



2023-2024


YEAR 7 Welcome

Booklet



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 @SwakeleysSchool





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Welcome to Swakeleys School for Girls! I hope your daughter will be happy and successful here, and that you will be pleased with her progress.

The aims of the school are set out on page 4 of this booklet, and you will see that we want your daughter to achieve her best, be it **academically, personally** or **socially**. Habits formed at the beginning of her school career will be crucial in her success. **The influence of parents is far greater in this than that of the school - we cannot educate your daughter without your help.** I am therefore looking for a supportive, cooperative **partnership** between you the parents/carers, and us the teachers, as this will be the key to her success and achievements.

Because you have chosen Swakeleys for your daughter, I know you will want to support the aims of the school and its rules and regulations. The information in this handbook is intended to be useful to you in the coming months. If there is anything else you need to know, or if you have any concern about your daughter's progress, please do not hesitate to get in touch with the school.

Ms Kelda Stevenson
Headteacher

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AIMS OF SWAKELEYS SCHOOL FOR GIRLS

- To create a school community based on equal opportunities in which each individual is valued, and where learning will thrive so that girls will gain a sense of achievement from the learning process.
- To provide a challenging and stimulating environment which will enable every girl to achieve the highest level of skills, knowledge and qualification of which she is capable.
- To teach self discipline and a sense of responsibility to self and others and to foster a commitment to excellence.
- To widen the horizons of all our pupils, to make them aware of the rich cultural diversity of our society, and to prepare them for the wide variety of roles open to women in today's world.
- To foster close links with the local community and to be flexible as an institution so as to evaluate and respond to new initiatives, both from inside and outside the school.



HOUSE COLOURS

Swakeleys runs a House System throughout the school, which is both competitive as well as motivational. Girls are allocated to a house through their forms. House names and house colours are as follows:

AF	ANNE FRANK	BLUE
EB	ELIZABETH BLACKWELL	RED
FN	FLORENCE NIGHTINGALE	GREEN
JA	JANE AUSTIN	PURPLE
MC	MARIE CURIE	YELLOW
RP	ROSA PARKS	ORANGE
DS	DIANA SPENCER	TURQUOISE
MY	MALALA YOUSAFASI	PINK

House points are awarded throughout the year for a variety of events. These can include House Dance, House Sing, spelling the Word of the Week, attendance and excellent corridor behaviour.

STARTING A NEW SCHOOL

Coming to Secondary School means leaving the familiar surroundings of the Primary School for a school several times larger in terms of buildings, pupils and teachers. Since Swakeleys draws on a great number of Primary Schools in each year, your daughter may be the only one from a particular school in her year, or one of many. Some girls find the transition difficult at first, but most of the girls who join us in September settle in very quickly because they have been well prepared for the move to the Secondary School. We would ask you to help your daughter accustom herself to the new routines, so that her first few weeks are as easy as possible.

TRAVEL TO AND FROM SCHOOL

We believe that your daughter should either walk to school, cycle to school or use public transport. This is in keeping with a 'healthy lifestyle' and our desire to preserve the environment.

Public Transport - Your daughter will probably be using public transport for the first time, unaccompanied by you. During the summer holiday, you need to undertake a few 'dummy-runs' with her, so that she familiarises herself with the buses/trains she needs to catch and is aware of the approximate length of time required to travel. Your daughter should also know the times at which buses/trains run, and what you want her to do in case of transport problems.

Private Transport – In the case of illness or disability, access to the site by car is of course permitted, by arrangement. If this is the case, you must drive in through the Clifton Gardens entrance, down the drive and drop her at the turning circle. Under no circumstances should you ever drive a car into Pole Hill Road as this causes serious congestion and it is dangerous, both for your own child and other pupils, to have a constant stream of traffic.

Walking to School – Please practise walking the route to school in the summer holiday so that your daughter knows the route and how long the journey takes, making sure that she can arrive in good time.

Cycling - If your daughter has passed her Cycling Proficiency Test and wears a cycle helmet she may cycle to school as soon as she has shown proof of this to our Year 7 Learning Coordinator.

In all cases, parents will be aware of the importance of sound road and traffic sense. Road Safety is a topic which will be dealt with in school periodically, but please ensure that your daughter understands and is able to apply the rule of the road.

ORGANISATION

Perhaps for the first time in her life, your daughter is responsible for everything she needs for the school day and this can involve many items. **It is important that she establishes a set routine and that she learns to organise herself.** She will need help and support from you in this, especially at first. For instance, everything required for the school day needs to be ready the previous evening. Your daughter will need a strong, waterproof bag to carry her equipment and books to and from school.

ESSENTIAL EQUIPMENT

1. Ruler
2. Protractor
3. Colouring and 'lead' pencils
4. Ballpoint pens (only black, blue, green, no other colours)
5. A fountain pen and spare blue or black ink cartridges
6. A pair of compasses
7. Pencil case
8. Rubber
9. Pencil sharpener
10. A pocket dictionary
11. A basic calculator
12. Glue stick
13. Scissors (blunt ends)
14. A small plain dark-coloured over-the-shoulder bag for money, keys etc

We do not allow Tippex correcting fluid.

TIMING OF THE SCHOOL DAY

(NB: These timings are subject to change)

Your daughter should be at school each day by 8.30. If your daughter arrives at school before 8:30, she must go straight to the year 7 zone which is the grass area to the right of the Sports Hall and remain there until brought into school by the Year 7 Learning Coordinator for an 8.40 start to registration. Year 7 finish school at 3.10pm every day except Tuesday as we have an earlier finish, year 7 finish at 2.05pm.

Girls who are late will be issued with a zero-tolerance detention.

