



Stanborough School
England

Pupil Parent
Handbook

2020 - 2021



WELCOME.....	3
STANBOROUGH INTERNATIONAL and SECONDARY SCHOOL.....	3
MISSION STATEMENT.....	3
AIMS.....	3
POLICIES.....	4
ABSENCES.....	4
ACADEMIC REFERRAL.....	4
ADMISSION.....	5
BANNED ITEMS.....	5
BICYCLES.....	5
BULLYING.....	5
CLASSROOM CONDUCT.....	6
COMMUNICATION AND COMPLAINTS PROCEDURE.....	6
CORRIDOR BEHAVIOUR.....	9
CURRICULUM.....	9
DEMERITS.....	9
DETENTIONS.....	10
DISCIPLINARY COMMITTEE.....	8
DISCIPLINE.....	10
ELECTRONIC MAIL POLICY.....	9
ENGLISH AS AN SECOND LANGUAGE (ESL).....	11
EXAMINATIONS.....	9
EXCLUSION.....	10
E.PULSION.....	10
EXTRACURRICULAR ACTIVITIES.....	10
FIRE ALARM.....	10
GRADE POINT AVERAGE.....	12
HEALTH SERVICES.....	12
HOME STUDY.....	12
HOMEWORK.....	13
HONOUR CODE.....	13
HONOUR ROLL.....	13
HOUSES.....	13
LANGUAGE STUDY.....	13
LATE ARRIVAL.....	13
LEAVING CAMPUS.....	14
LOCKERS.....	14
MERITS.....	14
MOBILE PHONES.....	14
NEWSLETTERS.....	14
OPTIONS FOR GCSE.....	14
PARENT TEACHER ASSOCIATION.....	15
SANCTIONS.....	13
PREFECTS.....	15
PROPERTY.....	15
REPORTS.....	15
SCHOLARSHIPS.....	16
TRAVELLING TO SCHOOL.....	16
TRIPS.....	16
TRUANCY.....	16
UNIFORM.....	16
WITHDRAWAL.....	16

Daily Timetable.....	15
STANBOROUGH SCHOOL UNIFORM FOR GIRLS	19
STANBOROUGH SCHOOL UNIFORM FOR BOYS	20
Contact Details:	21
TEACHERS:	19

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 SECONDARY AND INTERNATIONAL STANBOROUGH SCHOOLS

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.

The Mission of Stanborough School

1. Stanborough School seeks to honour and glorify God through Christ-centred education. Reflecting Biblical principles we are committed to excellence in teaching the mind, reaching the heart and inspiring pupils to attain their full potential
2. Because God is the Master of our school (school motto), we will glorify Him by teaching and nurturing our pupils in their spiritual, academic, physical and social growth and development, reflecting the character of Christ
3. Stanborough School prepares and teaches its pupils to grow in excellence, equipping them to realize their God given potential, in their spiritual, academic, physical, and social arenas, positively contributing to society by living lives that glorify Him.

The **Aims** of Stanborough School are:

1. Spiritual and Moral Foundation
2. Every Child (Inclusive)
3. Educational Success
4. Social & Cultural Growth
5. Physical Vitality
6. Good Citizen
7. Life-long learning

COVID-19

Following a period of closure in the Summer 2020, Stanborough Secondary School has developed a contingency plan, in line with DFE guidelines (Guidance for full opening: schools 27 July 2020 and March 2021) in the need for a further lockdown in Hertfordshire or the country. Children will continue to be provided with an education remotely which is of high quality and aligns as closely as possible with in-school provision.

