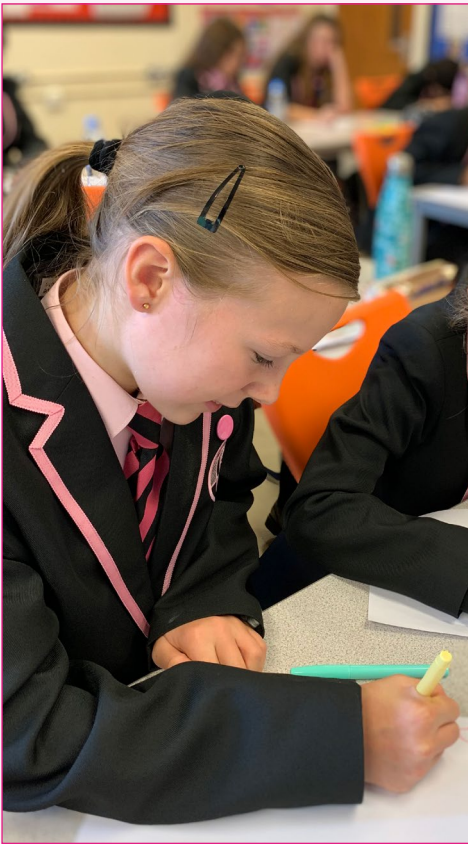




# BRENTFORD SCHOOL FOR GIRLS

## BRENTFORD 6<sup>th</sup> FORM



## YEAR 7

## MID-TERM ADMISSIONS BOOKLET

## 2021-2022

VISION | CREATIVITY | EXCELLENCE

March 2021

Dear Parent/Carer,

It is with great pleasure that I welcome you to our school. We know that you and your daughter will be very happy with us, and that she will achieve outstanding success whilst in our care.

Our commitment to academic excellence and personal well-being is total. Our success lies in the close and safe community that flourishes here at Brentford, the excellent relationships which exist between parents, staff and students and the focus on individual support and development that each girl receives.

'The school provides a caring and supportive learning community where pupils are encouraged to fulfil their potential intellectually, personally and emotionally' (Ofsted 2019)

From the moment your daughter begins her journey with us, we will be getting to know her so that we can support and challenge her needs and tailor her education to her strengths and areas for development, as well as developing the skills and qualities of the Brentford girl of our school vision. Building confidence, inquisitiveness and resilience, amongst other skills are really very important to us and as your daughter develops throughout her time here we will be working with you and her to ensure that she develops her ambitions and fulfils her future 'dreams'.



Success and achievement at Brentford School for Girls for us, means more than a handful of qualifications, although we recognise this as very important. There is a strong focus on student leadership, community and charitable work, as well as getting students involved in extra-curricular activities, learning outside of the classroom understanding what the world has to offer. The school offers an enormous number of extra-curricular activities, as well as trips and excursions within the UK and abroad. It is important to us that your daughter embraces the opportunities when she joins the school to support her in developing relationships, new skills and widening her horizons and understanding beyond the classroom.

We hope that you and your daughter find this information booklet useful as you prepare to join our school. The booklet will provide you with information about how the school runs and what our expectations are. The school website will provide a helpful aid as this is updated on a regular basis.

I very much look forward to working with you and your daughter over the coming years and seeing your daughter develop into the young and ambitious woman of our school vision.

With best wishes,

Marais Leenders  
Headteacher

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## VISION

# IMAGINE THE FUTURE BRENTFORD GIRL...

She thrives on **challenge** and has a desire to **fulfil her learning potential**.

She is able to **think independently** and is **confident** in her **social and academic capability**.

She is **emotionally aware** and **emotionally intelligent**.

She is **capable** and **dependable**.

She is **resourceful** and **inquisitive**.

She **embraces the technological world** as a global village and is ready to interact with others in the local and worldwide community.

She accepts the **welfare of others as her responsibility**.

She understands the need for **sustainable living** both locally and globally.

She is **ready for life in the future** - whatever that may be.

She is **the centre of our vision**

and will remain the very **core of our being and purpose**.

# LEARNING VALUES AND ETHOS

At Brentford School for Girls, our very strong ethos is underpinned by our learning values. Throughout your daughter's time in our school community we aim to develop, or grow even further, these learning values. Our school house system is also focused around these values.

## LEARNING VALUES

**AMBITIOUS**

**CONFIDENT**

**FLEXIBLE**

**INQUISITIVE**

**REFLECTIVE**

During your daughter's education at Brentford School for Girls, we also aim to develop our learning skills. Both the extra curricular activities and subject curriculum provide numerous opportunities to develop these skills.

## LEARNING SKILLS

**ADAPTABILITY**

**COLLABORATION**

**COMMUNICATION**

**CURIOSITY AND INNOVATION**

**EVALUATION**

**LEADERSHIP**

**CRITICAL THINKING**

**PERSONAL SKILLS**

# HOUSE SYSTEM

At Brentford we believe that by having a House System we can foster personal and social qualities in students which will benefit and inspire them in their learning and life in general. The system also allows us to continue to create a positive and collaborative community. Students are provided with an enjoyable selection of competitive activities throughout the year with principal events in departments such as sport. Working in Houses encourages students to develop team work by allowing them to work with students in other year groups and classes. The House system also promotes leadership opportunities for students at all ages. House Assemblies will take place on a regular basis in accordance with the school calendar. They will be organised by the House Captains who are Y11 students.

**REFLECTIVE (BLUE)**

**FLEXIBLE (GREEN)**

**INQUISITIVE (RED)**

**CONFIDENT (PURPLE)**

**AMBITIOUS (YELLOW)**

The Houses and associated colours are:

These names were chosen to reflect the school values. The House System provides all students with the opportunity to experience competing as part of a team in a range of activities without adding to the pressures of being part of a school team. The aim of House activities is to involve a wide range of students in school activities, ones that they might not otherwise be involved in.

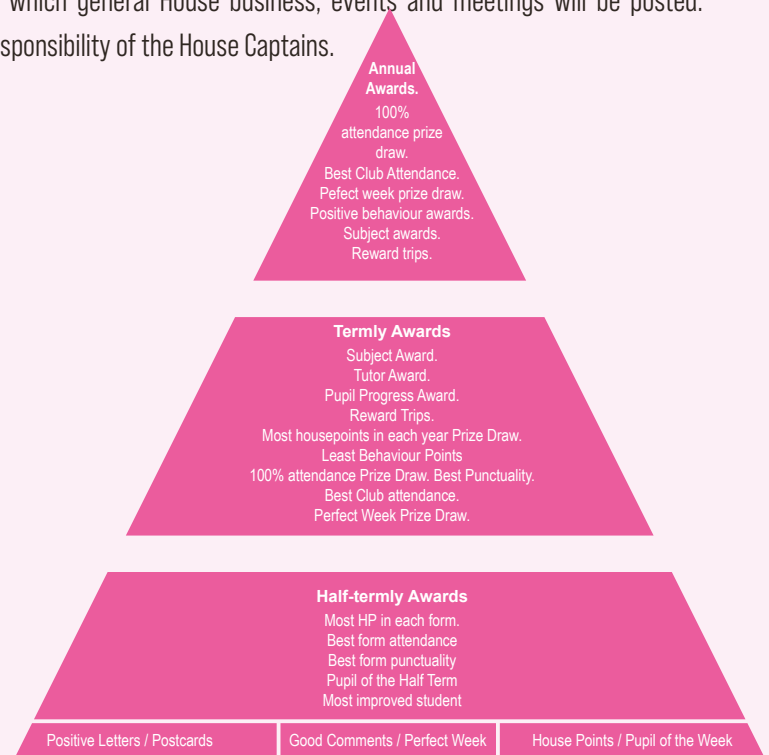
## COMPETITION

Each half term, there will also be an inter-House competition. There is a wide array of competitions, to ensure all interests are catered for and to encourage all pupils to compete for the House they represent. House Points will be awarded throughout the year for competitions for each year group. Any examples of “public spirit” – care for the environment, helpfulness to members of staff, assisting at extra – curricular functions etc. - also attract the reward of House points.

