



LANGLEY PARK SCHOOL FOR GIRLS

Parent/Carer Handbook
2026-2027

Headteacher: Mr S Whittle



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Please note:

Information in this handbook is correct at the time of publication (July 2026), any amendments/additions throughout the year will be communicated through letters home.

Welcome to Langley Park School for Girls

Headteacher's Welcome

Dear Families,

Welcome to Langley Park School for Girls (affectionately known as LPGS).

I recognise the trust you have placed in us in choosing LPGS for your child and welcome you and your child to our wonderful school community. It is my privilege to work with engaging students, a dedicated team of teachers and associate staff, and supportive parents and carers. We look forward to getting to know your child as an individual, to supporting them to grow academically, personally and socially, and to working together with you to enable them to thrive.

Since our founding as Beckenham County School for Girls in 1919, LPGS has proudly embodied its motto "*Ad Rem Mox Nox*" — "Time is short, get to work". Over a century later, this guiding principle continues to shape our ethos: we are ambitious, purposeful, and determined.

Our school is a welcoming and non-selective girls' comprehensive, with a vibrant and inclusive mixed Sixth Form. We serve around 1,700 young learners from the local community and consistently achieve strong academic outcomes. More importantly, we cultivate a school environment founded on six core values:

- **Belonging:** every student feels accepted, connected, included and valued
- **Equality:** ensuring equal access to opportunities, support and success
- **Kindness:** promoting care, consideration and empathy for others
- **Ambition:** striving for personal growth, goals and academic success
- **Respect:** valuing others and differences, listening, seeking to understand and sustaining positive relationships.
- **Determination:** staying focused, working hard, overcoming challenges and striving to achieve goals.

These values lie at the heart of everything we do— whether in classrooms, sports, performing arts, or pastoral care. We want every student to be happy, feel safe and achieve their academic potential. We also want to ensure that our young people acquire not only the academic qualifications but also the skills, character and confidence to lead fulfilling lives beyond school.

As you explore this handbook, I hope you will feel well-informed about our vision, values, routines and policies. We view parents and carers as equal and essential partners in your child's educational journey. Your engagement, through communication with tutors, participation in events, and encouragement at home, makes an enormous difference.

Thank you for entrusting us with your child's education and wellbeing. I look forward to meeting you at our upcoming events and collaborating to ensure they thrive both inside and outside the classroom.

With best wishes for a successful year ahead.

Mr Stephen Whittle
Headteacher

July 2026



Enabling everyone to thrive – acting with kindness, determination and respect

School Vision and Values



Langley Park School for Girls: Vision & Values

OUR VISION:

"Enabling everyone to thrive, acting with kindness, determination and respect"

OUR VALUES:

BELONGING



Feeling accepted, supported, connected, included and valued

EQUALITY



Providing equal access to opportunities, support and success

KINDNESS



Acting with care, consideration and empathy for others

AMBITION



Striving for personal growth, goals and academic success

RESPECT



Valuing others and differences. Listening, seeking to understand and sustaining positive relationships.

DETERMINATION



Staying focused, working hard, overcoming challenges and striving to achieve goals.

**#TEAM
LPGS**

Impact Multi Academy Trust (IMAT)

Our Trust formed on 1 September 2022, bringing together the former Langley Park Learning Trust (two secondary schools and three primary schools) and Impact Multi Academy Trust (two secondary schools). In April 2025, Darrick Wood Secondary School joined the Trust. All our schools serve the local community in Bromley, with many of our families having children at more than one of our schools. Having worked increasingly closely together, we concluded that we had shared values and cultures and that by working together, in a multi-academy trust, we could increase the opportunities available to our staff and to the children in our schools.

Impact Multi Academy Trust, consists of eight schools:

Clare House Primary School
Hawes Down Primary School
Langley Park School for Boys
Langley Park Primary School

Darrick Wood Secondary School
Hayes School
Langley Park School for Girls
Ravens Wood School

We believe that:

- Our children and young people will achieve and experience even more as part of a larger family of schools.
- Our staff will benefit from greater opportunities for collaboration and personal and professional development within a larger trust.
- Combining our experience, expertise and resources will enable an even better range of services, will support sustainability to our schools, and also maintain and advance educational excellence.

The individual schools, of course, retain their unique identity and character whilst the opportunities for increased collaboration help all our schools move forward for the benefit of all our pupils and students.

Being a Trust with both primary and secondary schools is an enormous asset, since it enables us to share our expertise and knowledge, learning from each other to improve the education of children from 4 to 18.

We have high aspirations for all the students that attend Impact Multi Academy Trust Schools. We also have high expectations about what they will receive from, and contribute to, their education. We believe strongly in educating the whole child. We offer our students the highest quality academic education, delivered within a broad, balanced and rich curriculum; alongside which our schools offer a wide range of high quality extra-curricular opportunities, with music and sport a particular strength.

For more information about the trust, please visit the trust website: www.imat.uk.

General Information

School Term and Holiday Dates

Autumn Term 2026	Tuesday 1st September – Friday 18th December
	Half Term: Monday 19 th October – Friday 30 th October
Spring Term 2027	Monday 4th January – Thursday 25th March
	Half Term: Monday 15 th February – Friday 19 th February
Summer Term 2027	Monday 12th April – Thursday 22nd July
	Half Term: Monday 31 st May – Friday 4 th June

Inset Days

Tuesday 1st September 2026

Wednesday 2nd September 2026

Monday 4th January 2027

Friday 25th June 2027

Timings of the Day

We operate a two week timetable throughout the year, Week A and Week B. The week commencing 31st August 2026 will be Week A.

Your child's lessons will be scheduled into a two-week cyclical timetable, which they will be given in September.

8:30am – 8:45 am	Registration
8:45am – 9:45am	Period 1
9.45am – 10:45am	Period 2
10.45am – 11:05am	Break
11:05am -12:05pm	Period 3
12:05pm – 1:05pm	Period 4
1:05pm – 1:50pm	Lunch
1:50pm – 2:50pm	Period 5
2:50pm – 3.10pm	Tutor Time

Please note that whilst students will be dismissed at the end of the school day, and asked to leave the site immediately unless they have an after school club or a detention; we reserve the right for students to be dismissed at a later time should we need to hold an impromptu assembly (up to 3.25pm).

School Routines

The following school routines are designed for the benefit of all to enable the school community to function efficiently. Your full parental support helps to ensure that your child respects and obeys these routines for the benefit of themselves and others.

Arrival and Departure from School

Sixth Form students are expected to arrive for Form time every morning, regardless of whether they have a P1 lesson or not. Form starts at 8.30am every day, and students should arrive with enough time to be sat, in their form rooms, ready for the day at that time. Lateness to Sixth Form incurs a detention.

Vehicles on Hawksbrook Lane

As we are situated on what is effectively a single-track lane serving three schools, we request that students and parents/carers do not drive down Hawksbrook Lane or St Dunstan's Lane unless they have mobility issues. Congestion, air pollution and dangerous driving cause harm to our young people.

Where vehicles enter Hawksbrook Lane, drivers are requested to be mindful of a large number of children and young people accessing our schools. You are requested not to cause an obstruction and to show consideration for other road users.

Bicycles

Students are welcome to cycle to school with the permission of parents/carers. A bike compound is available to students. Whilst the school will do all it can to ensure the security of the compound, it cannot take responsibility for the loss of, or damage to, bicycles.

Bicycles should be roadworthy and students should wear a helmet. It is also advisable for students to have passed the cycling proficiency test.

Pedestrian safety

Staff, students and visitors are reminded to use footpaths on Hawksbrook Lane and to cross roads on their journey to and from school at safe, designated crossing points.

Adverse Weather

Snow closure

The school has established procedures for dealing with school closure.

- The decision to open or close the school will be made by the Headteacher.
- The decision will be made by 7.00am at the latest.
- The decision will be communicated on the school website and via email. You are advised to check this before sending your child to school.

If it has snowed, please do not assume that the school will be closed. The school will only close if it places the health and safety of staff and students at risk. If weather conditions deteriorate whilst the school is in session, we will endeavour to contact parents/carers to inform them of the situation via the website and e-mail. Students will be kept informed of the decision and guidance will be given as to the next steps. Langley Park School for Girls is committed to ensuring that all our students are able to maximise their potential and any decision to close the school will not be taken lightly. We will aim to remain open or partially open during inclement weather to avoid disruption to students' learning but will consider the conditions and safety of students on the school site, transport links in the area as well as levels of staffing. Langley Park School for Girls has good public transport links and we rely on parents to make appropriate decisions about student safety when travelling during periods of inclement weather. Students should wear suitable clothing when travelling, including a hat, gloves and a suitable coat, as necessary. Suitable footwear to cope with the weather may also be necessary.

Hot weather arrangements

Should we experience periods of exceptionally hot weather, the school will take appropriate steps to support the health, safety and wellbeing of pupils and staff, in line with our risk assessment and guidance from the Department for Education. Alternative arrangements may be introduced where necessary, including adjustments to the school day, outdoor activities, uniform expectations and use of school facilities. Any temporary changes will be communicated to parents/carers as appropriate.

Friends of LPGS (PTFA)

We have a newly formed Parent, Teacher and Friends Association, who support the school at various events and fundraise for additional resources. If you would like to volunteer or find out more information, they can be contacted via ptfa@lpgs.bromley.sch.uk.

Voluntary Fund

Our vision is to be a school that enables everyone to thrive both during and beyond their years at school.

An important part of our offer is the learning that happens beyond the classroom:

- a wide range of extracurricular clubs and sporting opportunities
- an exciting array of trip opportunities
- placing importance on the visual and performing arts
- a vibrant and relevant careers and futures offer
- providing opportunities for students to be leaders

These experiences are vital so that students can:

- discover and explore wider interests
- forge wider friendships and connections with students
- strengthen that sense of belonging that is so important for wellbeing
- make lasting memories

We are asking for your help.

It is no secret that school budgets are under ever increasing pressure and we want to continue to offer all these opportunities, and ideally widen them further!

By donating to our School Fund and giving a regular amount or annual donation to the fund, it makes a real difference in the school being able to keep resources and equipment up to date, enriching and enhancing the unique and special opportunities available to your child/children.

In addition, if you are a UK taxpayer you are able to make a Gift Aid declaration which allows the school to claim tax you have already paid back from the Inland Revenue, meaning that every pound you donate will be worth an extra 25 pence. Please tick the relevant box when prompted on the Just Giving platform. <https://www.justgiving.com/campaign/lpgsfund>



Catering

Students may either bring a packed food from home or purchase food from the canteen or Sixth Form Base Common Room.

Food and drink may be eaten in the dining area, Dalo, Common Room or outside in the school grounds. Sixth Form students are allowed to go off site during lunchtime. **Please note, hot food purchased off-site cannot be brought into the school.** This is to alleviate the possibility of any allergens being brought into the school.

We operate a cashless system for which all students use their ID card. Cashless catering reduces the problems of students carrying cash within the school environment and encourages healthy eating. A cashless system also enables those who are entitled to a free school meals allowance to be in receipt of this without others knowing this. Sixth Form students are able to

Important Information Regarding Food-Based Allergies

Please be aware that while our catering team takes food allergies very seriously, they do not have access to students' medical or dietary information when food is purchased using a debit card. This information is only available when students use their photo ID card and the funds available on their My Child At School (MCAS) account.

To help us safeguard students with food-based allergies, we strongly encourage all students with known allergies to use their photo ID card when purchasing food on-site. Allergy information is clearly listed on pre-packaged items and menus, and students are reminded to check this information carefully. If in doubt, they should speak directly with a member of the in-school catering team before making a purchase.

From September 2026 the cost of the main meal is £2.90.

Credit should be added to your child's account via the My Child At School (MCAS) app or online at <https://www.mychildatschool.com/MCAS/MCSParentLogin>. Further information on the MCAS app and how to set up your account is in the Information Technology section of this handbook.

ALL Sixth Form students are encouraged to sign up for MCAS at the earliest opportunity, as it is how various trips, lunch, and events such as Prom are paid for. There are no overdraft facilities within this system, so students must learn to be responsible. All money should be credited onto MCAS accounts online using a credit or debit card.

If a student is entitled to the free school meal allowance, this will be credited to their account on a daily basis and any unspent allowance will remain on the account for 48 hours. **Students should understand that if they use their free school meal allowance at break time, it will not be available for lunch.** Parents/carers can top up the account via MCAS for any additional food requirements as food may be purchased during any of the service times.

Students will need to ensure they have their ID card with them every day. In the event that the ID card is lost, a replacement should be purchased via MCAS.

All students who intend to purchase food from the canteen must have credit on their MCAS account.

[Innovate Catering](#) provide our break and lunch services. A wide variety of choices are available for all dietary needs. Details of the menus, pricing and further information can be found on our [website](#). Innovate provide a breakfast service, with free porridge, from 8.05-8.25am.

Free School Meals (FSM)

We want to ensure that parents and carers who are eligible for Free School Meals submit their claims as early as possible ahead of the new academic year. **Please note students joining in Year 7 or 12 will need to reapply for the Free School Meals Allowance.** It's vital that this information is accurate and up to date, as we are required to submit returns to the Department for Education (DfE), Ofsted, and the London Borough of Bromley—our Local Authority. These agencies use the data to understand our school population, which directly influences how our performance is judged.

In addition, our school budget is positively affected by the number of students registered for Free School Meals. Higher confirmed eligibility means additional funding for the school, allowing us to provide greater financial support for trips, educational resources, and other forms of assistance for families in need.

Please rest assured that receiving Free School Meals is completely confidential. The funding is credited directly onto your child's account each day, with no separate payment process or visible distinction in the school canteen.

Eligibility

To qualify for Free School Meals, your child must be in full-time education at a Local Authority maintained school in Bromley, such as Langley Park School for Girls. It does not matter if your home address is outside the Bromley borough; eligibility is based on the school's location.

Under new national rules, all families receiving Universal Credit will qualify for Free School Meals. This means more children will become eligible. From 1 September 2026, there will be two categories of FSM eligibility:

1. Targeted Eligibility

- Applies to children in households receiving Universal Credit with annual earnings of £7,400 or less.
- Pupils in this category will:
 - Qualify for Free School Meals
 - Enable schools to receive additional Pupil Premium funding
 - Be considered for other support, such as extended school travel assistance

2. Expanded Eligibility

- Applies to children in households receiving Universal Credit with annual earnings above £7,400.
- Pupils in this category will:
 - Qualify for Free School Meals only
 - Not attract Pupil Premium funding

How to apply

If you receive one of the above benefits and have not yet applied for Free School Meals, please contact **Pupil Benefits** at the **London Borough of Bromley** via email to fsm@bromley.gov.uk. You can also apply online at

<https://www.bromley.gov.uk/FreeSchoolMeals>.

For information on applying in other local authority areas visit <https://www.gov.uk/apply-free-school-meals>

For additional help or guidance, please email us at lpgsfinance@lpgs.bromley.sch.uk.

Mobile Phones in Sixth Form

All schools should be mobile phone free environments and our school has a mobile phone policy which prohibits the use of mobile phones throughout the school day, including during lessons, between lessons, breaktimes and lunchtimes.

Students in Years 7-11 do not have access to their mobile phone during the school day. Their phones are stored in lockers at the start of the school day and returned at the end of the day.

Students in the Sixth Form at LPGS **are permitted** access to their mobile phone at certain and limited times and locations (as shown below), reflecting this period of education as one of increased independence and responsibility.



Where:

In the Sixth Form Base Common Room and Sixth Form Base
In the Sixth Form Study Hub

When:

Before and after school
At break
At lunch
During study periods/non-contact time

Mobile phones as well as headphones and earphones/buds should not be seen or heard anywhere else on the school site apart from in the Sixth Form Base and Sixth Form Study Hub. Mobile phones used or seen in breach of this rule will be confiscated in line with the confiscation policy.

PLEASE NOTE:

- Mobile phones should be out of sight in lessons and only used when given permission by teachers for agreed learning tasks
- Sixth Form students who bring a phone into school do so on the understanding that if they are lost or broken the school takes no responsibility for this.

If a phone is confiscated it will be taken to Reception. **Phones will not be returned to the student until the end of the school day at 3.10pm.**

Students are not required to make contact with parents or carers by during the school day. If a Sixth Form student is unwell, they should either tell their teacher who may send them to their Sixth Form Admin Office, or come and see their administrator themselves, who will then contact home. Sixth Form students who are unwell should not leave site without speaking to a member of staff/their administrator.

We appreciate that mobile phones are an important means of communication, particularly for travel and safety, and students will still be able to use their phones once they are off the school grounds.

We kindly ask for your support in reinforcing this message at home and ensuring your child understands the importance of adhering to this policy. Should you need to contact your child during the school day, please continue to do so via the school office.

Thank you for your continued support in helping us create a safe and focused learning environment for all students.

The 16 to 19 Bursary Fund

The 16-19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation they face so they can remain in post-16 education. The bursary can help students buy items such as:

Books, resources or other equipment used for the individual programme of study
Field trips, educational visits or specific enrichment activities relating to the programme of study
Stationery
Clothing or footwear in line with the Sixth Form dress code
Electronic devices required for study
Food on days you are at school
UCAS or employment application
Essential travel (where the use of oyster is not accepted)
Attending industry placements, university interviews and open days

Students can, once their Bursary application is approved, request that the school purchase items for them, request reimbursement for items they purchased (with receipts uploaded) or a combination of both.

Students will be eligible to apply for some financial support if they are:

- in care
- a care leaver
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right
- in a family household with an income of less than £25,000
- in a family household with an income of over £25,000 however special circumstances have been identified

The dates for submission of applications and requests will be made available to the students at the start of the year. Please note that to be eligible for the bursary, students must be punctual to lessons and have high attendance with no unauthorised absences. You must also meet the expectations of the LPGS school community.

If you do qualify, you will need to provide and upload receipts of appropriate expenditure onto the online platform to receive payment directly to your bank account via BACS.

Failure to provide the evidence of appropriate expenditure within the deadlines set will result in payment not being made.

Please contact the Sixth Form Administrators with any queries.

Lost Property

When items of property or uniform are found, they are taken to The Store (next to the canteen). Students are able to access the store before morning registration and at the end of the day to check for misplaced items. At the end of each half term, the items are also displayed in the canteen area for students to collect. Uniform items remaining after this time are donated to the pre-loved uniform sale and other items are recycled, donated to local charity shops or disposed of.

