



# **Parent Handbook 2018-2019**

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**The information contained in this document is correct at the time of publication**

## WELCOME

Welcome to Falcons School for Girls.

The purpose of this handbook is to provide current and prospective parents with information about the school.

Please do not hesitate to contact the School Office if you have any questions or concerns.

**Sara Williams-Ryan**  
**Headmistress**

A copy of the Parent Handbook is made available to parents as a hard-copy. The information contained in the handbook is also available on the school website <http://www.falconsgirls.co.uk>

If you think we could have added something please let us know. We are constantly updating our handbook and welcome feedback as to how they can be improved

## GENERAL INFORMATION FOR PARENTS

Falcons School for Girls is an independent school for girls aged eight to eleven. We have a reputation for academic excellence, creativity and lifelong learning. Our girls win places at the country's top day and boarding schools in the 11+ examinations at the end of Year 6.

Falcons School for Girls is part of the Alpha Plus Group of Schools: the gold standard in education.

We enjoy close links with our sister school, The Falcons School for Boys, which are based in Richmond and Chiswick. Many families have children at both Falcons Boys and Falcons Girls.

### **Contacting the school**

Falcons School for Girls  
11 Woodborough Road  
Putney  
London  
SW15 6PY

**Telephone:** 020 8992 5189

**Email:** [admin@falconsgirls.co.uk](mailto:admin@falconsgirls.co.uk)

**School website:** <http://www.falconsgirls.co.uk>

**Frog Learning:** <http://frog.falconsgirls.co.uk>

Falcons School for Girls is governed by Alpha Plus.

**Chair of Governors:** Sir John Ritblat

**CEO:** Mr Mark Hanley-Browne

Alpha Plus Group Ltd  
50 Queen Anne Street  
London  
W1G 8HJ

**Telephone:** 020 7487 6000

**Alpha Plus website:** <http://alphaplusgroup.co.uk>

**Twitter:** @Alpha\_PlusGroup

Parents should use the address above for all correspondence with the Chair of Governors.

The ultimate parent company of the Group is Alpha Plus Holdings Limited.

## OUR VISION, MISSION & AIMS

### **Our Vision**

We are Cherishing, Challenging and Creative

### **Our Mission**

For Falcons Girls to be high achievers, leaders and lifelong learners.

### **Our Aims**

- Girls are prepared for entry to the senior schools which will best meet their learning needs and future development.
- Teachers adapt their delivery of the curriculum to reflect every girl's individual learning needs.
- Parents are genuine and valued partners in the education process.
- Leadership can be seen at every level of the school, contributing to a culture of excellence.

### **Fundamental British Values**

Falcons School for Girls actively promotes fundamental British values, namely:

- Democracy;
- The rule of law;
- Individual liberty;
- Mutual respect;
- Tolerance of those of different faiths and beliefs.

## SAFEGUARDING

Children have a right to be safe, to feel cared for and supported. Adults have a responsibility to protect children. The safeguarding of children and the promotion of their welfare is a simple and uncontested priority of society, and is of paramount importance to us.

Through our Personal, Social, Health and Economic Education programme, we raise awareness of safeguarding issues in order to develop assertiveness and equip children with the skills needed to keep themselves safe.

Mr James Kelly, Falcons Co-ordinator, is our designated safeguarding and PREVENT lead.

## ATTENDANCE & HOLIDAYS

### Attendance at school

It is the duty of every parent of a child of school age to ensure that their child attends school regularly. Attendance is recorded twice a day, in the morning and afternoon.

If your daughter is going to be absent, please phone or email the school and let us know by 9:00am on the day of the absence.

When your daughter returns, please email your class teacher giving the reason for her absence. If you forget, a reminder will be sent to you. Please note that without an explanation, your child's absence will be recorded as unauthorised.

