

GEORGE ABBOT



SCHOOL

Parent/Carer
Partnership Pack
2021

GEORGE ABBOT SCHOOL



Welcome



Welcome to George Abbot! We are delighted that your child will be joining us at our successful and happy school. They will join a community of exceptional students.

Our mission is to ensure academic excellence within a strong community of equality and respect, where potential and opportunity are realised; we look forward to your sons and daughters beginning their individual journeys with us. We are confident that they will settle very quickly into the school routine. Please be assured that they will be supported by an experienced and highly effective staff team.

We hope this guide will provide you with useful information that will support an effective partnership with George Abbot School. Please do keep this document as a reference guide in combination with the information on our website. Do also look out for the weekly bulletins for regular updates on our activities and successes along with our various Twitter accounts.

Thank you for your support as your child moves on to this next stage in their education. I look forward to working together with you and your son/daughter over the coming years; our partnership with you as parents and carers will be key to their success.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'K Carriett'.

Mrs K Carriett
Headteacher

GEORGE ABBOT SCHOOL

WELCOME

THE GEORGE ABBOT JOURNEY

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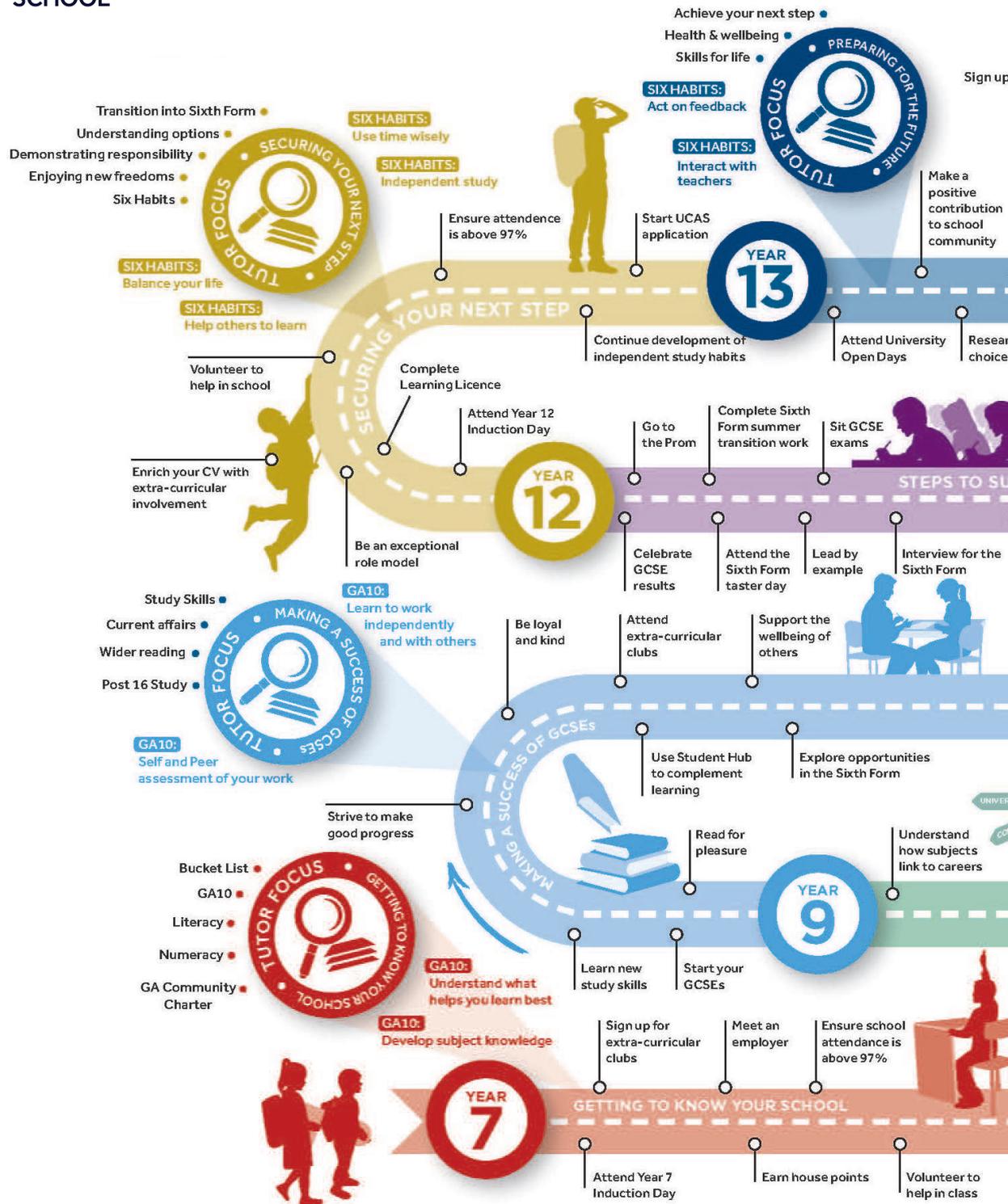
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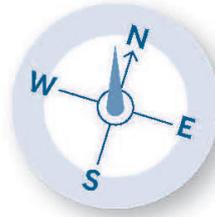
The George Abbot Journey

Aspiration, Community and Respect

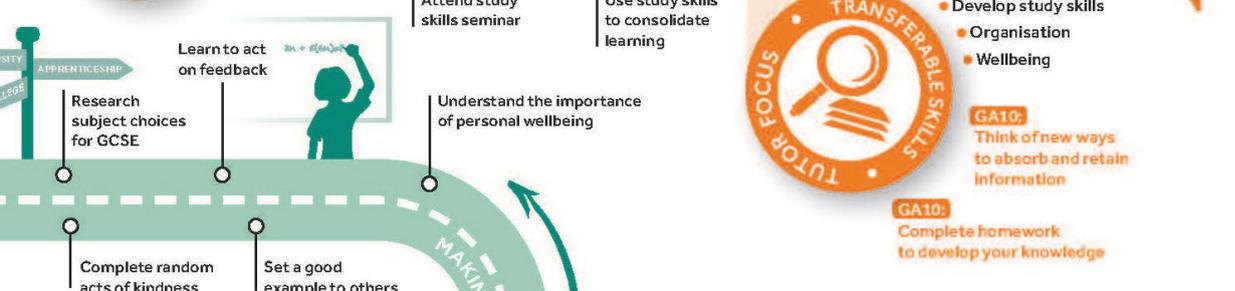
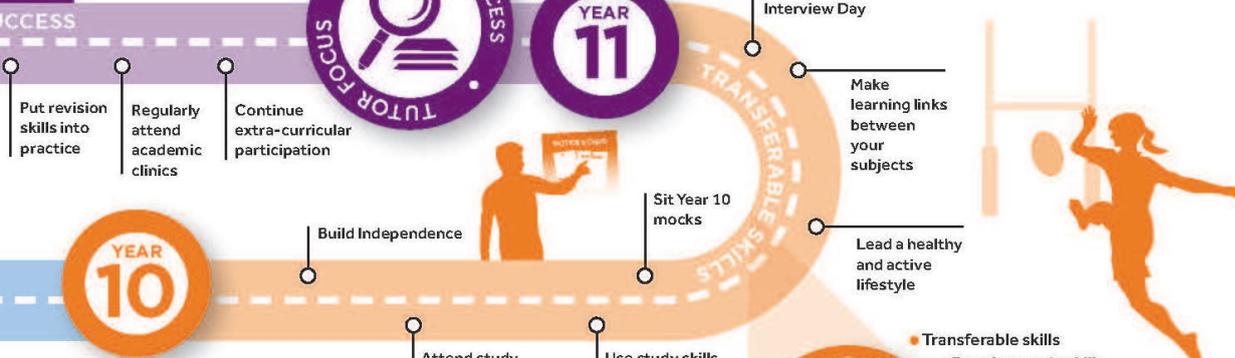


Your George Abbot Journey starts here ...

