



Wallington High School *For Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE -



Year 12 Information Booklet

Executive Headteacher: Mrs J Smith

Headteacher: Mr R Booth, BSc(Hons)

Director of Sixth Form: Mrs C Godyn, BSc (Hons)

Head of Year 12: Dr S Wallis, BA(Hons), PhD

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Welcome to our Sixth Form

We are delighted to welcome you to the new school year at Wallington. Whether this school is very familiar to you, or entirely new, we hope you find this academic year exciting, rewarding, challenging and enriching.

Your main focus for school life in the Sixth Form is academic study, and success comes from having an enquiring mind, a responsible attitude and by putting in some serious hard work. Studying at this level will not only expand your knowledge and understanding of the subjects you have chosen, but should also furnish you with a range of study, research and revision skills that will prepare you for life after school, including higher education if that is the path you choose to take.

The Sixth Form at Wallington High School for Girls is an excellent seat of learning where students are happy, confident, aspirational, caring and responsible. Pastoral care and support is outstanding and you have access to quality independent information, advice and guidance to help you make the best decisions you can so that you can secure a successful future.

Alongside academic study and scholarship, we place importance on enrichment as being equally valuable. Every year you will have several opportunities to acquire knowledge, visit new places, learn and practise additional skills, meet new people, listen to inspiring stories from remarkable speakers and grow intellectually. These opportunities are provided to be embraced by all our students because we know they are important and will provide you with life-long expertise. They will also provide some of the best memories you will ever have from your school days.

The Sixth Form retains the identity of the school houses through regular house tutor times and activities such as end of term events and Sports Day. These events are important in upholding our well-established sense of community by offering leadership and team activities, encouraging a healthy sense of competition and also allowing you to relax and have fun. We expect all students to attend and make a contribution to house activities, in turn supporting the school ethos.

In addition to academic study and making a contribution to the school community, you should also look wider afield and find opportunities for quality work experience and for relevant and supportive community service. Not only will these be important additions to your CV and UCAS application but they will provide you with valuable and rewarding life experiences and may prove very influential in shaping your future.

Finally, we would like to wish you all the very best for your time in the Sixth Form. Like most things in life, you will get out of it what you are prepared to put in, so make sure you give your full commitment and enjoy your time with us.

Mrs C Godyn
Director of Sixth Form

Dr S Wallis
Head of Year 12

A Welcome from the Chair of the Local Governing Body

Governors serving on the Local Governing Body (LGB) are drawn from parents, staff and the local community. We are a group of committed and dedicated individuals with many years' experience as school governors. We know the school well and bring diverse expertise to the role, to ensure the school is run effectively and that it provides the best possible education for our students. We attend many school events and welcome the opportunity to meet parents on an informal basis. A list of current governors can be found on the School's website.

The Governors on the LGB serve for a term of four years and periodically a parent governor role comes up for re-election. When this happens you will have an opportunity to take part in the election, either as a candidate or as a voter. However, in the meantime, if you are particularly interested in becoming a governor, please feel free to contact me or the Headteacher.

Your feedback on the performance of the school is always much appreciated and we also welcome any thoughts you may have on developing or improving Wallington.

You can contact me or any of the other governors via the School office or by email info@wallingtongirls.org.uk.

I hope your daughter happily settles into her new life at Wallington and I look forward to meeting you during the coming year.

Mr Hamza Aumeer
Chair of the Local Governing Body

Contact Information

Address: Woodcote Road, Wallington, Surrey, SM6 0PH
Telephone Number: 020 8647 2380
Facsimile: 020 8647 2270
Website: www.wallingtongirls.org.uk
Email: info@wallingtongirls.org.uk
Reception Opening Hours: 08.00 – 16.00

The Sixth Form Team

Director of Sixth Form, Deputy Head	Mrs C Godyn	Email: cgodyn@wallingtongirls.org.uk
Head of Year 12	Dr S Wallis	Email: swallis@wallingtongirls.org.uk
UCAS & Higher Education Co-ordinator:	Mrs V Watson	Email: vwatson@wallingtongirls.org.uk
Sixth Form Administrator:	Mrs S McCormack	Email: smccormack@wallingtongirls.org.uk

Year 12 Form Tutor Team

12 AST	Mr Slight	Email: aslight@wallingtongirls.org.uk
12 CGY	Ms Gelly (M, Tu, Th, F)	Email: cgelly@wallingtongirls.org.uk
12 COL	Mrs O'Connell	Email: coconnell@wallingtongirls.org.uk
12 FWS	Mrs Walters	Email: fwalters@wallingtongirls.org.uk
12 HCI	Miss Choi	Email: hchoi@wallingtongirls.org.uk
12 JNL	Mr Newell	Email: jnewell@wallingtongirls.org.uk
12 SBE	Mrs Beales	Email: sbeales@wallingtongirls.org.uk
12 KBT	Mrs Broadbent	Email: kbroadbent@wallingtongirls.org.uk
12 KMK	Mrs Merrick (M, Tu, W, Th)	Email: kmerrick@wallingtongirls.org.uk
12 LKN	Mrs Keenan	Email: lkeenan@wallingtongirls.org.uk
12 LSA	Miss Sapanya	Email: lsapanya@wallingtongirls.org.uk



Term Dates for the Academic Year 2019 – 2020

Autumn Term 2019

Term begins	Wednesday	4 September 2019
INSET day	Tuesday	17 September 2019
Half-term	Monday – Friday	21 October – 25 October 2019
Long weekend	Friday	22 November – 25 November 2019
Term ends	Thursday	19 December 2019

Spring Term 2020

Term begins	Monday	6 January 2020
INSET day	Thursday	23 January 2020
Half-term	Monday – Friday	17 – 21 February 2020
INSET Day	Monday	24 February 2020
INSET Day	Friday	27 March 2020
Term ends	Friday	3 April 2020

Summer Term 2020

Term begins	Monday	20 April 2020
Bank Holiday	Friday	8 May 2020
Half-term	Monday – Friday	25 May - 29 May 2020
Term ends	Friday	17 July 2020

Key Dates for your Diary

Wallington Weekend	Friday 22 November – Monday 25 November
Grade report	w/c Monday 16 December
Grade report	w/c Monday 30 March
Results Day	Thurs 11 June
Academic Review Day	Monday 15 June
INSET days	Tuesday 17 September Thursday 23 January Friday 27 March
Enrichment Days	Wednesday 6 November Thursday 12 March 13 – 17 July (Work Experience Year 12)

Parents Information Evening

Thursday 12 September

Parents Evening

Wednesday 22 January

Key Dates for your Diary

Event

Date(s)

Year 12 Social

Friday, 6 September 2019, 1pm

Year 12 Parents Information Evening

Thursday, 12 September 2019

Inset Day – school closed to students

Tuesday, 17 September 2019

Mini Medical Interviews Day

Wednesday 25 September 2019

Careers in Medical Sciences (UCL)

Wednesday 2 October 2019

Oxbridge Information Evening

Thursday 3 October 2019

Enrichment Day

Wednesday, 6 November 2019

Half-Term

Monday, 21 – Friday 25 October 2019

WHSG Sixth Form Open Evening

Thursday 17 October, 2019

BMAT / University Exams

Wednesday 30 October

Senior Maths Challenge

Thursday 7 November 2019

GCSE Prizegiving

Tuesday 12 November 2019

Year 12 Art / Photography Significant Testing

Thursday, 14 – Friday, 15 November 2019

No students in school

Friday 22 & Monday 25 November 2019

Careers Evening 1

Wednesday 27 November 2019

PFA Christmas Fair

Saturday 30 November 2019

Carol Concert at St Patrick's Church

Tuesday 3 December 2019

Dance Showcase

Tuesday 17 December 2019, 7pm

Year 12 Celebration Assembly

Tuesday, 17 December 2019

Christmas Concert

Thursday 12 December 2019

End of Term and House Activities, students leave at 1pm

Thursday 19 December 2019

Christmas Holiday

Friday, 20 December 2019 – Monday, 6 January 2020

INSET Day, no students in school

Thursday 23 January 2020

First Day of Spring Term

Monday 6 January 2020

Year 12 Parents' Evening

Wednesday 22 January 2020

School Production

Tuesday, 4 February – Thursday, 6 February 2020

Careers Evening 2

Wednesday 29 January 2020

Careers Evening – Science

w/c Monday 10 February 2020

House Activities and Assemblies

Monday, 17 – Friday, 21 February 2020

Higher Education Day

Wednesday, 26 February 2020

Careers Evening 3

Wednesday 18 March 2020

British Science Week

6– 15 March 2020

Inset Day – school closed to students

Friday, 27 March 2020

Enrichment Day

Thursday 12 March 2020

<u>Event</u>	<u>Date(s)</u>
Gym & Dance Display	Wednesday 25 – Thursday 26 March 2020
Spring Music Concert	Tuesday, 31 March 2020
Easter Holiday	Monday 6 April – Tuesday 17 April 2020
First Day of Summer Term	Monday 20 April 2020
E-Safety Evening	Wednesday 22 April 2020
Bank Holiday	Friday, 8 May 2020
Year 12 End of Year Exams	Tuesday, 4 – Friday 15 May 2020
Year 12 Personal Statement Day	Monday, 18 May 2020
Half Term	Monday, 25 May – Friday, 29 May 2020
A-level Art / Photography / DT Exhibition (Hall)	Thursday, 11 June 2020
Year 12 Academic Review Day	Monday 15 June 2020
Higher Education Convention at Goldsmiths	
WHSG Open Evening	Thursday 2 July 2020
Late Start for Students	Friday 3 July 2020
Year 12 Celebration Assembly	Monday 6 July 2020
Yr 12 Geographers to Osmington Bay, Suffolk	Monday 14 – Friday 18 October 2019
Sports Day	Tuesday, 7 July 2020
Sports Award Evening	Friday, 10 July 2020
Year 12 Work Experience	Monday, 13 – Friday, 17 July 2020
A-level Examinations Results Day	Thursday, 13 August 2020

