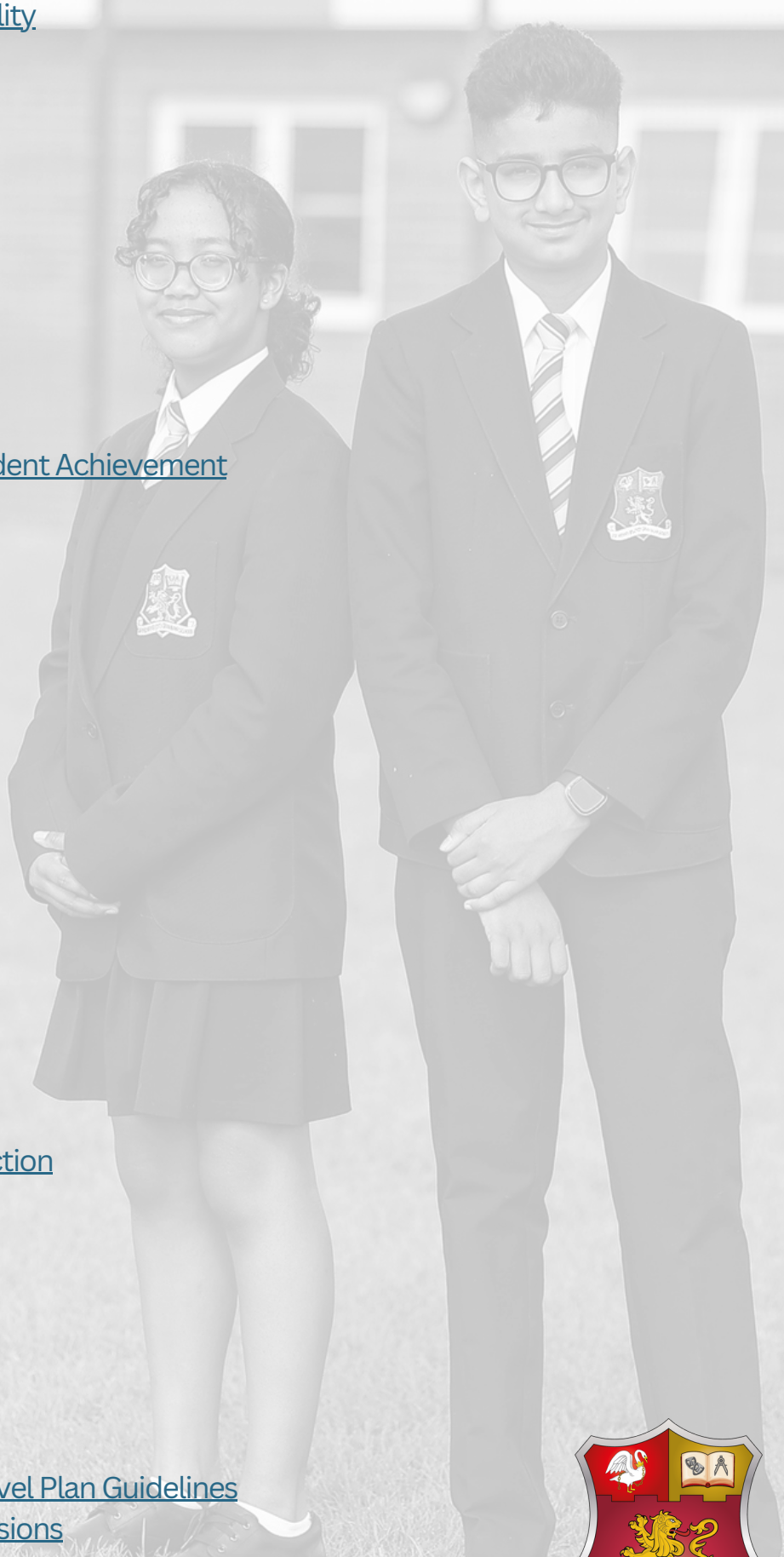
Sir Henry Floyd Grammar School

Parent and Student Handbook

The Grammar School of Today

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The Grammar School of Today

SIR HENRY FLOYD GRAMMAR SCHOOL

1 Vision, Mission and Values

Our Motto: The Grammar School of Today

Our Vision: To pioneer a grammar school education which equips the visionaries of tomorrow

Our Mission: We deliver a contemporary grammar school education which challenges and inspires everyone to achieve exceptional outcomes. We build a diverse community of courageous, empathetic and creative learners. Our Floydian Foci nurture an environment that sparks our imaginations and encourages us to 'think big', both inside and outside the classroom. At Sir Henry Floyd, challenge is welcomed. We motivate everyone to push their boundaries, explore brave choices and emerge as ethical leaders.

Our Floydian Scholar values underpin everything we do at SHFGS:

We build resilience...
Bouncing back takes courage. We develop resolute mindsets and foster a willingness to take calculated risks, without fear of failure.

We encourage reciprocity...
There is strength in the pack. We champion the exchange of wisdom and guidance between all community members, to ensure that we grow both individually and as a collective.

We grow resourcefulness...
Deeper roots; greater fruits. We motivate ourselves to investigate every resource and inspiration available to us in our pursuit of fresh knowledge.

We nurture reflection...
Thinking back is moving forwards. We invite all Floydians to be mindful and self-aware, and to continually adapt our practice, balancing the pursuit of excellence and wellbeing.

We treasure respect...
The little things that go a long way. We expect everyone to be courteous and kind at all times, and to appreciate and celebrate the differences that make us unique.

The information in this handbook is designed to communicate the aims of the school and the outstanding opportunities available to students. This pack also outlines processes of the school so that our students get off to a very strong start. Any information in the handbook is subject to change which will be communicated separately.

