



# The Abbey

Senior School



## Parent Handbook

2021-2022

[www.theabbey.co.uk](http://www.theabbey.co.uk)



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# Term Dates: Academic Year 2021 - 2022



## Autumn Term 2021

Monday 6, Tuesday 7 and Wednesday 8 September	Staff Inset Days
Thursday 9 September	Term begins (Full day)
<b>Half Term:</b> Friday 22 October – Monday 1 November 2021 (inclusive)	
Wednesday 15 December	Term ends (Finish at 12 noon)

## Spring Term 2022

Wednesday 5 January	Staff Inset Day
Thursday 6 January	Term begins (Full day)
<b>Half Term:</b> Friday 18 February – Friday 25 February 2022 (inclusive)	
Friday 1 April	Term ends (Full day)

## Summer Term 2022

Monday 25 and Tuesday 26 April	Staff Inset Days
Wednesday 27 April	Term begins (Full day)
Monday 3 May	Bank Holiday
<b>Half Term:</b> Monday 30 May – Friday 3 June 2022 (inclusive)	
Friday 8 July	Last day of school year (Finish at 12 noon)

Term dates for the academic year 2022 – 2023 will become available on the School website.

You will be sent key dates each term and should also consult the calendar in the events section of the School Information area on My School Portal.

For all general enquiries, please contact the Senior School: [schooloffice@theabbey.co.uk](mailto:schooloffice@theabbey.co.uk)





# Welcome



## Welcome from Miss Allison Hadwin, Deputy Head Pastoral and Dr Sarah Tullis, Deputy Head Academic

We are delighted to be welcoming not only your daughter to The Abbey Senior School but also you as parents.

We hope you find this Parent Guide helpful. It is designed to be read alongside your daughter's Pupil Guide and we hope it will answer any questions you may have.

We look forward to getting to know you over the course of your daughter's journey through The Abbey.

It will be a happy, busy and fulfilling time.

## Useful contacts

Form Tutor	
Head of Year (UIII) and Director of Lower School:	Dr Catherine Cheeseman - <a href="mailto:cheesemanca@theabbey.co.uk">cheesemanca@theabbey.co.uk</a>
Heads of Year (LIV):	Mrs Carly Burn - <a href="mailto:burnca@theabbey.co.uk">burnca@theabbey.co.uk</a> Miss Hasina Uddin - <a href="mailto:uddinha@theabbey.co.uk">uddinha@theabbey.co.uk</a>
Head of Year (UIV):	Miss Emma Goodfellow - <a href="mailto:goodfellowem@theabbey.co.uk">goodfellowem@theabbey.co.uk</a>
School Nurses	Mrs Julie Hay/Mrs Katie Helms - <a href="mailto:nurse@theabbey.co.uk">nurse@theabbey.co.uk</a>
Senior School Reception/Office:	0118 987 2256 - <a href="mailto:schooloffice@theabbey.co.uk">schooloffice@theabbey.co.uk</a>
Notification of absence due to illness:	<a href="mailto:absences@theabbey.co.uk">absences@theabbey.co.uk</a>



## Introduction to the Curriculum

Students are taught by specialist teachers for all subjects and move around the School for lessons. In Upper III, students will study 18 separate subjects in this first year: English, Maths, Biology, Chemistry, Physics, Latin, French, Geography, History, Art, Computer Science, Philosophy and Theology (PaT), Drama, PE, Music and Skills 4 Life and enjoy half a year each of Food and Textiles Technologies. In Lower IV, a second Modern Foreign Language is introduced (Spanish or German).

In Upper IV, students study English, Maths, Biology, Chemistry, Physics, French, German or Spanish, History, Philosophy and Theology, Drama and PE. They then choose an additional three subjects from the following: Art, Computer Science, Food Technology, Latin, Music and Textiles Technology.





# School Houses



The Abbey School runs a House system and all students are placed in one of four Houses.

The Houses are named after benefactors of the School and sisters are normally placed in the same House.

Each House has two House Mistresses or Masters and two House Captains. The House Captains are Upper VI students who lead the House and organise teams for the activities. There are House Assemblies every half term where students meet to plan the House teams for future events/competitions.

Getting involved in House events is fun and means that students get to know other students in different year groups so everyone is encouraged to take part.

