



BURGESS HILL

— GIRLS —

Tomorrow's Women

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

Head: Mrs E Laybourn BEd (Hons)

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

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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.

TEACHING STAFF

<u>Art</u> Mrs E Levett Mrs A Barrell Ms S Patching	Head of Art Art & Design Art Technician	<u>Geography</u> Mrs J Ponting Mrs J Mackay	Head of Geography Geography
<u>Biology</u> Ms A Robinson Mrs L Goodyer Mrs C Harman Mrs M Eldridge	Head of Biology Biology Biology Laboratory Technician	<u>German</u> Mrs J Edey Mrs M Johnson	Head of German/ Head of Futures German Assistant
<u>Economics & Politics</u> Mrs D Flatman Mr O'Brien-Blake	Head of Economics & Politics Politics	<u>History</u> Mr T Clarke Mrs A Murray Mr B O'Brien-Blake Miss D Yendell	Head of History History History History
<u>Chemistry</u> Mrs J Medcalf Mrs H Spofforth Mrs S Thompson Mrs K Fernando	Head of Chemistry Chemistry Chemistry/Physics/ Timetable Laboratory Technician	<u>Mandarin</u> Mrs W Huang	Mandarin Tutor
<u>Classics & Latin</u> Miss J Jones Mrs F Found	Head of Classics and Latin Latin	<u>Mathematics</u> Mr R Stanway Mr J Haywood Mrs C Kempton Mr R Thornton Mrs M Turner Mr P Eckstein	Head of Mathematics Mathematics Mathematics Mathematics Mathematics Mathematics
<u>Computer Science</u> Mr R Stanway Ms J Tooth	Head of Computer Science Computer Science	<u>Music</u> Mr D Black Miss N Donson	Director of Music Music/Assistant Head Pastoral & Boarding
<u>Drama</u> Mrs E Cassim Mrs E Meredith-Jones	Head of Drama Speech & Drama/Drama	<u>Physical Education</u> Miss S Clapp Miss S Bebbington Mrs C Tagg Mrs D Tapping	Director of Sport Physical Education Physical Education Physical Education Health & Fitness Physical Education Physical Education Physical Education
<u>English</u> Mrs S Kruschandl Ms R Flint Mrs K Negus Mrs J Thomson Mrs L Marshall Ms A Hubbard Mrs K Risley Mrs Y Akehurst	Head of English English, Assistant Head Academic English English English English as an additional language Head of LRC	Mrs L Woodward Ms S Elsmore Mrs E Pelling	Physical Education Physical Education Physical Education
<u>French</u> Mrs I Martin Mrs T Bell Mr J-L Montesinos	Head of French/Spanish French/Spanish French/Spanish	<u>Physics</u> Mr A Gillaspy Mrs S Thompson Mrs C Harman Miss E Burton	Head of Physics Physics/Chemistry/ Timetable Physics Laboratory Technician
		<u>Psychology</u> Mrs J Scopes	Head of Psychology

<u>Religious Studies</u> Miss S Cull Miss D Yendell <u>Spanish</u> Mr J L Montesinos Mrs T Bell Senora Cespedes-Sanchez Mrs F Found Mrs I Martin <u>Speech and Drama</u> Ms N Patching Mrs E Meredith-Jones Ms S Davies <u>Technology</u> Mrs E Rieveley Mrs J Bewick Miss F Noda	Head of Religious Studies Religious Studies Head of Spanish Spanish/French Spanish Assistant Spanish / French Spanish / French Speech & Drama Speech & Drama Speech & Drama Subject Leader Textiles Design Technology Technical Support	<u>Learning Support</u> Mr M Slatter <u>Music Peripatetic</u> Mrs C Brooks Mrs S Buss Miss S Dubost Mrs J Findlay Ms T Obermann Mr I Glen Mr O Green Mrs J Gwynn Miss C Shaw Mrs E Meredith-Jones Mrs R Perez Rork Ms S Robinson Ms R Sheridan Mrs E Sims Ms H Pye	Head of Learning Support Piano Brass/Theory Cello Singing Guitar Bassoon Drums/Percussion Clarinet/Piano Flute Piano Saxophone/Clarinet Piano Violin/Viola/Piano Oboe/Piano Oboe
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BOARDING STAFF

Head of Boarding	Miss N Donson
Head of House	Mrs S Beels
Assistant Head of House	Miss E Webb
Boarding Assistant	Miss H Scott
Boarding Assistant	Miss K Smith

SENIOR SCHOOL NON TEACHING STAFF

Mr G Bond	Bursar	Mrs S Knowles	Senior School Secretary
Mr R Moses	Assistant Bursar (Estates)	Miss A Hooper	Senior School Secretary
Mrs G Coleman	HR Manager	Mrs D Russell	Senior School Secretary
Mrs J Shaw	Senior Accounts Assistant	Mr K Pethick	Senior ICT
Mrs L Spink	Accounts	Mr A Sioufi	IT Technician
Mrs V Mitchell	Head's PA	Mr A Pierce	Chef Manager
Miss C Driscoll	Head of Events & Offterm	Mrs L Wood	Catering Supervisor
Miss A Balman	Digital Media & Communications coordinator	Miss C Laybourn	UK & International Admissions Officer
Mrs G Mills	Examinations Officer	Mrs E Hall	School Nurse
Ms Y Akehurst	Head of LRC	Mrs J Wickens	Dining Room Supervisor
Mr T Osborne	Network Manager	Mrs S Smart	Housekeeping
Mr A Gould	Maintenance	Miss S Wiltshire	Transport

SCHOOL GOVERNORS

- Dr A Smith MB ChB, MRCP – Chair of Governors
- Mr C Armitage – Vice Chairman
- Mr P Carter
- Mr S Condie
- Mr S King
- Dr P Marshall
- Mrs H Simpson
- Mrs R Kay
- Mrs I Keighley
- Mrs K Stephen-Martin
- Mrs A Morwood
- Ms Z Ireland

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

How to get in touch

Please feel free to contact the PTA inbox: 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.

SCHOOL ROUTINES

The School Day

The School day starts promptly with Registration at 0830 hours. All girls are expected to be in their tutor rooms by this time. Girls are expected to arrive promptly for lessons throughout the day.

