

ST HELEN &  
ST KATHARINE

**Sixth Form  
Handbook  
2018 – 2020**

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## Welcome

Welcome to the Sixth Form at St Helen and St Katharine. This is a cohesive unit in its own right, with its own facilities, guidelines, privileges and responsibilities. This handbook contains much of the factual information you will need. Please refer to it, but ask your form tutor if you need additional guidance.

## Sixth Form Tutor System

- Each Sixth Form year group is divided alphabetically into small tutor groups of approximately 12 girls. It is a time when new friendships are formed with girls who were in different forms in Year 11 and those who join us from other schools.
- Each tutor group is supervised by a form tutor. He/she are responsible for your academic and social welfare for the whole two years and it is to your tutor that you should refer to in the first instance for advice and guidance. They will also write your UCAS reference and support you with your personal statement.
- Throughout the Sixth Form, we hope that you will develop an easy and friendly relationship with the staff. There will be regular informal checks on your progress and discussions with your form tutor or Miss Doherty, Head of Sixth Form, where appropriate. Each girl should expect to have a meeting with her form tutor following each assessment session, examination results and when reports have been written.
- We invite you to accompany your parents to Parents' Meetings. It is often a useful time to enable you and your parents to monitor your progress and to pick up any difficulties early so that they can be addressed and a strategy worked out. Please do not wait for a Parents' Meeting or a report if you feel that you might need extra help or guidance. Equally, we welcome contact with your parents. They can contact Miss Doherty or your form tutor by telephone or email.

## The school day - Registration, Attendance and Signing in Procedures

- The school day starts at 8.40am with registration with your form tutor. If you are late for school for any reason, you should join assembly/form time immediately after you have signed in on the sheet outside Reception.

## Assemblies and Form Time

Monday	Tuesday	Wednesday	Thursday	Friday
8:50am Section Assembly	Form time	8:45am School Assembly	Form time	8:45am Chapel

- House meetings will take place on Thursday mornings every few weeks. Occasionally, Section assemblies will be held jointly with other Sections.
- Afternoon registration with form tutors takes place each day at 4.05pm in the Atrium. You should not leave or sign yourself out before your form tutor arrives at the end of the day.

## Illness

- If you are too unwell to attend school, we ask a parent to telephone or email ([attendance@shsk.org.uk](mailto:attendance@shsk.org.uk)) before 9.00am to let us know. Although most of you will be 18 before you leave and therefore legally adults, we ask your parents to continue to write your absence notes and to make the phone call/email about absence as we are responsible to them for your education.

## Absence Requests In Brief – Who to ask...?

- **Routine – Miss Doherty**  
Requests for absence for routine medical or dental appointments, university open days and interviews or significant family events should be emailed from your parents to Miss Doherty.
- **Special requests Holiday or last day of term – Miss Doherty & Headmistress**  
Since the holiday allowance is already greater than that in the state sector, we do ask parents not to request extensions to the St Helen's published holidays.

*You should also talk to teaching staff as a matter of courtesy if you know you will be missing their lessons.*

## Absences and catching up work policy

As we hit the coughs and colds season we thought it would be helpful to re-iterate the procedures around absence.

### Routine Appointments

Letters with requests for absence for routine medical or dental appointments, university open days and interviews or significant family events should be addressed to the Head of Sixth Form.

As the timetable is more flexible in the Sixth Form, students will have a number of study periods. Routine appointments, where possible, should be arranged so that students do not miss timetabled lessons. Please note that while driving **tests** can be taken during school time, driving **lessons** should be arranged out of school hours or during the lunch hour, and not during study periods.

### Open Days

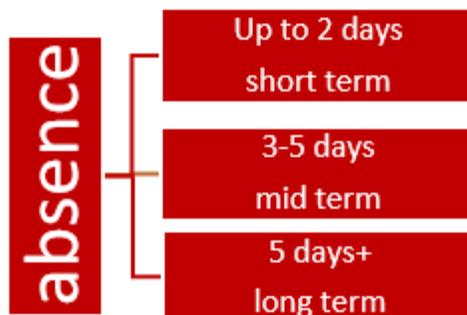
Requests for leave for 'taster' courses such as Medlink should be made via the Careers and Higher Education Department which will liaise with your form tutor and the Head of Sixth Form. Form Tutors will monitor your university open day attendance and advise on visits. As a general rule, students are restricted to two such visits a term during school time in L6 to avoid missing too much teaching. Form tutors will be able to advise about alternatives such as holiday or weekend visits with St Helen's Old Girls. Parents need to confirm in writing any proposed absence for open days and taster courses well before the event takes place. Students should also talk to teaching staff as a matter of courtesy prior to the absence and should not expect to be re-taught material that they have missed.

