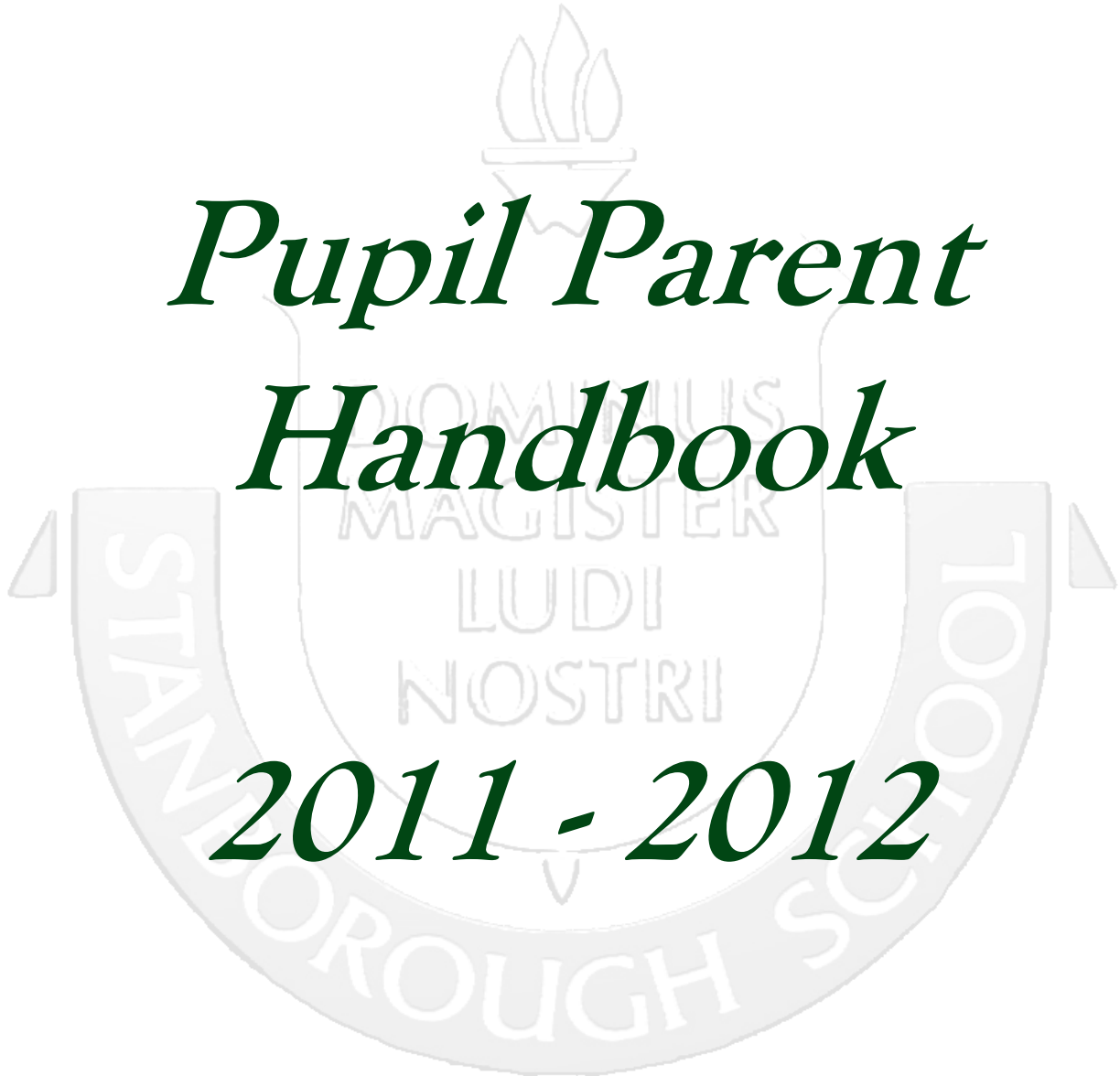




Stanborough School
England

Pupil Parent
Handbook

2011 - 2012



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WELCOME

This Handbook is designed to give you an overview of policies procedures and to explain the expectations of Stanborough Secondary School. Education is a triune between the parents, pupils and school staff. By working together, we will ensure a successful educational experience.

Stanborough is continuing to establish new traditions and build on our reputation as an innovative independent school. The efforts of the parents, pupils and school staff represent a unique concept in the way independent schools operate. This makes it especially important that we, as a triune remain focused on our mission and principles. Your continued support will be deeply appreciated as the school staff continues to inspire confidence in pupils and break new ground as leaders in education

The goal of the school staff is to prepare each pupil for the challenges of tomorrow. Pupils will meet these challenges through high standards in academics and behaviour. The school staff will challenge each pupil with a demanding curriculum, presenting leadership opportunities and by integrating faith in learning. Our mission is to achieve excellence! Excellence is what each school staff will give to each pupil and, in turn, what each school staff expects from each pupil.

Parents are the primary educators of children. For this reason, the school staff look forward to working together as we support the mission of the school and share our motto for the best educational experience for each pupil.

STANBOROUGH INTERNATIONAL and SECONDARY SCHOOL

Stanborough began as a school in 1919. It was an initiative for providing a pleasant educational environment for children. As an Independent school, Stanborough operates free of many of the regulations and constraints imposed on state schools. With such barriers and restrictions removed, Stanborough can enjoy a greater flexibility in responding to the needs of pupils, and maintain its innovativeness in operating efficiently. At Stanborough we will raise academic standards, empower educators, involve parents and boost accountability.

Stanborough has a diverse cultural mix. Pupils experience early exposure to the communities of the world, thus empowering them to serve as a catalyst for a new generation in education. Pupils at Stanborough learn to appreciate the different nationalities and religions of the world, thus providing them with insight into the communities that they will serve.

MISSION STATEMENT

To provide a caring, secure, Christian environment, that enables all pupils to realise their potential. This will be achieved through the harmonious development of the spiritual/moral, intellectual, aesthetic, physical, emotional and social capacities.

PHILOSOPHY

Stanborough School is a co-educational School, which operates within the educational framework of the Seventh-day Adventist Church. Our motto is “Dominus Magister Ludi Nostre” God is Master of our School. We seek to provide a broad and balanced education which promotes the harmonious development and well-being of each pupil.

