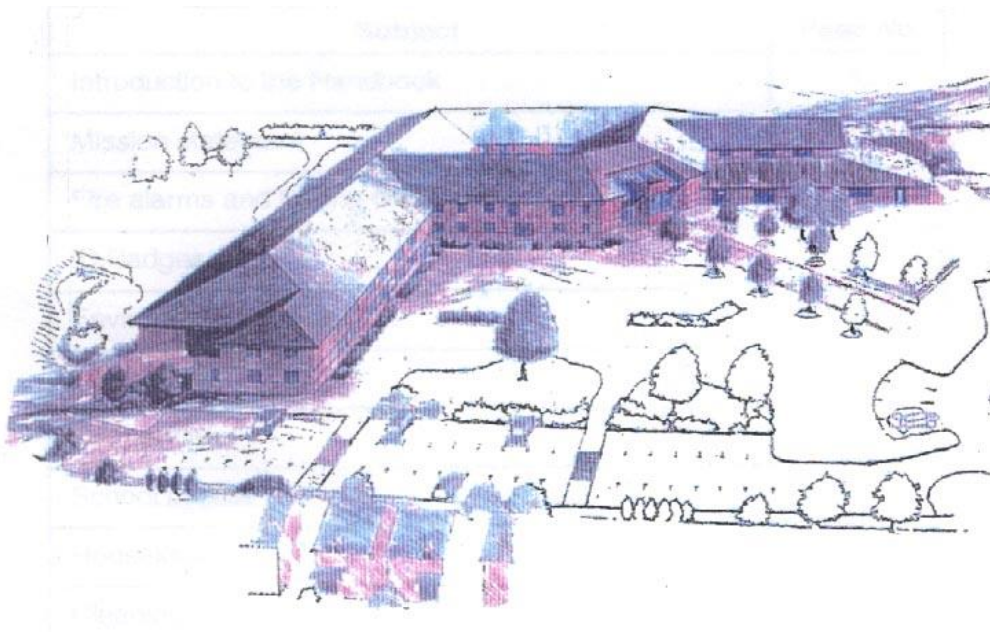




# Sir Graham Balfour School

Member of Sir Graham Balfour Multi-Academy Trust

## Parents' Handbook 2020-2021



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# Sir Graham Balfour School

Member of Sir Graham Balfour Multi-Academy Trust

## Welcome to Sir Graham Balfour School

Dear Parents/Carers

We believe that every child matters and that each is important as an individual. Our aim is to develop the unique talents that every child possesses, within a well ordered and caring environment. This approach will provide the security your child needs as they build on their previous educational attainment during a period of considerable emotional and physical change.

We look forward to working with you and your child in a productive triangular partnership which will provide the challenge, support and stability so vital for success. This handbook is a key element of that partnership.

The return to school in September 2020 will be unlike any other year, as a result of changes made to take account of Covid-19. Please therefore read the following carefully, especially if you already have children in school, as some of these changes are sizeable.

If, after reading the handbook you have any questions or concerns, please do not hesitate to contact us.

Yours faithfully

**Lesley Beck**  
**Headteacher**

Welcome to Sir Graham Balfour School, which OFSTED in May 2019 found to be a 'Good' school. I hope you find the information it contains useful and informative. Our vision is summed up in our mission statement – **'Learning, Working and Succeeding Together'**

For us, the 'together' is absolutely critical; collaboration, cooperation and teamwork are essential for developing the skills, knowledge and confidence necessary for academic and personal excellence. As well as the drive to achieve academically, the ability to self-regulate, to communicate clearly with others, to know and be proud of who you are, to be compassionate to others and to be ambitious for yourself and others are equally important.

We passionately believe that the circumstances of birth or upbringing should not be the key determining factors to success in life and we are relentless in our ambition for ALL children to achieve as well as possible at Sir Graham Balfour School, regardless of their sexual orientation, socio-economic, ethnic, religious or gender status.

## **Our Values**

Our aim as a school, working alongside parents and our community, is to help students to become outstanding and effective citizens; to make responsible, appropriate and healthy choices in all things. Staff and parents will not always be there, at the point where critical decisions need to be made. This is why we are committed to values based learning; *rules* prescribe a set of appropriate/inappropriate behaviours (e.g. don't run in the corridors) which are specific to given contexts, whereas *values* provide a set of aspirational guidelines within which children must choose the right behaviour or action for the vast array of contexts they will be faced with in life (e.g. how do I need to move around the school if I am taking responsibility for myself and others?).

These are the values which we believe will help our students to become excellent citizens of Stafford and beyond:

- Commitment to excellence
- Responsibility for ourselves and others
- Care for the local and wider Community
- Respect, Kindness and Compassion for ourselves and others
- Perseverance and resilience
- Ambition for ourselves and others
- Pride in working hard and the success it brings

Our values drive and shape every aspect of school life, taking the place of school rules. They seek to reinforce the development of the whole person, in addition to the academic. They are values which will, if routinely exemplified and embedded, give our young people all the skills and characteristics necessary to become outstanding citizens of the future.

