

The Bishop's Stortford High School

Parental Bulletin



Wednesday, 15 September 2021

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Whole School

COVID-19 Vaccinations

Many of you will have heard the government's plan to offer a first dose of the Pfizer-BioNTech vaccine to all 12-15 year olds, in addition to those aged 16+ whom have already been offered been offered it. At time of writing, we have not received any details from the DfE or NHS regarding the vaccination process, though we understand it will be administered in schools. I urge all parents to discuss with their children the role the vaccine can play in helping to minimise further disruption to education and reduce the impact the virus has on the whole community, and thus encourage them to take up the offer. Once we understand the situation regarding permissions and the schedule for delivering the vaccine, we will, of course, be back in touch. In the meantime, please continue to ensure your child carries out the twice weekly home testing using the LFD test kits.

Coats

Please ensure your child is equipped with an appropriate coat for school. We are very keen to minimise the number of occasions on which we have to keep students inside at break or lunchtime, which will inevitably mean students being outside during light rain at times. When rainfall is particularly heavy, it may be necessary to keep them inside, but we hope to avoid this wherever possible.

Mr Reeve

Headmaster

Coronavirus - Asymptomatic Home Testing

Testing remains important in reducing the risk of transmission of infection within schools. All students have been given home Lateral Flow Device (LFD) testing kits and we encourage them to take a home LFD twice weekly before school on Monday (or Sunday evening) and Thursday (or Wednesday evening).

The current guidelines suggest that this advice will be in place at least until the end of September and possibly longer, dependent on the circumstances prevalent at the time.

Students who have contracted COVID-19 do not need to undertake Lateral Flow tests for 90 days. However, if they do get COVID-19 symptoms, you should immediately book a PCR test.

Coronavirus - When to book a PCR test

Anyone with a positive LFD test result and/or who is displaying symptoms of Covid19 will need to:

- self-isolate in line with the [stay at home guidance](#)
- [book a further test](#) (a lab-based polymerase chain reaction (PCR) test) to confirm the result

Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within the 2 days following the positive LFD result, and is negative, it overrides the self-test LFD test and students can return to school as long as they don't have COVID-19 symptoms.

Please complete the following form [Covid19 Reporting](#) online if your son/daughter has tested positive. Although the school is not currently responsible for track and trace, the Local Authority are still tracking cases in schools and are asking for this information. If you do not have the PCR test result when you are completing the form, please complete the [PCR Update form](#) when you receive the test result.

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Positive result - If a student has a positive result from a PCR test, they should self-isolate immediately and continue to isolate for at least 10 days. NHS Test and Trace should contact you or your son/daughter and advise on the isolation period. Close contacts and everyone in the household or support bubble will also be advised to book a PCR test.

If your son/daughter is isolating but well enough, please ask them to check Satchel1/Show My Homework for work that will be set by their teachers. You do not need to update absence reporting unless your son/daughter is not fit to return at the end of their isolation period

If your son/daughter receives a positive PCR result, please **DO NOT take any LFD or PCR tests for 90 days** as this may return a false positive resulting in a further mandatory period of isolation.

Negative result - Where a student has a negative result from a PCR test, it means the test did not find coronavirus (COVID-19) and they can return to school.

From Monday 16th August, people who are double jabbed or aged under 18 are no longer legally required to self-isolate if they are identified as a close contact of a positive COVID-19 case. If a student is advised to obtain a PCR test as a close contact, they do not need to isolate whilst waiting for the results **unless they are showing symptoms**.

For any queries or absences regarding Covid-19, please email covid19@tbshs.org.

Free School Meals

Did you know that Hertfordshire County Council could save you over £450 every year? Your child could get a free school meal, worth over £450 per child per year if you receive any of the following:

Your child can get a free school meal if you receive any of the following:

- **Income Support**
- **Income-based Jobseekers Allowance**
- **Income-related Employment and Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **The guaranteed element of State Pension Credit**
- **Child Tax Credit** (as long as you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- **Working Tax Credit run-on** (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- **Universal Credit** (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

Apply today if you receive any of these benefits. It takes **5 mins** and in most cases we can tell you straightaway if your child can get free meals at school.

