

St Albans Girls' School



WELCOME AND INFORMATION BOOKLET YEAR 7, 2026-2027



**PLEASE READ BEFORE COMPLETING YOUR
'NEW YEAR 7 ESSENTIAL INFORMATION COLLECTION' GOOGLE FORM**

Sandridgebury Lane, St Albans, Herts, AL3 6DB

01727 853134

www.stags.herts.sch.uk

admin@stags.aetrust.uk

admissions@stags.aetrust.uk



Shaping Tomorrow, Today

Dear Parents and Carers,

I am delighted to welcome you to St Albans Girls' School. I am sure that your child will be happy here and that they will thrive both personally and academically, enjoying all of the opportunities that the school has to offer.

The transition to secondary school may be daunting at first but we will all help your child to settle in quickly and be an active part of the STAGS community. We hope that you find this information useful and we very much look forward to meeting you and ensuring that by working together, all of our new Year 7 students achieve their full potential. Our transition programme is outlined below.

The following pack is a wealth of information about STAGS and your child's learning experience here with us. We appreciate there is a lot to learn so please take time to go through it with your child. In addition, we would also recommend you look at our website www.stags.aetrust.uk and follow us on facebook.com/STAGS.official and instagram: [stalbangirlsschool_stags](https://instagram.com/stalbansgirlsschool_stags).

In order that we can find out more about you and your child, please ensure that the Google Form sent to you separately is completed and returned by **12 June 2026**. If you do have any queries, please email admissions@stags.aetrust.uk. These emails will go directly to us, Mrs Molloy (Admissions Officer), Miss Holland (Acting Deputy Headteacher) and Mrs Lalor (Student Support Lead) and you will get a personal response as quickly as possible.

We wish you an enjoyable summer break and look forward to your child beginning their learning journey at STAGS in September.

Yours faithfully



Mr P Kershaw
Headteacher

Date	Transition Event
May - June 2026	STAGS staff visits to Primary schools
18 June 2026 - 6pm - 7.30pm	Year 6 – Year 7 Information Evening (Parents and Carers Only)
1 July 2026 - 6pm - 7pm	Parents/Carers 'New to secondary school' Workshop (Parents and Carers Only)
9 July 2026 - 8.15am - 3pm	Transition Day All students visit STAGS for the day
27 - 28 August 2026 - 9am - 3pm	Additional Summer Transition Days at STAGS (Invited students only)
2 September 2026 - 8.35am - 3.10pm	First Day at STAGS (Induction Day - Years 7 and 12, 13 on site only)



Contents

	Page
● Useful Information for Parent	3
● STAGS Values	4
● School Term & Holiday Dates for 2026-2027 and Home-School Agreement	5
● Pastoral Care	6
● Form Classes and the First Day(s)	7
● Safeguarding	8
● The School Curriculum	9
● The School Day, Organisation of Teaching Groups, Assessment and Reporting, Parent and Carer Consultation Evenings	10
● Library Resource Centre, Home Learning, English as an additional language, Special Educational Needs & Disabilities	11
● Rewards and Consequences, Payment for Art, Design and Technology supplies	12
● School Uniform	13-14
● Communication between School and Home	15-16
● Care for Students with Medical Needs	17-18
● School Catering	18
● Attendance and Punctuality	19
● Extra-Curricular Activities and Student Leadership, Trips and Visits*	20
● Music Tuition	21
● Travel Arrangements	22-23
● Essential Equipment, Sustainability, Lockers	24
● Blended Learning and Chromebook Purchase Scheme	25-29
● Pupil Premium and Free School Meals	30
● Notification of Intention to Process Students' Biometric Information*	31
● Images of Children in School Policy*	32-33
● Online Safety Agreement* including Blended Learning & Device Student Responsibilities	34-36
● STAGS Guidance on Mobile Phones and Technology	37-38
● An Introduction to Edulink One	39
● School Gateway Online Payment Services	40
● Security of the School Site and School Closure	41
● Year 7 Riveting Reads	42
● PTA Welcome Letter	43-44
● Year 7 Students First Impressions	45
● Transition Frequently Asked Questions	46-47

***needs to be read for completion of New Year 7 Essential Information Google Form**



Useful Information for Parents

School Address:	Sandridgebury Lane, St Albans, Herts, AL3 6DB
School Phone No:	01727 853134 Student Absence: 01727 853134 Option 1
E-mail:	admin@stags.aetrust.uk
Website:	www.stags.aetrust.uk
Facebook:	facebook.com/STAGS.official
Instagram:	instagram.com/stalbansgirlsschool_stags
Headteacher:	Mr P Kershaw (head@stags.aetrust.uk)
Acting Deputy Headteacher: Behaviour and Safeguarding, DSL Transition and SLT Link Year 7	Miss T Holland (HollandT@stags.aetrust.uk)
Deputy Headteacher: Curriculum and Standards	Mrs J Flint (FlintJ@stags.aetrust.uk)
Director of Learning: Year 7	Mr Finley Harris (HarrisF@stags.aetrust.uk)
Student Support Lead:	Mrs K Lalor (LalorK@stags.aetrust.uk)

The school office is open from 8:00am – 4:00pm. Messages regarding your child's absence can be left by calling **01727 853134 Option 1** or by **EduLink**. **It is vital that the school is contacted explaining absence on the first day of absence.** We will of course be happy to speak to you about any problems that need immediate attention. Communication with the school should be addressed to the appropriate Form Tutor in the first instance. As we are sure you can appreciate teachers are not always available to take your calls, please leave a brief message and contact details and we will return your call as soon as possible.



STAGS VALUES



SUPPORT



TRUST



AMBITION



GENEROSITY



SUCCESS

School Term and Holiday Dates for 2026-2027

Autumn Term 2026	
Tuesday 1 September	ALL Staff Training Day (no students)
Wednesday 2 September Thursday 3 September	Year 7, Year 12, Year 13 students ONLY on site School open for ALL students
Monday 26 October to Friday 30 October Friday 27 November Last day of term Monday 21 December to Friday 1 January	Autumn Half Term Occasional Day (no students) Friday 18 December Christmas Break
Spring Term 2027	
Monday 4 January to Thursday 25 March	
Thursday 11 February and Friday 12 February Monday 15 February to Friday 19 February Monday 29 March to Friday 9 April	Professional Development Days (no students) Spring Half Term Easter Break
Summer Term 2027	
Monday 12 April to Tuesday 20 July	
Monday 3 May Monday 31 May to Friday 4 June Wednesday 21 July and Thursday 22 July	May Bank Holiday Summer Half Term Professional Development Days (no students)

Home-School Agreement

A Home School Agreement will be sent home to all parents and carers annually to sign along with their child. You will receive this in the new term and it will require an electronic signature.



Pastoral Care

At STAGS we are dedicated to making sure our students achieve a sense of belonging and a feeling of wellbeing in our community. Students should feel safe, happy, comfortable and supported. This in turn enables them to focus on achieving their potential so that they can have access to the best possible life chances. We know that transition to a new school can be both exciting and challenging. Mentally Healthy Schools have produced some excellent transition resources that you might find useful and help you manage your child's emotions at this time, which can be downloaded [here](#).

To facilitate the growth and development of our students we have a team of professionals who lead in pastoral care. Students will receive guided support throughout their transition into secondary school. This includes primary school visits, Year 8 Mentors and numerous transition events. We promote achievement of all students from the classroom to the sports field, the eco-council to Drama productions.

Each Year Group is led by a Director of Learning, supported by a team of form tutors and a member of the Senior Leadership Team. Your child's form tutor will be a key point of contact as they see students every morning and are the ones who will get to know them best. A Student Support Office is staffed by non-teaching Student Support Officers and is a safe and welcoming environment for students to go if they have difficulties in any aspect of school life.

Learner Voice and Leadership at STAGS is fully embedded across every aspect of school life. There is a culture at STAGS where students proactively shape their learning and strengthen our diverse community together. Learner Voice opportunities ensure every element of provision is specifically designed to engage all and deepen thinking. There are a plethora of opportunities to participate in roles to shape the landscape of the school community and raise awareness for causes and campaigns they feel passionate about.

The Year 7 Pastoral Team is:

- Miss T Holland - Acting Deputy Headteacher - Behaviour and Safeguarding, DSL, SLT Link Year 7 HollandT@stags.aetrust.uk
- Mr F Harris - Director of Learning for Year 7 HarrisF@stags.aetrust.uk
- Mrs S Penfold - Assistant Director of Learning - Key Stage 3 PenfoldS@stags.aetrust.uk
- Mrs K Lalor - Student Support Lead LalorK@stags.aetrust.uk
- Miss L Foley - Student Support Officer FoleyL@stags.aetrust.uk
- Ms K Richardson - Student Support Officer RichardsonKa@stags.aetrust.uk

Further information about Student Support can be found on our website [St Albans Girls' School - Student Support](#)



Form Classes

There are 8 form classes in each year group, one for each house. The school houses are all named after inspirational women:

- Jane Austen (A)
- Charlotte Bronte (B)
- Marie Curie (C)
- Rosalind Franklin (F)
- Barbara Hepworth (H)
- Amy Johnson (J)
- Rosa Parks (P)
- Mary Seacole (S)

Who are these women? Students could research them in preparation for being allocated a form group. Find out more about our house system on our website [St Albans Girls' School - The House System](#)

Form groups are allocated on a mixed ability basis. We gather information from primary schools and take into account special educational and pastoral needs. We have over 70 feeder schools and therefore split students from the same primary schools across the 8 groups. This is because many students start STAGS as the only person from their primary school, and we want to ensure that everyone has a similar starting point. In addition, secondary school is a chance to make new friends and explore new directions. Our policy is to place twins in separate classes. We will inform students and parents of house allocations as part of our Transition Evening.

The First Day(s): The first day of school is very much an induction day, with just new Year 7, Year 12 and Year 13 students on site. New students will need to be in full school uniform and should have a pencil case and a school bag. We advise that students have their own water bottle. **They will not need a PE kit on the first day.** There will be lots of staff to welcome and direct new students at the main entrance so they will not be lost. After the first day, they will enter through the student entrance. Lunch will be provided for free on the first day. If students wish to bring their own packed lunch, they can do so.

STAGS is much bigger than primary schools but don't worry, Year 7's will be escorted to and from lessons by Year 8 mentors. We keep the mentors in place until we are confident that students know their way around.

During Transition Day in July, and the September induction day, there is a focus on getting to know new surroundings and classmates with a number of 'ice breaker' activities which help form friendships. We monitor all students closely to ensure everyone is settling in. Our Year 8 mentors have been trained to look out for students on their own and then carefully support them.



