



# Southend High School for Girls

AN ACADEMY GRAMMAR SCHOOL

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## New Entrant Information Booklet

Southchurch Boulevard, Southend-on-Sea, Essex SS2 4UZ  
Tel: 01702 588852 • Email: [office@shsg.org](mailto:office@shsg.org) • web: [www.shsg.org](http://www.shsg.org)

## The School Day

08.30	Start of school
08.35	Registration
09.00	Period 1
10.00	Movement time
10.05	Period 2
11.05	Break
11.25	Period 3
12.25	Lunch
13.25	Period 4
14.25	Movement time
14.30	Period 5
15.30	End of school

- Students can arrive at school no earlier than 8.00 and can go to the library or the canteen until registration.
- If arriving late, students must sign in at Reception and report to their Pastoral Support Officer.
- Homework Club operates in the Library after school until 16.30.

## Equipment

Please provide your daughter with the following stationery items:

Pens and pencils

Glue stick

Highlighter pens

Scissors

Geometry set\*

Art pack\*\*

Colouring pencils

30cm Ruler

Labelled water bottle

Foreign language dictionary \*\*\*

Scientific calculator – Casio fx-991EX\*

Small English dictionary

Labelled water bottle

Language dictionary

\*The Maths Department ask that students use a particular model of scientific calculator, the Casio fx-991EX. This model, along with geometry sets, will be available for the students to order before your child starts. They will be available to pay for via ParentPay.

\*\*The Art Department will provide information regarding art packs before your child starts. They will be available to pay for via ParentPay.

\*\*\* We recommend that you do not purchase the foreign language dictionaries until you are aware of your daughter's allocated languages. You will be notified before your child starts the school.

## Timetable

The school operates a two week timetable. Students are issued paper copies of their timetable at the start of the year and can access them online on the homework app.

## Allocation of Tutor Groups and Houses

Your child will be assigned to a tutor group and house that they will remain in for the duration of her time at SHSG. Your child will have the opportunity to meet their form tutor at the Induction Day in July.

## Medical Matters

If your child is unwell, you will need to report their absence to your child's Pastoral Support Officer. **Please telephone the absence line, by 9am, every day of their absence on 01702 583081.** When informing of absence, please give clear details of the illness as "unwell" is not sufficient.

If a student has medication to be taken during the school day it should be left with your child's Pastoral Support Officer together with a letter explaining precisely what the medication is for, the dosage and frequency. The medicine must have the official prescription label on it. Students who may need to use an EpiPen should have a spare, to be kept at Reception, along with a Care Plan. It is the responsibility of the parent to make a note of 'use by' dates on medication and replace when necessary. Please also make us aware of any existing medical conditions and ensure this remains updated throughout the school years.

If a student has been given paracetamol in school, Reception will record this on an official medical form with the time and dosage.

If a student is unwell during the school day, they should report to Reception. They **must not** telephone home for a parent to collect them. Any contact home must be made by the school directly.

If a student has a medical appointment, a letter must be sent in the day before to their Pastoral Support Officer, this can be done via email and the student must sign out at Reception.

## **Public Transport**

If your child uses public transport to travel to school, please remind them that whilst in uniform they are representing the school and as such, must behave respectfully and courteously towards other public transport users and staff at all times. Poor behaviour will not be tolerated by the school and the transport companies have the right to refuse travel. Our nearest train station is Southend East.

## **Details of Extra Expenses**

In some practical subjects it is usual to ask parents to make a voluntary contribution towards the materials used, either by providing the actual materials or money to purchase them in school. In many cases, courses cannot run satisfactorily without this parental contribution. In respect of the Design Technology Department, a contribution will be requested for basic materials in textiles and resistant materials, and some dry ingredients for food technology. You will be advised of the amount by letter during September.

We also ask for a voluntary annual donation towards the School Improvement Fund. More information regarding this can be found on our website. A direct link to our Gift Donations Page can be found below:

<https://www.shsg.org/gift-aid-donations/>

## **Pupil Premium and Free School Meals**

If your daughter is entitled to Free School Meals (FSM), please apply via the school's Finance Office. Through our cashless catering system, those on FSM are totally anonymised.

Students on FSM, and those who have been on FSM in the past 6 years may be entitled to additional financial support from the school through the Pupil Premium scheme. These students can get support for things such as resources, uniform and trips. Requests for funding under Pupil Premium come from both parents and staff. If you believe you may qualify and would like to apply, please contact [kcroysdill@shsg.org](mailto:kcroysdill@shsg.org). Please do not buy anything expecting this money to cover it. Requests should be submitted to the school Finance Office in advance who will make the spending decision.

## **SIMS Parent App**

In order to keep you up to date with your daughter's progress we have a system of online reporting to parents via the SIMS Parent App. The app gives you access to your daughter's academic reports, timetable, and will allow you to monitor your daughter's attendance.

