



Stratford-upon-Avon
Grammar School for Girls

**Sixth Form Handbook
2011-2012**

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Stratford-upon-Avon Grammar School for Girls



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Dear Students

Welcome to the Sixth Form Handbook for Stratford Grammar School for Girls. We hope that you will find it useful. In it, we outline our main structures and procedures for school organisation, and draw together into one place the key information that you will need over the coming weeks.

Whether you are joining us new in KS5 or continuing from Year 11 in Shottery, you will, I hope, find the sixth form an exciting new phase in your education. As you develop your learning skills at an advanced level and take increasingly specialised courses, you will also have opportunities to develop the leadership qualities, key skills and other characteristics that will help you prepare for both higher education and the world of work. I hope that this Handbook will help you on the way in a very practical sense!

Take particular note, therefore, of the information about key staff in the school and their roles: we are here to support you. Communications are important in any organisation – and particularly so in learning communities. There are various channels of communication open to you, from Tutors and subject Teachers through to the more public School Student Council meetings. We are always willing to hear girls' views and concerns, and Shottery has a very strong tradition of student participation and leadership. We also expect you to be responsible members of the school community: attending tutor time, lessons and other commitments punctually and regularly, observing the dress code, and taking responsibility for your own learning.

The community here is a close and vibrant one, and there are excellent opportunities, curricular and extra-curricular, for academic and personal development. We value each individual and her talents. We hope that you will enter enthusiastically into the life of the sixth form, take up the opportunities on offer and enjoy the next two years.

I wish you much happiness in this next stage of your education at Shottery.

Yours sincerely

Kate Barnett
Headteacher



Welcome

We are delighted that you have chosen to join the school here at Shottery. The sixth form offers exciting and challenging opportunities and we hope that each of you will enjoy and benefit from being a part of this very special community. You will be supported by excellent teaching staff and a high level of pastoral care: the sixth form provision strives always to maintain the outstanding classification given by two recent Ofsted inspections. We believe that your education is a partnership between you, the student, your parents and the school, and together we aim to help each of you reach your full potential.

Each and every sixth form student is valued for her individuality and the contribution she can make to school life. You all have talents to be nurtured and developed and we would encourage you to seek to use these for the well-being of the whole school community.

Year 12 and Year 13 students share common rooms, the kitchen and the private study areas. At an academic level there are Year 13 subject representatives who are available to help and support Year 12 students.

Please ensure that the following documents at the end of this handbook are handed to Student Services either before or on the first day of the autumn term.

- Home School Agreement
- Consent for recording Images for children
- OSA2 Form (consent to activity, medical details and treatment form)
- Permission slip for local visits, performing arts in Stratford, and sports fixtures

We hope all of you will enjoy your time at Shottery and will fully engage with activities across the whole school community.

Vision and Values

We see our school as:

- an outstanding girls' grammar school with specialisms in language and science and academy status, where sustained high standards are expected and excellence encouraged in all areas and where girls are both challenged and supported to learn to think for themselves
- a happy, caring and safe community – almost a family – where every individual is valued, respected and nurtured to develop their full academic and personal potential

We aim to:

- inspire the love of learning, encouraging a spirit of intellectual enquiry and experiment
- provide a stimulating, challenging and supportive learning environment where all achievements are celebrated
- enable girls to be independent learners, taking responsibility for their own learning and equipping them with the skills for life beyond school in a world of rapid change
- be responsive to the needs of every individual
- foster enthusiasm for life and eagerness to grow by supporting girls to realise their dreams, hopes and aspirations
- give girls the confidence and courage to face life positively and be valuable members of the wider community

We value:

- high moral standards, including integrity, honesty, truth, reliability, loyalty and a sense of fairness
- the development of the whole person
- the strong community spirit and sense of belonging in the school
- excellence in all things, including high academic standards but equally in other fields
- respect, courtesy and consideration for others, compassion and kindness
- self-discipline, hard work and effort
- self-esteem and self-awareness
- creativity, independence of thought, intellectual curiosity and adaptability
- strength through diversity and involving all
- humour

Revised June 2011

Code of Conduct

Within our community each and every one will act with courtesy and consideration to others at all times.

Implementation of the code of Conduct means that:

- we always give due respect to other people
- we take responsibility for our actions and our belongings
- in class we make it as easy as possible for everyone to learn
- we always speak and act politely to others, being silent whenever required
- we move safely, quietly and courteously around the school
- we keep the school clean, tidy and safe
- we are smartly and correctly dressed
- out of school we always remember that the school's and our reputation depends on the way we behave

Stratford Grammar School for Girls: Code of Conduct - June 2010

Governors

The governing body comprises sixteen governors, including the headteacher, and an individual's term of office is four years. The Chair of Governors is Mr Jeff Downes.

The list of current governors, listed in their different categories, and with the date of expiry of office indicated, will be found on the school website.

People and Support

Senior Leadership Team

| | | |
|-----------|-----|--------------------------------------|
| K Barnett | KJB | Headteacher |
| J Cornell | JAC | Deputy Head |
| C Hall | CBH | Assistant Head Community |
| A Madden | AJM | Assistant Head Teaching and Learning |
| P Day | PD | Business Manager (non-teaching) |

Pastoral Responsibilities

| | | |
|------------|----|--------------------------------|
| F Macvie | FM | Head of Cygnus |
| H Bendle | HB | Head of Ursa |
| A Palmer | AP | Head of Orion |
| A Stickels | AS | Director of Sixth Form Studies |

Staff with special responsibilities

| | | |
|-------------|-----|---|
| J Cornell | JAC | Curriculum |
| C Hall | CBH | Pastoral |
| A Madden | AJM | T&L/ New staff/ Middle Leaders NQTs/CPD |
| C Stringer | CS | Timetable |
| H Bendle | HB | SENCO |
| F Macvie | FM | SENCO Assistant |
| M Griffiths | MG | Health & Safety; EVC |
| S Reid | SR | e-learning/ICT coordinator |
| T Burdett | TB | House Co-ordinator |

English

| | | |
|-------------|-----|--|
| J Gallagher | JG | Curriculum Leader |
| G Brooks | GB | Second in Department (maternity leave) |
| R Manders | RM | English (acting Second in Department) |
| A El-Bekai | AEB | English Part-time |
| K Heming | KH | English Part-time |
| L Insley | LI | English (maternity cover) |

Mathematics

| | | |
|------------|-----|----------------------|
| S Bateman | SB | Curriculum Leader |
| J Smith | VJS | Second in Department |
| H Bendle | HB | Maths/Head of House |
| T Burdett | TB | Maths |
| C Stringer | CS | Maths |

