



ST HELEN &  
ST KATHARINE

Year 11

Parent Handbook

2017 - 18

## Contents

	Page
<b>General Information</b>	
The Middle School	2
Year 11 Tutor Groups	3
The House System	3
Communications	4
Who to Contact	6
The Parents' Association	7
Term Dates 2017 - 2019	9
The School Day	10
Arrival and Collection of Pupils	10
Travel Arrangements	11
Absence	12
Equal Opportunity – Disability/SEN	13
School Uniform and Equipment for pupils in Years 9, 10 and 11	14
Second Hand Uniform	14
Appearance	19
Books	19
Sale of Stationery	19
Lost and Confiscated Property	19
<b>Pastoral Care, Incentives and Sanctions</b>	
The Health Centre	20
Further Support for Girls	21
Behaviour	21
Individual Progress and Time Management	22
Celebrating Success	22
<b>Curriculum</b>	
The Structure of the Curriculum in Year 11	23
Homework	24
Monitoring Progress	24
Year 11 Personal Development	25
Careers and Higher Education Information, Advice and Guidance in Year 11	26
<b>Extracurricular</b>	
Extracurricular Activities in Year 11	27
School Charities	27

All school policies, including the Code of Conduct, are available on the Pupil and Parent area of the school website 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.

## The Middle School

The Middle School at St Helen's is made up of Years 9, 10 and 11. Each year group is divided into four form groups, each with a tutor and support tutor who, where possible, remain with the form throughout Middle School to provide pastoral continuity. Middle School form rooms are all in the old school building.

The aim of this handbook is to provide you with practical information about the organisation of the school as well as information about your daughter's curriculum and the opportunities offered to her. Year 11 is an important year, culminating in I/GCSE examinations in the summer. This is also the year when girls make their A level choices; we provide support and guidance for these choices, starting with the Sixth Form Taster Days the girls have already enjoyed in Year 10, to encourage the girls to make well-informed choices in the first instance.

As you would expect our choice of qualifications is based on those that give staff the best opportunity to inspire and so stretch and challenge your daughters and for this reason we continue to offer a mix of IGCSE and GCSE, both of which have been or are being reformed over a 3 year period. Your daughters began their I/GCSEs in the second year of national reforms of these qualifications, and as a result their I/GCSE results will be a mixture of A\*-G or 9-1, as is the national picture.

We will continue to use from grade 3 or D up to report home school examination results this year. You will remember that a key difference in the new grading system is that instead of 2 grades - A and A\* - we now have 3 grades: 9-7. Our concern, not least for the girls' wellbeing, is that we manage expectations around the highest grades. We teach beyond the I/GCSE specifications and girls have the opportunity to enrich their studies with clubs, competitions, lectures and so on. This balance between realistic expectations for grade results and girls managing their whole school – and home – life is key to them doing their best and reaching their potential. This balance informs our academic and pastoral care and support for each girl. Ofqual, the Exam Board regulator, has set an expectation that grade 9 will be used only for the highest possible level of performance within the highest performing cohort; grade 9 should, therefore, not be seen as A\* equivalent. At the highest level we will be talking to the girls about grades 8 and 7 - any grade 9s will come as a result of that focus but grade 9 in itself will not be a grade staff are referencing with girls and we would advise you to mirror that approach at home.

We also encourage the girls to take advantage of the wealth of extracurricular activities available to them, including sport, drama, music, Duke of Edinburgh's Award, Young Enterprise and many more, balancing these with the demands of I/GCSE work. To help the girls record and value their extracurricular activities, they are offered the opportunity to keep a formal Record of Achievement folder which is stored securely at school and accessed through the form tutor.

Good communication is of fundamental importance during these three formative years and the tutors and I are ready to discuss issues with girls and parents as they arise; our aim is to support your daughter in her work and personal development and we look forward to working with you.

Mrs Helen Nash  
Head of Middle School

## Year 11 Tutor Groups

<b>Tutor Group</b>	<b>Room</b>	<b>Tutor</b>	<b>Support Tutor</b>
11J	5	Mrs C Fisher <a href="mailto:cfisher@shsk.org.uk">cfisher@shsk.org.uk</a>	Mrs S Sharp <a href="mailto:ssharp@shsk.org.uk">ssharp@shsk.org.uk</a>
11K	16	Dr Z Chater <a href="mailto:zchater@shsk.org.uk">zchater@shsk.org.uk</a>	Miss A Wardell <a href="mailto:awardell@shsk.org.uk">awardell@shsk.org.uk</a>
11L	7	Mrs K Wright <a href="mailto:kwright@shsk.org.uk">kwright@shsk.org.uk</a>	Dr A Hull <a href="mailto:ahull@shsk.org.uk">ahull@shsk.org.uk</a>
11M	26	Dr J Saba <a href="mailto:jsaba@shsk.org.uk">jsaba@shsk.org.uk</a>	Mrs I Hichens <a href="mailto:ihichens@shsk.org.uk">ihichens@shsk.org.uk</a>

## The House System

Every girl is allocated to one of the four school Houses: Benedict, Duffield, Hayward and Paterson. These were reintroduced to the School in April 2014 and provide opportunities for girls to work together across year groups. They also offer new leadership roles and a fun focus for competitions in sport, music and a range of academic disciplines. For more information please contact the Director of Students.

## Communications

School Tel: 01235 520173  
Fax: 01235 532934  
Email: [info@shsk.org.uk](mailto:info@shsk.org.uk) or individual teacher emails.  
Website [www.shsk.org.uk](http://www.shsk.org.uk)  
Bursary Tel: 01235 520657  
Absences: [attendance@shsk.org.uk](mailto:attendance@shsk.org.uk)

### By Telephone

Parents may telephone the School Office between 7.30am and 5.30pm Monday to Friday. Messages for individual members of staff can be passed on, and will be returned as soon as possible. Messages for pupils are placed in the Form folders, which are collected at 8.30am and 4.00pm. However, if there is an emergency change to travel arrangements home, a member of the administrative staff will locate the pupil and pass on the message. We ask that parents request this only in emergencies.

