

Stephen Perse

Cambridge

A young woman with brown hair tied back, wearing safety glasses and a light-colored striped school uniform shirt, is focused on a chemistry experiment. She is holding a glass beaker with both hands, pouring liquid into a vertical glass tube. The background is a bright, slightly blurred laboratory setting with other people and equipment visible.

Stephen Perse Cambridge Senior School  
**Parent Handbook**

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# Welcome to the Senior School

I would like to extend a very warm welcome to the Stephen Perse Cambridge Senior School. I very much look forward to your child joining us in September and to meeting all new students and parents over the coming weeks.

At Stephen Perse Cambridge, our aim is to foster a love of learning, helping our students to become enquiring, reflective, open-minded young people, prepared for the opportunities and challenges of the twenty-first century, and equipped to play an active role in an increasingly international world.

Underpinned by excellence and creativity in teaching and learning, at the heart of everything we do are our core values: the pursuit of knowledge and understanding; independence and self-reliance kindness, courtesy and inclusivity.

This Parent Handbook is an A-Z of the Senior School. We hope it provides all of the important information you need, and answers any questions you may have. If you need any further information, please feel free to contact the relevant member of staff (details listed on the following page) or for general enquiries, contact the Senior School Office at [office@stephenperse.com](mailto:office@stephenperse.com)

With best wishes



Stephen Ward  
Head



# Key contacts

The Senior School Team	
Head	Mr Stephen Ward (sjw@stephenperse.com)
Senior Deputy Head	Ms Abbey Jones (aj@stephenperse.com)
Head's PA	Mrs Karen England (ken@stephenperse.com)
Deputy Head Pastoral	Dr Shahzad Rahman (ssr@stephenperse.com)
Deputy Head Academic	Mr James Gazet (rjg@stephenperse.com)
Deputy Head Data, Assessment, Calendar	Mrs Gill Dambaza (gd@stephenperse.com)
Deputy Head Co-curricular	Ms Jenny McLeod (jem@stephenperse.com)
Heads of Year	
Head of Year 7	Mrs Catherine Neville-Jones (cnj@stephenperse.com)
Head of Year 8	Mr Matthew Need (msn@stephenperse.com)
Head of Year 9	Dr Alison Maguire (alm@stephenperse.com)
Head of Year 10	Mr Matthew Styles (mst@stephenperse.com)
Head of Year 11	Mr Mark Griffiths (mgr@stephenperse.com)

Parents should contact their child's tutor in the first instance about any issues using the tutor group email address (e.g. [7ATutors@stephenperse.com](mailto:7ATutors@stephenperse.com)). More serious pastoral concerns should be addressed to the Head of Year.



# Our school day

## Arrival

The Senior School site is open from 7:45am. Students must wait in Reception until 8:00am. The Dining Room is open from 8:00am onwards, where breakfast is available if required, at a nominal cost.

All students should use their card to sign in as soon as they arrive on site so that we have a record of who is present, which is needed, for example, in the event of fire.

Please ensure that your child is at school by 8:25am so that they can be in their form room by 8:30am promptly. Please note that the streets around school can become very congested during the morning rush hour so it's important to allow enough time.

If your child has an early morning activity, e.g. a music lesson or ensemble, they must register at the activity. If, for any reason, they arrive late to school, they must sign in at Reception immediately upon arrival.

## Morning break

There is a tuck shop in the Dining Room every day at morning break. Drinks and snacks may only be consumed in the Dining Room.

## Lunch break

Every day there is a choice of two hot dishes, at least one of which is vegetarian. Soup, salads, pasta and jacket potatoes are also available. There is a different choice of dessert each day; fruit and yoghurt are always available as alternatives to this.

We have 'meat-free' days each week to encourage students to try a range of vegetarian food, and support the school's ecological ambitions.

If a student has a club or other activity at lunchtime and does not have time to queue for lunch, they may have a sandwich lunch (choice of sandwich, a piece of cake and fruit). They must eat this in the Activity Space or Dining Room unless a member of staff has given permission for it to be taken to the club/activity.

Drinking water is available from dispensers in the Dining Room.

## End of the day and Late Stay

Afternoon lessons end at 3.30pm with clubs and activities running until 4:15pm nominally, although a number of activities may continue after 4:15pm, such as Sport, Drama and Music rehearsals. Activities are always supervised by a member of staff and details are provided on the clubs and activities timetable available on the Parent Portal and the 'Student Blog' via your child's iPad.

