



Howard of Effingham School

Parents' / Carers' Guide 2026-27



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A welcome from the Principal

Dear Parents/Carers

On behalf of the whole school community, I would like to welcome you and your child to the Howard of Effingham. We understand that although changing school is exciting, it can also be an anxious time for families. Our aim is to make becoming a part of The Howard as easy as possible for you and your child. We enjoy welcoming our new students and are always amazed at how quickly they settle, make new friends, and adapt to their new surroundings.



I am delighted to welcome students, parents, and carers to The Howard and I hope that our transition events will give this year's cohort a feel for what to expect in September, and most importantly, a flavour for the fantastic opportunities which await them.

To help in making the transition to The Howard run smoothly we have gathered together some essential information into this booklet for your reference. Please do not hesitate to contact us if you have any questions or worries. Our experience shows that most concerns can be resolved quickly and easily, even if they feel insurmountable! A note or email to your child's Form Tutor, or to their Year Leader, is usually all that is needed.

I have no doubt that your child will flourish at The Howard, and we pride ourselves on 'Bringing out the Best' through Ambition, Inclusion, and Opportunity. Along with all the staff, I look forward to working in partnership with you to bring out the best in your child and to ensure that they look back on their time in our school with happy memories and a real sense of achievement.

Yours faithfully

A handwritten signature in black ink, appearing to be 'J Baker', written in a cursive style.

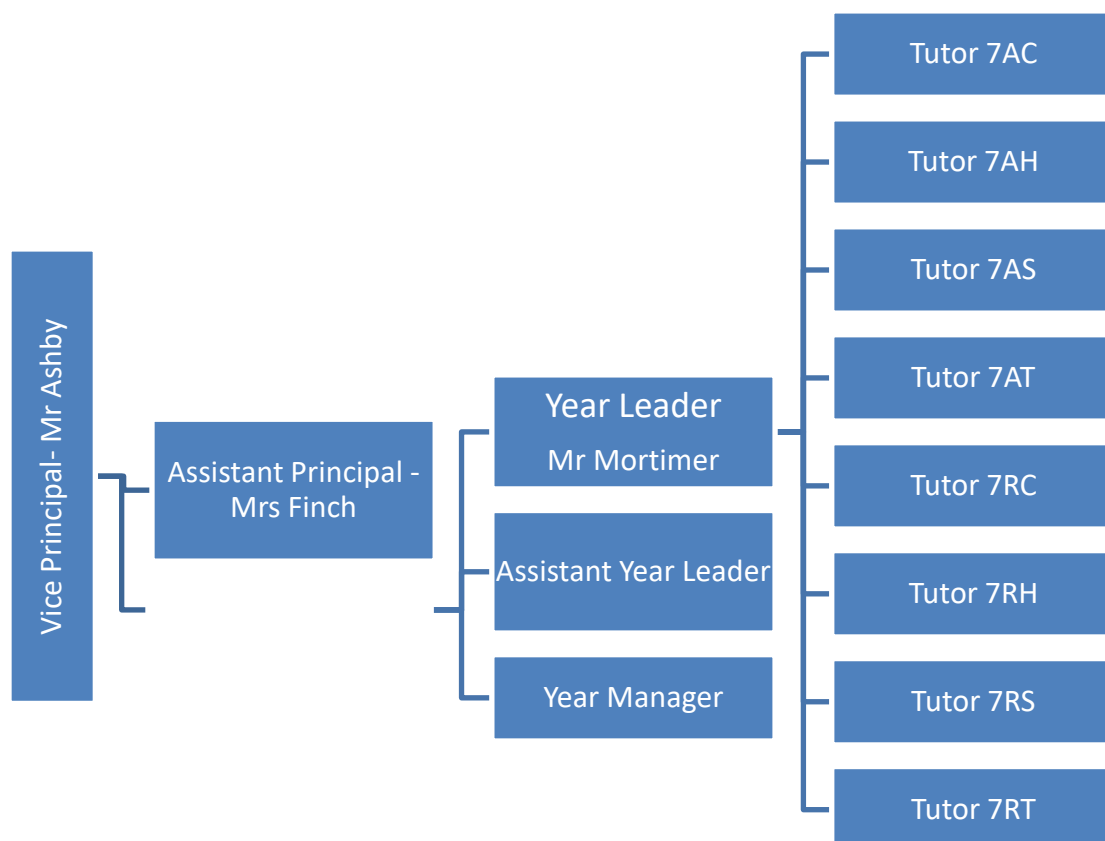
Mr J Baker, Principal

Pastoral Care

At The Howard, we feel very strongly that a happy child is a productive child. We take our pastoral care responsibilities very seriously and have a strong pastoral structure.

