

ASPIRE • SUCCEED • LEAD

BRADFORD GIRLS' GRAMMAR SCHOOL

Co-educational up to 11, Girls only 11-16



Senior School Parent Information Booklet 2022-23

CONTENTS

WELCOME FROM THE PRINCIPAL	2
SCHOOL INFORMATION:	
Contacting The School	3
Staff Listings	4
Attendance	5
Term Dates and Holidays	6
The School Uniform	7
Personal Property	8
Paying for School Lunch	9
Free School Meals	9
SCHOOL LIFE:	
The Curriculum	10
Using the Library	11
Physical Education and Sport	12
Extra-curricular Activities — Performing Arts	13
Music Studies	14
The Rewards System	15
SUPPORTING YOUR CHILD:	
Starting Senior School	16
Settling In	17
Establishing Routines	18
Books and Equipment	19
Homework	20
Summer Reading Challenges	21
SCHOOL POLICIES:	
Safeguarding	22
Internet Safety	23
Useful E-safety Websites for Parents	24



WELCOME

Dear Parents,

Welcome to Bradford Girls' Grammar School where your daughter is about to embark on the next stage of her academic and personal development.

Established in 1875, the school is rich in history and has a strong record of providing opportunities for girls to succeed at the highest levels. Our school motto: **Aspire, Succeed, Lead**, captures our aspiration that every student should be ambitious, work hard and achieve success both academically and personally.

Our students have the chance to lead others and develop the skills and attributes, confidence and ambition to enable them to flourish as individuals in preparation for future careers or further study.

Knowing our students so well means that our curriculum can be planned so they are all stretched and supported – and consequently our results are amongst the best in the country.

Importantly, our school has firmly rooted values that underpin our ethos and shine through all that we do. We are dedicated to helping children to be **Accountable** for their success through fostering their **Self-Confidence** and encouraging **Perseverance** in their learning. We expect our whole community to act with **Integrity**, show mutual **Respect** at all times and to have **Empathy**, understanding and compassion for others. Through these values, we believe our students will **ASPIRE** to the highest positions, become responsible citizens, and succeed in pursuing their dreams and ambitions.

Whilst we expect all students to work hard and to be committed to their own academic and personal development we also encourage a strong two-way communication with all our parents to ensure the best possible support for each student.

Once your daughter starts to attend school any queries you may have should be directed to her Form Tutor who has responsibility for the day to day care of students in her form. The Head of Year 7, Miss Webster will provide additional support when appropriate.

We look forward to working with you and your daughter as she enters an exciting and challenging phase in her school career.



Clare Martin, **The Principal**



CONTACTING THE SCHOOL

MAIN CONTACTS

The Principal: Mrs Clare Martin
Email: headsec@bggs.com

FOR ANY ISSUES OR CONCERNS

Your child's Form Tutor is the first person to speak to but if necessary you can contact the relevant Year Leader or Year Manager:

ISSUE	EXAMPLE	WHO TO CONTACT
Welfare/ Wellbeing issues	Child unhappy because of friendship issues. Child worried about school / work in general. Home issues / relevant background information. General behaviour.	Form Tutor
Academic Performance	Wish to discuss overall academic performance in more than one subject Curriculum choices – pathway choices. Attitude to Learning	Year Leader
Behaviour	Concern over your child's behaviour. Bullying Concern over behaviour during social times. Significant changes to home circumstances that may affect behaviour and wellbeing.	Year Manager
Subject Issues	Child struggling with work – finding it too difficult / too hard. Homework issues Content of work – how you might support at home. Department detentions	Subject Teacher
Child protection / safeguarding	Child protection concerns Involvement with other agencies. Serious welfare issues such as mental health.	Designated Safeguarding Lead (DSL) Miss M Harris mharris@bggs.com
Administration	Day to day information - payments and/or permission for trips, activities, lunchtime, lockers etc	School office: Mrs J Hanse jhanse@bggs.com
Attendance	Absence/Queries following communication from school.	Attendance Officer: Mrs J Simon jsimon@bggs.com

MEDICATION AND HEALTH

If a student has a known medical complaint, parents must inform the school upon application. The information will then be kept in the student's file. The School holds a register of students with known medical and or serious complaints and allergies. All staff will be made aware of any problems that a student they teach may have. Parents are also asked to write to the school if it is necessary for their daughter to take prescribed medicines. These can be left in the office for safe keeping. Any medication taken in the medical room is then recorded in the Medical Book. If your child has a Health Care Plan issued by the NHS, please provide a copy of this for the school.

SCHOOL COMMUNICATIONS

The school currently uses Edulink One which provides a platform which brings together all the school systems in open place so parents can access information about their daughter i.e. attendance, behaviour, school reports, homework, timetable, exams and can also be used for absence reporting and registering for any 'virtual' parents' evenings. It can be accessed via a web browser such as Internet Explorer or Google Chrome. At the start of term all parents will be provided with their own unique username and password. After accessing the system, parents will be taken straight to the Edulink One log-in page for the school. Parent will also received notifications and regular school news via MySchoolApp, Twitter (@BGGSchool), facebook (@BGGSchool) and email.