Students can return to their form room after lessons finish to collect books needed for homework, but all students are expected to have vacated classrooms by 3:45pm unless they are in a club or activity. Students may remain in school until 5:30pm and may either attend Late Stay in the Dining Room, where the tuck shop is again available, or go to the Study Room to work silently. Students must not be on the premises after 4:15pm unless in the designated Late Stay room or in a club/ activity under the supervision of a member of staff. Late Stay is free of charge and students do not need to sign up in advance; they must simply sign in when they arrive and sign out when they leave school premises.

## Sports collection

Sports activities may take place after school off-site. If you will be late collecting your child from a sports club or fixture after school, please phone them and arrange to meet back at the Senior School site. If you are unable to make contact with them directly, please contact Senior School Reception on 01223 454700. Your child will then return to school where they will be able to remain in supervised Late Stay.

## Timings of the day

An outline of the daily schedule for students in Years 7-9 is given below. In many cases lessons are taught in double periods of 1 hour 15 minutes but there will be some single periods too.

07:45	School site opens
08:30	Registration
09:00	Lessons
10:15	Break
10:35	Lessons
12:35	Lunch/Clubs and Activities
13:40	Lessons
15:30	End of Lessons
15:35	After-school Clubs and Activities
17:30	School site closes

# Travel information

There are many ways in which our students travel to and from school, ranging from walking or cycling to taking public transport such as the Park & Ride buses or train services. Further information on each mode of transport is provided below, with more detailed information found on the school website.

## Cycling

Students are actively encouraged to cycle to school where possible. CamCycle (a local cycling organisation) provides excellent maps outlining cycling routes around the city, and advice on the rules as to where you can and cannot cycle in the city. Cambridgeshire County Council also provides an extensive array of cycle maps for Cambridge and the surrounding areas.

There are plenty of cycle racks available on the Senior School site. Please ensure your child has a roadworthy bicycle that is regularly serviced and insured against theft, a high visibility jacket, a helmet and a bike lock.

## Train

Cambridge railway station is an approximate 10 minutes' walk from the Senior School, a map is available on our [website](#). Those who travel by train are advised to walk to and from the station in groups. There are often discounts on season tickets for students travelling by train to school. Greater Anglia has a dedicated travel information for children under the age of 15 [here](#), and discounts for students aged 16-19 [here](#).

## Home to School Transport (HTST) Service

The school provides a HTST service using a combination of school minibuses and an external coach supplier.

We have partnered with [Kura](#), who manage our day-to-day operations including bookings and live journey monitoring. Please find more information regarding routes, times and costs [here](#).

Queries regarding the HTST service should be directed to [HTST@stephenperse.com](mailto:HTST@stephenperse.com)

Please note that existing users are given priority access to upcoming bookings.

## Car drop-offs

We are aware of the difficulties which parents face in driving through Cambridge and when driving through the streets near our Cambridge sites when dropping off/collecting children. We ask for parents' support in keeping the roads near school as safe as possible for our children and their families. Parents are kindly reminded that the zig-zag markings are designed to advise motorists not to park directly outside school, for the safety of people arriving at and departing from the school grounds.

There are areas in proximity to the Senior School that parents may find helpful in dropping/collecting children, such as the laybys on Trumpington Road, with pedestrian crossings nearby for students to utilise. We encourage parents to not idle outside of the school.



# Clubs and Activities

Clubs and activities are a great way of trying new things, honing skills and making friends. A number of clubs and activities take place at different times in the school day - some at lunchtime and some after school. Updates and information are shared directly with students through assemblies and the online 'Student Blog' (accessible from every student's iPad), so please encourage your child to check that regularly.

In addition to academic support and extension sessions in all curriculum subjects, a wide range of extracurricular activities are offered as part of the clubs and activities programme. The precise options will vary from term to term and from year group to year group but the following provides a feel for the wide variety on offer:

- Coding
- Robotics
- Creative Writing
- STEM
- Rock School
- Chamber Music
- Jazz Singers
- Choir
- Classics
- Chess
- Wellbeing
- Japanese
- Russian
- Drama
- Backstage
- Musical Theatre
- Printmaking
- Art Design
- Photography
- TeenTech
- Hockey
- Running
- Basketball
- Netball
- Fencing
- Football
- Archery
- Athletics
- Tennis
- Cricket

Full details of Sports Fixtures and Teams are available from our website.