Structure of the School Day			
Morning		Afternoon	
0830 - 0840	Registration	1220 – 1300	Period 6
0840 – 0920	Period 1	1300 – 1355	Lunch Period
0920 – 1000	Period 2	1355 – 1400	Registration
1000 – 1020	Break	1400 – 1440	Period 7
1020 – 1100	Period 3	1440 – 1520	Period 8
1100 – 1140	Period 4	1520 – 1600	Period 9
1140 – 1220	Period 5	1615 -- 1830	Prep and / or Extra Curricular Activity

Attendance

The school is required to maintain accurate records of pupil absence on a day-to-day basis.

If your daughter is unable to attend school please telephone the Senior School Reception on 01444 241050 (leaving a message on the “Absent Child” options on the answer machine) or email reception@burgesshillgirls.com as soon as possible on each day that your daughter is absent from school. Please clearly indicate you daughter’s **name, tutor group and reason for her absence**.

If your daughter needs to leave school during the day for a specific appointment (e.g. a dental appointment or a medical appointment) please inform Reception and her Form Tutor as far in advance as possible. All school-age children are required to demonstrate that they have permission to be out of school, therefore your daughter should obtain a “permission for absence” slip from her Form Tutor on the day of absence, show it to the Front Office when signing out and keep it with her whilst out of School.

Planned absence in term time

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.

Our terms are shorter than the Local Education Authority Schools and our term dates are published one academic year 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; any such absences will be recorded as unauthorised.

Arrangements after the end of the school day

For health and safety reasons girls are not permitted to stay in School after 4:15pm unless they are signed into an Independent Study session in the LRC or are involved in supervised activities as part of the extra-curricular programme. We feel it is not appropriate for girls to wait unsupervised outside the school entrance after 4:30pm; if they have a problem with transport or getting home they must report to Reception and wait inside.

Independent Study sessions

The LRC and other areas are available for private study after school for all girls, and particularly for those whose parents are unable to arrange transport home for them immediately. The rooms are supervised by a member of staff until 6:15pm every evening. It is free of charge. Girls are able to study quietly and make full use of the facilities.

Parents who are collecting their daughters from Independent Study after 4:15pm should go to Reception. Girls are expected to sign in and out of the LRC and will not be released without parents collecting them via Reception.

We expect all girls to have left or been collected by 6:15pm. If you are aware that you may not be able to collect your daughter by this time please contact Reception. Your daughter will be taken to the dining hall to join the boarders for supper.

CODE OF CONDUCT

The reputation of the School and everyone within it depends heavily on the attitude, appearance and manners displayed by the pupils at all times. We expect the highest standards of behaviour from our girls both on and offline.

Every community relies, for its good order, on the acceptance, by all its members, of a code of conduct and, whilst our written rules are relatively few, we expect our pupils to show common sense and respect for themselves, for others and for their school environment.

Girls are specifically advised of the key 'dos and don'ts' via their form tutor, beyond that we expect them to value their own and others' property and to respond positively to our expectations of courtesy and good manners.

Girls should be aware of their possessions and in the event of loss they should immediately report the loss at Reception and to their Form Tutor. If a parent is aware of an item of lost property they should contact Reception.

In particular:-

- All personal possessions including watches and purses should be clearly named.
- Money should be locked in a locker or handed to the Form Tutor for safekeeping. Large amounts of money should not be brought to school.
- Valuable items of any sort, including jewellery, should not be brought to School. However, if this is unavoidable, the item should be handed in at Reception for safekeeping, otherwise the School will not be responsible for loss or damage.
- All books and items of personal property should be stored in the pupil's allocated locker, then the lock MUST be activated and the key kept on the pupil's person. Replacement locker keys are available from the Assistant Bursar at a cost of £5.00
- PE kit and musical instruments should be stored in the designated areas, NOT in the classrooms.

Security and personal safety

- Girls in Years 7-11 must remain within the school grounds during the whole of the school day, except when special permission has been given to leave the premises. Girls leaving school with permission must sign out at the School Office.
- By 4:30pm girls not taking part in supervised activities should normally be on their way home. It is not permitted to wait unsupervised outside the front entrance after this time.

- In the interest of all members of the community, bikes, scooters, roller blades etc are not permitted.
- The workshops and the maintenance compound are out of bounds at all times as they contain potentially dangerous machinery/chemicals and materials.
- Climbing trees and climbing in and out of buildings is forbidden.

Smoking drinking alcohol and drugs

- Smoking, vaping, the consumption of alcohol and the possession and use of illegal drugs in the School or its vicinity is strictly forbidden. Exceptionally, there are some special functions at which the school may offer wine to Sixth Form students.
- Any girl found to be using or in possession of any illegal drugs will be subject to the course of action set out in the School's Misuse of Drugs policy.

Fire regulations

- The school operates a no-notice fire evacuation practice at the start of every term.
- All girls must make themselves aware of the fire regulations displayed around the School and particularly those in classrooms they most frequently visit.
- On no account must a girl tamper with a fire appliance for any reason other than in an emergency.
- The corridors in all buildings must always be kept free from obstacles such as books and bags.
- Electrical equipment and the central heating system must not be tampered with under any circumstances.
- Pupils should not bring items of electrical equipment into School.

OCCASIONAL BOARDING

Boarding at our School is not just a place for the girls to stay while they are studying - it is a second home where they are nurtured and encouraged to thrive. We are very much a large extended family, welcoming girls from the UK and all over the world. Like a family, we are all here to help and support each other, to help each other through difficult times and celebrate the good ones.

Burgess Hill Girls has two vibrant boarding houses: **Silverdale and Avondale**. After a busy day at school, or at the weekend, the girls can often be found in the large lounge areas watching a DVD, playing a board game or simply catching up. Living on site with the girls is our supportive team of boarding staff. They foster a real community spirit and are available to lend a hand, or an ear should your daughter need it.

From Year 5, girls may board for short periods of time to suit their family or school commitments. Some girls choose to 'occasional board' on a regular basis to facilitate regular attendance at activities in school or locally. Others 'occasional board' when parents are away on business. This facility is popular and much appreciated by those who use it. Further information can be supplied on request. Bookings for occasional boarding should be made by emailing boarding@burgesshillgirls.com.

CELEBRATING ACHIEVEMENT

'B' Marks

These are awarded to Years 7 and 8 pupils by staff for a variety of reasons, e.g. good work, progress, helpfulness, special effort or as recognition of an extra achievement. Special certificates are awarded for milestones such as 25 'B' marks, with Bronze, Silver, Gold and Platinum Certificates being presented in Assembly. The Houses collect totals at the end of each term and girls are entered into a termly raffle to win a voucher. Medals are presented at a special Presentation Assembly at the end of the Summer term.