Lockers for Sixth Form

We have a number of waterproof external lockers for use by Sixth Form students subject to a £10 rental fee. For further information, please see the Sixth Form Administrators. Successful Bursary applicants can claim the rental fee back via their Bursary once approved.

Due to insufficient capacity in school to store students' bags and belongings during trial and public examinations, a locker is particularly recommended for students in Years 11 and 13.

Sixth Form Dress Code/Uniform

Sixth Form Dress Code Policy

- Our Sixth Form students are role models for our school community.
- Their behaviour and dress should be suitable for a school learning environment, so that the confidence and respect of pupils, staff, parents, and visitors is maintained.
- We expect clothing to be smart, clean, and well maintained.
- We expect students to maintain good personal hygiene.
- Students should feel comfortable dressing in clothing that matches their gender identity.

Safeguarding

A Sixth Form lanyard must be worn round the neck and visible at all times.

Students' clothing should include a combination of:

- Smart skirts or dresses (that sit just above the knee or longer)
- Tailored smart trousers
- Blouses or shirts
- Smart jumpers and cardigans
- Tailored jackets
- Business suits and ties
- Smart shoes

Clothing that is not suitable includes, but is not limited to:

- Miniskirts, mini dresses, sundresses (no shorter than your student ID card above your knee)
- Clothing that is too tight and/or rides up (bodycon)
- Shorts or skorts or playsuits
- Spaghetti strapped, strapless tops or dresses
- T-shirts, vests, polo-shirts, or dresses
- See-through, cut-out clothing, off-the-shoulder, or low-cut clothing
- Crop tops
- Clothing that exposes underwear
- Clothing with logos and slogans
- Leggings (unless under dresses)
- Denim clothing
- Sweatshirts and hoodies
- Tracksuits, sports clothing, or cycle shorts
- Trainers, Converse, Vans, Flipflops, Sliders or Uggs
- Any type of face covering, for example balaclavas or face masks.

Ultimately, the decision on whether clothing is suitable for a school environment rests with the Sixth Form Team and the Headteacher.

Monitoring

- Students' dress will be monitored throughout the day by all members of staff.
- Students who are not dressed for a smart school environment will be asked to go home and change.
- Reasonable adjustments may be made on a case-by-case basis in coordination with your Head of Year.
- Adjustments due to hot weather may be made and will be communicated to students and parents.

Support

- If you are unsure, or would like more guidance, please contact the Sixth Form Team before purchasing items. If you are eligible for the post-16 DA bursary, or are experiencing financial hardship, please contact the Sixth Form Administrators for further information.

We are a school with high expectations, and this is reflected in our uniform policy. Families tell us that our expectations and reputation are something they value about the school. Students are ambassadors for our school community.

We ask that families support us by exercising careful judgement in matters of uniform and that you check any potential purchases which might prove to be controversial with us before you make them.

We believe that if our students look 'smart' they will take pride in their appearance, understand the importance of presentation and approach their learning with the right attitude.

Whilst we recognise young people's desire for self-expression, the inevitable interest of some to rebel against any imposed uniform, and the time taken by school staff and parents/carers to reinforce expectations, we consider the many benefits to outweigh any disadvantages.

In the event of an unavoidable and temporary emergency resulting in a student being without the correct uniform, parents/carers are asked to ensure that their child has a suitable note of explanation and that the matter is resolved as a matter of urgency. All items of clothing should be clearly marked with the student's name.

We expect students to take pride in their personal appearance and in wearing the school uniform. Their clothes should be clean and smart, and shoes should be polished. Any clothing worn underneath blouses for warmth should not be visible.

Students will be expected to be in full school uniform on arrival at school and will be reminded of expectations. During form time, form tutors will support students in being ready for school and in addressing any uniform issues. If needed, they will be provided with the support and equipment to enable them to meet the expectations (e.g. access to nail files, nail clippers, make-up remover wipes, spare uniform items).

In accordance with our behaviour management expectations and policy, students with uniform infringements after the end of registration (8.45am) and throughout the school day will receive a C2 detention.

The Halo Code

Our school champions the right of staff and students to embrace all Afro-hairstyles. We acknowledge that Afro-textured hair is an important part of our Black students' and staff's racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance.

We celebrate Afro-textured hair worn in all styles including, but not limited to, afros, locs, twists, braids, cornrows, fades, hair straightened through the application of heat or chemicals, weaves, wigs, headscarves, and wraps.

In this school, we recognise and celebrate our students' and colleagues' identities. We are a community built on an ethos of equality and respect where hair texture and style have no bearing on a student's or staff member's ability to succeed.

Sixth Form Lanyards

For safeguarding reasons, students must wear their year group lanyard around their neck at all times while on the school site. Replacements can be purchased via MCAS and collected by students from The Store at the end of the following day.

Water bottles

We strongly discourage the use of disposable plastic. There are water fountains located at various points around the school site and we encourage the use of reusable water bottles with students filling these up at break times.

Jewellery and Make-up

Students are allowed to wear jewellery and make-up in line with our dress code and appropriate to an office environment. Specifically, belly button piercings must not be on-show.

Non-compliance with the school's policy on uniform and appearance:

Students will be expected to be in full school uniform on arrival at school and will be reminded of expectations. During form time, form tutors will support students, as necessary, in being ready for school and in addressing any uniform issues. If needed, they will be provided with the support and equipment to enable them to meet the expectations (e.g. access to nail files, nail clippers, make-up remover wipes, spare uniform items).

In accordance with our behaviour management expectations and policy, students with uniform infringements after 8.45am and throughout the school day will receive a C1/C2 detention.

Mobile phones, personal music players and headphones/earphones should not be seen or in use inside school buildings.

Energy drinks are also not allowed in school and will be confiscated.

Approval by Governing Body:

The school's uniform regulations have the authority of the Governing Body and in accepting a place at Langley Park School for Girls for their children, parents/carers are, therefore, accepting the regulations of the school.

Banned/prohibited items

In accordance with our behaviour policy, and to ensure the safety of all students on the school site, the following items are banned or prohibited items. Any prohibited items found in a student's possession will be confiscated and will not be returned to the student.

- Knives, blades or weapons (including art/craft knives and eyebrow blades, guns, pellet guns and air rifles)
- Alcohol
- Illegal drugs (supply which means providing or sharing (whether or not for money or other consideration) or facilitation of supply e.g. sale, exchange or sharing (which includes promotion / advertisement or facilitating supply) / possession / use of drugs and solvents or their paraphernalia or substances intended to resemble them, or alcohol or tobacco as prohibited by the school policy on smoking, drugs and substances)
- Nitrous Oxide canisters
- Stolen items
- Tobacco, cigarette papers, Vaping materials
- Fireworks
- Supply or possession of pornographic images
- Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person.
- Fizzy drinks, energy (or high caffeine) drinks and chewing gum are also not allowed in school.
- Fidget toys (unless authorised by SEND Department)



Banned Items

Any kind of knife or blade



Any kind of energy drink



Any kind of vape or vaping materials



Any alcohol, illegal drugs or nitrous oxide



Any cigarettes, tobacco, snus, cigarette papers, lighters or matches or smoking materials



Any kind of gun or replica firearm



Stolen items



Any item that could be considered a weapon or article which has been, or is likely to be used to commit an offence



Any kind of explosive, for example Fireworks, smoke grenades, bangers



This is not an exhaustive list – any item that could disrupt learning or cause harm can be deemed a prohibited item. Students should only bring to school their equipment for lessons.

General Equipment Required By Students

There are a number of essential items of equipment students will need to provide for themselves and to bring to school on a daily basis.

- Black pens, a purple pen and a green pen (for peer making and response)
- Pencil
- Pencil sharpener
- Rubber
- Ruler – 30cm or one that folds in half
- Colouring pencils
- Mini whiteboard pen
- Pair of compasses
- Protractor
- Pencil case - see through preferred, no designer brands
- Highlighters
- Pritt Stick
- Safety scissors
- Text books
- Tissues
- Scientific calculator* - see note regarding Sixth Form
- Bilingual dictionary for language(s) being studied (French/German/Spanish)
- Students are encouraged to have their own dictionary and thesaurus.

*The Maths Faculty recommends the Casio Scientific calculator FX-83GTX or FX-85GTX (solar powered). These are all available in stationery shops and supermarkets and will last the student through their GCSE maths course. Sixth Form students should check with their subject teacher, particularly if studying A Level Maths, at the start of the year before purchasing calculators. GCSE ones may be suitable for some A Level subjects

Art Equipment

Key Stage 5

- | | |
|---|---|
| • 1 X Acrylic set of 6 colours—120ML | • 1 X Charcoal pencil |
| • 1 X Masking tape- 25MM | • 1 X Aquarelle colouring pencil set of 12 |
| • 1 X Fixative spray - 150ML | • 1 X Plaster eraser |
| • 1 X Project bag - A2 | • 1 X Metal pencil sharpener –single hole) |
| • 3 X Starter softback sketch book - A3 | • 1 X Black fine liner |
| • 1 X Long handle round hog brush - Size 10 | • 1 X Glue stick - 40G |
| • 1 X Set of 10 synthetic brushes | • 1 X Storage box |
| • 1 X Sketching pencil set of 6 | • 1 X Colour mixing pocket guide and personal palette |
| • 1 X Hexagonal graphite stick - 6B | |

The art packs are available to purchase at a discounted price which includes 1 hardback sketchbook, additional sketchbooks are available at a cost. You can place your order via your child's MCAS account. *If your child qualifies for the 16 – 19 Bursary, please ask them to enquire about purchasing options with their sixth form administrator.*

NB: No art/craft knives or blades are permitted. In accordance with the law (the carrying of any blade in a public place is illegal) school policy strictly forbids this.

We would remind you that we do not allow Tippex (or similar products) to be used in school.

Health & Safety Information

The wellbeing of our students, staff, and visitors is a top priority at Langley Park School for Girls. We are committed to providing a safe, secure, and supportive environment for all members of our school community.

General Safety

Our premises are regularly inspected to ensure compliance with national health and safety standards. All staff receive appropriate training and are aware of procedures to follow in the event of an emergency.

Allergy Safety

The school is committed to providing a safe and inclusive environment for pupils with allergies. Parents/carers must inform the school of any diagnosed allergy or risk of anaphylaxis and provide up-to-date medical information, prescribed medication and, where required, an Individual Healthcare Plan. We work closely with families, healthcare professionals and catering providers to reduce risks and support pupils in managing their allergies safely. While the school takes reasonable steps to minimise exposure to allergens, we cannot guarantee an allergen-free environment. All staff receive appropriate allergy awareness and emergency response training.

Medical Support

If your child has any medical needs (e.g. allergies, asthma, diabetes), please inform the school as soon as possible. A healthcare plan may be developed in consultation with parents/carers and relevant medical professionals. First aid is available throughout the school day, and we have trained first aiders on staff.

Sixth Form students who feel unwell during the school day should inform a member of the sixth form admin staff, who will respond accordingly. Parents/carers will be contacted if their child needs to go home or requires further care.

Sixth Form students who are unwell in school should not contact home and arrange to be collected without speaking to a member of the admin team.

Medication

If your child requires medication during the school day, please complete a medication consent form available from the school office. Medication must be clearly labelled and handed in to the office or medical room by an adult.

Nut Aware School

We are a nut aware school. Whilst we cannot guarantee that nut products are not present in school, we request that students and staff do not bring nuts or nut-based products into school at any time.



Accidents and Injuries

All accidents are recorded in our incident log and reported to parents where appropriate. In the event of a serious injury, parents will be contacted immediately and emergency services called if necessary.

Security and Site Access

Our school grounds are secure and monitored throughout the day. All visitors must report to reception, sign in, and wear a visitor badge. Students are not permitted to leave the school site during the school day without permission.

Safeguarding

We have robust safeguarding policies in place and all staff are trained to recognise and respond to any concerns. If you have any worries about the safety or wellbeing of a child, please contact the Designated Safeguarding Lead.

We appreciate your support in helping us maintain a safe and healthy environment for all.

Emergency Evacuation Procedures and Lockdown

In the event of an emergency requiring evacuation, students should leave the school buildings and assemble in tutor groups on the school's all-weather pitch, where they will be registered by form tutors. During lessons, students will be escorted from the classroom by their teacher to the nearest fire exit as quickly and quietly as possible. Students should not stop to pick up their bags and coats. They should then be escorted by teachers/staff to the Assembly Point, again quickly and in silence.

We carry out regular fire drills and will ensure all students new to the school are familiar with these procedures.

What is a lockdown?

A lockdown is a precautionary measure where school buildings and classrooms are secured to prevent anyone (including staff and students) from entering or exiting.

A lockdown procedure may take place where there is a potential safety risk to students, staff and visitors moving around the school site.

Possible reasons for a lockdown may include:

- an accident or incident on site
- an incident immediately outside school in the local area
- a weather related incident
- an intruder on site.

What happens in a lockdown?

An announcement is made over the school computer network informing staff and students of a lockdown. Instructions will be given to students by members of staff and appropriate action will be taken.

If students are in a corridor or outside the school buildings they will be directed to go into the nearest classroom or teaching space under the supervision of a member of staff. Students working outside with a teacher will be brought into the nearest building and classroom/teaching space. Students should stay where they are in a classroom or workspace – nobody will be allowed to enter or leave buildings.

It is possible that normal teaching and routines may continue during a lockdown. Staff and students will be awaiting information and communication that normal school activities can resume (these will be given by the Headteacher and/or members of the Incident Management Team).

Students are reminded to:
STAY CALM – STAY SAFE – FOLLOW STAFF INSTRUCTIONS

Please note: In the event of a lockdown situation a message will be posted on the school website and communicated via SMS/E-mail informing parents/carers and visitors that the school is in a lockdown situation, as advised by emergency services. We ask that parents/carers do not make unnecessary contact with the school during this time so that we can manage communications with external agencies, if required, and manage the situation.

We will keep parents/carers informed and advise when the situation is concluded. Staff have been briefed and have prepared for managing a lockdown situation. We do not carry out a practice with students since this may be upsetting and worrying for some students. All students are briefed on our procedures so that they are familiar with them and are aware of the steps which we will take as a school in the event that it is necessary to implement a lockdown situation.

Health and Safety Rules for Workshops and Laboratories

- Never enter a workshop/laboratory without the permission of member of staff.
- Never use machinery/apparatus until you have been shown how to and been given permission to use it.
- Wear safety goggles and appropriate safety equipment when using machinery or chemicals.
- Walk, behave sensibly and do not call out.
- Wear an apron or overall and always tie hair up.
- Always stand when doing practical work.
- Never eat, drink or chew in a workshop or laboratory.
- Never interfere with equipment or remove safety guards.
- Never put glass or solids down the sink – use the appropriate container provided.
- Make sure bags and coats are safely stored so as not to cause an accident.
- Never sit on the tables or benches.
- Always clean sinks and tables if they are wet.
- Always leave the workshop or laboratory tidy, clean and clear of rubbish and scrap materials.

Information Technology

ICT Acceptable Use Policy

In using the school's IT systems and internet and bringing a personal mobile phone or other electronic device into school, students are agreeing to follow the following rules on acceptable use:

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material that might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

IT Cloud Services

There are several cloud based services that students can use from home once they receive their username and password (this will be issued on their first day).

Student Learning Hub (SharePoint) – for use by students

In addition to homework, your child can access a wide range of learning materials and subject-specific information through the school's SharePoint portal, known as the Learning Hub.

The Learning Hub provides access to lesson resources, revision materials, guidance documents, and important announcements for each subject.

You should use this platform regularly to support your learning, catch up on missed work, and extend your understanding beyond the classroom.

The Learning Hub is available through the school's SharePoint system and can be accessed using your school login details.



Outside of school a shortcut can be found to it on the main school website www.lpgs.bromley.sch.uk under "Useful Links".

Students should check their school e-mail regularly for page recommendations and homework from teachers.

Office 365

Whilst studying at LPGS students will have their own Office 365 account. This will give them access to full versions of software such as Microsoft Word, PowerPoint, Excel, Outlook and Publisher. Their school login will:

- Allow students to download the latest version of Office onto 5 devices (including iPads and Macs).
- Give students 1Tb of cloud storage allowing them to access files from home and school easily.

To access their Office 365 account and download Office onto their devices students should login to:

<https://login.microsoftonline.com>

The login will be their school e-mail address and normal school password.

If you are having any issues with any of these services please contact support@turniton.co.uk.

Bromcom Student Portal – for use by students

The Bromcom Student Portal is a secure online platform that gives students easy access to important information about their school life in one place.

Through the portal, they can view their timetable, homework, attendance records, and behaviour points, helping them stay organised and take responsibility for their learning. Students should check this daily to ensure they do not miss any homework assignments or important updates from teachers. It can be accessed on a computer, tablet, or mobile device in the following ways: Bromcom Website <https://vle.bromcomcloud.com/>

Log in to the Bromcom student portal using your school credentials by clicking on the "Login with Microsoft Account" option.

Bromcom Student App: For convenient access on mobile devices, download the Bromcom Student App from the App Store (iOS) or Google Play Store (Android). Once installed, students can log in using the Microsoft option using their school account.



Website

App

Access to Parent Apps

For details of how to access My Child At School (MCAS) and Studybugs, please visit the Parent Apps page of our [website](#). Your username will be the email address held on your child's school record.

My Child At School (MCAS)

As well as being the means to make payments to school, the My Child At School (MCAS) app is a platform designed to enhance communication between school and parents/carers.

The app provides parents/carers with easy access to information about their child's education, including attendance records, school reports, progress points, consequence points received and detentions.

MCAS is also the system that is used for all payments to the school, including lunch money, printing credit, trips and other purchases. Please note if using a credit card to top up Dinner Money you may incur additional interest charges from your provider.

To sign up for MCAS please visit www.mychildatschool.com this will open the parent login screen shown here. Please note you will not be able to set up your account until your child has been enrolled at school (i.e. from 1 September for Year 7 students).

Click on the sign up link and enter the school postcode, **BR3 3BE**, or School ID **14719**.

Select Langley Park School for Girls from the list and click 'Continue'.

You must enter the email address you have registered with us as your contact email and click 'Sign Up'.

You will then be sent a one time passcode to your registered email address.