# Attendance

It is a legal requirement that we keep an accurate record of attendance and absence, and differentiate accurately between authorised and unauthorised absences.

## Unplanned absence

If your child is prevented from attending school through illness or due to an unavoidable circumstance, please notify the School Office by telephone on 01223 454700 or email us at [studentabsence@stephenperse.com](mailto:studentabsence@stephenperse.com) on the first day of absence before 8:00am. You will receive a phone call from the School Office if your child is not at school and you have not contacted us.

Parents are requested to ensure that the doctor has agreed that their child may return to school following an infectious or contagious illness, although a certificate is not usually required. Following Health Protection Agency guidelines, we ask that a child does not return to school for 48 hours after a case of diarrhoea or vomiting.

## Planned absence

If your child has a medical appointment, external music examination or visa appointment, please email us at [studentabsence@stephenperse.com](mailto:studentabsence@stephenperse.com) with the details of the planned absence 72 hours in advance, though we appreciate this may not be possible for emergency appointments. Please include your child's first name and surname, and if possible their year/form, in the subject of the email.

Where possible please avoid making routine medical or dental appointments during school hours, especially the middle of the school day. We endeavour to respond to requests for planned absence authorisation within two working days.

Students should sign out at Reception if they are leaving school early. No student may leave the premises during normal school hours, including the lunch hour, without a written request from their parent or guardian or special permission from their Head of Year.

## Which absences are likely to be unauthorised?

- Family holidays: Given that term dates are published over a year in advance (available on our [website](#)), absence for any period of time for a family holiday will not be categorised as 'authorised', even where there is an educational aspect of the holiday.
- Birthday celebrations: these will not usually constitute authorised absence, even in the case of the birthday of an elderly relative. We ask that alternative arrangements are made for such celebrations to allow your child to come to school.

The following family events are considered exceptional and are therefore normally authorised:

- Wedding day of immediate family members (e.g. parent, sibling). Any preparatory day will not count as a part of this, except where it is necessary to travel to the venue (up to a maximum of one day either side of the wedding day).
- Graduation ceremony of immediate family member - as per weddings.
- Funeral of immediate or close family member or close friend. We recognise the importance of supporting students and their families at such times. Periods of absence will therefore be authorised and students will also be offered pastoral support upon their return to school.

## Sport, Drama and Music participation

Absences to allow participation in activities that fall into these categories are likely to be approved if they meet the following criteria:

- Sport: International, national or significant regional sporting competitions, up to five days in any academic year.
- Drama: Rehearsals and performances for drama performances in national or significant regional productions, and where there is a clear plan to mitigate against the work that is missed. This will normally be limited to one production per year and not during an external exam year.
- Music: It is understood that once musicians reach a certain calibre the demands on practice time can be significant. Where this is anticipated, we would request that a meeting be arranged at the beginning of the academic year with the Head of Year to arrange a plan that will allow for both musical and academic demands to be met. In other circumstances, permission will be granted for international, national or significant regional performances, up to five days in any academic year.

## Educational opportunities

There may occasionally arise educational opportunities that present an opportunity for personal growth that is significant and only available if school time is missed. These will be assessed on a case-by-case basis and can be approved if they are:

- in the best interests of the student
- genuinely educational in nature
- unavailable outside of school hours (i.e. missing school is a requirement not a convenience)



# Health

We have a Nurse, a Health Care Practitioner and School Counsellors to look after the physical and emotional wellbeing of our students. These professionals are available for your child throughout the school day.

## Illness

If a student is taken ill in school, they should go to see the Nurse. We ask that students seek help in school, where they can access care immediately, rather than contact their parents directly. Students may not visit the Nurse during lesson time or during assembly or form time without permission from a member of staff.

Only the Nurse or senior staff can send a student home in such circumstances. If your child contacts you complaining of feeling unwell, please contact the Nurse or the School Office immediately.

When a student has been absent through illness for any extended period of time, the Head of Year is notified so that, if appropriate, arrangements can be made for work to be sent home or shared via Google Classroom.

Please inform the Nurse if your child has been absent with a specific illness or significant injury, so that they can update their medical record.

## Games and PE

If a student is well enough to be in school but not, for any reason, fit to take part in games lessons, our policy is that they should attend the games session as a spectator whenever possible. If this is not possible, arrangements will be made for them to spend the time profitably in school. We do not consider it appropriate, under normal circumstances, for a student to attend school in the morning and go home during a games period in the afternoon.

