

# Letter from Mrs Walls

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## Dear Parents/Carers,

I am delighted to welcome you and your daughter to Coombe. I hope you will find this information booklet very helpful as you prepare for the next phase of your daughter's education.

Joining a new school is an exciting step for your daughter and she will be joining a highly successful school with a record of outstanding achievement. Apart from her academic study, I hope she will make full use of all the opportunities to be involved in our wide extra-curricular programme – music, sport, visits, school productions, clubs, public-speaking and so on.

Above all, I hope your daughter will work hard and be both happy and successful.

I would like to draw your attention to the Home: School Partnership agreement in this booklet, which you have also received separately. It is important that both you and your daughter work in partnership with us to make the most of her time at Coombe.

I look forward to meeting you again in the near future.



Mrs D Walls

A handwritten signature in black ink, appearing to read 'D Walls'.

Headteacher

# Letter from Mrs Burke

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## Dear Parents/Carers,

The move to secondary school is a very important step in the life of every young person. It is also an exciting step but one that can be confusing and rather overwhelming at times. Here at Coombe, we aim to make the transition as smooth and enjoyable as possible.

Before girls join us in September, they will already have had the opportunity of spending the whole day with us on Wednesday 1st July. On this day, they will have met their tutors as well as the other members of their tutor group, experienced a taste of what lessons are like at Coombe and also have a full tour of the school to familiarise themselves with their new learning environment. I hope they feel confident about joining us in September and feel part of our school community.

At Coombe we believe that every pupil is an important individual and we strive to ensure that every girl is able to achieve success. It is vital that parents and the school work together to support pupil learning as we value frequent links with parents. I hope you will feel that you can contact your daughters form tutor or me if you have any queries regarding your daughters education and welfare.

I am sure that your daughters years at Coombe will be both happy and successful.



Mrs Burke

A handwritten signature in black ink, appearing to be 'Mrs Burke'.

Head of Year 7

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# Your daughter's school day

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## Pupil Checklist – please share this with your daughter

### Uniform

|                   |  |
|-------------------|--|
| <b>Skirt</b>      | Inverted pleat, charcoal grey with green pin stripe  |
| <b>Trousers</b>   | Optional; if worn, charcoal grey with green pin stripe. No other styles to be worn   |
| <b>Blouse</b>     | White reverse blouse or blouse with side vent  |
| <b>Jumper</b>     | <b>Optional:</b> bottle green V neck with logo. No other jumpers (cardigans, sweatshirts, hooded tops) are allowed   |
| <b>Blazer</b>     | <b>Compulsory:</b> Bottle green blazer with logo. No other jackets/ blazers are allowed  |
| <b>House Pin</b>  | Jupiter: yellow; Mars: red; Mercury: green; Neptune: blue; Pluto: purple; Saturn: orange; Venus: white.<br><br>This will be provided by the school but the cost of a replacement pin is 50p.   |
| <b>Socks</b>      | Socks should be black - no white or grey.  |
| <b>Tights</b>     | Tights should be plain black– no white or grey. No leggings.   |
| <b>Shoes</b>      | Shoes should be plain and black. They should be safe to wear and have a reasonable grip to the sole as this is safer when the weather is poor. Shoes should fit and not be worn when they have stretched and become loose.<br><b>Boots of any description, canvas shoes and trainers are not permitted.</b>  |
| <b>Coat</b>       | Plain – these must be stored in lockers during the school day.   |
| <b>PE uniform</b> | Compulsory PE Kit:<br>White polo shirt with logo<br>Plain black shorts/skirt/tracksuit bottoms<br>White socks. Long black football socks<br><br>Optional, recommended PE kit:<br>PE hooded top with logo<br>Black tracksuit with logo<br>Football/hockey boots<br>Shin pads and a gum shield (available to buy from the PE Department).Towel<br>Dark woollen hat and gloves in very cold winter weather<br>Plain sun cap in very sunny summer weather<br>Water in a plastic bottle |
| <b>Art</b>        | An old shirt or apron  |
| <b>Headscarf</b>  | Optional; but if worn it must be a black Coombe headscarf. This will need to be fastened and safe for all activities.  |

### Pupil diary

Your daughter will be given a diary at the start of the year. This is used to record details of homework set, timetables, information, and comments from staff, merits and detentions. Girls should carry it with them at all times in school. Parents are asked to read it regularly and to **sign it once a week**. Similarly, it will be checked in school by the Tutor and signed.

We look upon this as a vital means of communication between home and school. If a pupil loses her diary she will have to pay £3.50 to buy a new one.

### Useful daily checklist for your daughter

#### Before school:

1. Wake up early (use an alarm clock)
2. Are you having breakfast at home or at school?
3. Have you left enough time to catch the bus?
4. Have you got your diary?
5. Lunch – packed lunch / does your account have money on it?
6. Don't forget your bag, with pencil case, calculator,
7. Books for the day and your diary
8. PE kit (if necessary)
9. Oyster card (if necessary)
10. Are you attending an after school club – tell your parents.
11. Leave home in plenty of time to get to school for 8.30am

#### After school:

1. Change and hang up your uniform
2. Have a 30 minute rest with a snack and a drink
3. Check planner for homework and notes
4. Complete homework set
5. Give letters, notes, messages to parents
6. Parents should check homework
7. Parents should sign diary
8. Check timetable for the next day
9. Empty school bag and organise and pack bag for the next day
10. Relax!

# Your daughter's school day

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## Uniform and Equipment

### Uniform

Coombe Girls' School has a strict uniform policy, the details of which can be found in Rules and expectations on page 24 and we expect all parents and pupils to support this. We feel that the uniform fosters the strong and inclusive sense of community cohesion which we value.

We expect the girls to maintain a high standard of dress and appearance at all times. Uniform should be complete, kept tidy and fresh. We expect all pupils to be correctly dressed before they enter the building. Coats and scarves should be removed and stored in lockers during the day. It is not possible to predict fashion trends so we do expect parents to support us by ensuring that the spirit of Coombe's uniform code is upheld.

### Equipment

Your daughter needs a well-stocked pencil case and her own pocket dictionary for all lessons. We very much encourage private reading and we ask that the girls carry a reading book with them.

The Year 7 Curriculum booklet details any specialist equipment needed for any subjects and at the beginning of term the girls will be given advice by staff on writing implements and specialised equipment, such as a calculator. We expect pupils to take particular care of textbooks issued to them, returning them to staff promptly when requested.

In most subjects they will be asked to cover their exercise books to protect them. A variety of basic stationery and Mathematics equipment is sold in the Learning Resources Centre stationery shop.

### Mobile phones

These should be switched off and stored in lockers or bags during the school day.

## The School day

### Key points:

The school day starts at 8.40am and pupils should ideally be on site before this. School is open to pupils from 8am.

The school day ends at 3:40pm. Pupils should leave the building by 3.40pm unless they are studying in the LRC, involved in a club, an activity or have a detention.

### **Pupils must inform their parents if they intend to stay after school for an activity.**

Lessons are 60 minutes long.

### Details:

Please note there is no movement time between lessons. Pupils move directly to from one lesson to their next lesson. Between 8am and 8.15am, pupils should go straight to the Learning Resources Centre (LRC), Stage or Hall. They can go to their Tutor room from 8.15am to Registration.

Breakfast items are on sale in the canteen from 8.00am – 8.30am each morning.

# Your daughter's school day

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## The School day

|                   | <b>Start</b> | <b>Finish</b> | <b>Length in minutes</b> |
|-------------------|--------------|---------------|--------------------------|
| Tutorial/Assembly | 8.40         | 9.05          | 25                       |
| Period 1          | 9.05         | 10.05         | 60                       |
| Period 2          | 10.05        | 11.05         | 60                       |
| BREAK             | 11.05        | 11.25         | 20                       |
| Period 3          | 11.25        | 12.25         | 60                       |
| Period 4          | 12.25        | 1.25          | 60                       |
| LUNCH             | 1.25         | 2.20          | 55                       |
| Registration      | 2.20         | 2.30          | 10                       |
| Period 5          | 2.30         | 3.30          | 60                       |

All pupils will operate on a two week timetable which will be indicated clearly in their diary.