Enter the passcode in the app and click 'Verify'.

You will then be asked to set up and confirm a password.

Once this process is completed you will be able to access MCAS via the app or a web browser.

If you have further issues, please contact the school via info@lpgs.bromley.sch.uk.

Studybugs – Reporting Your Child's Absence

Our school uses Studybugs, a secure online system that allows parents and carers to quickly report their child's absence from school.

What is Studybugs?

Studybugs is an attendance and absence-reporting service used by schools across the UK. It enables parents and carers to notify the school when their child is unable to attend due to illness or other attendance-related reasons. Reports can be made through the **free Studybugs app** or via the Studybugs website.

What is Studybugs used for?

Parents and carers should use Studybugs to:

- Report their child as absent due to illness.
- Inform the school of medical appointments or other attendance-related matters (where applicable).
- Provide details about the reason for an absence.
- Keep the school updated if an absence continues for more than one day.

Why do we use Studybugs?

Using Studybugs helps us to:

- Receive absence notifications quickly and securely.
- Ensure all pupils are accounted for as early as possible each day.
- Improve communication between home and school.
- Support attendance monitoring and safeguarding procedures.

How to register

1. Download the Studybugs app from the Apple App Store or Google Play Store, or visit www.studybugs.com.
2. Create a free parent/carer account.
3. Add your child and select our school.
4. Use the app or website whenever you need to report an absence.



Important Reminder

Absences should be reported as early as possible on each day your child is unable to attend school. Failure to notify the school may result in follow-up contact from our attendance team as part of our safeguarding responsibilities.

For more information, please visit www.studybugs.com

Sixth Form

Sixth Form students are expected to arrive for Form time every morning, regardless of whether or not they have a lesson during period 1. Form starts at 8.30am every day, and students should arrive with enough time to be sat, in their form rooms, ready for the day at that time. Lateness to Sixth Form incurs a detention.

Social Media at LPGS

We would like to inform you of the efforts LPGS is making to harness social media so that we may share information quickly and more easily with parents/carers and older students.

LPGS operates an X (Twitter) feed under the username [@lpgsbromley](https://twitter.com/lpgsbromley). This is a collection of news about LPGS. We share successes and achievements of students, advertise extra-curricular events and useful news from other organisations, for example UCAS.

Links for our Twitter, Instagram and Facebook accounts can be found at the top of the school's website (www.lpgs.bromley.sch.uk). If you would like a guide to social media use then please read the information on the [Online Safety](#) section of our website. Please note that students' full names will never be used when posting on Twitter or Facebook.

We remind parents/carers of the age restrictions for students having certain social media accounts and of the need for privacy settings and location services to be set appropriately. If you would like to know more about age limits placed upon the users of these different platforms then please visit <https://www.saferinternet.org.uk/blog/age-restrictions-social-media-services>.

E-Safety is an area which we take very seriously. Keeping students safe online is something that requires both school education and support from parents/carers. We therefore provide a range of online safety educational programmes for students such as assemblies, lessons and more. We also provide information and guidance for parents/carers from time to time. Our approach to online safety is based on addressing the following categories of risk:

Content — being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.

Contact — being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

Conduct — personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and

Commerce — risks such as online gambling, inappropriate advertising, phishing and/or financial scam.

We know that social media can be a force for good but for many young people, it is a source of anxiety caused by unrealistic beauty ideals and friendship issues. Many schools advise that an hour screen time for non-academic reasons per day is absolutely the maximum that young people should have access to, and that devices should never be taken into bedrooms at night time. It is a battle that many parents/carers fight and we are very happy for that expectation to come from LPGS rather than yourselves. Monitoring what and with whom your child is interacting online is essential but challenging. We cover internet safety frequently but it is never something we can be complacent about.

Online sexual harassment

The Children's Commissioner, Dame Rachel de Souza DBE, has published a guidance document for parents helping to support them to understand online sexual harassment. It is a sensitive topic, and not one all parents feel comfortable discussing with their children. The commissioner's team brought together a group of 16-21 year olds and asked them to talk about what they think parents should know, and what they should say to their children when talking about sexualised bullying and the pressures of growing up online.

Key advice from the young adults in the focus groups included:

- Start conversations early, before your child gets a phone or social media account. Keep the conversation going over time, adapting to your child.
- Young people want their parents to learn about new technology and trends, including risky behaviours and dangerous spaces online.
- Create a safe and trusting home environment. Young people told us the home environment is key, they want to share things with their parents but don't always feel able.

<https://www.childrenscommissioner.gov.uk/resource/talking-to-your-child-about-online-sexual-harassment-a-guide-for-parents/>

Why Online Safety Matters

Digital technology is an important part of young people's lives. Social media, messaging platforms, gaming communities and video-sharing sites provide opportunities for communication, creativity and learning. However, they can also expose young people to risks. Open conversations at home are one of the most effective ways of supporting children and young people to stay safe online.

Encouraging Positive Online Habits

Parents and carers can help their child to:

- Think carefully before posting, commenting or sharing online.
- Use privacy settings on social media accounts.
- Create strong passwords and keep them secure.
- Treat others online with the same respect expected in person.
- Seek help if something online makes them feel uncomfortable or worried.
- Maintain a healthy balance between screen time and other activities.

Popular Apps and Platforms

Young people may use a variety of platforms, including:

- Instagram
- Snapchat
- TikTok
- WhatsApp
- YouTube
- Discord
- Online gaming platforms

Parents and carers are encouraged to familiarise themselves with the features, age ratings and safety settings available on platforms used by their child.

Key risks to be aware of:

Online bullying

Bullying can occur through messaging apps, social media, gaming platforms or group chats. Encourage your child to report concerns and to save evidence where appropriate.

Contact from strangers

Remind young people never to share personal information, addresses, passwords or meeting arrangements with people they do not know in real life.

Inappropriate content

Children and young people may encounter unsuitable material online. Encourage them to close inappropriate content and report it to a trusted adult.

Digital footprint

Online activity can leave a lasting record. Messages, photographs and videos shared today may remain accessible in the future.

AI and misinformation

Content online is not always genuine. Images, videos and information can be created or altered using artificial intelligence. Encourage young people to question sources and verify information.

Location sharing

Many apps allow users to share their location. Regularly check privacy settings and discuss who can access this information.

Talking to your child about online safety

Regular conversations are often more effective than a single discussion.

You may wish to ask:

- What apps or games do you enjoy using?
- Who do you communicate with online?
- What would you do if someone made you feel uncomfortable online?
- Do you know how to block or report another user?
- How can you tell whether information online is reliable?

Signs Your Child May Need Support

You may wish to seek further advice if your child:

- Appears distressed after using a device.
- Becomes unusually secretive about online activity.
- Experiences friendship difficulties linked to social media.
- Shows signs of anxiety related to online interactions.
- Receives unwanted contact online.

Online Safety Checklist

- ✓ Check privacy settings regularly.
- ✓ Know which apps and platforms your child uses.
- ✓ Discuss digital footprints and responsible posting.
- ✓ Encourage respectful online behaviour.
- ✓ Talk openly about online experiences.
- ✓ Review parental controls where appropriate.
- ✓ Encourage children to report concerns early.
- ✓ Keep devices and apps updated.

Useful Resources

Childnet – www.childnet.com

Internet Matters – www.internetmatters.org

NSPCC Online Safety – www.nspcc.org.uk

CEOP Safety Centre – www.ceop.police.uk

UK Safer Internet Centre – www.saferinternet.org.uk

Use of AI

Many AI tools have an age restriction of 18+ therefore parents/carers should check that safety and filtering systems are in place before allowing their child access.

Students may wish to use AI tools for generating ideas but they need to be aware of the potential for AI to produce inaccurate or biased information.

Use of AI is not acceptable in the creation of work that will be formally assessed, such as Non-Examined Assessments (NEAs). JCQ guidance states that teachers and assessors must only accept work for qualification assessments which is the students' own.



AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased





How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



- Know the rules**
 - You're **not allowed** to use AI tools when you're in an exam
 - Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
 - Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work
- Reference reference reference!**
If you're allowed to use AI tools, you must reference them clearly
 - Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got
- Declare it's all your own work** – When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

Data Protection

Impact Multi Academy Trust is the Data Controller for the purposes of the Data Protection Act 1998 and General Data Protection Regulations 2018. This means that the School is responsible for making decisions about how your personal data will be processed and how it may be used. We use your personal data to support teaching and learning, monitor student progress, provide online resources, provide appropriate pastoral care and assess how well the School is doing on the whole. The information you provide will be treated confidentially at all times. We do not share information about students with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with third parties including but not limited to:

- Schools that the students attend after leaving us.
- The Local Authority
- The Department for Education
- Educators and examining bodies
- Suppliers and service providers
- Health authorities and the police to perform tasks in the public interest

Privacy Notices are available from the School website. Secure safeguards apply to both physical and computerised held data, and only relevant school staff can access your information.

Pastoral Care – How Our Students Are Supported

The Pastoral System

Langley Park School for Girls is divided into:

Lower School (Key Stage 3) Years 7, 8 & 9

Upper School (Key Stage 4) Years 10 & 11

Post-16 (Key Stage 5) Years 12 & 13

Headteacher – Mr S Whittle				
Deputy Headteachers – Mrs E Ashman-Clark and Mr P Seward				
Assistant Headteachers				
Sixth Form	Safeguarding	Learning & Teaching	Curriculum Personal Development	SEND & Inclusion
Ms S Osborne	Mrs R Hurley	Miss C Bush	Ms C Sunman	Mr J Chinery

Head of Key Stage 3			Head of Key Stage 4		Key Stage 5	
Mrs J Kourtaa			Mrs L Brown			
Heads of Year						
Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Mr D Maisey	Mrs A Williams	Miss T McGovern	Mr J Acomb	Miss R Azra	Ms S Galbert	Ms R Chorley Mrs R Morgan
Pastoral Support Worker (KS3-4): Ms V Wise						
Wellbeing Hub Manager			Wellbeing Support Workers		Senior Pastoral Manager	
Mrs C Little			Ms A Hales Mrs S King		Mrs M Forde	

UCAS Administrator	Bursary	Senior Pastoral Manager & Safeguarding Officer
Mrs C Bligh	Mrs C Bidder	Mrs M Forde
Attendance & Detentions		
Ms A Papa		

From Year 7 to 11, each year group has Form Tutors for each form led by a Head of Year. There is also a Head of Key Stage, who provides support to the Heads of Year.

The Form Tutors have a key role in organising their Tutor Group. They are the first point of contact between students and parents/carers. (see also 'Communicating with the School').

There is pastoral time for individual mentoring, involving one-to-one discussions between Form Tutors and students on all aspects of a student's school life. Students spend 15 minutes with form tutors each morning and 20 minutes in the afternoon during which they complete a variety of activities, including:

- assemblies
- current affairs discussions
- Personal, Social, Health Citizenship Education (PSHCE) activities/discussions.

House System

At LPGS, every student becomes part of our house system upon enrolment. Students are placed into one of four houses: **Gamma, Kappa, Lambda** or **Sigma**—names that reflect our school's history, with roots dating back to 1972. Where possible, students with siblings at the school are assigned to the same house, helping to strengthen family connections within our community.

Each house has its own colour and identity (Gamma – green; Kappa – blue; Lambda – yellow; Sigma - red). In a recent student consultation, the traditional Greek names were overwhelmingly supported, with students expressing pride in this longstanding tradition—so they've remained an important part of school life.

The house system plays a key role in promoting and celebrating our core school values: **belonging, respect, equality, ambition, kindness, and determination**. It provides opportunities for students and staff to develop:

- A strong sense of belonging
- Achievement beyond the classroom
- Fun and excitement through friendly competition
- Curiosity and creativity
- Leadership skills
- A sense of individual and collective responsibility
- The confidence to be bold and proactive
- Communication skills, flexibility, and resilience

Throughout the year, students take part in inter-house competitions that recognise their talents in creative, sporting, and social action activities. The highlight of the house calendar is our annual **Sports Day**, where all houses compete for the coveted **House Sports Day Trophy** — a celebration of teamwork, effort, and school spirit.

Safeguarding and Inclusion

In order to ensure that we deliver against our values and comply with the statutory Keeping Children Safe In Education guidance of September 2026, we implement our Child Protection & Safeguarding Policy.

This policy is reviewed annually in line with the annual amendments of the statutory guidance.

Where there is a conflict of interest between parents/carers and children, and in all decisions relating to their future, the child's interest will be given primary consideration.

All organisations that work with children and families share a commitment to safeguard and promote their welfare, and for many agencies that is underpinned by a statutory duty or duties to ensure children can:

- be healthy.
- stay safe.
- enjoy and achieve.
- make a positive contribution.
- achieve economic wellbeing.

In order for all children and young people to achieve their potential they should:

- have their basic needs met.
- enjoy the medical, educational, pleasure and welfare services necessary for a healthy and positive childhood.
- live in a safe environment protected from exploitation, abuse or harm.
- feel loved and valued and be supported by a network of reliable and affectionate relationships.
- have a positive image of themselves and a secure sense of identity including cultural and racial identity.
- be consulted and have views taken into account on all matters and decisions that affect their lives.
- be helped to develop good inter-personal skills and confidence in social situations to enable them to become competent in looking after themselves and coping with everyday living.

If you have any safeguarding concerns about the welfare or safety of a student, please report it to the Safeguarding Team in confidence. You can contact the Safeguarding Team via safeguardingteam@lpgs.bromley.sch.uk.

Mrs Hurley (Assistant Headteacher) is the Designated Safeguarding Lead (DSL) ensuring that students are safe whilst within Langley Park School for Girls and liaising with the Local Authority Children's Services where students need the support of other agencies. The DSL is responsible for the Langley Park School for Girls' Child Protection & Safeguarding Policy. This policy can also be found on our website.

The Safeguarding Officer is Mrs R Mitchell: RMI@lpgs.bromley.sch.uk.

Help, Guidance and Advice for Students

At LPGS, we recognise that students may need different levels of support at different points during their time with us. We are committed to ensuring that every student receives the help they need to thrive both academically and personally.

If you have any concerns about your child, we recommend contacting their Form Tutor in the first instance. Tutors are often best placed to provide guidance and, where additional support is needed, can direct students and families to the most appropriate services within the school.

We have three dedicated support centres: the SEND Hub, Wellbeing Hub, and Sixth Form Wellbeing Centre. These areas are staffed by a range of specialist non-teaching professionals, including our Medical Officer, Safeguarding Officers, Senior Pastoral Managers, and Support Workers. Together with our extensive pastoral team, they provide a wide range of support and targeted interventions for students.

Students who have emotional or social concerns can access support in a number of ways. They may complete a self-referral using the "Request to Talk" form in the Wellbeing section of SharePoint, speak to their Form Tutor, Head of Year, Head of Key Stage, or visit the Wellbeing Hub directly. Support is available through small group programmes as well as individual and paired interventions.

We also offer a limited in-school counselling service. Referrals are made through Heads of Year, and parents who feel their child may benefit from counselling are encouraged to contact their child's Head of Year to discuss this further.

In addition, we work closely with Bromley Y and their Mental Health Support Team (MHST) practitioner. Throughout the year, we provide a range of workshops, information sessions and support opportunities for both students and parents, covering topics that can affect young people's wellbeing.

Our aim is to ensure that every student feels supported, valued and able to access help whenever they need it.

Kooth Counselling Service

Students (ages 10–25) in Bromley can access [Kooth](#): anonymous online counselling with no wait lists.

Wellbeing Resources

LPGS updates parents/carers with safety resources and contact details for a range of local and national organisations via the dedicated section of our school [website](#).

Bromley Y

The school hosts Bromley Y's Mental Health Support Team, offering psycho-education, webinars, self-help guidance, and parent consultations. Bromley Y, in partnership with the school organise coffee mornings at key points during the school year for parents/carers of students in specific year groups. For further information, please visit the [Bromley Y website](#).

**STOPP
TAKE A BREATH**



OBSERVE: What am I thinking? What am I reacting to? What am I feeling in my body?

PULL BACK: Put in some perspective. See the bigger picture. Is it fact or fiction? How would someone else see this?

PRACTISE WHAT WORKS: What's the best thing to do for me/others/this situation?

Special Educational Needs and Disabilities (SEND) Team

The role of the SEND Team is:

- to ensure that students have equal access to the curriculum and other learning opportunities
- to work with teachers in an advisory capacity that enables students' needs to be met within the classroom (Quality First Teaching) wherever possible
- to develop relationships with parents/carers that ensure additional needs are identified as early as possible
- to work collaboratively to ensure the wellbeing and progress of vulnerable students.

Support for students with learning needs takes on a variety of forms in the secondary phase. In-class support from an additional adult (Learning Support Assistant) is limited and mainly provided to students with Education and Health Care Plans (EHCPs). There are some cases where there is support offered to students outside of the classroom, but this is limited to:

- Students with an EHCP
- Students with a diagnosed profile of multiple complex needs
- Students who receive support from outside agencies

We consider our teaching staff to be an extension of the SEND Team. All staff are supported in using a range of high-quality teaching methods and have had training in the adaptive teaching strategies that are essential in ensuring that all of our students can access the curriculum and have an equal opportunity to achieve success at LPGS. All staff are committed to ensure that all of our students feel a sense of belonging in all areas of the school and that they are able to engage with a challenging, academic curriculum with the correct adaptations and support in place.

