

GEORGE ABBOT



SCHOOL

**Parent/Carer
Partnership Pack
2025-26**

Welcome

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

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

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

Thank you for your support as your child begins their education at George Abbot School. I look forward to working together with you and your child over the coming years; our partnership with you as parents and carers will be key to their success.

Yours sincerely,



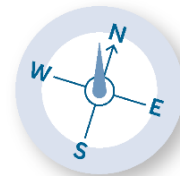
Kate Carriett
Headteacher



The George Abbot Journey

Aspiration, Community and Respect

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



Your George Abbot Journey starts here ...

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School Routine

The first day/arrival at school

Students are to enter the school and then proceed directly to Elmslie Reception where they will meet their Head of Year.

On the first morning, your child will need to bring their pencil case containing 2 black pens (in year 7, we recommend that students use Berol Handwriting pens) 2 writing pencils, a selection of colouring pencils, a 30cm ruler, protractor, calculator, pencil sharpener, eraser and compasses. They will also need a small notepad, a folder for letters, loose worksheets etc. and a packed lunch for the first couple of days. They should also bring a water bottle. During the day, your child will be issued with their timetable and will have a form tutor who will provide support and guidance for them as they settle in.

Students are required to have a calculator for their Maths and Science lessons. A scientific calculator is preferred as it has more useful functions than a basic calculator. The model that we generally use in school is the Casio fx-83GT CW as this can be used in all public exams. The calculator is available on Amazon and at high street retailers. Students will also need an apron to wear during Food and Nutrition lessons.

End of the day

School finishes at 3.15pm. At the end of the school day, students will leave via Elmslie or Raynham gates. Buses leave at 3.20pm; should a student miss the bus then they must come back into school to advise the office staff who will make contact with you. Students who cycle to school must wear a helmet and appropriate reflective safety items. Bicycles can be padlocked in secure bike storage located around the school site. Please note that parent vehicles are not permitted on school grounds for either drop off or pick up of students, or at any point during the school day. Please park considerately on the local residential roads.

The school day timings

All students must stay on the school premises during break times. We have a 2 week timetable which has a week A and a week B with slight differences. We have four lessons of 75 minutes per day. Between every lesson, there is a break.

	START	FINISH
Tutor Time	8.30	8.55
Lesson 1	8.55	10.10
Break 1	10.10	10.35
Lesson 2	10.35	11.50
Break 2	11.50	12.20
Lesson 3	12.20	13.35
Break 3	13.35	14.00
Lesson 4	14.00	15.15

School term and holidays dates

George Abbot School Term Dates 2025 – 26	
Autumn Term 2025	Tuesday 2 September – Friday 19 December
INSET Day	Tuesday 2 September (School closed for students)
INSET Day	Wednesday 3 September (School closed for students)
Start of Term	Thursday 4 September – Year 7 return & Year 12 sign on day Friday 5 September – Years 8-11 return, 8.30am, Year 13 sign on day, Year 12 team building day Monday 8 September – Year 13 students return
INSET Day	Friday 24 October (School closed for students)
Half Term Week	Monday 27 October – Friday 31 October
End of term	Friday 19 December – 12 noon (Students finish)
Spring Term 2026	Monday 5 January – Friday 27 March
INSET Day	Monday 5 January (School closed for students)
Start of Term	Tuesday 6 January – 8.30am (Students return)
INSET Day	Wednesday 28 January (School closed for students)
Half Term Week	Monday 16 February – Friday 20 February
End of Term	Friday 27 March – 12 noon (Students finish)
Summer Term 2026	Monday 13 April – Tuesday 21 July
Start of Term	Monday 13 April – 8.30am (Students return)
Half Term Week	Monday 25 May – Friday 29 May
INSET Day	Monday 29 June (School closed for students) – please note, Year 10 and Year 12 students may be undertaking Internal Assessments on this day
End of Term	Friday 17 July – 12 noon (Students finish)
INSET Day	Monday 20 July (School closed for students)
INSET Day	Tuesday 21 July (School closed for students)

Student groupings

There are 10 mixed-ability tutor groups per year. Lessons, are taught in a mixture of:

- tutor groups;
- ability bands;
- mixed ability groups across the half year group

There is plenty of opportunity to make new friends as well as keeping up with existing friendships at breaktime.

House System

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



Falcon



Gryphon



Phoenix



Martlet



Wyvern

Throughout the year there will be inter-house competitions in a range of activities, including sporting, and points awarded will contribute towards the final total at the end of the year.

