Beaumont School

NEW YEAR 7

INFORMATION FOR PARENTS AND PUPILS

2009 – 2010

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

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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 2009

Thursday 3rd September	-	Friday 24th October
Monday 2nd November	-	Friday 18th December
INSET Day	-	*Wednesday 2nd September*
INSET Day		*Thursday 26th November*
Occasional Day	-	*Friday 27th November*

Half Term

Monday 26th October	-	Friday 30th October

Spring Term 2010

Monday 4th January	-	Thursday 11th February
Monday 22nd February	-	Thursday 1st April
INSET Day	-	*Friday 12th February*

Half Term

Monday 15th February	-	Friday 19th February

Summer Term 2010

Tuesday 20th April	-	Friday 28th May
Monday 7th June	-	Thursday 22nd July
May Day Bank Holiday:	-	Monday 3rd May
INSET Day	-	*Monday 19th April*
INSET Day	-	*Friday 23rd July*

Half Term

Monday 31st May	-	Friday 4th June

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 parents with some teachers which is arranged by the Beaumont School Association. This is also an opportunity for you to meet briefly with Form Teachers but only if you have a particular concern. A full consultation evening is held later in the Spring Term 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, as well as a record of lateness, authorised and unauthorised absence. You are asked to return a slip confirming receipt of the Report, and adding any comments you may wish to make. In the Autumn and Spring Terms you will receive an Interim Report detailing key aspects of your child's ongoing progress through the year. (All dates for the above to be advised.)

THE SCHOOL WEEK

TUTORIALS:

Each morning begins with a 10 minute Tutor Time 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:

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

THE SCHOOL BELLS:

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

NOTE: NO PERIOD 7 ON FRIDAYS

***School finishes at 2.40 pm on Fridays only. The library will be open unti 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. Persistent lateness will be punished by detention after school.

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). 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 noticeboards.

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. 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 4.30pm on Monday – Thursday and to 3.10pm on Friday. For brief and urgent matters at other times there is an 'ansaphone' 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 Teacher and the subject teacher concerned.

If you wish to discuss any ongoing health matters, please telephone the school Pastoral Assistant, Mrs Mortimer. She also arranges medical check-ups by the school doctor, to which you are invited, and oversees the various eye tests, inoculations and so on that 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 Teacher 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) Mr Cross, 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 Teacher.

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.

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

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

During a pupil's school career, parents will receive many requests for financial contributions towards trips and visits, ranging from a small contribution for a minibus journey to several hundred pounds for an optional ski holiday or other trip abroad.

The staff make every effort to calculate costs correctly and none of these activities are profit-making. In the relatively rare event of a trip or a visit accumulating a significant surplus, refunds will be issued to the families concerned.

The trips and visits programme is extremely popular with pupils and we are grateful to parents for their continued support. We try to keep requests for contributions to a minimum whilst at the same time recognising the importance of these activities. 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.

LATIN

Latin is available to some pupils at Beaumont from Year 8 onwards. The subject is studied in twilight sessions, at lunchtime and after school. A four-year course of study leads to the GCSE examination in Year 11.

A decision about whether to study Latin is taken at the end of Year 7.

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 will be recorded and 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/daugther'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.

EATING ARRANGEMENTS

Notes for Pupils

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.

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 two methods, at present:
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 pupils 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.

A maximum of six chairs is allowed at each table. 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.

Before and After School:

Eating in the building is not allowed at these times unless there is a member of staff actually with the pupils and taking responsibility for them.

Breaktime:

Pupils may eat their own food outside or bring it to the Dining Hall.

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. Wrapped burgers do not count as sealed.

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 **01438 737370** or alternatively apply on line at **www.hertsdirect.org** and click on the link **'Schools and Learning** and then click on 'How can we help?'. 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
- Story CDs and cassettes
- 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 nor 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 PUPIL I WILL
LEARNING	• **Always work hard to achieve my very best and be willing ask for help whenever I require it**
RELATIONSHIPS	• **Respect all members of the school community irrespective of their gender , sexuality , origin or ability**
BEHAVIOUR	• **Respect the school's rules and always behave in a manner consistent with the expectations of the school** • **Behave in a manner that will enable positive working relationships to be developed with my teachers**
SAFETY	• **Act safely at all times** • **Not put others at risk**
PROPERTY	• **Respect my property, that of others and the school**
ATTENDANCE	• **Aim for 100% attendance and punctuality at all times**
HOMEWORK	• **Make sure that I fully understand the homework that has been set, complete it to the best of my ability and submit it on time** • **Make sure that I meet all of the coursework deadlines (Key Stage 4)**
UNIFORM & EQUIPMENT	• **Abide by the dress code as outlined in the school prospectus** • **Always bring the correct equipment for my lessons**
COMMUNICATION AND CONSULTATION	• **Ensure that all forms of communication, both to and from school, are quickly and efficiently delivered.** • **Help the Beaumont Pupil Committee in its work**

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

Parents should refer to the school's website for the most up to date guidance on uniform requirements.

