

**THE BISHOP'S STORTFORD
HIGH SCHOOL**

**TBSHS Sixth Form Guide
2022**

Please Keep This Booklet for Reference

Please Complete the On-line Registration Forms (see confirmation email)

If you are new to TBSHS, you must print off the Biometric Consent Form (link in your confirmation email), sign it and bring into School on the First Day

Please complete all consent forms on the TBSHS Application System website and submit by the 26th August. Please contact Admissions for a hard copy ONLY if you are unable to access the internet to complete the forms online.



We believe the most important habits that give you the best chance of success as a person and an academic student are as follows. They have been devised by the current Sixth Form Council and represent habits that each of you should aspire to display. **They are our Black & Gold Behaviours.**

Black & Gold Behaviours

- **Respect all members of the school community**
- **Meet academic deadlines to your best ability**
- **Balance academic and extracurricular interests**
- **Aim to be punctual and prepared for all school commitments**
- **Dress smartly and respectfully**
- **Embrace challenges; reflect, listen, and learn from feedback**
- **Take responsibility for your learning environment**

Win the things that don't require talent.

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1 Community at TBSHS

Community is one of our core values and we are proud of the fact that our students are part of a hardworking, warm, diverse and welcoming community. As Sixth Form students and leaders of the school, you will set the standard for younger pupils. You will lead by example, behaving and dressing professionally, readying you for your future move in to Higher Education and employment.

We have very high standards and an expectation that all of our students want to challenge themselves to live up to the “Black and Gold” ethos. You will also act as representatives of TBSHS forging close links with organisations such as the Mitre Fund, Grove Cottage and the Rotarians to raise money and to do direct outreach work to help vulnerable people. You will represent the Sixth Form at TBSHS in all that you do.

We want you to get involved in all aspects of school life and be important friends and positive influences to all the students in your peer group. This is why we want your first day at TBSHS Sixth Form to be based on getting to know everyone in your Sixth Form Community and to ensure that all members of Year 12 go on a community cohesion and teambuilding trip in early October. This is a great opportunity and we hope you have lots of fun too.



Year 12 Community Cohesion Trip
W/c Monday 3rd October

2 Welcome Letter

25th August 2022

Dear Sixth Form Student,

Congratulations on your GCSE results and on your entry into our Sixth Form.

Term starts on **Friday 2nd September** and you should arrive in school for a welcome assembly at 8.45am. A programme for the first day is overleaf and I would be grateful if you would attend in full uniform.

As it is the first day, students will need to be on site for lunch (from Monday 5th September onwards students will be allowed off site for lunch). Students may either purchase a school lunch (£2.95) or bring in a packed lunch. A Sixth Form tie (£7.00) or brooch (£5.00) will also need to be purchased on the first day, therefore, please bring either cash or a cheque (payable to TBSHS) for the exact amounts. Existing TBSHS students may use their Parent Pay account to pay for a school lunch. Any monies must be in a sealed envelope marked with your name and what items are being paid for, e.g. lunch, brooch.

If you wish to rent a locker, you will need an additional £10 (see section 10.12 Lockers) which again can be paid in cash or cheque..

In addition to basic academic equipment, you must also bring your own choice of a hardcopy or electronic diary. Full details of our dress code are in this handbook (see *section 8.2 Dress Code*) together with other information about school procedures and opportunities available to students that I hope will answer most questions that you may have.

In the email that you have received confirming your place, there is a link to our on-line system where you will be able to officially accept your place and, most importantly, complete all required registration information. It is vital that **this is completed by Friday 26th August**. Please contact Admissions for a hard copy to be sent to you ONLY if you are unable to access the internet and complete the forms online. At the start of term, you will be supplied with a hardcopy Consent/Agreement booklet containing all the obligatory consent forms that need to be completed in hardcopy. You must print off the Biometric Consent Form included in your email to bring in on your first day.

Please also put the evening of **Tuesday 6th September** in your diaries as that will be our Year 12 Standards Evening which all students and parents are expected to attend. Further details will be provided at the start of term about this and other key events requiring student attendance in the Autumn Term (see *section 6.3 of this guide*).

Congratulations once again and we look forward to seeing you in September.

Yours sincerely



Mr R H Stark
Assistant Headteacher, Head of Sixth Form

3 The First Day

Friday 2nd September 2022

Remember to bring your signed Biometric Consent Form with you if you are new to TBSHS

YOU NEED TO COME TO SCHOOL IN SCHOOL UNIFORM (see page 11)

8:45am	Assembly with the Sixth Form Management Team (SFMT) (Main Hall)
9:20am	Collection of timetables/ties/brooches (£7.00/£5) Payment of locker rental if required (£10)* (Main Hall)
9:50am	Tutor time (designated rooms) (including Cashless Catering)
10:40am	Break
11:00am	Induction Carousel

1	6th Form Study Skills - Improving Note-taking	Top of the 6FC (Sixth Form Centre)
2	Team Building - Headbandz	Room 43
3	6th Form Study Skills - Wellbeing	Library
4	Team Building – Blind Drawing	Reading Garden
5	6th Form Study Skills - Motivation	Room 17
6	Team Building - Dingbats	Room 34
7	6th Form Study Skills - Revision	Room 33
8	Team Building – General Knowledge	Bottom of the 6FC (Sixth Form Centre)

12:00pm	Lunch
12:45pm	Induction Carousel continues
1:45pm	Break
2:00pm	Welfare Presentations <i>Female Welfare Presentation - Top of 6FC</i> <i>Male Welfare Presentation - Library</i>
2:30pm	End of Year 12 Transition Day - <i>Students with any queries/option changes to see SFMT in 6FC.</i>

** Lockers will be allocated by Ms Goan during break, lunch times and study periods during the first week of school*

4 School Contact Details

Absence Line:	01279 869555	NB: Only use if you can't access 'Bromcom MIS' App/Website app Absence messages only by 8.30am on every day of absence
Sixth Form Administrator	01279 869531	christina.goan@tbshs.org or sixthform@tbshs.org office@tbshs.org
Main Switchboard:	01279 868686	
Fax:	01279 868687	
Finance:	01279 869521	finance@tbshs.org
Website:	www.tbshs.org	

5 Key People – Sixth Form Management Team

Assistant Headteacher Head of Sixth Form	Mr Robert Stark (RHS)	Oversight of all matters related to the Sixth Form
Deputy Head of Sixth Form	Mr Simon Mariner-Goff (STM)	Student Achievement Academic Support + Guidance Tutorial Programme
Deputy Head of Sixth Form	Mr George Munro (JGM)	Student Welfare Attendance and Punctuality Enrichment Programme
Post-18 Coordinator	Mrs Fiona Price (FJP)	UCAS and Post-18 advice
Sixth Form Administrator	Ms Chrissy Goan (CMG)	Sixth Form Administration

6 Calendar

6.1 Term Dates 2022-2023

These dates could be subject to change. Please regularly check the School website for the most up to date information.

Autumn Term 2022	01 September - 21 December [Including INSET Days - See Below]
Half Term Break.....	24 October - 28 October
.....	01 September (INSET/Staff Training/No Students)
.....	02 September (Years 07 and 12 Students Only)
.....	05 September (All Students in School)

.....	23 September (INSET/Staff Training/No Students)
Spring Term 2023	06 January - 31 March [Including INSET Days - See Below]
Half Term Break.....	13 February - 17 February
.....	06 January (INSET/Staff Training/No Students)
.....	09 January (All Students in School)
Summer Term 2023	17 April - 21 July [Including INSET Days - See Below]
Half Term Break.....	29 May - 02 June
.....	05 June (INSET/Staff Training/No Students except Public Exam Students)

NB: Students do not attend school on INSET or Occasional Days.

GCE (A-Level) Exam Results15 August 2024 (To be confirmed)

At the end of Year 13, the August 2024 Results Day will be a crucial time for students to be in the country to deal with university and other post-18 acceptances.

6.2 School Calendar

Please look carefully at, and regularly check, the live school calendar that is available on the school website www.tbshs.org for Sixth Form and general interest events. It is expected that students will be available to support the school on numerous occasions throughout the year including:

- Year 12 Standards and Year 13 Information Evenings
- Prospective Parents' Evening (as helpers)
- Sixth Form Open Evening (as helpers)
- Parents' Evenings
- House Events
- School Sports Fixtures
- Music and Drama Events
- Charity Events, e.g. Showcase

6.3 Key Diary Dates for Autumn Term 2022

There are some key events in the Autumn Term, some very shortly after you start in the Sixth Form, that you need to be reserving in your diary now. These are:

06 September 2022.....	School Photographs - Year Group and Individual
06 September 2022.....	7pm Year 12 Standards Evening (students, parents/guardians)
22 September 2022.....	Prospective Parents' Evening (all students as helpers)
9 November 2022.....	Sixth Form Open Evening (all students as helpers)
24 November 2022.....	Yr 12 Consultation Evening (students, parents/guardians)

NB: On 23 September and 10 November, school will close early at 1.15pm.

6.4 The School Day

The School timetable operates on a two-week basis. Students will be issued with a timetable on their first day. This should be copied into whatever form of diary or planner they choose to use and further copies made for easy reference at home or on electronic devices.

Morning Registration.....	08.30-08.40
Period 1.....	08.40-09.40
Period 2.....	09.40-10.40
<i>Break.....</i>	<i>10.40-11.00</i>
Period 3.....	11.00-12.00
Period 4.....	12.00-13.00
<i>Lunch.....</i>	<i>13.00-14.00</i>
Period 5.....	14.00-15.00
Afternoon Registration/Tutorial/Assembly.....	15.00-15.30

Students should arrive at the school at least five minutes before morning registration. If you miss a registration you must sign-in using the Vericool terminal in the school Reception. Please see **6.3 Attendance/Absence Procedures** for further details.

7 Academic

7.1 What does Academic Rigour look like at TBSHS?

As a Sixth Form, we get fantastic academic outcomes because students work hard and they are given the opportunity to work hard in school in either the Turing Suite, Sixth Form Centre or Library. To support students deal with the transition from GCSE to A-Level, there is a significant emphasis on Independent Study.

In Year 12, a students are required to complete their Bridging Units (a unit of work for each of their subjects) from the [Bridging Units Google Drive](#) before starting on their first day of Year 12. This work is to be handed in on the first day back in September to your subject teachers.



In addition to this all students have access to our very own Independent Study Guide to provide them with on-hand tips for successful progression at Sixth Form level. The guide also gives details on the A-Level Mindset where students are given strategies to improve their approach to Sixth Form Student. The guide can be found on-line at: www.tinyurl.com/tbshsisg. Links and QR codes are provided in all study areas for students to access the guide.

To ensure you are academically rigorous, you will complete a formal Testing Week in late September. This will be an opportunity for your teachers to see how well you have accessed the Bridging Units and, most importantly, assess whether you are coping with the demands of A-Level study. We want all of our students to get used to being tested and complete rigorous independent study to meet the demands of Post-18 Gateway Exams and A-Level Exams. We call this approach Academic Rigour and we know that this method produces successful academic outcomes.

