

Eden Girls

Parent Handbook

2020 - 2021

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'People are like treasures – just like treasures of gold and silver.'

(The Prophet Muhammad, PBUH)

As we know, gold and silver do not simply come out of the ground ready to be made into jewellery. Much effort is spent finding the gold and extracting it from the ground. Craftsmen then labour for hours on end to turn it into something of beauty. At Eden Girls' School, Slough our aim is simple – we want to provide the best education, opportunities and support to enable your child to flourish and lead a successful life.

We will provide a school where high-powered learning, progress and achievement is coupled with a commitment to wider personal progression, including the development of character and an intelligent moral, spiritual and ethical compass. We aspire to develop learners who are outstanding human beings, active and participatory citizens and exemplary members of their community.

Our pursuit of excellence is based upon our unshakeable belief that every person is unique and special and has the capacity within to succeed - but we cannot achieve this without your support. We need you to work in partnership with us. When we work as a team we can truly work in the best interests of your child. It is this positive home-school partnership that will underpin and drive your child's success.

This Parent Handbook will show how we can be most effective in this relationship as your child progresses through several years of education at Eden Girls' School.

Finally, may I take this opportunity to thank you for your commitment to our school. We hope that this will be the start of a positive working relationship, which will enable your child to achieve outstanding academic results and develop into a role model citizen, leader and lifelong learner whose path will lead to a successful life.

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OUR SCHOOL

Our Vision

Our vision is to provide a transformational experience where we nurture today's young people and inspire tomorrow's leaders. We want our young people to emerge capable and confident of achieving great things - demonstrating high levels of personal aspiration but at the same time accepting that they have a duty to make a personal contribution to society's wellbeing.

Our Mission

To promote a culture of educational excellence, from within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

Our mission consists of three key elements:

Educational excellence

- A belief that everybody has the potential to succeed within a high quality and intellectually challenging educational environment.
- A commitment to instilling high aspirations, a desire to learn and ambition to achieve.
- A personalised approach to securing excellence, stemming from a passionate belief that each individual is unique and special and capable of rising above any perceived limitations.

Character development

- A cohesive identity so that our pupils, their parents and communities feel a strong sense of belonging to the Star "family."
- A passionate focus on a values-based education that instils honesty, integrity, compassion and mutual respect into all our pupils.
- A strong core of tenacity, self-respect and self-belief that inspires each pupil to become the best person they can be.

Service to communities

- A determination to develop outstanding British citizens who are proud of, and contribute to, the social and economic prosperity of our country.
- A sense of personal accountability and of responsibility to others.
- A commitment to charitable endeavours and to making a difference to our world.

Our Values and Ethos

The school is driven by the belief in setting the highest standards in every aspect of school life to ensure our pupils are safe, well and happy in order for them to achieve and sustain educational excellence. Everything we do is driven by our values:

- **Service:** Taking responsibility for our community
- **Teamwork:** Working together for excellence

- **Ambition:** Aspiring to be the best
- **Respect:** Treating others as we wish to be treated

All members of our School Community are expected to support and contribute to our Ethos. As such we actively promote the following behaviours from all:

- We prioritise people in every decision we make.
- We are approachable, caring and inclusive.
- We are considerate, attentive, appreciative and encouraging.
- We take every opportunity to improve the service to our community.
- We relish challenge.
- We work hard and take pride in our work.
- We are organised, efficient and set high expectations for ourselves and others.
- We embrace opportunities to contribute and work beyond the call of duty.
- We make the right choices even when there are difficult circumstances.
- We take responsibility for our mistakes and the mistakes of others and we learn from these mistakes to continuously improve.
- We take opportunities to learn with and from others.
- We nurture collaborative partnerships inside and outside that energise and inspire.

Our Partnership

To fulfil our vision to nurture our young people and inspire them as leaders, your involvement and commitment to the school is vital. Educational research shows that parental involvement in a child's education affects students, parents and communities in a positive way. As a parent, your positive involvement in your child's studies will help their personal, academic and spiritual development during the next few vital years.

You are as important as the teachers in:

- **monitoring learning** – we expect you to discuss learning, homework and attainment with your child regularly
- **fostering values and good character** – we expect you to support your child's personal development and encourage them to develop a positive character
- **supporting organisation** – we expect you to help your child to be organised for success, by having all the right equipment, uniform and by being in the right place at the right time
- **motivating and raising aspirations** – we expect you to help motivate your child and encourage them to fulfil the potential with which they have been blessed.

This **Parent Handbook** sets out our distinctive offer and describes the ways in which we can work together to ensure your child prospers at our school.

Section 2: The Faith Contract describes our unique pastoral support package designed to foster strong values and character within your child. Here, we set out our inclusive, values driven approach to

developing your child including our expectations regarding behaviour and attendance and our safeguarding protocols.

Section 3: The Educational Excellence Contract makes clear our ambition for students to excel academically. Details of our high-powered academic curriculum, intervention and enrichment opportunities are provided. Parents are asked to support their child in the promotion of independent learning outside the school and engagement in additional programmes designed to maximise attainment and achievement.

Section 4: The Community Service Contract explains the ways in which the school and families can work together to instil civic responsibility within our students so that they actively contribute to their local and wider communities.

Section 5: Realising the Vision – The STAR Baccalaureate outlines our unique offer to students – an award that recognises students’ success in upholding the school’s vision of academic excellence, personal development and community service.

Section 6: Communication with Parents provides key contact information and lists the ways in which we will keep you informed about all areas of school life, your child’s progress and the ways in which you can contact us and get involved in school life.

Section 7: School Organisation includes the structure of the school day, holiday and term patterns and the uniform requirements of the school.

Section 8: General Procedures provides a summary of key protocols and procedures including: illness procedures; arranging appointments; leaving the school building; and lunchtime arrangements.

Section 9: Key Policies and Parental Consent summarises key school policies and the activities in school life for which we will require parental consent.

Section 10: Frequently Asked Questions addresses some of the core questions often posed by parents.

Section 11: Service Standards for Parents defines the standards of service you can expect from our school.

Please note the use of **Parent** throughout refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents or legal guardian.

THE FAITH CONTRACT

Our faith lies at the heart of all that we do. We are part of a community that believes that:

- Serving our Lord, honouring the Prophets and loving each other is the central focus of our lives
- We should demonstrate the values of *Ikhlas* (Sincerity), *Ihsan* (Going the Extra Mile) and *Itqan* (Striving for Excellence) in everything we do
- Our Faith can be a force for achieving good in our lives and in the world
- We want to be the best people of faith and the best British citizens that we can be
- The more we learn about our faith, the more we discover our Lord and ourselves
- Being faithful to our Lord is also about respecting and loving people of all faiths and none

Our faith will inspire us to:

- Develop a healthy body and a healthy mind
- Commit to regular prayer/self-reflection
- Maintain good relationships and communicate lovingly to everyone we know
- Serve others passionately
- Take responsibility for looking after our planet

Our faith ethos will manifest itself via our [faith programmes](#), the [school curriculum](#), the [pastoral system](#) and our approach to [safeguarding](#).

Faith Programmes

The school offers a comprehensive programme of activities designed to promote the core values of Islam – self-discipline, compassion, mutual respect for all and for the earth itself. The school aims to celebrate all that faith has to give and instil a sense of joy at being part of the local and wider community. It takes an inclusive approach to faith which welcomes people of all faiths and none – recognising that we are all part of, and contributing to, something far greater than ourselves.

The table below outlines the faith programmes available for young people at our school. All activities are optional. The school has also developed an offer for non-Muslim children to ensure their faith or cultural needs are met.

Programme	Description
Surah Al-Fatiha (Opening Chapter) at start of lesson. Prayer at end of lesson	Pupils will recite a 30-second prayer at the start of the lesson (as part of creating the conditions for learning) and a 10-second prayer at the end of the lesson (as a closure to the period of learning). This can be undertaken quietly or as a group. Teachers will determine its precise timings to minimise disruption to learning. Pupils not wishing to participate need not do so. They would instead be invited to undertake a short period of internal reflection.
Fasting	During winter months, the month of Ramadhaan and other special events in the Islamic calendar, pupils who wish to do so will be invited to fast during daylight hours. Fasting encourages self-discipline and empathy for those who are impoverished. We see

