



## Welcome

We would like to extend a very warm welcome to you at the start of what we are confident will be an incredibly happy and successful seven years for your child in our school. We appreciate the trust you have placed in us by selecting Sir Frederic Osborn School for your child's secondary education. We are committed to providing the very best learning and teaching for every child so they can achieve to their full potential.

We have high expectations of our students; we expect them to work to the very best of their abilities, to respect the authority of those people entrusted with their care and education and participate fully in the life of the school.

We believe in the importance of partnerships; students experience the very best education where we have built a genuine partnership with parents. You will always be made to feel welcome in our school; we value your comments and will try to deal promptly with any concerns you have.

We have tried to include all the essential information in this Handbook. There is a focus on suggesting ways in which you can help your child succeed at Sir Frederic Osborn School; by ensuring high standards of attendance, punctuality and appearance, showing interest in their work, praising their achievements, attending information evenings and events.

Once again, welcome to Sir Frederic Osborn School. If you have any questions please do not hesitate to contact the school.

Jed Whelan  
Headteacher

Lin Keen  
Chair of Governors

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## GENERAL INFORMATION

### Contact Details

The School Office hours are 8.00am to 4.00pm

**Telephone:** 01707 351350

**Email:** [admin@sfosborn.herts.sch.uk](mailto:admin@sfosborn.herts.sch.uk)

**School Website:** [www.sfosborn.herts.sch.uk](http://www.sfosborn.herts.sch.uk)

### The School Day

8.20 am	Students arrive at school
8.30 am	Registration
8.50 am – 9.50 am	Period 1
9.50 am – 10.50 am	Period 2
10.50am	Break
11.05 am – 12.05 pm	Period 3
12.05 am – 1.05 pm	Period 4
1.05pm	Lunch
1.55 pm – 2.55 pm	Period 5
2.55pm	School Finishes
3.00pm	Clubs & Activities / Detentions

### Contact Information

It is **vital** we are able to contact you in an emergency. If you change your telephone number, address, place of work or doctor during the school year it is essential you inform us immediately.

Students should make their travel arrangements in advance with parents and ensure they have all the necessary equipment for that day's lessons, especially if there are after school clubs and activities they wish to attend. Only in exceptional circumstances will a student be allowed to call home and there will be a small charge incurred. The School Office will always endeavour to get emergency messages to students.

### Illness

If your child is absent from school due to illness please telephone the school number before **8.00am** and follow the options for absence or email [attendance@sfosborn.herts.sch.uk](mailto:attendance@sfosborn.herts.sch.uk). It is essential you contact us **each day** of your child's absence and send a letter of explanation to the Attendance Officer on their return.

In order to support attendance an automated text messaging service is used daily and is sent to parents/carers of students who have not been registered or when a reason for their absence has not been given.

## **Illness during the School Day**

Students who feel unwell during a lesson should inform the teacher in charge. If it is Break or Lunchtime they should report to Student Services where they will be assessed and treated if required. Students **MUST NOT** contact their parent/carer themselves. Students will be asked to speak with their Director of Learning before they are allowed home and parents will be contacted to collect their child/seek assistance.

## **Medication**

Students are not permitted to carry any medication in school, apart from an epipen or inhaler. If your child needs essential prescribed medication during the day please complete a Parental Agreement Form so the school can supervise self administration. If your child needs daily medication we will ask you to complete a Healthcare Plan to ensure we care for your child appropriately.

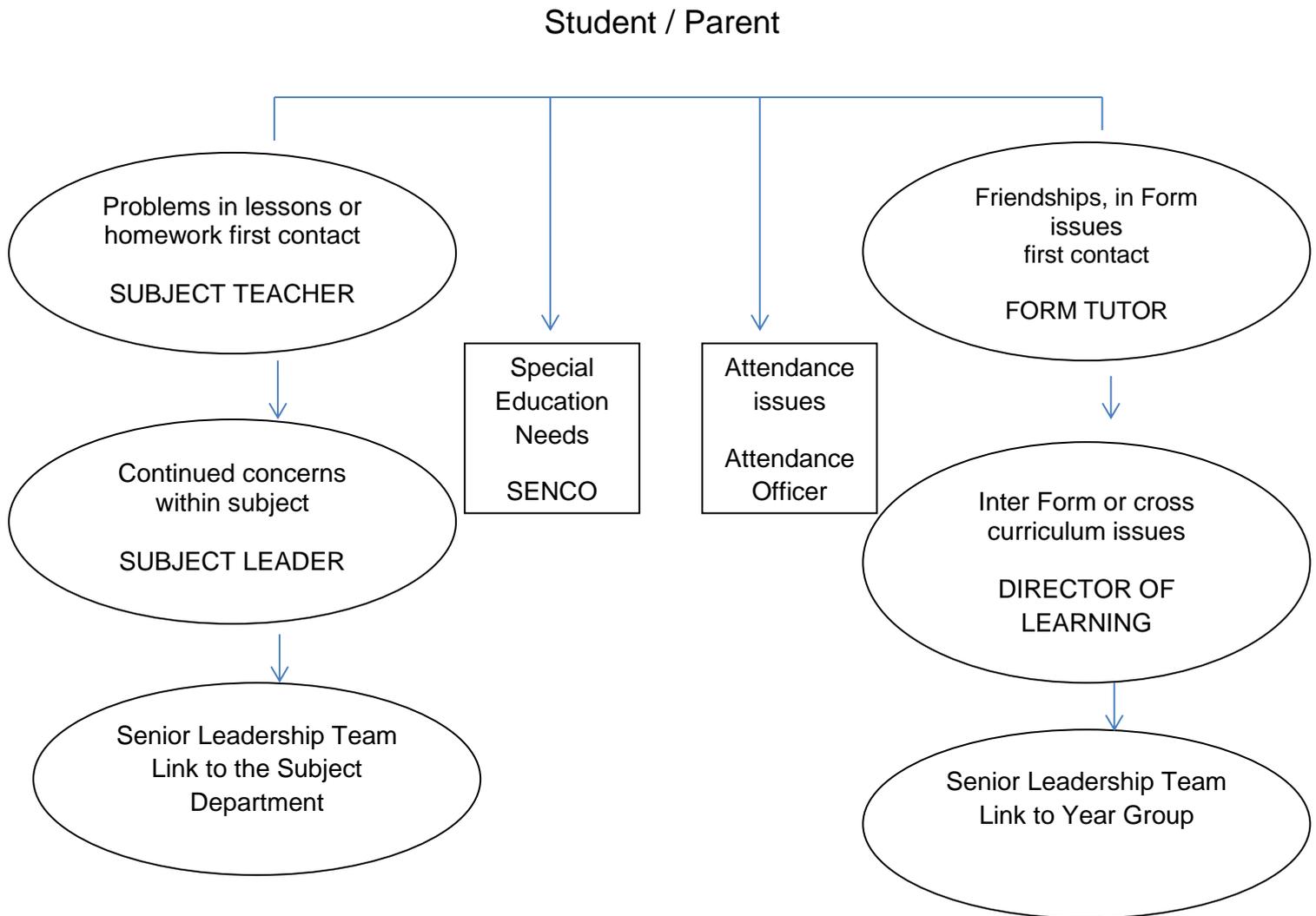
## **Schoolcomms**

Schoolcomms is an electronic school communication system, This enables you to receive all your information from school quickly and reliably. We can send letters by email to your inbox and short messages directly to your mobile phone as a text message, or if you have an Apple or Android mobile phone, by app message.