Science

| | | |
|--------------|-----|---|
| K Richardson | KR | Science College Director/Subject.Leader Physics |
| R Bartlett | RB | Subject Leader Chemistry |
| R Edwards | RE | Subject Leader Biology job share |
| E Newbold | EN | Subject Leader Biology job share |
| J Collins | JHC | KS3 Science Coordinator / Science |
| C Doherty | CP | Chemistry |
| H Wilks | HW | Science/ Chemistry Part- time |

Languages

| | | |
|-----------------|-----|---|
| T Couliou | THC | Language College Director/Subject Leader French |
| C Rivas-Darriba | CR | Subject Leader Spanish |
| E Stringer | ES | Subject Leader German Part-time |
| C Yoneyama | CY | Subject Leader Japanese Part-time |
| V Jasserand | VS | French |
| H Shephard | HS | French Part-time |
| A Madden | AJM | Assistant Headteacher/ French |
| M Beach | | Spanish Assistant |
| S Cannon | | German Assistant |
| tbc | | French Assistant |

Classics

| | | |
|-----------|----|-------------------------|
| A Lockey | AL | Subject Leader Classics |
| A Hipwell | AH | Latin Part- time |

Technology

| | | |
|------------|----|----------------------------------|
| A Palmer | AP | Subject Leader DT/Head of House |
| S Charters | SC | DT Part-time |
| B Luck | BL | Subject Leader FT/Text Part-time |
| F Horne | FH | FT/Text Part-time |

ICT

| | | |
|--------|----|--------------------|
| S Reid | SR | Subject Leader ICT |
|--------|----|--------------------|

Art

| | | |
|----------|----|------------------------------|
| A Taylor | AT | Subject Leader Art Part-time |
| S Hobson | SH | Art Part-time |

Drama/ Theatre Studies

| | | |
|-----------|-----|----------------|
| S Barrett | SLB | Subject Leader |
|-----------|-----|----------------|

Music

| | | |
|----------|----|----------------------|
| L Coates | LC | Subject Leader Music |
| B Jones | BJ | Music/ RE Part-time |

PE

| | | |
|-------------|-----|---|
| M Griffiths | MG | Subject Leader PE; Health & Safety; EVC |
| D Walls | DW | PE |
| L Casement | LCa | PE Part-time |
| A Scott | ASc | PE Part-time |

RE

| | | |
|------------|----|--|
| A Stickels | AS | Subject Leader RE job share |
| R Kuhn | RK | Subject Leader PSHE & Citizenship/History/RE |
| B Jones | BJ | Music/RE Part-time |
| K Steele | KS | Subject Leader RE job share Part-time |

History/ Politics and Government

| | | |
|-------------|-----|---|
| D Gillespie | DG | Subject Leader History/Politics & Government |
| P Brayford | PB | History/Politics |
| D Giles | DSG | History/Politics |
| R Kuhn | RK | Subject Leader PSHE & Citizenship /History/RE |
| J Cornell | JAC | Deputy Headteacher/History |

Geography

| | | |
|----------|-----|--------------------------|
| N Whan | NW | Subject Leader Geography |
| F Macvie | FM | Geog/Head of House |
| C Hall | CBH | Assistant Head/Geography |

Economics/ Business Studies

| | | |
|------------|----|--|
| H Ellis | HE | Subject Leader Economics/ Business Studies Part-time |
| J Donaghue | JD | Business Studies / Economics Part-time |

Psychology

| | | |
|-----------|-----|---------------------------|
| S Whorlow | SJW | Subject Leader Psychology |
|-----------|-----|---------------------------|

PSHE/ Citizenship/ Work Related Learning

| | | |
|--------|-----|---|
| R Kuhn | RK | Subject Leader PSHE / Citizenship |
| R Key | RJK | Work-Related Learning Co-ordinator (non-teaching) |

Critical Thinking

| | |
|----------|-----|
| J Smith | VJS |
| K Steele | KS |

Non-teaching Staff 2011-12

* Denotes this person is also a member of the teaching staff

Office Staff

| | |
|---------------|---------------------------------------|
| L Frazer (LF) | PA to the Head/Administration Manager |
| N Watson | Admin Assistant |

Finance Staff

| | |
|------------|-------------------------------------|
| P Day | Business Manager |
| V Stenning | Human Resources and Payroll Officer |
| D Breakell | Finance Officer |
| T Campbell | Projects Officer/Finance Assistant |

Student Services

| | |
|------------|----------------------------------|
| J Pearson | Attendance Officer |
| L Wurtzler | Student Services/Admin Assistant |

Sixth Form

| | |
|------------------|---|
| D Brownhill (DB) | Sixth Form Admissions and Post 18 Coordinator |
|------------------|---|

ICT Staff

| | |
|--------------|--------------------------------|
| J Drinkwater | Network Manager / SIMS Manager |
| K Woodger | ICT Technician |
| M Woodger | ICT Technician |

Timetable/ Cover

| | |
|-------------|------------------|
| C Stringer* | Timetabler |
| C Bradshaw | Cover Supervisor |

Reprographics

| | |
|----------|-------------------------|
| V Harper | Reprographics Assistant |
|----------|-------------------------|

Exams

| | | |
|------------|------|----------------------|
| J Lawrence | (JL) | Data Officer |
| A Hallam | | Examinations Officer |

Library

| | |
|----------|-------------------|
| K Tanner | Librarian |
| A Curtis | Library Assistant |

Careers/Work Experience

| | | |
|-----------|-------|------------------------------------|
| R Key | (RJK) | Work-Related Learning Co-ordinator |
| C Harding | | Clerical Assistant |

Language College

S Parkinson (SP) Admin Assistant

Science Support Staff

D Willmott Science Support Manager
M Gray Senior Science Technician (job share)
L Green Senior Science Technician (job share)
D Humphries Lab Assistant
W Riggall Lab Assistant

Technology Support Staff

C Hadley FT Technician/Clerical Assistant
A Brant Art/DT Technician

Kitchen Staff

K Hampstead Catering Manager
P Jones Catering Supervisor
I Bristoll Catering Assistant
L Taylor Catering Assistant
K Hampstead Catering Assistant
H Rogers Catering Assistant

Lunchtime Supervisors

J Gallagher*
S Reid*
C Hadley
V Harper

Site Management Staff

N Humphries Site Manager
M Vickers Assistant Caretaker
M Ashley Facilities Manager