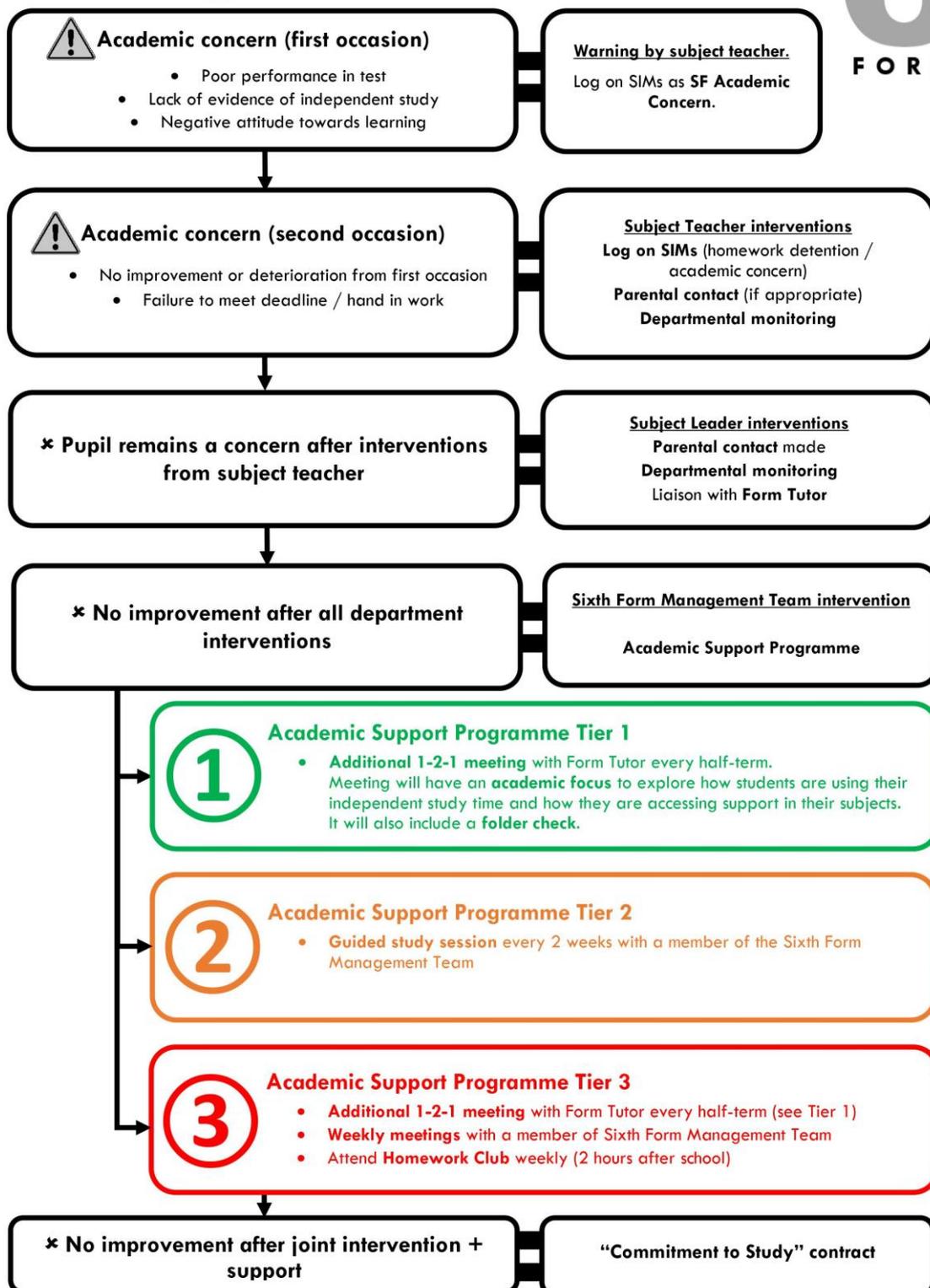
Formal Testing Timetable		
Term	Formal Test	Rationale
Autumn Yr 12	Testing Week 1	To assess how students have handled the transition from GCSE to Year 12 and their Bridging Units.
Spring Yr 12	Testing Week 2	To assess how students have progressed in their A-Level and BTEC subjects
Summer Yr 12	Post-18 Gateway Exams	To determine what UCAS predicted grades will be used for individual students.
Autumn Yr 13	Testing Week 3	To assess how students have progressed in their A-Level and BTEC subjects
Spring Yr 13	Year 13 Mock Exams	Practice for the summer exams.
Summer Yr 13	A-Level Exams	Externally assessed exams.

To gauge how students are adapting to A-Level study and to gain experience of A-Level examinations, Year 12 students will sit a variety of subject assessments throughout the year culminating in Post-18 Gateway Exams in June 2023. The results of these Gateway exams will be used to determine a student's suitability for their Post-16 pathway. These exams will also influence and determine their predicted grades for university and job applications. Students will be given advice and guidance on revision techniques and timetabling by their Tutors.

7.2 Academic Support Flowchart

The transition from GCSE to A-Level study is considerable and students will be given support and guidance from subject staff and their tutors. The School closely monitors all students, dealing with issues and concerns as they arise following the procedure overleaf.

TBSHS Sixth Form
Academic Support Flowchart





7.3 Academic Support Programme

In addition to the standard academic and pastoral support that teachers and tutors provide (see **Section 8.5 Tutor Groups and E-Tutoring**), the Sixth Form provides an Academic Support Programme (ASP) for students who require additional guidance in order to reach their target grades and achieve their potential. Students who would benefit from this guidance are identified through a holistic consideration of their teacher projected grades, examination results and other academic and pastoral information.

The ASP is designed to track the progress of students and provide help in a variety of ways including organisation, revision, examination technique and time management. During each session, students will gain specific and tailored advice and will set short-term targets to ensure steady progression towards their target grades.

There are three tiers of support ranging from interventions during form time to an intensive weekly course with the Sixth Form Management Team. Within each stage students will continue to receive support from Subject Teachers and Subject Leaders where they require assistance in particular areas.

In addition to ASP, every Year 12 student's progress is monitored during their first four weeks at TBSHS. Subject teachers will make a judgement on how well a student has settled into the Sixth Form. Any students who are deemed to be struggling will attend Progress Check interviews with a member of the Sixth Form Management Team or another senior member of staff.

7.4 Homework and Additional Study

Homework is essential if students are to reach their full potential in the Sixth Form and A-Level/BTEC success is dependent on additional work outside of lesson time and study periods. Students are expected to complete at least 15 hours additional study per week.

The School uses an online homework calendar which is compatible with all platforms including mobile devices. Students and parents will be given access and login details in September and will be able to see what homework has been set and also when it is due to be handed in. We would advise that students should still use some form of diary or planner of their choice to record, organise and manage all their school commitments in addition to their homework.

7.5 Library

The school library is a useful place for homework, studying and reading. Everyone is welcome in the library before and after school unless stated otherwise (any changes will be shared on the library website and displayed on the library doors beforehand). Students may also come in during morning break and lunchtimes where we run on a first come first served basis until we reach capacity.

Opening times:	Before School	08:00 to 08:30
	Morning Break	10:40 to 11:00
	Lunch	13:00 to 14:00
	After school - Years 07 to 10	15:30 to 16:30
	After school - Years 11 to 13	15:30 to 18:00

If a student wishes take out a book, please take it to the Issue Desk where Miss Bishop or a library helper will scan it onto your account for three weeks. If a student has not finished the book during this time, they are able to renew it once on the library website (using their school login details) before Miss Bishop needs to see you in person for a second renewal. To return a book, please drop your books into the book return bin directly outside of the library.

Our library is made up of fiction and non-fiction sections as well as an extensive eLibrary. Newspapers and magazines are also available to read within the library and include many titles such as 'Science Focus' and 'Q'. Finally, 14 computers are available to be used for work and research purposes.

7.6 Special Educational Needs and Disability

It is vitally important that students new to the School inform the School SENCO of any SEND requirements that they have. This will help us ensure that any relevant information is passed on from previous schools so that necessary support in the classroom, in exams or around school can be provided. It is important for teachers to be informed of anything that they need to consider as they help students to adapt to more demanding A level study and our Examinations Officer and Learning Support Department will need to put in place any agreed Access Arrangements for exams. Please see **7.10 Examinations Access Arrangements** for more information.

Contact e-mail address: senco@tbshs.org.

*Please ensure you have completed the SEND section of the **TBSHS Application System Website***

7.7 Study Periods

Students will have a number of Study Periods when they do not have timetabled lessons and they are expected to use these effectively. Year 12 students have more structured supervised study than Year 13 students.

Year 12 students will be designated a place to study as they start their time in Sixth Form and their study periods will be supervised. They will either be based in the Sixth Form Study Centre (the Turing Suite), a designated study room or the library. At specified times, Year 12 students may be able to access the bottom of the Sixth Form Centre. All Year 12 students will have the opportunity to graduate out of supervised study if their academic results are positive and show that outstanding progress has been made.

Year 13 students who are not on the Academic Support Programme or other interventions are free to choose to work in the School Library which operates a policy of silent study or in the downstairs of the Sixth Form Centre where quiet working in groups (maximum of 4) is permitted.

7.8 Academic Progress Reports

Interim reports are issued in the Autumn and Spring terms which will show levels of effort and projected grades of attainment. A Full Report is issued at the end of the academic year and this contains full written feedback.



Interim and full reports for students are made available to parents and students electronically in PDF format.

Progress is also checked internally every half term via staff data drops.

7.9 Consultation Evenings

Each year group has one Consultation Evening per year when parents and students can meet subject teachers to discuss academic progress. For Year 12, this will be held in the Autumn Term (24 November 2022). In Year 13, Parents' Evening is early in the Spring Term (26 January 2023).

7.10 Externally Assessed Examinations & Exams Access Arrangements

For external examinations, the School can, in certain circumstances, apply for Special Consideration for a candidate. Therefore, it is important that the School is made aware of issues, e.g. ill health, family circumstances, medical conditions for which the student receives medication and treatment, which might affect exam performance **before** an exam is actually sat. See **7.5 Special Education Needs** and also **7.10 Examinations Access Arrangements**.

In order for your child to continue to be fully supported during their exams please inform us if they had Access Arrangements for Public Examinations (i.e. SATs/GCSEs). These may include: extra-time, modified papers for poor eye sight, prompts, readers, scribes, specialist accommodation, supervised rest breaks, word processor. You will be required to provide the evidence to support this, i.e. Form 8 from previous school, medical letters, normal way of working in class. This information should be brought into school and taken to the Examinations Office by 11 October.

Contact e-mail address: exams@tbshs.org

*Please also ensure you have completed the Access Arrangements for Public Examinations section of the **TBSHS Application System Website**.*

7.11 Equipment

Students should come to school fully equipped for the day ahead. This means bringing a selection of stationery, their diary (electronic or hardcopy) and any other subject-appropriate equipment, e.g. textbooks, folders, scientific calculator, overall for Art or Technology. We would recommend that one large lever arch folder per subject is kept at home and that students bring one weekly folder to school to hold notes and materials for all subjects. These can then be filed appropriately at the end of each week. Books supplied by the school are the responsibility of the student to whom they are loaned and should be kept in good condition. Students who lose books may incur the cost of replacing them. Bags should be robust and big enough to minimise damage to books.

7.12 Proofreading

Over the past few years, there has been a significant shift in the recognition of literacy within every subject. Examination boards require accurate, cogent and coherent writing and marks for accuracy are now explicit in the case of many humanities' GCSE and A levels or embedded into the notion of a student's quality of written communication (QWC). Separate from the requirements for examination boards, it is fundamental that students should be as accurate, cogent and coherent as possible in their use of written and spoken language. We believe in the importance of language for learning and language for life and so, we are moving towards a policy where students from Years 7 to 13 must ensure that work, prior to submission, is properly proofread.

The proofreading policy at TBSHS will be embedded as part of homework and classwork. When students have completed a piece of work, the natural step is to then actively proofread what they have done. Students will need to 'show' evidence that they have proofread. This can be achieved in a number of ways and the list below is not exclusive:

- checking on spellings that have been used in the piece of work and then either changing the spelling (using a different coloured pen) or confirming the accuracy of the spelling (using a code such as d.c- dictionary checked)
- checking for basic literacy errors (e.g. capital letters at the start of sentences or for proper nouns)
- adding in punctuation, using a different colour
- changing the grammar of a sentence for coherence (e.g. if a student writes 'we was going' and changes it to 'we were going')
- checking through answers for Mathematics, Computer Science or Science which require clarity of formulae, accuracy of the workings to achieve the answer or checking the accuracy of coding language
- reading work aloud, changing things that are necessary and writing a brief comment about their changes
- when using a computer, students should disable spellcheck and/or use Immersive Reader to listen back to the work that they've written (available on Word 2019 onwards or for free, via [office365.com](https://www.office365.com) and using school username and password).

We encourage parents/carers of our students to be fully supportive of this proofreading intervention. Its importance for examinations and life cannot be underestimated and the few minutes it takes to simply read over and amend written work will have a significant impact on attainment and confidence when our students enter the next stage of their lives.

