



Welcome to The Abbey

Parents' Guide UIII - LIV - UIV
2020-2021



The Abbey

The independent school for girls aged 3-18.



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Welcome from Miss Allison Hadwin, Deputy Head and Chaplain, and Mrs Melanie Pople, Deputy Head Academic

We are delighted to be welcoming not only your daughter to The Abbey Senior School but also you as parents.

We hope you find this Parent Guide helpful. It's designed to be read alongside your daughter's Pupil Guide and we hope it will answer any questions you may have.

We look forward to getting to know you over the course of your daughter's journey through The Abbey.

It will be a happy, busy and fulfilling time.

Useful contacts

Form Tutor:

Heads of Year (UIII):

Mrs Carly Burn
burnca@theabbey.co.uk

Miss Hasina Uddin
uddinha@theabbey.co.uk

Head of Year (LIV):

Dr Catherine Cheeseman
cheesemanca@theabbey.co.uk

Head of Year (UIV):

Miss Emma Goodfellow
goodfellowem@theabbey.co.uk

School Nurses

Mrs Julie Hay/Mrs Katie Helms
nurse@theabbey.co.uk

Assistant Head Pastoral:

Miss Julie Smart
smartju@theabbey.co.uk

Senior School Reception/Office:

0118 987 2256
schooloffice@theabbey.co.uk

Notification of absence due to illness:

absences@theabbey.co.uk

Introduction to the Curriculum

Girls are taught by specialist teachers for all subjects and move around the School for lessons. In Upper III, girls will study 18 separate subjects in this first year: English, Maths, Biology, Chemistry, Physics, Latin, French, Geography, History, Art, Computer Science, Philosophy and Theology (PaT), Drama, PE, Music and Skills 4 Life and enjoy half a year each of Food and Textiles Technologies. In Lower IV, a second Modern Foreign Language is introduced (Spanish or German).

In Upper IV, girls study English, Maths, Biology, Chemistry, Physics, French, German or Spanish, History, Philosophy and Theology, Drama and PE. They then choose an additional three subjects from the following: Art, Computer Science, Food Technology, Latin, Music and Textiles Technology.

School Houses

We have a House system at The Abbey and every girl joins one of our four Houses. The Houses are named after benefactors of the School.

Each House has two House Mistresses or Masters and two House Captains. The House Captains are Upper VI girls who lead the House and organise teams for the activities. There are House Assemblies every half term where girls meet to plan the House teams for future events/competitions.

Getting involved in House events is fun and means that your daughter gets to know girls in different year groups so everyone is encouraged to take part.

Supporting your daughter

Planner

Your daughter will be given her planner on the first day of the Autumn Term to help her organise her time and her homework. The planner is also one of the ways through which teachers and parents communicate. If a member of staff has concerns about punctuality, preparedness for class, attention to work in class, behaviour, homework or uniform, he or she will make a note in the planner. Your daughter's planner should be checked and signed by you each week, before the Form Tutor signs it during Friday registration. There is space in the planner for you to write a message to the Form Tutor, if you wish.

Homework

Your daughter will be given a homework timetable with details of the subjects set on each day. In Upper III, homework is introduced gradually up until the fourth week of term to allow the girls time to settle and adjust to life in secondary school. We would ask for your help in encouraging your daughter to do her homework conscientiously and in a location where there are no distractions. We value your role as parents, offering support, but please encourage your daughter to complete her work independently; should she need help, she can attend a homework help club or ask her teacher.

	Approx time per night	Subjects per night on average	Time per subject
UIII	1 hour	3	20
LIV	1 hour 15 mins	3 or 4	20-30
UIV	1 hour 30 mins	3 or 4	30

Balance

We are very keen for your daughter to maintain a healthy balance between her work and extra-curricular activities, both within and outside of school. Please encourage your daughter to spend only the allocated time on her homework; she should let her teacher know if she is unable to complete it within the time available.

