



# Welcome!

**This booklet is designed to complement the school prospectus and is a summary of the main items of day-to-day procedure and information that parents and pupils need to keep at hand.**

**It will be particularly valuable when a pupil first joins the school but we would encourage parents to keep the booklet safely. We trust that your daughter or son will settle quickly at Beaumont and we look forward to working with you in the coming years.**

**Elizabeth Hitch  
Headteacher**

**Website: [www.beaumontschool.com](http://www.beaumontschool.com)**

**E-mail: [admin@beaumont.herts.sch.uk](mailto:admin@beaumont.herts.sch.uk)**

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## **THE SCHOOL YEAR**

A list of term and holiday dates is given to your son/daughter in July, to cover the following academic year. Dates are also available on the website.

### **School Term and Holiday Dates**

#### **Autumn Term 2011**

Wednesday 7 September	-	Friday 21 October
Monday 31 October	-	Friday 16 December
<i>INSET Days</i>	-	<i>Friday 2 and Monday 5 September</i>
<i>Occasional Day</i>	-	<i>Friday 25 November</i>

#### **Half Term**

Monday 24 October	-	Friday 28 October
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#### **Spring Term 2012**

Tuesday 3 January	-	Wednesday 8 February
Monday 20 February	-	Friday 30 March
<i>INSET Days</i>	-	<i>Thursday 9 and Friday 10 February</i>

#### **Half Term**

Monday 13 February	-	Friday 17 February
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#### **Summer Term 2012**

Tuesday 17 April	-	Friday 1 June
Monday 11 June	-	Friday 20 July
May Day Bank Holiday:	-	Monday 7 May
<i>INSET Day</i>	-	<i>Monday 16 April</i>

#### **Half Term**

Monday 4 June	-	Friday 8 June
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A calendar of the year's main events is given to your son/daughter in September. A Beaumont Life newsletter to parents is published regularly with accounts of school activities and forthcoming events.

Throughout the year, details are given to your son/daughter to bring home to you about individual events and activities organised by the school and the Beaumont School Association (BSA), our Parent Teacher Association, as well as matters of general concern.

## **REPORTS AND CONSULTATION EVENINGS**

Early in the Autumn Term there is an informal gathering of Year 7 families with some members of staff which is arranged by the Beaumont School Association. A full consultation evening is held later in the year when you can make appointments to see individual subject teachers. In the Summer Term you will receive a full report detailing your child's progress and achievements in all subjects. In the Autumn and Spring Terms you will receive an Interim Report detailing key aspects of your child's ongoing progress through the year, as well as a record of lateness, authorised and unauthorised absence. You are asked to return a slip confirming receipt of these reports, and adding any comments you may wish to make. (All dates for the above to be advised.)

## **THE SCHOOL WEEK**

### **TUTORIALS**

Each morning begins with a 10 minute Tutor Period during which pupil notices are given out alongside other elements of pastoral administration. On Thursdays, this is extended to include Period 1 (Tutor Period), during which assemblies and other activities such as peer mentoring take place.

### **THE SCHOOL DAY**

<b>8.30 - 8.40</b>	Tutor Time
<b>8.40 - 9.25</b>	Period 1
<b>9.25 - 10.10</b>	Period 2
<b>10.10 - 10.55</b>	Period 3
<b>10.55 - 11.20</b>	BREAK
<b>11.20 - 12.05</b>	Period 4
<b>12.05 - 12.50</b>	Period 5
<b>12.50 - 1.50</b>	LUNCH
<b>1.50 - 2.40</b>	Period 6
<b>2.40 - 3.25</b>	Period 7*

### **THE SCHOOL BELLS**

<b>8.25</b>	<b>5 minute warning for start of tutor time</b>
<b>8.38</b>	<b>End of tutor time &amp; 2 min. warning for start of Period 1</b>
<b>9.25</b>	<b>End of Period 1</b>
<b>10.10</b>	<b>End of Period 2</b>
<b>10.55</b>	<b>End of Period 3</b>
<b>11.15</b>	<b>5 minute warning for end of break</b>
<b>12.05</b>	<b>End of Period 4</b>
<b>12.50</b>	<b>End of Period 5</b>
<b>1.45</b>	<b>5 minute warning for end of lunch break</b>
<b>2.40</b>	<b>End of Period 6</b>
<b>3.25</b>	<b>End of school day (except on Friday – 2.40 pm finish)</b>

### **NOTE: NO PERIOD 7 ON FRIDAYS**

**\*School finishes at 2.40 pm on Fridays only. The library will be open until 3.30pm**

Pupils will be recorded as late if they arrive to Tutor Period after 8.30 am or to Period 6 after 1.50 pm. If you are late in the morning you receive an automatic detention that day at break time. Lateness in the afternoon is punished by the department you are late for.

### **BELLS**

There are several bells during the school day (see the table above).

### **SCHOOL BUILDINGS**

Students are not allowed in the school buildings before 8.15 am or until the Caretaker allows them inside (unless they have specific permission). The reception entrance is open at 8am for breakfast service in the dining hall.

All pupils should leave the school at the end of the school day unless they are involved in an activity after school, when they should take all they need with them, so there is no need to re-enter the school classrooms etc., after the activity has finished.

There is a one-way system on the main block staircases at the peak movement times immediately before and after every lesson. At other times, temporary movement restrictions are needed (for example during examination times) and pupils must watch out for notice boards.

## **FIRE PRECAUTIONS**

Any sign of fire must be reported at once to the nearest teacher.

The fire alarm is a **CONTINUOUS** ringing of the school bell.

During lesson time, teachers will instruct you to leave all bags and equipment, shut doors and windows, and walk in an orderly fashion in silence to the nearest assembly position. There are signs in each room telling you where to assemble. Pupils will be advised of these at the start of the year.