## Lunch arrangements

### Key points:

All pupils stay in school for lunchtime and have three choices for their lunch:

- There is a self-service cafeteria where the girls can purchase a range of hot food.
- There is a healthy eating menu available at the Planet Café and the food cube
- They can bring a packed lunch from home, which is eaten in the hall, designated tutor rooms, the canteen, if the tutor rooms are not available, or outside in good weather.
- Food is paid for using a biometric system (finger scanning) and parents pay for this using ParentPay (see page 7)

### Details:

Any drinks brought to school should only be in plastic containers. There is also a drinks vending machine selling a variety of water and fruit drinks. We advise girls to drink water during the day. Water only is permitted in lessons.

Girls are not allowed off the premises unless they have a note signed by their parent/carer that has been approved by their tutor and Head of Year. Girls leaving in these circumstances must sign out and present their diary to reception. There is a team of staff on duty during lunchtime.

# Your daughter's school day

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## Lunch arrangements

We use a system that reduces the need for pupils to bring money to school; it speeds up the lunch queues and means pupils who receive free school meals get their lunch in the same way as other pupils. A significant number of schools have used biometric technology to do this. A company called Vericool ([www.vericool.co.uk/cashless](http://www.vericool.co.uk/cashless)) runs our biometric system. Pupils will pay for their food using a finger scan which will link their purchase to their account.

## ParentPay

Food is paid for using a biometric system (finger scanning) and parent pay for this using ParentPay, online payment service: [www.parentpay.com](http://www.parentpay.com)

By now you will have received your daughter's log in details for ParentPay. This is a secure online system for making payments for school meals, trips and other items your daughter may need during her time at Coombe Girls' School. Should you have any queries regarding this please contact: Mr Bawn on [ibawn1@cgs.rbksch.org](mailto:ibawn1@cgs.rbksch.org) or telephone 020 8942 1242.

## Free School Meals

Information regarding eligibility can be found in on page 29, or go to [www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals).

## ParentMail

In order to communicate with parents, we use ParentMail. This system allows us to send you information that is relevant to your daughter. We are able to send emails and text messages that are specific to any trips or activities she may be going on. In September you will receive an email from ParentMail asking you to verify your account, please follow the instructions and keep your login details safe and secure.

# Your daughter's school day

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## 2015-2016 Academic Year

### Autumn Term 1

|                                      |               |   |
|--------------------------------------|---------------|---|
| Tuesday 1 <sup>st</sup> September    | All day       | INSED Day – School Closed                 |
| Wednesday 2 <sup>nd</sup> September  | 10.00am       | Year 7 pupils start                       |
| Thursday 3 <sup>rd</sup> September   | 8.40pm        | All other pupils start                    |
| Wednesday 16 <sup>th</sup> September | 5.00pm        | Tutor and SEN Parents' Evening            |
| Friday 16 <sup>th</sup> October      | 6:00 – 8:00pm | PFA Year 7 Disco, parents cheese and wine |
| Friday 23 <sup>rd</sup> October      | 3.30pm        | End of Autumn 1 Half Term                 |

### Autumn Term 2

|                                  |         |   |
|----------------------------------|---------|---|
| Monday 2 <sup>nd</sup> November  | All day | INSED Day – School Closed                         |
| Tuesday 3 <sup>rd</sup> November | 8.40am  | All pupils start                                  |
| Friday 11 <sup>th</sup> December | All day | Academic Mentoring day (normal lessons suspended) |
| Friday 18 <sup>th</sup> December | 1.00pm  | End of Autumn 2 Half Term                         |

### Spring Term 1

|                                  |        |                           |
|----------------------------------|--------|---------------------------|
| Monday 4 <sup>th</sup> January   | 9.00am | All pupils start          |
| Friday 12 <sup>th</sup> February | 3.30pm | End of Spring 1 Half Term |

### Spring Term 2

|                                  |               |   |
|----------------------------------|---------------|---|
| Monday 22 <sup>nd</sup> February | 8.40am        | All pupils start                                  |
| Wednesday 9 <sup>th</sup> March  | All day       | Academic Mentoring day (normal lessons suspended) |
| Wednesday 16 <sup>th</sup> March | 4:00 – 8:00pm | Parents' evening and My Journey Presentation      |
| Wednesday 23 <sup>rd</sup> March | 1.00pm        | End of Spring 2 Half Term                         |
| Thursday 24 <sup>th</sup> March  | All Day       | INSED Day – School Closed                         |

### Summer Term 1

|                               |        |                           |
|-------------------------------|--------|---------------------------|
| Monday 11 <sup>th</sup> April | 9.00am | All pupils start          |
| Friday 27 <sup>th</sup> May   | 3.30pm | End of Summer 1 Half Term |

### Summer Term 2

|                              |        |                           |
|------------------------------|--------|---------------------------|
| Monday 6 <sup>th</sup> June  | 9.00am | All pupils start          |
| Friday 15 <sup>th</sup> July | 1.00pm | End of Summer 2 Half Term |



# Your daughter's school day

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## Getting to school

### Key points:

Coombe Girls' School is on Clarence Avenue, New Malden.

The 213 bus stops outside the school.

All girls should use the zebra crossing outside the school for their own safety, Clarence Avenue is a busy road and pupils should exercise great care and common sense when crossing.

Parents are reminded that it is illegal to park on the zig-zag lines outside the school

### Details:

The 213 bus serves Sutton, Cheam, Worcester Park and Kingston upon Thames.

Pupils can travel from Surbiton, Berrylands, Raynes Park, Earlsfield and Wimbledon by train.

The school is a short walk up the High Street/ Trapps Lane to Clarence Avenue from the train station.

## Pupils coming from other areas should use the following buses:

### From Richmond Road and the Tudor Estate

65 into Kingston then the 213

371 into Kingston then the 213

### From Chessington

71 into Kingston then the 213

### From Robin Hood/Kingston Vale

265 to the Fountain, New Malden then the 213

K3 to Kingston Hospital then the 213

### From the Bushey area

131 from Burlington Road to the Fountain, New Malden then the 213

### From Tolworth

281 into Kingston then the 213

## Dedicated school bus

A dedicated school bus waits in Darley Drive at leaving time – this goes towards New Malden and Kingston.