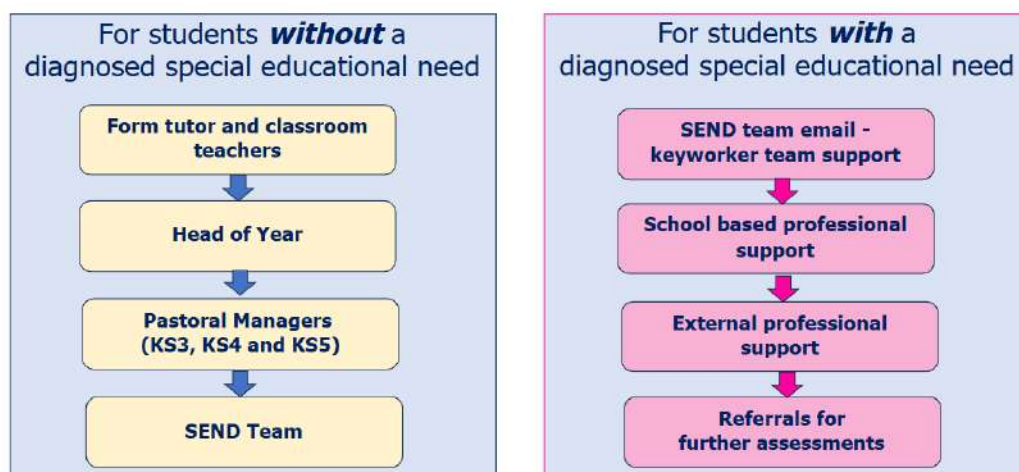
The SEND team are based in the SEND Hub which is located by the main school courtyard. We have the following members of staff based in this location:

- SENDCo – James Chinery
- Deputy SENDCo – Debbie Sweeney
- SEND Support Coordinator – Liz Cordingley
- SEND Administrator – Kerrie Watson
- Exams Access Assessor – Laura Fenton
- Learning Support Assistants x 10

The SEND team are available to students from 8:30am to 3:30pm.

SEND Team FAQs:

How do I raise a concern about a potential learning need?



All concerns raised by parents, students and LPGS staff have to go through our monitoring process before any formal in school testing will be considered. The monitoring process comprises of:

- 2 weeks of in class observation
- Staff feedback
- Four weeks of staff trialling support strategies
- Staff feedback
- Depending on the staff feedback, we will then hold a meeting with parents and discuss next steps.

How do I access exams concessions such as extra time and a reader?

All KS3 students have extra time in assessments so that staff can evidence the need for exams access arrangements

Any requests at KS3 for additional exams concessions such as a reader or rest breaks must be supported by a letter from an appropriate professional, a diagnostic report or an EHCP

Formal testing for Exams Access Arrangements will only take place at the following times:

- KS3 students are assessed in the summer term of Year 9
- Year 12 students are assessed in the first term of Year 12
- Emergency applications for Year 11 and Year 13 students will only take place in the first half term of Year 11 or 13 – this must be supported by a diagnosis or a letter from an appropriate professional

We cannot assess students outside of the windows above unless there is significant evidence of need.

For all SEND enquiries please contact:

Mr James Chinery - Assistant Headteacher, SENDCO

JC@lpgs.bromley.sch.uk or SEND@lpgs.bromley.sch.uk

Communicating with the School

General Enquiries

For general enquiries about the school (term dates, information for parents/carers, policies and procedures) please visit our website www.lpgs.bromley.sch.uk or e-mail info@lpgs.bromley.sch.uk.

Reception

The school reception is open between 8am and 4.30pm and can be contacted via the email address above.

Communication

Meetings with staff members

Parents/carers are requested to make an appointment to meet with staff members by contacting them in advance.

Staff response to contact and communication from parents/carers

The school endeavours to acknowledge contact and communications from parents/carers within 3 school days. In the event of an emergency, a member of the office team and/or senior colleagues will make contact with parents/carers or will acknowledge or respond to urgent enquiries.

Your first point of contact for pastoral enquiries is your child's form tutor. The easiest way to get in contact with your child's form tutor is by e-mail, letter or a note in the student's learner handbook. (NB. Learner handbooks are not in use by Sixth Form students).

There will be circumstances where parents/carers do not receive a response or acknowledgement within 72 hours (this may be due to staff absence). Should you not receive a response to non-urgent contact with the school within 72 hours, you are asked to send a further request to the relevant member of staff and may additionally request support and follow up from the relevant Head of Year (for pastoral issues following contact with a form tutor) or from the relevant Head of Department (for teaching/subject issues following contact with a subject teacher).

Staff members are requested to acknowledge receipt of contact within 72 hours (3 working days) and will usually be in a position to respond fully to an enquiry within this timeframe. I would remind parents/carers that a number of our staff work part-time. It may also, at times, be necessary for staff to consult with others or to obtain additional information prior to sending a detailed response. You will be advised of this, should this be the case, when contact is acknowledged.

Consideration of workload and demands on teachers' time in respect of e-mail and telephone contact with the school

The average teacher spends 90% of their time during the school day in the classroom teaching classes with additional time allocated to planning, marking and carrying out administrative tasks. Teachers at Langley Park School for Girls also commit additional time at lunch and at the end of the school day to providing extra-curricular activities, supervising detentions and supporting students with revision and study/catch up clubs. It is also recognised that a teacher's work is never done and that, alongside personal and family commitments, teachers spend time at home in the evenings, at weekends and during holidays planning lessons, preparing resources and assessing students' work. Whilst Heads of Year, Heads of Department, Heads of Faculty, Heads of Key Stage and members of the Senior Leadership Team have a reduced timetable, all teach classes and undertake additional duties, with Heads of Year teaching approximately 70% of the time. In light of staff members' teaching and other commitments they may not access e-mails in advance of a lesson. We would therefore encourage the use of the learner handbook or a note to be passed by your child to the class teacher/tutor should it be important that a message is read/received on the same day.

Courteous and considerate communication with staff

In the interests of students' wellbeing and parents/carers, we have committed to ensuring that, as far as possible, homework assignments are not set by teachers in Firefly after 6pm and at weekends. We therefore ask that parents/carers give consideration to the wellbeing of teachers and school staff should they be communicating by e-mail at these times. Langley Park School for Girls respects the work life balance of its staff. We do not expect staff to provide an immediate response to e-mails sent and received outside normal working hours. In accordance with our home school agreement, parents/carers are thanked for supporting the school and its rules, policies and procedures including school sanctions. We understand that there may be instances where an incident has taken place in school or outside school concerning your child, which causes upset or frustration; parents and carers are requested to raise concerns and respond to concerns in a constructive and mutually supportive way with members of school staff. Our staff have the right to work in a safe environment without fear of intimidation, assault or verbal abuse from anyone

with whom they come into contact (including e-mail, telephone and face-to-face communication). Staff members are expected to act in accordance with school policies and procedures. They will listen, investigate and respond to concerns and queries as soon as possible alongside their teaching and other commitments. Thank you for allowing our colleagues to explain or investigate a situation before jumping to a conclusion, especially since we recognise that there are times when children and young people may have misunderstood or misrepresented a situation (unknowingly or otherwise). In cases where a staff member experiences shouting or verbally abusive behaviour, staff members may terminate meetings or telephone calls. Our Trust's policy on Parental engagement and responding to challenging parental behaviour sets out how we will respond to unacceptable behaviour.

Emergency contact

In the event of an accident or other urgent need, parents/carers may be contacted at home or work by telephone either by the teaching staff or by Reception. Emergency numbers must be provided for contact during the school day. Parents/carers must make sure they keep the school informed of any changes to contact details. If you should need to get a very urgent message to your child then reception can convey this, but only in extreme emergencies. In order to maintain accurate records, please inform the school immediately in writing when changing address, email address or telephone number. This will ensure that the school can contact you quickly in an emergency.

Letter to families

We publish a weekly letter (newsletter) to families. This is published on the school website and sent home via e-mail on Friday. If you have provided us with your email address, then you will be sent a notification email when the letter has been published online. Paper copies are available by request via main reception.

Termly newsletter

We publish a termly newsletter showcasing the work of departments, trips, activities and enrichment opportunities which have taken place across school.

Other communications

The School website, www.lpgs.bromley.sch.uk, provides up to date information and copies of whole school and year group letters. There is also a calendar available on the website which is kept updated. The School also has a X (Twitter) account [@LPGSBromley](https://twitter.com/LPGSBromley), Facebook account [LPGSBromley](https://www.facebook.com/LPGSBromley), and an Instagram account [@lpgs_official](https://www.instagram.com/lpgs_official).

Parents' Information Evenings

These are held at key points during your child's education, including our Welcome and Information Evenings for Years 7, 10, 12 and 13 in September each year. Parents/carers will be invited to attend when appropriate.

Meet the tutor

Our Welcome and Information Evenings for Year 7 and Year 12 provide an opportunity to meet your child's tutor at the start of their secondary education and Sixth Form journeys.

Complaints and concerns

We welcome feedback and the opportunity to put things right where this will impact positively on your child's learning and experience of school and will benefit all members of the school community.

The difference between a concern and a complaint

A **concern** may be defined as 'an expression of worry or doubt over an issue considered to be important for which reassurances are sought'.

A **complaint** may be defined as 'an expression of dissatisfaction however made, about actions taken or a lack of action'.

Most concerns can be responded to swiftly by bringing them to the attention of your child's tutor or by addressing them with the individual member of staff. This should generally enable a concern to be resolved at the earliest possible stage and avoid any need for it to escalate into a formal complaint. Our Complaints Policy and procedure for the management of formal complaints is available via the school website.

Who to contact about what

Issue	Who to contact	How?
Any Safeguarding issue	Safeguarding Team	safeguardingteam@lpgs.bromley.sch.uk See Child Protection Policy for details or contact Reception at the school
Reporting absence or other queries relating to attendance	Attendance Officer	Please report absence via the Studybugs app https://studybugs.com/about/parents
Concerns about behaviour	The Form Tutor will usually be the first port of call, but other staff will also be able to help	We hope that the student would be able to speak to somebody in school directly. Otherwise please email or phone
Concerns about your child's progress in a particular subject	Form Tutor initially or the Head of Year if the issue is not resolved	E-mail is usually the most efficient way to contact teachers. They can always phone you back if necessary.
Need for information about a particular subject	The Head of Subject	E-mail
Concerns about the progress of your child generally	Form Tutor who may refer to the Head of Year	E-mail
Concerns/complaints	We encourage you to try to deal with issues informally first with the staff member concerned or their manager, and then to follow the School's Complaints Policy if you feel your issue has not been resolved.	Please see the Complaints Policy on the school website for more information about where to direct your complaint and how to do this. Please contact Reception if you are unsure about what stage your complaint has reached.
A complaint about a student in the school	Head of Year who will investigate the complaint.	E-mail or phone call
Concerns about friendship issues	Form Tutor	E-mail or phone call We hope that the student would be able to approach their Form Tutor directly.
Questions about uniform	The website and student learner handbooks have details of the Uniform Policy. Form Tutors will also be able to advise.	E-mail
Questions or concerns relating to SEND provision	SENCO (Special Education Needs Coordinator)	SEND@lpgs.bromley.sch.uk
Information about extra-curricular activities – e.g. times of clubs	Form Tutor or Head of Year can help. Member of staff organising the club/activity	Website/e-mail
Exam queries – e.g. dates/times of exams	The website usually has all the information you need but if you have problems, the Exams Officer will be able to help.	exams-lpgs@lpgs.bromley.sch.uk
Term Dates or school closures	The website has most of the relevant information, but Reception or Form Tutors can also help.	www.lpgs.bromley.sch.uk
Lost property	The Store	'The Store' is open before and after school for students to check. We routinely lay out lost property. After a period of time, lost property is disposed of.
Change in personal information (ie new address/phone number)	School Office	By email to info@lpgs.bromley.sch.uk
Something that doesn't fit into any of the categories above	Contact Reception and they will direct you to the appropriate person.	020 8639 5200 info@lpgs.bromley.sch.uk

Stronger Together: Families and School Supporting Students

At Langley Park School for Girls, we know that students flourish when families and school work hand in hand. The Education Endowment Foundation (EEF) highlights that parental engagement can have a positive impact on student progress of up to *four months per year*, making it one of the most effective ways to support a young person's education. We truly believe that we are stronger together—and there are many practical ways families can support their child's success.

These are some of the ways in which students can be supported:

Setting aside time each week to talk about what is happening at school helps maintain open lines of communication and shows students that their education is valued. Attending Parents' Evenings is another essential step, providing opportunities to discuss your child's achievements and next steps with teachers and tutors.

Joining the LPGS PTFA is a fantastic way to meet other parents and carers, while also contributing to enrichment activities and resources not covered by government funding.

Ensuring your child has the correct equipment, including a sturdy backpack, prepares them for the day ahead and protects their work. Similarly, making sure they have a quiet place to study, regular homework routines, and early bedtimes helps embed good habits.

Praise their efforts, check on homework regularly, and encourage them to stay curious by engaging with the news or current affairs.

Good attendance is vital. Students with attendance below 96% risk falling behind both academically and socially. Support with attendance and punctuality will help establish lifelong routines.

Mobile phones may be brought into school but Sixth Form students must follow the rules for mobiles in school, which are mentioned earlier in this handbook. If a phone is seen around school, it will be confiscated and can be collected from Reception at the end of the school day – 3:10pm.

Upholding the school's behavioural expectations is also key. We work hard to be fair and consistent in how we manage behaviour. Your support in these matters ensures a calm and productive environment for everyone.

Uniform should be worn correctly and smartly. Lost learning time spent addressing uniform issues can be avoided with your help.

Above all, if anything at home might affect your child's wellbeing or learning, we ask that you let us know. We treat such information with discretion and care.

When families and the school work in partnership, every student is given the best possible chance to achieve, grow and thrive.

Parents' Evenings

At Langley Park School for Girls, we believe that strong communication between home and school is a key ingredient in every student's success. One of the most effective ways to maintain this connection is through our Parents' Evenings which are held once during the academic year. These are valuable opportunities to meet your child's teachers, discuss progress, and explore how best to support learning at home.

For examination year groups, we calendar two events. The evening of Autumn Term is for the full cohort and in the Spring Term, we invite specific students, selected by need, to ensure key information is shared in order to facilitate in the summer exams. These evenings allow for more in-depth discussion; they provide an opportunity to meet key staff and discuss any wider support needs.

Parents' Evenings are about more than checking grades, they offer insights into your child's learning habits, attitude and commitment to learning across subjects. Teachers will share what is going well, identify any areas improvement, and recommend strategies to help your child progress. These meetings also provide a forum to raise questions, celebrate successes, and ensure your child is being supported effectively.

You will be able to book your own appointments via our online booking system. The dates for Parents' Evenings are published on the school website and you will receive further information in advance of the Parents' Evening.

By attending Parents' Evenings, you show your child that their education matters and that you are part of the team working to help them achieve their best. Whether online or in person, your involvement makes a difference.

The dates of our Parents' Evenings and instructions for making bookings using our online Parents' Evening Booking System can be found on our school website.

<https://www.lpgs.bromley.sch.uk/home/parents/parents-evenings/>

Langley Park School for Girls

Parents' Evening System

Welcome to the Langley Park School for Girls parents' evening booking system.

Your Details

Title	First Name	Surname
Email		Confirm Email

Student's Details

First Name	Surname	Date of Birth		
		1	January	2010

Log In

Behaviour for Learning Procedures

The Langley Park School for Girls' philosophy is to encourage a high level of motivation and self-discipline in our students. It is important that the students realise the consequences of different behaviour both in terms of the effect on the individual and on the group. Our Behaviour Policy can be found on our [website](#).

The Langley Way

The Langley Way - the culture of our school is the foundation on which our success is built. A culture of **genuine mutual respect**, a **warm, welcoming** and **friendly** school. Where students are **supported** and **challenged** so that they and others **thrive**.



Conduct, behaviour and learning at Langley Park School for Girls are very good and everyone has a role to play in ensuring that LPGA is a happy and productive learning environment.

Students are expected to behave in a considerate and courteous manner at all times, as members of LPGA, and of the local community. They are expected to show respect to all members of staff, visitors and to each other.

LPGS will not tolerate language or behaviour that is disrespectful, prejudicial or discriminatory.

Bullying in any form is unacceptable at Langley Park School for Girls. Bullying is the intent to hurt or dominate another person (by physical or verbal intimidation, and also by exclusion or threatening gestures). Allegations of bullying will always be taken seriously.

Friendship issues are part of growing up and how to overcome these are addressed during PSHCE and Tutor Time. We recognise that some people need more support with this than others. We ask that parents **do not** get involved with friendship issues as this almost always makes the situation far worse.

Punctuality is expected from all students – for registration, for lessons and for handing in homework. This prevents disruption to the sequence of learning planned by staff.

To support with this we have 'pips' which are three short beeps to help with transition between lessons. There are warning pips at 8.25am, 11.00am and 1.45pm.

Correct uniform is to be worn at all times, including the journey to and from school.

Conduct About the Buildings

Good social behaviour is encouraged by the students moving 'WELL' around the buildings quietly, keeping to the left in the corridors and on the stairs, following one-way systems, being thoughtful towards others by holding open doors, and standing aside to let people pass when waiting to enter a room. We are fortunate in that there are few 'out of bounds' areas within Langley Park School for Girls. Students enjoy a high level of trust. This is reliant upon responsible conduct and honesty from all.

Langley Park School for Girls is a no smoking area. It is unacceptable for students to smoke/vape whilst in uniform (or sixth form dress code) or be in possession of smoking or vaping paraphernalia.

Belonging • Equality • Kindness • Ambition • Respect • Determination

#TEAM
LPGS

The Langley Way



• In our classrooms •

Ambition

Prompt  We are on time to lessons to ensure we are ready to learn. We settle quickly to ensure we participate fully in the *Do Now* task.

Prepared  We have the resources we need to fully engage with the lesson, to optimise our learning.

Productive  We take pride in our work, we are keen to demonstrate our understanding.

Polite  We interact with peers and staff in a warm and polite way. We listen carefully to others and do not interrupt.

Positive  We are positive about our learning journey, we see mistakes as an opportunity to learn and have a growth mindset.

Determination

• In our corridors •

Belonging

At LPGS we Move Well...

Walk  We walk rather than run, so that our corridors are safe for everyone that uses them.

Eyes  We look where we are going, we walk with eyes forwards, so that we can be aware and considerate to other members of our community.

Left  We walk on the left, this makes it easier for us to use corridors that can become busy.

Low level noise  We use our indoor voices, this shows empathy, kindness to others and respect for the environment.

Kindness

• In our interactions •

Equality

Respect is the foundation of our interactions. We demonstrate mutual respect. We listen, seeking to understand and develop positive relationships.

S Salutation;
'Good morning, sir/miss'

T Thank you.

E Excuse me.

P Please.

S Smile (we communicate in a warm and friendly way).

Respect

Belonging • Equality • Kindness • Ambition • Respect • Determination

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Care of School Buildings and Property

We ask all students to take care of our collective property. We share what we have but that requires us to ensure damages are prevented, or when they occur, they are reported. Any deliberate damage or vandalism is extremely rare and is taken very seriously.