Points are collected each term and collated. Not only are Houses rewarded each half term with House points for the number of achievements received for all students but the system also operates as a running total, i.e. each total recorded is calculated from the September of the academic year. The updates are displayed on the House notice boards. Each House has its own notice board, on which general House business, events and meetings will be posted. The upkeep and displays on these boards are the responsibility of the House Captains.

## REWARDS

The celebration of students’ successes and achievements is an integral part of what we do at Brentford. Achievement in all areas of success is highly valued. We believe success is to be celebrated at all levels, and that rewards should be in place to inspire and recognise the outstanding achievements of our students.



# THE SCHOOL DAY

<b>ARRIVE AT SCHOOL</b> <b>8.40AM</b>
<b>TUTOR TIME</b> <b>8.50AM – 9:10AM</b>
<b>PERIOD 1</b> <b>9:10AM – 10.00AM</b>
<b>PERIOD 2</b> <b>10:00AM- 10:50AM</b>
<b>BREAK</b> <b>10:50AM – 11:05 AM</b>
<b>PERIOD 3</b> <b>11:10AM – 12:00AM</b>
<b>PERIOD 4</b> <b>12:00 – 12:50 PM</b>
<b>LUNCH</b> <b>12:50PM - 1.25PM</b>
<b>PERIOD 6</b> <b>1:30PM – 2.20PM</b>
<b>PERIOD 7</b> <b>2:20PM – 3.10PM</b>
<b>NOTE – ON FRIDAYS SCHOOL ENDS AT 2:20PM FOR YEARS 7-11.</b> <b>6TH FORM LESSONS CONTINUE AS USUAL</b>



# YEAR 7 CURRICULUM

At Brentford School for Girls, we believe an encompassing education is as important as your daughter being successful with us. With this in mind, we have created the timetable within education guidelines to give your daughter the most comprehensive education possible. Below you can see the current allocation of time per subject:

<b>CORE SUBJECTS:</b> English Mathematics Science Literacy & Reading	4 lessons 5 lessons 4 lessons 1 lesson	<b>CREATIVE ARTS:</b> Art Design Technology (Food & Textiles Technology)	1 lesson 2 lessons
<b>HUMANITIES SUBJECTS:</b> Geography History Religious Studies	2 lessons 2 lessons 1 lesson	<b>MODERN FOREIGN LANGUAGES:</b> French/ German	3 lessons
<b>PERFORMING ARTS:</b> Drama Music* Physical Education	1 lesson 1 lesson 2 lessons	<b>OTHER SKILLS:</b> BLOSSOM	1 lesson

Below is an example of what your daughter's timetable may look like:

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	Technology	PE	Science	English	German
2	Technology	Maths	Maths	Science	Drama
BREAK					
3	English	IT	Science	BLOSSOM	History
4	Maths	English	English	Music	PE
5	Tutor Time	Tutor Time	Tutor Time	Tutor Time	Tutor Time
LUNCH					
6	Maths	German	RE	Art	English
7	German	Geography	Geography	History	Science

Example of an EXTRA CURRICULAR club time table:

BRENTFORD SCHOOL FOR GIRLS EXTRA CURRICULAR CLUBS				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FREE BREAKFAST CLUB (YR 7-13) 08.00-08.30 (T1) LUNCHTIME HOMEWORK CLUB (YR 7-13) 13.00-13.30 (T2) GYMNASICS (YR 7-13) 13.00-13.30 PANKHURST GYM FOOTBALL (YR 7-8) 13.00-13.30 ASTRO (YR 7-8) 15.20-16.30 ASTRO DUKE OF EDINBURGH (YR 10) 15.20-16.20 (T1)	FREE BREAKFAST CLUB (YR 7-13) 08.00-08.30 (T1) LUNCHTIME HOMEWORK CLUB (YR 7-13) 13.00-13.30 (T2) FOOTBALL (YRS - YR11) 13.00-13.30 ASTRO NETBALL (YR 7) 13.00-13.30 NETBALL COURTS BADMINTON (YRS - YR13) 13.00-13.30 CURIE GYM NETBALL (YR 10-11) 15.30-16.20 NETBALL COURTS	FREE BREAKFAST CLUB (YR 7-13) 08.00-08.30 (T1) LUNCHTIME HOMEWORK CLUB (YR 7-13) 13.00-13.30 (T2) BADMINTON (YR 7-8) 13.00-13.30 CURIE GYM TAG RUGBY (YR 7-8) 13.00-13.30 ASTRO GCSE PE CLUB (YR 10-11) 13.00-13.30 PANKHURST GYM NETBALL (YR 8-9) 15.20-16.20 NETBALL COURTS DEBATE MATE (YR 7-10) 15.20-16.30 (M1B)	FREE BREAKFAST CLUB (YR 7-13) 08.00-08.30 (T1) LUNCHTIME HOMEWORK CLUB (YR 7-13) 13.00-13.30 (T2) JUST DANCE (YR 7-13) 13.00-13.30 THEATRE NETBALL (YR 8-9) 13.00-13.30 NETBALL COURTS BASKETBALL (YR 7-8) 13.00-13.30 CURIE GYM CODE MASTERS (YR 7-13) 13.00-13.30 (T4) EAL LUNCH CLUB (YR 7-13) 13.00-13.30 (A3) LION KING PROP MAKING (YR 7-13) 15.20-16.20 (D5)	FREE BREAKFAST CLUB YR 7-13 08.00-08.30 (T1) LUNCHTIME HOMEWORK CLUB (YR 7-13) 13.00-13.30 (T2) BASKETBALL (YR 7-8) 13.00-13.30 CURIE GYM INDOOR GAMES (YR7 & 6 & 9) 13.00-13.30 IP1 MULTISPORTS (YR 7) 13.00-13.30 ASTRO NETBALL (YR 7) 13.00-13.30 NETBALL COURTS

AMBITIOUS | CONFIDENT | FLEXIBLE | INQUISITIVE | REFLECTIVE





# HOMWORK AND SCHOOL EQUIPMENT

Students are expected to do their best at all times and take pride in their work. Students should have the basic equipment with them at all times:

- At least two pens (blue and/or black ink with a green pen for corrections)
- Pencils
- A ruler
- An eraser
- A calculator
- A reading book
- Students should not draw, doodle or deface their exercise books in any way
- Students are encouraged to use a handwriting pen and only blue or black ink for writing
- To avoid wastage and improve presentation they should rule off after their last piece of work, leave one line before beginning the work

## HOMWORK

Homework is work that needs to be completed outside of the timetabled curriculum. The purpose of homework is to consolidate and extend work covered in class or to prepare for new learning activities. Homework enables students to become more independent as learners and is important in raising student achievement.

There is a homework timetable given to every student which stipulates the homework that students should receive each day in their different subjects. In addition to this all pupils are expected to read for a minimum of 20 minutes every day. During the exam periods any exam group will be given revision tasks as homework.

Homework will be set in accordance with the program of study planned for the year and will reflect the age and ability of the pupil. Homework tasks could range from project work in KS3 to research tasks and flipped learning in KS4 and KS5.