# Your daughter's school day

## Around school

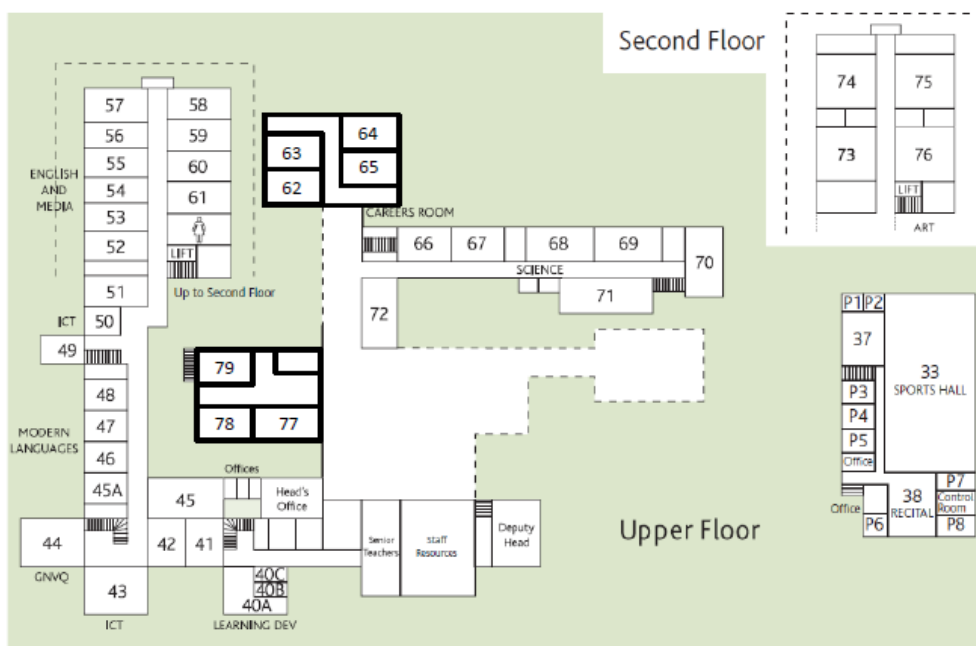
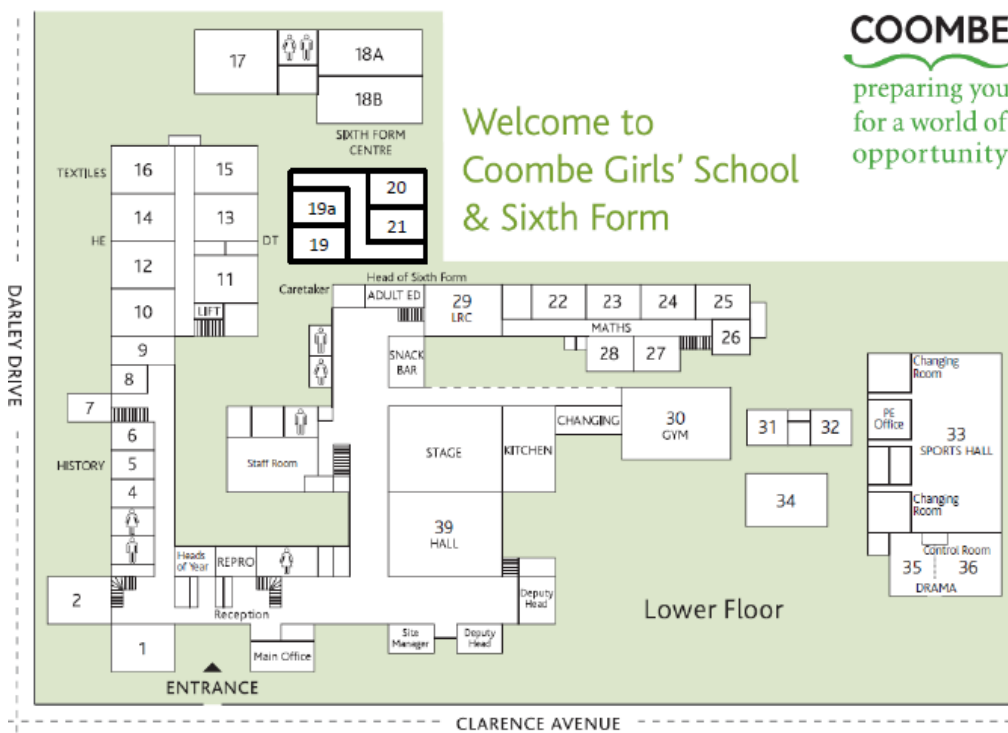
### Key points:

The school has a large number of classrooms and specialist areas.

Classrooms used by the same subject are usually grouped together in the same part of the school.

New pupils will probably get lost initially, but staff and pupils are very happy to help.

### School Map



# Your daughter's school day

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## Staff contact details

### Year 7 Tutors

If you are concerned about your daughter's well-being, please contact your daughter's tutor first, followed by the Head of Year.

### Heads of Department

If you would like to discuss a particular subject, in the first instance, please contact the relevant subject teachers followed by the Head of Department.

|                 |  |
|-----------------|--|
| Ms A McGregor   | Head of Art  |
| Miss L Burwell  | Head of Drama  |
| Mrs K Corkhill  | Head of English                                      |
| Mrs C Darney    | Head of Geography                                    |
| Dr U Hodges     | Head of PHSE   |
| Ms H Haffajee   | Head of Computing                                    |
| Miss S Jackson  | Head of Modern Foreign Languages                     |
| Mrs C Cannon    | Head of History and Politics, Head of Citizenship    |
| Ms C Mitchell   | Head of Mathematics                                  |
| Ms L Waterton   | Acting Head of Learning Development Department/SENCo |
| Miss L Butler   | Head of PE and Dance                                 |
| Mr W Sedgewicke | Head of Science                                      |
| Ms A Spencer    | Head of Design and Technology                        |
| Ms D Wells      | Head of Music  |
| Mrs E Ziriati   | Head of Religious Studies                            |

### Staff contact details

If you have contacted the staff above but decide that you would like further information then please contact the following staff members:

|               |  |
|---------------|--|
| Mrs C Burke   | Head of Year 7                                 |
| Ms S Jackson  | Acting Assistant Head in charge of Year 7      |
| Mrs D Walls   | Headteacher                                    |
| Ms H Buchanan | Head of Centre, Deputy Head (Pastoral)         |
| Mr A Platt    | Deputy Head (Curriculum and Staff Development) |

Please note that if you contact these members of staff in the first instance, you may be referred back to the staff listed on the previous page.

A full staff list can be seen on the school's website: [www.coombegirlsschool.org](http://www.coombegirlsschool.org)

Phone: 020 8942 1242      Email: [enquiries@cgs.rbksch.org](mailto:enquiries@cgs.rbksch.org)

# Support for your daughter

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## Pastoral care

Pastoral care is very important at Coombe. If you have any concerns about your daughter's well-being, you should discuss it with her Form tutor, in the first instance, followed by Mrs Burke, Head of Year 7.

Contact details: 020 8942 1242 or [enquiries@cgs.rbksch.org](mailto:enquiries@cgs.rbksch.org)

Ms Buchanan, the Head of Centre is responsible for Pastoral Care at Coombe Girls' School and Ms Jackson the Assistant Head is responsible for Year 7.

The Head of Year can refer any learning, behavioural or medical problems to either the Special Educational Needs Coordinator (SENCo), Education Welfare Officer, the School Nurse and other relevant outside agencies.

PSHE, which is part of the curriculum, provides help, guidance and opportunities for the girls to develop academically, socially and individually.

## Tutorial system

Every pupil is in a tutor group. These are named after the houses in the school.

The tutor group of around 30 pupils is led by a tutor, who is a teacher in the school. Tutors work hard to get to know the girls in their group in order to support them effectively.

You should contact your daughter's tutor first if you have any concerns about your daughter's well-being (020 8942 1242/ [enquiries@cgs.rbksch.org](mailto:enquiries@cgs.rbksch.org)).

## Details

The welfare of all pupils is of vital importance and is monitored closely throughout the tutorial system which is well established at Coombe. When they join the school, each girl is placed in one of seven houses named after planets: **Jupiter, Mars, Mercury, Neptune, Pluto, Saturn and Venus**. She will stay in the same house throughout her time at Coombe. Registration is taken in this group by the tutor who is responsible for the girls' well-being. This tutor group helps the girls to know that they matter as individuals. When possible, we try to keep the same teacher with the same tutor group throughout a girl's time at Coombe. The Head of Year, Deputy Head of Year and Tutor have a personal knowledge of each girl and are on hand to provide help and guidance in all aspects of school life. They communicate with parents and with external welfare agencies which provide support for the home and the school.

# Support for your daughter

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## Behaviour

We believe in good discipline. Only in an ordered environment can pupils learn effectively and develop personal responsibility. We require high standards of behaviour, punctuality, attendance and dress. As a staff, we use a secure, web based programme called Behaviour Watch to record information about pupils' behaviour. Staff use individual passwords to access Behaviour Watch and the records stored by the programme are encrypted. Parents can request to see information about their daughter in the usual way.

If a pupil misbehaves she may be given a detention of 10 minutes after school without notice or longer during the lunch hour on the day of the misbehaviour.