The form tutor is the main point of contact and they are ably supported and led by a year team. This consists of a Year Leader and Assistant Year Leader who are members of the teaching staff and a Year Manager, who is a member of the support staff.

Structure of Lower School pastoral care:



Safeguarding Children

The Howard is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All employees, governors and regular volunteers undergo a Disclosure and Barring Service (DBS) check. We follow Surrey Local Authority's safeguarding procedures and aim to work in partnership with other agencies that support children and families. This means that we have a Child Protection Policy and procedures in place. All staff (including supply staff, volunteers and governors) are aware of these procedures. Parents and carers are welcome to read the Policy which is on our website. If you require a paper copy, please do let us know.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our students are discussed with their parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Safeguarding Lead (DSL) is:

Miss K Mitchell, Assistant Principal

Our Deputy Designated Safeguarding Leads are:

Mr D Ashby, Vice Principal
Mrs A Collyer, Student Wellbeing Lead
Mrs J Burgess, Year Manager
Mr D Grant, Year Manager
Mrs L Coleman, Year Manager
Mrs C Brown, Year Manager
Miss K Ross, Safeguarding Administrator
Mr T Adebawale, Pastoral Support

If you wish to discuss any concerns with regard to safeguarding, please contact:

safeguardingteam@thehoward.thpt.org.uk

Communication

SIMS InTouch

The Howard uses a package called SIMS InTouch which enables you to receive school communications electronically. These may be sent via email and/or text message.

School website

Our website provides parents/carers with a wealth of information about different topics, including our curriculum, helpful parental guides and news and events. You can also use the links on the website to let us know if your child is ill, to inform us of medical appointments or to request a leave of absence.

Class Charts

Class charts is our app for managing day to day communication for homework, rewards, behaviour and detentions. There are parents and student versions on of the app to allow parents to support with homework and organisation.

SharePoint

Students have access to a Student SharePoint site, which enables them to access important information and provides useful links to their emails, Microsoft Teams and useful learning resources. There is a link directly to the SharePoint site from the school website and it can be viewed either on a desktop computer or through the app on a mobile device.

Parent Forum

Parent Forums are a great opportunity to be involved in the decision-making process in school and to have your voice heard. The meetings subjects will be announced via the parent bulletin. They are held at least once a term and you can come to as many or as few as you would like to. The dates of these meetings are on the school calendar.

School News

You can search for us on Facebook or follow us on Instagram @howardofeffinghamsschool. In addition, a weekly newsletter will keep you informed of school news, forthcoming events and the many activities that have taken place. All vital information and school letters are held on the school [website](#).

Email

To contact us by email please send correspondence to info@thehoward.thpt.org.uk. The front office will then forward your message to the most appropriate person to deal with your request. We aim to respond to enquiries within two school days.

The Friends of The Howard



The Friends of The Howard

Joining The Friends is an excellent way to support your child's education by becoming actively involved in events which raise money for essential extra resources for the school, as well as being part of an important link between parents/carers, staff and the community. The Friends runs a wide range of social and fundraising activities including Pre-loved uniform sales*, Sports Tournaments, Quiz and Bingo Nights and our annual summer showcase of musical talent, HowardFest. We are always looking for new ideas and new members!

If you would like to consider joining the Friends or think you could help on an ad hoc basis please email friends@thehoward.thpt.org.uk

Another way to support the school is to access your favourite online retailers through easyfundraising

:

<https://www.easyfundraising.org.uk/causes/howardofeffinghamfriends/>

Every purchase you make through Easy Fundraising will generate cash for The Howard and it won't cost you a penny. Please give it a try and encourage your friends and family to do the same.

Follow all our news on Instagram and Facebook

<https://www.instagram.com/friendsofthehowardofeffingham/>

<https://www.facebook.com/friendsofhowardofeffingham>

Our Pre-Loved Uniform sales take place throughout the school year - dates announced in the Ship's Log. Also, any donations are gratefully received via Student Services and should be washed, in saleable condition and labelled 'For The Friends'.

Our School Values

Vision & Values

We will excel at “Bringing out the Best” in young people of all abilities and aptitudes and so increase their life chances for their future success and fulfilment.