	<p>fasting as a matter of personal choice; however, no pupil or staff member will be put under any pressure to fast.</p> <p>Staff will be trained to be alert to any potential sensitivity between those pupils who choose to fast and those who do not.</p>
Assembly programme	<p>Pupils will participate in an assembly once each week. The Assembly programme will focus on issues of relevance to universal human values and ethics. All pupils will be required to participate in the assembly, although they need not undertake any specific activity which is inconsistent with their faith or cultural sensitivities.</p>
Hadith (Thought) of the Week	<p>Hadiths are narrations of the Prophet, upon which pupils reflect each week. They will also include “Thoughts of the week” from other religions. Although teacher-led, pupils will be able to reach autonomous reflections and conclusions about each narration. The narrations will be specifically selected to promote good character generic to all faiths and the humanist traditions.</p>
Surah Al Kahf (Chapter of the Cave) on Friday	<p>Pupils will listen to a 15-minute recitation from the Qur’an on Friday before leaving school for the weekend. This promotes a calm and reflective end to the school week. Pupils who do not wish to participate in this activity need not do so but will instead be encouraged to participate in enrichment and personal study programmes which run on Friday afternoons.</p>
Tarbiyyah (“nurturing”) Mentoring	<p>Pupils who have behavioural or emotional difficulties would be referred for weekly mentoring (which would not have a faith focus). Parental consent would be required.</p>
Faith Enrichment (Breakfast and lunch time circles, after school and holiday learning clubs)	<p>These offer pupils the opportunity to take part in reflective exercises on aspects of their faith. For Muslim pupils, they might include clubs and academies to learn about the Seerah (Life of the Prophet Muhammad), Muslim history, leaders and contributions to Europe or to memorise the Qur’an. We will work with other faith groups to provide equally relevant faith clubs if parents and children so wish.</p>
Spirituality Days	<p>There are three ‘Spirituality Days’ delivered per year. These are normally on Friday mornings, during which pupils complete a project aimed at developing their spirituality. Pupils not wishing to participate do not need to do so. Although the activities are designed to appeal to pupils of all faiths and none, “community service” days are offered as an alternative.</p>
Competitions (Qur’an, Seerah (biography of the Prophet)& Nasheeds (ethical and inspirational songs))	<p>These offer pupils the opportunity to enrich their learning and development. They are delivered outside of school hours, or during lunchtimes, so pupils do not need to participate if they do not wish to do so. Some of the competitions will have a Muslim faith slant; others will be more general. Some will relate to major events of other world faiths e.g. competitions based upon Jesus or Moses.</p>
Charitable giving and fundraising	<p>As part of an effort to encourage community service and empathy for others, there will be fundraising activities delivered throughout the year. A range of charitable causes, including those which are local and do not have a particular faith character, will be supported. Pupils do not have to participate, although they will be strongly encouraged to do so. Charitable and fundraising activities will contribute to the Star Bacculaureate.</p>

Zohar and Asr (noon/afternoon) prayer in winter months	Pupils who wish to pray (worship) during the day in winter months will have opportunities to do so. Pupils not wishing to pray need not do so. Prayer times will be staggered and aligned with other activities (e.g. enrichment, lunch) so that the needs of non-Muslim pupils can be easily and unobtrusively met.
Effective parenting sessions	Parents will be offered effective parenting sessions. These will be termly sessions aimed at helping parents to support their child in their academic and pastoral development. The sessions will be optional (generally at weekends) and will be delivered by professionals. Some will have a faith perspective; others will not.
Islamic displays and learning environment	There will be Islamic displays around the school. Pupils who do not wish to prepare these will not need to do so. There will also be interfaith displays. The school will use the displays to strengthen interfaith understanding amongst pupils, families and local communities.
Interfaith harmony	All pupils will participate in learning about other faiths and festivals through the Religious Studies curriculum and enrichment. They will also participate in activities to celebrate 'World Interfaith Harmony Week'. The school will arrange faith trails and visits by those of other faiths and none in order to promote tolerance, respect and awareness.
Leadership projects	Pupils will participate in a range of moral and civic leadership and community service projects. These will not have a specific faith character – but will encourage pupils to participate in helping others in their local community. All pupils will be expected to participate in these. Leadership projects will be aimed at character building, supporting pupils to develop into good British citizens and good faith followers, whatever their faith.
Spiritual and personal goals	Pupils (of all faiths) will set spiritual goals each week and reflect on their spiritual progress each half-term. Pupils who do not wish to set spiritual goals or reflect on their spiritual progress will set personal (character) goals instead.
Islamic arts and heritage	The school will explore and celebrate Islamic art and heritage and its contribution to European art and culture. The school will encourage pupils to establish art clubs and societies and use these to strengthen links with local communities.
Morning registration programme	The school will have a programme of activities for morning registration which encourage pupils to focus on world events, on the difference they can make in the world and on their spiritual, emotional and personal development.
Events and projects to mark the Islamic calendar and recognise other world religions	The school will have a programme of events, performances and projects to mark the main events in the Islamic calendar. It will also encourage pupils to explore and mark major events in the calendars of other major world religions.
Faith and Character Education (FCE) induction and training for staff and governors	The school will offer a programme of professional development for staff and governors to gain an understanding of, and secure commitment to, the school's FCE provision. Staff and governors will also be tested to make sure they understand the FCE provision of the school.

The School Curriculum

Religious Studies will be compulsory for Years 7-11. Beyond this, the curriculum also makes provision for **drugs education** and **sex and relationships education** so that your child is equipped to make informed decisions that keep them safe.

Religious Studies

The Religious Studies curriculum will consist of learning of all major world faiths and the humanist tradition. However, the proportion of learning dedicated to the tenets of the Islamic faith will be no less than 50%, with the remaining 50% shared predominantly with learning about Christianity, Hinduism, Buddhism and Judaism as well as the Humanist tradition.

Drugs Education

We have a full programme to educate our students to be aware of drugs, to have the strength and confidence to say 'no' and to have the courage to influence their friends and family to do the same.

Sex and Relationships Education (SRE)

The School believes that the primary role of SRE lies with parents/carers. We will also support parents who wish to introduce SRE to their children at home. We believe this will increase mutual trust and cooperation between parents and the school.

SRE is taught through discrete PSHE lessons, and through the Religious Studies and Science curriculum in a safe, comfortable and appropriate environment. It is taught in a manner which reflects faith sensitivities but also prepares your child for adult life.

The Pastoral System

The **pastoral system** aims to ensure effective pastoral support to all our students. The pastoral system incorporates Year Teams with Heads of Year linked to a member of the Senior Leadership Team and a team of Learning Co-ordinators.

Your child will be allocated to a form class led by a Learning Co-ordinator. The Learning Co-ordinator will see your child twice a day, help them set and review learning and spiritual (or personal) goals, and liaise with you if there are any concerns or issues.

A Head of Year will oversee the pastoral arrangements and lead the Year Team. The Head of Year will meet with you individually in the first half term to talk through the school's expectations, processes and procedures, and to answer any questions you may have.

Together, the Year Team has responsibility for the pastoral needs of all students in the year group. This responsibility includes **behaviour management**, **attendance** and **mentoring** support to vulnerable students.

Behaviour Management

The school's **Student Code of Conduct** and **Behaviour Policy** make clear our expectations for students and the ways in which we promote outstanding behaviour and marginalise poor behaviour.

Student Code of Conduct

In and around school, students are expected to observe the following rules. Students must:

- Always wear the school uniform
- participate in assembly and any other activity in school that develops character
- always use language to other students and staff that is respectful, without swearing, backbiting or behaving dishonestly
- use appropriate terminology in responding to each other, such as when greeting or expressing appreciation of each other
- respect the school building as a place of faith, learning and development
- ensure that all areas of the school are left in a clean and safe state.

Students should not:

- wear make-up or jewellery in school
- bring mobile phones, media technology, DVDs or offensive images/literature on school grounds
- bring stationery to school that displays inappropriate or offensive images/messages
- access any material via the Internet or email that is inappropriate or offensive in nature
- engage in conversations with each other that are inappropriate or offensive in nature.

In class, students are also expected to:

- ensure that their behaviour allows all students to make good progress in their learning
- be respectful of a teacher's wishes always
- be respectful to the feelings of other students always, and show a caring attitude towards all members of the class, regardless of culture, religion or background
- ensure that they do not waste school resources.

Students are expected to respect and uphold the faith, values and ethos of the school. In their conduct in and around school, students must demonstrate mutual respect and tolerance for all, uphold fundamental British values (including democracy, the rule of law, freedom of speech, freedom of thought and freedom of association) and reject all forms of discrimination and extremism.

Behaviour Policy

The school sets high expectations for behaviour; it encourages students to behave well through rewarding positive behaviour and deals effectively with unsatisfactory behaviour.

The school recognises that the simplest and most effective form of reward is praise but beyond this, it has developed a number of systems to encourage and promote positive behaviour:

1. **Faculty Rewards:** A whole school reward system that incorporates:

- 'Good News Postcards' for those who have achieved beyond their target or excelled in a particular piece of work.
- 'Achievement Awards' – termly certificates issued by class teachers to high attaining or achieving students.
- 'Student of the Year' Awards.

2. **Achievement Points:** Achievement points are recorded electronically. Achievement points are awarded in lessons for:

- completion of class and homework to an exemplary standard and pace
- outstanding behaviour and learning
- surpassing of targets for learning, achievement and behaviour in class.

Outside of lessons achievement points will be given for:

- being helpful and courteous
- good character (i.e. an example to other students)
- presentation of assemblies
- assisting in extra-curricular activities.

Individual students will collect achievement points which, on a termly basis, can earn certificates and vouchers enabling pupils to work towards Bronze, Silver and Gold Awards.

Sanctions against unacceptable student behaviour will be clear and enforced through a simple, graduated and explicit system. All staff will be expected to issue verbal reprimands and warnings for low-level misdemeanours. After that, according to the seriousness of the offence, detentions will be imposed by teachers at Level 1, leading to class-based detentions; by the Heads of Year at Level 2, leading to school-based detentions; and at level 3 responses will be personalised to individual contexts, but may include removal to the school's own Inclusion Unit or, through partnership arrangements, to Inclusion Units in other schools. Exclusion will be a last resort. Report cards will be issued at three levels:

- Level 1: Learning Coordinators will issue the Report Card and monitor subsequent behaviour
- Level 2: Heads of Year will issue the Report Card and monitor subsequent behaviour
- Level 3: A member of the SLT will issue the Report Card and monitor subsequent behaviour.

Attendance

All students of school age must attend school regularly. The school expects a high standard of attendance and punctuality from all its students, and we regularly monitor each student's record. We expect attendance at 97.5% or above.