If the pupil is to be delayed for a longer period – up to an hour after school – parents will be informed via the pupil diary and twenty four hours' notice is given. Other systems operate for more serious offences, such as 'Subject Report', which entails a letter to parents from a Head of Department and 'On Report' which necessitates the Head of Year or tutor contacting parents. These procedures are fully explained to the pupils. If a pupil's behaviour is giving cause for concern, parents will be invited to the school at the first opportunity in an effort to resolve the situation and to arrive at a satisfactory decision about the pupil's future.

## Safeguarding

Coombe Girls' School has the welfare and safety of each pupil at the heart of all of its work. In every case where we have concerns of this nature, we follow the Local Authority guidelines regarding Child Protection. All staff receive regular training to ensure that cases are dealt with sensitively and appropriately. Our Child Protection Officer is Ms Buchanan, Head of Centre.

## The Learning Development Department

Information regarding a child's Special Educational Needs will usually be passed on by their primary school.

The Learning and Development Department (LDD) runs small Curriculum Support groups throughout Key Stage 3, where specialist SEN teachers focus primarily on Maths and English. Pupils who receive Curriculum Support will not take a second language.

Pupils with an identified need for personalised support will be placed on the SEN register; they will be placed on the register according to their need as identified by The Code of Practice; for example: SEN support of Statement.

Pupils may also receive support for other difficulties which may cause a barrier to their learning, such as social, mental or emotional difficulties; most pupils will not be placed on the SEN register, but their progress will be monitored by named staff, such as the Head of Year or SENCo.

If your child has a statement of Special Educational Needs or an Educational Health Care Plan, transition information and meetings should already have taken place.

Please contact Ms Waterton, Acting SENCo if you would like to discuss your child's Special Educational Needs.

An overview of safeguarding procedures can be found on our website.

# Support for your Daughter

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## **Use of pupils' images**

At Coombe Girls' School we look to promote the excellent curricular and extra - curricular work that pupils produce. We believe that the use of a pupil's image in an article, newsletter or video often has a motivational effect on the pupil.

It is recognised that care must also be taken when using a pupil's image. Every care is taken to ensure that the image is only viewed by the intended audience and that pupils remain unidentifiable and therefore not able to contact when these images are used. Guidelines for the use of images are outlined in our "Use of Pupil Images" Policy.

## **Helping your daughter deal with bullying**

We take this very seriously at Coombe Girls' School. Further information can be found on page 33.

# Your daughter's lessons

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## Teaching arrangements

We want all pupils to fulfil their potential at Coombe.

Pupils have their lessons in their mixed ability tutor groups or in teaching groups, with other children of a similar ability.

We place pupils in teaching groups according to their results in Key Stage 2 alongside an internal test taken in the summer term prior to their arrival at Coombe.

Pupils will study French in Year 7 with one additional language, either Spanish or German. Which language they study will depend solely upon the teaching group they are placed in.

Maths is taught in ability groups, depending on their performance in this subject.

We look to stretch and challenge all our pupils, whatever group they are taught in.

The school follows a two week timetable comprising of a week A and week B. This means that pupils will not have the same lessons on the same days each week. Pupils will receive a timetable for the fortnight. In order to assist pupils and parents understand which week they are currently in both the homework diaries and the school website will clearly display whether it is week A or week B.

## Details

We expect all Coombe pupils to achieve excellence. We recognise excellence is achieved in different ways, at different speeds and at different levels.

Art, Citizenship, Drama, Computing, Music and PE are taught in tutor groups, made up of children from the full ability range.

Other subjects, apart from Maths and Technology are taught in teaching groups. Our teaching groups are made up of the following mixed ability bands (Byars, Dahl, Fine, Lewis). A more able group (Wilson) and an 'express stream' in which the pupils will be expected to learn in greater depth and with less support (Eliot and Rossetti). The four mixed ability teaching groups are equal and follow the same curriculum as the other teaching groups.

Girls are placed in one of these teaching group bands on arrival at Coombe. We decide where they are best placed by using KS2 results and an internal Coombe test in conjunction with information collected from primary schools. Some primary schools have entered pupils for level 6 papers in English and/or Maths. Since not all level 6 papers are externally marked and not all eligible students have had the opportunity to take level 6 papers, we cannot use this data to set students in teaching groups. If pupils do not have Key Stage 2 results, we will place them according to results from internal tests at Coombe alongside the information received from their primary school.

Once placed in their teaching groups, subject teachers, tutors and Heads of Year closely monitor the girls so that movement can be considered, particularly at the end of the academic year.

# Your daughter's lessons

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## Teaching arrangements

Some subjects such as Technology are not taught in ability bands but in mixed groups due to the nature of the subject, and some subjects such as Drama and Music, are taught in mixed ability Tutor groups.

In Maths, pupils are taught in ability groupings, based on their performance in Maths.

For further information, please refer to the Curriculum booklet, which will be available in September.

## Homework

In Year 7 your daughter will receive approximately one hour of homework each weekday evening. Homework is set to reinforce what is learnt in lessons and to develop your child's independent learning. You can help your daughter by making sure she has a suitable space for her to complete her homework.

### Details

We regard homework as an essential part of every pupil's learning experience. In Year 7 your daughter will receive approximately one hour each weekday evening and this will increase as she moves up through the school. The homework is designed to either consolidate or extend your daughter's learning and develop her ability to learn independently. In this way we hope that she is able to realise her full potential and develop the skills necessary to become a life-long learner. The homework will take various forms including: written tasks, reading, project work, structured revision and research. Parents can support their children with their homework by providing them with a suitable place in which to work.

When homework is set your daughter should write the full details of homework in her diary. We encourage parents to regularly look at the homework that has been set, check if it has been completed and sign the diary each week to indicate these checks have been carried out.

Some homework assignments will be posted onto the virtual learning environment, called Fronter, by subject teachers. Fronter can be accessed by your daughter wherever she has access to the internet using her username and password. Your daughter will be shown how to access this at school. This system is designed to encourage your daughter to learn independently, develop her skills in relation to the use of ICT and to enable you to see the exact details of the homework that is set so that you can support your daughter's learning.



# Monitoring your daughter's progress

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## School reports

Your daughter will receive a full school report once a year. Subject teachers write a comment and award a National Curriculum level. Tutors, the Head of Year or Deputy Head of Year and the Headteacher or one of the Leadership Team also add their comments regarding your daughter's overall progress. Your daughter will also attend two Academic Mentoring days each year, where targets will be set with her tutor.

## Rewards

Pupils can get merits for good work, effort and behaviour. Outstanding achievement or effort is recognised by a Coombe Commendation.

### Details

At Coombe, we reward positive actions by our pupils. The reward system has been discussed and agreed by the Pupil Council. The procedures are regularly reviewed. Pupils will be rewarded for activities during lessons and as part of the extra-curricular and enrichment programme.

Good work, effort and conduct are awarded house points; these are written or stamped in the pupil's diary by staff. Pupils can also be rewarded with a Coombe Commendation for outstanding achievement, contribution or participation. All rewards contribute towards the house competition.

Pupils' house points are totalled at the end of each term. These are celebrated alongside attendance and effort prizes and house points are awarded.

## Insight Parental Portal

You can look at your daughter's attendance and grades by using the Insight Parental Portal. You will be given a username and password for this secure web based service in the autumn term. There is a link to Insight on the homepage of the school's website under School Portals: [www.coombegirlsschool.org](http://www.coombegirlsschool.org)

Insight is a web based facility to view your daughter's attendance and attainment grades. You will require a username and password, which we provide for parents or guardians in the autumn term of Year 7 by email. Please ensure that the school has your correct email address if you wish to make use of this system.

On Insight you will be able to view your daughter's attendance to morning and afternoon registrations together with the most recent attainment data collection which takes place approximately half way through each term. Additionally the most recent annual report will also be available to view.

# The Coombe Community

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## House system

Every pupil in the school is in one of the seven houses. Through the house system, there are opportunities to take part in competitions, fundraise for charities and get to know girls in other year groups who are in the same house.