Student Leadership Team 2011-12

| | | |
|-------------------------------|---|---|
| Head Girl | Libby Atkinson | |
| Deputy Head Girls | Ellie Drabble, Ellie Richardson | |
| House Captains | Victoria Botting Lydia Heynes Bethan Charnely | Ursa Orion Cygnus |
| Prefect Team Leaders | Tara Cherry Sophie Clarke Anna Massey Jo Parsons Holly Smith | |
| Prefects | Kirsten Ash Grace Bradley Harriet Cole Maisie-Anna Dove Millie Green Rachel Harris Lorna Hirst Caitlin Joss Lucy Parton Lily Russel-Wilks Chloe Solanki Lise Van der Poll Thena Mimmack | Harriet Berry Eva Brittin-Snell Cara Davies Kirsty Elliott Elise Hammond Sophie Haynes Alice Hobbs Annabel M-Payne Rosie Read Harriet Saunders Jaspreet Sagoo Vivienne Wymer |
| School Games Captains: | Hanna Lewis Georgie Mackey | |
| House Games Captain | Sophie Clarke Anna Massey Jo Parsons | |
| Head Librarian | Stephanie Solleveld | |
| Librarians | Laura Usselmann Millie Green Imy Flynn Anna Bevan Rebecca Butler | Izzy Shaw Rebecca Malczewski Sarah Hardy Olivia Coldicutt |

Pastoral Support and Guidance

We believe that the school provides a very high standard of individual care and support within a happy, caring environment. The school is small enough for everyone to feel part of a community, where relationships are built upon 'family values', trust and mutual respect. The atmosphere is warm, friendly and purposeful, enabling the establishment of sound, supportive relationships with one another and staff.

A priority for the sixth form is to prepare all students for the responsibilities and freedoms of adult life. Students are put in a position of trust and the sixth form experience aims to encourage the development of a mature, well organised, self-disciplined student. Full engagement with the whole school community is actively promoted. The importance of responsibilities and reliability is also instilled within the PSHE programme. Courtesy, reliability and punctuality are personal characteristics which are actively encouraged.

Each student is assigned to a vertical tutor group comprising approximately twenty students and she will remain in that group for the two years of the sixth form. The group meets daily for tutor-time and for the issuing of administrative notices. There are whole school and house assemblies and the tutor groups will also be together for tutorial periods.

Tutors play important role during the student's time in the sixth form: they help and advise students on work, agree targets for progress, future careers and discuss a wide range of issues that concern the 16-19 age group. The tutorial system is an integral part of the pastoral care programme. Each tutor is responsible for monitoring individual students' progress in their AS/A2 levels and AQA Bacc records, but also acts as confidant and counsellor for more personal matters.

Every positive encouragement is given to those with difficulties either with their work, domestic problems or with illness. Please refer to later sections on other aspects of pastoral support offered through Student Services, SENCO, Counsellors, Careers and Work Related Learning (WRL) support, Connexions and the Business Manager's Office.

All staff and governors recognise their role in protecting our pupils from harm, and believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of each individual pupil.

We have a Child Protection Policy – and procedures which follow Warwickshire guidelines. The Designated Senior Person for Child Protection within the school is the Headteacher, Ms K J Barnett and her deputy in this capacity is the Assistant Head (Community), Mr C Hall.

An annual and interim report is sent home to keep parents informed of the progress that each student is making. The tutor will undertake reviews and use this opportunity to guide the development of each individual student.

SENCO - Special Educational Needs

Specialist teachers are available to assess, advise and support anyone who has learning needs.

- Anyone who has a previous diagnosis of a specific learning difficulty (dyslexia, dyspraxia, dyscalculia etc), has had Access Arrangements permitted in examinations, or who has any concerns about their learning should contact Mrs Bendle our SENCO co-ordinator.

Parent/Guardian visiting school

If parents wish to come to the school at times other than parents' evenings, they are asked to contact the Head of House who will discuss the issues and if necessary book an appointment with the member of staff you wish to speak to. On arrival at school please sign in at the Reception.

Student Services

Student Services, located in the Manor Hall, is open between 8.30am and 4pm every day. Students should go here with any problems that do not require the assistance of a teacher eg lost or forgotten locker keys, smart cards, lost property, timetable enquiries. Signing in and out books are also held in Student Services. If a student arrives at school late, she should sign in the sixth form registers in Student Services on arrival. If you have to leave school within school hours for a specific reason, please remember to sign out at Student Services - this includes at lunchtimes.

Student Leadership Executive Team

There is a Student Leadership Executive Team (SLET) that supports the work of the Head Girl and her two Deputies. Members of the SLET have a specific role to support the smooth running of the whole school community. They take a lead in managing student voice through the organisation of student council and the sixth form consultative committee.

There are many roles of responsibility and leadership available for sixth formers and we encourage students to develop leadership skills and managing challenge by participating in these roles. They are character building and facilitate the smooth running of the school.

Parents' area on the school website

There is a secure area for current information for parents on the school website: www.stratfordgrammar.co.uk. This part of the website is updated on a regular basis (Friday afternoon) and parents have the facility to view current communications and late breaking information sent from school. In addition a comprehensive archive of past letters and documents is also available. To access this area parents need to request a username and password by email to letters4002@we-learn.com. Parents should provide within the email their name, in addition the name and form of their daughter. We would ask all parents who use this facility to treat the username and password as confidential and personal information.

Key Dates and Times

School term and holiday dates for 2011-2012

| | |
|---|--|
| Autumn Term 2011 | Monday 5th September - Friday 16th December |
| Staff Training Day | Monday 5th September |
| Induction Day for Year 7 and Year 12 | Tuesday 6th September |
| First day of term for all | Wednesday 7th September |
| Staff Training Day | Thursday 6th October |
| Half term | 24th-28th October |
| Last day of term | Thursday 15th December |
| Staff Training Day | Friday 16th December |
| | |
| Spring Term 2012 | Tuesday 3rd January - Friday 30th March |
| Staff Training Day | Tuesday 3rd January |
| First day of term | Wednesday 4th January |
| Staff Training Day | Wednesday 25th January |
| Half term | 13th-17th February |
| Last day of term | Friday 30th March |
| | |
| Summer Term 2012 | Monday 16th April - Friday 20th July |
| First day of term | Monday 16th April |
| May Bank Holiday | Monday 7th May |
| Half term | 4th-8th June |
| Last day of term | Friday 20th July |

Extended Learning Days 2011-12

Apart from Activities Week, which is usually the penultimate week of the summer term, there will be three curriculum enrichment days throughout the year. They are as follows:

