



*BURGESS HILL*  
— GIRLS —  
Tomorrow's Women

**BURGESS  
HILL GIRLS.  
SENIOR SCHOOL  
PARENTS' HANDBOOK  
2024/2025**

---

Interim Head: Mrs H Cavanagh

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

Telephone:  
Senior School 01444 241050  
Prep School 01444 233167  
Pre-Prep 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 Director of Finance and Operations, who is Clerk to the Governors.

Please send correspondence to:

Dr Alison Smith  
c/o the Director of Finance and Operations at Burgess Hill Girls,  
Keymer Road,  
Burgess Hill,  
West Sussex.  
RH15 0EG

## Contents

School Routines	
➤ The School Day	5
➤ Attendance	5
➤ Planned absence in term time	5
➤ Arrangements after the end of the school day	6
➤ Student Supervision Protocols	6
➤ Supervised Homework Sessions	7
Uniform	
➤ Shop	7
➤ Shoes	8
➤ Hair	8
➤ Jewellery	8
➤ Make-up	8
➤ School Bags	8
Occasional Boarding	8
Photography Policy	9
Pastoral Care	
➤ Safeguarding	9
➤ Aims of the Pastoral Team	10
➤ Pastoral Support Network	11
➤ Pupil Confidentiality	12
➤ Counselling and Advice	12
➤ Anti-Bullying	12
➤ Student Complaint Procedure	12
Transport	
➤ Vehicle access to school site	13
➤ School Buses	13
Medical and Health & Safety	
➤ Medical Care	13
➤ Prescribed Medication	13
➤ Illness during the school day	13
➤ Fire Drill	14
Teaching & Learning	
➤ Assessment Grades	14
➤ COPI	14
➤ Reports	16
➤ Year 7 – 11	16
➤ Textbooks and stationery	16
➤ Photocopying	17
➤ Homework	17
➤ Useful tips on homework for Pupils and Parents	17

➤ EAL Learning Support	18
Celebrating Achievement	
➤ Rewards	20
➤ B Marks	20
➤ Annual awards and prizes	21
➤ School Colours	21
Enrichment Opportunities	
➤ Vocal and instrumental music lessons	21
➤ Speech and drama lessons	21
➤ Co-curricular activities	22
➤ Trips and visits	22
The House System	23
Responsibilities	
➤ Form Captains and Deputies	23
➤ The School Council	23
Culture and Faiths	
➤ Spiritual matters	24
Code of Conduct	
➤ Code of Conduct	24
➤ Behaviour, Rewards and Sanctions	25
➤ Possessions	25
➤ Security & personal safety	26
➤ Smoking, drinking alcohol and drugs	26
➤ Fire regulations	26
➤ Mobile Phones	26
Financial Matters	
➤ Scholarship information	27
➤ Bursaries	27
➤ Examination fees	27
Parent Teacher Association	27
Policies	28

## OUR MISSION:

To develop Tomorrow's Women.

## OUR AIMS:

Our mission is achieved by ten core aims. We will:

1. Champion individual strengths and aspirations through our excellent academic provision, extensive co-curricular opportunities and forward-thinking initiatives such as our B-Spoke and BOLD programme.
2. Endow students with confidence, self-belief and a determination to succeed.
3. Embed a strong sense of moral responsibility through activities in the school and the local community.
4. Develop meaningful and effective partnerships with local nurseries, and primary and secondary schools.
5. Recruit and retain high-quality staff.
6. Promote a positive balance between academic work, recreation and volunteering.
7. Provide expert higher education and careers opportunities and advice.
8. Deliver an outstanding Early Years education to ensure a solid foundation.
9. Innovate in the development of our curriculum and facilities.
10. Encourage a mutually supportive community that empowers students to reach their full potential.

Students at Burgess Hill Girls will be equipped to lead a fulfilled and productive adult life in a rapidly changing world.

## VALUES:

These four values guide students on their journey through Burgess Hill Girls.

### Spirit

This is me. I am kind, positive and resilient. I am emotionally intelligent, a builder of relationships and a celebrator of success.

### Spark

This is how I do things. I can think independently, show good judgement, collaborate and lead to get things done.

### Strength

This is what is important to me. I should have integrity, values and principles and be confident to stand up for these.

### Success

This is my journey. I will set goals, take ownership, learn and achieve what I set out to do.

## MOTTO:

I am, I can, I should, I will

## SCHOOL ROUTINES

### The School Day

The School day starts promptly with Registration at 08.30 am. All students are expected to be in their tutor rooms by this time. Students are expected to arrive promptly for lessons throughout the day.

