



# Yesodey Hatorah Senior Girls School



Parent Handbook  
2021/22

## **Table of Contents**

Aims of the School	3
Contact Details	3
Attendance and Punctuality	4
Timings of the School Day	6
Behaviour	7
Sanctions	7
Homework	8
Library	8
Medication	8
Money or Valuables	9
Out of School Activities	9
School Meals	9
Uniform and Equipment	10
Stationery Requirements	12
Induction Day	14



## Aims of the school

- To produce דרך ישראל סבא who proudly adhere to the בנות ישראל
- To develop in each girl a range of skills, talents and values, in particular, modesty, tolerance, respect of others, courtesy and general demeanour as a בת ישראל
- To develop in each girl her thinking, initiative, self-discipline and creativity.
- To enable each girl to experience success, progress and enjoyment academically, personally and socially.
- To develop a respect for the environment and an understanding of the world in which we live.
- To deliver a high class education which is firmly based on Torah principles and combined with the National Curriculum

## Contact Details

Egerton Road London N16 6UA Tel: 020 8826 5500

Principal	Rabbi C Pinter
Acting Headteacher	Mrs C Neuberger
Deputy Head	Mrs C R Klein
Chair of Governors	Rabbi Dunner

If you have any concerns, please ring the school. Please do not contact staff at home.

In an emergency contact Mrs S Weiss (governor) 8806 5729

All policies are available from reception upon request.

For updates, including inclement weather and information on school trips, please call the school on 020 8826 5500 choosing the option Current School information



## Attendance and Punctuality

Students are expected to attend school for the full academic year, unless there is a good reason for absence. There are two types of absences:

- Authorised (where the school approves the absence)
- Unauthorised (where the school will not approve the absence)

If a student is absent, a parent must call the school on each day of the absence by 9:00am stating the reason for the absence. The school will then decide whether or not to authorise the absence. If authorisation is refused then the parents will be informed.

School starts at 8:15am.

The second bell rings at 8:18am to remind students to make their way to the hall. A third bell rings at 8:22am when Shacharis starts.

### Late Coming

At YHS we put a strong emphasis on punctuality and responsibility. Late coming to school, classes, assembly etc. is not acceptable.

Any student arriving later than 8:15am must enter school via the main entrance and report to the school office. This is recorded as a late to school.

Note: Students who come to school after 8:30am will be sent home, unless prior permission has been obtained.

Pupils who are consistently absent or late are disrupting not only their education but the education of others.

### Student Absences

Parents may not book a family holiday during term time.

If a student is absent without permission, the absence will be recorded as unauthorised and consequences may follow. Unauthorised absences are noted by the Hackney's Education Attendance officer and may result in fines.

These are the maximum days we would consider and parents should not book tickets abroad before permission for the absence has been obtained.

### Appointments

Medical appointments, including dental, optical and orthodontic appointments, should be booked for out of school hours, or to coincide with school holidays. When this is not possible students will be permitted to leave for an appointment after 3:00pm. Understandably, for more serious appointments, where there is no leverage for parents to choose timings, we will authorise appropriate leave, provided permission is requested at least 2 days in advance.



## Circumstances when additional leave may be granted

<b>Weddings</b>	Sibling	Local	2 days (Per Simcha)
	Sibling	Out of town/ Abroad	7 school days (Per Simcha)
	Uncle/Aunt	Local	1 day (Per Simcha)
	Uncle/ Aunt	Out of town / Abroad	7 school days (Per Simcha)
	Niece/Nephew	Local	1 day
	Niece/Nephew	Out of town/	5 school days
	1 <sup>st</sup> cousin	Local	2 hours before חופה And the following day up to 11:00am
		Out of town	2 days
		Abroad	Up to 5 days
<b>Bris</b>	Sibling/ Nephew	Local	2 lessons
<b>Pidyon Haben</b>	Nephew	Local	2 lessons
<b>Bar Mitzva</b>	Sibling/ Nephew	Local	1 Lesson
	1 <sup>st</sup> Cousin/ Nephew	Out of town	1/2 day
<b>Upsherin</b>	Sibling		Maximum 1 lesson

During exams no time may be taken off except, for a sibling's wedding or medical emergency. If a student's attendance is below expected standard, the school will be unable to authorise any absence.