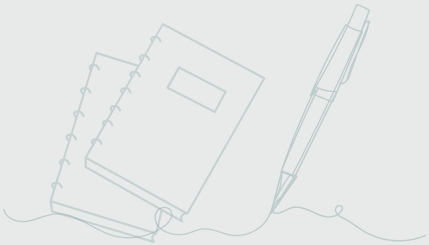
Additional forms on the website (to be downloaded and completed if applicable)

1. Medical – Permission to-Administer-Medicine
2. Medical – Healthcare-Plan
3. SEND
4. Free School Meals & Pupil Premium
5. Instrumental Tuition
6. Leave-of-Absence-Student

2 Absence, Attendance & Punctuality

We know from academic research that high attendance is linked to positive outcomes in regards to attainment, wellbeing and behaviour. We are committed to maintaining high attendance for all. For more information about our absence, attendance and punctuality procedures and how to request leave of absence for your child, please refer to our website using this link.

3 Equipment



Necessary school equipment:

- Reading book
- Phone Pouch
- Ink pen (blue or black)
- Pencils, pencil sharpener and rubber
- Mathematical instruments – compass, protractor, Casio fx-83GTX Scientific Calculator, 30cm ruler.
- Glue stick e.g. Pritt Stick
- Scissors
- Coloured pencils
- Highlighter pens
- Whiteboard pens
- Bag for bringing books to school
- Fully charged Chromebook

All items of equipment should be clearly marked with the student's name. Correction fluid containing solvent is not permitted.

4 Bullying

We take bullying very seriously and all allegations of bullying will be investigated by the Head of Year and/or member of the Senior Leadership team. Please use the following link to our website to find our Anti-Bullying Strategy and IAT Behaviour Policy.

Within the IAT Behaviour Policy bullying is classed as a Serious Incident. All incidents of bullying are dealt with promptly and fairly, and in conjunction with parents.

We work together with the whole school community to create an environment where bullying behaviour will not be tolerated.

Students must always:
- Respect each other and accept each other's differences;
- Have the right to a safe environment;
- Tell someone they trust if they are being bullied;
- Report incidents of bullying to which they are a witness;
- Expect others to help them prevent further bullying.

Staff will always:
- Take all reports of bullying seriously;
- Investigate all reports with an open mind;
- Listen without prejudice to all parties;
- Take action to resolve issues using strategies from the policy.

Everyone should always:
- Cooperate with each other to resolve bullying incidents fairly.

5 Cashless Catering

The school operates a cashless catering system where each student has an online Arbor account, including those on Free School Meals. Funds can be placed in this account. The purchasing system operates by using student fingerprint biometrics. Please see the website for more information.

On our website, The Free School Meal - Pupil Premium form must be completed and returned for those entitled to Free School Meals, at least two working days in advance of their first day. Please return the form, even if you intend your child to have a packed lunch.

Cash or cards cannot be accepted at the till points in Years 7-11. Years 12 and 13 are permitted to pay with cards.

Frequently Asked Questions

Online Payments
We have introduced online payments in partnership with the Cashless Catering System. To make a payment online please go to your Arbor online account.

How can I check the credit on an account?
Students can ask a member of the canteen staff at the till and you can check your balance on Arbor.

Can I request a daily 'Spend Limit' for my child?
Yes, by written request to the Central Support Chef SirHenryFloyd@impactfood.co.uk

What happens if my child's account is not in credit?
Students are not able to get into debt. It's imperative that the account has funds to pay for food.

How do 'Free School Meal' entitlements work?
All Free School Meal entitlements will be entered on to the system prior to the 'Live' day. The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the Free School Meal amounts. Any monies not spent from the daily allocation will not be carried over to the next day.

Can anyone else use my child's account?
No – due to the extensive security on Biometric templates no-one will be able to access your child's account. As a secondary precaution a photo is allocated to each student.

My child has an allergy; how will this be monitored?
All allergy records registered with the school will be entered into the Cashless System. When students attempt to purchase an item, which has ingredients that they are allergic to, the system will alert the operator who will highlight the allergy risk to the student. However, it is the student's responsibility to decide whether they wish to then proceed with the purchase. We have a member of the canteen staff who is a dedicated Allergy Buddy who can support students with their food choices. All food is clearly labelled with allergens highlighted.

Can I dictate my child's dietary requirements?
The system will allow you to register any items that your child is not allowed due to dietary needs or religious beliefs. You can also see what is being purchased by accessing your Arbor account.

6 Careers

Career Education is an important part of the curriculum. Please find more information via this link. https://www.sirhenryfloyd.co.uk/Careers-and-Apprenticeships/

7 Child Protection & Welfare

Safeguarding Students (Child Protection)

All staff understand that safeguarding children is everyone's responsibility. The health, safety and well-being of every child is our paramount concern. We listen to our students and take seriously what they tell us. We contribute to keeping young people safe through exploration of self protection skills and encouragement of responsible attitudes. We want to work in partnership with you to help your child to achieve their full potential.

- **On rare occasions, our concern about a child may mean that we have to consult other agencies even before we contact you.**

- **The Buckinghamshire Safeguarding Children Board has laid down the procedures, which we follow, and the school has adopted a Child Protection Policy in line with this for the safety of all.**

- **If you want to know more about our procedures or the policy, please speak to Mrs Alannah Crawley, Designated Safeguarding Lead, safeguarding@shfgs.co.uk.**

More information about safeguarding and child protection can be found on our website: https://www.sirhenryfloyd.co.uk/Safeguarding/

Welfare

There is a Medical Officer in school who deals with issues relating to accidents and sickness. The school only has the capacity to deal with minor ailments. When a student is not well enough to attend lessons, parents will be requested to collect their child. In the case of minor accidents, a First Aid trained member of staff will support. When this is not appropriate or possible, a paramedic will attend or the student will be taken to the local hospital by ambulance. Parents will be contacted and requested to attend.