Our School seeks to awaken a thirst for knowledge that is not purely academic, but conveys a deeper sense of the meaning and purpose of life. We seek to teach our students to be thinkers and

not mere reflectors of other people's thoughts. We view character development to be as important as intellectual success.

We seek to develop the unique capabilities of each pupil, which results in confident life-long learners, who will use their knowledge and skills to benefit others.

Our school seeks to nurture a sense of unity by encouraging co-operation between teachers, pupils, parents and the wider community. Emphasis is placed on self-discipline and responsibility, enabling pupils to feel positive about themselves, thereby achieving high personal goals within a supportive environment.

Our ethos is to foster a sense of belonging to all, regardless of ethnic background or culture, through a family atmosphere.

AIMS

1. Providing a Strong Spiritual & Moral Foundation by:
 - Encouraging an understanding of the beliefs and practices of Seventh-Day Adventist Christians.
 - Developing a personal relationship with God.
 - Assisting students in the development of a stable set of moral principles.
 - Fostering understanding and tolerance towards those holding different beliefs and opinions.
 - Developing a caring attitude which leads to serving others in the School and wider community.
2. To realize each individual's academic potential and to foster positive attitudes which maintain an ethos of life-long learning by:
 - Providing a broad and balanced curriculum which challenges each pupil to achieve excellence according to their capabilities.
 - Providing an effective learning environment which develops independent thought, reasoned judgements, perseverance, curiosity and creativity.
 - Using formative and summative assessments to evaluate progress setting performance targets, which involves pupils in the evaluation of their learning.
 - Building the relationship between parents/carers, pupils and teachers through activities which involve the Parent/Teacher Association and the Student Association/Council.
3. To develop the social and cultural growth by:
 - Fostering good relationships between peers, staff, parents and the community, through the harmonious contributions from individuals of different cultures and ethnic background.
 - Providing activities which encourage creative expression and the awareness of cultural heritage, which provide opportunity for social growth and interpersonal skills.
4. To provide opportunities to achieve optimum physical vitality and health by:
 - Encourage habits and practices that foster physical fitness, health, hygiene and safety.

- Implementing policies, school rules and procedures which safeguard and promote pupil welfare.
 - Increase understanding of the structure and function of the body and how to maintain optimum health.
 - Building positive mental attitudes and offering pastoral support, in partnership with parents, staff and support agencies.
5. Developing the characteristics of a good citizen by:
- Increasing their understanding of their individual rights and responsibilities
 - By encouraging each pupil to develop values that promote freedom and justice.
 - Understanding the workings of democratic government, providing opportunities for participation in the democratic process.
 - Encouraging a deep sense of ownership and responsibility to care for and enhance the environment.
6. Provide a teaching environment that is inclusive by:
- Welcoming individuals by providing facilities that cater for all and by using positive role models to challenge stereotypes.
 - By differentiation, to meet the specific needs of all pupils (gifted and talented, SEN, EAL etc..)
 - By activities which develop multicultural awareness, using materials from a variety of ethnic, cultural and religious backgrounds.
7. To enhance the effectiveness and well-being of staff by:
- Providing opportunities and resources for continuous professional development.
 - By using performance management to identify the professional needs of staff and to improve the standard of education.
 - Seeking to provide a manageable work-load for staff, in order to achieve work-life balance.

POLICIES

ABILITY GROUPS

All pupils must be proud of what he/she is able to achieve. Academic programmes are structured so that each pupil is placed in a level that will challenge without overwhelming. To accommodate the range of abilities at Stanborough School, two levels of ability groups are available. We carefully review each new pupil's academic history or entry examination in conjunction with language skills and standardized examination scores. Each pupil is assigned to a class that will provide stimulation and challenge.

Each pupil's level is reviewed bi-annually. The result is a custom tailored programme that allows maximum academic growth and social achievement. Placement in homogeneous ability groups is practiced in most academic departments. Departments such as Physical Education, Information Technology and Music do not use level ability groupings. The use of homogeneous and heterogeneous groupings is seen as an advantage because it enables the pupils to interact with different ability groups.

ABSENCES

Forming responsible habits regarding attendance and promptness is important to prospective employers and university admission officials. Parents should schedule medical appointments or holiday travel so that the school attendance is not affected.

All absences must be excused in writing within 5 days of a pupil returning to school. Permissible reasons for spontaneous absences are illness and acute family matters. Scheduled absences may include medical appointments, bereavement or university interviews.

Absences for travel, holidays or festive events are generally not permissible. Parents should consult the school calendar carefully in planning engagements that may require pupils to be absent from school.

With all absences, it is the pupil's responsibility to collect and complete all notes, class work, homework and tests missed during any absence. Pupils are expected to be current in all schoolwork within 5 days of returning to school following an absence.

ACADEMIC REFERRAL

Referral letters are sent out each half term where a pupil fails to achieve a minimum Grade Point Average of 5.0 for each half term. These letters will alert parents when pupils are in danger of failing a course. Parents should contact Form Teachers immediately upon receiving an Academic Referral letter or anytime when there are academic concerns. It is not a requirement of the school to issue Referral letters prior to issuing a failing grade on a Report at the end of term. Due to time lapse or other circumstances, it is not always possible to give a Referral letter. In addition, a pupil may fail for the term even though he or she was not failing at half term. For this reason, parents are expected to maintain knowledge of the academic progress of pupils by contacting subject teachers via the Homework Diary or through appointments.

ADMISSION

Stanborough School administers examinations in Maths, Science and English. English Language exams are given to overseas pupils. A formal interview with the candidate and parent provides the opportunity for a Senior Teacher and a Form Teacher to become well acquainted with the background of the candidate. All candidates are required to write a descriptive essay explaining the virtues of Stanborough School.

Previous school reports, academic and personal references are also considered in the admission process. Candidates are not selected solely on academic ability. The resolve of the candidate and evident training from the parent will often be strong indicators in determining admission.

BANNED ITEMS

The use or possession of banned items while on the school grounds or travelling to or from school is forbidden. In the case of illegal items, possession at any time is forbidden. Pupils may not use, possess or be under the influence of illegal drugs (including marijuana), alcohol or tobacco.