Absence request forms are printed in the Student Diary and all requests should be submitted to the school office at least one week before the first day of intended absence.

Where persistent absence or lateness gives cause for concern, a referral will be made to the Education Attendance Service. The responsibility for pupils' punctuality and attendance rests with the parents.



## Timings of the School Day

08:15am	School commences
08:22am	Shacharis
08:55am	Lesson 1
09:35am	Lesson 2
10:15am	Lesson 3
10:55am	Break (20 min)
11:15am	Lesson 4
11:55am	Lesson 5
12:35am	Lunch break
13:20pm	Lesson 6
14:00pm	Lesson 7
14:40pm	Break (20 min)
15:00pm	Mincha & Assembly
15:15pm	Lesson 8
15:55pm	Lesson 9
16:35pm	End of school

### Friday:

08:15am	School commences
08:22am	Shacharis
08:55am	Lesson 1
09:35am	Lesson 2
10.15am	Lesson 3
10:55am	Break
11:05am	Assembly
11:15am	Lesson 4
11:55pm	Lesson 5
12:35pm	End of school



## Behaviour

The promotion of respect, good middos and behaviour, both on and off-site, is an integral part of the school's ethos and our behaviour policy exists to support this aim. We therefore focus on positive measures which can be used to encourage and reinforce good behaviour within the school. Merits, de-merits and the balance will be included in the end of term reports.

There are a range of rewards given to students. These include:

- Outings
- Prizes
- Merits
- Postcards (these are given for effort, behaviour and kindness and will be sent directly home).

If you have any concerns about your daughter's behaviour please discuss the matter initially with your daughter's form teacher via the school office. For further intervention please contact the Deputy Head in charge of behaviour via the School Office.

## Sanctions

Although we try to emphasise the positive, there will be occasions when alternative methods are required. The main sanctions used are as follows:

- Detention – lunch time, early morning, after school or on Sunday depending on the infringement.
- Time-out – disturbances during lessons.
- Report card – for continuous poor behaviour.
- A reduced timetable
- Internal exclusions or TEU - for bunking classes or unauthorised absences or a serious behaviour incident.
- In the event of serious infractions exclusion will be considered.
- Alternative provision for continuous breach of the behaviour policy.

For full details on accepted behaviour standards and policies please refer to our Behaviour Policy and Code of Conduct.



## Homework

Students are issued with homework diaries, and must use them to record homework set. Homework diaries must be kept neat and not used as photo albums/scrap books. Diaries will be checked by the Form Teacher. We expect all homework to be given in on time and the sanctions for not submitting homework or coursework are set out in our Behaviour Policy.

- In years 7-9 teachers should give two formal homework slots per week in Maths, English, Chumash and one in all other subjects. A piece of work may extend over several homework 'slots'. In such cases, this should be recorded in the pupils' diaries each week.
- Each homework 'slot' should be for no more than half an hour in Years 7-9 and around three quarters of an hour in Years 10 and 11.
- Homework **must not** be completed on a computer.
- Homework set on a Thursday will not need to be handed in on Friday.
- Reading assignments may be given

## Library

We have a fully stocked school library with the following sections:

- Seforim
- Non-fiction relating to all our curriculum subjects
- Fiction

All material in our library is approved by a panel of mechanchos.

Every student is allowed to borrow up to three books a week. There are penalties for lost or overdue books.

## Medication

We wish to notify parents/carers that we will only administer paracetamol or any other medication in school with signed consent. In an emergency our trained staff will administer medication as required.

Parents must notify the school if their daughter has to bring any medication or tablets to school. These can only be administered if they are prescription drugs in the original packaging. A fridge is available if antibiotics need to be taken during school. Please ensure the bottle is clearly labelled.



## Money or Valuables

Pupils should not bring money or valuables to school. The school cannot take any responsibility for missing items. It is recommended that lockers should be kept locked at all times.