Safeguarding

We make sure St Albans Girls' School is a safe place for all by:

- ensuring all staff are fully trained in being vigilant to signs that a student is experiencing difficulties or abuse in or outside of the school environment. All senior staff are trained at level 3 safeguarding to ensure that there is always someone on site able to deal with child protection issues
- having dedicated pastoral staff trained in pastoral care, and utilising external agencies to provide specialist support when needed
- ensuring all students know that there are a variety of staff they can turn to if they need help or support with a safeguarding matter
- ensuring that the curriculum gives students information, opportunities to explore and learn about all aspects of welfare and safety, both inside and outside the classroom
- ensuring safety across our site is reviewed regularly and discussed at Student Parliament and Parent Voice
- All staff have access to and have read the DfE guidance 'Keeping Children Safe in Education'
- All staff and students are aware of our *tell a person* policy

The Designated Safeguarding Lead at St Albans Girls' School is;

- Miss T Holland (Acting Deputy Headteacher) HollandT@stags.aetrust.uk

The Deputy Designated Safeguarding Leads at St Albans Girls' School are;

- Mrs P Jarvis (Assistant Headteacher) JarvisP@stags.aetrust.uk
- Mr D Tansley (Assistant Headteacher) TansleyD@stags.aetrust.uk
- Mrs K Lalor (Student Support Lead) LalorK@stags.aetrust.uk
- Mr T Doherty (Assistant Headteacher) DohertyT@stags.aetrust.uk
- Mrs K Richardson (Student Support) RichardsonKa@stags.aetrust.uk

Other designated safeguarding persons:

- Mr P Kershaw (Headteacher)
- Mrs J Flint (Deputy Headteacher)
- Miss Foley (Student Support)

The designated Governor with responsibility for Safeguarding is Vicky Pearlman
pearlmanv@stags.governor.aetrust.uk

If you have any concerns about your own child, or any other child, please do not hesitate to contact us on 01727 853134. If you have concerns about a child that does not attend STAGS and would prefer to speak to Children's Services personally, please call 0300 1234 043 or the police on 101. Please note that information of a safeguarding nature may not be able to be kept confidential.



The School Curriculum

At STAGS, most students follow the same subject based curriculum in Years 7-9. The lessons in different subjects provide opportunities to develop the essential skills for learning and the foundational knowledge base required for success in Key Stage 4 and Key Stage 5 examinations.

Timetable Arrangements

The school operates a two week timetable. In each week there are 25 one hour lessons. In Year 7, your child will study the following subjects:

Subject	Hours per 2 weeks	Subject	Hours per 2 weeks
Art	2	Maths	7
Design Technology	2	Music	2
Drama	2	Physical Education (PE)	4
English	7	Personal, Social and Health Education (PSHE)	2
French	3	Religion, Ethics & Philosophy (REP)	2
Geography	3	Science	6
History	3	Spanish	3
Computing	2		

These lessons ensure that the National Curriculum is covered and a broad and balanced curriculum is provided. Details about what this means can be found [here](#) by following the relevant key stage links provided by the government.

Further topics are covered by the following:

- REP (Religion, Ethics and Philosophy) - This covers the statutory requirement for the teaching of religious education
- PSHE (Personal Social Health Education) - This is a programme of study which includes careers and Mental Health and Wellbeing related learning, Relationships and Sex and Health Education (RSHE)
- Design & Technology – These lessons operate as a carousel and include Food, Textiles and Product Design

The Year 7 curriculum has been carefully designed to develop core skills, knowledge and understanding, whilst introducing students to a broad range of subjects and specialisms. During Science, students are introduced to elements of Biology, Chemistry and Physics and our focus on Languages enables students to access and learn both French and Spanish. All other subjects ensure the balance of curriculum content whilst in PE the promotion of healthy lifestyles and physical exercise signals the importance of the personal development journey from adolescence, through the seven year learning journey at the school and beyond. In order to support acquisition of basic skills in numeracy and literacy, a few students may follow an alternative course to the full Languages offer. This is arranged on a student by student basis with the SEND Department.



The school day also incorporates registration and assembly time, and movement time to ensure that lessons are one hour long and there is no loss of learning.

Please see below timings of the school day for your reference.

The School Day

School opens	7:45
Registration/ assembly	8:35
Lesson 1	8.55
Lesson 2	10:00
Break	11:00
Lesson 3	11:20
Lesson 4	12:25
Lunch & enrichment	13:25
Lesson 5	14:10
School ends	15:10
Extra-curricular activities	15:10
Site closes to students	16:30

Organisation of Teaching Groups

All students are taught in mixed prior attainment form groups with the exception of Maths which is taught in prior attainment band groupings. Students undertake CAT Tests in early September and coupled with baseline tests in all subjects, as well as information from Year 6 outcomes against national expectations these are used to assess the progress of students' learning against our curriculum.

Assessment and Reporting

Students joining STAGS will have reached different stages in their learning. Our learning curriculum is designed to ensure that every student makes as much progress as possible. Progress is monitored closely and parents and carers are kept informed by regular reports sent home. A year group specific reporting and assessment calendar and further information will be provided for all parents and carers in the Autumn Term each year and will be available on the school website for Key Stage 3 [here](#).

Parent and Carer Consultation Evenings (PCCE)

Each year parents and carers are invited to a consultation online evening to discuss your child's progress with subject teachers. More information about reporting and PCCEs will be shared at the Year 7 Information Evening in Autumn Term and via [this page](#) on our website.



Library Resource Centre (LRC)

The Library Resource Centre is ideally situated to provide a centre for learning resources within the school and is open from 8.15am – 4.30pm. The LRC is generously stocked with books, magazines and graphic novels, along with access to a wide range of eBooks and Audiobooks. All students receive an introductory course on how to use the LRC at the beginning of Year 7.

Students are warmly encouraged to develop a love of reading and to use this important resource which lies at the heart of independent learning. Four books may be borrowed at any one time for up to three weeks. Renewals are possible, providing the books have not been requested by another student. The Library Resource Centre has a pool of Sixth Form volunteers who help with a variety of Library related projects.

Home Learning

Home Learning at STAGS is set because not only does it reinforce classroom learning, but because it also helps students develop skills, habits and attitudes that will support their future pathways. Our home learning is an integral part of the curriculum and tasks are planned to be age and stage appropriate and there will be a home learning timetable to support students with the planning and completion of their home learning.

All work is set via Edulink so that both students and parents are aware of home learning details and deadlines. Any resources are uploaded onto Google Classroom so that students have the relevant materials.

Year 7 students should expect a total of about one hour of home learning each day as per the timetable that will be shared at the beginning of the year. All students will be expected to submit work on time, which is neatly and thoughtfully completed. If a student does not understand a task it is expected that they will seek the teacher's guidance and support well before the submission date. If a student has been unable to complete a home learning task by the time specified, for whatever reason, the parent/carer should make contact with class teachers or curriculum leads via email or provide a handwritten note. To support transition, Year 7 students are not set home learning in their first week of the new school year or over the end of year assessment phase. More information about home learning can be found [here](#) on our website.

English as an additional language (EAL)

St Albans Girls' School is a vibrant and diverse community with students from a wide variety of cultures speaking over fifty different languages. [Click here](#) to find out more about our EAL provision. If your child is on the EAL register at primary school and you have any queries about support at STAGS, then please contact the EAL Lead, Mrs Buckley - BuckleyD@stags.aetrust.uk

Special Educational Needs and Disabilities

Click to find out more about our SEND provision [St Albans Girls' School - Special Educational Needs and/or Disability \(SEN/D\)](#), and here to view our SEN/D policy and [SEN Report and Local Offer](#)

Our aims are based on the SEN/D Code of Practice which can be found at www.gov.uk. At St Albans Girls' School we aim to:

- Promote independence amongst students with SEN/D, providing them with strategies to overcome barriers to learning
- Use a child centred approach and work closely with parent and carers in tailoring support to an individual child's needs
- Ensure high quality first teaching and adaptability from all teachers
- Provide appropriate additional support so that all children with SEN/D can achieve their potential



If your child is on the SEND register at primary school and you have any queries about support at STAGS, then please contact the SEND team using admin@stags.aetrust.uk marked for the attention of the SEND team.

Rewards

We expect the highest level of behaviour, achievement and hard work from our students. At St Albans Girls' School we know that students will achieve more when we focus on their successes. The aim of the school's behaviour policy is always on rewards and praise in order to:

- Raise student self-esteem
- Celebrate and promote the STAGS Values of Support, Trust, Achievement, Generosity and Success
- Inform parents/carers about the positive achievement of students
- Create and maintain a whole-school culture of achievement and positivity

St Albans Girls' School uses many forms of rewards and praise, for positive work and/or demonstration of STAGS Values, including:

- Achievement points which can be seen via Edulink/School MIS and are celebrated in school
- Verbal praise inside and outside the classroom
- Positive comments on written work
- Displays of students' work
- Certificates
- Achievement Assemblies
- Headteacher Celebration Lunches
- House Celebration Events

Consequences

As part of our focus on the highest of expectations, good Behaviour for Learning will be taught explicitly, including the reasons why it is important to ensure the lessons and the school day run smoothly. In order to identify when students need extra support with behaviour, behaviour points and consequences will be issued when there is cause for concern. This could lead to a warning, a discussion, a detention or a further consequence involving a senior leader. The focus is always on support and a vision of improvement, ensuring all learners can access their education in a positive environment. If your child has an after school detention you will receive an email to confirm this. For further information about rewards and consequences please see the school website [St Albans Girls' school - Rewards and Consequences](#).

Payment for Art, Design Technology supplies

During the course of the next 3 years, your daughter will be undertaking a variety of exciting projects in their Art, Design and Technology lessons. Students make a number of products over the course of the year and, in order to cover the cost of materials, we ask that Parents and Carers contribute a payment of **£35**. Our preferred method of payment is online via Gateway. If you have financial difficulty, or concern with this, or you have any questions, please do not hesitate to contact us. We hope that you and your child enjoy the products that they make!



School Uniform

More than just a dress code, the STAGS uniform is a symbol of our shared community, ensuring every student relates to one another as equals. By maintaining high standards in our appearance, we create a purposeful learning environment where all students can focus on learning. We take great pride in the fact that visitors frequently comment on how smartly students are presented. As students progress into the Sixth Form, this transition is marked by a shift into our *Sixth Form Dress Code*, reflecting their status as lead learners and role models within the school.

We expect all uniform to be worn correctly, as both the manufacturer and the school intended, without unauthorised adaptations or additions. All uniform items marked with an asterisk (*) must be from our approved suppliers which are [Uniform4Kids](#) and [Stevensons](#) (price lists are available via these links). These can be purchased new or alternatively, the PTA hold regular, and popular, *nearly new uniform sales*. All uniform items must be clearly and permanently named.

