



**NEWLANDS GIRLS'  
SCHOOL  
PARENTS' HANDBOOK  
2020 - 2021**

## **NEWLANDS GIRLS' SCHOOL PARENTS' HANDBOOK**

### **NEWLANDS GIRLS' SCHOOL MISSION STATEMENT**

*At Newlands we create confident and responsible young women equipped with the skills they need for the twenty first century. We empower all students to realise their potential as part of a sustainable community committed to lifelong learning.*

A handbook complete with rules may seem rather foreboding at the start of your daughter's time at Newlands, but we believe that it is helpful for all of us to know the agreed procedures from the outset so that difficulties can be avoided. The aim of the handbook is to help girls settle in as easily as possible and to be a useful point of reference in the months to come.

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## THE PATTERN OF THE SCHOOL DAY

|                         |  |
|-------------------------|--|
| 8:45 a.m. - 9:05 a.m.   | Registration and assembly or form period |
| 9:05 a.m. - 10:05 a.m.  | Lesson 1                                 |
| 10:05 a.m. - 11:05 a.m. | Lesson 2                                 |
| 11:05 a.m. - 11:25 a.m. | Break                                    |
| 11:25 a.m. - 12:25 p.m. | Lesson 3                                 |
| 12:25 p.m. - 1:05 p.m.  | Lunch                                    |
| 1:05 p.m. - 2:05 p.m.   | Lesson 4                                 |
| 2:05 p.m. - 3:05 p.m.   | Lesson 5                                 |

All girls are expected to be in school by 8:35 a.m. and in their Form room by 8:40 a.m.

All girls must remain on site. Pupils who leave during the day e.g. for a medical appointment or a music examination will need either:

- 1) To be collected from Reception by a Parent/Carer**
- or**
- 2) Be given written permission by a Parent/Carer to make her own way to the appointment (Year 10 upwards).**

At lunchtime, only the Sixth Formers are given permission to leave the site and must sign in and out.

A wide variety of food and drink is served in the Dining Room at break and lunchtime each day. Pupils can choose from a selection of individually priced items ranging from a panini to a full cooked meal. Pupils may bring a packed lunch if they wish.

We also have a breakfast menu with a variety of food available from 8:00 a.m. every morning.

At the end of the day girls are expected to leave the premises by 4:00 p.m. unless they are staying for a club, are being kept in detention by a member of staff, or are waiting for their parents to collect them.

No pupil should work unsupervised in an outer building after 4:00 p.m. and will be required to move into a designated area (CS1, Library or Dining Hall) in the main building. All pupils, unless directly supervised, should vacate the site before 4:30 p.m. Pupils who arrive before 8:45 a.m. are not supervised unless a school activity is taking place i.e. rehearsals or Rise and Read.

On hearing the fire alarm, pupils must evacuate the building and assemble at the fire point until the all clear is given.

## HOMEWORK

Homework is given to all pupils. Research studies have shown that regular homework is a key factor in academic success at secondary level; we also believe it is good training for the girls to be able to work independently and at their own pace. Some tasks are more appropriately done outside the classroom, others form a natural reinforcement or extension of what has been covered in lessons. The type of work set will vary from learning vocabulary, timestables, reading, collecting information, watching a specific television programme, writing a story or writing up practical work done in school.

## **HOMEWORK - continued**

It is important that our pupils learn to work at home, as well as at school and that they can take increasing responsibility for their individual projects and assignments as they progress up the key stages.

At the beginning of each school, year every girl is issued with a student planner so that details of what she has been set each day can be entered in the appropriate space; this serves as a reminder for the pupil and allows her parents to check on what she should be doing. We ask parents to sign the planner each week to confirm that this work is being completed at home and it is also checked each week by the Form Tutor. The planner also provides a useful vehicle for less formal home-school communication.

In Years 7 to 11 girls are given a homework timetable, which specifies set subjects on particular nights of the week and suggests a reasonable amount of time for each subject. By the time they reach the Sixth Form, we expect girls to be able to plan their own studies since work will often be set over a period of days or weeks rather than in terms of fixed hours. Workload also varies according to the course being followed. The increased emphasis on background reading and research means that we hope girls are learning to work more independently.

