

## Summary of Key Contact Information

Bolton School Girls' Division, Chorley New Road, Bolton BL1 4PB  
Telephone Number: 01204 840201; Website: [www.boltonschool.org](http://www.boltonschool.org)

**Absence (Illness):** phone **01204 434701** before 9.00am if the School is in session on site or email the following address and put your daughter's name and year group in the subject line: **GDabsence@boltonschool.org**. If

Absence for medical/dental appointment: **Email the Head of School in advance of the appointment:** Ms Noot, **[snoot@boltonschool.org](mailto:snoot@boltonschool.org)**; Ms Teichman, **[mteichman@boltonschool.org](mailto:mteichman@boltonschool.org)**; or Sixth Form: Miss Gunshon, **[sgunshon@boltonschool.org](mailto:sgunshon@boltonschool.org)**

**Absence for any other reason, including music/ dance exams or time off for personal reasons (such as attendance at a funeral):** write to the Head of Girls' Division via her PA, Miss Hannah Caulfield at **[hcaulfield@boltonschool.org](mailto:hcaulfield@boltonschool.org)**

**Child Protection (Safeguarding) issues:** contact Mrs Green, Designated Senior Lead for Safeguarding, on **[agreen@boltonschool.org](mailto:agreen@boltonschool.org)**. With regard to **Allegations of Abuse against a member of staff**, contact the Head of Girls' Division directly.

**Work- or Welfare-related concerns regarding your daughter:**

Lower School (Years 7, 8 & 9): Ms Noot, **[snoot@boltonschool.org](mailto:snoot@boltonschool.org)**;

Upper School (Years 10 & 11): Ms Teichman, **[mteichman@boltonschool.org](mailto:mteichman@boltonschool.org)** ;

Sixth Form: Miss Gunshon, **[sgunshon@boltonschool.org](mailto:sgunshon@boltonschool.org)**

*Please note that we ask that you do **not** contact your daughter via text, 'phone or email during the school day; if you need to get a message to her, please contact the main school reception on 01204 840201.*

**Medical Room:** 01204 434736

**Transport Office:** 01204 434711

**Transport emergency number:** 07824 645830

**Change of address, telephone or email address:** **[GDInfo@boltonschool.org.uk](mailto:GDInfo@boltonschool.org.uk)**

**Contact the Clerk and Treasurer, e.g. re Complaints/ Financial Issues:** Mrs Cathy Fox on **[clfox@boltonschool.org.uk](mailto:clfox@boltonschool.org.uk)**

**Issues with Parent Portal:** email **[ParentPortal@boltonschool.org](mailto:ParentPortal@boltonschool.org)**

**Issues with ParentPay:** contact Mrs Ogle in the Finance Department by telephoning 01204 840201 or by email on **[sogle@boltonschool.org](mailto:sogle@boltonschool.org)**

## **BOLTON SCHOOL GIRLS' DIVISION**

### **SENIOR SCHOOL INFORMATION, 2022/23**

#### **The Aims of the Bolton School Foundation are:**

**Bolton School seeks to realise the potential of each pupil. We challenge, encourage initiative, promote teamwork and develop leadership capabilities. It is our aim that students leave the school as self-confident young people equipped with the knowledge, skills and attributes that will allow them to lead a happy and fulfilled life and to make a difference for good in the wider community.**

#### **We do this through offering:**

- **A rich and stimulating educational experience which encompasses academic, extracurricular and social activities;**
- **A supportive and industrious learning environment for pupils selected on academic potential, irrespective of means and background.**

The Bolton School Foundation consists of the Girls' Division (Hesketh House for Junior Girls, Beech House co-educational Infants' School and the Senior Girls' School) and the Boys' Division (Park Road for Junior Boys and the Senior Boys' School). Bolton School Nursery is also run as part of the Girls' Division. The commercial arm of the Foundation is Bolton School Services Limited which organises events and lettings as well as running the Kidzone Out-of-Hours Childcare Centre.

The Senior Officers in charge of the Foundation are: Mr Philip Britton (Foundation Head), Mrs Lynne Kyle (Head of the Girls' Division), Mr Nic Ford (Head of the Boys' Division), Mrs Sue Faulkner (Head of the Primary Division) and Mrs Cathy Fox (Clerk and Treasurer).

The Foundation has a single Governing Body under the chairmanship of Mr Ian Riley. (See 'Correspondence' for contact details.) The Governor with particular responsibility for the Girls' Division is Mrs Amanda Valentine. The names of the full Governing Body are listed on the school's website, [www.boltonschool.org.uk](http://www.boltonschool.org.uk)

## ABSENCE

### *Absence in the Case of Illness*

If your daughter is not well enough to come to school in the morning (including days when she is due to go out on a school trip) please telephone the Absence Line (tel: 01204 434701) before 9.00am and leave a message, explaining the reason for your daughter's absence. Alternatively, email **GDabsence@boltonschool.org**. Please put your daughter's name and year group in the subject line.

In the interests of your daughter's safety we ask that you 'phone or email **each morning** your daughter is off School, unless you have indicated that she will be off until a specific date. Unexplained absences will always be followed up on a daily basis. If your daughter is likely to be absent for more than a few days, please also contact the Head of School and inform them of the nature of the illness and, where possible, the predicted date of return.

When your daughter is well enough to return, please email the GD absence email address to confirm that she is now free of symptoms and give the precise reason why she was off School in order for us to authorise her absence.

### *Absence for a medical or dental appointment*

If your daughter has a medical or dental appointment, please email the Head of School in advance of the appointment: Ms Noot, **snoot@boltonschool.org** (Years 7-9); Ms Teichman, **mteichman@boltonschool.org** (Years 10 and 11); or Sixth Form: Miss Gunshon, **sgunshon@boltonschool.org**.

### *Absence for religious reasons*

Any request for absence for religious reasons should be made in advance in writing to the **Head of Girls' Division**. The letter may be given to the Form Tutor to be passed on but **should be addressed directly to the Head, care of her PA, Miss Hannah Caulfield**. Alternatively, an email may be sent to the Head via Miss Caulfield on **hcaulfield@boltonschool.org**. Following the DfE's attendance guidance, absence will be authorised for religious reasons on those days which are exclusively set apart for religious observance by the religious body to which the pupil's parents belong. The code 'R' will be used on the attendance register as long as the Head of Girls' Division is satisfied that the absence is for the purpose of religious observance. In cases of doubt, the Head will seek advice at a national level from the parents' religious body about whether this is the case. Please note that this authorisation does not include religious family ceremonies, which are dealt with below, and normally excludes travel to or from a site or ceremony of religious significance.