House	Colour	Year founded	Named after
Carrington	Purple	1918	Sir John Carrington
Paget	Yellow	1918	Dr Francis Paget
Ducat	Red	1922	Canon W M G Ducat
Kensington	Blue	1946	Colonel Kensington

## House Competitions include:

- Music
- Fun Run
- Charity Afternoon
- Sports Day
- Hockey
- Science Quiz
- Netball
- Rounders
- Swimming Gala





# Supporting students

## Planner

Students will be given their planner on the first day of the Autumn Term to help organise their time and their homework. The planner is also one of the ways through which teachers and parents communicate. If a member of staff has concerns about punctuality, preparedness for class, attention to work in class, behaviour, homework or uniform, they will make a note in the planner. The planner should be checked and signed by you each week, before the Form Tutor signs it during Friday registration. There is space in the planner for you to write a message to the Form Tutor, if you wish.

## Homework

Students will be given a homework timetable with details of the subjects set on each day. In Upper III, homework is introduced gradually up until the fourth week of term to allow the students time to settle and adjust to life in secondary school. We would ask for your help in encouraging homework to be undertaken conscientiously and in a location where there are no distractions. We value your role as parents, offering support, but please encourage work to be completed independently; should help be needed, students can attend a homework help club or ask their teacher.

Year Group	Approx time per night	Subjects per night on average	Time per subject
Upper III	1 hour	3	20
Lower IV	1 hour 15 minutes	3 or 4	20 - 30
Upper IV	1 hour 30 minutes	3 or 4	30

## Balance

We are very keen for students to maintain a healthy balance between work and extra-curricular activities, both within and outside of school. Please encourage the allocated time only to be spent on homework; students should let their teacher know if they are unable to complete it within the time available.

## E-safety, sleep and mobile devices

There is a great deal of discussion about e-safety and the impact of using mobile devices at night on young people's friendships and sleep patterns. We value your support in ensuring that students are not using their phones late at night. Parents' events are held to discuss e-safety and managing online friendships.



## Reporting on progress



Parents of students in Upper III will meet the Form Tutor and Head of Year at the beginning of the Autumn Term. For parents of students in Lower IV and Upper IV, there is an informal pastoral introduction to the year at the beginning of the Autumn Term. This is an opportunity to hear more about the main aspects and issues relevant to the year group and for you to get to know the Form Tutor and Head of Year.

You will be kept informed of progress in a variety of different ways through the school year:

- a tutor report, indicating personal and social development and participation in school life
- a Parents' Consultation evening, when you can discuss progress with subject teachers
- a full written report at the end of the school year





## Rewards system

Students will be praised by teachers for enthusiasm, effort and achievement in a variety of ways; for example, by speaking to students in class and by writing comments on work.

To reward exceptional effort and achievement on a piece of work, or over a period of time, a student will be awarded a ROSA (Record of Special Achievement) sticker.

These earn House points towards the House Reward Cup, which is presented to the winning House at the end of every term.

We also like to recognise anything that makes an outstanding positive contribution to school life e.g. helpfulness, leadership, kindness; such acts of natural goodness are rewarded with a Gold ROSA.

## Pastoral care



The welfare and happiness of all our students is of paramount importance; no student will learn effectively if they are unhappy or worried. In order to best support each individual, we have a strong and experienced Pastoral Team.

There are several people parents and students can go to if there are any problems or concerns. The first point of contact should be the Form Tutor who students will see for registration twice a day, for Skills 4 Life on a Wednesday and for Form time on a Friday. If students need their Form Tutor at any other time, they may also ask to see him/her at break or lunchtime. One of our School Nurses is available throughout the day in the medical room and we have a wellbeing coach who supports the students in 1:1 and group sessions. Additionally, each year group has its' Head/s of Year who is there if either parents or students need their support. Our Sixth Form Pastoral Prefects are a very important part of our Pastoral system and they have been trained to listen to and support younger students. We also have a buddy and mentor system in place to support students within each of the year groups.



# Communicating with the School

The Form Tutor should be your first point of contact for both academic and pastoral concerns. You can e-mail them with a concern or query and they will speak with the appropriate member of staff. Please do bear in mind that staff are teaching during the day but they will respond to you as soon as they are able to do so.