Throughout your school journey, always strive to go ... Above and Beyond!



- Leadership and responsibility
 - Embracing challenge
 - Exploring the next stage
 - Enhance study and revision skills
- GA10:** Ask and answer questions regularly
- GA10:** Know which skills are needed to complete different tasks



GEORGE ABBOT SCHOOL

SCHOOL ROUTINE

The First Day

Students are to enter the school and then proceed directly to Elmslie Hall. Please note we do not have any space for parking on the school premises. Parents/carers should not drive onto the school site.

On the first morning, your son/daughter will need to bring their pencil case containing a pen, pencils, a ruler, protractor, calculator, pencil sharpener, eraser and compasses. They will also need a small notepad, a folder for letters, loose worksheets etc. and a packed lunch for the first couple of days.

During the day, the students will be issued with their timetables. Each tutor group will have a form tutor who will provide support and guidance for the students as they settle in.

Late arrivals to school must report to Elmslie Reception so their attendance can be recorded. Students will then be guided to wherever they need to be.

End of the School Day

School finishes at 3.15pm. At the end of the school day, students will leave via Elmslie or Raynham gates. They must not enter or leave via the main Reception area, as this is busy with visitors to the school. Buses leave at 3.20pm; should a student miss the bus then they must come back into school to advise the office staff who will make contact with you. Students who cycle to school must wear a helmet and appropriate reflective safety items. Bicycles can be padlocked in secure bike storage located around the school site.

The School Day Timings

	START	FINISH
Tutor Time	8.30	8.55
Lesson 1	8.55	10.10
Break 1	10.10	10.35
Lesson 2	10.35	11.50
Break 2	11.50	12.15
Lesson 3	12.15	13.30
Break 3	13.30	13.55
Lesson 4	13.55	15.10

All students must stay on the school premises during break times.

Our timetable will seem complicated at first. We have four lessons of 75 minutes. Between every lesson, there is a 25 minute break. Year 7 will have access to the canteen in breaks 1 and 3. Students therefore have a break between all four lessons of the day. Student's timetables shift slightly each week, but students will soon get used to this.

GEORGE ABBOT SCHOOL

School Term and Holiday Dates

George Abbot School Term Dates 2021 – 22	
Autumn Term 2021	Wednesday 1 September – Friday 17 December
INSET Day	Wednesday 1 September (School Closed for students)
Start of Term (Students return)	Thursday 2 September 2021 – at 11am Year 7, Year 12 and Year 13 Friday 3 September 2021 – at 8.25am Year 7 to Year 11
INSET Days	Thursday 21 October (School Closed for students) Friday 22 October (School Closed for students)
Half Term Week	Monday 25 – Friday 29 October
End of term	Friday 17 December – 12 noon (Students finish)
Spring Term 2022	Tuesday 4 January – Friday 1 April
INSET Days	Tuesday 4 January (School Closed for students) Wednesday 5 January (School Closed for students)
Start of Term	Thursday 6 January – 8.25am (Students return)
Half Term Week	Monday 14 February – Friday 18 February
End of Term	Friday 1 April – 12 noon (Students finish)
Summer Term 2022	Tuesday 19 April – Thursday 21 July
Start of Term	Tuesday 19 April – 8.25am (Students return)
Half Term Week	Monday 30 May – Friday 3 June
INSET Day	Friday 24 June (School Closed for students)
End of Term	Thursday 21 July – 12 noon (Students finish)

Tutor Groups

There are 10 Tutor groups per year group, providing a genuine mix of students (gender, ability, schools etc.) – as you would expect in a comprehensive school.

Lessons, however, are taught in a mixture of:

- tutor groups;
- set groups;
- mixed ability groups across the half year group, so there is plenty of opportunity to make new friends as well as keeping up with existing friendships at break and lunchtime.

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Who to contact

The school enjoys an excellent relationship with parents/carers and genuinely asks those who have concerns with any aspect of school life to contact the appropriate member of staff before the problem escalates.

If you would like to speak to a member of staff or arrange an appointment, please email or telephone the School Office. We would ask for parents'/carers' co-operation in **not** coming into school to see a member of staff without an appointment. Staff's first priority must be their teaching in the classroom and the day to day needs of students.

Tutor	For issues of home learning, general progress and behaviour.
Head of Year / Inclusion Manager	For pastoral issues or any general questions or concerns.
Subject Teacher	For concerns about a particular subject, classwork or home learning.
Head of Department or Head of Faculty	For queries about the curriculum or progress in a subject.
Senior Leadership Team	For queries relating to school systems and serious issues, matters relating to staff and suggestions for improvement.
SENCO/SEND Team	For any SEND concerns.
Year 7 Team	
Head of Year 7	Mrs A Firth (afirth@georgeabbot.surrey.sch.uk)
Inclusion Manager Year 7	Mrs P Jenkins (pjenkins@georgeabbot.surrey.sch.uk)
Student Advocate	Miss A Tarry (atarry@georgeabbot.surrey.sch.uk)

School Office: 01483 888000

office@georgeabbot.surrey.sch.uk

For a full list of teaching staff contact details, please visit:

<https://www.georgeabbot.surrey.sch.uk/contact-us/>

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Progress Monitoring

Progress Monitoring is our formal process for reporting and sharing information with students and parents/carers on their progress. It consists of formal progress reports issued three times a year and an opportunity to meet with tutor staff and subject staff to allow face-to-face engagement between parents/carers and staff.

Formal Progress Reports: The school uses an online reporting system via the SIMS Parent App for which all parents and carers are issued with a login. Parents/carers will receive an email to alert them of the publication of each report. The reports outline academic progress compared to academic targets, grades and targets on student's attitude to learning and attendance. In addition to this, a range of progress grades will be shared by each subject as it becomes available, with parents/carers being able to log in and view this at any point in the year.

Progress Monitoring Day

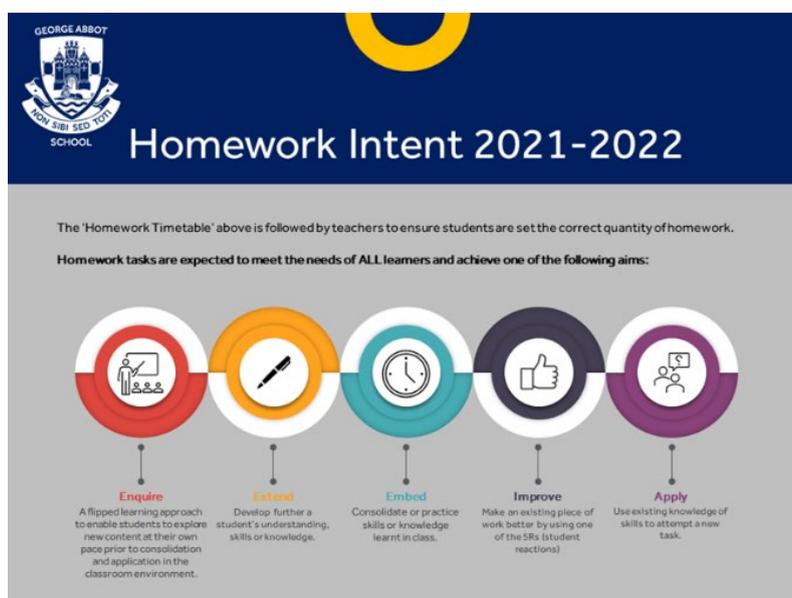
Parents/carers will have one opportunity a year to meet with form tutor staff and one to consult with subject teachers. We use an online appointment booking system for all parent/carer/teacher consultation meetings and you will be sent details of how to use this in advance of your first meeting. Booking is open to parents/carers approximately one week in advance of each consultation date. The dates of these meetings as well as details of how to book can be found at www.georgeabbot.surrey.sch.uk/progress-monitoring.