All students are expected to have respect for property and for the school environment. This includes care for furniture and books, and respect for display work and notices. Food is only to be consumed in the Dining Hall or other designated areas, and litter must be disposed of properly in the bins provided. Students, parents and carers may be charged for damage caused to school property as a result of irresponsible behaviour.

Each form is responsible for keeping its own tutor room tidy. Your child is expected to play their full part in ensuring that high standards are maintained.

Chewing gum is not permitted on the school site. Students caught chewing gum will be given a sanction.

In the event of your child losing or damaging a textbook or any other school property they will be expected to pay for this damage or loss.

It is important that all personal property belonging to your child is named, including school uniform, equipment, watches and pens.

Parents/carers are advised to have expensive items of property e.g. bicycles, laptops and musical instruments covered on their own insurance since the school is not covered for damage to, or loss of, property during the school day.

Outdoor uniform that is worn to school that does not conform to school regulations will also be confiscated and returned to the student at the end of the day. Subsequent confiscations will result in the item being held until collected by a parent/carer.

Anti-bullying

Everyone at Langley Park School for Girls has the right to feel safe, welcome, secure and happy. We are committed to providing a caring, friendly and safe environment for all our students so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is anti-social behaviour and affects everyone: it is unacceptable in this school and will not be tolerated.

It is everyone's responsibility to banish bullying and this policy contains guidelines for doing so. Our key aim is to prevent bullying by being proactive in our response to staff and student concerns.

Where bullying exists the targets must feel confident to report it. We aim to challenge attitudes about bullying behaviour, increase understanding for bullied students and help build an anti-bullying ethos in the school. We are a 'TELLING' school. This means that anyone who knows or suspects that bullying is happening, is encouraged to tell a member of staff. We will respond promptly and effectively to issues of bullying.

What is bullying?

While there is no single definition of bullying, the DfE identifies three points which most definitions share:

- The behaviour is intended to cause distress
- The behaviour is repeated
- There is an imbalance of power between the perpetrator/s of bullying and the target

'Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.' (Safe to Learn, DfE).

'Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. (Preventing and Tackling Bullying, DfE).

At Langley Park School for Girls we define bullying as:

'repetitive intentional hurting of one person or a group by another person or group, where the relationship involves an imbalance of power'.

Bullying can be physical, verbal, psychological or emotional. It can happen face-to-face or online.

It is important to understand that **bullying is not** an occasional falling out with friends, name calling, arguments or when the occasional 'joke' is played on someone. Children do sometimes fall out, say unkind things or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying. It is an important part of a child's development to learn how to deal with friendship breakdowns, to develop social skills and repair relationships. The school will, of course, support students and address unkind behaviour, as appropriate.

The school uses this definition to help students understand the seriousness of bullying compared to other unacceptable behaviours and provides the 'STOP' acronym that describes:

Several Times On Purpose

and reminds students that they should **Start Telling Other People**

Our Anti-Bullying Policy sets out how the school will investigate and respond to incidents of bullying behaviour, including the consequences, which are designed to be restorative, to stop the bullying behaviour and prevent recurrence.

The first point of contact for students, parents and carers to report bullying is the Form Tutor and then the Head of Year. Parents/carers are discouraged from taking matters into their own hands and should not approach a student whom they suspect of being a bully; they should speak to school staff

Students who are 'bystanders' are reminded that it is their responsibility to report this to a member of staff.



Langley Park School for Girls

Anti-Bullying

We want Langley Park School for Girls to be a happy, harmonious learning community where staff and students feel safe and secure. Bullying has no place in our community. We define bullying as "Repetitive intentional hurting of one person or a group by another person or group, where the relationship involves an imbalance of power."

We agree that everyone has a responsibility to prevent bullying
It is up to each of us to make sure bullying does not take place in our community.

We will treat others
with respect



We will speak out
against bullying



We will not allow
others to be bullied



We will tell a
trusted member of
staff if we see
bullying behaviour



We will be responsible students who are active
in being part of the solution to prevent
bullying



We will help others to
feel safe and secure
in our community



We will agree to
keep and support the
Anti-Bullying Pledge



When bullying is taking place...

**Several
Times
On
Purpose**



**Start
Telling
Other
People**

OUR SCHOOL VALUES BELONGING, EQUALITY, KINDNESS AND RESPECT

Rewards and Sanctions

Some of the Langley Park School for Girls' rewards and sanctions are listed on the following page. These are recorded on Bromcom (our Management Information System) and are visible to parents/carers via MCAS. For sanctions, parents/carers will be routinely informed by e-mail (you may also receive a telephone call and letter for some sanctions).

The behaviour/achievement tariff gives parents/carers and students an understanding of the types of behaviours that result in Progress (P) or Consequence (C) points.

Progress (P) points

These will be when students demonstrate our values, therefore P points are awarded for acts of **Belonging, Equality, Kindness, Ambition, Respect** and **Determination**. The points can be monitored through the MCAS app. In addition to this, teachers will award a student of the Lesson/Day/Week award. When this happens families will receive a notification through the MCAS app and/or an e-mail.



These successes are celebrated in termly Achievement Assemblies.

At Langley Park School for Girls we reward students on both an individual level and as members of groups. There are many ways in which students are rewarded, e.g:

- Staff praise verbally and in books and learning samples.
- Individual certificates.
- Written communication to students and/or parents/carers.
- Recognition of outstanding achievements.
- Articles in parent/carer letters or the newsletter.

Consequence (C) points

These are given to students who fail to meet our expectations, and for behaviour that warrants a consequence or follow up. Types of behaviour can be seen in the Rewards and Behaviour Tariff on the following pages.

Sanctions – Sixth Form

Details of sanctions can be found in the Behaviour Policy on our [website](#).

There are a number of detentions students must be aware of:

Detention	Key Stage 5 students only
Same Day late Detention @ 1.30pm every day C1 Next day – 1.30pm - 1.45pm C2 Next day – 1.30pm – 2.15pm C3 Mon, Wed, Fri – 1.30pm – 3pm	KS 5 Detentions start at 1.30pm every day If a student is absent the detention will be rolled over to the next available day Non-attendance at detentions results in an escalation to the next level

Failure to attend a C3 detention will lead to students spending a day in the reflection room, at the end of which they will be escorted to the C3 detention.

Reports

A student may be placed on report if there are continuing problems with behaviour, or if organisation, punctuality etc, needs to be monitored. The various report cards are as follows:

Pastoral:

1. Form Tutor Report
2. Head of Year
3. Department Report
4. Senior Leadership Team Report

Curriculum:

1. Subject Report

This is a positive means of supporting a student to focus on one or two specific areas of learning.

Those students who fail to make the necessary improvements to their conduct may be subject to a Pastoral Support Plan.

If a student continues to show disregard for the Langley Park School for Girls' behaviour expectations and is involved in serious misbehaviour (as defined in our Behaviour Policy) then it may be necessary to consider removal from lessons.

Higher Level Sanctions/Consequences

On occasion it is necessary to issue a higher consequence or sanction in response to serious incidents of unacceptable behaviour or where there is persistent, repeated or sustained examples of poor behaviour.

Removal from lessons

Students who display extreme behaviour or persistent breaches of the school's rules could be placed in our Reflection Room as an opportunity to reflect on their behaviour and/or prevent any further disruption.

The Reflection Room requires students to work within school but separate from their normal classes. Students work in the Reflection Room for either a lesson or sequence of lessons or a day/days dependant on the reason. Students are required to reflect on their poor behaviour and discuss strategies to enable future improvements.

Off-site direction

The school has the power to direct that a pupil be educated off-site with the aim of improving their future behaviour. The off-site direction may be to a Pupil Referral Unit (PRU), an Alternative Provision Academy, or another academy / school (or unit therein). For instance, we may make arrangements for a student to attend a supervision (or reflection) room in another school within our trust for a fixed period of time (usually several days) to improve their behaviour.

Suspension

Suspension is a disciplinary measure aimed at addressing and correcting student behaviour that violates school rules or policies (serious misbehaviour). It has several intended purposes:

- Maintain a safe and orderly environment
- Hold student accountable
- Give time for reflection
- Deter future misconduct
- Provide an opportunity for intervention

Langley Park School for Girls does not often suspend students. A short suspension can often produce the desired impact without alienating the child from education. The Reintegration Meeting with the parents/carers is a significant part of creating resolution to issues which may inhibit good behaviour. Strategies for continuing improvement and support from the pastoral and welfare structures form a key part of the return to school requirements.

Permanent exclusion

Where a student seriously breaches or persistently breaches the school's behaviour policy and where allowing them to remain at the school would seriously harm the education or welfare of the student or others in the school, the Headteacher may make the decision to exclude a student permanently. The decision to exclude a student is never taken lightly.

Reward and Behaviour Tariff

Progress (P) Points		
3 Points	P – Belonging	Students will be celebrated for making others feel included and part of the school community
3 Points	P – Equality	Students will be rewarded for treating everyone fairly and standing up against discrimination
3 Points	P – Kindness	Students are praised for showing acts of kindness and compassion towards others
3 Points	P – Ambition	Students may be recognised for setting high goals and working hard to achieve them
3 Points	P – Respect	Students will be acknowledged for showing respect to their peers, staff and the school environment
3 Points	P – Determination	Students may be highlighted for persisting through challenges and never give up
3 Points	P – Student of the lesson	Awarded by class teachers
4 Points	P – Student of the day	Awarded by tutors
5 Points	P Student of the week	Awarded by Pastoral Leaders

Consequence (C) Points			
		Possible Consequence Issued	Types of Behaviours & Bromcom Log
Zero Points	C0	For information	C0 - Uniform issue during form time (corrected)
1 point	C Late	Same day C1 late detention	C – Late to school (before 8.45am)
1 Point	C1	*In the event that a student receives 4 x C1 events, this will trigger a detention	C1 - Low level disruptive behaviour C1 - Insufficient effort in class C1 - Lack of equipment C1 - Lack of homework C1 - Minor inappropriate behaviour C1 - Late to lesson C1 - No planner C1 - Unkind behaviour towards another child C1 - Incorrect PE Kit C1 - No blazer/jacket (during the school day) C1 - Not wearing lanyard/ID Badge C1 - A short or rolled skirt (during the school day) C1 – Incorrect uniform (other)
2 Points	C2	Central detention 3.15-4.00	C2 – Failure to follow staff instruction C2 - Repeated low-level disruption C2 - Wearing a sweatshirt/hoodie (during the school day) C2 – Wearing trainers/incorrect shoes (during the school day) C2 - Wearing earphones/headphones (during the school day) C2 - Wearing jewellery (during the school day) C2 – Inappropriate school bag C2 - Failure to attend a C1 detention C2 - Chewing gum in school C2 - Wearing makeup, nail varnish/false nails or lashes (during the school day) C2 - No PE Kit C2 - Mobile phone seen in school C2 - Unkind behaviour towards another child C2 – Inappropriate use of ICT C2 – Late to school (after registration i.e. 8.45am) C2 – Inappropriate behaviour
3 Points	C3	Senior Detention 3.15-4.30	C3 - Failed to attend C2 Detention C3 - On call (removal from a lesson) C3 - Truancy C3 – Bullying C3 - Persistent defiance C3 – Multiple events in a day
4 Points	C4/5	The school will consider the following sanctions: Removal from lessons Suspension Off-Site Direction Permanent Exclusion	Damage to property Dangerous behaviour Failure to attend C3 detention Failure to co-operate with on-call Bringing the school into disrepute Smoking/vaping Incorrect use of ICT/Social Media Theft Aggressive behaviour/fighting LGBT Phobia Racist incident Sexist incident Inappropriate sexual behaviour Verbal abuse towards a member of staff Verbal abuse towards a student C4/5 - Bullying

Home – School Agreement

A copy of the Home-School Agreement is shown below and is published on the school website and in students' Learner Handbooks.

Langley Park School for Girls – Home School Agreement 2026-27

#TEAM
LPGS



Area of school life	As a School we will... SIGNED: _____	As Parents/Carers I/we will... SIGNED: _____	As a student I will... SIGNED: _____
School Ethos and Values	- Promote and model our LPGS values - Provide a safe, caring and happy school environment - Find opportunities to celebrate and promote success	- Promote and role-model LPGS values - Inform the school of my child's successes/achievements, including those outside school	- Work hard and allow others to learn - Act and react in accordance with our school's values - Be kind and respectful towards others
Attendance and Punctuality	- Monitor attendance robustly - Communicate any concerns - Work with families to improve attendance	- Ensure my child attends, on time - Report unavoidable absence using the Studybugs app or by phone 0208 639 5230 - Avoid term time holidays and appointments during the school day	- Attend school every day - Arrive at school and lessons on time, ready to learn with the necessary equipment
Uniform	- Set and communicate our expectations - Provide students with the chance and support to correct any uniform/appearance issues at the start of the school day	- Ensure my child comes to school in correct uniform with the necessary equipment - Support school uniform and appearance expectations	Wear the correct uniform all day, every day.
Learning, Progress and Opportunities	- Provide an ambitious, balanced and diverse curriculum - Support students in developing lifelong learning skills - Have high expectations for every child's academic progress - Provide a wide range of enriching opportunities - Equip students with the knowledge, skills and understanding they need to be healthy, responsible and active members of society, now and in the future	- Take an active interest in my child's school life and their learning, attending Parents' Evenings - Encourage my child to participate in wider opportunities, including attendance at intervention and revision sessions that they may be invited to attend - Support my child with their homework	- Participate in lessons and get involved in the wider life of the school and extra-curricular opportunities - Try my best, and show determination - Complete my class and homework - Actively engage with feedback, taking responsibility for my own progress in every lesson and accepting challenge and support from staff - Participate in school clubs, societies and other opportunities.
Behaviour	- Provide a safe, caring and structured environment that enables everyone to thrive - Respond to incidents of unkind, discriminatory behaviour and bullying in accordance with our school policies	- Fully support the school behaviour policies and systems - Ensure my child attends detentions - Inform the school of any unkind behaviour or bullying	- Follow our school rules - The Langley Way and demonstrate the school values - Be a positive ambassador for my school at all times whilst in LPGS uniform and in the wider community
Safeguarding and Wellbeing	- Keep safeguarding at the forefront of our practice - Recognise and promote the importance of wellbeing - Provide support to children and families and protect them from harm, in partnership with other agencies - Educate students on a range of topics to ensure they understand risks and keep themselves and others safe	- Report any concerns to school pastoral or safeguarding staff - Ensure my child's on-line and social media presence is appropriate at all times	- Speak to an adult if I am worried about my, or another student's wellbeing - Understand that I can influence my own wellbeing positively - Ensure my online, social media presence and interactions cause no harm and offence to others and keep me safe
Links between school and home	- Inform families of information concerning their child's learning, behaviour or welfare. - Keep parents/carers informed about school activities through reports, letters, newsletters, e-mail and via the school website. - Raise and respond to concerns in a constructive and mutually supportive way with students, parents and carers	- Inform the school of any contact detail changes. - Inform the school of any issues that may affect my child's learning or behaviour. - Raise and respond to concerns in a constructive and mutually supportive way with members of school staff. (Our staff have the right to work in a safe environment without fear of intimidation, assault or verbal abuse from anyone with whom they come into contact)	Ensure I pass on information between home and school

Attendance and Punctuality

Students who attend school above 96% of the time achieve far better outcomes.

All students have a minimum attendance target of 96%+ and we would like to congratulate all parents/carers who ensure their children get to school each day and on time.

Reporting Absence

If your child is going to be absent from school, for any reason, it is important you let us know as soon as possible.

Our main method of reporting absence is via **Studybugs**, a secure online system. We request that parents/carers download our free Studybugs app or register on the Studybugs website and use it to report absence. **Please notify us every day of an absence.**

To register for the Studybugs app please visit their website; [Studybugs – Parents](#) and join using the email address currently held by the school which matches to your child's record.

We ask that wherever possible, medical and dental appointments are made out of school hours. Advance notification of this absence can be made via the Studybugs app.

Should your child be absent from school without notification or without prior consent; we will inform you via text message/e-mail/call. **If your child is absent and we don't hear from you, this would raise a safeguarding concern.**

Please ensure that you keep your contact details up to date with the School Office.

Repeated Absence

We work closely with our school Education Welfare Officer (EWO) and the Local Authority EWO around matters of repeated absence. Further information regarding attendance can be found in the school Attendance policy, [here](#).

Attendance is monitored closely by pastoral staff and communication is shared, via emails, phone call and letters where attendance begins to drop below our 96% expected target. We value the partnership with parents and carers in supporting your child's education, and we want to work together to ensure they have the best possible experience at LPGS and opportunities in their futures. If there are specific challenges that you believe may affect your child's ability to attend regularly, please speak with your child's form tutor in the first instance.

Students who have repeated absence and attendance below 90% could be requested to share medical evidence for future absence. If attendance continues to be a concern, then further measures will be taken to raise awareness to families and support your child in attending. These could include setting attendance targets. If attendance targets are not achieved then this could result in a Fixed Penalty Notice being issued and potentially penalty notices and prosecution.

Research conducted by the Department for Education (DfE) has established a clear link between attendance and academic attainment, indicating that students with the highest levels of attendance tend to achieve the best results. A student with 93% attendance misses nearly three weeks of school each year, which can significantly affect their ability to keep up with the curriculum:

Number of days off school a year	Percentage attendance	Number of lessons missed	Level of concern
0 days	100%	0	Perfection
2 days	99%	10 lessons	Excellent
5 days	97%	25 lessons	Good
10 days	95%	50 lessons	Slight concern
20 days	90%	100 lessons	Concern
30 days	85%	150 lessons	Significant concern

Punctuality

At LPGS we are proud to acknowledge that the majority of our students arrive on time, ready to engage in their learning each day. Morning registration takes place at the start of school at 8:30am. Any student arriving after this time will be marked as 'late'. Please carefully review the process below for students arriving late to school.

Lateness to school, during form time (8:30-8:45am)

- All students enter through the main gate, opposite the primary school, which closes at 8:30am.
- Students should be in their form rooms by 8:30am. Arrival after this time is considered late.
- Once the gate is closed, students will enter through main reception and sign in at their Key Stage Late Desk.
- KS3 and 4 students will have the time of arrival in school recorded in their planner and KS5 students receive a card confirming they signed in late, this is to be shown to the form tutor on arrival to form.
- Students who arrive late to school, or form time, after 8:30am will receive a same day after-school C1 detention (15 minutes)
- Communication will be sent home to families for those students arriving late to school and informing them of the detention.