# **SCHOOL TERM AND HOLIDAY DATES 2020 - 2021**

## **Autumn Term 2020.**

**(Please note that some of these dates are subject to change)**

<b>Staff Inset Day:</b>	Tuesday 1 September
Staff & Students:	Wednesday 2 September – Thursday 22 October
<b>Staff Inset Day:</b>	Friday 23 October
Holiday:	Monday 26 October - Friday 30 October
Staff & Students:	Monday 2 November - Friday 18 December
<b>Staff Inset Day:</b>	Friday 27 November
Holiday:	Monday 21 December - Friday 1 January

## **Spring Term 2021**

Staff & Students:	Monday 4 January – Thursday 11 February
<b>Staff Inset Day:</b>	Friday 12 February
Holiday:	Monday 15 February - Friday 19 February
Staff & Students:	Monday 22 February – Thursday 1 April
Holiday:	Friday 2 April – Friday 16 April

## **Summer Term 2021**

Staff & Students:	Monday 19 April – Friday 28 May
May Bank Holiday:	Monday 3 May
Holiday:	Monday 31 May – Friday 4 June
Staff & Students:	Monday 7 June – Tuesday 20 July
<b>Staff Inset Day:</b>	Wednesday 21 July
Holiday:	Wednesday 21 July – Tuesday 31 August

# **School Organisation**

## **Lesson Times**

We operate a six period day. Times for 2020 - 2021 are as follows:

Warning Bell	08.45 am
Students must be in school by this time	
Period 1	08.50 am – 9.50 am
Period 2	09.50 am – 10.50 am
*Tutor Time/Break	10.50 am – 11.10 am
*Break/Tutor Time	11.10 am – 11.30 am
Period 4	11.30 am – 12.30 pm
Period 5	12.30 pm – 1.30 pm
**Lunch	1.30 pm – 2.10 pm
Warning Bell	2.05 pm
Period 6	2.10 pm – 3.10 pm

\*Year 7, 8 & 9 students will have break at 10.50, followed by Tutor Time at 11.10

\*Year 10 & 11 students will have Tutor Time at 10.50, followed by break at 11.10

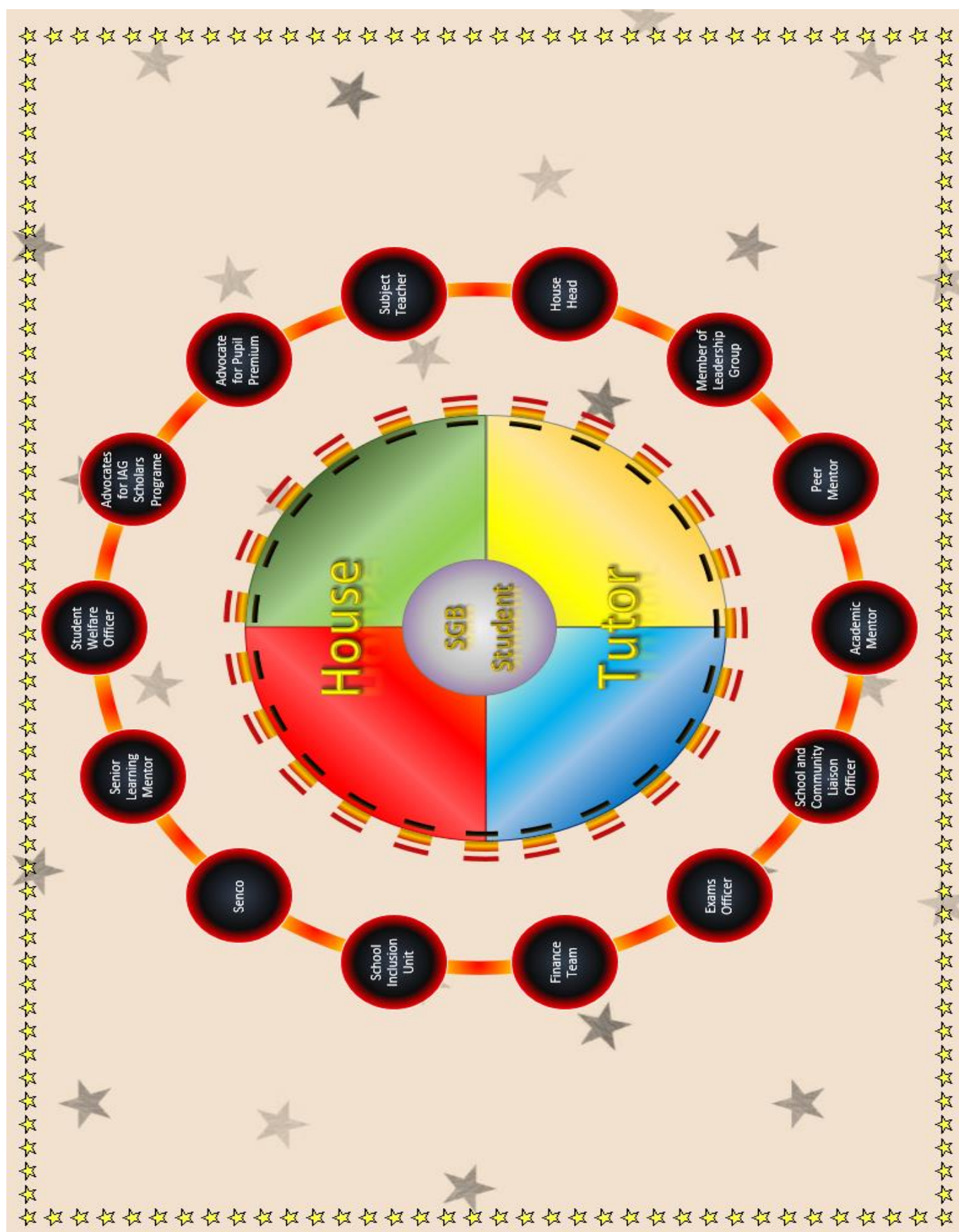
\*\* Entry to the Dining Room will be in sittings: Year 7, 8, 9 only will be allowed to buy food from 1.30pm. Year 10 and 11 will only be allowed in the Dining Room from 1.45pm

## **Lateness**

Students arriving at school after 8.50 am even at 8.51 am, will be marked late.