## The Abbey communicating with parents

Wherever possible we use electronic communication to send messages to parents. You will be asked to update and sign a Contact Details sheet each year. However, if changes occur mid-year (e.g. change of address, e-mail, mobile) it is vital that you keep the School informed by sending an e-mail to [schooloffice@theabbey.co.uk](mailto:schooloffice@theabbey.co.uk). Please clearly state the student's name and Form in any communication.

Your e-mail address and mobile phone number are particularly important as they are used for sending texts and e-mail messages via our School Post system. This is also used for emergency communications.

The School sends an e-bulletin, The Abbey Gateway, every week on a Friday afternoon. Other targeted e-mail messages will also come from the School about trips, meetings, extra-curricular activities etc. Please open and read all e-mails from The Abbey as they may contain vital information. If you are not receiving e-mails from The Abbey please e-mail [schooloffice@theabbey.co.uk](mailto:schooloffice@theabbey.co.uk) and we will investigate the problem.





## School events

You will find that we are a flourishing and active community and there are many opportunities for students to become involved in the extra-curricular life of The Abbey. We very much value the participation and support of parents and hope to see you at many of the events throughout the year, including concerts, plays, Speech Day and sports matches, to name a few. Details of these events are available on the school calendar, which is accessible via the school website.

## Charity events

The Charity Committee selects several charities for the School to support and students have the opportunity to fundraise with the whole school, as a Form and in small groups. Each form selects a Charity rep and they work with the Charity Prefects to fundraise for the school's chosen charities.





# Uniform



There is a full list of the uniform that students will need on our website [www.theabbey.co.uk](http://www.theabbey.co.uk).

At The Abbey, all students are expected to wear their uniform smartly and with pride. Most items must be purchased from Schoolblazer, our online uniform supplier at [www.schoolblazer.com](http://www.schoolblazer.com).

All items should be named (N.B. Schoolblazer offer a name-taping service at source). We believe that the wearing of our school uniform is an important part of the ethos of the School, bringing together a community of students from many different backgrounds, aiding integration and cohesion and good order in the School. The Head may grant exceptions but only where this is required as a matter of sincere religious observance.

If there is any difficulty concerning school uniform, please contact the Form Tutor who will be happy to advise.

- School Uniform Code: This code has been written in line with the Department for Education document 'School uniform, guidance for governing bodies, school leaders, school staff and local authorities', September 2013.

# Hair, jewellery and make-up

Hair must be of a natural colour, clean and tidy. Shoulder length or long hair must be tied back, off the shoulders and back from the face at all times.

One pair of small plain stud earrings may be worn. Nose piercings, hooped earrings and multiple piercings are not permitted. The Head may agree to a bracelet being worn if it has religious significance; in such instances it should be worn under the sleeve so that it does not show.

No make-up or nail varnish is permitted in Upper III to Upper IV. Students may wear discreet make-up in the Fifth form. Nail varnish is not allowed.





## Stationery and equipment

Students will need a well-equipped pencil case including a geometry set, fountain pen, cartridges, pencil, eraser, scissors, glue stick, ruler, highlighters and colouring pencils. Subject teachers will advise, once term starts, of any other specific items that are required. Please ensure everything is labelled.

**Maths Department** - Casio scientific calculator such as the fx-85GTX Solar. This is available from Reception in term-time and can be charged to your bill.

**French Department** - Good French dictionary. (If students are joining Lower IV or Upper IV, they will also need a German or Spanish dictionary). The Dorling Kindersley Bilingual Visual Dictionary is highly recommended.

**English Department** - Oxford Mini Dictionary and Thesaurus OUP 2nd edition 2012 (useful but not essential).

## Lockers, personal belongings and lost property

Students will have a locker in which to store their games kit and mobile phone (if they choose to bring one into school). These lockers are secured with a combination lock. Please ensure students do not bring valuable items or large sums of money to school.

Please make sure that everything that is brought to school is named as it makes misplaced items much easier to return! Valuable items of lost property, including blazers, are taken to Reception. Other lost property is either stored in the PE office or placed in a tub in the Hardcastle Hall. Any items of school uniform that are not named and are not claimed by the end of each half term are given to the Second-hand Uniform Shop. Non-school uniform items will be given to a charity shop.