School Uniform

Compulsory branded items

- **STAGS navy blue blazer*** - must be worn at all times (apart from during summer uniform), School issued badges only can be worn on lapels
- **STAGS light blue shirt*** - with house coloured 'stag' on collar, long or short sleeved
- **STAGS navy blue jumper*** - can be removed in warmer weather
- **Navy blue knee length pleated skirt***

Compulsory Non-Branded Items

- **Navy blue trousers** - as a skirt alternative: regular fit (straight leg), not skinny (and not wide leg)
- **Shoes** - plain black, leather style, sturdy, low-heeled (trainers, canvas shoes or boots are not permitted)
- **Tights** - plain navy, black **or ankle socks** - plain navy, black or white worn over the ankle (no sports socks)
- **School bag** - plain and suitable for carrying school books

Non Compulsory Items

- **Outdoor coat** - plain, waterproof and suitable for school (hoodies/sweatshirts are not permitted). Reflective stripes are recommended in winter for safety
- **Hijab** - navy blue or black, secured and consistently worn. Full face head veils (Niqab) are not permitted.

Physical Education (PE) Kit

Compulsory and non-branded items available from both uniform suppliers

- **STAGS PE fitted polo shirt*** or Navy/Amber/White Polo G920 Falcon Sportswear Shirt
- **STAGS PE shorts*** or Navy/Amber/White P231 Falcon Sportswear Shorts
- **STAGS PE leggings*** or **STAGS PE tracksuit bottoms*** or Navy/Amber ZR38 Falcon Sportswear Leggings
- **STAGS PE hoodie*** or Navy/Amber/White B550 Falcon Sportswear Hooded Top
- **STAGS PE knee high sports socks*** or plain Navy socks
- **White ankle socks** (rounders, netball and athletics)
- **Sports trainers** - non-marking soles & **Football boots** - non-metal studs
- **Gum shield & shin pads**

Non-Compulsory Items

- **One-piece sports hijab** - plain navy blue or black



Jewellery, make-up and nails

- No jewellery, including sensory/fidget jewellery is permitted except for; a watch, **one** pair of small plain silver or gold round studs in the lower earlobe (in the lowest piercing hole if there are more than one)
- All other ear, facial, tongue or body jewellery, including clear retainer studs are not permitted
- Make-up, tattoos, self/fake-tan, false eyelashes/eyelash extensions, nail varnish, false nails, gels, acrylics, eyebrow slits and coloured spot/pimple patches are not permitted
- All piercings must be removed during all practical PE lessons for health and safety reasons. Putting tape over piercings is not an option as it does not negate risk. Any student wishing to pierce their ears for the first time must do so at the **start of the six-week summer holiday** to allow time for lobes to heal

Hair Styles

- Hair must be one natural hair colour (e.g. black, brown, blonde, natural redhead)
- Hair should not be shorter than a *grade 2*
- The following hair accessories are permitted but must be plain, unpatterned and yellow or navy blue only
 - Headband
 - Hairbands/Elastics
 - Hair clips
 - Bows
 - Beads (maximum one per braid)
- Hair must be tied back for practical subjects (PE, Science, DT) and additionally wrapped if hair contains beads

Within the school uniform policy, we recognise that some individuals may choose to wear religious items because they view them as essential to fulfilling their religious obligations. In such circumstances, parents or carers should write to the Headteacher requesting permission.

In line with Department for Education statutory guidance, we have updated our uniform requirements for September 2026 to ensure they remain affordable and accessible for all families. These changes include a reduction in compulsory branded items and a more flexible, streamlined PE kit. We are committed to supporting our community; any families requiring assistance with basic uniform items are encouraged to contact their Director of Learning.

Beyond appearances, we value our uniform for the role it plays in student wellbeing. By removing the pressure of comparison, we enable students to focus on their personal growth in an environment where they are valued for who they are, not what they wear.

Communication between School and Home

It is very important to us that we work closely in partnership with parents and carers, as communication between home and school is key. We welcome communication with parents and always aim to respond to queries quickly with a resolution to any problems. We aim to respond to queries within two working days (as per e-mail guidance on website) but appreciate your patience if this is not possible. If you have not received a response from the school after three working days, please contact the school by emailing admin@stags.aetrust.uk or telephone the school and we will follow up your enquiry.

We will always listen to any concerns but please bear in mind that we may not always agree with your point of view and that the school reserves the right to deal with issues in the way we see is appropriate. All members of staff deserve to be treated with respect in their workplace, and no parents and carer should use derogatory language, name calling, personal attack to express their frustration at a situation. If you feel that your concern is not being dealt with appropriately, please contact a more senior member of staff via admin@stags.aetrust.uk to discuss and resolve it.

We welcome contact from parents/carers using the following forms of communication:

Telephone

Please use the main reception number (01727853134) to contact us in an emergency:

- If a call is urgent, please inform the receptionist who will try and deal with the situation as quickly as possible
- Reception staff will relay messages to teachers as soon as possible, but often email is more efficient
- We will aim to respond to you within two working days, if not the same day
- Please note lessons and meetings will not be interrupted for staff to take calls

Email

Please use the general admin email admin@stags.aetrust.uk if you need to contact staff. Our admin team will be able to direct your query to the correct teacher or leader.

- Teachers are not in a position to check emails consistently throughout the day and the school does not expect work email to be checked during a teacher's personal time.
- We aim to respond to you as soon as possible and within two working days. Part-time staff may take longer to reply.
- Teachers, on occasion, may find it easier to email you regarding your child using the contact details we have on file.

Meetings

The day-to-day care, welfare and safety of your child is managed by the person who is placed closest to them. In the first instance, please approach the following members of staff who are responsible for your child in the following order:

- Form Tutor (for minor pastoral issues)
- Classroom Teacher (if query is relevant to a specific subject)
- Curriculum Leader (if query is relevant to a specific subject)
- Director of Learning
- SLT Link
- Deputy Headteacher



Meetings with staff **should always be pre-arranged**. We recognise that sometimes you receive news that may cause upset, however, it is not appropriate to come to school expecting to speak to a particular member of staff without an appointment. Appointments can be made and a pre-arranged meeting will allow us to have the right information to hand. If you urgently need to see someone, for instance if there is a serious family emergency or a child protection issue, please phone ahead and the reception staff will do their best to find a senior member of staff to see you. For non-urgent meetings we will aim to meet with you within five working days. The school will determine the level of urgency at its own discretion, to enable it to manage multiple demands upon its staffs' time.

Contacting you

If there is an issue regarding your child throughout the school day we will contact you by telephone using the first contact provided by you. In the event we cannot contact you using this number we will telephone other contacts in the order they have been given.

The School Website and Social Media

The school website is accessible by visiting www.stags.aetrust.uk. The site contains details of upcoming events as well as important information regarding the curriculum, our Community and school policies. There is also a dedicated parents' area. You can also access up to date information via Facebook, Instagram and LinkedIn.



Facebook: facebook.com/STAGS.official



Instagram: instagram.com/stalbansgirlsschool_stags



LinkedIn: www.linkedin.com/schools/st-albans-girls'-school



Care for Students with Medical Needs

If your child has a serious medical condition we aim to ensure they are fully supported throughout their time at STAGS. Our students are supported by our on site **Student Healthcare Officers** admin@stags.aetrust.uk. We also have access to the Herts Community Trust Public Health Nursing Services tel: 0300 123 7572, and students texting service Chat Health 07480 635050.

If your child has a medical condition that requires managing at school, your child will need an *Individual Healthcare Plan* outlining their condition, needs, main contacts and emergency procedures. This can be completed by you and your child with the help of any medical professionals involved in your child's care. You may already have an Individual Healthcare Plan, in which case please just provide an up to date copy for us.

Administration of medication

If your child needs to take prescribed medication in school please complete a Student Medication Permission form (for STAGS to administer medicine) outlining the details of when and how the medication is to be taken. Prescription medicines **MUST** be in the original container, with the pharmacist label clearly stating the student's name and dosage. A fridge is also available for temperature sensitive medication.

Non-prescription medication may also be administered in school in certain circumstances. Please contact our Student Healthcare Officers to discuss. All forms mentioned above can be downloaded from our website or collected from the main reception. All medication will be kept in the medical room and administered by the SHO or other first aiders.

Emergency medication such as inhalers and 'Epipens' should be carried by students. We ask for emergency consent for students who carry a reliever inhaler or EpiPen so that we can use a school spare in the event that the student's device is missing or not working. This forms part of the Individual Healthcare Plan for asthma or allergy.

Non-emergency medication **MUST NOT** be carried about the students' person at any time. This is to protect your child from harm and to safeguard the wellbeing of other students.

We cannot keep stores of medication (e.g. paracetamol) on site for long periods of time, therefore, we keep a store of paracetamol in the medical room and on trips and this can be given to your child with written consent (part of the Information Collection Google form) and verbal (at the time) consent.

All forms mentioned above can be downloaded from our website or collected from Main Reception.

Allergies

Allergies in line with advice from Allergy UK, St Albans Girls' School is not a nut, or any other product, free school. Students are permitted to bring their own food onto site and as such we cannot guarantee its content.



Medical and First Aid Procedures

If a student should feel unwell during the school day, they must inform their teacher if they are in a lesson. The teacher will send them to the Medical Room, accompanied, if required, by another student to ensure they arrive safely. If a student feels unwell when they are not in a lesson, for example at break or lunchtime, they should go directly to the Medical Room themselves. Once at the Medical Room, they will be assessed by either our Student Healthcare Officer or one of our trained first aiders.

If the student presents as unwell and is deemed to be too unwell to stay in school, despite our support, then we would call a parent/carer to discuss next steps.

We will advise on self-care, and the support we can provide in school, including medication, such as paracetamol (with parental consent).

However, there will be exceptions to calling home to discuss next steps, if further advice or intervention is required by a healthcare professional, particularly in relation to:

- Vomiting
- Upset stomach
- Head injury
- Sporting/other injuries

Students should **not** contact parents/carers directly either by text, phone, email, or any other means if they are feeling unwell. We ask that if your child does contact you directly during the school day, you advise them to come to the Medical Room and if you could also contact Main Reception to inform us. Please do not arrive at school to pick up your child without speaking to us in the first instance. This is vital for us as a school to ensure our safeguarding procedures are in line with statutory requirements.

Please note that all of these procedures are in place for the safety and wellbeing of all students whilst on site. For more detailed information on medical procedures please find a link to our website page: <https://www.stags.herts.sch.uk/Parents/Medical/> Please refer to our *Supporting Students with Medical Needs Policy* on the website for more information

School Catering

Our caterers, Aspens, offer a wide choice of food at breakfast, break and lunchtimes in the restaurant. At lunch there are two alternative main meals (meat or vegetarian). There are also a variety of salads and sandwiches on sale each day. Please contact the Catering Manager regarding any special dietary requirements and see link to [Aspens Catering](#) on our website. We only work in the education sector so we know what our customers want. Mixing this knowledge with an understanding of what's hot in the food world sparks creativity and excitement in our chefs. Our kitchens provide delicious home cooked food each day and cater for individual dietary requirements.

Packed lunches

Packed lunches may be brought to school but please label all containers including water bottles. They must be eaten either in the restaurant, hall or in the covered eating area. Students should avoid sharing food brought from home as other students may have allergies, but there are no restrictions on food brought into school and any child with an allergy should be aware of this.