## Prescribed medicines

Prescribed medicines may be brought into school in the container as dispensed by the pharmacist. Students may not carry their own medication (with the exception of inhalers and epipens) and should take any required in school to the Nurse for safekeeping. In these circumstances, please contact the Nurse ([healthcare@stephenperse.com](mailto:healthcare@stephenperse.com)) to advise them of the necessary details. Where a student is prescribed an AAI, inhaler or similar medical aid, it is vital that an up-to-date spare is provided for safekeeping in school.

Simple over-the-counter remedies, such as paracetamol, are available from the Nurse, subject to permissions obtained from parents.

We are a nut-free school for the sake of students with nut allergies.

## Counsellors

Our Counsellors provide free, confidential counselling for students at lunch and morning break as a drop-in service. Other sessions can be booked either directly by the student, or via the Head of Year during the school day.

Students are encouraged to seek their parents' consent to attend counselling sessions, although this can be waived if circumstances dictate and the student is deemed 'Gillick competent'.



# Houses and form groups

## Houses

All students, on joining the school, are attached to one of seven Houses, each of which is named after a distinguished former Headmistress or Governor, and each of which has its own colour.

These are:

- Cattley - Royal Blue
- Clark - Yellow
- Kennett - Red
- Pollock - White
- Rose - Green
- Street - Light Blue
- Sutherland – Orange

Students meet with their House regularly and take part in Inter-House events, which happen throughout the year and may include quizzes, sports and music events and talent competitions. Students earn House Points for demonstrating the values the school holds dear, such as kindness, collaboration, academic or extracurricular excellence, leadership and endeavour.

## Form groups

When your child joins the Senior School, they will be placed in a form. Each form has two Co-Tutors who share pastoral responsibility for the group, with each Co-Tutor having specific responsibility for half the group. Your child's Tutor will get in touch with you at the start of each term.

Each year group has between five and seven forms and whenever possible we arrange the groups to ensure that students have at least one friend of their choosing in their form.

We encourage students to embrace opportunities to mix with people whom they do not know well and to learn to be flexible when working in teams and groups. At the end of Year 8, we rearrange the forms to ensure that a good academic and social mix is maintained and to accommodate new students joining us in Year 9.

As students progress up the school, they spend less time in form groups, and so forms usually remain unchanged in the upper years. Where forms are to be reconfigured we invite each student to nominate a number of preferred classmates and work hard to make sure that at least one of their chosen friends stays with them.

We do not move individual students between forms except in very unusual and compelling circumstances, and following consultations with the Deputy Head Pastoral, Head of Year and parents.

# Homework and feedback

Homework is set on a subject-by-subject basis and deadlines for completion will be set by individual teachers; typically work will be set with a deadline a few days later and the aim here is to help students learn how to plan and organise their time. The amount of homework set gradually increases as students progress through the school up to a guideline of an hour per week per subject in the GCSE years.

## Planning

Homework is set using Google Classroom, which enables students to monitor their work and deadlines. We strongly encourage parents to engage in this process with their children, and ask them to show you their Google Classroom regularly, particularly at the start of their Senior School careers. Students will receive guidance on study skills through PSHE and in subject lessons.

We encourage students to work effectively and to the best of their ability. However, we also recognise the inherent possibility that highly motivated students who enjoy learning may, through their efforts to succeed, put themselves under unreasonable pressure to exceed the recommended homework allocation. Therefore, we greatly appreciate your support in reinforcing the need for a sensible and balanced approach to homework.

## Reporting

Parents will normally receive an update on their child's progress once per term, either via a set of grades and comments or a full written report uploaded to the Parent Portal, or at a Parents' Evening. If your child's teachers have concerns about their progress, we will get in touch outside of these touchpoints.



# Responsibility, leadership and behaviour

We aim to encourage our students to become independent learners and responsible citizens. To this end, we have certain expectations of our students and offer several opportunities for them to develop leadership skills.

Responsibilities include:

- Working to the best of their ability and handing in homework on time.
- Keeping the form room and environment of the school tidy.
- Abiding by the agreed Code of Conduct and School Rules (displayed in all form rooms).
- Behaving with kindness and respect to other members of the school community at all times and passing on any information about any form of bullying to a member of staff promptly.
- Using their iPad in a sensible and appropriate way.