The possession of firearms, knives, explosives, pornography, lasers, weapons or socially offensive material is forbidden. A pupil found in violation of this policy will be excluded immediately and

the pupil will be required to appear before the Disciplinary Committee for possible expulsion. A list of additional banned items may be found in the School Rules.

BICYCLES

Pupils are permitted to cycle to school. All cycles must be roadworthy and carry operative lights and reflectors. Bicycles are to be locked at the bicycle shed on arrival to school and must remain there until the school day is over. Cyclists must not permit other pupils to use bicycles unless a member of the school staff has given express permission and at all times cycle helmets must be worn when travelling to/from school.

Any bicycle found not to be roadworthy will be banned from the school grounds. Cyclists permitting pupils to ride without permission may have the bicycle confiscated.

BULLYING

Verbal or physical bullying in any form is prohibited. Reported incidents will remain confidential and be investigated fully. Pupils should report incidents of bullying to a Class Teacher, Form Teacher or Senior Teacher. Stanborough has a zero tolerance policy for bullying. Pupils found bullying will be excluded or expelled and may face criminal charges.

CLASSROOM CONDUCT

Pupils are expected to maintain a high level of self-discipline and respect for others in the classroom. Pupils who are a major disruption to the educational process will be removed from the class and referred to the Form Teacher or Senior Teacher for disciplinary action.

COMMUNICATION AND COMPLAINTS PROCEDURE

Open communication between parents and the school is vital to the personal development of each pupil. Stanborough School encourages parents to have regular contact with the Form Tutor. We want each pupil to feel supported and parental involvement in the school fosters a comfortable learning environment.

Parents receive written reports bi-annually and there are two **Parents' Evenings** in each academic year. The academic progress of pupils is closely monitored each half term, when interim grades are reported and the achievements of pupils are noted on the **Honour and Progress Rolls**.

Form Tutors will make prompt contact with parents, should the need arise concerning absences or behaviour of a pupil. Initial communication to the school from parents should be directed to the Form Teacher. Notifications or requests for absence or complaints should be in writing to the Form Teacher.

Parental enquiries on school policy, procedure or events should be directed in writing to the **Registrar**. Parental enquiries about a disciplinary matter should be addressed in writing to the **Senior Teacher**, for female pupils or to the **Senior Teacher**, for male pupils.

Parental enquiries about staff should be addressed in writing to the **Assistant Head**. Parental enquiries about financial matters should be addressed in writing to the **Bursar**. Parental enquiries about a boarding school matter should be addressed in writing to the **Head of Boarding**.

The school will reply to all oral and written enquiries within three (3) school days of receipt. All written correspondence should be addressed to the school's address or may be delivered by hand to **Reception** with the addressee clearly marked on a sealed envelope.

In the rare event when an enquiry can not be dealt with by the school, parents may write to the **Education Director of the School Board** at the British Union Conference, Stanborough Park, Watford, Hertfordshire. This correspondence will provide the opportunity to have enquiries heard before a panel consisting of at least three people. At least one member of this panel will be independent of the management and operation of the school. The **Education Director of the School Board** will reply to all oral and written enquiries within five (5) school days of receipt.

In the event where a panel is organised to address a complaint, parents may attend and bring a representative who is non legal and not related in any way to the school. The panel will make findings and recommendations within five (5) days of the hearing date. Copies of these findings and recommendation will be available to all interested parties, including the parent, school administration and relevant school staff. A written record of the complaint will be kept at the school's **Reception**, that when related to individual complaints, are a classified document, except when access is required by the Secretary of State or an inspection body.

If you wish to note the number of complaints from the previous year, please apply to the office.

CORRIDOR BEHAVIOUR

Pupils must not leave a classroom without a pass from the teacher present. Access to toilets and lockers is permitted prior to registration, morning break, and lunchtime and after school. Pupils should not request toilet or locker access during class time.

When changing classes, pupils should walk quietly and directly, keeping to the left of corridors and stairs. Pupils should line up by gender quietly outside each class and wait for the teacher to invite the class into the classroom. If the teacher does not appear in the class five minutes after the bell rings, a pupil is to contact the Reception. All other pupils should remain outside the classroom quietly until instructed by a school staff member.

CURRICULUM

Students follow a broad curriculum enabling them to acquire skills in thinking, speaking and listening, literacy, and numeracy and gain experience in scientific, technological, social, physical, and spiritual education, within the school's Christian ethos.

In Key Stage 3 all students study the core subjects English, Mathematics and Science (In years 7 and 8 students follow a General Science course whilst in year 9 Science is taught as separate subjects:- Biology, Chemistry and Physics) All students take Religious Education, French, Spanish, Geography, History, ICT, Art, Music, Design and Technology (Food and Resistant materials) and Physical Education. All students receive Personal, Social and Health Education, and instruction in Citizenship and advice on Careers. In addition projects are organized to enable students to develop

skills in speaking (LAMDA), First Aid, Music technology, Keyboard skills and Horticulture. Students may participate in the Choir or in Drama.

In Key Stage 4 students take the core subjects English, Mathematics and Science (Biology, Chemistry and Physics) leading to GCSEs at level 1 and 2. In addition strong science students may opt to take sciences at extended level 3. All students take Religious Studies and receive instruction in PSHE, Citizenship and Careers. Students take one modern Foreign Language (French or Spanish) and choose optional subjects out of Art, Business Studies, English Literature, Geography, History, Music, Design and Technology, and ICT.

In Key Stage 5 students can opt to take the prestigious International Baccalaureate (IB) which provides a broad preparation for university. Students take three subjects at higher level and three at standard level, study the Theory of Knowledge (TOK) and participate in Creativity Action and Service (CAS) At present the subjects offered include English, Mathematics, French, Spanish, Biology, Chemistry, Physics, History, Business Studies, Information Technology and Art.

DEMERITS

To ensure an environment that is conducive to learning, a demerit system maintains a record of pupils who break the school rules. The demerit process should serve as a learning process and as a deterrent. Demerits are issued for minor academic or behaviour offences. This permits the school to deal with poor behaviour in a graduated fashion. The record keeping tracks demerits, issues detentions and/or punishments and notifies parents as specific accumulated demerits. The purpose of demerits is to detect any developing patterns of behaviour that require correction. Demerits may be given for: tardiness, littering, misbehaviour, uniform, truancy, language or food/drink possession.