All students should have a 'House' shirt of the appropriate colour. These can be purchased from our uniform provider, Valentino Schoolwear. Students may wear house shirts instead of a shirt and tie in the summer term.

Who to contact

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

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

Tutor	For issues of home learning, general progress and behaviour.
Head of Year / Inclusion Manager	For pastoral and wellbeing issues or any general questions or concerns that cannot be addressed by tutors.
Home School Link Worker	HSLWs can provide support for parents coping with challenging circumstances, including parent or child mental or physical health concerns and support for families coping with domestic abuse. They can help signpost to additional services including parenting workshops and food banks. hslw@georgeabbot.surrey.sch.uk
Subject Teacher	For concerns about a particular subject, classwork or home learning.
Head of Department or Head of Faculty	For queries about the curriculum or progress in a subject.
Senior Leadership Team	For queries relating to school systems and serious issues, matters relating to staff and suggestions for improvement.
SENCO/SEND Team	Mrs J Richings jrichings@georgeabbot.surrey.sch.uk

School Office: 01483 888000

office@georgeabbot.surrey.sch.uk

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

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

Progress Monitoring

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

Formal Progress Reports: the reports are shared throughout the year and, include assessment results, students' task engagement and independent learning. Information regarding attendance, rewards and sanctions is available on the school information system, parents/carers and students are able to log in and view this at any point in the year, it is also summarised on the reports. In Years 10 to 13 this also includes an estimate of the most likely grade a student will achieve.

Parents Evenings

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

Homework

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

Homework develops skills of independent study - so vital to both higher education and the world of work - and encourages a positive, self-disciplined attitude to study. It enhances learning by enabling preparation for lessons, stimulating enquiry, and by giving time either for classwork to be extended or applied or for skills learnt in the classroom to be practised and embedded. By increasing time devoted to study, academic achievement is promoted.

Homework is set for students in each year group, Year 7 begin receiving work gradually as the Autumn Term progresses. Homework should be done carefully and thoughtfully. Homework is set via an online platform. You and your child will receive details of this at the beginning of term. You are able to view your child's homework using the Bromcom parent portal or the MCAS, My Child at School app available on IOS and Android.

If you would like to know more about the My Child at School app and the Bromcom system please use the following link to see the MCAS login instructions and user guides: [MyChildAtSchool | George Abbot School](#)

Students can access The Gallery and USIC to make use of the facilities available to complete their homework, including access to printers. These venues are supervised. Hours are as follows: The Gallery is open from 8.00am – 8.30am and all breaks. USIC is open 8.00am – 5.00pm with homework club, optional for all students, based there from 3.15pm.

Reading

Students are set weekly reading homework in the Sparx online platform. Students can borrow books from the library, and visit before school and any break. The library, known as The Gallery, is a lovely space for students to enjoy reading and quiet time with their friends.

Information and Communication

Working in Partnership at George Abbot School

This document sets out the principles by which we will work together while your child is at George Abbot.

We ask that our Parents/Carers respect and value the culture at our school. Working together in partnership with you will support your child's success. George Abbot staff will work actively to communicate with you, to inform you about your child's progress and to provide an excellent and aspirational education both inside and outside the classroom. Your child's happiness, wellbeing and character development are fundamental.

Division between the school and parents serves to undermine your child's respect for our community and willingness to be a member of our community. We know that children who belong thrive.

Parents/Carers and staff partnership - some guiding principles:

- Accepting a place at our school for your child includes valuing the George Abbot culture, accepting our policies and expectations of your child and our staff
- The George Abbot curriculum is aspirational and clearly laid out in our curriculum policy – this policy is applied fairly to all students
- The George Abbot behaviour policy includes detentions and suspensions; these are not negotiable and do form an important part of your child learning that actions have consequences in childhood as in adulthood
- There will be times when issues arise – we ask that you treat staff as professionals and approach issues peacefully and reasonably. Being aggressive and accusatory serves to erode trust and partnership.
- George Abbot staff do not expect to be recorded in meetings without their consent, to receive unreasonable demands for immediate responses or to receive offensive and derogatory comments in person, by email or on social media.

Photos

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

With regard to the Press, the school will allow local newspapers to take photographs of students, when appropriate, unless you state on the consent form you do not wish this to happen

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

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

School Communications

Please ensure you read all communication from school to avoid missing important information.