At the start of the year, brief meetings are held for all students with their form tutors, the meetings aim to provide an opportunity to meet new tutors and check that students have settled into the new academic year well.

Each year group then has a separate subject consultation meeting where parents/carers can meet individual teachers to discuss a student's progress.

We also hold an annual clinic evening for any academic concerns with exam students and pastoral concerns for the rest of the school.

Homework



The infographic titled "Homework Intent 2021-2022" features the George Abbot School crest and logo at the top left. Below the title, it states: "The 'Homework Timetable' above is followed by teachers to ensure students are set the correct quantity of homework. Homework tasks are expected to meet the needs of ALL learners and achieve one of the following aims:". Five circular icons represent different aims: Enquire (flipped learning), Extend (develop understanding), Embed (consolidate/practice), Improve (make work better), and Apply (use existing knowledge).

Aim	Description
Enquire	A flipped learning approach to enable students to explore new content at their own pace prior to consolidation and application in the classroom environment.
Extend	Develop further a student's understanding, skills or knowledge.
Embed	Consolidate or practice skills or knowledge learnt in class.
Improve	Make an existing piece of work better by using one of the 5Rs (student reactions)
Apply	Use existing knowledge of skills to attempt a new task.

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At George Abbot we believe that homework has an important part to play in helping students to progress. Studies suggest that homework can add between two to eight months' progress to a student's learning (Education Endowment Foundation).

Homework develops skills of independent study - so vital to both higher education and the world of work - and encourages a positive, self-disciplined attitude to study. It enhances learning by enabling preparation for lessons, stimulating enquiry, perhaps using resources not available in the classroom, and by giving time either for classwork to be extended or applied or for skills learnt in the classroom to be practised and embedded. By increasing time devoted to study, it promotes academic achievement.

Homework is set for students in each year group. We focus on quality rather than quantity in Year 7. Homework should be done carefully and thoughtfully.

Homework is currently under review, full details on any revision to the homework plan for each subject and year group will be published in September.

Regardless, students can access The Gallery and USIC to make use of the facilities available. These venues are supervised. Hours are as follows: The Gallery is open from 8.00am – 8.30am, break time and lunchtime. USIC is open 8.00am – 5.00pm with homework club for all students based there from 3.15pm.

Reading

All students are expected to carry a reading book in their bags. This may be used at breaktimes, during form period when required.

INFORMATION & COMMUNICATION

Photos

Generally, photographs of students for school and family use, and occasionally for publication in the local press, are a source of pleasure and pride and so are to be welcomed. However, we live in an age in which technology has vastly increased the use and potential misuse of photographs.

Having taken advice from Surrey Police and Surrey County Council (the Local Education Authority), we implement the policy set out below.

The school's policy – our policy is to follow the Department for Education's advice: 'If the student is named, avoid using the photograph. If the photograph is used, avoid naming the student.' So, we will **not** use students' full names alongside their photographs in the school's own printed publications, in video films or on our website and social media account(s). However, students' **first names** may be used, and their full names may be given in group situations where they cannot be linked to individuals in the photograph.

With regard to the Press, the school **will** allow local newspapers to take photographs of students, when appropriate, unless you state on the enclosed form you do not wish this to happen. Some newspapers insist that students' names must be published with their photographs. If not, they may decline to cover school events. Therefore, we will normally give the **students' full names** (but not addresses) to newspapers. That is why it is important for you to tell us whether you have any objection. If you do object, the school will not allow your son/daughter to be photographed by the Press. (Please note the school will seek an undertaking that a student's name will not be used if their image is put on the newspaper's own website.)

Although it is fairly rare for television companies to visit the school, your consent for newspaper photographs would also apply to television images. However, students' names are normally not given on television and we would seek specific permission from you if your son/daughter's name were to be used.

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Sometimes we take photographs of students either at school or when they are involved in organised activities away from the school site. We may use the pictures in school publications, such as the prospectus and on our website and social media account(s). We may also make video or web cam recordings for use by the school. To comply with the Data Protection Act 1998, we need your permission to photograph or make any recordings of your son/daughter.

If your son/daughter is old enough to express their own view, we would encourage you to discuss the matter with them.

Please now complete and return the enclosed permission slip. If you would like to discuss these matters in more detail, please contact the school. If in the future you should wish to change your decision on whether to give consent, you can do so at any time.

School Communications

We communicate with parents/carers in the following ways. Please ensure you read all communication from school to avoid missing important information.

- **The Parent Bulletin**
Every Friday all parents/carers will receive the **Parent Bulletin** via SchoolComms email. This will be sent to the primary email address you provide us with when you enrol. The Parent/Carer Bulletin includes a weekly round up by Mrs Carriett followed by important up-coming dates and Year Group specific news. It is important parents/carers read the bulletin every week.
- **The SIMS Parent App**
All reports, grades, rewards and behaviour information is released via the SIMS App. You will receive live notifications when students are rewarded or sanctioned. Please download this from your app store and sign in using your provided email address. There is a version for students too.
- **SOCS**
All extra-curricular information can be found on Misocs.com. Again, log in using provided email address to see clubs available for your student and the ability to sign up.
- **Social Media**
We celebrate our school community through the official Twitter account **@Gabbot_news** by following this account you will discover department Twitter accounts to follow. In the older years we sometimes run student facing social media accounts to promote things like trips and events. These accounts are sensitive to age restrictions and always promote positive social media usage. If you ever come across a social media account which is inappropriate, the best thing you can do is report the account to the service provider on the platform and notify us so we can do the same. All platforms have the option to do this.

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Home – School Agreement for George Abbot School

School Aim

To promote excellence, personal achievement and the realisation of every student's potential in a school culture of continuous improvement.

Commitment by the school

In order to help all students, succeed to the best of their ability the school will endeavour to:

- teach students in a safe and ordered environment
- provide lessons that are stimulating, challenging, well-prepared and appropriate to all
- ensure that the curriculum is broad and balanced, fulfils examination requirements and generates strong engagement with learning
- provide parents/carers with regular information about their child's progress and achievements
- notify concerns about a student's progress/behaviour to parents/carers as soon as possible
- provide homework on a regular basis and offer facilities for students to do homework in school
- inform parents/carers about the life of the school through regular letters home, bulletins, and the school website
- provide students with a clear and consistent code of conduct which encourages and rewards positive behaviour
- apply sanctions fairly, in accordance with school policy, and ensure that parents/carers are kept informed
- listen to students and parents/carers and act on their concerns

Signed  (Headteacher)

Commitment by the student

So that I can do my best, and help to encourage others to do so as well, I agree to:

- attend school regularly and on time
- bring to school all equipment and books I need every day
- wear full school uniform in an appropriate manner
- complete classwork and homework tasks to the best of my ability and on time
- be polite and helpful to others
- act as a good ambassador/representative of the school at all times
- observe all school rules and the code of conduct

Signed (Student)