Attendance and Punctuality

Attendance is one of the most important lessons your child will take from school. In order for your child to reach her potential, both academically and emotionally it is necessary that they attend school *whenever possible*. It is also important to be on time! Being punctual is another key life skill, as well as giving your child the very best start to their school day. Students are expected to be in school by 8.20am at the latest to give them time to visit their locker and ensure organisation for the learning day ahead.

Whilst students should aim to attend everyday, we appreciate that children do get ill, and we look to support families and work with them on this. Please report your child's absences via e-mail to absence@stags.aetrust.uk or call 01727 853134 option 1 before 9am. **It is vital that the school is contacted explaining absence on the first day of absence, and every subsequent day of absence before 9am.**

Please organise medical appointments outside of school hours wherever possible. If this is not possible then please let us know in advance: the date, time and reason for the appointment via the Edulink-App. The student should then sign out of Student Reception (if closed, Main Reception) at the appointed time, but only when the parent/carer has arrived at school. If the appointment is first thing in the morning please email absence@stags.aetrust.uk or leave a message on the absence line 01727 853134 (option 1) that the student will be arriving late. If a student has an emergency appointment and needs to be collected during the school day, please email absence@stags.aetrust.uk or ring Reception to inform us.

If your child is reluctant to attend school then please encourage them to discuss any issues with you. Any difficulties at school can usually be quickly resolved by speaking to the right people (Form Tutors, Directors of Learning, Head of Key Stage or the pastoral team).

You are reminded that parents are not permitted to withdraw their children from school or take their holidays during term time as it is disruptive to the student's education. Any such absence will be unauthorised.

Government guidelines do not permit Headteachers to give authorisation for holidays during term time, even if this includes travel for a special occasion.

If your child is absent from school because of a holiday, which has not been agreed, then this will be classified as an unauthorised absence and you may be fined or legal action taken against you. If a child is absent from school and has 10 sessions (1/2 day = 1 session) of unauthorised absence in a rolling period of 10 school weeks, then the school is obliged to apply to the local authority for the issue of a Fixed Penalty Notice fine.

Any requests for absence will only be considered for most exceptional circumstances. If you feel that the circumstances for an absence is exceptional such as university visits, driving tests, music exams or funeral of a relative a 'Request for Authorised Absence Form' should be completed and emailed to request@stags.aetrust.uk. This form can also be found on the school website. School will then decide whether or not the absence can be authorised.

[Please click here for Request for Authorised Absence Form](#)



Extra-Curricular Activities and Student Leadership

Enrichment at STAGS is an integral part of our community, and clubs and other activities are a part of all students' daily diet. Clubs will usually start in the second week in September. We will support your child in signing up for and attending clubs. Students should aim to attend at least two a week and this is tracked via Edulink. Students are encouraged to record skills developed in their enrichment activities in a variety of ways including on an online platform (Unifrog) and this is used to celebrate successes. Clubs are predominantly at lunch time but some, including sports fixtures, do run after school. A full list of clubs will be published in September, but the following is a taster of the activities that may be on offer. This list is not exhaustive or the same every year.

Area of Interest	Examples of Clubs
Art Design Technology	Craft Club, STEM Club, Epic Engineering
Business	Enterprise Club
Computing	Coding Club, Pygame Python Programming Club
Dance	Dance Club, Junior Advance Dance, Advance Dance Company, Annual Dance Production (STAGS Dance)
Drama	Year 7 and 8 Drama Club, Whole School Musical
English, Film and Media	Roving Reporters School Newspaper, Creative Writing Club, Debating Club, Film and Media
Humanities	Geo-Gardeners, History Film Club
Maths	Chess, Games & Puzzle Club, Maths Study Club
Music	Concert Band, Brass Ensemble, Junior Choir, Show Choir, Music Tech club, Folk Band, Guitar Ensemble, Senior Orchestra, Chamber Choir, Whole School Musical
PE	Athletics, Basketball, Cross country/running, Football, Netball, Benchball, Gymnastics /Cheerleading, Rounders, Rugby, Tennis, Volleyball, Cricket, Hockey, Table Tennis, Badminton
Science	Dissection Club, Science Club
Student Support	Welcome Hub, Sign Club, Young Carers Club
Faith and Culture	More to Life Club, J-Club, Sakinah Circle Club, Pride+ Club, STAGS Talks About
Learning Support	Home Learning Club
Other	KS3 & 4 Crochet Clubs

To enable our students to develop their leaderships skills across all year groups, in each form class students can apply to be Form Captain/ Vice Form Captain (who attend Student Parliament), Sports Captain/ Vice Sports Captain, Anti-Bullying and Wellbeing Captain, Eco Council representative, Charity Captain, Careers and Community Captain or STAGS Talks Representative.

Trips and Visits

Over the course of the time your child will be a student at STAGS, there will be an opportunity for them to take part in a range of offsite trips and activities. We ask parents and carers to provide consent [via the 'New Year 7 Essential Information Google Form'](#) for students to be taken off site for local visits, trips or fixtures within the school day and to sports fixtures outside of the school day.



Parents and carers will always be notified by individual departments of specific trips, visits and by the PE Department of dates and times of fixtures prior to the events. Any residential trip or visit that extends beyond the school day, will require additional consent at the time via School Gateway.

Music Tuition

Around 100 students currently have instrumental and voice lessons at STAGS. We have a strong team of visiting music teachers from Hertfordshire Music Service who provide these lessons.

Tuition is available for the following instruments:

- **Strings:** Violin, Viola, Cello, Double Bass
- **Woodwind:** Flute, Oboe, Clarinet, Saxophone, Bassoon
- **Brass:** Trumpet, Trombone, Euphonium, Tuba, French/Tenor Horn
- **Voice**
- **Piano**
- **Guitar:** Electric, Acoustic/Classical, Bass
- **Percussion:** Drum kit, Orchestral Percussion

Rotation of lesson times

Lesson times are posted on the notice board in the music department and are rotated each week to ensure that, where possible, a student does not regularly miss the same part of a lesson(s). However, rotation is dependent on the number of students on the teacher's timetable. It is the student's responsibility to know when their lesson is. Attendance is monitored. Repeated absence without good reason will result in removal from the register and charges for students who have remission of fees.

Missed Lessons

- **Student is ill/forgets/is absent from school** - the lesson will not be made up and the student forfeits the lesson
- **Student is on a compulsory trip/in-school assessment/hospital appointment etc** - the lesson will be made up during the course of the year if at least 4 weeks notice is given.
- **Teacher is ill/absent:** the lesson will be made up during the course of the year or refunded at the end of the year, if the student hasn't received 33 lessons

Applying for Lessons

<https://www.hertsmusicservice.org.uk/music-lessons-in-hertfordshire/music-lessons.aspx>

All information and terms and conditions are explained on the HMS website please see the link above.

Financial Assistance

<https://www.hertsmusicservice.org.uk/music-lessons-in-hertfordshire/help-with-music-fees.aspx>

If you are in receipt of benefits and need financial assistance with fees please contact the Education Benefits team on the link above.

Insurance and storage

Please ensure that instruments are clearly named and are easily identifiable. Instruments can be left in the music practice room store but this is at your own risk as we cannot take responsibility for them. Therefore, we recommend you to add instruments to your home contents insurance.

Any further questions regarding instrumental lessons should be directed to the Music department:

Mrs T Cooper - Curriculum Leader for Music - CooperV@stags.aetrust.uk



Travel Arrangements

We are conscious that you are currently considering your child's transport arrangements. It is the parents and carers responsibility to ensure that, if they accept a place at STAGS, their child can arrive at school on time and travel to and from school safely. Parents and carers should bear in mind that transport routes do change.

At STAGS we are committed to ensuring that everyone travelling to school can do so as safely as possible. We also encourage all those travelling to school to use modes of transport which are environmentally friendly and to be aware of the needs of those living in the immediate vicinity of the school (unfortunately additional cars cause substantial traffic issues in all the local roads at the start and end of every school day!). In order to achieve these aims we ask you to consider the following ideas:-

- If you live within 20 minutes walking distance of school, please encourage and allow your child to walk to school
- If your child has passed their Bikeability test and cycling is feasible, please encourage them to cycle to school. We have a safe storage facility for the bicycles of all students who cycle to school
- If you need to drive your child to school, consider 'car sharing' with other families
- If there is a convenient bus service, please encourage your child to use it. Information on public transport serving the school can be obtained from www.hertfordshire.gov.uk or www.intalink.org.uk (Tel: 0300 123 4050)

Home Run

HomeRun is the sustainable School Travel App that works with schools and councils to promote the reduction of our carbon footprint through limiting school run traffic and therefore creating cleaner local air quality and providing greener schools for the future. As part of STAGS' sustainability drive, we are supporting the use of the HomeRun App and encourage all parents/carers to take a look at the benefits on offer:

- Access school travel information in one convenient place
- Find and arrange carpools, travel buddies, walking & cycling groups, and other available travel options to and from school
- Message parents from school securely and without the need to share contact details
- Receive updates from your school community
- Help create safer streets and cleaner air for your children

For more information on HomeRun visit their website [HomeRun App](#)

Buses (this information is correct as at March 2026 but may be subject to change)

The school does not organise any buses for students, but there is a private bus (organised by an ex-parent) and a variety of public bus services buses available from the following areas:-

Greenwood Bus Services (dedicated school bus/private bus service).

Two Buses serve:

- Service 1 - Borehamwood, Shenley, Radlett, Frome, Park Street
- Service 2 - Bricket Wood, How Wood, Chiswell Green, Verulam Estate

Buses stop at a number of dedicated points which are set out on an exact timetable which will be sent with your pass. Prices are dependent on route and are subject to change. Please contact Ann Ralph for details. Tel: 07905 201228, email: Greenwoodbuservice@gmail.com

Public Buses

84 Sullivan Buses serves Potters Bar, South Mimms, London Colney, St Albans City Centre and St Albans Girls' School (the bus comes on site in the morning and at the end of the school day).

