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ACHIEVE

ENJOY

# Swakeleys School for Girls



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# Ms Stevenson Headteacher





































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HEME IMAGE  
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AO3 IDEA  
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EXPLANATION  
NOTATION





























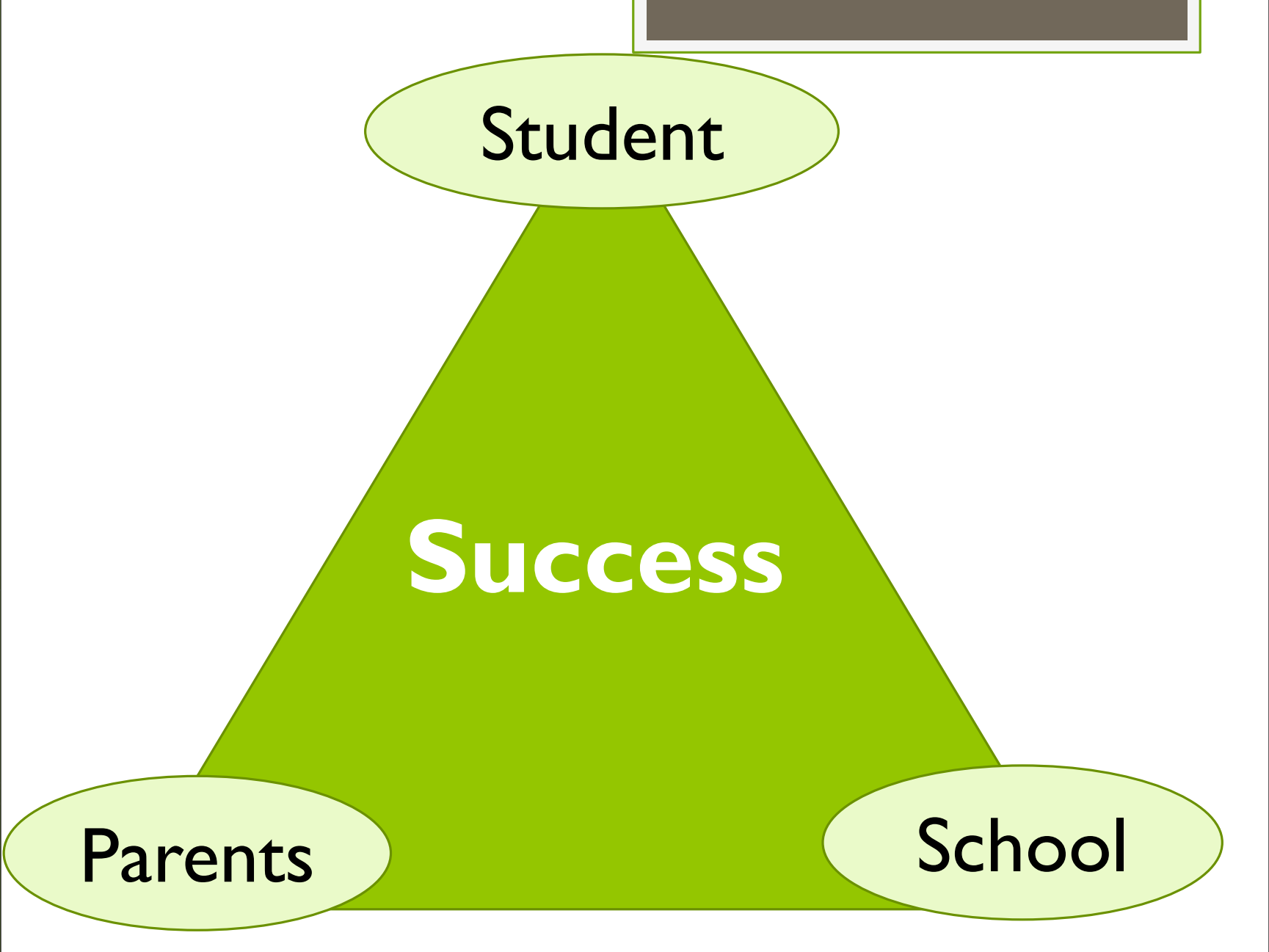
# My Values

- Hard work
- Integrity
- Quality relationships
- Trust
- Family





How are you feeling?



