

Simon Balle All-through School

Year 7 Information Pack

May 2023



Welcome from the Transition Team

The Year 7 Transition Team warmly welcomes you to the Simon Balle All-through School secondary community. This is an exciting time for all Year 6 students although it is often, quite naturally, one that can indeed include questions and doubts for students as well as parents/carers. Yet those who already know our school will know of our ethos and culture and that you can trust us to do all we can to support and guide students in their time with us. Those who are new to our community will soon hopefully see and understand our values and vision, along with what we do day-to-day to fulfil these, and why this makes our school an outstanding place for young people to thrive and flourish. This has been evident in our current Year 7 cohort who have settled seamlessly into life with us and have been a key part of our community since day one. We know that is in no small part due to our comprehensive transition programme which your child will benefit from in due course.

New beginnings for students

We are sure that most children are excited about coming to secondary school, for Year 7 is very different to primary school experiences, and the chance to flourish as mature young people. They enter a caring, compassionate community that presents new challenges and opportunities to help children reach their potential in every way. We set high expectations for all, regardless of starting ability, which all students are encouraged to meet. Day-to-day, students will move around the school to go to different subjects with different teachers. Students' experiences are enriched with extra-curricular activities, a purposeful curriculum and outstanding learning opportunities. These not only build on academic ability but also on the character development and the core values of the individual. This process begins in earnest now and we will do all we can to support you in making these changes now to accelerate their assimilation to life with us as well as build their confidence and enthusiasm about the start of their new journey.

New beginnings for parents

As you can see, we value our relationship with you as parents. We work with you closely and communicate regularly as we know the impact this close collaboration will have on students' progress as learners and young people. However, these methods will be a new way of working for most parents. We use two systems for keeping parents updated: Arbor for attendance and communications, and Go4Schools for progress data and reports, homework and behaviour, and developing an understanding of this system is vital in engaging with your child's school experience. We will also seek to equip and inform you so you can help to reinforce our work with your child in school. This is equally true of the pastoral side of life at Simon Balle as it is only by working side-by-side together, in a relationship based on trust and aspiration to produce tomorrow's citizens today, that we can do our best by our students. Therefore, we expect full parental engagement so we can work together to ensure your children thrive in every way whilst in our care.

So, we hope you, and especially your son/daughter, enjoy secondary life at Simon Balle. It is a vibrant, happy school in which students want to excel. Year 7 students feel safe, supported and secure in the knowledge that if they work to their potential, they can become 'tomorrow's citizens today'. We look forward to working with you.

The Year 7 Transition Team

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Important Dates for Your Diary

Date	Focus	Information	Action
Wednesday, 5th July, 6pm.	Welcome to Year 7 parental transition.	Key staff will deliver presentation information in the secondary school hall that will include details of what it means to be a SBAS student, both pastorally and academically.	To be attended by parents/carers.
Thursday, 13th July, 8.30am to 3.15pm.	Hertfordshire students' transition day.	Students to wear primary school uniform and bring a pencil case with equipment. Students must also bring £3.50 for lunch. Please bring exact money, no change will be available.	All students must attend.
Tuesday, 29th August to Thursday, 31st August, 9.00am to 2.00pm.	Summer school.	Academically there will be a focus on high quality resources and lessons designed to promote an enthusiasm and readiness for learning in a secondary setting, with work primarily based on developing literacy, numeracy and scientific skills. Pastorally we will offer a range of exciting enrichment opportunities that not only develop a range of skills and interests but also cultivate a sense of belonging to the school and establish an understanding of our values and culture.	It is expected that all students will attend.
Tuesday, 5th September	School starts for Year 7 students.	Year 7 students will be welcomed to Simon Balle.	
Thursday, 21st September	Year 7 information evening.	Further details to follow in terms of format	

School Uniform

We want students to be proud of their school and to understand that it is important to wear their uniform correctly. Our uniform is simple but smart. It helps us to identify as part of the Simon Balle Community. Certain items can be bought locally and cheaply as they are easily obtainable. Specialist uniform (indicated with an 'S' in brackets below) needs to be purchased from [Stevensons](#), the company which most Hertfordshire Secondary Schools use.