Annual Awards and Prizes

At the end of an academic year senior girls are nominated for a variety of Subject Awards and Academic and Progress Prizes. These are presented at our Founders' Day Service and Celebration of Achievements.

Awards and Prizes: Years 7-10

At our Founders' Day, at the end of the Summer Term, prizes are awarded to the top academic achiever in each tutor group and one pupil from each tutor group who has made special progress over the year.

Colours

Colours are awarded for progress and achievement in Art, Music, Drama and Sport. Half Colours are presented in a whole School assembly and Full Colours at a special presentation assembly at the end of the Summer term. Criteria for colours may be found in Appendix 1.

RESPONSIBILITIES

There are many opportunities for girls to take on responsibility. A selection is listed below.

Form Captains and Deputies

Each tutor group has a Form Captain and a Deputy Form Captain. Elections are held for these posts at the start of each term. The badges are presented in Assembly. A job description is issued to the girls.

Lower School House Captains

Year 7 girls are invited to apply for a position of Lower School House Captain. Interviews take place and girls selected are in post from September of the new school year. A job description for this role is issued to the girls. Lower School House Captains meet regularly with the Senior House Captains and are involved in organising the many house events.

The School Council

The School Council consists of representatives from each year group in the School. It is a forum for the exchange of opinions and ideas. It is not a policy-making committee but the discussions that take place will always be carefully considered. Meetings are chaired by a School Officer.

Magazine Committee

The Magazine Committee consists of approximately nine students from the Lower Sixth under the direction of staff. Each student has a particular area of responsibility and collects articles and information from staff and pupils throughout the year. The School Magazine is published annually in November.

The Sixth Form

Each member of the Sixth Form plays an important role in helping to run the school. They are expected to take responsibilities and show leadership skills. The Sixth Form may help in the Nursery and the Junior School and carry out duties in the Senior School. Younger members of the school are expected to be courteous, respectful and co-operative where the Sixth Form is concerned.

School Officers

Towards the end of the Spring Term girls in the Lower Sixth are invited to indicate whether they wish to stand for office and nominate members of their peer group whom they believe are suited for the role of School Officer. Those pupils chosen for the roles take part in a training afternoon aimed at team building and preparing them for the role. The School Officers are expected to offer their help and support at a number of school occasions and events. In all these roles they are acting as ambassadors for the School.

CULTURE AND FAITHS

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 its pupils to practise their own faith, follow their own traditions and participate in fasting and festivals as appropriate. If requested the School can cater for special dietary requirements in accordance with cultural and religious needs. The Religious Studies courses are designed to encourage students to ask serious questions and to find their answers, while gaining knowledge of religion in general.

All students, irrespective of their religious beliefs, are expected to attend assemblies unless the Head has a letter from a parent requesting their daughter does not attend. Those taking assembly will always consider that the community is multi-faith with some members being agnostic or atheist and the material used will be relevant to everybody, irrespective of their beliefs.

Each year a Carol Service is held in St Andrew's Church in Burgess Hill and the whole school is encouraged to attend.

MEDICAL AND HEALTH & SAFETY

Medical Care

The school employs a full time qualified nurse. She is in school each day between 8.00am and 4.00pm. The Medical Centre, containing a treatment room and bay with three beds, is located on the ground floor of Croft. The Medical Officer is Dr Esther Bird, whose surgery is in Silverdale Road.

The Nurse is responsible for keeping medical records of those visiting the Medical Centre and recording accidents and their treatment. She attends Health and Safety meetings and is also responsible for drawing up a health care plan for pupils with special medical conditions. The Nurse consults with parents and will oversee any medication to be held by the school.

Illness during the school day

If your daughter becomes unwell during the school day, she should go to see the Nurse at break or lunchtime. In exceptional circumstances, she may go to the Nurse during lesson time provided the teacher responsible for her at the time has given her a permission note. If your daughter is not well enough to return to lessons, the Nurse will contact you to arrange for you to collect your daughter. She will also offer supervision until you arrive at school.

If a pupil has an accident at school it is likely that a member of staff will be close by and they will call the Nurse. However, should an accident occur when there is no member of staff present, pupils should go to the Medical Centre or send a friend. Under no circumstances should your daughter leave school or go home without permission from the School Nurse. If the Nurse decides to send your daughter to hospital you will be contacted. If you cannot be reached, your designated emergency contact will be informed.

NB: It is your responsibility to ensure that the School has a current home address and contact telephone number and an effective emergency contact number.

Occasionally, a girl is sent to school despite the fact that she is clearly not well enough to attend lessons. You should be aware that it is in the interests both of your daughter and of the School that she should not be sent to School if she is plainly not well enough to cope with the day's lessons and activities. The Medical Centre is for girls who become unwell during the day.

The School makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

Staff understand and receive training on the impact medical conditions can have on pupils.

Fire Drill

The fire alarm is a continuous piercing noise. There are at least three fire drills per year. The School's priority is always the safety of the pupils. All pupils must make themselves aware of the fire regulations displayed around the school. They should be aware of all the exit routes from their classrooms and the correct route to the assembly point.

Every sounding of the fire alarm should be treated as a real fire. It is the pupils' responsibility to remain silent, follow the teachers' instructions for leaving the building and assemble for roll call. There should be no delay in leaving a building in order to collect personal belongings, and under no circumstances should anybody return to a building until told to do so by a member of the Senior Leadership Team.

If a member of staff is not present, pupils should leave the building in silence via a fire exit and await the Form Tutor at the assembly point. On no account should any girl ever tamper with a fire appliance.

If a pupil discovers a fire, under no circumstances should she attempt to tackle it herself. She should close the door of the room containing the fire, smash the glass of the nearest fire call point to raise the alarm, leave the building and inform the first member of staff she finds.

UNIFORM

Uniform is compulsory for all students including the Sixth Form. It must be worn in school and while travelling to and from school.

New uniform (except footwear) is obtained only from www.schoolblazer.com.