Timing of the School Day

Please note that the school operates a two-week timetable.

From 7.50	Students may enter the school and can go to the Canteen or to Form Rooms. Food is available in the Canteen from 7.50am.
8.20	Full-time Staff in school
8.25	Registration
8.30	Assembly or Tutor time
8.45	Lesson 1
9.45	Lesson 2
10.45	MORNING BREAK
11.05	Lesson 3
12.05	Lesson 4
13.05	LUNCH
13.50	Lesson 5
14.50	End of School Day
14.50 - 15.50	Supervised extra-curricular activities may be available. Library is open for private study – Mondays to Thursdays only. For Health and Safety reasons, students must leave the school premises at 14.50 unless involved in one of the above.

Sixth Form Dress Code

All students at Wallington Girls are expected to exemplify the highest standards. The way we present ourselves each day sets the tone of a working environment and is a sign of our intention to work hard and be the best we can be. As role models and leaders of our school community, all sixth form students are expected to dress and act in a smart and confident manner, which promote the same standards and expectations as the lower school. The dress code below has been drawn up to allow students to wear clothes which they find comfortable and which show their individuality, in keeping with the above principles.

- A tailored jacket or blazer, plain in design, must be worn at all times
- A smart skirt (no more than 2 inches above the knee), business like dress or tailored, smart trousers, all of which must be plain in design. Where trousers are worn, these should be at least ankle-length and not skinny fit. Denim or leggings are not permitted.
- A smart blouse or top. These should be free from logo or slogan, and cover the shoulders and midriff completely.
- If a jumper is worn, this must be smart, fine-knit, plain and worn under the blazer.
- Shoes must be smart and of a dark colour, closed in (both toe and heel) and appropriate for school. Lace-up boots are not appropriate for school.
- If worn, tights should be dark or natural coloured and plain in pattern.
- Hair should be of a natural colour and make up and jewellery should be appropriate for school. Note that facial piercings are not permitted. Up to two small piercings in each ear are permitted.
- Lanyards must be worn at all times and should be school-issued only.
- Coats should be in lockers during the school day and must not be made from leather or denim.
- Where an item of religious clothing is worn, this should be plain in design, and in the case of an abaya should still be worn under a tailored jacket or blazer.

The final decision as to the appropriateness of a student's appearance rests with the Head of Year and then the Director of Sixth Form. Infringements to the dress code will be recorded and dealt with in line with the disciplinary system; in extreme circumstances, you will be sent home to change your clothing.

Attendance and Punctuality

Our full Attendance & Punctuality Policy is available on our school website. (Please also see section on School Communication later in this booklet.)

- a) Punctuality – All students should be in registration by 8.25am.
- b) A minimum of 96% attendance is expected.
- c) Absence during school time cannot be authorised unless there are very exceptional circumstances, for which evidence has been provided.
- d) Requests for authorised absence must be made in writing to the Headteacher.
- e) In the case of illness parents / carers should follow these procedures:
 - On the first day of absence - telephone the school by 9.30am and choose Option 1 to report the absence giving the following information: student's name, tutor group, a brief reason for absence, estimated length of absence and parent's name. Alternatively, email attendance@wallingtongirls.org.uk giving the same information
 - On the second day of absence, and every day thereafter, parents are asked to phone in daily by 9.30am.
 - Parents are requested to send a letter into school on the first day a student returns. This letter should be handed to the student's Form Tutor giving the following information: student's name, tutor group and the specific reason for absence, e.g. flu, cold, etc..
- f) Students in the Sixth Form may go out of school during the lunch break. If they choose to do so, it is imperative that they sign out and back in at Reception to ensure we meet the requirements for our Fire Procedures.

g) Procedure for leaving school during the school day for medical appointments:

- On the day of the appointment, the student must bring into school a letter, signed by a parent / carer, giving the following information: type of appointment, time of appointment, time required to leave school and estimated time of return to school.
- During AM registration, the letter must be shown to the student's Form Tutor, who will sign and date it, to show that they have seen it, and return it to the student.
- The student must show the letter to the teacher of the lesson during which they will be leaving school. This teacher will also sign and date the letter to show that they have seen it.
- The student then leaves the lesson at the agreed time and reports to the Reception Office, where they will hand the letter to the Duty Receptionist for entering onto SIMS.

Medical appointments should not be arranged during school time and as such, will not be authorised unless they are with a consultant; in these instances, a hospital letter should be provided as evidence.

Home Study Expectations

Home Study at Wallington High School for Girls is an important part of the wider partnership between students, parents and carers and the school. In Year 12, high quality homework will continue to play an important role in ensuring that your daughter achieves.

Home Study enables your daughter to:

- consolidate and extend work covered in class or prepare for new learning activities;
- access resources not available in the classroom;
- develop research skills;
- have an opportunity for independent work;
- show progress and understanding;
- enhance her study skills e.g. planning, time-management and self-discipline;
- take ownership and responsibility for learning.

The purpose of these independent home study periods is to enable you to develop your skills as effective independent learners so that you are prepared properly for the different studying environments that lie ahead or for the world of work. You are not allowed to undertake paid employment, have driving lessons or arrange for any private tuition during these times as they may be withdrawn at any time if you are not making suitable progress or there is a serious infringement of the Sixth Form Agreement.

At Key Stage 5, students will receive around five to six hours homework per subject per fortnight which will be completed during 'Guided Learning' periods and non-contact time as well as at home. Students are not issued with a homework timetable. This is to allow for flexibility and to encourage students into positive self-study habits in preparation for life beyond school.

In addition, every subject has a 'learning wall' that can be found on FROG. This is designed to extend and support 'guided learning' and develop independent study skills.



Enrichment Activities

The Sixth Form team have put a great deal of thought and planning into providing enrichment activities that will help you in the future both academically and personally. Attendance at enrichment activities is compulsory as they are considered an essential part of the Sixth Form programme of study.

For the academic year 2018-19 the enrichment programme will be as follows, although the Sixth Form team reserves the right to change any events should the need arise:

Year 12

Date	Activity	Where
4 September	The Seven Habits of Success – an introduction	In school
6 November	A Grand Day Out – getting the most out of London for free	In London
12 March	PSHCE Day – Sexual health and drugs education	In school

Year 13

Date	Activity	Where
4 September	UCAS interviews with your form tutor	In school
6 November	Mock interview days with people from the world of work	In school
12 March	Independent living, finance and preparation for university life	In school

In addition to these off-timetable days, all students in Year 12 will take an elective which is designed to develop their communication skills, build confidence and cultural capital. Students have already selected their electives which run on a Tuesday or Thursday afternoon for the Autumn and Spring terms only. In addition to this, we promote positive mental and physical wellbeing through weekly PSHCE sessions and Physical Education on a Wednesday afternoon.

House Activities

All Sixth Form students will belong to one of the seven school Houses (Athena, Bronte, Curie, Johnson, Pankhurst, Seacole and Sharman). Students new to the school will be placed into one of these houses and all other students will retain membership of their lower school House. Y12 have the opportunity to take part in Sports Day, and both year groups will also take part in a house activity at the end of the Christmas and Easter terms. Houses are an important part of our school community and allow all students to take part in competitions and fun events that we consider essential to help develop team-working and problem-solving skills, creativity and the ability to self-manage, while also improving self-awareness. We encourage all students to get involved with inter-house competitions and events.

Extra-curricular activities and Sixth Form Societies

Sixth Form students are welcome to attend extra-curricular activities and, indeed, many of them will help to run one of these activities, or even run it with a group of other students. A list of extra-curricular activities is published at the start of each term and students should check what is available so that they can take part in this valuable aspect of school life.