**Student**

**Success**

**Parents**

**School**



**Swakeleys School will do its best to:**

- care for your daughter's safety and happiness
- ensure that your daughter achieves her full potential as a valued member of the school community
- provide a balanced curriculum and meet the individual needs of your daughter
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- keep you informed about general school matters and about your daughter's progress
- be open and welcoming at all times and offer opportunities for you to become involved in the life of the school.
- set, monitor and evaluate targets to help your daughter achieve them

**Headteacher Signature** \_\_\_\_\_ **Date:**

**As a pupil I will do my best to:**

- attend school regularly and on time
- bring all the equipment I need every day
- wear the school uniform, attend to my personal hygiene and be tidy in appearance
- do all my classwork, coursework and homework as well as I can
- meet all deadlines
- deliver all communication ie letters between parents and school

**Pupil's Signature** \_\_\_\_\_ **Date:**



## SWAKELEYS SCHOOL HOME SCHOOL AGREEMENT

### As Parents/Carers we will do our best to:

- see that my daughter goes to school regularly, and that all absences are explained in writing
- see that my daughter goes to school punctually and is properly equipped
- make the school aware of any concerns or problems that might affect my daughter's work or behaviour
- support the school's policies and guidelines for behaviour
- support my daughter in homework and other opportunities for home-learning
- attend parents' evenings and discussions about my daughter's progress
- get to know about my daughter's life at the school
- find out about my daughter's targets and support her in meeting them
- ensure that all holidays are taken **out** of term time

**Parent Signature(s)**\_\_\_\_\_ **Date :**

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# **Miss Allan Year Learning Co-ordinator 7**





# ***What is most important to us?***

***Achieve***

***Behave***

***Contribute***



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# Uniform: W&S Sports

- Compulsory grey Swakeleys School for Girls blazer (green trim)
- Optional black v-necked jumper with one green stripe in the 'V'
- Compulsory black double pleat skirt **OR**
- A choice of two styles of uniform trouser that are compulsory
- All uniform can be purchased from our school supplier W&S Sports
- Uniform skirt and trousers must be bought **only** from W&S Sports
- Any student who wears a headscarf for religious reasons must wear a plain black, green or white headscarf with no embellishments.



# Other uniform

- Plain green blouse with collar, long or short sleeves
- Black or white/natural socks or plain black tights
- Black flat or low-heeled formal shoes (No Vans)  
Shoes must be leather/leather look and without fashion accessories etc. Kickers SHOES are allowed
- A warm, practical coat. No hoodies or sweatshirts with hoods
- Make-up is not permitted in Years 7-9. Hair must be a natural colour and no extreme styles
- School lanyard must be worn at all times and will be issued on the year 7s first day in September

# PE kit

Please read the PE uniform list carefully in your welcome pack. Three important things to note are:

- Purchase a PE top in the **correct house colour**
- Buy sports trainers - fashion trainers are **not** acceptable
- Headscarves may **not** be worn around the neck in contact sports. Girls will be expected to remove them, tie them differently or wear a sports hijab



# PE trainers

- Appropriate examples:



Clear differentiation on the sole of the shoe to ensure the appropriate support

- Not suitable examples:



**Sports shops may sell these for sport but they are inappropriate as they have no support and/or the sole is flat**



# Uniform & PE kit purchase

The following items MUST be purchased from W & S Sports, our official supplier:

- Blazer
- Jumper
- Skirt and/or trousers
- PE House Colour Top
- PE sweatshirt (optional)

W & S also stock the correct colour blouse. If you buy this elsewhere please make sure the colour is correct.