The timetable is available on their website [here](#). They do not offer return tickets on journeys to schools, and encourage students to have a valid Herts SaverCard (details <https://www.hertfordshire.gov.uk/services/Schools-and-education/Travel-to-school/Savercard/savercard.aspx>) in order to benefit from the reduced rate single fares shown below:

- Potters Bar £2.30, South Mimms £2.20, Salisbury Hall £1.90, London Colney £1.60, St Albans City Station £1.30
- St Albans BUSnet Inner (from just south of Colney Fields to the school) – One Week Young Person is £10.00
- St Albans BUSnet Outer (From South Mimms White Hart to the school) – One Week Young Person is £13.50

All of these tickets are purchased from the driver on the bus (they do not offer e-tickets or M tickets). For more information please visit their website at <https://www.sullivanbuses.com>

300, 301

Buses serve Welwyn Garden City, Hatfield, Fleetville (Hatfield Road), St Albans City Station, St Albans City Centre and St Albans City Hospital

305

Buses serve Brookmans Park, Welham Green, Colney Heath, Smallford, Fleetville, St Albans City Station, St Albans City Centre, Green Lane

321

Buses serve Luton, Harpenden, St Albans and Watford (stops on Harpenden Road/Sandridgebury Lane)

653

Buses serve Welwyn Garden City, Hatfield, Jersey Farm, Marshalswick, New Greens

For further information please contact:

www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/home-to-school-transport or www.intalink.org.uk

Arriva Buses www.intalink.org.uk 0344 8004411

Hertfordshire SaverCards

Child fares are only available to under-11s, unless in possession of a valid SaverCard issued by Hertfordshire County Council. Details of these are available at www.intalink.org.uk. The card should be placed on the reader on top of the bus ticket machine in order to obtain the child fare. This applies to all 11-18 year olds, otherwise adult fares are charged. (As an alternative, a Transport for London Child Oyster photocard may be used to obtain the child discount but only up to age 16 and only for journeys starting or finishing within the Greater London area).

Essential Equipment Including Lockers

The following is considered to be essential equipment for the students at St Albans Girls' School. Please ensure it is all named:

- A strong back-supporting bag to carry equipment/device and books
- Pencil case
- Pens – blue or black ink
- Purple ballpoint pen
- Soft eraser
- Pencil sharpener (plastic only - no metal blades)
- Glue stick
- Whiteboard pen
- Pencils – HB, 2B and 6B
- A set of coloured pencils
- Ruler – 30 cms
- Calculator (preferred model is Casio fx-85 CW+)
- Geometry set inc. protractor and a pair of compasses
- A set of headphones with a microphone for PC (for Computing and Languages Lessons)
- Apron suitable for use in a Food practical classroom (not disposable plastic)

Recommended:

- Reusable Water Bottle and Reusable Food Tub (for take away meals purchased)
- For **English**, the Collins Pocket English Dictionary is recommended. Students are required to have a reading book with them at all times. This can be from home or the school library
- For **Languages**, French and Spanish dictionaries

Students must not use or carry:

- Felt pens/gel pens
- Correcting Fluid
- Scissors or bladed stationary of any kind

Sustainability -

At STAGS, sustainability forms a cornerstone of our values of improving the environment and taking care of the future, encompassed in our school motto, 'Nobis Cura Futura', *Ours is the Care of the Future*'. We are committed to fostering sustainability through our Eco Council, where students actively engage in initiatives to reduce our environmental impact. We set high standards to encourage greener, more sustainable practices within our school community. By integrating sustainable habits into everyday life, we aim to inspire a future where students excel, thrive, and contribute to a healthier, more resilient world.

Lockers

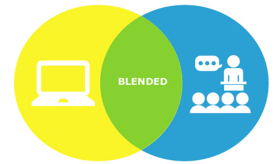
When students join the school they are allocated a locker for their personal possessions. We ask that Parents/ Carers contribute **£20** for the provision and maintenance of the locker. Please pay online via School Gateway. An important point to note is that ALL students **must** supply their own coded padlock. Below is a link to the recommended size padlock. This can be purchased in a number of stores or online. https://www.amazon.co.uk/dp/B01149YWSQ/ref=psdc_1938664031_t3_B07GSXXB7R
If students forget their padlock code or if the padlock is damaged the school will cut them off upon request but a replacement padlock must be provided by the student.



Blended Learning and Chromebook Purchase Scheme

What is Blended Learning?

Blended Learning is our exciting provision where students use their own device (chromebook or laptop) in lessons for all subjects. At their teachers' direction, student devices are used in lessons to access Google Classroom, undertake live research, collaborate with peers as well as generate learning resources and retrieval materials. Devices are also used to support students' progression and deepen thinking when completing home learning. The learning possibilities for Blended Learning are infinite and this continues to be a very exciting opportunity to prepare students for vocations where they will integrate online systems, as well as encourage independent learning and responsibility.



21st century literacies is a concept founded by The National Council of Teachers of English to describe the 'social nature of learning that is supported by the ability to collaborate using digital technologies in learning'. 'New literacies' are described as '*skills students will need for the society in which they will work*', and these include: strong communication and collaboration skills, expertise in technology, innovative and creative thinking skills, and an ability to solve problems. This set of skills and understandings will 'prepare the workforce or citizenry for a changing, interconnected world'. They assert that successful participants in a global society in the 21st century need to be able to:

- develop proficiency and fluency with the tools of technology
- build intentional cross-cultural connections and relationships with others so to pose and solve problems collaboratively and strengthen independent thought
- design and share information for global communities to meet a variety of purposes
- manage, analyse and synthesise multiple streams of simultaneous information
- create, critique, analyse and evaluate multimedia texts
- attend to the ethical responsibilities required by these complex environments

These are all reasons why STAGS has embraced a blended learning classroom environment.

Safety and Device usage at STAGS

To complement the guidance we provide students with as part of our blended learning launch, please speak to them about the following points of guidance:

- It is the responsibility of students who bring mobile phones or other electronic devices such as laptops, tablets or e-readers to school to abide by the guidelines outlined in this guidance and as per our mobile phone and online safety policies
- It is incumbent upon parents to understand the capabilities of their child's device, and the potential use and misuse of those capabilities including mobile telephones
- In general, students should not bring valuable items to school, as they can be easily lost or stolen. Parents and carers should be aware if their child takes a device to school it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use at school
- There are no reasons why a student needs to have in their possession or use a mobile phone during the school day. Parents and carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. All mobile phone devices should be stored safely in lockers at the beginning of the day and retrieved on the way out of school as per our 'gate to gate' policies

- It is strongly advised that students use passwords and pin numbers to prevent unauthorised access to electronic devices. Students must keep their password and pin numbers confidential. Devices (including mobile telephones) should not be shared. There is wifi for internet access throughout all school buildings and students are only permitted to use this in school, not any other data capabilities a device may have.
- The procedures applying to the inappropriate use and security of devices apply equally to the inappropriate use of laptops, mobile telephones, iPads or other tablets, Apple Watches, Fitbits or any smart watches, portable computer games, iPods or any similar devices. Students are permitted to use devices in school during lessons only, for the purposes of education in line with blended learning guidance. This is entirely at the discretion of the class teacher.
- A student's Chromebook device is part of their equipment and should be available to use during all lessons. Chromebook devices should be fully charged in order to last the duration of the day. Failure to have a working device at any given point will likely result in the use of the consequences ladder to acknowledge a lack of equipment.
- As part of our safeguarding policy, Chromebook devices are monitored in school to ensure students are staying safe online. This system tracks what students are typing into documents and browsers to ensure a safe working environment. Concerns flagged by this system are promptly managed by our safeguarding team.

Ensuring your child has the right device for school

- *Our preferred option - Albion Device Scheme*

The device scheme is implemented and overseen by Albion. Please click [here](#) to access the online portal through which families will be able to register for a new device.

The bundle includes a Chromebook, sleeve, stylus and device management. There are optional extras for an extended battery warranty as well as accidental damage coverage.

All devices will be delivered to school in July and we will distribute them to students in early September.

The deadline for placing the order is 13 July 2026 and there are payment options available directly via the website. For order queries please contact Jo Dowd at jdowd@albion.co.uk

Families who need financial support through the means of payment plans should contact the Finance department via finance@stags.aetrust.uk. Free School Meal or Pupil Premium eligible learners who are in need of additional financial support should also contact the Finance department to complete a Financial Educational Assistance Application. Please note that we strongly encourage the purchase of the Albion chromebook bundle, rather than the BYOD scheme. This chromebook has been designed specifically for educational purposes and with longevity and durability in mind and we are confident that it fully meets the requirements of all in class and home based blended learning.

- *Alternative option - Bring your own Device (BYOD)*

We appreciate that some families may have already purchased devices to support students with Home Learning and may wish to make use of this device as an alternative to the Albion scheme - please note that **this should be a chromebook/laptop** rather than a tablet as these are better suited to an educational setting. If your child arrives at school in September with a tablet as their device, someone from school will contact you regarding purchasing a chromebook instead.



Devices which are suitable to support classroom learning for your child can be brought to school, kept in lockers and used as part of blended learning. Families will be responsible for the welfare and upkeep of personal devices brought on site.

Students opting into either of these programmes will be required to use the school's wifi provision and install the school's safeguarding monitoring software in order to ensure safe internet and device usage. All students will be provided with guidance on device usage, online safety and using devices to enhance classroom learning via a series of assemblies, form time activities and bespoke curriculum guidance. Students bring their personal ICT devices to use at St Albans Girls' School at their own risk.

Students are expected to act responsibly with regards to their own device, keeping it up to date via regular antivirus and operating system updates and as secure as possible. It is students' duty to be responsible for the upkeep and protection of their devices.

If you choose to opt into the BYOD scheme, rather than the Albion device purchase scheme, please complete the survey [by clicking here](#). If families opt for the BYOD option, please note that any device brought on site is done so at the family's own risk and that St Albans Girls' School is not responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)
- Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device

Please contact Miss Cardani via CardaniR@stags.aetrust.uk with any specific queries regarding blended learning and she, or our Network Team, will be able to assist you. Further information on blended learning and how your child can use a device to positively impact their learning experiences and capacity will be provided at the start of the autumn term.



Learn Further With a Lasting Value Laptop

CZ11F Series



A reliable study companion



Ruggedized Design



Easy maintenance modular design



Google Admin Console



Easy to Use, Easy to Learn



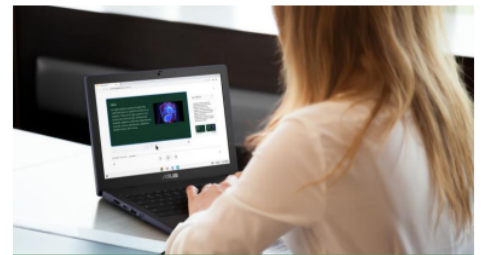
11.6 inch Display with TÜV certificate¹



ASUS Antimicrobial Guard²



Convertible Hinge



Enduring Capabilities

Powered by
**MediaTek
Kompanio**

Kompanio 540



All-day long battery life



Capable performance for multi-tasking

A Reliable Study Companion



Up to
19 hours
Battery Life⁶



WiFi 6 E & BT 5.4⁵

Easy-to-Service Design



Modular Design



One-sized and Anti-drop Screw



11.6" Touchscreen with Gorilla Glass¹



All-rounded Rubber Bumper



Spill-Resistant Keyboard⁸



ASUS Chromebook CZ11 Series
The rugged, student centric study mate



ASUS Antimicrobial Guard³

KS3-4 Learning Essential



360° Hinge²



Garaged stylus⁷

TÜV

Certified display



Dual Camera⁴

1. 11.6" Display with Gorilla Glass is optional
2. 360° Hinge only applies to CZ11 Flip
3. ASUS Antimicrobial Guard on C part is optional
4. Dual camera only applies to CZ11 Flip
5. Wi-Fi 7 and 5G are optional
6. Actual battery life depends on usage, specifications, applications and environment, among other factors.
7. Garaged US1 2.0 stylus is optional and only applies to CZ11 Flip
8. ASUS CZ11 keyboard is spill-resistant, not waterproof. Water damage is possible if the product is submerged or exposed to large amounts of water for long periods of time.