	8.30	8.40	9.20	10.00	10.20	11.00	11.40	12.20	13.00	13.55	14.00	14.40	15.20	16:00	16.15 - 18.00
<b>MON</b>	<b>AM Registration</b>	1	2	<b>BREAK</b>	3	4	5	6	<b>LUNCH</b>	<b>PM REGISTRATION</b>	7	8	9		Co-cu / Prep
<b>TUES</b>		1	2		3	4	5	6			Student Time / Assem bly	8	9		Co-cu / Prep
<b>WED</b>		1	2		3	4	5	6			7	8	9		Co-cu / Prep
<b>THUR</b>		1	2		3	4	5	6			7	8	9		Co-cu / Prep
<b>FRI</b>		1	2		3	4	5	6			7	8	Student Time / Assembl y		Co-cu / Prep

### Attendance

The school is legally required to maintain accurate records of student 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" option on the answer machine) or email [reception@burgesshillgirls.com](mailto:reception@burgesshillgirls.com) as soon as possible on each day that your daughter is absent from school. Please clearly indicate your daughter's name, tutor group and the 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 the form tutor as far in advance as possible. All school-age students are required to demonstrate that they have permission to be out of school.

### Planned absence in term time

Requests for permission for students 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 school terms are shorter than 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

Students are not permitted to stay in school after 4:15pm unless they are signed into a supervised homework session in the LRC or are involved in supervised activities as part of the co-curricular programme. We ask that students do not wait unsupervised outside the school entrance after 4:30pm; if they have a problem with transport or getting home they must report to Prep Reception and wait inside.

If students are attending an event that returns to school after school closure at 6.30pm please collect them from the Senior School car park. The teacher in charge will remain with the students until they have been collected.

### Student Supervision Protocols Post 4.00pm for Years 7-11

1. If students are not going home at the end of the day immediately they should sign into supervised homework in the LRC or F10/11 at 4.15pm. This includes students waiting for clubs and activities to begin.
2. Any student who remains in school after 4.15pm must be in the LRC, F10/11 or a supervised / bona fide practice or activity.
3. Those with permission to practise their musical instrument should sign into supervised homework first, and then return to the LRC after their practice session before either going home or going to boarders' supper.
4. Year 11 students may work in the common room but must sign at the LRC to confirm that this is where they are. When they leave the site, they must sign out at the LRC.
5. After 4.15pm, all students should be at an organised co-curricular activity or in supervised homework unless they have permission from a member of staff to be elsewhere, for example supporting a fixture. In the case of the latter, the student must sign into the supervised homework session and explain where they are going to be and confirm who has sanctioned this. When the event finishes the student must return to the supervised homework session to sign out.
6. Boarders must attend Prep in the LRC /F10/F11.
7. A list of students signed into supervised homework will be passed to the Assistant Head Pastoral and Boarding on a termly basis. This acts as a register for supervised homework instead of recording this on SOCs.

## Supervised Homework Sessions

The LRC and other classrooms are allocated to supervised homework after school for all students who may require this service. The rooms are supervised by a member of staff until 6pm when all students should be collected. Students are able to study quietly and make full use of the facilities. It is free of charge.

We expect all students to have left or been collected by 6pm. If you are aware that you may not be able to collect your daughter by this time please contact Reception. Students will be taken to the dining hall to join the boarders for supper if your delay is significant. If it is only a small delay a member of the staff will wait in Reception until you arrive.

## UNIFORM

### New Uniform Online

Our uniform has been created with Schoolblazer.com, which was founded by parents for parents to take the chore out of shopping for school uniform. Their secure online ordering service allows you to shop for uniform and sportswear at your convenience, and they even offer to sew all of the nametags into the garments for free – so throw out the sewing box and enjoy the summer!

To order your uniform, please follow this link: [www.schoolblazer.com](http://www.schoolblazer.com). You will be required to create an account to view and order the Burgess Hill Girls uniform. The website clearly states which items of the uniform are compulsory and which may be optional.

For those joining Boarding, please may we ask that you have uniform delivered to the following school address: Admissions Department, Burgess Hill Girls, Keymer Road, Burgess Hill, West Sussex, RH15 0EG

Schoolblazer are committed to making your preparations for the new term as easy and pain-free as possible. Therefore, if you have any questions or require help, please do not hesitate to contact the Helpline on 0333 7000 703 or email Schoolblazer at [customerservices@schoolblazer.com](mailto:customerservices@schoolblazer.com).