Monday, Tuesday, Wednesday, Thursday, Friday

8.30 am Get READY for Registration

8.40 – 8:55 Registration

8.55-9:00 Changeover

9.00-10.00 Lesson 1

10.00-10.05 Changeover

10.05-11.05 Lesson 2

11.05-11.25 BREAK

11.20 Get READY for Lesson 3

11.25-12.25 Lesson 3

12.25-1.15 LUNCH

1.10pm Get READY for Lesson 4

1.15-2.15 Lesson 4

2.15-2.20 Changeover

2.20-3.10 Lesson 5
(Year 7: 3.10pm, Years 8-13: 3.20)

Don't be late! Avoid zero tolerance detentions for lateness!

On a Tuesday students finish after lesson 4 -
Year 7: 2.05pm, Year 8-13: 2.15pm



LINK BOOK

Every pupil is issued with a Link Book which we ask you to look at as regularly as possible. You may write or receive messages from staff so please do check it regularly. Your daughter must look after her Link Book, it is sized so that it fits into her blazer pocket so she is able to bring it everyday with ease. We do not permit graffiti.

LOCKERS

Girls will be given a locker to use during their time at Swakeleys . The locker should be used to keep her books and personal belongings (including mobile phone if they bring them into school) secure. **Everything should be clearly marked with your daughter's name.**

SCHOOL UNIFORM

Years 7 - 10

- Grey Swakeleys School For Girls blazer.
- Black knitted, v-necked jumper with one emerald green stripe in the 'V'.
- **For all years there is a compulsory black standard double pleat skirt available from W and S Sports.**
- **For all years there is a choice of two styles of uniform trouser that are compulsory and are available from W and S Sports.**
- Plain green polyester-cotton blouse with collar, long or short sleeves.
- Socks should be black or white/natural or black tights with no designs or patterns.
- Black low-heeled formal shoes (no more than 1 inch /2cm – not stiletto heels/platform soles/clogs/ankle or knee length boots/or any 'slingback', backless or open toed shoes). Shoe laces must be black. No trainers or canvas shoes. Shoes must be leather/leather look and without fashion accessories or embellishments. .
- A warm, practical, waterproof coat. No logos or patterns. No hoodies or sweatshirts with hoods.
- Sandals and no socks if the weather is hot in the last half of the academic year. (Sandals must be black or white, but not slip on).
- Make-up **is not** permitted in Years 7-9. This includes foundation and mascara and eyebrow enhancement.
- Hair must be a natural shade/colour and extreme hair styles are not permitted. The headteacher will make the final decision on what constitutes "extreme".
- Light foundation and natural looking mascara may be worn in Years 10 and 11.
- 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.
- Any pupil who needs, for religious reasons, to wear a hijab/headscarf may do so (except for PE) as long as it is **plain white, black or emerald green with no embellishments.**

Year 11

- As above except the green shirt should be substituted for white.

*If a blazer is worn, the wearing of a school jumper is optional. All pupils are required to own a school jumper as this will be needed in colder weather..

P.E. - All years:

- House colour aertex shirt (essential)
- Plain black football style shorts (essential)
- White football-type knee-length socks (essential)
- Lace up **running** trainers **if unsure check with the PE department before purchase** (essential).
- Football boots (optional)

- Black PE bottoms as provided
- A change of clean socks is essential, as feet get wet during games lessons.
- Pupils who wear a headscarf for religious reasons should wear a black elasticated sports headscarf that does not go around the neck. During the summer term when we are outside pupils will be allowed to wear a scarf that covers the neck but it must still be a plain, sports designed tight fitting one.
- All jewellery must be removed for PE lessons. In the event a religious bracelet cannot be removed it must be covered by a sweatband.
- Black sweatshirt no hood (optional)

Our approved suppliers are:-

W & S Sports, Woodward and Stalder

Orders can be made through their website www.wssports.co.uk

The only jewellery which may be worn to school is:

- A watch
- Plain round ear-studs (gold/silver or clear) if a girl has pierced ears **(one set only)**. They must not exceed 5mm diameter and must be worn at the bottom of the ear.
- One plain ring (large signet rings and sovereign rings are not permitted for safety reasons)
- Religious jewellery e.g. cross on a plain chain (tucked inside the shirt) or a Kara (Sikh) bangle.
- A nose stud. **This must be small, plain gold/silver or clear and discreet and is worn at the owner's risk.** No other forms of body piercing are allowed.

No other jewellery is allowed; if worn, it will be confiscated. No other piercings of any kind are permitted.

- Confiscated jewellery is put in a sealed envelope, signed by teacher, taken to the school office and then placed in a secure cabinet until the end of term or until collected by a parent.
- **Parents should give the School Office 24 hours notice before coming to collect jewellery.**

Please note that the school uniform includes the school ID card and lanyard which should be worn at all times.

Girls who break uniform rules will be issued with a detention.

The Welfare Assistant will have a reserve of clean items of school uniform which girls will be asked to borrow if, for any reason, their own uniform is inappropriate. The school reserves the right to educate any pupil not wearing correct school uniform in alternative provision.

SCHOOL ORGANISATION

On entry next September, your daughter will be placed in a mixed ability tutor group. Her Form Tutor will see her in the morning for registration in her tutor room, and may also teach her. For each subject on the curriculum, your daughter will have a different specialist subject teacher for each lesson. There is some setting in Year 7, and girls who experience significant learning difficulties will be given extra support. Year 7 pupils are carefully monitored to assess the most suitable provision for their learning in the following years. Miss Allan is the Year 7 Learning Coordinator and she co-ordinates the work of the Form Tutors, assemblies and other activities. Your daughter's Form Tutor is the person who has the greatest part to play in her day-to-day welfare.

SCHOOL MEALS

We operate a cafeteria system in the **School Canteen**. Pupils have a choice of hot meals, cold meals or snacks.