E-safety, sleep and mobile devices

There is a great deal of discussion about e-safety and the impact of using mobile devices at night on young people's friendships and sleep patterns. We value your support in ensuring that girls are not using their phones late at night. Parents' events are held to discuss e-safety and managing online friendships.

Reporting on your daughter's progress

Parents of girls in Upper III will meet their daughter's Form Tutor and Heads of Year at the beginning of the Autumn Term. You will also have an opportunity to meet your daughter's Form Tutor at an informal event in October. For parents of girls in Lower IV and Upper IV, there is an informal pastoral introduction to the year at the beginning of the Autumn Term. This is an opportunity to hear more about the main aspects and issues relevant to the year group and for you to get to know your daughter's Form Tutor and Heads of Year.

You will be kept informed of your daughter's progress in a variety of different ways through the school year:

- a tutor report, indicating personal and social development and participation in school life
- a Parents' Consultation evening, when you can discuss her progress with subject teachers
- a full written report at the end of the school year

Rewards system

Your daughter will be praised by her teachers for her enthusiasm, effort and achievement in a variety of ways; for example, by speaking to her in class and by writing comments on her work.

To reward exceptional effort and achievement on a piece of work, or over a period of time, a girl will be awarded a ROSA (Record of Special Achievement) sticker. These earn House points towards the House Reward Cup, which is presented to the winning House at the end of every term.

We also like to recognise anything that makes an outstanding positive contribution to school life e.g. helpfulness, leadership, kindness; such acts of natural goodness are rewarded with a Gold ROSA.

Pastoral care

The welfare and happiness of all our pupils is of paramount importance; no girl will learn effectively if she is unhappy or worried. In order to best support each individual, we have a strong and experienced Pastoral Team.

There are several people you or your daughter can go to if she has any problems or concerns. Her first point of contact should be her Form Tutor who she will see for registration twice a day, for Skills 4 Life on a Wednesday and for Form time on a Friday. If she needs her Form Tutor at any other time, she may also ask to see him/her at break or lunchtime. One of our School Nurses is available throughout the day in the medical room and we have a wellbeing coach who supports the girls in 1:1 and group sessions. Additionally, each year group has its' Head/s of Year who is there if either you or your daughter need their support. Our Sixth Form Pastoral Prefects and Lower V Peer Mentors are a very important part of our Pastoral system and they have been trained to listen to and support younger girls.

Communicating with the School

The Form Tutor should be your first point of contact for both academic and pastoral concerns. You can e-mail them with a concern or query and they will speak with the appropriate member of staff. Please do bear in mind that staff are teaching during the day but they will respond to you as soon as they are able to do so.

The Abbey communicating with parents

Wherever possible we use electronic communication to send messages to parents. You will be asked to update and sign a Contact Details sheet each year. However, if changes occur mid year (e.g. change of address, e-mail, mobile) it is vital that you keep the School informed by sending an e-mail to schooloffice@theabbey.co.uk Please clearly state your daughter's name and Form in any communication.

Your e-mail address and mobile phone number are particularly important as they are used for sending texts and e-mail messages via our School Post system. This is also used for emergency communications.

The School sends an e-bulletin, The Abbey Gateway, every week on a Friday afternoon. Other targeted e-mail messages will also come from the School about trips, meetings, extra-curricular activities etc. Please open and read all e-mails from The Abbey as they may contain vital information. If you are not receiving e-mails from The Abbey please e-mail schooloffice@theabbey.co.uk and we will investigate the problem.

School events

You will find that we are a flourishing and active community and there are many opportunities for girls to become involved in the extra-curricular life of The Abbey. We very much value the participation and support of parents and hope to see you at many of the events throughout the year, including concerts, plays, Speech Day and sports matches, to name a few. Details of these events are available on the school calendar, which is accessible via the school website.

Charity events

The Charity Committee selects several charities for the School to support and girls have the opportunity to fundraise with the whole school, as a Form and in small groups. Further information about such activities is shared through our weekly e-bulletin, The Abbey Gateway.