Parents are advised to let the Medical Officer know about any ailment or disability affecting their child. A note is made on the student's record so that correct treatment is given in the case of an emergency. If the student has a medical condition we ask that parents complete **Form 1 - Permission to Administer Medicine and Form 2 - Student Healthcare Plan,** found on our Parent and Student Handbook page of the website. Please make sure we have emergency telephone numbers for each parent so that we may contact you appropriately. **It is important that any changes to contact details are notified in writing to the school in order that records can be updated.**

A confidential counselling service is available for students. Students may self-refer by speaking to a member of staff; appointments are then booked by one of the Raising Achievement Team. Parents of students in Years 7 to 11 will be informed if their child is receiving counselling.

If you have any doubt about the personal or medical information you should supply to the school, please contact the Medical Officer, Sarah Gray sgray@shfgs.co.uk All information is treated in the strictest confidence and is only made available to a restricted number of staff.

8 Chromebooks

Please see our website page with regards to chromebooks.
https://www.sirhenryfloyd.co.uk/Chromebooks-and-Devices/

9 Communication

Communication between parents/carers and the school plays a key part in the development, both academic and personal, of each child as they progress through the school.

Calendar

The full calendar and a summary of key dates can be viewed on the school's website.
https://www.sirhenryfloyd.co.uk/Calendar/

Emails

The majority of general communication is sent via email through Arbor.

Head of School's Weekly Bulletin

The Head of School sends a bulletin to parents every Monday afternoon containing important updates and letters. Copies of previous bulletins can be found on the website.

Arbor

Parents can see live attendance data and Achievement points/Concerns, including notes from the school updating them on intervention. Parents and carers will receive feedback on their child's progress via Arbor in the form of attainment/predicted grades and Attitude to Learning codes.

Separated Parents

Separated parents are both entitled to information on their child from the school unless there is a Court Order to the contrary. Please enter the required information on the admission form. If there is a Court Order in place, please provide us with a copy - it will be treated in confidence and will ensure that we comply with its requirements.

Guardian Summaries - see section 20 Homework

Parents and carers can become Google Guardians of their child's Classroom pages giving them weekly summaries of upcoming assignments and posted work to support their child.

Website and social media

The school's website is an important source of information for students, parents, carers, governors and staff as well as the general public and our social media accounts can accessed from the home page.

Student Email and Google Classrooms

Every student is given a school email account. This enables staff to email all students regarding school matters. The daily Student Bulletin (providing key notices) is also emailed to this address. Year group and subject classroom pages are also used for announcing key information. School email addresses must be used by students who wish to contact staff.

10 Code of Conduct

Students' Code of Conduct

We take pride in our school and aim to make it a happy place to learn where everyone shows respect for individuals and concern for the welfare of others.

Respect for Others

We have the right to be respected. We have the right to be accepted and included regardless of our ability, gender, race, religion, sex or sexuality. We have the right to feel safe and secure at school.

• We are polite to each other.
• We cooperate with adults.
• We respond the first time when asked to do something.
• We use respectful language to each other at all times.
• We respect others' rights to be heard and to learn, and therefore we listen respectfully to everyone.
• We respect the differences we see in others.
• We support each other by reporting any concerns to an adult.
• When incidents are being investigated, we are helpful, honest and cooperative.
• We ensure we know about the school emergency procedures [fire drill and lock down].
• We move around the school sensibly, keeping to the left-hand side of staircases and corridors.
• We hold doors open for other people.
• We only use our lockers at designated times [beginning and end of breaks].
• We line up in single file outside classrooms or enter the room when we arrive – the teacher decides.
• We do not ride our bikes on the school premises.
• We follow our mobile phone code of conduct; in KS3&4, mobile phones must be locked in a phone pouch gate to gate. KS5 students must not use their phones outside of L2 at break and lunch. We don't wear ear/headphones, unless directed to by our staff.
• In Years 11-13 we have the privilege of leaving the school at lunchtime, and we maintain good conduct outside school.
• We make sure the following items stay out of our school: nuts or products containing nuts, alcohol, canned drinks, chewing gum, cigarettes, lighters, matches or e-cigarettes, vaping pens, glass bottles, illegal drugs, knives and other offensive weapons, or replicas and imitations of these, laser pens and solvents, or similar items.

Self Respect

We all take pride in our appearance and we look after our own belongings.

• We wear the correct uniform smartly, following our uniform policy.
• All our belongings are named.
• In PE, Drama, Dance and team practices we give valuable items to the teacher to keep them safe, or use the lockers in the Performing Arts Centre.
• We hand valuable items into Reception for safe keeping.

• We leave medicines, prescribed and unprescribed, with the Medical Officer.
• We park and lock our bikes at the back of the school.
• In Years 7-11, we limit our jewellery to only one pair of plain stud earrings. In Years 12 and 13, jewellery worn is discreet.
• We have natural hair colours and styles. We tie long hair back for sport and practical lessons.

Respect for Learning

We have the right to learn and teachers to teach without disruption. We follow the 'Rights for Learning' during lessons. We attend school regularly and we are always punctual to lessons.

• Mobile phones must not be seen or heard during the school day and out of sight in lessons, unless directed otherwise by staff.
• We are always punctual and are properly equipped.
• We must, by law, attend registration both in the morning and afternoon.
• Our parents / guardians / carers let the school know in advance if they know we are going to be absent.
• In case of illness, our parents / guardians / carers will phone or email the school on the day we are away.
• If we have been absent, we catch up on classwork and homework we have missed.

Respect for the environment

We respect our learning environment.