- At morning break, drinks (hot or cold) and snacks are available.
- Pupils may buy a school meal or bring a packed lunch for their midday meal. Both hot or cold food options are available.
- About **£3.50** should suffice to buy a snack during break time and a balanced midday meal.
- Pupils bringing a packed lunch may, of course, supplement their meal by buying a drink or a snack.

Our canteen operates a cashless system where meals must be paid for via “Parent Pay” in advance. Full details of your daughters’ account will be given to her on her first day at Swakeleys. Pupils must bring a packed lunch for the first week until Parent Pay is operational.

None of the sandwiches we order in contain nuts and all are clearly labelled. We do not use any items containing nuts in the hot food service, if we have treats we do display a sign clearly showing that traces of nuts may be present but we mainly choose treats that are nut-free due to allergies. Our policy is that we do not use nut-based products.

We also advise parents not to use nut-based products in the packed lunch they provide to their daughters.

Food may not be eaten in classrooms or corridors. Pupils may eat in the Canteen or in the Hall or outdoors during warm weather in the summer in the designated picnic area.

Pupils must remain on the school site.

If there are any changes in your daughter's lunchtime arrangements you need to inform the Year 7 Learning Coordinator in writing.

CONTACTING THE SCHOOL

A close partnership between home and school is valued and an important element in your daughter's progress and development. We encourage contact between parents and school, and ask you to let us know of any problems and worries. Please telephone on 01895 251962 between 8:30 and 4:00, if you wish to make an appointment. This will be with the Year 7 Learning Coordinator in the first instance.

If coming in person to the school, parents need to sign in at the Reception Office, and for reasons of security and Health and Safety, must be accompanied by a member of staff in all parts of the school.

These are some of the people you may need to contact:

Mrs K Stevenson	Headteacher
Mrs G Hare	Deputy Head – Behaviour and Safety
Mrs C Devereux	Deputy Head – Achievement
Miss O Wall	Deputy Head – Teaching and Learning
Mr L Hepner	Assistant Headteacher
Mrs P Laguillo	Assistant Headteacher
Miss S Hanlon	Assistant Headteacher – Behaviour and Safety
Dr K Laxton	Head of Inclusion
Miss H Allan	Year 7 Learning Coordinator/Transition Coordinator
Miss K Parker	Attendance and Home School Liaison Officer
Mrs H Skinner	Welfare Assistant

REMEMBER TO LET THE SCHOOL KNOW IF YOUR CONTACT DETAILS CHANGE.

ABSENCE FROM SCHOOL

Regular attendance is a key factor in success at school. Please ensure that your daughter does not miss any schooling unless it is absolutely necessary. Pupils should aim to be in school as close to 100% of the time as possible. Pupils with less than 95% attendance are a cause for concern and action will be taken to achieve higher attendance.

The Law now states that **no holidays should be taken during term time in a school year.**

Please also note that as an oversubscribed school we will not hold a place open for a girl who is absent for more than **4 weeks** (except on medical grounds). If there are exceptional circumstances which mean your daughter will be absent from school for more than 4 weeks you must contact Mrs K Stevenson Headteacher. **Prolonged absence without permission can result in the pupil being removed from the school roll.**

Dental and medical appointments during school hours should be avoided if at all possible. For dental appointments, cards should be shown to the Form Tutor the day before.

If your daughter is unwell please ring **before 9:00am** and leave a clear message on the Attendance Officer's answer machine including your daughter's full name and form and reason for absence. The number is **01895 251962**. If your daughter is absent and we have not heard from you and she has not signed in late, then the Attendance Officer will trigger **'truancy call'** to obtain a reason for your daughter's absence.

When you supply a reason for absence, the Attendance Officer will adjust the marks in the register accordingly. It is good practice to follow this up with a letter to your daughter's form tutor on her return.

While we do encourage everyone to attend school, it is obviously unwise for girls to come who have heavy colds, or who are suffering from vomiting or a temperature. You, as parents, know when your daughter is genuinely unwell or when she is "trying it on"! Our Welfare Assistant is also experienced in differentiating between those who are really unwell and those who feel like a rest from lessons. The Welfare Office is only there for genuine cases of ill health and accidents, otherwise girls are quickly returned to the classroom.

Please encourage your daughter to have a good breakfast. Many girls complain of feeling 'unwell' and 'faint' and when questioned, it is discovered that this is due to hardly any or no breakfast at all. No one can work well (or play well) on an empty stomach! Remember breakfast can be purchased in the canteen.

Should your daughter need to leave school in the course of the school day, she must sign out with the Welfare Office or at the Reception Office, and sign in if she returns the same day.

MEDICAL INFORMATION

In the Admissions Booklet, there is a form for you to provide detailed medical information about your daughter, so that we are able to help with any physical disabilities and cope with any emergency should she be ill while at school.

We are only able to administer medication that has been brought into school in original packaging and with specific written instructions on the school form. This includes the administration of painkillers. Any pupil who wishes to leave medication with the medical room may do so but it must be accompanied by the 'Medication to be held in school' consent form. Attached to this handbook is a form that can be returned to school with such medication. This form will also be available on the school website for use with any future medication needs.

You are also asked to provide contact telephone numbers in case of an emergency during the school day. If you are not on the telephone at home **it is essential** that you provide us with the number of a relative or neighbour who can be contacted and who will pass on information to you. Please remember to let us know if your contact details change.

Asthma

All asthmatic students must ensure that they carry an inhaler and spacer at all times and that this is easily accessible in their bag and taken to PE and any other special events when they may not have a bag with them.

