personnel 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

STAGS SIXTH

STAGS SIXTH

Executive Head Teacher: **Mrs M Chapman**

Head of School: **Mr P Kershaw**

Assistant Head Teacher Sixth Form: **Ms S Taylor**

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