• We treat the school buildings and fixtures with care.
• There are specific areas we use for eating and drinking. We leave chewing gum and canned drinks at home.
• We keep our classrooms clean and tidy and use the bins provided for litter.
• We put chairs on tables to make the job of cleaning staff easier.
• We treat our lockers with care.
• We take good care of all materials issued to us.
• We pay deposits and fines for materials used.
• We play ball games on the field or court in summer and in winter, only on the courts.
• We stay within the authorised boundary of the school.
• During the day we keep away from areas that are out of bounds (staff car parks, bus lane and the area to the front of the school).
• We leave the school only with permission and sign in/out every time.

SHFGS Mobile Phone Code of Conduct

SHFGS does not allow students to use their mobile phones on the school site. KS3&4 students must lock their phones in phone pouches on entry to the school site. Pouches will be unlocked when exiting the school site. Earphones must be stored in bags for the duration of the school day and smart watches should not be used for communicating. Students will be directed by teachers if their earphones are recommended for use in lessons with the school PCs or the students' personal digital device (BYOD). KS5 students are permitted to use their mobile phones during break and lunchtimes in L2 only. Students in the sixth form are permitted to use headphones in L2 for the purpose of watching/listening to study material.

To avoid confusion, we cannot accept a child's mobile phone as their personal digital device (BYOD).

SHFGS operates a "see it, hear it, confiscate it" policy. Students will be sanctioned in accordance with the IAT Behaviour Policy - SHFGS Annexes and staged response procedures where mobile phones are seen or heard on the school site. Repeated offences will require parents to collect the phone from the school premises at their earliest convenience. Spot checks may be carried out across KS3&4 to ensure that phones are correctly stored in the phone pouches.

Exemptions
There will be certain exemptions to these rules. Students with medical diagnoses that require access to mobile device apps will be exempt and be issued with an exemption card and this will be updated on their medical plan or PCLP.
There will be exemptions to the rules on certain trips and visits e.g., School ski trip for logistical and safety purposes. Leaders of trips and visits will communicate exemptions.

11 Contact Information

Change of Contact Details

It is important that we maintain accurate records for each student at the school. Please email office@sirhenryfloyd.co.uk in the event of changes to names, addresses, email addresses, telephone numbers or emergency contact numbers.

Contacting the School

In the event of an emergency, please contact the school, office@sirhenryfloyd.co.uk or telephone 01296 424781.

For Subject Specific issues

If you have a subject specific concern please contact your child's teacher or the relevant Faculty/Subject Leader. A list of staff and their email addresses can be found on the school's website. https://www.sirhenryfloyd.co.uk/Meet-Our-Staff/

For Pastoral matters

- Your child's Tutor or Head of Year.

If your concerns or queries are not resolved to your satisfaction, a member of the Senior Leadership Team is responsible for specific sections of the school:

- Years 7-11 Mrs Crawley
- Years 12-13 Ms Bahra, Mrs Wooller

Commendations & Complaints

We always aim to resolve matters informally. However, a formal complaints procedure can be followed should this be necessary. Information relating to this is outlined in the Complaints Policy, a copy of which is available to view on the school's website.

12 Closure Information

Please see information about the process for school closure via this link https://www.sirhenryfloyd.co.uk/Parents/School-Closure/



13 Curriculum

Reporting on Student Achievement

The termly grade system is an ongoing process of student monitoring. In December, March and July teachers complete “Attitude To Learning grades” on scales according to criteria made available to students, parents and staff. Teachers also record and report the attainment of each student. For Years 10 and 11, student attainment is measured using the GCSE 9 to 1 scale. For Years 12 and 13 attainment is measured on the A*-E scale for A level. For Years 7 to 9, the grade indicates the level at which the student has been working at (Average unit grade). Progress is measured against a six point scale for each subject indicated by the letters: E-exceptional, M-mastering, A-advancing, S-securing, D-developing, E-emerging. The Data Team collates this information for Tutors, Heads of Year and SLT, and organise distribution by email for individual students and parents. This is done through Arbor.

In Years 10 to 13, progress is measured against a Fischer Family Trust (FFT) estimate for each student in each subject studied. Parents will receive an Average Unit Grade (AUG) twice a year in Years 7, 8 and 9. In Year 10 parents will receive three teacher predictions, two AUGs and one trial exam result. In Year 11 parents receive two trial exam results and three teacher predictions. In year 12 parents will receive one trial exam, three teacher predictions and two AUGs. In year 13, three teacher predictions, one trial exam and one AUG.

At all Key stages, parents will receive attitude to learning assessments every term using the following descriptors:

Attitude to Learning

Above Expected Standard	Attitude in lessons is exceptional and above Sir Henry Floyd’s expected standard.
Expected Standard	Attitude in lessons is in line with Sir Henry Floyd’s expected standard.
Below Expected Standard	There is a cause for concern with either Homework and/or Behaviour (a concern has been issued and/or communication home has taken place).

Behaviour and Homework

Expected Standard	In line with Sir Henry Floyd’s expected standard.
Cause for Concern	Cause for concern in this area

Please find information about the curriculum at SHFGS via this link:
https://www.sirhenryfloyd.co.uk/Academic-Curriculum/

14 Educational Visits

Please find information about insurance on trips and visits here:
https://www.sirhenryfloyd.co.uk/Parents/Trips-Visits-and-Insurance/

15 Employment of Students

We request that parents monitor and regulate their child's involvement in paid work. Please refer to the Government website for the age restrictions and legal maximum hours.
https://www.gov.uk/child-employment

16 E-Safety

Please see the school website for up to date e-safety information in the Parents' pages.
https://www.sirhenryfloyd.co.uk/Safeguarding/E-Safety/
In school we do not allow mobile phones to be used and we monitor internet usage via Filtering and Monitoring systems in line with Keeping Children Safe in Education.