Students are no longer required to bring a second inhaler to store in the Student Services. This is because the school now holds emergency inhaler kits which can be used in the case of an emergency. It must be stressed that these are not for everyday use. If a pupil has to use the emergency inhaler because they do not have their own, parents will be invoiced for the cost of a replacement.

First Aid

Our Student Services is for first aid only. If your daughter requires any other type of care or advice please take them to your GP or telephone 111 for advice.

Health Plans

All pupils who have a long term condition must have a health plan. This is so we can understand the care your child needs. If you think your child requires one please make an appointment with Mrs Skinner.

Medication

Any students wishing to keep medication or painkillers in the school in the Welfare Office must bring in the Medication Form. This can be found at the back of this booklet and on our website. A letter is not acceptable.

HOMework

Regular completion of homework is an essential part of the learning programme. It gives both pupils and teachers the opportunity to see whether the work done in class has been properly understood. It also develops the ability to work independently, as well as fostering a sense of responsibility for work and progress.

At the beginning of the school year, a homework timetable is issued and each girl has a Link Book in which to record the homework set. This homework section helps the pupil organise herself, and is also a link between school and parents. **We need you to sign this once a week and note any comments from teachers. You may add comments when applicable.**

Pupils vary in the speed at which they work, but during the first year, homework set will not normally be more than one and a half hours each day.

Your daughter will need to organise her time carefully and your support in this is essential if she is to form good study habits and succeed in her work. If at any time your daughter appears to be doing too much or too little homework, please contact her Form Tutor or Miss Allan, Year 7 Learning Coordinator. We run an after school Homework Club supported by Teaching Assistants and with access to computers. Letters with a permission slip are issued in the Autumn Term.

Obviously homework should be done at home and is best done on the day it is set, while classwork instructions are still fresh in the mind. It should certainly not be rushed in the lunch hour, nor in the few minutes available before school starts.



PRACTICAL LESSONS

Design and Technology

In order for your daughter to experience all aspects of the design and make process we supply all necessary resources at school as it will enrich the curriculum as well as removing the need for you to purchase expensive paints and such items.



We do however ask for any donations for the Textiles Department, we are always looking for items that you may be about to throw out or no longer have a need for, such as threads, fabrics, buttons and such items that will help pupils with their projects.

Food Technology

Plastic aprons are supplied by the school; girls may bring their own if they wish.

Ingredients: one week's notice is given of what is required for each practical lesson, and girls are expected to bring the ingredients. Normally they cook enough for two to four people only, because of the cost and the limited time available. A vegetarian alternative is always given.

If you have any difficulty about providing ingredients, please send a note to the teacher **before** the day of the lesson, so that alternative arrangements can be made for your daughter.

LEARNING RESOURCE CENTRE

Swakeleys School for Girls Library/LRC has over 7000 books and is used by Years 7 – 11. There is a separate library for Years 12 & 13 in the Sixth Form @ Swakeleys Centre. It is a quiet, comfortable area where pupils can read, research and do homework. There are computers, easy chairs and desks for pupil use at break times and also for timetabled lessons. The librarian is helped by a team of enthusiastic pupil librarians who are invaluable to the successful running of the Library.

In September, each Year 7 class receives induction from the librarian, through a presentation, talk and worksheets. Pupils use their Identity card to loan 4 books for three weeks and there is a fine on overdue books of 5p per day per book, capped at £2.00.

OPENING TIMES

The Library is open at various times throughout the school day and every day after school until 4.30 except Friday when it closes at 4pm. It is open Monday and Wednesday lunchtime from 12.30 for Year 7.

Events include book fairs and competitions. There is also a successful Year 7 Reading Club which focuses on the Hillingdon Book of the Year Award.

SCHOOL COUNCIL

Swakeleys has a very active and effective School Council, which through its various committees tries to provide suggestions for improving the school. The ideas come from the girls themselves, who also report back on issues that affect them.

EXTRA CURRICULAR ACTIVITIES

Swakeleys School runs a wide range of lunch-time clubs and after-school activities which form an important part of the wide curriculum offered at the school. Girls are encouraged to participate and it is expected that,

once they have decided on their activity and/or have been chosen to represent the school in such things as team games, they attend any practices, rehearsals, school outings as required. It is important to learn early on that other people's success and enjoyment depends very much on a team effort, and we hope that you will support your daughter in her commitment to our programme of extra-curricular activities.

SCHOOL RULES AND DISCIPLINE

Our school rules are designed to encourage self-discipline and consideration for others. The School Student's Contract is in the Link Book. There are some important points, however, in which parents are particularly asked to co-operate:

- Girls should attend regularly and punctually, wearing correct school uniform and outer clothing appropriate to the weather.
- Jewellery and other valuable items must not be brought into school. Any girl who needs for some reason to bring money in, should hand it in to the Reception Office for safekeeping. The Governing Body can accept no liability for loss of, or damage to, personal possessions.
- Behaviour, attendance, punctuality and homework are carefully monitored. Where there is cause for concern in any of these areas, or where there is a serious infringement of school rules, parents are contacted and the girl may be put "On Report". In extreme cases a girl may be suspended from lessons through Alternative Provision.
- **Chewing gum is not allowed in school.** If caught, pupils will be given a zero-tolerance detention.
- Aerosol sprays are not allowed and will be confiscated.

REWARDS

Services to Tutor Certificates: Girls in Year 7 who are helpful to their form tutors receive certificates.

Merits: Girls in Years 7-8 who do a particularly good piece of work, either in class or at home, may be awarded a merit by their teacher. Certificates are awarded when a certain number of points is achieved.

Distinctions: Outstanding achievements in school work are rewarded with a Distinction Certificate presented by the Headteacher in Assembly and which your daughter will bring home. A trophy and certificate are awarded each term to the tutor group that gains the most Distinctions.

