



BURGESS HILL

— GIRLS —

Tomorrow's Women

**BURGESS  
HILL GIRLS.  
JUNIOR SCHOOL  
PARENTS' HANDBOOK  
2019/2020**

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**Head:** Mrs E Laybourn BEd (Hons)

**Head of Junior School & Years 7 & 8.**

**Deputy Head of School:** Mrs H Cavanagh BA (Hons), QTS

Burgess Hill Girls  
Keymer Road  
Burgess Hill  
West Sussex  
RH15 0EG

Telephone:

Senior School 01444 241050

Junior School 01444 233167

Nursery 01444 237008

## **GOVERNORS**

We are fortunate to have a very active governing body. Our Governors attend many school events over the year. Should you ever wish to contact the Chair of Governors, your correspondence will be forwarded by the Bursar, who is Clerk to the Governors.

Please send correspondence to:

Dr Alison Smith  
c/o the Bursar at Burgess Hill Girls,  
Keymer Road,  
Burgess Hill,  
West Sussex.  
RH15 0EG

## **OUR AIMS:**

Our aim is to provide an outstanding academic education which inspires every pupil to excel. We will empower our girls to become confident, successful students and to develop a sense of moral responsibility to their community and to society.

We do our utmost to equip our girls to lead fulfilled and productive adult lives in a rapidly changing world.

## **OUR VISION:**

The Future is bright: Burgess Hill Girls is and will remain academically selective and committed to single-sex education, pastoral support and educating the whole person.

Our girls will be encouraged to aim high, both academically and personally, to develop a sense of moral and spiritual responsibility for themselves and others, and to explore extra-curricular interests.

The strategic vision will allow the school to retain and above all build on our reputation for leadership and innovation in education thus ensuring that the school will continue to develop and flourish in the years to come.

Burgess Hill Girls will provide an extra-curricular programme that widens the girls' experiences and inspires aspirations, effort and achievement.

The school will encourage a life balance between academic work, recreation and volunteering.

We are committed to attracting, recruiting and retaining high calibre staff, emphasising and recognising their achievements and engagement with the pupils.

We will provide a personalised education that supports and nurtures our girls to ensure the best match for them in higher education and careers opportunities.

We will advance and develop the aspirations of our girls in higher education and careers, providing unstinting expert advice in preparation for leaving the School.

We will further enhance the girls' ability to participate effectively and succeed in an increasingly global environment.

The School will develop further partnerships with businesses, industry and universities, both locally and beyond.

The School will encourage community outreach and service as fundamental characteristics of life at Burgess Hill Girls.

## **PUPIL CODE OF CONDUCT**

- Be on time
- Treat others as you would want to be treated yourself
- Listen while others are talking
- Listen to and follow instructions/directions
- Allow others to learn successfully
- Keep your classroom clean and tidy up after yourself
- Manners matter

## **ANTI- BULLYING**

At Burgess Hill Girls we are very fortunate to enjoy a happy, friendly and co-operative school environment. Nevertheless, as in any school, relationships between pupils can from time to time become awkward and, in some circumstances, bullying behaviour can occur. The school takes a very serious view of bullying behaviour, which can make life miserable for its victim and adversely affect her performance at school as well as compromising the comfort and well-being of those who may not be directly affected by it but who know that it is taking place. Any form of bullying is unacceptable to us. The Anti-Bullying Policy is given in the policy section of this handbook and an information leaflet for parents is given in Appendix 5. This information is also available in the parents' area of the website.

## JUNIOR SCHOOL STAFF

**Mrs Cavanagh**  
**Mrs Collins**

Head of Junior School / Deputy Head of School  
Deputy Head of Junior School

<u>Class</u>	<u>Location</u>	<u>Teachers</u>	
Year 6	Oakdene	Mrs Fowler Miss Dewar	
Year 5	Oaks	Mrs Durrant & Mrs Collins Miss Harvey	
Year 4	Oaks	Ms Warner Miss Morgan	
Year 3	Oakdene	Mrs Branton Miss Williams	
Year 2 (Storks)	Little Oaks	Miss Broadfield	
Year 1 (Flamingos) (Kingfishers)	Little Oaks	Mrs Allen Mrs Day	SENCO
Reception (Penguins)	Little Oaks	Mrs Clayson	
Music		Mrs Hickey	Music Co-ordinator
PE		Mrs Tagg + PE staff	PE Co-ordinator
Support		Mrs Harris	Individual Learning
Teaching Assistants		Mrs Siddaway, Mrs Spencer Mrs Wood, Mrs Atkinson	
Senior Secretary, Junior School		Mrs Gunn	
Transport Manager		Miss Wiltshire	