# Uniform & PE kit purchase

Purchases can be made ONLINE:

[www.wssports.co.uk](http://www.wssports.co.uk)

If you have any queries about sizing please contact the supplier directly:

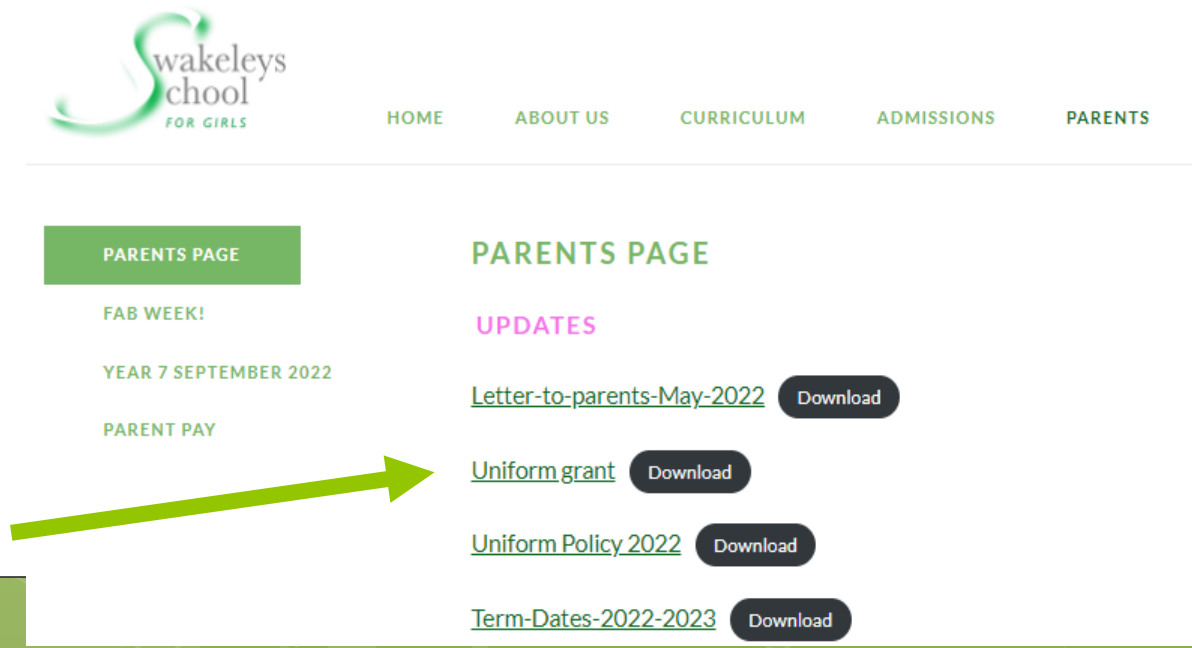
Email: [info@wssports.co.uk](mailto:info@wssports.co.uk)

Telephone: 01844 690 200

Miss Allan will be in the school canteen from **3.30-5pm** on **Thursday 13<sup>th</sup> July** to try on blazers & shirts for sizing.

# Uniform

- If any parent/carer is facing financial hardship and needs help with purchasing uniform we can help with a uniform grant
- Please complete the **School Uniform Grant Application Form** which can be found on our school website





# Other uniform

- Nail varnish and false nails of any kind are not permitted
- Hair accessories must be understated and black, white, green, gold or silver. They should not be decorative .e.g. with large flowers, patterns

## Jewellery

- Acceptable:
  - one discreet ring,
  - 5mm stud in ear lobe gold, silver or clear,
  - discreet stud nose piercing,
  - Religious jewellery such as a religious bangle or cross on a chain, health bracelets.
  - No other jewellery is allowed!

# School bag

We do not have a standard school bag. Please ensure that a bag is:

- Easy to carry (e.g. rucksack)
- Big enough to hold A4 folders and PE kit (a separate PE bag is a good idea however)
- Has a place for a re-usable water bottle
- Has a safe place for keys
- **Is named!**

Please name all items of clothing. Fed up of name labels?