<https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx#year3>

Have your National Insurance number or Home Office number to hand when you apply.

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If your child is eligible for free school meals, they'll remain eligible until March 2023, or until they finish their current phase of schooling (primary or secondary), if that's after the end of March 2023.

Don't miss out, apply now!

The benefits of applying online include:

- It's quick and easy to do – most online applications take about five minutes to complete. Please make sure you have your national insurance number to hand.
- It can be done whenever it suits you, with no need for face-to-face or telephone contact
- In most cases, you won't have to provide paper proof of benefit
- You won't have to reapply for free school meals every year
- Your child will get their free school meals without delay
- You can apply for other benefits that you may qualify for at the same time

If you do not have access to the internet at home, you can obtain access and support at any of the following locations:

- Public Libraries
- UK Online Centres
- TBSHS – Please call Reception for assistance

For more information or assistance with your application Visit www.hertsdirect.org/freeschoolmeals Or Call the customer service centre on 0300 123 4048 (8am-8pm Monday to Friday, 9am-4pm Saturday).

School Catering

Meal Prices and Menus

The price of a standard 2-course meal is £2.75, menus are available on the TBSHS website. The school currently offers break and lunch options.

The school has an upper limit of £6 on the amount of money that can be spent in one day. This will mean that your child cannot buy excessive amounts of food that may be being passed on to others. If you would like this amount changed, please call the school or email finance@tbshs.org to amend the amount up or down.

As I am sure that you are aware, there are a number of logistical issues affecting availability and deliveries, as a result, menus may change at short notice.

During the Covid-19 pandemic, the school will not be able to accept cash payments for any reason and the cash loader in school will not be active. If you are unable to utilise ParentPay, please ensure that you contact the finance department (finance@tbshs.org Tel: 01279 869521). Your assistance in keeping the school cash free is appreciated.

Please ensure that your child always has sufficient funds on their accounts for lunch as overdrafts will not be available. Any parent/guardian in financial difficulty should contact the school.

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Breakfast Service

From Monday 20th September, the school will re-introduce the breakfast service. The menu will offer bacon rolls, yoghurts, fresh fruit and cold drinks.

The Bishop's Stortford High School Attendance/Reporting Absences Procedures:

Reporting Absences - How to notify the school if your child is absent

Any student absence, whatever the reason, must be reported by 8.30am on **each morning** of absence, **using our dedicated school 'My Ed' phone App**. The Absence Hotline can be found under the Messaging Section of the App.

Please give a brief, detailed description of the reason of absence. Please note that reasons such as ill, poorly or unwell will be unauthorised.

Change in Reporting Medical Appointments:

All future medical appointments should also be reported using the **'MyEd'** App at least 2 days prior to the appointment, along with relevant confirmation of the appointment. A letter or screenshot of the appointment should be attached to the message. Appointments may not be authorised if you are unable to provide confirmation of the appointment.

All absence queries and general queries should be emailed in to the School via the usual channels and **not via the MYEd App, the messaging function is solely for daily absence reporting and the reporting of medical appointments.**

In the event of not being able to access the App then please call the Attendance Line Number - **01279 869555**
Please do **not** report absences via the Admin School Offices or the main school number.

Emails will not be accepted for notification of absence.

Late arrival/missed registration: Any student missing a form registration, either morning or afternoon for any reason, should sign in at the main reception area. If they do not, an unauthorised absence may remain on their record and parents may be notified of absence unnecessarily.

If parents/guardians are aware of a reason why their child will arrive late on any occasion, they should notify the school by the **'My Ed' phone App**.

Signing Out/In: Students should sign out in the main reception. Any student needing to leave during the school day for an appointment, etc. should have already advised the School by using the MyEd App.

Students will not be allowed off site if School has not received prior advice of the appointment and contact will be made with a parent/guardian. All students under 16 must be collected, they cannot travel independently to appointments even if authorised by parents.

Signing back in on return from an appointment must also be done at the main school Reception.