Commitment by parent/carer

- ensure good attendance, which is both regular and punctual, and give early information about non-attendance
- support the school's policies and guidelines for behaviour, including supporting the attendance of detentions.
- take an interest in my child's work by looking at exercise books regularly, giving praise for work well done, checking that homework is being done
- provide a suitable environment at home which encourages home-learning
- make every effort to attend progress monitoring consultation days
- let the school know about any concerns or problems that might affect my child's work or behaviour
- encourage my child to develop a sense of responsibility and respect for others
- be available for liaison if discussion about my child's performance or behaviour is required

Signed (Parent/Carer)

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George Abbot School Student IT Acceptable Use Policy/Code of Conduct and Remote Learning Agreement

The school has the responsibility of providing you with safe, reliable and useful IT resources that will help you make the most of your learning opportunities. You have a right to these resources, however, with this right comes the following responsibilities:

All online activity will be appropriate to:

- *Ensure the safety and security of the school system.*
- *Ensure respect for all members of our community.*
- *Ensure the safety of all members of our community.*
- *Maintain the reputation of the school.*

School owned, and managed IT devices and connected personal IT devices/networks must not be used for any illegal, obscene, offensive, profit making or commercial purpose or for anything other than school business.

I will take responsibility for my own use of all technology made available to me, making sure I use it **safely, responsibly, and legally**. In particular, this means:

Devices/Network

- I will take responsibility for all activity that takes place under my network login. I will not let anyone else use my network login.
- I will keep my passwords confidential and change them when requested to do so.
- I understand the school reserves the right to monitor all IT devices and associated usage taking place on the school site and also any usage of school owned devices in any location in the world.
- I will not install any software on any school owned device without the consent of the Network Manager.
- I will not alter any of the settings on school owned devices or attempt to 'hack' into the school network using a web browser, DOS or any other method.
- I understand prolonged periods of time looking at a screen can be harmful and should therefore self-manage regular breaks.
- I will report any IT problems/issues to the Network Team immediately.
- I will not connect any personal equipment such as mobile phones, cameras or media players to the school IT system, or attempt to access the school network from any personal equipment, unless this is part of an educational activity and I have permission from a member of staff.
- I will not use mobile phones, cameras or other electronic devices to take, publish or circulate pictures or videos of anyone unless this is part of an educational activity.

Storage/Printing

- I will only store schoolwork related files on the network.
- I understand coursework and other important documents should be saved on OneDrive and Google Drive, which can be accessed through the school email system and the Google login details respectively, where applicable.
- I understand that printing should be in black and white and restricted to one copy. Colour/multiple copies must not be printed without a teacher's permission. Printing that exceeds set limits must be paid for by the individual.

Internet and Email

- I will only use school internet and email systems for school related work.
- I will use email/electronic communication responsibly and always be polite and respectful. I will only use email systems, chat rooms and other communication methods that are approved by the school. I will never use IT for bullying or harassing others or in a way that will bring the school into disrepute.
- I assume responsibility for any sites visited, content viewed or emails received/sent using or on a school device/network.

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- I understand any emails should be sent/received using a school registered account only - access to Hotmail and other internet based email accounts is forbidden.
- I will not attempt to undertake any illegal or inappropriate behaviour using the school Wi-Fi.
- I will not use the school internet/devices/apps for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will respect all copyright and intellectual property rights of all content viewed/downloaded.
- I will not open and immediately delete any emails and/or attachments from unknown/suspicious sources.
- I will delete non-required emails and attachments should be deleted once read.
- I will inform the Network Team immediately if inappropriate sites are accessed by accident.

E-Safety Guidance

- I will not pass any personal data onto any unknown third party individual or site.
- I understand I should never agree to meet people I have met online.
- I will not access social networking/chat room sites in school.
- I will not pass on anyone else's contact details without permission.

I understand a breach of this Student Acceptable Use Policy:

- May result in the temporary/permanent loss of access to school devices and IT systems.
- May result in a course of action in line with the schools' Disciplinary Policy.

Remote Learning Agreement

This document is designed to support safe and effective home learning for our students should there be a period of partial or full lockdown for any classes, year groups or the whole school.

Parents/carers are required to sign this agreement so students may participate in interactive virtual teaching and learning with George Abbot teachers. This agreement should be read in conjunction with our Student IT Acceptable Use Agreement which can be found above (www.georgeabbot.surrey.sch.uk/policies). It outlines the parameters all students and parents/carers are expected to adhere to, in order to engage safely in interactive and live learning online with each other and our teachers.

Parents/Carers, we ask you and/or your child:

- Establish a tidy, suitably resourced working desk or table at home, with access to Wi-Fi, computer or other suitable device and free from unnecessary distractions.
- Set up a separate online folder for each subject they study.
- Follow the timetable as set out for any lockdown period.
- Submit work via the SLE or other platform such as Google Classroom, as requested by the teacher.
- Complete work during lessons as requested by the teacher.
- Contact your teachers via email if anything is unclear or you need extra support.
- Be dressed appropriately for any face-to-face learning in a school polo shirt.
- Have had a discussion about appropriate behaviour in a remote lesson; treating other students with respect and waiting to be invited to speak so the same standards are maintained remotely as would be in a real classroom.
- Understand parents/carers and students are not allowed record video or audio, photograph or share any images or recordings from interactive lessons.
- Understand parents/carers must be aware when our students are engaged in learning with their teacher and therefore this should be in line with the lockdown timetable only.
- Keep their passwords safe and secure.
- Understand any deliberate browsing, downloading, uploading or forwarding of material that could be considered offensive or disruptive does not occur in remote learning lessons.
- Understand when using Zoom/Teams, lessons will be recorded for monitoring and safeguarding purposes. These recordings will only be available to identified staff as directed by Mrs Carriett to support safeguarding and effective teaching and learning for our students.

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Students, please agree to this simple agreement:

I understand Zoom/Teams is an extension of the classroom and I should conduct myself as I would in a classroom environment. This includes:

- Taking part in a Zoom/Teams meeting in an environment that is safe, quiet and free from distractions (where a bed is not visible).
- Being on time for the virtual meeting.
- Being dressed appropriately (in a school polo shirt) for learning.
- Remaining attentive during sessions.
- Interacting patiently and respectfully with my teachers and peers.
- Not recording or photographing each other's online interactions.
- Finishing the session when my teacher instructs me to do so.

If you have any questions/queries with the above, please email consent@georgeabbot.surrey.sch.uk

IT Online Learning Support

SLE – Student Learning Environment. Purely for students, where they can access work shared by teachers if they are absent from school. It is set up by subject, and all lesson PowerPoints/resources should be on here. Work can also be submitted for teachers to review etc.

<https://georgeabbotschool.sharepoint.com/sites/SLE/SitePages/Home.aspx>

Google Classroom – A virtual classroom used by the Computer Science/IT Teams. This can be accessed via the SLE (above), or by logging in via <https://classroom.google.com/u/0/h>

- **Username:** first four letters of your surname, followed by the first four letters of your first name, followed by a full stop and then the year you joined George Abbot. E.g. John Richards joining in 2021 his log in would be RICHJohn.21, followed by @georgeabbot.surrey.sch.uk
- **Password:** Passwords are set by the Computer Science team; they will be allocated in Year 7.

School Network and Email –

- **Username:** first four letters of your surname, followed by the first four letters of your first name, followed by a full stop and then the year you joined George Abbot. E.g. John Richards joining in 2021 his log in would be RICHJohn.21
- **Password:** Passwords are changed throughout the year but if you forget yours, just email the Network Team (networkhelpdesk@georgeabbot.surrey.sch.uk).
- At school, email can be accessed by logging into Frog/from the 'Start' button under Apps.
- At home you can access it by clicking on the email link on the George Abbot homepage. Instructions on how to access the email system can be found by clicking on the logo next to the email link.