17 Extra Curricular Activities

We offer a wide variety of activities as a way of making friends, having fun and developing lots of new skills! Details are published each September and updated throughout the year. Activities appear daily in the student bulletin. Please see the school web page
https://www.sirhenryfloyd.co.uk/Co-Curricular-Activities/

18 Financial Assistance

Insignis Academy Trust Welfare Fund
Please see more details via the link https://www.sirhenryfloyd.co.uk/Parents/Welfare-Fund/

19 Food and Drink

Free School Meals
Where you have a child entitled to free school meals please complete this form (found on our website) even if you don't use this service. The cashless catering system will, on a daily basis, automatically allocate the accounts with the Free School Meal value, which is currently £3.00. Parents/students may add their own funds via the cashless system. Any monies not spent from the daily Free School Meal allocation will not be carried over to the next day.

The Box Cafe

The Box Cafe is open at the following times (but is subject to change):
- 0800 to 0835 for breakfast.
- 1105 to 1125 a wide variety of hot and cold snacks, plus drinks.
- 1230 to 1315 a full range of hot and cold meals, desserts, snacks, fruit and drinks.
- 1520 to 1535 reduced priced hot food can be purchased.

We encourage all students to use our catering facility as all food and drink served meets the nutritional standards laid down by the Department for Education.

Packed Lunches & Other Items
Where students choose to bring their own food and drink into school we ask that parents/carers are mindful of the effect that high levels of sugar, preservatives and artificial colourings can have on both health and the ability to perform. It's important to remember that we are a nut-free school and no items containing nuts should be brought onto the school property at any time.

Litter
We expect all students to dispose of unwanted items in the appropriate bins, including those for recycling. Students who litter the school premises and site will be sanctioned.

Restrictions

Please note that under no circumstances may a student bring into school the following:
- Takeaways must never be ordered to school for safety reasons. Takeaway food purchased off site must be eaten off site.
- Cans (e.g. soft drinks and energy drinks)
- Chewing gum
- Food or drink that is not for their own consumption – selling items to other students is not acceptable.
- Glass (e.g. bottles or drinking containers)
- Knives (of any description)
- Nuts (so as to minimise the impact on students with allergies)

In all instances the above items will be confiscated, and because the school does not have the facility for safe storage they will be disposed of. No refund or compensation will be provided for items disposed of.

20 Homework

Google Classroom

Staff will assign homework through Google Classroom. Parents are requested that if their child has been absent from school, they ensure that they catch up on the work missed prior to the next lesson if possible.

Guardian Email Summaries on the Google Classroom

Parents and carers can receive guardian email summaries of their child's work in a subject, but assessment data will be shared with parents and carers separately via Arbor.

In guardian email summaries, you can review:

- Missing work - work not handed in.
- Upcoming work - work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).
- Class activities— announcements, assignments, and questions recently posted by teachers.

Frequency - guardians can choose how often they receive summaries.
This can be daily or weekly.

We encourage all parents and carers to subscribe to the guardian email summaries to help support their child's organisation and time management at home. It's important that parents and carers do not sign into their child's Google Classrooms directly due to GDPR.

Before you begin

Guardian email summaries can be sent to any email address. However, to view or update email summary settings, you need a Google Account. With a Google Account, you can change the frequency of your emails, update your time zone, see the students connected to your account, and unsubscribe from email summaries. For details, go to Create a Google Account.

If you unsubscribe from guardian email summaries, you're still connected to a student as long as you have a Google Account. Otherwise, unsubscribing removes you as a guardian and you will no longer be able to access information about your child.

Email Summaries

To receive email summaries of your child's work, you must accept an email invitation from a teacher or administrator. You have 120 days to accept an invitation before it expires. You can unsubscribe from summaries or remove yourself as a guardian at any time.

1. **The teacher or administrator emails you an invitation to join your student's class.**
2. **In your email, open your email invitation.**
3. **Click Accept. If you're not the guardian, click I'm Not The Guardian.**
4. **Click Accept to confirm.**

Unsubscribe from email summaries

You can remove yourself as a student's guardian at any time. If you want to remain a guardian, but not get the summaries, you can Unsubscribe from email summaries.

If you have a Google Account:

1. At the bottom of any email summary, click Settings.
2. Next to the student's name, click Delete > Remove.

If you don't have a Google Account:

1. At the bottom of any email summary, click Unsubscribe.
2. Click Unsubscribe to confirm.

The student receives an email that you removed yourself from their account. Please note that if you do not have a Google account and decide to unsubscribe, you will no longer be linked to your child as a Guardian.

Need Help?



If you have any questions or need assistance, please contact your child's subject teacher or form tutor. Alternatively, you can also find more information about the different settings by following this link.

Teaching and Learning Policy extract

Normally, at least 48 hours is allotted for students to complete a piece of homework. We believe that Homework is valuable for five principal reasons:

1. To encourage students to make their own decisions, to develop their own style of orderly presentation and to assess their own work.

2. To follow up, revise, or extend work done in class. We consider that the sound introduction given to a subject in the classroom can be developed into a deeper knowledge and understanding when homework is regularly and carefully done.

3. To develop students' study skills. We aim to increase their awareness of neatness, sequence, checking, accurate spelling, the following of instructions, the need to test themselves, the need to meet deadlines and personal time management.

4. To help students recognise the link between good study habits and higher standards of achievement. University life will entail being able to manage time and independence in learning. These are skills we encourage at school from Year 7 onwards.

5. To increase the time available for study in each year and promote higher achievement.

Presenting Homework on time

Students who consistently fail to complete their homework satisfactorily may be required to attend 'Prep'.

