



# **PARENTS' HANDBOOK**

**2019 – 2020**

**Watford Grammar School for Boys**

**Rickmansworth Road**

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**Email: [office@watfordboys.org](mailto:office@watfordboys.org)**

**Web site: [www.watfordboys.org](http://www.watfordboys.org)**

## ETHOS STATEMENT

The ethos of Watford Grammar School for Boys is based firmly on tradition and our record of academic excellence, particularly for children ready for a primarily academic curriculum.

Everyone is equal here. We value the diversity of our school: pupils and staff share a wide variety of religious, ethnic and cultural backgrounds.

We encourage and support the participation and achievement of all pupils in all aspects of the curriculum and of the wider school life, particularly in Sport and the Performing Arts.

With our partner school, Watford Grammar School for Girls, we enjoy a common foundation and history, shared ethos and values, and complementary specialisms. As single sex schools, we accept pupils from a wide area, as we have traditionally done. We value the lasting links with local families which our customary catchment area creates.

We ask all parents to respect this ethos and its importance to the school community.

## GENERAL INFORMATION

We look forward to welcoming your son to the school on Tuesday 3rd September and hope he will be happy and successful here. This handbook is intended as a guide for new parents and students to our school. More detailed information is available on our school website [www.watfordboys.org](http://www.watfordboys.org)

### Daily Routine

08:30	AM registration
08:55	Period 1
09:55	Period 2
10:55	Break
11:15	Period 3
12:15	Period 4
01:15	Lunch
02:15	Period 5
03:15	End Yr7-11
04:20	KS5 Tuesday & Thursday only

## Year 7 Forms and Languages

Our main aim in allocating boys to particular forms is to ensure that each form has a full range of ability. This is particularly important with 224 students in the year. We will allocate boys to forms in order to fulfil this aim.

Three of the forms will study German in Year 7, two will study Spanish and three will study French. There is an opportunity to take up a second language in Year 8. Your son will be able to specify a preference for the Modern Foreign Language he has not studied in Year 7 or Latin and whilst we will try to accommodate all preferences, due to limited class numbers, his first choice is not guaranteed.

Towards the end of Year 8, there is a second options procedure when your son will have to choose a Modern Foreign Language to study to GCSE. He can choose either the Modern Foreign Language begun in Year 7 and/or the Modern Foreign Language started in Year 8.

In order to allow flexibility in the allocation of forms, we cannot accept requests to study a particular language, or to ensure that your son is in a particular friendship group. For parents who already have a son in the school, please note that brothers are **not** automatically put in the same House. **We would be glad to know, in confidence, of any problems which you consider we should be aware of in order to help your son settle down quickly in the school.**

Further information, including arrangements for the first day of the Autumn Term, will be given at the reception for new entrants in July. Details of this event will follow in due course.

## Attendance

The importance of attending school regularly and punctually cannot be overstated. Students can only make the most of the educational opportunities available to them at school if they maintain a good attendance record; the link between good attendance and high standards of achievement is well proven. Good attendance means that students establish good educational habits and routines, keep up with work more easily and develop well socially.

**Watford Grammar School for Boys expects full attendance from every pupil.** Unless he is ill, your son should be at school.

Exceptions to this general rule will be rare, but parents are encouraged to discuss any serious problems that are affecting or will affect a pupil's attendance with a suitable member of staff. This might be your son's Form Tutor or Head of Year, or one of the Senior Leadership Team.

## Absence

It is against school policy to take holidays during term time. If a student needs to miss school for any occasion other than illness or an emergency, permission must be sought, in advance, by writing to Mrs Goad, the school Attendance Officer.

The school has the authority not to authorise a request for a student to miss school for any reason.

The school does not and will not approve the removal of a pupil from school so that the family can take a holiday during term time.

Parents who fail to secure their child's regular school attendance or who take unauthorised holidays during school time may be issued with a fixed penalty fine. This notice will be issued at the discretion of the Headmaster and may be applied to parents whose children have at least 15 half day sessions of unauthorised absence in the previous and/or current term.

