

LONGDEAN SCHOOL

INFORMATION FOR

NEW PARENTS

OUR VISION

**We want every member of the
Longdean Community
to achieve their academic and social best
in an engaging, challenging and inspiring environment**

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Senior Leadership Team and Pastoral Managers

Headteacher
Mr Graham Cunningham

Deputy Headteacher

Mrs S Embrey Assessment and Data

Assistant Headteachers

Miss B Segalini Inclusion
Mr D Lawrence Admissions
Mr R Muskett Safeguarding
Mr P Ratcliffe Curriculum
Mr L Coot Behaviour and Attendance

Director of Transition

Mrs H Kidd 01442 205758

Pastoral Manager

Mrs J Rogers 01442 205758

Contact Details

Rumballs Road
Hemel Hempstead
Hertfordshire
HP3 8JB

Tel: 01442 217277

www.longdean.herts.sch.uk

admin@longdean.herts.sch.uk

finance@longdean.herts.sch.uk

Communication to and from school and absence from school

Contacting the school

Please do not hesitate to contact the school at any time by emailing into transition@longdean.herts.sch.uk.

- Your first point of contact is the Form Tutor. A telephone discussion or face to face meeting can be arranged by emailing into transition@longdean.herts.sch.uk
- Mrs Kidd is Director of Transition and will be happy to discuss any problems or concerns with you. Please email into transition@longdean.herts.sch.uk to arrange a meeting.
- Please keep Mrs Kidd, your child's Pastoral Manager, or their Form Tutor informed of any medical issues, changes in home circumstances etc.
- Please regularly check and update yours and your child's details via SIMS Parent App
- Longdean operates a secure electronic system known as SIMS In-Touch to contact parents/guardians and students by email and text message.
- For more information and for instructions about how to sign up to the SIMS Parent Website /App, SIMS In-Touch and SIMS Pay, please see page 20 of this booklet.

Absence from School

Longdean operates a "first day response system"; if your child is absent through illness, please telephone your Pastoral Manager or email the School Office by no later than 9.30am on each day of absence. Please email admin@longdean.herts.sch.uk or telephone at the start of every day of absence to keep us informed. Telephone numbers are on page 3 of this booklet.

Medical Appointments

For medical appointments, the School Office or Pastoral Managers should be notified as soon as possible or please email into admin@longdean.herts.sch.uk. Telephone numbers are on page 3 of this booklet

Unauthorised Absence

If we do not hear from you, your child's absence will be recorded as unauthorised. If you are unable to contact us by phone or e-mail then please send a note in with your child to hand to Student Services upon their return. We will request medical verification or evidence if your child is absent from school for five consecutive days or more.

Exceptional Circumstances

Changes to The Education (Pupil Registration) (England) Regulations 2006 make it clear that Headteachers cannot grant any leave of absence during term times unless there are very exceptional circumstances. Headteachers no longer have the discretion to allow up to 10 days in a school year for a family holiday or to agree extended leave for parents/guardians to visit their country of origin. If there are any exceptional circumstances behind a request for a term time holiday, they need to be submitted in writing and an appointment made with the Headteacher to discuss the request. The decision will be based upon the context, your child's attitude to learning, attendance, punctuality and progress towards target grades.

Longdean Link

The school produces a fortnightly newsletter, which is sent to parents via email. It can also be viewed via the school website.

Student Bulletin

This is issued to each Form on Friday afternoon with reminders for the forthcoming week including sports fixtures.

Term Dates

All dates are provisional

Autumn 2021	Spring 2022	Summer 2022
Wed 01 Sep—Inset Day	Wed 05 Jan—Term Starts	Tue 19 Apr—Term Starts
Thur 02 Sep—Inset Day	Mon 14 Feb—Fri 18 Feb— Half Term	Mon 30 May—Fri 03 Jun— Half Term
Fri 03 Sep—Term Starts	Fri 01 Apr—Term Ends	Fri 22 Jul—Term Ends
Mon 29 Oct—Fri 29 Oct—Half Term		
Wed 22 Dec—Term Ends		

Lunch Arrangements and Catering

Lunch Arrangements and Menu Options

Children must stay on site at lunch times.

