



**Beaumont School**

*Enjoy & Excel*

# **NEW YEAR 7 INFORMATION HANDBOOK**

**2023 - 2024**



# Welcome!

This handbook 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.

**Martin Atkinson**  
**Headteacher**

**Website:** [www.beaumontschool.com](http://www.beaumontschool.com)

**email:** [admin@beaumont.school](mailto:admin@beaumont.school)

## **SUPPORTING BEAUMONT SCHOOL**

Dear new Year 7 parents and carers

There are so many different ways to support your child at Beaumont, not least of which is giving your time to talk to them, especially as they grow into their teenage years! In this letter we want to draw to your attention the ways in which you can help to add to the students' experiences of Beaumont to provide 'the icing on the cake'. It is well known that state schools are underfunded by the government, and we are grateful to all the parents who have responded to our letters so far to challenge our MP and the government to increase funding for education and hope our new Year 7 parents will continue in a similar vein. However, we also want to provide more for our students in terms of the very best equipment, facilities and opportunities we possibly can.

### **How can you help?**

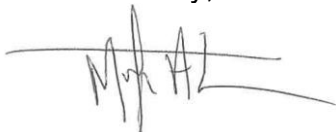
**Support the BSA** by joining the committee or offering your support at events. The BSA is also a great way to get to know other parents and to quickly feel a part of the Beaumont community. Do join us at our first BSA event next year, the annual family barbeque for new Year 7 students and their families on Saturday 16<sup>th</sup> September 2022 at 4pm

Make a commitment to the **Beaumont School Fund** through regular giving or a one off donation. If each family were able to contribute £5 per month we would raise nearly £50,000 each year (£62,500 with Gift Aid), or £10 per family would raise nearly £100,000 every year (£125,000 with Gift Aid)! That would be amazing to enhance students' experiences at Beaumont and would be used, for example, to provide interactive screens in every classroom, to provide improved playing space, to provide better quality seating and eating areas around the school and lots more! We would really appreciate it if every family could contribute, if you are able to. To complete a School Donation and Gift Aid Declaration Form please follow this link:

<https://forms.gle/3fsm4cCg3DptwCA79>

A huge thank you in advance to all of you in your support of Beaumont. We are incredibly grateful for your generosity – in terms of donations, time and enthusiasm. Your continued support will undoubtedly make a significant difference in helping to secure Beaumont's future and maintaining the school's high standards.

Yours sincerely,



**Mr M Atkinson**  
Headteacher

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## **INTRODUCTION FROM HEAD OF KEY STAGE 3**

Dear Parents/Carers,

This booklet contains important information relating to your child's start at Beaumont this coming September. After you have reviewed the information, there are a selection of electronic forms to complete. You can do so by following this link:

<https://forms.gle/jJqDJFgigR1gd6EPA>

Please ensure that these are completed by **Friday 23 June 2023** at the latest. If you require any assistance or have any queries regarding these electronic forms, please contact the school.

I hope you find the pack useful. As a reminder, the 'Welcome to Year 7' Evening is on **Thursday 22 June 2023**. This is an important event in the transition calendar for you and your child to learn more about day-to-day school life at Beaumont and other important information relating to the start of their time at secondary school.

Yours sincerely

Mrs A Afilaka  
Head of Key Stage 3

## HOME SCHOOL AGREEMENT

Our aim is to prepare young people to become active, caring and confident citizens who lead rewarding lives in our global society. We will do this by helping each young person to flourish within a school community, which is committed to:

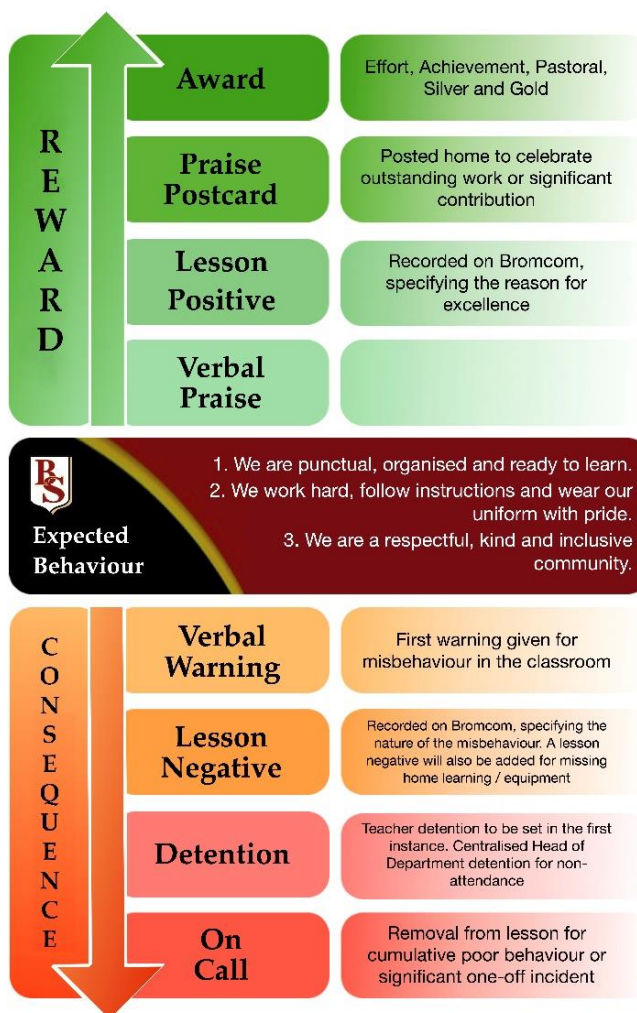
- Providing outstanding learning opportunities within a broad and balanced curriculum;
- Creating a safe and caring environment in which every young person enjoys learning;
- Developing an awareness of our world, celebrating cultural diversity and promoting a concern for the environment.