We will send out daily emails by 11.30am to follow up unauthorised absences for Year 7 students. If you receive an email, please respond immediately to [absence@watfordboys.org](mailto:absence@watfordboys.org)

## Reporting Absence

We have a dedicated absence reporting line so that you can inform us when your son is not able to attend school. Please call or email before 9:30am on each day that he does not attend, not just on the first day. If you have done this on each day, there is no need to write a note when your son returns to school; otherwise, we will need a note on his return.

### Absence line

Ring **01923 208900** or email [absence@watfordboys.org](mailto:absence@watfordboys.org)

If your son is in school but not going to be in registration in the morning e.g. because of a music lesson for example, he must inform his Form Tutor and sign in at the School Office for music or sign in at the class.

## Punctuality

Watford Grammar School for Boys sets high standards of attendance. Students must leave home early to arrive on time, thus avoiding any unexpected problems with traffic on roads or buses and trains.

Morning registration takes place at 8.30 am. Students should be in their form rooms for registration.

If a student arrives at school late (i.e. after 8.30am), they **MUST** sign in before they go into class, either at the West gate (until 8:50am) or at the School Office after this. Your son should bring in a letter to the school office the following day explaining his lateness. Failure to do so may result in an “unexplained/unauthorised” absent mark on his register. Repeated late arrival will result in a late detention.

## Appointments

Please avoid making dentist, optician, doctor or hospital appointments during school hours if possible. Appointment cards/letters must be provided beforehand if the appointment is during school hours and students must sign in/out at the school office. Please also make sure that your son is aware of the appointment (make a note/reminder in his planner if necessary). **It is not possible for office staff to look for your son to remind him of his appointment.**

Students in Years 7 to 11 **MUST** be collected by an adult. Please note that we do not permit any student from Years 7 to 11 to leave the school premises alone and appointments will be missed if no one arrives at school to collect the student.

## Notices

It is your child’s responsibility to check the PE notice board concerning sports fixtures and to inform you of the **date, venue and time for collection**. You can also access sporting fixtures on the school sports fixtures website.

Please only telephone to leave a message for your child in a real emergency. **It is not possible for office staff to deliver non-urgent messages to students.**

Please ask your son to come into the Office if he has forgotten anything that you subsequently bring into school. The Office cannot deliver items to individual children, but will look after them until they are collected.

## School Meals

The canteen is open from 8.00 - 8.25, when free porridge is provided in addition to other breakfast items on sale; at break from 10.55 to 11.15; and at lunch from 1.15 to 2.05.

The canteen is a completely cashless system. You will receive a consent letter and form which needs to be returned to the School Office. Once received back, we will take a scan of your son's fingerprint and this will be used to create a unique number (the fingerprint image is not stored). This biometric information will be used by the school for the purpose of taking books from the library, purchasing food in the canteen and accessing the Muse.

Alternatively, you can request that your son is issued with a card, which will be free but if it is lost a replacement charge will be levied. Once in the system, your son will use either his finger or the card to pay for goods. To administer placing money on the card we use the company ParentPay. You will be issued unique details and you can go online and pay using either a credit or a debit card or pay at any shop that carries the Pay Point sign.

At school there is also a machine which accepts cash and can be used by your son to charge his account. The ParentPay website allows you to view what your son has been eating so you can encourage him to eat healthily.

The School has strict measures to protect all of the information stored about you and your child and for a full statement of our policy please look on the School website.

## Medical considerations

Please inform the School Matron, Mrs Wilson, of any medical or physical conditions, especially when they affect participation in physical activities or in the classroom. Mrs Wilson can be contacted between 08.30 to 14.30 in term time to discuss any important medical conditions prior to your son starting at Watford Boys.

Please ensure your son brings any medication he requires, for example - Inhalers, Epipens, Antihistamines or any medication required for other serious medical conditions to the Fun Day, Transition Day and on his first day at Watford Boys. **These must be handed into the Mrs Wilson. Boys should not carry medication on their person.**

Please also be aware that boys have to be taken home by a Parent or Guardian if they are ill or injured during the school day; in this instance, Matron will contact you. Dental and Medical appointments should be arranged after school hours wherever possible. Watford Boys works in liaison with the NHS School Health Service.