## SCHOOL HOURS

8.00am	Girls may arrive in school at 8.00am and report to the dining hall for Breakfast Club. It is imperative that girls arrive at 08:00 if parents wish them to have breakfast. Girls arriving before 8.15am but not requiring breakfast should assemble in the Learning Hub.
8.15am	Playgrounds are supervised by members of staff. Parents deliver Reception girls straight to their classrooms at 8.25am. Girls in Year 1 and 2 should be delivered to the member of staff on duty in the playground. Year 3 to 6 assemble on the upper part of the playground.  When it is wet, girls may go straight to their classrooms
8.25am	Registration – please ensure your daughter is here <b><u>no later than 8.25am</u></b>
8.30am	Lessons
10.10am	Morning Break
10.30am	Lessons
12.00 noon	Lunch (Yrs R, 1, 2 at 12noon & Yrs 3, 4, 5, & 6 at 12.15pm)
1.00pm	Reception Class return to classroom
1.30pm	Afternoon registration
1.35pm	Lessons
3.50pm	Academic Day Ends
3.50pm	Girls register for Prep, Clubs and Buses
4.00pm	Clubs begin
4.00pm	Tea in the Dining Room
4.10pm	School minibuses depart.
4.30pm	Prep Begins
6.00pm	Prep supervision ends
6.30pm	Late minibuses depart

## MORNING BREAK

All girls from Reception to Year 6 may bring in a piece of fruit or vegetable or some dried fruit for their mid-morning snack. Any fruit should be “ready to eat” e.g. apples cut and cored if your daughter cannot manage it whole. If the fruit comes into school in a container, please make sure the container is named. There is no provision for storage in a refrigerator so perishables should not be brought into school.

Girls should bring a refillable water bottle into school. Drinking of water is encouraged at all times.

## ALLERGIES

We have a number of girls with **severe peanut** and **egg allergies**. We ask that any foods brought into school to celebrate birthdays etc. **do not contain nuts** to avoid the risk of anaphylactic shock. **Please do not bring sweets into school for Birthday Celebrations.**

## END OF THE DAY COLLECTION

Please collect your daughter from the following areas:

Reception Class, Year 1 & Year 2 in the playground outside Little Oaks, Years 4 & 5 outside Oaks between the netball court and the dining room, Year 3 & 6 outside Oakdene between Oaks Hall & Oakdene.

We are concerned for everyone’s safety and ask that you keep young children with you when collecting your daughters as unsupervised children can be very distracting to students in classrooms near the collection areas.

## BEFORE & AFTER SCHOOL CARE

We ask that your daughter arrives **promptly at 8.00am** so that she has time to eat before going to registration at 8.20am.

Please ensure that your daughter is aware of collection arrangements when she leaves you in the morning and notify the school if there are any significant alterations.

In the unlikely event that your daughter has not been collected by 4pm she will be taken into After School Prep. Prep takes place in Little Oaks for KS1 girls (Reception – Year 2) and in Oakdene for KS2 girls (Years 3-6). Girls will have a light tea at 4pm in the dining room before beginning prep which runs from 4.30pm-6pm. Should you be unexpectedly delayed beyond 6pm please call **the After School Supervisor on 07845 930169**

Should you be delayed beyond 6pm your daughter will be taken to join the boarders in the dining room or Silverdale Boarding House.

We run many extra-curricular activities during the lunch breaks for girls across all year groups and after school which do not carry a charge. There are also several clubs that run after the academic school day which do carry an additional charge. We endeavour to send out club time tables before the start of each term so that travel and collection arrangements can be made.

Girls who are attending a sports club may bring in a snack to eat either before or after the club. Please no chocolate or sweets or anything containing nuts.

## **ABSENCES**

In the event of illness parents should contact the School on the first and subsequent days of any absence, either by telephone or by email to [jsoffice@burgesshillgirls.com](mailto:jsoffice@burgesshillgirls.com) or 01444 233167 by 9am at the latest.

Please also notify the School if your daughter has a contagious disease so that other parents can be alerted. If you are in any doubt, please telephone the School Nurse – 01444 237051

Requests for permission for your daughter to be absent for a planned event or activity during term time should be made as far in advance of the event as possible. Please address such requests to the Head of Junior School.

Our terms are shorter than the Local Education Authority Schools and our term dates are published well in advance to allow families to plan their holidays. As you may be aware, all educational establishments are under pressure to ensure appropriate attendance at school and not to authorise absence for reasons such as holidays. Please note, therefore, that permission is not usually given for requests relating to holidays and activities which could be undertaken during School holiday periods.

## **ACCIDENT / ILLNESS IN SCHOOL**

The School Nurse is a fully qualified nursing sister. Along with qualified first aiders she deals with any medical issues/accidents which occur during the school day. The School Nurse, the Head or Deputy Head of the Junior School will take the decision about necessary action in the event of an accident. You will be contacted when appropriate.