There are daily homework clubs which run during lunch time where your daughter has the facilities/ resources available to complete any work that she may find difficult to do at home. The school library is also open from Monday to Thursday from 8:00am to 4:30pm and Fridays from 8:00am to 3:30pm.

You can assist your daughter with homework by:

1. Providing a quiet space for homework to be completed at home.
2. Checking the homework timetable against homework she is receiving each day and report any issues to her Form Tutor in the first instance.
3. Checking presentation and content of all homework being completed and returned to school.
4. Signing her journal each week as a means of communication with her teachers.
5. Praising your daughter for her efforts when she completes a good piece of homework.
6. Supporting the school in ensuring that your daughter attends any detentions set or interventions put in place for lack of homework.

Recommended hours that should be spent on homework per night;

Year 7 & 8 = 30 - 40mins per subject + 20 mins reading time

Year 9, 10, 11 = 45 - 60mins per subject + 20 mins reading time

# HOMEWORK

Please find an example homework timetable for a Year 7 student below:

PERIOD	7CN	7AM	7FL	7IN	7RF
MONDAY	Science Art Maths	IT Music History Maths	Science History Maths Science	Geography RE Maths	Religious Education Science Maths
TUESDAY	Drama English Religious Education	Religious Education German English	DT Music Geography	DT BLOSSOM French	DT Art IT
WEDNESDAY	Geography German Maths	Science Maths	Religious Education BLOSSOM Maths	Science Drama Maths	Music French Maths
THURSDAY	IT English History Science	Drama English Geography	Art English Science	History Music English Art	BLOSSOM History English Science
FRIDAY	BLOSSOM Music DT	BLOSSOM Art DT Science	IT French English	Science IT English	Drama Geography English



# ASSESSMENT

## What's changed?

- Numbers (9-1) have replaced letters (A\*-G).
- We do not need to report national curriculum levels at the end of Keystage 3
- Students at Brentford study their GCSEs over a three year period starting in year 9.

## What grades do we use?

Given that there has been so much change, as a school we have moved to a common assessment scale which runs from Year 7 through to Year 11. We hope that this will simplify our assessment framework making it easier for everyone to understand.

The new assessment scale runs from 1 (lowest) to 9 (highest). The table below shows the new GCSE scale alongside its' equivalent old GCSE letter. As the previous system of A\*-G was an 8 point scale and the new scale has 9 points it does not allow for a direct comparison.

A grade 4 is equivalent to a low C grade and is considered a 'good pass'. A grade 5 is equivalent to a high C grade and is considered a 'strong pass'

Old GCSE grade	New GCSE number
	9
A*	8
A	7
B	6
C+	5
C	4
D	3
E	2
F/G	1

A student who has achieved a high level 3 will be assessed as being a 3+, a mid-level 3 will be a 3= and a low level 3 will be a 3-

## How do we assess?

Regular assessment of student progress is key to ensuring that students are on track to achieve their data targets at the end of each year. Assessment can be in the form of tests, end of year exams, in class assessment, quizzes, coursework etc. All of these assessments tell us how well you're doing, it helps you know how to improve and it helps your teachers plan for your next lessons.

## How frequently is data collected?

As a school we collect assessment data four times per year for each student in the school. You will receive an interim report sent home each time we collect this data.

## What sort of feedback will I receive on how I am doing?

Feedback comes in different forms including:

- Written feedback in books and tests (what went well – WWW and even better if – EBI)
- Oral feedback – about how students can improve their work and verbal answers
- Peer and self assessment – Students are taught how to assess their own and each other's work

# BEHAVIOUR AND PROCEDURES

At Brentford we do expect the highest standard of student behaviour. The school has a positive behaviour policy; poor behaviour and bullying will not be tolerated. Details of the behaviour policy can be found on our website. There are a number of whole school procedures which your daughter will find helpful in providing her with an understanding of how the school works.

## ABSENCE

We expect all of our students to aim for 100% attendance. It is the most important factor in their success. If your daughter is unable to come to school, we ask you to telephone the school by 8.30am. It is not acceptable for the student to telephone the school to explain her absence. If we do not hear from you, our School Attendance Officer will contact the Parent/ Carer on the first day of absence. Notes for absence must be handed to the Form Tutor on returning to school.

We do not authorise holidays in term time, unless there are exceptional circumstances. A holiday application form has to be completed for the Headteacher's decision.

## LATENESS

Students who arrive to school late, between 8.50 and 9.00am should go straight to their lesson. They will be required to sit a 30 minute lunch time detention. After 9.00am they must report to the Pastoral Manager, to sign in and explain why they were late. Students who are persistently late will be given a punctuality contract and the Parent/Carer will be expected to come in to school to discuss the matter.

## LEAVING THE SITE

Students in Years 7 – 11 should not be off site during the day. Medical appointments etc. should be made outside of school hours. If a student has to leave the site during the day, they must obtain an absence authorisation pass from the Pastoral Manager. The Parent/Carer will be asked to complete a note in their daughter's journal and proof of appointment, in order for this to be issued.

Pastoral Manager Year 7 – 13	- Mrs Shah
Wellbeing Co-ordinator	- Ms Davies

## LOCKERS

Your daughter will have the opportunity to rent a locker, in order to store her belongings during her time at Brentford. A £5 deposit will be required, in order to allocate your daughter a locker, this process will take place during the first week at school in September.

## CONDUCT IN THE COMMUNITY

All students are ambassadors of the school. As such their conduct on the way to and from school should be exemplary. Uniform should be worn as it is in school and consideration and respect must be shown for other members of the local community.

Students are not permitted to congregate in large groups as this can be intimidating to other people. They must go straight home at the end of the day and are not permitted to congregate in Brentford High Street, St Paul's children's' playground, or Hounslow Town Centre.

Students are not permitted to use Morrison's supermarket after 8.30am.

## MOBILE

The Parent/Carer wishing to make contact with their daughter during the school day must telephone the school and can leave a message with Reception. If the Parent/Carer want their daughter to bring a mobile phone into school, please be aware that mobile phones must be switched off and kept out of sight. If a student is seen using their phone or the phone rings during the school day, it will be confiscated and stored securely.

in 'Wellbeing' until the end of the school day when it can be collected. If the phone is confiscated on a second occasion, it will be confiscated for 5 school days and we will need the Parent/Carer to attend school in order for the phone to be returned.

## JEWELLERY

If jewellery is worn it must be limited to a watch and one small pair of plain studs, one in each ear lobe. Multiple body and facial piercings will not be accepted. If students are wearing additional jewellery, it will be confiscated and a 30 minute detention issued. They can retrieve it from an appointed member of staff at the end of the school day. If it has been taken before, a Parent/Carer will be asked to come into the school to collect the confiscated item/s. Items may be held for a set period of time in persistent cases. Items which are an obligation of the religion practiced which must be worn at all times are permitted, but must be worn discretely whilst at school and must comply with the school's restrictions for health and safety. Once students arrive at the gates mobile phones and any headphones should be turned off and out of sight until the final bell has gone and pupils are dismissed from their classes and outside the school buildings. The school cannot take responsibility for any valuable items, e.g. iPods/mobile phones and will not investigate the loss of expensive items. If there is a cause for a member of staff to confiscate any item a 30 minute detention will be issued. Students should only bring the items necessary for them to function effectively during the school day. Items of clothing must be clearly marked with their name, and all students should make use of a locker.

## CATERING

The school operates a totally cashless till system in the dining Hall. Students will be put on the biometric system and it is their responsibility to make sure they have sufficient credit on their accounts to purchase food from the dining hall. Our preferred option of payment is online using the scopay system, pupils accounts can be accessed via [www.scopay.com/brentfordgirls](http://www.scopay.com/brentfordgirls).