Parents do not have an automatic right to take their child out of school without permission during term-time. The Headmistress can only authorise time off during term-time in exceptional circumstances, such as:

- Short-term parent/carer placement abroad;
- Family returning to its country of origin for family reasons;
- The period immediately after an illness or accident;
- A period of serious or critical illness of a close relative;
- A domestic crisis which causes disruption to the family home, causing temporary relocation.

Requests for pupils to be absent from school should be made in writing to the Headmistress.

### Religious Festivals

Parents may request that their daughter be permitted to be absent from school in order to celebrate recognised religious festivals. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted permission, and the pupil noted in the register as absent due to a day of religious observance.

### Holidays

Term dates are available on the school website and sent to parents at the beginning of the school year. Parents are asked not to take holidays during term time.

## OUR UNIFORM

Falcons Girls uniform is provided by Sogan's and must be purchased from them or the Parents' and Friends' Association second hand uniform stock.

Sogan's shop address is:

6 Greyhound Road  
Hammersmith  
London  
W6 8NX

Website: <http://www.theschoolwearspecialists.co.uk/the-falcons-schools/c1277>

Mail Order Service: 020 7385 1055

The Parents' and Friends Association coordinate a sale of good quality second hand uniform. Stock is subject to availability.

<b>Winter Uniform - Compulsory Items</b> <b>Worn in the second half of the Autumn Term until the end of the Spring Term</b>
White Peter Pan collar blouse - (Sogan's)
Tartan kilt – (Sogan's)
Navy blue V-neck cardigan (Sogan's)
Navy blue tights OR knee high socks
<b>Summer Uniform - Compulsory Items</b> <b>Worn in the first half of the Autumn Term and the second half of the Summer Term</b>
Tartan Summer dress – (Sogan's)
Navy blue V-neck cardigan (Sogan's)
Navy blue ankle or knee high socks

<b>Gym and Games</b>
Pale blue polo shirt with logo – compulsory all year (Sogan's)
Navy blue shorts – compulsory all year (Sogan's)
White ankle socks – compulsory all year (any supplier)
Navy blue tracksuit top with logo (Sogan's)
Navy blue tracksuit bottoms (Sogan's)
Skort – Navy/Sky – Optional
Hockey top – Navy/sky – Optional

<b>Swimming (Year 4s only)</b>
Navy swimsuit (girls)
Swimming Cap (Rubber) – Navy
<b>Outerwear</b>
French navy blazer with logo
Navy blue Mac in a sac (Sogan's)
Navy blue Storm Stuff reversible jacket (Sogan's)
<b>Shoes</b>
Navy or black leather shoes should be worn all year round
Pupils need white trainers for Games and black plimsolls for P.E.
<b>Bags</b>
Falcons School ruck sack
Falcons School swimming bag which the girls also use for P.E.

All uniform should be clearly labelled. There is a lost property box in the School Office. At the end of each term, any lost property items not claimed will be donated to the Parents' and Friends' Association second hand uniform stock.

### Swimming

Year 4 swim all year. The girls in Year 5 and Year 6 do not attend swimming lessons at school.

### Jewellery and Hair

Only jewellery dictated by faith may be worn. Pupils are not allowed to wear earrings other than stud earrings. For safety reasons all jewellery must be removed during activities, for example P.E, when it could cause harm to the children. Hair must be a natural colour and neither extreme in style or length. Only plain blue or tartan, functional hair accessories are allowed.

### Stationery

Pupils should bring the following items in a pencil case:

- Pencil;
- Pencil sharpener;
- Rubber;
- Cartridge pen (for small blue ink cartridges). Please note that girls will be introduced to the use of cartridge pens in Year Three/Four, depending on their handwriting level;
- Spare cartridges;
- Ruler (with millimetres);
- Pupils may include two-three gel pens for annotating their work.

Pupils do not require coloured pencils or felt-tip pens. Please do not include ink-eraser pens or 'liquid paper', as these eradicate errors – and our approach is that pupils learn from their mistakes.



The school provides all exercise books. Additional equipment, e.g. compasses, is provided in class and on loan when required for homework.