Any medicines which need to be taken by the girls during the day should come in measured doses and with an accompanying letter. These should be either given to the class teacher directly or taken to the School Nurse in the Medical Centre which is situated on the ground floor of the Croft building. Should your daughter travel on the school bus we ask that you send an email to the Junior School office, [jsoffice@burgesshillgirls.com](mailto:jsoffice@burgesshillgirls.com) and to the School Nurse, [nurse@burgesshillgirls.com](mailto:nurse@burgesshillgirls.com) to alert us to the fact she has medication. **If a girl is well enough to attend school it is expected that she will be well enough to go out to play.** Broken limbs are the obvious exception!



## MEDICAL MATTERS

Parents have a prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents are responsible for making sure their child is well enough to attend school. Where a child is acutely unwell it is advised that the child be kept at home by the parent/carer.

The school/setting will not give medicine unless a parent completes and signs the written agreement form available from Reception or downloadable from the website. NB: For early years setting prior permission is a mandatory requirement.

Any medicine given in school is recorded on a *Medication Given in School sheet*.

### **Prescribed Medication:**

Medicines should only be taken to school or settings when essential, i.e. where it would be detrimental to a child's health if omitted.

Schools and settings should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions (secondary dispensed). Alteration to the label is not acceptable. Any alteration to dosage must be accompanied by written instructions provided by the prescriber.

Medicines can only be accepted in a school/setting where it has been prescribed by a doctor, dentist, nurse prescriber or pharmacist and include the prescriber's instructions for administration.

Where the possible side effects of medicines have been communicated by the prescriber or pharmacist to a member of staff they must ensure that this information is shared with all staff and recorded in the child or young person's file and individual health care plan. If a member of staff notices side effects they must report this to their manager or senior officer on duty who will notify the prescriber and ask for advice. Information regarding side effects can also be obtained from the Patient Information Leaflet, which must be supplied with every medicine.

### **Non-Prescribed Medication:**

Criteria in the National Standards for under 8s day care providers, make it clear that non-prescription medicines should not normally be administered. Where a non-prescribed medicine is administered to a child it should be recorded on a *Medication Given in School sheet*.

Training for members of staff undertaking the administration of medicine is essential from the School Nurse and staff are documented as being competent in the administration of prescribed medicines.

## ACCESS TO THE SITE & PARKING

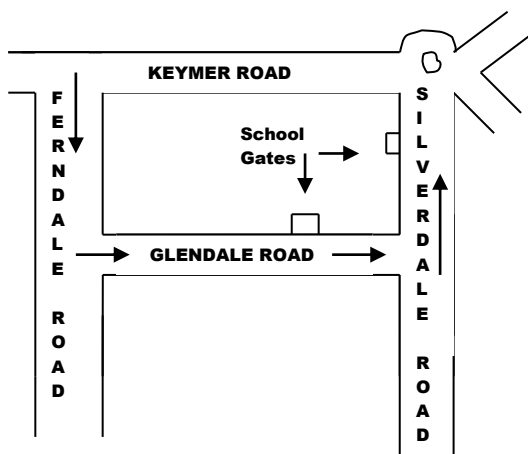
Parents may drop children off using the **Drop off Zone** located in the Junior School car park between 07:45 and 18:30. Parents are requested **not to use this facility to park** in if taking their child into school.

As with most urban areas, parking is limited, therefore ALL school parking bays are carefully allocated to school staff. Parents parking in these bays to drop off their child delay staff getting into school to begin their working day.

Parents are requested to use the street parking around the school site when bringing their child to and from school. Please ensure that you park with consideration, leaving all entrances and gateways clear. You are reminded it is a traffic offence to wait or park on the yellow or zig-zag lines or on the pavement.

PLEASE DO NOT PARK IN THE ALLOCATED MINIBUS SPACES AT ANY TIME.

**An “unofficial” one-way system operates around the school to improve traffic flow.**



## CLASSES

When a year group has two or three parallel classes, the form groups are not grouped according to ability. We aim to create well balanced classes with a good mix of girls by considering among other things, social aspects as well as academic, sporting and musical ability.

Every new academic year we mix up the parallel classes to achieve a good social and academic mix. Considerable thought goes into producing a well-balanced class.

# UNIFORM

Our school uniform is ordered directly from the School Blazer company website.

Parents are directed to the school website, [www.burgesshillgirls.com](http://www.burgesshillgirls.com) From here click on “School life” then click “Uniform shop,” then click “view uniform.” On this page you will see a list of uniform requirements. Scroll to the bottom of the page and click on Schoolblazer.com hyperlink.

