



Some Useful Information for Parents of New Pupils

School Telephone Numbers

School Office: 01582 765477 Finance Office: 01582 716233

Website – www.stgeorges.herts.sch.uk

Facebook: @stgeorgharpenden

Boys & Girls PE Dept. Twitter feed: @StGeorgesPE_

Lacrosse squad Instagram: stgeorgeslax

School Hours

MONDAY - THURSDAY	FRIDAY
8.30 AM REG	SCHOOL STARTS FOR STUDENTS AT 8.50 AM
8.35 TUTOR TIME, ASSEMBLY, CHAPEL	
8.55 LESSON 1	8.50 LESSON 1 (INCL AM REG)
9.55 LESSON 2	9.55 LESSON 2
10.55 BREAK	10.55 BREAK
11.20 LESSON 3	11.20 LESSON 3
12.20 LESSON 4	12.20 LESSON 4
13.20 LUNCH	13.20 LUNCH (50 MINS ONLY)
14.20 LESSON 5 (INCL PM REG)	14.10 PM REG THEN FRIDAY 5
(15.20 FINISH)	(14.50 FINISH)

Day pupils are not the responsibility of school staff before 8.20am, nor should they stay after 3.30pm (3pm on Friday), unless they are taking part in an organised school activity supervised by a member of staff, or signed in to visit a friend in the boarding house.

Home-School Communication

Home-School Communication takes place through Edulink for which you will be given sign in details once your child has joined the school. The Head's newsletter is emailed each week and contains links to news on the website and Facebook page. Your first point of contact in the School is your child's Tutor and all communication should be addressed to them in the first instance.

Absence

If your young person has an unplanned absence e.g. they wake up poorly, we use **Edulink** for parents and carers to report all absences. This makes it much easier to report in to school - either by your phone app or by a pc. The reporting is done through Edulink's **Absence Reporting** icon on the main menu of the homepage.

To report an absence, log in to the Edulink One app or website. Click on the '**Absence Reporting**' icon, select the date range of your child's absence using the calendars. Choose the '**date from**' which is the beginning of the absence and the '**date to**' which is the expected return date. Use the arrows to switch between children.

It is important to note that absence reporting cannot be done retroactively. Parents and carers must report an absence for the current date.

Next, you need to input a reason for your child's absence in the '**Reason for Absence**' text box. Please give really clear details and don't just write 'ill'. Additionally, you can attach a document, such as a medical certificate, to provide further details of the absence.

Lastly, click **Send** to report your child's absence, or you can press the **Cancel** button to delete the absence. Any parent or carer who has not submitted an absence report through Edulink will receive notification either by email or through a text message, to be reminded to do this. All on-the-day absence reports should be completed by 8.00 a.m.

If your young person is presenting with anxiety or any other form of mental health concerns and cannot attend school, please be open as we can get support to your young person straight away.

Detentions

If your child is placed in detention after school for more than 10 minutes, you will generally receive at least one day's notice in advance. You are asked to sign the detention slip as an acknowledgement of being aware that this sanction has been set.

Uniform

School uniform must be properly worn at all times. Blazers, skirts and jumpers must be obtained from the School's outfitters, Stevensons, as these are not available elsewhere.

The School Parent/Staff Association runs periodic sales of second hand uniform items, including blazers. Details of dates when sales are planned will be published in the summer. This can provide a very affordable way of acquiring items, which are costly when new.

Homework

Homework is set each night as described in the School policy. The number of subjects and the amount of work increases from Year 7 up through the School. Prep books are issued to pupils in Years 7 to 13. If lost, a replacement can be bought from the School Resources Shop. A full homework timetable will be sent out early in the Autumn Term.

Fire Bells

The fire bell is a continuous sounding of the School siren. This must never be ignored and full emergency instructions are in the pupil handbook.

Telephone

Pupils should ask politely at the School Office if they need to contact someone in an emergency and they have no other means of doing this. Whilst pupils are allowed to carry mobile phones for use before and after school, they will be confiscated if seen or used during the school day. Should a phone ring and disrupt learning, assembly or chapel, it will be confiscated for collection by the student's parent: this would also be required where a student is found misusing their phone in an aggravated way. The normally a phone would be confiscated for a week. Please do not act in a way that might encourage them to break these rules e.g. by asking them to call or text you in the school day.

Parents/Staff Association

There is a flourishing Association to which the names and addresses of parents of all new pupils are given and you will be hearing from them shortly.

Cost of School Meals

St George's School operates a cashless payment system for students to purchase breakfast, mid-morning snack and/or lunch. The cost of lunch is currently £3.35 (to be reviewed). Payments are made through ParentPay, an online payment system which is accessed direct through the web or via the School's web site. Login and more details about this system will be included in the new joining pack given out in July.

Free School Meals

Information about qualifying benefits is available in the Hertfordshire County Council website at <https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free->

[school-meals.aspx](#) or phone: 0300 123 4084 between 8am and 8pm Monday to Friday, or between 9am and 4pm on Saturday.

Valuables

The School cannot be responsible for valuables brought onto the site by students. Please ensure that any valuables that are brought into school such as phones, bicycles and musical instruments, are fully insured under your household insurance policy. Your child will have explained to them good places to store items, and all students will be allocated a locker soon into term. Note that leaving items overnight on bag racks is very unwise as members of the public have access to the site for lettings out of hours.

Privacy Notice

The School's Privacy Policy is kept on the school website and can be viewed on www.stgeorges.herts.sch.uk