- Tuesday October 18th 2011
- Wednesday November 16th 2011
- Thursday March 15th 2012

Lesson session times

| | | | |
|---------------------|---------------|-----------------|---|
| | | | 8.50 warning bell: move to Period 1 |
| Period 1 | 8.55 – 9.45 | 5 mins movement | Registered by class teacher (first 5 minutes) |
| Period 2 | 9.50 – 10.40 | | |
| Tutor time/Assembly | 10.40 – 11.05 | | |
| Break | 11.05 – 11.20 | 5 mins movement | |
| Period 3 | 11.25 – 12.15 | 5 mins movement | 11.15 warning bell: move to teaching room |
| Period 4 | 12.20 – 1.10 | | |
| Lunch | 1.10 – 2.10 | | 2.05 warning bell: move to Period 5 |
| Period 5 | 2.10 – 3.00 | 5 mins movement | Registered by class teacher (first 5 minutes) |
| Period 6 | 3.05 – 3.55 | | |

Curriculum Matters

Most students will be studying four AS level main subjects and can choose either AS General Studies or AS Critical Thinking as a supplementary course. Both of these courses develop analytical and evaluative thinking skills which are transferable to other academic subjects. All mainstream AS level subjects can be developed to Advanced Level (A2) qualifications in Year 13. At the end of Year 12, students will continue with three or four A2 level subjects and most undertake an Extended Project (EPQ) leading to completion of their AQA Bacc. Those who do not opt for the EPQ, will continue with A2 General Studies or A2 Critical Thinking if there is sufficient demand.

In addition, all students will undertake Personal, Social and Health Education (PSHE), tutorials and a curriculum enrichment option which will develop breadth and help equip them for the demands of a working life in a rapidly changing socio-economic society.

Some students take up subject-specific specialist pre-university tests eg BMAT/ UKCAT/ LNAT/ HAT etc required for specialist degree courses. There is also opportunity to study Open University courses.

Year 12 students are recommended to undertake structured subject skills-related courses, WRL (work-related learning) and voluntary work courses as part of developing experience prior to applications. Year 13 students should continue to do activities building up their CV.

Coursework

In subjects where coursework is an integral part of formal assessment the department will provide details that will include details of:

- coursework specifications and mark schemes
- the deadlines for completion of interim and final drafts.
- advice on how to acknowledge the use of research materials and other source materials.

Submission of work

If staff stipulate a deadline for the submission of a piece of work, this must be met. If due to absence this is not possible then the department must be notified prior to the deadline. Failure to meet the deadline may mean that the work will not be marked.

Exams

Please refer to the requirements for this in the school examinations leaflet. Please note that all girls must be in school dress code for the exams. This ensures that all students sitting the exam comply with the standard set by the exam boards. This is very important as we cannot allow the centre's examination status to be compromised. If a student arrives not in school uniform she will be asked to report to her Head of House or a member of the senior management at the end of the exam. She will be formally warned in writing that the dress code has been breached. She will be expected to be correctly dressed at the next exam. If she persists in not adhering to the code the privilege of study leave will be rescinded and she will be required to attend school each day and be correctly dressed.

In the Science subjects there are practical assessments that will take place during the A level courses. These are exams and therefore attendance is essential. Staff will formally advise you when these will take place. There is a possibility of having two opportunities for each assessment but the second is only at the discretion of the Science Department. If the first assessment is missed for any reason then the second assessment is the only remaining opportunity for this exam.

Collaborative Links – Subjects

We have a structured programme of academic delivery via collaborative links with Stratford High School, Stratford College and King Edward VI School. This allows us to:

- enable subjects with fewer numbers to continue in the curriculum eg Classics, Design Technology etc.
- enable students to go to link institutions when a subject they wish to study is not offered at their own institution.

Link students will be provided with a separate Link Prospectus prepared by all four institutions at the beginning of September. Link courses work on a nearly contiguous timetable between most of the institutions, for the option blocks of subjects in the collaborative scheme. Any queries should be addressed to the Head of House.

- Collaborative Induction will be from 2.00 pm on Thursday 8th September and students must go to the institution that will be providing their chosen course to register on this course.
- Collaborative students must sign out at Student Services when they leave the school site and sign in when they return.
- Collaborative students must sign in on arrival at their host institution and sign out on departure.

Interaction with KES

Students also have the opportunity to work with the boys in joint orchestras and choirs, and in drama and sports activities. Annually, Shottery students are invited to audition for the KES school play which is performed before Christmas. Our drama department also includes boys in productions. Outside school the two mix well at events such as sixth form socials at the rugby club, and other parties and more generally, in lunch breaks, offsite.

Careers and Work Related Learning

Mrs R Key (Work-Related Learning Co-ordinator) is available to co-ordinate work experience, enterprise activities and careers/course information. **It is imperative that all Work Related Learning is registered with Mrs Key so that all insurances and checks can be in place prior to the placement. A four week lead time is required to facilitate this.**

Careers, Work Related Learning and Connexions

Over the two years of the sixth form, much advice, guidance and information on careers resources, choices and progression routes post-18 will be delivered through tutorial sessions in Year 12 and Year 13 by the Post-18 Information, Advice and Guidance Co-ordinator, the Connexions Personal Advisor, the Work Related Learning/Careers Advisor and by others from outside agencies. We maintain regular links and partnerships with several universities and colleges and a growing network of alumnae postgraduates and undergraduates.

All students can make appointments with the appropriate staff at any point through the two years in the sixth form and there is a Higher Education Day and Careers Forum for the Year 12 students. Students are also invited to collaborative Careers Advisory days/evenings at neighbouring institutions in the summer term of Year 12. Opportunities for parents to come into school to discuss individual students' careers requirements/post-18 plans or advice are arranged through evening advisory meetings at periodic intervals throughout the year.

Through the Shottery Alumnae Society (SAS), former Shottery students are able to contribute positively to the wealth of information and guidance on career paths based on their own experiences.

The primary point of contact regarding all these matters is Mrs Stickels.

Attendance and Study Leave

Members of the sixth form are expected to be exemplary role models for the rest of the school community, not least with regards to attendance and punctuality. UCAS and employer references now insist on a minimum attendance exceeding 90%. We adopt the same approach and, whilst writing positive references which give full recognition to student achievement, we do have a duty to refer to any attendance or punctuality issues as these are of importance to any other educational institution or employer.