### Details

Every pupil in the school is in one of the seven houses and each house has pupils in it from every year group. The houses are named after planets: Jupiter, Mars, Mercury, Neptune, Pluto, Saturn and Venus. In their houses the girls have many opportunities to develop their personalities and extend their skills in extra-curricular activities, which are organised by the Head of house, members of staff and senior pupils. House-based activities can include: sports and other competitions, music festivals and events to raise money for house charities.

Through these events the girls gain a great deal socially and personally. We find that pupils develop a sense of loyalty and commitment to their house. To show which house they belong to, pupils can wear a house pin in the house colour, which will be provided by the school in September: Jupiter: yellow; Mars: red; Mercury: green; Neptune: blue; Pluto: purple; Saturn: orange; Venus: white.

## Year Council and Pupil Council

Each year group has its own Year Council. The Pupil Council has representatives on it from every year group. Both councils discuss matters which are important to the pupils and the school.

### Details

Each year group has its own Year Council run by the Deputy Head of Year. The Pupil Council is run by one of the Assistant Headteachers. Representatives for both councils are chosen by the tutor group. Staff and pupil representatives in each year meet regularly to discuss matters of interest to pupils and to decide on how best to spend the School Fund. Ideas generated from this meeting are fed back to the Pupil Council. This provides the girls with opportunities for debate, initiative and responsibility. A number of the Council's recommendations have been adopted, such as changes to the school website, improving the school's rewards system: Pupil Council researched, designed and launched the "Coombe Commendation" and uniform changes, such as the adoption of the optional green blazer. The Pupil Council even influences some staff appointments as the council members often conduct their own panel interview.

# The Coombe Community

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## **Coombe Girls' School Parents and Friends Association**

### **Key points**

All parents automatically become members of the Coombe Girls' School Parents and Friends Association (PFA).

The PFA raises money for additional equipment needed by the school. The PFA runs regular fundraising events and your support of the events is very welcome. All offers of help are warmly appreciated.

### **Details**

The PFA was created to promote the well-being of the school and to raise funds for additional equipment needed by the school. In recent years, for example, the PFA has paid for the sound system for the Sports Hall, new sewing machines in the Technology department and a range of computing equipment. The Parents and Friends Association have contributed towards the minibus fund and have supported equipment for the LRC and school events. The Association welcomes parents to participate actively in its events, which include, for example, Craft Fairs, Quiz Evenings and Raffles.

Coombe Girls' School Parents and Friends Association make an invaluable contribution to the running of the school and all offers of help from parents are warmly appreciated. If you feel you would like to help in any way, please contact the Chairperson via the school office. Parents are welcome at any of the meetings (dates are indicated in the school calendar) which start at 6.30pm in the school's LRC.

## **Coombe Secondary Schools' Governing Body**

The full Governing Body, including the Headteacher, meets once in each school term. The Deputy Headteachers also attend, acting as advisors. Copies of the agenda and minutes are available upon request. Committees have been established to deal with the various work of the school. These include:

- Curriculum
- Finance and Resources
- Personnel
- Health and Safety
- Pastoral

If you would like to contact the Governors you may do so by writing to: The Clerk to the Governors, Coombe Girls' School, Clarence Avenue, New Malden, KT3 3TU.

Chair of Governors : Mrs Marion Webb  
Parent Governor : Mr Alistair Rennie  
Parent Governor : Mrs Linda Clemens  
Parent Governor : Ms Samia Al Qadhi

# The Coombe Community

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## Partnership with Parents Policy

### Mission Statement

The desire to develop the full potential of every pupil is central to the ethos of Coombe. A vital part of this process is an active working relationship between home and school, whereby there is a reciprocal appreciation of the value of these roles. Coombe sees this relationship as a partnership and encourages the regular sharing of information between school and home. We have outlined below the main ways in which Coombe aims to achieve this.

### What You Can Expect From Coombe

- An **annual written report** on your child's academic and pastoral progress.
- An **annual Parents'/Carers' Evening** to discuss your child's progress with both her tutor and subject teachers.
- **Two academic mentoring days** a year. From these you will receive information regarding the targets that your child has been set. These will inform you of the targets your daughter's tutor and teachers perceive as being important for her to achieve and to ensure continued progression. Your daughter's normal lessons will be suspended and she will instead have a single appointment with her tutor.
- A **curriculum booklet** outlining the curriculum, Key Stage attainment levels and homework requirements for your daughter's academic year.
- For Year 7 and Year 12 parents there is a **Tutor Evening** in the Autumn Term at which the tutor will provide feedback on how your child has settled in.
- A **letter of introduction from the Head of Year** at the beginning of each academic year.
- A **pupil calendar** outlining key events, issued at the beginning of each academic year.
- A **seasonal newsletter** informing you of the latest developments in different areas of Coombe life, forthcoming events and news of the achievements of members of the Coombe community.
- **Access to the minutes** of Governing Body meetings.
- **Access and opportunity to contribute** to all school policies, for example on Health and Safety, Visits and Journeys, Behaviour and Equal Opportunities.
- If your daughter is joining Coombe in Year 7, you will be invited to a **Parents'/Carers' Evening** during the summer term of Year 6. This is an opportunity to learn about the Induction Programme and for your daughter to meet her tutor.
- **Open days** are held to provide prospective pupils and parents/carers the opportunity of seeing the school in action during a normal working day. Pupils are available to take you on a tour of the school and answer any questions you may have.
- The **Year 9 Parents'/Carers' Opportunities Evening** allows you to gain a deeper insight into KS4 pathways and subjects. Teachers will be available to answer any questions about the courses offered (GCSE, BTEC and others).

- A **Work Experience Evening** in Year 10 to inform you about the two weeks your daughter will spend in her work placement and future careers opportunities.
- The **Sixth Form Opportunities Evening** is held in the summer term, aimed at Year 10 and 11 pupils, highlighting the courses and opportunities available on both sites of our sixth form centre.
- You will receive **invitations** to attend important annual school events - award ceremonies, Carols by Candlelight, school productions, exhibitions, Sports Day and others.
- There are Parents'/Carers' **information evenings** to receive information regarding school visits and journeys where appropriate.
- An opportunity to contribute to school life through the **Parents and Friends Association (PFA)** or by becoming a **parent governor**.
- Opportunities to **work in the school**, for example as exam invigilators, outside speakers or members of staff.
- An opportunity to join The **Parents' Council** –

The Parents' Council at Coombe is intended to:

- be a learning forum, enabling parents and carers to share experience and ideas.
- build on the range of opportunities the school has created for parent voice.
- consult parents and carers on developing policy according to need.
- develop learning conversations between different community groups belonging to the School

In addition to the Parents' Council, parenting support and consultation at Coombe includes a wide range of opportunities including information sessions on topics such as Substance Misuse, Internet Safety and SRE alongside a wide variety of community events and activities run by the very active PFA that include the Year 7 family Disco and the Christmas Fair.

## What Do We Expect From Parents/Carers?

Coombe recognises that children achieve and grow to their maximum potential through the joint, united effort of both their parents/carers and their school. The value of this working partnership is of utmost importance to us. The steps you could take to help your child to succeed at Coombe have been outlined below:

- **Signing your child's homework diary every week.** This is often the first point of communication between subject teachers regarding homework tasks, merits for achievement, any uncompleted work or detentions given. Tutors and other staff will also note any special achievements or minor concerns in the diary for your information. It is essential you look through the diary and sign it weekly to show that you have seen it and are aware of your child's homework requirements. The tutor will also check and sign pupils' diaries every week to monitor progress.
- **Providing a suitable space for your daughter to complete their homework.** Homework is a vital part of a pupil's education. The ideal conditions for promoting learning at home are:
  - A desk or table to work at.
  - Access to a computer and the Internet (this need not be at home; you could take your child to a public library to use a computer there).
  - A quiet space to work that is free from distractions.