Leadership opportunities include:

- Each form elects representatives for Student Forum, an official committee that provides students with the opportunity to discuss the aspects of school they would like to improve. Meetings are held once every half term after school and agenda items are circulated and discussed in advance.
- In Years 7 - 9, each form chooses a Form Leader every term. The Form Leader is responsible for supervising the tidiness of the form room and conveying important messages to the form.
- During the Spring Term, a selection process takes place in Year 10 to appoint the Deputy Heads of School who will work with the Sixth Form Heads of School. The Student Leadership Team leads the student body and represents students at public events (such as Open Day) for the year. They also coordinate the Inter-House competitions.
- All Year 10 students are given the opportunity to serve on one of the Leadership Committees which help to organise various areas of school life, such as sustainability, wellbeing, and mentoring younger peers.

## Rewards and Sanctions

Our ethos is to reward attitude and not just outcomes. In daily life around school, students are encouraged to be positive, respectful and responsible members of the school community and their efforts in this sphere are explicitly recognised. House Points are awarded for excellent work, effort, or kindness towards others. Half and Full House Colours are awarded when House Point milestones are reached.

Students may also be awarded Commendations (worth 5 House Points) for particularly impressive shows of effort or attainment across their curricular and co-curricular endeavours and contributions to the school.

For all year groups, individual achievements are celebrated in year assemblies or, where appropriate, in school assemblies, and prizes are awarded in various areas at the end of each academic year. We would encourage you to tell your child's Tutor of their achievements outside school, so that these can also receive the recognition they deserve within school.



If a student breaks School Rules or fails to meet our behaviour standards, disciplinary measures may be taken. For minor infractions, if a verbal warning proves ineffective, teachers will assign a Behaviour Point. An accumulation of Behaviour Points or a more serious misdemeanour may result in an After-School Detention. Please refer to our Behaviour, Rewards, and Sanctions policy for further information.



# Uniform and equipment

Our uniform supplier is Schoolblazer. For queries regarding supply, visit: [www.schoolblazer.com](http://www.schoolblazer.com)  
 Students should wear full school uniform to school every day. They may arrive to school in sports kit only on the days where their whole year group has Games, otherwise they should bring kit to change into as needed (for example, for a sports club).

## Equipment

- Combination padlock x1
- iPad Stylus, e.g. Apple Pencil (1<sup>st</sup> Generation only) clearly labelled with student's name.
- iPad keyboard for home use (optional)

## Uniform

All articles of clothing must be clearly marked with the owner's name.

\*Items are only obtainable from the uniform supplier, \*\*required for appropriate season.

School Uniform
Black pleated skirt, black trousers (not jeans or "skinny fit")/or black tailored shorts (not jeans or "skinny fit")
Grey V neck jumper*
Checked or Striped School Shirt or Blouse (long or short sleeved options available for both)*
Black or natural tights/Black or white socks (plain)
Smart, plain black leather-type shoes (not boots or trainers)
Art/Science overall* (named on front)
Plain black coat/outer garment for winter (not a hoody)

Sports Uniform	
Skort or black shorts*	Plain black long-sleeved base layer top (optional)
Teal fitness top*	Plain black long-sleeved base layer leggings (optional)
Black tracksuit trousers*	Sports bag (any reasonable)
Quarter zip mid layer*	White ankle socks
White cricket shirt boys (if attending club)*, **	Trainers (suitable for use on Astroturf)
White cricket trousers boys (if attending club)*, **	Black cricket trousers for girls (if attending club)*, ** <b>Available to buy from Summer 2025 onwards</b>
Tracksuit top*	Hockey stick** (for all Year 7-8 and for those participating in hockey in Year 9 and above)
Black/teal games socks*	Shin pads (for all those playing hockey/football)

## Health and safety

- Mouth guards are essential for Year 7 - 8 and those in Year 9 and above participating in hockey.
- Cyclists are strongly encouraged to wear a fluorescent garment, a safety helmet and use lights.
- High-heeled or wedged shoes, boots and flip-flops must not be worn in school.

## Uniform Rules and Expectations

School uniform must be worn on all school occasions unless special permission has been given to the contrary. Long hair must be held back when safety or hygiene requires. Hairstyles and makeup should be discreet (hair may not be dyed non-natural colours) and nail varnish or acrylic nails are not permitted. Jewellery permitted for wear at school must adhere to specific guidelines. It should be metallic, devoid of vibrant colours, subtle in appearance, and should complement the uniform's smartness. Acceptable options include a metal watch or one that is discreet in design, a modest metal necklace, metal bracelets (excluding fabric, beads, or colourful materials) on each wrist, multiple small hoop or stud earrings in each ear, and a simple chain with a cross or similar religious symbol.