Further information about the school, including all school policies can be found on the website: www.bggs.com, along with the weekly parent communications.

STAFF LISTINGS

SENIOR STAFF

Principal	Mrs Clare Martin
Vice Principal	Mrs R Howarth

SENIOR LEADERSHIP

Director of Finance and Operations	Mrs M Taylor
Personal Development	Mrs V Sutcliffe
Staff CPD and Director of Maths	Mrs R Shields
Behaviour and Welfare	Ms C Jackson
Director of English and Literacy	Mrs N Hughes
Director of Science	Mrs L Watson
Designated Safeguarding Lead (DSL) and Attendance	Miss M Harris

YEAR LEADERS

Year Leader - Y7	Miss G Webster
Year Leader - Y8 and Y9	Mrs A Mirza
Year Leader - Y10 and Y11	Mrs C Whitehead
SEN Coordinator/ Deputy DSL	Mr K Mahmood

YEAR MANAGERS

Year Manager - Y7	Miss A Pemberton
Year Manager - Y8	Miss A Sharman
Year Manager - Y9	Mrs S Akhtar
Year Manager - Y10 and Y11	Mrs B Osborne

CURRICULUM LEADERS

English	Mrs N Hughes
Mathematics	Mrs R Shields
Science	Mrs L Watson
Languages	Miss S Poloubinski
Humanities	Mrs D Plunkett
Physical Education	Miss A Taylor
Head of Outdoor Education	Mr A Warren
Enrichment	Mrs A Mirza

STUDENT SUPPORT

Attendance Officer	Mrs J Simon
Medical Officer	Mrs F Abdullah
Finance Assistant (ParentPay/FSM)	Mrs C Harry
Senior School Librarian	Miss B Grant

ATTENDANCE

The school places a high priority on attendance. There is a direct link between attendance and achievement and we aim to work closely with parents to ensure that all students maximise their learning potential by being in school. Students must therefore be encouraged to take prime responsibility for maintaining an excellent record of attendance and punctuality.

ATTENDANCE LEGISLATION

- Parents are committing an offence if they fail to ensure their child's regular attendance.
- The school registers students at every lesson and operates a first day calling system to identify reasons for absence.
- The school works closely with families and external agencies to resolve any concerns; children missing education are reported to the Local Authority.

REPORTING AN ABSENCE

Please contact the Attendance Officer, Mrs J Simon on the first day of any absence, with a reason — as records of all absences have to be kept by the school. We will telephone you if we have had no reason for an absence, usually during the morning of the first day. It is essential, that you send a letter to explain the details of the absence on the day your daughter returns to school.

PUNCTUALITY

Punctuality is given a high priority at Bradford Girls' Grammar School. Students who are late for school miss learning and develop bad habits resulting in their being unprepared for the world of work. Punctuality when arriving at school and at lessons during the day is monitored on a regular basis.

Students who are late for school without good reason will receive a detention as follows:

Arrival 8.40am – 9.00am: Lunchtime detention (20 mins)

Arrival 9.00am – 9.30am: After school detention (45 mins, same day)

Arrival after 9.30am – After school detention (45 mins, same day) and recorded as unauthorised absence

If a student is late to a lesson after the bell has rung, they will be issued with a 15-minute detention that afternoon. If students are late to subsequent lessons in that day, they will receive an additional 15 minutes for each lesson. Parents will be informed of same-day after-school detentions by text.

REQUESTS FOR TERM TIME ABSENCE

The school strongly discourages any planned leave of absence in term time because of the impact on both academic and social progress. The Principal has the discretion to grant a leave of absence only under exceptional circumstances. All requests will therefore be treated on a case by case basis in accordance with the school's published Attendance Policy. Any requests to take a student out of school during term-time must therefore be made in writing, in advance, to the Principal. A 'Leave of Absence Application Form' will also need to be completed. This form should be completed and returned to the Attendance Officer, Mrs J Simon. **Requests must be submitted at least 3 weeks before the first day of absence.**

The school recognises the importance of religious observance. Parents must submit a request for absence, using the application form, as soon as they know the date of the religious festival.

If a student absence occurs in term time, which has not been authorised, a Penalty Notice may be issued. The Penalty Notice is set at £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days.

TERM DATES AND HOLIDAYS

THE SCHOOL DAY

Registration	8.40am - 9.00am
Period 1	9.00am - 10.00am
Period 2	10.00am - 11.00am
Break A	11.00am - 11.20am
Period 3	11.20am - 12.20pm
Period 4	12.20pm - 1.20pm
Break B	1.20pm - 2.15pm
Period 5	2.15pm - 3.15pm
End of Day	3.15pm
Clubs & Activities	3.15pm - 4.00pm

TERM DATES 2022-23

	SCHOOL CLOSES	SCHOOL OPENS
AUTUMN TERM 2022		Tuesday 6 September Y7 Students & ALL Primary
		Wednesday 7 September Yrs 8-11 students
Autumn Half Term	Friday 21 October	Monday 31 October
End of Autumn Term	Friday 16 December	

SPRING TERM 2023		Tuesday 3 January
Spring Half Term	Friday 10 February	Monday 20 February
End of Spring Term	Friday 31 March	

SUMMER TERM 2023		Monday 17 April
Summer Half Term	Friday 26 May	Monday 5 June
End of Summer Term	Friday 7 July	

SCHOOL CLOSED TO STUDENTS:

BANK HOLIDAYS:

Monday 1 May 2023

STAFF INSET DAYS:

Monday 5 September 2022

Friday 21 April 2023 (EID)

Thursday 29 June 2023 (EID)

SCHOOL UNIFORM

In order for the school to maintain the highest standards of quality and presentation it is renowned for, it is important that parents adhere to the uniform policy.