DETENTIONS

Pupils may be detained at the end of the school day for 15 minutes without prior notification. For detentions exceeding 15 minutes, parents will be notified via a blue detention card. Parents should sign the detention card to acknowledge receipt.

Detentions will be given on Sundays or during school holiday periods where there are outstanding detentions, urgent academic work missed or for serious offences.

DISCIPLINARY COMMITTEE

Where a pupil commits a serious offence, the Disciplinary Committee will be called. The Committee consists of the Head, Assistant Head, Senior Teacher and Form Teacher. All pupils are expected to abide by the Honour Code. Any pupil who commits a serious offence will be called before the Committee for disciplinary action. Pupils will be required to answer to any violation suspected. The Committee may also interview pupils not involved in the violation.

A Disciplinary Committee will be held at the earliest convenience of its members, without parental notification. The Committee may meet without all of its members present, providing there are a majority of members present. Parents will be consulted on the decision of the Committee and may be called in for a parental interview.

The Disciplinary Committee determines the facts, reviews the pupil's cumulative performance and recommends specific disciplinary action. Appeals to the Committee must be in writing to the Head within 5 school days of the disciplinary action. Appeals must include the grounds, based on the violation. Within 5 school days of an appeal, three Committee members will meet with the parents and pupils. After the meeting, the Committee will determine whether or not to affirm the original Committee decision.

DISCIPLINE

The successful operation of Stanborough School requires the cooperation of many people. By enrolling at Stanborough, pupils and parents accept that all will abide by the school's ethos. The school has established rules and guidelines for maintaining high standards for pupil conduct, which leads to a safe, orderly and inviting school.

On enrolment a pupil is responsible for his or her actions both in and out of school. The authority and responsibility for directing the activities of the school have been given to the school staff. Insubordination is the failure of a pupil to follow the reasonable directives of a teacher or staff member on or off campus. Insubordination will result in a parent conference, possible exclusion or expulsion.

Any serious violations of school policy and/or any illegal or immoral behaviour will result in the cessation of enrolment of the pupil. This is especially true where the good reputation of the school is compromised or jeopardized.

ELECTRONIC MAIL POLICY

Electronic Mail (e-mail) is not regarded by the school as secure correspondence as information may be intercepted by an unintended source. As information between the school and an external source may be confidential, privileged or sensitive, the school does not use this method of communication with Parents, Guardians or any individual acting on behalf of these parties. Therefore, e-mails sent from an external source to a school employee will NOT be regarded as written correspondence with the following exceptions:

1. For a general enquiry for prospectus or enrolment information
2. To confirm travel information details given by telephone/fax
3. To confirm exclusive permission given by telephone/fax

Any information sent from the school in response to any of the exceptions outlined above is given in good faith but without any warranty and subject to the terms and conditions of use set forth below:

Disclaimer: Access, copying, disclosure or re-use in any way, of the information contained in any e-mail or attachments by anyone other than the addressee(s) is unauthorised. For recipients unintended, e-mails should be deleted without making copies or using it in any way. Although attachments to any messages will be checked for viruses before transmission, you are urged to carry out your own virus check before opening attachments, since Stanborough School can not accept responsibility for loss or damage caused by software virus.

Parents, Guardians and those individuals acting on behalf of these parties should be aware that the school will not regard notification of e-mail by way of electronic receipt as confirmation of any such correspondence. Neither will the school respond to any e-mail under any circumstances or enter into correspondence by e-mail for any reason other than the three exceptions stated herein.

The school will accept written correspondence delivered by normal post or by hand. Responses will be provided as per the Communication and Complaints Procedure.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

The EAL (English as an Additional Languages) programme of the International School at Stanborough is designed to assist applicants to reach a level of English proficiency necessary for all academic work.

All students whose home language is not English are integrated into normal classes at Stanborough School to a great extent from their arrival at the school and are withdrawn from various classes to attend EAL classes throughout the week. When they are withdrawn it is usually from classes where a high degree of English proficiency is expected and in which they are not maintaining a satisfactory level. These subjects could include English, Religious Education, History etc. which all require a high level of English. They are not withdrawn from other core subjects such as Mathematics, the Sciences and IT where, in general, they show a greater level of progress because the requirements are less language-based. Furthermore, it is a general policy that students are not disadvantaged in their Grade Point Average (GPA) by marks being allocated below a C average and calculated into their GPA. This is considered as a satisfactory level of progress for the students within Stanborough School and, therefore, a satisfactory level of EAL students.

EXAMINATIONS

Examinations are an integral part of each subject and are administered at the end of the school year in June. Project subjects, such as LAMDA, end at each term and examinations are administered according to scheduled times, which are published on the school calendar. SAT (Year 9), GCSE (Years 11) and I.B (Years 13) exams are public and are scheduled nationally. All pupils are expected to be present for all examinations. Pupils who are not present for exams will receive no grade, unless a valid excuse is given in writing to the school. Exam fees are non refundable and pupils failing to attend confirmed exams will be charged in full.

All examinations are subject to strict regulations pertaining to silence, integrity and permissible equipment. Stanborough School will strictly enforce all examination regulations. A copy of examination regulations is available upon written request.

EXCLUSION

Exclusions may be internal or external and vary in duration depending on the nature of the offence. Pupils may not attend or participate in any school activity while excluded. Where a pupil is externally excluded, no access to the campus is permitted. The following offences will result in the exclusion of a pupil and require a parent interview: bullying, false fire alarms, fighting, gross insubordination, repeated misconduct, stealing or unauthorised access.

The Disciplinary Committee may also call for exclusion where a pupil causes a major disruption of the school atmosphere or brings the school into disrepute. It is the responsibility of the pupil to collect any assignments or notes missed during exclusion.

Pupils should complete all missed assignment within five days of returning to school after exclusion.

EXPULSION

The following offences may result in expulsion of a pupil: involvement with drugs or alcohol, weapon possession, assault, serious theft or vandalism.