Girls also have access to the Library and computer rooms outside of lesson times to support tasks set for homework or to complete coursework. Laptops are available in the Library and Sixth Form Block for independent Sixth Form study.

Should you feel that your daughter is spending too long on her homework, or if you rarely see her doing homework, please do not hesitate to contact us. Whilst recognising its importance, we would not want homework to exclude other activities which have an equally important role to play in personal development.

## **UNIFORM AND APPEARANCE**

All pupils in Years 7-13 are expected to wear uniform and to adhere to our rules regarding appearance. These regulations apply in school, on the way to and from school and where pupils are representing Newlands. For further information, please see the Newlands Girls' School Uniform sheet, available as a hard copy and on our website.

- 1) It is most important that the kilt and the summer dress are of the correct length – i.e. covering the knee and that the Sixth Form suit is worn correctly.
- 2) Girls may wear a watch to school. If they have pierced ears, they may also wear one pair of plain gold or silver studs. No other jewellery, such as rings, bracelets, necklaces or facial piercings, are allowed in school.
- 3) Hair should be of natural colour and in a simple style. If jaw length or longer, it must be tied at the back of the head in a ponytail, plait or bun, using plain hair ties.
- 4) Shoes should be plain black and in a style appropriate for school.
- 5) Make-up, nail varnish and/or false nails are not allowed.
- 6) Outdoor clothing, such as coats and scarves, should not be worn inside the building.
- 7) If pupils attend Parents' Evenings, they must be **either** in full school uniform and adhering to the rules and regulations regarding appearance, **or** dressed completely in their own clothes.

## **OTHER USEFUL ITEMS**

Your daughter will need a suitable bag in which to carry her books and to give them adequate protection on her way to and from school. We provide the textbooks and exercise books which she will need, but we expect pupils to take care of them. You will be asked to pay for any textbooks that are lost or damaged.

## **OTHER USEFUL ITEMS - Continued**

We hope each girl will have her own pocket dictionary. She will be issued with a student planner, but if she loses it, you will be asked to pay for a replacement at a cost of £3.00.

She will also need pens, including a green pen, pencils, a ruler, glue stick, white board marker, protractor, a pair of compasses and a calculator. In addition to this she will need a padlock (a numerical one is preferred) to secure her locker.

## **INSURANCE**

The school's insurance does not cover pupils' personal possessions. We therefore cannot accept responsibility for loss or damage to pupils' property whilst in the school buildings or grounds. Each girl must take responsibility for her own belongings and we urge parents to arrange their own insurance for valuable items such as bicycles or musical instruments. Parents are also advised to take out a personal accident policy for their daughters if they are likely to participate in out-of-school sports.

## **SCHOOL ATTENDANCE**

We ask you, if at all possible, to arrange routine dental and medical appointments outside of school hours. We recognise that this is not always possible and that emergency visits are sometimes necessary. We also ask you to arrange family holiday dates to coincide with school holidays (see Governors' Attendance Policy available on the school's website). In accordance with the Attendance Policy, the Headteacher cannot authorise holidays in term time. In view of the pressure on places at the school, the Governors reserve the right in cases of lengthy unauthorised absence to remove the pupil's name from the school roll. You would then have to re-apply for a place on your return and there is no guarantee that a space will be available.

When you know in advance that your daughter will have to miss school for any reason e.g. for an operation, we ask you to inform us in writing beforehand. It also helps if we have an indication of the likely length of absence.

We have to keep a careful check on our pupils' whereabouts and pupils who have to go out or arrive during the school day are required to sign the book in Reception.

If your daughter is absent from school due to illness, we ask you to inform us by emailing [attendance@newlandsgirls.co.uk](mailto:attendance@newlandsgirls.co.uk), or telephoning **0844 2393240** or **01628 502663** by 9.30 a.m., or on **each** day of absence. On your daughter's return to school she must **bring a note** or a **signed explanation** in the planner explaining why she has been absent, **unless** you have previously emailed the school with the reason. We always text parents on each day of absence, if there has been no contact with the school.