If your child is late to school without a valid reason they will receive a warning. At the next subsequent lateness he/she will receive a detention. There is then a system of increasing sanctions for persistent lateness which culminates in a period in the Internal Isolation Room. Parents would also be asked to see a member of the Pastoral Faculty at this point.

# Student Support Network



## House System

House	House Head	Colour
Chetwynd	Miss Marshall	Green
Sandon	Ms Tinsley	Yellow
Tixall	Miss Austin	Red
Weston	Miss Simmons	White

CHETWYND		House Head – Miss Marshall	Colour - Green
HG	Room	Tutor for Year 2020/2021	
7LL	TBC	Miss Chapman (CSC)	cchapman@sirgrahambalfour.staffs.sch.uk
7LM	TBC	Mrs Hales (JH)	jhales@sirgrahambalfour.staffs.sch.uk
7LN	TBC	Miss Mifflin (RJM)	rmifflin@sirgrahambalfour.staffs.sch.uk
7RR	TBC	Mrs Wallbank (HMW)	hwallbank@sirgrahambalfour.staffs.sch.uk
7RS	TBC	Miss McKinley (GM)	gmckinley@sirgrahambalfour.staffs.sch.uk
7RT	TBC	Mr Martin (FSM)	fmartin@sirgrahambalfour.staffs.sch.uk
	TBC	Mrs Johnston (CJ2) & Miss Hart (THA)	cjohnston@sirgrahambalfour.staffs.sch.uk chart@sirgrahambalfour.staffs.sch.uk
C8	TBC	YEAR 11 Mr Rowley (DR)	drowley@sirgrahambalfour.staffs.sch.uk
C9	TBC	YEAR 11 Miss Brinsdon (AMB)	abrinsdon@sirgrahambalfour.staffs.sch.uk
SANDON		House Head – Ms Tinsley	Colour - Yellow
8LL	TBC	Mr Tilsley (TT)	ttilsley@sirgrahambalfour.staffs.sch.uk
8LM	TBC	Miss Boulton (VB)	vboulton@sirgrahambalfour.staffs.sch.uk
8LN	TBC	Miss Fisher (SF)	sfisher@sirgrahambalfour.staffs.sch.uk
8LO	TBC	Miss Nanavati (NNV)	nnanavati@sirgrahambalfour.staffs.sch.uk
8RR	TBC	Miss Tranter (DTR)	dtranter@sirgrahambalfour.staffs.sch.uk
8RS	TBC	Mr Trenbirth (ST)	strenbirth@sirgrahambalfour.staffs.sch.uk
8RT	TBC	Mrs Giles (DG)	dgiles@sirgrahambalfour.staffs.sch.uk
S8	TBC	YEAR 11 Mr Parry (CJP)	cparry@sirgrahambalfour.staffs.sch.uk
S9	TBC	YEAR 11 Mr Gilroy (CJG)	cgilroy@sirgrahambalfour.staffs.sch.uk
TIXALL		House Head – Miss Austin	Colour - Red
9LL	TBC	Mrs Thorndyke (KT)	kthorndyke@sirgrahambalfour.staffs.sch.uk
9LM	TBC	Miss Kempa (SK3)	skempa@sirgrahambalfour.staffs.sch.uk
9LN	TBC	Mrs Dangerfield (LD) & Mrs Allright (LA)	ldangerfield@sirgrahambalfour.staffs.sch.uk lallright@sirgrahambalfour.staffs.sch.uk
9RR	TBC	Mr Field (BF)	bfield@sirgrahambalfour.staffs.sch.uk
9RS	TBC	Mrs March (SEM) & Mr Tinsley (CT)	smarch@sirgrahambalfour.staffs.sch.uk ctinsley@sirgrahambalfour.staffs.sch.uk
9RT	TBC	Mrs Sidhu (AKS)	asidu@sirgrahambalfour.staffs.sch.uk



	TBC	Mrs Miller (LCM)	lmiller@sirgrahambalfour.staffs.sch.uk
T8	TBC	YEAR 11 Mr Wass (CSW)	cswass@sirgrahambalfour.staffs.sch.uk
T9	TBC	YEAR 11 Miss Bunter (PB)	pbunter@sirgrahambalfour.staffs.sch.uk
<b>WESTON House Head – Ms Simmons Colour - White</b>			
C6	TBC	Mrs Domuradzka (BD)	bdomaradza@sirgrahambalfour.staffs.sch.uk
C7	TBC	Mr Lewin (BL)	blewin@sirgrahambalfour.staffs.sch.uk
S6	TBC	Miss Brown (DPB)	dbrown@sirgrahambalfour.staffs.sch.uk
S7	TBC	Miss Youssef (AY)	ayoussef@sirgrahambalfour.staffs.sch.uk
T6	TBC	Mr Webb (AW2)	awebb@sirgrahambalfour.staffs.sch.uk
T7	TBC	Miss Cooper (AC)	acooper@sirgrahambalfour.staffs.sch.uk
W6	TBC	Mr Metcalfe (JAM)	jmetcalfe@sirgrahambalfour.staffs.sch.uk
W7	TBC	Mrs Lavelle (LL)	llavelle@sirgrahambalfour.staffs.sch.uk
W8	TBC	YEAR 11 Miss Mitchell (PGM)	pmitchell@sirgrahambalfour.staffs.sch.uk
W9	TBC	YEAR 11 Mr Cooper (MAC)	mcooper@sirgrahambalfour.staffs.sch.uk