Students who arrive late to school more than once in a week will receive a C2 detention.

Lateness to school, after form time (after 8:45am)

- Students arriving to school after form time will receive a C2 next day detention.

Sixth Form Students and Driving Lessons

- Students should ensure that they arrange driving lessons outside of school time. It will not be classed as a valid reason for absence or missing lessons and is not considered an exceptional circumstance.

If there are exceptional circumstances on the day, such as significant traffic incidents. This may result in sanctions being waived at the discretion of senior leaders. Students will be informed on entry.

Medical Appointments

We request that routine medical/dental appointments are scheduled outside of school hours to minimise missed learning. However, we understand that this is not always possible. If a student arrives late due to a medical appointment, we will require evidence, such as an appointment card, text, or email. If no evidence is provided, a C2 detention will be issued.

Holidays in Term Time

Holidays during term time should not be taken. All holidays, unless in very exceptional circumstances, will be unauthorised and may be liable for a Penalty Notice which, as of September 2024, is a fine of £80.00 per parent/carer per child rising to £160.00 if not paid within 21 days. Once the fine has risen to £160.00, parents/carers only have a further 7 days to pay, after which the LA will consider taking legal action through the Magistrates Court.

As per the school policy, any requests for holiday must be made in writing with the following form; [Request-for-Exceptional-Leave-of-Absence-during-Term-Time-1.docx](#). This should be shared with our Attendance Officer by email to attendance@lpgs.bromley.sch.uk at least 5 days prior to the leave.

Is My Child Too Ill For School?

The below information has been taken from the NHS website which gives clear guidance about whether your child is too unwell to attend school. The Study Bugs app gives further details on a range of medical conditions/illnesses.

We recognise it can sometimes be tricky deciding whether or not to keep your child off school. As outlined above, if you feel there are factors affecting your child's attendance or you have noticed a pattern in their absence, please contact their form tutor.

High temperature

If your child has a [high temperature](#), keep them off school until it goes away.

Feeling anxious or worried

It's normal for children to feel a little anxious sometimes. They may get a tummy ache or headache, or have problems eating or sleeping.

Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as bullying, friendship problems, school work or sensory problems. If you feel that one of these are affecting your child, please contact their form tutor.

If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP. There is support available through Bromley Y and other services that can help support attendance to school and managing any worry your child might have. [Find information and advice about how to help children with anxiety](#)

Coughs and colds

It's fine to send your child to school with a minor [cough](#) or [common cold](#). But if they have a high temperature, keep them off school until it goes. Encourage your child to throw away any used tissues and to wash their hands regularly.

Chickenpox

If your child has [chickenpox](#), keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.

Cold sores

There's no need to keep your child off school if they have a [cold sore](#).

Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

Conjunctivitis

You don't need to keep your child away from school if they have [conjunctivitis](#), unless they are feeling very unwell.

Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

COVID-19

If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can go to school.

Your child should try to stay at home and avoid contact with other people if they have symptoms of [COVID-19](#) and they either:

- have a high temperature
- do not feel well enough to go to school or do their normal activities

What to do if your child has tested positive

Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms. But if your child has tested positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days after the day they took the test.

Ear infection

If your child has an [ear infection](#) and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.

Hand, foot and mouth disease

If your child has [hand, foot and mouth disease](#) but seems well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

Head lice and nits

There's no need to keep your child off school if they have head lice. You can treat [head lice and nits](#) without seeing a GP.

Impetigo

If your child has [impetigo](#), they'll need treatment from a pharmacist or GP, often with antibiotics.

Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.

Measles

If your child has [measles](#), they'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily. Keep your child off school for at least 4 days from when the rash first appears.

They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.

Ringworm

If your child has [ringworm](#), see your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.

Scarlet fever

If your child has [scarlet fever](#), they'll need treatment with antibiotics from a GP, otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.

Slapped cheek syndrome (fifth disease)

You don't need to keep your child off school if they have [slapped cheek syndrome](#) because, once the rash appears, they're no longer infectious, but let the school or teacher know if you think your child has slapped cheek syndrome.

Sore throat

You can still send your child to school if they have a [sore throat](#). But if they also have a high temperature, they should stay at home until it goes away. A sore throat and a high temperature can be symptoms of [tonsillitis](#).

Threadworms

You don't need to keep your child off school if they have [threadworms](#). Speak to your pharmacist, who can recommend a treatment.

Vomiting and diarrhoea

Children with [diarrhoea or vomiting](#) should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).

Sickness and First Aid

If a student is feeling less well than normal but is not too ill to come to school, please do send them in. If we believe a student is too unwell to be in school, we will contact you. However for minor ailments such as headaches and colds, we encourage students to remain in lessons even if they cannot fully participate. The Medical Room is for those who are taken suddenly and seriously ill, or for those who are receiving first aid.

Please read and note our [Medical Needs Policy](#) to be very clear about the amount of pain-relief students may carry with them. Given that these medications are to be taken at 4-6 hour intervals, students should only need to take pain relief once during the school day. Students in Year 7 are under 12 therefore should have no more than 1 tablet (paracetamol or ibuprofen) in their possession. Students in Year 8-13 may only have 2 tablets in their possession. They must not give tablets to other students and parents should have signed their planner to indicate that they have given consent for the tablets to be carried.

Students must not call parents/carers themselves if they are unwell. In the event of a student feeling unwell or having an accident in school they should tell a teacher or a member of staff on duty who will collect them and take them to the Medical Room to be assessed by a member of staff. The decision to send a student home will only be made by the member of staff, who will contact parents/carers by using the contact numbers supplied to the school. Students will not be released from school if they have contacted their parents directly. Please keep your contact details up to date with the Admissions Office. Students who are too ill to be in school will need to be collected by an adult. They cannot be sent home in a taxi.

If a sixth form student is unwell, they should either tell their teacher who may send them to their sixth form admin office, or come and see their administrator themselves, who will then contact home. Sixth Form students who are unwell should not leave site without speaking to a member of staff/their administrator.

It is important to remember that during school hours our staff are legally responsible for the students' welfare and safety on the premises.

How To Help Your Child Succeed In School

At Langley Park School for Girls, we understand that a strong partnership between home and school is vital in helping students succeed. This is not just academically, but also socially and emotionally. The guidance below is designed to support parents and carers in helping their child become more independent, resilient, and ready to make the most of all that school life has to offer.

Technology and social media

Current UK law generally sets the minimum age for most social media platforms at 13, linked to UK data protection rules and age-appropriate design requirements. However, the online safety landscape is changing significantly. Under the Online Safety Act, platforms are now required to take stronger action to protect children, including using effective age-assurance measures and limiting access to harmful content. From Spring 2027, the Government plans to introduce further restrictions that will prevent under-16s from accessing certain social media services.

While younger students may be less exposed to online risks, challenges around online behaviour, peer pressure and social media use often emerge during adolescence. Families play a vital role in helping children develop healthy digital habits and staying safe online.

We recommend setting clear boundaries around technology use:

- Limit recreational screen time, particularly before bedtime.
- Avoid devices being used or charged overnight in bedrooms.
- Keep TVs, tablets, laptops and gaming devices out of sleeping areas wherever possible – good quality sleep has a positive impact on wellbeing, concentration and learning.
- Use parental controls and age-appropriate privacy settings on devices, apps and online accounts.
- Talk regularly about online safety, including respectful behaviour, privacy, misinformation and what to do if something online causes concern.
- Encourage children to tell a trusted adult if they experience bullying, unwanted contact or upsetting content online.

These simple routines can help children and young people develop healthier, safer relationships with technology while supporting their wellbeing and academic success.

Create a positive learning environment at home

- Provide a quiet, distraction-free space for study, ideally in a shared area of the home.
- Manage access to technology and encourage regular breaks.
- Be positive about learning across *all* subjects, not just those you may feel more confident in. Children can excel in areas their families may not.

Be involved and interested

- Ask about upcoming tests, projects, and assignments.
- Avoid minimising challenges in certain subjects—statements like “we were never good at maths” can become self-fulfilling.
- Encourage reading as part of everyday life, and don’t let phone use take over their downtime.

Promote independence and responsibility

Encouraging your child to take ownership of daily routines helps build confidence and life skills. They should be able to:

- Pack their school bag each evening with all necessary books and equipment.
- Wake themselves up and get ready to arrive at school before 8.25am.
- Travel to school independently, where possible. This not only builds self-reliance but also reduces traffic, particularly on our school lane and increases safety for all.

Contribute to family life

Help your child build confidence and self-esteem by encouraging them to contribute at home. Simple tasks like setting the table, tidying their bedroom, or helping with recycling are important steps toward becoming responsible adults. Gradually give them more responsibility over aspects of their life—such as planning their time, contributing to chores, and managing their own schedules. These skills are essential for their growth and confidence.

Be a resilient and supportive parent/carers

Set high expectations, be consistent, and don’t be afraid to say no when needed. Avoid solving every problem for

them—ask guiding questions instead:

- *How did this happen?*
- *What do you want the outcome to be?*
- *What steps can you take to get there?*

By helping them reflect and problem-solve, you're preparing them for life far beyond the classroom.

Together, we achieve more

A strong, united HOME & SCHOOL team gives students the best possible chance of becoming confident, capable and kind young people, ready for the next stage of their lives.

Teaching and Learning

The Langley Lesson

At Langley Park School for Girls, we are always striving to ensure that every child thrives in an inclusive, supportive learning environment. One of the key tools helping us to achieve this is the Langley LESSON—our clear and consistent approach to inclusive high-quality teaching and learning across all classrooms.

The Langley LESSON is our school-wide strategy designed to make teaching more effective and learning more engaging. This means that, whether your child is in a science lab, an English lesson or a PE class, they will experience a consistent and inclusive approach to learning. The framework is based on the best bets from educational research for our context and comprises a 1-page framework that combines three foundation principles:

- **Run the routines** – to ensure no time is wasted
- **Engaging all learners** – to ensure that students do the thinking and therefore the learning
- **Creating a supportive environment** – enabling everyone to feel successful regardless of ability. We encourage positive behaviour through the use of a rewards tariff which is balanced with a behaviour tariff.

with six features of inclusive teaching:

- **Link and Launch:** A quick recap to help students remember and apply what they've previously learned to strengthen memory recall.
- **Explicit explanations and instructions:** Teachers break down new content clearly, in small chunks, using simple, direct language so all students understand what to do and how to do it.
- **Show, scaffold and stretch:** We model tasks (show), provide support through writing frames, word banks, adaptive equipment/resources (scaffold), and then challenge students to apply their learning more independently and creatively (stretch).
- **Structured deliberate practice:** learning is reinforced and evidenced through purposeful activities that help students master skills and knowledge over time.
- **Ongoing assessment and feedback:** Teachers continuously check for understanding and give feedback that helps students improve and stay on track.
- **Notice and respond:** Staff are astute in noticing when students need help or are ready to move on sooner than anticipated, and to respond in ways that support progress and wellbeing.

The Langley LESSON isn't just a teaching strategy—it's a reflection of our whole-school commitment to helping every student thrive. Our belief is that the Langley LESSON ensures that all staff are equipped to deliver inclusive, engaging teaching that helps all students to reach their potential.



Further detail on Teaching and Learning can be found in our policy on our [website](#).

Home Learning

Home learning is an integral part of learning at LPGS. It is a powerful learning tool for extending the range and depth of a student's knowledge and understanding as well as encouraging independent learning and self-motivation. Through home learning we aim to promote effective and independent learning across all years, to raise standards of attainment and achievement through high quality learning outside the classroom and to engage parents and carers in the learning process. Examples of tasks may include research, preparation for class, completion of examination questions, coursework, consolidation of differentiated classwork, project-based home learning. Home learning should always be relevant, fit for purpose and accessible to all students. Further details on the frequency of home learning can be found in the policy on our [website](#).

Library

The Library is at the heart of the school. It seeks to promote a life-long love of reading and learning, which will in turn enhance students' academic, personal and social development

Reading-for-pleasure has a positive impact on all aspects of learning and in a busy world is a marvellous way to relax, so enhancing our sense of wellbeing. With this in mind, the Library offers an excellent range of fiction for all age groups. In addition, LPGS is a Lit in Colour school and seeks to increase diversity in the curriculum by promoting books by writers of colour.

Throughout the year the Library runs a wide range of events to promote reading:

- Lit in Colour Book Club
- Reading Week with World Book Day celebrations
- Inter-House Reading Competitions
- Shadowing the Carnegie Book Award
- Book Fairs and Author Visits
- Summer Reading Challenge

The Library is staffed throughout the day from 08.00 to 16.00. It provides a welcoming environment for reading and study, together with a Computer Suite for homework and research.

Careers Programme

Our Careers programme has been recognised as engaging, impartial, inclusive and innovative by OFSTED and LEAN East/London Careers Hub (LINK) and we have achieved a kitemark of excellence from our peer review partners. The Careers Academy is accessible to all staff and students and it houses resources, information, links to useful websites and recordings of all live interactive careers sessions.

The team works closely with all Key Stages, Heads of Department, Heads of Year and the SEND team to ensure all students receive a full and comprehensive careers service, adapting our offer to the individual needs of each student. We particularly support disadvantaged students through the promotion of opportunities offered by The Sutton Trust, AMOS bursary, Futures For All, 93% Club and Future Frontiers.

The Careers team has built an extensive network of alumni, contacts and volunteers, to enable our students to have relevant, meaningful encounters with employers, institutes of higher education and apprenticeship providers on a regular basis. These include

- One full week of work experience for all students in Year 10 and Year 12, which has been recognised by our governors for its safeguarding processes.
- Regular World of Work Wednesday slots in the PSHCE curriculum for all year groups
- Futures Fair – an annual careers fair attended by over 80 providers

In addition to regular contact with employers, universities and apprenticeship providers, all students have access to a weekly careers bulletin which promotes opportunities for work experience placements, open days and much more.

Younger students can access Unifrog, a one-stop-shop where they can easily follow their interests, then find and explore their post 16 and post 18 options

Visit our Careers Academy on our school website for further details regarding curriculum content for Careers Information, Advice and Guidance

[Careers Academy - Langley Park School for Girls - Enabling Everyone To Thrive](#)

The Langley Park School for Girls Curriculum

The curriculum offered at Langley Park School for Girls is fundamental to our vision of the kind of young person we wish to leave us. While the curriculum predominantly comprises the taught curriculum that takes place within lessons, it also encompasses the enrichment we offer and the culture we create - the way our school is structured, the high expectations we have of young people and the overall climate within Langley Park School for Girls.

We believe that it is essential that all children acquire mastery of reading, writing and mathematics in order to be successful in their education and in life. This is a core principle in the design of our curriculum, accounting for a weighting of timetabled time towards these subjects in all key stages.

We also place great emphasis on the successful acquisition of knowledge. Therefore academic disciplines are taught as discrete subjects by specialist teachers. Learning is enhanced through a variety of experiences and visits.

Key Stage 5 (Post-16)

Students are able to choose from a wide range of Advanced Level, BTEC and CTEC courses, further information is available on the [Sixth Form](#) page of our website.

Personal, Social, Health and Citizenship Education is compulsory throughout all three key stages.

Curriculum Vision

At Langley Park School for Girls, we are committed to providing a high-quality education that fosters a **love of learning**, promotes **personal growth**, and equips students with the **knowledge and skills** needed for future success. Our curriculum is designed to be **broad, balanced, ambitious and inclusive**, enabling every student to **thrive** academically, socially, and emotionally.

We foster a love of learning by:

- believing in a knowledge-rich curriculum
- enabling students to acquire powerful knowledge; taking them beyond their own experience to learn 'the best that has been thought or said'
- respecting subject traditions and academic disciplines
- sequencing learning to support students to develop the knowledge, concepts and schema they need
- cultivating an environment where students are active learners and curiosity, creativity and critical thinking flourish
- connecting learning to real life and applying knowledge in meaningful contexts, so that students understand how their curriculum links to future pathways
- encouraging a growth mindset
- celebrating our students' achievements, efforts and progress in learning

We promote personal growth by:

- educating the 'whole child'
- encouraging independence, responsibility and resilience
- checking students' understanding regularly and providing formative feedback which is acted on
- exposing our students to a rich variety of cultural experiences
- providing numerous opportunities and experiences beyond the classroom
- valuing ambition and determination

We equip students with the skills needed for future success by:

- developing the 'Langley Learner' (the key skills and personal attributes they need)
- embracing and understanding new technologies
- demonstrating the Langley values (belonging, equality, kindness and respect)
- ensuring our students are well-informed, socially responsible, culturally aware global citizens

Our curriculum is broad, balanced, ambitious and inclusive, this means:

- We offer a wide range of subjects, especially at KS4 and in our Sixth Form aligned to the needs and interests of our students, which enhances student engagement and achievement
- We recognise the different needs of our students, adapting our teaching and providing additional support so that all students can succeed
- We ensure that our curriculum includes diverse perspectives and our students see themselves and are seen within the curriculum and course materials

By providing a holistic, inclusive, and engaging curriculum, we aim to inspire our students to become successful, adaptable learners who achieve the very best academic outcomes and make a difference in the wider world.

Key Stage 5: Curriculum 2026-27 (Year 12)

The following courses are available for study from September 2026.