How much time to spend on Homework

Year 7	Core subjects 1 x 40 mins each week. Non-Core subjects 1 x 40 mins each fortnight. Science subjects 1 X 20 min each week
Year 8	Core subjects 1 x 50 mins each week. Non-Core 1 x 50 mins each fortnight. Science subjects 1 X 25 mins each week
Year 9	Core subjects 1 x 60 mins each week. Non-Core 1 x 60 mins each fortnight. Science subjects 1 X 30 mins each week
Years 10 & 11	All GCSE subjects 1 x 60 mins each week
Years 12 & 13	A Level 3-4 hours per subject each week

Independent study may be required over and above the allotted times for set homework tasks.

21 House System

The school operate a House System, and more information can be found here https://www.sirhenryfloyd.co.uk/House-System



22 Lockers

Lockers are not compulsory for students

Lockers are provided by an external company, Rent My Locker (RML). It is not compulsory for your child/ren to have a locker.

RML will provide brand new lockers and maintain them, as well as handle all of the administration, including bookings and payment. This service provides benefits to the whole school community:

- 'One stop shop' - payment, maintenance, booking.
- High quality service to the students e.g. quick turnaround for repairs and regular cleaning.

The annual cost of renting a locker is currently £35. Details of how to book a locker will be shared via the Head of School's weekly Bulletin.

Rental Rules

All students who use a locker agree by default to comply without exception to the locker rental rules below.

- Lockers are to be left locked at all times, unless otherwise instructed.
- Lockers are not to be shared under any circumstances. Each locker may only be accessed and used by the student to whom it has been allocated; access to another student's locker will be treated as an intention of potential/actual theft.
- It is the individual's responsibility to ensure their locker is clean and tidy.
- All lockers are cleared at the end of each academic year of personal effects.
- Any damage or defacement should be reported immediately to Reception.
- Rental of a locker includes the acceptance that members of staff may, with just reason, search the locker with or without the student present. This includes spot checks carried out for missing or banned items.
- Lockers must not be used to store prohibited items.



Deliberate breach of these rules will lead to the removal of access to a locker. Misuse of the locker or another student's locker will also be dealt with as part of the IAT's Behaviour Policy.

23 Network–Internet & Computer Code of Conduct

Parents/Carers and Students:
You must read what follows carefully, and sign to confirm you agree to the conditions.

Network & Computer Use
• Access to the computer network and associated services should be made via your authorised account and password which should not be made available to any other person. There are no exceptions to these access arrangements.
• I will not pass on my name or address, or the school's name and address, or send a picture of myself, or claim to be someone else for any reason. Nor will I use the internet to arrange a meeting without checking with a member of staff first.
• I will keep my password completely private, and understand I am responsible for any activity that takes place under my network account.
• I will never give my password to anyone inside or outside school, not even my best friend. If I think someone knows my password, or I believe a breach of security is suspected I will ask ICT to change it.
• I will inform a member of staff if I learn someone else's password.
• I will use the network for school-related work, with consideration for others and will ensure that I will not harm, harass, offend or insult anyone.
• I will not use my computer to take photos or film students/staff or the school site, unless directed to do so by a member of staff.
• I will not attempt to use any school computer for playing games of any sort.
• I will not use the network under the password of another person.
• I realise that it is not acceptable to access, copy, remove or try to alter other people's work.
• I will follow the school's Acceptable Use Policy for all devices that I bring to school.
• I will follow the school's code of conduct for mobile phones.
• I will not use the network for commercial purposes, e.g. buying or selling goods.
• I will not damage, disable or harm the operation of the network, computers or attempt to alter the settings, background or screensavers of school computers.
• I will not try to alter the configuration of, or gain unauthorised access to any part of the network, including servers.
• I am limited to a set number of printer credits each term specifically required for authorised school or curriculum linked activities. If these credits run out I understand I will be requested to pay for more.

Internet Use

• I will always use the internet for specific school or curriculum linked purposes or piece of work, and ensure that a member of staff is aware that I am logged on.
• I understand that information posted on the internet may not necessarily be reliable, and that some sites are sponsored by advertisers. I will not use the internet at school to order goods or services for myself or others.
• I understand that I will not be allowed to use the internet if I deliberately abuse the opportunity to do so, and that my parents/carers will be informed of my behaviour.
• I will only use social media or blogging, communication platforms or user group conference sites at a member of staff's specific instruction.
• If I accidentally access any offensive site, I will immediately inform a member of staff.
• I understand that the school, and the school's service provider, keep a record of all the sites that I visit, and this information may be used in any internal investigation into misuse. It may also be requested and used by authorised external bodies, e.g. police.

Email

• I will keep my school email account password completely private, and understand I am responsible for any activity that takes place on my account, e.g. emails sent, contacts made that result in emails being received, etc.
• I will access my school email account daily to stay informed of school related matters.
• I will only use my school email account to communicate with staff with regards to work set homework, general queries, etc. Staff will not communicate with or respond to a student that is not using an email account other than their school account.
• I will inform a member of staff immediately if I believe my school email account has been compromised through access by others.
• The sending of anonymous or unkind emails is forbidden.
• If I accidentally access any offensive site, or receive offensive email, I will immediately inform a member of staff.

Other platforms - Google Classroom etc.

• The rules for school internet use, email and communication also apply to other learning platforms through which staff and students correspond.

General

• Any use of personal devices will be such that is authorised by the school only and in designated areas only. All of the above and following applies to personal device use in school. Mobile phones must not be seen or heard on school premises.
• The school reserves the right to monitor all use of its network, internet access and computers at all times.
• The school reserves the right to examine or delete any files that may be held on its network, internet file sharing facility, computer, or storage device.
• Any large non-academic files (e.g. MP3 or jpg files) will be deleted from the network.
• Access to the SHFGS network and hardware is a privilege, not a right, and this may be withdrawn as a result of action taken under the IAT Behaviour Policy.
• The school reserves the right to confiscate any device on which it is suspected that harmful or criminal activity has taken place.

24 Online Payments

We use Arbor for payments towards all trips, visits, and a range of school purchases.