In the corridors there are fire doors (marked as such); these are to prevent smoke blocking the means of escape, and to slow down the speed of the fire spreading. They should be kept shut when not in immediate use.

Fire drills take place regularly during the year.

## **CONTACTING THE SCHOOL**

### **By Telephone:**

For all enquires telephone **01727 854726**. The switchboard is staffed from 8.20am to 4.15pm on Monday – Thursday and to 3.00pm on Friday. For brief and urgent matters at other times there is an ‘answer-phone’ service.

To report an absence telephone **01727 732987**, this is a 24 hour dedicated phone line.

### **Visit:**

Please follow the signs to Reception, which is inside the Main Entrance (opposite the Assembly Hall).

### **Health:**

If you intend asking for your son or daughter to be withdrawn from any school activity for health reasons, please send a letter to the Form Tutor and the subject teacher concerned.

If you wish to discuss any ongoing health matters, please telephone the school Pastoral Assistant, Mrs Rickman. She also arranges medical check-ups by the school doctor, to which you are invited, and oversees the various eye tests, inoculations etc., which take place at the school.

For any minor health concerns that arise please contact Mrs Robinson, Student Services Administrator.

### **Personal Matters:**

In the first instance, contact the Form Tutor by letter or by telephone and leave a message with a number where they can reach you when they are not teaching; an appointment can also be made, if necessary. If the matter involves immediate or confidential information, please ask to speak to the Head of Year 7, Mr Taylor, or (if he is not available), Mrs Powdrell, Assistant Headteacher. Only in exceptional circumstances should you need to speak to the Headteacher, Mrs Hitch.

Issues of a sensitive or controversial nature arise in all subjects. Parent(s)/carer(s) are requested to inform the school in confidence if they anticipate that an aspect of the school’s curriculum might cause a particular difficulty for an individual pupil. In most cases, contact with the class teacher or form tutor will be more than adequate, but Mr Cross or another member of senior staff should be

contacted if the information is especially sensitive or difficult. Pupils are also encouraged to inform the school if they are aware of aspects of the school's curriculum which might cause them distress.

Information about the content of the curriculum is published in the options and course information booklets.

### **School Work Issues:**

If one subject is involved, contact the Head of Department. If there are several subjects causing concern, please contact the Form Tutor.

### **CONTACT LIST – AT A GLANCE**

Please note that it will be necessary to book an appointment to see a member of staff to ensure that they are available to meet you. The Headteacher and any senior member of staff will take calls of a particularly sensitive and/or confidential nature.

<b>Matters relating to .....</b>	<b>Whom to contact</b>
<b>Subject concerns:</b>	
Day to day issues, homework	Class Tutor
Delivery / content of subject	Head of Department
Set changes	Head of Department
<b>Pastoral concerns</b>	Form Tutor, Head of Year
<b>Health Issues</b>	Form Tutor and Head of Year
<b>Leave of absence</b>	Mr C Cross, Assistant Headteacher
<b>Music Tuition (and Payment)</b>	Head of Music (and Finance Office)
<b>Trips and Visits insurance</b>	Finance Office

## **THE BEAUMONT HOUSE SYSTEM**

At the start of Year 7 each pupil will be placed into a Beaumont House according to form group.

L – Luther-King  
E – Elgar  
A – Austen  
R – Redgrave  
N – Newton  
S – Seacole

The aim of the Beaumont House system is to have some extra school “fun” and encourage pupils across all ages to work together. Throughout the year pupils will compete in a variety of events involving sports, drama, music etc. Houses will be awarded with points for their efforts and the House with the most points at the end of the year will be awarded with a trophy, individuals will be invited to a prize winning activity.

## **CREDITS**

Credit stickers are given to encourage pupils in as many areas of school life as possible.

### **Process:**

- a) The subject teacher notes the awarding of a credit on the piece of work, stating the reason;
- b) The subject teacher sticks a credit sticker on the credits page in the planner;
- c) The form tutor acknowledges the credit when checking the planner, and keeps a cumulative record of credits given to form members;
- d) The pupil totals the credits and informs the form tutor when they have reached a significant number;
- e) The form tutor prepares the certificate and hands it out in form time (for 10 credits) or passes it to the Head of Year for the higher awards (see below).

### **Significant numbers**

Year 7 10 credits

awarded by the Form Tutor

25 credits  
50 credits  
75 credits  
100 credits  
150 credits  
200 credits  
250 credits

awarded by the Head of Year  
in Assembly.

## **TRIPS AND VISITS**

Beaumont offers a wide range of trips and visits many of which are part of our Curriculum Enrichment Programme. These range from local trips for fieldwork to residential overseas trips which may take place either in term-time or in the holidays. In year 7, for example students will have the opportunity to take part in a local trip for Geography fieldwork, to go to the theatre with the English department, to visit the Tower of London for the day with the History department and to visit either France or Germany for 5 days in July during curriculum enrichment week.

The school is unable to fully fund these activities and we are reliant on the continued financial support of parents for the programme to take place. None of the activities are profit-making and we try to keep costs as low as possible. We have no wish to cause financial embarrassment to any individual family and any parent who wishes to discuss this aspect of any activity is invited to make discreet contact with the trip organiser or finance department.

## **CYCLES**

All cycles brought to school must be roadworthy. Cycles may be left in the cycle racks and should be locked securely. Parents must make sure that pupils wear a helmet. It is recommended that pupils should have passed their Cycling Proficiency Test.

## **ATTENDANCE & PUNCTUALITY**

### **Attendance:**

The school is keen to work in close partnership with parents to ensure that all pupils attend school regularly and punctually, and any attendance problems are quickly resolved.