Address: 133-135 Victoria Street, St Albans, Hertfordshire, AL1 3XS, Tel: 01727 853262

All Year 7 students are expected to wear:

- Long-sleeved white shirt or short sleeved fitted white shirt
- Regulation black school full length trousers (not fashion trousers, not trousers that look like jeans)
- or Regulation tartan school kilt (S)
- A “V” necked green jumper or cardigan with school badge (S) (green for years 7-9, maroon for years 10-11)
- Black socks - NO white socks (boys)
- Black or white knee length or ankle socks or plain black tights (girls). Girls must not wear leggings nor white ankle socks over the tights.
- Black polished leather flat shoes. (no canvas shoes, no boots, or no shoes with sports logos are permitted)
- Plain coloured coat or jacket (no logos larger than a credit card and no large fur hood). No leather or denim
- Maroon tie (optional for girls) (S) (Tie to be worn with short or long sleeved shirts; shirts must be tucked in)

Clothing for PE (specialist equipment):

- School white and black polo shirt with thin green piping (with school badge) (S)
- Reversible green/black rugby shirt (boys) (S)
- Black shorts (boys/girls)
- Black skirt (girls) (S)
- Black fleece with school logo (girls) (S)
- Pine Green football socks
- White Socks
- Shin pads and gum shield (compulsory for some PE lessons)
- Students need trainers which are suitable for indoor PE. They can be astro boots, tennis shoes, running

trainers, etc. Before going into the gym the trainers must be cleaned if they have been on the astroturf.

Students also need a pair of football/rugby boots. They can have either studs, be moulded or have blades

Optional extras for PE - all from Pro Sports:

- Leggings or skinny tracksuit bottoms
- Midlayer (this to be purchased instead of the fleece above if preferred)

Points to note:

- Skirts must be knee length or just above the knee. The waistbands must not be rolled over.
- Jumpers/cardigans must not be tucked into kilts/trousers
- The full uniform should be worn correctly at all times; in school and on the way to and from school. This is something which is monitored. Students will receive sanctions for incorrect uniforms and some items may be confiscated. Parents will also be informed and expected to buy a replacement so as to get the correct uniform. Good quality second hand uniform is usually available.
- For those students whose faith requires them to wear particular headwear, we ask that the items are black or school colours (hijabs, turbans, yarmulkas)
- Outdoor Coats – plain coloured fabric – no hoodies, no denim, no leather, **no large fur hoods or no logos larger than a credit card**
- School bags should be backpacks (handbags are not advised)

The following are not permitted:

- Jewellery except for a watch and one small single stud earrings
- Make-up, false nails or nail polish
- Any form of facial piercing, for example nose, eyebrow or tongue studs
- Hair styles should be moderate. No shapes/lines are to be shaved in the hair or eyebrows. Hair should be one natural colour and the minimum length acceptable is a 'number 3'. No colourful or oversized accessories are allowed e.g. large flowers, bows, shaved heads
- Black leggings or contrasting socks (girls)
- Trainers—except at breaks or lunchtimes - students must change out of them for lessons. If students wear incorrect footwear then these will be held by the front office and plimsolls given out instead
- Body art, transfers, tattoos etc

Please ensure all items of uniform are named.

Communication with Parents and Families

We all share the same aims for each and every child: that they are happy at Simon Balle, make the most of the many opportunities on offer and also achieve their very best academically. In order for us all to support your child, we need to ensure that we talk, we listen and we inform. This goes both ways in the school-home partnership. We have set up some very easy ways for this to happen:

- We send a fortnightly newsletter to your digitally with the calendar and information on it
- Our website is kept up to date for you. This not only has general information on it but also has the curriculum maps which tell you what your child is studying in every one of their subjects
- We send digital reports of your child's progress
- We run regular parents meetings and workshops
- We telephone you
- You can email us - we expect you to keep us informed. At the Information Evening we will give you the principles around how to do this

Children whose parents take a great interest in their school life and work, and that means even chatting with them regularly about school, achieve higher exam results than those who do not. So, read the newsletters, look at the website, attend the meetings at the school, ask questions and keep in touch with us please!