- Try: [www.stamptastic.co.uk](http://www.stamptastic.co.uk)

# The environment

**We are doing what we can to help with environmental issues**

- No single use plastic – buy a re-usable water bottle
- Use recycling bins
- Walk to school, cycle to school or use public transport.  
This is in keeping with our desire to preserve the environment and also contributes to a healthy lifestyle

**Clifton Gardens is our main entrance for both  
pedestrians and vehicles**

**Highfield is for students only to enter & leave school.**



# Parent Pay

## **We are a cashless school**

- All pupils will have a Parent Pay account – a letter with registration details will be given in September
- Cash is assigned to individual ID cards which are then used in the canteen
- Lanyards and ID cards are also our form of security and must be worn at all times

# Social media

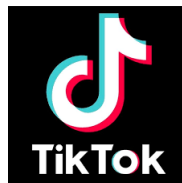
**Whatsapp**

**16+**



**Tik Tok**

**13+**



**Instagram**

**13+**



**YouTube Account/  
channel**

**13+**



- Please do consider allowing your daughter to have any form of social media.
- For the majority of social media apps your daughter is not legally meant to be on these platforms.
- There is an age limit for a reason; most young people don't understand the impact or consequences of using social media in an inappropriate way and the impact social media can have on their mental health.

# Mobile phone policy

- Mobile phones may not be used within the school building at any time and must not be seen or heard.
- Mobile phones may not be used on the school grounds or outside spaces between 8.40 and 3.20 (3.10 for year 7) (2.05 on Tuesday)
- Lockers are provided to all pupils and the responsibility for personal property, including mobile phones, remains with students. **They are expected to place mobile phones in a locker** securely if they are brought into school and students should secure their locker with an appropriate padlock.



# Mobile phone policy info

- Any pupil whose mobile phone is seen or heard by a member of staff will have their phone confiscated and placed in the school safe.
- The confiscation will be logged on their behaviour record and sent to a member of LG and the pupil will receive a 1 hour LG detention. **Refusal to hand in the mobile phone to any member of staff who requests it will result in Alternative Provision Level 2.**
- If a phone is confiscated it will be retained in the school office for 5 school days and can then be collected after the school day on day 6 during office opening hours. Parents/carers will not be able to collect the phone earlier than this.

# Mobile phone policy info

- In cases of pupils who persistently break the rules relating to mobile phones (more than 2 mobile phone related incidents in a school year) the school reserves the right to retain the phone until the end of the school term and to ask that it is then collected by a parent by appointment with the Year Learning Co-ordinator.
- If your daughter needs to contact you during the school day she can see her YLC or go to the Welfare office to contact you.
- If you need to contact your daughter during the school day, you must do this by phoning the school office and a message will be passed to your daughter.

# Online Safety Code

## Pupils will:

- Remember that images online do not always reflect reality
- Only add members to a group with their consent
- Power down screens 30 minutes before bed
- Only post comments that make people feel good about themselves
- Only post pictures of people if they approve
- Use non-offensive language and respect the views of others
- Only follow and accept people who are known and a similar age
- Report abusive and inappropriate messages

Please consider carefully the type of phone you will allow your child to have.

Smart phones are expensive items. **Does she need one?**

Please do not allow your daughter to use WhatsApp and Snapchat.

Visit [www.net-aware.org.uk](http://www.net-aware.org.uk) for advice on age appropriate social media and gaming.



# Safeguarding

**The Designated Safeguarding Leads are:**



**Mrs Hare**  
**Deputy Head**



**Miss Hanlon**  
**Assistant Head**

**and the Year 7 – 11 YLCs & the 6<sup>th</sup> Form Pastoral Lead**

We occasionally do need to speak to your daughter or to you about things that have happened in school or at home. Very occasionally, in the case of some safeguarding concerns, our role requires us to contact external agencies before contacting you.