## Safety - start of the School day

We are always extremely mindful of the safety of all students in the Senior School, particularly before the official start of the school day. The school day starts at 8.35am and students should be in their Form Rooms from 8.30am.

We are aware that some students arrive considerably earlier than this. Obviously, in inclement weather, we would not wish students to remain outside so, if necessary, students may enter the main school building to go to one of the following designated areas from 7.45am: breakfast is available for a small charge from the Dining Room and the Library is also staffed. Alternatively, Upper III and Lower IV students can sit in the Hardcastle Hall and Upper IV students are allowed to go to their Form Rooms.



# The School day



Registration is at 8.40am and the school day ends at 3.45pm. Students are able to come into school from 7.45am onwards, use the Library or sit in the Hardcastle Hall (Upper III), the balcony of the Hardcastle Hall (Lower IV) or form rooms (Upper IV). Breakfast is available for a small charge from 8.00am every morning.

Students are welcome to stay in school each evening until 5.45pm, during which time they will be supervised in the After School Homework Club from 3.45pm until 5.45pm. You may text after 4.00pm to arrange collection from Reception up to 5.45pm.

## Timing of the School day

Monday, Tuesday, Wednesday PM, Thursday and Friday		Wednesday AM	
7:45	Building open to pupils	8:35	Skills 4 Life/Registration
8:35	Registration	9:15	Period 1
8:40	Assembly or Form Time	9:50	Period 2
9:00	Period 1	10:25 – 10:45	Break
9:35	Period 2	10:45	Period 3
10:15 – 10:35	Break	11:20	Period 4
10:35	Period 3	11:55 – 13:00	Lunch
11:15	Period 4		
11:50 – 13:00	Lunch		
13:00	Registration and Period 7		
13:35	Period 8		
14:15 – 14:30	Break		
14:30	Period 9		
15:05	Period 10		
15:45	End of day		

## Breaks

Students are not permitted to go off site during morning, lunch and afternoon breaks. There is a tuck shop at morning break. All students should bring a named, reusable water bottle into school.





## Food

Students have lunch in the Dining Room every day and there are always many delicious choices: a main meal, a vegetarian option, a salad bar, baked potatoes and pasta with different sauces. There is also a 'Grab and Go' meal which is quick and easy to eat if students have got a club during that lunch break. For pudding, there is always a choice of dessert or fruit.

## Signing in and out

If students arrive at school after registration at 8.35am for any reason, it is important for them to sign in at Reception.

If students have to leave school during the day for any reason, then please write a note in advance for them to bring in and give to their Form Tutor. Students will be given a pink slip to hand in at Reception when they leave. Students must sign out at Reception and, if they return to school later on the same day, they should sign back in at Reception.

## Safety - road crossing

Kendrick Road gets very busy at the beginning and end of the school day. To keep students safe, please encourage them to use the pedestrian crossing to cross the road. If they are dropped off by car on Kendrick Road, do make sure that they get out of your car on the side nearest the pavement rather than in the middle of the road.