Equipping your child with a suitable Chromebook

All students are required to have their own custom specification Chromebook. The device can be purchased through our reseller, Albion Computers.

Why do all students require the same Chromebook? Equity. We want all students to be able to access the same learning experiences as each other. The custom specification Chromebook has been designed to ensure that it meets the needs of what we want students to use their device for within the school curriculum and when completing home learning outside of school.

Purchasing our custom-built device through Albion Computers

We have worked directly with device manufacturer, ASUS, to build a custom specification Chromebook device. This device has been built to meet the demands of an educational setting, taking account of the power and performance of key hardware but also its durability. Unlike consumer units ordinarily purchased from a high street or online store, this device has been vigorously tested for an educational setting. Tests include drop testing; input-output port durability testing; hinge open and close cycle testing and pressure testing on the lid and bottom of the device. Whilst these tests don't offer a guarantee against breakages, they do give peace of mind that these devices are built for an educational setting.

The negotiated cost also includes a manufacturer's warranty of **5 years**. This is a unique feature of the custom specification on offer.

Albion Computers, the Ambition Education Trust's chosen reseller for this device also offer accidental damage cover and an extended battery warranty (of 5 years) for the device and the opportunity to enter a financial repayment scheme when purchasing.

Our chosen device

The custom specification device which will be sold by Albion Computers is the ASUS CR1104FGA. A sleeve style case will be provided with the Chromebook as part of the bundle available to purchase.

Technical Specification

Processor: Intel® N100 Processor

Memory: 8GB LPDDR5 on board RAM

Display: 11.6" HD (1366 x 768) 16:9 Gorilla Glass Touch Screen

Storage: 32GB eMMC

Battery: 10-13 Hours life

Interface: 2x USB Type-A ports, 2x USB Type-C ports, with display and power delivery support, 1x 3.5mm Combo Audio Jack, 1x Micro SD card reader

Additional Features: Front Facing Camera: 720p HD and World Facing Camera. Stylus. Rubberised edges.

Weight: 1.45kg



Chromebook Bundle



Bundle Contents

ASUS Chromebook 11.6"

- ✓ CZ1104FM4A-NS0133-5YW 11.6" HD Touch Screen, 8GB, 64GB Storage. 5 year manufacturer warranty.

ASUS Stylus

- ✓ Two-way push-pop design. Accurate and precise for an exceptional writing experience.

ASUS Protective Sleeve for Chromebook

- ✓ Water-repellent exterior, quick-access front pocket

ASUS 5 year accidental damage cover

- ✓ Supplied by ASUS, details below.

- Optional Extra: 5 year extended battery warranty
Supplied by ASUS, details below.

 Chromebook Bundle – £427.20

 5Yr Extended Battery Cover – £28.80

Pupil Premium and Free School Meals

In order to ensure that we continue to support all learners, it is important to bring to your attention details of the Pupil Premium Grant. This is funding given to schools for students who are registered for free school meals. As of September 2026, the school will receive £1,100 per student and this extends to all students who may have been eligible for and were in receipt of free school meals in the last six years.

In the academic year 2025-2026 the school has received a total of £164,305. A sum like this can make a significant difference to the quality of provision a school is able to provide and subsequently contributes to the life chances of our students. Details of how we spend this money and support provided to students can be found on the school website, [please click here](#).

Changes to Free School Meal eligibility

Free School Meals eligibility is changing. From September 2026 Families receiving Universal Credit will be able to access free school meals for the school year 2026/2027.

The change means that all households receiving Universal Credit will qualify for Free School Meals.

If your household receives Universal Credit, you could save up to £495 per year per child on school lunches. For families with multiple children, these savings can make a substantial difference to household budgets.

It's important to note that while eligibility will be automatically granted to all Universal Credit recipients, families will still need to actually apply to receive the benefit.

It is extremely important that we do all that we can to ensure that eligible students access their entitlement. The first thing that families can do is make sure they access their entitlement from the Government by registering their child for free school meals.

Students in receipt of free school meals will receive a wholesome and nutritious meal from Aspens, our on-site caterers. There is a lot of evidence that links nutrition and achievement. A good meal at lunchtime helps students to focus and helps them to make progress. We therefore ask for your support in ensuring that you access your entitlement. In doing so, you support your family, give your child a nutritious meal whilst at school and provide our school with the money we need to improve your child's education and access to additional experiences.

There are a number of easy ways to claim and more information is available on the school website, [please click here](#).

If you have any queries or questions please do not hesitate to contact Mrs Richardson (Pupil Premium Lead) RichardsonKa@stags.aetrust.uk or Ms Jarvis, Assistant Headteacher, - 01727 853134 ext: 5172 JarvisP@stags.aetrust.uk



Notification Of Intention To Process Students' Biometric Information

The school wishes to use information about your child as part of an automated (ie electronically-operated) recognition system. This is to provide access to cashless catering and library services. The information from your child that we wish to use is referred to as 'biometric information'. Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access services. You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system.

For example:

- (a) the school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above)
- (b) the school must ensure that the information is stored securely
- (c) the school must tell you what it intends to do with the information
- (d) unless the law allows it, the school cannot disclose personal information to another person/body – you should note that St Albans Girls' School will not share the information with any other person or body

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use their biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing. Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Your child's objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for access to the automated systems. When your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted. *If you consent to St Albans Girls' School taking, and using information from your child's fingerprint, as part of an automated biometric recognition system, please do so via the 'New Year 7 Essential Information Google Form'.*



Images of Children in School Policy

1. Introduction

We believe that using images of children actively engaged in learning helps to celebrate our students' achievements and reflect the vibrant, inclusive nature of school life. Photographs of children participating in lessons, events, and extracurricular activities bring our educational values to life and allow us to share the successes and everyday moments that make our schools unique. Positive publicity generated through these images helps to strengthen the school's reputation, build stronger connections with families and the wider community, and supports ongoing development and staff recruitment.

- 1.1 This is an Ambition Education Trust (AET) policy which therefore applies to all the schools within AET.
- 1.2 AET is the organisation which is in charge of the Trust and its school's personal information. This means that AET is called the Data Controller.
- 1.3 The schools within AET are referred to in this policy as 'the School' and the AET Multi Academy Trust is referred to as 'the Trust'.

2. Data Protection Regulations and the Data Protection Act

- 2.1 We are obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when we take or publish images of our pupils.
- 2.2 We will always try to act in the best interest of our pupils and, as far as we legally can, we will take parental/carers preferences into account.
- 2.3 The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, for most pupils in a secondary school, it will normally be up to the individual child to decide whether or not to be photographed or recorded. Where the school considers that the child does not have the capacity to make such a decision the school will act as it considers to be in the best interests of the child and in doing so will take account of any stated parental/carers preference.
- 2.4 If a parent/carers wishes to express a preference for the school to avoid taking or publishing images of their child they can indicate their preferences using the attached form. If no preferences are expressed then we will act in accordance with the principles expressed in this policy. If permission has not been given for images and a student is clearly identifiable in an image we would like to use, parents or carers will be contacted individually to seek to obtain permission.
- 2.5 The school will only use an image in line with the consent provided. The Information Commissioner's Office provides further guidance on taking photos in school.
- 2.6 Images of pupils are expected to be kept on school management information systems for identification (safeguarding) purposes, we are not required to obtain consent for such images.

3. Taking and using images in school

3.1 Photos and videos are used in school for many different reasons. Ordinarily the following rules will apply to images:

3.1.1 Images for school use

- 3.1.1.1 The school will take images for its own use.
- 3.1.1.2 Usually these will be unnamed photographs or videos and will generally be for school use such as School Communication Systems, School Newsletter, School Website, School Promotional Publications, School Displays and Social Media platforms. This is not an exhaustive list and is provided for illustrative purposes. Images will be used for a similar nature at the discretion of the school. Such images may be taken under the [lawful basis of legitimate interest](#).
- 3.1.1.3 When the image is taken, if over the age of 12, the pupils will be informed that an image is being taken and told what it is for so that they can object if they wish.
- 3.1.1.4 If the school wants to use named images then it will obtain specific consent first. For most pupils this will be consent as explained above but parental/carers wishes will be taken into account.

3.1.2 External Media

- 3.1.2.1 The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.
- 3.1.2.2 When the media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.
- 3.1.2.3 Where the media are allowed to be present at a particular event the school will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then the school will assume that unnamed photographs may be published.
- 3.1.2.4 If the media entity wants to publish named photographs then they must obtain specific consent from those pupils with capacity to consent or the parents/carers of those without capacity. The school will require the media entity to check with the school before publication so that the school can check that any objections have been considered.

3.1.3 Family photographs or videos at school events

- 3.1.3.1 It shall be at the discretion of the school whether images may be taken at a school event.
- 3.1.3.2 Family and friends taking images for the family album will not be covered by Data Protection legislation.
- 3.1.3.3 Where the school decides to allow such images, the family and friends will be asked not to publish any images showing children other than their own on the internet.

Please consent or withdraw consent via the 'New Year 7 Essential Information Google Form'.

Online Safety Agreement

The Online Safety Hub is an online resource with lots of expert advice and guidance to help you as a parent manage your child's safety online. It includes information on the latest hot topics when it comes to keeping children safe, such as how to manage your child's screen time, understand the latest gaming platforms, what they mean for your child's safety and lots more. [Please click here for the link](#)

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all children to be safe and responsible when using any IT. It is essential that children are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

Please read through these online safety rules with your child/ren and talk with them to ensure they understand their importance and what it means for them (and for you). Students are expected to read and discuss this agreement with their parent/carers and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with Miss Tamsin Holland, Acting Deputy Headteacher.

Parent(s)/Carer(s) agreement

- I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child/ren. I/we agree to support them in following the terms of this agreement.
- I/we also agree not to share school related information or images online or post material that may bring the school or any individual within it into disrepute.
- Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, children and young people and parents.
- I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement. I/we understand that when on school premises, but not in a designated area where phones can be used, they must be switched off and out of sight.



