

# SENIOR HANDBOOK

Abbot's Hill 

Updated: 1 August 2024

## Getting Started

**Welcome to Abbot's Hill School, contained within the Handbook is everything you need for you and your daughter to become fully acquainted with life at the School.**

Please note the information contained in this handbook is correct at the time of publication, but is subject to change without notice. However, the School will always advise parents of significant change via personal email or Newsletter.

If after reading the Handbook, you have further questions, please do reach out, and we will be more than happy to help.

### Your Onboarding Checklist

**This list will help set you up for success.**

TASK OR TOOL	STATUS
<i>Login to My School Portal (MSP)</i>	<input type="checkbox"/>
<i>Complete Annual Mailing/Joining Pack</i>	<input type="checkbox"/>
<i>Sync the school calendar to your diary</i>	<input type="checkbox"/>
<i>Purchase Uniform</i>	<input type="checkbox"/>
<i>Purchase Equipment</i>	<input type="checkbox"/>
<i>Purchase combination padlock x 2</i>	<input type="checkbox"/>
<i>Book bus</i>	<input type="checkbox"/>
<i>Talk to other parents (MSP)</i>	<input type="checkbox"/>
<i>Follow Abbot's Hill on social media</i>	<input type="checkbox"/>

## Our Culture

We ask every member of the Abbot's Hill community to abide by our code of conduct.



# CODE OF CONDUCT

There is one rule for all of us at Abbot's Hill: adults and pupils act with courtesy and consideration for others.

We support our school values in the following ways:-



**Be kind**



**Be authentic**



**Be involved**



**Be curious**



**Be challengers**



## Code of Conduct

There is one rule for all of us at Abbot's Hill: adults and pupils act with courtesy and consideration for others.

We support our school values in the following ways:-

### Be kind

- We are respectful and inclusive to all and celebrate the diversity of our community
- We show humility at all times
- We empower others: always trying our best to encourage and enable one another to succeed
- We care about each other and are considerate of other people's feelings
- We respect ourselves, others and our environment

### Be authentic

- We are unique. Proud of ourselves and our individuality.
- We are sincere in the way we interact with others and show integrity in the way we behave in all aspects of life
- We are true to our feelings and beliefs in the way we reflect on our actions and learn from them
- We take pride in our responsibilities

### Be involved

- We work hard as part of the school and contribute to the community beyond Abbot's Hill
- We are proud of the school, its history and tradition
- We always give our best and embrace opportunities
- We celebrate other people's successes and achievements
- We are positive role models

### Be curious

- We love to learn, create and use our imagination
- We are inquisitive: we explore new opportunities
- We ask questions about the world around us
- We embrace calculated risk and seek adventure

### Be challengers

- We persevere in the face of challenge: we are resilient
- We are self-motivated, ambitious and determined to develop and improve through work and play now and into the future
- We prioritise our physical and mental wellbeing
- We have the freedom to speak out and to voice our own ideas
- We have the courage to test our ideas, to fail and to adapt as we prepare for life beyond school
- We have fun

# Communication



**Your child's tutor is there to support you and your child in their day-to-day life at school; they will be your first port of call for most things. Should you have a significant concern, please do get in touch with your child's Head of Year.**

## My School Portal

My School Portal (MSP) provides a dashboard for instant, and easy access to your child's personal information; such as timetables, fixtures, calendar, academic reports and the School weekly menu.

The full list of information available on MSP is below:

- Calendar
- Curricular Content
- Academic Reports
- School policies
- Lunch menu
- Medical information
- Timetables
- Fixtures
- Co-curricular Information
- School Messages
- Bus Booking
- Absence Requests
- Key Contacts

You have already been asked to complete the Annual Mailing/ Joining Information pack. We also kindly ask that you to keep your details, and your child's details as up-to-date as possible, especially if there is any change in contact details. The following sections of MSP are editable via the 'My Account' option:

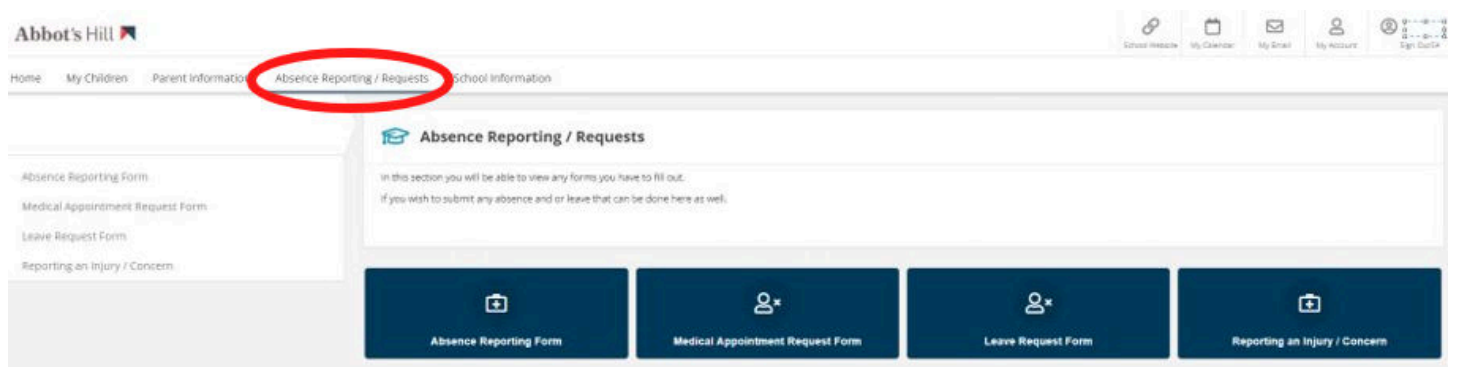
- Adult Personal Details – Address, telephone number
- Child's Details – Medical Information

## Calendar

The School calendar is contained on MSP. It is accessible on multiple devices including; smartphones, desktops and tablets. Parents can filter information by Year Group, Category, Sub-Category, Sports Teams, Co-Curricular Activities and by individual child. This information can be printed and synced with your devices.

## Absence Requests

All **requests** for absence should be made via MSP in the section “Absence Reporting/Requests.” You can also notify us here of any injuries or concerns. Please provide details.



## SchoolPost

We use SchoolPost for School communications to parents. The messages will go to your chosen email inbox, and are stored on MSP for later use or reference.

School communications are sent every Thursday at 4.30pm. Urgent messages will be sent as required, with particularly urgent information being sent as an SMS.

## Newsletter

The Senior Newsletter goes out fortnightly, and is a round-up of recent School activity.

## Website

General information is available on our website for all parents to view. [Abbot's Hill School](#)

## Social Media

[You can follow Abbot's Hill School on our social media platforms.](#)

## Emails

If you need to contact your child's class teacher and are unable to speak in person, please do contact them via email. We will respond as soon as possible and ensure this is within two

working days. You can find the contact list for staff on MSP, under the 'My Children' tab.

The screenshot shows the Abbot's Hill MSP interface. The 'My Children' tab is highlighted with a red circle. The dashboard includes an attendance donut chart showing 95% Present. A timetable for Tuesday, 20 Jun 2023, is shown with subjects like Registration, French, PE, Personal Development Education, Natural Science, Mathematics, and Music. Navigation buttons for Reports (PDF), Teacher Contacts, Teaching Groups, and Report Comments are visible.

## Telephone Calls

Please contact us on 01442 240333 where your call will be handled by our Main Reception Office Team. You will then be redirected to the correct member of staff if they are available to receive your call at the time. Alternatively, the member of staff will be notified and call you back as soon as possible. Please be aware that this may be later in the day

If the call is urgent, and a specific member of staff is unavailable, you will be put through to a senior member of staff that will be able to help.

## Meetings

At Abbot's Hill, we operate an open-door policy and staff are very willing to discuss your child's academic and social progress, either informally or at a mutually agreed time.