Pupils are allowed to have mobile phones in school. In Middle School girls may use their mobile phones at break times and lunchtime in their form rooms. They may not be used around the school e.g. in the refectory or corridors. Mobile phones must be turned off in lessons unless permission has been given by a teacher. Mobile phones will be confiscated if misused. A telephone is available in the School Office for pupils to use if there is a need to contact home during the day.

Absences can be communicated to school via email to [attendance@shsk.org.uk](mailto:attendance@shsk.org.uk) in advance or by 9.00am on the morning of your daughter's absence from school. If you contact your daughter's form tutor or the Head of Section regarding an absence, please cc the [attendance@shsk.org.uk](mailto:attendance@shsk.org.uk) email address on your message.

Calls concerning finance and transport should be directed to the Bursar. The Bursar's office is open from 9.00am to 5.00pm.

### Letters

We are happy to receive letters from parents via pupils. These should be handed to the School Office or to the Form Tutor who will forward them to the relevant person.

### School Information

Effective and efficient communication between school and home is central to ensuring that you are aware of all that is happening at school, that you are fully briefed on any matters related to your daughter's year group, clubs or activities and to enable appropriate permissions for the many and varied school events and activities to be sought.

The major sources of school information that will be available to you are:

#### 1. Weekly Newsletter

Every Friday, during term time, the weekly newsletter is sent to parents, via Clarion Call using the email address we hold on record. **This is the primary method for sending letters home and should be checked each week.** The current term's newsletters are archived on the Extranet and so letters sent out earlier in the term can be easily accessed.

#### 2. School Extranet

From the website home page, via the Parents link, the School Extranet provides detailed school information for pupils and parents including the archive of weekly newsletters.

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

The school website contains information about the school including term dates, the calendar and the latest news.

You can also like us on Facebook ([facebook.com/StHelenStKatharine](https://www.facebook.com/StHelenStKatharine)) and follow us on Twitter (@SHSKSchool).

#### **4. SHSK Sports website**

Sports information, including fixtures, results, directions to away grounds and team profiles, can be found by following the 'Sports Fixtures' link from the school website.

#### **5. Clarion Call Text Messages**

If the school needs to contact parents at short notice regarding changes to arrangements involving a trip, activity or an urgent announcement affecting the whole school, then a Clarion Call text message will be sent to the appropriate parent groups. A follow up email may also be sent if more information needs to be communicated but the primary communication, for urgent messages, will be via text message.

Clarion Call is a robust and effective message delivery system which many schools use to communicate with their parent body. However, in some cases, mail can be intercepted and interpreted as a spam address. Attached to this letter is guidance from our IT Department if you do experience problems receiving email communications.

Please note:

- If you 'unsubscribe' from receiving ClarionCall messaging this affects **all** communications from school through this system. It will not distinguish between the weekly newsletter notice and an emergency communication.
- Please do not hit 'reply' to any email from ClarionCall as it will not direct to the originator of the message and will delay or even prevent a response to your email.

We recognise the importance of, and are absolutely committed to, providing informative and timely communications to our parents about the many and varied aspects of school life. If you have any comments or feedback, please email [communications@shsk.org.uk](mailto:communications@shsk.org.uk).

## Who to Contact

Daily notification of your daughter's absence from school	School attendance secretary, Mrs Kim Lythgoe Telephone 01235 520173 <a href="mailto:attendance@shsk.org.uk">attendance@shsk.org.uk</a>
Requests for short term absence from school for such things as dentist appointments.	Letter to form tutor To be agreed by Head of Middle School cc <a href="mailto:attendance@shsk.org.uk">attendance@shsk.org.uk</a>
Requests for absence from school for up to one day	Letter to Mrs Helen Nash, Head of Middle School <a href="mailto:hnash@shsk.org.uk">hnash@shsk.org.uk</a> cc <a href="mailto:attendance@shsk.org.uk">attendance@shsk.org.uk</a>
Requests for absence from school for whole day or longer	To be agreed by the Headmistress.
Concerns about work, academic progress or general wellbeing of your daughter	Form Tutor by letter, email or telephone 01235 520173
Serious concerns about work, or wellbeing of your daughter.	Head of Middle School, Mrs Helen Nash by letter or telephone call 01235 520173 ext 259 <a href="mailto:hnash@shsk.org.uk">hnash@shsk.org.uk</a>
Concerns about the medical wellbeing of your daughter	School nurse by letter or by telephone 01235 520173 ext 257 Mrs Jo Tollemache (senior nurse) <a href="mailto:nurse@shsk.org.uk">nurse@shsk.org.uk</a>
Questions of a spiritual nature	The School Chaplain, Rev Katie Windle Telephone 01235 520173 ext 232
Questions concerning the curriculum	Deputy Headmistress, Mrs Bernadette Stubley <a href="mailto:bstubley@shsk.org.uk">bstubley@shsk.org.uk</a>
Questions concerning School policies, rules, uniform and dates. Requests to bring packed lunches and notification of cycling to school	Director of Students, Mrs Elizabeth Bedford <a href="mailto:ebedford@shsk.org.uk">ebedford@shsk.org.uk</a>
Questions concerning School bills and billed items	Accounts Assistant, Mrs Rebecca Gouws Telephone 01235 520657 <a href="mailto:billing@shsk.org.uk">billing@shsk.org.uk</a>
Questions concerning careers advice, work experience and university entrance	Head of Careers and Higher Education Mrs Jackie Armstrong Telephone 01235 520173 ext. 312 <a href="mailto:jarmstrong@shsk.org.uk">jarmstrong@shsk.org.uk</a>
Questions concerning music lessons and concerts	Music Department Secretary, Mrs Camilla Rock Telephone 01235 546554
Appointments with the Headmistress	Executive Assistant to the Headmistress, Miss Emilie Prior Telephone 01235 520173 ext 202 <a href="mailto:eprior@shsk.org.uk">eprior@shsk.org.uk</a>
Questions concerning travel on school buses	Joint Bus Service Co-ordinator, Mr Thomas Peeke Telephone 01235 546565 <a href="mailto:admin@jointbus.co.uk">admin@jointbus.co.uk</a>