The canteen serves a variety of meals, salads, snacks and sandwiches. Payment is made using the Biometric (finger scan system and can be topped up via the SIMs pay website.

Students can also top up their lunch accounts with cash using the revaluation machines.

Students may otherwise bring a packed lunch.

For comprehensive details of the menu, please visit

<http://www.longdeanschool.co.uk/index.php/students/19-students/307-canteen.html>

Cashless Catering

We operate a "cashless" catering system in the school which uses biometric (finger scan) when parental permission is received or PIN otherwise.

There are 2 balance display machines in the main canteen allowing students to see what funds they have in their account. Students account balance can also be checked on their SIMs Pay account.

Students can top up their lunch accounts using the revaluation machine with cash (notes, £2, £1, 50p, 20p and 10p coins only (5p, 2p and 1p coins are not accepted)). Please note that students should bring the correct monies that they wish to put on their lunch account as there is no facility to give change in school. Cheque payments are NOT accepted.

The best and most convenient way to credit the account is to register with SIMs Pay and pay online using a debit or credit card. This will also allow you to review all daily purchases made on the account, pay for trips, books and other events.

There is a global school daily spending limit of £10.00 per student but you can request to decrease or increase this amount for each individual child. For example, you can credit £10.00 on your child's lunch account and set a daily spending limit at £3.00. Any unused money is automatically carried forward to the next day.

Catering service hours:

Breakfast	07.30 – 08.15
Break	11.10 – 11.25
Lunch	13.30 – 14.10
After school	15.15 – 15.30

Please note, these times may be subject to change dependent on Covid-19 regulations in September 2021.

For further information, menus and prices please visit the Longdean School website.

Free School Meals

If your child is entitled to free school meals it is your responsibility to ensure that the entitlement is transferred from primary to secondary school. This can be confirmed by telephone on 0300 123 4048 or via the internet www.herts.org/freeschoolmeals. Students entitled to free school meals will have their catering account credited with £2.30 to be used at break/lunch time on a daily basis. Any unused amounts will be lost at the end of the day.

Breakfast Club

Students need to enter school via the side gate at the Sports Hall end of the building.

Students in receipt of FSM or referred via the pastoral system receive a free breakfast.

Toast (first slice) and porridge (first bowl) are free for all attendees.

Other foods can be bought by students using their catering accounts.

This includes a range of hot and cold drinks.

Refunds

Refunds are only given if a student leaves the school and it must be requested in writing from the school's catering contractor:

Impact Food Group
Phoenix House, Pyrford Rd,
West Byfleet, KT14 6RA
hello@impactfood.co.uk

Uniform

Uniform - Years 7-11

Uniform can be purchased from Marks & Spencer or Stevensons websites:
<https://www.mandsyourschooluniform.com/>
www.stevensons.co.uk/schools/longdean-school-hemel-hempstead/1028

Branded items are **highlighted** below. Other items may be purchased from any supplier (including supermarkets).

<u>Item</u>	<u>Description</u>
Shirt	White buttoned to neck (short or long sleeve)
Skirt	Black pleated, knee-length or below
Trousers	Plain black tailored (not cord, denim, hipster, leggings)
Blazer	Black with embroidered badge
Jumper	Plain black, knitted, V-neck (no cardigans)
Tie	KS3 – dark blue with a single House colour stripe KS4 – dark blue with a double House colour stripe (also available from school shop)
Socks	White, grey or black only
Tights	Black or natural only
Coat	Plain black or blue
Shoes	Polishable black (no high heels, boots, sandals, Uggs, plimsolls, backless shoes or trainers)
Kameez	Plain black
Head scarf	Plain black

Please note, students are required to wear trainers for Drama lessons.