## PACKED LUNCHES

Packed lunches need to look appealing; be healthy, be filling and taste good, and the key to this is variety. Protein such as lean meat, poultry, fish, cheese, egg or pulses should be included. Pizza bases, bagels, crackers, rice or pasta provide an alternative to sandwiches. It is unnecessary to put too much sweet food into packed lunches e.g. not chocolate but fruit. Cereal bars and dried fruit provide a treat and good end to the meal. The addition of an ice pack will help to keep the food fresh. Water to drink is available in school. Girls should not share their packed lunches with their friends in case they have an allergy to particular foods. Extra-large/ family sized bags of crisps and energy drinks are banned and not permitted on the school site.

# CLASSROOM EXPECTATIONS

At Brentford School for Girls we have high expectations of our pupils behaviour and conduct. We aim to create an environment that is positive for both staff and pupils to work in, in order for learning to take place and as a result all will fulfil their potential.

- Walk into class quietly, following the staff greeting, and move quickly to our allocated seat.
- Remove coats and place bags under the desk.
- Put our journal on the desk – unless this is a practical subject and becomes a safety risk.
- Get all equipment out ready for the lesson.
- Listen to the teacher – class is in silence when the teacher is talking.
- Raise our hand if we wish to speak to the teacher and wait to be responded to.
- Work within what group we are allocated to.
- Follow all requests from the teacher without question.
- Leave the classroom quietly when the teacher dismisses us.

Issue	Sanction
Late to school	30 minute same day detention
Late to lesson period 2 onwards	Head of Year detention
Uniform infringement – Items missing e.g. incorrect shoes, tie, blazer, incorrect skirt, make-up on, long nails or painted nails	Send to Wellbeing to change, remove make up or nail varnish – issued with a 30 minute detention
Uniform infringement – Uniform not worn correctly. Tie not on properly, skirt rolled up	30 minute detention
Jewellery – No jewellery apart from watch and a pair of small studs, one in each ear lobe	Confiscation of jewellery – 30 minute detention Subsequent confiscation – a Parent/Carer must collect / extended confiscation period.
Chewing gum	30 minute detention
Mobile phone	Confiscation of phone – 30 minute detention Subsequent confiscation – a Parent/Carer must collect / extended confiscation period.
Equipment missing	30 minute detention
No journal	30 minute detention
No homework	30 minute detention
Low level disruption – e.g. Talking when the teacher is talking Continuation of talking If behaviour persists	Non – verbal warning Verbal warning Move to another seat or group Move outside room to reinforce expectations. Detention set appropriate to behaviour issue.



# CORRIDOR AND PLAYGROUND CULTURE

At Brentford School for Girls we...

- Demonstrate positive behaviour at all times.
- Respect our environment.
- Do not use any foul language.
- Place all litter in the bin and leave our area tidy.
- Wear our uniform correctly throughout the day.
- Eat and drink in the hall, canteen, year zones, Curie foyer tables and picnic tables. Students are not permitted to eat or drink in corridors.
- Move to lessons upon hearing the movement bell.
- Move through the corridor quickly and quietly – walking on the left.
- If we have any problems or concerns, we see a member of staff.
- Keep our mobile out of sight throughout the day.
- Wear school uniform to and from school.

Issue	Sanction
Shouting in the corridor	Verbal warning – if persistent you will receive a detention
Foul language/swearing in corridor or playground	30 minute detention
Arguing at break or lunch	You risk a sanction if you do not resolve. Make sure you see a member of staff
Fighting or physical contact between students	Risk of internal or external exclusion
Eating in the corridor between lessons	Verbal warning and items confiscated
Eating in the corridor at lunch time	Verbal warning and directed to picnic tables or main hall
Drinking energy drinks and/or eating family sized crisps, e.g. 150g bag of Sensations or Doritos or full tub of Pringles	Confiscation that will not be returned 30 minute detention
30 minute detention	
Dropping litter	Verbal warning / detention is persistent
Refusing to pick up litter	1 hour detention
Graffiti	Clean off and 1-hour detention. Possible payment for damages / cleaning.
Uniform infringement – Items missing e.g., incorrect shoes, tie, blazer, incorrect skirt, make-up on, long nails or painted nails	Sent to Wellbeing to change – issued with a 30 minute detention
Uniform infringement – Uniform not worn correctly. Tie not on properly, skirt rolled up	30 minute detention
Jewellery – No jewellery apart from watch and a pair of small studs, one in each ear lobe	Confiscation of Jewellery – 30-minute detention Subsequent confiscation – a Parent/Carer must collect
Chewing gum	30 minute detention
Mobile phone	Confiscation of phone – 30-minute detention Subsequent confiscation – a Parent/Carer must collect

# HOW DO WE SUPPORT YOUR DAUGHTER?

## THE FORM TUTOR

To monitor the progress your daughter is making, the Form Tutor will encourage your daughter to work hard, try her very best, and set herself targets in order to achieve her full potential. Your daughter's Form Tutor will monitor her progress across the curriculum, and will refer to her Head of Year if there are any concerns about learning.

To support your daughter and look after her wellbeing, your daughter's Form Tutor will be your first point of contact if you have any questions or concerns. They will also be there for your daughter on a daily basis to help support her throughout her time at Brentford School for Girls. They will get to know your daughter and take an interest in her studies as well as hobbies and interests.

To encourage excellent behaviour, attendance and punctuality the Form Tutor will ensure standards of uniform and organisation are impeccable, and will help your daughter if she is struggling in these areas. Your daughter's attendance and punctuality is closely monitored on a daily basis, with the Form Tutor following up on any issues in this area. The Form Tutor will also reward your daughter on a weekly basis, through housepoints, for perfect uniform, and for attending school every day on time that week.

Every day, your daughter will see her Form Tutor for 20 minutes, for either tutor time activities or an assembly. This is a perfect opportunity for the Form Tutor to get to know your daughter better, communicate key information, be there to support any issues, and celebrate success. Tutor time also involves literacy activities, wellbeing discussions, and competitive team building opportunities, amongst others.

## THE HEAD OF YEAR

The Head of Year works closely with your daughter's Form Tutor, to ensure she settles well at Brentford, feels happy and safe, and achieves her potential. Working closely with data to track your daughter's progress, the Head of Year will follow up on any concerns and ensure that all support is in place to encourage any barriers to learning are overcome. The Head of Year will also celebrate the successes of the year group, and reward individuals and tutor groups for excellent academic performance, excellent attendance, and improvements in certain areas.



# HOW DO WE SUPPORT YOUR DAUGHTER?

## THE HUB

The Helping Undo Barriers (HUB) Team consists of the HUB Lead and Child Protection Officer, Pastoral Manager, Wellbeing Co-ordinator, Senco, Counsellors, and SLT representatives, overseeing both behaviour, safeguarding and wellbeing. The team meet regularly to discuss student needs and make referrals to both inside and outside agencies if required. All referrals are made through your daughters' Head of Year.



## WELLBEING

Health and Wellbeing is a key aspect of healthy living. Students should consider making decisions that support healthier lifestyles. The Wellbeing Centre is a place to contact if your daughter has any queries regarding her own health and wellbeing. 'Wellbeing' is open every day from 8am until 4pm, including every break and lunchtime for students' medical or health needs, as well as general first aid.

Students should not ask to leave a lesson to go to Wellbeing unless it is an emergency; they should wait until break or lunch time as it is vital that students are in lessons to ensure optimum learning.

We do ask that students do not leave lessons during the first and last 10 minutes unless they have a medical pass or toilet pass, to ensure that all students arrive and leave lessons safely.