Commendations: Girls are awarded Commendation Certificates for service to the school. These are presented in Assembly and your daughter will bring them home.

Attendance Certificates: These are awarded to girls with exceptional attendance records. A trophy and certificate are given to the tutor group with the best attendance record for the term. We run a number of incentives for excellent attendance including non-uniform days and prize draws.

Other rewards are also presented to girls. Please see 'Swakeleys School Behaviour Policy'.

Please encourage your daughter to keep her certificates in a safe place so that she can incorporate them into her Progress File.

PUNISHMENTS

Detentions: Girls who persistently infringe school rules, or who do not complete homework, will be kept in detention from 3.20 for between 20 minutes and up to an hour. If this happens, you will be informed in writing, phone or by text on the day before the detention, (legislation states that the school is not required to seek parental permission to issue a detention but does need to give 24 hours' notice for detentions of

more than ten minutes). Lunchtime detentions are also given on occasion for no equipment/kit, to make up work not done and for zero tolerance infringements. It is sometimes necessary to detain a pupil for up to ten minutes after school to speak to her about a school matter; a pupil will not normally be detained for longer than this without notifying you.

ZERO TOLERANCE

Please be aware that the school operates a zero-tolerance policy for the following:

- lateness
- uniform infringements, including not wearing lanyards
- chewing gum

Students arriving late to registration and/or to lessons, wearing the wrong school uniform or chewing gum will be issued with a zero-tolerance detention at lunchtime of the following day.

ALTERNATIVE PROVISION

For very serious misconduct, a pupil will attend school but will not be allowed to enter the main school building. She will complete work set by her teachers in our Alternative Provision Room under supervision of our Alternative Provision Room Manager. She should be in school uniform and bring a packed lunch (or if Free School Meals her lunch will be brought to her). There is a toilet in the Alternative Provision Room. Should this be necessary for your daughter, you will be notified by telephone and by letter. In some instances you will need to accompany your daughter to meet, by appointment, Ms K Stevenson, Headteacher, Mrs Hare, Deputy Headteacher (Behaviour and Safety) and Miss Allan, Year 7 Learning Co-ordinator, to consider her readmission into school.

BULLYING

Bullying is persistent unfair treatment through action or words, by an individual or group which is meant to make others feel miserable or worthless. At Swakeleys we believe that everyone has the right to enjoy their learning and leisure free from intimidation. Bullying will not be tolerated. It is everyone's duty to report bullying whenever and wherever they see it. We are a 'telling' school. Bullying is too serious to suffer in silence. Any girl who feels she is bullied should either tell her Form Tutor or one of our trained pupil SWAB counsellors.

THEFT

At Swakeleys we do our utmost to prevent theft. However, we recognise that occasionally it happens. Together with the girls we have drawn up guidance for the care of personal property, which we would like you to read with your daughter.

PARENT PAY

Parent Pay is an online payment facility used by the school. It is a quick and efficient way of making payment for your daughter's school lunches and educational visits. The benefits to parents are that money is not lost or mislaid on the way to school and that you can make your payment at any time from wherever you are. All major credit cards and debit cards are accepted.

Access to Parent Pay is via the website www.parentpay.com and your daughter will be provided with a unique username and password upon admission to the school.

GUIDELINES FOR THE CARE OF PERSONAL PROPERTY

WHAT PUPILS SHOULD DO:

- **Keep** items of great financial or sentimental value, and large amounts of money **at home**.
- **Name** every item that you may have to leave unattended eg bag or coat. With coats use a permanent marker and write your name in an unusual as well as obvious place, eg inside the pocket or down the sleeve. Leave your coat in your locker unless you are going outside. Use security marking on mobile phones and SIM card.
- **Be responsible for your own property. Never** leave valuable items such as purses or mobile phones in an unattended bag or coat, not even for a minute. If you have to leave the room for any reason ask a friend to keep an eye on your bag until you return or take your valuables with you.
- Keep your coat and bag **locked** in your locker at break or lunchtime unless you are going outside.
- If you see **anyone** behaving suspiciously, make it obvious that you are **watching her** if you feel able to do so. This can be enough to make her stop.
- **Always report anything suspicious to a member of staff.** This is not telling tales or 'grassing up', it is behaving as a **responsible citizen**. Think about how the victim will feel if you let someone get away with stealing her property.

WHAT THE STAFF WILL DO:

- Provide lockable lockers for every pupil who wants one. If yours does not lock tell your form tutor who will report it to the Premises staff for repair.
- Be on duty at break and lunchtime and check the corridors and toilets regularly.
- The Reception Office staff will look after large sums of money for you until 3.30 if you have to bring them into school for any reason.
- Make every effort to trace stolen property. This is made much easier if the item is named.
- Please see the separate section on mobile phones.

REMEMBER sometimes people report items as stolen when they have simply mislaid them or left them at home. Always retrace your steps first, check with the Pupil Welfare Office, the School Office staff and the Premises staff to see if a lost item has been handed in. If you do find it at home or school please let your tutor or Year Learning Coordinator know.

PARENTS' FORUM

Parents' Forum meets every half term and offers parents the opportunity to meet with the Headteacher to discuss important issues regarding the running of the school, to offer support and to contribute their own ideas. Dates of forthcoming meetings are published on the school website and we would like two representatives from each tutor group. Parents interested in joining should contact the school office at office@swakeleys.org.uk.

MOBILE TELEPHONES

(Years 7-11)

Serious problems can arise by students having mobile phones on school premises. These include:

- Theft and loss of mobile phones
- Disruption to lessons
- Concerns relating to the personal safety of girls who are seen carrying phones to and from school.
- Staff time spent dealing with incidents relating to mobile phones.