Website

Our website provides you with important information about our curriculum and life at the school. Transition information can be found on the Secondary Admission page under the admissions menu heading, information regarding the curriculum and assessment are located under the Curriculum menu, and policies such as Behaviour for Learning can be found under the Policies and Accounts menu.

Go4Schools and Arbor

At Simon Balle we use two online web-based systems to collect and store details about your child's attendance, academic progress, homework and behaviour.

[Arbor](#) is our Management Information System (MIS) and contains attendance and personal information (contact details, medical information etc). [Go4Schools](#) is used for academic monitoring and progress reports, homework assignments and behaviour.

Both systems can be accessed via both internet browser or an app. From September 2023, parents can log on and view their child's attendance, progress and behaviour records as well as monitor their homework. All that is required is access to the internet and the primary email address you have given us. We will send you more information on the service later in the year.

The online reporting function will be used to report both progress and final reports to you. In addition, we aim to encourage you to log into Go4Schools during the academic year to access information and data as it becomes available, for example effort monitoring grades in the Autumn term. You will be contacted via email when any new important information goes live on the site.

Transition Arrangements

Wednesday 5th July (6pm) – Welcome to Year 7 Parental Transition Evening

At Simon Balle we value the whole child for who they are and what they can bring to enrich the fabric of our school community as an individual in their own right. We work hard to support the students' personal development so they can become happy, successful people who will live well together as part of a community. This evening will allow us to outline the range of ways we seek to do this, providing guidance on what can be done at home by parents and carers.

As well as this we will be outlining our academic expectations and give guidance on what we can do together, as parents and teachers, to support and challenge students to make a positive start to Year 7 and continue this through to Year 8 and beyond. This is because that we know that for many parents the biggest concern about the transition from Primary to Secondary is linked to the social aspect, however, studies have shown that when an equal focus is given to the academic aspect of transition then students fare better not only in the short term but for the remainder of their school life too.

We would expect all parents to attend this meeting to ensure we make as strong a start as possible to our home-school partnership.

Thursday 13th July – Students only induction

This is Hertfordshire's Transition Day and we are excited to have had confirmation that this will go ahead this year. It is a wonderful opportunity for the students to get a taste of life at Simon Balle as well as begin to develop relationships with new peers and teachers. For us, this chance to welcome the new cohort and get a greater sense of each individual student is one of the highlights of the year.

Summer School - August 29th – 31st August, 9 - 2pm each day

After the great success of last year's Summer School, where the benefit was felt in every way to support the students to make a positive start at Simon Balle, we will again be offering this provision this summer on the above dates. Further details will be released within the transition process but please reserve the dates so we can have as many students join us as possible.

Enrichment and ‘Gradu8’ Club

At Simon Balle we believe that an inspiring enrichment programme is an intrinsic part of the school experience. This aspect of school life is key not only to developing character, aspiration and enthusiasm but also is essential in a student's overall growth. Therefore we have created two strands of enrichment for Year 7 students: the Wednesday Enrichment Club and the ‘Gradu8’ Club.

Wednesday Enrichment Club

Every Wednesday there will be clubs run from 3.20pm to 4.20pm for Year 6, 7 and 8 which may focus on areas such as Computing, Creativity, or Science. Parents and students will be given information on the particular projects and topics that will be offered each half term and will then be asked to complete a Google Form in advance to request a space at their club of choice. Each club costs £10 per half term. With numbers limited then it is based on a first-come, first-served basis, but we will ensure all students have the opportunity to engage with clubs in at least two half terms across the school year.

As well as the Wednesday Enrichment Club, PE and Music will run their own extra-curricular programmes and information will be shared in due course.