Our Core Values

Ambition



We have the highest ambitions for ourselves, and believe that by working together, being determined and resilient we can become the best version of ourselves and achieve amazing things.

Inclusion



We are respectful of one another and celebrate diversity in our school, local community, and around the world with compassion and kindness. We enable all members of our community 'to feel part of it' and participate.

Opportunity



We seek out and seize opportunities which will develop our character, challenge us to be better each day, and give us the confidence we need to be successful.

Our Aims to realise the THPT Vision

1. A welcoming, creative, and community-based school where through high expectations, young people thrive and grow into proud, confident and responsible members of the global community.
2. A school where students enjoy and are reflective about their learning, and teachers develop and explore the passions for their subjects.
3. A school where students are celebrated and supported as individuals, have the very best experiences, and achieve exceptional results.

Code of Conduct

We expect high standards of behaviour and all students have a copy of the code of conduct shown below in their planner.

- Do all you can to represent yourself and the school in the best possible way
- Always show respect for staff, visitors, prefects and other students, both in your words and actions
- Always conduct yourself safely and never get involved in physical violence
- Do not bring any dangerous items into school such as lighters, matches, fireworks, knives, alcohol, cigarettes, vaping equipment, legal highs or illegal substances
- Wear the correct school uniform at all times. Take care over your appearance and avoid extremes of fashion, especially with hairstyles
- Make sure you are prompt to all activities at school
- Remain on the school premises during school hours, only leaving if you have permission from the Principal
- Always report any incidents of bullying and never bully anyone
- Look after your own property and respect that of others, including the school premises. The school cannot be held responsible for any loss or damage to valuable items brought into school
- Walk on the left in school corridors, carrying your bags safely
- Place litter in the bins provided
- Do not chew gum in school
- Do not use headphones in the school building
- Bicycle carefully on the way to and from school. Ensure that your bike is locked securely in the bike sheds. Never interfere with others' bikes and keep yours in a safe condition. Always wear a bike helmet

- Remember that smoking and vaping is unacceptable and you must not smoke in school or vape, on the way to or from school or associate with smokers/vapers.

Use of Mobile Phones:

- Mobile phones must be turned off and kept in your school bag throughout the duration of the school day
- Mobile phones are not allowed to be used on the school grounds
- If you need to contact your parent/carer during the school day you may use the phone in the Year team office or in Student Services
- If you are seen using your mobile phone, it will be confiscated and returned to you at the end of the day. The appropriate B mark and sanction will also be given. Should this happen more than twice your parents will be called to collect the phone from reception.



Home School Agreement

Please refer to the school [website](#).

ICT Acceptable Use Agreement

The school's network and systems (e.g. email, Teams, Class Charts, browsing information) are monitored and students should, use them in line with the school's ICT Acceptable Use Agreement. Any students who do not may be banned or have privileges removed.

As a simple rule, students should not write or access anything that they would not be happy to show to their parents/carers or a teacher.

If students feel anything they see which is inappropriate or could cause distress (e.g. bullying) they can report it to the Safeguarding Team.

The agreement is available on our website.

Diary Dates

For up-to-date information, please refer to the Parent Calendar on the [school website](#).



Times of the School Day

Morning Session 8.45 am – 1.15 pm

Afternoon Session 2.00 pm – 3.30 pm

Time	All Years
8.45	Lesson 1
9.45	Lesson 2
10.45	Break 25 mins
11.15	Lesson 3
12.15	Lesson 4
1.15	Lunch 50 mins
2.05	L4L 25 mins
2.30	Lesson 5
3.30	End of Day

Please note that there is a 'warning bell' at 8:40 am and all students are expected on site by this time.

Attendance

At The Howard we always want to promote excellent attendance. School plays a vital role in supporting students' mental health and well being. We expect students to arrive to school on time, be well rested and ready to learn.

Each day children receive over 6 hours of structured learning but they also spend time learning social skills and participating in a variety of enrichment activities. Days lost will impact learning but also impact friendships, social developments and mental health.

Achieving 95% in a test in school would always be considered a great achievement but the impact for 95% attendance does mean lost learning and development. 95% attendance over 5 years would equal $\frac{1}{4}$ of academic year lost.

Below is an example of hours missed if a child has 1 day each week off school.

Absence	Hours missed
1 day per week	190 hours of lesson time 47 hours of social time or enrichment
1 day per week	1 day over 5 years will equal 1 academic year is lost.