## PE/Games Information

Year 7 students have "Games" during Period 5 on Monday afternoons. They also have a single period of Physical Education. Within Games we follow a programme of our traditional sports of rugby, hockey and cricket coupled with a scheme on the fundamentals of Health and Fitness. These activities are generally in sets, so that students play with others of similar skill, and all games are supervised by members of staff. In

year 7 those boys who are “setted” can expect to play two terms of Rugby (Autumn and Spring). From year 8 onwards they will do Rugby in the Autumn, Hockey in the Spring and Cricket in the Summer.

In our PE programme, pupils follow a varied curriculum, incorporating a range of traditional and invasion games, health and fitness and athletic activities.

Our aim is to see that all students experience a dynamic, enjoyable curriculum that provides physical challenge, as well as a chance to develop and learn skills. As students go through the School there are plenty of opportunities for specialisation and for playing in representative matches, both for their House and School teams. There are regular School matches played in Cricket, Rugby, Hockey, Cross-country, Athletics, Basketball, Tennis and Table Tennis, with the majority of matches being played on Saturdays but also mid-week during games afternoons.

Parents are asked not to request that their sons should be excused unless they feel it to be totally necessary. If your son is unfit to take part, please provide a medical note to that effect on each occasion. He is still expected to **bring correct kit** as he may be able to partake in a small part of the lesson, i.e. refereeing/coaching etc. If your son is selected for a school team he is expected to attend. However, should there be exceptional circumstances as to why he cannot attend, he is to inform the teacher-in-charge as soon as possible.

Where students have games at our New Field site, they will be dismissed from school from this site at 3:15pm.

### **PE/Games Equipment**

Normally all equipment is provided, though we very much hope that students will be able to have their own hockey sticks. There is no immediate need for these, however, as students do not start hockey games until the Spring Term of Year 7. It is essential that all students have a gum shield that is to be used in both rugby and hockey.

**Note: The School Field is out of bounds to students unless directed otherwise.**

### **Music Information**

Music plays a central part in the life of the school, both within the curriculum and outside classroom hours. Every student is given the opportunity and encouragement to learn a musical instrument, to sing and perform with one of fifteen ensembles that meet on a weekly basis in school, and we do expect students who come to Watford Grammar School for Boys to immerse themselves in our musical activities. These ensembles include a Choir, three Orchestras, two Wind Bands, a Brass Band and a Big Band, along with many smaller groups, and there is plenty of opportunity for students to rehearse during lunchtimes or just to practise their instruments.

We have a very strong tradition of music at school, as a result of which a number of former students are prominent in the musical world. Amongst professionals, Sir Andrew Davis and Adrian Leaper are in great demand as conductors throughout the world, and a remarkable group of young French Horn players has included the principals of both the Philharmonia and Halle and one of our ex-students has just completed time with the touring show ‘Wicked’.

Music thrives in a purpose-built Music Centre known as the Clarendon Muse. At the Grand Opening Concert of our Music Centre, we were delighted to welcome back David Pyatt and Matthew Bethel. David was BBC Young Musician of the Year whilst he was a student at Watford Boys and has gone on to make a very successful career worldwide as a French horn soloist, whilst Matthew is in demand as an orchestral violinist in this country and abroad. Local composer Anne Dudley, who wrote the music to Poldark, was also commissioned to compose a fanfare for this event. A number of our former students have gone on to Music College and have gained trial posts with some of the major orchestras, whilst some of our present students are members of Hertfordshire County Music groups and regularly attend music courses in the holidays. Last year, two of our students were members of the National Youth Orchestra.

More information regarding Music, including all of the opportunities available to your son, starting or continuing music lessons, as well as how he can become part of the thriving Music Department, will be sent to you in due course.

### **Parents' contributions**

We greatly value all parental contributions. A separate letter will follow about Parents' contributions.

### **Financial support**

We should like to draw attention to the possibility of students obtaining free meals; generally available for those whose parents already receive additional financial support. Requests for these should be made to Hertfordshire County Council; for more information please consult their website ([www.hertsdirect.org](http://www.hertsdirect.org)).