We expect parents to:

- inform the school **by 9.00am on every morning** of your child's absence, indicating the cause and likely duration of the absence
- encourage their child to attend school regularly and punctually, and to appreciate the importance of good attendance and punctuality
- notify the school, **in writing**, when an absence ends, stating the dates and cause of the absence
- make every attempt to arrange dental appointments, medical appointments and holidays outside of school hours/terms.

We expect your child to:

- appreciate the importance of good attendance and punctuality, and the effect that both will have throughout their life
- recognise that a good record of attendance and punctuality will enable the school to provide a supportive reference for college, university or employment
- provide a note from you, as parents/carers, which explains the absence, for the Learning Coordinator
- find out what work, including homework, has been missed, make up work missed and ask subject teachers to explain any areas that need to be clarified
- apologise when they are late, as a matter of courtesy.

Please note

Students will not be given permission to have a holiday during term time. However, in an emergency or under extraordinary circumstances, permission for leave of absence must be sought from the Principal by completing an 'Absence Request Form'. This should be completed and returned at least four weeks prior to booking any flights. Please do not book any flights before getting permission from the school.

If school initiatives to improve attendance fail to resolve poor attendance, formal action including the issuing of Penalty Notices and more serious sanctions for persistent absenteeism may be considered.

Tarbiyyah (Nurturing) Mentoring

Students who have behavioural or emotional difficulties will be referred (subject to parental consent) for weekly mentoring. In addition, the school also provides Emotional Literacy Support (ELSA) as intervention to pupils who are referred for mentoring support.

Tarbiyyah Mentoring will provide students with a period of high quality personalised mentoring support. The aim of the Tarbiyyah Mentoring programme is to engage the most vulnerable and/or disaffected learners so that we can help them to deal with and overcome their challenges; and to help them stay focused on their learning.

Safeguarding Your Child

We take the safeguarding of your child very seriously. The school is committed to providing a safe, caring and welcoming environment where every child is able to reach their full potential free from harm, abuse and discrimination. This commitment is reflected in the school's approach to **child protection** and the **prevention of bullying**.

Child Protection

The school has clear policies and procedures to safeguard and promote the welfare of young people at the school. All of our staff, governors and volunteers are checked by a Government agency (Disclosure and Barring Service) before they can work at the school.

We ensure staff have the skills, knowledge and understanding necessary to keep children safe through provision of regular training on child protection issues. A qualified Designated Senior Person (Child Protection Officer) within the school provides support to staff members to carry out their safeguarding duties and liaises closely with other services such as children's social care.

As part of the school's safeguarding measures, we also ensure our students are not exposed to inappropriate political or controversial messages. Through our pursuit to develop exemplary citizens, we promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. In line with this, we ensure all expressed views and actions contrary to these values are challenged. We are alert to the indicators of radicalisation and take steps to protect those who may be susceptible to messages of violence. All concerns are reported and, where necessary, referred to external agencies.

Prevention of Bullying

Ours is a 'No Bullying' school. We will support the victims of bullying, so that they feel confident about reporting their concerns, have the care and guidance to deal with any problems and once again find school a happy and peaceful place in which to learn.

We will deal with bullies positively to demonstrate to them the harmful effects of their actions and how it is against the ethos and values of good human beings as well as against our faith, values and

ethos. We will use strategies to hold the perpetrator to account for their actions but also allow opportunities to put right their behaviour.

Parents can support us in these important areas by being positive role models, and by challenging any stereotyping or abusive messaging at home.

A Summary of Our Care: The Waves Approach

Driven by our distinctive faith ethos, your child will benefit from our 3-wave programme to enhance and develop their character and values.

Wave 1 involves:

- a curriculum guided by the faith, values and ethos of the school, including the learning of fundamental British values through all lessons
- effective safeguarding measures and protocols
- optional faith activities including prayers at the start and end of lessons
- the Hadith (Thought) of the Week programme
- the whole school assembly programme
- Progression Maps which allow your child to measure progress in their character and values
- restorative justice approach to behaviour management.

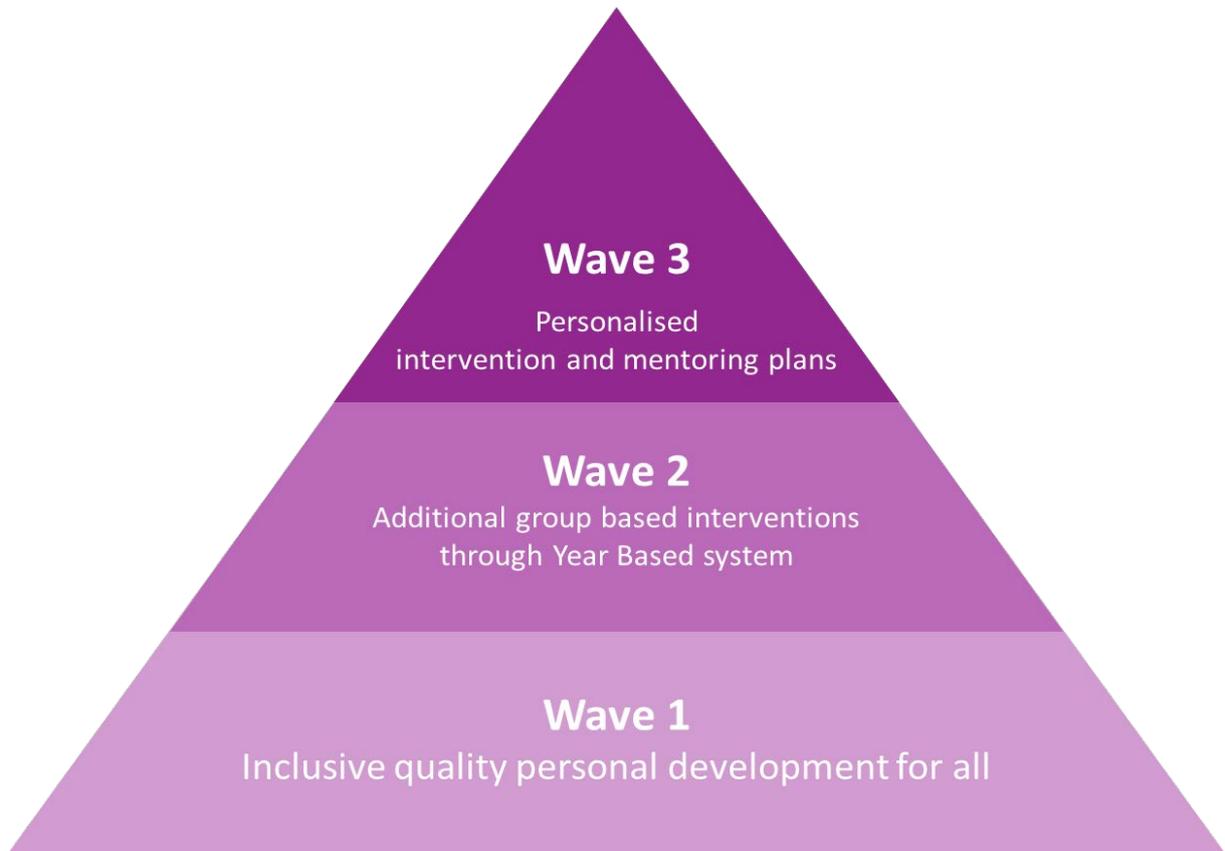
If your child needs to improve their behaviour or conduct in school, they will be given **Wave 2** support. This involves:

- Head of Year detentions (after school and at weekends)
- a Learning report from the Learning Co-ordinator
- a Behaviour Report from the Head of Year
- personalised rewards and sanctions
- the Head of Year working with your child to set targets for improvement and reviewing their progress.

For some students, we will need to offer more individual support. For the most vulnerable and/or disaffected learners, we will provide a **Wave 3** programme to help them deal with and overcome their challenges. This involves:

- Tarbiyyah (nurturing) mentors and Emotional Literacy Support (ELSA) trained staff working with the student over some time to help them explore any underlying problems
- development of a Tarbiyyah (nurturing) Mentoring Plan with the student to set short-term goals for improvement
- establishment of an Every Child Matters Group, Risk Register and support plans.

The Wave Approach



THE EDUCATIONAL EXCELLENCE CONTRACT

The school will promote excellence in everything its students undertake. In practice, this means:

- A belief that everybody has the potential to succeed within a high quality and intellectually challenging environment
- A commitment to instilling high aspirations, a desire to learn and ambition to achieve
- A personalised approach to securing excellence, stemming from a passionate belief that everyone is unique and special and capable rising above any perceived limitations

This rigorous and relentless pursuit for education excellence permeates everything we do including the provision of a high-powered **academic curriculum**, encouragement of **independent learning**, a comprehensive **intervention programme** from day 1 and a rich and challenging **extra-curricular enrichment programme**.

The Academic Curriculum

The school firmly believes that every student can benefit from a broad and balanced academic curriculum. The School Curriculum will closely follow the National Curriculum, which:

- is a framework given to teachers by the Government, so that all students are taught in a way that is balanced and manageable, but hard enough to challenge them
- sets out the most important knowledge and skills that every student has a right to learn
- gives standards that measure how well students are doing in each subject so teachers can plan to help them do better.

As an academy, we are required to provide a curriculum that includes English, Mathematics and Science, and to make provision for the teaching of Religious Studies. Beyond this the school has the freedom to design a curriculum which meets the students' needs, aspirations and interests. At the core of the school will be a specialist and obligatory menu at Key Stages 3 and 4 for all students of academic subjects, leading to the English Baccalaureate. This basic curriculum will be enhanced by the addition of enrichment activities and Specialism/Excellence Days.