Our PE Uniform can be purchased from Peter Spivey Sports Shop or website:
<https://www.spivey4schools.com/longdean-school>

The shop is open for visits should you wish.

<u>Item</u>	<u>Description</u>
Games T-shirt	Navy blue with embroidered school crest – compulsory for all students.
School PE Leggings	Navy blue, school specific leggings.
Games shorts	Royal blue with elasticated waistband – compulsory for football/rugby games.
School Tracksuit Bottoms	School specific, navy tracksuit bottoms.
PE socks	Royal blue long socks – compulsory for football/rugby lessons, otherwise, white trainer/sports socks for PE lessons.
PE hoody	Navy blue with embroidered school crest (An optional item but worn by 95% of students).
Smock	Navy blue with a water-resistant coating. A more waterproof and durable item mostly used for rugby club.

Please ensure that all clothing is labelled with the student's name.

Appearance and Equipment

Make-up and Jewellery

No make-up is to be worn in school.

The only jewellery permitted is one small earring in each ear and a watch.

No tongue, eyebrow, cheek, nose, lip etc. piercings are permitted.

Additional jewellery will be confiscated and must be collected and signed for by a parent from Reception*.

The school will take no responsibility for lost or damaged items.

No unnatural hair colours, patterns or designs.

Hair ties, ribbons etc. should be black or navy.

For Technology lessons, students with long hair will need to use hair elastic.

***Until Covid-19 regulations are eased, students can collect confiscated items from Student Services at the end of the school day.**

Equipment

Each student needs to bring the following items which are essential:

- A school bag to carry books (a rucksack is a popular choice)
- A pencil case containing blue or black pens, a green pen, HB pencils, coloured pencils, eraser, pencil sharpener, 300mm ruler, a pair of compasses, a protractor and an English Dictionary.

The following are available for purchase from school shop:

- Stationery packs containing all basic equipment of pen, pencils, ruler, rubber, coloured pencils, compass, protractor, set square and glue stick (£3.00)
- Scientific calculator (sufficient to GCSE standard (£8.50)
- English dictionary (£2.00)
- Art equipment in the form of sketch pads and materials (Various Prices)

Prices subject to change, please refer to the school website.

Property and belongings

All items should be clearly marked with the student's name and form. If your child loses anything in school, then this should be reported to his/her Form Tutor as soon as possible. Student Services, which is in Reception, is the place to check to see whether it has been handed in. **Items that are clearly named will be returned to your child.**

Please note that **the School will not be liable** for any loss, damage or theft, however caused, to personal property whilst on, or off the Longdean School site. Please ensure that any personal property is covered by your household or other insurance policy. Valuables (for example mobile phones, music players etc.) are brought into school at the owner's risk. Musical instruments are also the responsibility of the owner and again should be covered by your household, or other insurance policy.

Students are expected to pay for any damage that they may cause to school property, furniture or equipment.

Music-Making at Longdean School

Practical music making is at the heart of what we do in Longdean – we sing, play different instruments and enjoy creating our own soundtracks with music technology, studying music from around the world, music from throughout history and music that we hear all around us. Students can expect to sing and play in every lesson, including continuing playing instruments that they may already have begun learning in KS2.

We are looking forward to welcoming you to Music, (part of the Performing Arts faculty) where there are a number of exciting opportunities for you to be involved in. In preparation for this, some useful information is below:

Ukuleles and Keyboards

These are the instruments we use routinely in our classes for practical music making.

We are encouraging as many pupils to have their own ukulele as possible.

They're inexpensive (£15) compared to many and easy to carry so you can bring your own in to school and take it home to practice and show what you've learnt. Many of you are already experts and have one. For those that don't, this could be an exciting adventure. We operate an Assisted Instrument Purchase Scheme which allows parents to buy a musical instrument at the ex.VAT price, including paying via instalments. Additionally, there are support schemes in place.

Please tick to show an interest on the Operoo APP.

For support with access to a full range of instruments to use at home – see the Longdean Assisted Instrument Purchase Scheme information on Operoo.