## Reception to Year 2

R-Y2		
Product	SB Specification	Optional/ Compulsory
Pinafore	Kilnsey plaid Ellie style pinafore	Compulsory
Blouses	Performance cotton 3/4 sleeve pinstripe blouse, 2pk	Compulsory
Cardigan	Navy cotton/acrylic with gold trim	Compulsory
Tights	Navy cotton rich tights (2pk)	Compulsory
Socks	Navy knee high socks with 1 gold stripe	Optional
Socks	Short navy ankle socks (3pk) <b>Summer Term Only</b>	Compulsory
Book Bag	Navy Crested Book - Reception Only	Compulsory
Small Rucksack	Crested rucksack with water bottle holder, crested	Compulsory
Coat	Navy reversible stormproof coat, embroidered crest	Compulsory
Hat	Navy fleece beanie, crested	Optional
Scarf	Navy fleece scarf	Optional
Glove	Navy fleece gloves	Optional
Art Overall	Navy apron	Compulsory
Sweatshirt	Navy Crested Sweatshirt	Compulsory
Jogging Bottoms	Navy Uncrested Jogging Bottoms	Compulsory
Polo Shirt	Damson Crested Polo Shirt	Compulsory
Shorts	Navy PE shorts	Compulsory
Legionnaires Cap	Navy Legionnaires Cap	Compulsory
Linen Bag	Navy crested, large	Compulsory

Swimming Costume	Navy Speedo Swimming Costume	Compulsory
Swim Bag	Navy, Crested	Compulsory Y1-4
House Swim Hat	Plain, Red/Yellow/ Green/Blue	Compulsory Y1-4

### Year 3 to Year 6

Y3-Y6		
Product	SB Specification	Optional/ Compulsory
Blazer	Navy Polywool - 2 patch pocket, crested on lapel, bespoke lining, piped	Compulsory
Blouses	Performance cotton 3/4 sleeve pinstripe blouse, 2pk	Compulsory
Jumper	Navy cotton/acrylic V neck jumper with gold trim	Compulsory
Kilt	Kilnsey plaid skirt style Amy kilt	Compulsory
Tights	Navy cotton rich tights (2pk)	Compulsory
Socks	Navy knee high socks with 1 gold stripe	Optional
Navy Socks	Short navy ankle socks (3pk)	Compulsory
Medium Rucksack	Crested rucksack with water bottle holder, crested	Compulsory
Coat	Navy reversible stormproof coat, embroidered crest	Compulsory
Hat	Navy fleece beanie, crested	Optional
Scarf	Navy fleece scarf	Optional
Glove	Navy fleece gloves	Optional
Art Overall	Navy apron	Compulsory
Damson Polo shirt	Squadkit Hydrocool Crested Polo Shirt Damson/Cobalt Panel, White Piping	Compulsory
Junior Skort	Squadkit Hydrocool Bespoke Crested Skort Damson/Cobalt Panel, White Piping	Compulsory
Cycling Shorts	Squadkit Plain Navy Cycling Shorts	Compulsory
Hoody	Squadkit Pro Jersey, Crested Hoody Cobalt, Damson Panel, White Piping	Compulsory
Tracksuit Top	Squadkit Stormtex Bespoke Tracksuit top, Mesh Lined, Full zip Covered Placket, Navy/Damson Panel, White Piping	Compulsory
Training Pants	Squadkit Performatex Training Pants, Girls Fit Navy, Damson Panel/White Piping, Crested	Compulsory
Games Socks	Squadkit Performance Bespoke Games Socks Cobalt & Damson Hooped	Compulsory

Games Cap	Navy Cap Crested	Compulsory
PE Socks	PE socks (3pk)	Compulsory
Games Bag	Squadkit bespoke games bag- Medium	Compulsory
Swim Bag	Navy, Crested	Compulsory

Shoes are to be black with a cross bar strap – No ballet pumps. No patent leather.

Navy hair bands, slides or Alice bands must be worn if hair is above collar length. Hair should be tied back off the face.

Please encourage your daughter to empty unnecessary books from her school bag to keep the weight down!

Jewellery may not be worn with the exception of **Medicaid** bracelets and confirmation crosses. Only plain studs may be worn in pierced ears and these must be removed for PE lessons. Girls are expected to do this for themselves.

Complete games kit and art overalls are expected to be in school at all times. All items of uniform **must be clearly named**. Girls should check the lost property basket in Oaks Hall for missing items.

PE bags are to be taken home at the end of each week.

## HOUSES

The House system starts in Year 3 and allows girls across the year groups to mix and work together and it provides an outlet for natural competitiveness. Girls are allocated to one of four houses:

**PANKHURST** - Blue

**AUSTEN** - Yellow

**WATSON** - Red

**WILLIAMS** - Green

Inter-House competitions include: Sports Day, House Challenge, Swimming Gala, Netball, Rounders, Cross Country, Hockey Tournaments, House Music and Charity events.