Students should come to school with a full bottle of water and top it up throughout the day from the many water fountains in school. Students will not be allowed to come to 'Wellbeing' for a drink of water during lesson time. Students should try to drink up to 2 litres of water per day.

To ensure that medicines are administered safely, students are not allowed to self-medicate in school. If a student requires medication (antibiotics etc) then this needs to be handed to 'Wellbeing' first thing in the morning and collected at the end of the day.

If a student is sent to 'Wellbeing' for a uniform, make-up, nail varnish or acrylic nails issue, a 30 minute detention will be issued. We do ask that students ensure that they follow the uniform policy to avoid any detentions.

If a student should need to use crutches in school, we do require a letter from the hospital to ensure that their needs can be met and to ensure that they are safe around the school.

All students should come prepared with their own sanitary products. 'Wellbeing' will only provide these in an emergency, we do ask that students are prepared for their monthly menstruation.

Taking responsibility for your own health and wellbeing is key to a good mind-set and healthy body.





# SUPPORTING CONFIDENCE, RESILIENCE AND SELF-ESTEEM

At Brentford, we aim to develop the confidence, resilience and high self-esteem of all of our students. Support and guidance is provided through the tutor time, assembly programme, themed 'Wellbeing Weeks' and the PSHCE programme.

As part of this, students will undertake the pupil attitude to self and school (PASS) assessment at the beginning of each academic year. Where students highlight a low score for any one of the categories, they will receive targeted intervention from their Head of Year or the Helping Undo Barriers (HUB) team. Students may be offered an intervention such as being part of a 'resilience group,' in order to develop confidence and improve their self-esteem. Students may also be referred to counselling via their Head of Year. Alternatively, students can access support through targeted support from our student HUB Ambassadors, friendship groups and student leadership teams.

At Brentford, we also have a school dog called 'Lillie.' Lillie attends school once a week, supports students in our ASD Unit, reluctant reader's programme, resilience interventions, and is a definite stress reliever at break and lunch times, where she enjoys being petted.



# SAFEGUARDING CHILDREN

Our full Child Protection policy can be accessed via the school website. At Brentford, we work hard to ensure that there is a caring, safe and secure environment where all students are able to grow and develop to the best of their ability. Our students are encouraged to develop our learning values; ambition, confidence, flexibility, inquisitive and resilience. All of our staff understand their responsibility to ensure that all of our students can fulfil their learning potential by providing active support to keep all children safe.

Our school safeguarding policy is underpinned by;

- Working closely within multi-agency partnerships
- Establishing a safe environment
- Ensuring that safer recruitment checks take place for all staff and volunteers, including maintaining accurate records
- Educating children with the required skills and knowledge to keep them safe
- Ensuring all staff, volunteers and visitors are clear on safeguarding procedures in identifying and reporting concerns
- Supporting students in accordance with the safeguarding policy

We have a legal obligation to report any concerns to social services should this be brought to our attention.

The designated Senior Safeguarding lead is: Katie Coleman; [kcoleman@brentford.hounslow.sch.uk](mailto:kcoleman@brentford.hounslow.sch.uk).

The Child Protection Officer is: Angela Stone; [astone@brentford.hounslow.sch.uk](mailto:astone@brentford.hounslow.sch.uk).

Should you have any concerns about safeguarding issues, then please do not hesitate to contact us.

## E-SAFETY

The use of e-safety, and related terms such as 'online,' 'communication technologies' and 'digital technologies' refer to all fixed and mobile technologies that children may encounter which might pose e-safety risks. It is important to avoid using the term ICT when talking about e-safety, as this implies that it is a technical issue, which is not the case. The primary focus of e-safety risks are posed more by behaviour and values online than the technology itself. Our overall approach must be to allow, not to restrict access to technology. We need to empower learners to develop safe and responsible online behaviour to protect themselves. Our e-safety policy which you will find on our website, is to give details of what Brentford School for Girls does to promote the safe use of communication and digital technologies with reference to other policies and procedures that support safe use. This includes guidance for students, the Parent/Carer and staff.

The students are given guidance on how to stay safe online (including e-safety, cyber-bullying and use of social networking sites) including the appropriate use of fixed and mobile technological devices, which might pose e-safety risks. This guidance is delivered through the school's ICT, tutor times and assemblies. All students are given guidance about whom they can speak to if they are worried about any e-safety issues.

## BULLYING POLICY/STATEMENT

Brentford School for Girls is committed to ensuring all staff and students feel safe and secure. School life is a calm and a purposeful environment, underpinned by relationships built upon mutual respect. Our expectation is that all students and staff will behave in appropriate and socially acceptable ways. Pupils must feel that they can come to school and learn in a relaxed and secure atmosphere. At Brentford we aim to provide a safe learning environment where everyone feels able to enjoy, achieve and fulfil their potential, free from bullying. The well-being of every young person is of paramount importance; every learner has the right to a high-quality learning experience at school, free from harm, neglect and abuse. All staff have a duty of care and a responsibility for safeguarding and promoting the well-being of students and this is something of upmost importance to the school. The school community share the definition of bullying as “a persistent and deliberate attempt to hurt or humiliate someone”. One-off incidents, whilst very serious and always dealt with, may not fall within the definition of bullying but they may have the potential to become a bullying incident. Therefore, they are dealt with using the same procedure.

We acknowledge that bullying happens, however bullying of any kind is unacceptable and will not be tolerated at our school. If bullying does occur, all pupils should be able to tell someone and know that incidents will be dealt with promptly and effectively. We believe that it is possible to take action not only to help the victims of bullying, but bullies too, who are often very troubled individuals.

At Brentford School for Girls, we seek to highlight the issue and to create a climate where students, staff and the Parent/Carer feel able to talk about bullying and being bullied and are confident that something will be done. This means that anyone who knows that bullying is happening is expected to inform the school.

## CYBER-BULLYING: KEY SAFETY ADVICE FOR CHILDREN AND YOUNG PEOPLE

Always respect others - be careful what you say online and what images you send. Think before you send - whatever you send can be made public very quickly and could stay online forever.

Treat your password like your toothbrush - keep it to yourself. Only give your mobile number or personal website address to trusted friends. Block the bully - learn how to block or report someone who is behaving badly. Don't retaliate or reply! Save the evidence - learn how to keep records of offending messages, pictures or online conversations.

Make sure you tell:

An adult you trust, or call a helpline like ChildLine on 08001111 in confidence. ;

The provider of the service; check the service provider's website to see where to report incidents;

Your school, your Form Tutor, your Head of Year, or the Pastoral Manager can help you.



# THE USE OF ICT IN SCHOOL

Throughout their time at school, students will be expected to use electronic devices and online resources, to aid their learning and to help them prepare for a future in which information technology is commonplace.

## APPROPRIATE USE

Further in this booklet you will find information about appropriate use of our ICT facilities in the 'Acceptable Use Policy,' which requires every student to ensure safe, appropriate and relevant activity at all times when using ICT.

## EMAIL

In their first few weeks in school, every student is given details to enable them to use IT equipment and a school email account. The email address is made up of their login details and the school web address, e.g. jjones181@brentford.hounslow.sch.uk. Access to email is available both in school and at home.

## ACCESSING EMAIL IN SCHOOL

Each time your daughter logs in, she will be able to access Microsoft Outlook which will display all emails when opened.

## ACCESSING EMAIL FROM HOME

Log into our school website ([www.brentford.hounslow.sch.uk](http://www.brentford.hounslow.sch.uk)) and click on the link on the school portal. This will take you to a secure area and which will require your daughter's log in details as described below:

'Username' is the same login used to access computers in school, e.g. jjones181.