Students who are eligible for Free School Meals will also qualify for the 'pupil premium', a financial contribution paid to the school to improve resources for all students. Furthermore, the School Governors have certain funds at their disposal which are regularly applied in circumstances of particular need; we are always grateful to be told of such cases.

### **Contact with the School**

The Headmaster writes a Newsletter home at the end of each half-term and we look forward to meeting you at our regular Parents' Evenings.

We try hard to communicate to parents as frequently as possible. To do so we use a service called InTouch® which enables schools to send their letters and messages direct to parents by email.

**To set up your InTouch® account we will use the email address and mobile number provided on your acceptance forms.** Please ensure that you inform the School if your details change via [office@watfordboys.org](mailto:office@watfordboys.org).

Our school messages will be sent from the email address

[DfEnumber@capita-Intouch.co.uk](mailto:DfEnumber@capita-Intouch.co.uk).

Please make sure you add this address to your email address book (or approved sender list) in order to prevent messages being blocked by your SPAM/JUNK filters. Please also check your JUNK/SPAM folder regularly in case messages go there.

We would also emphasise that if there is ever any urgent matter about which you would like to contact any individual member of staff, you should not hesitate to do so, though in most circumstances your first point of contact will be your son's Form Tutor.

If you need to contact a member of staff please either

Telephone: 01923 208900 or

Fax: 01923 208901 or

Email: [office@watfordboys.org](mailto:office@watfordboys.org)

and the message will be passed to the member of staff concerned. Please note that our agreed communications protocol for parents is available on the school website.

If you need to contact your son, may we ask parents not to telephone the school except in an emergency; with our limited secretarial staff it is always difficult to transmit messages.

Parents are most welcome at the school for all public occasions and we hope that you will support your son by attendance at plays, concerts and similar functions, whenever possible. At weekends, parents' support is warmly welcomed at Rugby, Hockey, Cricket and other sporting fixtures.

### **School Reports**

You will receive one school report for your son for each of the three school terms during Year 7. For each subject he studies, we will report on his "behaviour", "attitude to learning" and his "progress against target". You will receive a copy of these reports by InTouch email.

### **Personal Data**

We take the storage and use of personal data about parents/carers and students very seriously. Please see the relevant Privacy Notices for how we use and manage personal data and also read and complete the combined consent form.

## **SCHOOL UNIFORM AND EQUIPMENT**

The approved brand of school uniform should be purchased from either Mapac ([www.mapac.com](http://www.mapac.com) 01923 255525) or DJ Uniforms in Bushey (020 8421 9488, [www.djuniforms.co.uk](http://www.djuniforms.co.uk)).

The school second hand uniform shop sells good quality second hand uniform and is managed by Friends of the School. Open weekly on Wednesdays, 3.15 - 4.30pm, and the first Saturday morning of every half term.

Items are very reasonably priced and we only accept items which are washed, ironed and in good condition.

**Below the Sixth Form, the following uniform is worn:**

- Blazers: Black, with a school crest
- Shirts: White
- Ties: School tie
- Pullovers: Grey, with or without school colours, and V-necked or black
- Trousers: Black or dark grey and of conventional cut and design
- Shoes: Black, leather, business style, clean and in a reasonable state of repair. Boots, plimsolls, trainers or suede shoes are not acceptable. Trainers are only worn for playing games at lunchtimes. In exceptional circumstances, families should contact the Head of Year for authorisation of alternative footwear.
- Socks: Plain black or dark grey
- Scarves: Should be plain and not worn in school
- Hats: In extreme weather only, sensible headgear may be worn outdoors
- Outdoor coats: Should not be worn in school buildings

**Haircuts for all year groups**

Haircuts should be appropriate for a professional work environment and in particular

- Should not be highly coloured, in total or as a contrasting style
- Should not have patterns shaved into the hair
- Should not have obviously contrasting different lengths of hair

**It is essential that all uniform/equipment is clearly marked with your son's full name and whenever new items are bought, these should be marked too. This will help us to return any lost items as soon as possible.**

**The journey to and from school or games should be made in school uniform.**

**For School matches and visits:** School uniform is worn, unless there are instructions to the contrary.

**Jewellery:** No item of jewellery should be worn to school. This includes all earrings, studs and sleepers. Students who have piercings which require studs to be kept in for a specified period of time will be sent home, even if the piercing is covered by a plaster.