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Data Privacy Notice Data Protection Act 1998: How we use student information

Why we collect and use student information and parent/carer information

At George Abbot School (a member of GEP Academies), we collect and hold personal information relating to our students and their parents/carers. We may also receive information about students from their previous school, the Learning Records Service, local authority and/or the Department for Education (DfE). We use this personal data across our schools to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care, safeguarding and health, as well as well-being of our families
- assess the quality of our services
- provide training, welfare and educational support services
- apply for funding and fundraise
- support and manage our employees
- administer school property and use CCTV for security to monitor behaviour, prevention and detection of crime
- comply with the law regarding data sharing
- maintain our own finances, accounts and records

Classes of information that we collect, hold, process and share

The student information we control includes

- personal information such as name, date of birth, sex, unique pupil number, address
- family, lifestyle and social circumstances
- attendance, behaviour and exclusion information
- education details, educational healthcare plans, assessment, attainment, progress, accreditations, qualifications and exam results
- where they go to study/work after they leave us and further sensitive information
- Disabilities, mental and physical health details, visual images and personal appearance
- Offences, alleged offences and sexual life
- Racial or ethnic origin; religious or other beliefs of similar nature

Additionally, for parents/carers, we collect personal information -name, date of birth, sex, address, contact details, as well as financial and employment information to support funding/fundraising applications as well as well-being.

Who the information may be shared with

We routinely share our student/parent/carer information with:

- staff, trustees and committee members across our schools at GEP Academies
- family, associates and representatives of the person whose personal data we are processing
- schools that the student's attend after leaving us
- our local authority, Surrey County Council
- the Department for Education (DfE)
- education, training, careers and examining bodies
- healthcare professionals, social and welfare organisations
- police forces and courts
- current, past or prospective employers
- business associates, professional advisers, voluntary and charitable organisations
- suppliers and service providers including financial, IT and security organisations
- press and the media

GEORGE ABBOT SCHOOL

Why we share information

We do not share information about our students/parents/carers with anyone outside of GEP Academies multi-academy trust without consent unless the law and our policies allow us to do so.

Department for Education – all students

We are required, by law, to pass some information about our students to the Department for Education (DfE). This information will, in turn, then be made available for use by the local authority. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. Some of this information is then stored in the National Pupil Database, which is used for research and evidence on educational performance. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013. The department may share information about our students from the National Pupil Database with third parties who promote the education or well-being of children in England by conducting research or analysis, producing statistics, providing information, advice or guidance.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

- To find out more about the student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.
- For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- For information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>
- To contact DfE: <https://www.gov.uk/contact-dfe>

Youth Services: our students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows: post-16 education and training providers; youth support services; careers advisers.

A parent/carer can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age 16.

- For more information about services for young people, please visit our local authority website www.surreycc.gov.uk.

Requesting access to your personal data

Under data protection legislation, parents/carers and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record contact:

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Establishment	George Abbot School
Website	www.georgeabbot.surrey.sch.uk
Administrator Name	Mrs Georgina Newman
Email Address	gmnewman@georgeabbot.surrey.sch.uk
Direct Dial	01483 888000

Data Controller

Guildford Education Partnership (GEP Academies)
Woodruff Avenue, Guildford GU1 1XX
Company Limited by Guarantee - Registration Number 07649091 (England & Wales)

Further changes to this privacy notice will be available via the school website.

STUDENT SUPPORT & RESOURCES

Support with Emotional or Learning Needs

Students who have a significant barrier to their learning are supported through the SEND, Pastoral and Intervention teams. This could be a short-term need (illness, bereavement, injury etc.), a learning need (communication, speech & language, learning challenges, physical disability), students with social, emotional, mental health difficulties or a medical need.

Support for these students may take a variety of forms, such as in-class support, small group work, mentoring by a member of staff, extra-curricular activities. These needs are identified by parents/carers, classroom teachers, pastoral staff and sometimes the student themselves. When a need is identified, students are monitored closely and any issues are discussed with parents/carers and the student before interventions are put in place. These interventions are closely monitored and may be short or long term depending on the progress made by the student. Students who require a long term intervention will be placed on the SEND Support List, which is reviewed termly.

For further information, please contact the SENCO, Mrs J Richings (jrichings@georgeabbot.surrey.sch.uk) or visit: <https://www.georgeabbot.surrey.sch.uk/learning-support/>

Relational Worker / Youth Worker

Our youth workers liaise closely with pastoral staff and are available for students to see if they need 'a listening ear'. They also provide lunchtime and after school social activities.

Support for Parents/Carers

We know that parenting is often a challenge and sometimes circumstances make family life very difficult. We have a team of three friendly Home School Link Workers who are available during school hours to chat on the phone or to pop out to see you. They provide caring expertise.

The HSLW team can provide food bank vouchers and point you to other support if your family is struggling financially. To contact the team, email hslw@georgeabbot.surrey.sch.uk or phone their office on 01483 888000 ext 282.

Learning Resource Centres

We have two Learning Resource centres. These are the Lower School Library and Information Centre (The Gallery) and an Upper School Information Centre (USIC) at George Abbot School.

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The Gallery has a fantastic range of fiction books, with something for everyone to enjoy. It's also stocked with non-fiction books that enrich our school curriculum. Students are welcome in The Gallery before, during and after school. It is supervised for enrichment and homework until 5.00pm every day.

Careers Education and Guidance

The school has a well-equipped careers library based in the Upper School Information Centre (USIC). Careers Education is delivered through the Personal and Social Education (PSE) programme (KS3/4) and at KS5 through Feature Lectures and personal tutorials.

The school works closely with independent careers advisors and students are able to request individual careers interviews. Further information is available on the school website or from the school Careers Team.

Citizenship Education / Citizenship Profile

Citizenship Education is a statutory part of the curriculum and is delivered primarily within Personal and Social Education (PSE) lessons and other subjects such as History, Geography, English and R.E.

Online Learning

As a school we seek to provide access to high quality online resources. These resources are mainly focused at KS4 students but can also be used as revision in KS5 and to stretch students in KS3. Students can find online resources via the 'Student Hub' tab on the school homepage.

- Departmental/Faculty pages provide specific resources and revision guides for their subjects.
- The Information Centre (Gallery/USIC) offers numerous resources and links to journals, reference materials and other documents.
- My Maths – revision guides.
- SAM Learning – revision guides.
- GCSE Podcasts – revision guides.

Students are taught how to access these resources in lessons. They are also encouraged to use other on-line resources such as BBC Bitesize. Please take time to explore these sites with your son/daughter.