The Disciplinary Committee may also request the School Board to call for expulsion for any offence, which includes police notification. Parents may appeal in writing to the Chair of Governors within 5 school days of a pupil being expelled. The appeal must state the grounds, based on the violation. Within 5 school days, a Committee of no less than 3 board members and/or senior teachers will meet with the parents and the pupil. After the meeting, the Committee will vote to affirm the expulsion.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are offered during lunchtime and after school. Some extracurricular activities may be supplementary to academic subjects, such as Language Clubs. There are also sporting and recreational extracurricular activities. It is expected that each pupil will be involved in at least two extracurricular activities for the academic year.

Failing two or more subjects in a term will disqualify a pupil from participating in a sporting or recreational activity until the failures have been reduced in the following term. If a pupil is in a dramatic, musical or sporting event and receives more than two failures, he or she may participate in the current event but may not take part in future events prior to reducing the number of failures.

FIRE ALARM

Fire alarms should only be raised by a school staff member or by a pupil instructed by a staff member to raise the alarm. The use of the fire alarm by any pupil is expressly forbidden. Exclusion or expulsion will result in any false alarms raised by a pupil.

All fire drills are to be treated as serious. Pupils should follow instructions given by a school staff member. Exit of the building should be done silently via the nearest fire exit. All pupils should meet at the rear playground on exiting the building, or in the front lower car park (near the Boarding School) should the alarm sound after 4pm.

GRADE POINT AVERAGE

In order to give each pupil the opportunity to improve during the year, Grade Point Averages (GPA) are calculated at the end of each half term. A GPA of 5 is the recommended minimum for each pupil. Any pupil falling below a GPA of 5 will be placed on Academic Referral. Pupils who receive more than three academic referrals must show that corrective action has been taken. Otherwise continuation at the school will require a review. Any pupil achieving a GPA of 6 or above will be placed on the Honour Roll.

HEALTH SERVICES

A First Aid Staff is on duty every school day in the General Office, located in the Reception area of the school. Parents should report to the Reception when coming to collect a pupil who is ill.

A pupil becoming ill should obtain permission from the Class Teacher to report to the First Aid Staff. If the pupil is not in class or there is an emergency, the pupil may report directly to the First Aid Staff. Pupils should never remain out of school staff supervision due to illness. Pupils missing class due to illness must have a note from the First Aid Staff or the incident will be treated as truancy.

All medication must be delivered to the First Aid Staff with written instructions on dispensing. Any medication not dispensed in this manner will be confiscated. The School should be informed of any medical conditions i.e. Asthma, diabetes, hay fever etc.

HOME STUDY

Each pupil is expected to spend a minimum of two hours daily (Years 7-9), three hours daily (Years 10-11) or four hours daily (Years 12-13) on written and/or oral study work for each school day. On weekends, pupils are expected to spend between six to twelve hours, depending on the year group, with revision and/or homework.

It is the responsibility of the parent to ensure that the pupil has a quiet study area and scheduled chores are completed to permit a reasonable study environment. It is the responsibility of the pupil to organize a revision timetable and adhere to the school's published homework/examination timetable.

HOMEWORK

All homework should be completed in accordance with the homework timetable. Each assignment should be completed neatly and promptly submitted on the due date. Pupils should review homework assignments prior to the penultimate date for completion. This is to ensure that pupils understand all assignments and are able to submit assignments on time.

Each pupil is issued with a Homework Diary. Pupil homework assignments should be noted in the diary daily. Parents must sign the homework diary weekly, ensuring all assignments have been completed. Parents may write notes to teachers via the homework diary and may expect teachers to send messages home via the diary. Homework details may also be found daily on the school website.

HONOUR CODE

Each pupil vows to achieve his or her best by honest and commendable efforts on enrolling at Stanborough School. Cheating, dishonesty and plagiarism in any form are contrary to the ethos of Stanborough School. To steal, obtain, use or provide information or items obtained dishonestly is immoral and counter to any ideals of education. If a pupil is found cheating or plagiarizing, a zero will be given and disciplinary action will follow. Dishonest acts will result in disciplinary action. A serious breach of the Honour Code may result in exclusion or expulsion.

HONOUR ROLL

To provide recognition for those pupils who excel academically, Stanborough School has instituted an Honour Roll for each half term. A pupil with an average GPA of 6 will earn a place on the Honour Roll and receive five merits. A pupil with an average GPA of 7 and higher will gain High Honours and receive eight merits.

The Honour Roll is published at every half term and pupils are awarded merits in school assembly. Pupils gain house points for achieving a place on the Honour Roll.

HOUSES

Each pupil becomes a member of one of three houses: Grenfell, Livingstone or Shaftsbury. Each year houses compete with friendly rivalry for the house cups in scholarship and sports activities. The house system encourages team spirit and emphasizes co-operative effort. This enables friendly competition between students to accumulate house points.

LANGUAGE STUDY

Each pupil is required to study a modern foreign language from year 7 to 13. A pupil with proficiency in a modern foreign language may be exempt from this requirement. Successive levels of modern foreign language must be taken consecutively. In the case of pupils studying English as a foreign language, the requirement to study a modern foreign language may be satisfied by English language lessons.

LATE ARRIVAL

Parents are expected to support the goal of punctuality ensuring pupils arrive to school on time. All pupils are expected to arrive at school by 08.35 for registration. Pupils who arrive after registration are marked as late. A written note must excuse all late arrivals from parents. Scheduled late arrivals, where the school has received prior notice, will be excused. Reasons for scheduled late arrival may include medical appointments. Non-scheduled late arrivals must have a valid reason to be excused. Valid reasons include medical appointments or transport difficulties. For an accumulation of unexcused late arrivals, pupils will be given late detention. Pupils arriving late should report to the Reception on arrival at school for a late slip to submit to the Form/Class Teacher.

LEAVING CAMPUS

Stanborough is a closed campus. Pupils are not permitted to leave campus during the school day without written permission from parents and Form Teacher approval. The closed campus policy is in effect during examinations and any other school events. Pupils leaving campus without permission will receive disciplinary action.

LOCKERS

Lockers are assigned on the first day of school. Pupils are responsible for ensuring the lockers are secure at all times. Combination codes should not be shared with other pupils. Damaged lockers

or lost locks will be charged from the locker deposit. Lockers must be kept tidy and free from any adhesive material or indelible markings.

The school may inspect lockers at any times without prior notification to pupils.

MERITS

Merits acknowledge the behavioural efforts and academic achievements of pupils.