**Shaving:** Throughout the school, students should be clean shaven. The only exception is in the Sixth Form where a full beard may be worn, though stubble is not permitted.

## PE/Games Clothes

The approved brands should be purchased from Mapac ([www.mapac.com](http://www.mapac.com) 01923 255525) or DJ Uniforms in Bushey (020 8421 9488, [www.djuniforms.co.uk](http://www.djuniforms.co.uk)).

### Regulation kit for PE/games lessons

PE Polo shirt with embroidery	Rugby jersey – fully reversible
PE shorts with embroidery	(green/black with red inside)
White socks	Rugby shorts – black with embroidery
Tracksuit top – school design	Bottle Green and black socks
Tracksuit bottoms – school design	Rugby/football boots

**It is essential that boots have 'kitemarked' safety studs for rugby.**

In the Summer Term students who are in the A-Set for cricket will be expected to wear school branded cricket kit, others can bring cricket whites for PE/games lessons or use their PE/games lesson kit.

**Please ensure that all clothing and footwear is clearly marked, and whenever new articles are bought these should be marked too.**

## Valuables and Lockers

**Students are expected to take responsibility for their belongings.** Lockers are made available for each student and fitted with a hasp; students are asked to supply their own padlock. Valuables are the responsibility of the individual student unless they are handed to a member of staff **although we strongly discourage bringing anything of value into school.** When changing for games, money and anything of special value should be deposited with the teacher in charge. In addition, whilst every possible precaution is taken, it is recommended that bicycles, mobile phones, musical instruments and other articles of value which have to be brought to school should all be insured.

## Bicycles

All students should wear a helmet when cycling to and from school. Bicycles must not be ridden on school grounds and should always be placed in the bike shed and secured using a D-lock. Lights and helmets should be removed and stored safely elsewhere in the student's bag or locker.

## Books and other equipment for lessons

Unless otherwise instructed by subject teachers and departments, books in Lower School will be provided by the school and many of these are available to access online. Your son will be made aware of online access codes where needed by his teachers. He would benefit from his own dictionaries – those in current use are *Collins Pocket Dictionary and Thesaurus* and *Collins Gem German, French and Spanish Dictionaries*.

A high standard of presentation of work is expected and students should provide themselves with all equipment needed for their lessons on each school day, including a pencil case and calculator – see our equipment list for more details.

# SCHOOL CODES AND POLICIES

## THE SCHOOL CODE

**As a member of Watford Grammar School for Boys students are expected at all times to:**

- Show consideration for others and behave courteously. Do not take part in any form of online, verbal or physical harassment.
- Attend school regularly, arrive punctually, and make sure that you are fully prepared for all lessons.
- Take responsibility for yourself, your personal possessions and for your work.
- Be responsible for your own safety and the safety of others.
- Take pride in your uniform and in your personal appearance.
- Respect school property and the possessions of others.
- Tell the truth.
- Obey the school rules.
- Work conscientiously and contribute fully to the life of the school.
- Uphold our good reputation by your behaviour in and outside school.

## CLASSROOM CODE

**Everyone in every lesson has a responsibility to contribute to a positive and supportive learning environment for all.**

- Enter and leave the classroom in an orderly and safe way, under the direction of your teacher.
- Everyone in the classroom should address each other courteously and with respect. Differences of culture, religion and gender must be respected at all times.
- Always apologise for arriving late for a lesson.
- Always raise a hand if you have a question or a contribution to make to the lesson.
- Respect the fact that teachers and students making positive contributions have the right to be heard in silence.
- Always catch up with any work missed as soon as reasonably possible.
- Always write down homework assignments in your planner when they are set and complete them on time.
- Always bring the correct equipment for every lesson.
- Teachers alone direct what goes on in the classroom. You should sit, work and behave as the teacher tells you.
- Always respect the fabric of the room; there must be no eating or drinking (except water) under any circumstances.

