



THE CITY OF PORTSMOUTH GIRLS' SCHOOL

**2007/2008
Parents' Guide
Pastoral
Information**

CONFIDENCE • PROGRESS • GROWTH • SUCCESS



THE CITY OF PORTSMOUTH GIRLS' SCHOOL

Welcome to The City of Portsmouth Girls' School

**This booklet will give you information about the pastoral care of your daughter.
You will also have the opportunity to find out further information during the
course of the Induction Evening.**

CONFIDENCE • PROGRESS • GROWTH • SUCCESS

TERM DATES FOR 2007-2008

Autumn Term Begins	Monday 3 September (Inset Day)
N.B. Year 7 Pupils begin	Tuesday 4 September
Whole school return	Wednesday 5 September
Half-Term	22 October- 26 October
End of Autumn Term	Tuesday 19 December

Spring Term Begins	3 January
Half-Term	18 February - 22 February
End of Spring Term	31 March

Summer Term Begins	6 May
Half-Term	26 May – 30 May
End of Summer Term	23 July

Bank Holiday Dates

Christmas Day/Boxing Day	25/26 December
Bank Holiday	1 January
Good Friday	21 March
Easter Monday	24 March
May Day	5 May
Spring Bank Holiday	26 May
Summer Bank Holiday	25 August

THE SCHOOL DAY

8.25		Warning Bell
8.30		Registration/Tutor Group
8.35		Registration closes – Pupils arriving after this time are entered as late
8.45	9.35	Lesson 1
9.35	10.25	Lesson 2
10.25	10.45	Break
10.45	11.35	Lesson 3
11.35	12.25	Lesson 4
12.25	1.05	Lunch
1.05		Warning Bell
1.10	2.00	Lesson 5
1.15	2.50	Lesson 6
2.50		Registration
2.55		Privileged End of Day – for those pupils who do not need to see members of staff
3.10		Official End of School Day

Whole school assemblies are held on a Monday for Mary Rose and Warrior tutor groups and Tuesday for Victory and Nelson tutor groups.

COMMUNICATING WITH PARENTS OR CARERS

The school actively seeks your support as parents or carers in the firm belief that the education of your daughter is a three way process involving the school, pupils, parents or carers. We encourage all parents and carers to participate in this process and to communicate directly with staff on matters which concern them.

The role of the Personal Tutor

Every pupil is assigned a Personal Tutor, who will oversee their pastoral care throughout the five years they spend with us. Tutors see their Tutor Groups daily for morning and afternoon registration. Tutors teach their forms Personal Development Learning each week. This includes PSHE, Work Related Learning etc. They are the point of contact for other staff in the school, should there be any difficulties with your daughter's work or behaviour.

The role of the Leader of Learning Personal Development

Each Year Group has a Leader of Learning PDL who is responsible for the co-ordination and management of the whole year group. They work closely with your daughter's Personal Tutor and deal with specific difficulties and concerns referred to them by staff, pupils or parents. They have the oversight of rewarding achievement and dealing with discipline in each year group. Her Leader of Learning PDL knows your daughter well and is able to offer your daughter appropriate guidance and support to help deal with problems of an academic or personal nature. They can also provide counselling where appropriate.

Yours daughter's Leader of Learning PDL is the point of contact for matters of a more serious or confidential nature.

The role of the Assistant Head: Every Child Matters

The Assistant Head oversees the pastoral support in the school and deals with serious breaches of the school's code of conduct. She also liaises with the external agencies such as Social Services and educational welfare to provide co-ordinated inter-agency support for pupils if needed.

KEEPING IN TOUCH

There are various ways in which the school keeps in touch with you.

CITY CHATTER – A weekly news sheet published each Friday. School activities are publicised in here. Your daughter should give you a copy of this publication.

INFORMATION LETTERS – Sent out from time to time by the Headteacher, including one at the start and end of each school term. These letters have a reply slip so that we can be assured that you have received them.

THE SCHOOL DIARY – Each pupil is issued with a School Diary. This Diary is a record of important information. It is also a means by which parents can communicate with their daughter's teachers. It is important that your daughter has this Diary with her at all times. If it is lost, pupils are expected to purchase a replacement. It is useful if you become familiar with this Diary. Records of both sanctions and rewards are kept in the Diary, together with a full record of homework. It takes only a few minutes each day to read through the Diary and we would appreciate it if you could sign the Diary weekly.



