

September 2015

Dear Parents

We are delighted to welcome our pupils back to school. We hope this year will be as successful as the last. Our Sixth Form pupils and particularly our Year 12 pupils excelled in their examinations. Many of our Year 14 girls have gone on to University and the majority of Year 12 have returned to Sixth Form to take up new courses, many of which are A Level.

We feel as parents, it is important that you are fully informed of our procedures and policies. I draw your attention to the information overleaf.

Finally, we will be celebrating the pupils' achievements at our Presentation of Awards Ceremony on Tuesday 15<sup>th</sup> September 2015. **As the day will end at 12.25 pm, meals will not be available.**

Year 12 will be on Work Experience from Monday 7<sup>th</sup> to Friday 11<sup>th</sup> September inclusive.

Thank you for your support. I am sure I can rely on this in the future. If you have any issues causing you concern, please contact the school. I look forward to meeting you all in due course.

Yours sincerely

M SMITH (MRS)  
PRINCIPAL

### **Attending Appointments during the school day**

Should your daughter wish to have permission to leave the building during the school day for medical/dental appointments etc, she must bring in a note, signed by a parent, on the morning in question. In the interests of Child Protection and Health and Safety, no pupil may be given permission to leave the premises during the school day on the basis of a phone-call or a request to Reception only.

### **Punctuality**

Registration is at 8.50 am if a pupil comes to school after 9.00 am she is late for school. She should report to the Referral Room to be marked present but late. Without an acceptable written reason she will be expected to attend late detention on the following day. Detention runs from 3.15 – 3.45 pm on Monday and Wednesday (Key Stage 3), Monday to Friday (Key Stage 4 and 5). Tuesday detention runs from 2.15 – 2.45 pm.

### **Mobile Phones**

I ask once again for your co-operation in two matters. Firstly, remind your daughter that mobile phones are not permitted to be used during the school day. Pupils may not contact each other nor their parents/guardians during school hours by mobile phone - It will be confiscated.

### **Social Networking Sites**

Secondly, Facebook is causing major problems with quarrels and bullying which are then brought into school. Please monitor what your daughter is saying and reading.

### **Free School Meals**

If your daughter is entitled to Free School Meals it is very important that you apply for this and avail of the service provided in school. Mount Charles, the company which provides the catering for the school, has a range of wonderful new menus for our girls. Please encourage your daughter to eat well and use the service in the school, in particular, if she is entitled to a free meal. The price of a school meal is £2.70. Restaurant menus will be available on the school website.

### **Pupils who travel home by school bus**

To ensure that our pupils leave school safely at the end of the day, we have issued a pass for all girls who go home by bus. When leaving the school at 3.05 pm, pupils must show this pass to the teacher on duty.

### **Complaints Procedures**

At St Genevieve's we are committed to parents/carers. We encourage and welcome all comments and views. The Complaints Procedure summary is attached.