Student agreement

This agreement is to keep me safe. I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities. [Please click here for Ambition Education Trust IT Acceptable Use & Online Safety Policy.](#) When you have done this please **check the box on the 'New Year 7 Essential Information Google Form' to state that you both understand and agree to follow the rules.**

- I will only use school IT equipment for school purposes.
- I will not download or install software on school IT equipment.
- I will only log on to the school network, other school systems and resources using my own school username and password.
- I will not reveal my passwords to anyone other than a parent/carer.
- I will not use my personal email address or other personal accounts on school IT equipment.
- I will make sure that all my electronic communications are responsible and sensible.
- I understand my behaviour in the virtual classroom should mirror that in the physical classroom.
- I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police if necessary. I know it is essential that I build a good online reputation.
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to a member of staff if I am in school, or parent/carer if I am not in school.
- I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will immediately report any request for personal information, to a member of staff if I am in school or parent/carer if I am not in school.
- I should never post photographs, videos or livestream without the permission of all parties involved.
- I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
- I will be respectful to everyone online; I will treat everyone the way that I want to be treated. I will ensure that all my online activity, both in and outside school, will not cause distress to anyone in the school community or bring the school into disrepute.
- I will not respond to hurtful behaviour online but will report it. I have the right to block and will say no to any inappropriate or upsetting request.
- I will respect the privacy and ownership of others' work on-line and will adhere to copyright at all times.
- I will not attempt to bypass the internet filtering system in school.
- I will not assume that new technologies can be brought into school and will check with staff before bringing in any device.
- I will not lie about my age in order to sign up for age inappropriate games, apps or social networks.
- I understand that not everything I see or hear online is true, accurate or genuine. I also know that some people on the internet are not who they say they are and may have ulterior motives for assuming another identity that will put me at risk. I will gain permission from parents/carers before arranging to meet someone I only know on the internet.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules, teachers will investigate, I may be disciplined and my parents/carers may be contacted. If I break the law the police may be informed.
- I will not misuse Artificial Intelligence tools to complete work dishonestly or to create harmful or inappropriate content.



Blended Learning and Device Student Responsibilities

- I will bring my device to school with me each day. I am aware that I will receive consequences in line with the consequence system should I not have the correct equipment for school (year 7-11). Temporary loan devices may be borrowed for a day should I not have a device with me although this is not always possible. If I borrow a device and do not return it at the end of the school day, then I will be sanctioned.
- If I bring a mobile phone to school, I know that this must be out of sight from the moment I enter the school gates in the morning, switched off and stored in my locker during the day. I know that it cannot be used whilst I am on campus throughout the school day (year 7-11) and that unless I need to use it for a bus ticket, it should remain out of site once retrieved from lockers at the end of the day, until I have left the school site.
- If I am participating in the school loan scheme, I understand that all tablets or laptops remain the property of and are on loan to me while I am on roll at school. I understand that loan devices must be returned on request.
- My own portable device will only be used, as directed by my teachers, for learning purposes during lesson time and is not to be used outside of the classroom. Sanctions will apply for inappropriate use of my device during lessons, or use outside of the classroom.
- My teacher has full discretion to ask me to put my device away in any lesson or at any time.
- When I bring my own device to school, I am fully responsible for keeping it safe. My device will be fully charged before coming to school. I will store my device safely when it is not being used (e.g. in my locker).
- I will ensure that my device has a passcode or other locking system to ensure that my personal information remains safe. I will not use another person's device without their permission.
- I understand that if I lend my device to another student, I remain responsible for its use and will report any misuse immediately.
- With my own device, I will only connect to the school Wi-Fi network to use the Internet. I will not enable mobile data/personal hotspots during school time for my own protection and to protect the privacy of staff and students.
- I will not take or post photographs, videos or livestream without the permission of all parties involved. I will not post any images to social media taken during school time without permission. I will delete any image or video if I am asked to do so by a member of staff. I understand that teachers have the right under law to search my device for material that may be harmful.
- Whilst I am allowed to install my own software and media on my own device, I understand that space must be given to learning applications and I may be asked to delete other content to make space for learning tools.
- My own device must not contain illegal software, have VPNs installed to bypass school network tools and must not be 'Jailbroken' and must have regular official updates applied from the manufacturer in order to keep secure.
- I understand that my device will be filtered and monitored by the school.
- My device is required to have AET/School monitoring software on for safeguarding and wellbeing purposes.
- I will ensure that the schools monitoring solution is enabled on my device and I will not remove, tamper or disable this.
- If available, I will ensure my device has adequate antivirus and spyware protection and that it is kept up to date to prevent damage to other devices on the school network.
- I understand that these rules are designed to keep me safe now and in the future.
- I understand that my network and Internet access may be taken away if I fail to abide by these rules. In accordance with school policy, devices may be confiscated for a limited time period.
- I understand that I am subject to sanctions laid down in the rewards and consequences policy and other applicable school policies. If I break the law the police may be informed.



STAGS Guidance on Mobile Phones and Technology

This guidance outlines the appropriate use of mobile phones and personal technology on the school site, school buses and during school trips or activities.

Students and parents or carers must read and understand this guidance as a condition for students bringing any mobile phone, or the technology described in the guidance, to school.

General Principles

- STAGS recognises that many students and families own mobile phones and may wish for students to bring them for safety and communication to and from school
- Personal technology is part of everyday life but must not disrupt teaching, learning or wellbeing. Learning at STAGS is conducted in an environment free from unnecessary distractions.
- Mobile phones are not required for learning at STAGS; all provision is accessible to students with, or without, mobile or smart phones

Use and Storage

- Mobile phones must be out of sight and switched off from the moment students arrive on site until they leave at the end of the school day. This means from the moment students arrive within the school gates onto the school grounds until they have passed through the school gates at the end of the day.
- Exceptions:
 - The literal placing of a phone into a locker; any mobile phones brought on site must be kept safely in students' lockers for the full duration of the school day
 - Students showing an e-ticket on their phone whilst getting on buses in the turning circle
 - Phones may be used in the restaurant after the end of the school day - but to contact parents or carers only
 - On trips, guidance will indicate if and when phone use is permitted
 - Sixth Form Students may use mobile phones in accordance with the specific, and bespoke, guidance below
- Smart watches and/or devices will be confiscated if used to message during the school day
- Smart glasses are not permitted on site

Responsibilities

- Students must abide by this guidance and use passwords/pins to protect their phones
- Phones must not be shared or used as an internet hotspot for owner or others' use (reiterated in Sixth Form guidance below)
- Devices used in lessons are to be used as per teacher instructions only
- Devices cannot be used at break or lunch unless with permission by a teacher in order to ensure batteries last until the end of Period 5
- The charging of devices is students' responsibility - there are no spare chargers and the ability to charge devices is not possible at school

Sixth Form

- Sixth Form students may bring phones but can only use them in the Sixth Form Centre unless a teacher directs use during a lesson
- Hotspot use on site is prohibited
- Sixth Form students may not use, or have visible, mobile phones anywhere on site apart from by these means



Inappropriate Use

A mobile phone will be considered used inappropriately if it:

- Disrupts learning or school operations
- Threatens the safety or wellbeing of anyone
- Is used illegally

Additional prohibited uses include:

- Cyberbullying, harassment or offensive messaging
- Photographing or recording students or staff without consent
- Taking photos/videos in changing rooms, toilets or any situation causing embarrassment
- Storing or transmitting violent, degrading, racist, any prejudice or sexual content
- Using mobile phones - or any technology - to intimidate or for purposeful unkindness
- Use during examinations

Sanctions

- Mobile phones seen or heard during the school day will be confiscated until the end of the day and a C4 issued under the behaviour policy with further escalation where needed
- In the circumstances of misuse, unauthorised images must be deleted; failure to comply may result in disciplinary or police action
- The school may access phones for investigation; refusal is considered obstruction

Trips and Off-Site Activities

- Specific guidance will be provided for mobile phone use on trips, fixtures and enrichment opportunities. Students must adhere to this guidance - repercussions for deviation will involve the mobile phone or device being removed.

Parents/Carers/Visitors

- No visitors to the site should use a mobile phone in a public space such as a corridor or the restaurant
- Parents or carers should not use phones - or any technology - to photograph or record students without consent
- Images of children must not be shared on social media without parental permission

An Introduction to Edulink One

www.edulinkone.com

What is Edulink One?

EduLink One provides an integrated portal which enables parents, students and staff to communicate, access all information and all other existing systems used by the STAGS (such as Gateway) in one place.

It is where parents can go to see a range of information for their child. It is also where students themselves can access the same information and link straight to the other systems that we use. It reduces administration and improves engagement and student outcomes.

Parents can also check and update data information as well as completing forms.

All users have access to messaging (via text, email or push notification), attendance, timetables, achievement, behaviour, homework, exams, student reports, medical and contact information. You can also manage and view cashless catering balances and share information with STAGS.

Edulink One is available through a number of platforms and can be accessed on most devices with access to the internet:

Mobile App – Download the Edulink One app for free on both the iOS and Android app stores. Search for “Edulink One” and look for the app which looks like the icon below.

Laptop/ Computer – Edulink One can also be accessed through a web browser. Please [click here](#) to be redirected.

For more information on how Edulink works, please watch this [video](#)

If you have any problems using the app, please email Edulinksupport@stags.aetrust.uk



School Gateway Online Payment Services

www.schoolgateway.com

Our online payment service 'School Gateway', means that you will be able to make online payments via the School Gateway **smartphone app** or website for school meals, school trips and activities. You will also be able to view school meal balances and top them up at any time.

We will notify you by email when new items such as school trips or tickets for events are available for payment on School Gateway. For larger trips, payments can be made as part of an agreed plan in instalments. You will also be able to give online consent, where required, for your child to take part in activities.

School Gateway makes it easier for parents to pay any time 24-7 and assists with our "Cashless School" status.

What do I need to do now?

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that the school holds on record for you. **Please wait until the start of September to activate your account** as it takes some time for all this information to be added.

Visit the website: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway then the user can choose to use the app or the website

If you are having trouble logging in, it may be because the school either does not have your current email and mobile phone number on record or is still completing the process of adding your child's details to our student database.

If you already have an account with a different school you will need to re-register your School Gateway account with the new school.

1. Sign out of the app on your phone
2. Open your web browser and go to login.schoolgateway.com/0/auth/register
3. Enter your email address and mobile number
These must be the same details that you provided to the new school
4. Tick the box to agree to School Gateway's terms of service
5. Click SEND PIN

You should now receive an email with a new PIN that you can use to sign in.

If you encounter any problems during this process please double check that you are using the same email address and phone number that you provided to the new school. If you still have issues after this, please e-mail finance@stags.aetrust.uk

For any IT queries please contact our team at GatewayHelp@stags.aetrust.uk



Security of the School Site

School Security

The school has in place a security access system. There is no access to the school buildings for visitors except via the Main Reception. All visitors are asked to report to the reception office, and wear a visitor's badge whilst on site. All members of staff must wear identity badges. If students see someone not wearing a badge they are encouraged to report the matter to the nearest responsible adult.

On arrival at school, students should enter the building via Student Reception or the door by Student Support. At the end of the day students will be able to stay at school either for activities which are supervised by staff, use the library until 4.30pm or work in the restaurant. Unless they are under the direct supervision of a member of staff the only parts of the building available to the students will be the library and restaurant.