# The Coombe Community

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- **Ensuring your daughter is dressed appropriately for school.** In the case of sixth form pupils, although there is no uniform requirement, pupils should be dressed respectfully and appropriately for the academic environment. Separate guidelines are issued in the sixth form induction pack. For all other year groups there is a strict uniform code. Coombe believes it is essential to uphold this code to maintain high expectations of appearance, self-discipline and the ethos of Coombe.
- **Ensuring that your child achieves a good level of attendance and arrives punctually every day.** It is useful to arrive by 8.30 am so that they can prepare themselves for the day ahead.
- **Showing a regular interest in the work being completed by your child at school.** This may involve reading project work, asking about your daughter's day and being generally supportive and encouraging.

## Home/School Contact

The first point of contact is your daughter's/son's tutor. This communication could take the form of a note in her/his diary, a letter or a telephone call. Your daughter's/ son's tutor will contact you as soon as possible within the constraints of their teaching timetable.

We expect all parents/carers to ensure they notify the school with updated or new contact details.

If you have a more serious pastoral concern (namely, one that is not concerned with your child's academic progress in lessons) you should contact their Head of Year. If, however, the issue is subject related, contact should be made with either the subject teacher or Head of Department. These names are given in the curriculum booklet and can be found on our website.

Other than in very urgent circumstances we ask that you **make an appointment** before coming into school, as we cannot always guarantee that the person you wish to see will be available.

Parents/carers are able to request a consultation with a parent governor. This can be done so in writing via the school office.

## When We Will Contact You

We will contact you at the earliest opportunity if we have any concerns regarding the welfare and progress of your daughter. You can expect staff to contact you regarding any of the following areas:

- Health concerns and accidents - please ensure that we always have accurate and up to date contact numbers for this purpose
- Special achievements
- Attendance (Governors take an active interest and hold panel meetings to support school attendance)
- Behaviour
- Punctuality
- Academic progress
- Special educational/behavioural needs
- Additional language support for those for whom English is an additional language
- Alternative educational provision (if appropriate)

# The Coombe Community

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## Detentions

School staff have a statutory power to put pupils aged under 18 in detention after school sessions, and on some non-teaching days. Please note that staff do not need to seek parental approval or permission.

## Who Will Contact You?

Regarding a subject issue, either the subject teacher or the Head of Department may contact you, depending on the level of concern.

Similarly, a member of the Pastoral team would contact you regarding issues relating to the welfare or behaviour of your child. Depending on the level of concern this could be either the tutor, Deputy Head of Year, Head of Year or a member of the Leadership Team. Additionally, staff from external agencies involved in supporting the school may also contact you, for example, the School Nurse or Educational Welfare Officer.

A member of the Learning Development Department, Language Support Team or Pastoral Team may contact you regarding possible extra support that is available for your child. This could be in the form of curriculum support lessons, booster classes, language support groups or one-to-one support in a learning, emotional or behavioural capacity.

## Procedures When Visiting the School

Coombe welcomes many visitors each day, for example parents/carers, members of the Local Authority and outside speakers. It is therefore important that we have clear procedures for visitors to the school in order to maintain a calm, safe environment for everyone.

With this in mind we ask that when visiting the school you:

Use the main entrance. Please remember that Coombe is in a residential area and therefore we ask that if you have travelled by car, you park with consideration for our neighbours.

Report your arrival to the receptionist.

**Sign in at reception** where you will receive a visitor's badge.

**Wait at reception until a member of staff or designated pupil meets you.** You will see a seating area next to the reception desk where you can wait comfortably.

When leaving the school we ask that you return to the reception desk and sign out (this is so that we can monitor who is in the building at any time in order to adhere to Fire and Health and Safety regulations).

As you can see from this policy, we see working in partnership with parents/carers through open communication as being of key importance to the successful development of our pupils. We also need to ensure that the environment at Coombe for our staff and pupils is a calm and safe one. We therefore need to make it clear that **if our safe environment were to be undermined by a visitor to the school through, for example, verbal or physical aggression towards a member of staff or pupil, then the school would treat this very seriously** and deal with the issue by following the guidelines set down by the Local Authority; if necessary we will contact the police. **A visitor may be asked to leave the premises and return by appointment only.**

# Rules and Expectations

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## Uniform

Coombe Girls' School has a strict uniform policy and we expect all parents and pupils to support this. We feel that the uniform fosters the strong and inclusive sense of community cohesion which we value.

We expect the girls to maintain a high standard of dress and appearance at all times. Uniform should be complete, kept tidy and fresh. We expect all pupils to be correctly dressed before they enter the building. Coats and scarves should be removed and stored in lockers during the day. It is not possible to predict fashion trends so we do expect parents to support us by ensuring that the spirit of Coombe's uniform code is upheld.

If your daughter wears alternative footwear to school, she will need to have a letter from your GP explaining the medical condition. If your daughter is not able to be in correct uniform, please contact the school to see if we can help in any way. Incorrect uniform will mean they will need to work apart from their peers until the situation is resolved.

The PFA (Parents and Friends Association) regularly hold second hand uniform sales at school events when parents and families can buy good quality uniform no longer needed by other pupils.

All garments must be clearly named and watches could be engraved. All pupils should have a sturdy, waterproof bag – not a plastic carrier – which is suitable for carrying books, PE kit and other equipment. For practical subjects, long hair should be tied back. Before pupils are allowed to take part in practical subjects, protective clothing is required.

Parents are asked to co-operate with us by ensuring that the girls do not wear any make-up or jewellery except watches and one pair of small plain studs worn in the ear lobe. Facial or tongue piercings are not allowed. We expect hair to be a natural colour and not worn in an extreme style or with extreme accessories. Nail varnish or false or long nails will not be permitted. Where nail varnish and makeup are worn, pupils will be asked to remove them.

All uniform can be purchased from our official supplier:

School Zone Ltd, Third Floor Bentalls Centre, Kingston (020) 8546 1001, ext. 6127



# Rules and Expectations

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## Punctuality

### Key points

All pupils need to arrive at school by 8.30am to allow them to get to their tutor room for 8.40am.

Your daughter is late if she arrives after 8.40am. Pupils arriving late, up to 9.05am, should sign in at reception, thereafter they must sign in, in the main school office.

Detentions for lateness are set by tutors and Heads of Year.

### Details

We expect all pupils to arrive on time to school and to lessons each day.

We follow this pattern:

**1 late - text message home and 10 minute tutor detention**

**2 lates – text message and 20 minute Year late detention**

**3 lates – text message and 30 minutes Year late detention**

**4 lates – text message and 40 minutes Year late detention plus parent meeting**

**5 lates – text message and 50 minutes Year late detention plus parent meeting**

At the start of Year 7, late detentions take place on Monday lunchtimes. If your daughter does have a late detention, she will be required to bring work to do and she will be expected to sit and work silently for the whole period. Later in the year, detentions will be set on Fridays after school.

When necessary the Education Welfare Officer will become involved. If there is a definite and specific reason for lateness, a note should be brought from home.

## Absence

### Key points

If your daughter is ill, you should contact the school before 8.30am on the first day of absence and subsequent days thereafter, until your daughter returns to school.

When your daughter returns to school, she must bring in a letter from you on a separate piece of paper explaining her absence from school.

Please make all dentist and medical appointments outside of school hours.

You can inform the school of your daughter's absence by phone, text message or in writing. However, if you are informing us of an absence via text message, you can only do this if the message is sent from the phone that is registered with the school. Please do not send an email to cover your daughter's absence as we cannot be sure who has sent it.

On return to school, all absences must be covered by a letter from home on a separate piece of paper to be retained by the school.

# Rules and Expectations

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## Absence

If we do not receive any communication from you on each day of absence, the attendance officer will send a text message to your mobile phone. Please respond as soon as possible to explain your daughter's absence from school. **Should the illness extend beyond ONE week, you must provide a medical certificate.**

The Head of Year, Deputy Head of Year and Tutors, together with the Education Welfare Officer, monitor absences closely. If parents experience any difficulties regarding their daughter's attendance at school, please contact the Head of Year. We find that when parents and staff work together, problems can be resolved more quickly.