‘Gradu8’ Club

As part of our desire to ignite that passion for learning in students, as well as to assist them to develop wider skills, flexibility and resourcefulness, we have created the ‘Gradu8’ Club. This will run every Tuesday and Thursday morning from 8.00am to 8.30am. It is an expectation that all students will attend so we are creating that aspirational culture.

The ‘Gradu8’ Club is an academic enrichment provision that has been designed to develop character, resilience and motivation, and encourage students to pursue wider goals. The Head of Year and tutors will work with the students to plot their personalised programme so it suits their interests and learner profiles. There are a range of activities and programmes including, but not limited to, the following:

- MFL Culture Club
- ReadingPlus Programme
- LexiaUK Programme
- Maths Mastery
- Creative Writing

Year 7 Residential Trip to Bawdsey Manor, Suffolk

Each spring term we ask all Year 7 students to join us on our annual four-day trip to PGL Bawdsey Manor. This is a 4 day residential trip with a focus upon team building, culture and personal growth and the cost is around £350, with a payment plan available. Further details will be shared with parents/carers in due course.

Financial Information

We aim to operate a cashless environment wherever possible at the school. This means your child will not need to carry money at all, other than on the transition day for lunch. We are currently in the process of migrating much of our finance function to new software and are in a temporary transition phase. As such, from September 2023, we will be running two online payment systems simultaneously.

The first system is ParentPay, which will only be used for school dinners. Parents/carers will be emailed login details for ParentPay in June. Your child's school meals account will not be immediately available and can be topped up from Friday 1st September.

The second system will be Parent Portal, which will be used to pay for everything else at Simon Balle. Login details for Parent Portal will be sent out before the summer holidays.

There are several items we ask for contributions towards before the start of term and these purchases can be made through Parent Portal as soon as you receive your login details. Students will receive the items in their form time or relevant classes during the first week of term.

The items we request you purchase through Parent Portal before the start of term are as follows:

- Art supplies - £5 for A3 sketch books
- Book covers - £6 for 15 A4 covers (mandatory items to ensure student books are kept in good condition)
- Technology materials - £8 (per year, items which are made in Design & Technology and Art Textiles can be taken home)
- Art materials - £3 per year
- Locker hire - £25 (hire of locker for 3 years, includes £10 refundable deposit)

On the first day of term, all students, for whom we have received biometric consent, will have their fingerprint scanned. This will then link to their dinner money account on ParentPay and can be used to pay for all food and drink at the till in the school's canteen. Students who have not provided biometric consent will be given a unique PIN to use at the canteen.

If you have not already done so, please complete the [Biometric Consent Form](#) to let us know if you consent for your child to use their fingerprint for school meals.

If you do not have access to a computer on which to make payments, you can come to the school to make use of ours.

If you anticipate any financial difficulties, please contact the Finance Office (at finance@simonballe.herts.sch.uk or on 01992 410400) as soon as possible to see what financial assistance is available.

Student Supplies

It is really important that students come to school fully equipped each day. It is an important indicator in their engagement with their studies as well as helping to ensure they are able to begin each lesson fully prepared.

We expect all students to have the following equipment when they start school in September:

- A school bag which must be a backpack

- An Art sketchbook (see Financial Information section of this document). These can be purchased directly from the school
- Book covers (see Financial Information section of this document). These can be purchased directly from the school
- A pencil case containing:
 - Four black/blue Staedtler 309 handwriting pens
 - Two green pens
 - Pencils (coloured and normal)
 - Eraser
 - Pencil sharpener
 - Scissors
 - Highlighter pens
 - A full length ruler
 - A glue stick
 - A scientific calculator (if unclear please email the Head of Maths, Mrs Pope at popes@simonballe.herts.sch.uk)
 - A maths compass
 - An apron and container for Food Technology
 - An A4 document wallet

All students must come with their own equipment, clearly labelled, as we will not be sharing or giving out equipment in school.

At home we expect all students to have either a measuring cup or kitchen scales to weigh out ingredients for food lessons.

Chromebooks

Since becoming a 'One Person, One Device' school, we have been at the forefront of technology, adapting our everyday behaviours and transforming our pedagogical approach. Technology advances quickly and we are always adapting, showing the flexibility that is needed when working within this field.