When students have been given permission to wear their 'home' clothes, they must abide by the non-uniform dress code.





# Music and Speech lessons

## Music lessons

Individual Music lessons in school are provided by self-employed private teachers for the following instruments:

Woodwind	Strings	Brass	Keyboard/Other
Clarinet	Cello	Euphonium	Harp
Bassoon	Double Bass	Tuba	Singing
Flute	Guitar	French Horn	Percussion/Drum kit
Oboe	Viola	Tenor Horn	Piano
Recorder	Violin	Trumpet/Cornet	
Saxophone		Trombone	

## Speech and drama lessons

Speech and drama lessons are available for those students wishing to work towards LAMDA qualifications. Students have the opportunity to prepare for exams in a variety of different performance disciplines including acting, verse and prose and public speaking. Senior School lessons are taught in small groups; individual lessons may also be available. Lessons are provided by self-employed private teachers and are subject to a separate contract between the parents and the peripatetic teacher.

## Timetable

Music and speech and drama lessons take place during the school day. The lessons rotate (i.e. they are at different times each week).

Students are allowed to miss two lessons in any subject each term for music or speech and drama lessons. For students learning two instruments, please note that it is two lessons per term in any subject for each instrument. It is not advisable to take music lessons for two instruments and speech simultaneously and parents are asked to speak to the Head of Year if they are contemplating this.

Games lessons cannot be missed for Music or Speech and Drama lessons. Students may not miss PSHE events for Music or Speech and Drama lessons (details of PSHE events can be found on the School Calendar).

## Absence from subject lessons

Students must ask permission for absence from a lesson no later than 24 hours in advance by emailing the relevant subject teacher. Subject teachers will not normally refuse a request to miss a lesson unless there is an important class test.

It is important that all classwork missed for Music or Speech and Drama lessons is caught up promptly and that any homework set is completed on time. It is the student's responsibility to ensure that this happens.

## Current fees for speech and music lessons

Individual music lessons are 40 minutes in length and will be charged at £315 per term for the academic year 2024-25. The School has some school string and woodwind instruments which may be available to hire, subject to availability. Instruments can be hired at a cost of £27.50 per term, or £30 per term for cellos.

Speech and drama lessons are also 40 minutes in length. Ten 40-minute lessons in a group cost £158, and individual lessons cost £315.



# Curriculum

Our curriculum provides the best possible platform for study at a higher level, and provides students with an enriched and stimulating learning experience.

We group our subjects together into six curriculum areas, teaching subjects in an integrated way as shown within our Learning Wheel.



In Years 7 and 8 the guiding principle is breadth, with students studying a wide range of subjects from all areas of the curriculum. This generally includes two modern languages from a choice of four (French, German, Spanish and Mandarin Chinese).

In Year 9 students retain a broad curriculum but can exercise a greater degree of choice by selecting five subjects from the list below (at least one of which must be a Creative subject and at least one of which must be a Modern Language). This process takes place during the Summer Term of Year 8.

- Creative and Performing Arts: Art, Design, Drama (Performance or Backstage), Music
- Modern Language: French, German, Spanish, Mandarin Chinese
- Classics: Classical Civilisation, Latin
- Computer Science

In Year 10, students select their GCSE subjects from a wide range of options. All study Mathematics, English Language, and English Literature. Biology, Chemistry and Physics are available either as three separate subjects or as a Dual Award (2 GCSE equivalent) Science course. This process takes place in January of Year 9.

Our GCSE options booklet can be found on the Parent Portal.



# Belongings

All students are provided with a locker for books and files in their form room, and there are a limited number of additional lockers for coats, PE kit and other belongings upon request. Some lockers come with a key which students must keep safe. A replacement fee (£5.00) is charged for lost keys.

Every item of uniform or equipment must be named. We ask that science overalls are clearly marked with your child's surname on the front of the overall to enable easy identification in lessons. We also recommend that coats and shoes are named. Any valuable items that are brought into school must be locked away in a student's locker. If, for any reason, a student must bring a large sum of money to school, this should be taken to the School Office for safekeeping.