## TRAVELLING TO SCHOOL

Falcons School for Girls strongly encourages pupils and parents to walk to school.

If your child scoots or cycles to school, they should put their scooters and bikes in the relevant storage areas as soon as they are on site. Bikes and scooters should not be ridden in the playground

### Parking

All roads surrounding the school have parking restrictions and are Pay & Display. Restrictions apply from 9:30 to 4:30 Monday to Friday. Please note that parents should not park on our driveway at the Falcons site.

## THE SCHOOL DAY

**8:15am** – early morning drop off. Pupils must be dropped off in the Peregrines Garden which is entered via the gate on Briar Walk.

**8:30am** – School opens officially for all pupils. Pupils should enter via the gate at the right hand side of the Falcons building and go straight to their classroom where they will be met by their teacher for the early morning activity.

**8:50am** – Registration. All pupils should be present. Pupils arriving after 9:00am must report to the School Office at the Peregrines Site.

**9:00am** – Assemblies and lessons begin

**10:30-10:50am** – Break time. During which a healthy snack is provided.

**12:20-1:20pm** – Lunch

**1:20pm** – Afternoon registration

**1:30pm** – Afternoon lessons begin

**3:30pm** – School finishes. Parents should collect their daughter from the gate at the right hand side of the Falcons building.

**4:20pm** – All clubs finish

In the event that you are late to pick up your daughter they will be taken to After School Care.

**5:00pm** – After School Care ends. All pupils attending After School Care should be collected from the Pre-Reception classroom at the Peregrines site.

Parents should let the school know by email, message book or by phoning the School Office if there is a change in arrangements for collecting their daughter.

### Reporting Absence

Parents should report absence by calling the School Office before 9.00 am, and send an email on her return explaining the reason for the absence.

### After School Care

After School Care is available every day from 3.45-5.00pm except on the last day of each term. It is open to all year groups and free to attend. It is led by one of the School's Teaching Assistants. If you are going to be late to pick up your daughter from After School Care you must phone the school before 4:45pm. If a pupil has not been picked up by 5:00pm and we have not been told we will initially contact the parents followed by the pupil's listed emergency contacts.

## EDUCATIONAL VISITS & ACTIVITIES

The school runs a programme of educational visits and activities. Our aim is that every class goes on at least one educational trip per term.

In addition, regular journeys are made to Barn Elms sports ground and the Putney Leisure Centre swimming pool. All educational visits and trips are supervised by Falcons staff.

Parents are asked to complete a permission slip at the beginning of the school year; thereafter, parental consent for off premises activities is assumed, unless you advise us in writing to the contrary. Residential or full day trips require an individual consent form.

Our annual Residential Week programme is for girls in Years 4 to 6.

Coach travel is provided by a reputable coach company. All transport is fitted with individual seat belts. Drivers are equipped, for safety and emergency reasons, with 'hands free' telephones.

## EMERGENCIES

We make every effort to maintain a full educational service, but on occasion circumstances arise which lead to disruption. School may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases we shall do all we can to let you know about the details of closure and reopening using the In Touch system. If you have a change of contact details it is imperative you inform the School Office immediately.

## MEDICINE & MEDICAL EMERGENCIES

At the beginning of the school year you will be asked to complete a contact form. Please make sure that you give accurate emergency contact details. As above, should your contact details change during the course of the year, please put this in writing to the School Office either by email or letter.

### Medicines

If medicines need to be taken during school hours, they should be handed to an appropriate member of staff by the parent or guardian, along with a completed 'Permission to give medication and medical procedures' form explaining the dosage. Please do not rely on the child to hand the medicine over. All prescription medicine should be clearly labelled with the child's name and dosage required; without the form we are unable to administer any medication. The 'Permission to give medication and medical procedures' form is available from the school.

The medicine will be taken under the supervision of a nominated First Aider.

Please note that we do not administer non-prescription medicines.

### Accidents

All accidents, however small, are recorded in our accident book.