Benefits to you:-

- 24 hour/365 days availability of all school uniform
- An intelligent sizing system offers a simple step-by-step process to help you determine the right size free and simple returns
- Printed nametags sewn on free of charge
- Dispatched to your home or place of work within 5 working days of placing your order
- Secure credit card facilities
- Simple, easy to navigate website
- Telephone helpline available Mon-Fri 9am-8pm, Sat 9am-5.30pm

### Second Hand Uniform

We have a shop run by volunteers operating a sales system via email.



We understand knowing what to buy may be a little confusing at times, and we are very happy to help with any queries. We suggest that the first thing you do is visit the Schoolblazer website and put in your daughter's measurements, as this will give you a very good indication of sizes. There are three pages, main uniform, sports and accessories.

You may then email us with a description of the item, size and quantity needed (plus any queries) and we will check what stock is available and get back to you. [uniform.shop@bhsfg.com](mailto:uniform.shop@bhsfg.com). Once we have your order ready we will email you and let you know when and where to collect it from.

We sell all uniform at 50% of the new price (though we only adjust once a year) and you have two weeks to exchange or return any items that are not right.

School shoes - should be plain black leather with only essential stitching and/or laces (in black). Suede 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 up using navy, black or brown hair bands/hair ties, as required.

Jewellery - Only confirmation crosses and genuine Medicaid bracelets should be worn to school. A single pair of plain studs or sleepers may be worn in pierced ears. Jewellery must be removed for sport activities.

Make-up – Make-up should not be worn at all by lower school pupils and is strongly discouraged in the senior school. However, where it is worn, it must be discreet and natural. Pupils must not wear coloured nail polish or acrylic / false nails of any kind.

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

A dress code, such as our school uniform, indicates a sense of belonging and an atmosphere of uniformity. It is clear from having a uniform that everyone knows the expectations and that students are ready for the working day.

## OCCASIONAL BOARDING

Boarding at our school is not just a place for the students 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 students from the all over the world as well as the UK. 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 boarding houses: Silverdale and Avondale. After a busy day at school, or at the weekend, students can often be found in the large lounge areas watching Netflix, a DVD, playing a board game or simply catching up. Living on site with the students is our supportive team of boarding staff. They foster a real community spirit and are available to lend a hand, or an ear when needed.

Some students 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](mailto:boarding@burgesshillgirls.com).

## PHOTOGRAPHY POLICY

The school has a detailed photography policy which outlines how we may wish to use your daughter's photo in social media and marketing opportunities. To ensure we have your full permission and understanding of this please access the policy through the link below and complete the electronic photography consent form in the parent portal and return with all other electronic forms. If we already have consent this does not need to be updated.

Photography Policy [here](#) Photography Consent Form [here](#)

## PASTORAL CARE

### 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. All 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 social services of his suspicion before telling parents.

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 Lara Belle  
The Brow Medical Centre, The Brow, Burgess Hill - 01444 246123

MASH West Sussex – 01403 229 900

School Counsellor – Liz Bingham – referral via School Nurse or Pastoral Head – 01444 241050

Child Line Telephone 0800 1111

LADO (Local Authorities Designated Officer) [lado@westsussex.gov.uk](mailto:lado@westsussex.gov.uk) Telephone (secure) 03302 223 339

## Wellbeing

At Burgess Hill Girls the wellbeing of everyone is the focus of each member of our community. We aim to instil confidence, self-esteem and an overarching feeling of positive wellbeing which comes from being valued as an individual within the community.

Our system closely links the academic, co-curricular and pastoral needs of all students. As parents, your first point of contact for your daughter is their form tutor. They will have the best overview of your daughter's involvement and performance in all aspects of school life and will be able to respond 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 any concerns you may have as well as informing staff of issues when appropriate.

In the event of any significant concern our pastoral heads for the Senior School are named below.

RESPONSIBLE FOR	TITLE	NAME
Year 7 and Year 8	Interim Head of Lower School (Years 7-8)	Mr I Regan-Smith
Years 9, 10 and 11	Assistant Head (Pastoral and Boarding) Head of Upper School (Years 9-11)	Miss N Donson
Sixth Form	Assistant Head Head of Sixth Form	Mr I Regan-Smith

### Aims of the Pastoral Team

At Burgess Hill Girls we ensure that all students:

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

### 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

As part of our commitment to pastoral care, we have a team of staff across the school who are Mental Health First Aid trained. Mental Health First Aiders can be accessed through speaking to the form tutor or Miss Donson.

# Pastoral Support Network

We are all here to help when you need us.