We hope that every student who leaves Beaumont does so with a sense of pride in their achievements, an awareness of their responsibilities and a sense of appreciation for all the opportunities they have experienced.

We want Beaumont students to be: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective.

The agreement takes the form of an A4 booklet. Each family should keep this agreement, and complete and submit a relevant section of the electronic New Year 7 Student and Parent Forms. Any family requiring a second copy of the agreement should contact the school.

There is an additional copy of the student's section of the Home School Agreement in the school Planner which is signed at the start of each academic year, countersigned by the Form Tutor.





## Home School Agreement

### LEARNING

The **school** will undertake to

- Provide the best possible learning environment and deliver a broad, balanced and stimulating curriculum
  - Provide an extensive extra-curricular programme, including House activities, to enhance learning
  - Reward and celebrate students' learning, achievement and involvement in the school and wider community
- Take responsibility for my own learning by:
- always working hard in all subjects to achieve my best
  - bringing all the required equipment to lessons and ensuring all my books and my Planner are presentable
  - aiming to take part in extra-curricular and House activities to broaden my learning

As a Beaumont **student** I will undertake to

As a **parent/carer/guardian** I will undertake to

- Support the school and my child in their learning
- Ensure my child has all the equipment they require to learn effectively
- Encourage my child to participate in a range of extra-curricular and House activities

### HOME LEARNING & ASSESSMENT

The **school** will undertake to

- Ensure that the school's policies for Home Learning and Assessment for Learning are followed

As a Beaumont **student** I will undertake to

- 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
- Give encouragement and appropriate support to my child and contact the school if difficulties arise
- Check and sign my child's Planner as requested by the school

As a **parent/carer/guardian** I will undertake to

### BEHAVIOUR

The **school** will undertake to

- Remind students/parents of the school's expectations of behaviour norms and routines (see Behaviour Policy)
- Enforce the school rules fairly and consistently
- Respect all students, parent/carer/guardians, irrespective of their gender, sexuality, ethnic origin, religion, ability
- Protect those who may feel themselves to be harassed or discriminated against
- Take all reasonable steps to ensure the safety and well-being of all students
- Follow the School's expectations, norms and routines at all times in and around school
- Respect members of the school community, irrespective of 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
- Support the school in enforcing the school's expectations of behaviour, norms and routines (see Behaviour Policy on website)
- Respect members of the school community irrespective of gender, sexuality, ethnic origin, religion or ability
- Ensure my child understands the expectations of being a responsible member of the community, including how they use ICT and social media in and beyond the school

As a Beaumont **student** I will undertake to

As a **parent/carer/guardian** I will undertake to

### ENVIRONMENTAL SUSTAINABILITY

The **school** will undertake to

- Adopt effective environmental sustainability practice that has a positive impact on community
- Provide opportunities for students to get involved in the Beaumont sustainability plan
- Actively engage with the sustainability programme at Beaumont
- Embrace the elements of the Beaumont Eco-code within school and continue to apply this code outside of my school life and beyond Beaumont aiming to develop sustainable habits for positive change
- Encourage my child to follow Beaumont Eco-code and be part of Beaumont sustainability practice
- Help my child play their part in reducing Beaumont's carbon footprint, including bringing in a water bottle and encouraging walking/cycling to school

As a Beaumont **student** I will undertake to

As a **parent/carer/guardian** I will undertake to

### COMMUNICATION

The **school** will undertake to

- Provide termly progress and behaviour reports to students and parents/carers
- Consult with parents/carers and students on major changes which may affect them
- Be available to listen to students and parents/carers and respond appropriately to concerns
- Ensure all correspondence from parents is responded to in accordance with school policy
- 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
- Read and act on any communications from the school concerning my child
- Attend consultation evenings and other events organised to help me support my child's progress and the work of the school where possible
- Take part in consultation processes when requested by the school

As a Beaumont **student** I will undertake to

As a **parent/carer/guardian** I will undertake to

### UNIFORM, PUNCTUALITY & ATTENDANCE

The **school** will undertake to

- Expect all students to wear the correct uniform at all times (see Behaviour Policy)
- Expect all students to be on time to school and lessons and enforce this with same day sanctions
- Expect all students to aim for 100% attendance, monitor attendance and follow up absences

As a Beaumont **student** I will undertake to

- 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, lessons and aim for 100% attendance

As a **parent/carer/guardian** I will undertake to

- Ensure my child has the correct uniform and support the school in ensuring that it is worn correctly
- Ensure my child is on time to school and notify the school on the absence line if my child is unable to attend

## **THE SCHOOL YEAR**

A list of term and holiday dates is available on the school website and is also included in the student planners. A Google Calendar of key events during the academic year is also available on the website.