B marks are also counted in Houses and contribute towards end of term trophies. If you are an old girl of the school or have family connections with one of our four houses, please let us know so that your daughter can be put in the same house if that is your preference.

## COMMUNICATION

Each Friday afternoon the Junior School office will send all parents a communication email (**Bmail**) which will contain letters and notices. Parents are encouraged to communicate directly with their daughter's form teacher if they have any concerns relating to academic or pastoral issues. If you are informing the school of your daughter's absence or forthcoming medical appointments please copy in the Junior School Office.

We welcome parents communicating in a variety of ways: in person, by telephone, notes in prep or reading diaries or via email. If the latter is used you are reminded that your daughter's form teacher will be teaching and therefore may not send an immediate response. If it is important for you to know your email has been received and/or read please use your email setting to request a delivery and/or read receipt. As a general rule staff will acknowledge your email within 24 hours. To ensure a suitable work life balance teachers and support staff are discouraged from checking emails after 6pm or at the weekends.

## DATA INFORMATION

Please advise us of any change of address or telephone number and temporary changes in guardianship so that our database is, at all times, accurate.

## STAFF EMAIL ADDRESSES

Mrs Cavanagh <b>Head of Junior School / Deputy Head of School</b>	<a href="mailto:Heather.Cavanagh@burgesshillgirls.com">Heather.Cavanagh@burgesshillgirls.com</a>
Mrs Collins <b>Deputy Head of Junior School</b>	<a href="mailto:Sue.Collins@burgesshillgirls.com">Sue.Collins@burgesshillgirls.com</a>
Mrs Allen <b>SENCO</b>	<a href="mailto:Shelley.Allen@burgesshillgirls.com">Shelley.Allen@burgesshillgirls.com</a>
Mrs Branton	<a href="mailto:Rebecca.Branton@burgesshillgirls.com">Rebecca.Branton@burgesshillgirls.com</a>
Miss Broadfield	<a href="mailto:Lauren.Broadfield@burgesshillgirls.com">Lauren.Broadfield@burgesshillgirls.com</a>
Mrs Clayson	<a href="mailto:Rosalind.Clayson@burgesshillgirls.com">Rosalind.Clayson@burgesshillgirls.com</a>
Mrs Day	<a href="mailto:Emma.Day@burgesshillgirls.com">Emma.Day@burgesshillgirls.com</a>
Miss Dewar	<a href="mailto:Ruth.Dewar@Burgesshillgirls.com">Ruth.Dewar@Burgesshillgirls.com</a>
Mrs Durrant	<a href="mailto:Samantha.Durrant@burgesshillgirls.com">Samantha.Durrant@burgesshillgirls.com</a>
Miss Harvey	<a href="mailto:Rebecca.Harvey@Burgesshillgirls.com">Rebecca.Harvey@Burgesshillgirls.com</a>
Mrs Fowler	<a href="mailto:Caroline.Fowler@burgesshillgirls.com">Caroline.Fowler@burgesshillgirls.com</a>
Miss Morgan	<a href="mailto:Alice.Morgan@Burgesshillgirls.com">Alice.Morgan@Burgesshillgirls.com</a>
Ms Warner	<a href="mailto:Lucy.Warner@Burgesshillgirls.com">Lucy.Warner@Burgesshillgirls.com</a>
Miss Williams	<a href="mailto:Greer.Williams@Burgesshillgirls.com">Greer.Williams@Burgesshillgirls.com</a>
Mrs Hickey <b>Head of Music</b>	<a href="mailto:Nicola.Hickey@BurgessHillgirls.com">Nicola.Hickey@BurgessHillgirls.com</a>
Mrs Tagg <b>PE coordinator</b>	<a href="mailto:Cath.Tagg@burgesshillgirls.com">Cath.Tagg@burgesshillgirls.com</a>
Mrs Harris <b>Support teacher</b>	<a href="mailto:Debbie.Harris@burgesshillgirls.com">Debbie.Harris@burgesshillgirls.com</a>
<b>Support Staff</b>	
Junior School Secretary	<a href="mailto:jsoffice@Burgesshillgirls.com">jsoffice@Burgesshillgirls.com</a>
Nurse	<a href="mailto:nurse@BurgessHillgirls.com">nurse@BurgessHillgirls.com</a>

## **ENTRY INTO YEAR SEVEN**

The girls in Year 6 will have a tour of the Senior School in the Autumn Term which includes an opportunity to chat with the Head. Girls in Year 6 sit an entrance examination to go into the Senior School but this is purely for assessment purposes. However, should the school feel the Senior School would not be the right environment for your daughter then Mrs Cavanagh and Mrs Laybourn will meet with parents to discuss alternative options.

