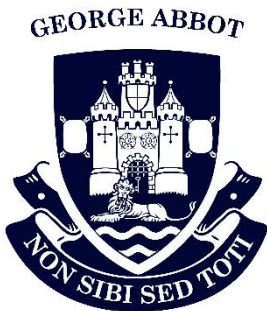


# George Abbot School



Name:.....

Form:.....

Tutor:.....

Locker key no:.....

## School Times

08.25 ~ Preparation Bell

08.30 ~ Registration

08.50 ~ Movement Bell

08.55 ~ Period 1

09.00 ~ Movement Bell

10.00 ~ Period 2

11.00 ~ Morning Break

11.20 ~ Movement Bell

11.25 ~ Period 3

12.25 ~ Movement Bell

12.30 ~ Period 4

13.30 ~ Lunch Break

14.10 ~ Movement Bell

14.15 ~ Period 5

15.15 ~ End of School

George Abbot School

Woodruff Avenue

Guildford • GU1 1XX

Telephone: 01483 888000 (24 Hour Answering Service)

Fax: 01483 888001

Web Address: [www.georgeabbot.surrey.sch.uk](http://www.georgeabbot.surrey.sch.uk)

E Mail Address: [office@georgeabbot.surrey.sch.uk](mailto:office@georgeabbot.surrey.sch.uk)

# Student Hub

The Student Hub is set as your school homepage. Here you will find shortcuts to all the teaching and learning online resources we use at school. Please make full use of these tools in preparation for exams, consolidating knowledge or completing coursework and homework tasks. You will also find full versions of all the policies found in this diary on the Student Hub.

Remember to make a note of your login details at the back of your diary but do not share personal information with others.



# Safeguarding

George Abbot School takes the safeguarding and wellbeing of all students very seriously. If you have any concerns about yourself or someone else at school, you can do a number of things to help:

- Speak to a member of staff such as your tutor, your Head of Year, your class teacher or another adult working at George Abbot School.
- Alert a member of staff anonymously on **Staff Alert or Tootoot\***. This can be found on the school website under the 'Pastoral' tab or on the Tootoot App.
- If the concern is about Child Protection then you can go directly to the Safeguarding Lead, Mr Giles, or a member of the Safeguarding Team, Mrs Richings, Miss Nightingale, Mrs Bennett, Mr Goulborn, Mr O'Sullivan or any of the Heads of Year.
- There is useful information under **Further Help** under the 'Pastoral' tab on the school website and the Student Hub.
- You can visit several sites and organisations outside of school that can help.
  - Childline – 0800 1111 or online
  - Kooth (NHS Youth Counselling) – online
  - Samaritans – 116 123 from any phone or online

# School Code of Conduct:

We have high standards and expectations at George Abbot School and insist that everyone is treated with respect and courtesy. Students should know, understand and follow the Community Charter and take the time to read the school rules which can be found on the Student Hub.

**It is of utmost importance that students understand that instructions given by teachers must be followed at the first time of asking.**

Everyone has the right to speak to a member of staff about a decision made but this must be done at the right time, in the right place and in the right way.

*(a) at the right time... end of the lesson, break, after school*

*(b) in the right place... in private and not in front of other students*

*(c) in the right way... in a sensible and courteous manner*

**As well as abiding by the Community Charter it is important that students are the following:**

**Ready:** Students start each day fully ready to learn. This means having the right equipment, books and homework for the day. Students have the correct uniform and approach lessons with a positive attitude.

**Respectful:** Students are respectful to their peers and members of staff both during lessons and free time.

**Safe:** Students will behave in a way that keeps themselves and others safe. Students should stay in bounds and in their assigned areas of the school.

# Uniform

Students must be dressed appropriately for school and full school uniform must always be worn. This includes:

- Smart black school shoes
- Black school trousers or school skirt (girls)
- White shirt with top button done up
- School tie
- School blazer
- School jumper (optional)

The following are not allowed to be seen at school:

- Extreme hairstyles
- Jewellery (one stud per ear allowed)
- Trainers (including all black)
- Hoodies
- Non-school branded sweatshirts/jumpers
- Fake nails or obvious nail varnish
- Rolled up skirts
- Heavy make up

The school will have the final say on what is appropriate for school. If a student is unsure if something is appropriate for school they must speak to their form tutor or head of year prior to bringing / wearing it to school.

# Mobile Phones

Mobile phones are to be switched off and not seen or heard whilst on school premises. Students will be reminded of this at the school gates every day. If a phone is seen or heard (including break and lunchtimes) it will be confiscated by a member of staff.