<b>MENTORS FOR 2020/2021</b>			
Pupil Premium	Mrs Healey (HCH)	hhealey@sirgrahambalfour.staffs.sch.uk	
IAG	Miss Watson (HW1)	hwatson@sirgrahambalfour.staffs.sch.uk	
SENCo	Mr Chamberlain (DC)	dchamberlain@sirgrahambalfour.staffs.sch.uk	
Personal Development & Welfare	Mrs Hedges (RH) Miss Travis (PT) Mr Myers (JM1) Mrs Salter (SLS)	rhedges@sirgrahambalfour.staffs.sch.uk ttravis@sirgrahambalfour.staffs.sch.uk jmyers@sirgrahambalfour.staffs.sch.uk ssalter@sirgrahambalfour.staffs.sch.uk	
Sixth Form Mentors	Miss Collins (BMC) - Room 24 Mr Hoyle (DSH) - Room DAC Miss McConnachie (KMC)- Room 413 Miss Jones (RJ) - Room 458 Mr Wright (RW) - Room 94	bcollins@sirgrahambalfour.staffs.sch.uk dhoyle@sirgrahambalfour.staffs.sch.uk kmconnachie@sirgrahambalfour.staffs.sch.uk rjones@sirgrahambalfour.staffs.sch.uk rwright@sirgrahambalfour.staffs.sch.uk	

## **Break and Lunch Time Arrangements**

Students have two alternatives:

**A meal from the Dining Room:** A wide range of full meals and snacks are served before school, at break and at lunchtime on a cafeteria basis.

**Sandwiches brought by the student:** These may be eaten outside, or in designated form rooms for this year only. All litter, scraps, crumbs must be cleared away and disposed of in the bins provided. Privileges to eat inside will be withdrawn if rooms are left messy.

The Dining Hall will be reserved for those students buying food from there.

Students in Years 7, 8 and 9 are not allowed to leave the school site at lunchtime.

Students from Year 10 and 11 only are allowed to request a pass to leave the site at lunchtime, but only with parent/carer's signed consent. Students should see their House Head for a form – these will only be considered in the first two weeks of the autumn and spring term.

Parents are asked to indicate which option their child will be taking at the start of each academic year. Any permanent or temporary changes should be arranged by contacting your child's House Head.

The school operates a cashless catering system and all payments are made through the online payment system ParentPay. Students can pay at the counter using their biometric finger ID once parents have given their consent. Alternatively a PIN can be allocated.

If there are not enough funds on a child's account, then Finance will contact the parent/carer and ask for an immediate top up which will appear on the child's account within 10 minutes.

## **School Entrances**

Students can arrive at school in the following ways;

- School Bus – Buses drop and collect students on the School Bus Park.
- On foot via North Avenue.
- On foot via The Oaks (the housing estate) except between 10.45 am & 2.30 pm.
- By car via North Avenue.  
**Please note children must walk from the gate at the very end of the school drive.**
- On foot via the Parkside entrance by the side of Parkside School (please note, the gates through to Parkside are locked from 10.40 am – 11.30 am).

**Please note:** The school places traffic restrictions on entry and exit to the school between 8.15 am – 9.30 am and 2.45 pm – 4.00 pm, to maintain the safety and security of our students. School Coaches have right of way during these times and we therefore ask parents NOT to use the school drive during these times.

## **Visitors**

We hope that you become a regular visitor to the school. However, we would ask in the interests of security that, whenever you visit us, you first sign in at Reception. You will be issued with a Visitor's Pass, which should be returned to Reception when you sign out and leave.

Please be aware that if you wish to speak to a member of staff, emailing is the quickest and easiest way to do so. Appointments to see a member of staff will need to be made in advance.

We would like to thank you for your co-operation in this.

## **School Buses** *(please note restrictions may be in place from September – students must adhere to instructions from the driver)*

Students living in Eccleshall, and other outlying villages in the catchment area, are provided with free transport to and from school. Students are issued with bus passes at the beginning of the Autumn Term, and it is their responsibility to retain them. After school, all buses leave from the school premises, and staff supervise students whilst they wait. If any students do miss their bus, for whatever reason, they must report to Reception or a member of staff so that appropriate arrangements can be made for them to reach home.

In the unlikely event of serious and repeated misbehaviour on a bus, the school will discuss with the parents alternative methods for the student to return home. In this way, good behaviour, essential for the safety of everyone on the bus, can be assured. The School Transport Office will support the school in agreed strategies to improve behaviour.

School transport is arranged directly by Staffordshire County Council, and any queries should be taken up with Admissions & Entitlement, Education Offices, Tipping Street, Stafford (Telephone **0300 111 8007** (select the option for 'School Admissions & Transport')).

## **Student Bicycles & Cars**

Students who cycle to school must ensure that their bicycles are road worthy, and locked when on the premises and can be left in the bike racks preferably under the CCTV camera. Students must wear protective headgear to and from school. The school does not have any insurance cover for bicycles, if this is required it must be taken out by the student/family themselves. Bicycles may safely and carefully be ridden on the footpaths into school.

Parking spaces for Sixth Formers' motor bikes/cars are exceedingly limited and a special case must be made to the Head of Sixth Form for one. The school reserves the right to refuse or withdraw permission for school parking at any time. Students, who are not yet Sixth Formers, may not bring motorbikes, cars or mopeds on site.