Senior School

Y7-Y11	Uniform Regulations – Senior School	
Product	SB Specification	Optional/ Compulsory
Kilt	Kilnsey plaid skirt style kilt A	Compulsory
Blouses	Performance cotton 3/4 sleeve pinstripe blouse, 2pk	Compulsory
Fitted jacket	Navy polywool 1 button jacket, bespoke lining, yellow pipe on pocket	Compulsory
Jumper	Navy cotton/acrylic V neck jumper with gold trim	Compulsory
Coat	Navy quilted jacket	Optional
Scarf	Navy fleece scarf	Optional
Overall	Navy Overall	Compulsory
Socks	Navy knee high socks with 1 gold stripe	Optional
Socks	Short navy ankle socks (3pk)	Compulsory
Hosiery	Navy opaque tights (2pk)	Compulsory
Senior Polo shirt	Squadkit Hydrocool Crested Polo Shirt, Cobalt/Damson Panel, White Piping	Compulsory
Senior Skort	Squadkit Hydrocool Bespoke Crested Skort Cobalt/Damson Panel, White Piping	Compulsory
Cycling Shorts	Squadkit Crested 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
PE Socks	PE socks (3pk)	Compulsory
Games Bag	Squadkit bespoke games bag- Medium	Compulsory
Base layer top	Squadkit Climaskin Navy Base layer, Crested	Optional
Base layer Leggings	Squadkit Climaskin Navy Base layer, Crested	Optional
Swim Hat	'Navy B Swim Hat - Contact Burgess Hill Girls for supplier details	Optional

Sixth Form

	Uniform Regulations – Sixth Form	
Product	SB Specification	Optional /Compulsory
	Sixth Formers must wear a dark-coloured suit to School. Further details about this are provided in the Sixth Form Formal Uniform Guidelines	Compulsory
Overall	Navy Overall	Compulsory if taking Sciences
6th Form T-Shirt	Squadkit Hydrocool Crested T-Shirt Cobalt/Damson Panel, White Piping	Compulsory
Senior Skort	Squadkit Hydrocool Bespoke Crested Skort Cobalt/Damson Panel, White Piping	Optional
Cycling Shorts	Squadkit Plain Navy Cycling Shorts	Optional
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	Optional
Games Socks	Squadkit Performance Bespoke Games Socks Cobalt & Damson Hooped	Optional
PE Socks	PE socks (3pk)	Optional
Games Bag	Squadkit bespoke games bag- Medium	Compulsory
Base layer top	Squadkit Climaskin Navy Base layer, Crested	Optional
Base layer Leggings	Squadkit Climaskin Navy Base layer, Crested	Compulsory

Uniform Shop

The uniform shop, located at the front of the old school uniform shop, accessed via the Sixth Form car park, offers good second-hand uniform. The shop is open on the 1st and 3rd Mondays in the month. Opening times are 8.30am to 10am and 4pm to 5.30pm.

School shoes should be plain black leather with only essential stitching and/or laces (in black). Suede and patent shoes are unsuitable for school wear. Laces must be tied at all times. Shoes must be sufficiently substantial for daily wear. Thin soled ballet-style shoes are not suitable. Heels should be flat (not more than 4cms). Shoes with a higher heel are not permitted in the interests of health & safety.

Hair – Hair should be tied back using navy, black or brown hair bands/hair ties, as required.

Jewellery - Jewellery may **not** be worn with the exception of confirmation crosses and genuine Medicaid bracelets. A single pair of plain studs or sleepers may be worn in pierced ears.

School Bags – All bags used for school must be predominantly black, navy or brown.

TRANSPORT

VEHICLE ACCESS TO THE SCHOOL SITE

We have a designated “drop-off zone” for all parents, in order to provide a safe area for the girls to be dropped at school. This is based in our Junior School car park. There are a few points we ask parents to adhere to which ensures the process is smooth and safe:

- Please use the full length of the zone to prevent a backlog
- Please do not leave your car unattended for any reason
- Please only turn left on exiting the car park

The points mentioned above really do help with congestion, as we try and keep this to a minimum. The peak time for the drop off zone is, 0800am – 0825am. The drop-off zone can also be used in the afternoons, from 1545 hours, to park and pick up children on a first come first served basis.

Parents may use the visitor spaces, if available, for short periods of time.

School buses

The School organises a number of minibus routes for pupils. Places are to be booked and paid for via the school fee accounts. The Transport Co-ordinator or the Bursar will be pleased to respond to any queries about routes and availability.

Parents should contact the Transport Co-ordinator via Reception if an extra place is needed on particular days. The buses are well used and extra places for friends cannot always be accommodated.

TEACHING AND LEARNING

Independent Study

Definition of Independent Study:

“Independent Study is work which is set to be done outside the timetabled curriculum. It contains an element of Independent Study in that it is not usually directly controlled by a teacher, and represents an extension of learning activities provided and organised in accordance with the objectives of the school curriculum. It is usually, but not necessarily, done at home”.

Doing Independent Study is an essential part of our academic programme. It has the following benefits:-

- It reinforces and practises the skills, knowledge and ideas that have been taught in lessons
- It develops independent learning skills
- It develops organisational skills
- It is vital preparation for assessed coursework

Pupils in Years 7 -11 are issued with an Independent Study planner. Sixth Formers are issued with a school diary. This should help your daughter to develop good organisational skills and study habits. Pupils in Years 7-11 should record their Independent Study in each lesson and parents should sign the planner each week. This will be checked by the Form Tutor at the end of the week.

Research suggests that the habits and routines that children develop in their first year at secondary school stay with them for the rest of their school years. It is in your daughter's interests to establish good habits and routines early on - and for this we need your support. A sheet of useful tips is included in Appendix 2 at the end of this handbook.

Textbooks and stationery

All students are required to carry a pencil case with an appropriate level of stationery to support each of their subjects. For Art, students may be required to purchase a small number of sketching pencils and paints. In this case the student will be notified by their teacher.

Year group	Essential equipment/ stationery	Desirable stationery
All Years	pen, pencil, rubber, ruler, glue stick, highlighter, calculator, scissors, geometry kit (protractor & compass) lab coat / overall for sciences	coloured pencils, coloured highlighters, mini post-it notes
Years 12-13	As for all years + fine liner pen – black (for Textiles) lever arch subject files, dividers lab coat for science subjects	As above

Years 7- 11

Pupils in Years 7-11 are issued with the stationery, textbooks and workbooks they need. Pupils are expected to take good care of their books; they should be stored carefully in lockers when not in use and not left lying around the classrooms. Parents will be asked to replace or pay for any books which are lost, damaged or defaced.

Sixth Form

Students in the Sixth Form buy their own subject specific textbooks and some specialist, Art materials where required. File paper and exercise books are available as required.