Any requests for your absence other than the above should be addressed to the Headmistress.

### Notification of Absence through Illness

In the event of illness or absence for other reasons, parents should telephone the School Office or email [attendance@shsk.org.uk](mailto:attendance@shsk.org.uk) **before 9.00am**. In all cases of extended absence (more than three days) an absence note should be handed to the Form Tutor on the girl's return to school. A doctor's certificate is required for absence exceeding five days. The school is required by the DofE to keep and submit full records of authorised and unauthorised absence.

### Supporting students who are absent.



The measures taken to support students do vary depending on the length of the absence. Please note that none of the below involve direct emails between subject staff and students or parents. The focus for Year 5-11 is in them catching up supported by their Form Tutor whereas in the Sixth Form they are more likely to talk to peers and subject staff.

### **Short-term absence**

No requests for work to be sent home; student focuses on getting well and resting. Upon return to school student asks peers for books to catch up. There is a photocopier in the library. If stuck finding a student to copy up from, the student should ask their Form Tutor for support. Staff may ask for homework to be caught up but should be understanding about deadlines. No email involved and there should not be an expectation that material is re-taught.

### **Mid-term absence**

No requests for work to be sent home; student focuses on getting well and resting. It is helpful if the parent or student emails their Form Tutor who can then task members of the form with collecting work. No work will be sent home. Upon Y5-11 return to school the Form Tutor should see the student and help them to organise their catch up; there is a photocopier in the library. Staff may ask for homework to be caught up but should be understanding about deadlines and really only expect work that is critical. Sixth Form will be supported by Form Tutors and individual subject staff. No email to subject teachers involved and there should not be an expectation that material is re-taught, although once the work has been caught up and gone through they can, of course, ask specific questions. Following catching up, students should take the opportunity to attend subject clinics to do this.

### **Long term**

Planned (e.g. one week) student to see all of her teachers prior to departure to request work (if available) and catch up the remainder of work upon their return. No emails involved.

Unplanned/ longer term planned. In many of these cases the reason for absence may be medical. The school would anticipate working with the student and her family and the medical professionals in charge of her care to establish the right balance between recuperation and study; health is a top priority. Assuming that a student is fit enough to receive some work then the parent/student will liaise with Form Tutor and Head or Deputy Head of Section who will collect work to send home. Regular email communication between Form Tutor and or Deputy Head of Section or Head of Section and home. Parent may come in to collect work and return work for marking.

### **Leaving the school premises and Early Afternoons**

- You are permitted to leave the school premises at lunch times between 12.00 and 2.00pm if your parents agree and if you have no lessons or other commitments. You may also leave the site for other authorised reasons such as community service, lessons at Abingdon School or to take your early afternoon.
- It is a Sixth Form privilege to take **one** early afternoon regularly each week if your timetable and your form tutor allows. It is intended to provide you with the opportunity to study quietly at home or visit libraries, museums or exhibitions that may not be open at the weekend. Please do not arrange driving lessons or other regular appointments during this time as there may be occasions when we ask you to remain in school. Please note that late mornings are not permitted, even if you have no timetabled lessons first thing.
- It is imperative that on each occasion, you remember to sign out and in on the sheets provided outside Reception. We need to know who is on the premises in case there is a fire alarm, or in case we need to find you for any reason. You should not leave the site for any other reasons unless you have requested and received permission from Miss Doherty.

### **Cars and Parking**

- You are not able to park onsite, however some parking is available at Wantage House. If you park in a residential road, in the interests of both safety and good neighbourliness, you must be careful that you do not obstruct driveways and garages.

### **Managing your work - The Use of Study Periods and Facilities**

- Due to a more flexible timetable in the Sixth Form, you will have a number of study periods. However the change from the pressure of GCSE where work is often highly organised, to the greater freedom of the Sixth Form can be disconcerting.