For those students who for understandable reasons are unable to access a traditional curriculum, we will design a bespoke vocational route, which will be tailored to the specific needs and interests of the students concerned in any specific cohort. We will, nevertheless, expect these students to take GCSEs in English, Mathematics and Science.

Independent Learning

Learning goes on in every part of your life - 85% of a child's time is spent outside school, so it is important to make good use of this time. Teachers will set students relevant homework. This must be completed by every student. A guide of what will be set is given below:

- Years 7 and 8 30 minutes **per subject** per week
- Year 9, 10 and 11 45 minutes **per subject** per week
- English and Maths may set an additional homework if required

We have found that this work is a key part of students' progression. **Parents can help their children organise for homework in the following ways:**

- Set aside a place for homework to be done – this can be as simple as a corner in the living room or as elaborate as a desk with a lamp in a special place (perhaps your child's room)
- Make sure the necessary equipment is available – pencils, eraser, paper etc.
- Set aside a special time for homework each day – do not wait until your child is nearly ready for bed, as it is likely your child will be too tired
- Insist that the television is turned off so that your child can concentrate
- If there is a lot of homework, help your child to structure the time – set a timer and encourage short breaks of a few minutes
- Sign your child's Student Planner for the appropriate week and report any concerns to your child's Learning Co-ordinator via the planner.

Parental support for homework is essential – please monitor homework to make certain that it is completed and that your child is able to do it. If your child is having difficulty with homework, this may be an early warning sign of a problem that you should discuss with their Learning Co-ordinator.

Homework is a window on what is being taught in the classroom. If you know what your child is studying, you can take advantage of opportunities to extend that learning.

Our home learning resource, Microsoft Teams, provides your child with the opportunity to expand their learning and independence. Teams, and a range of other online programmes are used to support your child's development whilst working independently at home.

Intervention Programme

Ours will be a high-achieving school and we will achieve outstanding results because we have a comprehensive programme of support lessons and revision sessions to make sure that your child gets the best possible results.

If your child enters the school needing support in literacy and numeracy, we will provide targeted support with booster sessions, to get your child up to the required level as quickly as possible. These 45-minute sessions will be after school. For learners who are struggling in their studies, there will also be additional support sessions during the holidays. Attendance at these sessions is compulsory.

We will also offer your child revision programmes to prepare for internal and external exams throughout KS3, KS4 and KS5. These will be in the evening after school, at weekends and during holidays just before exams.

We will expect parents to be supportive of our revision programmes and ensure that your child attends all the sessions they need, to pass the exams with excellent grades.

Extra-curricular Enrichment Programme

Concurrently with the core academic provision, students will participate in a programme of personal development including sports, cultural, creative and other extra-mural activities. This will help students develop key personal skills and aptitudes which are much sought-after by employers, including oral communication, personal effectiveness, entrepreneurship, self-actualisation, problem-solving and enhanced emotional intelligence.

There will be many opportunities for your child to take part in extra-curricular activities at the school.

All subjects will have clubs that your child can join, competitions and activities that they can participate in, and trips that will develop them personally and academically outside of the classroom. The school's enrichment prospectus will set these out in detail.

Young Enterprise, Duke of Edinburgh and other local and national initiatives, will encourage your child to enjoy their learning beyond the school gates.

There will also be special days when the timetable is collapsed and your child will take part in learning involving the school's specialisms.

Our programme of outdoor education and adventure trips is also an integral part of our strategy to secure educational excellence.

THE COMMUNITY SERVICE CONTRACT

Our school is not an inward-looking organisation. It recognises the importance of society and the contribution everyone must make to sustain it. We encourage our learners to develop:

- A determination to develop outstanding British citizens who are proud of, and contribute to, the social and economic prosperity of our country
- A sense of personal accountability and of responsibility to others
- A commitment to charitable endeavours and to making a difference to our world
- focus from day 1 on **Leadership Development** and on emotional intelligence

Citizenship

Community Service work is an important part of the vision for our students. This work will make an important contribution to the overall ethos and objectives of the school.

The Community Service work of the school will develop empathy and compassion. This richness of experience will stand our students in good stead wherever their future path takes them – whether into the world of business, the professions, the world of social enterprise itself or simply in their role as active citizens in the local and global community.

The Community Service work will engender in the students:

- compassion and empathy
- spiritual development
- collaborative leadership skills
- networking and influencing skills
- emotional intelligence and team working skills
- a strong sense of right and wrong
- a strong commitment to cohesion, equalities, and citizenship
- a desire to apply their efforts to the greater good and to make a difference
- a strong sense of inequity and injustice – and a desire to take action
- self-actualisation and improved mental well-being.

The concept of community service will be intrinsic to all the activities of the school.

All students will undertake regular community service during term time whilst they are at Eden Girls. The school itself will create some opportunities through the school and students will also need to look for their own opportunities, using the communications, entrepreneurship and networking skills they will develop as part of the overall school experience.

All students will also be expected to raise money for charity. Students are supported in generating sizeable contributions for charity which make a genuine difference to local and global good causes.

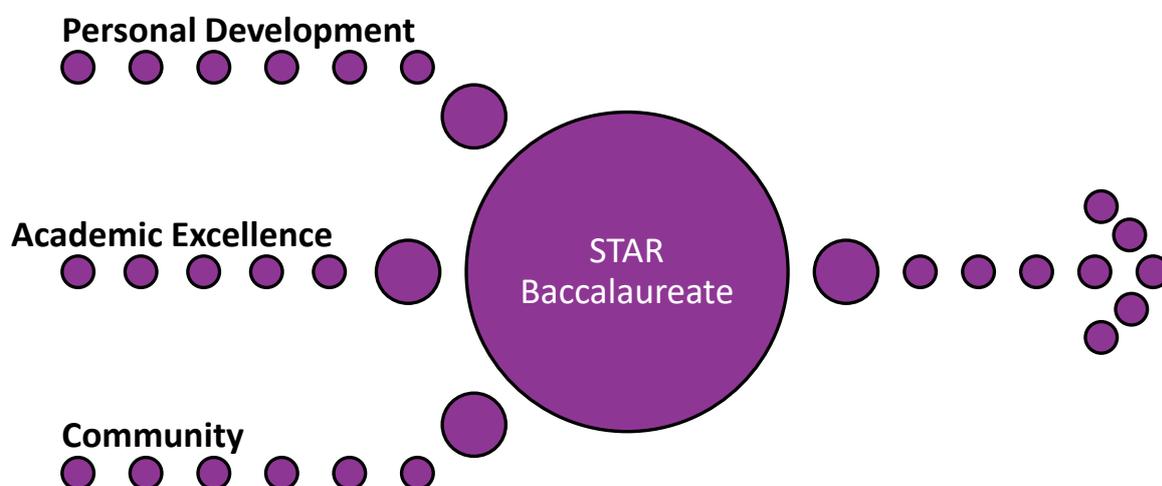
The school expects the students' parents and families to support them in their search for community service opportunities and their fundraising efforts. The active involvement of parents in their child's education is fundamental to the success of the school. Parents will receive regular reports on the community services activities undertaken by their child and will be expected to support them in this important area of endeavour. We would also hope that this would bring additional benefits as students' families and the local community become more aware of the opportunities offered by community service and volunteering.

Leadership Development

The school will focus from the first week in Year 7 on leadership development and on emotional intelligence. We will provide our students with a unique learning experience which will give students the skills and confidence to lead and manage in a variety of different situations. Focusing on confidence and self-esteem, our leadership initiatives will promote maturity, commitment and team work and enable our students to experience what it is like to stand up and take the lead. The Student Council will enable the students to acquire the leadership skills that they require for adult life and future employment.

REALISING THE VISION – THE STAR BACCALAUREATE

The STAR Bacculaureate will provide the overall framework for accreditation against our vision. Accordingly, the STAR Bacculaureate brings together the three curricular drivers – academic excellence, personal development and community – in a single accreditation framework.



The STAR Bacculaureate will be awarded to students who through service, commitment and personal excellence, act as living examples of our educational model.

Through its award, the STAR Bacculaureate will recognise not only the commitment of its holder to study as well as outstanding attendance and behaviour; but also reflect how they will embrace their role as a future citizen, leader and entrepreneur in the society in which they will live and to which they will contribute.

Achieving these certificates will indicate a level of excellence that has been achieved by the holder and has been acknowledged by a wider community. Progress towards the award will be monitored through the personalised learning plan and by regular meetings with the Learning Co-ordinator and Head of Year.

COMMUNICATION WITH PARENTS

An effective partnership is dependent upon good communication. We are committed to regular, accurate, and useful communications with our parents. The school will ensure that there is clear communication about all areas of school life. We also promise to be a school that will communicate good news as readily as any other kind of news!

We welcome parents contacting the school and will do all we can to assist you with your questions and enquiries. Indeed, we anticipate seeing you much more frequently than you are perhaps accustomed to at primary school; there will be occasions when we need to bring you up to date with the latest developments in technology and how best to protect your child, or explain the complexity of the university application process. The world of education is fast-changing and sometimes confusing; you will not be kept in the dark.

Key Contact Information

The school can be contacted at:

T: 01753 351010

E: info@egsslough.staracademies.org

School Administration Office hours are 7.15am to 4.00pm on school days (to 2.30pm on Fridays).

You can write to us addressing your letter to The Principal or to a specific member of staff at:

Eden Girls' School, Slough
183-187 Bath Road
Slough SL1 4AA

The School Website

The school website (www.edengirlsslough.com) is updated regularly and is the principal source of news and information about the school. The School Calendar is also available online.