Photocopying

Your daughter has access to a school photocopier in the LRC and in the Sixth Form Centre.

ENRICHMENT OPPORTUNITIES

Vocal and Instrumental Music Lessons

We have a large staff of visiting peripatetic music teachers who offer lessons on a wide variety of instruments during school time. These lessons are timetabled on a rota system during the school day. If you would like your daughter to have lessons then please obtain the appropriate form from Reception and return it to school via your daughter's form tutor.

Lessons will be arranged as soon as possible and you will be notified of this.

Musical instruments are available for hire by arrangement with the Director of Music.

Please note that shared and group lessons are for beginners only.

A term's notice is required, in writing, if your daughter wishes to discontinue her lessons.

Speech and Drama lessons

Speech and Drama teachers offer private lessons and girls are entered for examinations with the New Era Academy of Drama. Lessons focus on Prose, Poetry and Acting and extracts from a wide

range of literary periods are covered. Duologue acting is also offered and girls will have lessons in pairs and concentrate on acting, improvisation, mime and sight-reading.

Public Speaking is available as an alternative option.

Lessons are timetabled on a rota system throughout the school day. However, from Year 10 upwards, lessons are timetabled at lunchtime and after school so that there is minimum disruption to lessons.

If you would like your daughter to have lessons then please apply to Reception for the relevant form for completion and return to school via your daughter's form tutor.

A term's notice is required, in writing, if your daughter wishes to discontinue her lessons.

Extra-Curricular Activities

There is a wide range of extra-curricular activities on offer each term. Specific clubs will vary in response to demand from the girls and availability of staff and resources. Some clubs are organised and run by the Sixth Form with support from relevant staff, thus providing opportunities for leadership. Some of the clubs may incur a cost but the majority are available free of charge.

There are also lunchtime activities designed to support curricular areas, particularly making specialist equipment available for the girls to use to fulfil coursework and practical requirements.

The Extra-Curricular Activity Programme is published to the girls at the start of the year and updated each term. As far as possible, lunch arrangements take these activities into account. If necessary, girls can get an early lunch pass from the club organiser or their Form Tutor.

Trips and Visits

Each year several day and residential trips and visits are organised for all year groups. Some are an established part of the year group calendar and others are arranged to take advantage of new opportunities or to support specific areas of the curriculum. Parents and girls are given details of trips, and parental permission is sought before the trip goes ahead.

The School has a comprehensive Trips Policy which identifies appropriate procedures, staffing levels and Health and Safety arrangements. If you have any questions or concerns you are welcome to contact the trip organiser or the Assistant Head Pastoral and Boarding to discuss matters.

See the Residential Trips available for 2019-2020. The list of residential trips will have been circulated to you prior to joining.

During the year a wide variety of trips are arranged by the academic department, and year group activities.

Each term a number of short local visits take place, such as a Geography visit to the local shops or trips to the Triangle Leisure Centre. These trips do not generally warrant a separate letter to gain parental permission. They are covered by an 'off-premises permission letter' which is issued for signature when your daughter joins the school.

RESIDENTIAL TRIPS 2019 – 2020

DATE	TRIP	AGE GROUP	STAFF ORGANISER	APPROX. COST
AUTUMN TERM				
12th-14th Sept 2019	Girls Go Gold with Mini Netball / Hockey Tour to Sheffield	Year 10	Mrs Woodward	£250
4th-6th Oct 2019	Roman Odyssey Trip	Year 11	Ms Jones	£300
21st-28th Oct 2019	Leadership Trip to Aberdovey, Wales	L6-U6	Mr O'Brien-Blake	£550
12th-18th Dec 2019	Independent School Ski Racing Championships to Les Deux Alps	Year 6-U6	Miss Clapp	£1245
SPRING TERM				
24th-29th March 2020	Washington DC Trip	L6-U6	Mr O'Brien-Blake	£1150
28th March-4th April 2020	School Ski Trip to La Plagne, France	Year 7-U6	Miss Clapp	£1230
SUMMER TERM				
1st April-31st October 2020	Expedition Season for DofE	Year 9-U6	Mrs Gadd	
2nd-4th May 2020	A level Geography Trip to Isle of Wight	L6	Mrs Ponting	£200
22nd-25th May 2020	Barcelona Trip	Year 8	Mrs Kempton Miss Bebbington	£585
28th-29th May 2020	Drama Trip to West End, London	Year 8 & 9	Mrs Cassim	£300
May 2020	GCSE History Trip - Third Reich & Cold War - Berlin	Year 10	Mr Clarke	£500
5th-7th June	GCSE Geography Field Trip to Osmington Bay	Year 10	Mrs Ponting	£200
28th June - 2 July 2020	French Immersion Trip to Nice, France	Year 9, 10, 11 & L6	Mrs Bell	£730
July 2020	Adventure Activities Weekend	Year 7	Mrs Kempton	£250
July 2020	Costa Rica Expedition, 10-12 Days	Year 10-U6	Miss Donson	£2150
ACADEMIC YEAR 2020/21				
March/April 2021	Drama Trip to New York City	Year 10-U6	Mrs Cassim	£1800
July 2021	Sports Tour to Australia	Year 10-U6	Miss Clapp Mrs Woodward	£3600

PASTORAL CARE

The School operates a system that closely links the academic, extra-curricular involvement and pastoral needs of your daughter.

The aim of this approach is to ensure a clear communication channel between you, as parents, and the School. As parents, your first point of contact in the School should be your daughter's Form Tutor. They will have the best overview of your daughter's involvement and performance in all aspects of school life and should be able to respond effectively to any concerns or issues you have. The Form Tutor will be able to collate information from members of staff in order to respond to your concerns as well as informing staff of issues when appropriate.

RESPONSIBLE FOR	TITLE	NAME
Year 7 and Year 8	Head of Junior School and Years 7 & 8 / Deputy Head of School	Mrs H Cavanagh
Year 9, 10 and 11	Assistant Head (Pastoral and Boarding)	Miss N Donson
Sixth Form	Head of Sixth Form	Mr B O'Brien-Blake

Aims of the Pastoral Team

At Burgess Hill Girls we ensure that your daughter:

- is made to feel welcome
- is individually known for who they are and knows this to be the case
- is provided with a supportive, stimulating and challenging learning environment
- is encouraged to take advantage of the vast range of opportunities available to her
- knows who she can approach and feels able to do so
- has the necessary guidance to support her in making important life choices

To promote:

- A spirit of co-operation between school and home
- A respect for others and for the school community
- Opportunities for responsibility and leadership
- Opportunities for charitable activities and community service

Pastoral Support Network

We are all here to help when you need us.