If your daughter has a fall and gets a minor cut or bruise, we will clean it, put on a plaster (please inform us if your daughter is allergic to plasters) and administer large dollops of sympathy! We send home a note indicating when and how the incident occurred, and exactly where the bump/minor cut was sustained.

Whilst we have qualified First Aiders in school, we will always endeavour to contact parents in the event of any accident of a serious nature. We monitor closely any child who receives any form of trauma during the day.

### **Illness or Emergency**

In the event of an emergency - a sudden illness or accident - we would not hesitate to contact the emergency services in order that your child can receive the necessary expert care. Should it prove impossible to make contact with anybody listed on the contact sheet, a member of staff will accompany your daughter to hospital.

### **Relevant medical information**

Please ensure that we are advised of any medical conditions from which your daughter may suffer so that relevant members of staff can be fully informed.

Photographs of pupils with allergies are posted in the Staff Room and the First Aid rooms, with procedures for assisting the pupil attached to the picture.

### **Asthma**

Should your child suffer from asthma we ask that an inhaler be kept at school so that this is accessible at all times.

Please ensure that all inhalers are clearly marked with the child's name and the dosage required, and an indication of whether your child is able to self-administer their medication.

### **Allergies**

Parents must notify staff of any known or suspected allergy or condition and provide all necessary medical information. This will be added to the child's care plan and, if necessary, a meeting organised with the school's First Aid Officer. If you are unsure or need some more information regarding allergies and conditions please speak to the First Aid Officer (she can be contacted through the School Office) before bringing any food item into school. The school requests that parents observe the nut-free policy.

### **Epi-pen**

Epi-pens are stored in the child's classroom with their Individual Health Plan. Whenever the child leaves the site the epi-pen is taken by the staff member accompanying the child.

### **Head lice**

Please let us know if you find any trace of head lice or their eggs so that we can alert other parents in the class. Please check your child's hair on a regular basis.

Should your child be affected by these persistent visitors, it is essential that all members of the family are treated at the same time.

### **Guidance on Infectious Diseases**

If your daughter is suffering from one of the usual childhood infections, such as mumps or

chickenpox, please ensure that she is kept at home for the recommended period of time in order to minimise the risk of infecting other children.

### **General Illness**

We want everyone at school to remain as healthy as possible. Therefore, to help reduce the spread of germs we request that any child who has suffered from vomiting or diarrhoea is kept off school for 48 hours after the last episode. We also ask that any child who has a temperature is kept off school until she is fully recovered.

## **BEHAVIOUR & DISCIPLINE**

Every member of the school community upholds the Falcons Rules:

- Falcons Girls are kind.
- Falcons Girls are hard working.
- Falcons Girls are honest.
- Falcons Girls respect property.
- Falcons Girls listen.

We encourage staff and pupils to show one another kindness, consideration and respect – and we celebrate these virtues in our weekly Celebration Assembly. Sanctions are issued to pupils who break the Falcons Rules.

### **Anti-Bullying Statement**

*Falcons School for Girls regards any form of bullying as harmful and unacceptable. We believe that everyone has a right to feel safe. The school does not tolerate bullying of any kind.*

*Remember: if you think you or someone else is being bullied then you must talk to someone.*

Please note that acts of bullying are taken very seriously and staff will take immediate action to deal with any such allegations.

Please do not hesitate to contact us if you feel that your daughter is unhappy at school, however trivial it may seem.

### **Individual Behaviour Programmes, Suspension and Exclusion**

Behaviour at Falcons Girls is generally excellent.

If a pupil consistently fails to uphold The Falcons Rules, the Headmistress, parents, teachers and the pupil will work together to implement an individual behaviour programme which helps the pupil modify their behaviour. For repeated or extremely serious offences, a pupil will be suspended or excluded. When a pupil returns from a period of suspension or exclusion, reintegration is managed in a positive way, and regular contact is maintained between parent and school.