# School Coaches

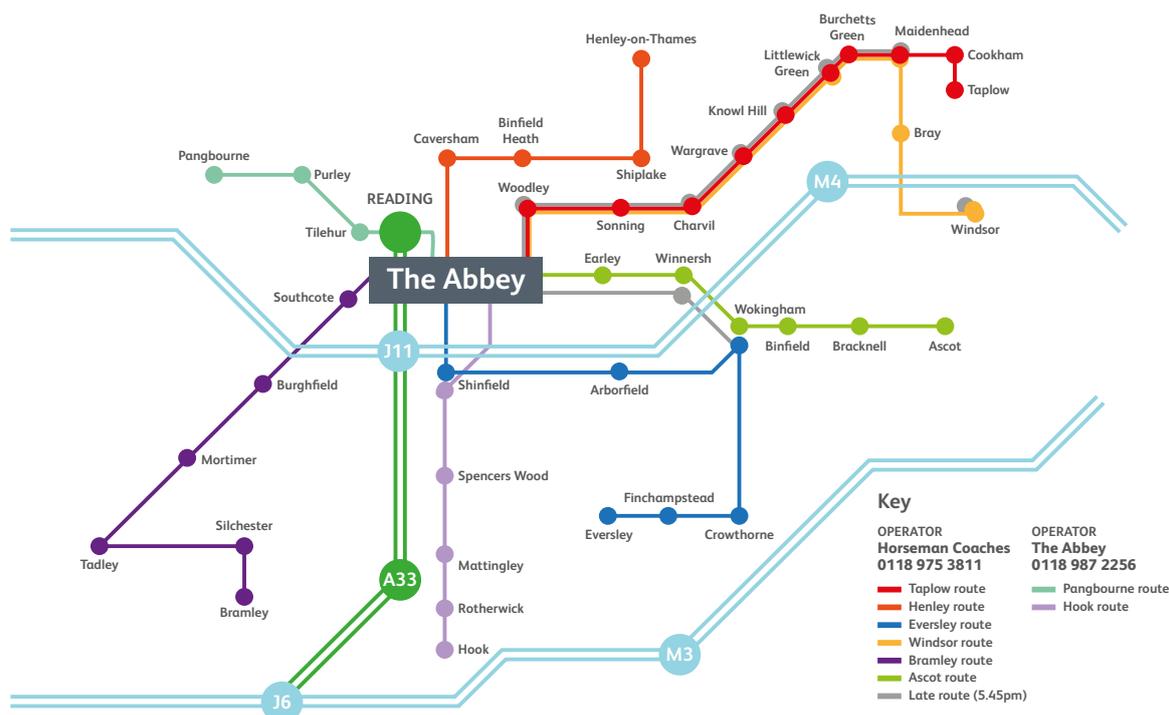


The School offers an extensive coach network. Horseman Coaches operate most of The Abbey School Home to School coach routes and you can download the latest details from the School Services section of their website [horsemancoaches.co.uk](http://horsemancoaches.co.uk) Horseman Coaches also run a late bus service to both Maidenhead and Wokingham. This is available for Senior School pupils only and leaves the School at 5.45pm each day with drop off stops along the two routes. All bookings (and payment) for places on these coaches should be made directly with Horseman Coaches. Please contact their office for further information and to register your interest for a particular route on 0118 975 3811, or email: [info@horsemancoaches.co.uk](mailto:info@horsemancoaches.co.uk).

The School operates two routes, one from the Pangbourne area (stopping in Chapel Row, Bradfield Southend, Tidmarsh, Pangbourne and Tilehurst) and also

from Hook (stopping at Rotherwick, Swallowfield, Spencers Wood and Three Mile Cross). Booking (and payment) for a place on either of these routes should be made directly with The Abbey. Please contact us for further information and/or to register your interest for a place.

There is a member of staff on gate duty each day and extra staff help out on the first days of the new school year to ensure that all students get on their correct coach.





# Absences



If students are unable to attend school please contact Reception or e-mail [absences@theabbey.co.uk](mailto:absences@theabbey.co.uk) as early as possible that morning giving their name and Form. When students return after any absence, we must receive a signed note or email from a parent explaining the reason for absence. Alternatively, at the back of the planner you will find some lilac absence slips which may be completed and returned to the Form Tutor. Please note that we are required to notify the Department for Education about any unauthorised absence greater than 10 consecutive days. Whilst students are absent due to illness their priority should be getting back to full health before tackling school work. Please do not request work from tutors unless they have been away for an extended period and are feeling well enough.

Please take your family holidays during the school holidays, as it is disadvantageous to a student, and sometimes to other members of the class, if students are unnecessarily absent during term time. Copying up notes is never a real substitute for a taught lesson and it is not reasonable to ask staff to set or mark special work for students who are on holiday. We realise that occasionally family circumstances make asking for exceptional leave unavoidable but would ask you to think very seriously about this. Authorisation for pre-planned absences must be requested in writing from the Head, Mr Will le Fleming, so please e-mail the Form Tutor with your request at least five working days before the date of absence.





# Medical

We should be grateful for your assistance in working with us by following the procedures below. Please keep us informed of any changes to medical conditions including any changes or alterations to any medications that may be taken.

Should medication be required during the school day, it must be brought to the medical room for safe storage. The medicine/drug must be in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions, along with a covering letter, signed by a parent/legal guardian giving staff permission to administer that medicine.

The only medicines that are allowed to be carried by students at school are asthma reliever inhalers, adrenaline pens and medication for diabetics.

Paracetamol is available for any student in Upper III to Upper VI (with parental permission, held on our records) during the school day should an appropriately trained member of staff feel the student requires it.