We would ask that dental and medical appointments, whether at the school clinic or privately, be made out of school hours. Girls who need, because of emergency, to be allowed out of school during the school day should bring the medical card or letter from home stating the time of the appointment and show this to their tutor and the receptionist. When leaving and returning from an appointment, girls must report to the Reception Desk, where we keep a record of all absences.

Please note: we do not authorise holidays during the school term.

## Illness

### Key points

The school has a medical room, where there is seating for girls who are unwell. If your daughter feels ill during a lesson, her teacher will send her to the medical room.

If your daughter is not well enough to stay in school, we will contact you and ask that you take her home.

Any medicines need to be kept in the medical room, near the main school office. If your daughter is asthmatic and uses an inhaler, please ensure she always carries it with her. A second spare inhaler should be left in the medical room for use in emergencies. Both inhalers must be clearly named.

### Details

The school has a medical room, where there is seating for girls who are unwell. We do emphasise to our pupils that this is to be used **in an emergency only**.

If a girl feels ill during lesson time the teacher will send her with a note to the medical area. No tablets or medicines are given by the school unless the appropriate medicine form has been completed, which your daughter can obtain from the Pupil Welfare Assistant. These should be clearly labelled with the pupil's name, the name of the drug, the dosage and the expiry date of the drug. All medication must be supplied by the parent and must be in the original packaging. On each occasion when a pupil needs to bring medicine into school, we will need a separate medicine form from the parent with full details of the needs of the child.

Parents are contacted immediately if illness necessitates a pupil going home or if an accident has occurred. **It is important, therefore, that the school has details of parents' home and emergency telephone numbers.** There is also space in your daughter's diary for her to record an emergency contact number – please ensure that this is filled in and **kept up to date**. It is very important that we know of any medical situations which arise during a school day, so if your daughter feels unwell, she should tell her teacher and report to Reception in the first instance.

# Rules and Expectations

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## Managing Medical Needs

All girls who become ill or who have an accident will be assessed by First Aid staff. These staff will make a decision about contacting home and giving any treatment. In an emergency, we will make a decision about seeking further medical advice but in the majority of circumstances, this decision will need to be made by the parents. We would ask you to support us in this matter and only make arrangements for your daughter to leave school via the office staff.

Prior to admission of a pupil to the school, all parents/carers will be required to provide information concerning any medical condition that concerns their child. The Student Welfare officer will contact the parents if any further information is necessary.

At Coombe Girls' School and Sixth Form we will do all we reasonably can do to assist pupils with complex or long term conditions, which would require a Health Care Plan (full information can be found on our website: <http://www.coombegirlsschool.org/Medical-Information>). The Student Welfare Assistant will liaise with the parents/carers on an annual basis in order to review this Health Care Plan. Parents are asked to inform the Head of Year of any matters which might affect their daughter's learning performance in school and of any medical difficulties, for example, allergies or asthma.

## Lockers

Your daughter will be able to rent a locker for the duration of her time at Coombe Girls'. The total cost will be £25; this is a non-refundable payment. Lockers will not be available for use without this fee. All rented lockers will be available from the start of the academic year. Each locker should be secured with a **combination lock**. You will need to provide this for your daughter. Please note we cannot take responsibility for this lock. When you provide a combination lock your daughter will need to provide her tutor with her combination in case of problems during the year. If your daughter receives Free School Meals there may be some assistance available in school.

## Valuables

The girls are responsible for their own belongings in school. If money is brought to school we strongly recommend that it is carried in a purse. Girls should only bring what they need for the day. If, for a special reason, a large amount has to be brought into school, it should be handed in to the tutor, Head of Year or Office for safe-keeping. In general, valuable items should **not** be brought to school. When pupils have PE lessons they should make certain that **all** valuables are secured in their lockers before the lesson. PE staff cannot take responsibility for purses or any other valuables. Pupils should **not** to leave valuables in the changing room during PE or extra-curricular clubs.

## Mobile Telephones and Electronic Devices

**All mobile phones and electronic devices must be switched off during the school day and any devices seen by staff will be confiscated.**

### Details

While we understand that mobile phones may be seen as necessary for personal safety, we do not expect to see or hear mobile phones, personal music systems, cameras or similar equipment whilst on school premises; if this happens they will be confiscated. During the school day pupils should keep these items in their lockers. We cannot take responsibility for any equipment if it is lost or stolen.

# Rules and Expectations

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**Mobile phones are not allowed to be used** and must be switched off during school hours and kept in your daughter's locker. Mobile phones and personal equipment, including headphones and earpieces should be turned off and placed inside lockers. Any electronic devices, including mobiles, seen by staff will be confiscated and a letter will be sent home.

**We ask that if you need to contact your daughter urgently, please telephone the School.**

## Messages

If you need to get a very urgent message to your daughter, you should contact the school office on 020 8942 1242.

Please do not contact your daughter on her mobile during the day. Pupils are not allowed to use their mobile phones at all during the school day. If mobiles are seen in school, they will be confiscated until 4:00pm of that day. Only messages received before 2:00pm can be given to pupils. If your daughter leaves something at home, such as her packed lunch, you can leave it for her to collect at reception.

## Charging Policy

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, trips. In these circumstances no pupil will be prevented from participating because her parents/carers cannot or will not make a contribution. If insufficient funds are available, it may be necessary to curtail or cancel the activity.

Charges will be made for teaching an individual pupil or groups of up to four pupils to play a musical instrument; this can be arranged through Kingston Music Service.

Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. In order to ensure that pupils have the opportunity to take equipment or text books home, pupils will be asked to pay a deposit (refundable upon the safe return of equipment/books in the same condition as when they were lent).

## School Fund

A further way in which parents support the school is by contributing to the School Fund. The suggested level of payment is £120 per family per year. We are grateful if you would like to contribute more. This supplements the school's needs, mainly as resources for activities, clubs, events and equipment. The You can pay your School Fund contribution via ParentPay, as with other payments.

## Cycling

Pupils may cycle to school provided their bicycle is in a roadworthy condition and that they have completed a Cycling Agreement Form issued by the School Office. When the form is returned to the Office, your daughter will be issued with a tag which she should attach to her bicycle. Any pupil who brings a bicycle to school does so entirely at her own risk. The cycle sheds are open and girls should bring their own padlocks to secure their cycles. For security, we advise parents to obtain adequate insurance cover and to have their postcode engraved on the bicycle. All girls who wish to cycle are encouraged to take the Cycling Proficiency Test to ensure their knowledge of cycling on the road. All girls who cycle to school should wear a cycle helmet.

# Rules and Expectations

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## Free School Meals

A child is eligible for a free school meal every day if the child's parent/carer is in receipt of any of the following:

- 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, provided that you are not entitled to any Working Tax Credit, and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.
- Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

Children under the compulsory school age who are in full time education may also be able to get free school meals.

Families can check eligibility for free school meals at [www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals) and can apply online at:

[www.kingston.gov.uk/info/200130/education\\_schools\\_and\\_nurseries/364/form\\_apply\\_for\\_free\\_school\\_meals](http://www.kingston.gov.uk/info/200130/education_schools_and_nurseries/364/form_apply_for_free_school_meals)

## Equal Opportunities Charter

All members of Coombe Girls' School community have rights and responsibilities:

- **I have a right:**
  - To be valued and respected;
  - To have the opportunity to learn, and to do the best I can;
  - To receive help when I am in difficulty;
  - To be treated fairly. This means that no-one will treat me unfairly;
  - To be, and to feel safe;
  - To be able to offer my feelings, experiences, talents and opinions when appropriate;
  - To work in a safe, healthy and clean environment.
  - To have access to all aspects of the learning environment where appropriate.
- **I have a responsibility:**
  - To value and respect all members of the school community and its visitors;
  - To learn, and allow others to learn;
  - To treat everyone as individuals. This means I will treat no-one unfairly;
  - To allow other people to express their feelings, experiences, talents and opinions when appropriate;
  - To care for the school environment.
  - These Rights and Responsibilities mean that careful consideration will need to be given to all aspects of our school life.