Parents have a vital role in building up good attendance attitudes. Children should not be allowed to stay at home, for instance, when there is only a slight sickness, and medical and other appointments should wherever possible be outside school hours. Schools are obliged to record the absence of pupils of compulsory school age either as authorised or unauthorised, that decision being made by the school, depending on whether an acceptable reason has been given. The full policy on leave of absence requests is on page 24.

### **Punctuality:**

Lateness in the morning results in a break time detention on that day, lateness in the afternoon by the subject staff you are late for. Persistent lateness will be followed by action either through the Form Teacher, Head of Year or in exceptional cases, the Attendance Improvement Officer.

### **Absence:**

All absences must be reported by 9.30 am on the first and any subsequent days on the school's 24 hour dedicated phone line for absences:

**01727 732987**

As part of our First Day Response, if we have not heard from you regarding your son's/daughter's absence, our Assistant Attendance Administrator will contact you to obtain a reason for the absence.

### **SIGNING IN:**

All students who arrive to school after Tutor Time must report to Mrs Robinson, Student Services in Reception, where they will be asked to register in the signing in book and produce their planner. This will be stamped with the reason why they are "late" to school i.e. medical appointment etc. This is then shown by the pupil to the member of staff on arrival to their lesson.

### **SIGNING OUT**

All students who need to leave the premises must have permission from one of the senior staff, or their Head of Year, unless attending a medical or dental appointment, in which case the appropriate card or letter from the parent must be shown to Student Services. All pupils leaving the premises for any reason must also report to Student Services and sign out when leaving and sign in when returning.

Students being sent out of school by members of staff to collect kit, books, cookery ingredients etc., must take a permission form signed by that member of staff to either one of the senior staff, or the Head of Year.

## **MEALS IN SCHOOL**

In order to operate the lunch hour effectively, all students are asked to state their lunch arrangements i.e. will they be eating at school or going home.

No student below Year 11 is allowed to leave the school site without the permission of one of the senior staff or their Head of Year.

## **SCHOOL MEALS**

We operate a cashless catering service. Parents will pay in advance for pupils' school meals, crediting the pupils' account with the amount paid in. Individual pupils are identified at the till by an automated biometric system, with the cost of their meal being deducted from the credit, paid by the parent. The biometric system we are using is based on fingerprint recognition technology which stores numerical values derived from fingerprints and **not the actual image of a fingerprint**. Once the fingerprint is taken and converted into a numerical value it is this number which identifies the child. The school does not keep an image of the fingerprint and the numerical value cannot recreate an image of the fingerprint. This data as with all data handled in the school will be subject to the Data Protection Act 1998. If you do not wish your child to be included in the biometric recognition system then please write in to the school and we will arrange for your child to apply for a smartcard (loss or damage of a smartcard will cost £5 to replace).

Money can be paid into the system by three methods:

**Payment by card using the School's Internet Payment System:** The internet payment system is available on the school website and allows parents to pay money into the pupil's catering account using a credit or debit card. There is a minimum top-up value of £15.00. There is a separate letter in the pack which provides access details for this system.

**Payment by cheque.** The cheque should be made out to 'Cucina' and placed in the Post Box provided at the top of the ramp in the Dining Hall. Please write the full name of the pupil and the form on the back of the cheque and place in an envelope.

**Payment by cash.** The Revaluation Station, at the entrance to the Dining Hall accepts cash, both notes and coins. This works as follows:

- Firstly the pupil places their finger on the scanner mounted on the Revaluation Station to enter the system which will display the pupil's name and current balance held within the system.
- Secondly, cash is inserted into the slot. Each incremental cash balance will show on the display. The pupil then presses the red button to tell the system that the transaction is completed.

Any amount of money can be paid into the pupil's account. Money spent on food will be taken out of the system and the pupil can always check the balance by using the revaluation station or at the till, to see how much is left. **No cash can be accepted at the 'Till Point'.**

The school is also able to provide parents with a report detailing each item of food served, each credit made to the system, for any time period, and show a current balance. If parents wish, we can programme a daily 'spend limit' into the system. This can be increased or decreased for an individual pupil by making a written request to the school.

There are "early dinner passes" available from teachers who have arranged lunch time activities. Each pass should have the date, teacher's signature, the pupil's name, and the activity written on it. Alternatively, the pupil's planner can be signed by that teacher.

A rota system for year groups operates. Pupils with early passes and sixth formers are given priority. It is the pupil's responsibility to obtain an early lunch pass if required. Pupils should queue in rota order in single file.

For safety reasons, pupils may not lift and move chairs above head height.

## **PACKED LUNCHES**

It is likely that many pupils will want to eat outside, especially in spring and summer. This is allowed but this privilege will be withdrawn if pupils do not use the litter bins for their rubbish.

## **BREAKTIME**

Pupils may eat their own food outside.

Pupils may buy food from the breaktime snack service and eat it in the Dining Hall or outside in the quadrangle.

Removal of food from the Dining Hall is not allowed (even for sixth formers) unless it is in an unopened sealed package or container.

The breaktime service will be withdrawn temporarily, for a period determined by the Headteacher, if pupils do not clear up properly at the end of break.

Eating elsewhere in the building at break (i.e. classrooms and corridors) is not allowed unless there is a member of staff actually with you and taking responsibility for you.

## **CHEWING GUM**

Chewing gum is strictly forbidden at all times and punishments are set if this rule is broken.