Uniform

There is a full list of the uniform that your daughter will need on our website www.theabbey.co.uk (Life At The Abbey >Uniform).

At The Abbey, all girls are expected to wear their uniform smartly and with pride. Most items must be purchased from Schoolblazer, our online uniform supplier at www.schoolblazer.com

There is a helpful 'How to Shop' section on the Uniform page of the website. All items should be named (N.B. Schoolblazer offer a name-taping service at source). We believe that the wearing of our school uniform is an important part of the ethos of the School, bringing together a community of girls from many different backgrounds, aiding integration and cohesion and good order in the School. The Head may grant exceptions but only where this is required as a matter of sincere religious observance, which can be substantiated by a letter from the leader of the relevant religious community.

If there is any difficulty concerning school uniform, please contact your daughter's Form Tutor who will be happy to advise.

- **School Uniform Code:** This code has been written in line with the Department for Education document 'School uniform, guidance for governing bodies, school leaders, school staff and local authorities', September 2013.

Hair/jewellery/make up

Hair must be of a natural colour, clean and tidy. Shoulder length or long hair must be tied back, off the shoulders and back from the face at all times. Hair accessories should be green, black or brown.

One pair of small plain stud earrings may be worn. Nose piercings, hooped earrings and multiple piercings are not permitted. The Head may agree to a bracelet being worn if it has religious significance; in such instances it should be worn under the sleeve so that it does not show.

No make up or nail varnish is permitted in Upper III and Lower IV. From Upper IV, girls may wear discreet make up but may not wear nail varnish.

Stationery and equipment

Your daughter will need a well-equipped pencil case including a geometry set, fountain pen, cartridges, pencil, eraser, scissors, glue stick, ruler, highlighters and colouring pencils. Subject teachers will advise, once term starts, of any other specific items that are required. Please ensure everything is labelled.

Maths Department - Casio scientific calculator such as the fx-85GTX Solar. This is available from Reception in term-time and can be charged to your bill.

French Department - Good French dictionary. (If your daughter is joining Lower IV or Upper IV, she will also need a German or Spanish dictionary). The Dorling Kindersley Bilingual Visual Dictionary is highly recommended.

English Department - Oxford Mini Dictionary and Thesaurus OUP 2nd edition 2012 (useful but not essential).

Lockers/personal belongings/lost property

Your daughter will have a locker in which to store her games kit and mobile phone (if she chooses to bring one into school). These lockers are secured with a combination lock. Please ensure your daughter does not bring valuable items or large sums of money to school.

Please make sure that everything that is brought to school is named as it makes misplaced items much easier to return! Valuable items of lost property, including blazers, are taken to Reception. Other lost property is either stored in the PE office or placed in a tub in the Hardcastle Hall. Any items of school uniform that are not named and are not claimed by the end of each half term are given to the Second-hand Uniform Shop. Non-school uniform items will be given to a charity shop.

The School day

Registration is at 8.40am and the school day ends at 3.45pm. Girls are able to come into school from 8.00am onwards, use the Library or sit in the Hardcastle Hall (Upper III), the balcony of the Hardcastle Hall (Lower IV) or form rooms (Upper IV). Breakfast is available for a small charge from 8.00am every morning.

Girls are welcome to stay in school each evening until 5.45pm, during which time they will be supervised in the After School Homework Club from 3.45pm until 5.45pm. You may text your daughter after 4.00pm to arrange to collect her from Reception up to 5.45pm.

Breaks

Girls are not permitted to go off site during morning, lunch and afternoon breaks. There is a tuck shop at morning break and we also encourage girls to bring a named, reusable bottle for water into school.

Food

Girls have lunch in the Dining Room every day and there are always many delicious choices: a main meal, a vegetarian option, a salad bar, baked potatoes and pasta with different sauces. There is also a 'Grab and Go' meal which is quick and easy to eat if your daughter has got a club during that lunch break. For pudding, there is always a choice of dessert or fruit.