## **School Display Material & Publications**

The school uses photographs of students to demonstrate their achievements and activities. If you do not wish photographs of your child to be used please ensure you indicate this on the Image Consent section which is located in the Student Registration Form.

## CONTACTS – WHO DO I ASK?



### FORM TUTOR SYSTEM

Students are assigned a Form Tutor and Form Group when they arrive at school. Where possible students stay in the same Form Group as they progress throughout the school.

### Year Organisation

Students from each year have a Form Tutor and a Director of Learning together with a link member of the Senior Leadership Team (SLT) whose responsibilities include attendance, work, welfare, behaviour and maintaining close links with parents.

### Student Services

There are a number of additional staff who are able to offer support and guidance to students. They are based in Student Services.

## GETTING ORGANISED

Most students are ready to move up to Secondary School but, for some, remembering all the things that need to be packed in their school bag can cause some anxiety.

Having to cope with new subjects, lessons that change hourly, finding his/her way around a strange building and moving away from having one teacher for all lessons, can be exciting as well as daunting. It will be important for each student to arrive in school with his/her pencil case and other equipment so they are prepared for the day.

### How to help

- Have a large copy of their timetable somewhere prominent, perhaps with a list of everything they need for each lesson and, if need be, remind them what they need to pack.
- Encourage them to pack their bags themselves and have their uniform ready the **night before** so there is no frantic rush in the morning.
- Encourage them to put their school books, equipment, uniform and kit away in a particular place.
- Check their Planners daily to see if there is anything unusual needed for the next day e.g. a form to be returned or cooking ingredients. You will probably also find some information you need in the newsletter.
- Try to label everything. Some students lose their possessions almost daily but we can help to find them much more easily if they have names attached.

## WAYS OF HELPING

- Ensure that students eat **breakfast every day** because lunchtime is not until 1.05 pm.
- Try to make sure they catch the bus or leave home in time to walk, preferably with a friend, a group of friends, or yourselves. There is safety and a sense of security in numbers. If the car breaks down or you all oversleep, please write a note for the Form Tutor so your child does not have to worry. Students who arrive after registration are required to sign in at Student Services.
- Good attendance is really important for many reasons, so do send them to school unless they are **really** unwell. We reward good attendance in several ways so students can be proud of completing whole weeks, terms and, in many cases years, in school.

## **ENTITLEMENT AND EXPECTATIONS OF OUR STUDENTS**

### **Students at this school are entitled to:**

- be safe
- be given the opportunity to achieve the best possible exam results
- be taught the National Curriculum
- have access to the best resources available in the school
- high quality teaching
- be given work which is at an appropriate, yet challenging, level
- have work assessed regularly
- have regular and challenging home based learning
- be praised and have good work acknowledged
- have school-based problems investigated and solved wherever possible
- have the opportunity to join in clubs, extra-curricular activities and outings
- be treated with respect
- be prepared for life in the 21st century
- be prepared for the world of work

### **Students at this school are expected to:**

- treat others with respect
- allow others to learn
- produce their best quality work
- do all their home based learning when it is set and hand it in on time
- ensure the safety of others in the school
- bring the right equipment to all lessons
- have a good attendance record
- be punctual
- wear the correct uniform

### **Students at this school are encouraged to:**

- join clubs and lunchtime activities
- report matters which concern them or other students
- celebrate and share their achievements

## ATTENDANCE MATTERS

It is vital students attend school **regularly** and **on time**. The aim of every child should be to have **no** time away from school. Absence does have a detrimental effect on learning and attainment; furthermore frequent absence can interfere with friendships and a sense of belonging to the school. Students should aim to be at school 10 minutes before morning registration which starts at 8.30am. Punctuality is an important part of self-discipline and is essential to good time-management.

- Students whose attendance is above 96% will achieve an average of 8 or 9 GCSE qualifications at grades A\* to C
- Students whose attendance drops below 90% will attain on average only two or three GCSE qualifications at grades A\* to C
- A student whose average attendance is 90% will have missed half a year of secondary school education by the end of Year 11.

### Holidays

The school will **not** authorise absence for any holidays. If a student is taken out of school without permission this is recorded as an unauthorised absence on the student's school record.

#### Attendance will be authorised for:-

- Illness
- Family bereavement
- Approved off-site educational activity
- Religious Holiday
- Participation at an approved public performance

#### Your child **must not** be kept away from school for:

- Family holidays
- Looking after relatives
- Family Celebrations

#### What can Parents do?

- Discuss with your child the importance of good attendance
- Know your child's attendance rate, it is published on every school report
- **Do not** take holidays during term time
- Insist your child attends school unless they are clearly too ill to do so.

## **CURRICULUM**

It is important for all students to have a balanced and varied curriculum giving students the best learning opportunities. This may range from lessons in our new state-of-the-art sports centre, learning how to 3D print and laser cut models in Design and Technology or engaging in Mathematics via ipads or the more traditional means.

### **Ability Grouping**

In Year 7 Maths and English are taught in ability sets, while all other subjects are taught in form groups. This approach ensures all students are supported in making good or better progress against specific learning targets.

### **Key Stage 3 (Years 7 to 9)**

Students will study English, Mathematics, Science, Modern Foreign Languages, History, Geography, Design & Technology, Art, Physical Education, Drama, Literacy, Computing and Personal Social Health and Citizenship Education.

During Year 9 students will decide which option subjects they will take at Key Stage 4. The school provides excellent bespoke guidance to students regarding choices and equally parents play a vital role in guiding their child through this process.

### **Key Stage 4 (Year 10 to 11)**

Students continue with the core subjects of English, Maths, Science, Ethics & Philosophy, PE and PSHCE from a wide range of subjects offering everyone the opportunity to study vocational and academic courses.

All students are encouraged to study a Modern Foreign Language and either History or Geography in order to secure the English Baccalaureate; this is important if students are considering applications to higher education.

The range of options available both at Key Stage 4 and Key Stage 5 ensures all students are able to create a package of learning opportunities which allow a personalised learning programme to be developed.

### **Key Stage 5 (Year 12 & 13)**

Entry to the Sixth Form is dependent on students having achieved specific academic qualifications at Key Stage 4. The Welwyn Hatfield Consortium allows a wide range of subjects to be studied at advanced level. High quality information and guidance is provided to students during the sixth form options process, both within school and via the consortium. A detailed booklet containing all of the courses available at Key Stage 5 is compiled and produced each year to support students in their choices.