*Absence for any other reason e.g. for special events including time off for funerals/weddings/family religious celebrations (e.g. christenings) or for ballet and music exams/driving tests outside of school*

Requests for such absence should be made to the **Head of Girls' Division** (well in advance of the date concerned), with the envelope marked 'Request for leave of absence'. The letter may be given to the Form Tutor to be passed on but **should be addressed directly to the Head care of her PA, Miss Hannah Caulfield**. Alternatively, an email may be sent to the Head via Miss Caulfield on [hcaulfield@boltonschool.org](mailto:hcaulfield@boltonschool.org). Please note, that the Head of Girls' Division reserves the right not to grant permission as your daughter is required to be in full time education when the School is in session. This is a requirement set out in the Terms and Conditions. **Please note, that it is particularly important that you do not book any holidays during term time before you have sought and obtained permission from the Head of Girls' Division to take your daughter out of school, in case the Head refuses to allow the absence.**

The School monitors attendance levels and, where it is felt that a girl's education is suffering or likely to suffer due to her absence from School, the Head will work with outside agencies as necessary to address any low levels of attendance. In addition, under the Terms and Conditions, all parents agree to ensure that their child attends punctually each School day. If these Terms are breached, the School will respond as necessary.

## **ALLERGIES**

Parents of children with a diagnosed allergy should send in a letter to the Head of Girls' Division confirming the diagnosis as well as information about the recommended treatment. If a girl has been prescribed an automatic injection device, such as an EpiPen, she should bring in one device to be held securely in School for emergencies and should keep one on her at all times. If she goes on a school trip, the school device will be sent with her and the trip organiser will check she has her own device with her. Failure to comply with this will mean that the girl cannot take part in the trip.

The Catering Manager may be contacted to discuss all food allergies and intolerances. Provision is made at a separate counter in the Dining Hall for girls with known allergies.

## **CAREERS**

We have a full and comprehensive Careers Education and Guidance programme as outlined in the Curriculum Policy, which can be found on the school's website. The Director of Careers is Miss Lisa Jones. Throughout their time in School, girls will be encouraged to consider a diverse range of careers and to challenge any stereotypical notion that certain careers are only for certain

individuals. They will be helped at appropriate moments to make choices which will allow them to fulfil their ultimate ambitions, including in Years 7, 8 and 9 (when they choose options) and in Year 11 (when they decide upon their Sixth Form pathway). Year 12 students have several Careers Sessions, including a variety of external speakers, throughout their Lower Sixth year which enable them to decide which higher education, apprenticeship or career pathway is best suited to them. At the end of Year 12, students receive help and guidance in finalising their Personal Statements, allowing them to make their UCAS applications (if appropriate) as early as possible.

In recent years, the Careers Department, working with the Development Office, has celebrated International Women's Day, with a variety of careers-based activities presented by alumnae from a range of occupational areas. These have proven to be highly successful events with students from across all year groups developing their knowledge of the diverse and exciting careers that are available.

In addition, every other year, all girls in Years 9 and above are invited to the Careers and Higher Education Convention, which sees employers and higher education institutions take over both Great Halls with stands explaining the different options available to the girls after School. There are also a number of seminars on a range of topics such as applying for Medicine/Oxbridge, student Finance and Apprenticeships.

## **CATERING**

The School offers its own Catering service. Girls have a choice of lunch items, the menus for which are posted on the website each week. Vegetarian and Halal dishes are served each day. In addition, girls can purchase a break-time snack and Sixth Formers have additional provision in the Riley Centre. Parents of children with a diagnosed food allergy should send in a letter to the Head of Girls' Division confirming the diagnosis. Girls will be given information about the arrangements which will be made for them at lunchtimes, for example that they should go to the Allergy Counter if they are eating in the Dining Room.

## **CHARITABLE STATUS**

Bolton School is an independent day school constituted as a charitable company registered under charity number 1110703, and as a company limited by guarantee under company number 05458883. The objects of the charity are the provision and conduct in or near Bolton of a day School and Nursery for boys and girls.

## **CHILD PROTECTION & SAFEGUARDING**

Bolton School aims to provide a safe and caring environment for its pupils. Bolton Children's Services Department recognises that, because of day-to-day

contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to thrive.

Parents should be aware that, where it appears to a member of school staff that there is a safeguarding issue involving one of the girls, the school is required, as part of the local Child Protection Procedures, to report its concern immediately to the Social Care Department for the area where the child lives and/or for Bolton (as the area in which the school is sited). To avoid any misunderstandings, parents of children who sustain accidental injuries which result in cuts/bruises should inform school on the next working day.

If there are any concerns related to Child Protection issues, please contact Mrs Green on [agreen@boltonschool.org](mailto:agreen@boltonschool.org), who is the Designated Senior Lead for Safeguarding, or Mrs Catherine Winder on [cwinder@boltonschool.org](mailto:cwinder@boltonschool.org), who is the Deputy Designated Senior Lead. If the issue concerns an Allegation of Abuse against a member of staff, this should be reported immediately to the Head of Girls' Division or, if the Allegation is against her, to the Chairman of Governors.

It should also be noted that, where a child is looked after by someone other than a relative for more than 28 days in any school year, Bolton Children's Services Department should be informed.

The Foundation's Safeguarding and Child Protection policy and the Allegations of Abuse policy are available for inspection on the website.

### **COMMUNICATION DURING THE SCHOOL DAY**

If there is a significant event involving your daughter during the school day, a member of the school staff will get in touch with you. We instruct girls not to text, 'phone or email family members or friends during the school day, as this may lead them to communicate something of only transitory concern, which may cause their family to fret unnecessarily: it is better that matters are dealt with by school staff on the scene at the time. In particular, it is **never acceptable** for a girl to ask a family member/ guardian/ friend to come and collect her from school during the school day without the authorisation of a senior member of the teaching staff or the Medical Room.

Please do not telephone with a message for your daughter unless there is **an emergency**. If you normally collect your daughter by car and send a message via the School office to say that you are delayed, your daughter will be able to go to the Library to wait until you have arrived. If you have not arrived by 5.30pm, which is when the Library closes, she would then go to the Riley Centre Reception to wait for you.

## CONCERNS AND THE ROLE OF THE HEAD OF SCHOOL

If you have a concern about your daughter, whether it relates to her work or her welfare, please contact the appropriate Head of School in the first instance:

- Ms Noot, Head of Lower School (Years 7, 8 & 9) ([snoot@boltonschool.org](mailto:snoot@boltonschool.org));
- Ms Teichman, Head of Upper School (Years 10 & 11) ([mteichman@boltonschool.org](mailto:mteichman@boltonschool.org));
- Miss Gunshon, Head of Sixth Form ([sgunshon@boltonschool.org](mailto:sgunshon@boltonschool.org)).