**You can contact us if you have concerns about the safety of your own child or any other pupil in the school.**

# Mental Health services available


## o Place2Be and Place2Talk

- o **Place2Be** provides emotional and therapeutic services in primary and secondary schools, building young people's resilience through **talking, creative work and play.**
- o **Place2Talk** is here at break or lunchtime to support young people to think about any worries they might have.
- o **How:** Email [place2be@swakeleys.org.uk](mailto:place2be@swakeleys.org.uk)
- o **What:** Book a 15 minute appointment with Ella
- o **When:** Break or lunchtime (Monday to Thursday)
- o **For:** Individual or small group session (up to 3 people)
- o **Confidential unless there is a safeguarding concern**


# Mental Health services available


**shout** : text support service  
24/7 crisis text line

**Need urgent help?**



**Can't cope?**  
Get free, confidential support in  
a crisis 24/7. **Text P2B to 85258**

 FAQs answered at  
[place2be.org.uk/text](http://place2be.org.uk/text)



Text P2B to 85258  
[www.giveusashout.org](http://www.giveusashout.org)

- We also have a Pastoral Support Team.
- Mr Tottman & Ms Ferreira are available to be seen at break time and they will see students on a weekly basis by appointment if it is felt that support is required.

# Form tutors

<b>7FN</b>	<b>Ms A Samuels</b>
<b>7MC</b>	<b>Mrs R Kantak</b>
<b>7EB</b>	<b>Ms L Jones</b>
<b>7JA</b>	<b>Miss H Sebley</b>
<b>7AF</b>	<b>Mrs L Hayes</b>
<b>7RP</b>	<b>Ms C Braban (Assistant YLC7)</b>
<b>7MY</b>	<b>Mrs M Vasanthakumar</b>
<b>7DS</b>	<b>Miss R Sood</b>



# Information for parents

- Admissions – Thank you for completing our admissions form (If you did not receive the email regarding the link to the google form in May please email the school to inform us)
- Website – [www.swakeleys.hillingdon.sch.uk](http://www.swakeleys.hillingdon.sch.uk)
  - ✓ Year 7 Welcome Pack
  - ✓ Reading book list
  - ✓ Uniform & Free School Meals letter

# Before September...

- Purchase a padlock for your daughter's locker
- Read the Year 7 Welcome Pack together which will be on our website by the end of the week as well as handed out in today's meeting.
- Practise the journey and agree pick-up points
- Buy and **label** her uniform and PE kit

...and on Wednesday 6th September

- Year 7 Induction Day – information will be emailed soon.
- Your daughter should be in correct uniform and for Induction Day use the Clifton Gardens entrance
- Bring their pencil case/bag – but year 7 do not need PE kits on this day
- Packed lunch to be brought for the first week

# On a daily basis

- Check the Link Book every day for messages, and also Google Classroom & ePraise for homework and deadlines
- Find a quiet place and have a fixed routine for doing homework – ePraise and have no phone to distract them!
- Parents can download the ePraise app and use your daughter's login details given in September to monitor what homework is being assigned.
- Checking your daughter's messages/emails/use of mobile phones
- Get ready the night before – lunch, books and equipment packed in order to have a calm start to the morning.