We are not able to authorise holidays. We understand that families may need to request an absence for unforeseen circumstances (e.g. funerals, medical appointment). These request need to be made through the school's website.

Each application for a leave of absence will be considered on a case by case basis. If parents they take their children out of school without authority (unauthorised Absence) for 5 or more days (which do not have to be consecutive), then the following will apply:

If you have not incurred a penalty notice relating to this child/children in a rolling 3 year period since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carers per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court. **If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty**

notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996.

Please see letter attached [here](#).

Non - Attendance is regularly monitored and we may need to organise a home visit or Teams call as part of our Safeguarding Policy.

Year teams are always available if you need support or have concerns with attendance.

Curriculum

Lower School (Key Stage 3)

All students study a wide and varied curriculum consisting of:

English, Mathematics, Science, Humanities (including Geography, History and Religious Studies), Personal Development, Computing, Physical Education, Languages, Design Technology, Music, Art, Drama and Literacy

Upper School (Key Stage 4)

Core Subjects:

English
Mathematics
Science
Philosophy, Religion and Ethics
Personal Development
Physical Education

Options:

Languages
Design & Technology subjects
Humanities subjects
Arts subjects
Computing
Triple Science
Business Studies and Travel & Tourism BTEC
Media or Film Studies
PE (Examined) or Sport BTEC
Dance
Drama

Homework

Homework is important as it consolidates and extends the learning which takes place in lessons. It also helps to develop study skills and independent learning.

The information below gives a broad outline of the homework commitment for Years 7, 8 and 9.

Each piece of homework should last for approximately 30 minutes, however the times indicated are only a guide as different students will complete the work at different speeds. Equally, homework tasks can be very varied in nature so it is sometimes difficult to prescribe an exact time for these.

Please note that homework is not set to a timetable since tasks will be set to support the learning taking place at that particular point and therefore the lesson when it is set may vary from week to week.

Any homework completed by students should be done to the best of their ability with care taken over the content and presentation.

All homework is set via Class Charts. The frequency of homework is available on our website. Students at Key Stage 3 are also expected to complete 30 minutes of reading per week.

Anti-Bullying Policy

Bullying will not be tolerated at The Howard. We are a **telling** school which means that if anyone is aware that bullying is happening, they are expected to tell a member of staff and all staff are expected to be vigilant. Bullying incidents can be reported verbally or through electronic means (e-mail using info@thehoward.thpt.org.uk).

Bullying is deliberate, hurtful behaviour, aimed at hurting, threatening or frightening someone either physically or emotionally over a sustained period of time. It can be difficult for the victim(s) to defend themselves.

The **Anti-Bullying Campaign (ABC)** is a group in school run by and for students. It works to raise the profile of anti-bullying campaigns in school through competitions and notice boards and it is involved in training ABC peer mentors who can support identified students who have experienced bullying behaviour towards them.

Useful contacts

Organisation	Website	Information
Childline	www.childline.org.uk	Free 24 hour helpline for children in distress or danger on 0800 1111.
NSPCC	www.nspcc.org.uk	Includes information on bullying as part of the Full Stop Campaign.
Kidscape	www.kidscape.org.uk	Provides courses for young people who have been bullied and help for their parents/carers.
National Bullying Helpline	www.nationalbullyinghelpline.co.uk	Practical advice to help keep children safe
Cyber Bullying	www.cyberbullying.org	Useful advice on combating cyberbullying.
Think U Know	www.thinkuknow.co.uk	Information about staying safe online.

STOP BULLYING

If you hear someone saying something unkind which does not fit our values, just think 'STOP'!

1. **SAY** something. "I don't think that's funny" or tell them to stop.

2. **TELL** a teacher. Find someone you trust and tell them what happened.

3. **OFFER** support. Speak to the person afterwards to check they are ok. Take them to a teacher.

4. **PROVIDE** a diversion. Create a distraction, interrupt what is happening or change the subject, or give the person targeted a chance to move away.

**STAND
UP
SPEAK
OUT**

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Travel Arrangements

TRAVELLING TO SCHOOL

We are proud of the reputation of our school in the local community and expect all students to respect our high standards of dress and behaviour while travelling to and from school.

BY BUS:

Bus transport is available through Surrey County Council. **Details can be found on the SCC website (surreycc.gov.uk) – school transport.**

There are four Surrey contract bus routes.

E726 – West Horsley

E727 – West Horsley

E728 – Ockham/East Horsley

E729 – West Horsley

Additional public bus routes are also available.