The Parent/Carer Bulletin

Fortnightly, all parents/carers will receive the Parent Bulletin via email. This will be sent to the primary email address you provide us with when you enrol. The Parent/Carer Bulletin includes a Headteacher's message followed by important up-coming dates and Year Group specific news.

Social Media

We celebrate our school community through our official Instagram account @georgeabbotschoolofficial. By following this account, you will discover other department accounts to follow. These accounts are sensitive to age restrictions and always promote positive social media usage. If you ever come across a social media account which is inappropriate, the best thing you can do is report the account to the service provider on the platform and notify us so we can do the same. All platforms have the option to do this.

Data Privacy Notice

To view our data privacy statement and policy please visit:
<https://www.learningpartners.org/11/privacy-statement>

Student Support and Resources

Support with Learning Needs

Students who have a significant barrier to their learning are supported through the SEND team. Learning needs include, speech & language, cognition and processing, physical disability, social, emotional, or mental health needs.

Support for students may take a variety of forms, such as small group interventions, mentoring by a member of staff, or identifying strategies to support learning that can be adopted by the class teacher. These needs are identified by parents/carers, classroom teachers, pastoral staff and the student themselves. When a need is identified, students are monitored, and any issues are discussed with parents/carers and the student before a SEND Information Sheet is written to inform teachers clearly of the students' needs and appropriate strategies. At this stage a student is not always placed on the SEND Support List. Ordinarily Available Provision (OAP) is the term which describes a huge number of small adjustments and interventions that can be put in place in the classroom by the teacher. These are often all that is required to improve access to learning.

Any further interventions required outside of the classroom are closely monitored and may be short or long-term depending on the progress made by the student. Students who require a long-term intervention will be placed on the SEND Support List, which is reviewed termly.

For more information, please contact the SENCO, Mrs Richings: jrichings@georgeabbot.surrey.sch.uk or visit: <https://www.georgeabbot.surrey.sch.uk/learningsupport/>

Support with Emotional Needs

Students who have a significant barrier to their learning due to emotional needs are supported through the Pastoral and Home School Link Worker teams. This could be a short-term or long-term need such as illness, bereavement, injury etc or a medical need. Support can come in many forms (counselling, mentoring with key staff, timeout cards etc.). Interventions will be agreed in conjunction with the student, parents and the Head of Year or Inclusion Manager and reviewed as needs change.

Relational Worker/Youth Worker

Our youth workers liaise closely with pastoral staff and are available for students who need 'a listening ear'. They also provide breaktime and after school social activities.

Support for Parents and Carers

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

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

Careers Education and Guidance

Careers Education is delivered through the Personal and Social Education (PSE) programme (KS3/4) and at KS5 through Feature Lectures and personal tutorials. There are also various stand-alone careers events. The school works closely with independent careers advisors and students are able to request individual careers interviews. Further information is available on the school website or from the school Careers Team.

Citizenship Education/Citizenship Profile

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

Online Learning

As a school we seek to provide access to high quality online resources. Students can find online resources via the 'Student Hub' tab on the school homepage.

- Departmental/Faculty pages provide specific resources and revision guides for their subjects
- Sparx Maths, Sparx Science and Sparx Reader
- Active Learn
- Sentence Builders (Modern Foreign Languages)
- Kerboodle

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

Online Learning Resources

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

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

Google Classroom

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

- **Username:** first four letters of your surname, followed by the first four letters of your first name, followed by a full stop and then the year you joined George Abbot. E.g. John Richards joining in 2025 his log in would be RICHJohn.25, followed by @georgeabbot.surrey.sch.uk
- **Password:** Passwords are set by the Computer Science team.

School Network and Email

- **Username:** first four letters of your surname, followed by the first four letters of your first name, followed by a full stop and then the year you joined George Abbot. E.g. John Richards, who joined in 2025, log in would be RICHJohn.25
- **Password:** Passwords are changed throughout the year but if you forget yours, just email the Network Team (networkhelpdesk@georgeabbot.surrey.sch.uk).
- At school, email can be accessed through the Student Hub.
- At home you can access it by clicking on the email link on the George Abbot homepage. Instructions on how to access the email system can be found by clicking on the logo next to the email link.
- Students are able to access Microsoft Office products such as Word, Excel and Powerpoint through their school email account. <https://office.com/>

Policy and Procedure

Rewards and Praise

We know that students' sense of pride, personal success and self-esteem is vital to their personal development. It also supports positive engagement at school. We therefore work hard to ensure that praise is a daily feature of our school culture, recognising positive behaviour in verbal feedback in classrooms, corridors and playgrounds. Additionally, our House Point system facilitates tangible praise for our students and is linked to the school's personal development and character curriculum.