## CORRIDOR CODE

**Students are expected to adhere to the following rules when moving around the school site:**

- Keep to the left.
- Keep mobile phones and headphones out of sight.
- Respect the personal space of others.
- Walk.
- Move without delay to your next lesson.
- Queue sensibly and in single file for lessons.
- Keep noise level low.

## ONLINE SAFETY CODE

**Pupils are allowed to bring mobile phones to school subject to the school's online safety rules as set out below:**

- I will make sure that all my electronic communications are responsible and sensible
- I understand that cyberbullying (i.e. any form of electronic communication that aims to, or could foreseeably offend, upset or embarrass) is completely unacceptable and that any incident of cyberbullying will be subject to school sanctions
- I will follow the rules as set out in the student online safety acceptable use agreement
- I will not take (or collude in the taking of) any pictures/video in school.

The use of mobile phones is permitted before school, at break time, lunchtime and after school in the playgrounds.

For the avoidance of doubt, the use of mobile phones is therefore not permitted:

- indoors
- during lessons or form time
- anywhere in school (inside or outside) between Periods 1 & 2 and between Periods 3 & 4
- in corridors
- in the Main Hall
- in the canteen
- in the library

Year groups who do not have digital devices as part of the school's BYOD scheme (Years 7 & 8 in the 2019-2020 academic year) may use mobile phones in lessons when directed to do so by the supervising teacher.

### **Smartphones**

From September 2019, students in Year 7 will not be allowed to have a smartphone (that is, a mobile phone that performs the functions of a computer, with internet access and an operating system capable of running downloaded apps) without the school having received a declaration from the parents/carers that the phone is equipped with a 'parental-control app' set to an age-appropriate filter. A recommended screen time limit during school hours will be issued to parents/carers. Any student may have possession of a 'brick' phone (that is a phone without internet access) without having provided such a declaration.

Apps will be recommended to parents in advance of students joining the school.

### **Sanctions**

Breaches of the mobile phone code will incur significant sanctions, including detentions and the withdrawal of permission to have a smartphone on the school site.

## PEER-ON-PEER ABUSE – ANTI-BULLYING

The school is committed to confronting the issues of discrimination, bullying and harassment of any form in all aspects of school life. Assemblies and the Wellbeing Curriculum reinforce awareness of these issues. Form Tutors are especially vigilant with members of the form who are at risk, and they are the first point of contact in the case of an incident, consulting and referring with the Head of Year and Safeguarding Team as needed. The school uses a variety of measures to deal with any incidents and provide support to the students involved.

### PEER-ON-PEER ABUSE (ANTI-BULLYING) CHECKLIST for students

- You must report any incident to any member of staff, ideally your Form Tutor or Head of Year, whether you are being bullied or see someone being bullied.
- The member of staff will document the incident.
- Your Form Tutor or Head of Year may speak to other members of staff or students to clarify the incident and check details.

The school will deal with this by:

- Offering help to both the victim and the perpetrator.
- If it is a serious incident, the school will take severe action against the perpetrator.
- Communicate with parents and possibly other external organisations.

Remember: you can post any concerns in the Confidential Box by Matron's Office, email a teacher or [confidentialbox@watfordboys.org](mailto:confidentialbox@watfordboys.org); or use the 'Report Bullying' button on the school website.

### Other Rules in School

- Students are not allowed off-site at any time unless at the discretion of the Senior Leadership Team and for Games Afternoons at the New Field.
- Students from older year groups may be allowed into Cassiobury Park at lunchtime at the discretion of the Senior Leadership Team, provided they remain within the designated area supervised by duty staff. They are not allowed to go to the Park cafes or the Metropolitan station shop.
- Sixth Form students are allowed off-site at the discretion of the Senior Leadership Team.
- No eating except in the canteen or Sixth Form café. Chewing gum is not permitted anywhere.
- Smoking or vaping is forbidden in school, the neighbourhood of the school and on the journey to and from school.
- Offensive weapons of all kinds are forbidden in school. It is illegal to bring **any** kind of knife into school. Scissors should have blades no longer than 7 cm.
- The possession of any drugs is forbidden in school. Any medication needed should be handed to Matron at the start of the school day with a parent note to confirm the need for this.
- Money may not be collected, or articles traded without permission from staff. Any form of gambling is forbidden in school.