- **Limb Injuries:** The School must be informed in writing (email is acceptable) before a student returns with a broken or damaged limb that is strapped up or where crutches are required. Please include details of any specific medical care that may be required and for students with crutches, confirmation that they have been shown how to mobilise correctly.
- **Return to School After Sickness:** Students must be kept at home for 48 hours after the last episode of diarrhoea or vomiting.
- **Food allergies:** Please do not allow students to bring into school any nut products, products which may include traces of nuts or products containing popcorn as we have students in school with severe allergies.



Please rest assured that we are working in each student's best interests. Our School Nurses, Mrs Hay and Miss Katie Helms (based at the Senior School), and our main first aider, Mrs Cockroft (in the Junior School Office), are available to speak with parents if you have any concerns. You may contact them at:

**Mrs Julie Hay/Miss Katie Helms**  
nurse@theabbey.co.uk  
0118 987 2256

**Mrs Nicky Cockroft (Junior School)**  
cockroftni@theabbey.co.uk  
0118 931 3111





# Clubs

We offer a wide variety of extra-curricular activities before school, at lunchtime and after school. There are many Music, Drama and Sport Clubs as well as a wide range of subject related and general interest clubs such as Book Club, Chess Club, Creative Writing Club and Rock Climbing Club. Students will find out about all the available clubs, and choose those they wish to join, at the beginning of each term. Further information about clubs will be available on the Parent Portal from September.





# School trips

Several school trips will take place during the course of the school year which include the following:

## Upper III

Geography field trip to the River Chess – March, Latin trip to Chedworth – March, History trip to Weald and Downland Living Museum – May, a residential trip – June

## Lower IV

Geography trip to Bournemouth – April, Classics trip to Bath – April, Brecon residential trip – June, Watersports trip – July

## Upper IV

Geography fieldwork at Chessington World of Adventures – October, Classics trip to Bath – October, History trip to Ypres – June, French study visit – June, Slovenia expedition – June





# PE

We aim for Physical Education lessons to be an inclusive and enjoyable experience for all students throughout the School. Alongside a varied PE curriculum there is an extensive co-curricular sporting programme, that we encourage all students to be actively involved in. Our aims are to promote a lifelong love of physical activity and sport. There will be plenty of opportunity for competitive sport in a number of sports across the year groups.

Each week all students have a double Games lesson. In addition, Upper III and Lower IV students have a further double lesson of PE, whilst students in Upper IV have one single lesson of PE.



## Mouthguards

During hockey lessons and matches at The Abbey, it is compulsory for all students to wear a mouthguard. This decision has been made following discussions with dentists and acting on information provided on safe practice in Physical Education by BAALPE. A properly fitted mouthguard has been proved to prevent or reduce an injury being sustained.

Mouthguards can be shaped to fit any mouth and dentists inform us that special guards are available for students with orthodontic braces. Therefore, there should be no reason for students not to have a mouthguard. A custom fitted mouthguard prepared by a dentist offers the best protection. Self-moulding mouthguards can also be purchased from sports shops.

Students will receive regular reminders to wear their mouthguard, but it will not be the responsibility of the teacher to ensure that it is kept in place throughout the lesson or match. We ask that students take responsibility for ensuring that their mouthguard is in place for the whole of the lesson or match in which they are participating. Students who forget their mouthguard should inform their teacher and can be given a disposable mouthguard for that lesson.



## Swimming

Classes are split into groups for some of the swimming lessons. Everyone is encouraged to work at their own pace and extra support is given for students who are not confident in the water.

If students forget their swimming kit, they may ask to borrow kit from the PE Department.



## PE kit

At the start of term, students should bring in all the PE kit that they will need for the term. This should be kept in their locker and any used kit taken home to be washed at the end of each week. If a student forgets all or part of their kit they should then participate in the lesson wearing the kit that they do have and ask if they may borrow additional items from the PE Department. No student will be permitted to miss a lesson because they have forgotten their kit.

## Permission to be excused from PE

Students will only be excused from physical activity, including swimming, if they provide a handwritten note or an email from a parent. If students are excused they will still change into appropriate PE kit and be involved in the lesson in some way, e.g. coaching/umpiring. If students are feeling a little under the weather on a particular day, they should let their teacher know.