## Progress Meetings

Our Progress Meetings are conducted once each school year, and are a formal opportunity for parents to discuss their child's progress. During the meetings you and your child will have the opportunity to discuss progress and attainment. We aim to make these meetings a positive experience for all involved, and encourage you to ask questions.

The dates of these events are published on the calendar on MSP.

We do ask that you do not bring siblings to Progress Meetings, as these should only include the teacher, parent(s) and student who is involved in the consultation. There are no staff available to take responsibility for any siblings.

We also organise year-group coffee mornings, which are more informal and these allow you to meet with the Form Tutor, Head of Year and members of the leadership team.

## Reporting

Academic and Pastoral Reports are published at various points throughout the school year.



We actively encourage your child to take pride in their appearance and to wear the School uniform. Your help to achieve this is essential, not only by providing the correct uniform, but supporting us in the way that it is worn.

School uniforms can be purchased in two places.

1. A new uniform can be purchased from [SchoolBlazer.com](https://www.schoolblazer.com).
2. The School Second hand uniform sales via our PTA, AHSPA

Abbot's Hill School Parents' Association (AHSPA) organise the selling of all nearly new uniforms.

Second-hand uniform sales help fund AHSPA's work and provide a cost-effective, and environmentally friendly alternative.

## Essential Uniform

### Daily Uniform

- Navy crested fitted blazer; to be available to be worn in school at all times
- The coat can only be purchased via SchoolBlazer
- White (long or short sleeved) revere collared blouse
- Tartan kilt (Black Watch) or Navy trousers. (Kilts must be on the knee or just above the knee)
- Bottle green 'V' neck jumper with contrast trim
- Non-branded Black leather shoes (not suede or canvas). Maximum heel height 5cm. Shoes must provide adequate support and be suitable for wet weather
- Black or navy ankle or knee length socks or tights (minimum 60 denier)
- Hat, gloves, scarf (optional) – Any colour from Black Watch tartan; must be plain knit fabric or fleece. These items are only worn outside the school building. No other design of outdoor wear may be worn

### PE Kit



- Navy crested polo shirt
- Clan Polo Shirt. Clans -Cameron (Red). MacDonald (Blue). MacNeil (Green).
- Navy crested Skort
- Navy crested fitness shorts
- Navy crested mid-layer top
- Navy crested tracksuit top
- Navy crested training pants
- Navy swimming costume, one piece
- Coral, light green, white, navy games socks; knee-length (2 pairs)
- Sport socks; white (2 pairs)
- Navy crested games bag
- Lacrosse stick (distributed during first PE lesson of Autumn Term)
- Lacrosse goggles (compulsory). For normal goggles please visit [www.uklacrosse.com](http://www.uklacrosse.com). Please visit [www.hattersleysonline.co.uk](http://www.hattersleysonline.co.uk) to purchase special goggles that fit over glasses.
- Mouth guards (compulsory)
- Football boots (moulded or screw-in studs)
- Indoor trainers for the Sports Hall (not flat heels, non-marking soles)
- Outdoor trainers (any colour soles, not flat heels)
- Towel for swimming a name tape should be sewn by the tag
- Swimming cap in clan colour's (named)

## Optional Uniform

Navy crested base-layer top /Navy crested base-layer leggings / School branded swim cap (compulsory only for Swim Squad swimmers)/ Navy crested swim bag/ Spikes / Tennis Rackets and covers, must be labelled with the students name.

## General

Coats should be removed during lessons.

students must travel to and from school in uniform (not PE Kit) at all times.

We recommend that your child has a school bag suitable for carrying belongings around our large school site.

The school provides overalls required for Science, Art and Food Technology.

Expensive or precious items should never be brought to school.

Only badges awarded in school should be worn on blazers.

## Hair, Jewellery and Make-up

Students must ensure they always have a hair tie with them so that hair can be tied up when required in PE, Science and food technology lessons.