All parents are welcome to attend any Open Mornings when Senior and Junior School girls take parents on tours of the School. Parents of Year 5 girls are invited to an evening in the Summer Term, "Looking Ahead". This is an early opportunity to hear about the Senior School and to tour main areas of the Senior School.

## **BOARDING (OCCASIONAL)**

We offer a flexible boarding scheme, so if you go away on a business trip, your daughter is welcome to board for a night or two. We have a friendly, homely atmosphere in the boarding houses. Girls aged 7 (Year 3) to 18 years can be accommodated. Junior girls will attend After School Prep until 6pm after which they will be taken to meet the house staff in the dining hall. We will ensure that she goes to bed at a reasonable time and is ready for school the next day. She will be taken to the dining hall for breakfast and delivered to the Junior School playground for the start of the school day.

Please contact the Bursar for details regarding prices or special rates for weekends or longer stays. Alternatively please look on our website.

If you would like to try a sleepover please leave your name and details of the stay required with Mrs Gunn in the Junior School. The Housemistress will contact you to confirm arrangements and deal with any other questions that you may have.

## **FIRE EVACUATION PRACTICE**

The fire alarm is a continuous piercing sound. There are at least three fire practices per year. Evacuation procedures are run through on the first day of the school year with all classes so that the girls know the routes to the assembly point on the main school field. Every sounding of the fire alarm is treated as a real fire. If parents are on site when the alarm sounds, they should follow girls to the assembly point on the main field.

## **INSTRUMENTAL LESSONS AND SPEECH AND DRAMA**

We are delighted that a large number of girls choose to learn a musical instrument in school or to have individual singing lessons. We prefer girls to wait until Year 2 or Year 3 to start instrumental lessons simply because it is much harder for little ones to 'catch up' on a missed academic lesson than it is for the older girls. Individual or shared lessons have to take place on a rota basis. Speech and Drama too is a popular choice, again usually started in Year 3. However, we will sometimes suggest to parents of younger girls that Speech and Drama lessons would be helpful, particularly in terms of voice projection and general confidence when speaking.

It is important to understand that lessons have to be worked on a rota basis across the whole school so that it is fair for everyone. This will inevitably mean that girls will miss some lessons and these may be core subjects. Girls who learn outside school are encouraged to bring in any certificates they are awarded so that they can be presented in assembly.

## THE LEARNING HUB

All the girls have access to our libraries. There is an infant library in the Little Oaks building and one in the Learning Hub for junior girls in the Oaks building. Girls will use these facilities throughout the school day.

Gifts of books are welcome anytime and particularly when girls leave the Junior School. Good quality second-hand books are also appreciated.

## MONEY

It is not usually necessary for girls to bring money into school. However, throughout the year there are charity fund raising events and on such occasions we do ask the girls to bring in some money if they would like to contribute to the charity concerned.

## MOBILE PHONES

**Only girls who travel on the school minibus or coach to and from school are permitted to bring a mobile phone into school.** Please would you be kind enough to inform your daughter's form teacher if this is the case. Girls are not permitted to have mobiles switched on during the school day. If there is a change in collection arrangements for your daughter please contact the Junior School office do not contact your daughter via her mobile phone as the school needs to be aware of any changes.

Parents are requested to adhere to notices identifying where mobile phones are not to be used.

## OPPORTUNITIES TO BE INVOLVED

Along with many invitations to come to school to enjoy plays and concerts etc, there are other opportunities when we look forward to seeing parents. These include:

- Welcome Evening – a social evening held a few weeks into the Autumn Term, to which you are all invited. This is a chance to meet the Form Teacher and new parents. The teachers will talk about the year ahead and there are opportunities for you to ask questions. Timetables, outline Term Plans and Clubs timetables are all on display.
- Consultation Evenings – an opportunity to discuss your daughter's progress. These are usually held towards the end of October and in March.
- Decoration Day – the last Friday in November to help decorate the school for the festive season.
- Sports Days – held in June.
- Founders' Day – towards the latter part of the summer term to celebrate the founding of the school.



## OUTINGS AND VISITORS TO SCHOOL

There are opportunities for girls to go on visits of an educational or cultural nature. In the main these visits are an extension of work in the classroom and provide a valuable additional dimension to a project.

The School does all it can to keep the cost of school outings to a minimum. Generally, the cost is added to your bill. You are notified of the cost in advance when your permission is sought for your daughter to attend.

Residential trips for years 3 – 6 take place on an annual basis.

## PHOTOGRAPHS

On starting at school, you will be asked whether you give permission for your daughter to appear in photographs taken at school. These photographs may appear alongside items on our school website, on social media, in the school magazine and occasionally may be sent to the press.

Parents are welcome to take photographs at school events e.g. sports days and Christmas productions. However, photographs taken in school that feature **any girls other than your own daughter**, must not be taken without prior permission from parents.