MOBILE PHONES

Mobile phones and all other electronic devices i.e. ipods, are not permitted to be used within the school. Any students requiring to bring such items to school must ensure that they are switched off and stored within their lockers, with form tutors or at reception from 8.30am until 4pm. Failure to do so will result in the items being confiscated. The school cannot accept responsibility for any lost or damaged items.

NEWSLETTERS

At the end of each half term a school newsletter will be distributed to parents. The newsletter will be given to pupils to deliver home. Parents should read the newsletter to keep abreast of school events and developments. Parents wishing to contribute to the newsletter may do so by submitting information to the school's marketing department by the penultimate week of each half term.

OPTIONS FOR GCSE

The selection for GCSE options begins in the summer term of year 9. Pupils will receive an options booklet to take home. Parents should consult with teachers in selecting the options for the following academic year. Pupils will complete an options sheet and return it to the Examination Officer by the stated deadline. The subject teachers or the Examination Officer will approve options. The availability of options will be based on the demand from the pupils. Options are subject to change annually.

PARENT TEACHER ASSOCIATION

The PTA serves as the voice of the parents. The AGM is held in the penultimate half term, where officers are elected. In addition to fundraising, the PTA is involved in the organization of many school social events and parent workshops.

PUNISHMENTS

Pupils may be given a range of punishments depending on the violation. Punishments for minor violations may include: rubbish collection or the tidying of a classroom, Margerison Hall or the dining hall. For more serious violations, hard labour may be given and can include: gardening, office work or the cleaning of school facilities.

Pupils may also be requested to write lines, essays or copy out the school rules. In all cases, pupils are expected to make a heartfelt apology to the offended individuals. This may be requested to be done publicly, where the pupil has offended a group or has brought the school into disrepute.

PREFECTS

Senior pupils are selected by an interview panel of teachers to serve as Prefects. Prefects are responsible for assisting school staff members in the supervision of pupils. Prefects are given the authority to detain pupils for up to 15 minutes for poor behaviour and issue minor punishments such as rubbish collection.

It is expected that all pupils will respect the presence of Prefects while on and off campus.

Pupils may appeal to the Head Boy/Girl in the first instance for questionable judgments by a Prefect. The Form Teacher of the appellant pupil should be approached in the event the decision of the Head Boy/Girl is questioned.

PROPERTY

Pupils are responsible for the proper care of school property and personal property. Any unidentified item should be delivered to the Lost and Found at reception. Pupils will be charged for damage to school property and disciplinary action will be taken.

Pupils should not bring valuable items to school. Mobile phones and any other electronic equipment brought to school should be secured in lockers and not used during the school day. The school will take no responsibility for damaged, lost or stolen personal property.

REPORTS

Bi-annually a written report will be distributed to parents. Parents should read the report and discuss the results and comments from teachers with the pupil. After the pupil has reflected on the report, the pupil and parent should complete the confirmation sheet. The confirmation sheet should be returned to the school at the commencement of the following term.

SCHOLARSHIPS

Stanborough School offers exceptional value for money as an independent school. As an additional incentive to pupils, scholarships are available for academic and musical ability. For Years 7 to 9, one academic scholarship and one musical scholarship will be available each school year. Two academic and music scholarships are available for years 10 and 11.

Academic Scholarships

The criterion for assessing pupils entering into Year 7 is Key Stage Two SATs results of level 5 or higher. The scholarship is awarded to the pupil who achieves the highest SATs result at Key Stage Two and maintains a Grade Point Average (GPA) of 6.5 or higher during Year 7.

The criterion for assessing the eligibility of pupils in Years 8 and 9 for an academic scholarship is the pupil's GPA. A minimum GPA of 6.5 must be achieved at each assessment for a full academic year by any pupil applying for the scholarship. The scholarship is awarded to the pupil who consistently maintains the highest GPA above 6.5.

The academic scholarships for years 7, 8 and 9 are worth 20% of each term's fees.

The criterion for assessing the eligibility of pupils in Years 10 and 11 is the pupil's GPA. A minimum GPA of 6.5 must be achieved in each assessment in Year 10 by any pupil applying for the scholarships. The scholarship is awarded to the pupils who maintain the highest GPA above 6.5. The academic scholarship for years 10 and 11 is worth 25% of each term's fees.

Music Scholarships

Scholarships are available to pupils entering Year 7 only. A music candidate will be expected to have achieved a minimum standard of Grade 5 or higher on a main instrument and should be prepared to perform two contrasting pieces for an audition. Only one music scholarship is available and it is worth up to 50% of each term's tuition fees.

Scholarships Terms and Conditions

All candidates must be entrants for the September following the criteria set out herein. All candidates will have an interview with the Scholarship Panel.

Scholarships are awarded on the understanding that each recipient will complete his or her education to the end of Key Stage 4. The discount on fees under a scholarship must be reimbursed if a scholar is withdrawn prior to the completion of Key Stage 4.

Scholarships will be withdrawn if the scholar's academic performance or behaviour falls below the expected standard of a scholar. This standard will be determined at the absolute discretion of the Head Teacher, upon the advice of the Scholarship Panel.

The school reserves the right not to award scholarships in any particular year.

TRAVELLING TO SCHOOL

Pupils are expected to maintain school conduct while travelling to and from school. Travelling includes cycling, walking, waiting at bus stops or train stations or riding on busses or trains. Pupils found violating this regulation will receive disciplinary action and may be banned from travelling to school by the mode where the violation was committed.

TRIPS

Valuable learning experiences can take place outside the classroom. Trips are used as supplements to regular classroom work. Pupils must be in uniform unless the trip organizer provides written notification for other attire. Permission slips will be sent home for all trips and they must be signed by parents and returned to school by the designated date. Pupils are responsible for making up any work missed and should check with teachers prior to the trip to procure assignments and arrange to make up any class work.

Exemplary behaviour is expected of all pupils participating in any trip.

TRUANCY

Pupils are required to attend all classes. A pupil missing a class without a valid excuse will be counted as truant. Disciplinary action will result from truancy.

UNIFORM (Uniform list to be found on pg. 19 & 20)

Pupils are expected to be in full uniform when travelling to and from school and while in school. At all times uniforms should be neat. Shirts must be tucked in at all times and ties must fall to the waist level. Consult the uniform code for further details.