**If a student needs to contact a parent urgently they must speak to their head of year.**

**If a parent needs to contact a student during the school day they must do so via the school office.**

**Students may use any of the school computers to check SMHW.**

**Students must not be seen with headphones as this would indicate the use of a mobile phone.**

**Teachers will not ask or request students to use their phones in lessons.**

**Teachers have been told not allow students to use their phones under any circumstances during a lesson, including listening to music.**

## **Attendance**

All students should aim for 100% attendance each term. If a student is too unwell to attend school a parent or guardian must call the absence line each day of the illness. If a student is off school for four or more days, they will be seen by the attendance officer which will provide support required to catch up work.

## **Lateness**

Students should be through the school gate by 8.25am at the latest to enable enough time to arrive at their tutor room. Members of staff will be present on the school gates and any students arriving after 8.30am will be issued with a detention at lunchtime. Students who miss tutor time completely will be issued with an after-school detention.

## **Homework**

All homework will be set on Show My Homework with an assigned deadline. Homework must be submitted on time. Any problems with homework must be addressed before the day of submission.

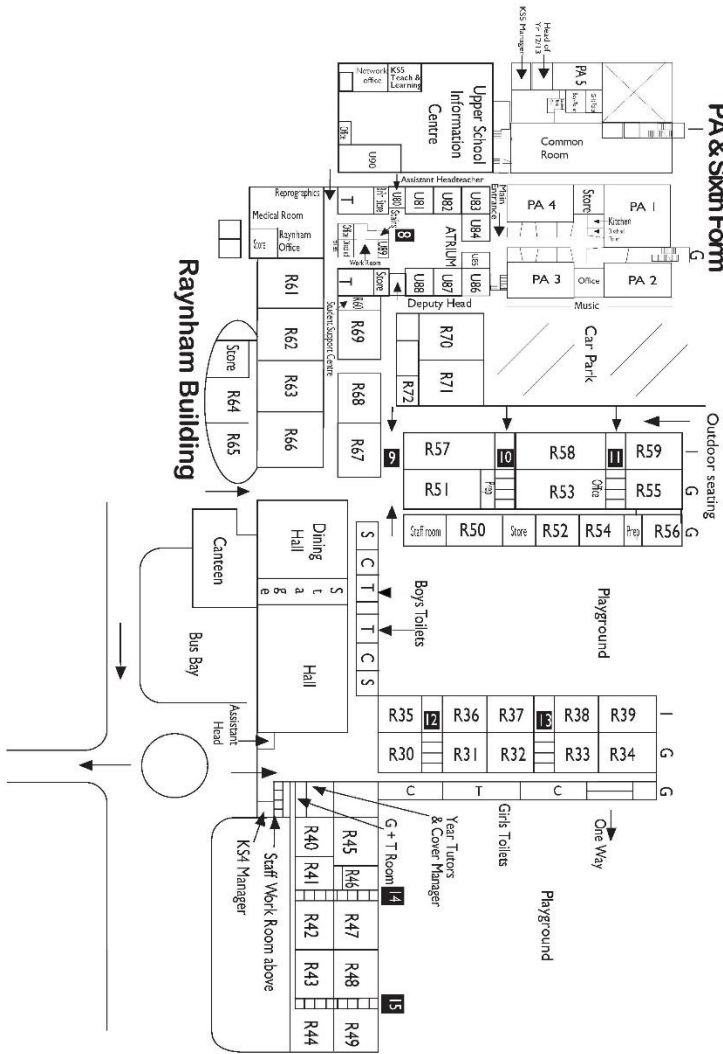
## **Detentions**

Detentions are issued at the discretion of the teacher or member of the pastoral team. Detentions can be set for lunch time, either with the classroom teacher or with Heads of Faculty or after school. 24 hours' notice will be given to parents for any after school detention issued.



<b>Application</b>	<b>Username/Email</b>	<b>Password</b> <b>*CLUE ONLY*</b>
Outlook Email		
ShowMyHomework		
Go4Schools		
GCSEPods		
SAM Learning		
My Maths		
Kerboodle		
Doddle		
PIXL		
Active Learn		
Huddle		

# PA & Sixth Form



# Raynham Building

Outdoor seating

One Way

Playground

Girls Toilets

Year Tutors & Cover Manager

Boys Toilets

Playground

Staff Work Room above  
KS4 Manager

Bus Bay

Canteen

Dining Hall

Hall

S C T T C S

Staff room

Store

R50

R51

R52

R53

R54

R55

R56

Office

R57

R58

R59

R70

R71

R72

U86

U87

U88

U89

U90

U81

U82

U83

U84

ATR/UM

Score

U85

U86

U87

U88

U89

U90

PA 1

PA 2

PA 3

PA 4

PA 5

Common Room

Head of Year 2018

KSS Manager

Assistant Headteacher

Deputy Head

Medical Room

Raynham Office

Reprographics

Network office

KSS Teach & Learning

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U86

U85

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