Registration Process

- All new parents/carers will receive an email from Arbor with instructions for how to set up the account.
- If problems arise email financehelp@insignis.org.uk and we will assist you.

25 Parent Consultation Evenings

Parents and carers discuss their child's progress with their teachers at one Parent Consultation Evening per year. The dates are published on the school website and calendar in September and in end of term newsletters. A letter outlining the specific date and times for each evening will be emailed approximately two weeks in advance. Students are usually present during these meetings. Parents/carers who may have difficulty attending for any reason (including disability, home language, access to technology or parental separation) should contact the Year Leader to discuss alternative arrangements.

New Year 7 and 12 Students

In addition, parents/carers of students in Years 7 and 12 will be invited to a Consultation Appointment to meet their child's Form Tutor during the first term so that any initial concerns can be discussed.

26 Parents' Society

The School has a Parents' Society, whose aims are:
To raise funds for the provision of educational facilities, over and above those supplied by the Department for Education, to further the education of all students at the school.
More information can be found here https://www.sirhenryfloyd.co.uk/Parents/Parents-Society/

27 Partnership Agreement

This Partnership Agreement puts in writing the commitments and responsibilities which each person involved with education at SHFGS agrees to. Please also refer to the Sixth Form Study Contract that outlines expectations at Key Stage 5:

The Student agrees to:
• Put every effort into benefiting as much as possible from time at the school.
• Aim for high levels of attendance (above 97%) and be punctual.
• Adhere to the school's uniform regulations and be smartly/professionally dressed.
• Complete all my classwork and homework to the best of my ability, and on time.
• Behave reasonably and responsibly towards other members of the school community, and treat the property of the school and others with care.
• Try to take part in the school's extracurricular activities.
• Observe the school's Code of Conduct and Behaviour for Learning Policy, including acceptable use of technology.
• Observe the school's Code of Conduct for mobile phone usage.

The Parents/Carers agree to:
• Remain courteous and respectful when communicating with staff.
• Ensure my/our child attends school as required, and support his or her efforts both at school and at home so as to benefit as far as possible from the education offered by the school (refer to Attendance for Learning Policy).
• Support the school's policies, codes of conduct and guidelines on appearance and behaviour.
• Support my child at home with homework and instill good habits of organisation.
• Discuss with the appropriate person at school any concerns I/we have about my/our child's performance, or personal problems which may affect their performance.
• Support the school's extracurricular and social activities.
• Maintain close contact with the school so that we all have the best opportunity to gain from the time my/our child spends there.
• Attend one Parents' Evening in the year to receive feedback on my/our child's progress and relevant family engagement events.

The School agrees to:

• Do its best to ensure that your child is given every opportunity to benefit from the high standard of education we offer.
• Provide a balanced curriculum and try to meet the individual needs of your child.
• Communicate with you regularly about your child's performance and general matters within the school.
• Provide a range of social and extracurricular activities.
• Contact you if there is a problem in relation to attendance, performance or behaviour, and to be available to discuss these should any arise.
• Take all reasonable steps to ensure your child's safety and wellbeing while in our care.

28 Photographic Images – conditions of use

Please see our Photographic Images Policy

29 Policies

Please see the list of policies on the school website https://www.sirhenryfloyd.co.uk/Policies/

30 Possessions, Property & Protection

Lost Property

Lost property is located at the Reception area. The school cannot store lost property beyond two weeks and it is donated on a regular basis to local charity shops or recycled. It is not possible to trace the owner of unnamed clothing and other articles. Students bring valuables on site at their own risk.

Money & Valuables

We strongly advise that large amounts of money and personal audio or video devices are not brought into school. Mobile phones will be confiscated if the Code of Conduct is breached (until the end of the school day on the first offence and on subsequent occasions, parents/carers will be invited into school to collect it). If such items are brought into school, they should be in a locker during the day. Theft of valuables is a rare occurrence and if a student has belongings stolen they should report it to staff immediately.

The school is unable to accept liability for loss, theft or damage to personal possessions that are not required for curriculum purposes (e.g. mobile phones etc.). Students are advised not to bring these into school.

The school's liability is restricted to those items that are required for teaching and learning purposes and only in cases where negligence on the part of the school is proven. Should loss, theft or damage to personal possessions occur, parents/carers are responsible for notifying the police. The police will provide a crime number so any claim can be made on their own insurance.

31 Privacy Notice

Please see our website for details of our privacy policy.

32 School Day

	START	FINISH
Students may be on site	From 0800	
Assembly and Tutor Time	0845	0905
Period 1	0905	1005
Period 2	1005	1105
Break	1105	1125 (5 mins transition time)
Period 3	1130	1230
Lunch	1230	1315 (5 mins transition time)
Period 4	1320	1420
Period 5	1420	1520
Students may leave the site*	From 1520	All students must be off site by 1700

***If students remain on site after 3.20pm they must be in a club or in the library.**
Prep is for students as a sanction or to attend voluntarily to complete work. It is held at the following times:

Tuesday– Thursday	1530	1630
Friday (SLT)	1530	1645

33 Sports Teams



Please see information about sports teams via this link
Sir Henry Floyd Grammar School - Sport

34 Standards

We have very high expectations, particularly in the academic work that students do, but also in their behaviour and dress code. We ask parents/carers to read the 'Conduct' section of this pack with their child in order that they fully appreciate what is required of them.

Please also refer to our IAT Behaviour Policy on the school website to find out more about **Behaviour, Rewards and Sanctions.**

35 Student Restrictions

For a full list of items that are prohibited, please refer to the IAT Behavior policy on the school website where you will find a list of items that are not prohibited in school and will be confiscated and disposed of.

