



Welcome!

This booklet is designed to complement the school prospectus and is a summary of the main items of day-to-day procedure and information that parents/carers/guardians and students need to keep at hand. It will be particularly valuable when a student first joins the school but we would encourage parents/carers/guardians to keep the booklet safely. We trust that your child will settle quickly at Beaumont and we look forward to working with you in the coming years.

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Headteacher

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THE SCHOOL YEAR

A list of term and holiday dates is given to your child in September, to cover the academic year. Dates are also available on the website.

School Term, INSET and Holiday Dates

Autumn Term 2020

| | | |
|----------------------|---|--------------------|
| Thursday 3 September | - | Friday 23 October |
| Monday 2 November | - | Friday 18 December |
| Occasional Day | - | Friday 27 November |

Half Term

| | | |
|-------------------|---|-------------------|
| Monday 26 October | - | Friday 30 October |
|-------------------|---|-------------------|

Spring Term 2021

| | | |
|--------------------|---|----------------------|
| INSET Day | - | Monday 4 January |
| Tuesday 5 January | - | Thursday 11 February |
| INSET Day | - | Friday 12 February |
| Monday 22 February | - | Friday 26 March |

Half Term

| | | |
|--------------------|---|--------------------|
| Monday 15 February | - | Friday 19 February |
|--------------------|---|--------------------|

Summer Term 2021

| | | |
|----------------------|---|-------------------|
| INSET Day | - | Monday 12 April |
| Tuesday 13 April | - | Friday 28 May |
| May Day Bank Holiday | - | Monday 3 May |
| Monday 7 June | - | Wednesday 21 July |

Half Term

| | | |
|---------------|---|---------------|
| Monday 31 May | - | Friday 4 June |
|---------------|---|---------------|

A calendar of the year's main events is given to your child in September. A Beaumont Life newsletter to parents is published with accounts of school activities and forthcoming events. Please also refer to the website calendar for up to date information.

www.beaumontschool.com

The school also currently uses Tucasi Communications System for essential information. Please keep your details up to date at the school.

Throughout the year, details are given to your child to bring home to you about individual events and activities organised by the school and the Beaumont School Association (BSA), our Parent Teacher Association, as well as matters of general concern.

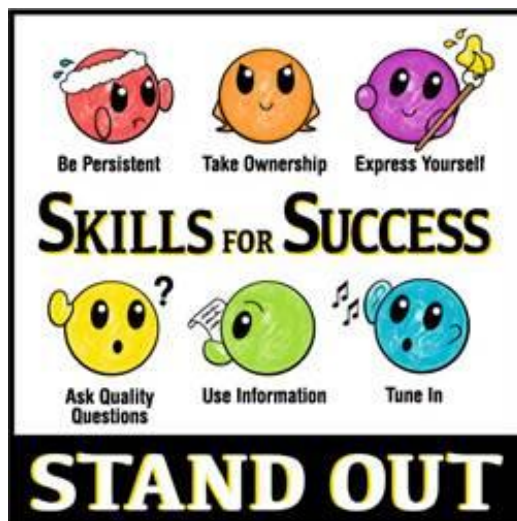
YOUR LEARNING

During the school day you will follow a set timetable. This will be given to you on your first day at school but will look something like this. Parents/carers can access the timetable on My Child At School.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|--------------------|-------------------|------------------|-------------------|
| Tutor time | Tutor time | Tutor time | Tutor time | Tutor time |
| English B17 | IT A1 | PE Gym | Tutor Time B2 | Technology D11 |
| PE Gym | English B17 | Maths A4 | Languages J5 | Science D16 |
| Maths A4 | Science D16 | English B17 | Maths A4 | PE Gym |
| B | R | E | A | K |
| History B12 | Music H1 | Languages J5 | Geography B13 | PSHCE D19 |
| Languages J5 | Maths A4 | Technology D11 | History B12 | English B17 |
| L | U | N | C | H |
| Art D5 | Geography B13 | Technology D11 | Science D16 | RE B3 |
| Languages J5 | Citizenship D19 | Science D16 | Drama C1 | |

As well as learning in the classroom, we expect you to develop life skills and qualities which will help you become a successful person, as well as a successful learner.

At Beaumont we call these **SKILLS FOR SUCCESS**:



You will be given opportunities to develop these skills throughout your time at Beaumont and you will be able to apply them in other parts of your life.

HOME LEARNING

What is home learning?

Home learning is any activity or task you are asked to do outside of lesson time, either on your own, with other students, or with parents/carers/guardians.

Why do we ask you to carry out home learning?

The main reasons are:

To sustain learning – to continue to learn a new idea.

To consolidate learning – to practise what you learnt.

To extend your learning – to learn more.

To prepare yourself for further learning – to investigate new ideas in advance of the next lesson.

To help you plan and organise your time and **take ownership** of your own learning, so as you progress through the school you become more independent in planning your own learning.

To help you learn how to use your time effectively and learn to meet deadlines.

To allow you to **use information** and other resources that you may not have in lesson time.

Home learning – when will you be asked to do this?

You will be given a timetable at the start of the term which will state the subjects for which you will be given home learning and the days when it is likely to be set. Teachers will ask you to write the task in your planner and they will post it on Google Classroom, for which you will be given logon details.

Tips to help:

Before

- Know what you are supposed to be doing, make sure you have the activity written in your planner.
- If you do not understand – ask before you start the activity.
- Make sure you have all the resources you need to help you.

During

- Label as HL, title and date in your book.
- Take pride in whatever you do and do your best.

After

- Check what you have done.
- Hand it in on time.
- Take careful note of any feedback given and use it to make your future work even better.

How can parents help?

- Appreciate the need for independent study and try to provide a place for it, as free from distractions as possible.
- Support your child by showing an interest and giving encouragement. Ask them to explain the work to you; this can develop their understanding of what to do.
- Help them plan their time and organise themselves so that they remember to bring to school each day the materials that they need, and to *take home* the work they need to do each evening.
- Check their planner weekly.
- Inform staff if there is a genuine reason for home learning not being completed.
- Check that your child knows how to access Google Classroom at home. We recommend that they share their logon details so you can use it too.