The Academic Year 2020/2021

Autumn Term 2020

Tuesday 8 September Staff training day

Wednesday 9 September Staff training day

Thursday 10 September Term begins **(Full day)**

Half Term: Friday 23 October – Monday 2 November 2020 (inclusive)

Friday 16 December Term ends **(Finish at noon)**

Spring Term 2021

Tuesday 5 January Staff training day

Wednesday 6 January Term begins **(Full day)**

Half Term: Friday 12 February – Friday 19 February 2021 (inclusive)

Friday 26 March Term ends **(Full day)**

Summer Term 2021

Monday 19 April Staff training day

Tuesday 20 April Term begins **(Full day)**

Monday 3 May Bank Holiday

Half Term: Monday 31 May – Friday 4 June 2021 (inclusive)

Friday 9 July Last day of school year
(Finish at noon)

Timing of the School day

Mon, Tue, Wed pm, Thurs and Fri	Wed am
8.00am Building open to pupils	8.40am Skills 4 Life/ Registration
8.40am Registration	
8.45am Assembly or Form Time	9.20am Period 1
9.05am Period 1	9.55am Period 2
9.45am Period 2	10.30am – 10.50am Break
10.20am – 10.40am Break	10.50am Period 3
10.40am Period 3	11.25am Period 4
11.15am Period 4	12.00pm – 1.05pm Lunch
11.55am – 1.05pm Lunch	
1.05pm Registration	
1.10pm Period 5	
1.45pm Period 6	
2.25pm – 2.30pm Break	
2.30pm Period 7	
3.05pm Period 8	
3.45pm End of Day	



Signing in and out

If your daughter arrives at school after registration at 8.40am for any reason, it is important that she signs in at Reception.

If she has to leave school during the day for any reason, then please write a note in advance for her to bring in and give to her Form Tutor. She will be given a pink slip to hand in at Reception when she leaves. She must sign out at Reception and, if she returns to school later on the same day, she should sign back in at Reception.

School coaches

The School offers an extensive coach network. Horseman Coaches operate most of The Abbey School Home to School coach routes and you can download the latest details from the School Services section of their website horsemancoaches.co.uk Horseman Coaches also run a late bus service to both Maidenhead and Wokingham. This is available for Senior School pupils only and leaves the School at 5.45pm each day with drop off stops along the two routes. All bookings (and payment) for places on these coaches should be made directly with Horseman Coaches. Please contact

their office for further information and to register your interest for a particular route on **0118 975 3811**, or email **info@horsemancoaches.co.uk**

TK Travel operates two routes, one from the Pangbourne area (stopping in Chapel Row, Bradfield Southend, Tidmarsh, Pangbourne and Tilehurst) and also from Hook (stopping at Rotherwick, Swallowfield, Spencers Wood and Three Mile Cross). Booking (and payment) for a place on either of these routes should be made directly with The Abbey. Please email **transport@theabbey.co.uk** for further information and/or to register your interest for a place.

There is a member of staff on gate duty each day and extra staff help out on the first days of the new school year to ensure that all girls get on their correct coach.

Safety - road crossing

Kendrick Road gets very busy at the beginning and end of the school day. To keep your daughter safe, please encourage her to use the pedestrian crossing to cross the road. If she is dropped off by car on Kendrick Road, do make sure that she gets out of your car on the side nearest the pavement rather than in the middle of the road.

Absences

If your daughter is unable to attend school please contact Reception or e-mail **absences@theabbey.co.uk** as early as possible that morning giving her name and Form. When she returns after any absence, we must receive a signed note or email from a parent explaining the reason for absence. Alternatively, at the back of your daughter's planner you will find some lilac absence slips which may be completed and returned to the Form Tutor. Please note that we are required to notify the Department for Education about any unauthorised absence greater than 10 consecutive days. Whilst your daughter is absent due to illness her priority should be getting back to full health before tackling school work. Please do not request work from her tutor unless she has been away for an extended period and is feeling well enough.