At home, we would really like parents/carers to support the proofreading process. When students have completed work, please ask them if they have proofread or even ask them to read their work back to you.



8 Pastoral

8.1 Sixth Form Expectations Agreement

The Sixth Form Expectations Agreement is an important document that outlines the expectations and responsibilities of the pupil in accepting a place at TBSHS. Parents and students should have already read this agreement in accepting their conditional offer of a place but we would be grateful if you could read the full agreement and *complete the Sixth Form Expectations Acceptance section of the **TBSHS Application System Website***. A copy of the full document is also included at the end of this handbook for future reference.

8.2 Sixth Form Dress Code

We are very proud of our formal dress code as it is very much part of our ethos. We expect our students to dress in a professional, formal and corporate manner, *i.e. what you would wear in a formal office environment*. **The standard of dress should be exemplary at all times and in cases of uncertainty the School's Interpretation is definitive.** Failure to adhere to our dress code will result in a sanction and any serious breaches of the Sixth Form Dress Code may result in a student being sent home.

Choice 1		
Item	Non-negotiables	Examples**
Formal business suit or formal trousers & suit jacket/blazer	<ul style="list-style-type: none"> • NOT linen • Top button must be done up • Shirt must be tucked in • Polishable • NOT trainers or boots (inc. Dr. Martens) • Must be worn with socks 	   <p>H&M Next Next</p>
Collared shirt & TBSHS tie		   <p>Next Ted Baker</p>
Black or brown formal shoes		



Item A Level, BTEC Sport, Sports Leaders & Sixth Formers representing the school must wear specific TBSHS branded kit. This can be purchased from https://www.touchlinestores.co.uk/collections/the-bishop-stortford-high-school	Non-negotiables <ul style="list-style-type: none"> As a privilege extended only to the Sixth Form, you may come to school on Wednesdays in sports clothing. But only if participating in an on-site Enrichment option and only if wearing TBSHS branded sports clothing. https://www.touchlinestores.co.uk/collections/the-bishop-stortford-high-school If you do not wish to wear TBSHS branded clothing you must come to school in Sixth Form uniform before changing into PE kit.
	Examples of acceptable gym attire:  <p>Gymshark Vital Nike Asos H&M boohooMAN</p>
During Sixth Form Enrichment, students are expected to wear suitable and tasteful sporting attire	
Hair and Make-up	
Item Hair must be neat and respectable with no extremes of style or colour. (In cases of uncertainty the School's interpretation is definitive)	Non-negotiables <ul style="list-style-type: none"> <i>Ideally, any hair which covers the eyes and/or is longer than shoulder length should be tied up. Students whose hair is not "neat and respectable" or may pose a health and safety risk is likely to be asked to tie their hair back.</i> All long hair must be tied up for sport
Students should be clean-shaven at all times. We are very proud of the diversity of faiths and cultures in our Sixth Form and we will allow students to grow beards for religious observance. Please note that written permission from the school must be sought.	
'Natural look' day make-up is permitted	<ul style="list-style-type: none"> Nail varnish must be well-maintained and plain/subtle in appearance.
Jewellery and Tattoos	
It is illegal for anyone under the age of 18 to have a tattoo, even with parental consent. Tattoos must NOT be on show in school and MUST be covered at all times.	
Students may wear a minimum of jewellery.	<ul style="list-style-type: none"> Earrings must be discreet studs only No other form of facial piercing, including nose/tongue/eyebrow studs, is allowed. Clear plastic 'plugs' may be used to keep existing*** piercings open. Jewellery related to sincere religious observance may be worn.

Coats, gilets, hats and neck scarves should be placed in lockers at the start of the day and must **NOT** be worn in classrooms or whilst moving in or around school buildings.

Suit jackets/blazers must be worn at all times unless the Headteacher has permitted Summer Uniform.

[*in general, if you are not sure whether something fits the dress code, assume it doesn't.]

[**these are purely for visual representation and there is absolutely no obligation to purchase from these retailers.]

[*** Mr Munro is aware of the Year 13 students (2022/2023) to which this applies.]

8.3 Female Welfare and the Female Welfare Team

We are very proud of our diverse male and female community in our Sixth Form. Our induction programme in September is designed to ensure the transition from Year 11 to Year 12 is as smooth as possible.

We do understand that for some of our students the transition to a new school, which only has boys in Year 7 to 11, may seem particularly daunting. However, we want to reassure you that there will be a lot of students (over half of the current sixth form) who are making the move from a different school.

Over a third of our students in sixth form are female. The Sixth Form has a dedicated female welfare team (made up of a range of staff) and senior female students who are there to support our female students with any welfare issue.

Please note that, in line with our safeguarding and whole school behaviour policy, **the Sixth Form takes a zero-tolerance approach to sexist behaviour, sexist language and sexual harassment. If you hear, observe or, are a recipient of any sexist behaviour or sexual harassment you need to report this to a member of the Sixth Form Management Team or the Female Welfare Team. Any reported incident will be investigated and significant sanctions applied where appropriate (which can ultimately lead to a permanent exclusion).**

On your first day in Sixth Form, you will have a welfare session to highlight the fantastic pastoral support we provide and the staff you can speak to about a range of issues. You will have the opportunity to discuss welfare issues in student-led groups. You will also be able to provide your own perspectives on current social or welfare issues in our PSHCE sessions and assemblies.

Further information regarding our welfare groups, programmes and key staff, will be made available on your first day in September and subsequent Standards Evenings.

8.4 Attendance, Punctuality and Off-Site Procedures

Attendance and Punctuality:

Full and punctual attendance to lessons and registration is expected. Any absence must be authorised by the school. When a student develops a pattern of absences or a known absence is longer than expected, the school will try to resolve the problem with the Parent/Carer.

The Government considers that students with an attendance of less than 90% are deemed to be persistently absent from school. This figure has been set following research which shows that persistent absence has a direct link to poorer life chances. We, as a school, will be working to ensure that all of our students will be achieving a high level of attendance, and would ask for your support in this matter. **Where attendance is less than 90%, the School reserves the right not to pay the cost of examination fees.**

If a pupil has been absent continuously for at least 20 school days on unauthorised absences, we will assume the young person has left TBSHS Sixth Form and they will no longer be a member of TBSHS Sixth Form.

Again, the Government has directed that all holidays taken during term-time will be unauthorised unless there are exceptional circumstances that are discussed with, and



approved by, the school. If your child is absent from school because of a holiday which has not been agreed, this will be classed as an unauthorised absence and you may be fined by the Local Authority. We hope you appreciate that it is in your child's best interests to be in school during the school term.

Students should arrive at School at least five minutes before morning registration. Students arriving at registration after 8.31am will be marked late by their Tutor. If students miss a registration they must sign in using the terminal in Reception or the Sixth Form Centre.

Requesting permission for planned absence: Apart from unforeseen circumstances or illness, requests for absence, such as for driving tests or University visits, should be made in writing to sixthform@tbshs.org in advance of the actual event and as soon as the date is known. A screenshot of the confirmation of appointment will also need to be included in the email. For absence requests for appointments such as doctors or dentist, the 'Bromcom MIS' App/Website should be used and a screenshot of the appointment confirmation included.

Reporting absence on the day: Any student absence, whatever the reason, must be reported by **8.30am** on **each morning of absence, by a parent/carer** using our dedicated school 'Bromcom MIS' App/Website. Please give a detailed description of the reason for absence. Brief reasons such as ill, poorly or unwell will be marked as an unauthorised absence. Only the school can authorise an absence. An explanation given by a parent/carer is not always sufficient for the school to authorise it.

- In the event of not being able to access the "Bromcom MIS' App/Website then please call the Attendance Line Number - **01279 869555**
- Please do not report absences via the Admin School Offices or the main school number
- Please note that the 'Bromcom MIS' App/Website is only to be used for absence and NOT for general messages
- Absence must be reported on the first and every subsequent day of absence. If a telephone call has been made each day of absence, a subsequent written note will not be required.

Late Arrival/Missed Registration: Any student missing a form-group registration, either morning or afternoon for any reason, should sign in late using the Vericool sign in/out screen in the main reception area. If they do not do so, then an unauthorised absence may remain on their record and parents may be unnecessarily notified of absence. If parents/guardians are aware of a reason why their child will arrive late on any occasion, they should notify the school using the 'Bromcom MIS' App/Website.

Signing Out: Signing out is done using the Vericool sign in/out screen in the main reception area. Any student needing to leave during the School day for an appointment etc., must have already requested this absence via the 'Bromcom MIS' App/Website.(see above). **Students without an authorised request already marked on their register will not be allowed off site until contact has been made with a parent/carer.**

If students wish to go off-site during lunchtime, they do not need to seek permission but they must sign out using the Vericool screen in reception. Students must sign out whenever they leave the site (other than at normal end of the school day at 3.30pm).

Signing Back In: Signing back in on return from an appointment must also be done electronically using the Vericool sign in/out screen in the main reception area.

Year 13 Off-Site Privileges:

At SFMT discretion, there may be certain mornings or afternoons that students with a study period are allowed to arrive late or leave early. Any such occasions will be communicated to students and may become a regular reward if handled appropriately.

Students do not have permission to study at home at any other time during the school day.

8.5 Tutor Groups & E-Tutoring

Students will be assigned to a Tutor Group led by a Form Tutor who will be their prime point of contact for academic and pastoral support throughout the two years of Sixth Form. Parents will have the opportunity to meet their son/daughter's Form Tutor at Year 12 Standard's Evening on 6 September.

All Form Tutors will meet with each of their tutees individually at least once every term to discuss progress. Over the course of these 1:1 meetings, the Form Tutor will help their tutee identify two key targets going forward – one Short Term Target (designed to be achieved over the following two weeks), and one Long Term Target (designed to be achieved by their next 1:1 meeting). Students are responsible for the logging of these targets, and the other issues discussed with their tutor during these meetings, using the online eTutor system, accessible via mobile phone. The system will thus provide an ongoing log for students of their progress over the year, as well as access to their latest report data. Full details and explanation of how to use eTutor will be provided by Mr Mariner at the start of the Autumn Term.

8.6 House System

The House System is predominately a system that is used to full effect in Years 7 to 11. Students in the Sixth Form will be assigned to a House for the duration of their time in the Sixth Form, the idea being that a small number of Sixth Form students can help to support the running of house events in which younger students are expected to take part. Getting involved in the House System is a fantastic leadership opportunity for Year 12 students.

House colours:	Chantry	Yellow	Dane	Green
	Meads	Purple	Shaw	Blue
	Twyford	Orange	Waytemore	Red

8.7 Prefects and Senior Team

The Sixth Form actively encourages its students to take on positions of leadership and responsibility within the School and all students are regarded as a Prefect in their own right and will have various commitments such as break and lunch time duties. They will also have the opportunity to apply to be Senior Prefects, Sixth Form Council Members or Sixth Form Committee Members when they move into Year 13. These positions reward students who have combined excellent academic standards with a full contribution to the extra-curricular life of the School.

8.8 Rewards



Whilst we expect our Sixth Form students to be self-motivated and willing to go that extra mile for their own benefit, we also praise the efforts of Sixth Formers in a number of ways through House points, formal “Thank You” letters, different levels of Commendations, including Commendation Teas, School Colours, Honours Boards and School Prizes. There is the opportunity for Year 13 students with good academic progress to earn ‘negotiated free periods’ off-site.

8.9 Sanctions

Subject teachers and Form Tutors may issue detentions for missed deadlines and sub-standard work as described in The Academic Support Flowchart (See Section 6.1).

The Sixth Form Management Team may also issue **a two hour ‘standards detention’ to students who fail to meet our dress code, have poor punctuality or fail to meet our general expectations.** These sanctions are often given to those students who do not meet our black and gold behaviours as stated inside the front cover. In extreme circumstances a student may be isolated for the day and issued an internal suspension letter.

Additionally, the Sixth Form operates a levelled sanctions structure for *significant* or *persistent* pastoral and behavioural issues, as set out in the expectations document:

Level 1 – Formal written warning

Level 2 – Second written warning which the school reserves the right to refer to this in future academic or job references.