Sixth Form offers students a variety of educational and social experiences which are linked to a comprehensive study programme.

## **HIGH EXPECTATIONS**

We set high standards in all areas of our school; academic efforts, behaviour, attendance, appearance and consideration for others. These are maintained by placing a high emphasis on rewards which include Praise, Merits, Certificates, Director of Learning and Headteacher Awards and Presentation Evenings

Our Behaviour for Learning Policy further supports our commitment to high standards of behaviour. We use a range of sanctions consistently, from detentions to exclusions, including the ultimate sanction of permanent exclusion. We will keep parents informed of all sanctions through the School Planner, by letter, email, text or telephone calls.

The full range of sanctions and our Behaviour for Learning policy can be located on our web site <http://www.sfosborn.herts.sch.uk/about/policies.html>.

## **BEHAVIOUR POLICY**

At Sir Frederic Osborn we believe that high quality teaching promotes effective learning and good behaviour. Our emphasis is on recognising and celebrating effort and success so that all students feel valued. We will teach students to take responsibility for their own actions and to accept the consequences of their choices.

Our purpose is to create a safe and happy community by:

- Creating a happy, secure and stimulating learning environment where everyone will be inspired to do their very best
- Promoting and developing self-discipline, social awareness and appropriate standards of behaviour
- Providing common, simple robust and effective procedures for promoting effort, achievement and positive behaviour

### **Consequences**

For those students who fail to meet our behaviour standards our sanctions are detailed on the following page. These are also displayed around the school and are listed in students' planners. It is important students know the expectations and the consequences of not meeting them.

### **On Call**

If a student in a lesson is disrupting the learning of other students and not responding to teacher guidance, then on-call will be alerted. The student will either be integrated back into the lesson or taken to the Subject Leader. This is to ensure your child's learning is not disrupted by the behaviour of another student.

### **Reflective Learning Centre**

RLC is where students may spend time working supported by the Behaviour Manager. Students will complete work provided by teachers and have supervised breaks at different times to other students so there is no opportunity to meet their friends. Students are also referred to the RLC for Intervention work.

### **Exclusion**

Students may receive an internal exclusion, or for more serious offences be excluded from school for a fixed number of days. For the most serious type of offence or for ongoing disruption, the school may impose a permanent exclusion.

# CONSEQUENCES

CONSEQUENCES	EXAMPLES OF NEGATIVE BEHAVIOUR	SANCTION
<b>H1</b>	Failure to produce homework	Teacher detention (30 mins)
<b>H2</b>	Failure to attend homework detention	Dept detention (45 mins)
<b>H3</b>	Failure to attend departmental homework detention	School detention (Osborn -1 hr)
<b>Strike</b>	Uniform / appearance infringement, lack of equipment, lateness, littering,	3 Strikes lead to a detention from DoL – 1 hour
<b>PRE C1 procedure</b>		
<b>C1</b>	<b>1<sup>st</sup> instance of disruption of learning</b> – this could include low level disruption, calling out, or disrupting own or others learning, talking, lack of effort, defiance.	Verbal warning
<b>C2</b>	<b>2<sup>nd</sup> repetition of disruption to learning</b> Forgetting PE kit or other subject specialist equipment	Teacher - 15 minute detention (break or lunchtime that day) Failure to attend results in dept detention 45 mins Failure to attend dept detention results in whole school detention – 1 hour
<b>C3</b>	<b>3rd repetition of disruption to learning</b> Repeated defiance or poor attitude/effort to learning Refusal to follow instructions Inappropriate language, e.g. heard swearing in a conversation Misuse of mobile telephone, MP3 device etc Misbehaviour during subject / faculty detention Removed from lesson by On Call	C3 Detention – 1 hour Whole School Detention – Students to complete a detention reflection card
Failure to attend whole school detention, Internal truancy (1 <sup>st</sup> offence in a term)		Friday Whole School Detention (1 ½ hour)
<b>C4</b>	Dishonesty / lying to a member of staff Swearing across a room Deliberate defiance, rudeness or walking away from a member of staff Aggression towards others Bullying Bringing the school into disrepute (this may result in an exclusion depending on the specific details of the incident) Smoking / being in the vicinity of smokers Being in possession of cigarettes / lighters Persistent inappropriate use of mobile telephone	Isolation and C3 detention.  In most of these situations support will be offered by On Call / DoL / SLT.
<b>C5</b>	Repetition of C4 behaviour within 2 week cycle Misbehaviour during isolation Non-attendance at Friday Detention Truancy (more than one occasion in a half term)	Saturday morning detention (2 hours) non-attendance at Saturday will result in students being internally excluded on the students arrival to school and completion of Saturday detention and a fixed term exclusion if a student fails to attend 2 <sup>nd</sup> Saturday detention
<b>C6</b>	Gross disobedience Intimidation of / Swearing at / about any member of staff Persistent bullying or racist or homophobic abuse Theft Graffiti / Vandalism Fighting or violence towards others Persistent C4 behaviour	All these behaviours may result in an internal or external exclusion
<b>C7</b>	Persistent C6 behaviour Serious theft or vandalism Possession of alcohol, illegal drugs or an offensive weapon Serious offensive conduct towards a member of staff or students	Permanent exclusion

**This is not an exhaustive list and is at the discretion of the Head Teacher**

## **CELEBRATING ACHIEVEMENTS**

### **Merits**

These are stickers that the students add to their Merit passport in Key Stage 3 – these will add up to rewards that the students can trade for stationery etc

### **Commendations**

These are certificates that the students will receive from staff in Key Stage 4 and 5 - these will add up to rewards that the students can trade for stationery etc.

### **Praise Postcards**

These will be issued to students who persistently show outstanding effort/attitude and behaviour in class. These will be issued by subject teachers and Directors of Learning.

### **Roll of Honour**

Students will be nominated by departments and Directors of Learning each term for outstanding contribution to the department and the students will have their photographs displayed on the roll of honour boards and names will be in the schools newsletter once a term.

### **Headteacher Award**

Staff will nominate students who have gone above and beyond the schools expectations or a member of staff feels the student should be recognised by the Headteacher for consistently achieving well in class. This will be in the form of a certificate handed out to the student by the Headteacher and be added to the school's newsletter

### **End of year Attendance and Behaviour trip**

Students will be rewarded with an end of year attendance and behaviour trip using the criteria stated in Appendix 1. The venue of this trip will be decided by the Director of Learning.

### **End of year celebration assemblies**

These will be led by Directors of Learning, Staff, the Headteacher and Governors will nominate students for a variety of reasons from across the academic year. These will be presented formally in an assembly for each year group.