- **Parents can contact the school at any time, but please remember that staff have a teaching commitment and may not be available to speak with you. It is strongly advised that you ring the school to make an appointment if you wish to speak with a particular member of staff.**
- **The school number is 023 9281 2822**

ATTENDANCE AND PUNCTUALITY

Regular attendance at school is extremely important for student achievement, it is **also** a legal requirement. In line with the expectations of the world of work, we place a high value on punctuality, which should become a habit for life. The school works in partnership with the Educational Welfare Service to monitor attendance.

Fostering good attendance is a shared responsibility between the school and parents and we do ask for your support with regard to this. Your daughter's attendance figures will form part of your daughter's Record of Achievement. Employers and colleges always ask for information regarding a pupil's attendance and punctuality.

Good punctuality is expected at all times and we do ask parents to confine routine dental and hospital visits to holidays or after school. **At no time will your daughter be allowed to leave the school premises without written permission from you.**

Please note that there are legally acceptable reasons for a pupil not being in school such as:

- Illness
- Approved parental holiday (**only** agreed in advance by the school)
- For a religious day of observance

The school should be informed on the first day of any absence. There is a separate telephone number set aside for this purpose. An answer phone service is also available for out of school hours (Direct line: **9289 3718**)

The school has an electronic system of contacting parents if their daughter is absent and no reason has been given.

ABSENCES FROM SCHOOL

- **What to do if your daughter is unable to come to school**

Please let us know on the first day of absence giving the reason for absence and, if possible, the expected date of return. If we do not hear from you we shall try and contact you.

- **What to do when your daughter returns to school**

Please provide an absence note, which your daughter should bring with her when she returns to school, even though you have telephoned previously, giving a reason for and dates of the absence.

Headteachers and governors may authorise leave of absence for up to ten school days in any one academic year to enable a pupil to go on a family holiday but please note that such leave of absence is not a right. **The governors' policy at The City of Portsmouth Girls' School is for 5 days to be the maximum in normal circumstances.** The Headteacher has to consider the reasons for the request, the effect on the continuity of the pupil's learning, and her overall attendance. It is only in exceptional circumstances that leave in excess of this amount would be granted. The pupil would also be expected to make up any work missed because of this absence.

If a leave of absence cannot be avoided during term time you should obtain a form from the school **well in advance of the proposed absence.** It is not possible to authorise absence in retrospect. The Headteacher will notify you of the decision within five days of receipt of the form.

- **Educational Welfare Officer**

The school has a Attendance Officer and also a Educational Welfare Officer based on the school site. If you wish to discuss any issues with them they can be contacted at the school.

OUR EXPECTATIONS OF YOUR DAUGHTER

We consider that Secondary School is a preparation for the world of work and adult life. As such we expect certain standards of behaviour, work and responsibility. The school is a place of work and we have to consider issues of Health and Safety. We also want school to be a safe and comfortable environment for your daughter. Any community has to have rules to ensure safety for all. We consider that our school rules are practical and help foster a good community spirit.

- 1. Pupils represent the school by setting high standards at all times, both in lessons and journeying to and from school.** This includes high standards of behaviour, attendance, punctuality and school uniform.
- 2. Pupils must show courtesy and consideration towards other pupils, staff and visitors – treat others, as you would wish to be treated.** Swearing, rudeness, racism, bullying, disruption and dishonest acts will be dealt with severely.
- 3. Pupils are expected to show due consideration for health and safety of the whole school community.** Glass bottles, cans, sharp implements, solvents and any other dangerous substances should not be brought to school. Rules for safety during practical activities must be strictly followed.
Smoking is forbidden. Any associated products must not be brought onto the premises.
- 4. Pupils are expected to care for the school's grounds, buildings, books and equipment.** Please respect the environment by not dropping litter, writing graffiti or causing vandalism. Chewing gum is not permitted in school. Mobile phones and MP3 players are allowed to be brought to school for use to and from school only. If they are lost they are your daughter's responsibility. We discourage any valuable items being brought into school.

RESPECT AGENDA

- Respect and consideration for yourself, others and their property.
- Effort – always do your best
- Support and encourage those around you with positive language.
- Pride in your appearance, work and the school environment.
- Equipment/books must be brought to each lesson.
- Care for the safety and well-being of everyone.
- Timekeeping – be punctual at all times.

UNIFORM

We can only uphold standards of uniform with full co-operation from parents. We ask that parents fully support us in upholding these regulations and encouraging pupils to be neat and tidy in appearance. It can be difficult to keep up with latest fashion trends. You can assume that items not mentioned on the following list are not acceptable. If you have any queries regarding your daughter's uniform please contact the school. For information on uniform grants please contact the Education Department.