Newsletters

The school will provide regular newsletters to keep our students, staff and parents updated on school life. A Principal's Newsletter will be issued every term. Newsletters are archived on the school website.

Text Messaging Service

Text messages are used by the school to remind you of important information and deadlines including revision classes or after-school clubs that your child should attend, as well as to let you know when we send a letter home with them. If the school needs to remain closed or finish early (e.g. due to snow), we will send a text message to you by 7.30am in the morning.

The text messaging service is a quick and easy way to provide key information to parents in a timely manner. It is therefore important that you provide the school with a preferred mobile phone number and update us of any changes to this.

Communicating Progress

Student success will be achieved through robust and aspirational target setting and close tracking of progress at all levels – supported by real-time attainment, attendance and behaviour data. To keep you informed of your child's progress and behaviour in all subjects and their attendance and punctuality the school will organise:

- **Half-termly report cards**, which include results of regular tests that your child completes in each subject. These will also be posted home.
- **A one-to-one meeting with the Head of Year** in the first half term, at which the Head of Year will talk you through the school's expectations, procedures and processes, and provide time for you to share any concerns or ask any questions.
- **A parents' evening** in the first term of Year 7 so that you can meet individual teachers and other staff who support your child's learning.
- **A parents' evening** in the final term to review progress and set targets.
- **A Performance Review Meeting** with a senior leader each half term to review your child's progress if their levels/grades are below nationally expected averages.

We expect all parents to attend the parents' evenings to which they have been invited. It is vital that parents are involved in reviewing their child's progress and agree on how we can all help them to improve. Research shows that the more parental involvement there is in a student's school life, the more progress they make.

Student Planners

Student Planners will also play a key role in the provision of information between parents and the school.

All students are given a Student Planner at the beginning of each school year. The planner includes school term dates as well as the individual student's timetable. The planner is a formal document and students are expected to look after their planners with the upmost care and respect. Should a planner be lost or damaged, students are expected to purchase a new one from school.

Learning Co-ordinators will sign planners on a weekly basis and parents should use the planner to write messages to school. Parents are also expected to check and sign the planner every week.

The planner is a record of homework being set and this should be written in neatly by your child. There is also a section for your child to record their academic levels and targets and this will be completed with your child's Learning Co-ordinator during the school year.

If you have any concerns regarding your child's planner, please contact your child's Head of Year.

Concerns or Complaints

Your child's welfare is the responsibility of all our staff at the school. The school is committed to listening to parents' concerns and handling them in a sensitive way. Heads of Year should be contacted in the first instance. A member of the Senior Leadership Team can be approached if you are still dissatisfied. It is always the aim of the school to resolve issues and concerns informally but a school Complaints Policy exists for parents who feel that any issues have not been satisfactorily addressed. The Complaints Policy is available to download from the school website or can be obtained from the School's Administration Office.

Visiting the School

During a normal working day all visitors, including parents, should report to the School Reception, where visitors will be requested to sign in upon arrival, and sign out when leaving. Visitors must wear a visitor badge. Visitors will be directed to the appropriate offices or asked to wait in the reception area until the member of staff has been notified of the visitor's arrival. Visitors wishing to meet individual members of staff are requested to make appointments beforehand.

Get Involved

As part of our home-school partnership, we want our parents to be actively involved in the life of the school, to help us make the right decisions for your child. Here are some of the ways that you can really help the school to support your child.

Parent Council

If you want to help the school raise funds for activities and help organise events for parents and the community, join the Parent Council. Please look out for a letter from the school early in September with full details.

Effective Parenting Sessions

We will be offering effective parenting sessions during the year. This is to help you in your roles as parents as educators, parents as mentors and parents as critical friends for your child, as they progress through school.

SCHOOL ORGANISATION

Structure of the School Day

Mondays to Thursdays

8.00am	Registration	12.10pm	Lunch
8.15am	Lesson 1	12.55pm	Registration
9.10am	Lesson 2	1.05pm	Lesson 5
10.05am	Break	2.05pm	Lesson 6
10.20am	Lesson 3	3.00pm	Students Dismissed
11.15am	Lesson 4		(intervention until 3.45pm)

Friday

8.00am	Registration	10.25am	Lesson 2
8.10am	Full School Assembly	11.25am	Registration
9.10am	Lesson 1	11.55am	Students Dismissed
10.10am	Break		(intervention until 12.40pm)

School Term and Holidays

AUTUMN TERM 2020-21

Staff Inset Day 1	Tues 1 st September 2020
Re-open (for students) on	Weds 2 nd September 2020
Mid Term Closure	Mon 26 th October - Fri 30 th October 2020
Closure after school on	Mon 21 st December 2020
Xmas Holiday	Tues 22 nd December 2020 – Fri 1 st January 2021

SPRING TERM 2020-21

Staff Inset Day 2	Mon 4 th January 2021
Re-open (for students) on	Tues 5 th January 2021
Mid Term Closure	Mon 15 th February - Fri 19 th February 2021
Closure after school on	Thur 1 st April 2021
Easter Holiday	Fri 2 nd April – Thur 15 th April 2021

SUMMER TERM 2020-21

Re-open on	Fri 16 th April 2021
May Day Closure	Mon 3 rd May 2021
Mid Term Closure	Mon 31 st May - Fri 4 th June 2021
Closure after school on	Friday 16 th July 2021

Eid ul-Fitr 1442 holiday Thursday 13th May and Friday 14th May 2021 *

Eid ul-Adha 1442 Tuesday 20 July 2021 *

* Please note – 'Eid holidays may be revised slightly depending upon sighting of the new moon

Uniform

Eden Girls' School, Slough promotes excellence in everything its students undertake. The uniform and appearance of our students will support the ethos of our School; providing the students with pride to be part of the school and enabling them to act as ambassadors for the School.

High standards of presentation are always required when wearing the school uniform. Whenever the school uniform is worn, it must be complete and not mixed with non-uniform clothing. This includes when travelling to and from school.

The items listed below are compulsory for all students (unless otherwise indicated). Items marked with an *asterisk should be purchased from our approved uniform stockist – **Stevensons**. Other items can be bought at a variety of retailers.