Students are expected to:

- attend 100% of lessons (including PSHE, General Studies, Tutor periods, Tutorials, Work Experience, Trips and Enrichment activities)
- ensure punctuality at registration, assemblies and all lessons
- get permission in advance for negotiated absence (required time off from school) with a letter of explanation from parents/guardians or the presentation of an appointment card. Please allow at least 48 hours notice
- in the case of illness or any other non-negotiated absence inform the school via the SchoolComms email or text system before 9.00 a.m.

Frequent absences due to illness will be discussed with the Head of House. Parents or guardians will be contacted and a mutually acceptable support mechanism developed in order to ensure that the impact upon an individual's education is minimised. Unless we have already been advised of the reason for absence, parents/guardians will be informed in writing if attendance falls below 90%. This will allow us to discuss the most effective way of supporting future learning.

If attendance in timetabled lessons drops below 85% without justifiable cause (illness etc) then entrance to the external subject examinations will be at the discretion of the school. Please note this includes all lessons as outlined above. Parents or guardians will be notified in writing if a student is not to be entered for an external examination.

Study Leave

If a student has an afternoon where there are no scheduled lessons they may apply for study leave from the Head of House. This is **NOT** an automatic right for the student, but it does allow them to have time for independent study. They are not allowed to have study leave unless this is authorised by the Head of House. **Parents are asked to inform the school if they do not wish their daughter to have study leave.**

Parking

There is **no** parking on site for students. Students who wish to drive to school will need to allow time to park away from school in a safe place and walk back onto site. Please remember to be considerate when parking and always adhere to the Highway Code and other legal requirements.



Shottery Manor
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Warwickshire
CV37 9HA

Tel (01789) 293759
Fax (01789) 264572
admin4002@we-learn.com
www.stratfordgrammar.co.uk

Headteacher
Ms K.J. Barnett M.A.

Dear Parent

Re: Holidays in Term Time and Unauthorised Absence

Some parents arrange family holidays during term time, which can lead to problems for all concerned:

- your child's education suffers;
- lessons and extra curricular activities are missed;
- continuity of project work is lost;
- there is often no opportunity for teachers to set additional work or to assist a child in catching up on their return from holiday;
- the class is generally disrupted; other pupils suffer as a result;
- you may be in breach of your legal obligation to send your child to school.

There is a common misconception that any pupil is allowed to take ten days holiday per academic year in term time. This is not true. In certain circumstances the parent or parent(s) with whom a pupil normally resides can request leave of absence of up to ten school days for an annual family holiday, and this **may** be authorised by the school. Only *in exceptional circumstances* can any more than ten days be granted. The DfE expects us to actively discourage all holidays in term time.

Recent amendments to the Education (Pupil Registration)(England) Regulations 2006 and the accompanying guidance on how schools should implement these regulations have clarified when term time holidays should, and should not, be authorised by a Head Teacher. These documents can be found on www.dfes.gov.uk/schoolattendance/legislation and a summary is on the back of the new Warwickshire Holiday Request form.

In order to assess the potential impact on a pupil's education of any proposed term time holiday, Warwickshire schools are asked to use the Warwickshire Holiday Calculator (a copy of which is available from school). This also ensures consistency of practice across all our schools. The calculator takes into account:

- the pupil's current absence record
- the number of previous similar requests
- the Year Group the pupil is in
- proximity to major tests/exams.

Should a pupil's education be deemed likely to suffer unduly as a result of leave of absence, authorisation **cannot** be given by the Head Teacher.

If you are unable to avoid requesting absence during school term, an application must be made to the Headteacher on an application form (available from the School Office). This should be **not less than six weeks** before the absence is due to start. A response will be sent to you within 14 days of receipt of your request. If your request is refused, but the child will still be absent from school, the absence will be recorded as unauthorised and *may* be reported to the LA for legal action.

Any unauthorised absence is damaging to your child's education as well as reflecting badly on the school. Please consider this matter very carefully before making a request for absence during term time.

Yours sincerely

Kate Barnett
Headteacher



Facilities and Resources

Sixth Form Facilities

The two common rooms, kitchen and a study room in the Manor are all reserved for the sixth form. The kitchen contains a fridge, microwave, kettles and toasters; these allow girls to make their own lunches, or to store food in school. There is a cleaning schedule in place and the girls are responsible for ensuring appropriate Health and Safety standards are maintained. Failure to do so will mean that the school will have to shut down these facilities. In addition girls are able to use the dining hall in the morning or lunch time to buy food – or the fast track facility in the teaching block. School has a biometric payment system and girls will be enrolled during the induction process. Girls' accounts can be topped up by bringing cash to the machine in the Community Block vestibule. The study room has IT facilities and is used solely for quiet work.

Library

All girls are encouraged to make use of the library facilities as a resource to broaden their learning for private study, for research and to read around their A-level subjects. The opening hours are Monday to Thursday, 8.15 to 4.30pm, and Friday 8.15 to 4.00pm daily. The Library occasionally closes for class visits but notice is given of closures in the Library and on the Moodle. During lesson times the Library is mainly used for quiet study. Students are issued with a Library card which will allow them to borrow up to four resources. They will usually be issued for two weeks, and may be renewed as long as no-one else is waiting for them. Fines are charged at 5p per day per overdue book with a maximum of £2.00 per item – reminders will be sent! Any lost books will be charged for at replacement cost. All resources are catalogued on the Search Computer and can be found using author, title or keyword. Please try to keep the library tidy, and remember **no eating, drinking or mobile phones** are allowed!

Sixth Form Sport Options and Facilities

The school provides a wide range of PE opportunities that includes lunchtime and after school events. These are open to students of all abilities. There is also the possibility for sixth formers to run their own sports clubs, either for other sixth formers or for younger years. Students who are keen to contribute to the array of sporting activities that are provided by the school should contact Miss M Griffiths, the Head of PE.

General Information on Personal Possessions

Each student may have a personal locker and a key (a £5 returnable deposit is required for this facility and may be obtained from Mrs E Wurtzler at Student Services). Please ensure the locker is kept tidy and locked at all times.

Valuables are the responsibility of each girl and we suggest that i-pods should not be brought into school, or should be kept locked away in personal lockers.

Mobile phones can only be used during break and lunchtime and must **be switched off** at all other times. Any personal money should also be kept locked away or handed to Student Services for safekeeping.