Children will:

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- Be given several days to complete a task to allow for sharing of devices within the family
- Read daily, either independently or with an adult for at least 30 minutes
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.
- Make every attempt to complete work set by the teacher and communicate with the teacher before hand if this is not practical for any reason.
- Make every attempt to catch up on any work they have missed

Parents will:

- Ensure their child has access to IT and the internet. If this is not feasible, to communicate with the school until this matter is resolved. This can be done using the IT [access form](#).
- Encourage their child to access and engage with posts/emails from their teacher
- Know they can continue to contact their class teacher or Senior Leadership Team (SLT) as normal through the school's email system.
- Check their child's completed work each day and encourage the progress that is being made;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

For further information on COVID-19 and how we will ensure that all students are kept safe, please visit <http://www.spsch.org/school-life/covid-19/>

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 requests for permission of absence must be submitted in writing five days before the date of expected absence except in the case of illness. Permissible reasons for spontaneous absences are illness and acute family matters. Scheduled absences may include medical appointments, bereavement or sixth form 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.

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 on what they hope to achieve in 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, the values and principles upheld by the candidate/family 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

Bullying in any form is prohibited. Bullying is considered a safeguarding concern and will be investigated by the Designated Safeguarding Lead for Safeguarding (DSL) Reported incidents will

remain confidential and be investigated fully. Pupils should report incidents of bullying to a Class Teacher, Form Teacher or Senior Teacher. The member of staff will then pass on these reports to the DSL. Stanborough has a zero tolerance policy for bullying. Pupils found bullying may be excluded or expelled and may face criminal charges. Some bullying incidents will be referred to Hertfordshire Children Services.

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

Staff email

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' Information 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 Headteacher's Personal Assistant apapaioannou@stanboroughpark.herts.sch.uk
- Parental enquiries about a disciplinary matter should be addressed in writing to the **Senior Teacher** aanderson@stanboroughpark.herts.sch.uk
- Parental enquiries about staff should be addressed in writing to the **Head Teacher** kjames@stanboroughpark.herts.sch.uk
- Parental enquiries about financial matters should be addressed in writing to our Financial Consultant gbarham@stanboroughpark.herts.sch.uk
- Parental enquiries about a boarding school matter should be addressed in writing to the **Head of Boarding** cprince@stanboroughpark.herts.sch.uk

Below are the procedures for concerns and complaints:

Stage 1 – Informal Resolution

(References to the number of working days refer to term-time only)

- It is hoped that most complaints and concerns will be resolved quickly and informally if parents feel able to voice them as soon as they arise. Obviously, the more information the school gives to parents the less scope there is for misunderstanding. Parents will be encouraged to give feedback, preferably to the person concerned. In most cases, discussion, explanation, further information or an apology, if appropriate, will resolve any issues. Every effort will be made to allay concerns at this stage and with the least possible formality. Our ideal is that no concern should ever become a formal complaint, as through open dialogue, a resolution should always be accomplished.
- Concerns can be addressed orally or in writing to the teacher, form teacher, Senior teacher, Assistant Head teacher or Head teacher who will seek to resolve issues of concern within 48 hours.
- The member of staff dealing with the matter will make a written record of all concerns and complaints and the date they were received. Should the matter not be resolved within (five) 5 school days, or in the event that the member of staff and the parents fail to reach a satisfactory resolution, parents are advised to proceed with their complaint in accordance with Stage 2 of this procedure. A note should be kept of the date a resolution was reached and the agreed nature of this.

Stage 2 – Formal Resolution

(References to the number of working days refer to term-time only)

- Any formal complaints should be addressed in writing to the Head teacher and be signed and dated.
- In most cases, the Head teacher will speak to the parents concerned, normally the day of receiving the complaint to discuss the matter. If possible, a resolution will be reached at this stage.
- The school will reply to 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.
- Within ten (10) school days of receiving the complaint, the Head teacher will complete the investigation and contact the complainant to arrange a meeting. If the complaint is valid in whole or in part, The Head teacher is to acknowledge this and write an explanation along with a clarification of any misunderstanding. The Head teacher should also make an admission if the situation could have been handled better or differently and make an assurance that the event complained of will not recur. Lastly, the Head teacher should write an explanation of the steps that have been taken to ensure it will not be repeated and review school's Procedure in light of the complaint. The parents will always be kept informed in writing. A note will also be kept of when a final outcome was reached.
- The Head teacher will keep written records of all meetings and interviews held in relation to the complaint.
- Should a parent or guardian have a complaint about the Head teacher, an approach should first be made to Judy Clements, the Chair of the Board at Stanborough School whose contact details are: Judy Clements, Chair of the Board of Governors, Stanborough School, Stanborough Park, Watford, Hertfordshire WD25 9JT, Telephone: 01923673268 Email:

jclements@stanboroughpark.herts.sch.uk, should include the nature of the complaint and how the school has handled it so far. The Governors are obliged to investigate the matter and will do everything possible to resolve the issue through a dialogue with the school.