Chromebooks are embedded as a tool to provide outstanding teaching and learning; utilising digital technology as a resource to enhance teacher delivery and student progress.

Due to our ability to procure at scale, our access to education pricing from suppliers and the ability to sell to parents excluding VAT, we are able to offer a Chromebook package to all students in Years 6 to 11 at highly discounted rates and pass 100% of these savings on to parents.

The Chromebook package includes:

- A Lenovo IdeaPad 3i Chromebook
- A Google Chrome operating licence
- A three year accidental damage insurance policy
- An extended three year manufacturer's warranty
- A protective case
- The option to pay upfront or spread the cost via monthly Direct Debit, over one to three years

A Chromebook is the best selling device in education. As the curriculum has evolved, so has our way of

working with technology. The benefits of Chromebooks are:

- Fully compatible with the Google Software we are constantly using within our Google Workspace platform
- Ready to use within eight seconds so no learning lost
- Lightweight and robust
- Low maintenance. Chromebooks download and can install security and software updates automatically
- Secure. Built-in security means devices are safe from viruses and malware
- Chromebooks have a battery life of 8-11 hours and so only need charging overnight even when used constantly
- Students use technology tools on our Google Workspace to communicate, collaborate, create and publish their work
- Real time feedback and marking is possible
- Subject specific apps or online textbooks are easier to access
- They prepare students for 21st century integration of digital tools
- They work seamlessly with Google Apps for Education and other cloud based applications which all of our students and teachers already use extensively.

The Chromebook package can be purchased through our edde portal. Further information regarding Chromebooks, including edde portal logins, device specifications and insurance terms and conditions will be sent to parents/carers in June.

Lockers

Lockers are available around the school and are a useful way to support students as they transition to the organisational demands of a secondary school. The cost to hire a locker for the entire period for Years 7-9, (with a refundable deposit of £10) is £25. Lockers are allocated once students start the school but need to be ordered in advance. You can order a locker for your child by paying the deposit and hire charge on Parent Pay, details of how to do this can be found in the Financial Information section of this document.

Procedures

Lateness - If your child arrives late to school, for safeguarding and health and safety reasons, they **MUST** sign the 'Students Signing Book' at the school office giving the reason for their lateness. This includes any lateness, medical, traffic, etc.

Leaving Site Before the End of the Day - If your child needs to leave school before the end of the school day they must come down to the school office at the appropriate time and **they must sign out** using the 'Students Signing Book' and show evidence as to the reason for leaving early, e.g. medical appointment card or letter from parents confirming the time of the appointment. For safeguarding reasons, parents **MUST** come to the school office to sign and confirm they are taking their child out of school before the end of the day. These records are invaluable in the event of an incident such as a fire. However, parents are encouraged to make these appointments out of school hours.

Absences - If your child is absent from school for any reason it is very important you telephone us on 01992 410400 and leave a message on the Absence Answerphone giving your child's name, form and reason for absence – please do not just say 'unwell'. You can also send an e-mail to admin@simonballe.herts.sch.uk giving your child's name, form, reason for absence and a contact daytime telephone number. You may also get a telephone call from the Absence Co-ordinator as we carry out a spot check and call a number of parents each day. If we do not hear from you concerning your child's absence, it will initially be registered as unauthorised.

Term Time Leave – At Simon Balle All-through School, our aim is to prepare students for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed. It is strongly recommended that holidays are **not** taken during term time (in line with recommendations to the 2006 Pupil Registration (England) Regulations – 1st September 2013) and will only be authorised by the Headteacher, up to a maximum of 10 school days, in **exceptional** circumstances once written permission has been sought.

Any requests for leave during term time must be made through the schools centralised system on the **school website** and will be considered on an individual basis and the student's previous attendance record will be taken into account. The form can be found at the bottom of the front page of the school website (Leave of Absence Request). The application needs to be completed well in advance of the absence and will be reviewed by the Attendance Team. Requests for leave will not be granted in the following circumstances:

- During year seven when a student is settling into the school.
- Immediately before and during formal assessment periods.
- When a student's attendance record shows any unauthorised absence.
- Where a student's authorised absence record is already above 10 percent for any reason.