Please do not email individual teachers about concerns which you may have about your daughter's progress in any subject: all teachers are instructed to pass such emails on to the Head of School to reply.

We are committed to taking concerns seriously and to dealing with them fairly, openly and honestly so that we are able to come to a quick resolution through informal means. All staff work very hard to ensure that each child is happy at school and is making good progress: we always want to know if there is a problem, so that we can take action before the problem seriously affects the child's education.

The School has a Complaints Policy, which includes advice about what to do if any girl or any parent is unhappy with the way members of staff have dealt with an initial concern. A copy of the Complaints Policy can be found on the website and/or can be obtained from Debra Hardman, P.A. to the Clerk and Treasurer ([dhardman@boltonschool.org](mailto:dhardman@boltonschool.org)). The Complaints Policy includes information about the number of complaints which have reached Stage 3 (the Panel Hearing) in any given year.

## CONSULTATION EVENINGS

You and your daughter will be invited to attend the annual Consultation Evening for your daughter's year group. This will give you the opportunity to talk to teaching staff about her progress. Bookings are made via an online system and your daughter will receive information about this prior to each Consultation Evening, along with a copy of the instructions sent out to you via the Head's email. Consultation Evenings may be held in person in School or may be offered virtually, depending on the year group involved and the circumstances in place on any given occasion.

Please note, that each teacher is able to see each girl and her parents for a limited time only. If parents are divorced or separated and prefer not to be together with their daughter, we ask them to decide who will attend this event with their daughter. Arrangements can be made for the other parent to contact the appropriate Head of School or Form Tutor, by appointment, during the school day.

## **CONTACTING A MEMBER OF STAFF**

If you need to contact a member of staff at School, this should always be done through the Head of School (Ms Noot, Years 7-9, Ms Teichman, Years 10 and 11, and Miss Gunshon, Sixth Form). Contact details can be found above. Each of these colleagues is a member of the Senior Leadership Team and so you can be sure that, by addressing your concern or information to her, a senior person in School is aware of your situation and has the authority to put things in place to support your daughter should this be necessary.

Please note that all concerns which you raise with us are covered by the Foundation's Complaints Policy, which you can find on the website; alternatively, you can request a hard copy from the School at any time (see 'Concerns', above).

## **CONTACT DETAILS (SCHOOL)**

Bolton School Girls' Division

Chorley New Road

Bolton

BL1 4PB

Telephone Number: 01204 840201

email: [seniorgirls@boltonschool.org](mailto:seniorgirls@boltonschool.org)

Website: [www.boltonschool.org](http://www.boltonschool.org)

## **CONTACT DETAILS (YOUR INFORMATION)**

Please let us know of any significant changes to important information, such as contact details, which we hold about you. Any change to your address, telephone or email address can be sent to **[GDInfo@boltonschool.org](mailto:GDInfo@boltonschool.org)**.

The Head's weekly email will be sent to the email address(es) which the School has been given for contacting you. If your details are not up to date, you will miss out on key information for your daughter.

It is particularly important to give us accurate information about emergency contact numbers for the daytime and to notify us immediately of any new arrangements. Under the Terms and Conditions, 'when both parents will be absent from a pupil's home overnight or for a 24-hour period or longer, the Head of Girls' Division must be told in writing the name, address and telephone number of the adult who will have the care of the pupil. Therefore, if you are going away and leaving your daughter in the care of family or friends, please advise us of emergency contact arrangements.

You should also make sure that your daughter knows the contact names and telephone numbers.

## CORRESPONDENCE WITH THE CHAIRMAN OF GOVERNORS

You can contact the Chairman of Governors via the Clerk and Treasurer's office, Bolton School, Chorley New Road, Bolton, BL1 4PA. The telephone number is 01204 840201.

## EARRINGS, JEWELLERY & TATTOOS

We are advised that body piercing poses risks to personal health and safety. If your daughter has pierced ears she must be able to remove her earrings from the first day of term for all school sporting activities. Only one plain stud in each ear lobe is allowed in school. No other body piercing is acceptable. No visible tattoos are allowed. Other jewellery is not allowed.

## EMAILS

Parents emailing the school out of hours and in the holidays are respectfully reminded that their message may not be opened by the recipient until sometime after the school resumes the next day or at the start of the next (half) term.

For pastoral and academic concerns, parents should email the Head of School, rather than individual members of the teaching staff. Please note, however, that, as a member of the teaching staff, the Head of School may not be able to access her emails until she has an extended break in her teaching schedule.

Each pupil will be given her own School email address. This address remains the property of the School. All emails are subject to monitoring. Pupils are not allowed to contact members of the teaching staff by email **unless they have been given specific, individual permission** to do so by that member of the teaching staff (e.g. in order to hand in a particular piece of work by email).

For safeguarding reasons, pupils should only use their **School** email address to contact staff rather than use other email addresses which they might have for personal purposes. (Similarly, staff members or contractors (including music teachers) are instructed only to use a **School** email address to contact you/ your daughter should they need to do so.)

Parents will be sent the Head's email to the email address which the School has been given for contacting you. This email is sent out each week on a Tuesday after lunchtime and includes all essential information about your daughter's life at School.

## EMERGENCY PROCEDURES

Information on procedures in the event of bad weather or an unforeseen emergency will be sent to you during the Autumn term. In the event that the buses cannot run and/or School is closed for snow, we will post alerts on the

website and School will send the information by *Twitter*. Please ensure that your daughter has your emergency contact number on her person at all times.

## **EQUALITY OF ACCESS**

The Girls' Division is committed to providing equality of opportunity and improving access for pupils with special educational needs or disabilities who study at the school. If your daughter has a diagnosed special educational need, disability or medical condition, we will do all that is reasonable to accommodate her needs. Assessment of her study needs will be carried out and her teachers will be consulted about putting reasonable adjustments into place to enable her to study effectively and to participate in school life.

If your daughter develops a medical condition, health problem or allergy which requires adjustment for her in School, this should be disclosed to the Head of Girls' Division or Head of School as soon as possible so that the necessary arrangements can be made to provide for her welfare, health and safety.

If your daughter has an accident out of School, please let the Head of School know as soon as possible so that provision may be made for her. Any girl arriving in school on crutches or in a cast/brace, etc, should attend the Medical Room as soon as she arrives on School premises, in order that a Personal Emergency Evacuation Plan (PEEP) can be devised with her, and so that she can be issued with a lift key (if appropriate).