At George Abbot, we promote, educate in, recognise and celebrate developments in a range of character attributes. These attributes are creativity, resilience, confidence, honesty, empathy, integrity, teamwork, kindness and leadership.

To promote an excellent environment for learning, the school rewards effort, progress, attainment, attitude and application - in addition to high attainment and talent. We recognise success and attitude in the following ways:

Daily

- Through positive affirmation, interaction and feedback
- House achievement points awarded via Satchel One
- Front of queue passes

Termly

- Praise letters and emails home
- Head of Year prizes in assembly
- Praise post cards
- Privileges
- Teacher nominated badges
- Earned non-uniform days

Yearly

- School Academic and Extra-Curricular Colours (in the form of blazer flashes)
- Reward trips
- Letters home
- Meeting with SLT
- Annual prizegiving events
- Key Stage 4 Prom (Year 11)

Our Proactive Behaviour Strategy is underpinned by three key culture expectations: aspiration, community, respect.

Aspiration

- Prepared to participate and engage in all lessons

- Willing to work hard and aim high
- Excellent attendance and punctuality
- Correct uniform
- Correct equipment
- Being proud of doing your very best

Community

- Showing respect for all in our community
- Appreciating diversity
- Good manners and interpersonal skills
- Consideration for others
- Speaking and behaving appropriately
- Respecting the school site and others' possessions

Respect

- Excellent behaviour during lessons and at break times
- Listening in lessons
- Remembering that nobody has the right to disrupt the education of others
- Moving calmly and quietly around the building
- Only bringing in possessions that are appropriate for school
- Behaving non-aggressively and non-confrontationally
- Ensuring the safety of others is not compromised

Behaviour Expectations

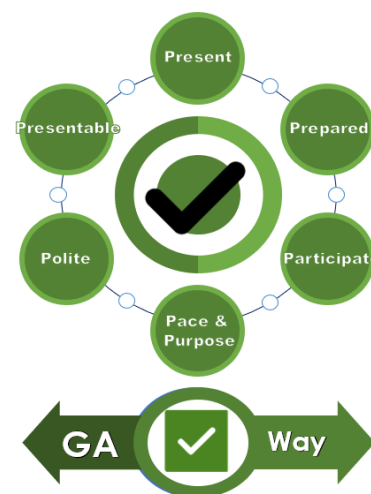
Students: We have high expectations of all of our students, who must adhere to the following as outlined in the Parent Partnership Pack:

- Good behaviour and politeness are expected in school, to and from school and on public transport.
- Full school uniform must be worn to and from school and on school occasions as directed (see uniform guidelines). Appearance must always be appropriate for school. The following are not to be worn at school:
 - Hoodies
 - Trainers (permitted on PE days)
 - Jeans
 - Excessive Jewellery
- Students must adhere to expectations regarding appearance. The school reserves the right to decide what constitutes "extreme", excessive or inappropriate.
- Smoking or vaping or consumption of CBD products is forbidden whilst the student is under the jurisdiction of the school. This includes before, during or after school. Smoking paraphernalia must not be brought into school under any circumstances. Similarly, possession or use of illegal substances is forbidden.
- Expensive items and large sums of money should not be brought into school. No responsibility can be taken by the school for loss of money or other personal property.
- **Mobiles phones are not to be used inside school buildings unless at the request of a teacher. Students must not film anything whilst on school premises without the teacher's permission.**
- All damage to school property and equipment should be reported immediately. Malicious damage of school property is to be charged to the parents or carer of student.
- During the school day students may not leave the premises without permission from the school.
- Students must not intentionally bring the school or staff of the school into disrepute. This includes posting on social media. Students must also not knowingly engage in anti-social behaviour towards other students at school or online. Refer to bullying policies.

- Students may not enter the same toilet cubicle at any time. This is a serious safeguarding breach.

Our expectations for students at George Abbot are centred around the 'GA Way' and the six principles below.