Students in the Sixth Form are also welcome to run Sixth Form Societies in a range of areas. If you are interested in either setting up a new society, or taking over the leadership of an existing society you should collect a form from Mrs McCormack, complete it, and hand it in to the Sixth Form Office. We will arrange a meeting to discuss your ideas and then grant approval.

All Sixth Form students should aim to help out with at least one activity or on one particular occasion such as taking visitors on a tour of the school, helping out at Open Evening or helping to run a club in the lower school.

Leadership Opportunities in the Sixth Form

There are a number of Prefect roles available to sixth form students. Their role is to act as an ambassador for the whole school and to represent themselves and the sixth form in a positive light. The role of a Prefect requires commitment as students will be expected to attend events relevant to their role and to undertake a weekly duty.

Senior Prefects

Each year a team of senior prefects will be selected by Sixth Form students and staff and they are responsible for an area for development within the school. All interested students will complete an application form in the Spring term and make a poster to advertise themselves as a candidate. They will then make a one-minute presentation to the Sixth Form outlining their vision for the future. From this process, candidates who demonstrate an appropriate level of suitability for the role of Head Girl will be interviewed by the Headteacher and Director of Sixth Form. Roles will then be assigned accordingly.

Subject Prefects

Most departments and subject areas appoint subject prefects in Year 12. The application form is the same as the senior prefect one, although a speech is not required. Subject prefects will be selected by the relevant Head of Department.

Form Prefects

Each form group from Years 7 – 11 has a form prefect attached to them to undertake a number of tasks and act as a mentor. Form Prefects will attend assemblies, parents evenings and other events relevant to their form group.

Sixth Form Committee

The role of the Sixth Form Committee is to provide a forum where ideas to improve life in the Sixth Form can be shared and any concerns and queries can be raised. We are also interested in hearing ideas about new events you would like incorporated into Sixth Form life.

Two representatives from each form in Y12 will attend regular meetings with the Head of Year 12.

16 – 19 Bursary Fund

All students may apply for a discretionary bursary. Bursaries are intended for students who are in most need of financial student support and the eligibility criteria needs to reflect this as stated below. The funds are intended to assist with expenditure that is directly related to school life, including transport, study resources, meals while at school, course-related trips and university open days.

The 16 – 19 Bursary Fund will be targeted at three qualifying groups:

1. Students who are in care; care leavers; on income support or receiving both Employment Support Allowance and Disability Living Allowance. These students will receive a bursary of £1,200 a year.
2. Students who qualify for Free School Meals. Application Forms are administered by the London **Borough of Sutton, details available on their website.**
3. Students in identifiable financial need.

The value of the bursary awards to groups 2 and 3 will depend on the number of students who apply and figures will not be known until the end of September.

All awards will be dependent on students adhering to the terms of our Sixth Form Contract Agreement.

If you believe that your daughter will qualify for the 16-19 Bursary Fund, application forms can be found on the school's website under **About us/Policies/GLT 16-19 Bursary**. All applications, which should include proof of income, must be received by no later than Friday, 27th September 2019. Any queries should be directed to Mrs McCormack on 020 8254 9369 or email smccormack@wallingtongirls.org.uk.

Sixth Form Agreement

Students in the Sixth Form require a special balance between a student's greater freedom to manage her own time and the need to achieve high standards. All students and their parents consequently sign the following agreement on entry to the Sixth Form.

Sixth Form Agreement

(Parental Copy - please sign the form in the Form Returns Pack and retain this version for your future reference)

The Sixth Form offers a safe, secure place in which to work. There is a well-developed and caring support system, which involves students, parents / carers and the school. Within this framework, members of the Sixth Form are respected and enjoy many privileges, which are not available to younger students.

It is recognized, however, that such freedom also brings with it responsibilities. You are a role-model for students in the Main School and an ambassador for the school in all that you do.

At Wallington, we strive to provide the following:

- A healthy, safe and supportive environment to work in.
- Teaching of academic subjects to high standards, punctual start of lessons, access to facilities and resources for study and the encouragement to acquire sound study skills.
- Regular monitoring and guidance of progress.
- Efficient setting, marking and returning of work that has met any deadline set.
- Pastoral support, information, advice and guidance at all times and opportunities to voice any concerns you may have (initially this should be to your form tutor).
- Opportunities to take roles of responsibility within the Sixth Form and the school as a whole
- Educational enrichment through carefully planned events, community service, work experience, field trips and so on
- Notification of work to be completed in case of staff absence.
- A comprehensive programme for life beyond school, which includes university application and careers education.
- Home study afternoons subject to satisfactory progress and attendance being maintained

Wallington High School for Girls' Expectations of Sixth Form Students:

1. To take responsibility for personal studies by meeting all work deadlines, preparing thoroughly for assessments, managing and using study and guided learning time effectively and to make every effort to work to your full potential.
2. To attend all lessons, registrations, supervised study periods and enrichment activities and to obtain prior permission from staff before any foreseen absence.
3. To be punctual at all times (*if students are late they are expected to follow the correct school procedures for registering*).
4. To explain any absence with a note from parents/carers.
5. To be polite and respectful to all members of the school, both staff and students, at all times.
6. To show appropriate self-discipline and consideration for others and to set a good example for others to follow as Senior Members of the school.
7. To act as good ambassadors for the school at all times and to represent the school when required.
8. To comply with the Sixth Form Dress Code.
9. To be onsite at all times during the school day unless at lunchtime or on afternoon home study period (*students must sign out if leaving before 2.50 p .m.*).
10. To take responsibility for the common room, silent study area and other spaces used exclusively by Sixth Formers.

11. To undertake no more than 8 hours per week paid employment during term time.
12. To comply with the School Code of Conduct

Sixth Form students are required to meet the above expectations. Any member of the Sixth Form who **persistently** or **significantly** fails to meet these expectations will be placed onto an appropriate stage of the Sixth Form Disciplinary System:


- Stage 1:** Verbal Warning, issued by the Head of Year or Director of Sixth Form
- Stage 2:** Written warning, issued by the Director of Sixth Form
- Stage 3:** Final written warning - meeting with parents/carers and the setting of targets
- Stage 4:** Withdrawal of Sixth Form place

Please note that depending on the severity of the breach of expectations, intermediate stages may be passed over.

On accepting a place in the Sixth Form at Wallington I understand that:

1. There will be regular progress reviews on work, attendance and punctuality.
 2. Should my standard not be satisfactory, I will receive personalized support to help me fulfil my potential but that the Sixth Form Disciplinary Procedure will be implemented, if appropriate.
- I confirm that I have read and understood this procedure.

We also ask parents / carers to indicate that they have read and accept this agreement.

Student's Name:	
Student's Signature:	
Parent / Carer Name: (please print)	
Parent / Carer signature:	
Date:	
Signature on behalf of the school:	 (Headteacher)

Medical Requirements

- a) No student may carry any medicines (prescribed or otherwise) around with them in school, except for the emergency EpiPens or personal asthma inhalers.
- b) If a student requires medication during the school day, she should bring a small supply to school, with a Parental Agreement for School to Store and Administer Medication, duly completed by a parent, and hand the medicine and the Parental Agreement for School to Store and Administer Medication to Ms Newell.
- c) When the medicine is required it will be administered to the student by the First Aider on duty, in accordance with the Parental Agreement for School to Store and Administer Medication, in the First Aid Room.
- d) Such medicines must be in their original container, with original information leaflet (if included,) and must be correctly labelled with the student's name, tutor group, expiry date, correct dosage and time of administration (if applicable).
- e) EpiPens and asthma inhalers should be carried on the student's person at all times.
- f) It is compulsory that a spare EpiPen is provided to be kept in the First Aid Room. Spare asthma inhalers should also be stored in the First Aid Room. All such spares must be clearly labelled with the student's name and tutor group.

Property

Money

- a) Any money brought into school is the responsibility of the student and should be carried on the student or locked in their lockers.
- b) Large sums of money should not be brought into school.

Property

- a) Please name all property including items of uniform.
- b) Students should not bring valuables e.g. iPods, CD-players, into school as their security cannot be guaranteed.
- c) No-one may borrow another student's property without permission.
- d) If school property is lost or deliberately damaged it must be replaced.
- e) Alcohol, drugs, chewing gum, cigarettes, aerosols, bottled Tipp-Ex or any other item of a harmful nature must not be brought into school.

Insurance Cover

The School's Insurance Policy does not cover items belonging to individual students. If, for example, a student brings an expensive musical instrument to school, an mp3 player, mobile phone, or has valuable sports equipment, you are advised to check that it is covered by your own insurance.

Security

School Gates

A member of school staff is on duty as students come into school in the morning and again at the end of the day, to ensure no intruders enter the building.