Requests for leave of absence should be addressed to the Headteacher. There is a Term Time Absence form available on the school website. We give sympathetic consideration in cases such as family funerals or for examinations (e.g. ballet or music) which have to be taken at fixed times. Whilst not wishing to be unreasonable, we do seek to keep absence to a minimum since casual attendance not only affects pupils' achievement but is also poor training for life after school. It is important that girls do not miss lessons, except when it is unavoidable. We do not allow girls to take days off for trips to events such as Wimbledon or for "fun" days out. The Governors' Policy on Attendance states clearly that girls will not be allowed to add extra days to weekends or school holidays. Requests for absence to participate in theatrical productions or filming will be considered on an individual basis. In such cases reference will be made to the student's most recent report.



**SCHOOL TERM DATES FOR THE ACADEMIC YEAR 2020/2021  
NEWLANDS GIRLS' SCHOOL  
School Year (195 days)**

**To be confirmed following period of Covid-19 closure**

**AUTUMN 2020**

**Term 1** (39 days)

**INSET DAY:**

Term starts on:

Term ends on:

October Holiday:

**Tuesday 1<sup>st</sup> September 2020**

Wednesday 2<sup>nd</sup> September 2020 (Years 7 and 12)

Thursday 3<sup>rd</sup> September 2020 (Whole School)

Friday 23<sup>rd</sup> October 2020

Monday 26<sup>th</sup> October to Friday 30<sup>th</sup> October 2020

**Term 2** (35 days)

Term starts on:

Term ends on:

Christmas Holiday:

Monday 2<sup>nd</sup> November 2020

Friday 18<sup>th</sup> December 2020

Monday 21<sup>st</sup> December 2020 to Friday 1<sup>st</sup> January 2021

**SPRING 2021**

**Term 3** (30 days)

**INSET DAY:**

Term starts on:

Term ends on:

February Holiday:

**Monday 4<sup>th</sup> January 2021**

Tuesday 5<sup>th</sup> January 2021

Friday 12<sup>th</sup> February 2021

Monday 15<sup>th</sup> February to Friday 19<sup>th</sup> February 2021

**Term 4** (29 days)

Term starts on:

Term ends on:

Spring Holiday:

Monday 22<sup>nd</sup> February 2021

Thursday 1<sup>st</sup> April 2021

Friday 2<sup>nd</sup> April to Friday 16<sup>th</sup> April 2021

(Good Friday – 2<sup>nd</sup> April and Easter Monday – 5<sup>th</sup> April 2021)

**SUMMER 2021**

**Term 5** (29 days)

Term starts on:

Term ends on:

May Holiday:

Monday 19<sup>th</sup> April 2021

Friday 28<sup>th</sup> May 2021

Monday 31<sup>st</sup> May to Friday 4<sup>th</sup> June 2021

**Term 6** (33 days)

Term starts on:

Term ends on:

**INSET DAYS:**

Monday 7<sup>th</sup> June 2021

Friday 16<sup>th</sup> July 2021

**Monday 19<sup>th</sup> July, Tuesday 20<sup>th</sup> July and  
Wednesday 21<sup>st</sup> July 2021**

**\* INSET DAYS:**

**Tuesday 1<sup>st</sup> September 2020**

**Monday 4<sup>th</sup> January 2021**

**Monday 19<sup>th</sup> July, Tuesday 20<sup>th</sup> July and  
Wednesday 21<sup>st</sup> July 2021**

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities form an important part of any pupil's experience of school, helping to extend what they do in lessons; giving scope for areas which are outside the standard curriculum provision and catering for a variety of interests. At Newlands we provide an extensive range of activities both at lunchtime and after school; there are many different clubs and activities on offer during the school year.

The PE staff provide clubs for dance, badminton, tennis, swimming, cricket, football, hockey, netball, rounders, athletics and gymnastics. They also organise an annual Gym & Dance show, which celebrates the exceptionally high standards in these activities and involves between 400 and 450 girls.

The Music Department organise a wide variety of clubs ranging from Samba to String Ensembles and including a choice of four different choirs. There are regular opportunities for girls to perform, including the annual Spring and Christmas Concerts. The department has also organised annual tours to Europe for the past five years during July.

Other clubs include Drama Club, Science, Design & Technology, Modern Foreign Languages, and Art.