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 is published on the website and in the parents' area of the website.

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 safeguarding 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

Counselling and Advice

The School has engaged the services of some 'Independent Listeners' with counselling experience. Girls may make appointments through the School Nurse or Assistant Head Pastoral and Boarding. The Independent Listeners have lunch-time and after-school sessions available, based in the Medical Centre. Discussions remain confidential unless the Independent Listener believes that the pupil or other individual is at risk. Girls are welcome to make an appointment to discuss anything that is causing them anxiety.

The School may sometimes recommend other professional counsellors if it is thought necessary to do so.

Sanctions

The School aims to impose sanctions which are appropriate and proportionate. Sometimes community service of some kind is appropriate, at other times it may be that a student "misses" a special event or has a privilege withdrawn e.g. being kept "in" at break or withdrawn from an outing.

A lunch time detention may be given occasionally by a member of staff, or more seriously one day after school (usually Thursdays), or, in exceptional cases, on a Saturday. After-school or weekend detentions are communicated in writing to parents with at least 24 hours' notice. Not handing in Independent Study or persistent non-completion of Independent Study may also lead to an after-school detention.

Sanctions are also applied for serious breaches of the code of conduct or rules on health and safety such as smoking, drinking, physical violence and bullying. Girls may be issued with a verbal or written warning by the Head. A girl may also be suspended from school for a period of time, usually not more than five working days. This may be done subsequent to a warning or could be done immediately. The final sanction is one of permanent exclusion from the School. In the case of suspension or exclusion parents will always be asked to attend a meeting with the Head. The full Discipline and Exclusion Policy can be found at the back of this handbook.

Student Complaint Procedure

If a student feels it necessary to make a complaint, she should first discuss this with her tutor or other member of staff. If the matter pertains to academic work, the student should also seek guidance from the Head of Department of the subject involved, if this is possible. Most problems are resolved by this single method. If the problem persists she should contact the relevant Senior member overseeing the pastoral care of that area of the school or the Assistant Head Academic, depending on the nature of the complaint. If after these two avenues have been explored the student still feels the situation remains unresolved, she should see the Head. If the complaint is still not dealt with satisfactorily, parents should intervene on behalf of their daughter and contact the Head.

Safeguarding

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 Safeguarding procedures.

If the school has reason to believe any one of its students under 16 years of age is being neglected or 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:

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

MASH West Sussex – 0330 222 7799

School Counsellor - Steve Smith – referral via School Nurse – 01444 241050

Independent Listener – David Crudge - 07745 264970

Child Line Telephone 0870 336 2950

FINANCIAL MATTERS

Scholarship Information

Each year the School awards Scholarships to pupils who show exceptional potential.

- Academic, Art, Music, Drama, and Sports Scholarships are open to girls who will enter Years 7, 9 and the Lower Sixth in the September following the Scholarship examination.
- There is also the Margaret Morris Scholarship available to students entering Year 9.

Additionally:

- For pupils entering Lower Sixth we also offer a Creative Scholarship in Technology.
- The Scholarship examinations take place in November for Sixth Form entry and in January for all other year groups.
- There are only a few Scholarships awarded each year and competition is very tough indeed.
- The Scholarships are open to internal and external candidates; the criteria are common to both.
- Further information on Scholarships may be obtained from the Assistant Head Academic (Learning & Teaching), the Registrar or from the website.

Internal Sixth Form Awards

Each year the School offers a limited number of Sixth Form Awards to girls in Year 11 whose all-round performance shows much promise for post-16 education. There is no examination for these Awards. Selection criteria include staff recommendation, loyalty to the school and good citizenship.

Bursaries

A small fund is available to provide financial help for those in need but specifically for those at crucial stages of their school career. Bursaries are means-tested; an application form may be obtained from the Bursar.

Examination fees

Fees are charged for all public examination entries. These vary according to subject, type of examination and level. The charge for examination fees appears on either the Spring or Summer Term fee invoice in Year 11. Similarly A level charges are made as appropriate in the Lower and Upper Sixth.

POLICIES

The following policies are available on the school website.

<http://www.burgesshill-school.com/practical-information1/policies-and-procedures/>

- Admissions Policy
- Anti-Bullying Policy
- Behaviour Policy
- Safeguarding Policy
- Complaints Policy
- Complaint Procedure
- School Confidentiality Policy
- Donations and Sponsorship Policy
- Health & Safety Policy
- ICT Acceptable Use Policy - Students
- Privacy Notice
- Pupil Discipline and Exclusion Policy
- Restraint Policy
- Sex and Relationship Education Policy
- Photography Policy

Other policies are available on request

APPENDICES

Appendix 1 **SCHOOL COLOURS**

Art Colours

Colours should be seen as something to be worked for throughout the year, and are awarded to pupils in Years 7 to U6 annually. They are as follows: Year 7&8, Year 9&10, Year 11, Sixth Form. To be awarded Art Colours, pupils in Year's 7 and 8 have to achieve the following criteria:

- Attend Art, Design and Photography Clubs and be involved in extracurricular activities and workshops.
- Be committed, positive and passionate about the Arts.
- Develop their skills as an artist or designer by producing art for pleasure, entering competitions and attending workshops, and exhibitions outside of school.

Pupils in Year 9 and above should achieve all of the above criteria, plus be recognised as outstanding in Art. For example, she may have won competitions or achieved an exceptional standard of work over a period of time.

- Reach a high level of skill in one of more disciplines in Art and Design and make considerable progress over the year.

NB: colours may be removed if it is felt that the pupil withdraws their commitment to that activity without good reason.