Attendance Information

We as a school set an individual target attendance of 96% and expect a student to achieve this to maximize their life chances. Did you know that:

100% Attendance = 0 lost learning hours

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96% Attendance = 37.5 lost learning hours

90% Attendance = 95 lost learning hours

Please be aware that should your son's/daughter's attendance drop below 95%, we will contact you and if it continues to fall to 93% then we will contact you again and may invite you into school. If we are still concerned and attendance continues to fall you will be asked to provide proof of absence i.e. a doctor's note, appointment card or a copy of prescribed medication, in order for the school to authorise any future absences.

Request for Absence from School for Exceptional Circumstances

As a school, following government guidance, we are no longer able to authorise absences in order that you can take a holiday. There may be applications for leave of absence that are considered to be exceptional circumstances and these may include:

- Service personnel returning from a tour of duty abroad where it is evident the individual will not be in receipt of any leave in the near future that coincides with school holidays
- Where an absence from school is recommended by a health professional as part of a parent or students rehabilitation from a medical or emotional issue
- The death of an immediate family member
- To attend the wedding of a parent or sibling
- Family graduation ceremonies or recognised awards ceremonies

These requests will need to be applied for at least 10 days in advance by completing and returning the form below to the school by hand to the main office (in an envelope clearly marked for the attention of the attendance officer) or by requesting the form via email using:

absence-request@tbshs.org

[Absence from School for Exceptional Circumstances Form and Information for Parents.pdf](#)

Only the school can authorise an absence. An explanation given by a parent/carers is not always sufficient for the school to authorise it. An absence may only be authorised if the absence is due to:

- Genuine student illness where a detailed reason has been left via the phone App.
- "Leave" granted by the school for local medical appointments where either am or pm leave will be granted.
- The pupil being unable to attend due to exceptional unavoidable causes.
- Religious observance where applicable

Publishing Houses and Supporting the School

If any parent has a connection with any Educational books Publishing Houses please contact rachel.engel@tbshs.org as many organisations offer additional discounts to schools where parents work in the company. Similarly, if parents are connected to other organisations where the school can take an advantage of a discount, please contact me.

The School appreciates all offers of sponsorship and support from parents, if you feel you can help support the TBSHS in any way, please contact rachel.engel@tbshs.org and I will pass the information to the relevant

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members of staff. Offers of support for assistance to help us improve the marketing the School, sixth form or fundraising would be appreciated.

Parent helpers wanted in the library

The library is looking for library helpers! Would you be able to spare a few hours of your day to help in our busy school library? No previous experience needed!

If you are interested, please complete the form below:

<https://forms.office.com/r/57hFbFiX5D>

Invigilators

The Examinations department are seeking reliable, confident male and female applicants who are available during school hours to assist in the supervision of internal and public examinations which take place at the following times –

Mid December

Beginning of January

Mid April – End of June

No experience is necessary as full training will be given.

If you are interested please contact Dr Luppi leanne.luppi@tbshs.org or telephone the exams office on 01279 868524

Sponsors for Whole School Production

Taking place in November, this year's whole school production will be the exciting, high-energy and glitter ball-spinning musical extravaganza *Disco Inferno*.

If you would like to support the show by way of advertising your business/services in the show programme, do please get in touch; individual supporters also welcome. Half page or full page adverts are available. For more information please email claire.jonas@tbshs.org

Student Microsoft Office Download (Office 365 Pro Plus)

As a student at TBSHS, you can get a free download of Microsoft Office 365 Pro Plus for PC or Mac to install on your own device.

This gives you Word, PowerPoint, Excel, Access, Publisher, Outlook and OneNote for the time you are at TBSHS.

<http://www.tbshs.org/docs/7586-StudentMicrosoftOf.pdf>

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Accessing School Work from Home

As some of you are already aware the file transfer system was removed over the summer holidays.

If you now need to work on files from home please move these in to your school One Drive account. This will give you a faster and more secure experience when needing to work on your files from home and also enable you to use the online versions of office.