School policies are available on the school website (<https://www.watfordboys.org/Statutory-Information>) in the Statutory Information and Policies section.

## HOMEWORK

Homework is provided on a regular basis and should typically occupy Year 7 students for about one hour each weekday and sometimes longer at weekends.

The School provides, at a small cost, a very detailed student planner in which homework is recorded. Your son will be given a planner at the beginning of term and payment will be made via ParentPay. This planner is checked regularly by Form Tutors and parents can support by providing suitable conditions for homework. **School planners are needed every day.**

We believe that homework is an important part of the education we offer at Watford Grammar School for Boys. The same standards of presentation as apply to classwork must apply to homework and there is the same expectation that all homework will be completed to the best of the student's ability. This must be the case if the setting of homework is to be worthwhile.

Homework will be marked, and feedback given, by staff in line with their professional responsibilities.

The amount of homework may change as a student progresses through the school and individual departments use homework for different specific purposes. The regular setting and marking of homework is important in order to:

- help to establish the discipline and habit of individual work;
- encourage students to read up in advance or review the work being undertaken on a regular basis;
- enable a swifter coverage of material than would be possible if students did no work outside the classroom;
- enable teachers, through careful monitoring, to assess more accurately the understanding of topics covered;
- enable students to develop skills such as research, investigation, drafting essays etc. outside the classroom;
- provide parents with the opportunity to get involved supporting with their sons' work.

Deadlines will be set for each piece of work to be handed in. Homework may be eligible for rewards in the form of House Points where deemed appropriate by teachers. A rising scale of sanctions will be applied in cases where work is not completed satisfactorily or is repeatedly handed in late. The assessment and grading of students' work is a matter of departmental policy.

Parents have a role in ensuring that their sons have a place, and adequate time, to complete homework. We expect parents to endorse and support our insistence that homework is completed properly. Parents are able to monitor what their son should be doing by checking their planners. Any concerns or comments over homework can be communicated either through the planner or through direct contact with the school by telephone or email.

# REWARDS AND SANCTIONS

## Rewards

The school has a wide range of achievement to celebrate every day throughout the whole community. Most of this is done with words of praise, written comments on work or with complimentary reports. These celebrations, which are integral to the life of the school, act as incentives to further success and engender positive behaviour and a sense of belonging.

House points play an important role in rewarding effort and behaviour as well as motivating students. House point totals are recorded for each individual student, and collectively as part of a whole school inter-house competition. House points can be collected by participating in house competitions as part of a team, or through individual efforts in school life such as high standards of personal conduct or performance in school work.

Individual student achievements are further reinforced through regular updates, recognition by their form tutors and Heads of Year. There are also regular assemblies where student achievements are celebrated, recognised and rewarded.

## Sanctions

When staff see examples of behaviour that transgress the School Rules and Codes, there is a wide range of sanctions that may be used. In most cases a word from the member of staff will be enough to point out the misdemeanour to the student concerned - good order can be maintained through good teaching and high expectations. For more serious situations there exists a range of sanctions, which include:

1. Minor offences are dealt with by the teacher concerned. Actions include reprimands, extra work and lunchtime detentions. Red cards may be issued for such offences.
2. More serious minor offences may result in the teacher giving a school evening detention (yellow card). The Form Tutor and the issuing teacher's Head of Department (if the offence took place within a lesson) will sign the card. Parents are required to sign the detention card to indicate that they are aware of the punishment. They will also receive email notification.
3. More serious offences, or repeated minor offences, may result in the award of a Saturday detention (green card). The Form Tutor, Head of Year and Assistant Head (Pastoral) will sign the card. In the case of academic problems, the Head of Department will also be involved. Parents are required to sign the detention card. Where a lesson is seriously disrupted, a student may be removed from the lesson and supervised elsewhere. This will be recorded by the staff involved, a statement written by the student and a yellow card detention issued by the member of staff whose lesson was disrupted.
4. More serious offences still, or repeated offences, will result in the student being interviewed by the Head of Year. In most cases, the parents will be contacted by email or by telephone, and may be asked to come to school to discuss matters with the Head of Year or Assistant

Head (Pastoral). In addition, a number of sanctions may be applied, including Saturday detention.