- If parents are still not satisfied with the decision, they should proceed to Stage 3 of this Procedure

The Head teacher will:

- Establish what has happened so far and who has been involved.
- Clarify the nature of the complaint and what remains unresolved.
- Meet with the complainant or contact them.
- Clarify what the complainant feels would resolve the issue.
interview those involved, allowing them to be accompanied if they wish.
- Conduct each interview with an open mind and be prepared to persist in questioning and
- Keep notes of each interview.

When the investigation is complete, the Headteacher will meet the complainant to try to resolve the complaint. Any of the following may be appropriate at this point:

- An acknowledgement that the complaint is valid in whole or in part
- An apology
- An explanation
- A clarification of any misunderstanding
- An admission that the situation could have been handled better or differently
- An assurance that the event complained of will not recur
- An explanation of the steps that have been taken to ensure it will not be repeated
- An undertaking to review school Policies considering the complaint.

Stage 3 – Complaints Panel Hearing

- In the rare event when an enquiry cannot 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. The Panel will consist of three persons (3) not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the school. The Education Director of the School Board (Mrs Gina Abbequaye) gabbequaye@adventist.uk, Panel Convenor, will reply to all oral and written enquiries within five (5) school days of receipt and schedule a hearing to take place within fifteen (15) school days of the receipt of the referral. If the complainant or Headteacher wishes to submit information in writing to the Panel this should be sent to the Panel Convenor at least five (5) days before the date of the hearing.
- A written record of the complaint will be kept in the Head teacher's office, that when related to individual complaints, are a classified document, except when access is required by the Secretary of State or an inspection body.
- The complainant, who could be parents or guardians, may be accompanied to the panel hearing by up to two other individuals.
- If possible, the Panel will resolve the complaint immediately without the need for further investigation.
- Where further investigation is required, the Complaints Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Complaints Panel will reach a decision and may make findings and recommendations, which it shall complete normally within five (5) working days of the Hearing.
- A copy of the Panel's findings, and/or any recommendation and the reasons for them will be:

- sent by electronic mail or otherwise given to the complainant and, where relevant, the person complained about; and
- available for inspection on the school premises by the Chairman of the Board of Governors and the Head teacher.
- The complainants will have the right of appeal to a higher authority, namely the Independent Schools Inspectorate (ISI) whose contact details are given at the end of this policy.

As far as possible, the meeting should not be delayed if the referral comes at the end of term, especially at the end of the Summer Term. Since the aim of the procedure is to resolve the issue and effect reconciliation if necessary, it will be best if the matter can come to the Panel as quickly as possible, especially if the complainant will already have been engaged over a longer period in attempts to put things right.

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 quietly outside each class and wait for the teacher to invite the class into the classroom.

CURRICULUM

Pupils 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 pupils study the core subjects English, Mathematics, Biology, Chemistry and Physics. All pupils take Religious Education, French, Spanish, Geography, History, ICT, Art, Music, and Physical Education. All pupils receive Personal, Social and Health Education, and instruction in Citizenship and advice on Careers. In addition projects are organized to enable pupils to develop Music, Keyboard skills and Horticulture. Pupils may participate in the Choir or in Drama.

In Key Stage 4, pupils take the core subjects English, English Literature, Mathematics and Science (Biology, Chemistry and Physics) leading to GCSE. All pupils take Religious Studies and receive instruction in PSHE, Citizenship and Careers. Pupils take one Modern Foreign Language (French or Spanish) and choose optional subjects out of Art, Business Studies, Geography, History, Music and ICT.

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 form tutor and senior teacher 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 infringements, truancy, unacceptable language or consuming food/drink outside the designated are and time.