TRIPS AND VISITS

Beaumont offers a wide range of trips and visits many of which are part of our Curriculum Enrichment Programme. These range from local trips for fieldwork to residential overseas trips which may take place either in term-time or in the holidays. In Year 7, for example students will have the opportunity to take part in a local trip for Geography fieldwork, to go to the theatre with the English department and to visit either France or Germany for 5 days in July during curriculum enrichment week.

The school is unable to fully fund these activities and we are reliant on the continued financial support of parents/carers for the programme to take place. None of the activities are profit-making and we try to keep costs as low as possible. We have no wish to cause financial embarrassment to any individual family and any parent/carer/guardian who wishes to discuss this aspect of any activity is invited to make discreet contact with the trip organiser or finance department.

THE BEAUMONT HOUSE SYSTEM

At the start of Year 7 each student will be placed into a Beaumont House according to form group.

| | | | |
|---|---|-------------|-----------------------|
| B | – | Butler | White house colour |
| L | – | Luther-King | Lemon house colour |
| E | – | Elgar | Emerald house colour |
| A | – | Austen | Amber house colour |
| R | – | Redgrave | Red house colour |
| N | – | Newton | Purple house colour |
| S | – | Seacole | Sky blue house colour |

The aim of the Beaumont House system is to have some extra school “fun” and encourage students across all ages to work together. Throughout the year students will compete in a variety of events involving sports, drama, music etc. Houses will be awarded with points for their efforts and the House with the most points at the end of the year will be awarded with a trophy, individuals will be invited to a prize winning activity. Throughout their time at Beaumont, the students will have opportunities to take on Student Leadership.

AWARDS

The school has many different ways to recognise and award excellent effort, achievement and contribution to school life.

Lesson Positives: These are awarded to students for effort, participation in lessons and demonstrating skills for success. They are logged on the school MIS system and can be viewed on ‘My Child at School’ by parents/carers. Postcards are sent home when a student has achieved 25, 50, 75, 100, 150 and 200 credits.

Postcards home: Staff may send a postcard home to recognise particular achievement by a student; this could be an outstanding piece of work, notable effort or improvement or an excellent contribution to any school activity.

Effort and Achievement Awards: At the end of each term, all teachers nominate one member of every class for an effort award and another for an achievement award. Students receive these in Awards Assembly.

Pastoral Award: These are given by Heads of Year for an excellent contribution to the form or year group, an excellent school report or progress between reports.

Silver Award: These awards are given for sustained excellence, effort or progress throughout an academic year, a one-off outstanding piece of work or activity, or sustained contribution to the school community.

Colours: These are awarded for sustained excellence of effort, attainment or progress, usually across a key stage or for outstanding and sustained contribution to school life. They can be awarded for different subject areas, for different sports and for contribution to house activities.

Gold Award: This is awarded by the Head Teacher for sustained and outstanding effort, achievement or contribution to school life. It is very unusual for a Year 7 student to receive a Gold Award but nothing is impossible!

CONTACT LIST – AT A GLANCE

Please note that it will be necessary to book an appointment to see a member of staff to ensure that they are available to meet you. Heads of Year or senior members of staff will take calls of a particularly sensitive and/or confidential nature.

| Matters relating to | Whom to contact |
|----------------------------------|------------------------------------|
| Day to day issues, home learning | Form Tutor |
| Delivery / content of subject | Head of Department |
| Set changes | Head of Department |
| Pastoral concerns | Form Tutor, Head of Year |
| Long term health issues | Head of Year |
| Leave of absence | Mrs Y Powdrell, Deputy Headteacher |
| Music tuition (and payment) | Head of Music (and Finance Office) |
| Trips and Visits | Finance Office |

School Work Issues:

If one subject is involved, contact the subject teacher. If there are several subjects causing concern, please contact the Form Tutor.

Personal Matters:

In the first instance, contact the Form Tutor by letter or by telephone and leave a message with a number where they can reach you when they are not teaching; an appointment can also be made, if necessary. If the matter involves immediate or confidential information, please ask to speak to the Head of Year 7, Mr Gray, or (if he is not available), Mrs Powdrell, Deputy Headteacher. If it involves a safeguarding issue please contact Mrs Powdrell, Deputy Headteacher. Only in exceptional circumstances should you need to speak to the Headteacher, Mr Atkinson.

Issues of a sensitive or controversial nature arise in all subjects. Parents/carers/guardians are requested to inform the school in confidence if they anticipate that an aspect of the school's curriculum might cause a particular difficulty for an individual student. In most cases, contact with the class teacher or Form Tutor will be more than adequate, but Mrs Powdrell, Deputy Headteacher or another member of senior staff is available if the information is particularly sensitive. Students are also encouraged to inform the school if they are aware of aspects of the school's curriculum which might cause them distress.

Information about the content of the curriculum is published on the school website.

REPORTS AND CONSULTATION EVENINGS

A full consultation evening is held later in December when you can make appointments to see individual subject teachers. In the summer term you will receive a full report detailing your child's progress and achievements in all subjects. In the autumn and spring terms you will receive an interim report detailing key aspects of your child's ongoing progress through the year, as well as a record of lateness, authorised and unauthorised absence. You are asked to return the online reply slip confirming receipt of these reports, and adding any comments you may wish to make. (All dates for the above to be advised.) Reports will be published on My Child At School.

THE SCHOOL WEEK

Tutorials

Each morning begins with a 10 minute Tutor Time during which student notices are given out alongside other elements of pastoral administration. On Thursdays, this is extended to include Period 1 (Tutor Period), during which assemblies and other activities such as peer mentoring take place.