It is important to provide full school uniform, as shown on pages 17 - 20 , and minor variations from it are not acceptable. If you have any doubt about the requirements, please contact the school for information. 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 it.

SCHOOL UNIFORM 2009/2010

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 contact the school for clarification.

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

Optional:

Pullover	Black with school logo. *Sweatshirts are not acceptable*
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. *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*
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 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	*(see note on stud safety below)*
Beaumont Socks*	*(long, black with white turnover top)*
Ankle Socks	*(white)*
Shorts*	*(black)*
Polo Shirt*	*(white with Beaumont logo)*
Rugby Shirt	(*black/maroon, school design exclusively from Stephensons)*
Training Shoes	*(see note below)*
Shin Guards	
Mouth Guard	

Optional:

School Tracksuit	*black - available from Stevensons*
	(Or plain black tracksuit bottoms and sweatshirt)
Sunhat	*(plain white)*

Plimsolls - if the pupil could not do gymnastics in bare feet for some reason

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 wh 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 permissible. 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 *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 either 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	*(see note on stud safety below)*
Beaumont Socks*	*(long, black with white turnover top)*
Ankle Socks	*(white)*
Shorts*	*(black)*
Polo Shirt*	*(white with Beaumont logo)*
Outdoor Games Shirt	(black/maroon, school design exclusively from Stephensons)
Training Shoes	*(see note below)*
Shin Guards	
Mouth Guard	

Optional:

School Tracksuit	*black - available from Stevensons*
	(Or plain black tracksuit bottoms and sweatshirt)
Sunhat	*(plain white)*

Plimsolls - if the pupil could not do gymnastics in bare feet for some reason

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 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 and their form badge). 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:
As with all personal property, mobile phones, ipods etc. are brought in at the owner's risk.
Pupils are allowed to bring a mobile phone to school under the following circumstances:

1. It must be kept out of sight at **all times** during the school day (including morning break and lunchtime).
2. It must be turned off at **all times** during the school day (including morning break and lunchtime).
3. The phone is used only when needed in journeying to and from school.
4. Emergency contact between a pupil and a parent during the school day is carried out via the pay phone or the School Office.
5. Photographs must not be taken using camera phones; breaking this rule will result in confiscation of the phone for a period of time.
6. Breaking any of the rules covering mobile phones, ipods etc. will result first of all in a confiscation and the item will be held until 3.25 pm that day. A second incident will mean the item will be returned at 2.40 pm on the Friday of that week. You will be contacted by the school if the item has been confiscated for a third time. **Please ensure 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 or 15 cm ruler
Coloured pencils (12)
Soft drawing pencils (2B, 4B, 6B)
Calculator *
Protractor and compass
Apron *
Clear plastic pencil case

Please note a local company will sell a stationery set on the evening of Thursday 2nd July . A leaflet explaining this accompanies the pack.

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 except for Wednesday 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 at Beaumont (R W) plus Governors' Statement (annex to the Policy) (R W)*
- *Anti-bullying Strategy (R W)*
- *Sex and Relationship Education (R W)*
- *Drug misuse – Prevention at Beaumont (R W)*
- *Special Educational Needs (SEN) (R)*
- *Disclosure of Pupil Records (R)*
- *Parental Complaints Procedure (R)*
- *Homework Policy (R W)*
- *Home School Agreement (R W)*
- *Pupil Leave of Absence Policy – Requests for leave of absence due to commitments in sport or performing arts (R W)*
- *Examination Policy (R W)*
- *Guidance on the Coverage of Issues of a Sensitive or Controversial Nature within the Curriculum (R)*
- *Literacy Policy (R)*
- *Numeracy Policy (R)*
- *Prevention of Racial Harassment (R W)*
- *Promotion of Race Equality (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)*
- *Equal Opportunities Policy – Pupils (R W)*
- *Assessment, Marking, Recording and Reporting Policy (R)*
- *Charging and Remissions Policy (R)*
- *Hertfordshire County Council Framework for the Use of Physical Intervention (R)*
- *Fair Processing Notices*

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 Year 10 and 11 pupils will also need to be mindful of the GCSE coursework deadlines and the Year 10 science examination which is part of the external assessment.

The school wishes to discourage requests for leave of absence for a series of "long weekends" during a year; because of the nature of the secondary school timetable, such absences can be damaging to progress in subjects whose lessons happen to fall on Fridays or Mondays.

The school also wishes to discourage requests for leave of absence for pupils who have already missed a significant amount of school for other reasons during the year.

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 required 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 annual report. Pupils who have been granted leave of absence will not be eligible for the school's "100% attendance" awards.