



STARTING AT STANBOROUGH SCHOOL 2023 - 2024

A Guide for Parents and Students



Stanborough School
Lemsford Lane
Welwyn Garden City
Hertfordshire
AL8 6YR

Telephone : 01707 321755
Email : Admin@stanborough.herts.sch.uk



Grow and Succeed

High Expectations | Mutual Respect | Quality Learning | Success for All

Welcome to Stanborough School

We are delighted that you have made a commitment to Stanborough for the future and welcome you to our school.

At Stanborough we have high standards and expectations to support all students to achieve their very best in both their academic and their personal development.

Our four principles are:

**High
Expectations**

**Quality
Learning**

**Mutual
Respect**

**Success
For All**

These principles are important in every aspect of school life. We encourage students to take the many opportunities open to them to develop their many talents within a structured and supportive framework and aim to create the right environment for everyone to flourish and be successful.

Our partnerships with parents, governors and the local community are vital to this success. We particularly encourage all parents to take a fully supportive and active interest in education, working with the school to help the students to achieve their full potential for the future.

We look forward to you joining us and enjoying a successful career at Stanborough.

Mrs M John
Headteacher



The School Day

08:30	Warning bell
08:35	Tutor Time
09:00	Lesson 1
10:00	Lesson 2
11:00	Break
11:20	Lesson 3
12:20	Lesson 4
13:20	Lunch
14:00	Lesson 5
15:00	End of school

All students should arrive at school by 8.25am to be in time for registration

Students must be punctual to registration and all lessons. If they arrive after 8.35am they must report and sign in at the dining hall entrance before proceeding to their lesson. Students will be given a 20 minute lunch time detention if they are late.

Tutor Groups

There are up to eight tutor groups in Year 7. Students will be in a tutor group of students from different primary schools. Each tutor group has a tutor who will see the group every morning. Tutors are the best person to ask about anything or report to if students have any problems. Students will be in the same tutor group during their time at Stanborough. Each tutor group is aligned to a house as part of our house system. This helps to create a family ethos and allow students to meet students from across the school through house events and assemblies.



Uniform and Equipment

We ask parents to support the school in keeping up standards of uniform. Full and correct uniform is expected at all time. Please see our separate uniform booklet for full details of our uniform suppliers.

Uniform Requirements

- Dark grey Stanborough School blazer with green trim
 - Stanborough School black jumper with green trim (optional)
 - Collared white shirt, long or short sleeved with fastened top button
 - Stanborough School tie, must be worn to the waist
 - Black trousers or black skirt with school logo
(skirt **must** be knee length, if not students will be asked to buy a new skirt or wear the school trousers)
 - Black shorts with school logo (optional first half term in Autumn and Spring)
 - Plain black polish-able leather/leather-look school shoes
(not trainers, trainer style shoes or shoes with logos, canvas, platforms or leisure style shoes eg Reebok, Adidas, Nike, Converse etc).
Shoes need to be ankle size (not boots) with plain black laces and black soles
Low heels; and no sling backs or sandals allowed
In bad weather, appropriate foot wear can be worn to school but it must be changed to school shoes on arrival
 - Plain black opaque tights or black **ankle** socks
 - Plain **black** outdoor coat
 - Black school bag with school logo and laptop sleeve inside
 - Scarves, gloves and hats must be plain black, if worn. Alternatively, a Stanborough scarf can be worn.
 - Stanborough School games bag with the colour of your House
 - School PE kit
- Cyclists are strongly encouraged to wear a helmet



The school does hold a limited stock of second hand uniform. We appreciate the expense that a uniform incurs. If your need is such that you require support in this area, please contact Admin@stanborough.herts.sch.uk