If you are to visit School for an event and need to use the lifts, you should contact the Head's PA, Miss Hannah Caulfield ([hcaulfield@boltonschool.org](mailto:hcaulfield@boltonschool.org)), who will arrange for a parking space to be reserved near the door and for a Prefect or member of staff to meet you when you arrive in Reception. There is a lift to the first floor in the Riley Centre, from which the 'B' corridor can be accessed. There is also a separate lift, operated using a key which can be issued on request, which reaches every floor in the building.

## **EXAMINATIONS**

Internal school examinations are held annually during the Summer term of Years 7-10. If your daughter is absent for a school examination, the staff will decide if/when she should take the examination. As it is difficult to supervise examinations outside the set period, papers may be given to your daughter to be done at home or during any free time in school. In both instances the mark will not be officially recorded. Staff may feel it is better for your daughter to be in the lesson when the papers are discussed in detail rather than to miss the lesson to do the paper.

Mock examinations are currently held at the start of the Spring term for Years 11, 12 and 13.

Any child caught cheating in an internal examination will be subject to strict sanctions. Any child caught cheating in an external examination will be subject to reporting/ investigation in line with JCQ procedures, following which sanctions may be imposed by JCQ and/or the examination boards.

## FORM TUTORS and YEAR TUTORS

**Form Tutors** oversee the pastoral care of the girls in their forms and will monitor their individual development and progress. The Form Tutor team in each year group is led by a **Year Tutor**. For 2022/23, the Year Tutors are:

Year 7:	Mrs James
Year 8:	Mr McBride
Year 9:	Miss Walters
Year 10:	Miss Langley
Year 11:	Mrs Naughton
Year 12:	Mrs Delves
Year 13:	Mr Winrow

## HEALTH AND SAFETY

The School attaches great importance to matters of Health and Safety. Every care must be taken for personal safety and the safety of others. Detailed instructions of how these affect routine school life are given to the girls in the School Regulations.

We expect girls to wear black, flat shoes. All girls are required to tie long hair back when eating in the dining room and during practical lessons, and girls in Years 7 to 9 are asked to tie their hair back at all times. Please ensure that your daughter has a plain elastic band or hair band to tie back her hair.

Bags should not be so large that they cause a hazard on corridors and in classrooms.

Given the risk to girls with allergies, the School operates a no-nut environment as far as is practically possible. Please do not allow your daughter to bring items containing nuts into School.

## HOLIDAYS AND SCHOOL DATES

Please note, that school dates are published well in advance and parents are strongly requested not to take additional holidays. If circumstances necessitate such a request, please write to the Head of Girls' Division **well in advance** so that the situation can be discussed. Alternatively, an email may be sent to her via Miss Caulfield on **hcaulfield@boltonschool.org**. Please do not ask your

daughter's teachers to set work for her to do during any such absences. Please note, the School has the right to deny a request for holiday absence if it is felt that your daughter's work will suffer; under the Terms and Conditions, parents have an obligation to ensure that their daughter will attend each School day.

## **HOMEWORK AND THE PUPIL PLANNER**

Your daughter will be provided with a homework timetable, which we ask you to sign to confirm that you are aware of it, and a Personal Planner. Staff may use the planner to send a message to you via your daughter. **Please check your daughter's planner on a regular basis and sign it at the end of each week.** You may also be asked to sign if your daughter is experiencing difficulty in a particular area. (Please note that, if a pupil loses her planner, she must bring in £5 to her Head of School, who will order a replacement.)

As teachers, we believe that homework can be an essential part of the learning process and we expect girls to do their work thoroughly and promptly, so please bear this in mind if you are planning family events during the week. Girls are allowed to do homework at lunchtime but we encourage them to take part in some of the many clubs available during the lunch hour.

### *Year 7 and Pupils new to the School*

Work may initially take longer than the set time until your daughter establishes a routine, but we hope that she will still be able to continue out-of-school activities. Please alert your daughter's Form Tutor (via the planner) or the Head of School (via a telephone call/email) if your daughter is having significant difficulty in completing her work on time.

## **ICT: COMPUTER EQUIPMENT AND THE ACCEPTABLE USE POLICY**

Your daughter will have many opportunities to make use of computers, including her iPad, both in subject lessons and in her free time. She will also be able to access school ICT facilities from home.

Your daughter will be issued with an iPad or other form of mobile device during her time at Bolton School. This device remains the property of the School at all times. In particular, it is important for your daughter to understand that breach of this policy will result in serious sanctions. The most common misunderstanding regards the taking and/or sending of images whilst your daughter is in School: **this is strictly forbidden** unless a member of the teaching staff specifically authorises a particular image to be taken for a specific learning objective.

We strongly recommend that any devices with internet access, including the School iPad, be kept in a shared family room. School internet access is highly filtered but, occasionally, inappropriate material can get through. Your daughter will be made aware of this possibility and told to report any such

incidents immediately to a member of staff.

We strongly advise that parents discuss appropriate use of the internet with their daughters; the Child Exploitation and Online Protection (CEOP) website [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk) can provide you with further information. If you are concerned that your daughter may be worried about something that she has seen or is involved in online, either whilst at home or at school, please contact Mrs Green [agreen@boltonschool.org](mailto:agreen@boltonschool.org), who is the designated person responsible for Safeguarding and Child Protection.

You and your daughter are asked to sign the school's ICT Acceptable Use policy, and an additional policy to cover the iPad. Any infringement of these agreements will be treated seriously.

### INFORMATION EVENINGS

Parents of each year group are invited to an annual Information Evening, during which the Head of Girls' Division and staff talk about those aspects of school that are particularly relevant to the pupils of that year group, such as forthcoming curriculum issues. These evenings may take place on site or virtually, for example via a Zoom webinar.

These sessions also provide parents with a useful opportunity to ask questions about any aspect of the school. They act as a forum for a constructive exchange of ideas on school/educational matters and provide parents with an informal opportunity to speak to each other about any concerns relating to their daughters.

### ITEMS OF HIGH MONETARY OR SENTIMENTAL VALUE

These should not be brought into school. Jewellery, other than a single plain stud in each ear lobe, is not allowed with school uniform. Please do not allow your daughter to bring electrical appliances (including hair straighteners) into school.

We appreciate that girls often organise "sleepovers" but please bear in mind that storage space for bags is very limited in school and that the rule regarding expensive items still applies.

**Please note that school cannot take responsibility for loss or damage to personal items.**

### LEARNING SUPPORT

Mrs Wright is the School's Coordinator of Learning Support and SEND provision. She carries out screening and monitoring of girls from Year 7 onwards. If you have any concerns with regard to your daughter's progress at any stage of her learning, please share these with the Head of School.