Level 3 – Final written warning (usually coupled with parental meeting). The school will use this in future academic or job references.

Level 4 – Withdrawal of Sixth Form place

Any student who has been issued a Level will lose Sixth Form privileges and automatically given a standards detention. A student may also be given extra duties within school. **Going on a level is a serious sanction** and means that a student has significantly or persistently failed to adhere to the expectations document. Students and parents are informed in writing if any of these levels are imposed.

The Sixth Form Management Team will update all parents and students with the procedures of our sanction structure during our Standards and Information Evenings

8.10 Sixth Form Driving and Parking

Students in Year 12 are not allowed to drive to school. Students in Year 13 are encouraged not to drive to school unless absolutely necessary and must have prior permission from Mr Munro to do so, as well as signing the school’s Driving Policy (see **Appendix B: TBSHS Driving Policy**). It should be noted that students may only request authorised absence for one practical driving test; time off for further tests during school hours will be recorded as unauthorised.

When driving, they must do so with care and consideration for others. Reckless driving kills. They must not use the Staff Car Park or park on the school driveways. They must always show consideration of our local residents and park considerately, recognising their right to have ease of access to their driveways. There are particular agreements with our neighbours which must be heeded as outlined in the policy, e.g. students should observe the one way

system using Thornbera Road to get to Thorley Park Road and only park on the **left hand side of Thorley Park Road** (facing down the hill). Students should **not park on Park Lane**. Only one car may be parked outside each house and not across any dropped kerb or driveway.

8.11 Parking, Picking Up and Dropping Off at School

We strongly encourage students to walk or cycle to school.

With very restricted parking available within the School, it is now more important than ever before that NO parent collects/drops students from/at the School gates. Parents who pull into the 'banjo' at the bottom of the school to drop-off/collect cause congestion and there is a very real danger that this may directly result in a serious accident.

Please will all parents/carers arrange to drop off and collect at points away from the main school entrance. Please do not annoy the local residents with obstructive/anti-social parking and remember to turn the engine off whilst waiting.

Please do NOT park in Mitre Gardens or drive into Park Lane.

For further information, please refer to Appendix 11.3.

For links to other transport options, please refer to Appendix 11.4.

8.12 Safeguarding

As a School we are totally committed to ensuring our school community is a safe place in which to learn and work. We comply with all legal protocols and best practice procedures to make sure our students experience TBSHS as a safe place to learn.

All staff have regular safeguarding training and undergo enhanced DBS checks. The members of staff responsible for Child Protection are Miss Wendy Butler (Assistant Headteacher), Mr Dale Reeve (Headteacher), Mrs Natalie Miles (Assistant Headteacher) and Mr Rob Stark (Assistant Headteacher).

If you have any concerns you would like to share with the school, please contact safeguardingDSP@tbshs.org.

8.13 Student Welfare

For general welfare concerns students or parents should not hesitate to contact their Form Tutor or the Sixth Form Management Team in the first instance.

In addition to the School's pastoral support structure, we will involve external agencies as appropriate to help ensure all students' well-being.

8.14 School Counsellor



There are a small number of students who may be able to access the services of the independent school counsellor where appropriate. Appointments to see the school counsellor are limited and can only be arranged via Mr Munro. Please do see Mr Munro if you have any questions regarding this service.

8.15 Smoking

Smoking and vaping are not allowed while students are in uniform in school time or while they are travelling to and from school. Any students caught smoking will be sanctioned.

8.16 Dental/Medical Appointments

Dental and medical appointments should be made outside of school time. Where this is impossible, the procedures in section **8.3 Attendance/Absence Procedures** of this booklet must be followed. Students must be sign in and out via the Main Reception.

8.17 Illness during the School Day

If any student falls ill during the school day, they must go to the medical room to be seen by a first aider who will then decide, in conjunction with a member of SFMT, whether to contact a parent/carer to arrange collection. **The student is not to contact home first.**

If a student is ill during the evening and then feels fine the following morning, then they should still attend school in the morning. The Bishop's Stortford High School does NOT operate the "48 Hour" rule used by some schools.

8.18 Nut Free School

At The Bishop's Stortford High School we strive to provide a safe learning environment for all students.

Due to some of our students and staff suffering with life threatening airborne nut allergies, we are a 'Nut Free School'.

An allergic reaction (anaphylactic shock) can occur through ingestion of nut products, cross contamination and breathing nut dust in the air. Since this condition can be life threatening, we are asking all members of the school community for their help in minimising the risk to these children and adults:

- Avoid having nuts or nut products in packed lunches
- Avoid having nuts or nut products or snacks/bars containing nuts for break time snacks
- Avoid supplying the school with cakes or food items containing nuts for birthday celebrations, sales or events
- Avoid bringing containers such as cereal boxes for DT/Art lessons into school which may have contained produce made with nuts

Catering in school is also 'nut free'.

We understand that many foods are labelled as 'may have been produced in a factory handling nuts and cannot be guaranteed to be nut free'. Such items are allowed as it would be unreasonable to expect these to be kept out of school.

Due to the severity of the problem, it is important that all parents carry out the suggested measures and reduce the risk of allergic reaction to these members of our school community.

We thank you in advance for your co-operation and support regarding this matter.

8.19 Medication

Please note that, in line with national guidelines, The Bishop's Stortford High School cannot be responsible for holding any form of non-prescription medication in School. This means that we do not hold or provide pain-killers such as aspirin or paracetamol.

For the small number of students who have a life-threatening condition, the necessary medication is kept in an allocated place in School (eg Epi-pen, diabetic control medication). This medication is kept in a safe place, in a clearly marked box and includes a medical plan. **It is parents' responsibility to ensure that this medication is provided, in date, and that the medical plan is kept up-to-date. All Epi-pen students are required to carry an in-date Epi-pen with them at all times.**

If a student needs to take prescription medication on a short term basis, you must complete form "MED 01", which can be obtained from Mrs Pat Mulholland in the Finance office and from the school website.

There may be students who need to take prescribed medication in School on a regular basis. If this is the case, please contact Mrs Mulholland to discuss the circumstances as a medical health care plan will need to be completed.

9 Beyond the Curriculum

9.1 Enrichment

Students are offered many opportunities to develop their all-round education and abilities at TBSHS.

In addition to academic study, there will be the chance to take part in sporting, travel, intellectual, creative, charitable and other activities as a way of adding to skills and life experience beyond the classroom. As well as helping provide work-life balance, this also enhances a student's CV in the competition for university places and employment.

All Sixth Form students engage in an enrichment activity on Wednesday afternoons and many other activities take place at lunchtimes and after school. On-site activities have included: most team sports, weights, Interact (Sixth Form Charity), drama, music, Model United Nations,



debating, board games, stage lighting and sound, Medical, Law, Literature and Physics Societies and many more. Mr Munro will send a letter to all Sixth Form students outlining what enrichment activities are allowed to take place off-site with parental permission. In the past these have included: golf tuition, tennis tuition, horse-riding, community outreach, blood donation, and working in charity shops, an animal shelter, care homes and Grove Cottage.

As a rule, Year 12 students will be expected to take part in an on-site enrichment activity. However, Mr Munro will authorise off-site enrichment activities for Year 12 students depending on the nature of the activity or commitment (e.g. outreach in the community or an elite sporting activity). The key to enrichment is to find an activity that either, boosts one's physical or mental health, or, enables to one to complete some volunteering.

9.2 Post-18 Support

Whether students want to continue to further study at university, an apprenticeship, enter the field of work or develop during a gap year, the Sixth Form team will provide them with comprehensive support throughout Year 12 and Year 13 to help them make the best post-18 choices. Our broad programme of advice and guidance includes visits, independent advisors and external speakers from all walks of life, complementing our strong academic and extra-curricular provision so that students develop their skills, interests and talents against a backdrop of study and career path knowledge.

Our support includes:

- Off-site University visits
- On-site Academic and Industry speakers
- Advice from former students
- Careers Advisor
- Careers Resources including software tools, e.g. Unifrog
- Detailed university admissions guidance, e.g. UCAS
- Personal Statement and CV Preparation
- Tailored support for Oxbridge and other competitive entrance courses such as Medicine
- Mock Interviews
- Post-18 Bulletin disseminating full range of post-18 opportunities including apprenticeships, job vacancies and alternative training routes

Each student will be given the tailored support and help they need to aspire and reach their personal goals as they progress into adult life.

9.3 Sport at TBSHS

TBSHS is proud of its sporting provision for all students. Our aim is to provide a pathway for all students to aspire to improve and develop their physical abilities and personal interests across a broad range of sporting activities. We also pride ourselves on being a supportive and understanding environment for pupils on elite-pathways in any sport.

There are five full-time Physical Education teachers and a number of other academic staff who teach in the Department and help coach School teams. We have excellent facilities; a five-court sports hall with four lanes of cricket nets, a gymnasium, a fitness suite and eight acres of playing fields which accommodates three rugby/football pitches in the Autumn term and an athletics track and two artificial cricket wickets in the Summer term. Our extra-curricular

fixtures take place at Jobbers Wood (a thirty-five acre purpose-built, high quality facility) which provides accommodation for seven rugby/football pitches and three cricket wickets.

Students studying PE or BTEC Sports Studies will be involved in a wide range of sporting activities through the curriculum but all Sixth Form students are encouraged to participate in physical activity whatever their abilities. This could be during Wednesday afternoon Enrichment sessions or in our extra-curricular clubs which cover Yoga and Fitness as well as the more traditional sporting areas.

The Sixth Form successfully fields both male and female teams that represent the school and play regular fixtures against other schools, for example in Netball, Cross Country, Rugby Union, Football, Cricket, Athletics, Table Tennis and Swimming. This has led to recent success on a regional and national level, most notably as Hertfordshire U18 Football Champions in 2018 and 2019.

Sport develops vital personal and social skills. We work very hard to encourage fair play, honesty, dedication and personal application within every competitive sport. Students are expected to pride themselves in wearing the *Black and Gold* when representing TBSHS and buy into the total involvement ethos that permeates both the sports clubs and the school itself.

9.4 PE Kit

Please refer to **section 8.2 Sixth Form Dress Code** for guidance on this.

9.5 Music Lessons (individual tuition)

Learning a musical instrument is very popular in School and we are able to make introductions to expert tutors in a wide range of musical instruments:

Woodwindflute, clarinet, bassoon and saxophone.
Brasstrumpet, cornet, French horn, trombone, euphonium and tuba
Stringsviolin, viola, double bass
Percussiondrums, timpani and tuned percussion
Guitarelectric, acoustic and classical
Voiceall standards and ages
Piano
Ukulele

For further information, please refer to Appendix 11.6.

10 Administration, Finance, Policies

10.1 Communication – App/Email/Website

Communication is becoming increasingly electronic:



- Email is a vital means of communication between staff, students and parents and is widely used for important information. Students are expected to check their school email account on a daily basis
- Parents will receive a weekly electronic Parental Bulletin summarising key information pertinent to their child's Year Group. This includes extensive Careers Notices from our Careers Adviser, Mrs Jonas, with information on activities and opportunities for students in preparation for leaving school
- Sixth Form parents and students will also receive a regular Post-18 Bulletin by email that provides more specific information for Sixth Formers to help them plan their next steps and strengthen their applications for university, apprenticeships or jobs
- Interim and full reports for students and parents are made available (in PDF format) via the 'Bromcom MIS' App/Website App and the Student-Gateway website (TBSHS Timetable/Reports) respectively
- The School's Website is another source of important information and should be checked regularly including the Calendar

10.2 16-19 Bursary Fund

The fund is made available from the government through its funding body, the Bursary Fund, to provide assistance to students who are 16-19 years old whose access to, or completion of, education is inhibited by financial constraints or barriers.

If you think you may be eligible to apply for financial support, please refer to Appendix 11.9.

10.3 ParentPay

ParentPay is an online solution specifically designed for schools that enables the secure collection of payments for School meals, trips and music lessons. Payments are made using a credit or debit card and parents are issued with a username and password once registration has taken place in September. Payments may also be made at the School Finance Office and there is limited access to a wall mounted coin and note loader in School, where students can load their account and monitor their own balances. This unit is programmed to accept 10p, 20p, 50p, £1 and £2 coins, as well as £5, £10 and £20 notes.