Security gates either side of the school are automatically locked once registration begins. This offers all our staff and students safety and security from any unexpected visitors. The gates are automatically opened at the end of the afternoon.

Anybody wishing to enter the building during the working day must do so through the front entrance where our receptionist will welcome you.



Sixth Form students are issued with security passes. These must be shown on entering the school premises and worn throughout the day.

Parental Parking



- a) There are two Visitor and one Disabled Visitor Parking Spaces next to the main school entrance. Due to very limited parking available on site, parental cars may only be parked in these spaces when picking up from the Medical Room students who are unwell or for when attending appointments during the day. All other parking spaces are allocated. Please do not use them as their allocated user could arrive at any time.

Please do not enter the site to drop off / pick up students by car at the beginning or end of the day.

- b) Woodcote Nursery has requested that parents do not use their entrance for dropping off or picking up.

Bicycles

- a) Your daughter is welcome to bring a bicycle to school.
- b) A bicycle shed is provided. Please security mark any bicycle left there and ensure it is securely locked in the shed.
- c) Your daughter should have your permission to cycle and should wear a safety helmet.
- d) The school cannot accept responsibility for any bicycles kept on site.



Travelling to and from School

Our school is located close to the southern boundary of the London Borough of Sutton, at the intersection of two busy roads, Woodcote Road and Woodmansterne Lane. Like most other schools we have serious congestion problems in the morning, when students and staff are arriving, and in the afternoon when they leave. We are always seeking to minimise these problems in a way which takes account of the safety of everyone in the School and the interests of our neighbours. Please take the time to read the information which follows and then decide how best to travel to school.

Public Transport

The nearest railway station to the School is Wallington, which is approximately $\frac{3}{4}$ mile to the north, near Wallington shopping centre. The School is well-served by buses, however, and the following routes stop immediately outside the front entrance:

- 127** Tooting Broadway – Mitcham – Hackbridge – Carshalton – Wallington – Woodcote Green - Purley
- 463** Pollards Hill - Mitcham – Beddington – Wallington – Woodcote Green - Clockhouse Farm – Coulsdon
- 612** Selsdon – Sanderstead - Purley – Woodcote Green - Wallington (Special school Service) *
- 627** Worcester Park – Cheam - Sutton - Carshalton - Woodcote Green (Special school service) *
- S4** St Helier – Sutton – Belmont – Stanley Park Road – Wallington – Woodcote Green – Roundshaw.

Arriving by Car

As a school, we encourage students to walk, cycle or use public transport for both health and environmental reasons, and to alleviate the serious congestion we experience around the school.



Where there is no alternative to driving, parents must understand that no parking spaces are available at the school for picking up or dropping off.

Parents must not bring vehicles onto any part of the premises to either drop-off, pick-up or turn. This is to ensure the safety of students and staff alike. Parents should stop well away from the busy junction outside the School. Parking is restricted on most roads close by and we would ask that the amenities of our neighbours are respected by not parking across drives or on the private access roads to the flats adjoining the school in Woodcote Road.

Drop-Off Point

Please use Woodmansterne Lane or any side road as a drop-off or collection point. Woodcote Road is a very busy road, which is closely monitored by the Transport Police and Sutton Council.

Guidelines for students using cars to travel to and from school.

As a result of increasing numbers of Sixth Formers travelling in their own or friends' cars, certain guidelines have been established concerning the use of cars to school.

- No cars may be parked on the school premises.
- The use of cars outside school is the responsibility of parents / carers. Would you please make your own family rules clear to the girls. Could you please strongly discourage your daughters from overloading their / your car. Equally, could you please discourage your daughters from riding in a car that is too full.
- As Sixth Formers are allowed offsite at lunchtime and for home study periods, would you please make your own family rule on whether you wish your daughter to drive or travel in a car at this time.

Whilst as a school we can accept no responsibility for drivers or their passengers, we are obviously very concerned for their safety. They are not yet very experienced drivers and a car full of friends can provide distractions at a critical moment. If your daughter is ever involved in a car accident, it would be appreciated if you could please let the Sixth Form Team know.

Acceptable Internet Use Statement (for students and staff)

By using the schools IT network and BYOD (Bring Your Own Device) solution, students agree to the Acceptable Use Statement. (Please see BYOD Protocol below.)

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Acceptable Use Policy has been drawn up to protect all parties - students, staff and the school.

- The school reserves the right to examine or delete any files that may be held on its computer system and to monitor and log user activities on the Internet.
- Access must only be made via the authorised account and password, which must not be made available to any other person.
- All Internet use should be appropriate to staff professional activity or students' education.
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden; e.g. introducing a virus.
- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed if they access these materials. Inappropriate materials should be reported to the IT Manager.
- Users are responsible for email they send and for contacts made that may result in inappropriate email being received - in line with LA guidance.
- The same professional levels of language and content should be applied as for letters or other media, particularly as email is often forwarded.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Copyright of materials and intellectual property rights must be respected.
- Use of the Internet for personal financial gain, gambling, political purposes or advertising is forbidden.
- The school will not be held responsible for payment of any items ordered through the Internet, unless authorised by the Finance Department.
- Other people's files must not be accessed.
- Students at Wallington High School for Girls will not give their home address or phone number, or use the internet to arrange to meet anyone, unless their parent/carer or teacher has given them permission.
- The use of floppy disks, CD-ROMs, memory sticks or any other form of removable media is permitted. However, the user is responsible for checking said media for viruses before use.

Bring Your Own Device (BYOD) Network Protocols

The principles from the school's Behaviour for Learning Policy, particularly the Anti-bullying Policy, apply to the use of the BYOD network.

Students should keep mobile devices and earphones in their blazer pockets or bags unless given permission in a teaching class, or they are in an area at a time when use of them is permitted.

Photography or filming is not allowed at any time without the express permission of a member of staff.

Devices must not be connected to any mobile data networks while on site (3G, 4G etc), only filtered use of the BYOD network is authorised.

Phones should be kept on silent at all times.

Network Rules

- Whilst they are allowed to connect to the BYOD network, students are only allowed to use their devices when instructed to or in the designated areas.
- The students bring their devices into school on the understanding that it is at their own risk and they are responsible for their own device.
- The BYOD will be filtered so that certain websites and apps are inaccessible.
- Confiscation of devices and withdrawal of access to the BYOD network can be applied as a sanction for misuse.

Lesson Time

- In delivering the curriculum, there can be no expectation that students will have a device / smart phone. If it is a necessity, then an IT suite should be used or the school tablets booked.
- Mobile / portable devices are only to be used within lesson time if permitted by the teacher in charge of the lesson.
- Students are not allowed to use cameras to film footage, capture photos or record audio of staff or fellow pupils without the express permission of a member of staff.
- When devices are in use within lessons, students are allowed to use them for the task set by the teacher, and must seek permission for other use.

Break/Lunch Times (and before/after lesson hours)

- Devices are allowed to be used at break / lunch times and before / after lesson hours in classrooms, the Hall and at all times in the Library, Sixth Form Study Area, Sixth Form Common Room and outside. However, it is still the case that no photography or filming is allowed without express permission of a member of staff.
- Students **ARE NOT** allowed to use their devices, or have headphones in, while walking through corridors of the school or whilst in the canteen.
- Audio from devices should be through headphones only.

Frog: Our Virtual Learning Environment (VLE)

All students in school have access to our online learning platform, where they can access resources and information, submit work or ask for help. This is often referred to as the VLE (Virtual Learning Environment) or Frog (the name of the company that hosts it). Frog is a popular platform used in many other schools and some students may already be familiar with it. All students will have login details issued to them in their first few weeks at school, and we would encourage you to ask your daughter to login and show you what it looks like.

Frog can be accessed by going to vle.wallingtongirls.org.uk and using the same username and password as is used to log on to school computers.



Time will be spent with form tutors introducing students to Frog and making sure they can access what they need. When students log into Frog, they first see the Student Dashboard (above). From here there are links to department sites, where they will find resources they can use or download. Teachers may set specific tasks as homework or students may choose to access materials that have been used in class to consolidate their understanding or catch up if they have been absent. There may also be support materials or links to useful websites to help with particular aspects of the curriculum. If the school has to close for any reason (i.e. snow) work may be set via Frog. Please encourage you daughter to access the VLE and to make use of the materials so she can start to be an independent learner.