Please ensure that you do not seek a diagnosis of a specific learning difficulty without first discussing the matter with Mrs Wright and/or the relevant Head of School. This is particularly important if the result of the diagnosis may have an impact on Access Arrangements for external examinations, as these can only be granted if the school has internal evidence that they are required and any diagnosis must be by an assessor approved by the School. Please see the SEND and Access Arrangements Policy on the website for further details.

### **LEAVING BOLTON SCHOOL**

If you decide that you no longer wish your daughter to study at Bolton School, you are under a contractual obligation to give the Head of Girls' Division a term's notice in writing so that you are not liable for a term's Fees in Lieu of Notice. (Please see the Terms and Conditions for further information). If you are having difficulties paying the fees, please speak to the Clerk & Treasurer, Mrs Cathy Fox, at the earliest moment possible so that problems do not accumulate.

### **LIBRARY**

There is a large, well-stocked library in the Girls' Division with factual and reference works, as well as items of fiction, DVDs and CDs. The Turret Library is also available for girls in Years 7 to 9 and contains material aimed at their age group.

At least one of the Senior School Libraries is open each day from 4pm to 5.25pm to give the pupils a chance to get on with their work after school. Any girl in Years 7 to 11 wishing to go to the library after school must arrive at the Girls' Division Library between 4pm and 4.15pm. At times of 'light' use, girls may be taken to the Boys' Division Library for supervision or vice versa. Pupils should take in to the library all the material which they require for study that evening, whether this is work which they intend to do in the library or whether it is work which is required for home later on. All pupils arriving in the library after school will need to sign in. Pupils will then sign out at the time at which they are leaving the library. Upon leaving the library, they must leave the school buildings immediately in order to comply with Fire Evacuation Procedures. At 5.25pm, all remaining pupils will be escorted to the Riley Centre Reception by the librarian. They should leave by the Riley Centre or await collection by their parents in the Reception area. It is expected that all pupils will leave the premises by 5.30pm unless they are under the direct, pre-arranged supervision of a member of the teaching staff or they are attending a Parents' Consultation Evening. Any pupil infringing any of the rules about using the library after school may find herself banned from using the library out of school hours facility.

### **LOCKER FEES - for Year 7 and other joiners to the school**

The school adds a £10 charge to parents' first fee bill to cover their daughters'

locker fee deposits. Girls have two lockers - one in their form room and one for their PE kit. The deposits will not be refunded at the end of the year, but will be carried forward each year whilst the pupil attends the school. When she leaves, the deposit will be refunded to her parent, subject to any deductions required to cover losses or damages. Pupils entering into Year 7 from Hesketh House will have their deposit transferred as they continue into the Senior School.

If a pupil loses her form room locker key, she should immediately seek a replacement by taking £5 to her form tutor, who will request a new one. If a pupil loses her PE locker key, she should immediately seek a replacement, by taking £5 to her PE teacher, who will request a new one.

### **LOST PROPERTY**

It is important that all of your daughter's clothing and equipment is clearly labelled with her full name. There is a lost property cupboard, and items of named lost property are mentioned in the school's weekly pupil notices, which are read out in form time every week.

### **MAKE-UP**

Make-up (including strong fake tan), nail varnish/false nails and false eyelashes/eyelash extensions are prohibited for girls in Years 7 to 11. Girls will be asked to remove any such adornments if they are worn. Make-up bags must not be brought into school.

### **MATHEMATICS - for Year 7 pupils**

By giving you details of the type of instruments your daughter will require for Mathematics work, we hope to avoid the unnecessary expense which results when girls buy inadequate equipment which has to be replaced later, or elaborate, expensive items which are too sophisticated for their needs.

The most basic items of equipment which your daughter will require are:

- a 30 cm ruler
- a 180° clear plastic protractor OR 360° angle measurer
- a hard pencil for construction work (e.g. 'H') in addition to other pencils for general use
- metal compasses which take pencils. These are preferred to those which use leads, as pencils are easier to sharpen. Plastic compasses are too flexible and are not recommended.

The Mathematics Department encourages the selective use of calculators, since we feel that it is essential that girls have a good grounding in the fundamental principles of arithmetic. It is helpful for girls to have the same model of calculator and therefore the cost of this calculator is added to the first term's fee bill so that the Mathematics Department may purchase the recommended

calculator at a reduced rate on your behalf.

## **MEDICAL INFORMATION/SCHOOL MEDICAL ROOM**

We have a Medical Room, which is manned during school hours and will deal with any medical matters which occur during the school day. Before your daughter starts at the School, you will be asked to complete and return a medical form, enabling us to keep up-to-date medical records about your daughter. **You are required to inform us of any amendments if anything changes by emailing [GDInfo@boltonschool.org](mailto:GDInfo@boltonschool.org).** Further to this, each school year, and prior to School trips, you will be asked to check and confirm that the details we have on file for your daughter are correct.

You are asked to make the school aware of any medical problems as they arise and not to send your daughter to school if she is unwell. In the school community, infections can be readily transmitted. Pupils who are suffering from diarrhoea, vomiting, feverishness and ear-ache should be kept at home until they have been clear of symptoms for at least 48 hours.

If your daughter takes prescribed medication, she must take it to the Medical Room on arrival each day. She may not keep any medication (except any agreed by school, such as an asthma inhaler or EpiPen) on her person during the day. If you have any queries, please telephone the Medical Room on (01204) 434736.

All pupils, including Sixth Form students, must go to the Medical Room for advice before leaving the school premises if they are taken ill in school.

## **MOBILE PHONES (including to access music and to take images)**

### *In School*

The use of mobile phones to make calls, access the internet, take photos/videos or send texts is forbidden in school buildings or the school grounds for pupils in Years 7 to 11 from the moment that they first arrive in school until 4pm when they leave the Girls' and or Boys' Division buildings, unless they have the **express and specific permission** from a member of staff to do so.

Pupils in Years 7 to 11 who bring mobile phones into school should ensure that they are turned off and must store them in their lockers during the school day. If a pupil travels by coach, her Form Tutor may give her permission to retrieve the 'phone during afternoon registration and keep it, turned off, in her school bag so that she is not late for the afternoon coach.

Sixth Form students are allowed to bring mobile phones into school and to use them in breaks or lunch times/private study periods. Calls must be made in the areas designated for this purpose in the Sixth Form (Riley) Centre. Sixth Form girls should not have their 'phone on show outside the Riley Centre,

including outdoors.

Incoming messages for all girls **must** go through Reception. Please do not ask your daughter to text or email you during the school day. In an emergency, she may contact you via Reception.