## The Parents' Association

Welcome to St Helen and St Katharine's. As volunteers of The Parents' Association Committee we have daughters across all years in the school and we 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 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](mailto: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

## Term Dates 2017 – 2019



## ST HELEN & ST KATHARINE

### TERM DATES 2017/2019

<b>Michaelmas Term 2017</b>	Student Induction	Monday 4 September Yrs 5, 6, 7 and L6
	<b>Term begins</b>	Tuesday 5 September, <b>8.40am</b>
	<b>Open Day</b>	Saturday 30 September
	Half Term	Monday 16 – Friday 27 October
	<b>Term ends</b>	Friday 15 December, <b>12 Noon</b>
<b>Lent Term 2018</b>	<b>Term begins</b>	Tuesday 9 January, <b>8.40am</b>
	Half term	Monday 12 – Friday 16 February
	<b>Term ends</b>	Thursday 29 March, <b>12 Noon</b>
<b>Trinity Term 2018</b>	<b>Term begins</b>	Monday 23 April, <b>8.40am</b>
	May Day	Monday 7 May
	Half term	Monday 28 May – Friday 1 June
	<b>Term ends</b>	Friday 6 July, <b>12 Noon</b>
<b>Michaelmas Term 2018</b>	Student Induction	Wednesday 5 September Yrs 5, 6, 7 and L6
	<b>Term begins</b>	Thursday 6 September, <b>8.40am</b>
	Open Day	Tbc
	Half term	Monday 15 – Friday 26 October
	<b>End of term</b>	Friday 14 December, <b>12 Noon</b>
<b>Lent Term 2019</b>	<b>Term begins</b>	Tuesday 8 January, <b>8.40am</b>
	Half term	Monday 18 – Friday 22 February
	<b>End of term</b>	Friday 29 March, <b>12 Noon</b>
<b>Trinity Term 2019</b>	<b>Term begins</b>	Tuesday 23 April, <b>8.40am</b>
	May Day	Monday 6 May
	Half term	Monday 27 May – Friday 31 May
	<b>End of term</b>	Friday 5 July, <b>12 Noon</b>

#### **Please note:**

Some dates are different from those of Abingdon School. We hope they will not cause undue inconvenience to anyone. Please note that there will be some days when girls who usually travel on late buses from Abingdon School will need to make alternative travel arrangements.

**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.**

## The School Day

Registration	8.40am
Followed by assembly/Chapel/form time	
Period 1	9.10am – 9.50am
Period 2	9.50am – 10.25am
Break	10.25am – 10.45am
Period 3	10.45am – 11.25am
Period 4	11.25am – 12.05pm
Lunch	12.05pm – 1.15pm
Period 5	1.15pm – 1.55pm
Period 6	1.55pm – 2.35pm
Break	2.35pm – 2.45pm
Period 7	2.45pm – 3.25pm
Period 8	3.25pm – 4.05pm
Form time/registration	4.05pm – 4.10pm

## Arrival and Collection of Pupils

### Arrival

Girls should arrive punctually so that they can be in their Form rooms before 8.30am. Girls should not arrive prior to 8.00am as no supervision is guaranteed before this time. Any girl arriving after the end of registration time at 8.40am must register at the School Office on arrival.

### Collection of pupils

The school day ends at 4.10pm and the School buses depart shortly after that time. A member of the Bursary staff supervises bus departures and ensures that the destination is clearly marked on the side of each bus.

### Late Prep

The cafe and the library will be open after school until 5.30pm and all girls staying in school should sign in and work there; there will be no charge for the use of this facility. A member of staff is also on late duty until 5.30pm. After that time supervision is not guaranteed and girls should not stay on site unless taking part in a supervised activity. If you are unexpectedly delayed and unable to collect your daughter as per your normal arrangement, please alert the School Office.

When you pick up your daughter, you may wish to send her a text to let her know you have arrived and she will sign out and meet you in the car park; it is not necessary for you to know the door codes or come into school to collect her. However, if you do come onto the school site, it is important that all visitors sign in at the School office.

## Travel Arrangements

### Parents' Cars

Parents who drive their daughters to school should use the designated pick-up and drop-off areas as shown below:

Years 5, 6, 7, 8 and 9                      Sports Field car park – parking in the bays provided by the sports field, NOT by the crossing in the main car park.

Years 10, 11 and Sixth Form      Chapel car park

After 5.00pm all pick-ups should take place from the Chapel car park as this is less isolated than the Sports Field car park. Outside of pick-up and drop-off times, there is limited parking available in the Chapel car park on a short stay basis only. All parents should use the allocated parking areas and must **not** park in the service road at the front of the school as this is reserved for buses and other delivery vehicles. The service road is one-way as indicated on the road signs. When dropping off at the Sports Field car park, parents should use the 'drop off' bays marked rather than stop across bays in the car park.

### Bicycles

Roads in Abingdon are busy and potentially dangerous so girls should wear cycling helmets. Bicycle racks are provided at School but girls should ensure that they padlock their bicycles; the School cannot take responsibility for unlocked cycles. The Director of Students should be notified if a girl intends to cycle to School.