Care, Guidance and Support

Our House System

Your daughter will retain her House allegiance in Year 12. Students new to the school will be allocated to Curie for the duration of Key Stage 5. Sixth Form students participate in inter-house competitions and events, which are held throughout the year. At the end of each term, there is a House activity organised and run by the Senior Prefects. Sixth Form students attend House assemblies along with the rest of the school. There are seven Houses:

Athena

In Greek religion and mythology, Athena was the daughter of Zeus and his favourite child. She was the Goddess of Inspiration, Wisdom and Learning, in the fields of Mathematics, Arts, Crafts and Skills. She was also the Goddess of Courage, Strength, and Heroic Endeavour as well as Civilization, Law and Justice, Strategy and Just Warfare. The city of Athens was named after her and the Athenians founded the Parthenon, on the Acropolis of the city of Athens, in her honour.

Curie

Marie Sklodowska-Curie was born in 1867 in Warsaw. She was a French-Polish physicist and chemist, famous for her pioneering research on radioactivity. She was the first woman to win a Nobel Prize (for Physics in 1903) and the only woman to win two Nobel Prizes and for different sciences (her second was for Chemistry in 1911). She was also the first female professor at the University of Paris. She developed the theory of radioactivity, techniques for isolating radioactive isotopes and discovered the two elements Radium and Polonium (which she named after her native country of Poland).

Bronte

Charlotte Bronte was born in Thornton, Yorkshire, in 1816, moving to Haworth with the family in 1820. She was the third of six children, five sisters and a brother, whose mother died when Charlotte was five years old. Being the children of a clergyman, Charlotte and her two elder sisters were sent to stay at the Clergy Daughters' School in Cowan Bridge, Lancashire, which school later inspired Lowood School in her first published novel 'Jane Eyre' (1847). A year later her two elder sisters died of tuberculosis and Charlotte's father removed her from the school and she remained for some time at the family home of Haworth Parsonage with her remaining siblings, Branwell, Emily and Anne, all of whom wrote prolifically. Charlotte was an outstanding author, who wrote verse and novels, including 'Jane Eyre', 'Shirley' (1849) and 'Villette' (1853). She became a teacher and dreamed of running her own school, but sadly did not live long enough for this dream to become a reality, dying in 1855 at the age of 38, having survived all her siblings. Her father, Patrick, died in 1861 having survived the whole family. Charlotte's letters to her friend have served as the best documentaries of her life.

Johnson

Amy Johnson was a pioneering English aviator. She was born in Hull, in July 1903, and graduated from the University of Sheffield with a BA in Economics. She moved to London and took up flying as a hobby, gaining a Pilot's Licence in 1929. She also became the first British woman to gain a Ground Engineer's Licence in that same year. Amy's father helped fund her purchase of a second-hand 'de Havilland Gypsy Moth', which she named 'Jason'. In 1930 she became the first woman to fly solo from Croydon to Darwin, Australia, for which she received the 'Harmon Trophy' and a 'CBE'. In 1931 Amy and her co-pilot, Jack Humphreys, set a London to Moscow record of 21 hours, then continued across Siberia and set the England to Japan record. In 1932 and 1936 Amy set two solo records from London to Cape Town, South Africa and in 1934 set a record from England to India. In 1940, during the WWII, Amy joined the Air Transport Auxiliary (ATA), transporting RAF aircraft around the country but, sadly, she died a year later while on active service, when her aircraft crashed into the Thames Estuary during bad weather.

Pankhurst

Emmeline (Goulden) Pankhurst was born in Manchester, in 1858. She was the eldest daughter of ten children born into a family steeped in political agitation for generations. Her mother was descended from the Manx People of the Isle of Man, which was the first country to grant women the right to vote in national elections in 1881. Her father was descended from a family of merchants in Manchester and was active in local politics. His mother had worked with the Anti-Corn Law League and his father was present at the Peterloo Massacre, in Manchester in 1819, when cavalry were used to break up a demonstration demanding parliamentary reform. The family were also involved in the movement for the Abolition of Slavery.

In 1879, Emmeline married Richard Pankhurst, a barrister, who advocated women's suffrage. Over the next ten years they had five children but Emmeline was not expected to confine herself to the home and a maid was hired to help with the children so that Emmeline could involve herself with the Women's Suffrage Movement. She helped found the Women's Franchise League in 1889, which not only advocated women's suffrage but also equal rights for women in divorce and inheritance.

Due to the violent activities used to promote her political views, she was arrested on numerous occasions and spent time in prison experiencing the privations, partaking in hunger-strikes and suffering the horrific practice of being force-fed. She eventually saw victory with the passing of the Representation of the People Act 1918 (enfranchising women over 30 who met minimum property qualifications) but it wasn't until the Representation of the People Act 1928, in the July of that year and one month after Emmeline had died, that the voting franchise was extended to all women over the age of 21. A statue to Emmeline stands in the Victoria Tower Gardens by the Palace of Westminster, in London.

Seacole

Mary Jane (Grant) Seacole was born in Kingston, Jamaica, in 1805, of a Scottish father and a Creole mother. Her mother ran a hotel frequented by European sailors and soldiers who were often suffering from fevers and ailments, which she treated with her own herbal remedies, and this is where Mary learned her nursing skills. She married Edwin Seacole in 1836 but he sadly died in 1844. During the following years, she became widely known and respected for treating patients with a variety of illnesses, including cholera and yellow fever, both in Jamaica and in neighbouring countries.

On hearing of the war in the Crimea, Mary travelled to England and subsequently funded her own onward journey to the Crimea. In 1855, she set up her British Hotel to provide "a mess table and comfortable quarters for sick and wounded soldiers". The Hotel sold anything "from a needle to an anchor", served meals and provided outside catering. Daily, Mary served coffees and dealt with visitors' ailments before going out onto the battlefield to tend the casualties, where she was widely known to the British Army as 'Mother Seacole'. Mary returned from the Crimea in 1856, returning to Jamaica but finally making her home in England, where her fortunes fluctuated until her death, in Paddington, London, in 1881. She is buried in the Roman Catholic Cemetery in Kensal Green, London.

Sharman

Helen Sharman was born in Sheffield in 1963. She received a BSc in Chemistry in the University of Sheffield in 1984 and later moved south and worked for the General Electric Company (GEC) while studying part-time for a PhD at Birkbeck College, University of London. In August 1987, Helen worked in research technology for Mars Confectionery, where she studied the chemical and physical properties of chocolate.

In 1989, Helen answered a radio advert for 'Astronaut wanted - no experience necessary' and was short-listed from more than 13,000 applicants to the final four candidates to be the United Kingdom's astronaut on the Soviet space mission Project Juno. She underwent weeks of physical and psychological tests to eventually make it to the final two candidates. There then followed eighteen months in Russia, training to cope with weightlessness and life in a confined environment, learning survival procedures and how to fly a rocket! In May 1991, Helen became Britain's first astronaut in space, spending eight days in the Mir Space Station conducting scientific experiments. Helen has gone on to become a broadcaster and lecturer specialising in science education. She was awarded her OBE in 1992.

Pastoral Care

We pride ourselves on our outstanding pastoral care throughout the school. The following services ensure that your daughter is well-cared for:

Form Tutor – every student is in a Form Group with a tutor who will stay with them throughout their time in the Sixth Form. The Form Tutor is the first point of contact for parents and someone who will know your daughter very well both emotionally and academically.

If you wish to speak to your daughter's Form Tutor, please phone reception and leave a message and your contact details. Additionally, please use the email addresses at the start of this booklet.

Heads of Year oversee all students within the Sixth Form to ensure that they are able to progress as well, if not better, than expected. They oversee all aspects of care, guidance and support within their year group.

Student Support Services:

First Aid Room – The school has a First Aid Room and a rota of First-Aiders to see students. There is a drop-in service available once a week from the Sutton School's Nursing Service.

School Counsellor (Ms Nwankwo) – Via referral from the Heads of Year, and on a drop-in basis, the Counsellor will provide emotional support and guidance for any student who is in need of it.

Sixth Form Data & Attendance Officer (Mrs S McCormack) – has responsibility for monitoring attendance and punctuality and supporting parents in maintaining excellence in these areas.

Student Support Assistant (Mrs Ray) – has responsibility for supporting students who may need additional input to access the curriculum, for example due to a special educational need.

Emotional Literacy Support Assistant (ELSA) (Mrs Michael) – works with students who might need a helping hand with organisation, friendships, bereavement and anxiety.

Parents' Evening:

You will be able to discuss your daughter's progress towards her GCE target grades with her teachers.

Communication

Our pastoral system is created to ensure every student is supported with any specific needs. The pastoral system begins with the Form Tutor; should your daughter require any additional support or if an issue has arisen which may affect your daughter, please inform your daughter's Form Tutor. Please do not attend school without an appointment.