Any pupil who breaks these rules will have her phone confiscated and may face other, more serious sanctions as set out in the Rewards and Sanctions Policy. **Please also note that the school cannot take responsibility for losses of, or damage to, mobile phones.**

### *School Visits*

Students must not use mobile phones during school trips without staff permission. The expected return time is always stated on the information provided and so there should be no need to contact your daughter to ascertain this. Parents are asked to respect this, unless a member of staff accompanying the trip instructs your daughter to notify you of a change of time.

### *Text Messaging and Social Networking Sites*

We are aware that disagreements can often start on social networking sites, such as *WhatsApp, Instagram and Snapchat* at evenings and weekends, and are then continued in school during the school day. Social networking sites have been cited in numerous cases of cyber-bullying in the UK. This is one reason why we ban the use of mobiles during the school day and why the School iPads are blocked from accessing social networking sites. We strongly urge you to monitor your daughter's use of all messaging and social networking sites, even if she would rather that you do not. Many sites are unsuitable for girls below a certain age.

### **MODERN FOREIGN LANGUAGES - particularly for parents of Year 7 girls**

All girls will study French and Spanish in Year 7. All materials will be provided but, if you would like your daughter to have a reference book at home, a picture dictionary could be a useful aid to learning at this early stage. During the second term of Year 7, girls are asked to say which languages they would like to study in Year 8. We ask girls to put these in order of preference.

### **MUSIC LESSONS**

School is able to offer private music tuition on a wide range of instruments with skilled and experienced instrument music teachers. If you would like your daughter to have private music lessons, please give notification as soon as possible by contacting the Director of Music, Mr Peter Lovatt on [plovatt@boltonschool.org.uk](mailto:plovatt@boltonschool.org.uk). If your daughter has already been learning in Hesketh House, the lessons will automatically be carried forward unless you notify the Director of Music otherwise.

## PARENT PORTAL

Our Parent Portal holds key personal pupil information including addresses, emergency contact details and medical information. Parents can access their daughter's records once they have created their Parent Portal account. You will receive an email with a subject header of Bolton School Parent Portal - Details Of How To Setup and may then create your own account by following the instructions in the email. Once this is activated, your log-in details will consist of a USERNAME: your email address and a PASSWORD: the password you set up at the time.

Thereafter, to see your daughter's records, including her School reports, first go to the Parent portal website at <https://parents.boltonschool.org.uk> and then:

- to access your daughter's reports, click 'School Profile' and 'School Reports' from the menu bar;
- to access the information we have stored regarding your daughter's medical details, dietary needs and emergency contacts, click the 'School Publications' tab.

You can also provide consent for trips and keep us informed of changes to your data using the 'Electronic Forms' tab.

If you forget your password, there is a link from the website home page to reset it automatically. If you experience any other difficulty with Parent Portal, please contact us using the email address [ParentPortal@boltonschool.org](mailto:ParentPortal@boltonschool.org), or use the Feedback link on the home log-in page. Please include your name and your child's name and form, along with an explanation of your problem.

## PARENTAL RESPONSIBILITY

In the interest of your daughter's welfare and for legal reasons, the school must have accurate and up-to-date records on the following:

- who lives with your daughter and which of these people has parental responsibility,
- whether there are any other people with parental responsibility who live apart from your daughter,
- whether there are any court orders which may have made changes to those who have parental responsibility or which impose restrictions on the exercise of parental responsibility.

If there are any changes to the above following your daughter's admission to school, please notify the Head of Girls' Division immediately in writing. Please note that any letters sent to you by school requiring a permission slip to be returned, e.g. regarding a school visit, must be signed by someone with parental responsibility as defined by the Children Act 1989.

## PARKING

Parents are reminded of the difficulties and dangers caused by those parking on Tudor Avenue, on Chorley New Road and on Dobson Road in the morning and at the end of afternoon school. The school frequently receives complaints about parents who park on pavements and in areas about the campus that are restricted in width and officially marked as no waiting/parking locations. Complaints are also made about parents who park at the front of school, in the 'Lion of Vienna' car park and in nearby roads, blocking access for local residents. Parents of Senior School pupils are asked **not** to park in the Bolton School Nursery car park. This is reserved for the parents of Nursery children, to enable them to drop off and collect their young children safely.

In order to help visitors who arrive by car, there are 13 clearly designated bays in the car park at the front of the school on the corner of Chorley New Road and Dobson Road. Visitors, including parents with an appointment in school, may park there, before gaining pedestrian access to the Riley Quad by walking along a path and the pavement along Chorley New Road and then under the central arch.

If you are visiting school for an appointment made by a member of the school staff, you will have been informed about parking arrangements for your visit. If you are visiting on an *ad hoc* basis and wish to reserve visitor parking, please contact Reception.

Visitors arriving by car should only drive through the central arch into the Riley Quad if they have been invited to do so in advance of their meeting. The parking bays in the Riley Quad are reserved for visitors requiring disabled access or who have an appointment with the Head of Boys' Division, Head of Girls' Division or Clerk and Treasurer and who have been specifically informed that a space has been reserved for them in the Riley Quad.

For evening and weekend events, other car parks on the site, including the Tudor Avenue car park and the Sports Field car park, may be open. There is also parking in the Boys' Quad and the Girls' Quad on some occasions. In addition, outside of school hours, the Dobson Road gate may sometimes be left open for traffic to drive in and park for school evening events or events held at the Arts Centre.

Please also see details listed under the section on ROAD SAFETY.

### *Regulations for Sixth Formers driving to school*

Sixth Form students who wish to drive to school must gain official permission through the Head of Sixth Form; they must complete the appropriate school

form, which also requires them to obtain parental consent.

### **PERSONAL MUSIC PLAYERS**

Personal music players are banned in School. Please note that the police advise against the use of personal music players, including such facilities on mobile phones, by pupils walking alone.

### **PHOTOGRAPHS AND PUBLICITY**

Photographs of students are occasionally used for a variety of publications including the school brochure and termly Newsletters, and also for the school's website. Under the GDPR, photographs of students can only be used in certain circumstances if parents have explicitly given specific permission.

Pupils may not take any photographs nor record any images or video material during the school day or on school premises unless they have the express and specific permission of a member of staff to do so. Failure to abide by this rule will be dealt with as a serious infringement of the disciplinary Regulations.