'Password' is the same as the one use for school.

## USING OUR SCHOOL WEBSITE

Our website is an essential source of information to the Parent/Carer. It is continually being updated and you are encouraged to visit it regularly.

## TWITTER, FACEBOOK AND INSTAGRAM

We also have Twitter, Facebook and Instagram pages which are updated regularly with news for all in the Brentford community, particularly if there are trips out and updates are sent in real time. Our social media handles are all included on the back page of this document.

## GOOGLE CLASSROOM

Students will be given a log on for Google Classroom and will access this platform to complete their homework. Students are also expected to complete homework on this platform,. Students will be able to access their classwork, resources and learning materials from lessons. All students will use this platform regularly to aid learning.

## KEY SAFETY ADVICE FOR THE PARENT/CARER

Be aware, your daughter may be as likely to cyber-bullying as be a target of a cyber-bully Be alert to your daughter seeming upset after using the internet or their mobile phone. This might involve subtle comments or changes in relationships with friends.

They might be unwilling to talk or be secretive about their online activities and mobile phone use. Talk with your daughter and understand the ways in which they are using the internet and their mobile phone. See the key messages stated on the previous page to get you started, please remind your child not to retaliate and to keep the evidence of offending emails, text messages or online conversations.

How to report cyber-bullying:

Contact the school if it involves another student, and if it is within our remit, we will take appropriate action.

Contact the service provider.

If the cyber-bullying is a potential criminal offence, you should consider contacting the police or the Child Exploitation & Online Protection Center (CEOP) on 0870 000 3344.

# COMMUNICATION WITH THE PARENT/CARER

Building a partnership between the Parent/Carer and the school is very important. We encourage the Parent/Carer to contact the school whenever you feel necessary. During the school year we have a number of events including our Parents subject evening for each year group. Parent/Carer attendance at these events is very important in order for staff to share vital information about your daughters progression in each of her subjects.

Should you have any questions or concerns the first point of contact should always be your daughter's Form Tutor. You can contact the Form Tutor by writing a note in the journal, or by phoning the school. We aim to reply within 24 hours.

If you would like to contact someone else, your next point of contact should be your daughter's Head of Year. Below are the names of the Heads of Year:

## Heads of Year

Ms Minors (Year 7)	fminors@brentford.hounslow.sch.uk
Ms Giddens (Year 8)	sgiddens@brentford.hounslow.sch.uk
Ms Pyke (Year 9)	jpyke@brentford.hounslow.sch.uk
Ms Marsh (Year 10)	kmarsh@brentford.hounslow.sch.uk
Ms Garrett (Year 11)	ngarrett@brentford.hounslow.sch.uk

## The Leadership Team

Headteacher: Ms Leenders

Deputy Head Teacher: Ms Stevenson - Teaching and Learning

Deputy Head Teacher: Ms Singh - Achievement

Assistant Head Teacher: Ms Coleman - Safeguarding and Welfare

Assistant Head Teacher: Mr Dexter - Behaviour and Inclusion

Assistant Head Teacher: Mr May - Curriculum

Associate Assistant Head Teacher: Ms Fleck - Community & Ethos

Head of Sixth Form: Ms Agnihotri

If you would like to come in to discuss matters with a member of staff, please contact the schools reception to arrange a convenient time. We cannot guarantee that you will be seen if you turn up to the school without arranging an appointment.

# 'TOP TIPS' FOR PARENTS SUPPORTING THEIR DAUGHTER JOINING SECONDARY SCHOOL

## 1. ATTENDANCE

Time off school affects progress. Always ensure that your daughter arrives on time and eats a healthy breakfast as this supports concentration.

## 2. SHOW INTEREST

Talk her through her timetable and talk about what she has learnt that day. Her journal will show you her timetable, homework timetable and any homework set that day. It will also be a method of communication between the Parent/Carer and teachers.

## 3. APPROPRIATE PLACE TO COMPLETE HOMEWORK

Does your daughter have an appropriate place to complete her homework?

## 4. SUPPORT

Support your daughter with her homework, but don't do it for her - support your daughter to find the answers to her homework. You could both research the homework together. Please make sure that your daughter gets into the routines for meeting all homework deadlines.

## 5. EXTEND HER EXPERIENCES RELEVANT TO HER EDUCATION

Plan family visits to museums, galleries, historical contexts or the beach. This supports your daughter's learning and brings it to life.

## 6. MAXIMISE THE TV AND INTERNET

There are a variety of programmes related to what your daughter is studying. They also give a fantastic opportunity to discuss key topics and issues at home.

## 7. GET TO KNOW THE CURRICULUM

Use our curriculum guide, available online to support your daughter's progress.

## 8. HAVE A 'TOOLBOX' FOR LEARNING

It is always useful to have a box full of stationary, post it notes, calculator etc to support all home learning.

# UNIFORM LIST

## SCHOOL UNIFORM

- Black school jumper or cardigan
- Pink shirt
- Black and pink tie
- Black full pleated skirt, to the knee
- School blazer is compulsory for all students}
- House strips should be sewn onto the blazer beneath the logo
- Black school trousers (not skinny fit). Trousers must be appropriate for school – i.e. no denim, no studs, not cut off/short/cropped, no large belts/buckles/no labels and no coloured stitching.
- Plain black shoes (no boots, plimsolls or other canvas shoes, including leather Vans). Any heel should be a suitable height for school - no higher than 3cm
- Socks should be plain black or white
- No hoodies – students are asked to wear outside coats only, that are either black or grey.
- Hair accessories must be pink or black and functional
- During the summer months a summer shirt is also available.
- Students are expected to carry their equipment in a suitable school bag. Handbags are unsuitable for carrying books and are not permitted
- If headscarves are worn for religious reasons, they must be plain black



## PE KIT

- Pink School t-shirt with logo
- (only from Sanco)
- Black School fleece with logo
- (only from Sanco)
- White socks
- Sports trainers (suitability at the discretion of the PE staff)
- Shin pads (optional)
- Plain black tracksuit bottoms or plain black shorts
- No plimsolls

If a student arrives in school with incorrect uniform, she will be expected to accept the offer of a correct uniform. She may also be sent home to change into the correct dress. Trainers are only to be worn for PE. Hair - students are not allowed multi-coloured hair or styles that are offensive (e.g. shaved/partly shaved heads). All uniform items can only be bought from our preferred supplier, Sanco Schoolwear in Hounslow.

## SANCO

Sanco, the school uniform shop, is the sole provider of our uniform. They are a family run business, and their values on quality of uniform are exactly the same as ours. They currently have a shop in Hounslow at the following address: Sanco, 60 Bell Road, Hounslow, TW3 3PB

Tel: 020 8570 9990

Instead of visiting their store, uniform can be purchased online at [www.sanco.co.uk](http://www.sanco.co.uk).

## CATERING AND LUNCH TIME

Brentford School for Girls canteen was awarded 5 stars for hygiene in an unannounced surprise visit on 7th October 2016. Our canteen staff works tirelessly to deliver the best to our students and it's wonderful for them to receive recognition for this!

During breakfast, morning break and lunch our canteen serves healthy, freshly cooked meals and snacks daily. The school's catering is run in house by our Catering Manager Mrs Ouleye Mason who has been in the catering industry for many years. All meals are made on-site by skilled catering staff from fresh, sustainably sourced ingredients. Our aim is to supply pupils with good quality food, freshly cooked using fresh ingredients and offering good value for money at all times.