## POLICIES

The school regularly reviews school policies to ensure they reflect current legislation and educational best practice. In line with legislation key policies can be found on the school website whilst others are held electronically on the school network system. Should parents wish to see a particular policy on request they will be provided with either an electronic or paper copy.

[www.burgesshill-school.com/practical-information1/policies-and-procedures/](http://www.burgesshill-school.com/practical-information1/policies-and-procedures/)

## PREP

The following is a guide to the daily amount of time your daughter should spend on prep but this may fluctuate from time to time:

- Reception Reading every night
- Year 1 Reading & Spellings every night
- Year 2 Reading & Spellings every night - 15mins prep in the summer term
- Year 3 20 minutes approximately plus reading and spellings
- Year 4 30 minutes plus reading and spellings
- Year 5 30 minutes plus reading and spellings
- Year 6 45 minutes plus reading and spellings

You can help by providing a quiet place in which prep can be done. If a girl is unable to do her prep for any reason, or if she encounters severe difficulties, a note should be sent to the form teacher so that help can be given and no one becomes anxious about it. It is also very important to continue to read to your daughter and enjoy stories together on a regular basis.

## REPORTING AND ASSESSMENT

Parents receive two **written reports** each year.

- December - core subjects i.e. English, Mathematics and Science and also PE, Music and the Form Teacher's general comment on progress and the social side of school life.
- July – full curriculum report with end of year assessment results where applicable.

There are two formal **Consultation Evenings**: one in the Autumn Term and one in the Spring Term at which you can discuss your daughter's progress.

If an alternative appointment is required we would like to stress that the staff will be very happy to make an alternative arrangement at a mutually convenient time, e.g. after school.

If you have a concern about your daughter at any time during the year, please contact her Form Teacher at the earliest opportunity.

Assessment is an integral part of the teaching and learning process and opportunities for assessment are built into the curriculum. We endeavour to minimise any stress or anxiety that the girls might feel and we would encourage you to do the same. Assessments should not stifle. They can take the form of discussions, written comments, comparisons with previous work or formal tests and reviews.

On occasion some 1:1 assessments with individual girls may be necessary in order to pinpoint specific areas that need focus and possible intervention. This may involve some extra 1:1 or small group support beyond the in-class differentiation that already occurs. Any findings will be discussed with you as appropriate.

Girls will be encouraged to assess their own achievements and to set themselves appropriate targets. Girls' progress is monitored carefully and tracked throughout their time in the Junior School.

## SCHOOL OFFICERS

**Form Captains** appointments are made from Year 2 upwards. They hold office for one term.

**School Prefects and House Captains** are selected at Year 6 and these girls have additional responsibilities throughout the school. They hold office for the whole academic year.

Girls from Year 3 are appointed to represent their class on the **Eco Committee** and **School Council** and hold office for the whole academic year. **Eco Warriors** are also elected in Reception-Year 2 and they hold office for one term.

## **DOGS**

Whilst we do not wish to completely ban dogs from coming onto the school site please can we ask that parents refrain from bringing them into the playground at drop off and pick up times.

Some of our pupils and parents are allergic to dogs whilst some are equally apprehensive about them. Should you bring them into school with you to watch your daughter in a sporting fixture please would you refrain from taking them onto the fields and the sports courts. The dog should remain on a lead and under the control of an adult at all times.

## **NO SMOKING**

The School has a 'No Smoking' policy. Smoking is not allowed anywhere on the School premises.

## **SPIRITUAL MATTERS**

The School is proud of its international, multi-cultural and multi-faith community. It does not tolerate discrimination in any form and does everything it can to enable girls to practise their own faith, follow their own traditions and participate in festivals as appropriate. The School can provide special dietary requirements; please contact the Junior School Office.

## **TERM DATES**

A 'School Calendar' can be found on the website giving details of Parent Consultation Evenings and major events. Parents are warmly invited to attend many of the events in this calendar.

## **TRANSPORT**

The school arranges buses and minibuses. Some are contracted out and some are our own buses. Places have to be booked termly and paid for via the school fee accounts. The Transport Manager will be pleased to respond to any queries about buses.

Tel: 01444 237038 email: [Transport@burgesshillgirls.com](mailto:Transport@burgesshillgirls.com)

## BURGESS HILL GIRLS PTA

We are a friendly and busy Parents' and Teachers' Association and have three main objectives:

- a) Provide a network for parents throughout the school (see classlist below)
- b) Provide enrichment activities for all students from nursery to upper sixth
- c) Fundraise for local charitable causes.

We have a core committee of members who rely on the help of class parents to support our events. Each year group has one or more 'class reps' who organise class events for parents and provide a link to the PTA. Recent activities include:

- Lego and animal workshops for Junior School
- Funding Year 11 and Sixth Form end of year events
- The organisation of a very successful Christmas Festival in 2018.
- Donating £1500 to the local Children's Food Charity - Chomp
- Collected over 500 gifts for the Salvation Army Christmas gift appeal.