### **School Term, INSET and Holiday Dates**

#### **Autumn Term 2023**

Friday 1 September	-	Friday 20 October
Monday 30 October	-	Wednesday 20 December
Occasional Day	-	Friday 24 November

#### **Half Term**

Monday 23 October	-	Friday 27 October
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#### **Spring Term 2024**

INSET Day	-	Thursday 4 January
Friday 5 January	-	Thursday 15 February
INSET Day	-	Friday 16 February
Monday 19 February	-	Friday 28 March

#### **Half Term**

Monday 19 February	-	Friday 23 February
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#### **Summer Term 2024**

INSET Day	-	Monday 15 April
Tuesday 16 April	-	Friday 24 May
May Day Bank Holiday	-	Monday 6 May
Monday 3 June	-	Wednesday 19 July

#### **Half Term**

Monday 27 May	-	Friday 31 May
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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](http://www.beaumontschool.com)**

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.



## **INFORMATION TECHNOLOGY ACCEPTABLE USE AGREEMENT**

Beaumont School has invested significant money and resources in providing computing facilities through a modern network, which spans across the school. Mono and colour printers together with scanners and digital cameras are available to students during their studies at Beaumont. This is a major investment for the school and we expect every student to respect the facilities and to use them responsibly and appropriately. We encourage all students to develop a sensible attitude to both the application of information technology including the use of email, e-safety and to care for the hardware provided. We encourage students to explore the potential of ICT and to be creative and skilled in its use.

Every student is provided with their own user account on the network which has a unique user ID and password. This ID also allows them access on to G-Suite, previously known as Google Apps for Education. Students are responsible for the security and integrity of their area and instruction will be provided on security procedures and how to change passwords and manage their accounts.

Beaumont provides filtered broadband access to the internet from all computers on the network. G-Suite will allow to access on-line classrooms which teachers control and post work and resources to support students' learning. They also have Google Drive, which is cloud-based storage.

Behaviour and care for ICT hardware and systems is generally very good at Beaumont. To counter any abuse and to ensure all students gain the maximum usage from the facilities, we are asking all students and parents to sign a code of conduct. These rules and guidelines give a clear indication of where responsibilities lie and what is expected from students during their studies.

Please read through this agreement with your child prior to completing the relevant section of the electronic New Year 7 Student and Parent Forms.

**If you have any questions about the agreement please do not hesitate to contact Mr A Gray, Assistant Headteacher or Mr J Goddard, Head of Computer Science.**

## **ACCEPTABLE USE AGREEMENT**

- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network, other systems and resources with my own user name and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I understand my behaviour in the virtual classroom should mirror that in the physical classroom.
- I will not 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 my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I am aware that when I take images of students and/ or staff that I must only store and use these for school purposes in line with school policy (only taken with their permission) and must never distribute these outside the school network without the permission of all parties involved. This includes school trips and all occasions when I am in school uniform or when otherwise representing the school.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers, parents/ carers and the police. I know it is essential that I build a good online reputation.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carers may be contacted.
- I will ensure my use of any electronic device does not impact on the learning of others and is used appropriately during the school day. I understand that the above statements apply to my use of any electronic, digital or otherwise connected device.

**I will take responsibility for:**

- Treating the computer equipment with care and respect.
- Immediately reporting any problems and defective equipment to a member of staff.
- At the end of the lesson:
  - Clearing any rubbish from my work area
  - Always logging off correctly as instructed by the teacher
  - Returning chairs/stools to under the desks.

**I will not:**

- Let any other student work in my personal user area.
- Work in another student's personal user area.
- Bring any food, drink or chewing gum into areas, which contain computers.
- Change any of the settings on the computer or monitor which affect the way it operates and functions (this includes screen-savers).
- Print in colour unless it is absolutely necessary.
- Adjust or tamper with printers, scanners and other peripherals.
- Break the Acceptable Use Agreement.

**If I do not follow these rules, I understand that I will be given an appropriate consequence and may result in losing access to the school network.**

## **TRIPS AND VISITS**

Beaumont offers a wide range of Trips and Visits, many of which form part of our Personal Development Programme. The trips and visits range from local trips for fieldwork activities to residential trips including international travel, which can take place either in term-time or during school holidays. In Year 7, for example, students have previously been given the opportunity to take part in a local trip for Geography fieldwork, go to the theatre and take part in a residential trip. We do hope to offer these trips and more this year.

The school is unable to fully fund these activities and we are reliant on the continued financial support of parents/carers for programmes to take place. None of the activities organised 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 who wishes to discuss this aspect of an activity is invited to make discreet contact with the Trips and Visits Administrator.

To ease the administrative burden and reduce the amount of form filling, a central record has been established. This means, that for each visit that does not fall into the category of a 'Short Visit to Local Venues' (as per section 4.2 of the New Year 7 Student and Parent Forms) you will receive a letter requesting consent through our online payment system, with the exception of residential and international trips, where a signature is also required from those with parental responsibility.

It is important to note that your child will **not** be able to participate in any school visits until these forms are on file.

If there are any questions concerning these arrangements, do not hesitate to contact the school.

Please complete the Trips and Visits section of the New Year 7 Student and Parent Forms, via the google link provided. A copy of the information contained in the form is included overleaf and the school's insurance summary can be found on the school website for your reference. Please ensure **all** parts are completed and submitted.