- There should be no extremes of hairstyles in terms of colour or cut. This includes no designs cut into the hair or eyebrow. Hair colour should be natural, and long hair should be appropriately styled for a work environment, with school colour accessories. Short hair should not be shaved to the skin. Extremes of hair style and colour are not acceptable and will result in isolation until it has grown out, or been rectified.
- Head coverings worn for religious reasons should be black.
- Make up must not be worn and eyebrows **must not** be drawn/coloured
- No eyelash extensions are allowed
- No nail varnish or acrylics etc is allowed
- Hair accessories should be minimal and be plain black or dark green
- One small plain stud or sleeper is allowed in the lower lobe of each ear
- Watches are allowed, but there should be no other jewellery worn. **Smart watches are not allowed**

Equipment Requirements

Essential items to be brought into school every day:

- Laptop (see information on our BYOD programme)
- Ear phones for use with laptop
- Pencil case containing:
 - Pens, pencils and rubber
 - Colouring pencils
 - Highlighter pen
 - Green pen
 - Pencil sharpener
 - Pair of compasses
 - Ruler
 - Protractor/angle measurer
 - Calculator - Casio fx-83GTX or Casio fx-85GTX
 - Glue stick
 - Whiteboard pen and whiteboard rubber/cloth
 - Timetable
 - Reading book

Stationery items are available to purchase from the Study Shop in the LRC.

Students would also benefit from having a pocket English and French/Spanish dictionary.

Uniform and Equipment Expectations

All students will be subject to a daily uniform and equipment check. Students are issued with two cards, one for uniform and one for equipment. These cards are to be kept in the top pocket of the blazer at all times.

Any infringements will be marked on the cards and equate to a 'strike'. Once five strikes have accumulated on either of the cards a detention will be issued.

All uniform should be clearly marked with your name.

It is advisable to mark games kit, including footwear, on the outside.

STUDENTS ARE EXPECTED TO ARRIVE AND LEAVE SCHOOL IN FULL UNIFORM

Home and School Communication

Communication

We encourage active communication between home and school as this will ensure the best possible learning outcomes for your child. Our preferred communication method for general school information is email. Please ensure that the email address given is actively checked on a regular basis so as not to miss out on any important messages. If for some reason we do not have an email address, then your child will be given a paper copy of letters and school publications.

For subject specific enquiries, contact can be made by emailing the school or by telephone to the subject teacher or curriculum leader. For general welfare enquiries, the tutor should be the first point of contact. If the issue is more serious then the Head of Year 7, Ms Johnson should be contacted. For any serious complaint about the effectiveness of the school then the Headteacher should be contacted.

While parents are often keen to see the most senior member of staff available, it is often more helpful to see the tutor or year leader who has more immediate experience of your child. If you wish to see a member of staff, this is usually possible out of teaching hours by appointment.



Year 7 Leader
Ms Johnson
djohnson@stanborough.herts.sch.uk

Admin@stanborough.herts.sch.uk
Telephone: 01707 321755

Website

There is a great deal of information about all school related issues on the website. Letters emailed home can also be found on the website. If you are unsure about anything please check here first.

Stanborough Times

The Stanborough Times is a well established newsletter. It contains current information on many aspects of the school and is used to celebrate student achievements. It will also include important calendar dates. The Stanborough Times is produced each Friday and will usually be sent by email. It is also available on the school website, Twitter, Facebook and Instagram.

Emails

As well as emailing parents and carers with information and letters, all students will be provided with a school email address which will enable staff to communicate directly with students about learning matters. Students will also receive copies of the Stanborough Times. These emails can be monitored and students will be educated on the netiquette surrounding the use of emails and also ways in which they can protect themselves from unwanted communication and SPAM.

We operate a policy of no emails to be sent or received between 7pm and 7am.

Social Media

Please follow us on Twitter at @stanboroughS, on Facebook at @stanboroughschoolwgc and on Instagram at @stanboroughschool for updates and news.

For any general enquiries please contact the main school office :

Telephone : 01707 321755

Absence Line : 01707 321755, select option 1

Email : Admin@stanborough.herts.sch.uk

Homework

Once students have settled into school life they will be issued with a homework timetable for each subject. This will tell them when homework is set and due in for each subject.