SENIOR SCHOOL UNIFORM	PE KIT	EQUIPMENT
BGGS School Blazer	BGGS Gold Polo Shirt	Black/blue pen(s), pencil, highlighters, glue stick, purple pen
Navy V-neck Jumper or Cardigan (optional)	Plain navy or black sweatshirt/fleece	Protractor, Ruler Pair of Compasses
Navy Blue Skirt or Navy Blue Trousers	Plain navy or black leggings/joggers/tracksuit bottoms	Casio Scientific Calculator FX83 GT PLUS or FX85 GT PLUS Small English Dictionary
White Shirt and Senior School Tie		All items of school uniform are available from: The Uniform Shop 50-52 Darley Street, Bradford. BD1 3HN Telephone 01274 736300 Rawcliffes 42-44 Darley Street, Bradford. BD1 3HN Telephone 01274 730846
Socks or Tights (navy or black)		
Plain hair bands, clips, slides	Towel for Swimming	
Black Shoes (leather/leather look—not canvas) No boots/fashion shoes/pumps	Swimming Costume (mainly plain black/navy) swimming cap	
Please clearly mark all items of uniform with the girls’ own name.		

SCHOOL SKIRT OR TROUSER

School skirts must be of a suitable length above the knee. School trousers are full length, tailored trousers. Jeans, fashion trousers, leggings are not acceptable.

SWIMMING COSTUMES

Students must wear a swimming costume that DOES NOT cover the elbows and knees as such 'longer length' costumes can represent a serious safety/drowning hazard.

PE TRAINERS

Students must wear trainers that are specifically designed for sport. These will provide the correct cushioning, motion control, tread and mid-foot stabilisation which will offer the best support for the foot and ankle and thus minimise any sports injuries. Flat fashion pumps and 'high-tops' are **NOT ACCEPTABLE**. These are dangerous, offering little support or grip and have been the major cause of injury.

Jewellery is not allowed with the exception of a watch and one pair of plain stud earrings in the lobes of the ears. Other jewellery and/or piercings are not allowed. If a student has an existing nose piercing, then a small stud would be deemed acceptable for school, to prevent the piercing from closing.

Make up, nail varnish, false nails, false eyelashes and decorative contact lenses are inappropriate for school and must therefore not be worn during the school day.

PERSONAL PROPERTY



CARE OF PROPERTY

Students are responsible for the care of their own property in school. They are asked to look after all textbooks sensibly as well as any other items lent to them. Any losses should be reported immediately.

Students should not bring expensive items or large sums of money to school. If valuables are brought into school for specific reasons, they should be handed in to the Year Leader for safekeeping. Unless this is the case, the school cannot take responsibility for the safekeeping of such items. During PE lessons there is a box into which students can put any valuables for the duration of the lesson. All belongings should be clearly labelled.

MOBILE DEVICES

We acknowledge that, in an emergency, a student may need to use a mobile phone. Students are therefore allowed to bring them into school. **However, they are not allowed to use them during the school day.** Misuse

during the school day will lead to confiscation for one week initially. Students can only access their mobile devices; mobile phones, ipods, Mp3 players, at the end of the school day and outside of the school building.

BGGS does not accept responsibility for the loss, damage or theft of personal devices on school premises.

HOMEWORK PLANNERS

Each student will be given a Planner so that each day they can write down ALL homework given that day. Students should look after their Planner carefully as there is a £5 charge for a replacement.

Parents should ensure they sign the Planner every week. This will then be countersigned by the student's Form

Tutor. Parents can also use the Planner to write notes for individual teachers as well as Form Tutors.



PAYING FOR SCHOOL LUNCH

A CASHLESS SYSTEM USING PARENTPAY

The school uses the ParentPay payment system which enables parents to make secure on-line payments for school meals, trips, afterschool clubs and any other school expenses using their credit or debit card.

This system has been adopted by nearly 4,000 schools in the UK and provides a convenient and flexible way to make payments to the school. By making cashless payments, you are assured that the money has reached the school safely and has been used for the intended purpose.



ACTIVATING YOUR ACCOUNT

During the summer break you will be sent an activation letter which will contain a personal username and password to enable you to login to your account on the ParentPay website. During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at the school.

Once your account is activated you will be able to start making payments. By logging in to your account you will be able to view your balance and transactions at any time.

The payment system will be linked direct to the school's catering department so all daily transactions will appear on your account as they occur. Although the system will not provide a detailed breakdown of individual items purchased, you will see the total deducted for that day.