Music Colours

Colours should be seen as something to be worked towards throughout the year and are normally awarded in Years 7 to U6. They may be re-awarded in the Sixth Form for consistent musical excellence and participation. To gain Music Colours pupils should:

- Attend rehearsals on a regular basis
- Represent the school in a number of musical events such as Concerts and Festivals
- Ensure availability for school musical events
- Show good leadership qualities and work with enthusiasm in all areas, encouraging peers and younger students in all musical activities
- Have achieved a high standard of performance in music
- Be a credit to the school in all aspects, including standard of dress and behaviour

Drama Colours

A minimum of two students per tutor group/teaching group from Years 7 – 11 are awarded colours each year. Students can be re-awarded Drama colours at any stage. To be awarded Drama Colours a student must achieve the following criteria:

- Participate in extra-curricular Drama activities and productions, whether performing in the cast or as a crew member, on a regular basis
- Make considerable progress within Drama both in and out of lesson time
- Take direction well and act upon it
- Attend all rehearsals when required - show commitment
- Work with energy, enthusiasm and focus – be motivated
- Be a good ambassador for the subject and be a credit to Drama within school in all aspects
- Work as part of a team by listening to others' imaginative ideas as well as providing some of their own and working co-operatively

Sports Colours

Colours should be seen as something to be worked for throughout the year. Colours work on a two-year age gap, except in Year 11. They are as follows: Years 7 & 8, Years 9 & 10, Year 11, and Sixth Form. To be awarded Sports Colours pupils have to achieve the following criteria:

Half Colours

- Attend practices and represent the school on a regular basis
- Be a versatile team player
- Reach a high level of skill and possess a good understanding of the requirements of the sport
- Make a considerable contribution to the team throughout the season
- Be a credit to the team and school in all aspects, including standard of dress and behaviour and display good etiquette

Full Colours

To be awarded full colours a pupil should achieve all of the above criteria for half colours plus be recognised as outstanding in her sport. For example, she may be representing Sussex or a higher level as well as the school, or be of equal standard to a county player.

Colours may be removed if it is felt that the pupil withdraws their commitment to that activity without good reason.

APPENDIX 2

USEFUL TIPS ON INDEPENDENT STUDY FOR PUPILS AND PARENTS

Independent Study-key tasks for pupils

- copy your Independent Study timetable into your planner
- understand how your planner works
- write down exactly what Independent Study you have to do and when it has to be done
- ask if you are not sure what to do
- make sure you take home everything you will need
- use your planner at home to remind you of what to do
- work by yourself to complete tasks
- ask for help if you are really stuck
- tick the done column in your planner
- take your Independent Study to school
- remember to give it in
- Above all, try to do your Independent Study on the night it is set, not the night before it is due in

Independent Study- tips for parents

- support your daughter with the points above
- do try to provide your daughter with a quiet place to work
- agree some ground rules with your daughter about when the work should be done, when the TV, phone calls etc should be fitted in
- try to get Independent Study out of the way as early as possible in the evening to allow time for relaxation
- if possible, particularly when your daughter is young, try to be available while Independent Study is being done in case help is needed
- help your daughter to organise books and equipment and to structure her time
- if your daughter is stuck then do offer support, but please do not do it for her
- encourage your daughter to ask her teachers at school if she does not understand
- please let the teacher know if work is consistently too easy or too difficult, or takes much longer than the recommended time

Please do not establish a pattern of always doing her Independent Study with her. It is not sustainable and she will not learn to work on her own.

NB: Please be wary of letting your daughter spend too long on an open-ended Independent Study task, such as a project. The girls are completing a project, not writing a PhD thesis! If your daughter is consistently spending significantly longer on Independent Study than is allocated, please speak to her Tutor.

Whilst it is important to take an interest in your daughter's Independent Study and be supportive, please remember that we are trying to train her to be an independent learner and too much supervision is counter-productive. It is a balancing act.

THE HOUSE SYSTEM

The School is divided into four Houses:

Pankhurst (Blue)

Watson (Red)

Austen (Yellow)

Williams (Green)

With the exception of the Head and the Senior Leadership Team, each pupil and member of staff is a member of a House for the time she/he is at the school. Houses meet when necessary to organise Inter-House events.

Pupils should check the house notice boards in Webb House for information about House meetings and House activities. Throughout the year a wide variety of Inter-House events takes place. Each girl is expected to support her own House activities whenever possible. The following major events take place throughout the year in addition to some smaller, year group focused events:

- Performing Arts Day – Throughout the first half of the Autumn Term each House plans and rehearses a performance related to a common theme. The pieces are performed to the whole of Senior School during a day in October / November. A guest judge awards prizes and gives feedback
- Inter-house Hockey and Netball
- Public Speaking
- General Knowledge Quiz Sports Day
- House Challenge events
- Inter-house Chess Competition
- Inter-house Tennis and Rounders

CONTACT DETAILS

If you wish to discuss any issue affecting your daughter, please ring the School Reception, on 01444 241050, and ask for her Form Tutor. If the matter is urgent and your daughter's Form Tutor is unavailable Reception will refer you to Mrs Cavanagh for Years 7 & 8, Miss Donson for Years 9 – 11 and Mr O'Brien-Blake for 6th Form. If it is a less urgent matter the Form Tutor will return your call immediately he/she becomes available.

The table below lists the email addresses of some of the senior pastoral and administrative posts within the School.

Name	Role	Email address
Mrs Laybourn	Head	liz.laybourn@burgesshillgirls.com
Mrs Cavanagh	Deputy Head of School	heather.cavanagh@burgesshillgirls.com
Ms Flint	Assistant Head, Academic	rohaise.flint@burgesshillgirls.com
Miss Donson	Assistant Head, Pastoral & Boarding	nicola.donson@burgesshillgirls.com
Mr O'Brien-Blake	Head of Sixth Form	Bill.o'brien-blake@burgesshillgirls.com
Mrs Mitchell	Head's PA	vanessa.mitchell@burgesshillgirls.com
Mrs Beels	Head of House - Boarding	Sarah.beels@burgesshillgirls.com

PREVENTION OF BULLYING – A GUIDE FOR PARENTS

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 and this guide is intended to set out the ways in which parents, teachers and pupils can act in partnership to protect the comfort and peace of mind of all our pupils.

What is Bullying?

Bullying is the conscious desire to hurt, threaten or frighten someone. It can be physical, emotional or verbal in nature. It goes beyond the occasional unkindness and spits and spats which are not uncommon as children grow up. Clearly the age of the children concerned is relevant in judging whether the behaviour constitutes bullying.

Bullying may take the form of repeated:

- physical assault
- name calling, teasing, taunting and constant criticising
- rude gestures or a deliberately intimidating look or stare
- extortion or threats
- hiding, damaging or stealing the victim's property
- generating fear in the victim in order to dominate her
- isolating the victim
- cyber-bullying: text messages, social media, mobile phone, camera, email or internet misuse

Bullying may arise from or target:

- Racial background
- Religious beliefs or none
- Cultural background
- Sexual orientation
- Homophobia
- Gender
- Special educational needs
- Disability
- Adopted children and those that are in care or care for others

What pattern does bullying behaviour take?