A bus runs between Epsom and Guildford (479) passing through Ashted, Leatherhead, Fetcham and Clandon. Operated by Arriva.

Bus services are also operated by:

Reptons (478/678 – Guildford, Merrow, West Clandon, Horsley, Effingham)

Falcon Buses (621 – Oxshott, Stoke d'Abernon, Cobham, Effingham)

Please contact the operators for ticket details.

BY CYCLE:

Students cycling to school **must** wear a helmet, bicycles must be roadworthy and suitable lighting should be used.

A cycle path feeds into the school grounds. Students must dismount from their bike when they enter the school.

We provide bicycle racks for students to lock their bikes. Please note that although we try to create a secure environment and operate CCTV surveillance in the cycle rack area, the school cannot be held responsible for damage to or theft of cycles.

BY CAR:

Lower Road becomes extremely congested at school drop-off and pick-up times. The school car park should not be used as a drop-off or pick-up point after 8.20 am as it would be very dangerous to have children walking in the car park when coaches and cars are moving through.

Canteens and Food

LUNCH ARRANGEMENTS

All students must stay on the school premises during morning and lunch break times, unless there are special circumstances.

Packed lunches may be eaten in the dining room or in the playground and all litter must be disposed of sensibly. Drinking water is available in the dining room and from two drinking water fountains (bottle fill) located in the senior and junior playgrounds.

Hot and cold food is available to purchase at break and lunchtime. The price of a set school meal is £2.80. At the start of the year, each student will be registered onto our system biometrically. We operate a cashless system. Money can be put on to a student account by paying online.

You may request a printout of your child's purchases from the catering services by writing to or telephoning the Catering Manager. You may also put a 'stop' on the purchase of certain foods.

FREE SCHOOL MEALS

It is very important that all students have access to a nutritious meal during the day so that they are more focused at school. We work with Surrey County Council to provide a free checking service to check your child's eligibility for free school meals. Your child may be eligible for a free school meal if you receive any of the following:

Who is eligible for free school meals?

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

If you are in receipt of benefits and believe your child may be entitled to Free School Meals please complete the following [form](#) . The eligibility criteria are changing, and we will share further guidance as it becomes available.

In addition to your child being able to receive a nutritious meal every day, the school receives pupil premium funding for many children who are currently eligible for free school meals. This additional funding is then used to support your child in school.



Payments

In accordance with the School Charges and Remissions Policy, parents/carers will from time to time be requested to pay or make voluntary contributions towards the cost of curriculum related equipment or activities. The payment procedure is as follows:

- Information form given to student and/or forwarded via SIMS InTouch.
- All payments should be made via your Scopay online payment account. Your log in details would have been issued on enrolment to the school. If you have any difficulty activating your Scopay account or are unable to pay online, please email onlinepayments@thehoward.thpt.org.uk.



Frequently Asked Questions

What if....?

..... my child is absent due to illness/other unexpected circumstances?

If your child is absent, please contact the school via the main telephone number before 8.40am. Alternatively you will be able to report the absence via the class charts APP. Failure to do so could result in an unauthorised absence mark. If we do not have any notification of absence, a text message or email will be sent to parents/carers of any student who has not been registered for first lesson. It is, therefore, very important that students sign in if they are late.

..... my child needs a planned leave of absence for exceptional circumstances during the school year?

If you require leave during the academic year for reasons such as a college/school interview/external exams, a "Leave of Absence Request" form can be accessed through the school website ("Parents/Carers", "Attendance and Student Absence", "Leave of Absence Form"). This must be submitted before the date of the required leave in order for authorisation to be considered. This will only be given for exceptional circumstances. Any absence which is not authorised in advance will be recorded as an unauthorised absence. (i.e. truancy)

..... my child has a medical appointment?

If your child has an appointment for medical or dental treatment, please complete the form on the school website ("Parents/Carers", "Attendance and Student Absence", "Medical Appointment Form"). Your child needs to go to student services to sign out. If your child returns to school that day, they should sign back in again. Where possible, routine dental examinations and other appointments should be arranged after school hours or during holiday periods. Please be aware that if your child misses the registration period for a medical appointment, it will impact on their attendance percentage.

..... my child is ill at school?