### **Racial and Homophobic Harassment and Bullying**

As with bullying, any incident which is considered to be racially motivated, or homophobic, either by 'accident' or deliberately, will be dealt with immediately. Support will be given to the victim and to the perpetrator.

## HEALTH & SAFETY

The school is committed to providing a safe learning environment for all stakeholders and visitors.

Dogs are not permitted on the school site and ball games are not allowed before or after the school day. Smoking is also prohibited on the school site at all times.

Whilst recognising that children may use scooters or bicycles to travel to and from school, these should not be ridden in the playground.

## SCHOOL MEALS

All school meals are included in the fees and prepared by our catering partner Brookwoods. Every day, pupils are provided with a hot lunch (or a packed lunch for trips) and a healthy break time snack. Pupils attending after school clubs are also given a snack before the club starts. Only children with medical conditions, severe allergies or food issues are allowed packed lunches with prior permission from the Headmistress. The termly menus can be found on our website.

## LEARNING

Falcons School for Girls offers a broad and balanced curriculum, subjects include English, Maths, Science, Computing, History, Geography, Religious Education, French, Art, Music, Dance, PHSEE (Physical, Health, Social and Economic Education), Games and Gymnastics. In Year 5 the girls begin Latin, Coding and Philosophy. The Coding and Philosophy are taught by external providers. Every term, we enhance the school curriculum with a special Design and Technology day and once a year we have a dedicated S.T.E.A.M (Science, Technology, Engineering, Art and Maths) Week.

### Homework

At Falcons we believe that homework is an important part of the education we offer. As well as providing an opportunity for you and your daughter to work together and see the progress they are making, it is good preparation for expectations in senior school. Homework set is linked to current class topics and aims to consolidate much of the learning taking place in school. The girls are set a different homework activity each night of the week ranging from mental Maths, spellings and comprehension to an extended writing piece over the weekend. All homework is due in the next day unless otherwise specified and the pupils record the homework in their diaries.

We give pupils the opportunity to complete their homework at school at Homework Club which runs every Monday to Thursday from 3.45 to 4.20pm and is led by one of our teaching staff.

### Assemblies

The school holds Music Assemblies and a weekly Celebration Assembly. The Celebration Assembly includes contributions from a class - often a presentation or a short play based on what the pupils are learning - and a celebration of pupil success, including the award of the 'Falcons' which are given out weekly to pupils who have gone above and beyond the other pupils in their class that week either academically or socially. Sometimes it can be awarded to a whole year group. Every Celebration Assembly ends with the recital of our anti-bullying oath, *The Power of One*.

Parents are invited to the assemblies when appropriate.

## PUPIL VOICE

From the moment they join Falcons, we give our pupils the opportunity to make their mark on the world. 'Pupil Voice' is a loud one and we believe this is the first step to encouraging our pupils to make a difference. Every class has a ballot box which is used regularly to collect votes on important issues that might affect the class or the wider school community. We also have a whole school 'Pupil Voice' box where anyone can post a suggestion or comment at any time knowing it will be read each week when the Headmistress meets with the Head Girl and Deputy Head Girl.

We have a Head Girl and Deputy Head Girl (who are elected by their peers), a House System led by House Captains and a Student Council. The Student Council is made up of elected pupils from Years 4 to 6 and representatives change each term.

## HOUSE SYSTEM

At Falcons each pupil will be allocated a House on entry. The school is divided into four houses: Austen; Curie; Nightingale; and Seacole. The House system provides an opportunity for the pupils to compete and perform, culminating in them coming together at the end of every week in assembly to celebrate each House's achievements.

Through our House system, pupils are rewarded across many aspects of daily school life. House points can be given to individual pupils for: academic achievement and effort in learning; service to the school and others; good manners and behaviour.

Three times a year, the House having received the most points over the term will be awarded the House cup, which is presented at the final whole school assembly of the term. House winners will be rewarded with a mufti day in the following term.