Our aim is to ensure that we communicate with parents in a clear, timely and efficient way, through a range of our communication channels:

- | | |
|---------------------------------|---|
| Weekly Newsletter: | - 'The Wallington Week' - for up-to-date information and reminders; |
| Email / Text Service: | - SchoolComms for all electronic communication, important alerts, reminders and urgent updates; |
| School Website: | - for documents, policies and important alerts as well as a gallery page of all our recent visits and events; |
| Parents' Evening: | - once a year; |
| Parents' Information Evenings:- | once a year; |
| Academic Review Day: | - once a year; |
| School Grade Reports: | - three times a year via email. |

Schoolcomms



Schoolcomms is the school's system we use to communicate with you. It is used to send letters, reports and emails and is directly linked to our student record system (SIMS) and uses the contact information (such as mobile phone numbers and email addresses) held by the school.

EMAILS

Email is our primary form of communication with parents and carers and we use emails to send important but non-urgent messages to you. An example of what you will receive via email is:

- The Wallington Week, our school weekly newsletter.
- Your daughter's report.
- Information regarding visits and events to which your daughter or / and yourselves are invited.
- General information about the school.

Although we mention above that emails sent are non-urgent, we would ask that you check your email box very regularly so that you are kept informed of what is going on at school. Some of our popular visits with limited availability are offered on a first come, first served basis.

When we send out whole-school information to all of our school community, we send more than 2,500 emails and occasionally our parents have reported that they are not receiving emails and this is due to their email providers seeing our correspondence as Spam. In order to avoid this situation, please:

- Put **Wallington High School for Girls <sc3195405a@schoolcomms.com** into your address book.
- Mark the above address as a "safe sender". If, when checking your Spam folder, you find our emails, click on the relevant email.

Parents & carers can directly reply by email, text or app message – see details regarding the app below.

It is vital that parents and carers keep us informed of any changes to their email and telephone numbers. Please email the following members of staff:-

Years 07 - 11	mandrews@wallingtongirls.org.uk
Years 12 - 13	smccormack@wallingtongirls.org.uk

TEXTS

We use text messages for urgent information which needs to be communicated to parents quickly, an example of which is as follows:

- School closure, perhaps due to snow;
- Cancellation of events;
- Reminders about the time to meet for a visit;
- Reminders just before school events;
- Attendance issues – see below.

ATTENDANCE

If your daughter is unable to attend school please report her absence by telephone on the absence line 020 8254 9369.

If we have not heard anything from you by 9.30 am and your daughter has not arrived in school, you will, in the first instance, receive a text from school asking for a reason for the absence. You will be able to reply directly to our text stating the reason for her absence and if possible how long you envisage your daughter being absent.

Schoolcomms is registered with the Data Protection Act. All information you provide will be kept private and will not be passed on to any other organisation. Your details will only be used for the purpose of school business. You will not receive any SPAM or marketing material.

About our Smart Card system

On the first day of term, each student will be issued with their own personal swipe card which they keep for their seven years at Wallington.

- Library
The Smart Card is needed to be able to borrow library books.
- Canteen – Independent Catering
The Smart Card is needed to be able to buy breakfast, morning break, snacks and lunch from the canteen (cash is not accepted). This is topped up via **sQuid** – please see section on School Payments.
- Free School Lunches
For those who are entitled to a free school lunch, the value of the 'Meal of the Day', currently £2.10 (correct as at March 2016, subject to annual review), is automatically available to spend on a daily basis. Additional money can be put onto the card to enable students to supplement the free lunch. If your daughter is eligible for free school lunches, please see the Free School Meals & Bursary Policy on our website <http://www.wallingtongirls.org.uk/Mainfolder/about-us/Policies/Free-School-Meal-and-Bursary-Policy-2015-03-17.pdf>

School Payments



Introduction

sQuid is the school's on-line payment system for both Cashless Catering and School Trips and Offers. sQuid is regulated by the Financial Services Authority (FSA); it is a free service with no charges for payments made using a Debit Card (above £10) or Bank Transfer (any value). There is a small charge for payments made by Credit Card depending on individual credit card company charges. A charge of 25p is applied to any payment card transaction of less than £10. Please refer to www.squidcard.com for full Terms and Conditions.

All students are issued with a 16-digit registration number and a 3-digit security code, which are unique to them. If you have more than one student at the school they will each have their own unique numbers and you will need to create an account for **each** student.

On the Induction Day, your daughter will receive a communication providing you with your registration number and security code. You will then need to create a sQuid account and register your unique sQuid registration number. This process should be done as soon as you receive this information.

DO NOT START THE SQUID REGISTRATION PROCESS UNTIL YOU HAVE RECEIVED YOUR UNIQUE 16-DIGIT REGISTRATION NUMBER AND 3-DIGIT SECURITY CODE.

Swipe Cards

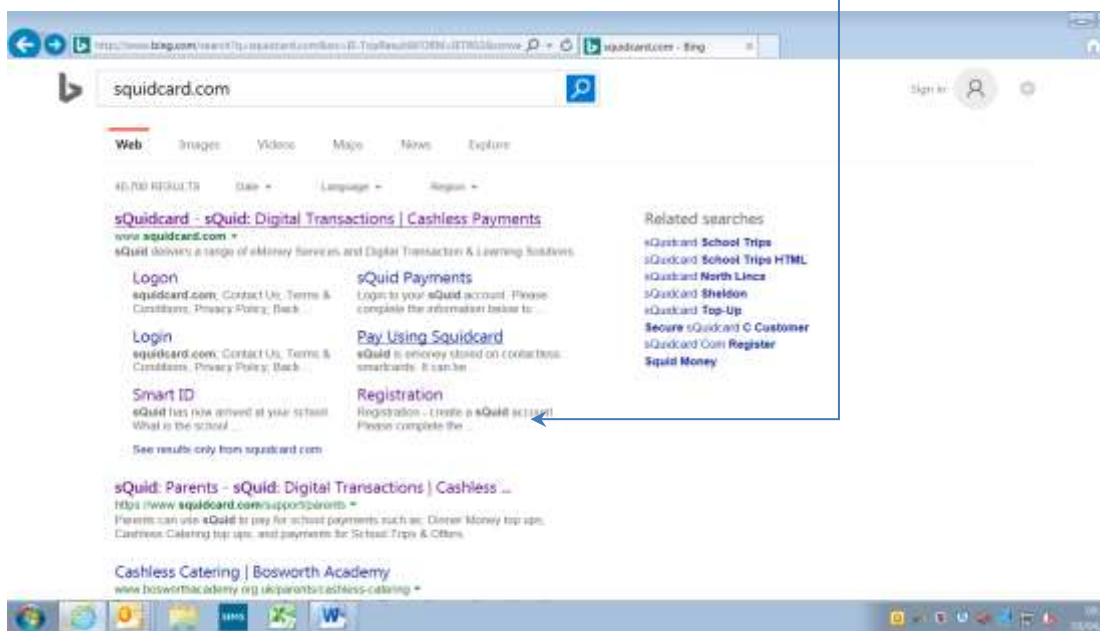
Each student is issued with their own personal swipe card linked to their cashless catering account. A balance should be kept on this account to enable purchases to be made in the canteen. This balance is topped up by parents via sQuid. (See later sQuid instructions). If your daughter intends to purchase items from the canteen on their first day in school, please ensure you have topped up their Cashless Catering purse on their sQuid account

The swipe card is issued to students on the first day of the new term by their Form Tutor.

Please note the school does not use biometric identification.

Creating a sQuid account

1. To create a sQuid account search for www.squidcard.com and click on 'Registration in your browser.



2. Complete the personal contact information and create your own username, password and security question and answer. Please keep these details safe as they will be required every time you sign into your account to make online payments in the future.

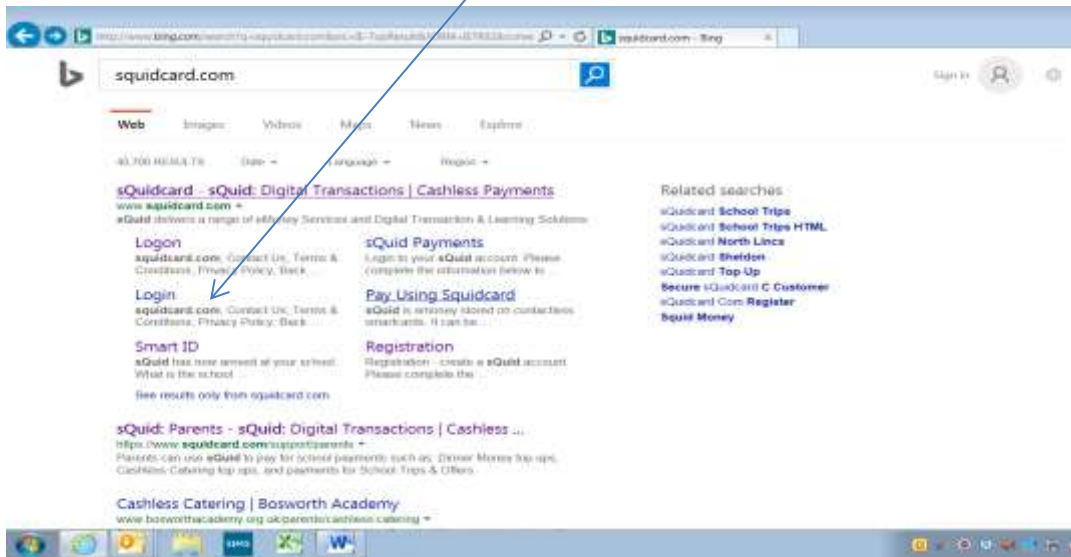
A screenshot of the sQuid registration form. The page has a white background with a pink header and footer. The main content area is pink and contains the following text: 'Register and create an account with sQuid', 'Registration - create a sQuid account', 'Please complete the form below and click the blue button to create a sQuid account. Once you have created an account you will receive your sQuid registration number.', and 'If you have created a sQuid account already and just need to enter a sQuid registration number please click HERE'. Below this text is a form titled 'Step 1: Your details' with a sub-heading 'Your personal details'. The form contains several input fields: 'First name', 'Middle name', 'Last name', 'Address line 1', 'Address line 2', 'Address line 3', 'Town', 'County', 'Postcode', 'Home phone', and 'Mobile phone'. There is also a 'Security question' dropdown menu and a 'Password' field. A blue button is located at the bottom right of the form.