School Fund

The School Fund has always been very well supported by parents, and the governors and management of the school are, as always, very grateful for this support. The fund directly benefits the girls at this school, and has enabled us to provide items that we could not fund from the school budget. Listed below just a few things that the school fund has supported recently:

- Netbooks for departmental use
- Library books
- First aid courses
- Memberships and subscriptions to organisations such as the National Trust, the Engineering Education Scheme and the Shakespeare Birthplace Trust
- Musical facilities and equipment
- Sports entries and match fixture costs
- Hire of transport
- Prizes for World Book Day
- Student Planners, badges and stickers
- Individual student support
- Jubilee Day costs

These items are in addition to the huge sum of over £15,000 which went directly into the departments last year for textbooks and other resources. As you can see, we greatly value parents' donations, and always spend it prudently.

The autumn term payment will be due at the beginning of September. Parents are asked to enclose payment with the separate reply slip and send to the school office (the payment postbox is situated outside the Finance Office door) as soon as possible. It would greatly assist the office if parents would consider paying for the whole year at once.

| | |
|-----------------------|--------|
| Autumn term only | £25.00 |
| School Year 2011/2012 | £75.00 |

If parents are unable or do not wish to contribute to the School Fund please contact the Headteacher in writing and there will be no further request this year. The school is very grateful for your contribution and the continued support of parents.

Gift Aid

MORE CASH FOR OUR SCHOOL AT NO EXTRA COST TO PARENTS!

As the School Fund is a registered charity, we can now claim back income tax paid on parental contributions. This will increase the value of donations by 25p for every pound paid, which will make contributions even more worthwhile. In order for the school to do this, a Gift Aid Declaration must be completed by eligible donors. We would be most grateful if new parents would seriously consider completing the form (to be found with the other Reply Slips) and returning it to the School Business Manager, as it will make a difference to our school.

For parents who have not already done so and would like to complete a Declaration form, please ask your daughter to collect one from the School Office.

Health and Safety Arrangements

Please complete the attached OSA2 form and return this to the school office on the first day of the autumn term or earlier if possible. Parents are asked to keep the school fully informed of any changes to their daughter's health. If a student has any special medical problems that the school needs to be aware of let us know immediately. If there is particular medication that is needed during the day, ie inhalers, pills, medicine, epipen these **MUST** be **CLEARLY NAMED** and be kept in the school office for use in emergency and taken on school trips when necessary. Please ensure that these are kept current. If a student with special medical needs is involved in extra curricular sport, the PE Department will need a separate supply for use when school office is closed or when teams are off-site.

Updating Information: SIMS or OSA2

You will have already completed the SIMS (School Information Management System) Form. Please contact the school as soon as possible if there are any changes in personal details. This can be done via a phone call or in writing. It is vital that all the information held at school is as up to date as possible. The assistance of all students and parents with this is much appreciated.

Emergency Action (Please refer to school policy)

It is our policy to remain open if at all possible as long as we can provide heating, meals and a safe environment.

Should the need arise to close the school before the start of the school day, information will be posted on the home page of the school website (www.stratfordgrammar.co.uk) by 7.15 am and regularly updated. Other means of communication will also be used, including the SchoolComms system, and announcements will be made on the school telephone (choose option 7 for "the weatherline") and on local radio (BBC Coventry and Warwickshire 94.8 FM 103.7 FM 104 FM (at 7.15 am); and Touch FM (formerly The Bear) 102 FM). There will be information about school closures on the Warwickshire LA website (www.warwickshire.gov.uk/schoolclosures), and parents also have the opportunity to sign up on this site for free text messages alerting them to school closures.

The need may arise to close the school early but after students and staff are on site – eg as a result of floods. We would normally expect students to travel home by their usual means, and would therefore release those who walk home or to the station as soon as school is closed. All students will be expected to sign out with their tutor if leaving before the end of the usual school day. The buses will generally be called early in these circumstances, and girls waiting for buses can wait safely in school until their appropriate bus arrives. However, other means of transport home will be considered if appropriate (eg lifts with friends or staff). A sensible decision will be taken in consultation with students. Please ensure you have emergency contact details, and also that the emergency contact details we hold in school are up-to-date. It would be very helpful if students could discuss with parents all the possible courses of action that could be taken in the event of such an early closure when the homeward journey could take much longer than usual. It might, for instance, be sensible to arrange to stay with a friend who lives nearer the school. Senior staff will stay in school until all girls have left. We would aim to post information on the school website as soon as practical; and information will certainly be posted on the school website concerning the following school day, whether school is to be open or not.

Codes and Agreements

Sixth Form Dress Code

In choosing the sixth form at Stratford-upon-Avon Grammar School for Girls, students have opted for a school environment in which to study at an advanced level. The strong community ethos of the school will have been part of the reason for choosing it – along with the excellence that marks all aspects of school life. All members of the community are expected to uphold the values of the school and share its high aspirations. Sixth form students are inevitably role models to other students within the school and they are expected to take the responsibility very seriously. A high standard of personal appearance is expected of all students.

The aim of the sixth form dress code is to ensure that students project a personally distinctive, smart and business-like image, reflecting their attitude to learning and the community values and high standards of the school. Through the dress code we aim to:

- encourage pride in the school
- support teaching and learning and a positive work ethic
- enable students to be comfortable, safe and secure
- ensure that girls of different social, religious and ethnic groups feel welcome
- encourage a sense of equality and cohesion.

Clothes must be suitable for a business environment and co-ordinated in both style and colour. Extremes of fashion do not have a place in the school or workplace.

Sixth form dress code

| | |
|-----------------------|--|
| Overall look | A formal business suit in any colour – that is, matching jacket and trousers / skirt / dress – with an appropriate blouse, shirt or top in any colour. Jackets should be worn around school; jumpers and cardigans cannot be worn instead of a jacket. In more detail: <ul style="list-style-type: none">- suit skirts/dresses should not be very short or very tight- suit trousers should be full length: shorts, cropped trousers, jeans and leggings are not acceptable- there should be no bare midriffs, strappy tops or low-cut blouses/tops- denim and leather are not permitted |
| Footwear | Smart flat or low-heeled shoes. Smart leather plain boots with a low heel are permitted – ankle, calf or knee length. High heels and flip-flops are not allowed – nor trainers (except for PE). |
| Coats | Coats (if worn to and from school) should be smart. Coats should not be worn or carried around school: please use lockers. |
| Scarves | Scarves are permitted. Muslim students who wish to wear the hijab (headscarf) are welcome to do so. |
| Jewellery and make-up | Modest, unobtrusive jewellery appropriate for a working environment may be worn: eg a single chain necklace, one ring, one bracelet and small ear-rings. Discreet use of make-up and nail polish is permitted. |
| Piercings and tattoos | With the exception of a single piercing in each ear, no facial or visible bodily decorative piercing or tattoos are allowed. |
| Hair | Should be of a natural colour and style; long hair should be tied back when Health and Safety require it. |

Enforcement of the dress code

It is the responsibility of the girls to adhere to the dress code. We anticipate parental co-operation in ensuring that their daughter comes to school in the correct dress code (see the Home School Agreement). Any girl coming to school inappropriately dressed will be immediately sent home to change. Parents will be contacted if this is the case. The Head of House, Assistant Head: Community and Deputy Head – and ultimately the Headteacher – are the final arbiters of what is acceptable.