- Within school a direct link to your One Drive account can be found on the student Jump page.
- Outside school all of the office 365 Apps can be found via the school website under the links section.

Sixth Form

Year 13 – Information Evening – Thursday 9th September

Thank you for your attendance at last night's presentations We hope that you found the sessions informative. Materials, including a detailed Academic Guide, have already been distributed by email to students and parent/carers. Mrs Price will be running a further advice session in Period 5 tomorrow. All Year 13s applying to University must attend. **Mr R Stark**

Prospective Parents Evening – Thursday 23rd September – Yr12 & Yr13 Helpers

Thursday 23rd September is the school's Prospective Parents' Evening for potential Year 7 students. A letter with further details can be found at [2021 PPE Helpers Letter](#). **Mr R Stark**

Year 12 – Activity Days 6th & 8th October

There will be communications will shortly be sent to parents via MyEd regarding these activity days, to be held at Herts Mariners Base on the 6th and 8th October. An online consent form will need to be completed. **Mr R Stark**

Year 12 & 13 – Financial Assistance

Bursary applications and information can be found at [16-19 Bursary Fund](#). Applications should be sent to the Finance Department. Please be reminded that if students received financial assistance last year, they will need to re-apply again this year. **Mr R Stark**

GCSE & A Level Performance Recitals – 14th October

Following the lifting of restrictions, we are delighted to announce our first concert of the academic year - the GCSE and A Level Performance Recitals.

Students in Years 11 and 13 who are studying for these examinations will perform their recital pieces in public before the formal examination process begins. For an evening of awe inspiring and uplifting music, and to hear the school's finest musicians, you are warmly invited to attend this very special and intimate concert. We look forward to welcoming you on **14th October, doors open 6.30pm. Donations on the door. Light refreshments available.**

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Year 11

Year 11 Adventure Learning Trip 16th September

All students must have an individual disclaimer, signed by an adult to enable them to participate in all activities, please follow this link; <https://www.njuko.net/bshs>

Students must bring with them:

Lunch, snacks, water, a spare set of clothes and shoes, a plastic bag and any medication.

Boys must arrive on site by **7.45am on the day** and are due to be back at school at approximately 4.15pm

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Year 7

Year 7 Concert – 21st October – Advance Notice

This whole year group concert is always a tremendous occasion with rousing and enthusiastic singing from our new Year 7 students!

More information nearer the time including how to buy tickets, but in the meantime please make a note of this event which takes place on **Tuesday 21st October, doors open 6.30pm.**

Ski Trip 2023 – Current Year 9-12

Please [click here](#) for the letter and reply slip for the 2023 ski trip to Wagrain, Austria. Students in Years 9 to 12 are eligible for this trip.

All details are in the letter, but if you have any specific questions, please contact me.

Mr Griffiths.

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Careers, Opportunities & Competitions

There are many more opportunities for Years 12 & 13 in the 6th Form Bulletin - issued every 2 weeks by Mrs Price.



Please note, students can find the careers section of the parent bulletin in the 'Others' area of the Q Pool File

Click [here](#) for this week's Careers News

Careers Forum – Advance Notice

All students in Years 10-13 are invited to attend the biennial Careers Forum which will take place on 20th October after school.

Stands will include representatives of higher and further education as well as employers; both local and national.

There will be more information nearer the time but please make a note of the date as students are encouraged to attend.

Mrs Jonas

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Parking



Sports

Parent Sport Association

The PSA are now able to accept contactless card payments for food & drink at Jobbers Wood.



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PTFA

Parent, Teacher & Friends Association

Annual General Meeting

Registered Charity Number 293966

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Bishop's Stortford High School, Parent Teachers and Friends Association will be held at 7.15pm on Monday 27th September 2021 In the School Hall.

TBSHS Face Masks

EXCLUSIVE TBSHS PROTECTIVE FACE MASKS



AVAILABLE TO PURCHASE NOW

£5

THERE ARE TWO WAYS TO PAY:

Via ParentPay - Students can collect mask from school reception.

Or, students can purchase masks from school reception (*Exact money only please, no change given*)

For further information please click [here](#).