At 4.30pm staff supervision ceases unless attending a specific club or activity by prior agreement. We must insist that all students are collected from school by this time, and should leave the building via the restaurant.

School Closure

In the unlikely event that the school has to close due to unforeseen circumstances, bad weather (for example), the following arrangements are put in place:

- A senior member of staff comes to the school to inform any students or parents who arrive at the school
- A message is put on the school answer phone
- A prominent message is put on the school's website as well as on our Instagram and Facebook pages
- Chiltern radio and Three Counties radio are informed and announce the closure at regular intervals
- All parents and carers will be sent an email message from the school



Year 7 Riveting Reads

Books suggested by the Library/English Department which Year 7 students may enjoy

A Kind of Spark by Elle McNicoll 11-year-old Addie campaigns for a memorial in memory of the witch trials that took place in her Scottish hometown. A wonderful story with a neurodivergent protagonist.
Apple and Rain by Sarah Crossan Engrossing and uplifting, challenging and charming, Apple and Rain brings fiction and poetry seamlessly together
Artemis Fowl by Eoin Colfer In arch criminal Artemis Fowl's first encounter with the Fairy People, you'll learn how he hatched a plot to restore his family's fortune.
Being Miss Nobody by Tamsin Winter Rosalind hates her new secondary school. She's the weird girl who doesn't talk. And it's easy to pick on someone who can't fight back. So Rosalind starts a blog - Miss Nobody; a place to speak up, a place where she has a voice. But there's a problem...Is Miss Nobody becoming a bully herself?
The Boy at the Back of the Class by Onjali Rauf When a new boy is introduced at school, no one is exactly sure where he has come from; what is a "refugee kid", anyway, and how can Ahmet be helped to feel that he belongs?
The Butterfly Lion by Michael Morpurgo A lyrical and moving tale of a young boy growing up in Africa, and his lifelong friendship with a white lion.
Coraline by Neil Gaiman An adventurous 11-year-old girl finds another world that is a strangely idealised version of her frustrating home, but it has sinister secrets.
Birdie by J. P. Rose Sent to live with her great-aunt in a Yorkshire mining village in the 1950's, Birdie arrives as an outsider but finds companionship in Mr Duke, the village's last pit pony.
Hacker by Malorie Blackman When Vicky's father is arrested, accused of stealing over a million pounds from the bank where he works, she is determined to prove his innocence.
Harry Potter and the Philosopher's Stone by J.K. Rowling The book that started a phenomenon.
High Rise Mystery by Sharna Jackson This fantastic, urban-set mystery is fast-paced, funny and exciting. Nik and Norva are two brilliant new detectives with great senses of humour, and readers will be rooting for them from page one.
The House with Chicken Legs by Sophie Anderson Marinka dreams of a normal life, where her house stays somewhere long enough for her to make friends. But her house has chicken legs and moves on without warning!
Inkheart by Cornelia Funke Meggie loves books. So does her father, Mo, a bookbinder. They live quietly until the night a stranger knocks at their door.
Journey to the River Sea by Eva Ibbotson An Amazon adventure set in the wilderness of Brazil
Tyger by SF Said In a strange alternate world, where the British Empire has never ended, a young boy called Adam has uncovered something incredible in a rubbish dump in London -
When I See Blue by Lily Bailey A touching and honest book about life in the grip of OCD but also the power of friendship

The Parent Association (PTA) and School Fund



Dear Parents and Carers,

As a parent and/or carer of a student at STAGS, you are automatically a PTA member, so we extend a warm welcome to STAGS PTA - officially known as the Friends of STAGS!

We are lucky to have a thriving PTA at STAGS, thanks to the many generous parents/carers who give their time, energy and enthusiasm to support the various activities we undertake. We would not be able to achieve all that we do to help shape the life opportunities of our students without your unwavering support.

The PTA's key objective is providing financial support to the school and students through fundraising activities, as well as creating opportunities for the wider STAGS community to socialise. Thanks to the on-going generosity of parents and carers, the PTA is able to pay for a wide range of smaller items as well as funding a number of larger projects for the benefit of the school and students from time to time (see below). Our current fundraising initiative is the Bathroom Refresh Project, which aims to raise £75,000 by December 2026. Together with match-funding from the Ambition Education Trust, the money will be spent on transforming all the schools' bathroom facilities to provide safer, cleaner, more modern and more private bathroom facilities for all students, bringing the facilities up to the standards expected in modern schools.

PTA donations over recent years include:

- £21,500 for a Laser Cutter in the DT department
- £4,000 for a new trampoline;
- £7,500 for a re-fit in the School Library
- £10,500 for a new lighting rig in the School Hall;
- £21,000 to cover the 3 year lease of a new school minibus;
- £23,500 to support smaller projects, including upgrades to the Student Support Office to enable access to outdoor space, food processors for Food Tech, equipment for the Gardening, Radio and Modelling clubs, table tennis tables, electric guitars, amps and African drums for Performing Arts, football kits, manga books, recycling bins and staff/student wellbeing gardens;
- £25,000 Towards the STAGS Centenary Celebrations which included a new Centenary Garden area;
- £120,000 Refurbishment of both Food Technology Classrooms;

The School Fund

The PTA's most significant source of fundraising is our longstanding School Fund, and we invite parents/carers to make a monthly Standing Order contribution to the School Fund, Gift Aided wherever possible. Having a regular and predictable source of fundraising enables the PTA and the School to plan together for significant projects - like the Food Tech and Dance Studio projects mentioned above - and Gift Aid allows us to reclaim a further 25% of your donation value from the government, making it a very efficient way to donate.

We have seen a decline in the number of donors to the School Fund over the last few years, so would be exceptionally grateful to welcome new donors in 2026! To become a regular donor, please click [here](#) remembering to make a Gift Aid Declaration, and then set up a Standing Order donation to the School Fund. On completing the form, you will be emailed the Bank Account details you need to set up a Standing Order. Any donation, however small or large is most gratefully received. Many families set their donation for £5, £10 or £15 per month.



Gift Aid

The PTA is a registered charity, so if you are a UK taxpayer, the school can gain additional benefit through the gift aid scheme. This is the most tax efficient way to donate as we receive £1.25 for every £1 you give. Please say yes to gift aid if you are a UK taxpayer.

Other ways to support PTA fundraising

There are several other ways you can support PTA fundraising: Easyfundraising, School Gateway, Your School Lottery,

Easyfundraising

You can also support the STAGS PTA by using the easyfundraising app or internet browser plugin when you shop online. This raises funds for the PTA at no additional cost to you. Easyfundraising has over 4,000 shops and sites which will donate to us at no extra cost to yourself, including lots of big name retailers like John Lewis, Argos, Uswitch, eBay, M&S, Just Eat, Now TV, Domino's Pizza and Audible. All you have to do is sign up to support us using the link below. Then every time you shop online, go through the easyfundraising App or click on the Donation Button pop-up in your browser and we'll receive a % of your spend as a free donation, at no cost to you or us. You can find our easyfundraising page [here](#).

School Gateway

You can make a donation to the PTA at any time via School Gateway - the school's payment system for trips and lunch money. Please say Yes to Gift Aid if you are a UK taxpayer.

Your School Lottery

To play *Your School Lottery* and be in with the chance of winning cash prizes, please sign up [here](#). We receive 40p for each £1 played on the lottery.

Get involved!

The PTA would love to welcome new volunteers to help at events, and get involved in the PTA meetings and organisation. We also use a network of Class Reps to share messages and requests for help around the parent/carers community. We are looking for new Year 7 parents from each of the classes to join this network, so please let us know if you can help. Please sign up to get more involved [here](#), or you can contact the PTA anytime on stagspta@gmail.com

Thank you very much for your time.

We look forward to meeting you at the Year 6-7 Transition evening on 18 June, the Pre-loved Uniform Sale on 27 June and in September/October at the Year 7 Information Evening and Family Picnic Events.

Yours sincerely



Leonie Brady
Chair STAGS PTA

Year 7 Students First Impressions

"My favourite subject is DT, especially Food Tech because you can make loads of nice food to eat"

"I felt nervous when I first started but I feel really settled now"

"I love the facilities, people and teachers"

"Making new friends at STAGS has been my favourite thing"



"The Sixth Formers are really kind and reassuring"

"I really like the Zen Garden in Student Support"

"I have made a lot of friends at STAGS"

"I really like how whenever you feel a bit down, SSO is always there for you. They are really supportive"

"STAGS is really inclusive and diverse"

Transition FAQs

Do STAGS split the school into two halves for teaching purposes?

Students are taught in mixed ability form classes.

How is the CAT test process managed - does this affect which classes/sets they are placed in?

CATS scores are used as an indicator of student performance at the time they are taken. They are not used for sets as we do not set at KS3.

Do they spend a lot of time with their form or are they separated out?

Students are with their forms for the majority of their lessons. As they progress through KS3 they will be taught in broadly banded alternative teaching groups for certain subjects.

What uniform do Year 7 wear, winter or summer?

Students will be expected to wear full school uniform at all times. The jumper is an optional item. In extreme warm weather, we will inform students that they are not required to bring their blazer to school.

Which students are able to attend summer school as they are invitation only?

Students who are invited to summer school have additional needs (SEND), are eligible for Free School Meals, have been recommended by their primary school teachers or parents and carers feel they would benefit from additional time on site before starting in September.

How does the school ensure that the children are aware and respectful of different cultures, value systems and faiths?

- Whole school focuses on diversity and celebration of different cultures, lifestyles.
- PSHE/REP schemes of learning.
- STAGS is a multi-faith and diverse school.
- Key dates and events are marked and used as an opportunity to raise awareness of different cultures and religions.
- There are a number of specific extracurricular clubs, celebrating different cultures.

Why do we encourage the purchase of chromebooks?

Chromebooks work most effectively with the google platforms used by the school and we have selected a suitable model.

Should headphones have a cable or be wireless?

There is no preference, however, students will need to ensure wireless headphones are sufficiently charged.

How can we help students to connect prior to attending, especially those travelling from the same areas?

Transition events have been/are a great opportunity for students and parents and carers to make links.

When do students take their CATS tests?

When they first join us - within the first few weeks. It is important not to worry about these.



Is there any assistance for year 7 students? Let them ease into joining the school.

Yes, lots. Transition day, summer school, additional visit opportunities.

Whole day induction with their form tutors before other students are in school.

Year 8 Mentors are assigned to each form and will support them when moving around the site.

Bespoke transition PSHE curriculum to support students settling in Year 7

When will students find out which form they will be in?

Following the Primary School Visits by our Student Support Team parents will receive details of their daughter's form allocations at the Year 6 into Year 7 Information Evening in June.





ST ALBANS GIRLS' SCHOOL

SANDRIDGEBURY LANE
ST ALBANS
HERTFORDSHIRE
AL3 6DB

TEL: 01727 853134

EMAIL: admin@stags.aetrust.uk

WEBSITE: www.stags.aetrust.uk

We are a proud member of