It is a great help to students if they can work at home quietly and without distractions. The time allocated is a guide for staff and parents. If your child appears to be taking much less or much more time over homework than the standard, please let us know. Please bear in mind that a homework may not necessarily be a written task and that some tasks are set to take up several homework slots.

Class Charts

Stanborough School uses the 'ClassCharts' online system for the setting of homework. This allows students and parents to see homework tasks online with full details of expectations and deadlines. Students and parents will receive log-in details early on in the Autumn Term. We provide access to computers in the LRC before and after school if students would like to complete homework at school.

During the 20 minute tutor period each day, we expect students to have a book to use for silent reading. This enables all students to use the time productively, enhancing their literacy and vocabulary while the tutor sees individual students to meet their needs.



Progress Updates

You will receive 3 Progress Updates (PUs) each year outlining the progress of your child at school. This will happen once in the Autumn Term, Spring Term and Summer Term. The first two Progress Updates will report Approach to Learning Grades (homework, classwork and behaviour) as well as giving you details about targets for each subject. In addition, the progress update will give information about your child's KS2 results, CAT4 scores, reading age and attendance score.

At Progress Update 3 the same information as at Progress Updates 1 and 2 will be given as well as information regarding how well students are working towards their target in each subject.

Each student will be provided with a data card (to place in their blazer pocket) after each Progress Update.

Learning Resource Centre



The Learning Resource Centre (LRC) is open for homework, revision and silent reading from 8.00am until 4pm daily (3.30pm on Friday). The LRC is also open at break and lunchtimes. There is a large work space and 32 computers with internet access for students to use, printing facilities are also available. BYOD device area available.

This is a quiet working area.

The LRC has a growing book collection estimated at 10,000 items. This consists of a wide range of the latest fiction, these resource's support the Accelerated Reader scheme for key stage 3, as well as classic literature and information books to aid coursework and homework. The LRC has daily and weekly newspapers and a selection of magazines and graphic novels.

Librarian: Ms Wilson

Student Librarians

There are LRC volunteer student helpers from all year groups that assist and support the LRC through out the year. If you would like to add your name to the waiting list please see the Librarian.

Lending Services

All students are allowed to borrow up to two books from the Library. The books should be presented at the issue desk for staff to issue, return or renew. There is no excuse for late books as you can renew any items on your LRC account at any time as long as they are not required by another user. Any lost or damaged books will incur a replacement charge of £5.

Encyclopaedias, dictionaries, newspapers and magazines are not for loan but can be read in the LRC.

LRC Stationery Shop

Stationery can be purchased break and lunch times in the LRC. The stationery list and prices can be found on the school website.



Absence

If your son/daughter is absent for any reason, please follow this procedure:

Telephone the school on each day of absence before 8.30am,
to explain why the student is not present.

The number is 01707 321755, select option 1

Please also send a letter to the student's tutor on the day he/she returns to school, explaining the reason for absence. This enables the school to formally authorise the absence in the register record.

Students who are late to school in the morning will receive a late detention that lunchtime from 1.20pm-1.40pm. Failure to attend a late detention will lead to a Headteacher's detention. If a student is late after 9am they will receive a late detention and an after school detention.

Requests for Leave of Absence

Requests for leave of absence must be made to the school in writing well in advance.

Permission for absence for anything other than illness will only be granted in exceptional circumstances such as a funeral of a close family member. This does not include family holidays, which the school will not authorise.

Attendance

The school operates a robust attendance policy and persistent absence may lead to fixed penalty action being taken. Unauthorised absence (truancy) is a very serious matter which undermines the progress of any student involved, and damages the school's reputation. It is unacceptable and will be dealt with firmly.

Please try to book routine/non-urgent dentist or GP appointments after school or in the holidays where possible. If your child is referred to a hospital specialist or similar and the appointment must be during school hours, please hand a letter in to the school office. If your child has to attend an emergency appointment in the middle of the school day then please collect your child from reception and drop your child back at the reception. A note will not be sufficient and your child will not be allowed to leave school without being collected by an adult. Please ensure you escort your child back to reception on your return and sign in for your child. This is most important as we must know the whereabouts of all students for safeguarding purposes.