Subject	Course
Art & Design/Fine Art/Textiles	A Level
Biology	A Level
Business Studies	A Level
Chemistry	A Level
Computer Science	A Level
Dance	A Level
Drama and Theatre	A Level
Economics	A Level
English Language & Literature	A Level
English Literature	A Level
French	A Level
Further Mathematics	A Level
Geography	A Level
German	A Level
History	A Level
Law	A Level
Mathematics	A Level
Music	A Level
PE	A Level
Photography	A Level
Physics	A Level
Politics	A Level
Psychology	A Level
Religious Studies	A Level
Sociology	A Level
Spanish	A Level
Extended Project Qualification	Advanced Subsidiary (AS)
Applied Human Biology	BTEC/Alternative Academic Qualification (AAQ)
Applied Science	BTEC/Alternative Academic Qualification (AAQ)
Business	Cambridge Technical
Creative Digital Media Production	BTEC
Health & Social Care	Alternative Academic Qualification (AAQ)
Mathematics (resit)	GCSE

Students commencing Sixth Form study will be following one of the following programmes of study:

APS score	Programme of study
7.0+	Eligible for 4 A-Levels or 3 A-Levels + Extended Project Qualification
5.3-6.9	3 A-Levels
4.9-5.2	2 A-Levels + 1 vocational qualification
4.0-4.8	Double vocational qualification + Single vocational Double vocational qualification + 1 A-Level

The Wider Curriculum at KS5:

- Tutor Time & PSHE programme
- Transition Support
- Sixth Form Assemblies
- Mentoring
- Student Leadership Opportunities

- Work experience
- Guided learning/independent study
- University preparation and visits *
- Careers Academy – support, advice, guidance and employer engagement
- Team Building and Social Events
- PE and Sporting Fixtures
- Guest speakers
- Enrichment programme – Wednesday afternoons
- Trips and visits

*Sixth Form students who are in receipt of the 16-19 Bursary can claim the cost of UCAS applications back. Sixth Form students who are in receipt of FSM while at LPGS do not have to pay for UCAS applications – this only applies where the FSM entitlement is registered with us.

Relationship, Sex and Health Education

At LPGS we promote personal growth by:

- educating the 'whole child'
- encouraging independence, responsibility and resilience
- exposing our students to a rich variety of cultural experiences
- providing numerous opportunities and experiences beyond the classroom
- valuing ambition and determination

We equip students with the skills needed for future success by:

- developing the 'Langley Learner' (the key skills and personal attributes they need)
- embracing and understanding new technologies
- demonstrating the Langley values (belonging, equality, kindness, determination and respect)
- ensuring our students are well-informed, socially responsible, culturally aware global citizens

Our RSE curriculum follows statutory requirements as identified by the DfE in Relationships and Sex Education and includes topics which are particularly relevant to our context at a local and national level. The main three areas of **Understanding Myself, Understanding Myself and Others, and Understanding Myself within the World** are covered and topics are revisited at an age-appropriate level. Female empowerment, diversity and preparing for the world of work are strong threads that run through our programme. Central to the content are our school values of **Belonging, Respect, Equality, Ambition, Kindness** and **Determination** and these underpin our entire curriculum. Resources from the curriculum provider Life Lessons are at the foundation of our curriculum design. PSHCE is taught in one lesson per fortnight in KS3 and in tutor times in KS3, KS4 and KS5. We include drop down days and invite visiting speakers where appropriate.

Ultimately the purpose of our PSHE curriculum is to deliver a curriculum which is accessible to all and enables our children to build healthy relationships and become independent, responsible members of society.

Religious Education & Collective Worship

The school will follow the guidelines on both these matters as set out by the Education Reform Act and acts of worship will be non-denominational in character. They will be Christian based with a firm moral emphasis. Parents/carers may withdraw their child from the arrangements for Religious Education and Worship, if they so wish. Such requests should be made in writing to the Headteacher.

The Thrive Curriculum **Belong. Believe. Become.**

Our Thrive curriculum encompasses everything we do to help our students grow. It links to our school values and includes tutor time, PSHCE, assemblies, reading, current affairs, diversity, female empowerment, the world of work, , student leadership, careers, wellbeing and enrichment opportunities. These threads running through our Thrive curriculum provide our young people with every opportunity to develop, mature and thrive, academically and socially

The Extended Curriculum

Educational Visits

We are committed to delivering a curriculum that includes as many opportunities for learning beyond the classroom as possible. As such, we have an exciting range of educational visits that take place each year. These are a valuable extension to the curriculum and often relate to topics studied in the classroom. Examples include: theatre trips, visits to industry, museums and art galleries. Some visits will involve students representing the school such as for sport, school council or musical events.

Educational visits may involve travel abroad; for example, to support learning in modern foreign languages, geography field trips and leisure activities such as skiing. Parents/carers are reminded that they are responsible for ensuring that their child has the correct documentation if they wish to participate in such a trip (e.g. a valid passport, visa, vaccinations etc).

Information on the educational visits planned will be distributed by email. We endeavour to plan our visits as far in advance as possible, however please note that the website calendar is updated throughout the year to allow us to respond to opportunities as they arise.

Information regarding a visit will always be sent in advance to parents/carers and a consent response will be required via Evolve. Where payment/voluntary contributions are required an offer will be set up on MCAS. Students will not be able to attend unless consent is received. Prompt replies are appreciated as if we do not receive enough students and/or contributions the visit may not go ahead.

Sixth Form students who are in receipt of the 16-19 Bursary can use it to pay for trips.

Some support is available to help with payment for students on application to the Headteacher, a form to request financial assistance is available on our website.

If parents/carers feel they can make a contribution on behalf of another student as well as their own, this is always very much appreciated.

Payments for educational visits must be made using MCAS.

For day trips, it is usual for the student dress code to be followed and this is often requested by the host institution.

Extra-curricular Activities

Activities beyond the taught curriculum are an integral part of the Langley Park School for Girls' experience and are strongly encouraged for all students.

A broad range of activities take place throughout the week, either at lunchtime or after school hours. These range from sporting and music related activities to clubs such as Feminist Society, Chess Club, Afro-Caribbean Society and academic support sessions. The offer varies year on year and the programme of activities is published on our website. To support our Year 7 students' transition into secondary school life, they are expected to participate in at least one after school activity each week.

Performing Arts at LPGS

Your child will have timetabled lessons for dance, drama and music throughout Key Stage 3. In addition, the Performing Arts Faculty offers a range of opportunities beyond the classroom.

In most years, the Performing Arts Faculty works together to stage a musical in the performance hall at Langley Park Centre for the Performing Arts in previous years we have performed Annie, The Addams Family and Hairspray. In 2025 the choice was made to stage a smaller musical, Six, on the stage at LPGS. In July 2026, we returned to Langley Park Centre for the Performing Arts to perform Sister Act. Participation is by audition and information about these is shared with students in the Autumn Term. The auditions are open to all students at LPGS.

For further information about Music, please contact Ms G Sheppard: gs@lpgs.bromley.sch.uk

For further information about Dance please contact Miss C Marcham: cma@lpgs.bromley.sch.uk

For further information about Drama please contact Ms H Stanley: hst@lpgs.bromley.sch.uk

Sport at LPGS

Sport plays a central role in life at LPGS, with a wide range of opportunities for students to get involved both in curriculum time and through our extensive extra-curricular programme. As part of our extra-curricular offer, we provide clubs and teams in football, netball, badminton, rugby, golf, basketball, hockey, rounders, cricket and athletics. We are committed to continually growing our extra-curricular provision and aim to inspire students to engage in physical activity, discover new interests, and develop a lifelong love of sport.

Our teams regularly compete in local and county-level competitions, including the Bromley leagues, Kent and English Schools competitions. Recent successes include being crowned U16 champions in 2024–25 and 2025–26 football seasons and U12 champions in the 2022–23, reflecting the commitment and talent of our students and staff. As students represent the school, they are fully supported by the PE team to develop their confidence, teamwork, and resilience. Support is also available to both students and parents as they progress through competitions, including assistance with costs such as entry fees.

All after-school PE fixtures will be posted on the SOCS calendar. Details regarding teams and arrangements for the fixtures will be available there. As parents/carers, you will receive an email informing you that your child has been selected. Depending on the nature and timings of the fixture, you may be required to complete a consent form either via Evolve or Firefly.

We encourage all students to participate, develop their skills, and represent the school with pride. Our dedicated PE team is committed to providing inclusive, enjoyable experiences for everyone. We champion all students to strive for their personal best.

For further information please contact Miss C Harris, CHR@lpgs.bromley.sch.uk, or Mr R Saunders, RSA@lpgs.bromley.sch.uk.

Student Leadership and Sixth Form

Student Leadership

We are committed to developing leadership skills among all our students. There are a range of opportunities available for students of all ages and the cornerstone of this is our Student Council which ensures that all students' voices are heard. Within Tutor Groups students are able to choose from a variety of leadership roles such as Form Captain, Sports Captain, Environment Reps and more. Through these structures we aim to ensure our students develop into confident, articulate young people who make a contribution to society.

We are aware of the need to develop forward-thinking young adults, prepared for the challenges and demands of leadership in the wider world. Our Sixth Form motto '**Today's Learners, Tomorrow's Leaders**' underpins all that we do and as such, it is our priority to recognise the individual strengths of our students and consider them as key contributors to both our Sixth Form and the wider school community. Our prefect structure allows students to develop their leadership skills in a range of fields.

Our Senior Prefect Team 2026-2027

SIXTH FORM SENIOR PREFECT TEAM 2026-27				
Head Prefects				
Jude A Frankie H				
Deputy Head Prefects				
Shreeya V Anastasia P Sanugiya R				
Junior Student Leaders	Diversity and Inclusion	Social Action	Careers Team	Support and Wellbeing
Team Leader	Team Leader	Team Leader	Team Leader	Team Leader
Cara W	Sophie B	Lauren S	Veronica F	Olivia B
Anastasia B	Liberty O	Sahara I	Amelia N	Helena W
Kushi P	Melissa C	Nehara F	Yuvan P	Angel A
Madison B	Kitty B	Liz M	Nylah T	Ella M
Charlotte A	Vanessa R	Megan D	Alvin O	Nichole R
Scarlett S	Micah P	Millicent B	Alexandra A	Ayla M



Our Sixth Form (LPGS6)

Here at LPGS6 our students are encouraged and supported to achieve their potential in their academic studies, personally and socially.

Our students are highly motivated and ambitious, benefiting from high quality teaching, academic support and wider opportunities beyond the classroom in a wide range of A-Level and vocational courses. Expert and passionate teachers engage students in challenging, memorable and enjoyable learning experiences within lessons, as well as drawing on their experiences as examiners and detailed knowledge of exam specifications to maximise our students' chances of success. As a result, our students consistently attain very highly in examinations and realise their ambitions for higher education, apprenticeships and employment.

Alongside academic support and intervention from willing and committed teachers, pastoral care from our team of tutors, mentors, and wellbeing team ensures students receive personalised attention and support as they navigate their Sixth Form studies.

An extensive programme of enrichment opportunities, clubs and societies contributes significantly to our learners' enjoyment and our students develop strong relationships with peers and adults and memories and friendships, which will last for a lifetime. Our Sixth Form students are supported to be resilient, adaptable and confident, with transferable knowledge and skills that will equip them for life.

The Careers Academy at LPGS6 sets us apart from many other schools and colleges. Tailored and individualised programmes of careers advice, information and guidance are enhanced by frequent opportunities to engage with employers, understand the world of work and possible careers in every imaginable field including architecture, computing, education, engineering, finance, law, medicine, psychology.

Our Sixth Form vision 'Today's learners, tomorrow's leaders' is enacted through the various student leadership opportunities on offer within our Sixth Form and the key role played by students in Years 12 and 13 in developing themselves, others and our school. Our commitment to students is to support them to achieve highly, enjoy their Sixth Form journey with us and realise their goals and ambitions.



Today's Learners, Tomorrow's Leaders
THE SIXTH FORM AT LPGS

"I joined LPGS in Year 7 and stayed for Sixth Form because of my love of languages. Learning a new language is like unlocking a door to a vibrant world, revealing fresh perspectives and infinite possibilities in life."

Sarah

Visit the LPGS6 website to find out more information about our courses and life in our vibrant Sixth Form.

Our Sixth-form provision was graded 'Outstanding' during our last Ofsted inspection in November 2022.

IMPACT

Today's Learners, Tomorrow's Leaders
THE SIXTH FORM AT LPGS

"I wanted to join LPGS6 as I felt that it was the best choice for my future. I knew that I would get educational and wellbeing support. I was excited to join a new school environment."

Eddie

Visit the LPGS6 website to find out more information about our courses and life in our vibrant Sixth Form.

Our Sixth-form provision was graded 'Outstanding' during our last Ofsted inspection in November 2022.

IMPACT

Today's Learners, Tomorrow's Leaders
THE SIXTH FORM AT LPGS

"I've always felt I belong at LPGS6 because I've been able to participate in events like Dance Mixtape and open evenings. As a Senior Prefect I'm part of the planning team that brings our community together."

Princess

Visit the LPGS6 website to find out more information about our courses and life in our vibrant Sixth Form.

Our Sixth-form provision was graded 'Outstanding' during our last Ofsted inspection in November 2022.

IMPACT

Academic support

Students at LPGS6 are assigned a form tutor who is a specialist in one of their chosen subjects from the start of Year 12. This allows us to offer students weekly academic guidance as well as pre-assessment subject specific revision to support students to succeed.

Our Sixth Form assessment weeks, held each term, provide regular opportunities to track students' progress and offer additional targeted intervention where needed. Progress will be monitored against students' minimum target grades, and we hold regular Progress Review Meetings to discuss achievements, set new targets, and provide guidance. These meetings are conducted by form tutors, Heads of Year and the Head of Sixth Form.

We also have a dedicated Sixth Academic Mentor who can offer bespoke support sessions for students as part of our intervention programme.

Extended Project Qualification

LPGS6 offers a robust pastoral support system to ensure students receive the care and support they need during their time with us. We are committed to supporting both academic development and wellbeing. An experienced team of form tutors and Heads of Year play a key role in providing support, working closely with parents/carers and subject teachers to ensure students are happy and making good progress. We also have a dedicated Wellbeing Hub that offers extra support and guidance when needed and works closely with external agencies to offer wrap around care.

6 LPGS6 **EXTENDED PROJECT QUALIFICATION**

Unique standalone qualification offered to LPGS6 students, who achieve an APS of 7.0 or above designed to extend and develop students' skills in independent research and project management.

EPQ is held in the same importance as an A-Level subject, with LPGS providing:

- An extremely experienced and passionate EPQ co-ordinator
- Specialist subject tutor-assessors
- Dedicated teaching time within students' curriculum
- A fully resourced programme

6 LPGS6 excellent reasons for you to choose the EPQ:

- Freedom to carry out research in a subject you are passionate about.
- Opportunity to extend your abilities beyond the A-Level syllabus and/or chosen subject.
- Excellent way to demonstrate your interest and ability in a particular field of study.
- Great example of independent working, which can be mentioned in interviews, personal statements, CVs.
- EPQ carry UCAS points and helps you stand out from the crowd in university applications.
- Develop independent research and critical thinking skills needed at university or in your future career.

"I found the EPQ to be a valuable experience that allowed me to delve deeper into a topic that truly interested me. It was a chance to explore a subject that wasn't covered in my other classes and to develop critical thinking and research skills that have been useful in my university studies. It was also the most enjoyable A-Level that I took as I had control of what I wanted to work on, which you don't get with other subjects which are assessed by exams and have a fixed syllabus."

LPGS6 EPQ student

Wellbeing support

LPGS6 offers a robust pastoral support system to ensure students receive the care and support they need during their time with us. We are committed to supporting both academic development and wellbeing. An experienced team of form tutors and Heads of Year play a key role in providing support, working closely with parents/carers and subject teachers to ensure students are happy and making good progress. We also have a dedicated Wellbeing Hub that offers extra support and guidance when needed and works closely with external agencies to offer wrap around care.

Assessment, Recording and Reporting

At key intervals throughout the curriculum, subject teachers will gather information about your child's progress. They do so through a variety of methods, both formative and summative, and record this information to track what students know and can do. We then share this information with students, parents, and staff. These steps help everyone involved in your child's education understand their attainment and progress and plan the next steps toward achieving individual goals. All assessment dates can be found in our [school calendar](#) which is available on the school website.

Assessment data definitions included reporting home

Target Grade (TG)

This is an individual estimate, with reference to the national dataset, based on a student's KS2/CATs results and how other students with similar prior attainment performed nationally in their GCSEs. It shows the grade which the student should be aiming to reach at the end of the course and is not an indication of current performance. Target grades are intended to be aspirational, motivating, and useful for establishing progress in a subject. The target grade is specified for each subject as a GCSE grade. For students studying non-GCSE courses, this is reported in a format appropriate to the qualification they are studying towards.

Current Attainment (CA) *(only used in KS4 and KS5 reports)*

This represents the level the teacher believes a student is currently working at. It is based on a student's recent formal assessment taking classwork, ongoing test(s) or assessment(s) into account. Therefore, students who missed their exam should still receive a grade. For subjects with no coursework it is likely that the examination and current grade will match. For current grades, we use a refinement whereby subgrades indicate how secure a student is within the grade boundary. An 'a' indicates that the student is pushing towards the next higher grade. A 'b' indicates a secure middle grade, and a 'c' indicates that the student is currently at risk of dropping down to the grade below.

UCAS Predicted Grade (UCAS) *(only used in KS5 reports)*

The grade that a student's school or college believes they will achieve in a qualification if they perform well.

Exam %

Percentage achieved in a formal assessment as identified in the Assessment Calendar

Exam Grade *(only used in KS4 and KS5 reports)*

The grade awarded by achieving within a percentage range. Subjects have calculated Exam Grades using the most recent set of exam board grade boundaries (Summer 2024 for the majority).

Year Median % *(KS3 only)*

The average grade achieved from the results of every student who sat that assessment.

Exam Median % *(KS4 and KS5 only)*

The average grade achieved from the results of every student who sat that assessment.

Attendance

Attendance and punctuality information covers the academic year to publishing date.

P and C points

Progress and Consequence points are reported for the term.

Commitment to Learning (C2L)

Alongside attainment data for each subject, students are issued with a Commitment to Learning (C2L) grade awarded by teachers for their approach to learning.

C2L is a 'best fit' grade. The grid below illustrates the guidance used when determining the grade.