### School Buses

The School is part of a joint bus service with Abingdon School and The Manor Prep School. You can view more information online at: [www.jointbus.co.uk](http://www.jointbus.co.uk) or email [admin@jointbus.co.uk](mailto:admin@jointbus.co.uk). The Joint Bus Service Co-ordinator is Mr Tom Peeke (01235 546565), who is based in the Bursary at St Helen's. Should a girl wish to take an occasional bus journey the request is to be made in advance to the Joint Bus Service Co-ordinator who will check availability of places and make any necessary arrangements.

Good behaviour and courtesy are required on all bus journeys. Each bus has a number of senior girls who are the Bus Leaders and are required to report any misbehaviour to the Director of Students. In extreme cases a girl may not be allowed to use the School bus for a period of time. Seat belts are to be worn at all times.

## Absence

### Medical Appointments

Written requests for absence for medical appointments, which cannot be made out of school hours, should be sent to the Form Tutor and cc to [attendance@shsk.org.uk](mailto:attendance@shsk.org.uk). As our terms are short we prefer routine appointments to be made, wherever possible, after school or during school holidays. Where authorisation has been given, girls leaving school early for an appointment must sign out at Reception and be collected from there by a parent or guardian.

### Other Requests

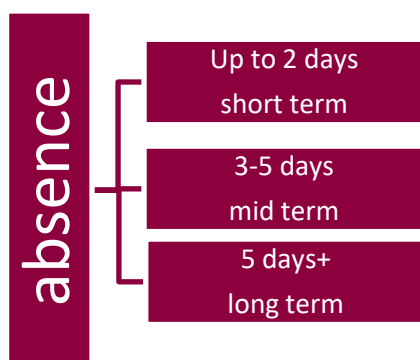
Any requests for absence, up to one day may be approved by the Head of Section and cc to [attendance@shsk.org.uk](mailto:attendance@shsk.org.uk). Absence other than the above should be addressed to the Headmistress. We ask for your cooperation in not requesting such absence unless the **circumstances are exceptional**. Requests to extend half-term or to begin holidays early are detrimental to the school as a whole, as well as to the individual girl. Family holidays which cannot be arranged for school holiday times may be considered exceptionally. However we would urge parents to try to avoid such situations.

### 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. In many of these cases school will expect to have input from medical professionals and be guided by their advice.

### **Exchange Partners**

We are generally happy to welcome exchange partners on reciprocal arrangements, for a maximum of one school week. Priority will be given to girls who were introduced through our school exchanges. Please address requests to the Headmistress as early as possible, to allow the school to plan ahead. A small daily fee is payable for visitors who attend for more than two days. Lunch and travel on a school bus are provided at no extra charge, although availability of space on the bus must be checked in advance with the Joint Bus Service Co-ordinator, based in the Bursary at St Helen's.

### **Planning for the Future**

Girls are expected to remain at the School to take A Level courses here. Parents planning to withdraw their daughter for any reason before that time are asked to notify the Headmistress as early as possible and to discuss the position fully with her. **A full term's notice is required for the withdrawal of a girl.**

### **Equal Opportunity - Disability/SEN**

Disabled pupils and applicants are not treated less favourably. While we select pupils by ability and aptitude, this is not done as a way of excluding pupils with a disability. We seek to make reasonable adjustments so that disabled pupils are not put at a disadvantage to pupils who are not disabled. This includes improving ways in which written information is provided to pupils who are disabled and making reasonable adjustments to the physical environment of the school, so that disabled pupils are able to take full advantage of the education and associated services offered.

## School Uniform

We have a uniform, and all pupils in Junior, Lower and Middle School are expected to wear the correct uniform as stipulated on the published list; we want girls to wear their uniform with pride.

The following regulation items must be purchased from our supplier [School Colours](#):

*Shirt* Regulation white blouse with burgundy buttons and cuff trim. Long sleeved for winter with option of short sleeves for summer. The shirt may be worn outside the skirt but, if a jumper is being worn, the shirt must not be visible below the jumper.

*Jumper* V-neck burgundy jumper

*Skirt* Regulation pleated grey skirt (Years 5 and 6); regulation straight grey skirt (Years 7-11). Year 7 girls may wear either straight or pleated skirt. Length should be no shorter than a palm's width above the knee.

*Summer Dress* Optional for the Junior Department

For purchase from any appropriate retailer:

*Tights* Opaque plain black or natural tights

*Socks* Short white or black socks. These must show above the shoe.

*Shoes* Plain black leather shoes, with a solid sole, low heel (no more than 3cm) and good foot support. Ballet pump style shoes are not appropriate.

*Apron:* A wipe clean or machine washable cookery apron of any colour/design

*Coat* Plain smart coat

*Other* *Hats, scarves and gloves*, any colour item may be worn to and from school, but may not be worn during the school day



## Second Hand Uniform

The Second-hand Uniform Shop (SHUS) provides a means for parents to buy good **quality**, second-hand uniform which has either been outgrown or is unclaimed from lost property. We are open each Monday during term time from 8.00-9.00am and on at least one **Wednesday** lunchtime each half term from 12.15-1.15pm. **SHUS is located in the YPH foyer in the main school building.**

See [website](#) for further information.

The following items are available from [School Colours](#)



*SHSK Shirt – Short Sleeve*



*SHSK Shirt – Long Sleeve*



*SHSK Jumper*



*SHSK Skirt - Junior*



*SHSK Skirt – Senior*



*SHSK Summer Dress - Juniors*

#### **Other Points to Note:**

*Hair ties* All girls must wear their hair neat and tidy, and in the Junior Department and Lower School tied back. Hair may be dyed a natural colour.

*Jewellery* The only jewellery allowed is a watch, discreet stud earrings and one religious symbol e.g. cross or Star of David.

*Make-up* Below the Sixth Form no make-up is permitted, including nail varnish.

The Headmistress has the final say in all matters related to uniform, dress and appearance.

#### **Equipment for School:**

*Scientific calculator* as recommended by and obtainable from the mathematics department.