## Jewellery:

- Neck: One discreet religious necklace only (no leather straps etc.)
- Ears: One discreet stud in each ear. No other piercings are allowed. Ears should only be pierced at a time when suitable healing can take place. Earrings can be covered for only up to 6 weeks; any other piercings should be removed.
- Wrists: A watch only. No bracelets or wristbands. No Apple Watches or any other smartwatches. A fitness tracker may be worn but may need to be removed for certain lessons.
- Hands: Neither rings, nails (false, gel or acrylic) nor nail varnish may be worn. Nails should be kept short
- No make-up should be worn.

## Equipment

It is important that each student is in possession of the following equipment, specifically the calculator:

- Headphones/ear phones
- A Scientific calculator
- Scissors
- Compass
- 180° Protractor
- Large ruler (30cm)
- 2 eraser-tipped pencils
- Eraser
- Pencil sharpener
- Black/blue/red/green pens
- Coloured pencils
- Highlighters

## Lost Property

We do our best to reunite students with their lost belongings. To help us, we ask that all garments are marked with name tapes at the neck or waist. All footwear should have a name tape sewn on the underside of the tongue or a peel and stick label on inner heel. SchoolBlazer will sew name tapes as an option, if required.

Items of lost property are taken to the Main Reception. Unnamed and unclaimed items of school uniform will be sold as 'nearly new' uniform.

## Lockers

Each student has access to two lockers. One for PE and one for general items. Please provide a combination padlock for each.

# Devices



## Mobile Phones and Electronic Equipment

The rules for using a mobile phone take effect as soon as the student arrives in school. Mobile phones and electronic devices should be put away as students get off the school bus, or leave their parent's car, and are to be kept out of sight and switched off.

Once in School, all phones are to be handed into the designated area, and collected at the end of the School day. We advise that all student phones are labelled with their name.

The School accepts no responsibility for replacing lost or damaged mobile phones that are brought to school. It is recommended that parents ensure their household insurance provides appropriate cover for their daughter's mobile phone.

If necessary, students are able to go to Main Reception to make Emergency phone calls.

## Computer Device

Parents and guardians of Senior School students are required to rent or purchase a device through our School Scheme. When selecting a device for your daughter, please be mindful of how long you wish the device to last. With care, a device should last 3-4 years. Some parents may decide to choose a "Surface Go" for Years 7 to 9, then replace it with a "Surface Pro" for years 10 and 11. (Please note, the insurance and warranty are transferable beyond your daughter's time at Abbot's Hill). Unfortunately, you may not bring your own personal device to School, as it cannot be supported. For device information, and options, please select the [Easy4uSchool link](#).

# Parent Community



## Abbot's Hill School Parents Association (AHSPA)

We are very grateful for the support we receive from our parent body, AHSPA. AHSPA organise events throughout the school year for parents, and raise money for charitable causes and the School.

AHSPA are always looking for support, and help from parents. If you can support in any way they would love to hear from you.

Please contact the School via the [enquiries@abbotshill.herts.sch.uk](mailto:enquiries@abbotshill.herts.sch.uk) email address, and we will forward your details to the Chair of AHSPA.

Particular highlights of year are the AHSPA fireworks display, Summer Ball or Christmas Fair.

## Parent Ambassadors

There are many opportunities for parents to support Abbot's Hill. A group of Parent Ambassadors represent the School at Open Events and participate in surveys, discussions and other school activities. If you are interested, please contact the Head of Marketing and Admissions by selecting #8 when calling the School.

## Parent Contacts

If you want your contact number and address to be available to other parents, please "opt-in" on MSP. AHSPA have parent representatives for each year group who compile class lists of which contain parent contact details. These details will be used to support parents, and for organising specific year group events.

# School Day



## Breakfast

Breakfast is from 7.40am until 8.10am. This is chargeable and students will sign in when they arrive.

## Arrival

Registration is at 8.15am

## Food

A nutritionally balanced, homecooked Lunch is provided as part of the terms fee. We request that you do not send food in with your children. Please do make the school aware of any food intolerances.