Please take your family holidays during the school holidays, as it is disadvantageous to your daughter, and sometimes to other members of the class, if girls are unnecessarily absent during term time. Copying up notes is never a real substitute for a taught lesson and it is not reasonable to ask staff to set or mark special work for girls who are on holiday. We realise that occasionally family circumstances make asking for exceptional leave unavoidable but would ask you to think very seriously about this. Authorisation for pre-planned absences must be requested in writing from the Head, Mr Will le Fleming, so please e-mail your daughter's Form Tutor with your request at least five working days before the date of absence.

A Message from the School Nurses

Medicines/injuries/allergies

We should be grateful for your assistance in working with us by following the procedures below. Please keep us informed if your daughter's medical condition changes in any way including any changes or alterations to any medications that she may be taking.

Should your daughter require medication during the school day, it must be brought to the medical room for safe storage. The medicine/drug must be in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions, along with a covering letter, signed by a parent/legal guardian giving staff permission to administer that medicine.

The only medicines that are allowed to be carried by pupils at school are asthma reliever inhalers, adrenaline pens and medication for diabetics.

Paracetamol is available for any girl in Prep to Upper VI (with parental permission, held on our records) during the school day should an appropriately trained member of staff feel she requires it.

Limb injuries: The School must be informed in writing (e-mail is acceptable) before a pupil returns with a broken or damaged limb that is strapped up or where a pupil is on crutches. Please include details of any specific medical care the pupil may require and for pupils with crutches, confirmation that the pupil has been shown how to mobilise correctly.

Return to School after sickness: Your daughter must be kept at home for 48 hours after the last episode of diarrhoea or vomiting.

Food allergies: Please do not allow your daughter to bring into school any nut products, products which may include traces of nuts or products containing popcorn as we have girls in school with severe allergies.

Please rest assured that we are working in your daughter's best interests. Our School Nurses are available to speak with you if you have any concerns.

Clubs

We offer a wide variety of extra-curricular activities before school, at lunchtime and after school. There are many Music, Drama and Sport Clubs as well as a wide range of subject related and general interest clubs such as Book Club, Chess Club, Creative Writing Club and Rock Climbing Club. Your daughter will find out about all

the available clubs, and choose those she wishes to join, at the beginning of each term. Further information about clubs will be available on the Parent Portal from September.

School trips

Several school trips will take place during the course of the school year which include the following:

Upper III Christmas Markets and Theatre trip – December, Geography field trip to the River Chess – March, Latin trip to Chedworth – March, History trip to Weald and Downland Living Museum – May, a residential trip – June

Lower IV Geography trip to Bournemouth – April, Classics trip to Bath – April, Brecon residential trip – June, Watersports trip – July

Upper IV Geography fieldwork at Chessington World of Adventures – October, Classics trip to Bath – October, History trip to Ypres – June, French study visit – June, Slovenia expedition – June

PE at The Abbey

Physical Education is a lively, thriving department and we pride ourselves on the high standards that we set both the girls and ourselves. We organise a wide programme of extra-curricular activities and we encourage all girls to become involved in this as fully as possible. As well as the competitive sports, a wide range of recreational activities are on offer and there is also an opportunity for girls to take part in taster sessions for sports not usually offered by the School. These courses are led by qualified coaches and a small fee may be charged. We aim to educate girls in the benefits of taking regular exercise as part of their lives, both whilst they are in school and in the future, equipping them with the skills that they need to participate.

Each week all girls have a double lesson of outdoor PE. In addition, Upper III and Lower IV girls have one lesson of swimming and one lesson of indoor PE whilst girls in Upper IV have one lesson of swimming or one lesson of indoor PE.

Mouthguards

During hockey lessons and matches at The Abbey, it is compulsory for all girls to wear a mouthguard. This decision has been made following discussions with dentists and acting on information provided on safe practice in Physical Education by BAALPE. A properly fitted mouthguard has been proved to prevent or reduce an injury being sustained.