PAYING FOR SCHOOL MEALS

The school also uses a pre-payment card system to pay for school meals. Students simply place the card over the reader and the appropriate funds will be deducted from their school meals' account. Each student will be responsible for the safe-keeping of the card. If the card is lost or misplaced, they will be required to inform reception immediately, to cancel the card. Students will be charged £2 for a replacement.



FREE SCHOOL MEALS

It is important to claim for free school meals if you are eligible. School will also receive additional funding for children on free school meals that is used to subsidise trips, visits, uniform, and resources such as laptops and dongles. The process is quite straightforward, and Bradford Council tells you straight away if you are eligible.

Please contact Bradford Council directly to apply FSM. Once they confirm you are eligible, they will contact the school directly. Please contact Mrs Harry, charry@bggs.com or tel 01274 545395, if you would like any help with the application and she will be happy to talk you through the process.

THE CURRICULUM

INTENT

Through a rich and inspirational curriculum, students will develop a love of learning and critical knowledge, skills and confidence to understand the world and embrace its opportunities. A focus on literacy will unlock their potential; a breadth of experiences will broaden horizons; and an emphasis on moral values will foster their ambition to be active citizens in a diverse and inclusive society. With strong academic qualifications and a sound understanding of the world, students will aspire and succeed to be future leaders.

KEY STAGE 3

In the first three years a wide range of subjects is studied by all girls: English, Mathematics, a Modern Foreign Language, Computing, Drama, Food and Nutrition, History, Geography, Chemistry, Biology, Physics, Music, Art, Textiles, Religious Studies and Physical Education.

There are also additional opportunities for girls to experience a wide range of activities beyond the classroom all of which encourage the development of independence, research and study skills and creative thinking.



During these years a structured PSHCE programme tackles a wide range of relevant issues such as current affairs, preparation for life, social skills, anti-bullying, careers, health issues and safeguarding, including e-safety.

During the Year 7 induction period all students will sit a MIDYIS assessment consisting of an on-line test set by the University of Durham. This assesses verbal, quantitative and non-verbal reasoning skills which the school uses alongside other measures to determine realistic targets for pupils to achieve.

The skills are re-tested at the end of Year 9 by a YELLIS assessment (same format) so that any targets set are current, realistic and aspirational whilst still being achievable. This information will be used when reporting your daughter's progress throughout her school career.

MONITORING PROGRESS

Year 7 students receive two monitoring reports and one parents' evening throughout the year.

GCSE OPTIONS

At Key Stage 4, commencing in Year 10, students study a range of GCSE subjects. The core curriculum comprises English Language, English Literature, Mathematics and all three Sciences (separate sciences or dual award).



Most students will be required to take either History or Geography, and French or Spanish as this gives them the best basis for A Level and University study. Students can then choose an additional GCSE option to pursue a particular interest or expertise. These include Art and Design, Business, Drama, Computer Science, Food and Nutrition, Music, Physical Education, Religious Studies or Textiles. Some students are offered a more tailored curriculum designed to meet any additional needs.

All pupils continue to access learning in Religious Studies, Careers, ICT and Citizenship during Key Stage 4.

USING THE LIBRARY



The library also houses a bank of laptops , all with Microsoft Office and internet access, as well as photocopying and printing facilities.

Students in Year 7 are automatically eligible to use the library and borrow resources; they may borrow three items at any one time for a loan period of up to two weeks. This period may then be extended if necessary. We do not fine students for overdue books but there is a £5 charge for any books/items that are lost or damaged beyond repair.

Year 7 receive an induction into library use and in conjunction with the English Department have timetabled reading lessons each week. Guidance into research methods and information literacy, retrieval and selection is provided in various subject areas throughout the year. A number of age-related reading guides are available in the library which provide comprehensive reviews and recommendations to help students select future titles, and help promote a culture of reading for pleasure and appreciation of literature. Independent study may be carried out in the library during break, lunchtimes and after school when girls are asked to work quietly and with respect for others.



THE ACCELERATED READING PROGRAMME

Students also take part in the national Accelerated Reading Programme which helps manage and monitor their reading practices and further encourage them in independent reading. The internet-based software initially screens students according to their reading levels and suggests books that match their reading age and interest. Students take computerised quizzes on the books they have read and earn associated AR points as part of the scheme. Feedback is then provided to both the reader and the teacher based on the quiz results. The teacher can then use the information to set personal targets and direct on-going reading practice.

Students are also encouraged to write book reviews for future readers.

Parents can find out more details about this at: www.renlearn.co.uk/accelerated-reader/

PHYSICAL EDUCATION AND SPORTS

Expertise in Physical Education combined with excellent facilities, allows girls to be offered a wide range of sporting activities both in and outside of lessons.

The sports complex includes a large sports hall which converts into four badminton courts or can be set up for volleyball, indoor tennis, netball, basketball and many other activities. Additionally, a fully equipped gymnasium with its mirrored wall and sprung floor, serves as an impressive studio for gymnastics, dance and fitness.



The outdoor facilities include; an artificial playing surface suitable for hockey, netball and rounders; court areas for netball and fields with an athletics track. The 25m swimming pool with diving blocks and support equipment enables swimming, diving and lifesaving lessons to take place, along with house galas and inter-schools competitions.