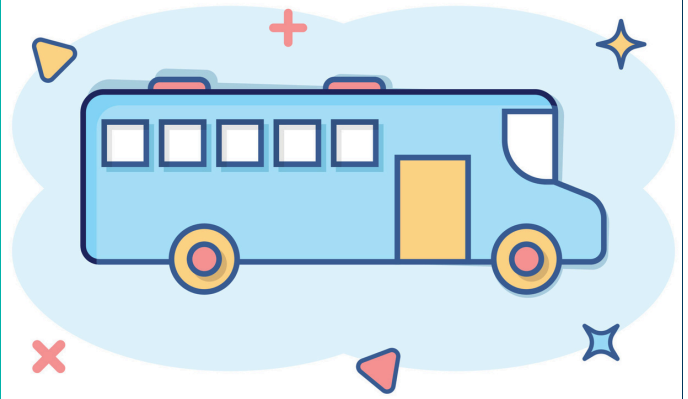
## Departure

The school day ends at 4.20pm, apart from Wednesdays which end at 4.05pm. Buses leave the School at 4.30pm everyday.

## After School Provision

Students can stay at school between 4.30pm and 5.30pm to complete homework or attend clubs. Most post School clubs are free. A light supper will be available for an additional fee, but students must sign up to this during registration with their form tutor.

# School Bus



The school runs a comprehensive bus service in the mornings and afternoons. Use of the school buses is encouraged. We have 6 main bus routes which all students from Year 3 up to Year 11 can use to travel to school from Aston Clinton, Harpenden, Radlett, Rickmansworth, St Albans and Watford. If you would like further details about the bus service, contact the School Transport Co-ordinator, [schoolbuses@abbotshill.herts.sch.uk](mailto:schoolbuses@abbotshill.herts.sch.uk).

The Bus can be booked using MSP. You can also find out more about the booking system within the 'Documents' section on MSP.

The buses depart at 4.30pm and the late bus at 5.30pm.

# Attendance



Expectations are that students should be present and on time during the term. Attendance and engagement enable students to benefit from rich learning experiences.

Absences:

- Unexpected circumstances (illness, unforeseen events): Inform through the online absence reporting system in MSP.
- Planned absences (orthodontist appointments, funerals, medical appointments): Request in advance on MSP.
- More notice helps us approve them in time, minimizing disruption to education.

Unauthorised Absences:

- Holidays during the term will be recorded as an unauthorised absence apart from in expectational circumstances (these are submitted as a request on MSP and the Head of

Senior School will review).

# Homework



	Year 7	Year 8	Year 9	Year 10/11
Science	40 mins (2*20 mins)	60 mins (2*30 mins)	90 mins(3* 30 mins)	90 mins (3*30 mins)
Maths	30 mins	30 mins	45 mins	60 mins
English	30 mins	30 mins	30 mins	60 mins
French/Spanish	20 mins each	25 mins each	35 mins each	60 mins
ICT/Computing	20 mins	25 mins	30 mins	0
RS/PER	20 mins per 2 weeks	25 mins per 2 weeks	30 mins	30 mins
Geography	20 mins	25 mins	30 mins	Options 60 mins each
History	20 mins	25 mins	30 mins	
Art	60 mins per 1/2 term	60 mins per 1/2 term	60 mins per 1/2 term	
Design	60 mins per 1/2term	60 mins per 1/2 term	60 mins per 1/2 term	
Music	20 mins per 2 weeks	20 mins per 2 weeks	20 mins per 2 weeks	
Food	0	0	0	
Drama	0	0	0	
Media Studies	30 mins per 2 weeks	30 mins per 2 weeks	30 mins per 2 weeks	
PE	0	0	0	
Dance	0	0	0	
<b>Approx Total</b>	<b>4 hours 20 minutes</b>	<b>5 hours</b>	<b>6 hours 30 minutes</b>	<b>8 hours max</b>

# Rewards and Sanctions



At Abbot's Hill School, we are committed to establishing a safe and caring environment, in which each child can realise their full potential in every aspect of school life. All adults and pupils act with courtesy and consideration for others. The school rules which are encapsulated in our Code of Conduct are intended to encourage the development of the school ethos through our core values. We have a promoting positive behaviour policy that details how we do this which can be found on our School Website. We offer individuals awards and Clan point tokens to acknowledge community spirit.