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.

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, School chaplain and Form Teacher. All pupils are expected to abide by the rules as set out in the Behaviour Policy. Any pupil who commits a serious offence will be called before the Committee for disciplinary action. Pupils and their parents will meet with the Disciplinary Committee to discuss the offence. 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 and parents will be notified. The Committee may meet without all its members present, providing there is a majority of members present. Parents of the perpetrator will be consulted on the decision of the Committee and may be called in for a parental interview. Note that we do not discuss the outcomes or consequences with the victims parents.

The Disciplinary Committee determines the facts 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 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 other misbehaviour 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.

ENGLISH AS A SECOND LANGUAGE (ESL)

The ESL (English as a second 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 pupils 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 ESL classes throughout the week and are given ESL lessons. 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

EXAMINATIONS

Examinations are an integral part of each subject and are administered at the end of the school year in June. GCSE (Years 11) 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 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 assignments 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 (depending on COVID-19 regulations). 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 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.

If pupils bring medication to school, it must be in its original package and handed in to Reception with clear written instructions on the last dosage and when the next one is due. Any medication not handed in to Reception in this manner will be confiscated. The School should be informed of any medical conditions i.e., allergies, 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) 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 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 Shaftesbury. Each year houses compete with friendly rivalry for the house cups in academic and sports activities. The house system encourages team spirit and emphasizes co-operative effort. This enables friendly competition between pupils to accumulate house points.

LANGUAGE STUDY

Each pupil is required to study a modern foreign language from Years 7 to 11. 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 (subject to change due to COVID-19 procedures). 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 their lockers are secure at all times. Keys 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, post cards and text messages acknowledge the behavioural efforts and academic achievements of pupils.

MOBILE PHONES

Mobile phones and all other electronic devices i.e., iPod, are not permitted to be used within the school. Any pupils requiring bringing 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 term a school newsletter will be distributed to parents. The newsletter will be given to pupils to deliver home or sent via email. 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 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 Head Teacher by the stated deadline. The subject teachers 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.

SANCTIONS

Pupils may be given a range of sanctions depending on the violation. Sanctions 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. In some cases, 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 sanctions 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 AND BURSARIES

Stanborough School offers exceptional value for money as an independent school.

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.

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. 16 & 17)

Pupils are expected to be in full uniform when travelling to and from school and while in school. However, due to implications of COVID-19, Students are allowed to currently wear their PE kit on the days they have PE. At all times uniforms should be neat. Shirts must be always tucked in 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.

Stanborough School Start Times (amended due to COVID-19)

	Year 7	Year 8	Year 9	Year 10	Year 11
Time of arrival	8:30am	8:40am	8:40am	8:40am	8:50am
School finish time	3:30pm	3:30pm	3:30pm	3:35pm	3:35pm
Location	Front Student Entrance	Front Student Entrance	Back student entrance	Back student entrance	Front Student Entrance

Note:

- The school runs a two-week (10 day) timetable, each day consisting of five one-hour periods for all pupils.
- Key Stage 3 students leave school at 3:30pm and Key Stage 4 students leave school at 3:35pm. This will allow for social distancing and prevent congestion
- Friday school ends at 13:30 for all pupils.
- Students are not allowed onto the school premises until 5 minutes before the start of the day
- As soon as students are given permission to leave school at the end of the day, they must vacate the school building and not loiter around school.

Period	Times	
	From	To
Registration/Assembly	08:40	09:10
1	09:10	10:10
2	10:10	11:10
Break	11:10	11:30
3	11:30	12:30
4	12:30	13:30
Lunch	13:30	14:20
Registration	14:20	14:30
5	14:30	15:30

SCHOOL UNIFORM: Note that students will be allowed to wear their PE on the days they have PE due to factors relating to COVID-19.

STANBOROUGH SCHOOL UNIFORM FOR GIRLS

Blazer – A plain single-breasted black blazer with embroidered logo which is available to purchase from Beatas School Uniform.

Ties – These are available to purchase through Beatas School Uniform.