Issues arising from the dress code

Students should raise issues with their tutor and/or the Head of House; they may also request that such matters, including proposals for change, be discussed at the student council. Parents should raise any issues relating to the dress code or other aspects of appearance with the Head of House; requests to vary the code for particular reasons, such as medical needs, will always be carefully considered. Students participating in school teams and county teams will be given details of school co-ordinated sports kit.



Stratford-upon-Avon Grammar School for Girls
Home-School Agreement: Sixth Form

To in form and her parents/guardians

1. What the school undertakes to provide for students (and their parents/guardians):

- the opportunity for a broad and balanced education, by providing appropriate teaching and encouraging independent learning
- to set, mark and monitor students' work completed in class or at home in a timely manner
- to encourage each student in her learning
- to prepare each student to sit public examinations appropriate to the progress made on each course
- to assess progress regularly and, in addition to providing regular feedback to the student herself, to report to parents through at least a full annual report, interim reports as appropriate and an annual parents' evening where progress can be discussed
- to inform parents about target-setting and associated reviews
- through the Curriculum Enrichment programme, to provide opportunities for broadening the student's educational experience, including through community service and work experience
- to provide information, advice and guidance about careers and applying for further/higher education
- to let parents know about any concerns or problems that affect their daughter's work or behaviour
- to contact parents if there is a problem with eg attendance, punctuality, equipment or dress code
- to keep parents informed through letters, newsletters and notices.

2. What the student agrees to do:

- to attend school on each day of every term: to be on time and properly equipped, and to take a full part in school life more broadly, as well as registering promptly and attending all lessons
- to take full advantage of the educational opportunities offered by the school, particularly in relation to chosen A-level courses, but also in broader enrichment terms
- to support and adhere to all school policies and the expectations communicated through the Sixth Form Handbook, especially those concerning attendance, dress code and behaviour, and to maintain a high standard of behaviour becoming to a senior student
- to strive for excellence: to complete all set work by agreed times, to meet all course requirements and to make a real effort to maintain high standards of work in all areas
- to respect the working environment of the school, including designated quiet study areas
- to manage time well: to be prepared to spend a substantial amount of time on studying outside lessons (at least five hours per subject per week), to manage extra-curricular activities including music, drama and sport to ensure a good balance, to keep any part-time paid or voluntary work undertaken during weekday evenings or weekends from hindering academic progress and to ensure that social activities do not adversely affect attendance or performance.

Signed (Student)

Signed (Parent(s)/Guardian(s))

Signed(Headteacher)

Stratford-upon-Avon Grammar School for Girls, a Specialist College for Language and Science

SIMS FORM: Confidential information for school records. You will have completed this form when your daughter first joined the school.

Note: Some of this information will be entered in a computer database to be used for various administrative purposes within the school and contact details will be shared with FOS (our Parents' Association). **If any of the details required below change, please let the school know as soon as possible.**

Child's details: Surname Forename

Middle name Chosen name Date of birth

Address

..... Post code

If there is a regular arrangement for the child to live at more than one address in any one school week, please supply details

Sister in school Other brothers and sisters *eg 1 older brother, 2 younger sisters*

Previous school State Independent (please tick)

Address

Postcode..... Telephone no. Date of leaving

Ethnic origin (eg White British, Indian, African, Chinese etc)

Language spoken at home (if not English)

Name of doctor Tel no

Surgery address

Medical condition *eg asthma*

..... Child's NHS number

Does the child have a Specific Learning Difficulty (SPLD) or other Special Needs?

.....

Has the child been given extra time for exams, eg SATs? If so, please give details

.....

Have any special reports or tests been completed on the child? If so, please give details and attach a copy

.....

Has the child been medically diagnosed with a disability? If so, please give details

.....

Parents'/Guardians' details (delete the title which does not apply)

Mother's surname Initials (Mrs/Miss/Ms/Dr)

Father's surname Initials (Mr/Dr)

Home telephone no email

Occupational background: Mother Father

Emergency daytime contact :

Mother's tel no Father's tel no

Other contact: Name Tel no Relationship

Address

Email address/es

Transport Arrangements (please tick)

| | |
|------------------------------|--|
| Car - sole passenger | |
| Car - sharing passenger | |
| Walk | |
| Cycle | |
| Public service bus (+bus no) | |
| School bus (+bus no) | |
| Taxi | |
| Train | |
| Other | |

Parental information if different from above (Parent living at separate address) for additional school report

Surname Initials (Mr/Mrs/Ms)

Address

.....

..... Tel no.....

Designated email and mobile phone number for Schoolcomms (communications re unexpected absence)

Designated email address:.....

Designated mobile phone no.....

Is there any additional information which you feel it would be helpful for us to know?

.....

Signature Date

Stratford Grammar School for Girls: Consent Form for Recording Images of Children

Dear Parent or Carer

During your daughter's time with us we may wish to record images/film images and audio of activities that involve your daughter. The images may be used for displays, publications and on a web-site by us, by WCC or by local media.

Images and audio will only take place with the permission of the Headteacher, and under appropriate supervision. When recording images and audio, carried out by the news media, children will only be named if there is a particular reason to do so (eg they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking images and audio of your child, we need your permission. **Please answer the questions below, sign and date the form and return it to the school.** You can ask to see images of your daughter held by the establishment. You may withdraw your consent at any time by writing to the school.

| | | |
|---|---------------------|----|
| Name of child (Block Capitals) : | | |
| Name of person responsible for the child: | | |
| <p>I understand that:</p> <ul style="list-style-type: none"> ○ the local media may take images and audio of activities that show the school and children in a positive light eg drama and musical performances, sports and prize giving; ○ photographers acting on behalf of the school or WCC may take images for use in displays, publications or on the school, WCC or school-authorized websites; ○ embarrassing or distressing images will not be used; ○ the images will not be associated with distressing or sensitive issues; and ○ the establishment will regularly review and delete unwanted material. | | |
| I give my consent for images to be taken and used: | <i>please tick:</i> | |
| | YES | NO |
| a) internally within the establishment | | |
| b) in a county-wide context (e.g. in a library) | | |
| c) including child's name | | |
| d) externally (eg within the media) | | |
| Signature of person responsible for the child: | | |
| Relationship to the child: | | |
| Date (Date/Month/Year): | | |

NB There may be other circumstances, beyond those identified above, in which images and audio of children are requested. The school recognises that in such circumstances specific consent from you will be required before recording of children can be permitted.