## ASSESSMENT & REPORTS

We believe in academic excellence. An important part of achieving this is ensuring that both your child and you, as their parent, know how well she is doing and what she needs to do next to meet and exceed her target.

To answer these questions, Falcons staff regularly check and monitor how your daughter is progressing.

Assessment takes many forms such as formal and informal tests in both written and oral formats. In common with the majority of independent schools, our pupils sit standardised progress tests in English and Maths.

Additionally, we monitor progress in Verbal and Non Verbal Reasoning and the pupils are also assessed in non-core subjects each half term through book scrutiny.

### **Curriculum Evening, Parents' Evenings and Reports**

Curriculum evenings are held at the beginning of the school year for each year group, to discuss the learning planned for the year ahead and to introduce parents to our school curriculum. In addition,

curriculum overviews are provided for each year group each term on our online learning platform FROG.

We hold a Parents' Evening in the Spring term for all year groups. These evenings give parents the opportunity to hear about their child's progress and discuss any concerns. In the Summer term, once the pupil reports have been issued, we hold Target Setting evenings to discuss your daughter's progress over the year and to agree on the next steps.

Formal written reports are sent home twice a year, at the end of the Autumn term and in the Summer Term. These include details of your daughter's assessments and progress.

## TRANSITION TO SENIOR SCHOOL

Girls transfer at the end of Year 6. The majority of Falcons Girls sit the London Day School or Country Boarding 11+ examinations for Year 7 entry.

The 11+ process is introduced at a meeting with the Headmistress for all parents in the Summer term of Year 4. This is followed up with initial individual meetings for all pupils with the Headmistress and Falcons Coordinator. Parents are then invited to meet with the Headmistress, Falcons Coordinator and Year 5 teachers in the Spring term of Year 5. This will be a more in depth meeting to discuss the senior schools which will best meet your daughter's learning needs and future development. During this meeting we will discuss which schools you are looking at, and advise you on your next steps. We do encourage you to do some research and narrow your options before this meeting.

## EQUAL OPPORTUNITIES

Children with Special Educational Needs and Disabilities are taught alongside their peers and every effort will be made to support this placement by adapting the curriculum, allocating additional help and supporting parents in order that their child can access school life as fully as possible.

Pupils who are learning English as an additional language are taught with their peers from time of entry to school. They are supported in class by our SENCO.

Full access to the curriculum is provided through the deployment of internal staff who are constantly updating their professional training, with support from outside specialists.

### **Physical Access**

All classes are accessed via stairs. We have no lift. There are handrails on all stairs.

## COMMUNICATION TO THE SCHOOL

### **Message Book**

Pupils are provided with a message book in which any notes for the teacher should be written, such as a change in collection arrangements, lost uniform, request for absence from games, etc.

**Open Door**

Falcons School for Girls encourages parents to be active partners. We operate an 'open door' policy: class teachers are available briefly after school, or you can book an appointment through the school office, or via your daughter's message book. Please note that teachers are not available between 8.30 -9.00 am as they are busy settling the class for the day ahead.

## COMMUNICATION FROM THE SCHOOL

**Diary**

Parents are provided with a term calendar during the first week of each term.

**FROG**

We post details about what we are learning each term on FROG, our learning platform.

**The Swoop**

On Fridays we send out *The Swoop* a weekly newsletter which keeps parents updated about the exciting learning taking place each week and gives information about forthcoming events.

**Urgent Messages**

Urgent messages and reminders are sent via the In Touch system, which parents receive to an email address specified on the parental contact details forms.

**Parent Communication by Email**

Falcons School for Girls recognises that email is a valuable communication tool that is widely used by all sections of society. We ask that when parents use email to communicate they do so with discretion.

## COMPLIMENTS & COMPLAINTS

Please inform us when the education we provide exceeds your expectations. We particularly like to know about any member of staff who 'goes the extra mile'.