- The transition from GCSE work to A level work is not always easy and in some subjects the jump in standard required may seem considerable, initially. As a general guideline, you should expect to spend about five hours on each subject outside lesson time on preparation work, written assignments and background reading. You may also be set work to complete during the October half term and Christmas holidays. This should amount to no more than four hours per subject.
- From the beginning of each course, there will be considerable background reading: this is essential if you are to gain a real understanding of the subjects you are studying. Staff will guide you in your reading but you will also have to use your initiative in using the school library and other resource centres effectively to prepare yourself for the independent study that will be expected at university. In your private study periods, we recommend you are either in the Sixth Form Centre study room, the additional Sixth Form quiet work room off old school hall or in Sixth Form silent working area of the library.
- Work is typically set well in advance – two weeks are often allowed for an assignment so that you may research and plan it properly. It is obviously important that you manage your time effectively and meet work deadlines. If you are having difficulty with an assignment or piece of coursework, discuss the problem with the relevant Head of Department in good time and well before the deadline. Several subjects run lunch time ‘clinics’ to give you extra support and all teaching staff will be happy to help you at a mutually convenient time. It would be sensible to use your planner to help you to remain organised!
- Routine appointments, where possible, should be arranged so that you do not miss timetabled lessons. Please note that while driving **tests** can be taken during school time, driving **lessons** should be arranged out of school hours or during the lunch hour, and not during study periods.

### Sixth Form Centre (SFC)

- The Sixth Form Centre (SFC) is the hub of Sixth Form life, providing a sense of independence and autonomy from the rest of school. The Common room is designed for relaxation: it is not the right atmosphere in which to study. Due to the close proximity of the neighbours, you are not permitted to play loud music.
- The **whole** year group is responsible for keeping the SFC tidy. Everyone should tidy up after themselves; clearing away dirty mugs and personal mess. Two tutor groups from each year group register for a short period on a rota basis in the common room in the afternoon for a final clear up before going home.

### Part Time Work

Many of you undertake part time work at the weekend and in the evenings out of school. This usually gives you an insight into the rigours, realities and responsibilities of holding down a job. It is a good experience and likely to give you useful transferable skills (as well of course earns you extra money!)

Please however, be cautious about the extent of your outside work commitments and be careful to balance it with the demands of your academic work. When you approach the run up to public examinations, it is right to review the need for a job. It may be that you should come out of work for a while so that you can give your full attention to revision.

## Sport

- Sport in the Sixth Form offers a wide range of fun opportunities for both competition and recreation, aimed at encouraging life-long participation. There is large number of activities during the weekly PE session and as part of the extracurricular programme. Possible activities include:

Badminton	Hockey	Tennis
Basketball	Indoor rowing	Trampolining
Biathlon	Lacrosse	Ultimate Frisbee
Cheerleading	Netball	Volleyball
Climbing	Netball Youth Umpire Award	Yoga
Cross-Country running	Pilates – external instructor	Zumba
Fitness suite	Rugby	
Football	Sailing (after school activity)	
Golf	Squash	
Gymnastics	Swimming	

- We also encourage you to become involved in coaching the younger girls. If you have any questions or ideas, please come and talk to the PE Department.

## Taking responsibility in the Sixth Form

- A successful Sixth Form relies heavily on you accepting the responsibility that more freedom and independence brings for your own actions, learning programme and behaviour.
- All L6 are responsible for hall team and SFC clean up on a daily basis via a rota system. This is your first chance to show how reliable you can be – a very important characteristic!

## House Captains and Prefects

- House captains and prefects are elected at the end of the Lent Term in their L6 year and take over from the retiring team during the Trinity Term.
- Girls standing for election to the prefect team are urged to consider with great care whether they are likely to be able to continue to cope with their academic work as well as fulfilling prefect duties. These will include help on a small number of Saturdays in the year and being representatives of the School on public occasions. Absolute loyalty to the School is assumed.
- Normally about 20 prefects are appointed. The voting system reflects the wishes of both the L6 year group and also the staff. Those elected can therefore rely on the genuine support of their peers when carrying out their duties.
- The Head Girl and her deputies are elected by the newly appointed prefect team.

## L6 Responsibilities

- Although being a prefect is a recognised and public way of contributing to school life, there are many alternative ways of also doing this through other responsibilities.
- Every girl in L6 is assigned a responsibility and this enables you to provide evidence of commitment within the school and provides a sound basis for any employment or higher education references e.g. Sixth Form Mentor, Junior Form Assistant, running a junior society etc. Many will assist in some way with the musical life of the school or in sport or drama.
- These responsibilities are taken up in January for a full year.