PP and FSM students are awarded a 50% subsidy towards these costs

One to One or shared instrumental/vocal Lessons

For those who would like to learn other instruments, we offer students the opportunity to take individual lessons, in association with Hertfordshire County Music Service. Students can have singing lessons or lessons on drum kit, guitar, keyboard, piano, bass, violin, saxophone, clarinet and flute. We offer shared 30 minutes lesson, between two students with the same ability and individual 20 minutes or 30 minutes lessons. In addition, all pupils have the opportunity to work towards graded exams. These cost an additional fee but please be aware there are a number of support schemes available.

For those of you who had 'Project Play' lessons at primary school and would like to continue, there may be special arrangements. Please contact k.cheney@longdean.herts.sch.uk directly.

An application form will be emailed in due course with a payment request inviting you to apply and pay for available music lessons at Longdean School. This will cover 11 lessons during Autumn 2021 term. Further payments will be required half a term in advance and payable on Sims Pay. Alternatively, cash or cheque payments will be accepted at the Finance Office. Lessons take place during the normal school day but are also available during break and lunchtime.

Parents who have difficulty in meeting the charges, i.e. those who are on Income Support or whose children receive Free School Meals, may be eligible for Remission of Fees. Remission of Fees, if eligible, will be provided for shared lessons only. To apply for this facility, you will need to contact Children, Schools and Families on 0300 123 4048. Parents who qualify for 100% Remission of Fees will have to contribute £20.00 per term towards the cost of tuition payable on Sims Pay or cash to the Finance Office. Parents whose circumstances change during the term should get in touch with the Finance Office to discuss ways in which the School may be able to assist.

Please note - Longdean school cannot be held liable for any theft/damage that may occur whilst instruments are on school premises. Please ensure that they are covered on your household insurance policy.

Locker Hire

Lockers

Interest only request will be set up on Operoo in due course, inviting you to express an interest in obtaining a locker for your child. As we have a limited number of lockers available for students to hire, they will be initially allocated by random selection and a waiting list maintained thereafter. You will be notified, if successful, to make your payment once the allocation process has taken place. If your child has a medical need which you feel will require him/her to have a locker, please contact your pastoral manager to discuss and we will do our best to accommodate their needs.

You will be notified by email, if successful and payment request together with terms and conditions will be provided once the allocation process has taken place. Combination padlock will be issued once locker is paid for.

Locker costs:

- One off deposit - £10.00 (£5.00 for pupil premium students)
- Annual rental - £10.00 (£5.00 for pupil premium students)

Should students lose the padlock to their locker they will need to pay £10.00 to purchase the replacement padlock. Deposit will be returned when the student leaves the school (or surrenders the locker), upon returning their issued padlock and leaving the locker in a serviceable condition.

School Policies

Longdean School Policies

For comprehensive details of all of Longdean School Policies, including GDPR, Privacy Notices, and Bullying and Racism, please follow this link: <http://www.longdeanschool.co.uk/index.php/about-us/how-we-do-it/policies.html>

Mobile Phones and Devices

<http://www.longdean.herts.sch.uk/images/MobileDevicesPolicyDec2020.pdf>

Positive behaviour Policy

<http://www.longdean.herts.sch.uk/images/PositiveBehaviourPolicy.pdf>

Curriculum

http://www.longdean.herts.sch.uk/images/Content/Policies/Curriculum_Policy_UNDER_REVIEW_AUTUMN_2019.pdf

E-safeguarding

<http://www.longdean.herts.sch.uk/images/EsafeguardingpolicyDec2020.pdf>

Independent Study and Boost Intervention

Boost Intervention

Students who enter Longdean with KS2 English and Mathematics scores below 100 must attend compulsory Boost Intervention during the academic year. They are invited on a rotational basis for a 6-8 week period, dependent on need. The sessions run from 8.00a.m to 8.25am Monday to Thursday. Should your child require Boost Intervention, the Boost co-ordinator Miss Rudling or the Deputy Headteacher Mrs Embrey will be in touch during the year.