Should your child become unwell during the day at school, the subject teacher will send them to the medical room with a note in their Planner. The staff in the Student Services Office are trained first aiders and will assess whether your child needs to go home. Should your child be so unwell that it is deemed necessary to go home, you will be contacted on your emergency number. You will be asked to come in and collect your child. Your child should not telephone you directly on a mobile phone. It is important that the school's system is adhered to at all times.

Sometimes following a period of illness, students have to finish a course of medication after they are well enough to return to school. Medication should be handed in to the Student Services Office for safekeeping and it can be administered at the correct time. It should be noted that schools are not allowed to give headache tablets or other over-the-counter medication if it has not been prescribed by a Doctor.

If your child takes regular medication, please complete a medical authorisation form and return it to the Student Services Manager.

..... I would like to take a holiday during term time?

Regular full-time attendance is essential to good progress in school and for this reason parents/carers should not arrange a holiday during term time. We work closely with the Surrey Inclusion Officer who may issue a penalty notice if holiday has been taken during the school term.

..... my child is late?

If your child arrives after morning registration they should sign in at the Student Services Office. An 'L' will appear in the register to show the lateness. Late to school will automatically trigger a lunch time detention. Punctuality is very important and the Surrey Inclusion Officer checks the registers on a weekly basis for attendance and punctuality. You will be notified, ordinarily by class chartsl, if your child has been given a detention. Please note that any unexplained lateness will be recorded as an unauthorised absence.

..... my child is given a detention?

Parents are notified via Class Charts if their child has a detention. Detentions take place on Tuesday and Thursday (45 minutes) or a Principal's detention on a Friday (90 minutes). The latter is only given for very serious offences and repetition of significant poor behaviour. Principal's detentions are also issued if your child fails to attend a Tuesday or Thursday after school detention. You are responsible for transport home for your child if a detention is given.

..... I think my child has special educational needs (SEN)?

Contact the SENCo (Mrs Faulkner - senco@thehoward.thpt.org.uk) to discuss your concerns. In most cases, these needs can be met through quality first teaching in the classroom and the teacher making adjustments to meet need. In some cases, there is a need for further investigation and in a few cases, additional support needs to be put in place.

..... I have a complaint?

We would ask that you share any concerns or complaints with us, rather than more widely, for example on social media. This gives us the opportunity to resolve the situation for you without causing others to become anxious. Your first point of contact should be the Form Tutor as your child is in daily contact with this member of staff. If you feel that it is something which the Year Team should be aware of, then telephone or write to them via email. If the problem is subject based, then contact the Head of Department for that subject. Problems which you feel have not been resolved should be referred to one of the senior staff depending upon the nature of the concern. Finally, if you are still not happy, the problem should be referred to the Principal. Should you wish to complain further, the Local Authority (Surrey County Council) has produced a helpful leaflet entitled "Responding to Parents' Concerns" which is available from the School office.

Uniform and Equipment

We expect all students to wear the school uniform with pride and take care over their appearance. All parents/carers have been issued with a uniform list. Please help us by ensuring that your child adheres to the uniform regulation and note the following:

- Students can wear either a plain white shirt or a blouse with a revere collar.
- If students choose to wear the plain white shirt it needs to have the top button done up and to be tucked in. The school tie must also be worn correctly with this shirt.
- If they wear a blouse with a revere collar, they are not required to wear a tie.
- We require blazers to be worn at all times (except in the second half of the Summer term when blazers are optional).
- A chevron in their house colour should be placed below the badge on the blazer if a revere collar blouse is being worn.
- Students can choose whether to wear the kilt style school skirt or alternatively black or grey trousers.
- The kilt style school skirt should be worn at full length.
- Black trousers must be formal with a crease and full length. These may be exchanged for tailored black or charcoal grey shorts in the final half term of the Summer term.
- Ankle socks worn should be plain black, white or grey (no logos). Tights can be black or natural.
- Shoes should be plain black leather school shoes. No suede or canvas, boots, trainers, plimsolls or skater shoes are allowed and logos/sports branded are not permitted.
- If a student persistently wears their uniform incorrectly, they will be placed on a uniform report sheet.
- Parents/carers are respectfully requested to ensure that students avoid extremes of fashion in appearance. Tramlines and other markings in the hair or eyebrows are not allowed and hair should only be dyed in natural hair colours. Painted and long false nails/eyelashes are not permitted.
- Whilst a coat can be worn, it must be removed in the school building and students cannot wear hoodies.

Please see the school website for more details and information on PE kit.

