

Yesodey Hatorah Senior Girls School



**Parent Handbook
2016/17**

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Welcome to Yesodey Hatorah Senior Girls' School.

Aims of the school

- To produce **בנות ישראל** who proudly adhere to the **דרך ישראל סבא**
- To develop in each girl a range of skills, talents and values, in particular, modesty, tolerance, respect of others, courtesy and general demeanour as a **בת ישראל**
- To develop in each girl her thinking, initiative, self-discipline and creativity
- To enable each girl to experience success, progress and enjoyment academically, personally and socially
- To develop a respect for the environment and an understanding of the world in which we live.
- To deliver a high class education which is firmly based on Torah principles and combined with the National Curriculum

Contact Details

Egerton Road London N16 6UA Tel: 020 8826 5500

Headteacher	Mrs R Weinberg
Head of Chol	Mrs C Neuberger
Head of Kodesh	Mrs R Fein
Deputy Head	Mrs C R Klein
Chair of Governors	M T Bibelman

If you have any concerns, please ring the school. Please refrain from contacting staff at home.

Policies and documents are available from the school upon request.

Attendance and Punctuality

At Yesodey Hatorah we believe that good attendance and punctuality are essential for our pupils to fulfil their potential. All students should be in school at 8:15am for the first bell. The second bell rings at 8:19am to remind students to make their way to the hall. A third bell rings at 8:22am when Shachris starts. Any student arriving later than 8:15am must enter school via the main entrance reporting to the School Office. This is recorded as late to school. After 3 lates a detention will be given.

Note: Students who come to school after 8:55 will be sent home, unless prior permission has been obtained.

Unplanned Absences

- Ring the school absence line by 9:00am and give the reason for the absence.

Please make every effort to make appointments outside school time.

Planned Absences

Leave of absence forms are printed in the student diary, and all requests should be submitted to the School Office at least **two weeks** before the first day of a planned absence. Please do not book tickets or make any other arrangements without first asking permission.

Medical appointments:

These should only be made outside of school hours or during school holidays/half term etc. In the event that this is not possible we will only permit students to leave for an appointment after 2:25pm. This does not include regular optician appointments, for which no permission will be authorised.

In the event of an emergency or specialist appointment special permission must be requested from the headteacher. If your daughter has been given authorisation to leave school, she must come back immediately after her

appointment in order to minimise the amount of time she is out of school. Authorisation is given for the expressed purpose only, and students may not go shopping or run errands while out of school.

Unauthorised Absences:

Should your daughter take leave which has not been authorised, or stayed away from school for more days than allowed, one of the following consequences will be implemented.

- Internal Exclusion
- Sunday detention
- Exclusion from a school program or activity

The school **sometimes** authorises pupils’ absence in the following circumstances:

Weddings	Brother / sister Uncle/ Aunt*	Local	1½ days
		Out of town / Abroad*	5 - 7 days
	1 st cousin	Local	12.40 if chupa is in the afternoon 3pm for evening chupa**
		Out of town* Abroad*	1-2 days Up to 5 days
Bris	Sibling or nephew	Local	1-2 lessons
Pidyon Haben	nephew	Local	1-2 lessons

*Maximum of 5 days a year

**Maximum once a year and a maximum of 3 times throughout a student’s years in the Senior School.

***Any Alternatives e.g. coming late the next day, must be agreed in advance with the head teacher.

- The school will not authorise absences of more than 10 sessions (half a day) in one year.
- Permission will only be given in exceptional circumstances for pupils in Year 11.
- During exams no time may be taken off except for a sibling’s wedding.

Medical appointments:

- These should only be made outside of school hours or during school holidays/half term etc. In the event that this is not possible we will only permit students to leave for an appointment after 2:25pm. This does not include regular optician appointments, for which no permission will be authorised.
- In the event of an emergency or specialist appointment special permission must be requested from the headteacher.
- It has become common practice that students being treated by an out-of-area orthodontist set up group appointments. This leads to unnecessary time out of school and we will no longer authorise this.
- If your daughter has been given authorisation to leave school, she must come back immediately after her appointment in order to minimise the amount of time she is out of school. Authorisation is given for the expressed purpose only, and students may not go shopping or run errands while out of school.