The School Day

| | |
|----------------------|------------|
| 8.30 - 8.40 | Tutor Time |
| 8.40 - 9.25 | Period 1 |
| 9.25 - 10.10 | Period 2 |
| 10.10 - 10.55 | Period 3 |
| 10.55 - 11.20 | BREAK |
| 11.20 - 12.05 | Period 4 |
| 12.05 - 12.50 | Period 5 |
| 12.50 - 1.50 | LUNCH |
| 1.50 - 2.40 | Period 6 |
| 2.40 - 3.25 | Period 7* |

The School Bells

| | |
|--------------|--|
| 8.25 | 5 minute warning for start of tutor time |
| 8.38 | End of tutor time & 2 min. warning for start of Period 1 |
| 9.25 | End of Period 1 |
| 10.10 | End of Period 2 |
| 10.55 | End of Period 3 |
| 11.15 | 5 minute warning for end of break |
| 12.05 | End of Period 4 |
| 12.50 | End of Period 5 |
| 1.45 | 5 minute warning for end of lunch break |
| 2.40 | End of Period 6 |
| 3.25 | End of school day (except on Friday – 2.40 pm finish) |

***School finishes at 2.40 pm on Fridays only. The library will be open until 3.30pm.**

Students will be recorded as late if they arrive to Tutor Period after 8.30 am or to Period 6 after 1.50 pm. If you are late in the morning you receive an automatic detention that day at break time. Lateness in the afternoon is sanctioned by the department you are late for.

Bells

There are several bells during the school day (see the table above).

SCHOOL BUILDINGS

Students are not allowed in the school buildings before 8.15am or until the Caretaker allows them inside (unless they have specific permission). The 'B Block' entrance is open at 8.00am for breakfast service in the Dining Hall.

All students should leave the school at the end of the school day unless they are involved in an activity after school, when they should take all they need with them, so there is no need to re-enter the school classrooms etc., after the activity has finished.

There is a 'keep left' system in staircases at the peak movement times immediately before and after every lesson. At other times, temporary movement restrictions are needed (for example during examination times) and students must watch out for notice boards.

FIRE PRECAUTIONS

Any sign of fire must be reported at once to the nearest member of staff.

The fire alarm is a **CONTINUOUS** ringing of the school bell.

During lesson time, teachers will instruct you to leave all bags and equipment, shut doors and windows, and walk in an orderly fashion in silence to the fire assembly point which is the All Weather Pitch. If the fire alarm sounds during break or lunchtime, you must immediately go to the All Weather Pitch fire assembly point.

In the corridors there are fire doors (marked as such); these are to prevent smoke blocking the means of escape, and to slow down the speed of the fire spreading. They should be kept shut when not in immediate use.

Fire drills take place regularly during the year.

LOCKDOWN PROCEDURE

If an event occurs where it is necessary to have a 'lockdown' for the school there will be **10 short rings** of the lesson change over bell. Students must follow staff instructions.

A further 10 short rings would indicate that **the risk has escalated** and students must follow staff instructions.

All clear signal is **a continuous 10 second ring** of the bell or students will be told to evacuate by a member of the emergency services.

CONTACTING THE SCHOOL

Telephone:

For all enquires telephone **01727 854726**. The switchboard is staffed from 8.20am to 4.15pm on Monday – Thursday and to 3.00pm on Friday. For brief and urgent matters at other times there is an answerphone service.

To report an absence telephone **01727 732987**, this is a 24 hour dedicated phone line.

Email:

The school office email address is admin@beaumont.school. It is monitored at regular intervals during the school day: Monday – Thursday from 8.30am to 4.00pm and Friday from 8.30am to 2.30pm. Please note that we are unable to provide personal email addresses.

Visit:

Please sign in at A Block reception which can only be accessed via Austen Way (off Hatfield Road) during the school day 8.30am – 3.25pm.

HEALTH

If you intend asking for your child to be withdrawn from any school activity for health reasons, please send a letter to the Form Tutor and the subject teacher concerned.

If you wish to discuss any long term health matters, please contact the Head of Year. For any minor health concerns that arise please contact Mrs Cunliffe in Student Services.

ATTENDANCE & PUNCTUALITY

Attendance

The school is keen to work in close partnership with parents to ensure that all students attend school regularly and punctually, and any attendance problems are quickly resolved.

Parents/carers/guardians have a vital role in building up good attendance attitudes. Children should not be allowed to stay at home, for instance, when there is only a slight sickness, and medical and other appointments should, wherever possible, be outside school hours. Schools are obliged to record the absence of students of compulsory school age either as authorised or unauthorised, that decision being made by the school, depending on whether an acceptable reason has been given.

Punctuality

Lateness in the morning results in a break time detention on that day, lateness in the afternoon by the subject staff you are late for. Persistent lateness will be followed by action either through the Form Tutor, Head of Year, Attendance Officer, or in exceptional cases, involvement of a County Attendance Officer.

Absence

All absences must be reported by 9.30am on the first and any subsequent days on the school's 24 hour dedicated phone line for absences:

01727 732987

As part of our First Day Response, if we have not heard from you regarding your child's absence, our Attendance & Student Records Co-ordinator Mrs Malik will contact you to obtain a reason for the absence.

Signing In

All students who arrive to school after Tutor Time must report to A block Reception, where they will be asked to register in the signing in book and produce their planner.

Signing Out

All students who need to leave the premises must have permission from one of the senior Leadership Team, or their Head of Year, unless attending a medical or dental appointment, in which case a letter from the parent must be shown to Reception. All students leaving the premises for any reason must also report to Reception and sign out when leaving and sign in when returning.

Students being sent out of school by members of staff to collect kit, books, cookery ingredients etcetera, must take a permission form signed by that member of staff to either one of the Senior Leadership Team, or the Head of Year.