## **School Closures**

On extremely rare occasions the school may have to close due to an emergency such as severe weather or heating problems. If this does happen either:

We will put a message on the school website <http://www.sirgrahambalfour.co.uk> or may send a text or email by our School Comms system, please also see our Facebook page for updates.

or

Students will be sent home with a signed and dated letter of explanation if the school has to close during the day. **STUDENTS WILL NEVER BE GIVEN PERMISSION TO GO HOME BY WORD OF MOUTH!**

We will, however, always make every possible effort to keep the school open and operating normally, or supervise any students who are unable to go home.

## **Uniform**

We believe uniform is important because it helps to develop a sense of personal pride and form good habits for a student's journey into adult life. As a school, our aim is for an affordable, but smart uniform which identifies our students as part of the Sir Graham Balfour community. Our rules on uniform are simple and straightforward and we urge parents to support the school in ensuring a high standard of appearance at all times. We expect all students to wear the school uniform which is smart and practical. Wearing the uniform makes students feel dressed for work, and encourages them to develop a pride in their school.

Please note that from September 2020 until further notice, students should come to school in their PE kit on the days they have PE – this is to avoid students crowding into changing rooms. Students may wear plain black/blue tracksuit bottoms and sweatshirt to keep them warm as we go through the winter. Please note, skin-tight leggings are not suitable and will not be allowed. Please also avoid clothing with extensive or overt logos.

Our striped school ties come in four different colours which denotes the student's House.

Green	=	Chetwynd
Yellow	=	Sandon
Red	=	Tixall
Blue	=	Weston

Please encourage your son/daughter to wear the uniform correctly. It is especially appreciated if you check their appearance before leaving for school so that inappropriate 'extras' such as jewellery, heavy make-up and trainers can be removed in order to avoid a bad start to your child's school day.

The school reserves the right to confiscate items that are being worn or used inappropriately and can ban unforeseen items that may come under 'fashion items' but are not specifically stated in our uniform code. If you have any doubts or concerns please contact your child's House Head. Sixth Formers do not wear school uniform, but they are expected to dress smartly and appropriately for a professional setting.

## **Uniform Supplier**

We do not have one set supplier to purchase our school uniform from, please feel free to purchase different items from different suppliers if you choose. There is no requirement to just buy items from one shop.

PE Uniform – All PE uniform items can be purchased from any supplier apart from the SGB Logo Black Quarter Zip Track Top and Royal Blue SGB Logo T Shirt which are available from Crested Schoolwear (St Marys Mews, Stafford. ST16 2AP).

Should you have any queries about uniform, please contact Mrs Metcalfe - Assistant Headteacher or the Office Manager, who will be happy to help.

# Uniform Rules

Boys and Girls Uniform		Comment
Blazer	Navy blue blazer with badge on chest pocket and sleeves rolled down.	NO student is permitted to not wear their blazer in and around school except during extremely warm weather and at the School's direction. Students have a choice whether to wear their blazer during lessons. Blazer sleeves are NOT allowed to be rolled up.
Trousers	Standard dark grey trousers.	NO hipster, skinny, flared trousers, jeans or trousers with exposed fashion buttons, laces or zips.
Belts	Plain black belt.	NO large belt buckles.
Skirt	Dark grey knee-length skirt.	NO jersey skirts (eg. tube skirt) and skirts MUST NOT be rolled up.
Shirt	White cotton shirt or blouse. These may be either long or short sleeved but must be capable of being tucked into trousers or skirts and must be tucked in at all times. There must be a top button that can be done up so that the clip-on tie can be attached.	NO Short fitted blouses or un-tucked shirts.
Jumper/ Cardigan	Navy blue "V" necked sweater or cardigan (optional) worn underneath their blazer.	NO Hoodies.
Tie	School Tie – Clip-on with House colour.	NO ties unclipped or positioned lower than the top button in school.
Socks	Plain socks (Black, Grey or White).	NO coloured socks or leggings.
Tights	Black, grey or flesh coloured.	NO patterned tights, lace tights, fishnet tights, coloured tights or footless tights.
Shoes	Sensible, plain, black leather or PVC leather school shoes with sensible heels (height 3cm). They must be plain black shoes and if they have laces they must be black.	NO fabric, canvas, trainers, converse, sports shoes, pumps, sandals, creepers, wedges, dance slippers, sling backs, mules or boots.
Coat	Plain coats are recommended but not compulsory. Coats to be worn over uniform to and from school.	NO coats worn in school and they must not have inappropriate logos.
Bag	Large enough and strong enough to carry the necessary books.	NO small handbags that cannot fit books.
Make up	Subtle make-up is acceptable - this is natural foundation and includes clear nail varnish and a subtle coat of mascara.	NO blusher or bronzer.

		<p>NO thickly coated eyelashes, false eyelashes, eye shadow, eyeliner or heavily pencilled in eyebrows.</p> <p>NO false nail extensions, clip-on nails or coloured nail varnish.</p> <p>Teachers reserve the right to ask students to remove excess make-up at their discretion.</p>
Hair Styles	Sensible hair styles.	NO extreme hair colour or styles /shaved patterns (natural tones only).
Hair Accessories	Plain, dark blue or black hair bands or bobbles.	NO coloured hair bands, bobbles or large flowers.
Jewellery	<p>A watch and one small plain gold or silver stud per ear. All other body piercings (tongue, nose, lips, belly button, eyebrow etc.) are forbidden on the grounds of health and safety in and around school.</p> <p>A religious bangle may be worn and any religious necklace can be worn underneath the shirt, to be confirmed in writing by the parent.</p>	<p>NO large earrings, ear gauges, ear cuffs, dangly earrings or fashion earrings.</p> <p>NO bangles, bracelets or non-charity wristbands, non-House charity badges.</p> <p>NO rings.</p>
Contact Lenses or Glasses	Prescription lenses and glasses only.	NO coloured contact lenses or fashion glasses.
<b>PE Uniform</b>		
<b>PE Outdoor Kit:</b>	Quarter Zip Black Track Top, Black Shorts, Royal Blue Football Socks, Football Boots (for Rugby and Football only), Shin Pads, Outdoor Trainers, Gum Shield (for Rugby only)	Optional Outdoor Kit: Black or blue Tracksuit Bottoms, black or blue sweatshirt, Black Long Sleeved Base Layer.
<b>PE Indoor Kit:</b>	Royal Blue T-Shirt, Black Shorts, Royal Blue Football Socks/White Sports Socks, Indoor Trainers	
All jewellery and piercings must be removed for PE.		