ParentPay fingertip recognition technology enables each student to place their enrolled finger on a fingertip scanner to make a payment for food. No cash or swipe card is required. During the enrolment process the software captures a digital signature of the student's middle fingertip, which is broken down into data points, similar to reference points on a map, this is then turned into an alpha numeric string which is encrypted and stored on our own School server. It is important to point out that the finger-tip recognition system does not take or store a fingerprint. The information collected will be solely for school use and only held on school systems where consent has been given by the parent/carer or the student (if aged 18 and over).

The benefits of the system are many:

- Parents are able to see what is being spent
- Lunch money does not have to be provided in cash

- Each student’s allowance is allocated in the same way, including those eligible for free School meals (FSM), thus alleviating any stigma. Students entitled to FSM can still add cash to their account but the system will ensure that their daily FSM allowance is only used during the lunchtime service
- Students are less likely to make purchases off site at local shops
- All transactions are recorded by day, terminal, student, food type etc., showing what has been chosen and when

An upper limit on the amount of money that can be spent in one day will be set by the School to ensure students cannot purchase excessive amounts of food on any one day. This may be increased or decreased on parental request. The school is unable to allow an account to go overdrawn; therefore, it is the responsibility of both students and parents to ensure they have enough money on the account each day, to save embarrassment at the tills.

Cash is **not** accepted at the food counter tills.

Parents of students new to TBSHS in Year 12 will receive a letter with instructions and parent/carer logins during the first two weeks of joining the school.

10.4 Free School Meals

If you think you may be eligible to apply for financial support, please refer to Appendix 11.10.

10.5 Catering

2022/2023 Meal-Deal Price	£2.95 (Prices vary based upon student choice)
2022/2023 Maximum Daily Spend	£6.00

Cashless catering or a contactless card can be used at lunchtime in the Sixth Form Centre (but not the dining hall).

Our aim is to provide a healthy, well-balanced meal at a reasonable cost. We hope to encourage healthy eating and every effort is made to educate the students to think more about their own diet. We aim to bring new ideas of flavour and presentation to the students, with classic dishes from around the world, whilst controlling the levels of fats, salt and sugar in all the food we prepare.

Many students are vegetarian and we have a selection of vegetarian alternatives every day. We encourage all our non-vegetarians and our more conservative eaters to try some of the vegetarian options or more unusual dishes.

There is also a self-service salad bar and students can choose from a range of cold meat, fish or quiche to have with their salad. Students can also choose to replace the vegetable option from their main course with a serving of salad. This option has proved very popular with staff and students alike.

Every day we offer a choice of hot or cold desserts, including yogurts and fresh fruit. For students with lunchtime sports and clubs to attend, we can offer a packed lunch, comprising a sandwich, some fresh fruit and a yogurt with fresh fruit juice. These must be ordered at the Servery by 9.00 am on the day required.



Breakfast is available in the Servery from 7.30 am and baguettes, paninis and additional savoury items can also be purchased at break. Only drinks made from fruit juice and mineral water are available.

School meals at TBSHS provide wholesome and appetising nourishment, good value and a wide variety of choice. We hope Sixth Form students will enjoy them but students are allowed to sign out at lunchtime if they wish to go off-site for lunch.

Sixth Form have priority in the lunch queue which works on a rotation basis for the lower year groups. The Sixth Form are also responsible for their own Tuck Shop.

School bags are not allowed in the dining hall and must be left in a student's locker or in the Sixth Form Centre (at their own risk).

TBSHS is fully compliant with current government regulations with regard to food and drink as well as the new food allergy regulations that came into effect in December 2014.

10.6 School Policies

Up-to-date policy information on a wide range of topics including Relationships and Sex Education (RSE) and Health Education is available from the School website www.tbshs.org. Some key policies are detailed in this guide.

10.7 Data Protection and Privacy – Please see Appendix 11.11

10.8 Biometric Information

As mentioned in the *ParentPay* section, the School will be taking *fingerprint data (where consent has been given)* as part of an automated biometric recognition system. This biometric information will be used by the School for a cashless catering system in the School canteen, as well as maintaining attendance outside of normal registration sessions.

By signing the consent form, you are authorising the School to use your child's/ward's biometric information for this purpose, until they either leave the School, cease to use the system or turn 18 years of age. Once they are 18, students have to give their own consent. A parent or student over 18 can withdraw their consent at any time, but this must be done in writing to the School.

Once a student ceases to use the biometric recognition system, their biometric information will be securely deleted by the School. All biometric data is stored securely on School systems and will not be given to any third party. The fingerprint cannot be reconstructed from the data stored.

If the student is new to TBSHS, parents/carers please complete the consent form on the TBSHS Application System Website.

Print off the form and make sure it is signed and brought in on the first day in school.

10.9 Lockers

Students will be able to rent a locker at a cost of £5 per school year which covers part of the cost of buying and storing the lockers. In September there will be a payment option on ParentPay for two-year locker rentals. Payment is required in advance and **£10** can be paid by via ParentPay, cash or cheque payable to "TBSHS". Students will also need to provide and be responsible for their own padlock and key. A 30mm padlock is recommended (20mm will be too small).

It should be stressed that the maintenance of the lockers is the responsibility of the student. Should a person cause any damage to their or other students' lockers then they will be charged for it. It should also be noted that having a locker should not encourage students to bring valuable items into school. **It is recommended that bags are secured in lockers during break and lunch times.**

Please complete the locker section of the TBSHS Application System Website if you wish to rent a locker.

If you would like a locker, but have difficulty in meeting the cost, please contact the School, in confidence.

Please note: Whilst we hope to be able to accommodate all requests, lockers will be issued on a first-come, first-served basis. Once students have paid their rental fee, they should see Ms Goan in the Sixth Form Centre during break, lunch or Study Periods during the first week to be allocated a locker. Please note all lockers are ones for which the student will need to supply their own padlock.

10.10 Lost Property

All labelled/named items are returned to students.

Un-named lost property is kept at the front of the School until the end of each term. If un-named lost property remains unclaimed at this stage, then it will be recycled. If your son/daughter has mislaid any items, they should go to see the School Receptionist, who looks after the lost property. It is a student's responsibility to look for any personal property lost.



11 Appendices

11.1 Sixth Form Expectations Document

- All students are **required to complete their Bridging Units** (a unit of work for each of their subjects) from the Bridging Units Booklet **before starting on their first day of Year 12**. This work is to be handed in on the first day back in September to your subject teachers.
- Students should seek to fulfil their potential and to complete **all** the courses for which they have been accepted. This will be judged by: achievement and effort grades on progress reports; evidence of at least 15 hours of study each week outside of school time; submission of work by deadlines.
- Students are expected to study a minimum of three A2 subjects or equivalent throughout Year 12 and Year 13. You should aim to meet or surpass your subject targets in your Post-18 Gateway exams in Year 12. These examinations will form part of the on-going assessment of your suitability for your chosen pathway. Changes in courses can only be sanctioned by the Head of Sixth Form.
- Courteous and respectful behaviour is expected to staff and students in all circumstances.
- Timetabled study periods are to be used effectively in designated study area. Year 13 students (unless they are under an intervention) are free to study in the Sixth Form Centre or Library. Year 12 students will be assigned an area to study and must stay in these designated areas (most likely the Turing Suite).
- Students are expected to take part in extra-curricular activities and to be committed to making a positive contribution to the life of the school as a priority (including representing the School in teams, helping at events such as Prospective Parents' and Open Evenings and acting as a Prefect).
- Full and punctual attendance to lessons and registration is expected and all absence must be authorised. Apart from unforeseen circumstances or illness, requests for absence should be made in writing to either ~~Mr Stark~~ or Mr Munro (and copied to sixthform@tbshs.org) in advance of the actual event and as soon as the date is known. Evidence of any appointment confirmations must also be attached to the request. All illnesses or unforeseen circumstances need to be reported by a parent or guardian on the 'Bromcom MIS' App/Website App. (Where attendance is less than 90%, the School reserves the right not to pay the cost of examination fees.)
- Students must seek permission from a member of the Sixth Form Management Team to sign out of school (except at lunchtime and for pre-arranged Sixth Form Privileges when permission is not required).
- Students are encouraged **not** to drive to school and should do so only when **absolutely necessary**. (Those students who need to drive may only do so once they have given the school details of their vehicle and signed the school's driving contract regarding safe, considerate driving and parking. This privilege may be revoked if the contract is not adhered to, e.g. if a driver's actions are considered unsafe, or to reflect poorly on the school, or if their punctuality is poor.) **Students are not allowed to park in the staff car parks.**
- Mobile phones and other electronic devices can only be used in the Sixth Form Centre and as permitted in lesson time, supervised study and the Library. (They cannot be used in any other part of the school.) Inappropriate use will lead to confiscation as outlined in the phone policy in the Sixth Form Guide.
- Students are **not** allowed to smoke or vape in school time, when they are travelling to and from school or at any time when they are in school uniform.
- Students found taking or in possession of illegal substances will be permanently excluded from the School.
- Students are expected to comply with all school rules, black and gold behaviours, and other policies outlined in the Sixth Form Guide (including the Sixth Form Dress Code and Mobile Phone Policy).
- Students who do not meet the standards of the Sixth Form may be issued with a two-hour Sixth Form Detention. If issued, attendance is compulsory. These will be logged and parents can access these logs on the 'Bromcom MIS' App/Website App. A student may be issued a standards detention for: missing a duty, missing tutor one-to-one appointments, repeated lateness, dress code infraction, poor conduct in a study area, phone related issues or driving related issue. For serious breaches of our Sixth Form expectations, the school may deem it necessary to sanction an individual student with an internal suspension or a fixed-term exclusion.
- Students who persistently breach our standards (or are found to be truanting from lessons) will be issued a Sixth Form Standards Level
 - Level 1 - First written warning
 - Level 2 - Second written warning
 - Level 3 - Final written warning and parental meeting
 - Level 4 - Withdrawal of Sixth Form place.
- In normal circumstances, progress would be made through these levels. However, in exceptional circumstances, one or more of the intermediate levels may be omitted and an exclusion from school may result.

Study Periods

- **The Library is available to the Sixth Form during their study periods. The Library is a place for silent study, reading and research.** (Students may use the Library at lunchtime once they have signed in).
- **Downstairs in the Sixth Form Centre is a place for quiet study, reading and research.** (There should be no more than four to a table. Only quiet discussion about work is permitted).
- There is no eating or drinking in the Library, downstairs in the Sixth Form Centre or the Sixth Form Study Centre (Turing Suite) save for bottled water.
- Computers are available in the Sixth Form Study Centre used by Year 12. Some additional computers are available for study in both the Library and Sixth Form Centre In Year 13 in Year

2. If you intend to drive to school, you only gain permission giving your car registration number, make and model for school records, and signing this Policy.
3. You can only park in the Pavilion Car Park if issued with a permit by SFMT, as there is limited space. Students with medical/mobility issues, and Year 13, have priority for permits. They are allocated based on a number of factors, e.g. greatest distance from school, attendance, and leadership responsibilities.
4. You must not park in the Staff Car Park or on the school driveways.
5. You must not park in Park Lane or Bishop's Avenue (see map overleaf) as to do so restricts access for residents and emergency services to homes and to the primary school, and increases the hazards to students when arriving to and leaving school.
6. If parking on Thorley Park Road, you should do so on the North side only – the road here is not wide enough for fire engines if there are cars on both sides; never park opposite another car. You will need to look further afield if there are no available spaces that do not impinge on others' access (see map overleaf). If you are not sure where to park, speak to SFMT.
7. You must not park in front of dropped kerbs or driveways or in any way that blocks access.
8. Once parked, you should enter and leave the site through the Pavilion gate or the gate to Park Lane. Only students parking on the other side of London Road from the school should use the Banjo entrance, and then they must use the crossing like any other student.
9. Always park and drive considerately and safely. It is part of your responsibility to maintain our good relations with neighbours even if/when you think they are being unreasonable.
10. If we do not have your car details, we have not given you permission. If there is a problem with a non-registered car, we will tell police, neighbours, traffic wardens etc. that it is not one of ours and can be ticketed, towed, clamped etc.
11. The Pavilion is the only part of the school site where students can park their cars and only if they have been granted a Pavilion space. Student cars are not covered under school insurance.
12. You must allow sufficient time for your journey – allowing for some unforeseen traffic – and to find a suitable place to park so that you are not late for school. 'I couldn't find a space' is never an adequate justification for lateness.
13. At no point should you be speeding, driving dangerously or accelerating hard in the surrounding streets. Remember 30 is not a target: a safe speed in these areas of residential housing and schools is often less than 20mph.