## Pupil Confidentiality

Whilst a member of staff would normally respect the privacy of any individual, if a student approaches a member of staff in confidence, that member of staff cannot promise confidentiality in any of 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

## Counselling and Advice

There may be the occasion when your daughter may benefit from an additional level of support. The school has its own counselling service available to students who can make an appointment through the School Nurse or Assistant Head Pastoral and Boarding. Discussions remain confidential unless the school counsellor believes the student is deemed at risk of harm to themselves or others. The school has a range of other external services which might be recommended if it is thought beneficial or necessary.

## 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 can from time to time become awkward and, in some circumstances, bullying behaviour can be perceived or can occur. The school takes a very serious view of bullying behaviour, which can make life miserable for the victim and adversely affect their performance at school as well as compromising the comfort and wellbeing 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 can be found [here](#)

## Student Complaint Procedure

If a student feels it necessary to make a complaint, she should first discuss this with her tutor or a member of staff of her choice. If the matter pertains to academic work, the student should also seek guidance from the Head of Department of the subject involved where possible. Most problems are resolved in this way. If the problem persists, they should contact the Pastoral Head 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, they 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.

## 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 students to be dropped and collected from school. This is based in our prep 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
- Please do not arrive too early

The points mentioned above really do help with congestion, as we try and keep this to a minimum. The peak time in the mornings for the drop off zone is between 8.00am – 8.25am. At the end of the day, in order to avoid mixing with prep school traffic, please do not arrive before 4.10pm. This will allow all senior students to finish their lesson at 4.00pm, pack their bags and walk to the pick-up zone.

All senior school students are to be collected from the senior school car park after 4.30pm. Please park in a designated parking space and inform your daughter where you are (via text or telephone call). If there are no spaces, please collect from any of the roads around the perimeter of the school.

### School Buses

The School has numerous minibus routes covering most of Sussex. The Housekeeping and Transport Manager, Mrs Smart will be pleased to respond to any questions about the school's minibus routes at [Transport@burgesshillgirls.com](mailto:Transport@burgesshillgirls.com) or by telephone via the school reception.

## MEDICAL AND HEALTH & SAFETY

### Medical Care

The school employs a full-time qualified nurse during term time. She is in school each day between 8.00am and 4.00pm. The medical officer assigned to the school is Dr Lara Belle, whose surgery is in The Brow, Burgess Hill.

### Prescribed Medication

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.

### Illness during the school day

If any student becomes unwell during the school day, they should go to see the Nurse at break or lunchtime. In exceptional circumstances, they may go to the Nurse during lesson time provided the teacher responsible for them at the time has given them permission to do so. If students are not well

enough to return to lessons, the Nurse will contact you to arrange for you to collect them. The Nurse will also offer supervision until you arrive at school.

If a student 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, students should go to the Medical Centre or send a friend.

Under no circumstances should any student call or message home to be collected or go home without permission from the School Nurse. If the Nurse decides to send your daughter to hospital you will of course be contacted immediately. 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.

The School ensures all staff understand their duty of care to children and young people in the event of 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 certain medical conditions can have on students.

#### Fire Drill

There are at least three fire drills per year. The School's priority is always the safety of the community. Students will be made aware of the fire regulations and assembly point. 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. Students are requested to remain silent, follow the teachers' instructions. If a member of staff is not present, students should leave the building in silence via the nearest fire exit and await the form tutor at the assembly point on the bottom field.

If a student discovers a fire, under no circumstances should they attempt to tackle it themselves. They 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 they find.

#### TEACHING AND LEARNING

##### Assessment Grades

Assessment Grades are the most regular, frequent and centralised report which lies at the heart of all other assessment mechanisms. They take the form of an attainment grade and four COPI marks for each subject and are uploaded on the Parent Portal every six weeks or so.

##### COPI

Teachers assign four COPI marks to each pupil at each data point. These marks assess the extent to which a pupil has the right mind-set and has developed the sound practical study skills to be a successful learner. All the marks are then averaged to a two decimal point score to give an overall

view of a pupil's attitude to learning. The grid below gives an idea of the kind of thing teachers are looking for. Pupils are given more detailed subject-specific guidance within departments.