### **POLICIES**

The Girls' Division has a full list of policies, in compliance with the regulations of the Independent Schools' Inspectorate. These include:

- Child Protection & Safeguarding Children Policy & Procedure\*
- Policy for Dealing with Allegations of Abuse
- Complaints Policy\*
- Curriculum Policy (and Education and Welfare Provision for pupils with statements and pupils for whom English is an additional language, including arrangements for misbehaviour and exclusion)
- First Aid Policy
- Admissions Policy\*
- Anti-Bullying Policy\*
- Behaviour Management and Discipline Policy\*, inc Pupil Regulations\*
- Rewards & Sanctions Policy\*
- Health and Safety Policy

These policies are available for inspection on request and some (\*) can be found on the website. In addition, the following information is provided to parents and prospective parents on request and/or on the website:

- recent examination results;
- list of staff at the school, including temporary staff;
- most recent ISI Inspection report(s);

### **PRIVACY POLICY**

Bolton School has a Privacy Notice to cover the data processing of Bolton School Limited and its 100%-owned subsidiary, Bolton School Services Limited (BSSL),

collectively referred to as the Bolton School 'Foundation'. It is further intended to cover the data processing which Bolton School undertakes in administering and managing the activities of the Scott Bolton Trust.

A copy of the Privacy Policy is available on the website to view.

### **PERSONAL, SOCIAL, HEALTH & ECONOMIC EDUCATION (PSHEE)**

Your daughter will have a fortnightly PSHEE lesson, led by her Form Tutor, another member of staff, or a visiting expert. Further information about the content of PSHEE lessons can be found on the website.

The Department for Education has made it compulsory for all secondary schools to teach Relationships and Sex Education (RSE). Accordingly, we will continue to provide girls with age-appropriate education in sex and relationships within the PSHEE and Science curriculum, alongside other aspects of health education and life skills. Up to and until three terms before the child turns 16, parents have the right to request that their child be withdrawn from some or all of sex education delivered as part of statutory RSE, and may do so by giving formal notice in writing to the Head of Girls' Division that they do not wish their daughter to take part in this aspect of the curriculum. Once she reaches this age, it is the girl who makes this decision. Please note that parents are not legally allowed to request that their daughter opts out of those aspects of Sex Education which fall under the National Curriculum.

### **RECEPTION**

The joint Reception for Senior Girls and Senior Boys is based on the ground floor of the Riley Centre, as soon as you enter via the revolving front door. When visiting school, you should go to Reception first, entering the school grounds through the Centre Arch. Reception operates from 8.00am to 5.00pm in term time and from 8.00am to 4.30pm in school holidays, Monday to Friday. The Receptionist can be contacted on 01204 434700. At all other times, there will be a Sergeant or Security Officer on duty instead.

### **REPORTS**

During the academic year you will receive reports on your daughter's progress. These will either give a brief summary of her attainment and general behaviour or will be a full record with comments on each subject studied and a statement from her Form Tutor and the Head of Girls' Division. Reports are made available for parents to view on Parent Portal (see PARENT PORTAL above).

### **REGULATIONS FOR PUPILS: REWARDS AND SANCTIONS**

All pupils and parents are given a copy of the Behaviour Management and Discipline Policy for Pupils, which includes a list of school rules (called the Pupil Regulations). Please read through the regulations with your daughter.

They are drawn up for the comfort and safety of all members of the school community and must be strictly observed. We ask the girls to sign to say that they have read the School Regulations on an annual basis.

In Years 7 to 11, a system of merits is used to encourage good work and behaviour. Merits are recorded on reports and girls receiving a specified number of merits are awarded book tokens by the Head of Girls' Division. In Years 7 and 8, girls receive these at the End of Year Celebration Evening in the Summer. In Years 10 and 11 we organise half-termly Celebration Assemblies to acknowledge academic and extra-curricular achievements by the pupils. Work of exceptional standard may be awarded a Head's Commendation at a Whole-School Assembly.

Pupils are expected to obey the school's Behaviour Policies. In the small number of cases where rules are broken and sanctions have to be used, these will be applied fairly and objectively and with due regard to the circumstances of the individual and the need to maintain an orderly and safe environment for the welfare of all. For most minor infringements of the rules, a reprimand and warning should prove sufficient but a girl may be given an Order Mark. Any further contravention may result in a lunchtime or after-school Detention.

Habitual or more serious offences will be treated in accordance with the *Behaviour Management and Discipline* and *Rewards and Sanctions* Policies. For a major offence including, but not limited to, vandalism, threatening behaviour, bullying, bringing the school into disrepute, or the possession of substances on the school's 'banned' list, including tobacco and alcohol, the Head of Girls' Division may exercise her right to suspend the pupil immediately whilst a thorough investigation is carried out.

The Head may exercise her legal right to expel (i.e. exclude permanently) a pupil in a situation involving, for example, persistent disruptive behaviour or a single, serious breach of the School Regulations. In all cases of expulsion, parents have a right of appeal to the Governing Body. Further details can be found in the Behaviour Management and Discipline Policy.

## **ROAD SAFETY**

Girls crossing Chorley New Road or Tudor Avenue must always use the traffic-light controls. If you bring your daughter to school, please observe the following rules for the safety of all:

- **Drop off arrangements:** At non-peak pedestrian times, parents will be able to drive into the Riley Quad briefly if they need, for example, to pick up their child for an appointment, drop them off following an appointment, or quickly drop something off that their child has forgotten. Parents will not,

however, be able to park or leave their vehicle for any length of time in the Riley Quad on these occasions.

- **Pick-up arrangements:** The Dobson Road car park is open for parents from 3.10 – 3.50pm each afternoon for pick up purposes. The gate will be closed from 3.50 – 4.10pm to ensure the safety of pedestrians. Parents are asked to refrain from parking in any other car parks on site when they pick up their child.
- Please drive onto the campus with the utmost caution.
- Please observe police regulations outside school: no waiting on Chorley New Road or in Tudor Avenue.
- Pedestrians (for example your daughter leaving school to attend a medical appointment) may not enter or leave the school grounds by the Girls' Division Quad.
- Parking in the Girls' Division Quad and the Tudor Avenue/Sports Field Car parks is allowed only for evening events when the gates are left open.

## SCHOLARSHIPS

### *Academic Scholarships*

Scholarships may be awarded for Academic Merit on entry at Year 7 and Year 12. If awarded at Year 7, these Scholarships are held until the end of Year 11, subject to the good conduct and academic achievement of the award holder. Girls in Years 7- 11 who have a Scholarship are expected to attend the Dymond Society.

They are awarded at the discretion of the Head of Girls' Division who considers a girl's previous academic achievement (reports, mock results, participation in academic activities), wider contribution to school life, and general conduct.

### *Scott Trust Award (Years 11, 12 & 13)*

Grants are awarded to present and former students for travel which is educational and for courses within and outside Great Britain. Applicants are expected to show initiative and intellectual or cultural interests. They are also expected to make some financial contribution towards the cost of the venture.

### *Ross Warburton Scholarship (Sixth Form)*

This scholarship is given to pupils in the Upper Sixth to support their University studies. Further details are provided to members of the Sixth Form.