Pupils not in full uniform must have a written parental excuse. Pupils may be sent home for major or repeated uniform infringements.

WITHDRAWAL

Parents must give one term's notice in writing to the Registrar indicating withdrawal. Withdrawal prior to the end of a term will not result in the refund of that term's fees. Parents failing to give one term's notice in writing will be liable for the next term's fees. The school will release no records until all fees have been cleared. After withdrawing, a pupil must wait one term before re-applying for admission.

Where the parent is requested by the school to withdraw the pupil, the notice of one term does not apply.

Daily Timetable

8:35	Whistle / Registration
8:40	Form Period / Assembly
9:05	End of Form Period / Assembly
9:10 - 9:45	Period 1
9:47 - 10:20	Period 2
10:22 - 10:55	Period 3
10:55 - 11:15	BREAK
11:15 - 11:50	Period 4
11:52 - 12:25	Period 5
12:27 - 13:00	Period 6
13:00 - 14:05	LUNCH (65 minutes)
14:05 - 14:10	Form Registration
14:10 - 14:45	Period 7
14:47 - 15:20	Period 8
15:22 - 15:55	Period 9

STANBOROUGH SCHOOL UNIFORM FOR GIRLS

Blazer – A plain single breasted black blazer with embroidered logo which is available to purchase from John Lewis.

Ties – These are available to purchase through the school office.

Pullover – dark green V Neck pullover (optional) available from John Lewis

Shirt – Plain white shirt. Fashion shirts and casual leisure wear are not acceptable. Short sleeved shirts may be worn in summer term.

Shoes – Sensible black leather shoes with a maximum heel height of 4cm and non-marking soles. All boots/Fabric/canvas/leisure/trainers/shoes with coloured trimmings or large tongues are not acceptable. Black sandals may be worn in the summer with white socks or tights.

Skirt – plain medium black skirt with front and/or back inverted pleats. Skirts should be at least 4cm below knee length. **Tight straight skirts with or without pleats or skirts with slits of any kind are not acceptable.** Student must have a skirt for formal occasions. Available from John Lewis.

Trousers – Plain black are available only from John Lewis. Black socks must be worn with trousers.

Socks – plain white, ankle or knee length. Beige/tan/black non-patterned tights. Black sheer tights are required for formal occasions such as Speech Night.

Coat – Three quarter length, to ensure blazer is covered, or full length black. The coat should be plain and of simple design and one colour. Coloured trimmings are not acceptable. Available from John Lewis

Scarf – (optional) plain black

Hat – (optional) plain black.

Jewellery (including earrings) make-up, and nail varnish are all forbidden.

Hairstyle guidelines – Hair must be kept its natural colour and should not be coloured in any way. Hair styles should be modest and not draw attention to the individual. Hair trimmings should be in school colours. The school administration has the final decision as to whether a hairstyle is acceptable and students may be asked to stay at home until the situation is rectified.

Games and PE Uniform/Equipment – Boys and Girls

Polo shirt - white with house logo

Shorts - black with logo

Tracksuit top - black with logo

Tracksuit trousers - black with logo

Fleece - black with logo

these items must be purchased from the School and display the school badge.

Trainers & Badminton racket must be purchased separately by parents.

If in doubt about the acceptability of any item of school wear, kindly keep the receipt so that the article can be returned if necessary.

STANBOROUGH SCHOOL UNIFORM FOR BOYS

Blazer – A plain single breasted black blazer with embroidered logo which is available to purchase from John Lewis.

Ties – These are available to purchase through the school office.

Pullover – dark green V Neck pullover (optional) Available from John Lewis.

Shirt – plain white shirt. Fashion shirts and casual leisure wear are not acceptable. Short sleeved shirts may be worn in summer term.

Shoes – Sensible black leather shoes with a maximum heel height of 3cm and non-marking soles. All boots/Fabric/canvas/leisure/trainers/shoes with coloured trimmings or large tongues are not acceptable.

Socks – plain black.

Trousers – plain black polyester, polyester cotton or wool. Fashion, casual leisure or cotton twill trousers are not acceptable.

Coat – three quarter length, to ensure blazer is covered, or full length black. The coat should be plain and of simple design and one colour. Coloured trimmings are not acceptable. Available from John Lewis.

Scarf – (optional) plain black

Hat – (optional) plain black. Woollen hats are available from the PE department.

Jewellery (including earrings) is forbidden

Hairstyle guidelines – Hair must be kept its natural colour and should not be coloured in any way. Hair styles should be modest and not draw attention to the individual. Hair should not fall below the top of the blazer collar, stand out more than 3 inches from the head, or be as short as hair guide number 1. Hair patterns and plaited hair are not permitted. The school administration has the final decision as to whether a hairstyle is acceptable and students may be asked to stay at home until the situation is rectified.

Games and PE Uniform/Equipment – Boys and Girls

Polo shirt - white with house logo

Shorts -black with logo

Tracksuit top - black with logo

Tracksuit trousers - black with logo

Fleece - black with logo

these items must be purchased from the School and display the school badge.

Trainers & Badminton racket must be purchased separately by parents.

If in doubt about the acceptability of any item of school wear, kindly keep the receipt so that the article can be returned if necessary.

Contact Details: Stanborough International and Secondary School

Postal Address: Stanborough Park
Watford
Hertfordshire
WD25 9JT
UK

Telephone Number: +44 (0)1923 673-268

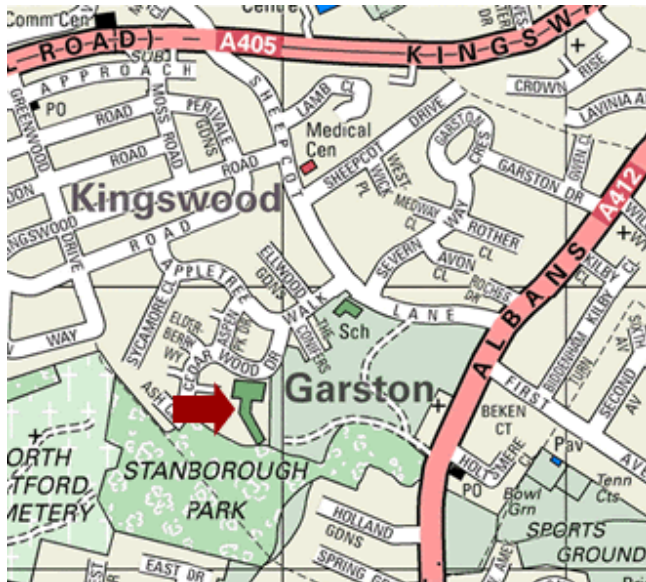
Fax Number: +44 (0)1923 893-943

Email: info@spsch.org

Website: www.spsch.org

Map and Directions to School:

From M1 exit junction 5 Watford follow signs for North Watford A41.