The following are not permitted on the sports field or tennis courts:

- Food
- Drinks
- Bags

Additionally, students are not permitted to:

- Years 7-10: Leave the school site for any reason during the school day without school agreement.
- Year 11: Leave the school site during the school day for any reason without school agreement, except the lunch period and only in this case when parents/carers have provided the school with permission.
- Year 12-13: Leave the school site during the school day without school agreement, except the morning break or lunch period, or where home study has been granted.

In instances where students disregard the information above, sanctions will be applied in line with the IAT Behaviour Policy.

36 Supporting Us

At SHFGS we use every resource available to foster innovation and creativity, to be the Grammar School of Today. We provide outstanding teaching to exceptional young people, and want to ensure we continue to support all students, across all disciplines, to fulfill their potential, whether that be in the classroom, the lab, on the sports field or in the Performing Arts Centre. In order to achieve that aim, we have to offer the very best facilities, technology, and a broad range of clubs, societies and co-curricular opportunities. Like most other state schools, in order to do this, we need to seek support over and above our public funding.

Support our music project fund



Just £10 per month per student (less than the cost of a latte a week!), would raise almost £150,000 in one year, and with Gift Aid the total would rise to £175,000. This level of funding would help ensure that the school continues to thrive into the future. To find out more and to donate towards our current fundraising focus, *the music project,* please see details and here on our website.

Equipment and Service Donations

Help us by donating equipment or a service you or your organisation provides - please contact us if you have something particular in mind, and we will be happy to discuss this with you.

Volunteering

Our Parents' Society plays a vital role in our school community and are always keen to welcome new members. Our careers team is keen to hear from individuals or organisations who may be able to support their programme of career events, or who can share valuable professional experience or guidance with the students.

Do you have a skill set or professional service that may help the school as we grow and develop?

If you'd like to volunteer at SHFGS, please contact Mrs Sanum Khan who has oversight of our Careers provision for students at skhan@shfgs.co.uk.

37 Term Dates



Term dates are available on our website.

38 Transport & Travel

The school encourages sustainable transport. The school shares its entry and exit routes with Buckinghamshire College Group, the University Technical College, a Sure Start facility and a nursery. It is therefore extremely busy during the morning (08:00-09:00) and afternoon (15:15- 16:15) 'rush hours'.

Please see more information about travel via this link
https://www.sirhenryfloyd.co.uk/Parents/Transport/

SHFGS Travel Plan Guidelines

We encourage our students and staff to walk or cycle to school as it:

- Helps to keep us fit and healthy.
- Helps our students develop road safety skills which will keep them safe as they travel further afield and more independently.
- Helps keep our local air clean, and our streets free from congestion.

What we do

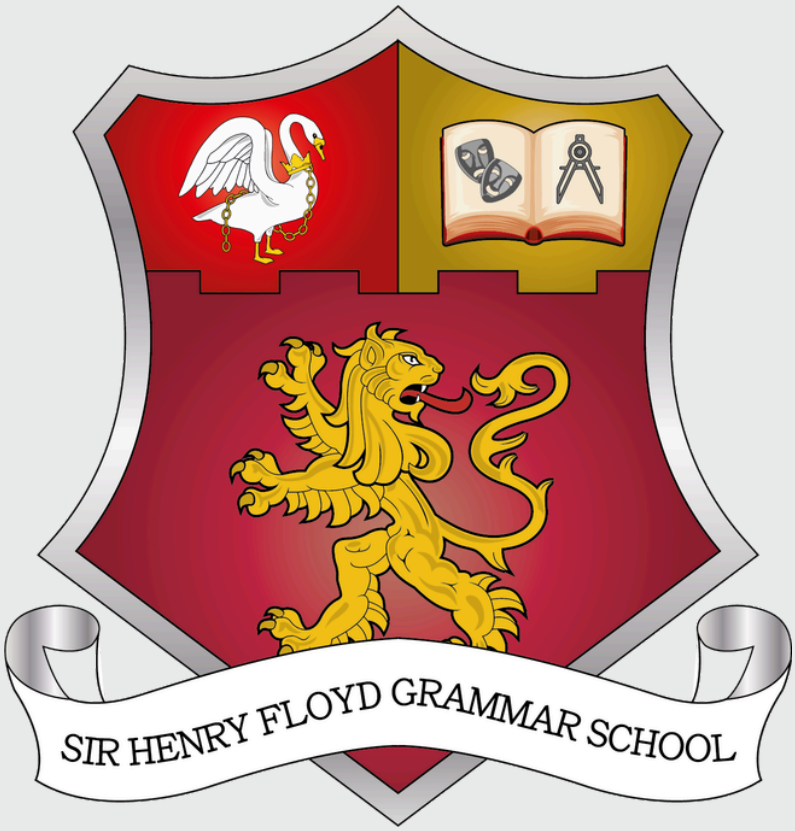
- We use Modeshift STARS to update and monitor our school travel plan.
- We promote safe and active travel as much as possible by using our noticeboard, displays, newsletter and website.
- We encourage students to walk, cycle or travel by public transport for the journey to school.

What we ask of parents and students

- Walk or cycle to school whenever possible.
- Walk or ride sensibly and safely on the way to and from school.
- Ensure that bicycles are roadworthy and properly maintained.
- Ensure you can be seen by fitting lights to your bike and wear high-visibility clothing.
- Make sure you have a lock for your bike and that you know how to use it.
- Ensure you have appropriate insurance cover for your child(ren)'s bicycle as the school is not liable for any loss or damage to cycles.
- Do not ride bikes on the school site.

39 Uniform

Information about our uniform policy can be found on the school website using this link. Here you will find information and links to our suppliers - Kit Locker and Bucks School Wear as well as a detailed breakdown of uniform requirements for 'Daywear'; 'Performing Arts'; 'PE' and 'Student Appearance'.



The Grammar School of Today