## **Personal Development, Welfare & Behaviour**

The school places great emphasis on pastoral care, and we do our utmost to look after each student. Students of all ages are placed in a mixed age House Group which belongs to one of four Houses. In September 2020 the House Heads will be:

Miss Marshall (Chetwynd House), Miss Austin (Tixall House), Mrs Tinsley (Sandon House) and Miss Simmons (Weston House).

All problems/queries should initially be put to the House Tutor (who sees your child daily) or, if the situation is more serious, the House Head.

## **Stafford Educational Endowment Fund**

### What is it?

The fund can provide parents with financial support which is not normally provided by the school or by the Local Authority.

### Who can benefit from the fund?

Y7 – Y11 students who are eligible for free school meals. Help is offered to support the costs incurred for new school uniform (essential items) and school based activities. This is normally a percentage of the total cost.

To apply for support in Y7 – Y11 please ask the Finance Department for Financial Assistance Application Form. Each application will be dealt with in order and balanced across all students who are eligible.

Up to your 26<sup>th</sup> birthday: Year 12 students and ex-students can apply using a form from the Head of Sixth Form to support in a range of activities which have a cultural or educational benefit.

## **16 – 19 Bursary Fund**

### Can Sixth Formers apply for financial assistance?

The school receives a grant from the Government which is specifically for Sixth formers. The 16-19 Bursary fund is used to provide financial support to help students overcome specific financial barriers to participation so they can remain in education. Contact the Finance Office or the Head of Sixth Form for details and an application form.



## **Behaviour 4 Learning Policy**

The school attaches great importance to the maintenance and encouragement of good behaviour. It is only in an ordered atmosphere that education, both academic and social, can take place effectively.

Students are rewarded for good work and behaviour through our system of house points. These build towards a variety of prizes available from our House Point Shop. This scheme has proved to be very popular with the students and contributes to the fun and excitement of our reward system. Our House competitions culminate in July with the Best House award. This is based on the number of House Points earned, as is the Best House Group award.

Each House Point represents a ticket for the termly House Point Draw. All students stand a chance of winning a prize in this.

Occasionally, really exceptional pieces of work are sent for a Headteacher's Award which is worth 10 House Points. Praise Postcards (worth 5 House Points) are also given by teachers who wish to reward continued effort/progress. Other valuable rewards are the House Award, Faculty Award, both worth 3 House Points. If students attend regularly for a term they receive an Attendance Award worth 10 House Points; for a whole year on award is worth an additional 25 House Points.

Education is very much a three way process involving you, your children and us. The school will, therefore, involve you at an early stage in behavioural matters if it appears that a particular form of misbehaviour is becoming persistent. Our "Behaviour for Learning" system is aimed at minimising any disruption to students' learning. Apart from increasing rewards, as outlined above, it offers a range of Behaviour Consequences (BC1 to BC5) which result from children choosing poor behaviour. The BCs, as we call them, cover a range of sanctions which will encourage keen attitudes to learning. They also give you a detailed picture of how your son/daughter behaves in lessons.

## **Smoking/Vaping**

Sir Graham Balfour is a completely non-smoking site. Most students value and respect this. The few who persist in smoking/vaping on site or mixing with smokers lose half an hour of their social time in the first instance. Those who continue to offend will be dealt with more severely and parents will be involved in the process.

N.B. As well as cigarettes, tobacco etc, e-cigarettes are strictly banned from site.

## **Homework**

We believe that it is important for all students to develop good independent study habits. To assist with this, all students will be able to view all homework set, including days to be handed in, via the Student App.

We ask that you assist your child by providing a suitable place for them to work, encouraging them to complete their homework as well as checking it with them.

Establishing good work habits in Year 7, such as a regular homework time slot, are essential if the additional pressures of GCSE courses are to be coped with successfully later on.

## **Detentions**

Detentions are one of the main sanctions available to the school. These may be given for failure to complete classwork/homework, repeated misbehaviour, or for a particularly serious incident.

If you are issued a detention and you fail to attend you will be detained for a 1 hour detention the next available day without notice. If you fail to attend any 1 hour detention you will be detained for 2 hours the next available day without notice. Your name will appear on the Detention Board.

Should a detention be issued, the detention date is set by the Internal Isolation Room Supervisor and a list of detentions will be displayed on the detention board. It is the student's responsibility to check the detention list to see what date has been given for them to attend the detention.

From September 1998 all schools have had a legal right to detain students after school, even without parental consent. The Government has now strengthened the school's position by introducing statutory powers regarding behaviour and discipline through the Education and Inspections Act 2006 which came into effect in April 2007. We are extremely fortunate at Sir Graham Balfour that the majority of parents of children who receive detentions do support the school in our efforts to maintain the highest standards of behaviour and work.