# Excellent attendance

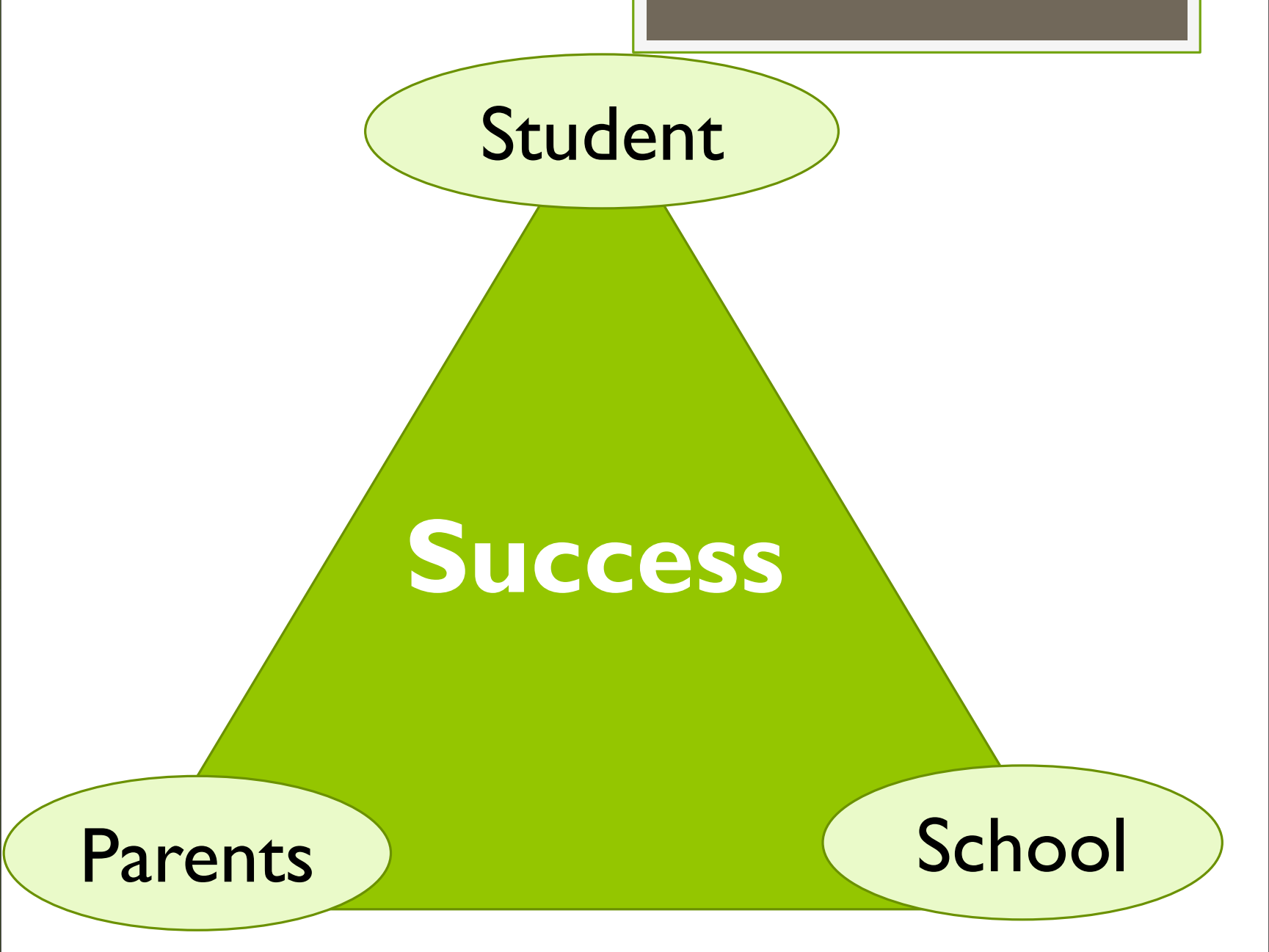
- Punctuality – aim for an 8.15am - 8.30am arrival
- Phone before 8.30am to inform of reason for absence
- Automated phone call for unknown absence
- Please send letter explaining absence on your daughter's return to school – no holidays during term time
- Attendance: Mrs Parker-Payne, Home School Liaison Officer

# The Welfare Office

- Mrs Skinner – Welfare Assistant
- Contact us about any medical issues
- Provide spares of any regular medication

# Special Educational Needs

- Dr Laxton
- If you need to speak with Mrs Skinner or Dr Laxton they will be available after this meeting.



**Student**

**Success**

**Parents**

**School**

# Thank you

- Thank you for joining us this afternoon, I look forward to meeting you again at our Safe Settled & Successful Evening for year 7 on Wednesday 27<sup>th</sup> September at 6-7pm