REQUESTS FOR LEAVE OF ABSENCE

The school understands that it is sometimes necessary for students to be granted leave of absence from school, for example, to attend a music exam or for a family occasion such as a wedding or funeral. Nevertheless, parents must appreciate that absence from school has been shown to have a negative effect on students' achievement and we ask parents to keep all such absences to a minimum. The school will not authorise any absence during term-time for family holidays and where leave of absence is granted for family events, this will only be the time required to attend the event itself but not for any additional holiday time added. Leave of absence is unlikely to be granted in any circumstances where the student's attendance is below 95%. Requests for leave of absence should be made on the form available on the website or from reception and returned to reception. We would ask parents to make requests as far in advance as possible so that the school can give a considered response. Any absence which is not authorised will be shown as such on the student's record. We would encourage parents to familiarise themselves with the school Attendance Policy which is available on the website.

HOME SCHOOL AGREEMENT

All students joining Beaumont and their parents/carers/guardians are asked to sign a Home School Agreement (enclosed in the welcome pack) which sets out the details of our partnership. It is a self-explanatory document and a copy is kept by each family and the school.

CODE OF CONDUCT

Behaviour at Beaumont School

Beaumont is a friendly, creative and purposeful community whose members are entitled to feel valued. Courtesy and mutual respect is expected of everyone. We should always make the most of our opportunities, and show respect for other people, and our environment.

A General Rule

It is recognised that it is difficult to formulate a simple rule which adequately describes the behaviour that is expected. The home-school agreement is the best summary of our expectations; therefore the best general rule is:

Students are expected to behave at all times in a manner that is compatible with their signed undertaking on the home-school agreement.

| | As a Beaumont student I will undertake to |
|--|--|
| Learning | Take responsibility for my own learning by: <ul style="list-style-type: none">• always working hard in all subjects to achieve my best• bringing all the required equipment to lessons• ensuring all my books and my Planner are presentable• aiming to take part in extra-curricular activities to broaden my learning |
| Home learning & Assessment | <ul style="list-style-type: none">• Do my home learning to the best of my ability and meet all deadlines• Write all home learning and essential information in my Planner and check Google Classroom as instructed |
| Behaviour | <ul style="list-style-type: none">• Follow the Expectations for Learning statements at all times in and around school• Respect all members of the school community, irrespective of their gender, sexuality, ethnic origin, religion or ability• Keep the school environment clean and clear of litter to ensure a positive, calm and safe atmosphere; ensuring my safety and the safety of others• Treat all members of the community with courtesy and consideration and follow the ICT code of conduct |
| Uniform, Punctuality & Attendance | <ul style="list-style-type: none">• Wear my uniform correctly at all times, including to and from school and ensure that my appearance is appropriate for school• Be on time to school and lessons• Aim for 100% attendance |
| Communication | <ul style="list-style-type: none">• Take home and deliver all letters and ensure that all replies are returned promptly• Support the work of the Student Leadership Team and use them to contribute my views and ideas• Have the confidence to seek help if I have a problem |

DAMAGE TO PROPERTY

Any breakage or damage must be reported at once by those involved to the Caretaker, and then to the Head of Year (who will assess any payment needed). Students are expected to pay the cost of repair when the damage has been caused by careless or deliberate behaviour.

BEHAVIOUR

The governors have drawn up a Behaviour Policy in consultation with parents/carers/guardians, staff and students. The Behaviour Policy is available on the website. Parents/carers/guardians are asked actively to support the school in its implementation. All our rules are concerned with the well-being of everyone at Beaumont. We expect our students to know and to respect the following:

1. The conduct of students both **inside and outside** the school should never discredit the school or themselves.
2. Attendance and punctuality is important.
3. School uniform must be worn correctly by all students until the end of Year 11. Staff may remove jewellery from students, place it in a sealed envelope with the child's name and form and hand it to Student Services. It will be returned at the end of half term. No responsibility is accepted for jewellery brought into school.
4. No money or valuable items should be left in classrooms or lockers. No responsibility is accepted by the school for the loss of any item so left.

DETENTIONS

The school has the legal power to detain students in accordance with its Behaviour Policy. Students are typically set detentions for reasons such as unacceptable behaviour or to complete missing work. It may be appropriate for a member of staff to detain a student informally for up to 15 minutes after the end of school, for example, to have an individual discussion about behaviour or work. However, if a detention is to extend beyond this length of time the parent or carer will be informed. Detentions are typically up to one hour in length and students and their parents/carers will receive 24 hours' notice. Notification of a detention may be through a letter or phone call to the parent/carer or via a Detention Slip issued to the student. Where a detention is set during school day, for example at lunch time, there is no requirement to give notice. Please note that parents are not required to give agreement to the detention; parents are informed.

POLICIES AND DOCUMENTS AVAILABLE ON REQUEST

As with all schools, Beaumont maintains a number of policies and procedures. Policies are available on the school website www.beaumontschool.com or from the school office on request. On the website, policies are located in the **About Us** section by clicking on **Policies and Key Documents**. We would particularly encourage parents to familiarise themselves with the following policies:

- Attendance Policy
- Behaviour Policy
- Anti-bullying Policy
- School Visits Procedure
- GDPR Data Protection Policy
- GDPR Privacy Notice for Parents/Carers
- GDPR Privacy Notice for Students

GUIDANCE FOR ADMINISTERING MEDICINES DURING SCHOOL HOURS

Non prescribed medication will not be held or administered by school staff.

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines.

If your child may need to take pain relief tablets (e.g. paracetamol) please encourage them to only carry one or two tablets to self-administer. When taking tablets students should be encouraged to carry a water bottle or use one of the five water fountains located by Technology entrance, Music entrance, Gym entrance, inside the Science Block and the Sports Hall in A Block. There are also healthy flavoured waters available in the Dining Hall plus all the tap water throughout the school is drinking water. **Please do not send your child to school with a whole packet of tablets as this could pose a risk.**

Hay fever sufferers should take a 24 hour medication such as Piriteze which can be taken at home rather than a regular dosage medicine such as Piriton.