During the first term, you will be sent a letter or email with details of how to register and log in. Please keep this safe. Each parent/guardian with parental responsibility will be given access via the Parent App. We cannot offer the service to any person who does not hold legal parental responsibility. The Parent App is also the method by which you should advise the school of any change in information i.e. address, email, contact information etc. If you do not have the facility to access the app, please notify the school accordingly.

## **ParentPay App**

Your child will be given activation codes for our cashless catering system on Transition Day, we recommend that you set this up prior to starting with the school. If you have any issues with setting up the system once you have the codes, you can contact Mrs Croysdill in our finance office via email [kcroysdill@shsg.org](mailto:kcroysdill@shsg.org).

## **Important – Emergency Contacts**

It is imperative that the school is provided with at least two emergency contacts in case of accident, illness or emergency. Please be aware of your responsibility to ensure the information we hold remains current and correct. You can update contact details yourself via the SIMS parent app, or email updates to [admissions@shsg.org](mailto:admissions@shsg.org).

We must also stress the fact that it is entirely your responsibility to ensure a contact is available to speak to, or to collect your daughter from school, at all times. You must be able to provide the name of a responsible adult who can collect your daughter at short notice if you are unable to do so yourself. This is a particular point to note if your daughter uses public transport from out of the area and has no other means to reach home should they miss their transport or their transport is delayed/cancelled. The school is not responsible for anything arising from our inability to contact you or a named contact or anything arising from the unavailability of yourself or a contact.

# **General Information**

## **Lost Property**

All lost property is kept in Reception. We ask you to label all property with the student's name as with over 1200 students in the school it is almost impossible to reunite students with unlabelled items.

## **Email Addresses**

Please ensure we have an active email address for each parent. Access to reports, assessments and parent evenings are all dependant on email.

## **Borrowed Money**

We do not encourage the borrowing of money, although the Finance Office will lend students lost or forgotten bus fare. Large amounts of money or valuable items should not be brought into school. If for some reason this is unavoidable, students must leave valuables at the School Bank for safekeeping.

## **Leave of Absence**

If your child requires a leave of absence, please complete a leave of absence form available from your child's Pastoral Support Officer or go to [www.shsg.org](http://www.shsg.org) and obtain the form from the Parents section. Holidays will not be authorised. Please include supporting documentation. Email requests will not be authorised.

## **Telephone Calls**

The school is unable to accept telephone messages for students except in an emergency. If your child urgently needs to contact you, they may use the telephone in reception.

## **Parking**

Parking at the school is very limited and therefore students should not be dropped off, or collected, within the school grounds or on the yellow lines outside the school. We also request parents respect our neighbours and refrain from stopping, obstructing or parking across any driveways.

## **Cycling**

Students cycling to school must wear helmets and lock their bikes in the sheds provided. Students must dismount and walk inside the school grounds. We encourage students to cycle or walk to school wherever possible.

## **Transport**

All students using public transport must be aware of alternative routes home and have sufficient emergency money should there be a problem with their regular form of transport. A list of transport providers can be found on the back of this booklet.

## **Further Private Transport Information**

Please note: transport is provided by an external provider and not the school. The closest train station to the school is Southend East.

### **CSSE Transport**

Information regarding transport from the CSSE can be found directly on their website at the below link:

01245 281194 [Transport – CSSE](#)

Online registration forms for CSSE transport are here:

[Transport System \(jotform.com\)](#)

### **Maymist Coaches**

Information regarding Maymist Coaches and the routes they provide can be found on their website below:

<https://www.amicoaches.co.uk/>

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Kindly note: we are unable to advise further on the most suitable route your daughter should take to get to SHSG. Please ensure that your daughter is able to undertake the journey independently to and from school, and that you have planned for the eventualities of transport delays and strikes. Please also advise any emergency contacts you have listed of the location of the school.

## Useful Contact Information

**Student Services:** Absence to be reported daily on 01702 583081

### **Lower School Pastoral Support Officer (PSO):**

The Pastoral Support Officer's for Year 7 are as detailed below:

Mrs Rooke - [arooke@shsg.org](mailto:arooke@shsg.org)  
Mrs Bernier - [cbernier@shsg.org](mailto:cbernier@shsg.org)

### **School Uniform Stockists:**

Fosters Schoolwear  
12 Birchanger Industrial Estate  
Bishops Stortford  
Hertfordshire CM23 2TH  
Tel: 01279 653865  
[www.greatforschools.co.uk](http://www.greatforschools.co.uk)

Danielle's schoolwear  
Claydons Lane  
Rayleigh  
Essex SS6 7UP  
Tel: 01268 967542  
[www.daniellessshop.co.uk](http://www.daniellessshop.co.uk)

A full list of uniform can be found on our website. The school shops know our uniform well and will be happy to help you.

### **Pre-loved Uniform**

SHSG Parents Association hold a selection of good quality pre-loved school uniform, available to all parents. To find out more you can contact Charlie Sawyer via **text only** to 07946 598350 with the word "UNIFORM" at the beginning of the message.

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