If you have any concerns, please let us know straight away. In the first instance, where possible contact your daughter's class teacher. In the vast majority of cases, the matter will be resolved immediately to your satisfaction. If the class teacher cannot resolve the matter alone, it may be necessary for them to consult a member of the Senior Leadership Team.

If parents or pupils do have a complaint, the school will treat it in accordance with the policy and procedures detailed in our 'Complaints Policy and Procedure'. A copy of this procedure is available from the school website, in hard copy from the school office or from the Head Office of Alpha Plus Group.

Responding to complaints will be given the highest priority by the school.



## PARENTS AS PARTNERS

Falcons School for Girls is committed to working in partnership with parents and carers.

### Parents' and Friends' Association

Falcons School for Girls has an active Parents' and Friends Association (PFA).

The PFA runs events over the course of the school year, including the Summer Fair, a Quiz Night and a Christmas Disco. These events raise money for charity and extra equipment or activities for the pupils (over and above that which the school would be expected to provide from fees). Previous PFA purchases have included a climbing frame and the school keyboards.

Each year group has a PFA Representative whose role is to:

- encourage parent involvement in all aspects of school life;
- prepare class lists with contact details;
- liaise with parents in their year group;
- commit to helping run fundraising events;
- support the school's Parent workshop events.

Further information about the PFA can be found on their website: [www.falconsdfa.co.uk](http://www.falconsdfa.co.uk)

## FEES

Up-to-date fee information can be found on our school website.

### Payment of Fees

You will receive your termly invoice before the start of each term. Payment is due on or before the first day of term.

Payment is by direct debit. Parents are asked to complete and sign the Direct Debit Mandate form (included in the starter pack) and return it to the School Office.

The direct debits are taken termly during the first full week of each term. The amount due will be clearly stated on your invoice, which will be forwarded to you at the end of the preceding term. Once completed, the direct debit remains in place for the duration of your daughter's education at the Falcons School for Girls.

### Payment of all other sundry items

Please note that the school does not accept payment of fees or sundry items in cash. The school has a separate Parent Pay system for payments of sundry items.

### Leaving Falcons School for Girls

It is necessary to give a full term's notice in writing if you wish your daughter to leave before the end of Year 6.

As per the terms and conditions that you have signed on acceptance of the place, if a full term's notice in writing is not given then parents are liable for the following term's fees and will lose their deposit.

## ADDITIONAL INFORMATION & AVAILABILITY OF POLICIES

Although the information contained in the *Parent Handbook* is correct at time of printing, there could be changes affecting any of the matters dealt with in the document -

- (a) before the commencement or during the course of the school year in question.
- (b) in relation to subsequent school years.

The information provided in the Falcons School for Girls *Parents' Handbook* is available on the school website: <http://www.falconsgirls.co.uk>

### **Availability of Policies**

All of our policies are available on request as a hard copy from the School Office, and are available to be consulted in school.

### **Use of pupil images**

With parents' permission, we use images of pupils to promote the good work of the school, celebrate pupils' successes and in displays for Teaching and Learning around the school.

To protect the pupils they must remain unidentifiable therefore we will avoid naming the pupil if a photograph is used and will avoid using a photograph if a name is used.

On admission to the school you will be asked to complete a form which will allow you to notify the school of your wishes with regards to the use of photos/video clips or your child's name.

### **Visitor Procedure**

All visitors must report to the School Office at the Peregrines site. They are asked to sign in and wear a printed label with their photograph.

### **Mobile Phones**

Mobile phones should not be used on the premises.

### **Inspection Report**

A copy of our latest ISI Inspection Report is available on the school website.

A copy of the next inspection report will be sent to you on completion. It will also be available to download from the school website.

**Falcons School for Girls  
11 Woodborough Road  
Putney  
London  
SW15 6PY**

**Telephone: 020 8992 5189  
Email: [admin@falconsgirls.co.uk](mailto:admin@falconsgirls.co.uk)  
School website: <http://www.falconsgirls.co.uk>  
FROG: <http://frog.falconsgirls.co.uk>**