In the first year girls are taught a variety of activities including athletics, badminton, basketball, cricket, dance, football, gymnastics, netball, OAA (outdoor and adventurous activities), rounders, swimming and tag rugby. Additionally, a range of sports are offered through an extensive extra curricular programme which operates at lunchtimes and after school.



School teams have a varied fixture programme playing matches and tournaments after school and the school House Sports Programme provides further competitive opportunities. Students are encouraged to attend sports clubs outside of school in their local communities to increase their involvement in sporting activities and receive further specialist coaching in their chosen field.

The school also works in partnership with local clubs to provide further opportunities for development and is now the home base for a number of junior clubs including Bradford Hockey Club and Bradford Olympian Trampolining Club.

PARTICIPATION IN LESSONS

It is in the interest of all of our students to take an active role in their compulsory Physical Education lessons each week. This is of particular importance if it is the only physical activity they take part in a week in order to maintain a healthy active lifestyle.

If a student is ill or injured then they are not expected to take a full active part in Physical Education, however, it is expected that students change into their PE kit and take on a supportive role within the lesson.



EXTRA CURRICULAR — PERFORMING ARTS

School life is busy and varied and there is a wide range of activities in which the girls can take part— these include the Performing Arts—Dance, Drama and Music.

Extra curricular activities and clubs are held after school. Girls can aspire, succeed and lead at all levels whilst thoroughly enjoying all aspects of our varied programme. There is something for everyone!

SCHOOL PRODUCTIONS

The Drama clubs offer students the opportunity to engage in Dance for Performance. This includes dance for Musical Theatre, Physical Theatre and Contemporary Dance. These performances have tackled issues such as The Syrian Refugee Crisis, Mental Health and Climate change.

The Drama Department regularly presents a full scale production which sometimes takes the form of a musical, in collaboration with the Music Department. In recent years the school has undertaken productions of Bugsy Malone, We Will Rock You and Joseph and his Amazing Technicolor Dreamcoat.

Along side school productions are several other performances during the year including the Seasonal Celebration in December and the Summer performing Arts Show.

The school is proud to be the hosts for the City of Bradford Festival of Talent in which we were finalists in 2019. This provides an opportunity for students to help organise and run the festival as well as participating.

We consider that students should also be encouraged to experience and appreciate live theatre. In addition to attending theatre performances both locally and further afield, students have the chance to take part in backstage visits and workshops.

DANCE

Dance will be taught in musical theatre as part of the key stage 3 performing arts curriculum and will also be covered in PE.



MUSIC STUDIES

Music at Bradford Girls' Grammar School is very popular at KS3 and KS4. At KS3 we study a variety of topics such as Blues, Keyboard Skills, STOMP and Musical Theatre. Lessons are largely practical, involving singing and instrumental practice both individually and in groups. Our students are encouraged to perform to one another and enjoy the opportunity to show the work they have achieved.

At KS4 we currently offer GCSE Music following the Edexcel specification. Students have the opportunity to perform on their chosen instrument and compose pieces of music. They also learn to analyse music from a broad range of styles and genres.

The department has one main teaching classroom, a suite of practice rooms and a band room containing a set of steel pan drums, an upright piano and other percussion instruments. These rooms are used for both instrumental lessons and ensemble rehearsals. A wide variety of music ensembles are available, and all girls are encouraged to attend. Bradford Girls' Grammar School has a strong history of concerts with high quality performances.

The Music department offers all pupils the opportunity to learn a musical instrument through individual or group lessons on a range of instruments such as guitar, drums, violin and woodwind. These are taken during school hours with a specialist tutor. The students are able to take external music examinations when they reach the appropriate standard. In grades 6-8 UCAS points are awarded which can be added to university applications.



THE REWARDS SYSTEM

THE REWARDS SYSTEM

We believe it is very important to recognise and reward achievement of all kinds. We believe that young people in general respond positively to praise and are motivated by it.

The achievements of individuals and groups are recognised in many different ways. Successes are celebrated in assemblies and by individual praise from teachers, the Year Leaders, the Senior Leaders and the Principal. Achievement of individuals is also recognised in the annual Senior Awards Ceremony.



A system of Rewards operates in all year groups. The aim of the system is to offer all students in Years 7 - 11 the opportunity to be positively rewarded for either effort or attainment in subjects or an exceptional deed within the school community.

Whenever a student does something deserving recognition, her teacher will issue achievement points on the School Management Information System Management (SIMS). In the course of each term, as more achievement points accumulate, they will contribute to a number of possible wards including; achievement certificates, postcards and form awards as well as various rewards, such as a front of queue lunch passes and a place on the end of year awards trip or activity.

This system provides an immediate reward in the lesson and enhances motivation.



STUDENT BEHAVIOUR MANAGEMENT

Bradford Girls' Grammar School uses SIMS to enable staff to record student behaviour. The system allows teachers to reward the efforts of individual students and inform other members of staff of their achievements. The simple aim of the database is to identify and reward students whose actions and progress deserve recognition. The database is also used to record any incidents of inappropriate behaviour.