Stevensons

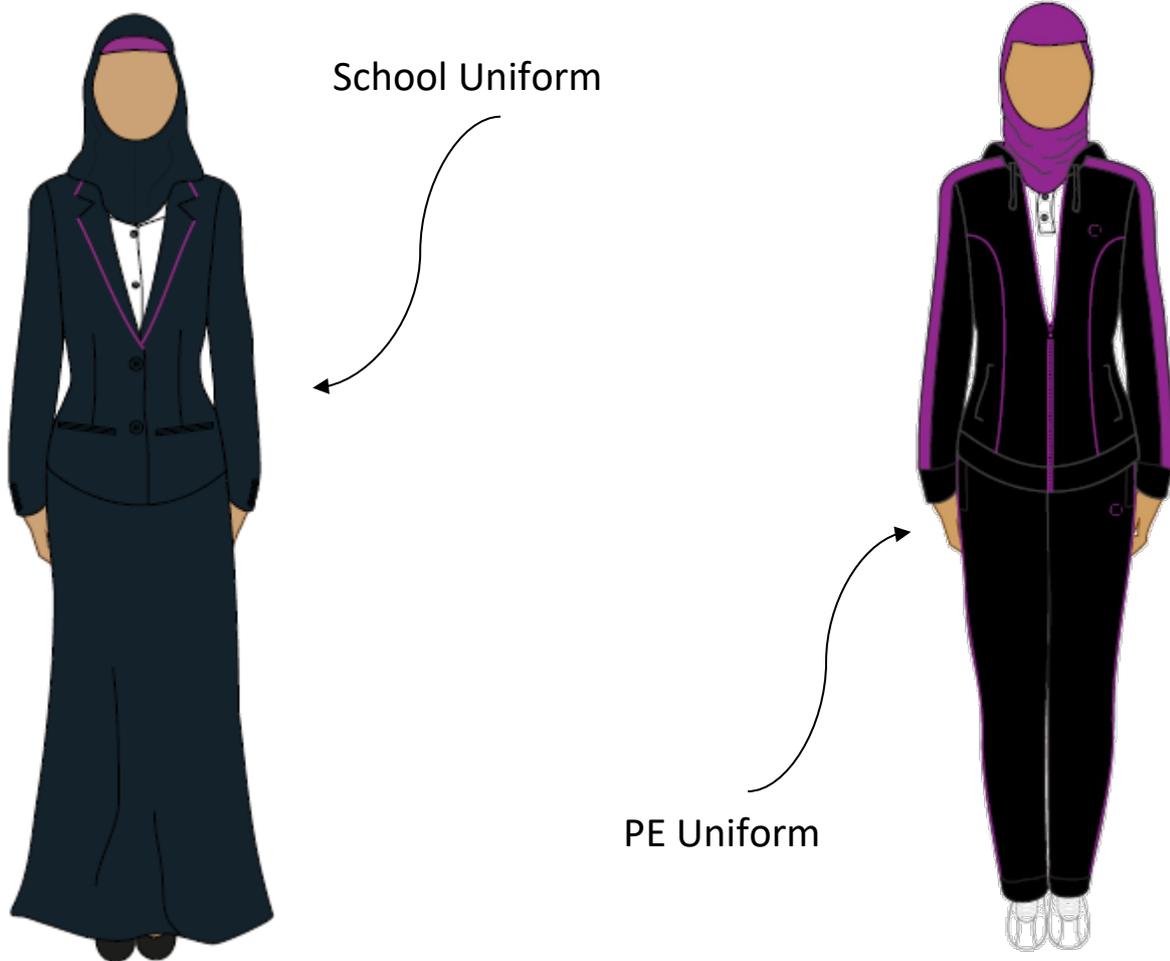
01727 815700

www.stevensons.co.uk

School Main Uniform
*School navy blazer with purple piping – badged with school logo
*School plain white revere collar blouse
*School plain navy skirt
*School navy V-neck jumper (optional) – badged with school logo
*School plain navy headscarf & plain purple hat – badged with school logo (Years 7, 8 & 9)
<u>OR</u>
*School plain navy headscarf – badged with school logo (Years 10 & 11) <i>(The headscarf is part of the Uniform. However, any pupil who does not wish to wear the headscarf due to individual values or cultural or faith sensitivities will not be required to do so.)</i>
Plain navy leggings to be worn under skirt (optional)
Plain black or navy socks <u>OR</u> plain black or navy opaque tights <i>(Must be worn at all times)</i>
Plain black formal shoes <i>(Polished black, traditional style, black flat sole and closed toe shoe. A plain design with no logos, decorative buckles, coloured laces or stitching, labels, tags, studs or other decorations. Boots, trainers, plimsolls, canvas or suede shoes are not permitted.)</i>
Plain bag
Plain outdoor coat (optional) <i>(Denim or leather jackets, or those with slogans or logos, are not permitted)</i>
School lanyard and ID card <i>(All pupils must wear their school lanyard around their neck at all times. All pupils must ensure that they have their ID card attached to their lanyard at all times. The school lanyard is issued free of charge to all pupils on their first day at school. Replacements can be purchased for a nominal fee.)</i>

School Sportswear
*School black long sleeve polo shirt <u>OR</u> School black short sleeve polo shirt – badged with school logo
*School black tracksuit bottoms
*School black ¼ zip midlayer sports top (optional) – badged with school logo
*School black sports socks (optional) <i>(Optional but School sports socks will be required for sports where shin pads are necessary)</i>
Plain black or white ankle/trainer socks
*School one-piece black headscarf – badged with school logo <i>(The headscarf is part of the Uniform. However, any pupil who does not wish to wear the headscarf due to individual values or cultural or faith sensitivities will not be required to do so.)</i>
Trainers

A different dress code may be required for school events. Such variations for all non-uniform events will be clearly specified and communicated to parents and students.



Personal Appearance

Long nails, nail varnish and make-up are prohibited.

No jewellery other than a wristwatch may be worn (unless otherwise agreed on grounds of faith).

Hair must be kept tidy and long hair must be tied back. Extremes of length or style are not permitted (unless otherwise agreed on grounds of faith). No fancy hair accessories are permitted.

School bag/pencil case/stationery bag

School bags, pencil cases or stationery bags must not display offensive or political images or slogans.

Banned items

Mobile Phones, MP3 Players, iPods and electronic gaming equipment must not be brought into school.

Financial support

The school provides financial support with the cost of the uniform to all students who are eligible for Free School Meals. If your daughter is registered to receive Free School Meals, the school will contribute towards the cost of uniform.

Breaches of uniform code

Uniforms will be checked on a daily basis to ensure they conform to our policy and that students look smart and well presented. In the event that a student has the wrong uniform, the teacher or member of staff will challenge the student and instruct them to address the issue.

For significant and repeated breaches of the uniform code, the matter will be referred to the Head of Year and the student may be sent home to address the concern before returning to school.

If a prohibited or offensive item (such as an offensive image or slogan on stationery) is brought into school, the item will be confiscated.

Basic Equipment

At Eden Girls, we expect each student to have the following basic equipment:

Pencil (HB) and Pencil Sharpener

Pen with Black Ink

Folder A4

Compass

Dictionary with Thesaurus

Mini whiteboard set (this will be given to your child).

Calculator – In order to help us teach calculator skills to all students in the same way, we are asking all parents to purchase the Casio FX-85GTPLUS model.

Rubber

Glue Stick

30cm Ruler

Protractor

GENERAL PROCEDURES

Illness

If a student falls ill in school, they should inform the teacher taking the lesson, who will send them to the Head of Year. If the Head of Year thinks it is appropriate for the student to go to the medical room or go home, then the student will be sent to the school office with a note in their planner. If the illness is a cause for concern, the school office will contact parents as soon as possible.

Appointments

All routine medical/dental appointments must be arranged outside of school hours. However, if a student has an unavoidable appointment during school hours, they must have a note from their parents to give to their Learning Co-ordinator. Students are required to sign out on leaving and sign back in on returning. Students will not be allowed to leave school during school time unless they are collected by a parent or other close relative. The time out of school should be minimal and students must not miss whole mornings or afternoons just because they have an appointment.

Leaving the School Building

A student may have to leave school during the school day. In order to do so they must have written authorisation for this from their Head of Year or a Senior Leader and must sign out at the school reception. Students will not be allowed to leave school during school time unless they are collected by a parent or other close relative.

Lunchtime

All students will be able to purchase a lunch in the school from a variety of options. Appropriate arrangements will be made for those on Free School Meals.

The School will make appropriate arrangements for the provision of food and drink to students and staff of different cultural, faith and ethical sensitivities. This includes:

- ensuring that food and drink provided for Muslim students on site or on approved educational visits arranged by the school is approved by the Halal Monitoring Committee.
- allowing students and staff to bring food and drink to the school for personal consumption if it is healthy. Fizzy drinks are banned.
- creating individual care plans for students with food allergies/medical conditions that document symptoms and adverse reactions, actions to be taken in an emergency, and emergency contact details.
- arranging alternative provision where:
 - students and staff have specific faith or cultural requirements other than 'Halal' – for example, kosher food
 - students and staff are vegans or vegetarians.

School caterers will be made aware of any special dietary requirements and requests will be submitted according to an agreed process.

KEY POLICIES AND PARENTAL CONSENT

For your child to play a full role in the educational activities of the school, parents will be asked to provide consent to a number of procedures and activities. These include consent or agreement to:

- the Home – School Agreement
- school trips and other activities that take place off school premises
- the provision of first aid or urgent medical treatment during school time on campus or on any school trip or activity
- the School Internet Acceptable Use Policy
- the Student Information and Communication Technology Acceptable Use Policy
- the Student Privacy Notice
- the use of photography within the school
- biometric security consent.

The Home-School Agreement

A Home-School Agreement has been drawn up in order to cement the commitment of the school, you and your child. It states:

As a pupil, I will...

- respect the mission and ethos of the school.
- always demonstrate the values of Service, Teamwork, Ambition and Respect.
- promote fundamental British values (including democracy, the rule of law, freedom of speech, freedom of thought and freedom of association) and reject all forms of discrimination and extremism.
- aim for the best possible standards in my studies, both at home and in school.
- attend school every day and arrive on time.
- attend all intervention or revision classes identified for me punctually.
- dress correctly for school, including on all trips, and bring the necessary equipment each day.
- care for the school environment and the environment around the school.
- ensure that I use the internet safely and sensibly so that it does not bring harm to me or others.
- work to my full potential in all subjects.
- participate fully in leadership programmes.
- complete homework on time, to the best of my ability.

As the parent(s)/carer(s), I/we will...

- respect the mission and ethos of the school.
- support the School by promoting the values of Service, Teamwork, Ambition and Respect in the home and attending parents' events and induction sessions offered by the School.
- promote fundamental British values and reject all forms of discrimination and extremism.
- support the School's efforts by encouraging the best possible standards in my child's studies.
- ensure my child attends school every day and arrives on time.

- ensure my child punctually attends all intervention and revision classes identified for them (these sessions are often after school, at weekends or during school holidays).
- arrange all medical and dentist appointments after school or during holiday time to ensure my child does not miss any learning time.
- organise family holidays outside of term time so that no learning in school is missed.
- support the School's Homework Policy by providing a quiet working area at home for my child to study.
- ensure that my child arrives at school appropriately dressed and with the correct equipment every day.
- ensure that my child uses the internet safely and sensibly so that it does not bring harm to him/her or others.
- attend all parent meetings, including performance review and Head of Year/Pastoral Lead or Class Teacher meetings (as needed) to discuss my child's progress and welfare.
- encourage my child to participate in the School's leadership programmes.
- contact the School if I have any concerns about my child's progress or welfare.
- abide by the Parent Code of Conduct.

As a school, we will...

- provide a safe, caring and stimulating environment that is true to our mission, inclusive ethos and protects against all forms of discrimination and rejects extremism.
- support the development of your child by fostering the values of Service, Teamwork, Ambition and Respect in school.
- provide an inclusive, values driven education offer that ensures equality of access for all.
- support the development of exemplary leaders who uphold fundamental British values of democracy, the rule of law, freedom of speech, freedom of thought and freedom of association.
- encourage the highest expectations of our pupils. We will expect your child to attend school on time every day, ready to learn and keen to achieve.
- deliver a high powered, knowledge-based academic curriculum and set challenging academic targets that are appropriate to your child's ability and aspirations.
- inform you on a regular basis about your child's progress towards these targets, in an easily understandable form.
- ensure carefully focussed traditional teaching and that lessons are well-planned and structured and cater for your child's specific needs and ability.
- ensure that work is assessed regularly and positive feedback is given to your child on their progress and how they can improve further.
- organise and deliver intervention and revision sessions for your child where we feel that this is needed to help them reach the best possible grades.
- offer a rich and diverse leadership programme that grows character and inspires charitable and social action.
- arrange regular opportunities to meet with teachers to discuss your child's progress.
- support your child to use the internet safely and sensibly so that it does not bring harm to him/her or others.
- support your child to overcome any problems that hinder their learning and their personal development.
- make arrangements to meet with you within a reasonable time if you wish to come into school to discuss any matter.