Further sanctions may, for example, involve students being placed 'on report' or even being withdrawn from some lessons.

## **Parent App**

We have a convenient way to share information with you about your child's school life. Shortly, you'll be able to access our new parent app and website. You can access the system from a smartphone, tablet or PC – anytime, anywhere.

What will you find in the SIMS Parent app:

- Important information such as attendance, behaviour, achievement and homework
- School term, INSET dates and contact details available at the click of a button
- Access to your child's/children's school report
- Receive notifications to remind you about important information such as key dates for your diary
- Access to update your contact details, so we always have the most up-to-date information in case of emergency
- If you have more than one child at school, you'll have access to information for all your children, from the same app.

The information that you receive through the app will help you to stay up-to-date with your child's school life as well as support your child's development and progress.

## **Absence from School**

If a student is going to be absent from school, please follow the procedure below:

- A quick phone call before school on 01785 223490 (this stops us worrying later about his/her non arrival). Messages may be left on the answer phone system from 5.00 pm to 9.30 am daily.
- A note confirming an absence to Reception (to update records on his/her return).
- Dental/Medical appointments: A parental note or an appointment card needs to be shown to Reception, who will issue a Temporary Pass before attending the appointment (advance notice is vital). Any student who needs to leave the school premises during the day upon return must "sign in" at Reception. for this purpose. Please note; local appointments are usually limited to a maximum of 2 hours.

We will contact you by telephone or text message via the School Comms system on the first day of any absence if you have not rung us to give a reason why your child is not in school. You can reply to this text message but please do not use it to report a child absent in the first instance this must be done by a phone call.

## **Illness at School**

Please do not send your child to school if they or anyone in your house is showing the signs of possible Covid-19 infection: these are: new persistent cough, high temperature, changes to sense of smell and taste. Please seek medical advice, get tested and wait for the results before knowing whether it is safe to send your child back to school.

If a student is injured, or becomes ill during the school day, it is important they tell their subject teacher who, if necessary, will inform the Student Welfare Officer, Mrs Hedges or Pastoral Admin Officer, Mrs Salwey. Several staff are qualified First Aiders. Every possible care is taken of students.

If it is thought necessary students may be taken to hospital for treatment. In this situation, or if it is thought advisable for the student to be taken home, you will always be contacted. Students will never be taken or sent home unless we know there is a responsible adult to receive them.

Accidents and illness can happen to anyone at any time, it is therefore vitally important that we always have at least two accurate work or emergency contact numbers, including the relationship to the student. Please do not forget to let us know of any alterations, including changing a land line/mobile phone number or email address.

## **Leave of Absence**

You may make a request for a leave of absence in exceptional circumstances during term time. The request for a leave of absence form can be obtained from Reception or the School Website. The form must also be accompanied by a letter explaining the reason for the absence. It should then be returned to Reception so that any requests can be recorded and finally passed to the Headteacher or her representative before leave is granted.

Holidays taken in term time are UNAUTHORISED.

Please see our website (Attendance Policy) for further details.

## **Medical**

If your child has any illness or medical problems do let us know. Please be aware that no member of staff is allowed to give your child unprescribed medication, for instance paracetamol.

# **Students' Property**

## **Necessary Equipment**

All students will need to bring to school various equipment every day. This consists of:

- Suitable black or blue pens
- Pencils, including a few coloured ones
- A ruler, compass and protractor
- An eraser
- Their Student Handbook (provided by the school)
- A calculator
- An envelope file or plastic wallet to keep work on paper tidy
- A French/German/Spanish dictionary is desirable. (These are available through the school)

All students follow courses which require the use of an electronic calculator. The use of a calculator is now allowed in the majority of external examinations. However, students should be aware that some mathematics lessons will take place where the use of calculators is not allowed, as basic arithmetic skills remain a central part of these courses.

## **Damage to School Property**

Students are encouraged to take a pride in their surroundings, and to assist in improving the learning environment. They are responsible for putting litter and food scraps/wrappings in the bins provided. Privileges will be withdrawn if these rules are not adhered to. Chewing gum is forbidden everywhere. We intend to keep our school in as pristine a condition as when it opened.

## **Lost Property**

All items of school clothing and equipment should be named, in order to greatly increase the chances of recovery. Anyone who does lose any item should report this to Reception. Unclaimed property is eventually passed onto charity; advance notice is given of this through the weekly Student Bulletin.

Any valuable items (financial or sentimental) or substantial amounts of money must not be brought to school. Every reasonable effort will be made to safeguard individual property, however, the school cannot accept liability for either loss or damage. During PE lessons all cash and valuables etc must be handed to PE staff so that they can be locked away in the PE Office and returned to the students at the end of that lesson.

## **Mobile Phones**

Students are allowed to bring mobile phones to school. We recognise their benefit for security purposes, especially when travelling to and from school. However, before entering the school building, phones must be switched off and placed in bags. Should a phone ring whilst in school or should a student be seen handling one inside the building, the phone will be confiscated for one week in the first instance.

Students can be reached easily by contacting the Office on 01785 223490 if an urgent message needs to reach them during the day.

Students should also be aware that should they bring a phone into school they do so at their own risk. School does not accept any form of liability for them. However, any form of valuable property, including mobile phones, may be left in the main school office.

Headphones are also banned in class and in the school building.

Sixth Formers may also carry mobile phones, but they must be switched off around the building however, they may be used in the Sixth Form Centre.

## **Confiscations**

Articles confiscated from students will be kept for a total of 5 working days for a first offence. For second offences articles will be kept for 10 working days. Parents will be informed when a mobile phone is confiscated from a student. Parents may collect articles in person, prior to the end of the confiscation, any time after 3.30 pm from School Reception.