### What is classlist?

The Burgess Hill Girls PTA use an online platform known as classlist. Once signed-up you have access to information on PTA events, can communicate with other class parents and the wider school community. You can even organise lift-shares with the handy mapping tool. It is up to you how much or little personal information you wish to share and you can sign up by visiting [classlist.com](http://classlist.com)

### How to get in touch

Please feel free to contact the PTA inbox: [bhgirlspta@gmail.com](mailto:bhgirlspta@gmail.com) with any queries you have about joining the school – we are happy to help and can put you in touch with your class representative. We always welcome new members and any offers of support are much appreciated, from help at events, all the way through to joining the core committee.

## WAYS IN WHICH PARENTS/GRANDPARENTS CAN HELP

We welcome parental involvement and there are many ways in which interested parents can become involved in school life.

- Accompanying expeditions and visits (disclosure form essential).
- Supporting sewing, craft and cookery sessions.
- Helping with costumes for productions.
- Offering particular skills/talents or potentially useful contacts which might enhance the curriculum.
- Becoming Form Representatives of the PTA
- Hearing younger readers.
- Helping in the School Libraries

## **Actively encouraging Independence**

Within the school we try to encourage the girls to be self-reliant and well organised and to think for themselves. Courtesy and consideration for others are qualities we value highly and expect.

In order to ensure your daughter develops resilience and confidence we ask respectfully that you actively encourage them to be independent. Supporting your daughter in packing her school bag and PE the night before is a very good example of this.

Whilst we welcome parents in school, from Year 3 onwards we ask that you deliver your daughter to the playground for 08:20 and then leave her to be supervised by the members of staff on duty. Once they reach Year 5 we would encourage you to say your goodbyes at the school gate.

Forgetting instruments and PE kit can happen occasionally but we would encourage you not to shuttle backwards and forwards between home and school on a regular basis for forgotten items.

## **Reading**

All girls thrive in an atmosphere of interest and praise. Listening to your child read has by far the greatest effect on reading progress, and it is equally important in Years 3-6 as it is in Reception – Year 2.

By talking and listening to your daughter, her vocabulary and general knowledge will increase and the learning process will be enhanced. It is also important to read to your daughter.

## **Mental Arithmetic**

The value of undertaking number tasks whilst travelling to and from school or whilst helping with the weekly shop should not be overlooked, since it will assist your daughter in developing her mental arithmetic skills and speed of computation.

# **PUPIL CONFIDENTIALITY**

Whilst a member of staff would normally respect the privacy of an individual pupil, if a pupil approaches a member of staff in confidence, that member of staff cannot promise confidentiality in the following situations:

- If the member of staff believes it involves any child protection issues
- If what they are told is life-threatening to anybody inside or outside the school
- If it is a situation in which the law is being broken or one which may seriously damage another person's reputation or well-being
- If it is a situation which could seriously damage the good reputation of the school
- Under the above conditions, the member of staff is under a contractual obligation to tell the Head without the student's permission. The Head may, with or without the student's permission, then share some information with other people if it is deemed necessary.
- If a student is under 16 years old and the problem is a medical one, the member of staff may suggest she sees the School Nurse or her GP. It is then up to the doctor to decide whether or not to disclose information to the parents. Over the age of 16 years students are entitled to ask for medical confidentiality to be kept at all times.

## CHILD PROTECTION

The School takes very seriously its obligation to provide a safe and caring environment for the pupils in our care. We follow government recommendations relating to safer recruiting of staff. The staff are trained in effective Child Protection procedures.

If the school has reason to believe any one of its students under 16 years of age is being abused, physically, sexually or emotionally, the Head is under a legal obligation to inform the Social Services of her suspicion before telling parents.

Over the age of 16 it is the young person's own choice as to whether the Social Services should be involved.

There may also be times when a student might prefer to seek the advice of someone outside the school or home environment.

The following people are available to give help outside this School:

The School Medical Officer, Dr Esther Bird  
Silverdale Surgery, 4 Silverdale Road, Burgess Hill - 01444 233450

**Childcare Helpdesk** (first point of contact for all child protection related enquiries & referrals)  
01444 446164

**County Child Protection Advisor** – Lindsey Tunbridge-Adams - 0330 222 3339  
Lindsey.tunbridge-adams@westsussex.gov.uk

**School Councillor** – Steve Smith – referral via School Nurse – 01444 241050

**Independent Listener** – David Crudge – 07745 264970

**Child Line Telephone** 0870 336 2950

**MASH West Sussex** – 0330 222 7799





**BURGESS HILL**  
— GIRLS —  
Tomorrow's Women

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