If a student is going to be excused for a long period of time due to an injury or their medical condition, a note should also be sent to the School Nurses so that their medical details can be updated.

## Hair and jewellery

All jewellery must be removed for PE lessons. If a student cannot remove their earrings because they have recently had their ears pierced, they must wear micropore tape over the front and back of their earrings for all PE lessons (with the exception of swimming). Students should bring their own micropore tape and keep it in their locker.

## Clubs, practices and fixtures

Every term, a list of the clubs, practices and fixtures is displayed on the PE notice board and on the SOCS calendar. We aim to provide fixtures for A, B and C teams. The majority of clubs are open to all students and take place before school (8.00am), during the lunch break or after school. In some clubs such as netball and diving, numbers may be limited.

When students are selected to play in matches against other schools, a team list, including the match details, is displayed on the PE notice board. This information is also available to parents via the SOCS calendar. Transport is provided to and from away fixtures; students can either be picked up from the away venue or from school on their return.





# ICT Acceptable Use Policy

The School reserves the right to monitor, view or delete any data that may be held on its computer systems and to monitor network, internet and email use. The School also reserves the right to have access to data on students' personal devices in case of complaint or suspected abuse of this policy.

## Taking images and videos (and audio recordings) in School

- Photographs/videos etc., should only be taken with permission of the person whose photograph is being taken; there are legal implications to taking/ using/sending images (e.g. Child Protection, Copyright Law). Similarly, audio recordings should not take place without permission.
- If images, videos or audio recordings are taken and created in School they should not be publicly published or distributed without permission both of the School and those involved. Any use and distribution of such materials other than internally within School must be in liaison with the School who will ensure due diligence and appropriate approvals are in place.

## Using the ICT facilities in School

All use of the ICT facilities should be relevant to academic activity and should be appropriate at all times.

The School aims to encourage the optimum, positive use of ICT within the School in order to enhance teaching, learning and attainment, research, administration, management and efficiency. The School is committed to the delivery of a high quality ICT provision within a safe environment. Any breach of this policy may result in disciplinary action.

The school operates a Bring Your Own Device policy.

We ask that all students bring a device into school daily.

As a Google School, much of our day-to-day activity can be achieved through an up-to-date web browser, therefore Windows laptops, Chromebooks, MacBooks, iPads and other tablets are all acceptable. Below is a recommended list of criteria that should be met in order that it is deemed suitable for school.

- Screen size minimum – 10 inches (Standard iPad size)
- Battery life minimum – 6 hours
- Wi-Fi only (3G/4G enabled devices are not recommended)
- Front-facing camera
- External keyboards are recommended, if using a tablet
- Compatible earphones

We understand that battery life in particular can vary from device to device and over time. Broadly we ask that devices are reasonably up to date, in order that lessons are not disrupted by slowness or compatibility issues, which can occur when older devices are accessing the internet or using applications.

Devices are requested not to be 3G/4G enabled in order that students' internet use will be suitably protected and monitored by our School internet filters in the same way they would be when using a school computer.

## Social networking, messaging and shared media websites

It is not possible for students to access social networking websites whilst using a school computer. However, we acknowledge that many students access these websites whilst out of school and so we ask parents to discuss the use of these sites in the context of the role of the family as part of the whole Abbey School Community. Please do be aware



that the minimum age requirements of many of these websites is 13. The School cannot be held responsible for the inappropriate actions of any individuals in relation to social networking sites.

The presence of messaging and social networking sites on the internet such as [www.snapchat.com](http://www.snapchat.com), [www.instagram.com](http://www.instagram.com), [www.twitter.com](http://www.twitter.com), [www.facebook.com](http://www.facebook.com) as well as media access sites such as [www.youtube.com](http://www.youtube.com) allows students to publish images, messages, videos and collections of personal material which relates to them, their friends and family where data is sometimes held on servers outside the jurisdiction of UK law. Students who choose to make postings on social networking and other sites using media in this way must not cause others to suffer hurt or distress, or bring the name of the School into disrepute. Any breach of this policy will result in serious disciplinary action by the School.

While we accept that inexperience or naivety exists in young people, it is important that incidents involving uploading images or any form of networking activity that gives due cause for concern are thoroughly investigated. The School also recognises its role in education and, where applicable, works in partnership with parents and students. However, it is still the case that any breach or activity which is deemed inappropriate will be viewed very seriously.