#### *Pencil case and contents*

to include one 15cm and one 30cm ruler, pair of compasses and protractor, set of coloured pencils and a fountain pen with washable blue cartridges. These items may also be obtained from the school library. No correction fluid is permitted.

*School bag* every girl should possess a school bag, which should be strong, weatherproof and have proper fastenings. Rucksack style bags are recommended.

*USB stick* it would be useful for each girl to have a USB stick.

*Bicycles* We strongly urge cyclists to wear a cycling helmet. Bicycles should be marked and locked when left in cycle racks during the day.

**All clothing, PE equipment, watches, musical instruments, calculators and their cases must be clearly named.**







## PE & Sports Kit

Complete PE & sports kit list: April 2017 (Pictures for illustration purposes only)

Item	Picture	Age groups	Optional / compulsory	Available from webshop:
SHSK Court Shirt		Years 5-11 6 <sup>th</sup> form team players	Compulsory	<a href="#">Playerlayer</a>
SHSK Skort		Years 5-11 6 <sup>th</sup> form team players	Compulsory	<a href="#">Playerlayer</a>
SHSK Quarter Zip Mid Layer Top		Years 5-11 6 <sup>th</sup> form team players	Compulsory Optional	<a href="#">Playerlayer</a>
SHSK Tracksuit bottoms		Years 5-11 6 <sup>th</sup> form team players	Compulsory	<a href="#">Playerlayer</a>
SHSK Base Layer leggings		Years 5-11 6 <sup>th</sup> form team players	Optional but recommended	<a href="#">Playerlayer</a>
SHSK Base Layer Top		Years 5-11 6 <sup>th</sup> form team players	Optional but recommended	<a href="#">Playerlayer</a>

SHSK Team Jacket		Year 11-U6 team players	Optional	<a href="#">Playerlayer</a>
SHSK Storm Jacket		Years 5-11 6 <sup>th</sup> form team players	Optional but recommended	<a href="#">School Colours</a>
Black leotard		Years 5-9	Compulsory	<a href="#">School Colours</a>
Black dance leggings		Years 5-8	Optional	<a href="#">School Colours</a>
Blue cycling shorts		Years 5-11	Compulsory	<a href="#">School Colours</a>
White sports socks (all games activities except lacrosse, football and basketball)		Years 5-11 6 <sup>th</sup> form team players	Compulsory	<a href="#">School Colours</a> / individual purchase
SHSK Maroon socks (lacrosse, basketball, football)		Years 5-9 Year 10-6 <sup>th</sup> form team players	Compulsory	<a href="#">School Colours</a> / individual purchase
Swimming costume		Years 5-9 Years 10-U6	Compulsory Optional	<a href="#">School Colours</a>
Kit bag		Years 5-11 6 <sup>th</sup> form team players	Compulsory	<a href="#">School Colours</a>

House T Shirt	 Benedict  Duffield  Hayward  Paterson	All	Compulsory	<a href="#">School Colours</a>
Trainers		All	Compulsory	Individual purchase
Football / lacrosse boots		Years 5-9 Years 10-U6 team players	Compulsory	Individual purchase
Lacrosse stick		Years 5-9 Years 10-U6 team players	Compulsory	Available from the PE Department or individual purchase
Lacrosse goggles		Years 5-9 Years 10-U6 team players	Compulsory	Available from the PE Department or individual purchase
Tennis racket		Years 5-9 Years 10-U6	Compulsory Optional	Individual purchase
Gum guard		Years 5-9 Years 10-U6 team players	Compulsory	Available from the PE Department during September fitting or individual purchase
Shin pads		Years 7-9	Compulsory	Individual purchase



### **Lost Items:**

Named items will be returned through the lost property system. Non-named items will go to the second hand uniform shop or a charity shop, as appropriate.

## **Appearance**

There is an expectation that girls will conform to the school uniform rules, arrive at school dressed smartly, with pride in their appearance and prepared for the day. Long hair should be kept neat and off the face, hair ties should be in school colours. Tee-shirts, worn under shirts, should not be visible.

The right clothes should be worn for the right occasion, PE kit for PE only and not 'mix and match'. PE hoodies are not to be worn with school uniform. During cold weather, girls should travel to school in a plain black coat.

Non permitted jewellery may be confiscated and can be collected at the end of the day from the Head of Section. Make up and nail varnish, if observed, will be requested to be removed.

## **Books**

Stationery and the majority of text books are provided by the school, the cost being included in the tuition fee. Books remain the property of the school and a charge will be made for any which are lost or damaged. Girls are strongly advised to name their text books.

## **Sale of Stationery**

Girls can buy stationery from the shop in the Library during normal opening hours. All items sold are appropriate for use in lessons and examinations. Girls must pay cash for all items purchased. Colour, black and white photocopying and scanning is also available.

## **Lost Property**

All named lost property will be placed, by form, into the lost property lockers on the first floor of the Jean Duffield building. Unnamed lost property is stored in the same location, outside the Director of Students' office, and is displayed in Old School Hall each term. Parents are welcome to come into school to check for missing items. Large amounts of unnamed lost property is disposed of by the school each year and so we would encourage all uniform and equipment to be clearly named.

## **Confiscated Property**

Confiscated items can be collected from the Head of Section at the end of the day. Confiscated mobile phones should be collected from the Head of Section / School office. If items are confiscated three times during the school year a Friday detention, after school between 4.30 – 5.30pm, will be held. Parents will be notified if this is required.

## The Health Centre

The School's Health Centre is staffed by qualified nurses whose responsibilities are the care and treatment of: girls who are involved in any kind of accident whilst on the school premises between 8.30am and 5.30pm, or who are taken ill during the school day.