Poor behaviour can be logged and analysed for patterns, which will allow for earlier intervention for those students who require guidance and support. However, the system focuses primarily on rewarding and praising students and it is expected that "Good news" events will far outnumber those involving concerns about behaviour.



STARTING SENIOR SCHOOL

In the following pages we have included a few tried and tested tips for parents that will hopefully be useful. At some time. Remember, if in doubt **CONTACT US**.

WHAT ARE STUDENTS' COMMON WORRIES ABOUT STARTING SENIOR SCHOOL?

- Not making friends
- Getting lost
- Homework
- Not being able to do the work
- Getting to school and back
- Being unsure what to do if there's a problem
- Not getting on with the teacher
- Getting into trouble
- Not having the right books or equipment

HOW CAN PARENTS/CARERS HELP?

Moving from the primary phase to senior school is a significant and exciting event in a child's life.

It is an important milestone which often marks a change in the expectations of teachers and parents in regard to vital skills such as independent working and self-organisation.

At the start of senior school, children are expected to cope with a whole variety of new experiences, many of which demand skills and abilities that they have not needed before. Of course, these skills do not spontaneously develop in children in the summer before – they have to be taught, and children need support in developing them.



The most common worries mentioned above usually disappear after a week or two at the new school. It may be useful to tell children that everyone else will be feeling anxious too. Also, since there will be many more children in Year 7 than in Year 6, everybody will have the chance to make new friends at senior school.

Time spent early on in establishing good work habits and independence is an investment that will save endless time and problems in the long run. The good habits and routines that children develop in Year 7 are those that will stay with them throughout senior school and beyond at university and in their working lives. Far better for children to make the effort to get it right to start with and a lot easier than putting things right when they have gone wrong!

SETTLING IN

THE TRANSITION TO SENIOR SCHOOL

The transition to senior school will have started in early May with Miss Dickinson contacting each feeder primary school to deliver an online MS Teams session to inform pupils about preparing for starting at BGGS in September and what to expect on their first day. Students are also invited to attend a Transition Day. During the day pupils will meet a number of staff including the Year Leader and provide both parents and students with relevant information that they may need for their transition into senior school.

For new students the first two days of term will be based around transition to senior school, getting to know form tutors and classmates. The school runs a programme of team building activities to enable students to feel comfortable and confident about joining Bradford Girls' Grammar School, it also provides an ideal opportunity to start to form new friendships.

"FALLING OUT" WITH FRIENDS AND BULLYING

"Falling out" with other children is very common as new friendships are established. Give advice but avoid over-reaction - most friendship disruptions sort themselves out without adults getting involved. However, if your child becomes upset or withdrawn about friendship problems for longer than usual, or if you suspect that what is happening may be bullying, you should contact the school.

The school follows a strict "Anti-Bullying" policy, which can be seen on our website. Any form of bullying is considered unacceptable at Bradford Girls' Grammar School, but we need to know if it has occurred so we can deal with it promptly.

CONTACTING SCHOOL – "WHEN AND WHO"

It is, of course, difficult for parents to achieve the right balance between offering your child too much advice and support, and having them accuse you of fussing, and leaving them to flounder or even fail. If you keep talking to your child about how things are going at school it should be easier to "strike the right balance".

If you have spoken with your child, offered advice and reassurance, helped them to come up with ways of solving the problem themselves, and things still haven't changed after a couple of weeks, then it is time to speak to somebody at school.

Bradford Girls' Grammar School aims to help each and every child to have a successful and happy education at the school and will do everything possible to ensure this happens. We are very grateful to you for entrusting us with this very important job, and value your help and support in building this crucial partnership between home and school.



ESTABLISHING ROUTINES

GETTING TO AND FROM SCHOOL

The student's responsibility

- Getting up on time!
- Leaving the house to get to the bus stop or to school on time.
- Being in the right place at the right time at the end of the school day.
- Going straight home or making sure your parents know if you are staying behind for any reason.
- Know what to do if you are delayed getting home for any reason.

How parents/carers can help with this

- Time the journey to school.
- Ensure your daughter is clear about what time she is expected to be home.
- Make sure she has your contact numbers and/or mobile number.
- If your daughter has a mobile phone, ensure she keeps it turned off throughout the school day.

UNIFORM MATTERS

The student's responsibility

- To comply with the school regulations on uniform
- Wear the uniform in an appropriate manner which reflects the schools' high standards.
- Taking pride in their personal appearance, ensuring they look smart and tidy at all times.
- Taking good care of all items of uniform and personal property.

How parents/carers can help

- Check the uniform requirements of the school. **All uniform rules are strictly enforced** and when followed they avoid any confrontation or issues.
- Name everything – even shoes – with labels or a marker pen.
- On your daughter's timetable, highlight the days when she has PE so she can see the days when she needs to take her PE kit.

THE WEEKLY TIMETABLE

What students may find difficult at first

- Knowing what lessons take place on each day.
- Getting to know who teachers are.
- Remembering and understanding the timetable.
- Knowing where the classroom for each lesson is.
- Getting to lessons on time.

How parents/carers can help

- Reassure your daughter that she will rapidly get to know her way around, and that she will move around as a group to start with. Most students will have mastered the geography of the school within a couple of weeks or so.
- Go over the timetable for each day with your daughter and talk about how it works and the timing of the lessons and breaks and lunchtime.
- Get a list of your daughter's teachers as soon as you can.