- OUTER GARMENT** Plain jacket in warmer weather
Plain anorak in the winter.
Plain black fleeces with the school logo are available from Hargreaves, Fratton Industrial Estate, Rodney Road, Portsmouth
DEMIM JACKETS ARE NOT ALLOWED.
Years 10-11 Plain leather jackets are allowed on the condition that a form is completed by the parents, and given to the tutor, which states that responsibility for the jacket is with the owner and not with the school. A copy of the form must be carried by the student at all times.
- SWEATSHIRT** **Years 7-10** Grey sweatshirts with the school logo available from Hargreaves, Fratton Industrial Estate, Rodney Road, Portsmouth.
Year 11 Plain round neck black jumpers or black sweatshirts. If purchasing a black sweatshirt, these are available from Hargreaves. (Address as above).
- SHIRT** **Years 7-10** Plain white short sleeved polo shirts either with embroidered school logo, purchased from Hargreaves (address as above), or other plain white short sleeved polo shirt which school logo badge attached. (Badges available from Hargreaves. (Address as above).
Year 11 White shirt/blouse with collar, or the white school polo shirt. (Available from Hargreaves).
- SKIRT/TROUSERS** **Years 7-10** Plain mid-grey skirt or plain mid-grey tailored trousers.
Year 11 Plain black skirt or plain black tailored trousers.
The Assistant Headteacher: Pupil Development will be the final arbiter on the length of skirts – the basic principle being whether other people feel comfortable about the length.
- SOCKS/TIGHTS** Plain white, grey or black socks or plain tights.
- SHOES** Flat footwear only in black, brown or grey leather. **(No trainers, sandals or backless shoes). Shoes must cover the whole foot.**

Please note: These regulations are for Health and Safety reasons in Science Labs and in Design and Technology workshops, and in movement around the school. Pupils may not be able to participate in some practical lessons if inappropriate footwear is being worn.

Trainers are not permitted.

P. E./DANCE KIT

Black polo shirt must be worn by all Year 7 pupils.

Black shorts

Black PE skirt **optional** for games

White socks

White plimsolls/trainers

Towel

Parents are asked to make sure that their daughter comes with all the correct items on the days of their PE lessons. PE is a compulsory part of the curriculum, but showers are voluntary. **A note from the parent must be brought by the pupil** if the parent deems it necessary for their daughter to be excused from one of these lessons.

School uniform to be worn.

DRAMA/ PERFORMING ARTS KIT JEWELLERY

The school does not encourage the wearing of jewellery and **can accept no responsibility for any items lost.**

If worn it **must** be limited to one pair of earrings, which should be small ear studs or sleepers (up to 1cm diameter); a signet ring and simple chain necklace. Chains are to be worn **inside** the poloshirt and sweatshirt.

Nose studs and studs or rings in other parts of the body are not allowed.

Any pupil wearing more jewellery than permitted will be given a brown envelope. They will be asked to name and date it and place the excess jewellery inside the envelope. This envelope will be returned at the end of the school day. After **TWO** occasions a letter will be sent home warning that after the **THIRD** occasion the jewellery will be retained and parents asked to collect it.

For safety reasons jewellery cannot be worn during certain practical activities.

MAKE-UP

No make-up may be worn in years 7, 8 and 9

Discreet make-up in years 10 and 11

No nail varnish is to be worn.

N.B. Coats must not be worn in the classroom. Full uniform should be worn for school visits unless otherwise stated by the member of staff organising the trip. We recommend that **all** items of clothing be clearly labelled with the pupil's name and tutor group. Extreme hairstyles or colours **are not acceptable.**

- If there is any problem with providing school uniform for your daughter, the school can offer help if there is any financial difficulties which is not covered by the school uniform grant. If you do have any concerns, please contact Miss Taylor, Assistant Headteacher, who will be able to give you advice.

REWARDS

Positive Referrals and Headteacher Commendations - Both are intended to be used as a reward for exceptional work and as such they are held in high esteem by the pupils

SANCTIONS

The School imposes the minimum of sanctions. We do need, however, to ensure that the school environment is as safe as possible for your daughter and we want everyone to feel comfortable and welcome on the school site. We do expect full parental support with maintaining our standards of behaviour and discipline.