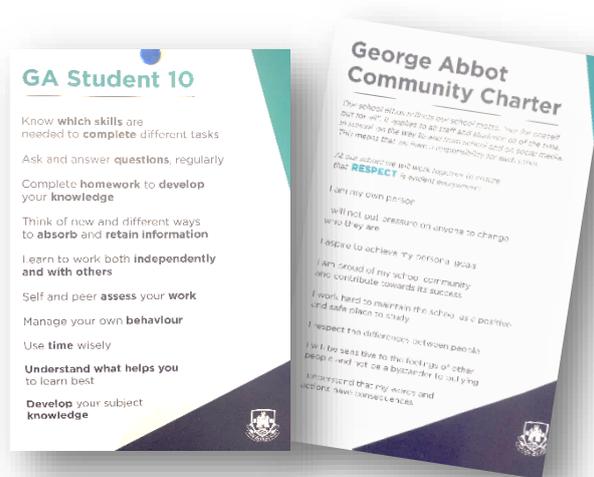
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POLICY & PROCEDURE

Rewards

We believe students should positively contribute to our community and work hard because it is the right thing to do. We reward students for their contributions with House Points, which are linked to the Community Charter and George Abbot 10. House points are communicated to parents through the SIMS App and contribute to the House Cup. Some of the ways we reward students are as follows:

- Blazer flashes
- Tutor and assembly mentions
- Letters and emails home
- Tutor privileges
- Mufti Days
- Trips
- Front of queue lunch passes
- Vouchers
- Certificates
- Half and full colours



Behaviour Expectations

At George Abbot School, we insist on high standards of conduct, behaviour and appearance and strive to achieve this through strong partnership with parents/carers and highly positive relationships between staff and students. It should be noted that action will be taken to correct student behaviour where an issue has occurred off-site when representing the school, such as on a school trip, on a bus journey or when walking or cycling to or from school.

Our Behaviour Policy is based on three key expectations: that students should be ready, respectful and safe.

Whilst our three key values are: Aspiration, Community and Respect

Aspiration:

- We work hard and conduct ourselves in a way that allows others to do the same.

Community:

- Our actions always contribute positively to the school community.

Respect:

- We respect and appreciate difference.
- We are always polite and courteous to one another.

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George Abbot School Student Code of Conduct:

- Good behaviour and politeness are expected in school, to and from school and on public transport.
- Full school uniform must be worn to and from school and on school occasions as directed (see uniform guidelines). Appearance must always be appropriate for school and is at the professional discretion of staff.
- Students must adhere to expectations regarding appearance. The school reserves the right to decide what constitutes "extreme".
- Smoking or vaping is forbidden whilst the student is under jurisdiction of the school. This includes before, during or after school. Smoking paraphernalia must not be brought into school under any circumstances. Similarly, possession or use of illegal substances is forbidden.
- Expensive items and large sums of money should not be brought into school. No responsibility can be taken by the school for loss of money or other personal property.
- Mobile phones are not to be used or seen on school site.
- All damage to school property and equipment should be reported immediately. Malicious damage of school property is to be charged to the parents or carer of student.
- During the school day, students may not leave the premises without permission from parents/carers **and** the school.
- Students must not intentionally bring the school or staff of the school into disrepute. This includes posting on social media. Students must also not knowingly engage in anti-social behaviour towards other students at school or online.

Sanctions and Detentions

Students will always be given every opportunity and support to do the right thing, before getting a detention. If students persistently disrupt learning or fail to complete homework, they will be given a **Log** in the first instance. If a student receives three Logs in a half term, they will be required to sit one hour detention on **Wednesday** after school. Once a detention is sat, students make a fresh start. You will be notified via the SIMS app when a log is issued and emailed at least 24 hours in advance regarding detentions. Every half term all logs are removed so students have a fresh start when they return to school.

For more serious incidents, students may be issued with a **Referral**. Referrals can be issued for severe and persistent disruption, rudeness or anti-social behaviour and automatically trigger a one-hour detention, in addition to any Logs that have been issued. If a Referral is issued, the member of staff involved will contact you directly as well as it being communicated via the SIMS App. Wednesday detentions can be up to two hours long depending on how many logs are outstanding; this will be communicated to you before the detention.

On very rare occasions where repeated poor behaviour is demonstrated we also run a Senior Leadership Detention on Fridays. This detention finishes at 5.00pm.

To maintain the excellent behaviour for learning at George Abbot, it is of paramount importance that parents/carers support our high expectations and standards regarding conduct at school.

Attendance

There is a direct relationship between excellent attendance and academic performance. However, there are times when even the healthiest children become unwell.

We discourage families from taking students out of lessons for holidays during term time, other than in the most exceptional circumstances. You should contact the Headteacher in any such cases. Please do restrict requests to exceptional events; annual holidays in term time are an unreasonable expectation.

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The school monitors the attendance of students closely. Parents/Carers will be informed if their child's attendance falls below the expected level, and regularly arrive late by the Attendance Officer. If your child fails to arrive to school, you will be notified via email and/or text message. If you would like to discuss your child's attendance, please contact the Attendance Officer.

Absence due to illness

If you wish to report your child's absence from school, you must inform the school by 9.00am. Failure to do this will result in a text message being sent by our automated system which alerts parents/carers that their child has not registered. We need to be advised each day of your child's absence.

Year 7-11	Sixth Form	Email
01483 888000: Option 1	01483 888151	absence@georgeabbot.surrey.sch.uk

If a student feels unwell during the school day, they need to report to the Medical Officer in Raynham Office. The Medical Officer will then contact home if needed. Students are not permitted to contact home directly.

Medical appointments during the school day

For medical appointments which require your child to leave school for a portion of the day, please send a letter into school with your child that they can show to Reception when signing out. Once your child returns to school, they need to sign back in at Elmslie Reception so we are aware that they are back on site. If your child is going to be absent for a full day, then please contact the Attendance Officer via email.

Late arrivals to school

If students arrive to school late or need to leave before the end of the school day they must sign in or out at Elmslie Reception.

Planned Absences

The Absence Request Form is available on the school website www.georgeabbot.surrey.sch.uk/attendance and must be completed when requesting leave of absence for any reason, excluding illness, medical appointments, during term time. We may ask for proof to back up your request. You should return the form for the attention of the Attendance Officer. All requests should be submitted to the School Office at least two weeks before the first day of intended absence. Permission will not be given for a holiday if it is applied for after the absence has taken place.

Safeguarding

Staff work very hard to ensure that George Abbot is a safe and friendly environment in which students can learn. All students are encouraged to show respect for others and to take responsibility for protecting themselves. Such issues are considered within the curriculum, especially in Personal and Social Education, and are expressed in the school code of conduct. Parents/carers are expected to help children behave in non-violent ways towards both staff and other students.

Students' fears and worries will be taken seriously; they should seek support from a member of staff. Staff who observe injuries which appear to be non-accidental or who are told anything significant by a student must report their concerns to the Designated Safeguarding Lead (DSL) or if absent to one of the Deputy DSLs. The school is required to discuss with Children's Services any significant concerns which may indicate physical, emotional, sexual abuse, or neglect. This will be done wherever possible after discussion with the appropriate Head of Year and parents/carers. Where there is a conflict of interest between the student and the parent/carer, the welfare of the student is paramount.

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“Professionals should aim to work in partnership with parents by attempting to discuss any concerns they have with parents and where possible, seeking their agreement to making a referral. Permission should be sought from a person holding parental responsibility for the child before discussing a referral about them with other agencies, unless permission seeking may in itself place a child at risk of significant harm or prejudice a criminal investigation” (Revised LEA guidelines, October 2001)

Any confidential information on a student held by the school will be destroyed once the student has been taken off the school archived roll.

If it is necessary to use significant physical intervention to protect a student from injury, to prevent one student from harming others or if a student is injured accidentally, parents/carers will be informed immediately. If a student causes injury to another student, the Headteacher will decide whether or not to inform the police. The school will cooperate with any parent/carer who wishes to make a formal complaint to the police following injury to their son/daughter by another student.

In the event of an allegation against a member of staff, the school will follow the clear guidelines set out by the Local Authority.