## Whole School Rewards

Reward	General Conduct in School	Reward
<p><b>Step 1</b> <i>Certificates sent home for achieving:</i></p> <p>50 merits/40 commendations <b>(Bronze)</b></p> <p>100 merits/80 commendations <b>(Silver)</b></p> <p>150 merits/110 commendations <b>(Gold)</b></p> <p>200 merits/150 commendations <b>(Platinum)</b></p> <p>250 merits/ 200 commendations <b>(Platinum Plus)</b></p>	<p><b>Your teachers will reward you for the following:</b></p> <ol style="list-style-type: none"> <li>1. Outstanding classroom effort and attitude</li> <li>2. Outstanding home based learning that hits/exceeds GPG</li> <li>3. Representing the school</li> <li>4. Attending homework club 3 times in a week</li> <li>5. 100% attendance in a fortnight</li> <li>6. Attending 15 lunch or after school clubs signed on a passport</li> <li>7. No uniform strikes in a half term</li> </ol> <p><b>Attendance:</b></p> <ol style="list-style-type: none"> <li>1. 100% attendance per half term</li> <li>2. 95%-99% attendance per half term</li> <li>3. 90%-94% attendance per half term</li> </ol> <p><b>Assessment points:</b></p> <ol style="list-style-type: none"> <li>1. Hitting or exceeding 6 GPGs</li> <li>2. Achieving 6 or more outstanding HBL</li> <li>3. Achieving 6 or more outstanding for attitude</li> <li>4. Achieving 6 or more outstanding for effort</li> </ol> <p><b>Act of Kindness</b></p>	<ol style="list-style-type: none"> <li>1. 1 merit/1 commendation</li> <li>2. 1 merit/1 commendation</li> <li>3. 2 merits/1 commendation</li> <li>4. 2 merits/1 commendation</li> <li>5. 3 merits/2 commendations</li> <li>6. 5 merits/3 commendations</li> <li>7. 5 merits/3 commendations</li> </ol> <p><b>Attendance:</b></p> <ol style="list-style-type: none"> <li>1. 10 merits/5 commendations</li> <li>2. 5 merits/3 commendations</li> <li>3. 3 merits/ 1 commendation</li> </ol> <p><b>Assessment points:</b></p> <ol style="list-style-type: none"> <li>1. 5 merits/3 commendations</li> <li>2. 3 merits/1 commendation</li> <li>3. 3 merits/1 commendation</li> <li>4. 3 merits/1 commendation</li> </ol> <p>1 merit/1 commendation</p>
Step 2	Persistent good effort/attitude and behaviour in a particular subject area	Departmental postcards Whole School Postcard
Step 3	<ul style="list-style-type: none"> <li>• Outstanding classwork or home based learning that is above GPG.</li> <li>• Going above and beyond in supporting staff or peers through an act of kindness</li> <li>• Achieving 250 merits/200 commendations</li> </ul>	Headteacher Award
Step 4	Consistently performing well over the course of a half term/term either within a department or year group	Nominated for the roll of honour in each dept. or year area. <b>Praise letter sent home</b>
Step 5	<ul style="list-style-type: none"> <li>• 95% attendance or above (unless extenuating circumstances).</li> <li>• No more than 3 detentions and no failure to attend detentions</li> <li>• No C4's, isolations/Internal or external exclusions and no Saturday morning detentions</li> </ul>	End of year behaviour and attendance trip. Destination agreed by DoL
Step 6	<p>Outstanding effort / attainment / progress during course of academic year – one per class.</p> <p>Outstanding contribution to school / community of course of academic year – one per form.</p> <p>100% attendance over course of academic year</p>	<p>Celebration of Achievement Assembly – one per year group.</p> <p>End of term whole school celebration assembly run by Headteacher, Deputy Headteacher and Head Boy and Head Girl</p>

# **HOMEWORK**

## **A PARENTAL GUIDE TO HOME BASED LEARNING**

1. SFO regards home based learning as an important part of every student's programme of study. Home based learning helps to develop understanding of work covered in lessons and allows the student to work independently to reinforce knowledge and extend skills.
2. Home based learning tasks will take a variety of forms. All tasks should be recorded in the Student Planner. These are checked regularly by the form tutor. A deadline for completion will be given and students are expected to keep to this.

Students are welcome, indeed encouraged, to use the common rooms and/or the library at lunchtime to research or work on home based learning tasks.

3. Parents can assist by:

A - appreciating the need for independent study and providing a place where distractions are limited;

B - supporting the student by showing interest and encouragement, but please do not do it for them;

C - seeking an explanation of the set task which can develop the students' understanding and reasoning skills;

D - helping the student to plan his/her time to meet the requirements;

E - signing the Student Planner weekly - this enables you to see what is expected;

F - using the Student Planner to communicate with us.

G - encourage students to attend homework club that runs every day after school.

All students are able to access their homework on Show My Homework, an online school homework calendar which will track and monitor homework set by teachers. Show My Homework can be accessed via the school's website at home <http://www.sfosborn.herts.sch.uk> and informs students of homework which has been set, how long it should take and the due date. We strongly encourage students and parents to use this tool; all students and parents will be allocated an access password.

Homework Club provides additional support from highly experienced HLTA's and runs every day from 3pm to 4pm so please encourage your son/daughter to attend.

## **Key Stage 3**

### **Year 7, 8 & 9**

The guidelines for students in Year 7, 8 and 9 is to have between 1 – 1 ½ hours per night depending on year group and subject.

## **Key Stage 4**

### **Year 10 & 11**

- 3 hours homework per night
- Homework will be set over a longer period of time
- Coursework for each subject may be set as homework
- Revision for modular tests may form part of homework

## READING PRACTICE

Reading is such an important skill and everything your child does in the classroom relies on the ability to read well. The Accelerated Reader Scheme encourages reading through a series of online tests where points and merits are awarded. We test students' reading levels when they arrive at the school and, if we find they need extra help, it becomes a priority. However, every child benefits from parents' encouragement with reading, such as:

-  Let them see you reading as much as possible. Read articles or extracts to them and talk about the books, magazines and newspapers you read.
-  Encourage your child to read aloud to you, if only for 10 minutes each day, and read to them if they still enjoy you doing so.
-  If they can't read a word, try to avoid immediately helping them, leave it 10 seconds before you help, this is to allow the child an opportunity to work it out for themselves.
-  Encourage your child to set aside some time every week to read their Accelerated Reader book and to take the online test when they have completed the book.
-  Every week students have a Library lesson in school where they can choose a new book, as part of their English homework half an hour of reading is required every week. Most students will read much more than this, but if your child is reluctant, encourage them to do this homework just like all the other homework set, even if it is for only 10 minutes a day.
-  Encourage them to talk about the books they are reading, telling you the story in the correct sequence of events, talking about the characters, saying what they like and dislike about the story.
-  If you think they might like to try more challenging books, a list of books, appropriate for their age can be made available.
-  Visit the local library and book shops whenever you can.
-  Experts say it is acceptable to read comics too! But you might like to check out some of the teenage magazines on the market at the moment for suitability.

## BASIC SKILLS IN LITERACY AND NUMERACY

By making sure your child has learned some basic skills, you will make their life much easier in secondary school. You need to check they know:

- The alphabet.
- How to correctly write their name, address (including post code), telephone number and date of birth.
- The difference between left and right (setting the table is a good way of teaching this).
- The days of the week in the correct sequence and correctly spelt.
- The months of the year in the correct order, correctly spelt, and how many days in each month.
- How to tell the time using both analogue as well as digital clocks.
- Multiplication tables up to times twelve.
- How to use a basic calculator.
- How to tie their school tie and shoe laces so they don't come undone.