Prescribed medication

If your child is prescribed a medicine to be taken three times a day, it should be taken in the morning before school, after school and at bedtime unless contrary to written instructions from the prescribing pharmacist. This will avoid the need to bring medication into school.

If prescribed medication does need to be brought into school, it must be in its original container as dispensed by a pharmacist in accordance with the prescriber's instructions. It is the parent's responsibility to ensure that date-expired medicines are returned to a pharmacy for safe disposal and to ensure that a replacement is supplied. Once the treatment is to end, the parent must collect any remaining medication.

Information relating to medication (prescribed and non-prescribed) on overnight trips will be provided by the trip leader.

Prescribed medication will only be accepted in its original container and with a completed Parental Agreement form.

To obtain a Parental Agreement form please contact Reception or download it from our website.

LIBRARY

Opening Hours

Monday – Thursday: Friday:
8.00 – 4.00 8.00 – 3.30

Accelerated Reader

All Year 7 and 8 students have a series of lessons based in the Library to take part in **Accelerated Reader**, a reading scheme that helps monitor children's independent reading practice.

At Beaumont, we endeavor to promote a love of reading and the Accelerated Reader program encourages reading with and reading to each other, allowing the growth of independence. In addition, regular reading can improve literacy and extend vocabulary.

In AR students are tested to determine their reading level; they are then encouraged to read books within this level. They take fun quizzes on the books they have read and there is a reading challenge each term: they are awarded a bronze certificate for quizzing on 5 books, a silver certificate for quizzing on 10 books and a gold certificate for quizzing on 15 books.

Beaumont Reads

Beaumont Reads is a scheme whereby the entire Beaumont School community of students, staff, parents and governors, are invited to read and respond to a specific novel over the school year. Our previous whole school reads are *Animal Farm* by George Orwell, *Apple and Rain* by Sarah Crossan, *Counting by 7s* by Holly Goldberg Sloan, *The Giver* by Lois Lowry and *I Have No Secrets* by Penny Joelson.

Involvement in the Library

There are many opportunities to get even more involved in the Library and in reading.

If you love reading, then the **Book Club** is the place for you. It meets during lunch time; students choose books to read, then discuss them with other literature lovers.

We shadow the St. Albans Schools Book Award, the Children's Book Award and the prestigious CILIP Carnegie Book Award in Book Club to encourage students to read further afield and to explore different book genres.

The Library also recruits **Student Librarians** who help the Librarians and keep the Library running smoothly!

Library Catalogue Eclipse

Students can access the Library Catalogue **Eclipse** at school and at home to search for books, view their loans, write book reviews and watch videos of their favourite books. Just go to the school website to log on to Eclipse.

MOBILE PHONES AND OTHER ELECTRONIC EQUIPMENT:

Mobile phones and other electronic devices are very much a part of students' lives. Nevertheless it is not appropriate for their presence in school to be a source of distraction, intrusion or temptation to others.

As with all personal property, electronic equipment is brought into school at the owner's risk. In cases of theft, the school will liaise with the police as necessary but will not undertake exhaustive investigations if the recovery of the stolen item is unlikely.

Students are allowed to bring a mobile phone to school under the following conditions:

1. It must be kept out of sight at all times during the school day (including morning break and lunchtime - see below).
2. It must be turned off at all times during the school day (including morning break and lunchtime) and at any time when the owner/user is in the school buildings. Mobile phones may be turned on after school once the owner/user is outside of the school buildings and is leaving the premises.
3. It is not advisable to bring AirPods to school as they can be easily lost.
4. Emergency contact between a student and a parent during the school day is to be carried out via Student Services and/or reception. In unforeseen circumstances, such as arranging transport after out-of-hours practices or rehearsals, mobile phones may be used with the express permission of the supervising member of staff. Students must not use their mobile phone to contact their parent/carer to say they are ill or need collecting.
5. Photographs and video or audio clips **MUST NOT** be taken using phones. Breaking this rule will result in confiscation of the device. The school retains the authority to access and delete images and data held on electronic devices if it is reasonable to suspect that they have been misused in school or during school activities or if we have reasonable grounds to suspect they have been used in any way in contravention of our Behaviour Policy.
6. Breaking any of the rules covering electronic devices will result in confiscation of the item which will be held until the end of the school day. A second incident will mean the item will be returned at 2.40pm on the Friday of that week. A label recording the date of the confiscation will be placed in your child's Planner upon each occasion (provided your child has their Planner in school on that day). You will also receive a notification letter on the second confiscation. If your child has an item confiscated for a third time, it will be retained for 10 school days, including any intervening weekend. A further letter is sent home should this happen.

Please ensure that your child is aware of these rules.

MEALS IN SCHOOL

School Meals

We operate a cashless catering service. Parents will pay in advance for students' school meals, crediting the students' account with the amount paid in. Individual students are identified at the till by an automated biometric system, with the cost of their meal being deducted from the credit, paid by the parent. The biometric system we are using is based on fingerprint recognition technology which stores numerical values derived from fingerprints and **not the actual image of a fingerprint**. Once the fingerprint is taken and converted into a numerical value it is this number which identifies the child. The school does not keep an image of the fingerprint and the numerical value cannot recreate an image of the fingerprint. This data, as with all data handled in the school, will be subject to the Data Protection Act 2018 and General Data Protection Regulation (GDPR). If you do not wish your child to be included in the biometric recognition system then please write in to the school and we will arrange for your child to apply for a smartcard (loss or damage of a smartcard will cost £5 to replace).

Money can be paid into the system by three methods:

Payment by card using the School's Internet Payment System

Our preferred payment method is the internet payment system (www.scopay.com/beaumont) which you can also access via the school website and allows parents to pay money into the student's catering account using a credit or debit card. There is a minimum top-up value of £15.00.