If term time leave is not granted, taking a student out of school will be recorded as an unauthorised absence and may attract sanctions such as Fixed penalty notice.

Children only attend school for 190 days out of 365. This leaves 175 days for holidays. Avoid term time holidays – these are unauthorised absences (unless in exceptional circumstances)

Let's all work together to make every day count and support your child to achieve 100%

Forgotten Items - If your child has left something at home and they need to have it in school, please bring the named item to the school office where the student can collect it from.

Free School Meals

If your child is eligible for free school meals it means they can enjoy delicious, healthy meals. Many children at our school are already eating free school meals, and your child may be able to have them too.

School meals will give your child a real appetite for learning and help them to achieve their full potential. There is nothing healthier for your child and your family's budget than free school meals. As professional cooks prepare the meals for your child, it saves you having to worry about the effort and expense of making packed lunches every day.

Your child may be eligible to receive free school meals if you are entitled to receive one of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit

- Child Tax Credit (as long as you are not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Applications can be made online at www.hertfordshire.gov.uk and should take no more than five minutes; in most cases you will be told immediately if your child is eligible.

Savings for your family

If you were planning to pay for your child to have school meals or are already doing so, you could save around £350 per year if your child qualifies for free school meals.

Think of the time you will save

If your child is eligible and has free school meals instead of packed lunches, you could save up to 190 hours a year, which is the time needed to make packed lunches that meet the nutritional standards of school meals – that is just over a week!

Our school will receive extra funding

For every child registered for a free school meal, the school will receive funding to spend on extra resources for your child. It is called the Pupil Premium and is worth £985 per pupil.

Please note that we operate a cashless school meal system, so other students will not know who receives Free School Meals.

Pupil Premium Grant

The Pupil Premium Grant is a government initiative designed to target resources on those students deemed to be from a disadvantaged background. Specifically, the Pupil Premium money is provided for those students who:

- Have received Free School Meals (FSM) at any point in the last six years
- Have a parent in the armed services
- Have been looked after continuously for at least six months (CLA)
- Were adopted from care, or who left care under a Special Guardianship Order
- Left care under a Residence Order on or after 14th October 1991

Neither the government nor any government agencies have dictated how the Pupil Premium money should be spent, but what is clear is that the money should be used to promote strategies which narrow the attainment gap between the highest and lowest achieving students.

In most cases, eligibility for Pupil Premium funding will be aligned with a student receiving Free School Meals so please do apply [online](#) if you think your child is eligible.

Team Music at Simon Balle All-through School

Welcome to Music at Simon Balle

Music is an intrinsic part of our school community and part of our ethos that brings our whole community together. As students in Year 6 become Year 7 at Simon Balle, we want to use music to bring together this new year group.

I hope that as every year, many students will want to have instrumental or singing lessons with our fabulous team at Simon Balle. Please visit our website and follow the links to get involved. The more students are involved the more they enjoy their music. We will provide opportunities to start learning instruments and singing in September so that our new Year 7 students are just as musical as all our other year groups!

<https://www.simonballe.herts.sch.uk/music/>

If you have any questions, do get contact us at music@simonballe.herts.sch.uk

Mark Taylor
Director of Music



Simon Balle All-through School Parents Staff Association (PSA)

Everyone's welcome to attend the PSA meetings and throughout the year, Simon Balle PSA hosts or supports a number of all-through events. If you wish to find out about volunteer opportunities, events and meetings, please register by completing this [form](#). Supporters from the secondary phase, as well as primary phase are needed, as many events benefit the whole school community.

By completing the form, you are under no obligation to volunteer. You are simply expressing an interest and indicating that you may be able to volunteer, at some point.

Thank you in advance, please do not underestimate how much your partnership is valued and appreciated.