Pullover – dark green V Neck pullover with embroidered logo (optional) available from Beatas School Uniform

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 Beatas School Uniforms. The website is www.beataschooluniforms.co.uk - phone number 020 33622930.

Trousers – Plain black are available from Beatas School Uniform. 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 plain design and one colour. Coloured trimmings are not acceptable. Available from Beatas School Uniform.

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 pupils 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

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

Tracksuit top - black with logo
Tracksuit trousers - black with logo
Fleece - black with logo

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 Beats School Uniform

Ties – These are available to purchase from Beats School Uniform.

Pullover – dark green V Neck pullover (optional) Available from Beats School Uniform.

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 plain design and one colour. Coloured trimmings are not acceptable. Available from Beats School Uniform.

Scarf – (optional) plain black

Hat – (optional) plain black.

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 pupils 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

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

Tracksuit top - black with logo

Tracksuit trousers - black with logo

Fleece - black with logo

Trainers 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 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

Administration / Finance Department:

School Board Chairman Judy Clements OBE
Stanborough School
Stanborough Park
Watford WD25 9JZ

Interim Head Teacher: Mr Kaz James

Acting PA to Headteacher: Anna Papaioannou

Registrar: Mrs Mirian Keshishian

School Receptionist: Mrs Janice Davis

Accounting Technician : Milimo Mumbo/ Giles Barham

Map and Directions to School:

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



TEACHING	DEPARTMENT	QUALIFICATIONS
AHN, Ji-Eun	Music	BA Music (Sham Yook University, Seoul), OTT (University of Hertfordshire)
AMO-ADJEI, Emmanuel	Geography, History	MA Public Administration/BA (Hons) Geography (University of Ghana, MA Human Resource Management (University of East London), PGCE Geography (Goldsmith's University). QTS
ANDERSON, Alicea	Chemistry, Home Economics	Associate Degree Biological Science/bachelor's degree in Biological Science
BRAMBILLA, Lisa	Mathematics	BA Physics degree at University of Milan. PGCE Middlesex University. QTS (Qualified Teacher Status)
HUSSEY, Eileen	English, Bus. Studies English Lit	BA English with minors in Business Administration & RE (Andrews University), PGCE English (Chiltern Training Group and University of Bedfordshire), QTS Diploma in Personnel Management. M. Ed Leadership and Management (Open University)
N'GUESSAN Eric	French,	BA Business information at University of Westminster
FUSTTE, Felipe	English, History	Foundations of History Graduate Certificate – Birkbeck University of London Bachelor of Arts in Teaching English as a Foreign Language – River Plate University – Argentina
MAHBENA, Lorena	Spanish	BA English/Spanish (Babes-Bolyai University, Romania), Certificate in ESOL, MA TEFL(London Metropolitan University), QTS
JAMES, Kaz	Physical Education (Acting)	Bsc, Applied Sports Science (University of East London), PGCE Secondary Physical Education De Montford University, Msc & National Professional Qualification for Headship (NPQH) North London University. QTS
NALLI, William	Physics, Citizenship, Maths	BSc (Andhra University), MSc (Andhra University) BA in Education. QTS
GENGAN, Krishtee Mahasingh	Biology, Horticulture	MSc (Aberdeen University) (CNAAB) MIBIOL (Manchester Polytechnic), HND Applied Biology (Microbiology), Cert in Education
SINCLAIR, Sharon	Art, Religious Education,	PGCE in Art (Wall Hall College), BA (Hons) Graphic Design & Image making, HND Computer Applications in Art & Design (University of Hertfordshire), Access to Art and Design (University of Hertfordshire). QTS
VENTER Lara	Mathematics	Bachelor of Science Degree, University of the Free State, PGCE (South Africa, University of South Africa, QTS (England,

		University of Hertfordshire, AAT Level 4 Diploma (England, AVADO)
Siamak Vakilpour	Computer Science	BSc Hons Computer Science MSc in Software Methods for Digital Signals & Image Processing (DSIP)
PATRICK, Ray	Religious Studies	BA Religion Oakwood University