- **INAPPROPRIATE UNIFORM**

In cases of emergency there may be a valid reason why your daughter would be unable to be dressed in school uniform. If this is the case, we ask that parents supply a note for the form tutor. **Pupils without such a note may be withdrawn internally from lessons for that day, or may even be sent home, with a letter.**

- **POOR BEHAVIOUR**

Disruption in classes will be dealt with by the subject teachers. It may result in a loss of privilege end of day or a detention, notices of which are kept in your daughter's diary. In extreme cases your daughter will be removed from the class to work in isolation. You will always be informed of serious breaches of discipline, either by telephone or letter. The school has the right to exclude pupils from lessons if the safety of other pupils is at risk or if the learning of others is disrupted. You will be notified of such action by letter and parents/guardians are expected to make an appointment with the school to discuss their daughter's behaviour and future expectations before your daughter will be allowed to return to school. Exclusions from school can vary in length according to the nature of the incident.

SCHOOL MEALS

In Years 7-10 all pupils are expected to stay on site at lunchtimes. A cafeteria system operates daily during term time. There is a choice on the menu and pupils are encouraged to follow a balanced diet. Salads are always available as well as sandwiches and light snacks.

Pupils can bring a packed lunch if they prefer. They are supervised by dinner assistants.

Free meals are available for those who are entitled to them. An application form can be obtained from the school. You will need to fill this in and bring your benefit book to the school.

WIDER SCHOOL LIFE

As a parent you can contribute to the wider life of the school.

FRIENDS OF CITY GIRLS'

This is an enthusiastic group of parents and teachers who meet regularly with the aim of supporting the school and providing various extra activities for pupils and parents. You are very welcome to join this group. The Friends of City Girls' has worked very hard to raise money for equipment for the school. It also hosts special functions such as a Quiz Night, Xmas Raffle and a Barn Dance. We also hope that you will give their activities your support. Meeting dates and activities are advertised in City Chatter.

Did you know all parents are automatically members of our group. We would welcome any to meetings plus any interested Nans, Grandads, Aunties and Uncles if Mum or Dad couldn't come. Meetings are once a month. If you can't come but have ideas our Vice Chair is also our lollipop lady and is very approachable.

- For further details please contact the Chairman: Mr R Wells or Vice Chair Mrs M Taylor, who can be contacted through the school.

PARENTS FORUM

As part of the school's commitment to involving all members of the school community in the development of the school, we have established a parental forum. The forum consists of volunteer parents from all year groups, with the Headteacher, Mrs Watt and the Assistant Headteacher, Mr Bicknell, representing the school. In an informal atmosphere, we meet termly to discuss a variety of interest. Our most recent topics have been healthy eating and uniform. We find that by giving our parents a voice allows the school to make informed decisions about its direction. We very much see our parents as having a key role to play in the education of the girls.

We would, very much, like to have some volunteers from parents of our new year 7 pupils. If you feel that you might want to become involved in the parental forum please do not hesitate to contact Mr Bicknell, at school on 02392 812822 – email Bicknellr@cpgs.co.uk.

FAMILY LEARNING

The school firmly believes that parental support in a pupil's learning is fundamental to success. Therefore we aim to provide opportunities for parents and daughters to work and learn together throughout the school year. Parents will be notified of forthcoming events.

THE GOVERNING BODY

This is a voluntary group of people who oversee the work of the school. Membership of the governing body as a parent governor is by election only. You will be informed when vacancies for parent governors arise and also given details of how to apply.

GOVERNING BODY OF CITY OF PORTSMOUTH GIRLS' SCHOOL

- **Representatives of the Local Authority:**

Steve Hudsmith	55 Wykeham Road, North End
Tony Woodford	Tryonita, 16 Fairlea Road, Emsworth
Justeen White	43 Lower Drayton Lane, Portsmouth

- **Representatives of parents/legal guardians**

Chairman	Neil Davies	91 St Thomas' Road, Old Portsmouth
Vice Chairman	Sara Molyneux	57 Chasewater Avenue, Baffins, Copnor
	Lynda Oldfield	27 Cranleigh Road, Fratton
	Peter Goodship	17 Marine Court, Southsea

- **Representatives of teaching staff**

Rachel Gibb	The City of Portsmouth Girls' School
Paul MacDonald-Parry	The City of Portsmouth Girls' School

- **Community members**

A Cox	21 Doyle Court, 443 London Road, Hilsea
Ms Sally Humphries	80 Alresford Road, Winchester
Vacancy	

- **Staff Governor** Jackie Parish C/o The City of Portsmouth Girls' School
- **Headteacher** Sharon Watt C/o The City of Portsmouth Girls' School
- **Clerk** Sheila Ward The City of Portsmouth Girls' School