## SCHOOL COACHES

Tyrers offer Bolton School pupils a wide-ranging coach service for the convenience of pupils and parents. For further information, please contact the transport office on 01204 434711.

For information about the running of the daily service, please use the number

above until 5pm; if you call this number out of hours, then the answer machine will give you the emergency number, which is 07824 645830. Please note that this must only be used in an emergency situation.

A girl may **not** travel on a coach other than the one on which she has a reserved seat. Girls may not invite 'friends' to travel on a coach with them if they do not normally pay for to travel on that particular route, for example if they are attending a sleepover. Drivers have been instructed to report any pupil who does not have an official place on the coach, and the pupil is likely to be denied entry onto the coach. Health & Safety Regulations may be contravened if a coach carries unofficial passengers.

Pupils may not consume food and drink on coaches. During journeys, pupils must remain seated, wear seatbelts and must not distract the driver.

Coach drivers are not allowed to pick up or drop off pupils at points other than the official stops on the route. In the event of a breakdown, each coach driver follows set procedures in summoning assistance. If your daughter's coach is very late in arriving at her stop in the morning, she should continue to wait there, as a relief coach will be sent if the original coach has broken down. A separate leaflet entitled "Regulations for Coach Passengers" will be issued to pupils.

### **SCHOOL COUNCIL**

The School Council is a body elected and run by the girls themselves under the guidance of the Link Teacher, Mrs Abbey Green, and the Head Girl. The Council meets to discuss ideas and concerns on a regular basis. Its recommendations are discussed with the Head of Girls' Division and staff.

### **SCHOOL COUNSELLOR**

A pupil counselling service is provided to help pupils get support when it is needed using the services of an independent, qualified counsellor, who visits the school each week. She is able to see pupils for an initial 40-minute appointment and after the first session, there will be a recommendation for the number and length of subsequent sessions. All appointments are completely confidential. Referral can be through the Medical Room staff, the Deputy Heads (Mrs Green and Mrs Winder), the Heads of School (Ms Noot, Ms Teichman and Miss Gunshon), or Mrs Sells. Self-referrals can also be made by dropping a note into the post box located near the Medical Room. The meetings take place in a private room set aside for the purpose of counselling, allowing the pupils to talk through their difficulties in a welcoming and supportive environment.

### **SCHOOL DAY**

Your daughter should be in school by 8.40am and in her form room by 8.45am.

Girls should normally not enter the school premises before 8.00am for insurance reasons. (Separate rules apply for Sixth Form students for the Riley Centre only).

Girls are allowed inside the Girls' Division building throughout the school day, including breaks and lunchtimes, unless circumstances prevent this. Your daughter is not allowed to leave the premises during the school day unless permission has been given by school following a written request from home. Upon receiving the letter, her Form Tutor will complete a permission slip, which your daughter will collect from Reception before leaving for her appointment.

### *End of the School Day*

Parents are reminded that all pupils from Years 7 to 11 inclusive are expected to vacate the school premises by 4.15pm each day unless a) they are attending the Library after school or b) prior arrangements have been made for them to be supervised by a member of the teaching staff to take part in a club/activity or until the start of an evening event arranged by school. Girls may not stay on a casual basis in any part of the building **including the Arts Centre**. Parents are reminded of instructions regarding pick-up arrangements (see "PARKING" above).

### **SCHOOL UNIFORM**

We ask parents to respect the regulations about dress and appearance given in the uniform leaflet. In particular, parents are asked to ensure that their daughter has a skirt which is on or around knee-length. Please also ensure that she does not come to school with frayed cuffs on her jumper or holes in her tights. Hair colour and style should be natural and not extreme.

Dress and appearance are sensitive matters for each generation of girls; they can also be a source of conflict between parents and daughters or teachers and their pupils. If we are all consistent in our approach, this will ensure that we stand together in allowing the girls to see that a smart appearance conveys the impression that they care enough to make an effort to be a good ambassador for the school and its values.

### **SCHOOL VISITS**

We try to keep extra costs to a minimum. In Years 7, 8 and 9, there are residential trips which allow the girls to bond and develop their skills in Outdoor Pursuits. Any parents having difficulty in meeting the cost of any visit are invited to contact the Head of Girls' Division.

Before every school trip, we ask the parents of participants to check that their details as summarised on the Parent Portal are accurate and up to date and to sign to say that this is the case, or to inform School if any of these details should change (see PARENT PORTAL above).

Please note that if a parent has not arrived by 15 minutes after the return time of any trip, we reserve the right to arrange a taxi for your daughter so that she can be sent home, at your expense.

## SECURITY

All pupils (including Sixth Form students) are required to wear their security cards, which also serve as lunch passes. Please remind your daughter each morning to take her card to school. Lost cards must be replaced by the School Sergeants (at the Riley Centre Reception) at a cost to the pupil. This cost is currently £5.

**All visitors to the Girls' Division (including parents) are asked to enter the school via the Riley Centre entrance and to report to the Reception there. For Safeguarding reasons, parents must not go in to other parts of the School buildings (with or without their daughter) unless they are accompanied by a member of staff or have been invited to attend an evening event.** When they arrive, they should wait in Reception whilst the Receptionist contacts the member of staff concerned. Each visitor will be issued with a visitor's badge which should be returned to Reception when the visitor signs out on departure.

**For safety and security reasons, pedestrians may not use the entrance to the Girls' Division Quad as an access point to the school.**

## SIXTH FORM DRESS CODE

Sixth Form girls currently do not wear uniform but must follow the Sixth Form dress code as detailed in the Sixth Form Handbook. The Dress Code is reviewed periodically in consultation with the students. There are occasions, such as Presentation Evening, when the Sixth Form are required to wear formal dress (white top and black skirt/trousers) as defined in the Sixth Form Handbook.

## TRACKING, INTERVENTION AND MONITORING

The Girls' Division collects base-line data on girls' likely academic performance via the following tests: MidYIS (Year 7), and ALIS (Year 12). These are used to help us evaluate whether your daughter is achieving above or below her expected academic potential so that we can intervene where necessary and keep you informed if she makes exceptional progress.

## VACCINATIONS

The following vaccinations are offered by the NHS and are carried out in school:  
 Year 7 - Children's flu vaccine  
 Year 8 - HPV vaccination (two injections over a period of time);  
 Year 10 - Diphtheria, Tetanus and Polio Booster and Meningitis ACWY.

**WATCHES**

Your daughter will find it useful to wear a watch in school. Please do not purchase a very expensive one, nor one of great sentimental value. Please note that 'Apple' watches or their equivalent are not allowed in School.

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