I have read, understood and agree to the policy outlined above:

Student Name: Form:

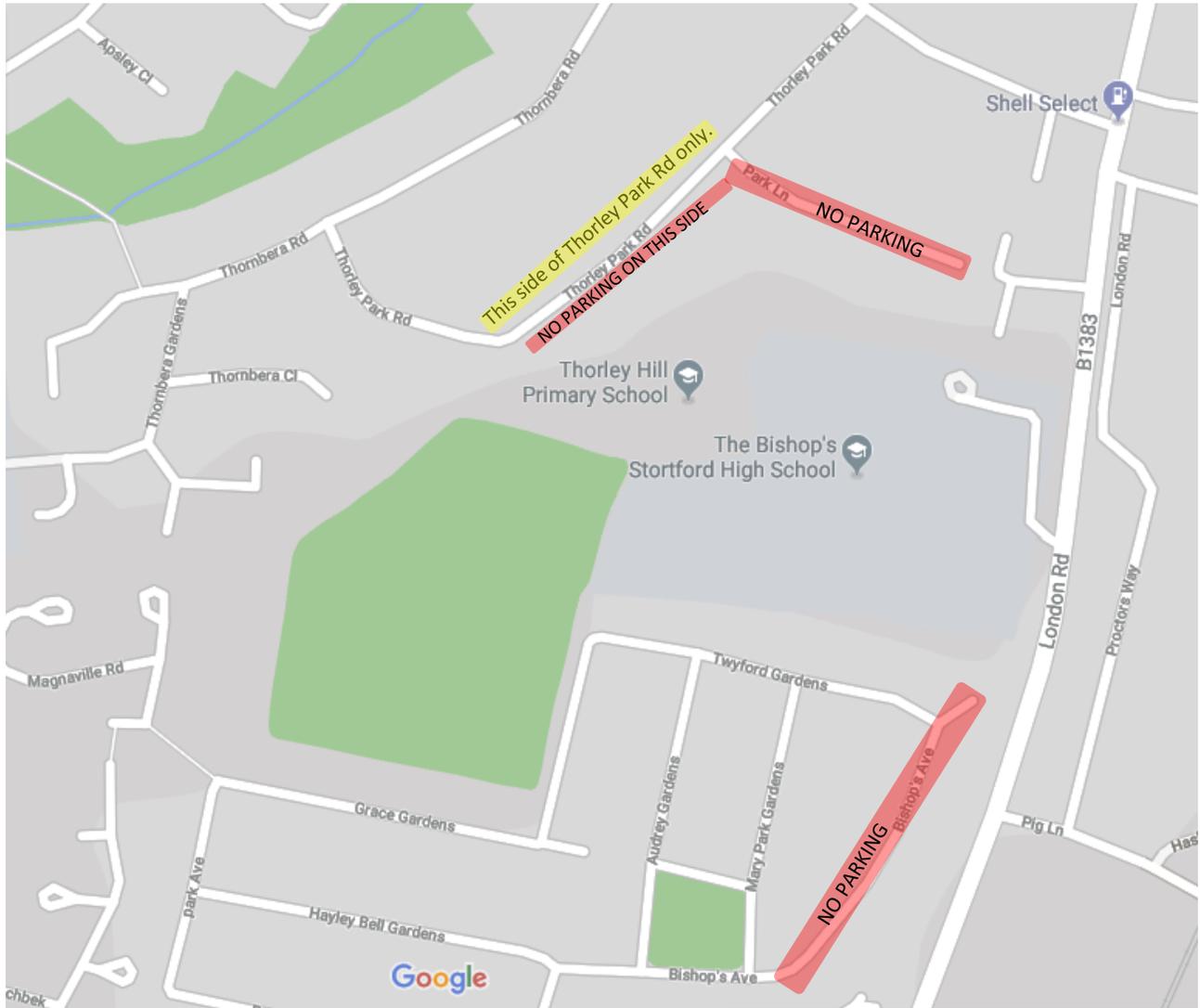
Student Signature: Date:



Car Registration Number:

Make/Model:

Colour:



11.3 Parking, Picking Up and Dropping Off at School

FROM THE SOUTH:

- Pig Lane or Proctors Way; students to use the pelican crossing to cross London Road and then the Thorley Hill School entrance on Park Lane from Mitre Gardens or Thorley Hill.
- Bishop's Avenue accessed via Whittington Way - students may enter from the pavilion entrance off Twyford Gardens.

FROM THE NORTH:

- Thorley Park Road - we suggest an anti-clockwise route via Thorley Hill, Thornbera Road and Thorley Park Road to avoid reducing visibility for our cyclists and to save you turning.

At 3:30 pm students should leave the School via the Park Lane or Pavilion exits, unless they are waiting for a school bus in the banjo.

Evening/Weekend Pick-Ups:

When coming to collect your son/daughter from an event or trip outside school hours, please take the right hand drive from the banjo and drive up to the car park. It makes it extremely difficult, if not impossible, for coaches to turn around or enter the banjo if cars are parked there.

Bicycles:

Students may bring well-maintained bicycles to school. They must wear a BS EN 1078 (or GPSR EN 1078) standard helmet and ensure that the bicycle is padlocked (with a D lock) to the cycle hoops. Bicycles must be walked through the Park Lane entrance to the School and must not be ridden within the School grounds. Cyclists must not use the main entrance.

11.4 School Coaches/Public Buses/Trains

TBSHS does not organise transport, but you can consider the following ideas:

- Contact Essex or Hertfordshire County Council Transport Teams for bus route information.
- In Hertfordshire there are over 100 routes running to schools via third party suppliers, without financial subsidy from HCC. Families can contact commercial operators to secure seats on these routes. The main company travelling to TBSHS is Acme Transport Services <http://www.acme-transport.com>
- Use Intalink, by going to www.intalink.org.uk, to find out if your child could use a public bus route(s) to travel to their school. Services passing the school include 508/509/510.
- Apply to HCC for a 11-19 SaverCard; this will enable your child to get discounted travel on public buses in Hertfordshire (except Transport for London services). The SaverCard costs £20 a year. www.hertfordshire.gov.uk/services/schools-and-education/travel-to-school/savercard-half-fare-bus-travel-for-11%E2%80%9318-year-olds.aspx
- The Arriva bus company will accept a TOTUM (NUS Extra) card on the bus route from Harlow as proof of student status to gain a student fare. TOTUM cards are available to students over 16 at a cost of £12 per year which allows them to benefit from discounts on certain products and services, e.g. Domino's, Amazon, ASOS, Odeon, Apple Store, Spotify, Railcards. Cards have to be delivered to the school to ensure that you are one of



- our legitimate students. Apply on-line: <https://www.totum.com/>
- Apply to HCC (if you live in Hertfordshire) for a TrainCard. This costs £20 but gets a third off the cost of weekly, monthly or quarterly tickets for travel to and from school. You will need to ring 0300 123 4050 and ask them to send you an application form as it is not available on-line. Unfortunately, a similar scheme does not seem to exist for students who live in Essex. If you check with a travel operator and they say they will accept a letter from the school confirming that a Sixth Form student is in full-time education to offer a student discount, then please contact Ms Goan on christina.goan@tbshs.org who will provide the necessary letter.
 - Under the Hertfordshire Spare Seats Scheme, you can purchase spare seats on "Education route" buses and coaches that they run across the county, if there are any available. Education route buses and coaches only transport students who qualify for free travel under our current home to school transport policy. They do not run to every school. The scheme does not include public or commercial bus routes. More information: <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/home-to-school-transport/spare-seat-scheme-school-transport.aspx>
 - Greater Anglia Scholar Discounts: 16-18 year old students who travel to and from TBSHS between two Greater Anglia stations (irrespective of where they live) can apply for a scholar's discount on their rail travel. Discounts will be greatest for a full academic year ticket but you can purchase tickets for shorter periods of time, e.g. termly. Please ring Greater Anglia on 0345 600 7245, option 3 then option 2.
 - Use the school journey planner available from HCC showing walking, cycling, public transport and road routes. <http://www.hertfordshire.gov.uk/mapit>

11.5 Parents Sports Association (PSA)

Membership and Monthly Prize Draw

TBSHS is unique amongst most non-fee paying schools, offering sporting opportunities, which are not available at other state schools. The School has a proud fixture list, competing with the strongest schools in the south east of England in Rugby Union, Football, Cricket and Athletics.

This extra-curricular programme would not be possible without the support of the Parents Sports Association (PSA).

Since its introduction in 2002, the PSA has contributed approximately £200,000 to the School Physical Education Department. The vast majority of this money has paid for the coach transport to and from matches, together with the maintenance and general upkeep of the excellent Jobbers Wood facility. Most recently we have contributed £3000 towards a new scrummage machine and £2500 towards Judo coaching.

The PSA survives exclusively with support from parents. We appeal for you to join the Association and support the extra-curricular programme at your child's School. Membership is only £5 per month and is paid by standing order every quarter or annually.

Joining the PSA is a simple thing to do; more information on membership will be provided at the start of term.

What you get

- Match Fees Paid for the entire year (1 membership = 1 child)
- Free entry into our monthly prize draw with the opportunity to win cash prizes!
- (1st Prize: £100, 2nd Prize: £50)
- Priority tickets for PSA social events
- Pleasure from watching high quality School sport

What we get

- An opportunity to continue supporting the School's extra-curricular programme, which could not take place without your support.

11.6 Music Lessons (individual tuition)

Every student should consider taking advantage of the excellent opportunities arranged by the School. Even if they have little apparent aptitude for serious musical study, they will derive considerable benefit from instrumental lessons or ensemble groups in broader and social terms.

Lessons are given on a weekly basis during term time by visiting Music teachers who have been approved by the School, although they are not members of our staff. Each student is given a time that rotates on a weekly basis throughout the School day. Every effort is made to avoid disruption to other lessons. It is expected that parents will give support in ensuring regular practice at home. Lessons are 30 minutes in length.

Every instrumentalist is encouraged to develop the skills needed for playing music with others and reap the social rewards making music can bring. Many musicians spend several lunch times, mornings and evenings in the Department rehearsing with one group or another. Conscientious practice and regular attendance are expected.

The following ensembles are being run from September:

Concert Band	Woodwind Group
Second Concert Band	Modern Jazz Ensemble
TBSHS Choir	Classical Guitar Ensembles
Ukulele Group	Brass Ensemble
String Group.....	Swing Band
Rock Band.....	Music Technology

Fees are payable at the beginning of each term. As from September 2023 they are likely to be:

One to One Lessons - Termly average of 11 lessons @ 30 minutes £192.50 per term

Invoices and contracts are issued by the visiting teachers. Although they will show 11 lessons in each term, it is usually the case that more than 11 are taught during the Autumn and Summer terms and fewer in the Spring term. Credits are, therefore, assessed at the end of the year and *not* each term. We encourage parents to keep their own record of lessons but ask you not to deduct 'presumed' credits. The teachers will almost always make up these lessons during the longer terms and end the year having taught 33 lessons.



NB: Where appropriate and depending on parental income, fees for Sixth Form music lessons can be remitted on a scale between 25% and 100%. Applications should be made in writing to the Head of Sixth Form, setting out the circumstances and enclosing suitable documentary evidence. All applications will be treated in confidence and should be sent at the same time as the Music Lesson Application Form.

Students are encouraged to contribute to the wider life of the School and, when invited, are expected to rehearse and/or perform with School ensembles. Attendance at rehearsals is a real expectation of the Headteacher and the Music Department.