3. At the next screen enter your 16-digit sQuid registration number and 3-digit security code. You will shortly receive a Welcome email from sQuid.

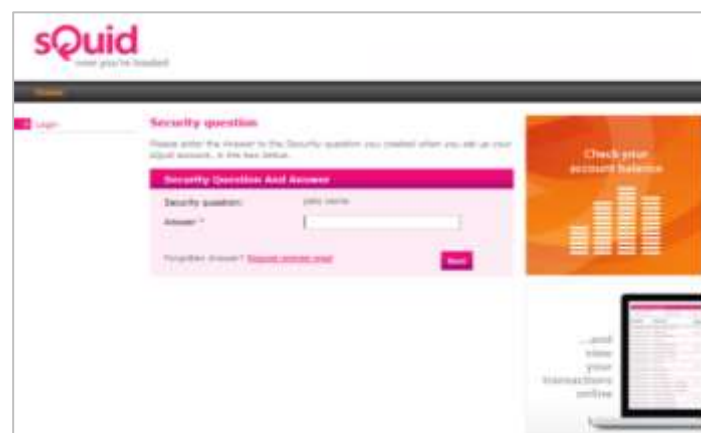
You will now be able to manage your account online, make payments for Cashless Catering and School Trips & Offers, view your transactions and update your personal details.

Sign into your sQuid account

1. Search for www.squidcard.com and click on Login or use the link via the 'Parent' button on the top right of the home page of the school website www.wallingtongirls.org.uk



2. You will then be asked to enter your username (if you haven't already filled it in) and some characters from your password; the next screen will ask you for the answer to the security question that you set up when you created the account.



The next page will show you two 'purses', one for Cashless Catering and one for Trips and Offers.

Making a payment for Cashless Catering

Please ensure that your daughter has funds available on her cashless catering account before the first day of term to enable purchases to be made in the canteen.

1. Click on the 'Top up' icon beside the grey box marked 'Cashless Catering'.



2. You will be given four options on how to 'top up' your daughter's cashless catering card.



You can top up your daughter's card as required by using your credit or debit card. Please note that there is a charge of 2% for payments made by credit card.

3. Choose the required amount in the cashless catering section and click Add and then Next. **Please note you should not use the top up facility on this screen for School Trips and Offers. Please follow procedure below to make such payments.**

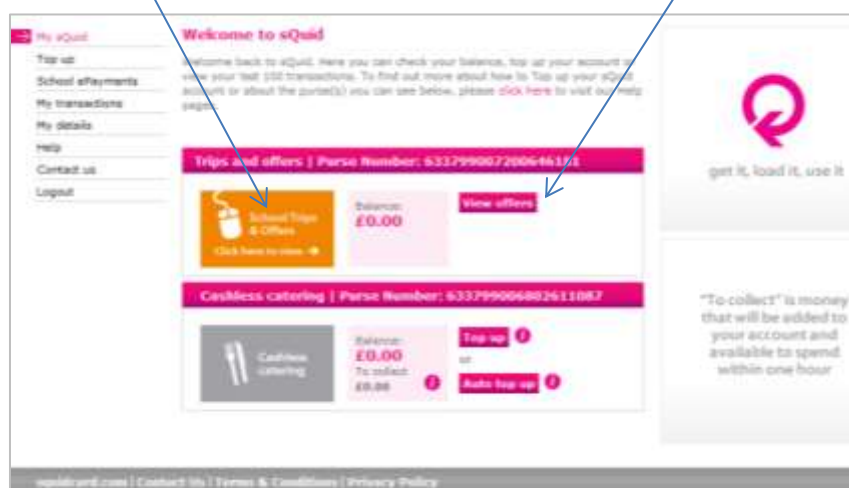


- Follow the payment process on screen.
When entering payment details, there is the facility to store the details of the card you are using for future transactions.
- When completed, sQuid will confirm your payment and give you a payment authorisation code for your records. You will also receive an email confirming that you have made a top up.

If you have any queries regarding Cashless Catering please contact info@independentcatering.co.uk

Making an online payment for a school visit or event

- Either click on the orange purse for School Trips and Offers or click on View Offers and you will be directed to a page listing the available offers.



- Tick the box of the visit that you wish to make a payment for.



- Click on the box marked 'Make payment'

- Follow the payment process on screen. There is the facility to store the details of the card you are using for future transactions. When completed, sQuid will confirm your payment and give you a payment authorisation code for your records. You will also receive an email confirming that you have made a payment, it will also state the item that you have paid for.

If you have any queries on School Trips and Offers please contact finance@wallingtongirls.org.uk

Hints and Tips

- When registering your account use your daughter's name as the username.
- If you have more than one student in the school use the same password for both accounts.
- Keep your Welcome email safe as it contains your account details and you may need to refer back to them.
- You should not have a balance showing on your School Trips & Offers purse. If you have, this means that you have not paid for an individual visit and your daughter's payment will not be registered against the visit. You have merely made a 'Top Up' into the Trips & Offers purse and the funds are waiting to be allocated to a visit.
- Do not have too many browsers open when you are using the sQuid website, or more than one portal account screen open at the same time.




INDEPENDENT CATERING

Independent Catering is the FRESH FOOD caterer at Wallington High School for Girls, offering varied menus using fresh UK meats, fresh salads and vegetables every day from our local suppliers.

A cashless payment system is operated reducing the problems of cash in the school and encouraging healthy eating. Payment is made on line via **sQuid** using a debit or credit card. This credit balance is debited each time a student purchases food items from the cafeteria at breakfast, mid-morning break and lunch. A maximum daily spend limit of £5.00 is set (please email us at info@independentcatering.co.uk, should you wish to have a different daily limit) however an average daily spend is estimated at £3.00 per day. A main meal and dessert is £2.10. Please see below a typical weekly menu. All meals are made on site.

Breakfast: Yoghurts, cereals, hot breakfast rolls, fresh fruit, toast, hot & cold drinks.

Morning Break: Freshly made sandwiches & rolls, hot filled breakfast muffins and toasties, hot filled panini breads, fresh fruit, hot & cold drinks.

	 MAIN	 VEGGIE	 DESSERT
MONDAY	Bangers & Mash with Fresh Cabbage, Peas & Chef's Onion Gravy	Mushroom Stuffed Cannelloni served with Garlic Slice & Fresh Salad	Apricot Slice & Custard
TUESDAY	Chicken Tikka Masala with Pilau Rice, Sag Aloo & Naan Bread	Sweet Potato & Butternut Squash Korma with Pilau Rice, Sag Aloo & Naan Bread	Mango & Pineapple Cheesecake
WEDNESDAY	Roast Beef & Yorkshire Pudding with Roast Potatoes, Fresh Spring Greens & Carrot Battens	Savoury Eccles Cake & Mature Cheddar Cheese Sauce with Roast Potatoes, Fresh Spring Greens & Carrot Battens	Chocolate & Orange Sponge with Chocolate Sauce
THURSDAY	African Style Chicken Tagine with Jambalaya Rice, Fruity Slaw & Salad	Cheesy Leek Bake with New Potatoes, Green Beans/Salad	Creamy Rice Pudding with a Peach Melba Compote
FRIDAY	Battered Cod & Chips with Baked Beans, Peas & Fresh Salad	Vegetable Cheese Burger & Chips with Baked Beans, Peas & Fresh Salad	Fresh Seasonal Fruit Flan & Cream