From 1st April 2019 to March 2020, we have been successful in securing a bid from the 'Magic Breakfast Club,' which is funded by the Government and sponsorship. This will allow all students to be able to access a healthy breakfast with a choice of 4 different types of cereal, porridge and bagels available in our canteen every day absolutely free of charge. Please encourage your daughter to take up this free breakfast as it is a proven fact that food eaten first thing in the morning enhances concentration.

The facilities offered within our school dining hall are extremely good and the quality and choice of food offered is excellent. Since the introduction of our cashless tills, the ability to be able to pay online and with the use of biometric readers introduced some years ago, it makes the use of our dining hall an enjoyable experience in a modern environment.

Pupils who are eligible for Free School Meals automatically have their account credited each day, and they can use this allowance at lunch time. For students that are entitled to receive Free School Meals using the biometric readers makes the system 'invisible', so other students do not know who is claiming a free school meal.

With everyone now using computers we have given the Parent/Carer the option to make payments online which gives the facility to pay for lunches along with school trips or anything else that has a cost implication. Further details on how this system works and how to register are available on our website or if you would prefer to speak to a member of the Finance Department. No cash is accepted in school at all.

Students who prefer to bring a packed lunch are welcome to use dedicated areas around the school and all students can purchase a smaller range of drinks and snacks that are available on a daily basis.

The Parent/Carer may by now be aware that as from 13th December 2014, the EU introduced new legislation in respect of food allergens awareness (EU regulation EU FIC 1169/2011).

You will be reassured to know, that well in advance of that date, the catering department at Brentford School for Girls ensured that:

- All catering staff had completed the Food Standards Agency's Allergens Awareness Training
- Put in place the statutory signage which advises pupils of what to do if they have a query on allergens contained within food
- Compiled a central database of allergens which is located in the kitchen area to provide any information that may be requested

We hope this gives sufficient assurances as to our proactive stance in how important we feel a good quality catering service is to our students and the importance in making sure that all our students receive a healthy meal if they wish to purchase one. Should you wish to discuss or have any queries these can be addressed to Mrs Partington, School Business Manager via email - [mpartington@brentford.hounslow.sch.uk](mailto:mpartington@brentford.hounslow.sch.uk).



The catering menu at Brentford School for Girls is on rotation every three weeks. See below an example menu:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MAIN COURSE	Chicken Lasagne	Lamb Balls & Rice	Moroccan Chicken & Lemon Couscous	Mexican Beef & Bean Wrap & Rice	Fish Burger in Bun with Chips
VEGETARIAN	Mince Quorn Lasagne	Spinach & Potato Curry & Rice	Moroccan Vegetable Tagine & Lemon Couscous	Mexican 3 Bean Wrap & Rice	Creamy Cheese & Sweet Pepper Linguine
DESSERT	Iced Sponge or Fruit Salad	Fresh Fruit Salad or Ice Cream	Fruit Jelly or Fruit	Fresh Fruit Salad or Sliced Peaches	Fresh Fruit Salad or Fruit
AVAILABLE DAILY	Sandwiches Baguettes Water Fruit Juice Salad Bar Halal Wrap Jacket Potato	Sandwiches Baguettes Water Fruit Juice Salad Bar Halal Wrap Jacket Potato	Sandwiches Baguettes Water Fruit Juice Salad Bar Halal Wrap Jacket Potato	Sandwiches Baguettes Water Fruit Juice Salad Bar Halal Wrap Jacket Potato	Sandwiches Baguettes Water Fruit Juice Salad Bar Halal Wrap Jacket Potato



# FREE SCHOOL MEALS, UNIFORM GRANT & CASHLESS

## FREE SCHOOL MEALS

Free School Meals application forms are borough specific; these can be accessed on individual council websites, based upon the borough you pay your council tax to i.e. If you live in the London Borough of Hounslow, you will need to go onto the council website and complete a Free School Meal form which you send back to them electronically.

Upon completion and review of your application, they will notify you of eligibility via a letter and this will then be forwarded on to us. Once we have received notification of eligibility free meals can commence immediately. If you are already in receipt of free school meals that are still within the date, then please forward to us a copy of this letter so that we can action immediately.

## UNIFORM GRANT

The uniform grant forms are available from the School Finance Department. On completion please return to the Finance Department along with any relevant benefit documentation which will also need to be shown as proof of which benefits you are eligible for.

Following the application phase, the recipient will be issued with a letter, 'Confirmation of Entitlement of Uniform Grant', which will need to be taken to our School uniform shop: (SANGO), 60 Bell Road, Hounslow, Middlesex TW3 3PB. At which point uniform can be selected up to the value of £80.00, any further uniform required will have to be self-funded.

## CASHLESS PAYMENT

A letter regarding our cashless system will be sent during the summer holidays with the procedure of how to set up an online account and how to make online payments. It is therefore important that pupils have sufficient money loaded on to their cards on the first day of term to be able to purchase a school lunch. Creating this account has many benefits for the Parent/Carer as well as your daughter including:

Please note that for a student to take part in school trips all payments will need to be made online, cash will not be accepted. Paying for school dinners online – using this account you can also see what your daughter is buying and when her money is running low, therefore she will never go short.

Paying for Trips – if a trip has limited spaces you can pay online rather than risk losing a place.

This service is free to use, and is provided to make paying for lunch and trips more convenient for the Parent/Carer.

Once logged into worldpay you can rest assured that all your card details are on a secure website.

Please take the time to read through the instructions to set up your daughters account, if you have two daughters within the school they can both go on the same account but will need to be linked, the instructions are on the sheet for linking student accounts.

When your account is set-up you will receive a confirmation email from worldpay and you will be able to start using the benefits of this service, after every payment you make you will receive an email confirming your payment which will act as your receipt. Please make sure when you are paying for items you add the money to the correct item e.g dinner money or trip.

# FREE SCHOOL MEALS AND PUPIL PREMIUM FUNDING

## Is your daughter eligible for free school meals?

Every student who claims free school meals is entitled to many forms of support at Brentford School for Girls. As well as being able to provide a nutritional meal at lunch time there is also extra money which is called the 'Pupil Premium' which is given to us as additional funding to support students. The money is used to help support learning through initiatives such as staffing extra revision classes, one-to-one tuition, help towards the cost of school trips, school uniform when joining in Year 7 and again if needed in Year 9 and school equipment.

We have, for a number of years seen a steady improvement in student's attainment with the use pupil premium funding and we can see this trend reflected in the tracking that we do with all our students.

Your daughter may be entitled to free school meals and/or pupil Premium funding if you are in receipt of certain benefits. You can apply to the Local Authority that you pay your Council Tax to and application forms are available on the LA website online.

For residents that live in the London Borough of Hounslow the link below will also provide additional information and the link to the e-application form.

[https://www.hounslow.gov.uk/site\\_search/results/?q=free+school+meal+application+fo](https://www.hounslow.gov.uk/site_search/results/?q=free+school+meal+application+fo)

# DATA PROTECTION STATEMENT

## Privacy Notice - Students

### Who processes your information?

Brentford School for Girls is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Data Protection Officer is responsible for overseeing data protection within the School. Their role is to oversee and monitor the school's data protection procedures and to ensure they are compliant.

### The categories of information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address);
- National curriculum assessment results;
- Characteristics (such as ethnicity, language, nationality, country of birth, and free school meal eligibility);
- Special educational needs (SEN); or to make referrals for additional support;
- Relevant medical information and use of the medical room for injuries/illness patterns;
- Behavioural information – eg number of temporary exclusions;
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Looked after children (LAC) episodes of 'being looked after' (such as important dates, information on placements etc) and actions of outcome of PEP meetings if they are relevant;
- Children classified at being at risk of significant harm or vulnerable (not meeting threshold) – All information will be stored and shared appropriately in line with current confidentiality guidelines;
- Share information with Youth Support Services in our area;
- Attainment with regard to public examinations achieved;
- Biometric impression for identification for cashless till relating to school meal service;
- Both internal and external CCTV images are taken for the safety of pupils, staff and visitors to school and are retained only for a short period of time to assist in the prevention of crime, damage to property and are destroyed in line with the schools retention policy;
- Data surrounding student attainment.