## Sixth Form Dress Guidelines

Choice of dress for School is a matter of careful judgement for students and they are able to express their personal taste in their clothes. However, they must ensure that they do not dress in such a way that may cause offence or embarrassment for students, staff and visitors.

Two principles underline our dress guidelines:

1. Students should be neat and presentable at School such that should a student be asked to meet an external visitor, they would be dressed appropriately.
2. Others should not be able to see up, down or through a student's clothing at any time.

### General Guidelines

- Jeans (and denim skirts) may be worn provided they are not torn, patched, ragged or written on.
- Skirts should be mid-thigh or longer, even when sat down.
- Tops or dresses should not be low cut, reveal cleavage or expanses of bare flesh. Midriffs should be covered at all times. Bandeau, halterneck and off-the-shoulder tops are not acceptable.
- Shorts and playsuits to mid-thigh are acceptable but short shorts, cut-offs and hotpants are not.
- Sheer clothing is not permitted.
- Clothing worn for sport should not be worn around school afterwards and students should change into suitable clean clothing when the activity has finished.
- Make up should be discreet; nail varnish is permitted.
- Hats, hoods and other head coverings may not be worn in lesson or for assemblies unless special permission has been obtained from the Headmistress.
- For safety reasons, open-toed shoes and flipflops cannot be worn for lessons in science laboratories.
- Body-piercing, other than for ears, is unacceptable. Any girl presenting herself at school with unauthorised body-piercings will be required to remove the stud/ring irrespective of when the piercing was carried out or cover with a medicated dressing.
- Any tattoos (henna or other) should not be visible. NB it is an offence to tattoo anyone under the age of 18.

### Smart dress

All students must have one smart set of formal clothes. This should be a mid-thigh length skirt or dress, or **tailored** trousers with a shirt, sweater, jacket or equivalent and shoes appropriate to the occasion. No denim or black jeans please.

Smart dress will be required on the following occasions:

- Open Day
- Sixth Form Open Afternoon and Evening Practice Interviews
- Radley Conference
- Prize Giving
- St Helen's Church Eucharist service
- Any out of school visits or trips if requested by staff
- Other formal occasions as informed

Staff will ask students to change or cover up if it is considered that their dress or appearance is in any way inappropriate for the working school day.

## The Parents' Association

The Parents' Association Committee have daughters across all years in the school and strive to create an enthusiastic, supportive and active community to benefit pupils, parents and staff.

You'll meet the Parents' Association Committee at the welcome events for your daughter's year group in the first term of school. We're always keen for parents to join the committee, so please do talk to us at the event.

### Events

Throughout the year, we help at school events and also run social and fundraising events. Over the last year this has included a wine tasting evening and a star gazing night, both of which proved very popular.

We also arrange interesting and informative talks for parents; in the last three years we have heard from four different speakers on the challenges of parenting teenagers, including changes in the teenage brain, sex and relationships and setting boundaries for our children.

Traditionally we serve refreshments at school events such as the Open Day, and Christmas Carol services. We have some ambitious plans for 2018-2019, including a parent's Ball, quiz night, perhaps a sponsored colour run/family fun day, and we hope to host joint events with Abingdon Boy's parents too.

### Our Funds

The money raised at school events and through your subscriptions we support a range of school needs. We sponsor Volunteering Awards to help girls in the Sixth Form who are embarking on projects in holidays or gap year and girls can request equipment for their extra curricula clubs and societies

We also make grants to the school to help fund specific large projects. In recent years with funds totalling over £50,000 we have provided floodlights for the new netball and tennis courts, the spinning bikes in the fitness centre in our new Sports Centre and in September 2017 we will have contributed to the new Art installation in the science atrium.

In addition, the Parents' Association have always been proud to be able to make a generous donation to the Schools' charity, the organisation is chosen by the girls each year.

### Get Involved

There are a number of ways in which you can directly participate.

Just as your journey with St Helen and St Katharine Sixth Form is about to begin, others are saying an emotional farewell and for the Parents' Association this means empty seats around the committee table! The time commitment is small and the opportunities to feel more involved with the School and the charities it supports are great.