## Pupil Council 2013

# Rules and Expectations

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## Home-School Partnership Agreement

This agreement is designed to foster a true partnership between home and school

### Parents/Carers

I/we will:

- ensure that my daughter attends school and is punctual
- contact the school from 7.30 – 8.30 am on the first day of my daughter's absence
- provide her with an explanatory note on her return
- avoid booking holidays and appointments for my daughter during the school day
- support my daughter's learning by encouraging her to complete homework and by attending parents' evenings
- provide the school with current contact details
- support the school's policies and guidelines for behaviour
- ensure that my daughter wears the correct uniform and is fully equipped for school
- work with the school to ensure equal opportunities and stop bullying
- work with the school to prevent smoking
- support the school in working with the police to ensure the well-being of the whole community
- support the school's policy on the use of mobile phones and ensure my daughter does not operate hers or receive calls or text messages between 8.40 am – 3.30 pm

.....  
**Signature of parent/carer(s)**

### The School

*The school will:*

- provide the opportunities and environment for each pupil to achieve fully
- provide an appropriate and balanced curriculum for each pupil
- monitor each pupil's attendance, punctuality, progress and behaviour – we will contact home as soon as we have any concern
- keep parents and carers informed about school events and provide opportunities for involvement in school life
- strive to achieve high standards of work and behaviour
- support each pupil in developing a sense of responsibility both for herself and the community
- work with the police and involve them when necessary to ensure the well-being of the whole community

**Headteacher:** ..... **Tutor:** .....

### The Pupil

**I will:**

- make the most of the opportunities available to me
- attend school punctually with the equipment I need
- do my best to complete the work set by teachers and hand it in on time
- wear the correct uniform
- be polite and respectful to others and be responsible for my own behaviour
- look after the school environment and avoid dropping litter
- follow the school's anti-drugs and anti-smoking policies
- not encourage or allow any non-Coombe pupils onto the school site
- follow the school's policy on the use of mobile phones and make sure mine is switched off between 8.40 am – 3.30 pm so I cannot receive calls or text messages
- present a positive image of Coombe at all times
- abide by the ICT agreement I have signed

**Pupil Signature:** .....

**(Please print your name clearly)**

**Tutor group:** .....

# Rules and Expectations

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## Responsible Internet and Network System Use

### Rules for Pupils

The computer system is owned by the school. This Responsible Internet and Network System Use statement helps to protect pupils, staff and the school by clearly stating what use of the network is acceptable and what is not. All pupils should have read the Responsible Internet and System Network statement.

- Irresponsible use may result in the loss of Internet and system network access.
- Network and VLE access must be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the pupil's education.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made; school e-mail accounts are to be used for educational purposes only.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it may be a criminal offence to use a computer for a purpose not permitted by the system owner. (Computer Misuse Act 1990)
- Drinking and eating next to a computer is not allowed.
- All pupils should have a USB drive for saving or transferring files where necessary.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery, sound and video.

All pupils entering Coombe Girls' School are governed by the above set of ICT rules

## The Coombe Secondary Schools Academy Trust - Data Protection Policy

This statutory policy should be read in conjunction with the Data Protection Act 1998 (DPA), Independent School Standards Regulations 2010 (these apply to academies) and the ICO (Information Commissioner's Office) 'Report on the data protection guidance we gave schools 2012'.

At our school, we acknowledge that to function properly we need to collect and use certain types of information about staff, students and other individuals who come into contact with the school. We are also obliged to collect and use data to fulfil our obligations to the Local Authority/Education Department and other bodies. We deal with information properly in whatever way it is collected, recorded and used – on paper, electronically or any other way. We regard the lawful and correct treatment of personal information as very important to successful operations and to maintaining confidence between those with whom we deal and ourselves. We are conscious that much of the data we hold is classified as sensitive personal data and we are aware of the extra care this kind of information requires. We ensure that our organisation treats

all personal information lawfully and correctly. To this end, we fully endorse and adhere to the data protection principles as contained in the Data Protection Act 1998.

### **Summary of the obligations under the Act**

The main obligations under the Act relevant to staff are as follows:

**Compliance with the eight data protection principles:** The Act contains eight data protection principles which set out how organisations should handle Personal Data. Data is personal data if it relates to an individual and the individual can be identified from the data. They cover issues such as what information needs to be given to the individual, information security and using individuals' Personal Data in a fair way.

**Subject access requests:** The Act gives individuals a number of rights including a right to request a copy of the Personal Data we hold about them.

**Sensitive Personal Data:** There are extra obligations in relation to Sensitive Personal Data, held by us. Sensitive Personal Data is information about an individual's racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, trade union membership, physical or mental health or condition, sexual life and information relating to actual or alleged criminal activity.

**Informing the individual:** We must tell the individual how their Personal Data will be used (unless it is obvious).

Full details of this Policy can be found on our website.



# Rules and Expectations

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## Helping your daughter deal with bullying

- The Pupil Council believes that all pupils must show respect for others and be responsible for their actions. **Bullying will not be tolerated.**
- Pupils, staff and parents work together to ensure everyone feels safe and happy at school.
- Tell someone if you see, hear or are involved in any incidents at school. If no-one knows, no-one can help. **Don't be afraid.**
- Tell your parents, they will help you tell the school.
- Staff and peer mentors will listen to you and give you advice. You can contact peer mentors, prefects and school officials during any lunch time via reception.
- Staff take all incidents seriously and will take action immediately. Records are kept by the Heads of Year.

### Bullying is a crime.

This topic is discussed regularly at Pupil Council meetings.

### What is bullying?

- Bullying is the use of actions or words intended to hurt someone. This is usually over a period of time.
- We welcome your help to continue to reduce the incidents of bullying at Coombe.
- What will the school do if my child is being bullied?
- Listen to you and your child
- Provide support for your child
- Ask your child for a statement
- Discuss with the bully
- We will contact parents of the bully
- The bully will be given a clear warning to stop
- We will take other action against the bully
- Remember: We all fall out with our friends - one argument is not bullying. However, nobody should have to put up with persistent unkindness - this is bullying. Please help your child talk to us

### What should I do if my child is being bullied?

- Calmly talk to your child
- Make a note of your child says
- Reassure your child that telling you was the right thing to do
- Explain that any incidents should be reported to a teacher or their tutor immediately
- Inform the school via your child's tutor or Head of Year
- Discuss with your child's tutor or Head of Year how you can help your child and ask the school to keep you informed

### What do I need to tell the school?

- Explain what happened to your child
- When and how often?
- Where?
- Who was it?
- Who else saw it?
- Explain what guidance you have given your child

### Why do children bully others?

- They don't know it is wrong
- They are copying the negative behaviour of someone else
- They haven't learned there are better ways of mixing with their classmates
- Their friends encourage them to bully
- They are going through a difficult time and are acting out their aggressive emotions
- They are very insecure. They display this as confidence and wanting to be in control

### How do I stop my child bullying others?

- Talk to your child, explaining bullying is unacceptable and makes others unhappy
- Discourage them from using aggression or force to get what they want
- Show your child how to join in with other children without bullying
- Make an appointment to see your child's tutor or Head of Year to discuss the problems your child is experiencing
- Keep in regular contact with the school
- Give your child lots of praise and encourage kindness and co-operation

### Bullying can be:

- Ignoring someone
- Spreading rumours
- Threatening someone
- Pushing or physical violence
- Verbal abuse about a person's appearance, intelligence, work, race, nationality, religion, culture or sexuality
- Taking or damaging someone's personal property or money
- Upsetting someone using a phone call, text message, or the Internet. This includes pictures, photographs and videos

### Bullies can:

- Act alone
- Be part of a group
- Get others to bully