5. More serious offences still, or repeated serious offences, may result in withdrawal from lessons to work in isolation (Internal Exclusion) or a *fixed term* exclusion (suspension). In such cases the student will always be interviewed by the Headmaster and the parents will always be involved.

Where there is a persistent problem with a student, the Head of Year may decide to implement a Daily Report. If this is not effective, then the Head of Year, in consultation with the Assistant Head (Pastoral) and the Head of Learning Support, will consider appropriate further action, such as implementation of a Pastoral Support Programme and liaison with other agencies e.g. the Educational Psychologist and Behavioural Support Team.

## TERM DATES 2019 - 2020

Term dates are published on our website (<https://www.watfordboys.org/Events>)

### Autumn Term 2019

Monday 2 <sup>nd</sup> September	INSET day
Tuesday 3 <sup>rd</sup> September	Start of term - Induction day for Lower Sixth and Year 7
Wednesday 4 <sup>th</sup> September	Start of term - Rest of school
Friday 25 <sup>th</sup> October	Occasional Day
Monday 28 <sup>th</sup> October to Friday 1 <sup>st</sup> November	Autumn half term
Friday 20 <sup>th</sup> December	Last day of term

### Spring Term 2020

Monday 6 <sup>th</sup> January	Start of term
Monday 17 <sup>th</sup> February to Friday 21 <sup>st</sup> February	Half term
Friday 3 <sup>rd</sup> April	Last day of term

### Summer Term 2020

Monday 20 <sup>th</sup> April	Start of Term
Monday 25 <sup>th</sup> May to Friday 29 <sup>th</sup> May	Half Term
Friday 17 <sup>th</sup> July	Last day of term

# GOVERNORS' STATEMENT ON THE USE OF STATUTORY BEHAVIOUR AND DISCIPLINE POWERS

## Introduction

The school has a duty to keep all students safe, promote their happiness, and enable them to learn. The school endeavours to maintain an environment where members of staff are able to teach and promote learning without interruption or harassment.

The school's values and principles are contained within the school code, which emphasises consideration and courtesy towards others, regular punctual attendance and personal responsibility for actions and possessions.

It is expected that any policy or action relating to the regulation of behaviour will accord with the school's commitment to Equal Opportunities legislation, and will not discriminate unfairly against anyone on the basis of disability, religion, ethnicity, gender or sexual orientation.

## Use of legislated powers

All staff have a duty of care to all students, and with this the right and responsibility to use sanctions and rewards in a reasonable and proportionate manner. The school's behaviour policy gives greater detail on the application of sanctions. The use of rewards and sanctions to manage behaviour applies to all students under the care of our staff, including non-WBGS students educated here, and, where reasonable, when students are outside of school.

Specific powers for which there is a legal basis include the following.

- Staff have the right to confiscate articles from students.
- With a minimum of 24 hours notice to parents, staff may issue after-school detentions. Saturday detentions require the agreement of a Head of Year or a member of the senior leadership team.
- The power to search students for offensive weapons, and to use restraint: Staff are given guidance on the use of these powers, for example the need to consider specific sensitivities arising from religious beliefs and gender. These powers would normally only be used by members of the senior leadership team.

The power to exclude resides with the Headmaster, and in his absence, the Deputy Headmaster. Parents are legally bound to supervise their child for the first 5 days of any exclusion. For further details, refer to the school's exclusions policy.

## Involvement of the police

The school works closely with the police, and has an obligation to share information relating to criminal acts that are discovered.

## **Complaints process**

Complaints about the misuse of sanctions will always be investigated and the outcome shared with those making the complaint.

Students wishing to complain would be expected to speak to the teacher involved, or their form tutor and Head of Year. If parents have a concern regarding the use of rewards or sanctions, they should first contact the teacher involved, the appropriate Head of Department or Year, and then the Headmaster.

If the complaint is about the Headmaster, then the matter should be directed towards the Chair of Governors, whose contact details are on the school website.

## **Review**

There will be a regular review of this statement by Governors, after consultation with students, parents and staff.