May we also draw your attention to look at the **School's Visits Procedure** on our website for more information.

## **SECTION 1 : Insurance**

All Trips and Visits will be covered either by a blanket School policy or by an individual policy purchased through the tour operator.

For insurance purposes, and where appropriate, you may be required to provide the Visit Organiser with a letter from your GP stating they are fit to travel on the date(s) concerned.

## **SECTION 2 : Consent for Participation in Short Visits to Local Venues**

I understand and agree that my child may take part in any short visits to local venues, which may be arranged during their time at the school i.e. routine sporting fixtures, environmental studies, library and shop visits etc.

## **SECTION 3 : Consent for Emergency Medical Treatment**

In order to plan for and safely manage a Trip and Visit, it is vital for the School to be made aware of and kept up to date with any illness/medical condition your child may have or have had, and emergency contact details. The information you have previously provided the School on the Student Information Form, giving details of emergency contact telephone numbers, medical conditions and allergies etc., will be used by the Staff running school Trips and Visits.

There may also be a need for the School to administer/be responsible for being able to provide the consent required, for emergency medical treatment to be administered to your child (should the need arise) during the course of the journey. This consent will also be asked from you electronically before any specific Trip and Visit commences (other than those covered by Section 2 above).

- ☐ I understand to inform the organiser if my child, or any family member, suffers from any infectious disease within 21 days prior to the journey.
- ☐ I give consent to any emergency medical treatment necessary during the course of the journey.
- ☐ I will notify the school of any changes in the details given on my Student Information Form.

## **SECTION 4 : School Visits Procedure**

The School Visits Procedure (available on the school website) details the school's procedure on all aspects of Trips and Visits including Health and Safety, Pupil Behaviour Expectations, SEN and Finance.

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Please note that your child will not be able to participate in any school visit until these forms are on file.

## **INSTRUMENTAL PROVISION AT BEAUMONT SCHOOL**

Learning a musical instrument at Beaumont School is a **very** popular choice and forms an integral part of our thriving Music department. All instrumental and vocal tuition at Beaumont School is provided on site by an outstanding team of instrumental teachers from the Hertfordshire Music Service.

Instrumental lessons take place in specialist rooms in the Music Department throughout the school day and occasionally before or after school. Registration and billing for lessons is handled directly by the Music Service.

To sign up for instrumental lessons, please visit:

<http://www.hertsmusicservice.org.uk/registeronline>

We recommend signing up for the lessons as soon as possible to secure a place.

Information regarding billing and administration, in addition to the terms and conditions, can be found by following the link above. Key information is detailed below.

### **STANDARD INSTRUMENTAL/VOCAL LESSONS**

Lessons are available on the following instruments:

**Strings:** Violin, Viola, Cello, Double Bass

**Woodwind:** Saxophone, Bassoon, Flute, Clarinet, Oboe

**Brass:** Cornet, Trumpet, Trombone, French horn, Tuba

**Percussion:** Percussion, Drum Kit

**Guitar:** Bass, Electric, Acoustic

**Keyboard:** Piano, Electric Keyboard

**Voice**

### **LESSON TYPES AVAILABLE**

20 minute individual lesson

30 minute individual lesson

30 minute shared lessons

45 minute individual lesson (A Level only)

### **SHARED LESSONS**

For practical reasons, **shared lessons are not available on piano or drums**. On other instruments, they are only available where there are other students of a similar standard with whom to share. If you wish to sign up for a shared lesson, please try and indicate another student who would be willing to share with your child. **At Secondary School level we recommend individual lessons.**

### **NUMBER OF LESSONS**

Hertfordshire Music Service provides 33 lessons per academic year, delivered over the three terms (usually 11 lessons per term). If students are absent through illness, music staff are not obliged to make up the missed lessons, although they will make every effort to ensure the correct number of lessons are delivered over the course of the year if lessons are missed due to other school activities.

## **REMISSION OF FEES**

For low-income households, remission of fees for lessons on one instrument or voice can be applied for from the Music Service. If you think you may be eligible, please apply online.

<https://www.hertsmusicservice.org.uk/music-lessons-in-hertfordshire/help-with-music-fees.aspx>

## **TIMETABLING LESSONS**

Lessons are delivered during the normal school day (including break and lunch time), on a rotational basis. This ensures that students are not missing the same academic lesson each week. It is the student's responsibility to check the timetables displayed in the Music Department and ensure they attend their lesson at the correct time.

## **LESSON AVAILABILITY**

Learning an instrument at Beaumont School is a popular choice and, to this end, we cannot always guarantee lesson availability for certain instruments. Priority is given to GCSE and A Level Music students. However, we endeavour to accommodate the lesson requests of students in all year groups and, if an application is not immediately successful, the child's name will be placed on a waiting list.

## **HIRING AND BUYING INSTRUMENTS**

Parents/carers/guardians are advised to hire or buy instruments once lessons have been confirmed. Many local music shops provide instrumental hire services.

## **EXTRA-CURRICULAR ACTIVITIES**

All students at Beaumont are encouraged to take part in extra-curricular activities whether they learn their instrument in or out of school. Staff direct ensembles during the week and there are opportunities to take part in orchestra, choir, concert band and other instrumental groups. Further details are available from the Music Department.