**Alternatively, if you do not wish to join the committee, we would really appreciate it if you could be a 'Willing Helper'. Events such as our Christmas Fair or a Ball require a lot of work on the day and your commitment of an hour or so can make a huge difference.**

Each form also has a nominated representative to help promote social events and disseminate information and we will be looking to ensure that every form is covered.

If none of the above appeals, your presence at any of our events is always appreciated!

### Other activities

The Parents' Association also helps organise and fund an 'At Home' evening. These evenings offer you the chance to meet parents from your daughter's form in the home of a host parent in your daughter's form. We look for a volunteer parent in each form to offer to host the event, usually a 'bring a dish' supper, to which all parents in the form are invited.

These evenings have proved very successful and are an ideal way of getting to know each other in a relaxed setting, during the Michaelmas term.

Finally, you can become a member of the '200 Club'. For only £4 a term you will be allocated a number and be included in a monthly draw for prizes of £45, £30 and £15.

We do hope that you enjoy being part of the School community. Please do join us at one of our events, they can be an excellent way of meeting other parents and becoming involved in the School community.

To volunteer as a willing helper, or join the committee or simply find out more, please fill in the appropriate section of the online form, or just drop us an email at *shskpa@gmail.com*.

With very best wishes for a happy and successful time at St Helen and St Katharine.

Mat Scalpello  
Chair, Parents' Association

Sharon Cooper  
Vice Chair, Parents' Association

## Contacts and Who to Ask?

If you need information or advice	You will find it here	Email Address
Absence requests	Routine – Miss Doherty Special requests & Holiday – Miss Doherty, Headmistress	<a href="mailto:hdoherty@shsk.org.uk">hdoherty@shsk.org.uk</a> <a href="mailto:head@shsk.org.uk">head@shsk.org.uk</a>
Careers	Mrs Trump	<a href="mailto:etrump@shsk.org.uk">etrump@shsk.org.uk</a>
Chapel, Confirmation	Ms Birch	<a href="mailto:ebirch@shsk.org.uk">ebirch@shsk.org.uk</a>
Charities	Mrs Homann	<a href="mailto:khomann@shsk.org.uk">khomann@shsk.org.uk</a>
Common Rooms	Miss Doherty, Mr Smart	<a href="mailto:hdoherty@shsk.org.uk">hdoherty@shsk.org.uk</a> <a href="mailto:jsmart@shsk.org.uk">jsmart@shsk.org.uk</a>
Dress Guidelines	Miss Doherty, form tutor	<a href="mailto:hdoherty@shsk.org.uk">hdoherty@shsk.org.uk</a>
Duke of Edinburgh's Award Scheme	Mrs Wilson	<a href="mailto:gwilson@shsk.org.uk">gwilson@shsk.org.uk</a>
Gap Year information	Careers Department	<a href="mailto:careers@shsk.org.uk">careers@shsk.org.uk</a>
General Studies	Mr Smart	<a href="mailto:jsmart@shsk.org.uk">jsmart@shsk.org.uk</a>
Going off site	If in agreed hours, sign out and in on sheet in Reception. If out of agreed hours, see Miss Doherty or Tutor first.	
Help with work	Subject staff, form tutor, Miss Doherty, Mr Smart	
Helplines (outside Agencies)	Notice in The Health Centre, list in Diaries	
Higher Education	Miss Doherty	<a href="mailto:hdoherty@shsk.org.uk">hdoherty@shsk.org.uk</a>
Illness	School Nurse	<a href="mailto:nurse@shsk.org.uk">nurse@shsk.org.uk</a>
Information Technology	IT support	<a href="mailto:support@shsk.org.uk">support@shsk.org.uk</a>
Late for School	Sign in outside Reception	
Life Drawing Class	Mrs McDonald	<a href="mailto:jmcdonald@shsk.org.uk">jmcdonald@shsk.org.uk</a>
Lockers	Miss Doherty	<a href="mailto:hdoherty@shsk.org.uk">hdoherty@shsk.org.uk</a>
Lost Property	Prefects, Mrs Bedford, General Office	<a href="mailto:prefects@shsk.org.uk">prefects@shsk.org.uk</a> <a href="mailto:ebedford@shsk.org.uk">ebedford@shsk.org.uk</a>
Music	Ms Rakowski	<a href="mailto:hrakowski@shsk.org.uk">hrakowski@shsk.org.uk</a>
References for jobs, gap year	Headmistress, Miss Doherty, form tutor	<a href="mailto:head@shsk.org.uk">head@shsk.org.uk</a> <a href="mailto:hdoherty@shsk.org.uk">hdoherty@shsk.org.uk</a>
Reference for UCAS	Miss Doherty, via form tutor	
School Council	Ms Meuleman	<a href="mailto:kmeuleman@shsk.org.uk">kmeuleman@shsk.org.uk</a>
School Magazine	Mrs Askgaard	<a href="mailto:laskgaard@shsk.org.uk">laskgaard@shsk.org.uk</a>
Sport	Mrs Turner	<a href="mailto:lturner@shsk.org.uk">lturner@shsk.org.uk</a>
Stationery	General Office, break time only	
UCAS	Miss Doherty, form tutor	<a href="mailto:hdoherty@shsk.org.uk">hdoherty@shsk.org.uk</a>
Work Experience	Mrs Bailey	<a href="mailto:cbailey@shsk.org.uk">cbailey@shsk.org.uk</a>