<p style="text-align: center;">Committed How a student approaches her learning</p>	<p style="text-align: center;">Organised How a student supports her learning</p>
<ul style="list-style-type: none"> <li>• is attentive</li> <li>• approaches each task enthusiastically</li> <li>• has high expectations of herself</li> <li>• completes each task diligently</li> <li>• shows determination and persistence</li> <li>• shows resilience when faced with set-backs</li> </ul>	<ul style="list-style-type: none"> <li>• is prepared for each lesson</li> <li>• completes homework tasks on time</li> <li>• meets deadlines</li> <li>• keeps resources well-organised</li> <li>• prepares thoroughly for assessments</li> </ul>
<p style="text-align: center;">Participates How actively engaged a student is in her learning</p>	<p style="text-align: center;">Independent How responsible a student is for her learning</p>
<ul style="list-style-type: none"> <li>• takes an active role in pair/group activities</li> <li>• contributes to class discussion</li> <li>• collaborates positively with others</li> </ul>	<ul style="list-style-type: none"> <li>• actively seeks answers to questions</li> <li>• reflects on her learning</li> <li>• uses her initiative to solve problems</li> <li>• is becoming increasingly resourceful</li> </ul>

Each teacher awards 4 COPI marks which measure the frequency with which a pupil displays that particular learning behaviour.

1. Always
2. Usually
3. Sometimes
4. Rarely

It is important to note that a mark of '2' is good. It is not expected that any pupil will score 1s in every area in every subject; the 1 is awarded sparingly. In fact, a 1 in all four areas for a single grade cycle would be a rarity. A '3' in any area would merit a chat with the subject teacher and/or form tutor.

An overall COPI score of 2.00 or below is good. It means that a pupil is usually doing all that her teachers require of her. A COPI score below 2.00 is particularly commendable. Anything above 2.00 indicates areas for improvement.



## Reports

A report is written and sent home to parents once a year for all year groups, staggered throughout the academic year as follows:

- October Year 11
- November Upper Sixth
- December Year 8
- February Lower Sixth
- March Year 10 and Year 9, Upper Sixth
- July Year 7, Lower Sixth
- July Year 8 Tutor review letter

A report contains:

- a set of assessment grades
- a written comment from the subject teacher in two areas: 'progress and strengths' and 'areas for development'
- a form tutor's report

## Years 7-11

Students in Years 7-8 are issued with the stationery, textbooks and workbooks they need. Students are expected to take good care of their books; they should be stored carefully in lockers when not in use.

## 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 9-11	A4 folders, dividers, lined paper	As above
Years 12-13	As for all years + fine liner pen – black (for Textiles) lever arch subject files, dividers, lined paper and a lab coat for science subjects	As above

## Photocopying

All students have access to a school photocopier and printer in the top far corridor of Webb House.

## Homework

Homework is an essential part of our academic programme:

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

Useful tips on set supervised homework for pupils and parents

### Key tasks for pupils

- all homework will be set on Google Classrooms
- ask if you are not sure what to do
- make sure you take home everything you will need
- work by yourself to complete tasks
- ask for help if you are really stuck
- take your homework to school
- remember to give it in
- above all, try to do your homework on the designated day. This may not be on the day it is set.
- Try not to leave it until the night before it is due in.

### 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 homework out of the way as early as possible in the evening to allow time for relaxation
- help your daughter to organise books and equipment and to structure her time
- 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 your daughter's homework with her. It is not sustainable and she will not learn to work on her own.

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

## English as an Additional Language (EAL) Senior School

On admission to the school, the Head of EAL assesses all international pupils in the senior school for whom English is an additional language to confirm their language level and the level of EAL tuition and support they will require. The increased tightening of regulations regarding arrangements for public exams means that as a school we need oversight of all additional support in place and the manner in which it is managed and recorded. During term time, all EAL tuition must be provided by the school. We ask that parents do not engage any external tutoring during term time, such as online tutoring, however an intensive English language course during the holidays may be of benefit to some students. The Head of EAL will advise. The cost of EAL tuition is charged to parents through the termly billing process.

The Head of EAL is responsible for delivering a programme of English tuition to EAL students in small groups. International students pay extra per term for this additional language tuition.

- Years 7-8 have 3 lessons per week in place of French
- Years 9-11 have 4 lessons per week in place of a language

Some pupils in Year 11 may wish to take an IELTS examination in addition to their IGCSEs in English Language and Literature. They will receive support and guidance in preparation for this demanding qualification.

### Additional Services

EAL provision is subject to internal review by the Assistant Head Academic and Head of EAL, in consultation with subject teachers. It is essential that students receive the support and tuition deemed necessary to support their progress and academic outcomes.