Mouthguards can be shaped to fit any mouth and dentists inform us that special

guards are available for girls with orthodontic braces. Therefore, there should be no reason for your daughter not to have a mouthguard. A custom fitted mouthguard prepared by a dentist offers the best protection. Self-moulding mouthguards can also be purchased from sports shops.

Girls will receive regular reminders to wear their mouthguard, but it will not be the responsibility of your daughter's teacher to ensure that she keeps it in place throughout the lesson or match. We ask that your daughter takes responsibility for ensuring that her mouthguard is in place for the whole of the lesson or match in which she is participating. Girls who forget their mouthguard (and whilst we are awaiting delivery of the new mouthguards) should inform their teacher and they will be given a safe practical hockey related activity for that lesson.

Swimming

Classes are split into groups for some of the swimming lessons. Everyone is encouraged to work at their own pace and extra support is given for girls who are not confident in the water.

If your daughter forgets her swimming kit, she may ask to borrow kit from the PE Department.

PE kit

At the start of term, girls should bring in all the PE kit that they will need for the term. This should be kept in their locker and any used kit taken home to be washed at the end of each week. If a girl forgets all or part of her kit she should then participate in the lesson wearing the kit that she does have and ask if she may borrow additional items from the PE Department. No girl will be permitted to miss a lesson because she has forgotten her kit.

Permission to be excused from PE

Girls will only be excused from physical activity, including swimming, if they provide a handwritten note or an email from a parent. If girls are excused they will still change into appropriate PE kit and be involved in the lesson in some way, e.g. coaching. If your daughter is feeling a little under the weather on a particular day, she should let her teacher know so that she can be given less strenuous tasks.

If your daughter is going to be excused for a long period of time due to an injury or their medical condition, a note should also be sent to the School Nurses so that the medical details can be updated.

Hair and jewellery

All jewellery must be removed for PE lessons. If a girl cannot remove her earrings because she has recently had her ears pierced, she must wear micropore tape over the front and back of her earrings for all PE lessons (with the exception of swimming). She should bring her own micropore tape and keep it in her locker.

Clubs, practices and fixtures

Every term, a list of the clubs, practices and fixtures is displayed on the PE notice board and on the SOCS calendar. We aim to provide fixtures for A, B and C teams. The majority of clubs are open to all girls and take place before school (8.00am), during the lunch break or after school. In some clubs such as netball and diving, numbers may be limited.

When girls are selected to play in matches against other schools, a team list, including the match details, is displayed on the PE notice board. This information is also available to parents via the SOCS calendar. Transport is provided to and from away fixtures; girls can either be picked up from the away venue or from school on their return.

Safety - start of the School day

We are always extremely mindful of the safety of all pupils in the Senior School, particularly before the official start of the school day. The school day starts at 8.40am and girls should be in their Form Rooms from 8.30am.

We are aware that some girls arrive considerably earlier than this. Obviously, in inclement weather, we would not wish girls to remain outside so, if necessary, girls may enter the main school building to go to one of the following designated areas from 8.00am: breakfast is available for a small charge from the Dining Room and the Library is also staffed. Alternatively, Upper III and Lower IV girls can sit in the Hardcastle Hall and Upper IV girls are allowed to go to their Form Rooms.

ICT Acceptable Use Policy

The School reserves the right to monitor, view or delete any data that may be held on its computer systems and to monitor network, internet and email use. The School also reserves the right to have access to data on pupils' personal devices in case of complaint or suspected abuse of this policy.

Taking images and videos (and audio recordings) in School

- Photographs/videos etc., should only be taken with permission of the person whose photograph is being taken; there are legal implications to taking/using/sending images (e.g. Child Protection, Copyright Law). Similarly, audio recordings should not take place without permission.
- If images, videos or audio recordings are taken and created in School they should not be publicly published or distributed without permission both of the School and those involved. Any use and distribution of such materials other than internally within School must be in liaison with the School who will ensure due diligence and appropriate approvals are in place.

Using the ICT facilities in School

All use of the ICT facilities should be relevant to academic activity and should be appropriate at all times.