## SPELLING

Many parents would like to help their students to spell better but are not sure how to do it. The easiest way is to write it down for them, then encourage them to:



**LOOK** at the word



**SAY** the word correctly aloud



**COVER** it up



**WRITE** it down



**CHECK** if it is right

*We hope you find these suggestions helpful in helping your child make a success of his or her time at Sir Frederic Osborn School.*

## **GOOD PROGRESS**

You will receive regular school reports through the course of the year to help you track your child's performance.

### **Sub Levels**

On your child's report each level is divided into three sub levels e.g. 5a, 5b, 5c (where 'a' is the highest). For example a student attaining level 5a is very close to level 6.

On average students should make two sub-levels of progress within a given year. For example if students are at Level 5c in English at the start of Year 8 they should attain English Level 5a by the end of the year.

### **Assessment & Testing**

In order to accurately assess your child's individual skills and abilities we use tests from a range of standardised assessments we have in school. The information gained from these assessments is stored in a safe manner according to the current data protection protocol. The data is held for five years to ensure it is available should it be required. Consent for this testing can be found in the registration form.

### **Good Progress Grades**

Every student will be set a target for each subject. These targets are referred to as GPGs or Good Progress Grades. Targets are set at a level that represents good progress in each subject for each student. A GPG for a Year 9 Student in Maths for example, would be based on their Key Stage 2 results and the assessments we made in Years 7 and 8 in Maths. We then create a GPG that will set each student on a pathway to good achievement in Key Stage 4. For years 10 and 11, we would create a GPG based on all of the assessments carried out in Key Stage 3. The reports we send home will enable you to track the progress of your child towards reaching their GPGs.

## ANTI-BULLYING

Bullying of any kind is unacceptable at our school. Our priority is to keep your child safe at school. Everyone shares a responsibility to ensure bullying is dealt with; anyone who knows bullying is happening is expected to tell staff.

### Definition of Bullying

Bullying is deliberately hurtful behaviour that is **repeated** by the same individual or group, over a period of time. Bullying could be emotional, verbal, physical or electronic. The following are examples of bullying behaviour, although the list is not exhaustive; name-calling, violence, threatened violence, extortion, intimidation, ignoring or indirect action such as spreading unpleasant stories about someone.

**Derogatory comments and other prejudicial behaviour referring to disability, religion, race, ethnicity, gender, gender identity or sexuality will also be considered as bullying.** Whilst the school works hard to ensure all students know the difference between bullying and simply 'falling out', it should be remembered that if the victim feels they are being bullied then the school has a responsibility to record, investigate and to resolve the issues. We take all concerns seriously.

#### What can you do to keep your child safe?

- Drive the message home: 'The key to stopping bullying is to tell an adult about it'. Dispel the myth that talking about it makes it worse.
- Go through the anti-bullying pages in the student planner with your child and make sure they understand it.
- Advise your child to avoid the person, situation or location
- Contact your child's Form Tutor or Director of Learning immediately if your child has witnessed or is suffering from bullying or feels unsafe for any reason.
- Attend the parent briefings on keeping your child safe-online
- Encourage your child to leave a note in the Bully Box outside Reception

## CYBER BULLYING

As your child grows up and becomes more independent they will take this independence online. Our aim is to ensure that we provide the opportunities for our students and parents/carers to learn how to do this in a safe way.

What are the risks:

- Cyberbullying
- Grooming
- Use of inappropriate websites
- Overuse
- Viruses, hacking and security



### Advice on Students Using Social Networking Websites

Tips for young people:-

1. Keep your personal information private – do not put any personal information on your profile.
2. If you do decide to put anything personal on the site, check with your parent or guardian.
3. Remember that anything posted on Social Media is public – anyone could see it.
4. Check Privacy Settings – learn how to make your profile private so that you are in control.
5. Be aware of your digital footprint. Anything put online is likely to stay there forever.
6. Never say something online that you wouldn't say in the real world.
7. Not everyone is who they claim to be – don't be a friend with someone online if you have never met them offline.
8. Never agree to meet someone that you don't know in person without your parent or another responsible adult going with you.
9. Block anyone who you don't wish to be friends with.
10. Tell a trusted adult about anything that makes you feel uncomfortable or upset

### Extra tips for parents:

1. Be aware of the age rules of Social Networking sites. No one under the age of 13 should have a Facebook page.
2. Stay involved and take an interest in what your child does online – get your child to show you how social networking works.
3. If possible, ask your child to sign you up as a friend so you can be aware of who is contacting them and what they're saying.
4. Help your child set up their profile to make sure they do not put too much personal information on-line.
5. Make sure your child has their Privacy Settings set appropriately.
6. Do not let your child have unmonitored use of a webcam.
7. Talk to your child about what they like about social networking and what some of the dangers are.
8. Remember – social networking can be useful and fun if the risks are managed.
9. Keep the lines of communication open with your children.

If you are aware of any incidents to do with on-line safety, you should inform the police immediately on 101.

**Facebook Users:** Visit [www.facebook.com/clickceop](http://www.facebook.com/clickceop) to add the 'ClickCEOP' app to your profile and ask your child to do the same. The app is free and easy to use and gives you immediate access to internet safety advice as well as being able to report anything suspicious. If you become a 'friend' then you will be invited to a free online safety surgery.

**MSN & BEBO Users:** Look for the **ClickCEOP** icon on the side of every profile page. It is a default setting and provides immediate access to internet safety advice.

For more information about the issues covered we recommend you view the Child Exploitation and Online Protection (CEOP) website [www.ceop.police.uk](http://www.ceop.police.uk) .

## **REPORTING TO PARENTS**

There are several opportunities during the year for you to meet your child's teachers.

Each Year Group has a Parents' Consultation Evening during the year. The evening begins at 4.30 pm and ends at approximately 7.30 pm. This is an opportunity for students and parents to book appointments with the Subject Teachers, Director of Learning or Senior Leadership Team to discuss any issues or queries you may have about the progress being made by your child.

The information discussed at Parents' Evening is supplemented with full reports. These will include aspirational target grades, the current grades of the student and their predicted grades. It is an opportunity to look at patterns which the report highlights, to discuss inconsistencies and to formulate an action plan to raise performance.

Parents' Evening appointments are booked via the online system, see page 18 for more details.

### **Getting in Touch with Us**

Parents' Evenings are obviously not the only opportunity to talk to your child's teachers.

The Form Tutor is the first point of contact. He or she will know the students in his/her form group very well and after consultation with your child's Director of Learning and Subject Teachers, will be able to deal with most problems and enquiries. The issue may be resolved by email or letter or by coming into school for an arranged meeting.

To ensure a teacher is available to meet with you we advise that you telephone reception and arrange a mutually convenient appointment or e-mail the teacher directly.