Jewellery

As a health and safety precaution, jewellery must not be worn other than a watch and one pair of stud earrings in the lobe of the ears. No other jewellery is allowed in school. Surrey County Council insists that all jewellery (including

piercings) **must be removed** during PE lessons. This means that any student intending to pierce their ears must do so at the start of the summer holidays so that earrings may be removed as required.

Lost Property

All items of clothing including PE equipment, musical instruments, watches, jewellery and mobile phones must be fully named. On occasions items do get stolen but most frequently property is lost through forgetfulness or carelessness. If items are named, they can speedily be reunited with their owners. Lost property is stored in Student Services, which should be the first port of call after a thorough search of the form room. A note will be put in registers to collect any named item. If it is not collected after two attempts, a note will be sent home before ultimately the item may be disposed of. Any unnamed items will be kept in Student Services for half a term. Parents/Carers are welcome to come to Student Services at any time to look for missing items.

Lockers

Lockers are available in each form room for hire by the students; they cost £15.00 for 3 years. The lockers are not particularly spacious so items should only be stored for the day. Items not needed should be kept at home and brought in on the days required. Students have access to their lockers in the morning before school, at morning break, at lunchtime and after school. Students do not have to carry all their books around for the entire day and are actively discouraged from doing so.

Security of Valuable Items

There is a list in the 'Code of Conduct' of items which should not be brought to school. We strongly recommend that large amounts of money or articles of value are not brought into school as we cannot accept liability should losses occur.

Equipment

Students must be properly equipped for lessons and we ask all students to bring the following items to school each day contained within a pencil case:-

Pens (Black or Blue ball point or fountain)		Pencils
Pencil Sharpener	Rubber	Ruler (30cm)
Calculator	Whiteboard pen	Glue stick
Protractor	Pair of compasses	Coloured Pencils
Paper cutting scissors	Notebook/jotter	Green pen for corrections
Mini Whiteboard	Whiteboard pen	

*TIPPEX or any other correction fluid is **not** permitted.* The Learning Resource Centre (LRC) stocks items of stationery for sale.

Reporting Procedures

We report to parents/carers three times a year, providing information on progress, attitude to learning and the quality of homework. The dates for reports are published annually. These reports are emailed to students and parents/carers.

Progress Evenings will give all parents/carers the opportunity to discuss the progress of their child with subject staff and tutors. These take place once a year for each year group.

In year 7 there is also an opportunity to meet with your child's tutor in the first term to discuss the transition and how your child is settling in. This date is published in the school calendar.

Extended Curriculum

The House System

There are four houses. Craft, Hawking Seacole and Turing. Each House has a different colour: green, red, blue and yellow. The year group is divided into two equal halves Arks and Royals.

The House system exists to promote identity and team spirit among students and staff in the House. There are inter-House competitions in a range of activities: sports, arts, technology, public speaking to name a few. Points are awarded to Houses for participation and achievement within the competitions. These points, added to the House points that students achieve in lessons, are added together towards the House Cup.

Extended Curriculum Activities

A full programme of extended curriculum activities is offered to all students. These activities will either take place before school, during the lunch break and after school. Teachers who organise these activities do so on a voluntary basis and a clubs' timetable will be provided at the start of the term for all students.

A Clubs Fair takes place during the first few weeks of term. This event provides the new students with an opportunity to see what is on offer and to sign up for the clubs that they would like to attend. The start of term may seem very busy but we encourage all students to take part in an extended curriculum activity as not only is it a fun way to spend their spare time but they will learn new skills, meet new people and may get an opportunity to represent the school.

The extended curriculum at the Howard is varied to suit all interests and is likely to include sports clubs such as badminton, dance, table-tennis, football, netball, hockey and rugby. There are also clubs to suit the musically minded such as orchestra, choir and jazz band, plus others such as the Diversity group, Mindfulness Club, Pride, Art club, Crest award and the Christian Union.

If your child is asked to represent the school, for instance in a sports match, these usually take place after school or occasionally on Saturday mornings. Matches are either played at home or students travel away to another school by school minibus. We have three school minibuses that are maintained to Surrey County Council specifications. Staff that drive the minibus have passed a County Council Competency Test.

Music Lessons

As well as extra-curricular clubs and societies, students may take the opportunity to receive peripatetic music lessons. Applications can be submitted online at <https://www.surreycc.gov.uk/culture-and-leisure/arts/music/lessons-for-children>.

School Fund

School Fund

All parents/carers are invited to contribute to school funds which are used to promote and extend the range of extra-curricular activities and to provide amenities not available through public funds.