The School aims to encourage the optimum, positive use of ICT within the School in order to enhance teaching, learning and attainment, research, administration, management and efficiency. The School is committed to the delivery of a high quality ICT provision within a safe environment. Any breach of this policy may result in disciplinary action.

Social networking, messaging and shared media websites

It is not possible for pupils to access social networking websites whilst using a school computer. However, we acknowledge that many pupils access these websites whilst out of school and so we ask parents to discuss the use of these sites in the context of the role of the family as part of the whole Abbey School Community. Please do be aware that the minimum age requirements of many of these websites is 13. The School can not be held responsible for the inappropriate actions of any individuals in relation to social networking sites.

The presence of messaging and social networking sites on the internet such as www.snapchat.com, www.instagram.com, www.twitter.com, www.facebook.com as well as media access sites such as www.youtube.com allows pupils to publish images, messages, videos and collections of personal material which relates to

them, their friends and family where data is sometimes held on servers outside the jurisdiction of UK law. Pupils who choose to make postings on social networking and other sites using media in this way must not cause others to suffer hurt or distress, or bring the name of the School into disrepute. Any breach of this policy will result in serious disciplinary action by the School.

While we accept that inexperience or naivety exists in young people, it is important that incidents involving uploading images or any form of networking activity that gives due cause for concern are thoroughly investigated. The School also recognises its role in education and, where applicable, works in partnership with parents and their daughters. However, it is still the case that any breach or activity which is deemed inappropriate will be viewed very seriously.

In this context, and with reference to the use of ICT generally, we advise pupils never to arrange to meet anyone who is unknown to them and has made contact online or through mobile text, email or similar virtual communication tool.

Remote access services

The School enables users to log on to the School network remotely. It is expected that this log-in is only used by pupils as it would be if they were physically in school. Others should not use the remote access login provided nor should pupils use the service for anything other than school business.

Mobile devices

Many of our pupils now have 3G/4G devices that are internet enabled but this internet provision is not filtered to The Abbey School standards. The School embraces the pupils' need to use technology positively in many aspects of their lives. However, in having personal access to the internet, younger pupils can find it difficult to focus on appropriate school activities, both curricular and extra-curricular, which are so highly valued by parents, pupils and staff.

Whilst girls in Upper IV may use their phone during break and lunchtime when they are in their Form Room, Upper III and Lower IV girls are not allowed to use their phone during the school day. They should be switched off and locked in PE lockers. Inappropriate use during the school day will mean that the phone will be confiscated until the end of the day. Subsequent inappropriate use will result in a girl having to leave her phone with Reception until 3.45pm each day for a defined period. Parents will be informed by e-mail at the earliest convenience if their daughter's device is confiscated because of inappropriate use. Although we understand that Upper III and Lower IV girls may wish to carry a mobile device, there should be no need to use them in or out of lessons within the school day without the permission or supervision of a member of staff. If your daughter needs

to make an urgent telephone call to you, she should ask our staff for help with this. If she requires internet access for her work outside lessons, she can use the lunchtime (CS5/CS7/Library) or After-School (CS5/CS7/Library) facilities.

These personal mobile devices are not covered by the School's insurance; they are brought into school at a girl's own risk and staff will not be involved in searching for any lost item. Sanctions will be imposed, in accordance with our published procedures, on any girl who uses her phone in an inappropriate way e.g. any bullying or harassment of other pupils.

Home School Agreement

At The Abbey we can see many advantages to establishing and maintaining a strong link between school, parents and pupils. There is no doubt that the best situation for a pupil occurs when parents, teachers and pupils are all 'pulling in the same direction' and by reading, signing and returning the Agreement, we will have established expectations on all three sides.

The Abbey will offer the highest quality learning and teaching environment with a curriculum which is broad, balanced, challenging and offering equal opportunities to all, designed to suit academically able girls. The School has high expectations of the work and behaviour of all girls. We have a strong House System which offers many opportunities for girls to be involved in representing their House in sporting competitions, dance, drama and musical productions.