In routine matters, you should address notes to the Form Tutor. Absence letters should be addressed to the Attendance Officer. Messages about absence should be made via the absence reporting system (see page 3 ).

You can also send the school an e-mail [admin@sfosborn.herts.sch.uk](mailto:admin@sfosborn.herts.sch.uk) or use the parent's comments space in the School Planner. Planners are read by Form Tutors on a weekly basis and passed on to Directors of Learning as necessary.

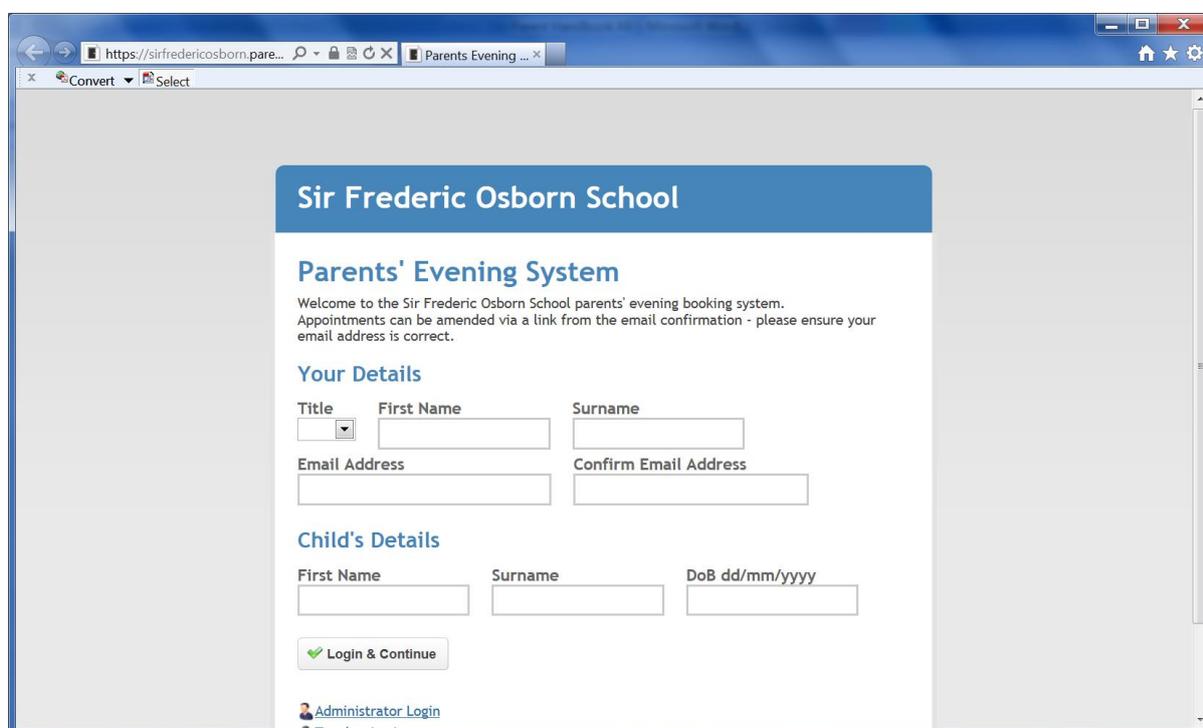
## HOW DO I MAKE BOOKINGS FOR PARENTS' EVENING?

Sir Frederic Osborn is now using an online booking system for making appointments to see your child's teachers for Parents' Evenings.

### Guide to Using the Parents' Evening Booking System

Please go to <http://sirfredericosborn.parentseveningsystem.co.uk> To log in, enter your details and an email address so your appointments can be emailed to you. Please be aware that these details are taken from the original information you gave us on your child's registration form. Your password is your child's first name, surname and date of birth. Once logged in you will be able to book appointments with teachers at times convenient for yourself.

If you have any queries logging into the system please contact the school on 01707 351350.



The screenshot shows a web browser window with the URL <https://sirfredericosborn.parentseveningsystem.co.uk>. The page title is "Parents Evening ...". The main content area has a blue header with "Sir Frederic Osborn School" and a sub-header "Parents' Evening System". Below the sub-header is a welcome message: "Welcome to the Sir Frederic Osborn School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct." The form is divided into two sections: "Your Details" and "Child's Details".

**Your Details**

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Confirm Email Address	
<input type="text"/>	<input type="text"/>	

**Child's Details**

First Name	Surname	DoB dd/mm/yyyy
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Administrator Login](#)

## THE SCHOOL PLANNER

The **School Planner** is an invaluable way of maintaining close contact between parents and the school. Used correctly it is one of the most important links between parents and their child's Form Tutor.

Every student in the school is provided with a planner at the start of each academic year together with their timetable. The timetable should be recorded in the planner. The students need to keep their planner up to date and in good condition. Form Tutors will inspect planners every week to check that they are being used correctly by the students and signed by parents.

It is essential parents use the planner to monitor and support your child's learning by:

- Checking it each evening for homework and encourage your child to complete it that night rather than wait until the deadline date. Please contact us if there appears to be little or no homework written in the planner.
- Sign the planner every week to confirm you are monitoring it.
- Look for teachers' comments and respond to them if necessary.
- Add your own comments if you feel appropriate, in the parent comment box.
- Ensure your child brings their planner to school every day, looks after it and keeps it free from graffiti.

## GETTING INFORMATION HOME

The Newsletter 'Insight' is issued weekly. These give you essential information on dates, parents' evenings, visits, events as well as news on a variety of school activities, individual and team achievements.

They are sent by School Comms to the primary email address you have provided and can also be found on the school website.

<http://www.sfosborn.herts.sch.uk>

# UNIFORM & EQUIPMENT

## School Uniform

All students in Years 7 to 11 wear school uniform. This is to encourage a sense of pride in Sir Frederic Osborn School, discourage competition over dress and prevent students from wearing unsuitable clothes to school. We ask that **ALL** items are clearly labelled with the student's name. In deciding on the style of Uniform the cost, availability and ease of regulation were very much in our minds.