It must be noted that for some instruments, especially drums and electric guitar, there are limited vacancies this coming September; therefore, application forms should be handed in as early as possible. You should also specify on the form if you require acoustic or electric guitar lessons.

If you wish to hire an instrument, please write to the Head of Music requesting information. A very limited number of instruments will be available.

The appropriate Music teacher will contact you with a formal Contract and details, along with a timetable (published on the Music Notice Board in the Music Block). The Notice Board should be checked on a weekly basis for any amendments to lessons. Fees must be paid on receipt of invoice.

Written reports will be provided each year. Parents may also speak to their son or daughter's Music teacher directly to discuss progress or any concerns. The teacher's contact details will then be supplied. The Head of Music is always available to provide assistance, if necessary.

Please note that the School's insurance policy does not cover instruments belonging to students or their parents. You are strongly recommended to take out an 'All Risks' cover, to include accidental damage. This can usually be arranged as an addition to your household insurance policy.

Students should excuse themselves from any timetabled lessons as a matter of courtesy and ensure that they catch up on any work, including homework that they have missed.

INSTRUMENT LESSON GUIDELINES

1. Students will need to provide their own instrument for lessons and bring it each week
2. Students must be prepared to practise regularly on their chosen instrument
3. Students must advise the teacher at the beginning of a lesson what time they will be leaving to go to their Music lesson
4. Students should leave their instrument in the Music Department when at School. The School cannot take responsibility for any damage to instruments in School
5. Students should lock and name their instrument case. If a case is not clearly marked, the School will assume the instrument is the property of the Music Department
6. Students must take their instrument home at the end of each day

7. When a student has reached the required standard on the instrument of their choice they will be required to join a School Ensemble. This will help with sight-reading, aural and listening skills
8. Where demand is great for an instrument a student will be put on a waiting list
9. A notice period of one term, in writing, is required to terminate lessons or full payment will be incurred

LESSONS MISSED DUE TO STUDENT ABSENCE OR SCHOOL TRIPS CANNOT BE CREDITED BUT STAFF WILL ATTEMPT TO RE-SCHEDULE LESSONS MISSED THROUGH THEIR OWN ABSENCE.

If you wish to apply for music lessons at the School please complete and sign the Music Form in the ***TBSHS Application System Website*** indicating instrument type.

11.7 Mitre Fund

The Mitre Fund is a registered charity and fulfils the obligations set by the Charity Commission. It provides a platform for making either one-off or regular cash donations to the school, to support specific enrichment projects and to allow the school to continue to deliver an outstanding experience, including our extra-curricular programme, for all of the students to engage in.

As many parents will be aware, all schools across the country face a very difficult future, in terms of funding, and in order to continue to provide the same high quality of opportunities for our students throughout their time here we are becoming more reliant on the financial support of parents and friends. Reductions in funding from central government, coupled with rapidly rising costs make it increasingly more difficult to provide students with the level of provision we have all come to expect. We would therefore ask you to seriously consider completing the direct debit and gift aid forms below, committing to a suggested **monthly donation of £10** (or more) to help us continue to provide the 'truly all-round' experience for our students in the future.

The Mitre Fund is overseen by a board of Trustees made up of representatives from the governing body and the school leadership team. The wider Mitre team is a far-reaching school community and fundraising team which really encapsulates the Black & Gold spirit. Our objectives are to further the advancement of education by providing additional resources to The Bishop's Stortford High School. We wish to enhance the positive experiences of pupils and improve resources, therefore increasing the pupil's ability to learn.

Proposals from within the school are subject to approval by the Trustees and an example of a recent substantial purchase was the canopy fitted adjacent to the servery in 2015. This has provided a covered area for students' use and has extended the space available for students to eat and socialise, especially during wet weather. More recently, funding has included a display unit in the school reception area to showcase the work of Design Technology students and specialist music technology equipment. Each of these are items the school would not otherwise have been able to provide.

More information about how to contribute to the Mitre Fund will be provided at the start of term.

11.8 Parents, Teachers and Friends Association (PTFA)



The School has a lively and flourishing PTFA committee that organise various fund-raising events throughout the year. The PTFA is a registered charity that raises substantial and very important funds for the students and School.

As a parent of a child at TBSHS, you are now a member of the PTFA

Dear Parents/Carers

The Parent Teacher and Friends Association of The Bishop's Stortford High School would like to extend a warm welcome to you and your son/daughter.

The PTFA forms a very important part of the parent community within the school, organising various social events throughout the year whilst raising money to benefit our children. Using raised funds the PTFA have brought many items.

We have now purchased seven concrete outdoor table tennis tables, picnic benches, theatre staging and lighting. Each year we also ask teaching staff for "Wish lists" for their subjects and have been able to purchase lots of extra equipment. In the past we have also contributed the purchase of the school minibuses.

We are a friendly group and joining us is a great way to meet other parents, carers, staff and to really feel involved in your child's school. Your contribution to the PTFA can be large or small. Whether helping at an event or serving refreshments at an open evening, every little helps!

***** One way to support TBSHS is through *The 300 Club* *****

For £24 per year, you have the chance to win £150 each month (excluding August) and in December we have a "super draw", which has 3 prizes - 1st £150, 2nd prize £100 and 3rd prize £50.

There are no administrative costs involved and all profits go into PTFA funds.

More information on how to join will be sent at the start of term.

To learn more about us, please visit the school website, www.tbshs.org, and click on "About TBSHS" then "Associations" then "PTFA". If you wish to contact us, you can do so via the School Office or email ptfa.tbshs1@gmail.com.

We do hope to meet you at one of our events.

Many thanks,

TBSHS PTFA

11.9 16-19 Bursary Fund

The fund is a fixed and finite sum and allocations may therefore not exceed the total sum available to the school.

Who is eligible to apply for financial support?

Students following government-funded full-time or part-time courses (this describes all courses on offer at our Sixth Form), who satisfy one or more of the following criteria:

- Aged at least 16 and under 19 on 31/08/22 who are in care, are leaving care, are in direct receipt of Income Support, Universal Credit or have an Education, Health and Care Plan(EHCP).
- Students facing financial barriers to participation in post-16 education.
- meet the residency requirements – TBSHS will check this

How does the School assess applications and allocate 16-19 Bursary funding?

The Bursary Fund is a **limited fund** and the School only has a **small amount** of money to distribute. Students must fall into one of the following categories and students and their parents must be prepared to show evidence of genuine hardship. **Financial support is also dependent on meeting agreed attendance and behaviour criteria, failure to do so will result in the bursary being withheld.**•

Students in eligible groups or unexpected financial difficulty are encouraged to apply for Bursary funding and/or speak to Mrs Lisa Butwell, Tutor in charge of Sixth Form Interventions as the first point of reference. Mr Stark, Head of Sixth Form and Mrs Miles, Assistant Headteacher, are also able to give advice.

There will be 3 priority groups categorised as high, medium and low and the criteria for these are detailed below.

All applications must be received by 30th September to qualify, TBSHS does not pay students directly but purchases books and equipment on their behalf. TBSHS is able to assist with transport costs if this does not negate the Local Authorities owns transport policies, and can help with partial payments towards curricular trips and assistance towards the cost of attending university open days or other post-18 related activities.

If your circumstances change throughout the year you may also apply for assistance at that time.

High priority group

Students who fall into one or more of the following categories:

- you are in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit



- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

Eligible students will be guaranteed a £1200 bursary to support them with costs such as transport, equipment etc. Application and proof needs to be submitted via the school and TBSHS will then apply to the Student Bursary Support Service.

Discretionary Bursaries

Medium priority group

Students who fall into one or more of the following categories:

Age 16 to 18:

- Eligible for a free school meal
- Living in a household where the parent(s)/guardian(s) are in receipt of income support or universal credits

Age 19:

You can apply to a discretionary bursary if you are over 19 and either:

- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer') and have previously been in receipt of bursary funding
- have an Education, Health and Care Plan (EHCP)

Eligible students in this group may apply to the Bursary Fund for a contribution towards the cost of transport, essential course equipment, trips, uniform, assistance with associated university open day costs, etc.

There is no direct payment available, funds are only available to enable transport costs or other expenses related to education. Payments will be subject to the availability of funds and to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Low priority group

Students who fall into one or more of the following categories:

Age 16 to 18:

- Are living in a household where the gross annual household income is less than £25,000

Age 19:

- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer') and have previously been in receipt of bursary funding

Students in this group **may** get a **contribution** towards the cost of essential course equipment, transport costs or other expenses related to education. TBSHS Bursary Fund provides assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Payments will be subject to the availability of funds and purchases will be made through the Finance Department, there is no cash equivalent.

Please note:

TBSHS may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. TBSHS can refuse a student's application on this basis.

Parents who believe a student is eligible for Bursary Funding should complete the Bursary Application Form of the TBSHS On-line Registration Forms.

11.10 Free School Meals

You could be eligible for free school meals worth over £500 per child per year.

Your child may be able to get a free school meal if you receive any of the following:

- Universal Credit (with annual earned income of no more than £7,400 after tax [as assessed by earnings from up to three of your most recent assessment periods] and not including any benefits you get)
- 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 (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit).

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2024.

For students going to a Hertfordshire school (whatever county they live in) - If you think your child is eligible for Free School Meals, please apply via <http://www.hertsdirect.org/freeschoolmeals> or 0300 123 4048. It takes 5 minutes and in most cases HCC can tell you straightaway if your child can get free meals at school. Please have your National Insurance number or Home Office number to hand when you apply.

Please note:

- You can apply on-line. It is quick and easy to do - most online applications take about five minutes to complete. It can be done whenever it suits you, with no need for face-to-face or telephone contact.
- Applications must be made in the name of the person who is receiving the qualifying benefit, or there may be a delay in processing the application.



- If your application is accepted, you will be notified immediately. Your child's school will also be advised to ensure the free school meal is provided straight away.

Some frequently asked questions:

- **Would everyone know my child is having free school meals?** No. Due to the biometric system of purchasing food money is credited to students' accounts the same as students that do not have free school meals.
- **Can my child buy the same food as those who pay?** Yes. Your child can have free choice to buy a healthy balanced meal.
- **How much would my child receive per day?** The school's Meal Deal price. (Main meal and dessert).
- **Can I top up this amount with extra money?** Yes. Money can be paid onto your child's account by the cash machine in school or using ParentPay via our website (<https://www.parentpay.com>).

11.11 Data Protection and Privacy

Who processes your information?

The Bishop's Stortford High School (TBSHS) is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that TBSHS upholds are imposed on the processor.

Why do we collect and use your information?

TBSHS holds the legal right to collect and use personal data relating to students and their parents/carers, and we may also receive information regarding them from their previous school, local authority (LA) and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To decide who to admit to the school and maintain a waiting list
- To support student learning

- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard students

What data is collected?

The categories of student information that the school collects, holds and shares include the following:

- Personal information for students, parent / carer (such as name, unique student number, address, telephone number and email address)
- Information from parent / carer relating to identity, marital status, employment status, religion, ethnicity, language, entitlement to certain benefits, information about court orders in place affecting parenting arrangements for students
- Characteristics of students (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Any relevant medical information
- Information relating to special educational needs
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as national curriculum assessment results)
- Behavioural information (such as number of temporary exclusions)
- Post-16 learning information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to students at TBSHS and their families is stored in line with the school's Information Records Management (IRM) policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will the information be shared?

The school is required to share students' data with the DfE on a statutory basis. The National Pupil Database (NPD) is managed by the DfE and contains information about students in schools in England. TBSHS is required by law to provide information about our students to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our students from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics



- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained. To find out more about the student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

TBSHS will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares students' and parent / carer information with:

- Students' destinations upon leaving the school
- The LA
- The National Health Service (NHS)
- The DfE
- The Education and Skills Funding Agency (ESFA)

11.12 Use of Data - Youth Support Services

Once our students reach the age of 13, we also pass student information to the local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Youth support services
- Careers advisers

A parent/carers can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age 16.