As part of the catch up programme students are provided with a free breakfast from 7.30am on the mornings when they are receiving tutoring.

Independent Study/Homework Policy

Longdean use Show My Homework, an online tool to help you keep track of your child's homework. Show My Homework will allow you to see the details of the tasks your child has been set, and over time will be used to track submission status and grades.

The Show My Homework app is available for Android and Apple devices, available from the Google Play Store or The App Store, and the website available to Windows and Desktop Apple users.

You will be provided with login details to your personal account, ready-linked to your child's homework calendar when they start in September. Parents with students already in the school will find their child is automatically added to their existing parental account in September.

The website <https://longdean.showmyhomework.co.uk/> can be used to view all the homework set – to see the homework set specifically for your child, click the 'Login' button at the top right if you aren't using the app. This will give you a deeper insight into the homework your child receives, and will support their organisation, time management and workload.

Students will be able to log into the app or the website using their school Office 365 details, which are their school e-mail, such as 11raymuskett@longdean.herts.sch.uk and their usual school password. They should select the **Orange Office 365** button on the app or the website.

Show my homework offer 24/7 access, automated notifications of homework due, and support via help@showmyhomework.co.uk or 0207 197 9550.

Students who do not have access to a smart phone or the internet on a device outside school have access to the school computers before school, during break and lunch, and after school in the homework club. Homework can be noted or printed out should students require a paper based list.

Teaching and Learning

Teaching and Learning Feedback

It is essential that pupils work as hard as their teachers and for this to happen, teachers will ensure that their pupils know the answers to these two questions:

- What am I doing well in this subject?
- What do I need to do to improve my work in this subject?

These are questions that you can ask your child at home.

For every subject there will be in-depth marking of a key piece of work (e.g. an assessment) every half term. In between these key pieces of work, pupils will get other feedback, which could take a variety of forms, such as verbal feedback in a lesson.

Some key pieces of work will be marked using the SIR format: Strength (highlighting something done well); Improvement (something to work on/ a task to carry out); Response (a chance for the pupil to engage with their feedback and build on their teachers' advice by improving an element of their work).

In September every year:

- Pupils will be issued with two green pens so that they can respond to their teachers' feedback, for example by improving an attempted answer. This will be part of a pupil's set equipment that they need to bring with them every day. If these run out or are mislaid, new ones will be able to be purchased from the school shop.
- Pupils will receive an assembly explaining the school system for feedback.
- Parents will receive a letter explaining the school system for feedback in full. Please look out for this in the Autumn term.

Progress and Achievement

- Parents will have the opportunity to meet with Form Tutors and subject teachers during the school year.
- We will also be keeping you informed about your child's progress via termly reports, assessments, and academic mentoring meetings. Reports and assessments are accessed through Go4Schools.

Tutor Groups & The House System

Tutor groups

Each year group is organised into groups of 30 students to form tutor groups; the tutor group will represent one of the four Houses. The tutor group meet for the first 20 minutes of each day, with regular year group assemblies, intra-house challenges. We will also address pastoral issues that are relevant to that year group, through various activities.

We feel that this system supports student relationships within Year groups and it develops a strong whole-school ethos.

We believe that form time can be purposeful and productive, in allowing all the students to have a calm and focused start to each day. New Year 7 students are made to feel welcome by their new form tutors. Each form has a group of Transition Buddies who have been selected to support the Year 7 students.

The House System

All children and staff are placed into one of four Houses: Da Vinci, Franklin, Gates and Pascal. Since September 2017 each new student in Year 7 has been wearing a House tie.

There are a number of House events and competitions throughout the year, ranging from Speed Chess and Longdean Bake-off through to House Cricket and Public Speaking. We believe that a strong House system supports students in challenging themselves, supporting others and helping to create a school and House identity. It also develops co-operation and team working, which we see as crucial skills for future success.