	Exceptional 1	LPGS Standard (Good) 2	Requires Improvement if potential is to be reached 3	Current Commitment to Learning will result in significant underachievement 4
Behaviour for learning	I love learning and take part in all lesson activities – whole class activities, in a group, or on my own. I am absolutely focused in class and a consistently active participant.	I like to learn and take part in all lesson activities, in a group and on my own. I am absolutely focused on my learning when in class. I am an active participant in most tasks.	I usually participate in most activities. I am not always 100% focused for their entire lesson. I often display passive learning behaviours in class.	I rarely participate in some activities. I sometimes disrupt my own and others' learning.
Perseverance and Resilience	I enjoy practising my skills as this is how I get better.	I do practise my skills but I prefer to practise things I am already 'good at'.	I sometimes give up too easily.	I often give up too easily.
Asking and answering questions	I ask specific questions that will help me with my learning and always have a go at answering questions, whether I am sure about the answer or not.	I ask and answer questions about topics that I understand, and those I don't.	I sometimes ask/answer questions but usually about the part of a task I feel I can do.	I rarely ask or answer questions.
Challenge	I have a positive attitude towards making mistakes as I know I can learn from them and understand that is how I make progress.	I accept mistakes as temporary setbacks and usually try to apply what I have learned from a mistake.	I tend to see mistakes as failures rather than accepting and learning from them.	I rarely take on a challenge and avoid taking safe risks.
Feedback	I ask for and am motivated by feedback on my learning and use advice/targets given to take actions to improve it further.	I listen and respond positively to feedback and I will act on it to improve my learning.	I sometimes find it difficult to take on board feedback. I act upon feedback when prompted.	I always find it difficult to take on board feedback and act on it to improve my learning.
Readiness for learning	I am always prepared and punctual for learning without having to be prompted.	I am almost always prepared for learning.	I am usually prepared for learning: lacking exercise book, equipment etc.	I have often come to lessons unprepared to learn: lacking equipment etc.
Homework	I always complete homework on time and to the best of my ability and often go beyond the requirements of the task. I manage my time well.	I usually complete homework on time and to the best of my ability. I almost always manage my time.	Sometimes I forget my homework or do not complete it to the best of my ability.	I often forget my homework, do not complete homework or do not complete it to the best of my ability.

Sixth Form Enrolment & Progress

At Langley Park School for Girls, we are committed to helping every Sixth Form student succeed. This policy explains the expectations for enrolment, progress, attendance, behaviour and academic achievement, as well as the support available when concerns arise.

Our Sixth Form Enrolment and Progress Policy sets out our expectations and support.

Joining the Sixth Form

To enrol in the Sixth Form, students must meet the school's minimum academic entry criteria and any subject-specific requirements published in the Sixth Form Prospectus. These requirements help ensure students are well prepared for the demands of Level 3 study.

Students may request a change of course within the first two weeks of starting, subject to available places, parental agreement and guidance from the Sixth Form team.

Comparisons cannot therefore be drawn between students, even if they achieve the same grade in a particular subject. We reserve the right to renegotiate a students' programme of study if this option is available, or to deny progression into Year 13 where there is no appropriate pathway.

Starting Year 12

Students complete baseline assessments early in Year 12. These assessments help us ensure that students are on the most suitable courses for their strengths and future aspirations. Where concerns arise, additional support and guidance will be provided, and course changes may be recommended if appropriate.

Expectations for Success

Students are expected to:

- Attend school, lessons, enrichment activities and guided learning sessions regularly.
- Arrive punctually.
- Complete classwork, homework and coursework on time.
- Demonstrate positive commitment to learning.
- Follow the Sixth Form Contract and school expectations, including the dress code.
- Make good use of independent study time.

Progression to Year 13

Entry into Year 12 does not automatically guarantee progression to the second year of a course.

To continue into Year 13, students are expected to maintain good attendance, positive commitment to learning and achieve the required academic standards:

- **A Level courses:** normally at least a Grade D in end-of-Year 12 examinations.
- **Vocational courses:** normally at least a Merit average across completed units.
- **Mixed programmes:** students must meet both the A Level and vocational requirements.
- Students who do not meet these standards will be placed on a "Year 13 Ready Support Programme" to help them improve and successfully continue their studies.

How we support students

If concerns arise about academic progress, attendance, punctuality or behaviour, the school uses a structured four-stage support process. The aim is always to help students overcome difficulties and achieve success. Parents/carers are included throughout the process.

Stage 1: Initial Improvement Targets

- Concerns are discussed with the student and parents/carers.
- Specific targets and support strategies are agreed.
- A learning contract is put in place, usually for 4 to 6 weeks.

Stage 2: Support Stage 1

- Additional support may include intervention sessions, re-assessments, study support and closer monitoring.
- Progress is reviewed after an agreed period.

Stage 3: Support Stage 2

- The Head of Year becomes involved.
- Parents/carers receive a wider overview of attendance, punctuality, behaviour and academic progress.
- Further support measures may be introduced.

Stage 4: Final Support Stage

- Senior Sixth Form leaders become involved.
- A final support plan is agreed.
- Students receive guidance about future pathways and alternative options if significant concerns remain.
- Progress is reviewed after approximately four weeks.

If Concerns Continue

Most students successfully improve with support. However, where concerns remain despite repeated intervention, outcomes may include:

- Remaining on a support plan.
- Transferring to a different qualification where appropriate.
- Repeating Year 12 (subject to available places and suitability).
- Moving to an alternative education or training provider with support from the school.

Examination Entries

Students are normally entered for public examinations linked to their courses. However, exam entry depends on students demonstrating being sufficiently prepared for external assessment, requiring sufficient engagement and completion of the course.

Exam entries may be reviewed where there are serious concerns about attendance, engagement or course completion. Before any decision is made:

- Students and parents/carers will be informed.
- Meetings will be held to discuss concerns.
- Individual circumstances, including medical or SEND needs, will be considered.
- Students will be given opportunities to improve wherever possible.

Parents/carers and students may request a review of any decision regarding exam entry.

Our Commitment

Our aim is to support every student to fulfil their potential, achieve positive outcomes and progress confidently to higher education, employment, apprenticeships or further training. The Enrolment and Progress process is designed to identify concerns early, provide timely support and ensure that students are studying courses that offer the best opportunity for success.

Policy for repeating Year 12

Students will only be allowed to repeat Year 12 if there has been a clear reason for under-achievement the first time around, such as illness impacting significantly on attendance. Cases will be judged on an individual merit basis and with the consent of the relevant Heads of Subject.

Non-attendance to public examinations

Students should take responsibility for ensuring that they are aware of when and where their exams take place and ensure that they have made arrangements to be on the school premises in sufficient time prior to the start of their exam(s). Transport should be planned in advance to accommodate any potential delays/disruptions.

For the purposes of this document, '*non-attendance*' is defined as either a student not attending a confirmed exam booking or **failure to give exams staff at least 48 hours' notice of cancellation**, unless they have agreed extenuating circumstances as detailed below. In most cases, the school still incurs costs from the awarding organisations if an exam is booked and is not sat.

If a student has not paid the initial full exam fee or the resit fee and does not attend the booked session, the school reserves the right to charge that student the full cost of the exam fee(s) for non-attendance.

Please note – It is not possible for students to re-sit individual modules. Students are required to sit the whole set of examinations again.

Staff List 2026/27

Teaching Staff

Senior Leadership Team		
Mr Steve Whittle	SWH	Headteacher
Mrs Emma Ashman-Clark	EAS	Deputy Headteacher Achievement and Standards
Mr Paul Seward	PS	Deputy Headteacher Behaviour and Culture
Miss Chloe Bush	CB	Assistant Headteacher Teaching and Learning
Mr James Chinery	JC	Assistant Headteacher SENDCO
Mrs Rachel Hurley	RHU	Assistant Headteacher & Designated Safeguarding Lead
Ms Siobhan Osborne	SOS	Assistant Headteacher Head of Key Stage 5
Ms Coral Sunman	CS	Assistant Headteacher Curriculum and Personal Development
Business Studies		
Mr Steve Molsher	SML	Head of Business
Mr Adam Hart	AHA	
Computer Science		
Mr Paul Brookes	PBR	Head of Computer Science, Whole School IT Development Lead
Ms Joanna Heaney	JHE	
Dance		
Miss Chloe Marcham	CMA	Head of Dance
Ms Rachel Azra	RAZ	Head of Year 11
Miss Hannah Findley	HFI	
Drama		
Ms Helen Stanley	HST	Head of Faculty of Performing Arts
Mr Peter Beardsworth	PB	EAL Co-ordinator
Mrs Catherine Clarke	CC	
Economics		
Mr Anuj Mangal	AM	Teacher in charge of Economics
English		
Miss Jordan Walker	JW	Head of Faculty of English
Miss Saadia Ali	SAL	Lead Practitioner
Mr James Chinery	JC	Assistant Headteacher SENDCO
Ms Matilda Feeney-Mellor	MFM	Teacher in charge of KS5 English
Ms Ruth Gilburt	RG	
Miss Laura Hood	LHO	
Miss Bethan Lewis	BL	
Miss Thrissa Mahanehru	TMH	
Mr Rory Matthews	RMT	
Mrs Rachel Morgan	RM	PT Head of Year 13
Miss Florence Rolston-Ashford	FR	
Ms Leyla Sakiroglu	LSA	2 i/c of English, KS3 Lead
Miss Athena Sendonari	ASN	
Mrs Alexandra Williams	AWL	Head of Year 8
Food Technology		
Mrs Arifa Honour	AHO	Head of Food Technology
Mrs Rachel Hurley	RHU	Assistant Headteacher & Designated Safeguarding Lead
Geography		
Ms Alys Hudson	AHU	Head of Geography
Mr James Acomb	JA	Head of Year 10
Miss Jessica Jones	JJO	
Ms Annabel Lunskey	ALU	

Mr David Maisey	DM	Head of Year 7
Health & Social Care		
Mrs Grace Babalola	GRA	
Miss Melodi Boreland	MBO	
History		
Miss Emma Allen	EA	Head of History
Miss Riley Bennett	RBE	
Miss Lucy Blackwell	LBA	
Ms Agata Klawiter	AKL	Head of Faculty of Humanities
Miss Maddie McMillan	MMM	
Mr Lachlan Rowland-Wild	LR	
Law		
Mrs Cindy Murray-Smith	CMU	Head of Law
Mathematics		
Mrs Sarala Arivanantham	SAR	Head of Mathematics
Mr Gwynfor Bonsels	GB	KS3 Maths Lead
Miss Harriet Evans	HE	
Miss Karthiga Ganeshamoorthy	KGA	
Ms Lesley Hine	LH	
Miss Sahra Ibrahim	SIB	
Mrs Jayne Kourtaa	JK	Head of KS3
Mrs Ayo Lawal	ALA	
Miss Tierney McGovern	TM	Head of Year 9
Ms Mahnaz Sedghi	MS	
Miss Akaliyah Subodaran	ASU	
Mrs Alexandra Williams	AWL	Head of Year 8
Mr Oliver Williams	OW	
Ms Caiwei Yu	CY	
Modern Foreign Languages		
Miss Francesca Artini	FA	Head of Faculty of MFL, Head of Spanish, Trust Curriculum Strategy Lead, Female Empowerment Champion
Ms Martha Heery	MHE	Head of French
Mr Fraser Davis	FD	Head of German
Mrs Deborah Buttery	DB	
Ms Maria Castan	MCA	
Ms Alice Dvorakova	ADV	
Miss Sandrine Galbert	SG	Head of Year 13
Miss Marina Mahiques Navarro	MMA	
Ms Coral Sunman	CS	Assistant Headteacher Curriculum and Personal Development
Mr Steve Whittle	SWH	Headteacher
Music		
Miss Gemma Sheppard	GS	Head of Music
Mrs Louisa Brown	LBR	Head of Key Stage 4
Mr Richard Sizer	RSI	
Physical Education		
Miss Charlotte Harris	CHR	Head of Faculty of PE & Health, Head of PE
Ms Rachel Azra	RAZ	Head of Year 11
Miss Chloe Bush	CB	Assistant Headteacher
Miss Tierney McGovern	TM	Head of Year 9
Mr Rob Saunders	RSA	Head of Key Stage 3 PE
Miss Georgia Tyler	GT	

Politics		
Mr Alistair Farrow	AFA	Head of Politics
Psychology		
Mrs Claire Ximines	CX	Head of Psychology
Mrs Danika Seare	DSE	
Miss Belle Stickland	BST	
Religious Studies		
Mrs Sonia Heaton	SH	Head of Religious Studies
Miss Isabella McLaughlin	IMC	
Science		
Miss Veronica Parry	VP	Head of Faculty of Science
Mr Marcos Aimey	MAI	Head of Chemistry
Ms Amy McCormack	AMR	Head of Biology
Mr Robert Small	RS	Head of Physics
Miss Adesewa Aderiye	AAD	
Mr Dayle Burnett	DBU	
Mr Horace Cardew	HCA	Vocational Sciences Lead
Ms Liliana Derewnicka	LDE	
Miss Trevonne Hines	TH	
Miss Rejwana Islam	RI	
Mr Alois Mashingaidze	RMA	
Miss Anna McCarthy	AMC	
Ms Najla Mubarak	NMU	
Dr Sibonokuhle Ncube	SNC	
Ms Siobhan Osborne	SOS	Assistant Headteacher, Head of Key Stage 5
Mr Paul Seward	PS	Deputy Headteacher
Mrs Nikki Sims	NSI	
Student Support/SpLD		
Mr James Chinery	JC	Assistant Headteacher, SENCO
Ms Laura Fenton	LF	Specialist Teacher of SpLD
Sociology		
Mrs Rebecca Ellinson	RE	Head of Sociology
Miss Alice Bainbridge	ABI	
Visual Arts		
Mr Ted Fox Joyce	EF	Head of Visual Arts Faculty & BTEC Quality Nominee & Vocational Verification, Curriculum Strategy Lead
Mrs Emma Ashman-Clark	EAS	Deputy Headteacher
Ms Rachel Chorley	RCH	PT Head of Year 13
Miss Siobhan Fennessy	SFE	
Miss Nancy Frail	NF	
Ms Amanda French	AFR	
Mr M Gray	MG	Teacher of Media Studies
Miss Rachael Holyhead	RHO	
Mrs Cara Keeble	CK	Head of Art
Miss Serene Khan	SKH	
Ms Bonnie Lovely	BLO	
Miss Andrea Morris	AMO	

Associate Staff

ADMINISTRATIVE, SECRETARIAL AND FINANCE STAFF		
Ms Linda Ball	LB	Curriculum & Resources Manager
Mrs Lucy Blackburn	LBL	Lead Receptionist
Mr Steven Charlick	SCA	Cover Manager
Mrs Meena Evans	MEV	Finance Manager
Mrs Marie-Claire Harari	MHA	Administrative Officer
Mrs Nikki Hasling	NHS	Headteacher's PA & Office Manager
Mr Ratheesh Karunaratnam	RKA	Reporting & Assessment Officer
Mrs Natalie Kendall	NKE	Receptionist
Mrs Juana Ortuno Mora	JOM	Admissions and Administrative Officer
Mrs Helen Partridge	HPA	HR & Payroll Manager
Mrs Zoe Rose	ZR	Attendance Officer
Ms Michaela Scott	MSC	Finance Officer
Mrs Alex White	AW	Admin & HR Assistant
Miss Amy Woods	AWO	Data, Assessment & Timetabling Lead
CAREERS		
Miss Wallis Day	WDA	Careers Advisor
Mrs Hayley Hayden	HHA	Careers Lead
COVER SUPERVISORS		
Mr Nigel Anderson	NA	Cover Supervisor & Guided Learning Mentor
Miss Evie Matthews	EMA	Cover Supervisor & Guided Learning Mentor
Miss Sabrina Williams	SWI	Cover Supervisor & Guided Learning Mentor
DUKE OF EDINBURGH		
Mr Nigel Anderson	NA	Duke of Edinburgh Assistant
EWO		
Ms Victoria Sutherland	VSU	Education Welfare Officer
EXAMS		
Mrs Sarah McAleer	SMC	Examinations Officer
Mrs Helen Read	HRE	Exams Assistant
FOREIGN LANGUAGE ASSISTANTS		
Mrs Isabelle De Maximy	ID	
Miss Raquel Fernandez de Diego	RFE	
Mrs Inge Mocanu	IM	
LIBRARY		
Mrs Susan Beynon	SB	Library Assistant
Mrs Jo Hall	JH	Librarian
LEARNING SUPPORT ASSISTANTS		
Mrs Angelica Basnyak	ABS	
Ms Sharon Brown	SBR	Learning Support Assistant with Literacy Specialism
Mrs Liz Cordingley	EC	Lead Learning Support Assistant
Mrs Kirsty Cousins	KC	
Miss Clarise Cunningham	CCU	
Mrs Kate Desouza	KDE	
Mrs Andrea Harper	AH	
Ms Laura Hodgson	LHD	
Ms Alicia Hooker	AHK	
Miss Josephine Okafor	JO	
Ms Iryna Porter	IPO	
Mrs Jane Powell	JP	
Mrs Katrina Stanford	KST	EAL Support Worker
Mrs Laure Wood	LWO	
PASTORAL		
Mrs Marcia Forde	MFO	Senior Pastoral Manager
Ms Alice Hales	AHL	Wellbeing Support Worker
Mrs Suzanne King	SK	Wellbeing Support Worker
Mrs Cheryl Little	CL	Wellbeing Hub Manager
Mr Alex Littlechild	ALL	Assistant Safeguarding Officer
Mrs Alice Newland	ANE	Reflection Supervisor
Mrs Vicki Wise	VW	Pastoral Support Worker

SAFEGUARDING				
Mrs Rosie Mitchell	RMI	Safeguarding Officer		
SEND				
Mrs Debbie Sweeney	DS	Assistant SENDCo		
Mrs Kerrie Watson	KWA	SEN Administrator		
SITE SERVICES				
Mr Ivan Batista	IB	Site Assistant		
Mr Carlos Cardoso	CCA	Site Assistant		
Mr Gordon Cayless	GC	Site Assistant		
Mr Alex Gunn	AGU	Site Manager		
Mr Ray Gunn	RGU	Site Assistant		
Mr David Margetts	DMA	Site Assistant		
SIXTH FORM SUPPORT				
Mrs Caroline Bidder	CBD	Sixth Form Supervisor/Administrator		
Mrs Catherine Bligh	CBL	Sixth Form Supervisor/Administrator		
Miss Zanté Johnson Hylton	ZJ	Sixth Form Academic Learning Mentor		
Ms Alessia Papa	APA	Attendance Assistant		
TECHNICIANS				
Miss Claire Bidgood	CBI	Performing Arts Technician		
Mrs Sherri-Ann Chalmers	SCH	Science Technician		
Mrs Sarah Hanrahan	SHA	Science Technician		
Dr Nicola Hickley	NH	Lead Science Technician		
Miss Taylor Hough	THO	Food Technician		
Mr Steven Miller	SMI	Science Technician		
Mrs Emily Salmon	ES	Visual Arts Technician		