Classroom work is frequently extended and enriched by visits to museums, art galleries, law courts, theatres and places of historic or geographical interest. Departments also arrange trips to support aspects of GCSE and A-Level courses such as Geography fieldwork. In addition, there are outings abroad for different year groups for educational and recreational purposes.

We are aware of the many demands made upon parents, but we hope you will feel able to support your daughter in at least some of these activities since they are valuable in terms of enriched experience and increased social confidence.

## **SCHOOL RULES**

We are a community of over a thousand people, who for each working day share a fairly restricted space. We therefore have to have some basic rules to ensure the maintenance of an orderly environment in which teaching and learning can take place effectively. Our pupils and their parents need to be clear about the framework within which we expect the girls to operate on a day-to-day basis, both for their own sake and for that of others. The basic principle underlying our list of rules is that each individual should treat others as she would like them to treat her: that is, with courtesy, care and respect.

## **GOLDEN RULES**

- Follow instructions from all staff.
- Be polite and respectful to all members of the school community.
- Wear the school uniform correctly.
- Be on time.
- Bring the correct equipment and work to school.
- Respect all property and your environment.
- Try your best.

We ask our girls to observe the following guidelines:

### **Buildings**

1. When moving about the building, please keep to the right in corridors and on staircases; try to keep noise to the minimum and carry bags so that they do not bang into others.
2. Girls are not allowed to eat or to chew in lessons. Litter should be put into the nearest bin. Hot lunches or hot drinks may not be taken out of the Dining Room. Packed lunches may be eaten outside in fine weather.
3. We all share responsibility for our working environment and therefore should care for our classrooms e.g. desks, notice boards and displays.

### **Grounds**

1. We must all do our best to care for the school grounds. Please keep to the paths when moving between buildings so that mud is not walked into classrooms.
2. When going through the car park please walk and take great care.
3. Some areas may only be used under the supervision of a member of staff.
4. If girls use the field during the lunch break they should be considerate of our neighbours: sit away from the fence and put litter in a bin or take it with them.

### **General**

1. **Money:** Girls should only bring a minimum amount of money to school. ***On no account must money or valuables be left in bags or in the changing rooms.***
2. **Mobile phones etc.:** We advise girls not to bring mobile 'phones or other valuable items into school. If your daughter needs a phone for personal security reasons, ***it should be left in her locker during the school day.*** Mobile phones cause distraction in lessons. The staff cannot accept responsibility for such items and they will be confiscated if seen at any time in school and a sanction issued.
3. **Unauthorised substances:** Girls are forbidden to smoke on or around the school premises or to bring cigarettes, matches or lighters into school. Any girl who is found smoking or who is with others who are smoking on the school site or on the way to or from school will be dealt with severely and her parents will be contacted. Newlands is a non-smoking environment and this applies to visitors and staff as well as contractors on site. Tippex and aerosols are not allowed in school because inhalation of fumes may cause problems for asthma sufferers.

Any girl who brings alcohol or drugs onto school premises will be dealt with severely and her parents will be called in to see the Headteacher. Each case will be dealt with individually, but you should be aware that such misbehaviour is likely to result in exclusion from school.

4. **Bicycles:** If girls wish to cycle to school and parents have given written permission, they may do so. The girls are asked to keep to single file on the narrow roads around the school. We would advise girls to wear a cycle helmet. Bicycles should be left in the bike shed during the school day, secured with a lock and chain. Please keep a record of the frame number and have it insured.

## **General - continued**

5. **Travel:** When travelling to and from school please remember that girls represent the school and rules on uniform and behaviour still apply.

We cannot provide an exhaustive list of rules to cover every possible situation. We therefore expect you to use common sense and to abide by the Headteacher's judgement.

### **DISCIPLINE**

The vast majority of our girls are well-behaved and conscientious. We enjoy teaching them and are able to maintain friendly relationships based on trust and mutual respect. We are proud of their achievements in all aspects of school life and willingly work hard on their behalf.

The aims of the school state quite clearly what we expect from our girls in terms of work, behaviour and attendance. It is therefore reasonable to assume that parents who choose to send their daughters to Newlands are in agreement with those aims and will support the school in maintaining our orderly, working environment. Every pupil should have the opportunity to learn, to make the most of her talents, to develop confidence and self-respect and to achieve the best academic results of which she is capable.