Administration / Finance Department:

School Board Chairman Pastor Ian Sweeney
British Union Conference of SDA's
Stanborough Park
Watford WD25 9JZ

Head Teacher Mr Roger Murphy
PA to Headteacher Ms Shannelle Hall
Registrar Mrs Sonia Poddar
School Receptionist Mrs Janice Davis
Bursar Mr Keith Allen
Accounts Department Ms Laverne Byng

TEACHERS:	SUBJECT/S:	QUALIFICATIONS:
AHN, Ji-Eun	Music	BA Music (Sham Yook University, Seoul) OTT (Uni of Hertfordshire)
ALLEN, Florence	Maths, History	BA Uni of Guyana, MEd Leadership & Management, QTS, Dip Social Work, Dip Ed Coaching, MEd
AMO-ADJEL, Emmanuel	Geography, History	MA Public Administration/BA(Hons) Geography(Uni. of Ghana) MA Human Resource Management(Uni of East London)PGCE Geography,
ANDERSON Alicea	Biology, Chemistry	Associate Degree Biological Science/Bachelors degree in Biological Science
EDWARD, Dennis	English, ESL	MA, BA HONS., BA, HDE (PG Sec) (University Of RSA , Pretoria)
GAUTRAN, Virginie	French, Gym,	PGCE Secondary in Modern Foreign Languages in Spanish and French (UWIC Cardiff)
HUSSEY, Eileen	English, Bus. St	BA English with minors in Business Administration & RE (Andrews University) PGCE English (Chiltern Training Group)
LEE, Diane	English, Games	
MAHBENA, Lorena	ESL	BA English/Spanish(Babes-Bolyai Uni, Romania) ,Certificate in ESOL, MA TEFL, London Metropolitan Uni, QTS
MUNOZ, Juan	PE, Spanish	
MURPHY, Roger	Chemistry	B.Sc Hons. U.M.I.S.T., Certificate of Education (Manchester University) MA Education (Andrews University USA)
NALLI, William	Physics	B.Sc - Andhra Uni., M.Sc, (Andhra Uni) QTS
OLUKOTUN, Olufunmiso	ICT/ITGS	BSc Hons Computer System Technology
PODDAR, Kish	Biology, Horticulture	(CNA) MIBIOL (Manchester Polytechnic) M.Sc (Aberdeen University)
PODDAR, Sonia	KBS, BCS, Projects	BA Sec Sc. & Eng. (Spicer Memorial College, Poona India)
POLAYAH, Rosemarie	French	BA Hons Uni Aix Marseille, PGCE Southbank University/RTT Roehampton University
RHAMIE, Mahlon	Music Tech.	NVQ4 Computer Networking - Direct Computer Training, UNVQ Health & Social Care (Hammersmith & West London College).
RIVERS, Stephen	Business Studies	BA Eng. & Business (Newbold College, CPE, LPC) MA Law, College of Law, Guildford
SINCLAIR, Sharon	Art, LAMDA	BA(Hons) Graphic Design & Image making HNC Computer Applications in Art & Design (Uni. of Hertfordshire)
DAVIS, Natasha	R.E, English	BA of Theology (University of Oxford)
UGBOMAH, Chukwudi	Chemistry, Science	BSc Chemistry with Biochemistry (Queen Mary - University of London)
VENTER, Lara	Maths	BSc Maths (Free State Uni, RSA) PGCE in Education (Uni of SA) FET Mathematical Literacy (Uni of the Witwatersrand)
WRIGHT, Ricardo	Maths	B.Sc & Dip. Ed. (University of West Indies) M.SC (Sheffield Hallam University)

Analysis of GCSE results

Year 11 students

GCSE	Year	Girls			Boys			Overall		
		No 5+	Total	%5+ A*-C	No5+	Total	%5+ A*-C	No 5+	Total	%5+ A*-C
	Jun-07	9	12	75	13	15	87	22	27	81
	Jun-08	15	17	88	12	13	92	27	30	90
	Jun-09	13	18	72	13	17	76	26	35	74
	Jun-10	9	9	100	11	13	85	20	22	91
	Jun-11	9	10	90	9	11	82	18	21	86
	Average over 5 Yrs	55	66	85	58	69	84	113	135	84

Analysis of KS3 results (level 5 and above)

English	Year	Girls			Boys			Overall		
		No. 5+	Total	%	No. 5+	Total	%	No. 5+	Total	%
	May-07	16	16	100	16	16	100	32	32	100
	May-08	6	7	86	10	11	91	16	18	89
	May-09	6	6	100	11	12	92	17	18	94
	May-10	11	11	100	9	9	100	20	20	100
	May-11	7	7	100	10	10	100	17	17	100
	Average	46	47	98	56	58	97	102	105	97

Maths	Year	Girls			Boys			Overall		
		No. 5+	Total	%	No. 5+	Total	%	No. 5+	Total	%
	May-07	11	15	73	10	12	83	25	31	81
	May-08	6	7	86	16	17	94	16	18	89
	May-09	7	7	100	11	12	92	18	19	95
	May-10	12	12	100	14	16	88	21	22	95
	May-11	6	7	88	10	11	91	16	17	94
	Average	42	48	88	61	68	90	96	107	90

Science	Year	Girls			Boys			Overall		
		No. 5+	Total	%	No. 5+	Total	%	No. 5+	Total	%
	May-07	12	15	80	15	16	94	27	31	87
	May-08	5	7	71	9	11	82	14	18	78
	May-09	6	7	86	11	12	92	17	19	89
	May-10	12	12	100	11	11	100	23	23	100
	May-11	6	7	88	8	10	80	14	17	82
	Average	41	48	85	54	60	90	95	108	88