We want students to have fond memories of their school life. We believe the House system and our vision statement— 'I am proud of who I am and what I have achieved today', in addition to the unique Longdean Lion, will provide an excellent foundation for that experience. We encourage each student to participate in as many House events and competitions as they can throughout the school year.

Curriculum

Curriculum at Longdean School

At Longdean School, we want each student to be able to achieve his/her potential. In order to facilitate this, the students follow a curriculum which equips them with the knowledge, skills and qualities that they need to achieve their goals.

When students join Longdean in Year 7, we already have feedback from their primary school, including their academic achievements and information regarding their friendship groups. Very soon after they start, students sit CATs (Cognitive Assessment Tests) and baseline tests in some subjects.

Most of the students are taught in mixed-ability classes, following a broad curriculum of English, Mathematics, Science, Computing, French or Spanish, Geography, History, PE, Technology, RE, PSHE, Food, Art, Drama, Music and Learning Skills. Ability sets are introduced in Mathematics quite early on and sets will also be introduced in French and Spanish during the year.

We will be running STEM and Performing Arts streams for students. The STEM stream is for students with a real interest and aptitude for STEM (Science, Technology, Mathematics and Engineering). This class will follow the same broad curriculum but will have more time in Computing and Science. The Performing Arts stream is for students with an aptitude and interest in Dance, Drama and Music. Parents will be invited to apply for their child to be in one of these classes, and there will be a selection process.

During Year 7, all students have 18 hours of Resilience Programme Lessons. This project originated in the United States and it aims to develop students' self-knowledge and coping skills so that they develop into happy and successful young people. All Longdean students in Years 7-11 have followed this programme – in fact, Longdean has been at the cutting edge in its development in the UK.

More streaming based on ability is introduced as the students move into year 8. All students will complete Key Stage 3 at the end of Year 8 and start Key Stage 4 in Year 9. Students will choose options in Year 8 for Years 9, 10 and 11, completing one of these each year. Some of these options will be taught in mixed-year classes. More details about this are given to parents and students during year 8.

Responsible ICT Use Agreement

Rules for Responsible ICT Use

This Responsible ICT Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not. ICT and the related technologies such as the internet and email are an important part of learning in our school.

Irresponsible use may result in the loss of Internet access.

Network access must be made via the user's authorised account and password, which must not be given to any other person.

Use of School's ICT system including Internet, email, digital video etc. use must be appropriate to the student's education or to staff professional activity.

Copyright and intellectual property rights must be respected.

Email should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.

Users are responsible for email they send and for contacts made and will not send material that could be considered offensive or illegal.

Anonymous use is not permitted.

The school ICT systems may not be used for private purposes, unless the Headteacher has given permission for that use.

Use for personal financial gain, gambling, political purposes or advertising is not permitted.

ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

These rules are designed to keep people safe and, if they are not followed, school sanctions will be applied and parents/carers may be contacted, which may lead to suspension from the system or exclusion from the school.

The ICT facilities are owned by the school. The school exercises its right to monitor the use of the school's computer systems, including access to web-sites, the interception of email/electronic communication and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful content.

Please log in to your Sims Parent Software /App and provide your parental agreement to responsible ICT use within Data Collection Tab.

Biometric Permission

Biometric permission and use

Biometric authentication is the automatic recognition of a living being using suitable characteristics. Please be reassured that the fingerprint images taken by Longdean School cannot be used by any other source for identification purposes. The system uses an image of the finger to create a mathematical algorithm and then discards the finger image. Only the numbers remain and these cannot be reinterpreted back into a finger image.

Biometric readers are used at school on both revaluation machines, on every canteen till and on every printer.

In order for student to access biometric access to the cashless catering system and printing facilities, parents need to log in to the Sims Parent Website or the App and provide parental authorisation within Data Collection tab or complete an Operoo form upon request.

When a student leaves school all biometric data will be deleted.

Home School Agreement

Home-School Agreement

To ensure that our students get the most from their education it is essential that we all work together. Our Home-School Agreement encourages everyone involved to contribute to making a child's education a happy and successful one by setting out the roles and responsibilities of everyone in the partnership.