- support your child to overcome any problems that hinder their learning and their personal development.
- make arrangements to meet with you within a reasonable time if you wish to come into school to discuss any matter.

School Trips and Other Activities Taking Place off School Premises

At various stages of your child's education, there will be planned activities that take place away from the school campus.

We will ask for your consent at the start of the academic year. The trips and activities covered by this consent include:

- all visits (including residential trips) which take place during the holidays or a weekend
- all visits that take place as part of the curriculum during the normal school day
- adventure activities at any time
- off-site sporting fixtures outside the school day.

The school will send you information about each trip or activity before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any school trip or activity.

First Aid and Medical

The school has staff trained in the administration of First Aid or urgent medical treatment should the need arise. We will assume that you agree with these trained staff making decisions about the wellbeing of students, during school time on campus or on any school trip or activity, unless you write to us with other instructions.

School Internet Acceptable Use Policy

As part of students' curriculum enhancement and the development of ICT skills, the school is providing supervised access to the Internet including email.

Various projects have proven the educational benefits of Internet access, which enable students to explore a wide range of information sources throughout the world. Although there are concerns about children having access to inappropriate material via the Internet, the school takes a range of measures to minimise these risks. A filtering system is in operation which restricts access to inappropriate materials, and this is reinforced by the ICT staff who teach the safe and appropriate behaviours to adopt when using the Internet, email and other technologies.

Internet use is supervised and filtered within our school but families should be aware that some students may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people.

During school, teachers will guide students towards appropriate material and keeping the ethos of school in mind. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, and films.

Pupil Information and Communication Technology Acceptable Use Policy

The School recognises the importance of ICT in education. The Internet and other digital information and communication technologies are powerful tools, which can open new opportunities for everyone.

We have a range of Information and Learning Services that you will use during your time here. This is an easy to understand overview of the guidelines you need to be aware of and comply with. This will ensure the effective running and security of the School's ICT services and protect you and your information.

This policy applies to all school computers and devices (including Wi-Fi) and any mobile and tablet devices that you use in school.

Pupil accounts: Setting your password

You will be allocated an account when joining the School which you will take responsibility for; you are responsible for all the activity that takes place under your username. Protect your login account by using a memorable password for your account. When setting your password:

- use a combination of letters, numbers and symbols
- try using a memorable saying or phrase
- do not tell anyone your password and do not write it down

If you are worried someone has guessed your account password, you will need to immediately inform your class teacher and contact the ICT Department.

Pupil accounts: Saving your work

Your personal space on the school ICT network is known as your R Drive. Save your work to your Z: Drive (My Documents) to keep it safe.

Do not save to the C: drive on school computers as this is not backed up.

If you save to a USB memory stick, make sure that you know which the most recent version is and keep a backup copy.

Use of the Internet and email

A web-filtering system is in place at the School. However, it is impossible to guarantee that all potentially harmful material is filtered. If you come across any inappropriate website or content whilst using the ICT equipment, you must report it to a member of staff or the ICT Department immediately.

The use of Internet and email is a privilege and inappropriate use will result in that privilege being withdrawn.

All Internet access is logged and monitored. Use of the Internet should be in accordance with the following guidelines:

- only access suitable material – the Internet is not to be used to download, send, print, display or transmit material that would cause offence or break the law (this includes accessing sites meant for adults of 18 years or older such as pornographic or gambling sites)
- do not access Internet chat sites - you could be placing yourself at risk
- never give or enter your personal information on a website, especially your home address, your mobile number or passwords
- do not access online gaming sites - your use of the Internet is for educational purposes only
- do not download or install software from the Internet, as it is vandalism of the School's ICT facilities
- do not use the Internet to order goods or services from online shopping or auction sites
- do not subscribe to any newsletter, catalogue or other form of correspondence via the Internet
- do not download any unlicensed material such as music, videos, TV programs, games, and PDF files - this is considered illegal and therefore not permitted.

You will be provided with an email account. You are expected to use email in a responsible manner. Use of email should be in accordance with the following guidelines:

- do not open or forward any email or attachment from an unrecognised source or that you suspect may contain inappropriate material or viruses - report the item to the ICT Department
- do not send, forward, print or transmit in any form any offensive, obscene, violent or dangerous material via email
- do not send or forward chain letter emails, jokes, spam etc.
- use appropriate language - what you say and do can be viewed by others
- do not reveal any personal information about yourself or anyone else, especially home addresses, personal telephone numbers, usernames or passwords
- consider the file size of an attachment, files exceeding 1MB in size are generally considered to be excessively large and you should consider using other methods to transfer such files

If you are concerned about any email you have received, you should contact a member of staff immediately.

Use of ICT equipment

You have a responsibility towards the care of any school ICT equipment.

You must keep all liquids and food away from any ICT equipment.

Downloading and installing software packages on school-owned equipment is not permitted.

You must not:

- install unlicensed software on ICT equipment
- copy or distribute licensed software for installation on other ICT equipment
- deliberately port scan or use port scanning software
- use peer to peer file sharing software (e.g. KaZaA, BearShare, Morpheus) to download or upload obscene, copyrighted or illegal material
- connect or attempt to connect to ICT systems without permission
- run server operating systems or services without permission

- connect any form of network device (i.e. routers, wireless access points, switches or hubs) to the ICT network
- deliberately or unintentionally cause the interruption of any school service or another user's data or system e.g. by virus infection
- save personal media images, sound and videos in the file server network.

You should report all faults or damage to school-owned equipment to a member of staff.

Vandalism to ICT equipment will result in cancellation of privileges and parents will be asked to make payments for any malicious damage to the ICT equipment. Vandalism is defined as any malicious attempt to harm or destroy data of another user and deliberately damage or damage ICT equipment.

Social networking sites

You are not permitted to access social networking sites such as Facebook and Twitter in school.

You are not permitted to have staff at the School as contacts on social networking sites.

Printing

You must use printing facilities economically and only for recognised educational purposes.

Loss of data

The School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions.

Online bullying

The School will not tolerate any form of bullying including electronic or online bullying. Sending or publishing offensive or untrue messages or imagery that could intimidate, harm or humiliate other pupils and their families is forbidden and could be regarded as breaking the law.

The School reserves the right to monitor all Internet and email activity within the bounds of current legislation in order to keep the Internet safe for all at the School and to protect from online bullies. Any instances of bullying will be taken very seriously. As with any other form, cyber or online bullying will be investigated fully and will result in disciplinary action.

Hacking

Any type of hacking (an attempt to gain access to folders, databases, or other materials on the network to which you are not entitled) is an extremely serious offence. Similarly, physical interference with another user's computer is not permitted.

Copyright

You must not copy or store files, documents, music, video or any other material where copyright restrictions exist, unless permission by the copyright holder has been given. Using copyright material without permission is an offence.

Sanctions

The following sanctions may be applied:

- violation of the listed prohibited activities will result in a temporary or permanent ban on Internet/computer use
- parents/carers will be informed
- additional disciplinary action may be added in line with existing practise on inappropriate language or behaviour
- when applicable, police or the Local Authority may be involved.

Summary

Having read the ICT Acceptable Use Policy, your child will be required to sign the following summary and declaration:

The following policy guidelines apply to all school computers and devices (including Wi-Fi) and any mobile and tablet devices that you use in school.

- *DO NOT share your school account password with anyone.*
- *SAVE your work to R drive.*
- *DO NOT access others' accounts.*
- *DO NOT use the Internet to:*
 - *access/transmit illegal or obscene material, or material that discriminates on any grounds*
 - *access chat or social networking sites (e.g. Facebook, Twitter)*
 - *access gaming sites*
 - *download unlicensed material such as music, videos, TV programmes etc.*
 - *order items from online shopping or auction sites.*
- *DO NOT open emails that you think may contain inappropriate material or a virus.*
- *DO NOT reveal any personal information about yourself online or via your email.*
- *DO NOT deliberately port scan or use port scanning software.*
- *DO NOT use peer to peer file sharing software (e.g. KaZaA, BearShare, Morpheus) to download or upload obscene, copyrighted or illegal material.*
- *DO NOT connect or attempt to connect to ICT systems without permission.*
- *DO NOT run server operating systems or services without permission.*
- *DO NOT make, install or distribute unauthorised copies of computer software.*
- *DO NOT connect any form of network device (i.e. routers, wireless access points, switches or hubs) to the ICT network.*
- *DO NOT copy files (images, music, video, text) that are copyright protected.*
- *DO NOT publish or share any information that damages the reputation of the school.*
- *DO NOT deliberately or unintentionally cause the interruption of any school service or another user's data or system e.g. by virus infection.*
- *DO NOT deliberately damage/vandalise hardware equipment in school.*
- *DO NOT intentionally waste limited resources, including printer ink and paper.*

- *DO NOT save personal media images, sound and videos in the file server network.*
- *DO NOT hack or physically interfere with another user's computer.*
- *DO NOT contact staff via social networking sites.*
- *DO NOT bully others online and report any bullying to a member of staff.*
- *REMEMBER the school may monitor your use of IT systems and online behaviour to maintain a safe school.*

I have read and agree to abide by the rules stated in the ICT Acceptable Use Policy. I understand the consequences if I do not.