The EAL department provides a range of services for pupils and, where possible, those who need short term additional intervention but who remain on a full complement of academic subjects. Services include but are not restricted to:

- Preparation for IELTS
- Assistance with the preparation of a UCAS statement
- Improving conversational English
- In-house testing in order to determine readiness for IELTS
- Language assistance with the curriculum

How we measure the progression of students' language acquisition:

The Common European Framework of Reference for Languages (CEFR) is an international standard for describing language ability. It describes language ability on a six-point scale (see below) which makes it easy for anyone involved in language teaching and testing, such as teachers or learners, to see the level of different qualifications. It also means that employers and educational institutions can easily compare our qualifications to other exams in their country. Students are assessed on admission and again soon after they arrive at the school in order to build a full picture of their language competency.

CEFR LEVEL A1: Basic  
CEFR LEVEL A2: Post-Basic  
CEFR LEVEL B1: Independent (social)  
CEFR LEVEL B2: Independent (academic)  
CEFR LEVEL C1: Advanced  
CEFR LEVEL C2: Proficient

The Assistant Head Academic, in consultation with the Head of EAL and the student's subject teachers, takes decisions about EAL. These decisions are governed by what each pupil needs to make academic progress and to support the best academic outcomes. EAL provision is subject to internal review by the Assistant Head Academic and Head of EAL, in consultation with subject teachers. It is a requirement that students receive the support and tuition deemed necessary to support their progress and academic outcomes.

#### Learning Support Charges (Senior School)

The increased tightening of regulations regarding access arrangements for public exams such as extra time means that as a school we need oversight of all additional support in place and the manner in which it is managed and recorded. The cost of this provision is charged to parents through the termly billing process.

#### Additional Services

Learning Support provision is subject to internal review by the Assistant Head Academic and SENCo, in consultation with subject teachers. It is essential that students receive the support and tuition deemed necessary to support their progress and academic outcomes.

The Learning Support department provides a range of services for students following a reduced curriculum and, where possible, those who need short-term additional intervention but who remain on a full complement of academic subjects. Services include but are not restricted to:

- Literacy and numeracy support
- Support with the sciences
- In-house testing in order to support an application for exam access arrangements
- Subject-specific support
- Supervised prep / on-hand access
- Training and rehearsal for public exam access arrangements

The SENCo conducts any in-house testing. Tests conducted by a School's external assessor are paid directly to them at their own rate.

## CELEBRATING ACHIEVEMENT

The school takes great pleasure in rewarding and celebrating achievement throughout the academic year. The following awards and certificates are presented:

	Reward
Level 1	B Marks Good work Good effort Helpfulness Participation in house activity/community activity
Level 2	Academic Excellence Certificate This is awarded for academic work that demonstrates an exceptional level of attainment, i.e. not just effort, appearance or volume.  Creative Excellence Certificate This is awarded for excellent creative or practical work (Art, Textiles, Design Technology, Drama, Music or PE).  Student of the Month This is awarded by department for students who have made particular progress or effort or achievement in the subject.  Commendation Excellent or sustained effort in academic work/co-curricular Act of great kindness or citizenship Outstanding sportsmanship
Level 3	Head's Commendation Awarded for a demonstration of exceptional service, friendship, resilience, perseverance or participation.

Rewards are reinforced through:

- Badges and certificates for accumulation of B marks and a lucky dip B mark prize draw at the end of each term. Even one B mark might make your daughter winner!
- Celebration through display and in assemblies
- Head's Commendations are linked to the House competition.

### B Marks

These are awarded to Years 7 and 8 students 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 students 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 school students are nominated for a variety of subject awards, academic and progress prizes. These are presented at our Founders' Day service and celebration of achievements at the end of the summer term.

## School Colours

Colours are awarded for progress and achievement in Music, Drama and Sport. Half colours are presented in a whole school assembly.

## ENRICHMENT OPPORTUNITIES

### Vocal / Instrumental Music Lessons

Burgess Hill Girls has an excellent team of visiting instrumental teachers who offer a wide range of expert music tuition. From September 2024, individual lessons are available on violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, saxophone, trumpet, French horn, euphonium, trombone, tuba, acoustic or electric guitar, bass guitar, piano, singing, drum-kit, percussion, and music theory.

The school also has a broad collection of instruments which are available to hire. The cost of these is much less than that found on the high street or from a web-based company. Our current stock includes violins, violas, cellos, one double bass, flutes, clarinets, saxophones, trumpets, French horns and trombones. If you require any more information about this then please contact Mr David Black, the Director of Music.

Parents and students are encouraged to consider all options, please talk to your daughter about what she would like to gain from her musical experience before choosing an instrument. Many teachers can offer a trial/ taster lesson which may assist you in making your decision.