## **FREE SCHOOL MEALS**

Parents in receipt of Income Support or Income-based Job Seeker's Allowance, from the Department of Health and Social Security are entitled to free school meals for their children at school. Free School Meal registration will entitle you to subsidies for certain trips and visits. This may also entitle you to free music lessons as well. The responsibility for both application and renewal rests with the parents. Renewal application is needed well in advance of the date of expiry and well in advance of transfer to Beaumont. To request further information call **0300 123 4048** or alternatively apply on line at [www.hertsdirect.org](http://www.hertsdirect.org) and click on the link '**Schools and Learning**' and then click on 'Help with the cost of education'. In all cases proof of benefit is required.

# HOMework



## PUPIL INFORMATION SHEET

### What is “homework”?:

“Homework” is any work or activity which you are asked to do outside lesson time, either on your own or with your parents/carers.

### Why do you get homework?:

The main reasons are:

- you learn how to plan and organise your work;
- it helps you learn how to work on your own, and to think and try things out for yourself;
- it helps you learn how to use time effectively and to meet deadlines;
- it gives you the chance to practise what you have done in class, or to do some background work that will help you understand what’s coming next;
- it encourages you to use resources that can be found outside school;
- it involves people outside school in your work: parents and others can work with the school and help you make progress in your learning;

.... and you will learn more.

Homework is set in line with the published homework timetable. If you have not been set homework for some reason (e.g. the teacher was away), this does not mean that there is no work to do. You must take responsibility for your own learning and progress by spending time doing one of the activities suggested for that subject in the Course Information booklet that you received at the beginning of the year.

Here are some ideas to help you do your homework successfully:

#### □ **Before you do your homework:**

- Make sure you know what you are meant to be doing and why you are doing it.
- Write down the details clearly in your planner.
- If you think you are going to struggle to do the work set, talk to your teacher about it or ask for help at Homework Club.
- If you have a number of things to do, ask yourself which it is important to do first, second and so on, and plan your time carefully.
- Choose a suitable time and, if possible, make sure you have all the books and equipment you need when you sit down to work.
- Try to work somewhere where you will not be disturbed or distracted.

❑ **While doing your homework:**

- If your work is taking a long time, give yourself a short break, and go back to it with a fresh mind.
- If it is taking much longer than was intended, stop at a suitable point and get your parent/carer to write a short note in your planner explaining why you could not complete the work.
- Take pride in all your work! Don't just do the bare minimum in the shortest possible time!

❑ **After doing your homework:**

- Check it!
- Hand it in on time!

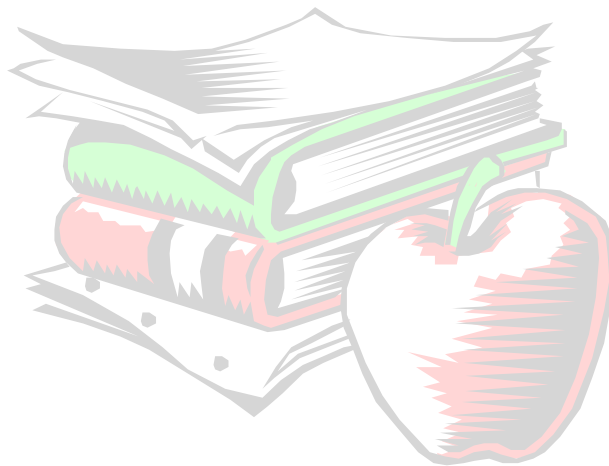
❑ **Every day:**

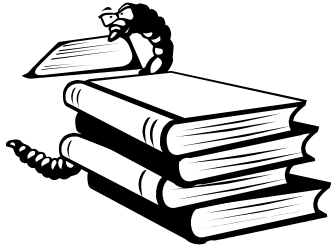
- Check the exercise books you've used during the day, stick in loose sheets and finish off any underlining, dates, titles etc. whilst the lessons are fresh in your mind.

❑ **Every weekend:**

- Check your planner. Make a list of any things you need to bring for each day during the coming week (e.g. work to hand in, PE kit, musical instruments, ingredients, library books).

-ooOoo-





## THE SCHOOL LIBRARY

### Notes for Pupils

The School library contains many books and a wealth of information to help you with your work. The library is always staffed and people are available to help you find what you need.

In the School Library you will find:

- Books: fiction and non-fiction
- Newspapers and magazines
- Project files
- Encyclopaedias
- A photocopier (a small charge is made)
- Internet access
- Story CDs
- DVDs

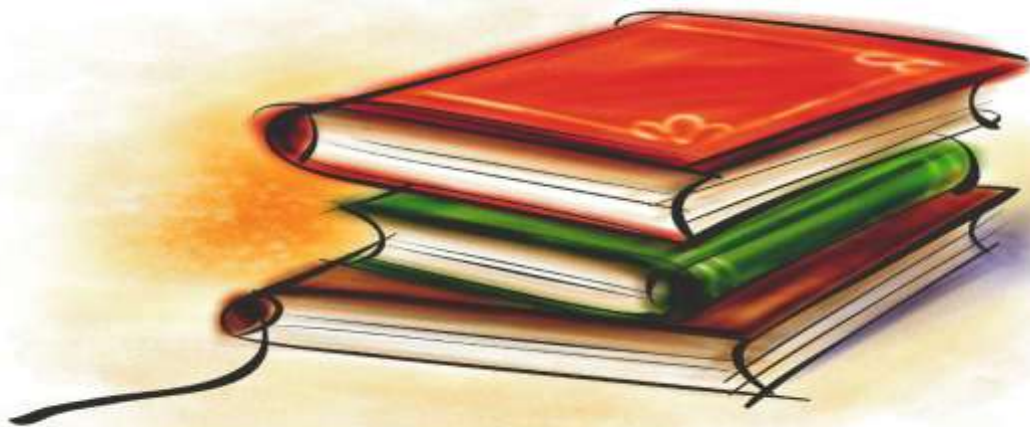
You will not find:

- Noise during lesson time
- Food and drink

Everyone is a member and you will be given a card when you join the school for you to use. We ask you to be considerate, and to return your books in good condition and on time so that others can use them.