BOOKS AND EQUIPMENT



The most important things for students

- Packing a bag with everything needed for each day.
- Using an organised system for keeping books and equipment.
- Using the Planner to check what lessons are on each day and to help organise what needs to be brought to school.
- Remembering special equipment like calculator, protractor, and ruler for Maths.

Students are expected to arrive at lessons with the correct kit and/or equipment.

How parents/carers can help

- Help your daughter to organise her room at home so she has a place for everything to do with school. Try to ensure she has access to a desk top, good lighting, and storage space for her schoolbooks.
- A labelled A4 size plastic folder to take to school for each subject is useful to store worksheets which do not get stuck in exercise books.
- Help her to have a routine for “emptying her bag”, after each day to sort things out. Do this with her to begin with, letting her take over as soon as possible.
- Get her to check her Planner for any reminders or notes each night.
- Check her bag regularly for letters or information which may be at the bottom of it!!
- Sign her Planner at the end of every week.

HOMEWORK

The most important things for the student

- Understand how the Planner works – Planners are very useful for helping you to organise yourself.
- Write down homework in the Planner during the lesson. If no homework is set, write 'None Set' with the reason why, e.g. absence of teacher.
- Ask the teacher in the lesson if you are unsure what the homework task means.
- Record when the homework has to be completed.
- Take home everything you need to do the homework.
- Use the Planner at home to remind you of what you have to do.
- Try to work by yourself to complete the tasks, spending the allocated time.
- Do the homework on the night it is set, rather than the night before it is due in.
- Take the completed homework to school on the correct day, and remember to give it in.
- Parents are encouraged to use the Planner to communicate with Form Tutors and subject teachers and vice versa.
- Look after your Planner as there is a £5 charge for a replacement.



How parents/carers can help with homework

- **Do not accept common excuses like:** "We didn't get any", "I did it all in class", "It doesn't have to be in for ages", "My friend has borrowed my book", "I've lost my Planner".
- Talk to your daughter about her homework, and agree a routine for it. If she does not get into a good habit at the beginning, life can become tricky as she gets older.
- Agree with your daughter that TV, games, phone calls and other activities can only be done after homework is finished.
- The best time for most people to do homework is following a short break after returning home. Completing all homework early then leaves the rest of the evening free.
- Do not let your daughter struggle on for much longer with homework than the recommended time. If necessary write a note in the Planner confirming that the correct amount of time was spent on the task.
- Encourage your daughter to write down in her Planner exactly what the teacher says, rather than "finish work off", which is easy to forget.
- If there is a problem with the level of work, it is important that the teacher knows this.
- If your daughter is consistently not getting homework when they should, as described in the Homework Timetable, contact the subject teacher or Form Tutor.
- **Ensure you sign the Planner every week.**



SUMMER READING CHALLENGES

BGGS SUMMER READING CHALLENGE

We understand that continuous reading is vital for education, learning and development. We know that many students joining the school will already be avid readers and we would like to give them the opportunity to continue reading as much as possible over the summer holidays.

We have devised a fun 4-point reading challenge for them to engage with: A SUMMER READING CHALLENGE

Bronze:

Students take a selfie or have someone take a picture of them reading. Send it in to Miss Grant, the school librarian, with the title and author of the book you are reading.

Silver:

Positive reading memories. Write down a friend or family members special reading memory and then add one of your own too.

Gold:

Find a passage in a book you are reading describing food or the weather. Take a picture of it and send it in to Miss Grant with the title and author of the book. You can even draw a picture of what is being described if you wish.

Platinum:

Send in a video review to Miss Grant about a book you are reading. Create an imaginative and creative video review that lasts less than a minute. All entries can be emailed to Miss Gant at bgrant@bggs.com or handed in to her after the holidays. There will be prizes for all children who enter. Any video reviews will be uploaded to the library web app to inspire others.

‘GADGETEER’ SUMMER READING CHALLENGE

Bradford Libraries are also running a Reading Challenge that encourages all children from 4 to 12 years to read for enjoyment during the school summer holidays. It's free to join and only requires a library ticket.

All your child needs to do is go to your local public library and ask to join the Gadgeteers Summer Reading Challenge 2022. They will receive a Gadgeteers kit bag, complete with reading poster to record the books read, stickers and bookmark.



Children are encouraged to read between one and 6 books. When they have read 3 books they will receive their second set of stickers and a science-facts paper game. If they complete the Challenge by reading 6 books, they will receive their third set of stickers and a Gadgeteers Certificate and Medal - in recognition of their fantastic reading achievement. For more information please visit www.bradford.gov.uk/libraries

If your child completes the challenge and shows Miss Grant their medal, they will also receive an extra prize!

SAFEGUARDING

The school takes its responsibilities towards the safeguarding of its students very seriously, and fulfils the statutory requirements provided by the governmental guidance: "Keeping Children Safe in Education." A copy of the current Child Protection Policy and contact details for the Safeguarding team can be found on the school's dedicated 'Safeguarding' web page.