# Pupil Welfare



## Head of Year

Each year group has a Head of Year. The Head of Year is responsible for the overall well-being of the year group, and will track and monitor academic progress. Essentially, they will help students to navigate all aspects their current year.

## Tutor

Each student has a Form tutor who will engage with them every day. and are there to support students in their daily school life. Additionally, students can talk to their From tutor about anything that may concern them. Form tutors will celebrate successes, and if necessary will monitor, and address areas of concern.

## Clans

Abbot's Hill supports a Clan system, in line with the School's Scottish heritage.



MacDonald, MacNeil and Cameron Clans are led by Year 11 Clan Captains, and their values are based on support, encouragement and friendship. Students and staff are placed in a Clan when they join Abbot's Hill, and there are several inter-clan competitions during the year. Your daughter will not know their Clan before starting at Abbot's Hill, and will find out during assembly.

## Girls On Board

Abbot's Hill is a 'Girls on Board' school. Girls on Board is an approach which helps girls, their parents and their teachers to understand the complexities and dynamics of girl friendships. The language, methods and ideas empower girls to solve their own friendship problems and recognises that they are usually the only ones who can.

## Toot Toot (Tootoot)

The "Tootoot" App makes it simple for all Senior School students to report anything from bullying to a mental health concern. The App makes it easy for students to speak up and gives them confidence that their concerns are being taken seriously.

Designated staff have access and can respond, and manage student concerns.

## The School Council

The School Council is a forum for constructive input into the School's daily life. Elected representatives from each form will have the opportunity to discuss issues or topics raised by staff or students and are afforded the opportunity to influence changes.



Students in the Senior School are able to choose from an extensive co-curricular offering. The majority of clubs are included in school fees, but there is also a range of externally run clubs that will incur an extra charge.

Students book onto clubs themselves and are expected to commit for the full term. Some clubs, such as Chamber Choir are auditioned for, and commitment is expected for the full academic year. Parents can view their child's co-curricular timetable via MSP.

To find out more or book private music lessons, please complete the form on MSP.

To find out more, or book private LAMDA lessons, please email: [larawilson1980@gmail.com](mailto:larawilson1980@gmail.com)

## D of E



In Year 9, students can commence their Bronze award before then having the option to complete their Silver award in Year 10 or Year 11. This is an extremely prestigious award, and teaches the girls valuable life skills.

## Educational Visits



All students have the opportunity to participate in an exciting array of visits. These could include trips to the theatre, galleries, museums, site investigations, field trips, music venues, sports tours and language visits. These visits form an integral part of our courses, and help enrich and reinforce learning.

Each year group will be given an opportunity to participate in a residential visit every academic year. This may be specific to their year group, or could be part of a larger school or sports tour. The programme is under constant review, and parents will be informed of upcoming visits pertinent to their child via SchoolPost. Some trips have a limited number of spaces, and the priority for allocation of spaces will be communicated to parents during the sign-up process.

Some larger trips will take place on a rota basis over a two/three-year cycle. Recent examples have included a Ski Trip, MFL trips to Valencia and Antibes, and a History and Drama trip to New York and Washington DC.

# Parent Education



We wish to support parents as much as possible, and will occasionally host seminars and webinars to support parents and their understanding of the School and education or pastoral related subjects.

In addition to this, the school subscribes to Tooled Up. Tooled Up provides research-based resources for parenting that you can access anytime.

**Abbots Hill Pin Code: AHS0103**

**Home | Tooled Up Education**

Evidence-based resources for parenting, education and family life.

 [vercel.app](https://vercel.app)

# Safety



## Traffic

The front drive is one-way at all times from the public road. The back drive is a public road; therefore, you may encounter two-way traffic anytime. Please do not use the back drive as an

entrance to the school.