**The Library is normally open from 8.30 a.m. to 4.00 p.m. Monday - Thursday and to 3.30 p.m. on Friday. Why not come in and do your homework? Occasionally it is closed for special events such as Author visits, Book Fairs etc.**

It's a great place for borrowing books, quiet reading, project research and studying - try it!



## **HOME-SCHOOL AGREEMENT**

All pupils joining Beaumont and their parents/carers are asked to sign a Home School Agreement (enclosed with your package of information) which sets out the details of our partnership. It is a self-explanatory document and a copy is kept by each family and the school.

## **BEHAVIOUR**

The governors have drawn up a behaviour policy in consultation with parents, staff and pupils. Parents are asked actively to support the school in its implementation.

All our rules are concerned with the well-being of everyone at Beaumont. We expect our students to know and to respect the following:

1. The conduct of students both **inside and outside** the school should never discredit the school or themselves.
2. Attendance and punctuality is important.
3. School uniform must be worn correctly by all students until the end of Year 11. Staff may remove jewellery from students, place it in a sealed envelope with the child's name and form and hand it to the Headteacher. No responsibility is accepted for jewellery brought into school.
4. No money or valuable items should be left in classrooms or lockers. No responsibility is accepted by the school for the loss of any item so left.

## **CODE OF CONDUCT**

### **Behaviour at Beaumont School:**

Beaumont is a friendly, creative and purposeful community whose members are entitled to feel valued. Courtesy and mutual respect is expected of everyone.

We should always make the most of our opportunities, and show respect for other people, and our environment.

### **A General Rule**

It is recognised that it is difficult to formulate a simple rule which adequately describes the behaviour that is expected. The home-school agreement is the best summary of our expectations; therefore the best general rule is that:

**Pupils are expected to behave at all times in a manner that is compatible with their signed undertaking on the home-school agreement.**

	As a Beaumont <b>pupil</b> I will undertake to
<b>Learning</b>	Take responsibility for my own learning by: <ul style="list-style-type: none"> <li>• always working hard in all subjects to achieve my best</li> <li>• bringing all the required equipment to lessons</li> <li>• ensuring all my books and my Planner are presentable</li> <li>• aiming to take part in extra -curricular activities to broaden my learning</li> </ul>
<b>Homework &amp; Assessment</b>	<ul style="list-style-type: none"> <li>• Do my homework to the best of my ability and meet all deadlines</li> <li>• Write all homework and essential information in my Planner as instructed</li> </ul>
<b>Behaviour</b>	<ul style="list-style-type: none"> <li>• Follow the Behaviour for Learning statements at all times in and around school (see back page)</li> <li>• Respect all members of the school community, irrespective of their gender, sexuality, ethnic origin, religion or ability</li> <li>• Keep the school environment clean and clear of litter to ensure a positive, calm and safe atmosphere; ensuring my safety and the safety of others</li> <li>• Treat all members of the community with courtesy and consideration and follow the ICT code of conduct</li> </ul>
<b>Uniform, Punctuality &amp; Attendance</b>	<ul style="list-style-type: none"> <li>• Wear my uniform correctly at all times, including to and from school and ensure that my appearance is appropriate for school</li> <li>• Be on time to school and lessons</li> <li>• Aim for 100% attendance</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Take home and deliver all letters and ensure that all replies are returned promptly</li> <li>• Support the work of the Student Voice Committees and use them to contribute my views and ideas</li> <li>• Have the confidence to seek help if I have a problem</li> </ul>

### **DAMAGE TO PROPERTY**

Any breakage or damage must be reported at once by those involved to the Caretaker, and then to the Head of Year (who will assess any payment needed). Students are expected to pay the cost of repair when the damage has been caused by careless or deliberate behaviour.

### **DETENTIONS**

If a student is to be detained after school for more than fifteen minutes, it is always after 24 hours' notice, so that parents know that their child will be late home. The pupil will be given a detention form, which gives the reason for the detention, as well as its date. The form must be returned, with the parents' signature, to the teacher the next day to confirm the notification.

## SCHOOL UNIFORM 2011/2012

It is important to provide full school uniform for your child and even minor, unnecessary variation from it is not acceptable. If you have any queries about the requirements, please visit [www.beaumontschool.com](http://www.beaumontschool.com) or contact the school for clarification. All school trips also require full uniform, unless it is explicitly stated otherwise.

Second-hand uniform and P.E. kit is usually available, at very modest prices. If you contact the reception staff, they will put you in touch with the parents who organise this.

### BOYS – UNIFORM LIST

#### Years 7-10

##### **Compulsory:**

Trousers	Black, traditional school trousers with plain or pleated front <i>Shorts are not acceptable</i> <i>Black cord trousers or black jeans are not acceptable</i>
Socks	Black, plain
Shirt	White, of plain style with standard collar, without an advertising logo <i>Either long or short sleeves are acceptable. No visible coloured or white T-shirts underneath</i>
Tie	Beaumont School tie (maroon with gold stripes) <i>The Year 11 tie is different from the Year 7-10 tie</i>
Blazer	Black with the Beaumont School badge <i>The Year 11 badge is different from the Year 7-10 badge</i>
Shoes	Black, of plain style; any laces should be black <i>Boot, black trainers, or shoes made of fabric such as canvas, or plimsolls are not acceptable; the shoe should not cover the ankle bone.</i>

##### **Optional:**

Pullover	Black <u>with school logo</u> . <i>Sweatshirts are not acceptable</i>
Summer Uniform	The summer shirt with the Beaumont School logo may be worn from May half term without a tie and blazer.
Outdoor Coat	Plain, dark coloured. <i>Leather and denim jackets are not acceptable.</i> <i>Coats with badges or logos which imply support or allegiance to a group, team or cause are not acceptable. Small manufacturer's logos which are less than 10cm across are acceptable.</i>
Scarf	School scarf or plain black or maroon <i>Football scarves etc are not acceptable</i>
Safety	Cyclists <u>must</u> wear proper cycling helmets. Additional plain, reflective material may be worn by both cyclists and pedestrians and this is encouraged.