- **Present** – be at school every day and be on time
- **Presentable** – uniform correct
- **Prepared** – have all equipment and home learning complete
- **Polite** – to everyone. Have respect for staff, students, the school and our community
- **Participate** – engage fully with your work in the classroom and get involved in clubs and events
- **Pace and Purpose** – work hard within lessons and move around school calmly and with purpose



Sanctions and Detentions

Our system for detentions:

It is important for our students to develop skills of independence and self-management. If a student fails to organise themselves appropriately (homework, equipment, punctuality) or manage their behaviour appropriately they will be given a verbal warning and support in the first instance. If such behaviours continue, the following sanctions will apply:

- **Verbal warning** to student
- **'Log' or 'Referral'** (for more serious incidents) issued – communicated to parents via Bromcom and with students in Tutor Time
- **After school detention** issued if a student receives three logs in a week or a Referral – communicated to parents through email via Bromcom with at least 24 hours' notice
- **SLT detention** for failure to attend a detention or more serious incidents – communicated to parents through email via Bromcom with at least 24 hours' notice
- **Headteacher detention** for failure to attend a detention or as an alternative to suspension – communicated to parents through email via Bromcom with at least 24 hours' notice
- On extremely rare occasions, students may be required to spend a day out of circulation with a member of SLT or in our Reflection Room

Attendance

The importance of regular school attendance cannot be overstated. Regular attendance is a prerequisite to an outstanding education and securing this for our students is high priority. By failing to attend school regularly, students negatively affect their educational achievement and progress and their safeguarding is compromised. We know that when students attend George Abbot, they make very strong progress in relation to the national progress outcomes. We also know, that in the exceptional circumstances where attendance falls to below 90%, their progress and academic outcomes reduce as a direct consequence. Students who do not attend school regularly are the group of young people who achieve least well at our school.

For students in Years 7-11, the AM register closes 30 minutes after the start of registration – at 09.00. Students who arrive after this time are marked absent for that session. Students who are not present at registration or period 1 are “truancy called”. This is an automatic text message which goes to the parent alerting them that the student is not in school. Vulnerable students are prioritised in the checking process.

At George Abbot, the expectation is that if a student is absent, parents/carers must contact the school either by email or telephone by 09.00 at the latest. The Attendance Officers will mark these students as absent and record the reason. Parents may request exceptional absence leave – these applications are considered case by case by the Headteacher and leave is granted entirely at the Headteacher’s discretion. Medical or dental appointments will be authorised, as will absence for religious observance.

If a student has registered but then is absent from lessons, our internal ‘Child missing during the school day’ process is followed.

Absence due to illness

To report your child's absence from school:

Year 7-11 - Call	Email
01483 888000: Option 1	attendance@georgeabbot.surrey.sch.uk

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

Medical appointments during the school day

Please advise us of any medical appointments taking place during school time, at your earliest convenience, by emailing the Attendance Officer (attendance@georgeabbot.surrey.sch.uk) or by leaving a message on the voicemail (0148 888000 option 1). Please could you send a copy of the appointment reminder/confirmation, if you have this, so that we can attach this to your child’s attendance file. If your child is going to be absent for the full day, or have a prolonged period of absence, medical evidence will need to be provided in order for this to be authorised.

Late arrivals to school

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

Planned absences

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

Safeguarding

Staff work very hard to ensure that George Abbot is a safe and friendly environment in which students can learn. All students are encouraged to show respect for others and to take responsibility for protecting themselves and their safety and wellbeing. At George Abbot we take safeguarding very seriously.

Principles and Values

- The welfare of the child is paramount.
- We maintain an attitude of “It could happen here”.
- We maintain a “zero-tolerance” approach to discrimination in all its forms.
- Children have a right to feel safe and secure, they cannot learn effectively unless they do so.
- All children have a right to be protected from harm and abuse.
- All staff have a role in the prevention of harm and abuse and an equal responsibility to act immediately on any suspicion or disclosure that may indicate a child is at risk of harm, either in the setting or in the community, taking into account contextual safeguarding, in accordance with statutory guidance.
- We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working to protect and safeguard children.
- Whilst the setting will work openly with parents/carers as far as possible, it reserves the right to contact social care or the police, without notifying parents/carers if this is believed to be in the child’s best interests.
- We will always act in the best interests of the child and ensure that our decisions around safeguarding take a child-centred and coordinated approach.

Physical intervention

The law provides staff with the power to use reasonable force to prevent students from committing an offence, injuring themselves or others, damaging school property and to maintain good order and discipline in the classroom. (Behaviour and Discipline in Schools, DfE 2016)

George Abbot will:

- Establish and maintain an ethos where children feel safe and secure, are encouraged to talk and are always listened to.
- Include regular consultations with children e.g. through questionnaires, participation in anti-bullying activity.
- Ensure that all children know they can access a trained adult at our school whom they can approach if they are worried or in difficulty.
- Include safeguarding across the curriculum, including PSHE opportunities which equip children with the skills they need to keep themselves and others safe, including online and to know to whom they should turn for help. It is also recognised that effective education will be tailored to the specific needs and vulnerabilities of individual children, including children who are victims of abuse, and children with special education needs or disabilities.
- Provide preventative education by creating a culture of zero tolerance for racism, sexism, misogyny/ misandry, homophobia, biphobia and sexual violence and sexual harassment.