If you would like your daughter to start music lessons from September 2024 the application form can be found on the Parent Portal or click [here](#) or if you would like to have a taster/ trial lesson on a particular instrument or have any further questions then please email Mr Black, the Director of Music at: [david.black@burgesshillgirls.com](mailto:david.black@burgesshillgirls.com)

### Speech & Drama Lessons

Burgess Hill Girls has an excellent team of three highly experienced Speech & Drama teachers, all of whom have extensive experience working as professional actors. Speech & Drama lessons are a fantastic way to improve your daughter's acting, speaking and presentation skills, as well as building confidence outside of her timetabled drama lessons. From September 2024 lessons will include solo acting, duologue acting, small groups including verse and prose speaking, public speaking interview technique group acted scenes, mime, devised drama, confidence building games, and choral speaking (*choral speaking requires a minimum of six pupils to run*).

Students will have the opportunity to take New Era examinations and work their way up the grades. These exams are an excellent opportunity to build confidence, as well as providing an enjoyable experience. Our grades are consistently excellent, with many students regularly gaining Merit and Distinction awards. There is also the opportunity to take part in a Speech & Drama showcase every other year. All lessons and examinations will cover a wide range of literary periods and stage techniques, encouraging pupils to develop and expand their repertoire. *(Examinations are optional).*

Lessons are 30 minutes long and take place each week during the normal school day. If you would like your daughter to start Speech & Drama lessons from September, the application form can be found on the Parent Portal or click [here](#). Please note that a term's notice is required if your daughter chooses to discontinue her lessons.

If you have any further questions please email Mrs Meredith-Jones at [mrs.meredith-jones@bhsfg.com](mailto:mrs.meredith-jones@bhsfg.com)

We hope your daughter feels inspired by the variety of options available to give Speech & Drama lessons a go. Lessons always prove very popular meaning there is often a waiting list, so please get in touch as soon as possible to secure your daughter's place.

#### Co-Curricular Activities

There is a wide range of co-curricular activities on offer each term. Specific clubs will vary in response to demand from the students and availability of staff and resources. Some clubs are organised and run by the sixth form students 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. The school uses SOCS to publish the co-curricular activity programme prior to the start of each term. All pupils will be allocated a period of time to sign up for clubs for the following term prior to the end of each term.

#### 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 students are given details of trips, and parental permission is sought before the trip goes ahead.

The residential trips programme will be circulated separately when complete.

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 all students joins the school.

## 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 student and member of staff is a member of a House for the time they are at the school. Houses meet when necessary to organise Inter-House events.

Students 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 student is expected to support their 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 writes 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. A guest judge awards prizes and gives feedback
- Inter-House hockey, netball and cross country
- General Knowledge Quiz
- House Challenge events
- Inter-House Tennis and Cricket
- Sports Day

## RESPONSIBILITIES

We actively encourage students to seek responsibility and leadership opportunities in as many aspects of school life as they can. Noted below are two main responsibility roles but there are many more to seek and discover each year.

### Form Captains and Deputies

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

### 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.



## CULTURE AND FAITHS

### Spiritual Matters

The School is proud of its international, multicultural and multi-faith community. It does not tolerate discrimination in any form and does everything it can to enable its students to practise their own faith, follow their own traditions and participate in fasting and festivals as appropriate. 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.

Each year a Carol Concert is held in St Andrew's Church in Burgess Hill and pupils in Years 5 to 13 are encouraged to perform and attend.

## 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 students 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.

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

### Student Code of Conduct

#### TO SUPPORT MY OWN AND OTHERS' LEARNING I WILL:

- be punctual and fully prepared
- strive to do my best in class and prep
- take pride in my work
- listen when the teacher or another pupil is addressing the class
- put my hand up to answer a question or say something
- be supportive of others and not make fun of someone if they get an answer wrong
- write homework tasks down so I remember what to do and hand my homework in on time
- be calm, focused and orderly in lessons so that I and others can learn
- look after the learning environment
- make sure my mobile phone is switched to off/silent in lessons.

#### TO SHOW KINDNESS, POSITIVITY AND RESILIENCE, I WILL:

- be kind to others
- strive to notice and focus on others' good qualities
- accept responsibility when I make a mistake
- forgive others when they make mistakes
- strive to draw a line and move on.

TO SHOW MY RESPECT FOR MYSELF AND THE SCHOOL COMMUNITY,  
I WILL:

- respect others' property, the school buildings and furniture
- be courteous and polite to everyone, kind and helpful to others
- do unto others as I would have them do unto me, in person and on social media
- take pride in my uniform and dress correctly
- look after my own possessions and leave valuables at home
- tell a member of staff if I am concerned or unsure of a situation.