## **CONTACT**

For any correspondence regarding instrumental lessons, please contact Hertfordshire Music Service directly. If you wish to contact the school regarding instrumental lessons or extra-curricular opportunities, please email the Music department via [admin@beaumont.school](mailto:admin@beaumont.school).

## **BEAUMONT SCHOOL ASSOCIATION (BSA)**

The **Beaumont School Association (BSA)** is the school's PTA and it plays an important part in bringing the school community together and generating significant funds, which are then used to enhance the school experience for our students. All parents, carers, guardians, staff and trustees are automatically members of the BSA and are eligible to vote at the Annual General Meeting and at any Special General Meeting.

The BSA Committee is currently a small group, comprising parents and staff who meet approximately six times a year. They help at school functions and are involved with organising social and fundraising events. The BSA always loves to hear from Beaumont parents/carers/guardians who would like to get involved in any way. New members are welcome to join our meetings, and we would appreciate all assistance offered and any suggestions given.

**Typical BSA events** include a **welcome barbeque for new Year 7 parents, quiz night, parents' Christmas party, Comedy Night**, and supporting the Sixth Form in running the highly successful summer music and sports' fair, '**Rob's festival**'. The BSA has also provided **refreshments** at consultation evenings, Christmas carol concerts, and the Secondary Transfer Evening.

### **Recent donations made by BSA to the school:**

- £20,000 towards the school's campaign to raise funds to build a new school hall
- £10,000 towards furnishing the new Science laboratories
- On line learning tools to improve literacy for SEN
- Funds for PE team kits, athletic spikes and a hockey coach
- Sheet music, a Clavinova digital piano and wireless microphone for music
- PA system & dedicated lighting rig for School Hall for concerts, plays & displays
- Electronic and visual resources for MFL (Modern Foreign Languages)
- Annual contribution to the Duke of Edinburgh Programme
- iPad and fridge freezer for Food Tech
- Camcorder for Drama
- Computers and other equipment for Art & Photography
- Computers for the library resource

### **How can parents/carers help the school and BSA?**

- Attend the events! Watch out for notification of **BSA events** via school emails, the online newsletter, the school website (See section: Parents/Beaumont PTA (BSA) ), or follow us on Facebook @ [Beaumont Parents Association](#) or Twitter @[BeaumontBSA](#).
- Join our list of "**Friends of BSA**" to offer occasional help at an event. Parents volunteering is vital to running these events. Send your contact details to [bsa@beaumont.school](mailto:bsa@beaumont.school).
- Become a member of the **BSA committee**. Joining the committee means you can be involved in the events that the BSA organises and in deciding on how the funds raised can best be used to support the school.
- If you are 'time poor' you could help by offering a donation to the '**Beaumont School Fund**' either with a one-off donation or via a regular standing order. If each family were able to donate just £5 a month, over £50,000 a year could be raised for Beaumont (£62,500 with Gift Aid) to spend on school projects. You can make contribution by completing a School Donation and Gift Aid Declaration Form: <https://forms.gle/3fsm4cCg3DptwCA79>

***A child starting at Beaumont is an ideal time to attend our fundraising events and meet new people while supporting your child's school. You can play a part and make a big difference to your child's experience at Beaumont!***



[bsa@beaumont.school](mailto:bsa@beaumont.school)



@BeaumontBSA



[www.facebook.com/groups/BeaumontBSA/](https://www.facebook.com/groups/BeaumontBSA/)



## 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>B</b>	<b>R</b>	<b>E</b>	<b>A</b>	<b>K</b>
History B12	Music H1	Languages J5	Geography B13	PSHCE D19
Languages J5	Maths A4	Technology D11	History B12	English B17
<b>L</b>	<b>U</b>	<b>N</b>	<b>C</b>	<b>H</b>
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**:



**Skills for Success**

**STAND OUT.**

**BE PERSISTENT**

**BE COOPERATIVE**

**EXPRESS YOURSELF**

**USE INFORMATION**

**BE PROACTIVE**

**ASK QUALITY QUESTIONS**

**GET INVOLVED**

**TUNE IN**

**TAKE OWNERSHIP**

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.
- 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.

## **THE BEAUMONT HOUSE SYSTEM**

Beaumont School has a House system, which is based around the Tutor Group initials of: **B L E A R N S T**. At the start of Year 7 each student will be placed into a Beaumont House according to form group.

The Houses are as follows:

<b>Tutor Group</b>	<b>House Name</b>	<b>House Colour</b>
<b>B</b>	<b>Butler</b>	<b>white</b>
<b>L</b>	<b>Luther-King</b>	<b>yellow</b>
<b>E</b>	<b>Elgar</b>	<b>green</b>
<b>A</b>	<b>Austen</b>	<b>orange</b>
<b>R</b>	<b>Redgrave</b>	<b>red</b>
<b>N</b>	<b>Newton</b>	<b>purple</b>
<b>S</b>	<b>Seacole</b>	<b>dark blue</b>
<b>T</b>	<b>Turing</b>	<b>light blue</b>

The aim of the House system is to encourage greater integration of students in different year groups and to allow competitions to occur across the school. Through the year, you will have a number of opportunities to work, interact and engage with other students in your House, developing a greater sense of community within your House and the school. There are events run throughout the year which will enable you to win points for your House, ranging from small events up to major events like the Great Beaumont Bake Off, Rob's Festival and Sports Day. You can also win points for your punctuality and attendance and by gaining Awards for your effort and achievement in lessons, as well as your participation in any extra-curricular club that runs within school. Every piece of work or contribution to the school counts! Each House is run by Sixth Form Heads of House. They are responsible for organising members of the House into activities to which they are suited. In addition, there are two House Captains per form who are responsible for motivating and encouraging their tutor group to take part in House events. We are looking for enthusiastic, organised and competitive students to take on the House leadership roles in their tutor group.