We also think it is important to reward good work and behaviour. We have a wide range of rewards that all pupils can achieve, either individually or as part of a form or group, for particularly good work, effort, behaviour or attendance. We aim to develop pupils' sense of responsibility in a variety of ways. Those who represent the school in sporting activities may be awarded school colours. Sixth Form pupils are appointed as Captains for each sport and present reports at the end of each season on club and team activities that year. Students from each year group are elected by their peers to serve on the School Council. They play an important role in representing student views on whole school issues.

It is, however, inevitable that in a community of this size a few pupils find it more difficult than most to meet the standards which support our ethos; we therefore have to have a system of behaviour management to underpin it.

It is unfortunately necessary from time to time to keep pupils in detention either at lunchtime or after school. Staff may keep pupils behind for times varying from quarter of an hour to an hour depending on the gravity of the offence and the age of the pupil concerned. At least 24 hours notice is given to allow parents to make suitable arrangements to collect their daughter when the detention finishes. It is the pupil's responsibility to inform her parents when a detention has been given, though staff usually write a note in her student planner as well.

Ultimately the best discipline is self-discipline and we hope that as our girls grow up through the school they will be able to take more and more responsibility for their own work and behaviour and will need less and less guidance from us.

We also believe that parents have a key role to play in reinforcing acceptable standards of behaviour. This is underlined by the Home-School Admission Agreement, which sets out the support we will provide for every individual girl and the support which we ask parents to provide. When she joins the school the Agreement is signed by the pupil herself, by the Headteacher and by a parent, to emphasise the three-way partnership.

We also have the school Golden Rules (see page 6) which were drawn up by the girls themselves and to which parents, staff and governors also had the opportunity to contribute.

## **THE NEWLANDS PARENTS' ASSOCIATION (NPA)**

The Parents' Association works in partnership with Newlands to support the school community and we are a registered charity (number 1117220). Through running events such as the Halloween Party, selling refreshments at Open Evening and working with local businesses, the NPA raises many thousands of pounds for Newlands each year and these funds are used in direct support of the girls' learning and extra-curricular opportunities.

You will regularly receive information from the NPA regarding our upcoming events and general activity, but please also follow us through our page on the school website:

<https://www.newlandsgirlsschool.co.uk/page/?title=Newlands+Parents%27+Association&pid=25>

Upcoming events include:

- Good-As-New Uniform sales ('GANUS')
- Our New Parents' Coffee Morning on the first day of the school year
- A 'Meet the Form' evening
- The annual Year 7 Halloween Party



All parents are automatically members of our Association, but if you would like to get involved at an event or Committee meeting, make a donation or simply find out more, please get in touch with our Chairperson using the details listed on the webpage (link above), or contact Mrs H. Walker, Assistant Headteacher. Your involvement need only be occasional if you choose, but any time or resources you are able to offer us can make a significant difference to the important work we do for our girls.

We very much look forward to meeting and working with you as a Newlands parent.

## **RISE AND READ**

"Rise and Read" is designed to foster and sustain a love of classic children's literature and will enable our girls to enjoy the activity of reading in a calm, supportive setting.

The Year 7 girls have a form reading session once a week from 8.15 a.m. to the end of registration. The Form Teacher will be reading to the girls and the girls themselves will be encouraged to take a turn at reading aloud. To make the experience even more pleasurable, girls will be offered biscuits, which they can eat during the reading session.

## **APPOINTMENTS WITH THE HEADTEACHER**

If you need to see the Headteacher urgently, please do not hesitate to contact Mrs Bateson, Headteacher's P.A. on the main school number, where an appointment will be made as soon as there is one available. The Headteacher aims to see concerned parents as soon as she can, which is almost always within 24-48 hours.

### **The Leadership Team**

**Headteacher**  
Dr L.V. Ceska

**Deputy Headteachers**  
Mr M. Henshaw and Miss J. Capon

**Assistant Headteachers**  
Mrs L. Allaway, Mr J. O'Connell, Mrs S. Nuttycombe, Mrs H. Walker and Mrs G. Walton

**Bursar**  
Mrs R. Good