Payment by cash

The Revaluation Station, at the entrance to the Dining Hall accepts cash, both notes and coins. This works as follows:

- Firstly the student places their finger on the scanner mounted on the Revaluation Station to enter the system which will display the student's name and current balance held within the system.
- Secondly, cash is inserted into the slot. Each incremental cash balance will show on the display. The student then presses the red button to tell the system that the transaction is completed. **No cash can be accepted at the 'Till Point'**.

Payment by cheque

- Cheques (payable to Chartwells) should be handed to a member of the Catering Team in the Dining Hall. Please write the full name of the student and the form on the back of the cheque and place in an envelope.

Money spent on food will be taken out of the system and the student can always check the balance online or by using the revaluation station or at the till, to see how much is left. Please try to ensure that your child's account is always in credit, for example, by topping it up every fortnight.

The internet payment system also provides parents with details of each item of food/drink purchased.

If parents/carers wish, we can programme a daily 'spend limit' into the system. This can be increased or decreased for an individual student by making a written request to the school.

There are "early dinner passes" available from teachers who have arranged lunch time activities. Each pass should have the date, teacher's signature, the student's name, and the activity written on it. Alternatively, the student's planner can be signed by that teacher.

A rota system for year groups operates. Students with early passes and sixth formers are given priority. It is the student's responsibility to obtain an early lunch pass if required. Students should queue in rota order in single file.

Breaktime

Students may eat their own food outside.

Students may buy food from the mobile outlets and eat it in the Dining Hall or outside in the quadrangle.

Removal of food from the Dining Hall is only allowed if it is not going to spill and if it is not half eaten.

The breaktime service will be withdrawn temporarily, for a period determined by the Headteacher, if students do not clear up properly at the end of break.

Eating elsewhere in the building at break (i.e. classrooms and corridors) is not allowed unless there is a member of staff actually with you and taking responsibility for you.

Packed Lunches

It is likely that many students will want to eat outside, especially in spring and summer. This is allowed but this privilege will be withdrawn if students do not use the litter bins for their rubbish.

Chewing Gum

Chewing gum is strictly forbidden at all times and punishments **are** set if this rule is broken.

FREE SCHOOL MEALS

Parents in receipt of any of the following are entitled to free school meals for their children at school.

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

Due to the rollout of Universal Credits if your child is eligible for free school meals from 1 April 2018, they will remain eligible until 31 March 2022 or until they finish their current phase of schooling (primary or secondary).

Free School Meal registration will entitle you to subsidies for certain trips and visits and may also entitle you to free or subsidised music lessons.

If a student is entitled to a free school meal, the amount allocated will be automatically entered into their account on a daily basis for use at lunch time; it will not be carried over to the next day. Extra money can be added to the account in the same way as described above.

The responsibility for initial application rests with the parents and can be done online at **www.hertfordshire.gov.uk** and then click on 'Free School Meals'.

To request further information check their website or alternatively call **0300 123 4048**.

Please speak to the finance office at school if you have any queries.

No student is allowed to leave the site at lunchtime without the permission of the Head of Year or a member of Senior Leadership Team.

GENERAL UNIFORM MATTERS - ALL STUDENTS IN YEARS 7 - 11

The documentation is meant to give clear guidance to parents to assist them when making purchases. However, there is also a "spirit" to the uniform requirements, which is much more difficult to convey on paper. Hence, there is also an attempt to explain how the uniform is to be worn. Experience tells us that skirts, shoes, make-up, hairstyle and jewellery are the most common causes of conflict between students and staff. Hopefully, the uniform list will enable parents to anticipate where choice of hairstyle or skirt length, for example, would be inappropriate.

Suppliers:

Uniform items are available from Stevensons in Victoria Street at <https://www.stevensons.co.uk/>, or from Beat School Uniforms in Watford or Harpenden at www.beatschooluniforms.co.uk. Many standard items are also available from the chain stores such as John Lewis, Marks & Spencer and so on. The BSA operates a second-hand uniform shop. Please contact the school office for details of opening times.

Variations:

It is occasionally necessary, for protected characteristics reasons such as gender, medical or religious reasons, for permission to be given for other items to be worn. In such cases, all reasonable requests will be considered. Please contact the appropriate Head of Year.

Naming of Clothing:

Parents/carers/guardians are strongly advised to ensure that all articles are clearly marked with the student's name. There is a lost property system, but the number of unmarked (and therefore unclaimed) items remains high.

Jewellery:

Students may wear **one small plain gold or silver stud in the lower lobe of each ear** and may also wear a wristwatch. No other jewellery is allowed. If students choose to have facial piercings elsewhere (eg tongue, nose, eyebrow or other parts of the ear) then they must ensure that they plan this with sufficient time to ensure that the piercing has healed enough to remove the jewellery before coming into school. It is not acceptable to wear a plastic retainer in the piercing nor to have it covered with a plaster. The recommended healing time seems to vary from 2-6 weeks depending on the nature of the piercing and parents and students are advised to check this before going ahead.

Jewellery which does not comply with the uniform policy will be confiscated and retained until the end of a half-term. If a student is unable to remove jewellery themselves due to a very recent piercing, they will be isolated from lessons until such time as it has been removed professionally.

Make-up:

The use of make-up is not acceptable in Years 7- 9. Discreet facial make-up is allowed in Years 10 and 11, **but lipstick and coloured nail-varnish are not acceptable.**

Hairstyle:

Unusual or exaggerated hairstyles are not acceptable. This includes, for example, two-tone styles, 'artificial' colours and shaved or partially shaved styles, including lines and patterns. Students are permitted to have a 'fade' but it must not start at less than a 1. If in doubt, parents or students should consult the Head of Year before changing to a style that may bring the student into conflict with this rule.

Uniform card:

Students are expected to comply fully with uniform requirements and to be smart at all times. All students are issued with a uniform card at the start of each half-term which will be signed by staff if students break the uniform rules. Students will be issued a detention if they gain three signatures in a half-term or if they lose their card.