Unauthorised Absences:

Should your daughter take leave which has not been authorised, or stayed away from school for more days than allowed, one or both of the following consequences will be implemented.

- Sunday detention – A detention on Sunday, at a time scheduled by the school
- Exclusion from a school program or activity

Where a student displays persistent absence, or their attendance falls below 90%, they will automatically be picked up by the Attendance Officer, who will analyse the child's history. They may then decide to take action, which could include penalties, hearings with the Local Authority or, in rare instances, involvement of Social Services.

A pupil's absence during term time can seriously disrupt their continuity of learning. In a case where taking time off is essential, you are responsible for ensuring that your daughter makes up all her work when she returns. Any work which is not made up in good time will have to be completed during breaks.

Timings of the School Day

8.15am	School begins
8.18am	Student entrance locked
8.20am	Registration in hall
8.22am	Shacharis
8.55am	Lesson 1
9.35am	Lesson 2
10.15am	Lesson 3
10.55am	Break (20 minutes)
11.15am	Lesson 4
11.55am	Lesson 5
12.35pm	Lunch Break (40 minutes)
1.15pm	Mincha & Assembly
1.35pm	Lesson 6
2.15pm	Lesson 7
2.55pm	Break (20 minutes)
3.15pm	Lesson 8
3.55pm	Lesson 9
4.35pm	Home-time

The timings are adjusted slightly in the summer term.

Friday:

8:20am	Shacharis
8:50am	Registration and Lesson 1
9:30am	Lesson 2
10:10am	Lesson 3
10:50am	Break and Assembly
11:20am	Lesson 4
12:00pm	Lesson 5
12:40pm	Home-time

Behaviour

The promotion of respect, good middos and behaviour, both on and off-site, is an integral part of the school's ethos and our **behaviour policy** exists to support this aim. We therefore focus on positive measures which can be used to encourage and reinforce good behaviour within the school. Merits, de-merits and the balance will be included in the end of term reports.

There are a range of rewards given to students. These include:

- Outings
- Prizes
- Merits
- Postcards (these are given for effort, behaviour and kindness and will be sent directly home).

If you have any concerns about your daughter's behaviour please discuss the matter initially with your daughter's form teacher. If matters do not improve please contact the Deputy Head in charge of behaviour via the school office.

Sanctions

Although we try to emphasise the positive, there will be occasions when alternative methods are required. The main sanctions used are as follows:

- Detention – lunch time or early morning depending on the infringement
- Time-out – disturbances during lessons
- Report card – for continuous poor behaviour.
- In the event of serious infractions exclusion will be considered.
- Late slips – for arriving late to class or Davening

For full details on accepted behaviour standards and policies please refer to our Behaviour Policy and Code of Conduct.

Homework

Students are issued with homework diaries, and must use them to record homework set. Diaries will be checked by the Form Teacher. We expect all homework to be given in on time and the sanctions for not submitting homework or coursework are set out in our Behaviour Policy.

- Each homework 'slot' should be for no more than half an hour in Years 7-9 and around three quarters of an hour in Years 10 and 11.
- In years 7-9, teachers should give two formal homework slots per week in Maths, English, Chumash and one in all other subjects. A piece of work may extend over several homework 'slots'. In such cases, this should be recorded in the pupils' diaries each week.
- Homework should not be completed on a computer (except for touch typing).
- Homework set on a Thursday will **not** need to be handed in on Friday.

In addition, reading assignments will be given.

Library

We have a fully stocked school library with the following sections:

- Seformim
- Non-fiction relating to all our curriculum subjects
- Fiction

All material in our library is approved by a panel of mechanchos.