Please see below our Home-School Agreement and provide your agreement by ticking appropriate consent within the Sims Parent Software /App Data Collection Tab.

AS A SCHOOL LONGDEAN WILL UNDERTAKE TO: -

Safeguard all students so that they feel safe at all times.
Provide access to a broad and balanced curriculum for all students within an environment where our students are made to feel valued.
Encourage each student to reach his/her academic and creative potential by taking an active part in school life both in and out of the classroom.
Set and mark homework and projects. Formally assess a piece of work per term using the SIR model.
Keep parents/guardians informed about the school and their child's work, progress, behaviour and attendance by providing regular information.
We will do this through on-line reporting, the fortnightly Longdean Link, Parents' Evenings, Academic Mentoring, School reports, ad hoc letters home and other meetings.
Provide appropriate care, guidance and support for all students through the academic and pastoral system.
Deal effectively with parental/guardian concerns and complaints, aiming to acknowledge receipt of communications within one working day.
Provide a programme of extra-curricular activities and encourage all our students to be involved.
Ensure that the school follows its policies consistently and fairly e.g. School Uniform Policy.
Ensure students are well trained in responsible and safe use of technology including Social Media in light of the school E-Safety Policy.
Provide before school interventions for targeted students.

Signed: Headteacher



Date: September 2021

AS A STUDENT AT LONGDEAN SCHOOL I HAVE READ THE EXPECTATIONS SET OUT BELOW.

I WILL UNDERTAKE TO-

Travel to and from school safely and maturely, remembering I am a representative of Longdean school.
Inform my Form Tutor or Head of Year about any concerns or worries that I might have.
Attend school and lessons regularly and punctually aiming to achieve 100% attendance.
Always wear the correct school uniform and be properly equipped for school, all my lessons and examinations.
Work to the best of my ability.
Record my homework and complete it on time.
Follow the school's Code of Conduct and Positive Behaviour rules both inside and to and from school and the Mobile Devices Policy.
Follow the school e-safety policy to support the safety of all children and adults in the school and promote responsible use of all technology including Social Media.
Show respect and care for the school population, environment and neighbourhood at all times.
Understand my role as an ambassador for the school within the local community and consider the appropriate behaviour when travelling to and from school.
Treat all members of the school community with courtesy and respect.
Take a full and active part in the wider school curriculum and opportunities.
Use technology and social media in a safe and responsible way in light of the schools E-Safety Policy.
Begin school at 8.00am if required, for any academic or pastoral intervention.

AS A PARENT/GUARDIAN AT LONGDEAN SCHOOL I HAVE READ THE EXPECTATIONS BELOW.

I WILL UNDERTAKE TO: -

Register with the Sims app to support levels of communication.
Ensure that the school has the correct up to date contact details at all times, including mobile number and e-mail address.
Keep the school informed of any problems or change of circumstances which may affect my child's progress or behaviour.
Encourage my child to take part in the wider life of the school.
Ensure my child attends school regularly and punctually and does not take holidays or make medical appointments during school hours.
Inform the school, on the first day if my child is absent.
Make sure my child wears the correct school uniform and is properly equipped for lessons and examinations.
Support the school Behaviour for Learning policy which includes same day sanctions of up to 45 minutes and the Mobile Devices Policy.
Support the school by taking an active interest in my child's work, progress and behaviour and in particular discuss the termly report with my child.
Support the school e-safety policy and in particular work with my child on understanding the learning benefits and risks related to ICT.
Use technology and social media in a safe and responsible way and never to address issues relating to complaints.
Encourage and support my child with homework.
Attend my child's Parents' Evening (5.00-7.30pm) and other meetings arranged by the school.
Ensure that I make appointments as directed by the school for the Parents' Evening.
Treat all members of the school community with courtesy and respect.
Ensure my child arrives to school for 8.00am, if required, for intervention.
Ensure my child always behaves as an ambassador of the school.