TO BE SAFE AND ENSURE THAT EVERYONE IN THE COMMUNITY IS SAFE,  
I WILL:

- walk sensibly, safely and quietly around the school
- behave safely at all times, observing safety rules (e.g. fire procedures)
- not put others' safety at risk
- look after the environment, conserve electricity and materials and will not drop litter
- look after myself and be healthy, not take or have in my possession tobacco, alcohol, or non-prescribed drugs in any form, at any time or in any place
- stay within the published bounds of the school

#### Behaviour, Rewards and Sanctions

The School aims to consistently reward positive behaviour and impose sanctions, which are appropriate and proportionate where necessary and as such we are currently in the process of reviewing our Behaviour, Rewards and Sanctions Policy for September 2024. The current Behaviour Policy and the Discipline and Exclusion Policy are available on the school website.

#### Possessions

Students should be aware of their possessions and in the event of loss they should immediately report the loss to their form tutor. If a parent is aware of an item of lost property they have acquired 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 student'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 Estates at a cost of £5.00
- PE kit should be stored in PE lockers and musical instruments in the designated area, not in the classrooms.

## Security and Personal Safety

Students 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. Students leaving school with permission must sign out at Reception.

In the interest of all members of the community, bikes, scooters, roller blades etc are not permitted to be used around the campus.

The workshops and the maintenance compound are out of bounds at all times as they contain potentially dangerous machinery/chemicals and materials.

### Smoking, vaping, 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 student 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 students 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 student 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.
- Students should not bring items of electrical equipment into School.

### Use of Mobile Phones

The school is committed to providing an environment conducive to learning and to student well-being, and as such we are currently in the process of updating the Mobile Phone Policy for September 2024 following recent government guidance. You can access the current Mobile Phone Policy [here](#), and if you have any questions in the meantime please don't hesitate to reach out.

## FINANCIAL MATTERS

Fees are paid termly in advance and bills are issued 3-4 weeks prior to the start of each term. Payment is due by the first day of term unless a direct debit arrangement has been put in place. Payment can be made by direct bank transfer or credit card.

There are two direct debit options available for parents (see Letter to Main School parents re Direct Debits and Direct Debit mandate form). Direct debits are only available on UK current bank accounts.

For current rates of school fees and extras, please see School Fees for the current academic year on the school website.

A full term's notice must be given in writing by parents for all years other than U6 to withdraw a student from the school, otherwise a term's fees in lieu will become payable (as per T&Cs).

Any financial questions, please feel free to contact [finance@burgesshillgirls.com](mailto:finance@burgesshillgirls.com).

### Scholarship Information

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

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

The additional work and expectations linked to a scholarship are substantial; therefore, with the exception of the Margaret Morris Scholarship, students may apply for more than one scholarship but will only be awarded one scholarship thus allowing a student to fully focus on that particular area.

Additionally:

- 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, the Admissions Officer or from the school website.

### 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 Director of Finance and Operations.

### 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 the summer term fee invoice in Year 11 (GCSE) and Year 12 and 13 (A level) as appropriate.

### PARENT TEACHER ASSOCIATION

Members of the PTA look forward to meeting you in person very soon. In the meantime, you are invited to join our exciting online parent community.

Burgess Hill Girls' PTA uses an online Classlist, enabling you to communicate with other parents easily and securely. You may register by visiting <https://www.classlist.com> and entering our school name. Please register your daughter in the year they will be joining in September 2024. Our online system enables you to input, manage and update the personal information you wish to share with your daughter's school year group in a safe environment, which is fully compliant with requirements under GDPR.

Our parent community is more than an online address book. You can easily post questions ranging from missing homework to recommended babysitters. You can create and respond to invites for class events, social get-togethers and birthday parties and organise lift-shares.

We have based our community on Classlist.com, a website set up by UK school parents. This service is entirely free to our parents.

Once you have registered at Classlist.com a short approval process will follow after which you can login and use the site – including uploading your photo, so other parents know who you are!

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.

## POLICIES

The following policies are available on the school website. <https://burgesshillgirls.com/about-us/policies-and-procedures>

- Admissions Policy
- Anti-Bullying Policy
- Behaviour Policy
- Safeguarding Policy
- Complaints Policy
- Complaint Procedure
- School Confidentiality Policy
- Health & Safety Policy
- ICT Acceptable Use Policy – Students
- Photography Policy
- Privacy Notice
- Pupil Discipline and Exclusion Policy
- Restraint Policy
- Senior School PSHE including Relationships and Sex Education Policy
- Visiting Speaker Policy

Other policies are available on request