Details of the DSL and DDSL are available in the George Abbot School website and our noticeboard in Reception as well as around the school. Our DSL is Mrs Tracy Young. Email: dsl@georgeabbot.surrey.sch.uk

George Abbot operates safer recruitment procedures in line with KCSIE which includes statutory checks on the suitability of all staff to work with children.

Uniform, Jewellery and Hair

Please ensure that students wear uniform in accordance with the uniform list provided. The school sets and expects a very high standard of school uniform. Students should look smart and business like for the school day and feel proud of their membership of the school, as signified by their uniform. High

standards of appearance are also expected to and from school. Particular attention should be given to the following:

- Skirts should be pleated and worn with no rolling up of the waistband.
- Trousers should be black and tailored – slim or regular fit, not skinny fit.
- No Jeggings.
- All non-branded items should be plain in colour and any (non-George Abbot) branding or logos should not be visible.
- Hoodies and other non V-neck jumpers are not allowed.
- Shirts must be tucked in, top buttons done up and ties approximately waistband length.
- Shoes should be relatively flat and have toes and backs to them.
- Black trainers are not acceptable for school uniform.
- Blazers should be worn at all times. (During hot spells in the summer, this rule may be suspended for a period of time).
- PE kit and trainers can be worn to school on core PE days.
- During the second half of the summer term, house t-shirts may be worn daily.
- Students are allowed to wear one plain gold or silver stud in each ear. Nose studs are not permitted.
- No other jewellery is permitted except a watch (inexpensive please). Jewellery that students wish to wear for religious purposes will be considered on a case by case basis. Safety guidelines state that these MUST be removed for PE lessons. There can be no exceptions.
- Long hair must be tied back for PE and all practical work. Hair accessories should be plain and workplace appropriate.

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

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

You can read our full Uniform policy on the school website:

<https://www.georgeabbot.surrey.sch.uk/uniform/>

Uniform List

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

Uniform List: Branded items
Navy blazer
School tie
House t-shirt specific colour
Uniform List: Non-branded items
White Shirt
Black trousers: plain black
Belt with plain buckle, (optional)
Navy pleated skirt (please see Valentino's website for an example of the style needed)
Plain navy V-neck pullover or plain navy cardigan (both optional, no brand logos to be visible)

Black shoes (not trainers)
PE Kit: Branded items
PE t-shirt
Quarter zip top
Navy track pants
PE Kit: Non-branded items
Plain navy leggings (no brand logos to be visible)
Plain navy shorts or plain navy skort Shorts must be loose fitting, no lycra and no brand logos to be visible. (Please see Valentino's website for an example of the style needed)
Trainers
Football boots (when required, optional)
Yellow PE socks (only needed if playing for school team or for when wearing shin pads)

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

Where to purchase it

All items of branded school uniform may be purchased from Valentino Schoolwear, either in store or on-line. Generic items may be purchased from most high street retailers and supermarkets. Valentino also offer generic items.

Contact details

Address: 23-29 Broadway, Knaphill, Woking, Surrey, GU21 2DR

Telephone: 01483 475051

Opening Hours: Monday – Saturday: 9:00am-5.00pm

www.valentinoschoolwear.com

A large and good quality second hand uniform supply is available from the school. Second hand uniform sales will continue to take place at school throughout the year. Parents can email office@georgeabbot.surrey.sch.uk if they need second hand uniform outside of the sale periods.

Pupil Premium

For further information about pupil premium eligibility please see: <https://www.georgeabbot.surrey.sch.uk/pupil-premium/> selecting the "Apply to see if your child is eligible" icon (the application form covers both free school meals and pupil premium). Contact office@georgeabbot.surrey.sch.uk if you have any questions about your eligibility.

Students in receipt of pupil premium receive the following uniform, free of charge, for the beginning of Year 7:

- 1 pack of two shirts or blouses
- 1 skirt or 1 pair of trousers
- 1 tie
- 1 blazer
- 1 PE kit (PE t-shirt, quarter zip top, track pants or leggings, navy shorts or skort)
- **PLUS**, an annual uniform top-up of up to £50 per student

The above uniform should be sourced from Valentino Schoolwear (as above), who will charge the cost of the above items directly to the school.