Please quote the student's Tutor Group is quoted on all correspondence
e.g. James Robinson 7 Brocket.

Students with high attendance are rewarded with reward points and certificates. Students will not make good progress if they are not in school.

Students' Property

If a student has to bring cash or valuables, they can be left for safety at the school office. Parents can help by discouraging students from bringing unnecessary personal possessions to school and by taking care to see that all property is marked. During PE lessons students may use any of the lockers located in the changing rooms. Students can collect a key from their PE teacher at the start of the lesson and then return the key at the end.

Lost Property

If an item is lost, students should start by checking the last place they saw the item. They can also check the Year Leader's Support Office where the lost property is kept with Miss Hague, who will help them check. They should also ask their class teacher or tutor. Do not bring valuables to school unless you have to.

Bringing Money into School

The school uses WisePay as the preferred method for the payment of school meals, trips and visits and other items. It is available through the WisePay App using organisation code: 94686193 or through the quick links on the Stanborough School website. Login details will be issued from the Finance Office.

Mobile Technology

We operate a zero tolerance policy on mobile phones and smart watches. Students are not allowed to use mobile phones or smart watches during the school day, this includes break and lunchtime. If phones are brought into school they should be switched off and kept out of sight throughout the day. Should a phone or smart watch be seen or heard anywhere on the school site it will be confiscated for 24 hours and a parent/carer will need to come and collect it from the school office. If a phone is confiscated on a Friday it can be collected only on Monday.

Behaviour and Consequences

The Stanborough Code

We expect high standards of behaviour from all students. The Stanborough Code sets out the principles on which behaviour and discipline are based.

Our behaviour and rewards policy is available on our website.

<https://stanborough.herts.sch.uk/policies-stat-info/>



Stanborough Behaviour and Rewards Ladder

Headteacher's Award	100% attendance and good behaviour award (termly)	100 Reward Points
Governors' Citizenship Award	Service to the school (termly)	70 Reward Points
Headteacher's Commendation	Nominated by teacher / year leader	50 Reward Points
Gold Award	Special recognition for academic achievement	30 Reward Points
Gold Award	Special recognition for contribution to school community.	30 Reward Points
Silver Award	Outstanding work or contribution to the school	10 Reward Points
Silver Award	Outstanding contribution to house events	10 Reward Points
Bronze Award	Good work or contribution to the lessons / tutor time	5 Reward Points
Level 1	Verbal Warning	-1 Behaviour Points
Level 2	Late to school/lesson	-2 Behaviour Points
Level 3	After School Detention 60 minutes	-5 Behaviour Points
Level 4	Headteacher's Detention 120 minutes	-10 Behaviour Points
Level 5	Saturday Detention 120 minutes	-15 Behaviour Points
Level 6	Internal Exclusion	-20 Behaviour Points
Level 7	Fixed Term Exclusion	-30 Behaviour Points

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Regulations for Health, Safety and Security

- No chewing gum in school
- No solvents, including Tipp-Ex and aerosols
- No food or drink, apart from water, in corridors or classrooms
- No fizzy drinks or energy drinks
- No other item that could be classed as a danger to themselves or others

Drinking water (in a clear plastic container) is allowed in the classroom and may be drunk with the teacher's permission.

Students must not bring valuable personal property to school. The school will not be responsible for any losses or damage which occurs to such items.

Students should keep away from out of bound areas including, but not exclusively:

- Behind the sports hall
- Car Parks
- The area alongside the hall, gym & new teaching block
- Behind the music & drama block
- Shrubberies
- Labs / workshops, unless a teacher is present
- Access to roofs
- Behind the netball courts
- Rear of field

Student Progress and Welfare

The overall academic progress and welfare of the year group is the responsibility of the Year Leader and the team of tutors. There is a system of reporting problems the moment they arise, so that you may be sure that your child will be well cared for and a close eye kept on his or her progress and welfare. Please do not hesitate to bring to our attention anything affecting your child's welfare by contacting their tutor. Bullying and cyberbullying are strictly forbidden at Stanborough. If your child is threatened, they should tell a teacher immediately and try to find out the name of the student concerned. They should also try to get the name of a witness. Cyberbullying involves bullying through technological devices such as phones or e-mail and social networking sites such as Facebook, Twitter, Instagram or Snapchat. Any incidents of this nature are also viewed as very serious. We ask that you monitor your child's social media and devices to ensure they are safe.