Cyclists:

We would advise all students cycling to school to wear an appropriate safety helmet. They may wear any amount of additional plain reflective material.

SCHOOL UNIFORM 2020/2021

It is important to provide full school uniform for your child and even minor, unnecessary variation from it is not acceptable. If you have any queries about the requirements, please visit www.beaumontschool.com or contact the school for clarification. All school trips also require full uniform, unless explicitly stated otherwise.

Second-hand uniform and PE kit is usually available, at very modest prices. If you contact the reception staff, they will put you in touch with the volunteers who organise this.

UNIFORM 1 LIST - YEARS 7-11

Compulsory:

| | |
|----------|--|
| Trousers | Black, traditional school trousers with plain or pleated front <i>Shorts are not acceptable</i> <i>Black cord trousers or black jeans are not acceptable</i> |
| Socks | Black, plain, ankle length. |
| Shirt | White, of plain style with standard collar, without an advertising logo <i>Either long or short sleeves are acceptable. No visible coloured or white T-shirts underneath</i> |
| Tie | Beaumont School tie (maroon with gold stripes) <i>The Year 11 tie is different from the Year 7-10 tie</i> |
| Blazer | Black with the Beaumont School badge <i>The Year 11 badge is different from the Year 7-10 badge</i> |
| Shoes | Black, of plain style; any laces should be black <i>Platform soles, boots, black trainers, or shoes made of fabric such as canvas, or plimsolls are not acceptable; the shoe should not cover the ankle bone. Shoes should have no prominent logos.</i> |

Optional:

| | |
|----------------|---|
| Pullover | Black <u>with school logo</u> . <i>Sweatshirts are not acceptable</i> |
| Summer Uniform | The summer shirt with the Beaumont School logo may be worn from May half term without a tie and blazer. |
| Outdoor Coat | Plain, dark coloured. <i>Leather and denim jackets are not acceptable.</i> <i>Coats with badges or logos which imply support or allegiance to a group, team or cause are not acceptable. Small manufacturer's logos which are less than 10cm across are acceptable.</i> |
| Cagoule | Black |
| Scarf | Plain black or maroon <i>Football scarves etc are not acceptable</i> |
| Safety | Cyclists <u>must</u> wear proper cycling helmets. Additional plain, reflective material may be worn by both cyclists and pedestrians and this is encouraged. |

Notes: The shirt should be tucked in so that the trouser waistband is visible. The top button of the shirt should be hidden by the tie. The end of the tie should be at waist level or just above. The uniform will be worn in full on journeys to or from school and on school trips unless indicated otherwise by the teacher in charge.

From May half-term (or at a point decided by the Headteacher), the summer uniform is an option: no blazer, no tie, no pullover, untucked, short-sleeved shirt with Beaumont school logo.

UNIFORM 2 LIST - YEARS 7-11

Compulsory:

- Blazer Black with Beaumont School badge
*The Year 11 badge is different from the Year 7-10 badge
Girls do not wear ties*
- Blouse White, of plain (not baggy or tightly fitted) style with reverse collar, without an advertising logo
Either long or short sleeves are acceptable. No visible coloured or white T-shirts underneath. The blouse should be tucked in so that the trouser or skirt waistband is visible.
- Shoes Black with very low heels, of plain style; any laces should be black
Platform soles, boots, black trainers, or shoes made of fabric such as canvas, or plimsolls are not acceptable; the shoe should not cover the ankle bone. Shoes should have no prominent logos.

Alternatives:

- Skirt Black school skirt of appropriate style and length for school.
Stitched down, pleated skirt with pleats all the way around; stitching should be about 5" in depth from the waistband. This skirt is available from Stevensons, Beat School Uniforms and many other stockists. If you are not sure of the style, it is worth checking with one of these suppliers first although you do not have to purchase the skirt from them.
Plain straight skirts or straight skirts with back vent are no longer permitted. The length of the skirt should be on or just above the knee (no more than 5cm). Short skirts (well above the knee), or longer skirts (nearer to the ankle), are not acceptable. We recommend that parents do not purchase skirts which are only just long enough to avoid having to replace them frequently.
- Trousers Black, traditional school trousers with plain or pleated front
Tightly fitted trousers, leggings, culottes and shorts are not acceptable. Black cord trousers or black jeans are not acceptable
- Socks or Tights Black, plain, ankle height
Black opaque (not sheer or patterned) tights. *Socks or leg-warmers may not be worn over the tights*

Optional:

- Pullover Black with school logo
Sweatshirts and cardigans are not acceptable
- Outdoor Coat Plain dark coloured
*Leather and denim jackets are not acceptable.
Coats with badges or logos which imply support or allegiance to a group, team or cause, are not acceptable. Small manufacturer's logos which are less than 10cm across are acceptable.*
- Scarf School scarf or plain black or maroon
Football scarves etc are not acceptable
- Accessories All hair bands / ribbons etc must be plain, preferably maroon or black
- Safety Cyclists must wear proper cycling helmets. Additional plain reflective material may be worn by both cyclists and pedestrians, and this is encouraged.

Notes:

The uniform will be worn in full on journeys to or from school, and on school trips unless indicated otherwise by the teacher in charge. From May half-term (or at a point decided by the Headteacher), the summer uniform is an option: no blazer, no pullover, untucked, short-sleeved shirt with Beaumont school logo.

SPORTS CLOTHING - YEARS 7-11

Essential:

| | |
|-----------------|---|
| Boots | <i>(see note on stud safety below)</i> |
| Beaumont Socks* | <i>(long, black with white turnover top)</i> |
| Ankle Socks | <i>(white)</i> |
| Shorts* | <i>(black)</i> |
| Polo Shirt* | <i>(black and maroon – available from Stevensons or Beat School Uniforms)</i> |
| Rugby Shirt | <i>(black, school design available from Stevensons or Beat School Uniforms)</i> |
| Training Shoes | <i>(see note below)</i> |
| Shin Guards | |
| Mouth Guard | |
| Sports bag | |

Recommended:

| | |
|---------------|---|
| School Fleece | <i>(black/white with crest, available from Stevensons or Beat School Uniforms)</i> |
| PE Waterproof | <i>(black with school crest, available from Stevensons or Beat School Uniforms - this is the only waterproof permitted)</i> |

We strongly recommend that parents purchase either the fleece or the waterproof as PE lessons do take place outside in all weathers.