**Notes:** *The shirt should be tucked in so that the trouser waistband is visible. The top button of the shirt should be hidden by the tie. The end of the tie should be at waist level or just above. The uniform will be worn in full on journeys to or from school and on school trips unless indicated otherwise by the teacher in charge.*

*From May half-term (or at a point decided by the Headteacher), the summer uniform is an option: no blazer, no tie, no pullover, untucked, short-sleeved shirt with Beaumont school logo.*

## **BOYS – SPORT**

### **Years 7-11**

#### **Essential:**

Boots	<i>(see note on stud safety below)</i>
Beaumont Socks*	<i>(long, black with white turnover top)</i>
Ankle Socks	<i>(white)</i>
Shorts*	<i>(black)</i>
Polo Shirt*	<i>(white with Beaumont logo)</i>
Rugby Shirt	<i>(black, school design exclusively from Stevensons)</i>
Training Shoes	<i>(see note below)</i>
Shin Guards	
Mouth Guard	

#### **Optional:**

School Fleece	<i>black, available from Stevensons (Or plain sweatshirt)</i>
Tracksuit bottoms	<i>black, available from Stevensons</i>
Sunhat	<i>(plain white)</i>
Plimsolls	<i>if the pupil could not do gymnastics in bare feet for some reason</i>
PE Waterproof	<i>black, exclusively from Stevensons – this is the only waterproof permitted</i>

#### **Stud Safety:**

Pupils may wear boots with a moulded sole or with screw-in studs. However, if screw-in studs are chosen, then only studs specifically designed to be safe for rugby may be worn for playing rugby. Some screw-in studs are safe for soccer but not for rugby, and parents are advised NOT to buy these. The rugby-safe studs are of course safe for the other outdoor sports such as football and hockey. They can be distinguished by a "kite-mark"; any reputable supplier should be able to assist.

#### **Explanatory notes:**

Items marked with an asterisk \* :

Pupils have more than one PE lesson per week and parents may find it convenient to have more than one of these so that there is no problem with having a clean item available. For all other items, one should be sufficient.

## **GIRLS - UNIFORM LIST**

### **Years 7-11**

#### **Compulsory:**

- Blazer Black with Beaumont School badge  
*The Year 11 badge is different from the Year 7-10 badge*  
*Girls do not wear ties*
- Blouse White, of plain (not baggy or tightly fitted) style with revere collar, without an advertising logo  
*Either long or short sleeves are acceptable. No visible coloured or white T-shirts underneath. The blouse should be tucked in so that the trouser or skirt waistband is visible.*
- Shoes Black with very low heels, of plain style; any laces should be black  
*No platform soles; boots, mules, shoes made of fabric such as canvas, or plimsolls are not acceptable; the shoe should not cover the ankle bone*

#### **Alternatives:**

- Skirt **Black** school skirt of appropriate style and length for school  
Stitched down, pleated skirt with pleats all the way around; stitching should be about 5" in depth from the waistband. This skirt is available from Stevensons and many other stockists. If you are not sure of the style, it is worth checking with Stevensons first although you do not have to purchase the skirt from them.  
*Plain straight skirts or straight skirts with back vent are no longer permitted. The length of the skirt should be on or just above the knee. Short skirts (well above the knee), or longer skirts (nearer to the ankle), are not acceptable.*
- Trousers Black, traditional school trousers with plain or pleated front  
*Tightly fitted trousers, leggings, culottes and shorts are not acceptable. Black cord trousers or black jeans are not acceptable*
- Socks or Tights Black, plain, ankle height  
Black opaque (not sheer or patterned) tights. *Socks or leg-warmers may not be worn over the tights*
- Optional:**
- Pullover Black with school logo  
Sweatshirts and cardigans are not acceptable
- Summer Uniform The summer blouse with the Beaumont logo may be worn without a blazer from May half-term
- Outdoor Coat Plain dark coloured  
*Leather and denim jackets are not acceptable. Coats with badges or logos which imply support or allegiance to a group, team or cause, are not acceptable. Small manufacturer's logos which are less than 10cm across are acceptable.*
- Scarf School scarf or plain black or maroon  
*Football scarves etc are not acceptable*
- Accessories All hair bands / ribbons etc must be plain, preferably maroon or black
- Safety Cyclists **must** wear proper cycling helmets. Additional plain reflective material may be worn by both cyclists and pedestrians, and this is encouraged.