If you are arriving by car, please use the drop-off only area at the top of the drive or park in the lower car park. Car sharing is encouraged.

Students should wait at the bus shelter by the Davidson building or to one side of the Prep School steps for collection after school.

## Site Security

All parents must report to Main Reception if they are visiting the school. They should be accompanied around the site by the member of staff they are visiting, and under no circumstances should they enter buildings or common rooms unaccompanied. The only exceptions to this are if you are visiting as part of a prearranged event (e.g. sports fixtures, performances etc ).

## School Boundaries

During the school day, students must not leave the school grounds without their parent/guardian or a member of staff. Additionally, if a parent is collecting their daughter during the school day, they must sign their daughter out via the signing in system in Main Reception.

All fields and woods beyond the tennis courts, and sides of the lacrosse pitches are totally out of bounds, unless a student is accompanied by a staff member.

If your child would like permission to walk to, or from school, the entry code for the gate (on Bunkers Lane) giving them access to the field leading to the main drive can be obtained from the Deputy Head. A register is kept so that codes can be communicated effectively when changed.

## Pictures

Please do not take pictures on the school grounds. We use photographers for significant events, and make these images available to parents. Additionally, when completing the "Onboarding" process, please ensure that the image permissions for your daughter, are suitable for your personal choice. If you or she, does not wish to appear on social media etc, please ensure the image permissions reflect this. If however, you have a subsequent change of heart, please do let the School Office know so that these can be updated.

# School Fees and Insurance



## Fees

The fees list can be found on the school website and MSP.

Fees are usually updated annually in September and are taken termly by Direct Debit on the first day of each term. We are unable to offer payment by instalments or credit card. If you wish to pay by instalments, there is an option to use an external company.

Any fees received after the first day of the term will automatically attract interest at the rate of 2% per month, which will be added to your next bill.

For any fee issues, please contact the Finance Manager: 01442 240136 or via email at [fees@abbotshill.herts.sch.uk](mailto:fees@abbotshill.herts.sch.uk)



## Fees Refund Scheme

You are entitled to opt into the Fees Refund Scheme provided by Marsh Ltd. If you apply for the scheme, the cost is included on your termly fee bill and will provide insurance against the time your child misses from school if they are ill or have been injured. Full details of the cover and an application form can be found on MSP.

## Personal Accident insurance

This insurance is provided for your child via Marsh Ltd and included at a charge of £3.15 per term in addition to the school fees. Inclusion within this scheme is compulsory for all students. Full details of the cover are provided on MSP.

## Fees in Advance Scheme

The School runs a scheme so that fees (excluding extras) can be paid in advance at a discount that is currently set at a flat (not compound) rate of 4% based on the current fee rate excluding

the first term. The level of discount calculated by the School is final.

b. The payment in advance will produce a credit against each term's fees. The prepayment scheme will not include increases in termly fees over the chosen period. As you are aware, inflation and other factors will affect fees and these increases must be paid with extras in the usual way by the beginning of each term.

c. The scheme can be entered before 31 July each year, and provided the fees are paid by this date the fees will be discounted for the second 2 terms of that year, plus any future pre-paid years following this date. The scheme cannot be entered into at any other point in the year.

d. If the child leaves School before the period for which fees in advance have been paid, a refund will be made, to take account of the remaining unused term of the agreement.

e. If the scheme runs for more than a year, either the parent or the School may cancel the scheme after one year has expired by giving a full term's notice - a refund will be made, to take account of the remaining unused term of the agreement.

f. The scheme can run for a minimum of one year and a maximum of 7 years.

g. The School has the right to set-off any credit balance against unpaid fees for other children of the parent(s) at the School.

h. If your child is currently at the Prep School and you join the scheme and pay for years which include the Senior School, this does not guarantee you a place at the Senior School. A refund will be given (less any outstanding amounts) if your child does not progress to the Senior School.

i. This Board of Governors reserve the right to make changes to this scheme.

j. As mentioned in clause c, payment must be made by the 31 July of the first year for which the scheme is to apply, via bank transfer to our bank account.