## General Appearance

- Students should look smart, clean and tidy at all times.
- Shirts must be tucked in at all times with top button done up.
- Hair must be a natural colour and no extreme hair styles are acceptable.
- Make-up and nail varnish is not to be worn by any student in school. Students will be required to remove make-up and nail varnish.
- On the grounds of health & safety, students must not wear any other jewellery, except for a watch. However, students who have pierced ears may wear one small stud (no sleepers) in each ear, but **these must be removed for all PE lessons**. **NO** other body piercings or earrings designed to stretch the ear lobe are allowed. Should students wear jewellery this will be confiscated and placed in the school safe until the end of term.
- Tie and Blazer must be worn on site

**NB: HOODIES/RETRO-STYLE SPORTS JACKETS, TRAINERS, PLIMSOLLS AND BOOTS WILL NOT BE TOLERATED AND WILL BE CONFISCATED IF WORN**

## Boys

- Black shoes
- Plain black or white ankle socks
- Plain black trousers
- White shirt with stiff collar (long or short sleeved)
- Maroon sweater with school logo (recommended)
- Black blazer with school badge
- School tie: KS3 maroon + white stripes  
KS4 plain maroon



## Girls

- Black shoes
- Plain black or white ankle socks (**no frills/lace, trainer or knee high socks**)
- Plain black tights
- Plain black skirt which must be worn to the knee or plain black tailored trousers (**not jeggings/leggings**)
- White shirt with stiff collar (long & short sleeved)
- Maroon sweater with school logo (recommended)
- Black blazer with school badge
- School tie: KS3 maroon + white stripes  
KS4 plain maroon



**Please note:** *Students will be sent home to change if they are inappropriately dressed or placed in the Reflective Learning Centre.*

Items are all available from Stevensons in St Albans [www.stevensons.co.uk](http://www.stevensons.co.uk)

## Games / PE Kit

### **NO JEWELLERY TO BE WORN**

#### **Year 7 – 9 (KS3)**

##### **Boys**

- Maroon and blue games jersey
- Maroon shorts
- White polo shirt with SFO & Sports College Logo
- SFO Maroon football socks

##### **Girls**

- Maroon shorts or Maroon skirt or both
- White polo shirt with SFO & Sports College Logo
- SFO Maroon football socks

##### **General (both Boys & Girls)**

- Indoor non-marking Trainers – **NO PLIMSOLLS**
- Football boots
- Shin pads
- Gum shield / mouth guards (recommended)

##### **Optional Kit (both Boys & Girls)**

- Plain black tracksuit bottoms or SFO logo tracksuit bottoms
- Plain black round neck sweatshirt or SFO logo sweatshirt

## **Year 10 – 11 (KS4)**

### **Boys**

- Maroon and blue games jersey
- Maroon shorts
- White polo shirt with SFO & Sports College Logo
- SFO Maroon football socks

### **Girls**

- Maroon shorts or Maroon Skort or both
- White polo shirt with SFO & Sports College Logo
- SFO Maroon football socks

### **General (both Boys & Girls)**

- Indoor non-marking Trainers – **NO PLIMSOLLS**
- Football boots
- Shin pads
- Gum shield / mouth guards (recommended)

### **Optional Kit (both Boys & Girls)**

- Plain black tracksuit bottoms or SFO logo tracksuit bottoms
- Plain black round neck sweatshirt or SFO logo sweatshirt

Other Optional Kit

**BTEC** - Year 10 & 11 - Sport Polo shirt (White)

**Dance** - Year 10 & 11 - Polo shirt (Grape)

**GCSE PE** Polo shirt (White)

**Sports Studies** - Year 12 & 13 - Polo shirt (White)

**A Level** - PE Polo shirt (White)

**Dance** - Year 12 & 13 – Polo shirt (womens Navy)

Items are all available from Stevensons 131- 135 Victoria Street, St Albans, Herts AL1 3XS  
[www.stevensons.co.uk](http://www.stevensons.co.uk)

**PLEASE ENSURE ALL ARTICLES OF CLOTHING AND KIT  
ARE CLEARLY MARKED WITH THE STUDENT'S NAME.**

## **EQUIPMENT**

The school provides textbooks, exercise books, file paper, resources and a personal student area for work that can be accessed from school or from home. There are other items of equipment, however, which parents are expected to provide.

### **General**

All students will need essential items of equipment which will be checked regularly by the Form Tutor:-

- Two Black Pens (Biro/Ink pens)
- Two pencils
- Pencil sharpener
- Eraser
- Ruler – 30cm (marked in mms and cms on at least one edge)
- Protractor
- Pair of compasses
- Set of coloured pencils (felt tip pens are *not* recommended)
- A good English dictionary (e.g. Collins Compact Dictionary)
- A French dictionary
- Basic function calculator

### **Stationery Shop**

Students can buy all the equipment they need at very reasonable prices in Reception, at break and lunchtime before and after school only.

Pencils  
Biros  
Rubbers  
Pencil Sharpeners  
Protractors  
Compasses  
Ink Cartridges  
Sports Bag  
School Ties  
Exam Packs  
School Blazer Badges  
Rulers

## **SCHOOL BAG**

It is essential all students should have a bag strong enough to protect their books and belongings from damage and the weather.

## MOBILE PHONES AND MP3/IPODS

**We recommend that NO Mobile phones/MP3/I Pods are brought to school.**

If your son/daughter has to have a Mobile phone it must be switched off during the school day and kept in their school bag. Mobile phones must not be used at all during school hours and if seen will be confiscated and parents will be asked to collect it by 4pm the same day.

Similarly, students should not wear headphones; they will be confiscated if they are seen.

## Lost Property

Lost property is kept in Student Services. If an item is lost it should be reported immediately to the Form Tutor and we shall make every effort to recover it. The student should go to Student Services, at break or lunchtime, to see whether it has been handed in. Many items of lost property, some of them of considerable value, are **never** reclaimed.

Unclaimed lost property is taken to local charity shops for disposal at the end of every half term. In order to reduce the quantity of possessions that are lost or stolen, we would be grateful if you, as parents, could reinforce the following advice which we give to all students.

- Leave expensive articles, such as mobile 'phones, ipods, or jewellery, at home
- Label all clothing clearly
- *Do Not bring large amounts of money into school*
- **NEVER** leave money or valuables in your coat pocket if it is unattended
- *When you change for PE or Drama, hand in all your money and valuables to the teacher*
- *Take all your possessions and PE kit home at the end of each day*

The school does not accept any legal responsibility for personal property and equipment brought to school.

You are strongly advised to insure yourself against damage or loss of your child's property. Such cover can usually be included in household insurance. The County Council also offer, through a reputable insurance company, a comprehensive property and injury cover.

## **BICYCLES**

If you would like your child to ride a bike to school parents are asked to ensure that:

- a) The bike is well maintained and in a safe and roadworthy condition
- b) The students place their bike securely locked into the school bike shed during the school day
- c) Students are encouraged to wear a cycle helmet

For safety reasons, students **must** walk their bicycles on footpaths in the school grounds. Failure to comply with this rule will result in permission to bring a bicycle to school being withdrawn.

Bicycles are brought to school at the owners own risk.

## **CARS & MOTORCYCLES**

Students in Year 11 and 6th Form are permitted to drive or ride to school. An application form must be completed and returned to the school together with proof of licence and insurance. A permit will then be issued. These are parked at school at the owner's risk.

## **TRIPS & VISITS**

Your child will have the opportunity to take part in a number of trips and visits. Please note the cost of these normally contain a deposit which cannot be refunded if you cancel your child's place unless another student can fill that place.

Parents are encouraged to pay online through their 'WisePay Account'. Please contact the Finance Department on extension 312 or email [finance@sfosborn.herts.sch.uk](mailto:finance@sfosborn.herts.sch.uk) who will arrange for a username and password.