#### **Notes:**

*The uniform will be worn in full on journeys to or from school, and on school trips unless indicated otherwise by the teacher in charge.*

## **GIRLS - SPORT**

### **YEARS 7-11**

#### **Essential:**

Boots	<i>(see note on stud safety below)</i>
Beaumont Socks*	<i>(long, black with white turnover top)</i>
Ankle Socks	<i>(white)</i>
Shorts*	<i>(black)</i>
Polo Shirt*	<i>(white with Beaumont logo)</i>
Outdoor Games Shirt	<i>(black/maroon, school design exclusively from Stevensons)</i>
Training Shoes	<i>(see note below)</i>
Shin Guards	
Mouth Guard	

#### **Optional:**

School Fleece	<i>black - available from Stevensons (Or plain sweatshirt)</i>
Tracksuit bottoms	<i>black – available from Stevensons</i>
Rugby Shirt	<i>(black, school design exclusively from Stevensons)</i>
Sunhat	<i>(plain white)</i>
Plimsolls	<i>if the pupil could not do gymnastics in bare feet for some reason</i>
PE Waterproof	<i>black – exclusively from Stevensons – this is the only waterproof permitted</i>

#### **Stud Safety:**

Pupils may wear boots with a moulded sole or with screw-in studs. However, if screw-in studs are chosen, then only studs specifically designed to be safe for rugby may be worn for playing rugby. Some screw-in studs are safe for soccer but not for rugby, and parents are advised NOT to buy these. The rugby-safe studs are of course safe for the other outdoor sports such as football and hockey. They can be distinguished by a "kite-mark"; any reputable supplier should be able to assist.

#### **Explanatory notes:**

Items marked with an asterisk \*:

Pupils have more than one PE lesson per week and parents may find it convenient to have more than one of these so that there is no problem with having a clean item available. For all other items, one should be sufficient.

## **GENERAL UNIFORM MATTERS - ALL PUPILS IN YEARS 7 - 11**

The documentation is meant to give clear guidance to parents to assist them when making purchases. However, there is also a "spirit" to the uniform requirements, which is much more difficult to convey on paper. Hence, there is also an attempt to explain how the uniform is to be worn. Experience tells us that skirts, shoes, make-up, hairstyle and jewellery are the most common causes of conflict between pupils and staff. Hopefully, the uniform list will enable parents to anticipate where choice of hairstyle or skirt length, for example, would be inappropriate.

### **Suppliers:**

Ties and blazer badges are available from the school. All other uniform items are available from Stevensons in Victoria Street, St Albans. Many standard items are also available from the chain stores such as John Lewis, Marks & Spencer, BHS and so on. The BSA operates a second-hand uniform shop. Please contact the school office for details of opening times.

### **Variations:**

It is occasionally necessary, for medical or religious reasons, for permission to be given for other items to be worn. In such cases, all reasonable requests will be considered. Please contact the appropriate Head of Year.

### **Naming of Clothing:**

Parents are strongly advised to ensure that all articles are clearly marked with the pupil's name. There is a lost property system, but the number of unmarked (and therefore unclaimed) items remains high.

### **Jewellery:**

One small, plain silver/gold stud may be worn in each pierced ear. No other types of earring are acceptable. Nose studs and other body piercing such as bar piercings are not acceptable. For safety reasons no jewellery including chains, rings, bracelets or necklaces may be worn. No badges or brooches may be worn (except school 'colours' when awarded by the school). Inexpensive watches are allowed.

### **Make-up:**

The use of make-up is not acceptable in Years 7- 9. The exception is that discreet facial make-up is allowed in Years 10 & 11, **but lipstick and coloured nail-varnish are not acceptable.**

### **Hairstyle:**

Unusual or exaggerated hairstyles are not acceptable. This includes, for example, two-tone styles, 'artificial' colours and closely-shaved styles. If in doubt, parents or pupils should consult the Head of Year before changing to a style that may bring the pupil into conflict with this rule.

### **Cyclists:**

All pupils cycling to school must wear an appropriate safety helmet. They may wear any amount of additional plain reflective material.

### **Mobile Phones and other electronic equipment:**

Mobile phones and other electronic devices such as ipods are very much a part of students' lives. Nevertheless it is not appropriate for their presence in school to be a source of distraction, intrusion or temptation to others.

As with all personal property, electronic equipment is brought into school at the owner's risk. In cases of theft, the school will liaise with the police as necessary but will not undertake exhaustive investigations if the recovery of the stolen item is unlikely.

Pupils are allowed to bring a mobile phone or media player to school under the following conditions:

1. It must be kept out of sight at all times during the school day (including morning break and lunchtime - see below).
2. It must be turned off at all times during the school day (including morning break and lunchtime) and at any time when the owner/user is in the school buildings. [ Mobile phones may be turned on after school once the owner/user is outside of the school buildings and is leaving the premises. Personal media players may be used in wet rooms at break or lunchtime if the wet break/lunchtime bell has been rung. ]
3. Emergency contact between a pupil and a parent during the school day is to be carried out via Student Services. In unforeseen circumstances, such as arranging transport after out-of-hours practices or rehearsals, mobile phones may be used with the express permission of the supervising member of staff.
4. Photographs and video or audio clips must not be taken using phones or media devices. Breaking this rule will result in confiscation of the device. The school retains the authority to access and delete images and data held on electronic devices if it is reasonable to suspect that they have been misused in school or during school activities.
5. Breaking any of the rules covering electronic devices will result in confiscation of the item which will be held until the end of the school day. A second incident will mean the item will be returned at 2.40pm on the Friday of that week. A sticker recording the date of the confiscation will be placed in your child's Planner upon each occasion (provided your child has his/her Planner in school on that day). You will also receive a notification letter on the second confiscation. If your child has an item confiscated for a third time, it will be retained for 10 school days, including any intervening weekend. A further letter is sent home should this happen.

**Please ensure that your son/daughter is aware of these rules.**

## **EQUIPMENT LIST FOR PUPILS**

### **Essential:**

A suitable school bag \*\*  
An inkpen, rollerball pen or good quality ballpoint pen  
*Basic ballpoint pens in black, blue, red and green*  
HB pencil (at least 2)  
Eraser  
Pencil sharpener which collects shavings  
30cm ruler  
*15cm ruler*  
*Coloured pencils (12)*  
*Soft drawing pencils (2B, 4B, 6B)*  
Calculator \*  
Protractor and compass  
Clear plastic pencil case

### **Optional:**

A correction pen (NB: bottles of correction fluid are not permitted)  
A gluestick (NB: bottles of liquid glue are not permitted)  
A rough notebook (though this should not be used instead of the school planner)

The Design Technology department will make a request for a contribution towards consumable materials; any items made by the pupils then become the property of parents.