Every student is allowed to borrow up to three books a week. There are penalties for lost or overdue books.

Medication

The school is not allowed to administer any medication and students are not permitted to bring any medicines to school, unless specific arrangements are made with the school. We do give paracetamol with parental permission.

Money or Valuables

Pupils should not bring money or valuables to school. Mobile phones are not permitted and pupils are not allowed to use the school phone. They are also not permitted to bring any electronic equipment, eg cameras, or USBs to school. The school cannot take any responsibility for missing items. It is recommended that lockers should be kept locked at all times.

- No money may be requested or collected without permission from the school. Students are required to bring £15 at the start of the year which covers presents for teachers and a further £20 for mishloach manos closer to Purim.

Out of school activities

The schools ethos must be maintained at all times, including after school hours and on or off site.

The school strongly discourages social activities that only include part of the class. The girls have a full Bas mitzvah programme in school which culminates with a celebration near the end of year 7. Therefore, individual class parties may not be arranged.

Any large group activities or parties must have prior permission from school. Sleepovers are not permitted.

School Meals – canteen

The school offers the offering the following items daily

- Hot soup
- Salad
- Fruit Cup

The subsidised cost will be £1.00 per item.

A healthy packed lunch should include:

- A good portion of starchy food, e.g. wholegrain roll or bread, pitta pocket, pasta or rice salad
- A portion of protein, eg fish, egg, tuna, beans or hummus.
- Plenty of fruit and vegetables, e.g. an apple, satsuma, tomatoes or carrot sticks, small tub of fruit salad or small box of raisins;
- A portion of semi-skimmed milk or other dairy food, e.g. reduced fat cheese, yogurt or fromage frais;
- A drink e.g. semi-skimmed milk, yogurt drink or a bottle of water

Free School Meals

There are many children in the school who are eligible for free school meals on a daily basis. Could your child be one of these?

All students entitled to FSM will automatically receive a £3.00 capped daily allowance for all days where there is a canteen. Money cannot be transferred from day to day. Your daughter will be able to use her card like any other student.

If you would like an application form, please ring the Finance Office at school on 0208 826 5500 ext 5512.

Uniform and Equipment

- Navy and white gingham blouse (white shirts are permitted on Rosh Chodesh)
- Navy pleated skirt (10 cm/4 in below the knee)
- Navy cardigan or jumper without hood or writing
- Navy or black school shoes (no boots or booties)
- Only stud earrings are permitted
- Hair should be kept neat, and if longer than shoulder length should be tied back
- Only plain hair accessories are permitted
- No make-up or nail polish is allowed
- Only the following hair accessories are allowed:
 - Bobbles – unadorned bobbles
 - Hairbands – unadorned black or navy hairbands
 - Hair may be secured back with black, navy or brown clinches
 - Banana clips are not allowed at school

Items of school uniform or equipment must not have any distinctive marks or logos and must not be identifiable as any kind of designer brand.

All clothing and equipment brought to school must be clearly labelled. Every Rosh Chodesh all unclaimed lost property is displayed in the library after which it is discarded. The school takes no further responsibility for lost items.

Each girl is allocated a locker in which to keep her school books and equipment. This should be kept locked and the key removed. A £5 deposit should be brought to school on induction day and handed to the form tutor.

Computer use and electronic equipment

- Students may not own a mobile phone or any communication device.
- It is strictly forbidden for students to view any videos, photographs and other materials on any computer on school premises without a member of staff present.
- USBs are not allowed at all in years 7 – 9. GCSE students are only permitted to use school-issued USBs when given express permission.
- **The following are not allowed in school:**
- Mobile phones or any communication device
- Chewing gum
- Tippex
- Electronic equipment/device, e.g. USB sticks, MP3's and cameras, except if loaned or authorised by the school. Authorised USBs and cameras should only contain school material - personal data e.g. photos, are not permitted. We reserve the right to check these and sanction accordingly.
- Jewellery, other than plain stud earrings.
- Only certified kosher food may be brought into school premises.