TBSHS Explanation of "Limited Additional Information"

As listed in "Section 72 of the Education and Skills Act 2008" it is compulsory that schools have to provide basic information to Hertfordshire Services for Young People. This basic compulsory information involves just "the name, address and date of birth of the pupil or student" as well as "the name and address of a parent of the pupil or student".

Also listed in "Section 72 of the Education and Skills Act 2008", If students aged 16 (and above) or the Parent/Carers of students aged 15 (and below) agree, then schools can also send "information in the institution's possession about the pupil or student". (ie) "This includes for example: young people's contact details including phone numbers, information to help identify those at risk of becoming NEET post-16, young people's post-16 and post-18 plans and the offers they receive of places in post-16 or higher education".

At TBSHS we would normally only send one piece of additional information to Hertfordshire Services for Young People, that being the actual/potential destination of the student after they have left TBSHS. For example: work, gap year or the name of the new school/college/University.

At TBSHS we think that sending this destination information is helpful to Hertfordshire Services for Young People as it will speed up their legal commitment to check that TBSHS ex-students have continued their compulsory school-age education/training elsewhere. By not providing this destination information, then Hertfordshire Services for Young People will have to write directly to students/Parents/Carers to gain this information, this could mean additional administrative burden on students/Parents/Carers and Hertfordshire Services for Young People.

The destination information also allows Hertfordshire Services for Young People to be able to compile annual general statistics of the percentages of Post-18 students going into apprenticeships, college, employment, university and so on.

Whilst it is possible for other Additional Information to be requested by Hertfordshire Services for Young People, TBSHS does not plan to provide more than is strictly necessary [for those students where consent has been given for additional information to be sent].

Government Explanation of “Information Sharing”

Sourced From: “Careers guidance and access for education and training providers, Statutory guidance for governing bodies, school leaders and school staff - 15th October 2018”

46. All schools (including academies and other state-funded educational institutions) must continue to provide relevant information about all pupils to local authority support services [Section 72 of the Education and Skills Act 2008].

This includes:

- I. basic information such as the pupil’s name, address and date of birth;
- II. other information that the local authority needs in order to support the young person to participate in education or training and to track their progress. This includes for example: young people’s contact details including phone numbers, information to help identify those at risk of becoming NEET post-16, young people’s post-16 and post-18 plans and the offers they receive of places in post-16 or higher education. However, schools must only provide the basic information, and not this additional information, if a pupil aged 16 or over, or the Parent/Carer of a pupil aged under 16, has instructed them not to share information of this kind with the local authority. The school’s privacy notice is the normal means of offering young people and their Parents/Carers the opportunity to ask for personal information not to be shared.

47. Schools (including academies and other state-funded educational institutions) must also notify local authorities whenever a 16 or 17 year old leaves an education or training programme before completion [Section 13 of the Education and Skills Act 2008]. This notification must be made at the earliest possible opportunity to enable the local authority to support the young person to find an alternative place. It is for schools and local authorities to agree local arrangements for ensuring these duties are met.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf

To give your consent, please complete the consent form on the **TBSHS Application System Website**.



11.13 Use of Images

Occasionally, we take photographs of the students at our School. We may use these images in our School Prospectus or in other printed publications that we produce, in displays and on the school website. We may occasionally use these images on the school's official social media accounts. We may also make video or webcam recordings for School-to-School conferences, monitoring or other educational use.

Sometimes we may send images to the news media or our School may be visited by the media, who will take their own photographs or film footage. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then may store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

During September, school photographers attend the school to take individual student photographs. Later in the academic year they return to take group photographs for sports teams as well as registration and year groups. Every 5 years there is also a whole school photograph. These photographs are available for parent/carers to purchase if they so wish. [Students that do not have consent to be in group photographs will be expected to avoid taking part in these group photographs].

To comply with the Data Protection Regulations, we need consent before we can photograph or make any recordings of students and staff. Please note that websites can be viewed throughout the world and not just in the United Kingdom (where UK law applies). In giving your consent you understand that images may be used in printed and electronic form.

Please note the following:

- If the signee wishes to change their consent at any time, this must be done so in writing and sent to the school
- For students aged 13 and above, permissions for images/photographs and careers are signed for by the student, whilst biometric data is signed for by parent
- The images we take will be of activities that show the school and children in a positive light
- Embarrassing or distressing images will not be used
- The images will not be associated with negative or sensitive issues
- We may use group or class photographs or footage with very general labels, eg: 'science lesson'
- We will only use images of students who are suitably dressed
- We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons
- We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising

from publication

- Images of students and staff may still be used in publicity materials after they have left the school and until such media are routinely renewed with newer images.

Students please complete the consent form on the **TBSHS Application System Website**.

11.14 Internet/IT Equipment/Mobile Devices – Acceptable Use Agreement

The internet, email, mobile technologies and online resources have become an important part of learning and life. The school want all students to be safe and responsible when using any IT. It is essential that students are aware of online risk, know how to stay safe and know where to go to report problems and access support.

Students are expected to read and discuss this agreement with their parent/carer and then to sign below as indicated and to follow the terms of the agreement.

The School's E-Safety, Internet Use and Data Security Policies have been drawn up to protect all parties - Students, Staff and the School. All students and staff using the IT equipment and Internet at the school must sign the Acceptable Use Agreement before access will be given. The network is owned by the school and access is given on the understanding that it is for educational use only.

All users need to understand that everything that they search for, access, post or receive online can be traced now and in the future. Their activity can be monitored and logged and if necessary shared with staff, parents/carers and the police.

Main Principles:

- All users of the internet are responsible for their behaviour and any communications sent over it;
- All users need to realise it is essential that they maintain a good online reputation and digital footprint;
- No activity shall be undertaken which could either threaten the integrity of the school ICT systems or attack or corrupt other systems;
- Only use school IT equipment for school purposes;
- Treat all equipment with respect;
- Access must only be made through authorised accounts;
- Users may not make purchases or enter into contracts over the Internet using school systems;
- On-line chat is not permitted, either across the school network or over the internet;
- Students contacting teachers electronically, other than via the school e-mail system on a school related matter, is strictly forbidden;
- Posting anonymous messages and forwarding chain letters is not permitted;
- Use of the Internet to access inappropriate material such as pornographic, racist or offensive material is not permitted;
- Copyright of material must be respected.

I will:

- Only use school IT equipment for school purposes;
- Only log on to the school network, other school systems and resources using my own school user name and password;
- Be respectful to everyone online; treat everyone the way that I want to be treated. Ensure that all online activity, both inside and outside school, will not cause distress to anyone in the school community and bring the school into disrepute;



- Make sure that all my electronic communications are responsible and sensible and couched in professional terms;
- Report any accidental infringement of these conditions to the ICT Support Team;
- Treat all equipment with respect;
- Leave the public work areas tidy;
- Ensure I have logged-out properly before leaving;
- Ensure equipment is shut down correctly and switched-off overnight.

I will not:

- Divulge my password to anyone other than a member of the school ICT Support Team;
- Allow any other person the use of a computer to which I have logged on to;
- Lie about my age in order to sign up for age inappropriate games, apps or social networks;
- Give out my own or any others' personal information, including name, phone number, home address, interests, schools or clubs or any personal image. (I will report immediately any request for any kind of personal information, to a member of staff if in school or a parent/carer if not in school);
- Use a personal email address or other personal accounts on school IT equipment;
- Upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying;
- Post photographs, videos or livestream without the permission of all parties involved;
- Respond to hurtful behaviour online but will report it. I have the right to block and will say no to any inappropriate or upsetting request;
- Browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately, to a member of staff if I am in school or parent/carer if I am not in school;
- Attempt to bypass the internet filtering system in school;
- Assume that new technologies can be brought into school and will check with staff before bringing in any device;
- Leave the computer unattended whilst logged on, nor interfere with others that are also logged on;
- Download or install software on school IT equipment;
- Copy any software from any computer owned by the school;
- Delete any software from any computer owned by the school;
- Change the configuration of any computer owned by the school;
- Attempt to access any area that has been protected from me by way of restricted permissions or hidden directories, folders or files on any computer owned by the school;
- Store undesirable material on any part of the system (offensive literature, pornographic images and the like);
- Attempt to repair any ICT equipment owned by the school;
- Borrow any ICT equipment without first seeking permission and signing it out with the ICT Support Team;
- Eat or drink near any equipment;
- Leave laptops or other portable equipment unattended and vulnerable to theft. Users must lock them away when unattended;
- Use the system for personal gain, for promoting political views or any form of personal advertising.

I understand that:

- Everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers/staff, parents/carers and the police. I know it is essential that I maintain a good online reputation and digital footprint;
- Not everything I see or hear online is true, accurate or genuine. I will also know that some people on the internet are not who they say they are and may have ulterior motives for assuming another identity that will put me at risk. I will avoid meeting people I only know on the internet;
- These rules are designed to keep me safe now and in the future. If I break the rules, teachers/staff will investigate, I may be disciplined and my parents/carers may be contacted. If I break the law the police may be informed.

Violations of the school's Internet Access Policy will result, in the first instance, in a temporary or permanent ban on its use.

Subsequent violations will result in serious disciplinary action being taken and for students this may lead to Permanent Exclusion for persistent offenders.

Where appropriate the Police or other authorities will be involved and criminal proceedings may be instigated.

Hand Held Device/Mobile Telephone Policy, Years 12 and 13:

In line with the school's policy for Years 7 to 11 and to avoid distraction from learning, Sixth Form students cannot use their hand-held device/mobile telephone during the school day in the corridors and outside areas. They can only access it in the classroom if required as part of the learning, and only with permission from the teacher. They are allowed to use them within the confines of the Sixth Form Centre but not for gaming or general social media during study periods. Mobile phones can only be used for homework and research purposes in the Library.

Failure to comply with this policy will result in confiscation of the hand-held device/mobile telephone. If deemed necessary the device content may be searched by a senior member of staff.

On the first occasion, if the confiscation is before lunch, the device will be taken to the Sixth Form office, locked away for safe-keeping and returned to the student at the end of the school day. If the phone is confiscated after lunch, the phone will be returned to the student at the end of the day and the student will be expected to hand their phone in the following day.

On the second occasion, the device will be confiscated during the school day every day for a week; the student will have to hand in their phone to the Sixth Form office at 8.30am and collect it at 3.30pm.

A further offence will result in complete confiscation of the phone during the school day for a half term. In this case, an email will be sent home informing the parent/carer of the confiscation.

There will be an automatic standards detention for failure to hand in the phone on any day.

Please note the Sixth Form office, where the phones are held, is locked from 4.15pm Monday to Thursday and from 3.30pm on a Friday and therefore there is no access to the phone until the following morning.



Other Sanctions:

- Viewing inappropriate imagery/video/websites will result in an after-school detention with the subject teacher.
- Viewing inappropriate imagery/video/websites on more than one occasion will result in a Head of Year detention. Persistent failure to adhere to student protocols will result in an internal suspension/fixed term exclusion.
- Taking photographs or video footage of staff or students without permission will result in a fixed term exclusion, or in more serious cases may lead to permanent exclusion.
- Failure to allow a senior member of staff to inspect a device will result in a fixed-term exclusion.

Parent/Carer Agreement

I/we have discussed this agreement with our son/daughter, which highlights the associated risks when accessing the internet, mobile and digital technologies.

I/we agree to support my child in full with the terms of this agreement.

I/we also agree not to share school related information or images online or to post material that may bring the school or any individual within it into disrepute, including on social media forums. (Rather than posting negative material online, any Parent/Carer, distressed or concerned about an aspect of school should make immediate contact with the school where the school can deal with the issue. Negative postings about the school would affect the reputation of the whole school community. Parents/Carers are encouraged to report breaches so that we can protect the reputation of the school, staff, students and Parents/Carers).

The school may choose to set up social media sites, blogs or have some other online presence in its own name. Parents/Carers, however, do not have the right to set up any site, page, chat group or any other online presence that uses the school name or logo in any form, or which undermines the school staff.

I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement. I/we understand that when on school premises but not in a designated area where phones can be used, they must be switched off and out of sight.

Students and Parents/Carers please complete the consent form on the **TBSHS Application System Website**.