## **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.

<b>Matters relating to .....</b>	<b>Whom to contact</b>
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 Ms Kent, Head of KS3 Ms Afilaka
Long term health issues	Head of Year Ms Kent, Head of KS3 Ms Afilaka
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, Ms Kent, or if she is not available Head of Key Stage 3, Ms Afilaka. 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 November 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 15 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, teaching of the pastoral curriculum and other activities take place.

### **The School Day**

<b>8.30 - 8.45</b>	Tutor Time
<b>8.45 - 9.30</b>	Period 1
<b>9.30 - 10.15</b>	Period 2
<b>10.15 - 11.00</b>	Period 3
<b>11.00 - 11.25</b>	BREAK
<b>11.25 - 12.10</b>	Period 4
<b>12.10 - 12.55</b>	Period 5
<b>12.55 - 1.55</b>	LUNCH
<b>1.55 - 2.40</b>	Period 6
<b>2.40 - 3.25</b>	Period 7*

### **The School Bells**

<b>8.25</b>	5 minute warning for start of tutor time
<b>8.43</b>	End of tutor time & 2 min. warning for start of Period 1
<b>9.30</b>	End of Period 1
<b>10.15</b>	End of Period 2
<b>11.00</b>	End of Period 3
<b>11.20</b>	5 minute warning for end of break
<b>12.10</b>	End of Period 4
<b>12.55</b>	End of Period 5
<b>1.50</b>	5 minute warning for end of lunch break
<b>2.40</b>	End of Period 6
<b>3.25</b>	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 after 8.25am at the gate or to Tutor Period after 8.30am or to Period 6 after 1.55pm. 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 8.15 am or until the Caretaker allows them inside (unless they have specific permission).

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.

Some buildings have a one-way system in place to prevent bottlenecks and keep the flow of students. Where buildings do not have a one-way system we ask students to 'keep left'.

## **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.

### **Email:**

The school office email address is [admin@beaumont.school](mailto:admin@beaumont.school). It is monitored at regular intervals during the school day: Monday – Thursday from 8.00am to 4.00pm and Friday from 8.00am to 2.30pm.

Please note that we are unable to provide staff 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 Shekho 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, Head of Key Stage, 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 by emailing [absence@beaumont.school](mailto:absence@beaumont.school) or by telephoning 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 Chan 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, Head of Key Stage 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.



## **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 <b>student</b> I will undertake to
<b>Learning</b>	Take responsibility for my own learning by: <ul style="list-style-type: none"><li>• always working hard in all subjects to achieve my best</li><li>• bringing all the required equipment to lessons</li><li>• ensuring all my books and my Planner are presentable</li><li>• aiming to take part in extra-curricular activities to broaden my learning</li></ul>
<b>Home learning &amp; Assessment</b>	<ul style="list-style-type: none"><li>• Do my home learning to the best of my ability and meet all deadlines</li><li>• Write all home learning and essential information in my Planner and check Google Classroom as instructed</li></ul>
<b>Behaviour</b>	<ul style="list-style-type: none"><li>• Follow the School's Expectations, norms and routines at all times in and around school</li><li>• Respect all members of the school community, irrespective of their gender, sexuality, ethnic origin, religion or ability</li><li>• 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</li><li>• Treat all members of the community with courtesy and consideration and follow the ICT code of conduct</li></ul>
<b>Environmental Sustainability</b>	<ul style="list-style-type: none"><li>• Actively engage with the sustainability programme at Beaumont</li><li>• Embrace the elements of the Beaumont Eco-code within school and continue to apply this code outside of my school life and beyond Beaumont aiming to develop sustainable habits for positive change</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Take home and deliver all letters and ensure that all replies are returned promptly</li><li>• Support the work of the Student Leadership Team and use them to contribute my views and ideas</li><li>• Have the confidence to seek help if I have a problem</li></ul>
<b>Uniform, Punctuality &amp; Attendance</b>	<ul style="list-style-type: none"><li>• Wear my uniform correctly at all times, including to and from school and ensure that my appearance is appropriate for school</li><li>• Be on time to school and lessons</li><li>• Aim for 100% attendance</li></ul>

## **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, email 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](http://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**

In line with the guidance issued by the DfE on “Supporting Children with Medical Conditions”, students who are competent should be encouraged to take responsibility for managing their own medication. While teachers and school staff have a general legal duty of care to their pupils, this does not extend to a requirement to routinely administer medicines.