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 ONSITE OUTSIDE SPACES BETWEEN 8.40 AND 3.20 (2.15 ON TUESDAY)

Mobile phones are not allowed at clubs, activities or detentions that may extend beyond this time unless permission is granted by staff running the club or activity and the above rules apply.

Lockers are provided to all pupils and the responsibility for personal property, including mobile phones, remains with pupils. They are expected to place mobile phones in a locker securely if they are brought into school for the duration of the school day and secure their locker with an appropriate padlock.

Any pupil whose mobile phone is seen or heard by a member of staff at any of the above times 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 (SH) 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.

SEX AND RELATIONSHIPS EDUCATION

Year 7 pupils will be taught the following topics to meet the Government requirements of Sex and Relationships Education:

- Feelings and emotions, friendship and relationships
- Personal care
- Puberty talks
- Basic skills in 'opening up' and maintaining these skills

These topics will be taught as part of PSHCE and Citizenship Curriculum lessons. If you wish to see or discuss the specific details of these topics please telephone Miss H Allan, Head of PSHCE.

PUPILS' PHOTOGRAPHS

From time to time photographs of pupils may be taken and used in display work, publications in local newspapers, prospectuses, Link Book, or on the school website. For examination purposes videos may also be made of pupils.

At Swakeleys we understand that parents may be anxious about the use of images of their daughters, so we would be grateful if you would indicate whether you give your permission on page 9 of Section 1 of the Admissions Booklet.

USE OF SOCIAL MEDIA PLATFORMS

We recognise being online is an integral part of being a young person. Whilst the internet and online technology provides new opportunities for our students to learn and grow, occasionally, there can be incidences of misuse of social media; sometimes by our students and at other times, where students have been the victims of misuse. Where this takes place at school, we have sophisticated web filtering and processes to follow to address this misuse. However, most inappropriate use of social media is done from home or on students' mobile devices during the evenings, weekends and holidays.

Responsibility for the monitoring use of social media and the internet in general **MUST** lie with parents and carers. As a school we may take action in relation to incidents that impact on school life, however this action is likely to involve parental intervention.

We encourage parents to discuss issues around this with your children and we have attached documents containing advice for popular social media platforms to support you in this process. Moreover, we would like to highlight three key areas that all parents and children should be made aware of:

- Students should not join any social media sites if they are below the permitted age:
 - Whatsapp is 16 years of age and over
 - Instagram, Snapchat and TikTok are 13 years of age and over

- Be aware of how to report abuse and inappropriate content. All social media platforms have a reporting function and this can be found here. Instagram, Snapchat and TikTok.

- Not to make inappropriate comments (including private messages) about the school, teachers or other students. These incidents will be referred to the Metropolitan Police.

Online safety is taught in school and is covered in PSHE and Computer Science at different times of the year. If your child has any further questions regarding online safety we request they speak with their Form Tutor or Computer Science Teacher in the first instance.

The following few pages are help sheets specifically designed to support parents with their child's online activity





What Parents & Carers Need to Know about WHATSAPP



WhatsApp is the world's most popular messaging service, with around two billion users exchanging texts, photos, videos and documents, as well as making voice and video calls. Its end-to-end encryption means messages can only be viewed by the sender and any recipients: not even WhatsApp can read them. Updates to its privacy policy in 2021 (involving sharing data with parent company Facebook) caused millions to leave the app, but the new policy was widely misinterpreted – it only related to WhatsApp's business features, not to personal messages.

WHAT ARE THE RISKS?

SCAMS

Fraudsters occasionally send WhatsApp messages pretending to offer prizes – encouraging the user to click on a link to win. Other common scams involve warning someone that their WhatsApp subscription has run out (aiming to dupe them into disclosing payment details) or impersonating a friend or relative and asking for money to be transferred to help with an emergency.

DISAPPEARING MESSAGES

Users can set WhatsApp messages to disappear in 24 hours, 7 days or 90 days by default. Photos and videos can also be instructed to disappear after the recipient has viewed them. These files can't be saved or forwarded – so if your child was sent an inappropriate message, it would be difficult to prove any wrongdoing. However, the receiver can take a screenshot and save that as evidence.

ENABLING FAKE NEWS

WhatsApp has unfortunately been linked to accelerating the spread of dangerous rumours. In India in 2018, some outbreaks of mob violence appear to have been sparked by false allegations being shared on the app. WhatsApp itself took steps to prevent its users circulating hazardous theories and speculation in the early weeks of the Covid-19 pandemic.

POTENTIAL CYBERBULLYING

Group chat and video calls are great for connecting with multiple people in WhatsApp, but there is always the potential for someone's feelings to be hurt by an unkind comment or joke. The 'only admins' feature gives the admin(s) of a group control over who can send messages. They can, for example, block people from posting in a chat, which could make a child feel excluded and upset.

CONTACT FROM STRANGERS

To start a WhatsApp chat, you only need the mobile number of the person you want to message (the other person also needs to have the app). WhatsApp can access the address book on someone's device and recognise which of their contacts also use the app. So if your child has ever given their phone number to someone they don't know, that person could use it to contact them via WhatsApp.

LOCATION SHARING

The 'live location' feature lets users share their current whereabouts, allowing friends to see their movements. WhatsApp describes it as a 'simple and secure way to let people know where you are.' It is a useful method for a young person to let loved ones know they're safe – but if they used it in a chat with people they don't know, they would be exposing their location to them, too.

Advice for Parents & Carers

CLICK HERE

CREATE A SAFE PROFILE

Even though someone would need a child's phone number to add them as a contact, it's also worth altering a young person's profile settings to restrict who can see their photo and status. The options are 'everyone', 'my contacts' and 'nobody' – choosing one of the latter two ensures that your child's profile is better protected.