A donation of £40 (per student) per year is invited, and parents/carers are encouraged to donate to School Fund via Scopay under Charities "2 Howard of Effingham School Donations" to enable the students to benefit further as the Gift Aid Scheme is the most tax efficient way to contribute to the school.

A letter with payment details is available online. You can also complete your Gift Aid form on Scopay.

Advice & Guidance

Parenting 11-18 Year-olds

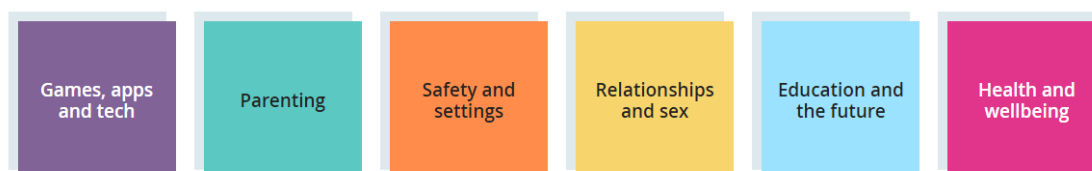
Parenting can be a wonderful experience but it isn't without its challenges, especially during the teenage years. We know that it is sometimes useful to seek guidance on issues that arise and here are some helpful sources of information (there are links to all of these on the school website):



[Surrey's Family Information Service](#) has produced a very helpful [reference book](#) for parents and carers of 11 to 19 year-olds in Surrey. It includes information and contacts on 20 topics, ranging from alcohol, drugs and substance misuse to support for young carers. At the end of each topic you'll



find a list of useful contacts.



parentinfo.org is a free service that shares articles, tips, expert advice and resources designed to help parents/carers with a range of topics including keeping-up with what your children are doing on-line. Parent Info is a collaboration between CEOP and Parent Zone.

Online Safety

Safe online practice is a taught part of the school curriculum. Parents/carers may find these resources helpful:



Our [Online Safety Hub](#) for students on the student SharePoint site has advice and guidance about staying safe online.

[National Online Safety](#) produces useful guides to apps and games for parents and carers. A very useful resource.



[Common Sense Media](#) reviews films, apps, games and more and makes recommendations on suitability.

Social Media (advice adapted from Common Sense Media)

The reality is that most kids start developing online relationships [around the age of 8](#), usually through virtual worlds such as [Club Penguin](#). By [age 10](#), they've progressed to [multiplayer games](#) and sharing their digital creations and homemade videos on [sites such as YouTube](#). By [age 13](#), millions of kids have created accounts on social-networking sites such as [Instagram](#) and [Snapchat](#).

Here are the essential safety and responsibility guidelines for 11 year-olds:

- **Follow the rules.** Many social sites have an age minimum of 13 for both legal and safety/privacy reasons. [Encourage kids to stick with age-appropriate sites.](#)
- **Tell your kids to think before they post.** Remind them that everything can be seen by a vast, invisible audience (otherwise known as friends-of-friends-of-friends). Each family will have different rules, but, for middle school kids, it's a good idea for parents/carers to have access to what their kids are doing online, at least at first, to be sure

that what's being posted is appropriate. Parents and carers can help keep kids from doing something they'll regret later.

- **Make sure kids set their privacy settings.** Privacy settings aren't fool proof, [but they can be helpful](#). Take the time to learn about default settings and how to change privacy settings on your kids' favourite sites, and teach your kids how to control their privacy.
- **Kindness counts.** Lots of sites have anonymous applications such as "bathroom walls" or "honesty boxes" that allow users to tell their friends what they think of them. Rule of thumb: If your kids wouldn't say it to someone's face, they shouldn't post it.

Supervising your child's online activity

All internet activity on school devices is monitored and we will always follow-up with anything that that is concerning. Our Internet Service Provider and network resources filters potentially harmful content.

Please check that your home broadband filters are set up. Some families have routines such as 'no devices at the table' during family mealtimes and permitting use of devices in communal spaces only, not in bedrooms, and only until 6pm (this might vary with children's age). Routines set-up from an early age can help promote healthy use of devices and online services later on.



[Childnet International](#) has some useful guidance for parents/carers.

You may also like to consider an app to allow you to monitor your child's online activity.



The [Qustodio](#) app allows you to see how your child uses personal and home devices, apps and the Internet. It allows you to set healthy limits to manage their online experience and has filtering technology to protect from harmful content on their devices.