- No money may be requested or collected without permission from the school. Students are required to bring £35 at the start of the year which covers presents and mishloach manos for teachers.

## Behaviour Guidelines outside of School

- Girls may only visit public libraries if accompanied by a parent.
- Access to the internet is forbidden even for educational purposes.
- Leisure activities not in line with our school ethos, e.g. ice skating and bowling with the public, are not permitted.
- Any group activities or parties must have prior permission from school.
- Eating out with other students is not permitted.
- Sleepovers are not permitted.
- Students are expected to dress according to the schools code of dress at all times e.g. hair longer than shoulder length has to be tied back, knees must be adequately covered at all times.
- ID badges should be removed when leaving school premises.



A healthy packed lunch should include:

- A good portion of starchy food, e.g. wholegrain roll or bread, pitta pocket, pasta or rice salad
- A portion of protein, e.g. fish, egg, tuna, beans or hummus.
- Plenty of fruit and vegetables, e.g. an apple, tomatoes or carrot sticks, small tub of fruit salad or small box of raisins.
- A portion of milk or other dairy food, e.g. cheese, yogurt or fromage frais.
- A drink e.g. yogurt drink or a bottle of water.

Free School Meals:

There are many children in the school who are eligible for free school meals on a daily basis.

Could your child be one of these?

All students entitled to FSM should contact the school to arrange this.

If you would like an application form, please ring the Finance Office at school on 020 8826 5500 ext 5524. All applications are treated in complete confidence.

## Uniform and Equipment

- **Uniform**
- Navy and white gingham blouse (white shirts may be worn on ראש חודש)
- Navy pleated skirt (10 cm/4 inches below the knee)
- **Plain** navy cardigan or jumper without hoods or writing. Sleeves must be wrist length
- Plain navy or black leather or leather-look school shoes (No boots/booties or white soles)
- No make-up or nail polish is allowed
- Stud earrings (Loop and hanging earrings are forbidden in school)
- Hair should be kept smart, and if longer than shoulder length must be neatly tied back
- Pony tails may not be longer than 8 inches
- Only the following hair accessories are permitted:
  - Bobbles- unadorned bobbles
  - Hairbands- unadorned black or navy hairbands
  - Hair may be secured back with black, navy or brown clinches
  - Banana clips are not school uniform



Items of school uniform or equipment must not have any distinctive marks or logos and must not be identifiable as any kind of designer brand. For stationery and equipment requirements, refer to the separate list for each year group.

All clothing and equipment brought to school must be clearly labelled. Every Rosh Chodesh all unclaimed lost property will be displayed and considered hefker. The school takes no other responsibility for lost items.

## Computer use and Electronic Equipment

Students may not own a mobile phone or any communication device.

- It is strictly forbidden for students to view any videos, photographs and other materials on any computer on school premises without a member of staff present.
- Students may not share passwords, access another students' s files or share photos of anyone without their permission.
- Students may not bring CDs, USBs or any other item to be used on schools equipment. GCSE students are only permitted to use schools-issued USBs when given express permission.
- Students must protect their privacy when sharing information and not give their full name, address or telephone number to people they do not know.
- It is strictly forbidden for students to view films as a group in private settings.

The following are not allowed in school:

- Mobile phones or any communication device
- Chewing gum
- Tippex
- Electronic equipment/devices, e.g. USB sticks, MP3's and cameras, except if loaned or authorised by the school. Authorised USBs and cameras should only contain school material - personal data e.g. photos, are not permitted. The school reserves the right to check these and sanction accordingly
- Books written by non-Jewish authors unless they have been taken from the school library
- Jewellery, other than plain stud earrings
- As cameras are occasionally allowed at school they have to be authorized by TAG with a visible TAG sticker present

Confiscated Items :

Confiscated items are not the schools responsibility, although they will be kept in a secure place until the end of term, when they will be returned.