EXPLAIN ABOUT BLOCKING

If your child receives spam or offensive messages, calls or files from a contact, they should block them using 'settings' in the chat. Communication from a blocked contact won't show up on their device and stays undelivered. Blocking someone does not remove them from your child's contact list – so they also need to be deleted from the address book.

REPORT POTENTIAL SCAMS

Young people shouldn't engage with any message that looks suspicious or too good to be true. When your child receives a message from an unknown number for the first time, they'll be given the option to report it as spam. If the sender claims to be a friend or relative, call that person on their usual number to verify it really is them, or if it's someone trying to trick your child.

LEAVE A GROUP

If your child is in a group chat that is making them feel uncomfortable, or has been added to a group that they don't want to be part of, they can use WhatsApp's group settings to leave. If someone exits a group, the admin can add them back in once; if they leave a second time, it is permanent.

THINK ABOUT LOCATION

If your child needs to use the 'live location' function to show you or one of their friends where they are, advise them to share their location only for as long as they need to. WhatsApp gives a range of 'live location' options, and your child should manually stop sharing their position as soon as it is no longer needed.

DELETE ACCIDENTAL MESSAGES

If your child posts a message they want to delete, WhatsApp allows the user seven minutes to erase a message. Tap and hold on the message, choose 'delete' and then 'delete for everyone.' However, it's important to remember that recipients may have seen (and taken a screenshot of) a message before it was deleted.

CHECK THE FACTS

You can now fact-check WhatsApp messages that have been forwarded at least five times, by double-tapping the magnifying glass icon to the right of the message. From there, your child can launch a Google search and decide for themselves whether the message was true or not.

Meet Our Expert

Parveen Kaur is a social media expert and digital media consultant who is passionate about improving digital literacy for parents and children. She has extensive experience in the social media arena and is the founder of Kids N Clicks: a web resource that helps parents and children thrive in a digital world.



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follow

WHAT ARE THE RISKS?

What Parents & Carers Need to Know about INSTAGRAM

Instagram is one of the most popular social media platforms in the world, with over 1 billion users worldwide. The platform allows users to upload images and videos to their feed, create interactive 'stories', share live videos, exchange private messages or search, explore and follow other accounts they like – whilst at the same time continuously updating and adding new features to meet the needs of its users.

AGE RATING

13+

ADDICTION

Many social media platforms are designed in a way to keep us engaged on them for as long as possible. There's a desire to scroll often/more in case we've missed something important or a fear of missing out. Instagram is no different and young people can easily lose track of time by aimlessly scrolling and watching videos posted by friends, acquaintances, influencers or even strangers.

PRODUCT TAGGING

Product tags allow users (particularly influencers who are sponsored to advertise products) to tag a product or business in their post. This tag takes viewers, regardless of age, directly to the product detail page on the shop where the item can be purchased and where children may be encouraged by influencers to purchase products they don't necessarily need.

EXCLUSION AND OSTRACISM

Young people are highly sensitive to ostracism. Feeling excluded can come in many forms such as: not receiving many 'likes', not being tagged, being unfriended, having a photo untagged, or not receiving a comment or reply to a message. Being excluded online hurts just as much as being excluded offline – with children potentially suffering lower moods, lower self-esteem, feeling as if they don't belong or undervalued.

PUBLIC ACCOUNTS

Product tagging on Instagram only works on public accounts. If your child wants to share their clothing style, make-up etc and tag items in a post then they may be tempted to change their settings to public, which can leave their profile visible to strangers.

Buy Milk

Advice for Parents & Carers

HAVE OPEN DIALOGUE

Talk to your child about live videos and the risks involved and how they can do it safely with family and friends. Talk to them about ensuring they have safety settings on so only followers can view them live, and maybe help them prepare what they would say when they do go live.

FAMILIARISE YOURSELF

Instagram is one social media app which has its safety features available to parents in a user-friendly manner. The document provides examples of conversation starters, managing privacy, managing comments, blocking and restricting and can be found on the Instagram website > community > parents.

MANAGE LIKE COUNTS

Due to the impact on mental wellbeing, Instagram has allowed users to change the focus of their experiences online away from how many likes a post has by hiding the like counts. Users can hide like counts on all the posts in their feed as well as hiding the like counts on their own posts. This means others can't see how many likes you get. This can be done by going into settings > notifications > posts > likes > off

REMOVE PAYMENT METHODS

If you're happy for your child to have a card associated with their Instagram account, we suggest adding a PIN which needs to be entered before making a payment. This can be added in the payment settings tab and will also help prevent unauthorised purchases.

FOLLOW INFLUENCERS

Following influencers will allow you to monitor what they're sharing as well as being able to discuss anything which you deem inappropriate. Talk to your child about who they follow and help them develop critical thinking skills about what the influencer is trying to do. For example, are they trying to sell a product by promoting it?

USE MODERATORS

Instagram has launched 'live moderators' on Instagram live where creators can assign a moderator and give them the power to report comments, remove viewers and turn off comments for a viewer. It's recommended to keep devices in common spaces so that you are aware if they do go live or watch live streaming.

BE VIGILANT AND REASSURE

Talk to your child about the use of filters. While they can be fun to use they don't represent the real them. If you find your child continuously using a filter, ask them why and reassure them that they are beautiful without it to build up their feelings of self-worth. Discuss the fact that many images online are filtered and not everyone looks 'picture perfect' in real life, which can also lend itself to discuss what is real and not real online.

BALANCE YOUR TIME

Instagram now has an in-built activity dashboard that allows users to monitor and control how much time they spend on the app. Users can add a 'daily reminder' to set a limit on how much time they want to spend on Instagram, prompting them to consider if it's been too long with a 'take a break' message. There's also the option to mute notifications for a period of time. These features can help you have a conversation with your child about how much time they are spending on the app and to set healthy time limits.