AVAILABLE DAILY

Fresh Chef's Salad - Whole Grain Bread - Self Help Salad Bar



The Spaniard - The Italian - The Big Foot - The Oriental

THE DELI

Fresh Cut Sandwiches - Rolls - Wraps - Pittas - Baguettes - See black boards for soups, theme days and the Chef's Special

CHICKEN RUN

BBQ - Goujons - Jerk - Garlic & Herb - Tikka - Peri Peri - Cajun - Fajita - Chili

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FRESH INGREDIENTS - FRESH FOOD

BREAKFAST/MORNING BREAK - SEPTEMBER 2015

Sandwiches & Filled Rolls from	£1.30
Filled Deli Sub Rolls from	£2.00
Crumpets	50p
Cheese Toastie Slice	80p
Toasted Cheese Sandwiches or ½ Panini	£1.00
Garlic Bread	50p
Toast Slice	25p
American Pancake with Syrup	50p
Cheese Scones & Fruit Scones	80p
Pizza Squares	80p
Italian Slice & Breakfast Toastie	£1.00
Topped Pitta or Naan Bread	£1.00
Bacon Roll	£1.00
Small Home-Made Soup & French Bread	£1.00
Fruit Muffin	£1.00
Belgium Waffles	£1.00
Breakfast Muffins & Hot Filled Bagels	£1.50
Breakfast Baguettes	£2.00
Morning Break Tapas Selection	£1.50
Breakfast Quiche Wedge	£1.50
Breakfast Frittata	£2.00
Brunch Pasta Pot	£2.00
Breakfast Bean Pot	£2.00
All Mullers	£1.00
Small Yoghurts	60p
Bottled Water 500ml	50p
Fruit Juice & Milk Shake Cartons	80p
Capri Sun	80p
All Fruit Juice Cans	£1.00
Yazoo	£1.30
Milk Carton	60p
Dried Fruit Bags & Cheese & Crackers	80p
Fresh Fruit Pots from	80p
Fresh Fruit from	40p



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FRESH INGREDIENTS - FRESH FOOD

LUNCH TARIFF - SEPTEMBER 2015

Special Chefs Main Meal & Dessert	£2.10
Chef's Main Meal inc Fresh Vegetables/Salad	£2.00
Pasta or Noodle or Rice Bowl/Pot	£2.00
Hot/Cold Dessert	90p
Hot Filled Wrap of the Day	£2.00
Hot Filled Panini/Sub/Big Foot from	£2.00
Home Made Soup & French Bread	£1.00
Jacket Potato with One Filling	£1.80
Jacket Potato with Two Fillings	£2.00
Deli Bar Fresh Salad with lid closed	£2.00
Fresh Filled Rolls/Sandwiches from	£1.30
Fresh Filled Crusty Baguette	£2.00
Fresh Filled Pitta Breads and Bagels	£2.00
Fresh Filled Wraps from	£2.00
Large Layered Salad Pots	£2.00
Large Fresh Fruit Salad Pots from	£1.00
Home Bake Cakes	£1.00
Home Bake Cookie	£1.00
All Mullers	£1.00
Small Yoghurts	60p
Bottled Water 500ml	50p
Fruit Juice & Milk Shake Cartons	80p
Capri Sun	80p
All Fruit Juice Cans	£1.00
Yazoo	£1.30
Milk Carton	60p
Dried Fruit Bags & Cheese & Crackers	80p
Fresh Fruit Pots from	80p
Fresh Fruit from	40p
Hot Drinks	80p



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Prices correct at time of printing.

School Fund

School Fund benefits all our students by supporting the development of the school and by providing activities and opportunities which make an education at Wallington High School for Girls a special experience.

To allow us to continue to invest in, and develop, the school, we kindly request that parents and carers make a voluntary contribution to School Fund. Our current and future plans include:

- Ongoing support for enrichment activities (sport, music, art and school productions);
- Ongoing support for praise and reward celebrations;
- Refurbishment of the school's Science Laboratories and facilities to support the teaching of Science;
- Further development of the canteen and catering facilities;
- Ongoing refurbishment of the teaching and learning environment.

Over the past few years, School Fund has been used in the following ways:

- Development of a new Learning Resource Centre / Library, including significant investment in IT and e-books during 2016 and early 2017;
- Support for on-going enrichment activities (sport, music, art and school productions);
- Support for praise and reward celebrations;
- A major programme of refurbishment in Summer 2014, which included refurbishing twelve English and History classrooms, creating two new IT suites in G21 and S15, redecoration of the G corridor and refurbishing the Sixth Form Common Room;
- A new minibus;
- New Snack Shack, dining tables for the Hall and picnic tables for outside;
- Refurbishment of the Sixth Form Study Area;
- Upgrading PCs in the Library;
- Support to the development of the Sports Hall and PE equipment for use in the Sports Hall.

The Governors and Headteacher are asking parents and carers if they could make a voluntary contribution of £360 per year, which equates to £30 per month.

Contributions can be made either annually, in September by standing order or cheque, or monthly / quarterly by standing order, commencing in September. From an administrative point of view, the school would prefer annual or quarterly standing orders.

Details of how you can make your contribution and the necessary form are in the Form Returns Pack.

Gift Aid

If you pay Income Tax please consider Gift-Aiding your School Fund Donation, it costs you no more than your original donation.

To gain maximum benefit for the school, we ask you to Gift Aid your donation in order that we can reclaim the tax from the Inland Revenue (once we have reclaimed the tax, your £360 donation will be worth £450 to the school).

Details of how to Gift Aid your donation and the necessary form are in the Form Returns Pack.

Music Lessons

Wallington High School for Girls has a long tradition of a busy and successful Music Department. There are three choirs, Junior Orchestra, Senior Orchestra, Indian Ensemble and Flute Choir as well as Glee Groups for Juniors and Seniors. WHS Glee have enjoyed a great deal of success, making it to three Grand Finals in five years, the most recent one being at the IndigO2. The Gospel Choir has worked hard and has enjoyed a great deal of success, reaching the National Music for Youth Festival in Birmingham, the Primary Proms at Royal Albert Hall and the Olympic Park for the 2012 Olympics as well as a tour to Italy. The Senior Orchestra and Chamber Choir also work together with Wilson's School on large scale pieces such as Mozart's *Requiem* and Handel's *Messiah*.

The instrumental / voice programme has been running successfully for some years and the tutors have a great deal of experience and expertise. We offer tuition in the following instruments; piano, violin, viola, cello, flute, oboe, guitar, saxophone, drums, percussion and brass, as well as singing. Students taking lessons at school often take part in the extra-curricular music groups and find that this is an excellent way of further developing their musical skills, meeting new people and gaining great enjoyment from making music with others.

When filling in the application form in your pack, please take the following into account:

1. Most lessons are 30 minutes. If you would prefer 15 minute lessons, this is only advisable if your daughter is a beginner.
2. Key Stage 3 lessons work on a rotational basis. This will mean that they are only likely to miss the same 30 minute period once every 4-6 weeks. Teachers arrange lessons for Key Stage 4 and Key Stage 5 students in breaks, lunchtime and after school sessions.
3. Payment for the term's lessons is due on the first lesson of each term. This will be payable to the teacher who will send an invoice and a contract home with your daughter before the first lesson. If fees are not paid by the fourth lesson, the lessons will be suspended but the term's lessons will still be charged. Lessons cost a maximum of £18 per half hour session and payment is made by cheque directly to the teacher.
4. You are required to give a minimum of ten weeks' notice in writing if you wish to terminate lessons.
5. Timetables for the lessons are on the notice board in the Music Block and it is your daughter's responsibility to ensure that she attends her lesson on time. Subject teachers are used to the programme and your daughter should inform the relevant staff member at the beginning of the lesson.
6. If your daughter is ill on the day, it is requested that you contact the music teacher and inform them of her absence. Lessons missed due to the absence of the teacher will be made up, but not those missed by students unless the teacher has the space to do so.
7. Instruments are not available through the school but can be hired from Sutton or Croydon Music Services.

Please send any enquiries to jyard@wallingtongirls.org.uk

Parent Involvement at WHSG

Wallington High School for Girls is very pleased to have the support of a Parents and Friends Association (PFA), who are committed to helping the school to raise funds. They very much encourage new parents & carers to become more closely connected with the school and to volunteer to help at, and/or attend, their organized events throughout the year.

The PFA contribute greatly to help our school in many ways, for example by providing funds for projects like the Library. The PFA aims to bring together parents, staff and students in an enjoyable way, which will help the students to achieve their best in a pleasant and thriving learning environment.

The PFA hope that you will join with them to build on their success and look forward to welcoming many of our new parent & carers at their social events over the course of the academic year.

Chair of the Parents & Friends Association: Mrs Nadia Ahmed

If you would like to contact the PFA please email to: pfa@wallingtongirls.org.uk