Girls should not:

- attend school whilst in quarantine for an infectious disease. Nor should they be sent to school if they are not well enough to attend lessons;
- be sent to school for diagnosis and treatment. They will be treated at school initially if the cause arises during the school day, but thereafter they must see their own doctor and remain at home for treatment.
- return to school less than 48 hours following the final episode of sickness or diarrhoea.

If a girl is unfit for PE a letter from her parent is required by the PE staff.

Girls requiring over the counter remedies for coughs, colds and sore throats must supply their own. The Health Centre does not stock them.

**Please make sure that your daughter knows where you can be contacted by telephone at home or work.** Girls who are unwell and need to go home must see the nurse, who will then contact parents. Girls must **not** contact parents directly and arrange to be collected. Girls will **not** be allowed to leave school unless they have seen the nurse. We must ask you to collect girls as early as possible if they are unwell, **and no later than 4.00pm**. If you are away for a short period please let the school office know the name, address and telephone number of the adult whom you have asked to take responsibility for your daughter during that period.

Parents are responsible for ensuring their daughter has an in date, useable reliever inhaler on their person at all times. Parents will be expected to complete an annual asthma update form and a consent form for Emergency Salbutamol use; both forms are available on the Extranet.

### Medicines and tablets

No medication other than Paracetamol, Ibuprofen, Piriton (Chlorphenamine) Arnica Cream and Anthisan cream, if parental consent has been given will be dispensed unless it is:

- prescribed by a doctor, even over the counter medications, including Ibuprofen.
- in its original container with pharmacy dispensing instructions, name of girl and expiry date.
- accompanied by a parental letter stating what time/dose/duration to be given.

In the case of pupils with allergies, antihistamine may be administered by the School Nurse, by prior arrangement.

Girls in Year 11 and below must give any medicines or tablets that they need to take to the School nurse who will dispense them as necessary. The School recommends that sixth form girls should also follow this procedure, and would enforce it if there were any reasons for doing so.

## Further Support for Girls

There are many sources of support for girls who have concerns or problems they want to discuss. Any teacher in school that a girl likes, trusts or respects will be happy to listen if their help is sought. Other sources of support include:

- Form tutors and support tutors
- Heads of Section and the Director of Students
- The school nurses
- The Chaplain
- The School Counsellors

The Chaplain is in school on Monday, Tuesday, Wednesday and Friday, and girls can drop in or make arrangements to see her.

The School Counsellors are available for appointments.

### Electronic Devices and 'Junk' Sleep

The vast majority of St Helen's pupils now own a mobile phone, and many also own other electronic devices. The opportunities offered by the ability to access the internet and communicate with others through social media are very exciting, but it is also true that electronic devices can be used thoughtlessly or with malicious intent to cause upset to others. The school takes a strong stance against bullying of any kind, including cyberbullying, and we devote considerable time in Personal Development lessons and in our pastoral care programme to helping girls understand how to protect themselves online and report the misuse of electronic communication.

As parents, you may wish to understand more about the ways in which your daughters use the internet and social media. Resources such as those published by the Child Exploitation and Online Protection Centre (CEOP) at the website [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) are an invaluable tool in this, and we recommend them highly. You may also find it useful to consider what your 'house rules' will be in relation to electronic devices. Parents of younger pupils may wish to install parental controls or filters on the internet, or keep the computer in a central location where you can keep an eye on what they are doing. For older girls, negotiating rules about 'screen time' can be a good way of limiting time spent alone in bedrooms on computers. Suggesting that your daughter leaves her mobile phone downstairs when she goes to bed is another good way to ensure that she leaves the outside world behind at the end of the day and gets a refreshing night's sleep.

We talk to the girls regularly during the year about the importance of sleep. There is very clear evidence that using screens before going to bed substantially impairs sleep patterns. Furthermore, we recognise that unsupervised access to the internet exposes the girls to a multitude of temptations and dangers, whether it be through social networking, gaming or anything else. You may find the articles below of interest.

Log off before you nod off: why a good sleep is vital for a long life - The Guardian

Blue light has a dark side - Harvard Health Publications

How artificial light is wrecking your sleep, and what to do about it - Chris Kresser

You are always welcome to discuss your questions or concerns about the use and misuse of technology with your daughter's form tutor, Head of Year or Head of Section, or with Mrs Bedford, the Director of Students.

## Behaviour

It is rare that behavioural problems require more than a conversation with a member of staff to correct them. Persistent or more serious misbehaviour will be dealt with as outlined in the Behaviour Policy which is available on the Parent area of the school website.

## Individual Progress and Time Management

During the three years in Middle School girls are encouraged to take increasing responsibility for their own learning in preparation for the Sixth Form. Most girls are able to organise their homework and other commitments well, but should a girl find this difficult to manage there are a number of measures which can be put in place to help her to develop good habits.

### Tutor Interviews

Tutors have regular, short interviews with all the girls in their tutor group which are recorded in a folder. Should a girl or her tutor feel that her work schedule is slipping then further action will be decided and its success monitored by the tutor.

### Planners

All girls are issued with detailed planners which they are expected to keep accurately so that they can be organised and so that their tutors can monitor their work management. A system of green, amber and red stickers is used to indicate the difficulty of managing work each evening and is a quick and effective way for the tutor to identify problem areas and offer help with them.

### Time Management Records

These are given to girls who find it harder to keep on top of their organisation and commitments. They are taken to each lesson and filled in by the girl, showing the work she has to do and the deadline for its completion. When the work is completed it is signed by the member of staff who has set it. This record is available for the form tutor to monitor on a daily basis, to be signed by the Head of Section and by parents once a week with comments if necessary.

## Celebrating Success

We are keen to recognise and celebrate success wherever possible; this may happen in a variety of ways in Middle School. We also encourage you and your daughter to share her successes out of school with us so we can add our congratulations. Further information on rewards can be found in the Behaviour Policy.