Uniform, Jewellery and Hair

Please ensure that students wear uniform in accordance with the uniform list provided. The school sets and expects a very high standard of school uniform. Students should look smart and business like for the school day and feel proud of their membership of the school, signified by their uniform. High standards of appearance are also expected to and from school. A full list of school uniform is detailed overleaf. Particular attention should be given to the following:

- Girls' skirts should be the regulation style and knee length.
- Girls' trousers should be the regulation style.
- Boys' trousers should be black and fitted at the waist.
- Boys should wear black socks.
- Coats should be dark coloured, ideally navy or black.
- Hoodies and other non-George Abbot jumpers are not allowed.
- Belts worn should be black.
- Shirts must be tucked in, top buttons done up and ties approximately waistband length.
- Girls' shoes should be relatively flat and have toes and backs to them.
- Boots are not allowed and trainers may only be used during PE lessons.
- Blazers should be worn at all times. (During hot spells in the summer, this rule may be suspended for a period of time.)
- PE kit on PE days.

Please ensure that all uniform and personal belongings are named. With so many changes for new students to get used to, losing property is all too frequent in the early months: please ensure it is clearly named so it can be returned.

Second Hand Uniform

The school does have a small stock of good quality second hand uniform. Please contact the Head of Year.

Jewellery

Students are allowed to wear **one plain gold or silver stud** in each ear and nowhere else. **No** other jewellery is permitted except a watch (inexpensive please) and a medic-alert bracelet. Safety guidelines state that these **MUST** be removed for PE lessons. There can be no exceptions.

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Hair and Makeup

Long hair must be tied back for PE and all practical work. Hair slides should be plain and 'scrunchies' black or navy.

Hair should be of a natural colour; extreme hairstyles are not permitted and students may be sent home if styles are extreme. Makeup is not permitted in the Lower School and if worn in the Upper School, should be discreet.

George Abbot School Uniform List (Years 7- 11)

Full school uniform is to be worn every day. On days where students have PE they should arrive to school in their PE kit, with the school quarter-zip top, tracksuit bottoms or school leggings for warmth. **Only George Abbot branded sports kit should be worn to school.** On cold days students should wear their blazer and a coat as well.

Boys	Girls
Navy blazer	Navy blazer
School tie	School tie
White shirt *	White shirt *
Black trousers *	Navy skirt, knee length
Plain black belt with plain buckle *	Navy trousers *
House T shirt specific colour	House T shirt specific colour
Navy v-neck pullover (optional)	Navy v-neck pullover (optional)
Navy cardigan (optional)	Navy cardigan (optional)
Navy fleece (optional)	Navy fleece (optional)
George Abbot waterproof jacket (optional)	George Abbot waterproof jacket (optional)
Grey or black socks *	Plain white or navy ankle socks *
Black or navy coat *	Plain neutral, black or navy tights NO leggings, knee socks (nor ankle socks over tights) or patterned tights Black or navy coat *
Black shoes *	Black shoes *

Boys PE kit	Girls PE kit
Compulsory	Compulsory
PE T-Shirt	PE T-shirt
Navy shorts	Navy shorts/ Skort
Yellow PE socks	Yellow PE socks
Quarter zip top	Quarter zip top
Navy track pants	Navy track pants /Navy leggings
Training shoes *	Training shoes *
Optional	Optional
Rugby Top (when required)	Rugby Top (when required)
Football boots * (when required)	Football boots * (when required)

Supply of Uniform

Items marked with an asterix (*) after them can be bought from any suitable clothing shop. All other items should be purchased from the School Shop, as they are bespoke George Abbot items. Please visit www.georgeabbot.surrey.sch.uk/uniform for more up-to-date uniform information.

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Students who qualify for Pupil Premium funding can collect a complete set of uniform from the school shop, by appointment, at the start of Year 7. If additional uniform is needed during the year, please contact the Pastoral team or HSLW.

School Shop Address and Telephone Number

SPS School Shops
Surrey Cricket Centre George Abbot School Woodruff Avenue
Guildford
Surrey
GU1 1XX
01483 578089

General Items

Students should have an appropriate school bag of an adequate size to carry their equipment and outdoor clothing and be suitable for wet weather.

Outdoor coats should be dark in colour black, navy or grey. However, there is an optional school fleece or waterproof to wear over blazers. The fleece/waterproof may NOT be worn in the building. Outdoor coats may be worn to and from school and in the playgrounds, but should be removed on entering the building.

WisePay

At George Abbot we use the WisePay cashless system. Payments to the school can be made online using a link from our school website. The system is used by many schools and is totally secure and reliable.

Full instructions are included in this pack.

WisePay is our preferred method of payment for all school educational visits and some resources. It can also be used to top up student catering accounts to enable them to pay for purchases in the canteens.

If you do not have access to the internet, then please contact the School Office on 01483 888000.

Canteens / Lunches

Students may bring a packed lunch or purchase food from one of the canteens or from the Food Pod.

The school has two canteens, one in Elmslie Building and one in Raynham Building. A range of hot/cold meals/snacks can be purchased at breaktime. Raynham canteen is open from 8.00am – 4.00pm to allow students to purchase breakfast or food after school, particularly for those students who have after school clubs or who are taking part in sporting fixtures. Each year group has an allocated canteen location and time.

Cashless Catering

The canteens are cashless. Each student has an electronic account from which they will pay for food and drink purchases.

During the students' induction day to George Abbot, all students will have their Biometric fingerprints taken unless you have expressed that you do not give permission for this to happen.

The account can be topped up by online payments using your WisePay account. The student's account can be viewed through WisePay. Here you can see the items that have been purchased and the current balance.

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Free School Meals

If you think your child is eligible for Free School Meals then please fill in the enclosed 'Free School Meals Eligibility and Pupil Premium Application Form' or alternatively, visit our website (<https://www.georgeabbot.surrey.sch.uk/pupil-premium>) for an application form. Please make use of this opportunity as students in receipt of 'Free School Meals' may be entitled to additional forms of support.

As we operate a cashless system, students who claim Free School Meals obtain a lunch in the same way as their peers and are not identifiable.

Anti-Bullying Policy

Happily, students agree with staff that bullying is very rare at George Abbot. However, in a community of 2000 students, incidents of unkindness do sometimes occur. Heads of Year and pastoral staff will act on reported incidents of bullying as soon as is practically possible and in partnership with parents/carers, strive to ensure the difficulty is resolved.

George Abbot has an anti-bullying policy which explains the school's position on bullying. Information is also documented for students on the school website. The issue of bullying is covered regularly within the school's PSE programme and also in Drama. It is policy for the Senior Leadership Team to deliver regular assemblies on the theme of bullying and the school logs all incidents of bullying, including any identity or prejudice related bullying.

Students are taught that it requires all members of the school community to take a stand against bullying and students are strongly encouraged to report any incidents of bullying they know about.

Parents/carers who become aware of bullying, or any other situation that causes concern for their son/daughter, should encourage him/her to speak to someone at school or contact the appropriate Head of Year. Students can report incidents of bullying or concerns on 'TootToot', which can be accessed through the Student Hub on the school website. Each student's TootToot password will be emailed to them or can be sought from the Head of Year. TootToot is an anonymous reporting tool where messages go straight to a member of the Safeguarding Team at school.

In addition, senior students are trained as mentors to support younger students with concerns. The school relational workers are also available for students to talk to if they have difficulties.

Mobile Phones

Mobile phones are to be switched off before arriving at school and not to be used anywhere on site. If students need to use their phone in an emergency they must speak to a member of staff who will allow them to use an office. **Under no circumstances may students use mobile phones to take photographs, unless explicit permission has been given by a member of staff for educational purposes.**

If a phone is used in school, it will be confiscated until the end of the day in the first instance. Students will then be required to hand their phone in to their Head of Year until further notice.