Stationery and Equipment 2016-2017

Requirements for all lessons:

Pens	Scissors
Pencils	Glue
Rubbers	Highlighters
Coloured Pencils	A4 lined paper
A5 jotter pad for rough work	Ruler

It is compulsory that **all** books and equipment are **CLEARLY** labelled.

ספרים Kodesh

- רד"ק (with and מצודת דוד, מצודת ציון, רשי with שמואל א' no previous markings)
- קיצור ש"ע large and clear font
- מגילה and הגדה, מחזור at appropriate times
- Kodesh Vocabulary book
- תהילים and סידור for davening
- פרקי אבות and תפלה for סידור lessons
- חומש with רשי for סדרה
- חומש במדבר – must be הורב edition with רש"י font

No wire bound exercise books are permitted.

Subject	Equipment Required
בת מצוה	1 A4 plastic folder with popper
(קיצור) דינים	1 thick A4 exercise book to be kept for Year 8
דקדוק	2 thick A4 exercise books to be kept for years 8 and 9 and 1 plastic folder with popper
הליכות	1 A5 exercise book

חומש	1 thick A4 exercise book and 1 plastic folder with popper
ידיעה כללית	1 thick A5 exercise book
נך	1 thick A4 exercise book – to be kept for years 8 and 9
סדרה	1 thick A4 exercise book
פרקי אבות	1 thick A5 exercise book
תפלה	1 thick A5 exercise book
ישראל תולדות	1 thick A4 exercise book
Geography History	Exercise books will be provided Simple calculator Standard file with 5 dividers – just for geography
Science	Plastic folder with popper Exercise book will be provided
Music	Plastic folder with popper
P.E.	Trainers (Flexible & with good support). Students will not be allowed to participate in P.E. in shoes. Black leggings (or loose trousers) - to be worn under skirt. Equipment must be kept in a strong gym bag (not a regular carrier bag).
Maths	1 Maths thick folder and 1 ring binder Geometry set – Protractor, Compass, Ruler, Pencil, Rubber, and Sharpener. Scientific calculator Exercise books will be provided
Cookery	A4 file with plastic pockets Apron
English	Plastic folder with popper
Computer Science	Plastic folder or ring binder

Art Year 7
4 paintbrushes (roundheads) size 0. 2. 4. & 6
Set of watercolour paints (reeves/red tin)
Pencils 2B 4B 6B

Textiles Year 7
1 Large black and 1 large white thread for samples
1 pack of assorted hand sewing needles
2 Crewel needles for embroidery

	(large hole and point)
Glue Stick	4 Bernina bobbins
Rubber	1 Pack Bernina machine needles size 80
Sharpener	Dressmaker's pins (these are finer and longer than office pins)
Set of oil pastels	Dressmaker's shears for cutting fabric (optional, but useful)
Black Fine Liner / Gel Pen	Magnet
A4 plastic folder with press stud	Marking pencil and chalk
Spray bottle (optional)	Quick unpick
	Small snipping scissors
	½ m unbleached calico
	Year 7 - Display file with 20 pockets
	Year 8 - Display file from last year

**All requirements including Seforim and Art and Textiles equipment can be purchased at
Dunners - 15 Egerton Road London N16. Tel: 020 8809 6223.**

Induction

On induction day, every girl is requested to bring the following in **three separate marked envelopes**:

- £15 which covers presents for teachers
- £5 cash deposit for the locker key
- £20 in cash for Chol text books refunded when all text books are returned.

A further £20 will be collected closer to Purim for teachers Mishloach Monos.

The school is happy to be able to provide our students with text books free of charge, but we also expect the girls to look after the school's property and return the books at the end of the school year when requested. We therefore request that each student pays a book deposit of £20, returnable when all books are handed back.

We hope that this handbook will help to ensure your daughter's smooth transition from primary to secondary school. Please contact Mrs Weinberg at school if you have any further queries.