### Commendations

Each term two or three girls from each tutor group are sent to the Headmistress for a commendation. They are proposed by their form tutor and this is based on a variety of achievements for that term, not necessarily academic work. The girls are asked to take their Record of Achievement with them to this meeting so that the Headmistress can discuss with them their range of extracurricular achievements and interests. A letter is sent home to inform parents that their daughter has been commended and the girls will receive a certificate.

### Headmistress' Excellence Book

Every Wednesday the Headmistress reads out in full School assembly the names of those girls who have been entered into the Excellence Book by a member of staff and the reason why. This recognizes exceptional achievement, such as an excellent piece of work, performance, or presentation. The girls are then asked to sign the Excellence Book in the Headmistress' study.

### Assemblies and Prizes

Certificates awarded for a great variety of achievements are presented during whole school assemblies and section assemblies, and the latter is an opportunity to congratulate girls regularly on their achievements. At the end of each academic year school prizes and commendations are presented at Prize Giving along with significant certificates and sports trophies.

### GCSE Certificate Presentation Evening

This is a short ceremony held in December of the Lower Sixth year when girls are individually presented with their I/GCSE certificates. We are joined by parents and old girls from the year group for an evening of celebration and recognition of the hard work and dedication of girls and staff.

## The Structure of the Curriculum in Year 11

At St Helen's we expect all girls to take at least ten subjects to I/GCSE level. This number of subjects is there to ensure sufficient breadth in the curriculum. The core subjects include English, Mathematics, Science, a Modern Foreign Language, and Religious Studies as well as Personal Development (PD) and PE. In addition girls take three or occasionally four subjects, as full course I/GCSEs. These optional subjects allow girls to continue to study subjects they are successful at and subjects they enjoy. Therefore we hope that all girls will have a manageable workload which enables them to succeed, whilst at the same time stretching the most able and allowing as much choice as possible at the same time avoiding any girl closing a door on an area of the curriculum that they may wish to continue with into the Sixth Form and beyond.

The most able mathematicians have the opportunity to take the Additional Mathematics qualification in Year 11. Computer science (CS) in Years 10 and 11 is delivered across the curriculum and is mapped and monitored by the Teacher in charge of CS. All pupils are expected to complete the school's career education and guidance programme and undertake work experience in Year 11.

Year 10 and 11 pupils have individual study periods on their timetable which are used for independent work. Pupils are required to register in the library and work there. These periods are allocated a member of staff if numbers require supervision in addition to that provided by the library staff.

We encourage enrichment within the curriculum and as a matter of policy, girls are not encouraged to take I/GCSEs before Year 11, except in individual and exceptional circumstances.

The curriculum is designed to be accessible by all those who meet the criteria for admission. We will make any reasonable adjustments possible to facilities and curriculum that end as opportunities arise, to facilitate educational access to pupils with disabilities.

Curriculum content by subject is available on Sharepoint; Sharepoint – Departments.

Full details of options and the timetable for choosing them are available in a separate booklet, but the basic structure is as follows:

The school week comprises 40 lessons, broken down into 5 days, each of 8 lessons in length:

<b>Core I/GCSE Subjects:</b>	<b>Number of Lessons</b>
English Language )	
English Literature )	5
Mathematics	4
Double Award Science (worth 2 GCSEs)	9

<b>Core Non-I/GCSE Subjects:</b>	<b>Number of Lessons</b>
Physical Education	2
PD	1

Year 11 students would have selected 5 additional I/GCSE subjects in Year 10, from 5 blocks. One of the options must be a modern foreign language.

Opting for Separate Science converts Double Award into 3 separate sciences.



The block structure this year is as follows but it varies from year to year:

Language	A	B	C	D
French	DT	Art	Geography	French
German	Home Economics	Ceramics	History	Geography
Italian	Drama	Drama	Latin	History
Spanish	Greek & Latin	Geography	Music	Latin
	RPE	History	PE	RPE
	Separate Sciences	Separate Sciences	RPE	

Any girl who wishes to take a public examination at another centre must seek the permission of the Headmistress. Similarly, girls learning musical instruments out of School are asked to take Associated Board examinations at School in order to avoid unnecessary absence. Requests should be addressed to the Director of Music.

## Homework

Girls should expect one hour of homework per week per I/GCSE subject. The timing of the homework will become more flexible in Year 11 and girls are likely to be given a few days in which to complete a piece of work. This should enable a girl to plan her work schedule to accommodate extracurricular commitments that she may have on particular evenings. Some girls may have study lessons in school when a certain amount of homework can be completed. These are supervised by a member of staff and girls are expected to bring work or reading material to the lessons. Girls are expected to develop good time management skills by prioritising their work and keeping to the time set. Should this become difficult, form tutors will help girls to manage their time more effectively. It is a great help if girls or parents alert staff to potential problem days when there are significant demands on their time before the days arrive so that arrangements can be made to complete work in a different time frame.

See Homework Policy for more information.

## Monitoring Progress

Academic progress is monitored by subject teachers at regular intervals through the school year. Our grading system, which indicates a standard for attainment and effort, is designed to allow regular feedback. In addition to grades and short reports, parents also receive information about their daughter's progress in a full subject report and Parents' Meeting during the course of the year: Year 11 full reports will be sent home at half term in Michaelmas term and there is a Parents' Meeting in the Lent term, following the Year 11 mock examinations. Subject content details may be found in the Pupil and Parent area of the website in the Pupil Resources subject area.

Parents' Meetings provide a useful opportunity for discussion and we encourage girls to attend with their parents in order to involve them in this discussion. Parents' Meetings are held in the Atrium/Long Gallery/Old School Hall/Science Centre Atrium. We operate a non-appointment system. Tutors and the Head of Middle School will be available to speak with parents.