## Contact Details

Main School tel number: 01235 520173

Bursary tel number: 01235 520657

Email: [info@shsk.org.uk](mailto:info@shsk.org.uk)

Website: [www.shsk.org.uk](http://www.shsk.org.uk)

Head of Sixth Form & Higher Education

Miss H Doherty [hdoherly@shsk.org.uk](mailto:hdoherly@shsk.org.uk)

Deputy Head of Sixth Form

Mr J Smart [jsmart@shsk.org.uk](mailto:jsmart@shsk.org.uk)

Staff email addresses generally follow the format of [\[staff initial\]\[staff surname\]@shsk.org.uk](mailto:[staff initial][staff surname]@shsk.org.uk)

## Tutor groups 2018 – 2019

Form	Tutor	Email address	Room
L6A	Mr A Tristram	<a href="mailto:atristram@shsk.org.uk">atristram@shsk.org.uk</a>	D5
L6B	Mrs K Meulemann	<a href="mailto:kmeulemann@shsk.org.uk">kmeulemann@shsk.org.uk</a>	24
L6C	Mrs D Spain	<a href="mailto:dspain@shsk.org.uk">dspain@shsk.org.uk</a>	23
L6D	Mrs B Alpers	<a href="mailto:balpers@shsk.org.uk">balpers@shsk.org.uk</a>	SF Study
L6E	Dr L Gribble	<a href="mailto:lgribble@shsk.org.uk">lgribble@shsk.org.uk</a>	13
L6F	Mrs J McDonald	<a href="mailto:jmcdonald@shsk.org.uk">jmcdonald@shsk.org.uk</a>	Art 1
L6G	Mrs K Collett	<a href="mailto:kcollett@shsk.org.uk">kcollett@shsk.org.uk</a>	Garden Room
L6H	Mrs K Wright	<a href="mailto:kwright@shsk.org.uk">kwright@shsk.org.uk</a>	D2
U6A	Mrs S Scott-Malden	<a href="mailto:sscottmalden@shsk.org.uk">sscottmalden@shsk.org.uk</a>	10
U6B	Miss D Smith	<a href="mailto:dsmith@shsk.org.uk">dsmith@shsk.org.uk</a>	D14
U6C	Mrs L Probert	<a href="mailto:lprobert@shsk.org.uk">lprobert@shsk.org.uk</a>	D21
U6D	Mr T Bownass	<a href="mailto:tbornass@shsk.org.uk">tbornass@shsk.org.uk</a>	11
U6E	Mr J Muir	<a href="mailto:jmuir@shsk.org.uk">jmuir@shsk.org.uk</a>	SFC
U6F	Mrs J Edwards	<a href="mailto:jedwards@shsk.org.uk">jedwards@shsk.org.uk</a>	SFC
U6G	Miss H Spencer	<a href="mailto:hspencer@shsk.org.uk">hspencer@shsk.org.uk</a>	1
U6H	Ms H Wigginton	<a href="mailto:hwigginton@shsk.org.uk">hwigginton@shsk.org.uk</a>	21

## School Policy Documents

All school policies, including the Code of Conduct, are available on the school Extranet or from the School Office on request. These consist of all policies related to teaching and learning as well as those concerned with pastoral care, Child Protection and Health and Safety. The School Complaints Procedure is also available.

If your parents would like to consult policy documents, they can be viewed on the school extranet or are available on request to Miss Prior, Executive Assistant to the Headmistress.