The Designated Safeguarding Lead (DSL) for the senior phase of the school is: **Miss Measha Harris.**

All staff have regular safeguarding training to ensure that students can always find someone to talk to when the need arises. Students and parents are also able to contact the DSL by email if they would prefer, using the address **safe@bggs.com.**

The PSHE curriculum includes a significant safeguarding element for every year group to raise student awareness of safeguarding issues in an age appropriate manner. Guest speakers provide further opportunities for students to discuss safeguarding issues in a safe environment.

Students, staff and governors all sign an acceptable use policy which outlines responsibility for their online activity. All students and staff are aware of the reporting process for anything that may be worrying them.

Parents in the Senior Phase receive regular safeguarding emails providing information about new mobile phone apps / internet games / local issues which may be of concern.

The school works in partnership with The School Nurse Team, Educational Psychology Team, CAMHS, Bradford Safeguarding Partnership, Children's Social Care and West Yorkshire Police in fulfilling its duty of care to the children and young people in its community.

Parents are usually involved in conversations around the safety of their child/ children, but there may be occasions where the school seeks advice from other professionals before making contact.



INTERNET SECURITY

Alongside the wonderful and exciting things that the web brings, there can be hidden dangers.

INTERNET SAFETY TIPS

- Check the age guidelines for social media accounts and check privacy settings to ensure they are set to private.
- When visiting a chatroom and social networking sites they should always use a nickname and **NEVER** give out their real name, address, age, phone number, mobile phone, school, whether they are a girl or boy, and **NEVER** send or publish their photos.
- Make sure your daughter knows that not everyone in the chatroom is their age or even there for the same reason as your daughter.
- If something worries your children when they are in a chatroom they should leave the site and report it to the chatroom provider immediately.
- Children should **NEVER** arrange to meet anyone they meet online.
- When opening attachments, make sure they know the person who is sending the attachment. Ensure all incoming emails are scanned with anti-virus software before they are opened.
- Make sure you discuss cyber bullying with your child. Let them know that if it happens to them, they should come to you and tell you.

SCHOOL POLICIES ON SAFETY

- At Bradford Girls' Grammar School we take internet safety very seriously and ask all students to sign an Acceptable Use Agreement about using the Internet safely and sensibly.
- We will ask all parents to sign an agreement in the Autumn term, to signal your acceptance of these rules.
- If students break the agreement then sanctions are imposed in line with the Behaviour for Learning policy



We have sophisticated software which continually checks for key words in websites and blocks unsuitable content automatically before the students see it.

USEFUL E-SAFETY WEBSITES FOR PARENTS

SUPPORT FOR PARENTS

The rate of technological change means that our children's world is changing rapidly – the challenges faced by parents today is very different to previous generations.

The latest research shows that 48% of parents believe their children know more about the Internet than they do and, and 78% of children agree. It also shows that children are spending significantly longer on the internet than their parents – and twice as long on social media.

Many parents simply do not know where to turn for advice. Therefore, we have compiled a list of websites offering valuable information and comprehensive guides on how to ensure your child is safe online.

CEOP (www.ceop.police.uk) - The Child Exploitation and Online Protection Centre (CEOP) works across the UK tackling child sex abuse and provides advice for parents, young people and students.

Childnet (www.childnet.com) - Includes a guide for parents and carers on how to keep children safe on the internet, includes advice and educational resources.

Facebook Help Centre (www.facebook.com/help.php?safety)

Get Safe Online (www.getsafeonline.org) - An online safety resource website sponsored by the British Government and leading businesses to help individuals and many businesses protect themselves against internet problems.

Google (www.google.co.uk/intl/en/safetycenter/families/start/) - Provides family safety advice and specific google features designed to help you keep your family safe online.

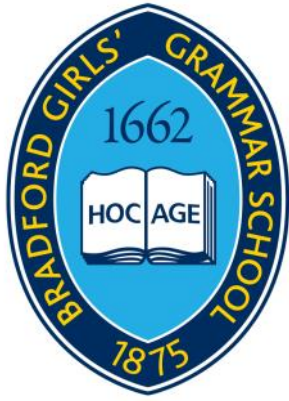
UK Safer Internet Centre (www.saferinternet.org.uk) - A network of national nodes that coordinate internet safety awareness in Europe. Comprehensive and informative, it provides a wealth of information on internet safety.

Internet Matters (www.internetmatters.org) - Backed by the UK Council for Child Internet Safety (UKCCIS), this site provides advice for parents and specific safety guides on using the popular social networking sites including; including INSTAGRAM, WHATSAPP and SNAPCHAT.

NSPCC (www.nspcc.com) - Covers a section on child safety—what children do online and on social networks, the risks and dangers they can face, plus advice for parents on keeping children safe online.

Think You Know (www.thinkuknow.co.uk) - A guide to internet safety and safe surfing for young people from Think U Know.





ASPIRE • SUCCEED • LEAD

BRADFORD GIRLS' GRAMMAR SCHOOL

Co-educational up to 11, Girls only 11-16



BRADFORD GIRLS' GRAMMAR SCHOOL

Squire Lane, Bradford

BD9 6RB

www.bggs.com