SIMS Parental Software

The SIMS Parent Website /App allows the school to easily communicate with parents. A clear dashboard gives parents an overview of their child's school life and allows the school to collect the most up-to date data about students and their parents. Using this website /app, parents can provide additional information on crucial details such as medical information or dietary requirements and to provide all parental consents.

With SIMS In-Touch the school can notify parents straight away if their child hasn't arrived to school and parents can quickly reply free-of-charge with the reason for their child's absence. The new app allows parents to be up to date with all relevant news and events.

SIMS Pay allows the school to collect payments from parents simply, securely and cost-effectively, whether it is for a school trip, an in-house event, uniform, sports club or shop purchase. Sims Pay is fully integrated with our cashless catering system allowing parents to top up their child's lunch accounts and view their purchase history with a click of a button.

You can access all these systems from a smartphone, tablet or PC – anytime, anywhere. If you do not have access to a smartphone, tablet or computer with internet access, please drop by the school and leave a message for Mrs Courtney so we can explore alternative ways of staying in touch and making payments.

If you have more than one child at school, you'll have access to information for all your children from the same website /app.

Getting started with the SIMS Parent and Sims Pay

In due course we will send an activation email to priority 1 parent, simply click on the link from your tablet, PC or smartphone to activate your account. If you have not received your email by the end of June, please check your SPAM/JUNK folder before contacting the school, otherwise email your name and your child's name to finance@longdean.herts.sch.uk with subject "Sims Pay Registration – Y7 Starter". Please note that your child's date of birth should be entered in the format DD/MM/YYYY.

Your activation email is unique to you and should not be used by anyone else. If you require an additional login then please email the finance office. Your activation email will expire after 28 days if it is not used.

The invitation email will allow you to register with Sims Pay software. After that you can either go to www.sims-parent.co.uk or download Sims Parent App and Sign In with exactly same credentials you have used for Sims Pay.

Getting started with SIMS In-Touch App

You do not need to register specifically for this service, as it will automatically work as a part of SIMS Software, however as soon as your Sims Parent Website /App is up and running, please ensure your email and mobile number are correct, as they will be used by the SIMS In-Touch app.

Medical Information

Trips and Visits

Medical Information

Students at Longdean School with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.

Longdean Governing Body will ensure that arrangements are in place to support students at school with medical conditions and that parents and health care professional are consulted to ensure that the needs of students are properly understood and effectively supported.

Please ensure that as soon as you are logged in to your Sims Parent Website /App, you record all required medical information under Data Collection tab within the Medical Details section.

If required, appointment can be arranged for you to talk to our school nurse to discuss your child's requirements further and to complete any required documentation, for example consent to store and issue medication to student during school hours.

Trips and Visits

Longdean recognises the need to provide a rich and inspiring learning environment so that students can maximise their learning potential. The trips and visits policy and procedures are designed to balance learning within and beyond the classroom with safeguarding duties of care. As such we recognise the value of trips and visits and the way they can engage a student in any given subject or enhance their understanding of the world around them. It is important to us that our educational offer within and outside the formal curriculum allows students to experience and learn from such visits. Any day or overnight trips will be advertised in advance and parental consent will be requested for each individual trip.

Additionally, from time to time your daughter/son will be given the opportunity to participate in local excursions for routine sporting fixtures, environmental studies, library and shop visits, etc.

You are asked to give your permission by logging in to your Sims Parent Website /App and ticking School Visit consent within the Data Collection Tab.

DECLARATION: I understand that my child may leave the school premises for local visits as outlined in the school prospectus and hereby give my consent for my child to participate in such visits. I also understand that my child may leave the school premises at other times when I will be informed separately by letter and when further consent will be required from me. I agree that my child can participate in the visits, can be transported in the private vehicles of staff/volunteers supervising the visit and can received medical treatment as necessary. I undertake to inform the school as soon as possible of any change in medical circumstances or ability my child to participate in the activities.