Extreme Weather / Unforeseen School Closures

Please assume the school will be open. If we are unable to open for health and safety reasons then we will publish details on the local radio, our website and notify parents/carers by SchoolComms. Please refer to our extreme weather policy on the school website <https://www.georgeabbot.surrey.sch.uk/policies/>. Please do not ring the school unless essential.

If there is likely to be disruption to the school day, including changes to school hours, information will be published as quickly as possible.

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Cars and Visiting the School

For health and safety reasons parents/carers **MUST NOT** drive onto the school site at the beginning or the end of the school day to drop off or pick students up.

There is a gate system at the entrance to our school. If you require vehicular access to the school site during the school day please press the button for Reception who will be able to assist you.

Parents/carers who come on to the school site to see a member of staff **MUST** report first to Elmslie Reception to sign in and get a visitors badge. This does not apply to parents/carers attending school functions (eg. Progress Monitoring Day).

Lockers

Students may hire a locker for a small annual fee. Further details are available from the Head of Year. Students may visit their lockers before and after school and at break and lunch time. Lockers may be shared with friends by mutual agreement, but they must have a key each and students are responsible for ensuring food, dirty PE kit etc is not left for long periods of time. A key ring on a chain which can be clipped to a school bag is essential for keeping keys safe.

Lost Property and Valuables

Please ensure all items brought into school are clearly named. Any lost property found should be handed in to either Elmslie or Raynham office. Parents/carers and students will be contacted to collect their named lost property from Raynham Office. If something is lost students should enquire at both offices. Periodically, students are advised that property which has not been claimed for many months will be donated to the school jumble sale.

Please do not allow students to bring expensive items or large sums of money to school. We cannot be held responsible for any lost or damaged items.

School Records / Student Data

Please ensure that your son/daughter's school records are up to date including contact names, telephone numbers and addresses. Accurate mobile telephone numbers and email addresses are critical for emergency contact.

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SUPPORTING THE SCHOOL

State education is under more financial pressure than it has ever been before and by taking any of these simple steps you can help us to support our students in reaching their full potential and enjoying a broad and high quality learning experience at our school:

George Abbot Opportunities Fund

This charitable fund has been set up by the school to enable regular giving by parents/carers. We are keen to ensure that budgetary constraints do not affect our ability to provide the extra opportunities which help make our school exceptional. Together, we can not only continue to provide a free and outstanding education to your children, but additionally provide them with an unusual breadth and depth of experience enabling them to exceed expectations. The suggested level of voluntary contribution is £10 per month but we will be pleased to accept any level of support from those of you in a position to donate. If you wish to find out more then please contact finance@georgeabbot.surrey.sch.uk for more information.

Parent Teacher Association ('PTA')

We are fortunate in having an active PTA, committed to raising funds for the school, principally through the organisation of social events. Every new parent/carer at the school is automatically a member of the PTA and there are a number of ways in which you can get more involved in or support the school community:-

- *Do you want to be part of a new PTA committee?*
The current PTA committee have decided that the time has come for them to stand down and make way for a new set of parents/carers to inject a bit of enthusiasm into co-ordinating events and fundraising for the school. Fresh faces and fresh ideas! They have had a great time together over the last few years and urge any new parents/carers to come forward and take on this exciting opportunity. All administrative processes are in place, the accounts are in good order and so take over will be smooth and you can concentrate on getting creative. If you would like to get involved then please contact PTA@georgeabbot.surrey.sch.uk
- *Come along to Events*
From quiz nights; the Clandon Park Run and the Christmas Fair there's a wide range of social and sporting events which allow you to meet other parents/carers as well as raise funds for the school.
- *Sign up to Easyfundraising.org.uk*
A simple and free way to support the school which receives contributions when parents/carers shop online. Sign up in just a few minutes and select George Abbot School, Burpham as your registered cause.
- *Join the Sainsbury's scheme*
If parents/carers shop in store at Sainsbury's, you can earn the school 4% of everything they spend at no extra cost. The PTA can issue you with a pre-paid card to use in store to make your purchases. Contact pta@georgeabbot.surrey.sch.uk for more information.
- *Employer match funding schemes*
You can check with your employer whether they operate a match funding scheme which can help us to double the amounts raised from our own fundraising efforts. Contact pjacobs@georgeabbot.surrey.sch.uk if you can help.

For more information about the PTA, visit <https://www.georgeabbot.surrey.sch.uk/pta> or sign up to their Facebook page.

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Extra-Curricular Activities

Being part of George Abbot School is more than just lessons and grades. We expect students to embark on a journey with us where they engage in all aspects of school life. We look forward to your son/daughter starting the George Abbot Journey very soon.

For the timetable of extra curricular activities, please visit <https://www.georgeabbot.surrey.sch.uk/extra-curricular/>

We use www.misocs.com for all extra-curricular clubs and sign up. Parents/carers and students will be able to register using their provided email addresses once they have started school. **We expect every student to be involved in at least one extra-curricular club.**

For Sports fixtures, results and statistics, our website is <https://georgeabbotcurricular.co.uk/> this can be viewed now to see which teams we run and their performances against other schools.

Twitter

We like to celebrate the various goings on at school through our Twitter account @gabbot_news, please follow us for all the latest!

GAbbot Fest

At the end of the year, we celebrate the George Abbot community through our very own festival, GAbbot Fest. This is run by the students and we aim to raise £5,000 for our House Charities. The festival includes music, stalls and games and is the perfect end to a hard year of work.

House System

All students and staff are members of one of the five houses, according to the form that they are in.



Falcon



Gryphon



Martlet



Phoenix



Wyvern

Throughout the year there will be inter-house competitions in a range of activities, not just sporting, and points awarded will contribute towards the final total at the end of the year.

All students should have a 'House' shirt of the appropriate colour. These can be purchased from the School Shop. Students may wear house shirts as part of uniform in the summer term.

GEORGE ABBOT SCHOOL

Trips / Visits

We are firmly committed to the educational value of school trips and activities off site which extend and enrich the curriculum.

We request that you complete and return the enclosed School Trips Consent Form as soon as possible, which will cover consent for the whole time your son/daughter is at school. For each trip you will receive notification detailing the trip itinerary and will not be required to complete a separate consent form unless it is one of the exceptions stated below.

- **Key Stage 3 (Years 7-9)**

For any activity that takes the students off the school site you will receive notification by letter or SchoolComms. The only exception is during PE lessons which do go off site (occasionally for cross country running), but do not cross roads and for sports fixtures (see below).

- **Key Stage 4 (Years 10-11) and KS5 (Sixth Form)**

For any activity that takes the students off the school site you will receive notification by letter or SchoolComms. Where an activity is local, we believe that it is reasonable for students to make their way to and from the venue and for the level of supervision to be the same level as in the classroom. For Sixth Form students, parents/carers should be aware that as students apply for higher education, visits to Open Days and interviews will be necessary. While we support students with their applications, parents/carers should accompany their children for interviews etc.

- **Sports Fixtures**

At the beginning of each term, students who are members of a sports squad receive a letter, which has a consent and medical form attached. Fixtures will be advised to students via notices, but Elmslie Office will have details on a weekly basis.

Please be assured that the protection and safety of students is paramount when trips and off-site activities are being planned. The arrangements are fully in-line with Safeguarding and Health and Safety guidance. Please could we ask that you ensure that you keep school updated of any medical issues and changes in contact details for your son/daughter throughout their time at George Abbot School.

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