Effective education is impossible without regular attendance and we expect all girls to be punctual. Parents are expected to notify the School on the first day of absence if their daughter is unable to attend and when their daughter returns to school after an absence, a signed letter from a parent is required to explain the absence. Removing children from school for holidays during term time is disruptive to the education of the student and it sends inappropriate messages with regard to the relative importance of holidays and education. Parents do not have the automatic right to do this and leave of absence must be granted in advance by the Head, Mr Will le Fleming.

Homework is regarded as an essential part of your daughter's learning; it will help her to develop self-discipline, encourage her to work independently and extend her knowledge base with particular reference to public examinations. It is expected that homework will be completed on time and to an acceptable standard. We need parents to be supportive by taking an interest in the homework, signing the School Planner each week, providing sufficient time and an environment in which homework can be completed to the best of a student's ability. Parents will receive a copy of their daughter's Homework Timetable via School Post at the beginning of the academic year. Teaching staff will set homework according to the timetable

and parents need to help pupils establish good practice from the time they join, which can then be maintained throughout their time at The Abbey.

It is important to have good communication between home and school and at The Abbey we hold Parents' meetings and provide a full written report each year. If they have a particular concern, parents may contact the relevant Form Tutor for a verbal report on progress, either by telephone, email or mutually arranged appointment. If necessary, parents may also contact the relevant Head of Year, Assistant Head Pastoral and Deputy Head Academic. To enable us to support your daughter, please inform the Form Tutor of any home-based issues that may affect your daughter's work or behaviour.

Pupils represent The Abbey from leaving home in the morning until returning home and it is expected that they will conform to high standards of behaviour and appearance. All parents and girls are expected to support the School's behaviour and discipline policies. The Abbey has an excellent reputation and pupils are expected to uphold that reputation by being smartly dressed in school uniform and by being courteous to and respectful of others at all times.

The Abbey

Home School Agreement

The School will:

- Undertake to provide a high quality academic, social and moral educational experience
- Set, assess and monitor homework and class work
- Arrange a Parents' Consultation evening and provide a tutor report and one full written report annually
- Contact parents if there is a significant problem with work, attitude, behaviour, punctuality, equipment or uniform
- Keep parents informed about School activities via emails/letters home, a 'Gateway' message every week, the website and a regular newsletter once a term

The Parent(s) will:

- Ensure that my/our daughter attends School punctually, regularly and properly equipped
- Support The Abbey's policies for behaviour and discipline
- Support my/our daughter and The Abbey in homework and other opportunities for learning, e.g. signing her planner each week, extra-curricular activities, field trips, rehearsals, etc
- Attend Parents' meetings and other relevant discussions about my/our daughter's progress
- Inform The Abbey about any problems that may affect my/our daughter's work, behaviour and attitude
- Provide my/our daughter with the correct uniform and encourage her to take pride in her appearance

The Pupil will:

- Be polite, courteous, helpful, considerate and respectful to others
- Attend school punctually and with all the equipment I need for the day
- Complete all the class work and homework to the best of my ability
- Keep my planner neat and take it to all lessons
- Take pride in my appearance and wear the correct School uniform at all times
- Comply with The Abbey's policies for behaviour and discipline.

The Abbey

Family and School Partnership Agreement

I have received and read the Parent Guide and Pupil Guide in respect of my daughter who is joining The Abbey School in September 2020.

I agree with the ICT Acceptable Use policy.

I give permission for my/our daughter to enter the School buildings before 8.30am.

I agree that my/our daughter will take responsibility to wear her mouthguard correctly during hockey matches and practice.

I would like my/our daughter to bring an Internet enabled device with her to School. I agree with the conditions in the Mobile Devices section of the Parent Guide and I have explained these to my/our daughter. I will keep the School informed if she changes her phone and/or number.

By signing the Parent Contract I agree to all the above.

REFERENCE COPY



The Abbey

The independent school for girls aged 3-18.

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