First Aid/Medical

We have a number of qualified First Aiders available to deal with any urgent illness or accident. It is important for the school office to have any information regarding on going medical conditions. This can be provided on the registration form. **It is vital that the school office is informed if your child's contact telephone number, e-mail address or home address changes.**

If a student needs to take prescribed medication during the school day, the parent/carer should send in a letter and medication to the office, stating clearly the times and dosage to be taken. Prescribed medication should be kept at the school office with the exception of inhalers or epipens. If a student needs pain medication they should speak to a member of the office staff who will contact home to get some brought in.

‘The Kitchen’ and Lunch Arrangements

The Dining Room

The dining room is open from

- 8am for breakfast
- 11 - 11.20am for break
- 1.20pm to 2pm for lunch

Students may buy a school lunch or bring a packed lunch, both of which are to be eaten in the dining area or the designated outdoor areas.

Payment

Stanborough School operates a cashless dining room for the students using biometric recognition technology. This enables each student to place their enrolled finger on a fingertip scanner to make payment. No cash or swipe card is required. During the enrolment process the software captures a digital signature of the student's index finger which is broken down into data points, similar to grid reference points on a map. This is then turned into an alphanumeric code which is encrypted and stored onto our school server. It is important to point out that the fingertip recognition system does not take or store a fingerprint and the information collected will be solely for school use and held on school systems only. Please be assured that this software is very secure.

Students on free school meals will have their entitlement added automatically and this will be used before any other money is taken. All other students will need to pre-pay using the Wisepay App, organisation code 94686193. A daily spending limit can be applied to a student's account at the parent's request. Wisepay is an online system which allows you to directly credit your child's account. Username and passwords will be sent out before the beginning of term.

Lunchtime

We expect students to remain on site during lunchtime. Students may either purchase from the school dining room or bring a packed lunch. All food **must** be eaten in the dining room or allocated outdoor area. Cans and fizzy drinks are not allowed in school. Students. We have a 'no corridor' policy at lunchtime which means that students should be in a designated area. This could be the dining room, quads, LRC, clubs or other activities or in the playground.

Free School Meal Entitlement

If your child is currently eligible for free school meals you are not required to contact HCC to renew your entitlement when starting a new school in September 2023.

If you think your child might be eligible for free school meals, you can apply to Hertfordshire County Council for free school meals online at: www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx by telephone 0300 123 4048, or by email at howcanwehelp@hertfordshire.gov.uk. If you are eligible, the school will be notified, your child will receive free school meals and the school will receive extra funding.

Year 7 Visits and Activities

Year 7 Educational Visits

There is usually an offsite educational visit organised for Year 7 each year. In previous years this has taken the form of a visit to an activity centre. A residential visit such as this allows students to participate in challenging activities whilst working as part of a team. The visit helps to prepare students for the transition to Year 8 and beyond. We encourage as many students as possible to take part in the visit, which gives them the opportunity to be away from home and bond as both a tutor group and year group.

Other visits may be organised for Year 7 and parents are given as much notice as possible about these when they are planned. The school also uses its local environment, especially Stanborough Lakes, as part of its curriculum offer to students.

Clubs and Activities

There are numerous after school and lunchtime clubs and activities students can choose from. Each term a booklet is published listing what is available and when, this can be found on our website under [School Life/Clubs and Activities](#). Students can also become part of the Year 7 Council or nominate themselves to be one of our charity or subject representatives. We encourage any involvement in extra-curricular activities and taking on leadership roles, as this puts students in an excellent position when moving up to Year 8 and beyond.