The school will not give medication (prescription or non-prescription) to a student **without a written consent except in exceptional circumstances**. Government guidance advises that anyone prescribed an adrenaline auto-injector should carry two devices at all times. Parents may also supply spare inhalers and adrenaline injectors that will be kept for emergency situations. The school has chosen to keep a spare emergency inhaler and emergency adrenaline injector.

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.

Please do not send your child to school with a whole packet of tablets as this could pose a risk.

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.

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.

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 discussed beforehand with the trip leader.

Prescribed medication to be administered 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.

## **THE SCHOOL LIBRARY**

### **Opening Hours**

Monday – Thursday:  
8.00 – 4.00

Friday:  
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 *The Outlaws Scarlett @ Browne* by Jonathan Stroud, *The Boxer* by Nikesh Shukla, *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 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 App Accessit**

Students can access the Library App Accessit at school and at home <https://uk.accessit.online/bmn00/> 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 Accessit.

Follow us on Twitter @BeauLibrary

Follow us on Instagram @beaumontschool.library

## **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 note recording the date of the confiscation will be made 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**

The school's canteen is operated by Chartwells catering company. They provide a cashless catering service. Chartwells supply a wide range of food to students before school, at morning break and at lunchtimes. Food is served in the school Dining Hall and from other outlets around the school site. Catering service does not serve any products containing nuts, peanuts or sesame but may sell products that are labelled 'may contain'. They have implemented an allergen management plan and allergen sheets are available for all products for sale in the canteen. Please get in touch with Chartwells if your child has a food allergy and wishes to use the canteen by contacting [chartwells.specialdiets@compass-group.co.uk](mailto:chartwells.specialdiets@compass-group.co.uk). Further information about Chartwells can be found on the school website.

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).

You will be able to set up an online account for your child to top up their balance and to view details of each item of food/drink purchased. Further details will follow.

Please try to ensure that your child's account is always in credit, for example, by topping it up every fortnight.

### **Breaktime / Lunchtime**

Years 7-9 have access to the Dining Hall at both breaktime and lunchtime. A Rota system is in place. Students may eat their food either in the Dining Hall or outside. 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 consequences **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 2023 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](http://www.hertfordshire.gov.uk)** and then click on 'Free School Meals'.

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

If you have any queries please contact the finance office by calling 01727 732997 or by emailing [finance@beaumont.school](mailto:finance@beaumont.school).

**No student is allowed to leave the site at lunchtime without the permission of the Head of Year, Head of Key Stage 3 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 Stevenson's in Victoria Street at <https://www.stevenson.co.uk/>, or from Beat School Uniforms in Watford or Harpenden at [www.beatschooluniforms.co.uk](http://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 (e.g. 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, false nails, coloured nail-varnish including french polish 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 2022/2023**

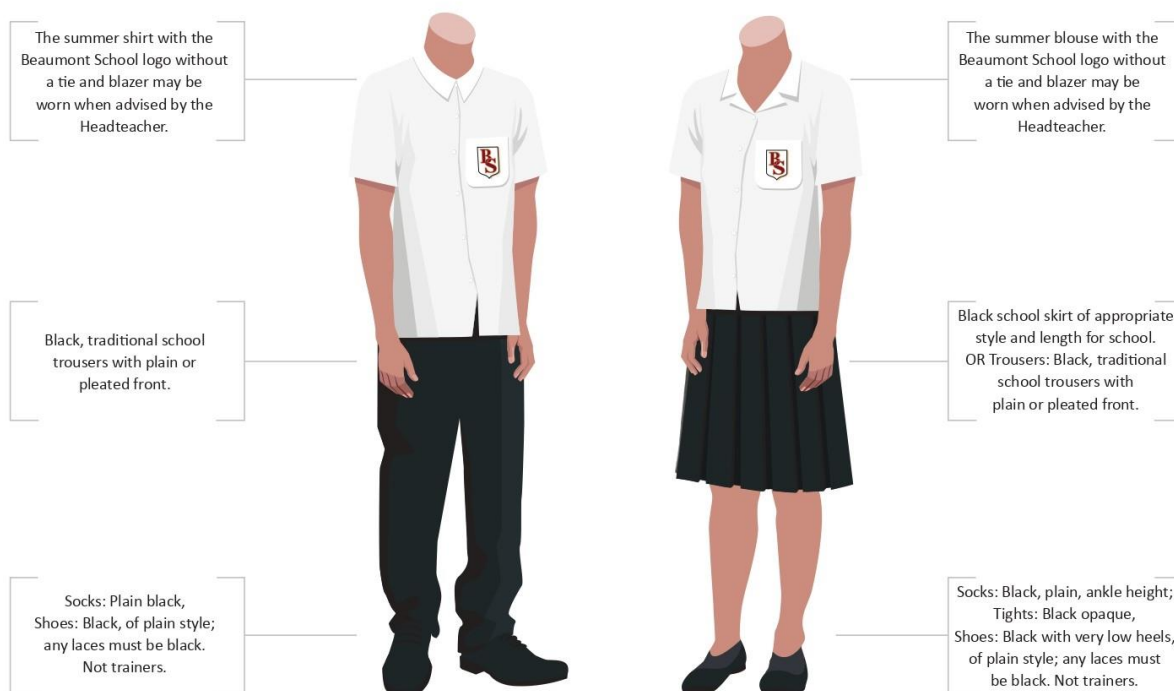
It is important to provide full school uniform for your child and even minor, unnecessary variation from it is not acceptable. If you have any queries about the requirements, please visit [www.beaumontschool.com](http://www.beaumontschool.com) or contact the school for clarification. All school trips 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.