Optional:

| | |
|-------------------|---|
| Hooded sweat | <i>(for Extra Curricular Club use only)</i> |
| Baselayer | <i>(black thermal)</i> |
| Tracksuit bottoms | <i>(black)</i> |

Stud Safety:

Students may wear boots with a moulded sole or with screw-in studs. However, if screw-in studs are chosen, then only studs specifically designed to be safe for rugby may be worn for playing rugby. Some screw-in studs are safe for soccer but not for rugby, and parents are advised NOT to buy these. The rugby-safe studs are of course safe for the other outdoor sports such as football and hockey. They can be distinguished by a "kite-mark"; any reputable supplier should be able to assist.

Explanatory notes:

Items marked with an asterisk * :

Students have more than one PE lesson per week and parents may find it convenient to have more than one of these so that there is no problem with having a clean item available. For all other items, one should be sufficient.

EQUIPMENT LIST FOR STUDENTS

Essential:

A suitable school bag **
An inkpen, rollerball pen or good quality ballpoint pen
Basic ballpoint pens in black, blue, red and green
HB pencil (at least 2)
Eraser
Pencil sharpener which collects shavings
30cm ruler
15cm ruler
Coloured pencils (12)
Soft drawing pencils (2B, 4B, 6B)
Calculator *
Protractor and compass
Clear plastic pencil case
Gluestick (NB: bottles of liquid glue are not permitted)

Optional:

A correction pen (NB: bottles of correction fluid are not permitted)
A rough notebook (though this should not be used instead of the school planner)

Basic stationery items can be bought at very reasonable prices at Student Services.

The Art and Design & Technology departments will make a request for a contribution towards consumable materials; any items made by the students then become the property of parents.

* The departments concerned can assist parents by organising a bulk purchase of a suitable item; staff will write separately to parents at the appropriate time.

** Most students find it easiest to have a second bag for sports kit. Bags should be appropriate for school; manufacturers' logos should be of a size and type commensurate with the school's standards. For example, any bags advertising a tobacco or alcoholic product are unacceptable. Parents are advised that general medical opinion is that a "rucksack" type school bag is best, provided that it is worn correctly with both straps correctly adjusted and over the shoulder. Students should be discouraged from carrying bags over one shoulder. Students should also be encouraged to take the trouble to check bags each evening so as not to carry around materials that are not needed on a given day.

LOST PROPERTY

Many items that are lost, are taken to Lost Property, but never reclaimed. If your child tells you an item has been "lost" please urge them to check in Lost Property (twice a week during morning break time in the Dining Hall) before you pay for a replacement.

The BSA (Beaumont School Association) sells second hand school uniform items at reasonable prices, please contact reception for more information.

BICYCLES

All bicycles brought to school must be roadworthy. Bicycles may be left in the cycle racks and should be locked securely. Parents/carers/guardians should encourage their child to wear a helmet for safety reasons. It is recommended that students should have passed their Cycling Proficiency Test.

MY CHILD AT SCHOOL (MCAS)

Beaumont's MIS (Management Information System) is Bromcom. As part of this we have a parent portal called My Child at School. The first named contact for your child will receive an email with your username and password for access.

The home page will look similar to below:

Attendance *Is Nick at school?*

| Period | Subject | Mark |
|--------|-------------|------|
| AM | Tutor Group | ✓ |
| PM | Tutor Group | ? |

Classes *Mikes Classes*

| Class Name | Class Details |
|------------|-------------------------------------|
| 10B/CP | Computing Mr J Goddard |
| 10C/PH | Physics Dr H Skelton |
| 10D/PE | Physical Education Miss H Fraser |
| 10L | Tutor Group Mrs T Gorham |
| 10L/TU | Tutor period Mrs T Gorham |
| 10M/GM1 | German Mrs L Dine |
| 10T/GG | Geography Miss S Hosegood |
| 10x/BI | Biology Miss S Smith |
| 10x/CH | Chemistry Mr C Cross |
| 10x/En3 | English Ms N Keys |
| 10x/Ma1 | Mathematics Mr K Smith |
| 10x/PP1 | Practical PE Mr G M Stewart |
| 10x/SE3 | Life Skills (PSHCEE) Mrs A Auld |

Timetable *What is Nick up to?*

| Period | Subject | Class | Teacher | Time |
|--------|-------------|---------|-----------------|-------|
| AM | Tutor Group | 10L | Miss A Benn | 08:30 |
| 1 | Geography | 10T/GG | Miss S Hosegood | 08:40 |
| 2 | Geography | 10T/GG | Miss S Hosegood | 09:25 |
| 3 | Computing | 10B/CP | Mr J Goddard | 10:10 |
| 4 | English | 10x/En3 | Miss E Cooper | 11:20 |
| 4 | English | 10x/En3 | Mr M Tatham | 11:20 |
| 5 | Mathematics | 10x/Ma1 | Mr K Smith | 12:05 |
| 6 | German | 10M/GM1 | Mrs L Dine | 13:30 |
| 7 | Physics | 10C/PH | Dr H Skelton | 14:40 |

You will be able to see:

- Your child's timetable
- Your child's classes
- Your child's attendance
- Your child's behaviour record- positive and negative
- Your child's termly report

As we develop the site, further portals will become available for you. Information regarding these will be sent to you via email.

If you are unable to access your child's profile please contact the school direct, do not use the contact page on MCAS as this is not monitored. The school main contact address is admin@beaumont.school.

NOTES