Parents who experience financial difficulty with educational visits should contact the Director of Learning, as in some circumstances financial assistance may be available.

## EXTRA – CURRICULAR CLUBS

There are a number of extra-curricular clubs that run at lunchtime and after school. Examples include Sports Clubs, Science, Drama, Choir and Homework Club runs every day after school. We firmly believe taking part in extra-curricular activities boost students' confidence and self-esteem.

Examples of some of the Sports Clubs offered can be seen in the table below:

<b>Day</b>	<b>Lunch</b>	<b>After School</b>
<b>Monday</b>	Upper School Dance Club All Years Fitness Club	Girls Football – All years
<b>Tuesday</b>	All Years Volleyball Club Gym Club	Year 8 Basketball Year 8 Netball Upper School Dance Club Gym Club Box Club
<b>Wednesday</b>	Advanced Gym Year 7 Dance Club Year 8 Dance Club All Years Fitness Club Trampette	Trampoline
<b>Thursday</b>	Fitness – Year 9 and 10 Year 11 Recreational Club	Advanced Gym
<b>Friday</b>	KS4 Fitness Club Year 8 Dance Club	

Please check the school website <http://www.sfosborn.herts.sch.uk> for regular updates.

## FREQUENTLY ASKED QUESTIONS

### What ... When ... Why ... Who ... How?

Question	Answer
I am aware my child should not have a phone in school and if they do it should be switched off during the school day so how do I get a message to my child?	The school office will always endeavour to get urgent messages to students.
My child has lost their PE kit/coat/bag/shoes etc. What should they do?	Lost items are handed into the school office; this is why it is very important to have all items clearly named so we can return to the student. Students should re-trace their steps, speak to the PE department or ask at student services.
My child has forgotten their PE kit/equipment. What should they do?	You may bring items into school and we will endeavour to deliver them to the student. This will not be possible during break or lunchtimes. The PE department has spare kits to borrow but we do not phone home for forgotten items/equipment.
Will the school make telephone calls on behalf of students?	The school office is unable to make telephone calls on behalf of students unless it is an exceptional circumstance.
Will my child have to carry their musical instrument around all day or is there somewhere they can leave it?	We have a designated locked room and arrangements can be made with the Music teacher to leave instruments there.
My contact details have changed	Please email new details to the school on: <a href="mailto:admin@sfosborn.herts.sch.uk">admin@sfosborn.herts.sch.uk</a> or contact the school office by telephone/letter.
Why is attendance so important?	Because students who are not in school are not learning and fail to achieve their full potential.
What do I need to do if I want to take my child out of school for a holiday?	DON'T. The school will not authorise absences due to holidays in school time because absence from school is damaging to students' education.

How do I find out about uniform rules and where to buy it from?	The information on uniform and where to purchase it is in this handbook and on the school website.
How can I find out which clubs are available for my child to attend?	The school website is regularly updated with details.
My child has forgotten their packed lunch / lunch money what can I do?	If you can get the lunch to school before 12.00pm we will ensure that it is delivered to the student. If your child has forgotten their lunch money parents are able to add money to their WisePay account until 12.00pm to ensure it can be used at lunch time.
I need to pay for something, can I still pay with cash?	We discourage as much as possible the need for students to carry cash to school, but if you do need to pay with cash, please make sure you have the right money. We take so little cash that we often do not have change.
My child needs to contact me during the day how can they do this?	Calls can be made from reception for a small charge.
My child is ill. What do I need to do?	Please ring the school every day your child is off on 01707 351350 and go through to the absence line, stating your child's name, form and reason for absence.
How do I find out about term dates?	Term dates are published on the school's website and in our Newsletter which is emailed through School Comms and a copy being placed on the school website.
My child has to leave school for a doctor's/dental/hospital appointment or is coming in late following an appointment. What do I need to do?	Wherever possible appointments should be made out of school of time. Where this is not possible parents must provide a note or contact the school by phone or email <a href="mailto:attendance@sfosborn.herts.sch.uk">attendance@sfosborn.herts.sch.uk</a> giving the appointment details. Students must sign out at the Student Reception in H Block and sign in if they return/are late to school.
How do I make an appointment to see my child's Form Tutor/Subject Teacher?	Please contact the school office. Admin staff will pass on your details to the relevant staff member who will contact you to make an appointment.
Can my child wear headphones?	No, if headphones are seen they will be confiscated.

<p>My child needs to take regular medication during the school day. Are arrangements in place for this?</p>	<p>Any medication must be in the original packaging and include the information leaflet. Students are not allowed to carry any medication with them; this should be handed in to Student Services. Parents are asked to complete a Parental Agreement Form which provides clear instructions as to dosage and frequency. School staff are not allowed to administer medication and students are responsible for coming to Student Services and take the correct dosage at the right time.</p>
<p>What happens if my child is ill during the school day?</p>	<p>Students should attend H Block during break and lunch (during lesson time only in the event of an emergency), where they will be assessed and treated, if necessary, by one of the school's qualified first aiders. If it is felt the student needs to go home they will be asked to see their DoL who will give them permission and then staff will telephone a parent/carer to collect them. Students are <b>NOT</b> permitted to make calls themselves.</p>
<p>My child will be absent from School due to family commitments. How is this authorised?</p>	<p>Please send a letter addressed to the Headteacher, detailing the reason for absence. You will receive a written response confirming whether or not the absence will be authorised.</p>
<p>My child is entitled to free school meals. How do I apply?</p>	<p>Please apply online at: <a href="http://www.hertsdirect.org/freeschoolmeals">www.hertsdirect.org/freeschoolmeals</a> If your child qualifies, the FSM team at County will advise us and the school's system will be updated allowing your child to receive free school meals.</p>
<p>Where can I find out information regarding Exams/Results etc</p>	<p>All Year 10 and 11's are given and 'Student and Parent Guide to Exams' booklet. All the information can also be found on our website.</p>

## SIR FREDERIC OSBORN PARENTS' ASSOCIATION

The Parents' Association has been in active operation since the school was founded and works tirelessly to support all aspects of school life.

All new parents automatically become members. You will be invited to contribute to a range of activities and events that not only raise additional funds for the school, but also contribute towards the creation of a very real sense of community between parents, students and staff.

### Pre Loved Uniform & PE Kit

The Parents' Association offers a discrete service to sell preloved uniform and PE kit which is in good condition. Appointments can be made by contacting Ashea Dollimore on [asheadollimore@live.co.uk](mailto:asheadollimore@live.co.uk)

If you are interested in joining the Parents' Association Committee, which usually meets on the 1<sup>st</sup> Thursday of every month during term time, please contact the Chairperson by leaving your details at Reception or by contacting us at [sfosbornpta@gmail.com](mailto:sfosbornpta@gmail.com). Specific times and dates will be posted on the SFO website and in the school newsletter.

If you would like to volunteer to help at events during the year, please contact us at [sfosbornpta@gmail.com](mailto:sfosbornpta@gmail.com) and we will add you to our helpers list.

Many Thanks  
The Parents Association