### Why we collect and use this information?

Brentford School for Girls holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

Article 6 and Article 9 of the GDPR

Education Act 1996 – Departmental Censuses this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

to support pupil learning

to monitor and report on pupil progress

to provide appropriate pastoral care

# DATA PROTECTION STATEMENT

- to comply with the law regarding data sharing
- to safeguard pupils

## Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it provided to us is on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

## Storing pupil data

Personal data relating to pupils at Brentford School for Girls and their families is stored in line with the school's Data Protection Policy.

The school does not store personal data indefinitely; data is only retained for as long as is necessary to complete the task for which it was originally collected.

## Who we share pupil information with

We will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupil's information with;

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- The NHS
- Careers Advisory Service

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information about individual pupils) (England) Regulations 2013.

## Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Youth support services

### Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A Parent/Carer can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the pupil once he/she reaches the age 16.

### **Pupils aged 16+**

We will also share certain information about pupils aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and



To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, the Parent/Carer and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the School Business Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: School Business Manager - Mrs Mary Partington or the schools Data Protection Officer – Mr C Stillwell : Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE: email [dataservices@judicium.com](mailto:dataservices@judicium.com) : telephone number 0203 326 9174

# ACCEPTABLE USE POLICY

## ACCEPTABLE USE POLICY (AUP): PUPIL AGREEMENT FORM

These rules will keep everyone safe and help us to be fair to others;

- I will only use the school's computers for school work, homework and as directed;
- I will not bring files into school (on removable media or online) without permission or upload inappropriate material to my workspace;
- I will only edit or delete my own files and not view, or change, other people's files without their permission;
- I will keep my logins, IDs and passwords secret and will change them when requested;
- I will use the Internet responsibly and will not visit web sites I know to be banned by the school. I am also aware that during lessons I should visit web sites that are appropriate for my studies;
- I will only e-mail people I know, or those approved by my teachers;
- The messages I send, or information I upload, will always be polite and sensible;
- I will not open attachments, or download a file, unless I have permission or I know and trust the person that has sent them;
- I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission;
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me;
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will save it and talk to a teacher / trusted adult;
- I am aware that some websites and social networks have age restrictions and I should respect this;
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk;
- I will respect that others need to use the computers. I will log off when I have finished using them and not interfere with their proper operation;
- I agree that the use of computers is monitored for the protection of both others and myself and that my internet usage will be checked from time to time.
- I will not access any information via the internet or store information that promotes radicalisation or extremist behaviours.
- I will not access social media during school hours or on school equipment.
- I will not use a teacher or another students account and or falsely set up an account
- I have read and understand these rules and agree to them.

Name: ..... (Please PRINT name)

Signed:..... Form.....Date.....

# COMMUNICATION BETWEEN BRENTFORD SCHOOL FOR GIRLS AND THE PARENT/CARER

## BRENTFORD BULLETIN

The Brentford Bulletin encompasses all news and upcoming events within the school, the Parent/Carer will receive the publication half termly.

## HIGHLIGHTS MAGAZINE

The Highlights Magazine is a termly publication which celebrates the success of the school and students.

## WEBSITE

As part of our communication, we would encourage you to check the school website regularly as we update it with correspondence sent home for the Parent/Carer, details of the curriculum offer, the school calendar, as well as other information we feel may be useful. Website: [www.brentford.hounslow.sch.uk](http://www.brentford.hounslow.sch.uk)

## SOCIAL MEDIA

We also share news and stories through our social media, and would love you to follow us on Twitter and Instagram, or become a friend of Brentford School for Girls on Facebook. We actively use social media to celebrate the activities taking place in school, and to showcase the opportunities available to our girls. We are proud of the learning that takes place each and every day and want to share this with you at every opportunity.

Facebook: [www.facebook.com/brentfordschoolgirls](https://www.facebook.com/brentfordschoolgirls)

Twitter: [www.twitter.com/brentfordschool](https://www.twitter.com/brentfordschool)

Instagram: [www.instagram.com/brentfordschool](https://www.instagram.com/brentfordschool)

## SCHOOL JOURNAL

Every student has a personal journal, received on her first day at school. This is used to keep a diary of homework, exchange brief messages with your daughter's Tutor, and to record rewards and sanctions. The journal must be checked and signed by the Parent/Carer and your daughter's Form Tutor each week.

## MEETINGS WITH THE PARENT/CARER

Over the course of the year, there will be a number of events where her attendance is important. You will have the opportunity to meet with members of staff to discuss your daughter's progress. There are also opportunities to attend information sessions, celebration events, and concerts/performances.

## CONTACTING STAFF

Staff may be contacted via email or telephone, although the most efficient way is through email as our staff are often teaching or unable to take a phone call during the school day. We do our very best to return calls and emails within 24 hours, but please bear in mind that this may not always be possible. Contact should be first made with your child's Form Tutor.

## SCHOOL RECORDS

It is vital that we have current and accurate Parent/Carer contact information including addresses, email addresses, and home and work telephone numbers for all. It is essential that we know how to contact you in an emergency. If you change any addresses or numbers please do contact us immediately. Alternatively contact details can be updated through our website. Please go to [www.brentford.hounslow.sch.uk/contactus](http://www.brentford.hounslow.sch.uk/contactus) and select sub-tab 'update your contact details'.

# TERM DATES

## SPRING TERM 2021

### MONDAY 4TH JANUARY - WEDNESDAY 31ST MARCH

Wednesday 12th February

Thursday 1st April - Friday 16th April

School ends (15.10)

HALF TERM

## SUMMER TERM 2021

### MONDAY 19TH APRIL - FRIDAY 23RD JULY

Monday 19th April

Tuesday 20th April

Monday 3rd May

Friday 28th May

Monday 31st - Friday 4th June

Monday 7th June

Tuesday 8th June

Wednesday 21st July

Thursday 22nd July

Friday 23rd July

INSET DAY

School returns

BANK HOLIDAY

School ends (15.10)

HALF TERM

INSET DAY

School returns

School ends (12.30)

INSET DAY

INSET DAY

This is the current draft of term dates. We will notify you of any changes throughout the year. The calendar can also be found on our website.

[Term dates](#) and [calendar dates](#) can also be found on our website.

# STAY CONNECTED FOLLOW US ON

about BRENTFORD SCHOOL FOR GIRLS



@BRENTFORDSCHOOLGIRLS



@BRENTFORDSCHOOL



@BRENTFORDSCHOOL

## CONTACT US

### TELEPHONE

0208 568 2093

### TRANSITION EMAIL SUPPORT

[transition@brentford.hounslow.sch.uk](mailto:transition@brentford.hounslow.sch.uk)

### WEBSITE

[www.brentfordschool.hounslow.sch.uk](http://www.brentfordschool.hounslow.sch.uk)

### GENERAL ENQUIRIES

[general@brentford.hounslow.sch.uk](mailto:general@brentford.hounslow.sch.uk)

## HOW TO FIND US

### BRENTFORD SCHOOL FOR GIRLS

5 Boston Manor Road  
Brentford  
Middlesex  
TW8 0PG

### BY RAIL

Brentford Station (South West Trains) is about 5 minutes from the school.

### BY BUS

Buses: H91, E2, E8, 65, 235, 237, 267, 195