## Stationery and Equipment 2021– 2022

### ספרים Kodesh

- רד"ק (with no previous markings) and מצודת דוד, מצודות ציון רש"י with שמואל א'
- large and clear font קיצור ש"ע
- appropriate times and מגילה מחזור, הגדה
- for davening and תהילים סידור
- lessons פרקי אבות and תפילה סידור
- סדרה for רש"י with חומש
- font רש"י with חורב edition - חומש במדבר must be

Subject	Equipment required
בת מצוה	1 A4 40 pocket display folder
דינים (קיצור)	1 thick A4 exercise book
דקדוק	2 thick A4 exercise books to be kept for years 8 and 9 and 1 plastic folder with popper
חומש	1 thick A4 exercise book and 1 plastic folder with popper & 1 vocab book
נ"ך	1 thick A4 exercise book- to be kept for years 8 and 9
סדרה	1 thick A4 exercise book and plastic folder with popper—purple
פרקי אבות	1 A4 thin exercise book
תפלה	1 A4 thick exercise book
תולדות ישראל	1 thick A4 exercise book
Geography History	Exercise books will be provided Simple calculator Standard file with 5 dividers- just for geography Highlighters
Science	Folder Simple Calculator Exercise book will be provided
Music	A4 exercise book will be provided
PSHE	Exercise book will be provided
P.E.	Trainers (Flexible & with good support). Students will not be allowed to participate in P.E. in shoes.  Black leggings (or loose trousers) - to be worn under skirt.  Equipment must be kept in a strong gym bag (not a regular carrier bag).
Maths	1 Maths thick folder and 1 ring binder  Geometry set – Protractor, Compass, Ruler, Pencil, Rubber, and Sharpener  2 mini white-board markers  Scientific calculator  Exercise book will be provided
Cookery	A4 file with plastic pockets  Apron
English	Plastic folder with popper
ICT	Folder or popper wallet



### Art- Year 7

Set of watercolour paints (reeves/red tin single row)
Refill Yellow watercolour paint
Pencils 2B 4B 6B
Glue Stick
Rubber
Sharpener
Set of oil pastels
Black Fine Liner / Gel Pen
B4 plastic folder with press stud
Flat A5 paint palette
Water soluble coloured pencils pack of 12 - Mondeluz
Propelling Pencil
Blending stick – thick and thin
3 paintbrushes (roundheads) sizes 2, 4 & 6
2 paintbrushes (roundhead) size 0
A4 flip file
Scissors
Masking tape

### Textiles - Year 7

Small clear box with lid – Multi box (26x17x11.4cm)
1 pack of assorted hand sewing needles
4 Crewel needles for embroidery (large hole and point)
6 <b>Bernina</b> bobbins (MUST be Bernina)
1 Pack Bernina machine needles size 80
Dressmaker's pins (these are finer and longer than office pins)
Dressmaker's shears for cutting fabric (should fit into plastic box.)
Magnet
Tailors chalk
Small snipping scissors
½m unbleached calico
Year 7 - Display file with 40 pockets
Needle threader
2 Quick-un-picks/seam ripper
Tape measure
1 weaving needle 12.5cm (blunt with bent tip)
1 A5 Tuff Bag



## Requirements for all lessons

Pens (including a green pen)

Scissors

Pencils

Glue

Rubbers

Highlighters

Coloured Pencils

A4 lined paper

A5 jotter pad for rough work

Ruler

It is compulsory that all books and equipment are CLEARLY labelled. No wire bound exercise books are permitted.

Please ensure you have applied for your daughter to receive an 11-15 Oyster card as she will need this for school trips

## Induction day

On induction day every girl is requested to bring the following in four separate marked envelopes:

- £35 which covers presents & mishloach monos for teachers
- £5 cash deposit for the locker key
- £50 in cash for Chol text books refunded when all text books are returned.
- £5 for homework diary

The school is happy to be able to provide our students with text books free of charge, but we also expect the girls to look after the school's property and return the books at the end of the school year when requested.

We hope that this handbook will help to ensure your daughter's smooth transition from primary to secondary school.







**Yesodey Hatorah  
Senior Girls School**

Egerton Road London N16 6JA