\* The departments concerned can assist parents by organising a bulk purchase of a suitable item; staff will write separately to parents at the appropriate time.

\*\* Most pupils find it easiest to have a second bag for sports kit. Bags should be appropriate for school; manufacturers' logos should be of a size and type commensurate with the school's standards. For example, any bags advertising a tobacco or alcoholic product are unacceptable. Parents are advised that general medical opinion is that a "rucksack" type school bag is best, provided that it is worn correctly with both straps correctly adjusted and over the shoulder. Pupils should be discouraged from carrying bags over one shoulder. Pupils should also be encouraged to take the trouble to check bags each evening so as not to carry around materials that are not needed on a given day.

## **LOST PROPERTY**

Many items that are lost, are taken to Lost Property, but never reclaimed. If your son or daughter tells you an item has been "lost" please urge them to check in Lost Property (every day during morning break time in the Dining Hall) before you pay for a replacement.

## **OTHER POLICIES AND DOCUMENTS AVAILABLE ON REQUEST**

As with all schools, Beaumont maintains a number of policies and procedures. These are either as a statutory requirement or as a response to issues which have arisen over the years.

You will receive, on admission to the school: The Home-School Agreement. ( R W)

**Beaumont has a number of other policies available from the school office on request (R) or on the website (W). Those most of relevance to parents include:**

- *Publications Scheme – Information available under the Freedom of Information Act ( R W )*
- *Behaviour Policy at Beaumont ( R W ) plus Governors' Statement (annex to the Policy) ( R W )*
- *Anti-bullying Procedure ( R W )*
- *Sex and Relationship Education Policy ( R W )*
- *Drugs Education Procedure ( R W )*
- *Special Educational Needs (SEN) ( R )*
- *Disclosure of Pupil Records ( R )*
- *Complaints Procedure ( R W )*
- *Homework Policy ( R W )*
- *Home School Agreement ( R W )*
- *Attendance - Pupil Leave of Absence Policy – Requests for leave of absence due to commitments in sport or performing arts ( R W )*
- *Examination Procedure ( R W )*
- *Guidance on the Coverage of Issues of a Sensitive or Controversial Nature within the Curriculum ( R )*
- *Literacy Policy ( R )*
- *Numeracy Policy ( R )*
- *Race Equality – Procedure for Prevention of Racial Harassment ( R W )*
- *Race Equality Policy ( R W )*
- *Equal Opportunities Policy – Pupils ( R W )*
- *Policy for the Education of Children unable to Attend School for Medical Reasons ( R )*
- *Policy for the Temporary Admission of “Associate Students” ( R )*
- *Policy for Admission to the Sixth Form ( R )*
- *School Visits Policy ( R )*
- *Policy for Children in Public Care ( R )*
- *Accessibility Plan ( R )*
- *Disability Equality Scheme ( R )*
- *Child Protection Policy ( R )*
- *Assessment, Marking, Recording and Reporting Policy ( R )*
- *Charging and Remissions Policy ( R W )*
- *Hertfordshire County Council Framework for the Use of Physical Intervention ( R )*

## APPENDIX 1

### REQUESTS FOR PUPILS TO TAKE LEAVE OF ABSENCE FROM SCHOOL

The school understands that it is sometimes necessary for pupils to be granted leave of absence from school, for example, to attend a music exam or for a family occasion such as a wedding or funeral. Nevertheless, parents must appreciate that absence from school has been shown to have a negative effect on pupil's achievement and attitudes and so **the school will not routinely authorise absences arising from family holidays**. This is in accordance with guidance from the Local Authority. It is important that requests are made in good time so that the school can give a considered response. Any absence that is not "authorised" will be shown as such on the record of both the individual pupil and the school.

It is difficult to construct a set of rules which covers all eventualities, but the following conveys the spirit of the school's position.

#### **Scope**

This policy applies to the absence of pupils from school for any reason other than illness, urgent medical treatment, school trips and visits, and fixed-period or permanent exclusions. It covers holidays, compassionate leave and special family events.

#### **Policy**

The Headteacher has the discretion to grant leave of absence outside the following limits if there are sound educational or social reasons for so doing.

Parents are asked to apply for leave of absence in writing to Mr Cross, Assistant Head, preferably by using the special form available from the office. These requests should be made in good time (at least two weeks before the proposed absence) although the school will be able to give a quick response if unforeseen circumstances arise. Leave of absence will be granted only for up to 10 days in any academic year. **Absences arising from a family holiday will be recorded as 'unauthorised by the school' in all but the most exceptional circumstances.**

Leave of absence will not normally be granted for pupils:

- in Year 11, Year 12 or Year 13;
- who would be taking internally or externally-set examinations at that time.

The school calendar, issued to all parents in September, will show the relevant dates. Parents of Parents of Year 10 and 11 pupils will also need to be mindful of GCSE controlled assessment and the Year 10 module examinations which are all part of the external assessment.

It is the responsibility of the pupil to copy up all work missed within a reasonable time after return from leave of absence. Staff will not normally be expected to set special or additional work for the pupil to carry out whilst on leave.

Any absence that has not been authorised will be recorded as unauthorised and marked as such on the pupil's termly and annual reports. Pupils who have been granted leave of absence will not be eligible for the school's "100% attendance" awards.