As with any other area, we will expect that you, as a parent or guardian, will set and convey the standards that your child should follow when using ICT, media and information sources at home.

As set out, during school, teachers will guide students towards appropriate material and keeping the ethos of school in mind. We would ask all parents to ensure the same safeguards at home by:

- installing the latest site blocking software
- placing time restrictions on the Internet so that it cannot be used after a certain time at night
- considering placing the computer in the living room rather than your child's bedroom
- discussing the risks of the Internet and related social networking sites, such as Facebook, with your child (the school bans the use of these sites in school and there is no requirement for your child to use them for school related activity at home) - any use of these sites at home should be very closely supervised and monitored
- attending the effective parenting session that the school will offer on the safe use of the Internet at home.

Privacy Notices

Star Academies, who operate the school, is the Data Controller of the personal information you provide to us. This means it determines the purposes for which, and the way, any personal data relating to pupils and families is to be processed.

The Head of Governance and Corporate Services is our Data Protection Officer. The Data Protection Officer's Role is to monitor and oversee our data processing practices.

We collect personal information from your child and may receive information about your child from their previous school and the Learning Records Service. We hold this personal data to:

- support your child's learning
- monitor and report on your child's progress
- provide appropriate pastoral care
- assess how well we are doing.

Please read our school Privacy Notices for pupils and families and for pupils aged 13 and older and direct any queries to:

Head of Governance and Corporate Services
Data Protection Officer

Star Academies
Shadworth Road
Blackburn
BB1 2HT

Use of Photography and Video

Under Data Protection laws, and in line with our Privacy Notice, we must have a lawful basis for processing personal data. Star Academies, as the Data Controller, requests consent for photography and video recordings.

Without your consent, we will not use photographic images and videos of you / your child. Similarly, if there are only certain conditions under which you would like images and videos to be used, we will abide by the conditions you outline.

Photographs and videos may be kept indefinitely for historical / archiving purposes but will not be published for a period longer than 3 years after the pupil has left the establishment.

We will only publish images and videos in line with consent provided in our Photography and Video consent forms.

FREQUENTLY ASKED QUESTIONS

How do I contact the school?

You can contact the school as follows:

Eden Girls' School, Slough
183-187 Bath Road
Slough SL1 4AA
T: 01753 351010
E: info@egslough.staracademies.org
W: www.edengirlsslough.com
Twitter: @edengirlsslough

Who is my first point of contact?

Your child's Head of Year is the first point of contact. You can contact the Head of Year via the school planner or call the school office on 01753 351010.

If the Head of Year is not able to resolve the problem, contact the school who will direct you to your child's Senior Leadership Link. The Principal should not usually be contacted directly unless the school communication network has been followed and the matter has still not been resolved.

What do I do if my child is ill and will not be coming to the school?

Call the school before 8.30am on the first day of absence and send a letter to explain the absence on their first day of return.

What do I do if I need to take a family holiday during term time?

In line with Government's guidelines, you will not be given permission to have a holiday during term time. However, in an emergency or under extraordinary circumstances, permission for leave of absence must be sought from the Principal by completing an 'Absence Request Form'. This should be completed and returned at least four weeks prior to booking any flights. Please do not book any flights before getting permission from the school. If your daughter takes unauthorised leave from the school, parents could be subject to a fine or she could lose her place at the school.

What happens when there is a school trip?

You will receive a letter informing you of the trip. The letter will clearly inform you of the dress code, what your child can bring to the trip, what time they will leave and return, and how much it will cost. Parents will be asked to give permission by completing a form.

How does the school keep us informed of events?

There is a half-termly school newsletter that will keep you informed of key events at the school. However, if we need to inform you of any other events or activities, your child will bring a letter home from the school. You will also be able to access letters using the school's virtual learning environment (VLE), available from our website (www.edengirlsslough.com). We will also inform you by sending a text message to your preferred mobile number. More details on this will be provided after your child starts at the school.

How does the school keep us informed of our child's progress?

To keep you informed of your child's progress the school will organise:

- Half-termly report cards, which include results of regular tests that your child completes in each subject (available from the Internet and through the post).
- A parents' evening in the first term of Year 7
- A full report during the final term
- A parents' evening in the final term of Year 7
- A Performance Review Meeting, with a senior leader, each half-term to review your child's progress, if their levels/grades are below nationally expected averages.

In addition, if your child does well in subjects, you may be contacted by their teacher to say well done.

What do I do if I suspect bullying?

Reassure your child that the school will help them to resolve any issues and that they were right to raise it. Call the office and ask to speak to the Head of Year for your child or the senior leader responsible for student welfare.

Is there a lot of homework?

There is regular homework given in all subjects. Homework is very important to reinforce learning and help your child to become an independent learner.

During Year 7 your child can expect an hour's homework each day, though this can normally be done over the weekend. The amount of homework will be greater from Year 9 onwards.

Can my child bring a mobile phone to school?

Mobile phones and all electronic equipment (except for calculators) are banned from the school. If, however, you feel that your child needs to have a mobile phone for use to and from school, then your child **must** hand it to their Head of Year during registration. The phone will be signed for and locked away until the end of the school day, when it is your child's responsibility to collect it.

If your child is found to have a mobile phone or banned electronic equipment in lesson, the item will be confiscated. Parents will be asked to collect the item at the end of the academic term.

What happens if my child arrives late to school?

If your child arrives late to school, they should report directly to the School Administration Office. They will be signed in and then escorted to lessons. When a child arrives late, she will be assigned 10 minutes detention with her LC after school on the day the lateness has occurred. If your child is late more than once in a week, without good reason, they will receive a 30 minute detention.

What happens if my child needs to leave early due to an appointment?

The school expects that parents will book all appointments outside of school time (e.g. Friday afternoons). However, we realise that this is not always possible. If your child needs to leave early due to an appointment, they should bring a note from a parent/carer to inform the school. Your child

should report to the Head of Year at the start of the school day and they will be given an 'out of school pass'. When it is time to leave school, they will need to report to the School Administration Office to sign out. Please note that students who need to leave early from school will have to be collected by a parent or other close relative.

What happens if my child needs to leave school unplanned to go home early?

If your child becomes ill in school or needs to leave school early due to another unplanned reason, they will have to be collected from the School Administration Office. If they become ill, your child's Head of Year will call home to arrange for a parent to collect them.

How will my child make payments for trips and events?

All payments are done via ParentPay. You will receive information on how to set-up account on ParentPay in your induction pack. For further questions, please contact the school.

How will the school contact me if there is an emergency?

If there is an emergency, the school will contact you using the main telephone number you have provided. If the school is unable to contact you through the main telephone number you have provided, we will contact relatives if you have provided their number.

It is important that you contact the school if your contact details change e.g. if you change your mobile number.

How will school keep me updated of revision classes, after-school clubs, sudden closures to the school and other events?

If you have provided your mobile number to the school, we will send a text message to you regularly.

Text messages are used by the school to remind you of important revision classes or after-school clubs that your child should attend, as well as to let you know when we send a letter home with them. If the school needs to remain closed or finish early (e.g. due to snow), we will send a text message to you by 7.30am in the morning.

SERVICE STANDARDS FOR PARENTS

There are certain service standards you can expect from the school.

External Phone Calls

Between 7.15am and 4.00pm on school days Monday to Thursday, calls are to be answered within 5 rings. Office hours on a Friday are 7.15am to 2.30pm. An 'answer phone' system will operate outside these hours to record messages. Recorded messages will be retrieved during the morning and responded to as required within the day.

Incoming Formal Letters from Parents (excluding Student Planner messages)

All formal mail from parents, whether received by post or hand delivered, will be date stamped. Letters are to receive a reply within 5 school days or acknowledged within 2 school days if a reply is not possible within that time.

School Administration Office (Reception)

School Administration Office hours are 7.15am to 4.00pm on school days (to 2.30pm on Fridays). The office will always be staffed during term time.

Access to Teachers

Teachers can be contacted via the School Planner. However, if the matter is urgent, messages can be passed to teachers via the Main School Office in the mornings, or a member of the Senior Leadership Team will meet with you if they are available.

Student Planner (informal notes and messages)

Learning Co-ordinators will review and sign your child's Student Planner at least once a week. They will deal with issues according to the urgency of the matter raised. During morning registration, Learning Co-ordinators will ask students for any messages to be brought to their attention. Where the message is urgent, e.g. a parent collecting a child who is attending an appointment during the school day, it is the responsibility of the student to show the Learning Co-ordinator their planner during morning registration.

Comments/Suggestions

Parents can leave comments and suggestions at reception. Parents will receive an individual response. Pupils have a Worry Box which they can use in school.

Complaints

Separate complaints procedures are in place for parents and students. A detailed copy of the procedure is available, by request, from the Main School Office or can be downloaded from the school website.

Consultation

The school is committed to consulting and involving parents in the work of the school. This will include regular reports to parents regarding their child's progress, potential and attainment.

Monitoring

This will take place monthly and be handled by the Senior Leadership Team and representatives of the Governing Body to include:

- telephone monitoring by means of random calls to the school number
- monitoring of letters by samples selected at random on a monthly basis
- frequency and quality of responses to parents' suggestions and comments placed in the School Administration Office
- random samples of Student Planners on a termly basis (this will be handled by Heads of Year).

Publication

Standards and performance will be published for parents by newsletter and other suitable means, such as the School Prospectus and display boards.

The School Profile publication will provide an annual report on the organisational and academic performance of the school.

In accordance with requirements of the Freedom of Information Act, copies of policies, procedures and documents are available for inspection.

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