Students also have the opportunity to attend occasional subject specific master classes after school and at weekends. Students will find out more about these activities from their subject teachers.

There are many homework support clubs available at lunch time and after school to enable students to use the IT facilities or to get help with their homework.

Transport

Bicycles

Bicycles may be used by students subject to them being maintained in a good condition and the students using the roads in a safe and considerate manner. As with other personal property, the school does not accept responsibility for loss or damage to students' bicycles and these are brought to school at the owner's risk. Bicycles can be parked in the cycle store at the front of the school. We would advise that all cycles are locked with a **strong** cycle lock.

Students are encouraged to wear a helmet.

Students cycling to school should ensure that they are using the road and cycle tracks responsibly. Bicycles must not be ridden on school grounds and students must dismount before entering through the school gates.



Road Safety

There are traffic calming and other safety measures on Lemsford Lane. All students and parents should think seriously about safety when travelling to and from school.

Please note, there are double yellow lines in Lemsford Lane. The staff car park and visitors' car park must not be used by parents to drop off or pick up students at the beginning or end of the day. Residents driveways should not be used or blocked.

Students walking to school should be particularly careful crossing the road and use the proper safe crossing places shown by the raised areas of the road. The staff car park is out of bounds to students and they must not endanger themselves by cutting through to enter or leave the school. Students also must not walk through the front visitors car park and must go straight through the door opposite the pedestrian gate they have entered through. We are fortunate that we have separate pedestrian entrances, which all students should use.

Students travelling by bus should ensure that they keep away from the road when queuing for the bus.

We hope that you will discuss these issues with your children and that they will think seriously about their own safety.

Student Voice

At Stanborough, the views of students are taken very seriously. Early on in all year groups, tutor groups elect two representatives who will serve on the Year Council. The Year Council meets on a regular basis with the Deputy Year Leader. Each Year Council feeds into the whole school Council and together they discuss ways to improve the school. We run an Ambassador scheme which is student led for identified groups to focus on the education and celebration of student diversity. These groups are currently; BAME, LGBTQ+, Young Carers and Neurodiversity.



School Calendar 2023-2024

Autumn Term 2023

Friday 1st September 2023 - Wednesday 20th December 2023

Friday 1 st September	INSET DAY
Monday 4 th September	INSET Day
Tuesday 5 th September	Term starts (Years 7, 12)
Wednesday 6 th September	All students in school, Sixth Form teaching begins
Thursday 28 th September	Open Evening
Friday 29 th September	Late start for students, 11am
Monday 9 th October	INSET DAY
Friday 24 th November	Occasional Day, school closed

Half Term: Monday 23rd October - Friday 27th October 2023

Spring Term 2024

Thursday 4th January 2024 - Thursday 28th March 2024

Thursday 4 th January	Term Starts
Friday 1 st March	INSET Day

Half Term: Monday 19th February - Friday 23rd February 2024

Summer Term 2024

Monday 15th April 2024 - Tuesday 23rd July 2024

Monday 15 th April	Term Starts
Monday 6 th May	Bank Holiday
Monday 22 nd July	INSET Day
Tuesday 23 rd July	INSET Day

Half Term: Monday 27th May - Friday 31st May 2024

Students are not expected in school on INSET Days

The Stanborough Code

THE FOUR PRINCIPLES OF STANBOROUGH SCHOOL

High Expectations
Quality Learning
Mutual Respect
Success for All

Show respect to everyone

Treat others as you would like to be treated
Help others whenever you can

Behave in a way that allows everyone to learn

Arrive on time, equipped to learn in all lessons
Follow school instructions without argument

Look after our school

Make a positive contribution to school life
Take care of the buildings, equipment and displays and use the litter bins

Move sensibly in and around the school

Behave responsibly in the local area and in school

Dress correctly for school

Developed by the School Council, Staff and Parents

Stanborough



Mathematics & Computing Academy

Headteacher: Mrs M John

- Grow and Succeed -

Lemsford Lane, Welwyn Garden City, Hertfordshire AL8 6YR

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