### Beaumont School – Winter Uniform



## Beaumont School – Summer Uniform



### 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, black “trainer type”, 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 the Summer term without a tie and blazer.
Outdoor	Plain, dark coloured.

Coat	<i>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.</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.

For the Summer 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 <i>The Year 11 badge is different from the Year 7-10 badge</i>
Blouse	White, of plain (not baggy or tightly fitted) style with reverse collar, without an advertising logo <i>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.</i>
Shoes	Black with very low heels, of plain style; any laces should be black <i>Platform soles, boots, black trainers Kicker black/patent trainer style, 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>

### **Alternatives:**

Skirt	<u>Black</u> 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. <i>Plain straight skirts or straight skirts with back vent are no longer permitted. The <u>length</u> of the skirt should be on or <u>just</u> 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.</i>
Trousers	Black, traditional school trousers with plain or pleated front <i>Tightly fitted trousers, leggings, culottes and shorts are not acceptable. Black cord trousers or black jeans are not acceptable</i>

Socks or Tights	Black, plain, ankle height Black opaque (not sheer or patterned) tights. <i>Socks or leg-warmers may not be worn over the tights</i>
<b>Optional:</b> Pullover	Black with school logo Sweatshirts and cardigans are not acceptable
Outdoor Coat	Plain dark coloured <i>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.</i>
Scarf	School scarf or plain black or maroon <i>Football scarves etc. are not acceptable</i>
Accessories	All hair bands / ribbons etc. must be plain, preferably maroon or black
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 uniform will be worn in full on journeys to or from school, and on school trips unless indicated otherwise by the teacher in charge. For the Summer 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:**

Base layer	( <i>black thermal</i> )
Tracksuit bottoms	( <i>black</i> )
Leggings with school name	(available from Stevensons or Beat Uniforms)

**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 ink pen, 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 Casio fx-85GT X Classwiz \*
- Protractor and compass
- Clear plastic pencil case
- Glue stick (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)

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.

## **LOCKERS**

All students will be allocated a school locker if they wish to have one. Further information how to pay will follow in due course.

## **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**

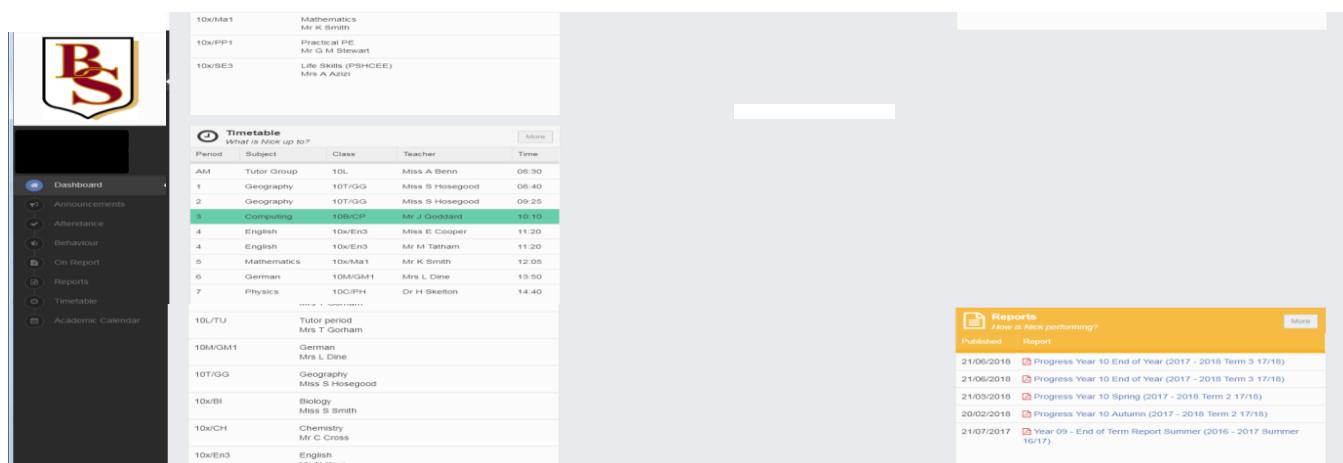
All bicycles brought to school must be roadworthy. Bicycles may be left in the cycle racks and should be locked securely. Parents/carers/guardians should encourage their child to wear a helmet for safety reasons. It is recommended that students should have passed their Cycling Proficiency Test.



## 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:



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 Goodland	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	13:50
7	Physics	10C/PH	Dr H Skelton	14:40

Published	Report
21/06/2018	Progress Year 10 End of Year (2017 - 2018 Term 3 17/18)
21/06/2018	Progress Year 10 End of Year (2017 - 2018 Term 3 17/18)
21/03/2018	Progress Year 10 Spring (2017 - 2018 Term 2 17/18)
20/02/2018	Progress Year 10 Autumn (2017 - 2018 Term 2 17/18)
21/07/2017	Year 09 - End of Term Report Summer (2016 - 2017 Summer 16/17)

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](mailto:admin@beaumont.school).

## NOTES