Events the PSA have historically hosted or supported include:

Pre-loved uniform sales at the summer and winter fairs. Slice of Summer (all-through Summer fair). Frost Fair (all-through Winter fair). Fun Run - all-through event. Quiz Nights. Wellbeing Evenings. Doughies Pizza. Big Band, bar support. Drama Showcase, bar support. Carol Concert, refreshment support. Frozen Fridays, Larch ice cream sales. Pre-loved uniform sales. Christmas card designing. Bag2School textile recycling.

As a result of the above, The PSA have been able to support many projects, including:

Theatre trips. Big Bang Science Fair. Swimming pool refurbishment. Purchase of specialist accessibility equipment. Supporting library improvements. Gardening projects. Gazebos for events. School minibus leasing. End of year celebrations for Year 6, 11 and 13. Jubilee celebrations, and much more!

If you are interested in finding out more about how to get involved in PSA fundraising, please complete their [Volunteer Registration form](#).

For information on upcoming events, follow our [social media page](#) or refer to the PSA tab on the school website. psa@simonballepsa.org.uk

Parking at Simon Balle All-through School

Anyone can park or drop off/ pick up students on site, if before 8.30 and after 15.45 daily. Outside of this there is no parking available on the school site.

The reasons are:

- Safeguarding "Keeping Children Safe in Education" following Ofsted guidance
- Child safety and the separation of students and traffic at peak times
- Lack of free parking spaces due to staff having to travel from further to fulfil curriculum needs
- Health and wellbeing - we encourage all students to walk/cycle or scoot to school

The barriers will operate in the following way:

- Barriers will operate on the school car park. These will **close at 8.30am**, thereby allowing parents to drop off for before school activities.
- If you need to collect children **during the day** for an appointment or need to come into school, you will need to **seek permission via the intercom**.
- **The barriers will open again at 3.45pm until 10.30pm**. This will allow children and young people to be collected from after clubs and enrichment activities.

Travelling from a distance

Governors have recently consulted about a change in admission rules. Whilst we sympathise with those families who once they have secured a place for their child at Simon Balle, then move out of Hertford, obviously their child retains the school place. We are suggesting that siblings will not get automatic entry. Some of our students are travelling more than 10 miles to get to school and this does not help our case in cutting down traffic use. It is perhaps those families who must now consider where to drop off away from the site or earlier in the morning, as the barriers will be closed.

Parking at London Road

We ask that families walk to school wherever possible. If necessary, families can use the permits we hold for the Old London Road car park to be able to park and stride where needed (both morning and afternoon).

Families should not drive to drop off in the locality of the school. This creates an unsafe environment due to the single track road and is also inconsiderate of our neighbours.

We will not tolerate:

- Vehicles parked on Mangrove Road which are causing a danger to pedestrians
- Parking which blocks residents drives
- Vehicles stopping in the road to pick up students
- Parking on the road in front of White Lodge
- Parking in Balls Park - this is private land

If we keep to these simple rules, we will make the site a much safer place for all.

Blue badge parking and special consideration

The Car park and Blue Badge Policy can be found on the school website on the Policies page.

Carers/parents with a blue badge who have primary children at Simon Balle or students who are blue badge holders, **can arrive after 8.30am and again before 3.45pm.** These families will be issued with a PIN number which will allow them through the barrier without having to contact reception. The PIN number is as important as your Bank PIN. Please do not lose or share this number with anyone. The PIN number usage will be monitored and infringements of use will result in the PIN number being deactivated and your right to park being removed.

All children and young people, if they themselves have a physical disability (even if temporary- e.g. a broken leg) can also be brought onto the school site after 8.30am and be collected before 3.45pm.

Gates at Simon Balle All-through School

Secondary internal gates

- Morning registration is at **8.40am** and, in order to be punctual and ready for learning, every secondary student must be on site by **8.30am.**
- From **8.35am, the internal gates will be locked.**
- An intercom operating the gates nearest to the canteen, will allow students who need to leave during the school day, access.
- The internal gates will be **reopened at 3.10pm.**