Meet Our Expert

Dr Claire Sutherland is an online safety consultant at BCyberAware. She has developed and implemented anti-bullying and cyber safety workshops and policies for schools in Australia and the UK. Claire has written various academic papers and carried out research for the Australian government comparing internet use and sexting behaviours of young people in the UK, USA and Australia.



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Sources: <https://about.instagram.com/blog/announcements/introducing-family-center-and-supervision-tools> | <https://about.instagram.com/en-us/blog> | <https://about.instagram.com/blog/announcements/introducing-family-center-and-supervision-tools> | <https://about.instagram.com/blog/announcements/introducing-reels-and-shop-tabs>



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What Parents & Carers Need to Know about

TIKTOK

AGE RESTRICTION
13+

(certain features are restricted to over-18s only)

WHAT ARE THE RISKS?

AGE-INAPPROPRIATE CONTENT

While TikTok's "Following" feed only displays videos from users someone follows, "For You" is a stream of clips based on their previously watched content. Most videos on a child's "For You" feed will therefore be light-hearted and amusing, but it could potentially surface something unsuitable. TikTok's guidelines prohibit the sharing of illegal or inappropriate content, but the sheer volume of uploads mean they aren't manually monitored and vetted.

18

CENSORED

DAINGEROUS CHALLENGES

Due to TikTok's immense popularity, some young people have unfortunately been influenced by videos challenging them to perform harmful, criminal or even deadly acts. One extreme example was the 'blackout' trend, which encouraged users to hold their breath until they passed out from a lack of oxygen. It led to two families filing lawsuits against TikTok over the tragic deaths of their children.

CONTACT WITH STRANGERS

With around 1.1 billion users globally, the potential for contact from strangers on TikTok is high – especially as accounts created by over-16s (or youngsters using a false date of birth) are set to public by default. This not only means that someone's profile is visible to everyone else on the app; it also lets their videos be suggested to others and enables anyone to comment on them or download them.

IN-APP SPENDING

TikTok is free, but users have the option to buy TikTok coins, which can be used to purchase emojis in the app. These emojis are then sent as rewards (retaining their monetary value) to other users for videos they've created. Coin bundles range from £9.99 to an eye-watering £99; TikTok's policy is that they can't be bought by under-18s, but it's possible to bypass this with a fake birthdate.

ADDICTIVE NATURE

TikTok can be addictive, especially for young people: compulsive repeated use can interfere with sleep patterns and be a distraction from other activities. The platform recently introduced default usage time limits of 60 and 100 minutes for new members under 18 (in the UK, children with TikTok average 102 minutes per day on the app), but these restrictions can easily be removed in the settings.

TIKTOK NOW

Introduced in late 2022, the 'TikTok Now' feature lets users post a daily video or photo at the exact same time as their friends. Users receive a synchronised notification at a random time of day, giving them three minutes to take a video or real-time photo. This addition can not only be a distraction to young people but could lead to them inadvertently sharing private content such as their location.

Advice for Parents & Carers

ENABLE FAMILY PAIRING

Family Pairing allows parents to link their TikTok account with their child's and control their settings remotely. Parents can then, for example, turn on Restricted Mode (reducing the chances of a child seeing inappropriate content); set screen time limits; and manage their child's ability to send messages (and to whom). Children can't alter these settings without parental approval.

MAKE ACCOUNTS PRIVATE

Although under-16s will have their TikTok account set to private by default, bypassing this setting is relatively easy. However, parents have the ability to manually set their child's account to private – meaning that their videos won't be visible to strangers and they won't be able to exchange messages with people who aren't on their friends list.

LIMIT IN-APP SPENDING

If your child is using an iPhone or Android device to access TikTok, you can alter the settings to prevent them from making in-app purchases. We'd recommend that you enable this feature, as it's quite easy for a young person – without realising what they're doing – to spend a significant amount of real money buying TikTok coins so they can unlock more features of the app.

DISCUSS THE DANGERS

If your child wants to use TikTok and you're happy for them to do so, it's crucial to talk about the potential risks in this type of app. For example, ensure they understand not to share any identifying personal information – and that they realise they could be exposed to inappropriate content. Thinking critically about what they see on TikTok can help children become generally more social media savvy.

READ THE SIGNS

If you're concerned that your child might be spending too much time on TikTok, or that they've been emotionally affected by something inappropriate or upsetting that they've seen, it's important to know how to spot the possible signs. Increased irritability and a lack of concentration are potential red flags, as are failing to complete homework or regularly not eating meals.

Meet Our Expert

Carly Page is an experienced technology journalist with a track record of more than 10 years in the industry. Previously the editor of tech tabloid The Inquirer, Carly is now a freelance technology journalist, editor and consultant.



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Swakeleys School For Girls

Medication to be held in school consent form



Name	Form
Date of Birth	Date
<p>Checklist</p> <p>We will only accept medication packaged as follows</p> <ul style="list-style-type: none"> ○ Medicine In date ○ Dosage information ○ Instructions ○ Pharmacy label (if prescribed) ○ Original packaging ○ Storage Instructions 	<p>Instructions for administration-state when this should be given to the pupil.</p>
Parent/Carer name	Parent Carer signature
Handed in on (date)	<p>Date that medication should be ceased.</p> <p>Please state expiry date for pain relief medication to be held in school.</p>
<p>Each time we administer any pain relief medication that you have provided we need to contact you. If you would prefer us to e mail you please give us your e mail address:</p> <p>e mail</p>	

-No child under 16 must be given medicine containing aspirin in school unless prescribed by a doctor.

-Maximum doses for pain relief medication must be checked and when the previous dose was taken.

-Parents must be informed when pain medication is administered.