Finance

At George Abbot you will have access to the MyChildAtSchool (MCAS) application. All canteen top ups can be added through this site. Students who qualify for Free School Meals will be allocated money on a daily basis, using the same system. It is also the method of payment for school educational trips, resources and donations. For any queries regarding payments on MCAS, please contact the school's Finance Team: finance@georgeabbot.surrey.sch.uk

Tickets for Events and Shows at George Abbot are available through our preferred provider, Ticketsource.co.uk.

Canteens/Lunches

Students may bring a packed lunch or purchase food from one of the canteens or from the Food Pod. The school has two canteens, one in Elmslie Building and one in Raynham Building. Free porridge is provided for students, in the Raynham canteen from 8.00am until 8.25am. A range of hot/cold meals/snacks can be purchased at breaktimes. Raynham canteen is open from 8.00am – 4.00pm to allow students to purchase breakfast or food after school, particularly for those students who have after school clubs or who are taking part in sporting fixtures. Each year group has an allocated canteen location and time.

Cashless Catering

The canteens are cashless. Each student has an electronic account from which they will pay for food and drink purchases. During the students' first day at George Abbot, all students will have their Biometric fingerprints taken unless you have expressed that you do not give permission for this to happen.

The balance can be topped up using your MCAS account. The student's activity can be viewed through MCAS under 'dinners'. Here you can see the items that have been purchased and the current balance.

Free School Meals

If you think your child is eligible for Free School Meals, please visit our website <http://www.georgeabbot.surrey.sch.uk/pupil-premium> for an application form. Please make use of this opportunity, as students in receipt of 'Free School Meals' may be entitled to additional forms of support.

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

Anti-Bullying Policy

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

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

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

Parents/carers who become aware of bullying, or any other situation that causes concern for their child, should encourage them to speak to someone at school or contact the appropriate Head of Year.

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

Mobile Phones

Year 7 students do not require smartphones to successfully and positively engage at school.

There is increasing high quality evidence to show that excessive smartphone usage by children is detrimental to their wellbeing. A range of harms attributed to smartphone usage include; [Obesity](#), [Body Image](#), [Eye Damage](#), [Tics/Tourettes](#), [Sleep](#), [Friendships](#), [Addiction](#). In addition, three further major risks impact students of secondary school age:

- Extreme safeguarding risks
- Anxiety/depression
- Impaired attainment and achievement

With this in mind we are supporting the growing number of movements which champion delaying smartphone ownership by children, until Year 9.

We would like to therefore assure all incoming parents that students in Year 7 do not need a smartphone at George Abbot School and students will not be at a disadvantage if they do not own a smartphone. All learning platforms that the school uses for setting homework etc. can all be accessed via a PC. If students in Year 7 and 8 do bring a mobile phone on-site, they will be expected to place it into one of our phone pouches.

To support a mobile free childhood, we expect all students in Year 7 to place their phone in a signal blocking pouch. These can be purchased via MCAS and the cost is £10. Please can parents prioritise this purchase ahead of the school year. We appreciate your active support with this important working initiative. Students entitled to Pupil Premium do not have to pay for their pouch.

If students need to use their phone in an emergency they must speak to a member of staff who will make arrangements for the child to do this.

We strongly recommend that parents are firm with their children about healthy and safe use of mobile phones. Children should not be on their phones within an hour of their bedtime, parents should restrict children's use of social media to the age guidance for each provider, (in most cases, 13+); parents should ensure that they prevent access to inappropriate materials, through parental controls; parents need to be clear with their children about what behaviour is appropriate, inappropriate, and criminal in terms of phone usage. We encourage parents to equip themselves to provide guidance to their children, by becoming familiar with the support offered by NSPCC - keeping children safe online (our recommended parenting site) <https://www.nspcc.org.uk/keeping-children-safe/online-safety/> and we suggest that parents are alert to the signs of phone misuse and addiction. Our HSLW team can provide support and advice.

Adverse weather/Unforeseen school closures

Please assume the school will be open. If we are unable to open for health and safety reasons, then we will publish details on our website and notify parents/carers via email. Please refer to our

adverse weather policy on the school website <https://www.georgeabbot.surrey.sch.uk/policies/>. Please do not ring the school unless essential.

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

Cars and visiting the school

For health and safety reasons parents/carers MUST NOT drive onto the school site to drop off or pick up students.