In this context, and with reference to the use of ICT generally, we advise students never to arrange to meet anyone who is unknown to them and has made contact online or through mobile text, email or similar virtual communication tool.

## Remote access services

The School enables users to log on to the School network remotely. It is expected that this log-in is only used by students as it would be if they were physically in school. Others should not use the remote access login provided nor should students use the service for anything other than school business.

## Mobile devices

Many of our students now have 3G/4G devices that are internet enabled but this internet provision is not filtered to The Abbey School standards. The School embraces the students' need to use technology positively in many aspects of their lives. However, in having personal access to the internet, younger students can find it difficult to focus on appropriate school activities, both curricular and extra-curricular, which are so highly valued by parents, students and staff.

Whilst students in the Fifth form may use their phone during break and lunchtime when they are in their Form Room, Upper III and Fourth form students are not allowed to use their phone during the school day. They should be switched off and locked in PE lockers. Inappropriate use during the school day will mean that the phone will be confiscated until the end of the day. Subsequent inappropriate use will result in a student having to leave their phone with Reception until 3.45pm each day for a defined period. Parents will be informed by e-mail at the earliest convenience if a student's device is confiscated because of inappropriate use. Although we understand that Upper III and Fourth form students may wish to carry a mobile device, there should be no need to use them in or out of lessons within the school day without the permission or supervision of a member of staff. If a student needs to make an urgent telephone call to you, they should ask our staff for help with this. If a student requires internet access for their work outside lessons, they can use the lunchtime (CS5/CS7/Library) or After-School (CS5/CS7/Library) facilities.

These personal mobile devices are not covered by the School's insurance; they are brought into school at a student's own risk and staff will not be involved in searching for any lost item. Sanctions will be imposed, in accordance with our published procedures, on any student who uses their phone in an inappropriate way e.g. any bullying or harassment of other students.



# Home School Agreement



At The Abbey we can see many advantages to establishing and maintaining a strong link between school, parents and pupils. There is no doubt that the best situation for a student occurs when parents, teachers and students are all 'pulling in the same direction.

The Abbey will offer the highest quality learning and teaching environment with a curriculum which is broad, balanced, challenging and offering equal opportunities to all, designed to suit academically able girls. The School has high expectations of the work and behaviour of all students. We have a strong House System which offers many opportunities for students to be involved in representing their House in sporting competitions, dance, drama and musical productions.

Effective education is impossible without regular attendance and we expect all students to be punctual. Parents are expected to notify the School on the first day of absence if a student is unable to attend and when a student returns to school after an absence, a signed letter from a parent is required to explain the absence.

Removing students from school for holidays during term time is disruptive to the education of the student and it sends inappropriate messages with regard to the relative importance of holidays and education. Parents do not have the automatic right to do this and leave of absence must be granted in advance by the Head, Mr Will le Fleming.

Homework is regarded as an essential part of a student's learning; it will help them to develop self-discipline, encourage them to work independently and extend their knowledge base with particular reference to public examinations. It is expected that homework will be completed on time and to an acceptable standard. We need parents to be supportive by taking an interest in the homework, signing the School Planner each week, providing sufficient time and an environment in which homework can be completed to the best of a student's ability. Parents will receive a copy of a student's Homework Timetable via School Post at the beginning of the academic year. Teaching staff will set homework according to the timetable and parents need to help students establish good practice from the time they join, which can then be maintained throughout their time at The Abbey.

It is important to have good communication between home and school and at The Abbey we hold Parents' meetings and provide a full written report each year. If they have a particular concern, parents may contact the relevant Form Tutor for a verbal report on progress, either by telephone, email or mutually arranged appointment. If necessary, parents may also contact the relevant Head of Year, Assistant Head Pastoral and Deputy Head Academic. To enable us to support each student, please inform the Form Tutor of any home-based issues that may affect work or behaviour.

Students represent The Abbey from leaving home in the morning until returning home and it is expected that they will conform to high standards of behaviour and appearance. All parents and students are expected to support the School's behaviour and discipline policies. The Abbey has an excellent reputation and students are expected to uphold that reputation by being smartly dressed in school uniform and by being courteous to and respectful of others at all times.





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