The pattern of bullying behaviour varies. Bullying can take place several times each week or each day. If unchecked it can go on for months or even years. Even if it only continues for a short time it can be very damaging not only to the victim herself but also to the general well-being of the school community.

Bullying may be carried out by an individual or by a group. A bully often tries to gain the involvement of others, who then find themselves partly responsible for the bullying and, as a result, become reluctant to report it. This aspect of bullying is crucial because if those being drawn into the bully's influence can learn to recognise what is happening, and refuse to join in, the potential power of the bully is significantly reduced.

Occasionally, if her sphere of influence is allowed to extend beyond her immediate circle of friends, a bully may feel so confident others will not intervene that she may torment her victim in a relatively public place, such as in a cloakroom or on a school coach.

Long term persistent bullying may affect the victim's personality. She may feel isolated and begin to wonder what is wrong with her. She may feel that she deserves the teasing and so become withdrawn and insecure. In serious cases bullying can cause serious and long term psychological damage and may be a contributing factor in suicide.

Why do bullies behave in this way?

A bully gets pleasure from another person's fear, pain and humiliation. She learns that she can get her own way through aggressive or domineering behaviour. It gives her a sense of power over her victim. Research suggests that those who bully are likely to be trying to cover up their own insecurities or shortcomings by proving that they can dominate someone else.

Bullying, if not checked, can develop into a vicious circle, with a victim responding to her own suffering at the hands of others by adopting a domineering attitude towards people even more vulnerable than herself, in order to regain the status she feels she has lost.

Who are the victims?

Anyone can be a victim of bullying. Bullies become skilled at focusing attention on a particular physical characteristic or personal sensitivity, and are usually shrewd enough to pick on someone whose confidence is at a low ebb, sensing her vulnerability.

What might suggest that someone is being bullied?

There are many possible reasons for a pupil displaying the signs of distress suggested below, but experience shows that a pupil who is being bullied may:

- Be frightened of walking to and from school
- Be unwilling to go to school
- Change her route to school
- Begin doing badly in school work
- Come home with possessions missing or damaged
- Become withdrawn and anxious
- Have nightmares
- Secretive and withdrawn behaviour connected with her use of mobile phone and social media
- Seem to lose a lot of possessions
- Ask for or steal money
- Continually appear to lose pocket money
- Refuse to say what is wrong
- Give improbable excuses for any of the above situations

What can a parent do?

- Encourage your daughter to talk to you about day-to-day school life
- Encourage her to tell you about her friendships
- Be ready to listen if your daughter wants to tell you about a particular incident at school
- Discuss the challenges of using technology, including mobile phones and social media for instant and constant communication which makes comments 'public', impossible to retrieve and difficult to undo
- If your daughter is subjected to online bullying, take a copy of the bullying content and contact her form tutor confidentially without delay. Impress upon your daughter the importance of not responding to online bullying communications

- If you suspect that your daughter may be the victim of other forms of bullying contact her form tutor confidentially without delay
- Keep a written note of incidents which seem to suggest that bullying is taking place, and keep the form tutor informed
- In partnership with your daughter's teachers, work out a strategy to tackle the problem and give your daughter as much reassurance and support as possible
- Encourage your daughter not to retaliate; instead make it clear to her that her family and her teachers will work together to ensure that she is free from intimidation

What advice can be offered to a girl who is being bullied?

- Tell your parents or a teacher what is happening. You need their help.
- If you can, laugh at or ignore cruel comments or teasing. Bullies almost always get bored if they do not achieve the desired effect quickly.
- If you are the subject of aggression, shout "No" or "Go away". Do it firmly and angrily and then walk away at once without looking back.
- Do not engage in retaliation of any sort, particularly through online/social media.
- Try to stay with a group of people rather than being on your own. Bullies often look for people who are on their own.
- If someone starts to pick on you, walk away. Try to look as if you feel confident, even if you are not.
- Remember, you do not deserve to be bullied. The bully is the person in the wrong and she must be stopped.

What does Burgess Hill Girls do to deal with bullying?

- Tutorial programmes raise the issue of bullying behaviour and ensure that pupils know what to do if they experience, or witness, bullying at school.
- Pupils are encouraged to confide in a teacher if they feel they are being bullied. Her Form Tutor is the most likely person she will choose, but all our staff are ready to respond and pupils are advised to approach the teacher with whom they feel most comfortable.
- Teachers are often the first to recognise early signs of distress in a pupil and staff will always follow up any concerns they may have with the Form Tutor concerned.
- There are always teachers and sixth formers on duty around the school at breaks, lunchtimes, and after school, and they can be approached by any pupil who needs help.
- If staff have reason to suspect that bullying is taking place the circumstances are investigated as a matter of urgency. The safety and peace of mind of a potential victim is an absolute priority.
- If persistent bullying is confirmed, the parents of both victim and bully are contacted and invited to discuss the issues.
- The Head is always informed of instances of bullying.
- The unacceptability of bullying behaviour is made clear to anyone involved in it and the likely serious consequences of any repetition are emphasised.
- A full record of investigations into any bullying incidents will be maintained and in each case the situation will continue to be monitored over a period of time.
- Advice and guidance will be given to all concerned in an effort to ensure that the bullying behaviour does not recur.
- Sanctions are applied which are proportionate to reflect the seriousness of any incidence of bullying and convey a deterrent effect. Sanctions are designed to support the perpetrator in understanding the consequences of their actions and stopping their bullying behaviour. In cases of severe and persistent bullying, strong sanctions may be used, including suspension or exclusion.

Note to parents

Please read this section carefully and discuss with your daughter the issues it raises. The most effective way of protecting every member of the community from the adverse effects of bullying is

for every pupil, whether she is directly involved or not, to be able to recognise bullying behaviour when it first occurs and to accept personal responsibility for bringing it to the attention of her parents or of a teacher. If you have reason to suspect that bullying behaviour is taking place we hope that you will let us know, even if your own daughter is not at risk. Confidentiality in such a sensitive matter will always be respected. If you wish to comment on or respond to any of the issues raised in the leaflet please do not hesitate to contact the Head.



BURGESS HILL
— GIRLS —
Tomorrow's Women

KEYMER ROAD | BURGESS HILL | WEST SUSSEX RH15 0EG
REGISTRAR@BURGESSHILLGIRLS.COM | TEL +44 (0) 1444 241050

burgesshillgirls.com