There is a gate system at the entrance to our school. If you require exceptional vehicular access to the site during the school day please press the button for Reception, who will be able to assist you. Parents/carers who come on to the school site to see a member of staff MUST report first to Elmslie Reception to sign in and get a visitors' badge.

Lost property and valuables

Please ensure all items brought into school are clearly named. Any lost property found should be handed in to Elmslie reception. If something is lost students should also check at Elmslie reception. Periodically, property which has not been claimed for many months will be disposed of.

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

School records/student data

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

Supporting the School financially

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

1. George Abbot School Support Fund

This fund was set up by the school to enable regular giving by parents/carers. We are keen to ensure that budgetary constraints do not affect our ability to provide the extra opportunities which help make our school exceptional. Together, we can not only continue to provide a free and outstanding education to your children, but additionally provide them with an unusual breadth and depth of experience enabling them to exceed expectations.

We welcome any level of regular or one-off voluntary contributions to the school through any of the following channels:

- By standing order direct to the School Support Fund bank account, please contact finance@georgeabbot.surrey.sch.uk for more information.
- If you play the Guildford Community Lottery and select the 'George Abbot School Support Fund' as your chosen cause, we receive 50% of the ticket price.
- If you are a parent or a carer at George Abbot then you can make one off contributions through MCAS.
- We hope that you will give consideration to contributing. The suggested level of voluntary contribution is £10 per month but we will be pleased to accept any level of support from those of you in a position to donate.

- If you wish to find out more, there is more information on our website <https://www.georgeabbot.surrey.sch.uk/school-support-fund/>



2. PTA

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

- Volunteer your time: We always need an extra set of hands, and have little tasks which will only take up an hour or two, but means the world to our students.
- Come along to Events: From quiz nights and the Christmas Fair, there's a wide range of social and sporting events which allow you to meet other parents/carers as well as raise funds for the school. Keep an eye on our events web page - <https://www.pta-events.co.uk/gapta/>
- Sign up to [Easyfundraising.org.uk](https://www.easyfundraising.org.uk): A simple and free way to support the school which receives contributions when parents/carers shop online. Sign up in just a few minutes and select George Abbot School, Burpham as your registered cause.
- Join the Sainsbury's scheme: If you shop in store at Sainsbury's, you can earn the school 4% of everything they spend at no extra cost. The PTA can issue you with a pre-paid card to use in store to make your purchases. Contact g.abbot.pta@gmail.com for more information.
- Employer match funding schemes: You can check with your employer whether they operate a match funding scheme which can help us to double the amounts raised from our own fundraising efforts. Contact g.abbot.pta@gmail.com if you can help.

In previous years the PTA has funded goal posts, sixth form common room furniture, tennis racquets, badminton racquets, volleyball nets, aprons, mirrors, white boards, guillotines, watercolour palettes, classroom chairs, recycling bins and water fountains. We continue to strive to directly improve the quality of life for our students and teachers, focusing on practical help and sustainability. We are very excited about our latest initiative – a substantial contribution towards a project to expand and improve the students dining space.

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

Extra-curricular activities

Being part of George Abbot School extends well beyond timetabled lessons. We expect students to embark on a journey with us where they engage in all aspects of school life. We look forward to your child starting the George Abbot Journey very soon. For the timetable of extra-curricular activities, please visit: <https://www.georgeabbot.surrey.sch.uk/extra-curricular/>

We are keen to support students who are entitled to Pupil Premium so that they can equally access extra-curricular activities. Where there is an equipment or other need that is an obstacle for participation, parents/carers should contact their child's Head of Year and we will try to help.

For Sports fixtures, results and statistics, our website is <https://georgeabbotcurricular.co.uk/> this can be viewed now to see which teams we run and their performances against other schools. All students are welcome to participate in any club (unless specified on the timetable) and will simply need to attend on the day.

The George Abbot site has a number of facilities available to hire outside of school hours. If you run a local group or activity and are looking for a space, please contact the lettings department on lettings@georgeabbot.surrey.sch.uk

from the venue and for the level of supervision to be the same level as in the classroom. For Sixth Form students, parents/carers should be aware that as students apply for higher education, visits to Open Days and interviews will be necessary. While we support students with their applications, parents/carers should accompany their children for interviews etc.

Sports Fixtures

Parents/carers will be emailed by a member of the PE staff if they have been selected for a sports team asking to confirm if your son/daughter is available to participate. Additionally, team sheets will be added to the team sheets board within the PE block for students to check.

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