If you wish to attend school functions and take images of your and other people's children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. Thank you.

FORM OSA2 (2007) (Young Person)

Warwickshire County Council - Consent to Activity, Medical Details and Treatment Form

Name of Young Person:

Date of Birth..... Male Female

Home address:..... Tel No:

Name of Education Establishment: **STRATFORD-UPON-AVON GRAMMAR SCHOOL FOR GIRLS**

All visits from: 1st September 2011 To: 1st October 2012

Names and telephone numbers of emergency contacts: 1. Home

2. Mobile 3. Work

Name, address and tel. no. of own doctor

.....

Does he/she suffer from: asthma, chest complaints, hay fever, migraine, fits or faints, bad period pains, travel sickness, diabetes, attention deficiency, hyper activity or any other condition, illness or disability? If so, please give details:

.....

.....

Is he/she allergic to anything? (e.g. aspirin, antibiotics, any particular food or drug? If so, give details)

.....

Is he/she having any medical treatment at present? If so, please give written details of treatment and medicines, etc. (These MUST be handed to the Party Leader)

.....

Are there any reasons that you know of that stop he/she from participating fully in the planned activities?

.....

Are there any activities in which he/she should not participate?

.....

Date of anti-tetanus injection (if known)

Is there any other relevant information which the party Leader should be aware of?

.....

Please indicate any special food/dietary requirements where applicable:.....

.....

I wish my child to take part in journeys/activities offered and having read the information provided, agree to his/her taking part in any or all of the activities described.

I understand that, while the staff in charge of the party will take all reasonable care of the Young People, they cannot necessarily be held responsible for any loss, damage or injury suffered by my son/daughter arising through the visit.

Name (Please Print) Signature..... Date.....

*All journeys and activities carry some amount of risk.

P.T.O.

CONSENT TO MEDICAL TREATMENT

I,(YOUR NAME IN BLOCK CAPITALS PLEASE) agree to my son/daughter receiving any emergency or other medical treatment as deemed urgent, necessary and/or in the best interest of my son/daughter by the medical authorities present. This includes dental, medical or surgical treatment, the use of anaesthetic's or blood transfusion. I also agree to the release of relevant and necessary medical information to educational establishment staff by the GP if circumstances are deemed necessary and appropriate.

FOR OVERSEAS VISITS

Spanish / Español

Convengo mi hijo/hija que reciben la cualquier emergencia o el otro tratamiento médico como juzgado urgente, necesario y/o en el mejor interés de mi hijo/hija por las autoridades médicas presentes. Esto incluye el tratamiento dental, médico o quirúrgico, el uso del anestésico o la transfusión de sangre. También convengo el lanzamiento de la información médica relevante y necesaria el personal del establecimiento educativo del GP si las circunstancias se juzgan necesarias y apropiadas.

French / Français

Je suis d'accord sur mon fils/fille recevant n'importe quelle urgence ou tout autre traitement médical en tant que considéré pressant, nécessaire et/ou dans le meilleur intérêt de mon fils/fille par les autorités médicales. Ceci inclut le traitement dentaire, médical ou chirurgical, l'utilisation de l'anesthésique ou la transfusion sanguine. Je suis également d'accord sur la publication l'information médicale appropriée et nécessaire le personnel d'établissement d'enseignement par le généraliste si des circonstances sont considérées nécessaires et appropriées.

German / Deutsch

Ich stimme meinen Sohn/Tochter zu, die jede mögliche Dringlichkeit oder andere ärztliche Behandlung als gemeint dringend empfängt, notwendig und/oder im besten Interesse meines Sohns/Tochter durch die medizinischen vorhandenen Behörden. Dieses schließt zahnmedizinische, medizinische oder chirurgische Behandlung, den Gebrauch des Betäubungsmittels oder Bluttransfusion ein. Ich stimme auch der Freigabe der relevanten und notwendigen medizinischen Informationen Bildungsinstitutstab durch den GP zu, wenn Umstände notwendig und passend gemeint werden.

Italian / Italiano

Accosento al miei figlio/figlia che riceve tutta l'emergenza o l'altro trattamento medico come ritenuto urgente, necessario e/o nell'interesse del miei figlio/figlia dalle autorità mediche presenti. Ciò include il trattamento dentale, medico o chirurgico, l'uso di anestetico o la trasfusione di sangue. Inoltre accosento al rilascio delle informazioni mediche relative e necessarie al personale dell'istituzione educativa dal GP se le circostanze sono ritenute necessarie ed adatte.

Signature: Date:

Dear Parents

Permission slip for local visits, performing arts in Stratford, and sports fixtures

We are constantly trying to make our systems more efficient, and to save you more time. We would therefore like to create a blanket one-off permission slip for the very local and very regular trips, usually within Stratford-upon-Avon, and especially those that are free. This would include all collaborative and other links with local schools and visits to local organisations. This blanket permission slip will not cover trips that require payments, or overnight stays, or trips abroad. The permission slip will be for your daughter's entire sixth form schooling, unless, for whatever reason, you withdraw permission.

This blanket permission slip will only be accepted in conjunction with an up-to-date OSA2, which will still be an annual requirement, and with the understanding that you still have a duty to inform the school of any updates that may occur throughout the school year with respect to addresses, contact details and medical status.

Your daughter's involvement in such trips will be communicated to you through either a letter or an email. Any concern about your daughter's participation in such events should be in the first instance directed to the group leader of that trip – usually the Head of the relevant Department.

I would therefore be grateful if you could sign and return the attached consent form.

If you have any further questions please do not hesitate to contact me by email.

Yours sincerely

Miss Griffiths
Educational Visits Coordinator
griffiths.m4@we-learn.com

Local School Trips Permission Slip

I give permission for my daughter, _____, date of birth _____
to participate in any local school trip.

I take responsibility for always keeping the the school's copy of the OSA2 form up-to-date with my daughter's medical and contact information, and if necessary I will send in any updated information re address, contact details and medical status.

Signed _____ Date _____

Printed name _____ (mother/ father/ guardian)

Please return to Student Services as soon as possible