Musical instruments should not be left in classrooms, cloakrooms or locker areas. They should be stored in the instrument storage area in the Music Block. Instruments should be named on the outside of the case. As so many have identical black cases, a brightly-coloured label or sticker is helpful in ensuring that the correct instrument is taken home at the end of the day. Please note that all musical instruments which are used in school must be insured by parents for accidental damage, loss or theft. This applies to instruments which are hired from the school as well as students' own instruments.

Bags may only be left in designated storage areas. Bags found in unsuitable places (e.g. on the floor in a corridor or other public space) present a safety hazard and will be confiscated.

Items of lost property are handed in at the School Office or Sports Office, so students should check there in the first instance for anything they may have mislaid. If a search of the form room has proved unsuccessful and the item has not been given in at the School Office, a student may place a notice in the Blog by arrangement with their Tutor.



# iPads and mobile phones

## iPads

Each student in the Senior School is issued an iPad to use throughout their time at school. It has a range of apps to enhance collaboration and creativity, to develop their capacity for independent research and to support individual learning both within and beyond the classroom.

Students are able to take their iPads home to gain maximum educational benefit from them. We emphasise strongly to students both that technology is secondary to personal interaction with family and friends, and that there is a need for significant periods of "down time" away from technology. To help them to achieve a sensible balance, students are not permitted to have non-educational games on their school iPads.

The iPads are leased to students, the cost of which is included in the school fees. iPad damages are chargeable. More detail on this can be found in the Student Technology Acceptable Use Policy. The iPad and accessories are the property of the school and should be returned, along with textbooks and access control cards, when your child leaves the school.

## Mobile phones

Students may bring a mobile phone to school, should they wish to do so for their journey to and from school. However, our policy is that students do not use their phone during the school day except with the express permission of a member of staff. Staff are authorised to confiscate mobile phones in cases of suspected misuse or abuse of our policy. Confiscated phones are held at the School Office for collection by the student at the end of the school day.





# Online systems

General communications from school will typically come to you on email via ParentMail. Parents are asked to update us via the School Office ([office@stephenperse.com](mailto:office@stephenperse.com)) if their contact details change.

Parents will find useful information pertinent to their child's school life on the [Parent Portal](#), which can be accessed either through a browser via the link on our website or through the dedicated iParent app (search "iSAMS" on either Apple's App Store or the Google Play Store). If you have any queries or issues about the Portal, please email [datahelpdesk@stephenperse.com](mailto:datahelpdesk@stephenperse.com)

The school operates an online payment system via ParentMail, which parents are asked to use to pay for educational visits and other items.

The parent calendar shows the full range of student activities and is available on our website at [www.stephenperse.com/parentcalendar](http://www.stephenperse.com/parentcalendar), which you can subscribe to and then sync to your own calendar.

Our Sports department communicates about teams and fixtures through our dedicated Sports website: [www.stephenpersesport.com](http://www.stephenpersesport.com). Here you can find team lists, fixture details and information about our school sports teams.

Copies of all of our policies can be found on our website: <https://www.stephenperse.com/about/foundation-policies>

# Safety and security

The safety of our students is our paramount concern. As a school occupying a city-centre site, we take a number of precautions to ensure the safety of our students and we ask parents to cooperate with us in these.

Students are issued with access control cards at the beginning of the year. These cards bear a unique number but no other information about the bearer or the institution to which they belong. We ask students to keep the cards safe, avoiding lending or borrowing cards or marking them in any way to make identification of the card holder easier.

It is vital that a student who has lost their card reports the loss immediately so that the card can be deactivated. Student access control cards operate the student entrances on Coronation Street and Panton Street until 4:30pm daily. No student may leave the premises during normal school hours, including the lunch break, without permission from their Head of Year or a member of the senior teaching staff. When a student has been given permission to leave school during the school day, e.g. for an appointment, they must sign out at Reception on departure and, if appropriate, sign in again when returning to school.

Cycling safety and security is a particular area of concern to us. The roads around the school site are typically congested, particularly, at the beginning and end of the school day, and bicycle theft is common around Cambridge. If your child cycles to school, please ensure they have a roadworthy bicycle that is regularly serviced and insured against theft, a high visibility jacket, a helmet and a good bike lock.

Students in Years 7 and 8 travel between school sites (e.g. to the Games Field) in groups under staff supervision. In Years 9, 10 and 11, students are at times permitted to make their own way between sites or other venues in Cambridge for school-related activities after being advised of the correct walking/cycle routes.



# Stephen Perse

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