## **Use of Surnames**

On some occasions the use of a student's appropriate surname can cause some embarrassment or difficulty. In order to comply with your wishes and to avoid confusion on a day to day basis, for all ordinary documents and correspondence we use a student's "known by" surname.

On occasions when a student's official surname has to be used for legal reasons – for example, when examination entries are being made – changes will be made for that purpose only.

## **Safeguarding (Child Protection)**

The school has a Designated School Lead for Child Protection (Mrs Hedges), and she, when necessary, will always implement the statutory procedures and practices laid down by the DFE for safeguarding your children.

## **Student School Leadership Group**

Students are elected onto the School Leadership Group (Junior – Years 7-9, Senior Years 10-11) via an application process. We have representatives from each school year and each house.

The roles of the School Leadership Group include:

- Address any issues of concern raised by any member of the School Community
- Act as a consultative group for school developments
- Take part in staffing appointments
- Organize fundraising events for the school

## **Reports & Parents' Evening**

We believe that it is important for you to be able to monitor how your child is progressing at school. In order to help you do this, we will make one formal contact with you each term through a report. All reports will contain information regarding your child's Attitude to Learning in each subject, one report will contain a comment from each teacher regarding your child's overall progress in each subject during the year and one report will also contain a comment from your child's House Tutor and House Head focusing on their Pastoral development during the year. Please let us know if you require an additional copy of reports and other letters if, for instance, parents live at different addresses.

***Please Note that for this academic year, we will not be holding face to face Parents' Evenings, in order to minimise the risk of transmission of Covid-19. Instead your child's House Tutor will be in contact with you at points throughout the year to discuss progress.***

We are always pleased to arrange an individual discussion about your child's progress, but for this year, we aim to carry out as much contact as possible remotely, by telephone or email.

Year	Report
7	October, February, May
8	December, March, July
9	December, March, July
10	December, March, July

11	October, February, May
12	December, March, July
13	October, February, May

## **Enrichment Activities**

### **Community Links & School Visits**

The school is increasingly becoming involved with the local community. Several clubs and other groups book the school's facilities for football, gymnastics, rock climbing or various meetings. Please telephone Pell Frischmann to enquire about hire of the premises after 6.00 pm and at weekends. (Tel: 01785 222531)

Departments regularly visit a number of venues near and far. Parents are fully informed about visits by either the Balfour News or through a special notice. All parents must sign a form agreeing to their child taking part in any such activity. All trips are risk assessed and comply with Health and Safety policies, whether the trip is to Stafford town centre or abroad.

## **School Clubs & Teams**

**Please note that all of the following may change depending on the transmission rates of Covid-19 situation throughout the year**

Students are encouraged to take advantage of the wide range of educational opportunities beyond the normal school day.

### **Sport**

As well as the full range of sport, taught to students within the PE curriculum, the school runs numerous teams in, for example, athletics, rugby, basketball, cross country, netball, orienteering and football. Many students achieve selection at District, County and even National representation in these and other sports.

### **Music**

We have a very wide range of opportunities available for students who are interested in music. Choirs, bands and ensembles feature highly and build on the large number of our students who have instrumental lessons arranged through the school. If your child wishes to learn an instrument, please contact us via Reception. A small charge is made to help towards our costs, with help given to the family of any student entitled to a free school meal.



## **Lunchtime Clubs**

There is always at least one club available at lunchtime. We would encourage your children to make good use of their lunchtime, for instance by using the computers/reading in the DAC Centre/taking part in sports practices.

Such activities are a wonderful way to make friends. All computers are available at break and lunchtimes, provided they are used appropriately; computer games are not allowed. A timetable of extra-curricular activities is published each term.

## **Community Liaison**

Sir Graham Balfour School has strong links with the local community. We run a number of community projects and competitions, which our students actively take part in.

We are also regularly invited, to visit a number of establishments in our locality, from nurseries, schools to care homes etc, where our students are encouraged to engage in activities and share experiences. Our fantastic School Choir and Orchestra are also very active performing in the community, which is very well received by those involved.

For more information on work in the community, please visit the school website or contact the School Community Liaison Officer, Mrs Lynne Gannon  
[lgannon@sirgrahambalfour.staffs.sch.uk](mailto:lgannon@sirgrahambalfour.staffs.sch.uk)



## **Charity Work**

The school has a long tradition of raising money for a range of charities through a variety of fundraising activities. We actively support national events for example Children in Need and Comic Relief. On a local level we are very supportive of Katharine House Hospice and in previous years we have also supported Staffordshire Young Carers, Guide Dogs for the Blind, Air Ambulance, Red, White and Blue Day, Macmillan Cancer Support, to name a few.



# Sir Graham Balfour Cambodia

In 2004, we raised over £12 000 to build our sister school, Sir Graham Balfour Cambodia.

We support the school on an ongoing basis providing classroom resources and paying the salary of one of the staff.

In 2009, our Cambodia Committee took a decision to press ahead with a much needed 2 classroom extension to replace a tin shack and these classrooms have been in use since October 2010. Our more distant goal is to fund an electronic link.

Since 2012, on a bi-annual basis, 3 Staff and 12 Sixth Form students spend 10 days visiting Cambodia, during which, 3 days are spent in our Cambodian school, meeting and teaching the students. They also have the opportunity to explore this wonderful country, experiencing a trip of a lifetime.

Do visit the school's website at <http://www.sirgrahambalfour.co.uk> for more details.