## Year 11 Personal Development

The girls will have one lesson of PD (Personal Development) per week. This will be taught by their form tutor with contributions from other members of staff and outside speakers. An outline of the topics covered is included in this handbook. However, this may be subject to some adjustment as the programme aims to be flexible to respond to any issues which might arise in the year group or within the school as a whole.

If you would like further information on any aspect of PD and the topics covered, please feel free to contact Ms Kelly Meuleman (Head of PD) via the school office or via your daughter's form tutor.

### Topics covered by Year 11:

Michaelmas Term	Lent Term	Trinity Term
<p><b>Careers</b> Careers carousel: letters, CVs, emails, transferable skills, work experience</p> <p><b>Citizenship</b> British values workshop The role of the UK in Europe and globally Key issues: immigration and welfare</p>	<p><b>Preparation for exams</b> Planning revision Revision tools The brain and relaxation</p> <p><b>Personal safety</b> Road safety talk by Abingdon Fire Brigade and Police</p>	<p><b>Preparation for exams &amp; work experience</b></p>

## Careers Information, Advice and Guidance in Year 11

The work within the Careers and Higher Education department reflects a whole school ethos and mission to inspire and champion excellence for all of the pupils in the career path they choose. Central to the work is developing awareness of emerging and differing opportunities and career paths, alongside traditional routes, to maximise each pupil's individual strengths, talents and potential.

There is a designated careers library, stocked with comprehensive and up-to-date information on careers, higher education and apprenticeship opportunities. The careers and higher education team are available for advice and guidance and the school is a member of the Career Development Institute (CDI).

The careers programme for Year 11 is interwoven with the process of choosing which subjects pupils wish to continue beyond I/GCSE and with preparation for work experience.

Through the year the students will:

- Be given guidance and assistance in finding a work experience placement.
- Students are encouraged to undertake a minimum of one week experience, usually after GCSE examinations. Help is given to find a placement and girls are briefed fully on all aspects including Health and Safety.
- N.B. In all cases the school must be notified of work experience placements so that the legally required health and safety check can be carried out.
- Learn how to contact an employer, write a letter of application or email, construct a CV and how to prepare for, and act in, an interview.
- Spend time with the year 10 students as they debrief on their work experience placements.
- Have an individual careers interview to discuss their plans for after year 11.
- Explore their higher education interests and ideas further using an online resource called 'Higher Ideas'
- Have the opportunity to attend the annual Careers Convention, held in conjunction with Abingdon School and OLA. Parents are also welcome to attend this evening.

### Part-time Jobs while still at school

If students work, they must have a work permit, this is easily accessible to download from your local County Council's website. The law regarding work is that:

Aged 15 or 16 years

- Students can work up to 8 hours on Saturdays
- Students must not work more than 35 hours per week and no more than 8 hours per day during school holidays and half term breaks.
- Students can only work between 7am and 7pm.
- Students can work up to 2 hours on Sundays.
- Students must not work more than 12 hours during a school week.
- Students must have a rest break of 1 hour after working for 4 hours.

N.B. Work is "any work that is part of a business whether or not the person is paid" – (babysitting is not considered "work" by the law).

All work (excluding babysitting) paid or voluntary, should be subject to a Work Permit.

## Extracurricular Activities in Year 11

At St Helen's we place great emphasis on our broad extracurricular programme. Life beyond the classroom is so important in offering the opportunity to explore and extend wider interests, make friends across age groups and to build confidence. It is this combination which embodies the ethos of the school. Life beyond the classroom here is full. A wide range of sports, clubs and societies, music, drama, educational visits and expeditions are available. Full details of the extracurricular programme are outlined in the 'Beyond' 2017 – 2018 booklet, which pupils will receive at the beginning of the academic year, and is also available on the school website at [www.shsk.org.uk](http://www.shsk.org.uk).

We look forward to welcoming you to School to support the many matches, events and productions that take place each term but would remind you that any photographs taken at such events are for private record *only* and should not be posted in any public forums, such as Facebook, without the express consent of those involved.

## School Charities

Charitable giving is a key component of the ethos of the school and is co-ordinated by Charity Reps from the Sixth Form with the support of the school Chaplain. We are keen to foster in the girls a generous attitude towards those around us who are in need, as well as intelligent charitable giving. We also seek to encourage and support each member of the community in their individual efforts to raise money for other charities.

The chosen charity in 2016 was Whizz-kidz. Whizz-Kidz work to transform the lives of disabled children by providing them with vital mobility equipment, support and life skills. By the end of 2016 the school community raised an amazing total of £13, 224.44. There was also an additional £1260.88 raised for our local branch of the Riding for the Disabled, Southmoor.

This year our school charity is 'Asylum Welcome', an Oxford based charity that supports refugees, asylum seekers and detainees fleeing danger and persecution in their own countries and who are seeking refuge in Oxford. During Refugee week in June, the sixth form led chapel services for all year groups raising awareness, explaining what the charity does and how we can get involved in fundraising. We had a visiting author, Jill Lewis, come into school to share her book '**A story like the wind**' (a retelling of a Mongolian folk tale told by a refugee boy in a flimsy boat at sea, fleeing war) **with the girls during lessons**. The senior christian forum group knitted a blanket and coordinated furnishings for a refugee child's room and girls and staff have been busy raising money through a variety of different events from marathons and learning a new instrument in a term to cake sales and home clothes days.

All students are encouraged to participate in the fundraising events that are organised across the school year such as cake sales, charity dinners, home clothes days in addition to the key whole school events such as St Kate's Day and the Parents' Association Christmas Fair.

Alongside our main school charity, at SHSK we sponsor four children's education through World Vision in Swaziland (each House is responsible for keeping in touch with their child and girls from SHSK will be visiting the sponsor children in Swaziland in July 2018). Throughout the year, the school community also has the opportunity to respond financially to major world disasters as well as through prayer in Chapel and we are committed to supporting the local Abingdon Foodbank through our harvest collection.