



# Additional Information Booklet

2009 - 2010

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Please note that the information in this Additional Information Booklet is correct at the time of publication – September 2009

## Statement of Ethos and Values

### Hayesfield Sixth Form is co-educational and is part of Hayesfield Girls' School

The school is committed to promoting the achievements of all students to the limits of their ability in the context of a calm, controlled and purposeful atmosphere and equal opportunity for all. Great value is placed on the promotion of both self-confidence and respect and concern for others, within and outside the school community. Students are encouraged to be self-disciplined, to take responsibility for their own words and actions and to offer each other support. The school has clear policies on standards and behaviour developed with the co-operation of students and parents.

The school aims at continuous improvement in the interests of its whole community; all development planning is informed by five aims:

- Develop thinking, informed and confident young people who will be able to meet the challenges of the 21<sup>st</sup> Century
- Enable students to develop self respect
- Achieve a safe, calm, purposeful atmosphere throughout the school, so that all students can take advantage of and benefit from being there
- Encourage students to take pride in their work and behaviour and celebrate their own successes and achievements
- Promote mutual respect and politeness between staff and students

Formally, through Philosophy and Beliefs, Personal, Social, Health and Enterprise Education and the Collective Act of Worship, and informally through the normal conduct of affairs in the school, both moral and spiritual development is consciously promoted. Negative attitudes such as dishonesty, irresponsibility, intimidation of others, deceitfulness, are consciously confronted and rejected.

The school is unusual in that Philosophy and Beliefs and Personal, Social, Health and Enterprise Education (PSHEE) are timetabled for all students. Syllabuses will cover, amongst other things, the quest for individual identity and for meaning and purpose in life; values for living; the nature of belief and the belief systems of others; knowledge of self; relationships; understanding of feelings and emotions; moral dilemmas and judgements; shared codes of conduct. Teachers use a variety of teaching methods, from the conventional to the use of drama, debate and empathetic reconstruction. Where possible, and particularly in Assemblies, guest speakers are invited to give meaning to this policy. The school has for many years welcomed groups and individuals from a number of denominations into its Assemblies on a regular basis. The school observes the main festivals of the Christian calendar and gives them formal recognition through appropriate services.

There is a well-established tradition of Community Service in the school, allowing all the students the opportunity to give practical expression to their concern for others. Throughout the school, Year Groups and Tutor Groups regularly adopt charities of their own to support; in recent years these have included the Cancer Trust, Guide Dogs for the Blind, Sightsavers, Julian House, Children of Chernobyl and the Dorothy House Hospice. Many sixth formers choose to give time to helping younger girls, especially those with special needs. All these activities are commonly reported back to their colleagues through the medium of Assemblies.

## Progression Routes in Education from Year 10 (age 14) to Year 13 (age 18)

The standard routes are indicated in the table below, although individuals may follow slightly different routes on occasions as appropriate.

<p><b>Key Stage 4</b></p> <p><b>Years 10 and 11</b></p> <ul style="list-style-type: none"> <li>• During Year 11, girls will receive information about their options for Sixth Form, including AS/A2 courses here and at partner institutions, and will make their choices</li> <li>• Most GCSE examinations are taken between March and June in Year 11 with the exception of modular courses which are taken throughout the course</li> </ul>	<p>In Key Stage 4, all girls take:</p> <ul style="list-style-type: none"> <li>• GCSE courses in English (Language and Literature), Mathematics, Science, with the option of taking separate Sciences, and Philosophy and Beliefs</li> <li>• A core ICT course leading to a skills based qualification</li> <li>• Non-examined courses in Enterprise Education, Physical Education and PSHEE (which includes Citizenship and Work-Related Learning)</li> <li>• Further GCSE, vocational and Diploma option courses from a list of three or four</li> <li>• Opportunity to study AS Critical Thinking</li> </ul>
<p><b>Key Stage 5</b></p> <p><b>Years 12 and 13</b></p> <ul style="list-style-type: none"> <li>• AS and A2 examinations are modular, and examinations normally take place in June in both Years 12 and 13 although some subjects examine in January as well.</li> <li>• During the Sixth Form, weekly tutorials and a range of information sessions provide support and information on a range of issues that complement the academic curriculum</li> <li>• Open Days are arranged by most Universities and Institutions of Higher Education, and students can visit up to a maximum of four days in school time, otherwise in holidays/weekends</li> <li>• UCAS applications (University Central Admissions Service) need to be made early in Year 13 for some subjects and for all students by the autumn holiday (end of Term 1)</li> </ul>	<p>In Key Stage 5, students have a wide range of choices:</p> <ul style="list-style-type: none"> <li>• Most stay on into the Sixth Form at Hayesfield to study four major AS subjects, leading to three or four A levels (A2) after two years, the International Baccalaureate Diploma or vocational Diplomas</li> <li>• The range of courses available at Hayesfield is extended by collaboration with Beechen Cliff School and the City of Bath College</li> <li>• Further enrichment courses are available, including courses encompassing Open University modules and non-examined courses, eg Young Enterprise, Model United Nations and Education in Engineering</li> <li>• Alternatively, students may choose to further their education elsewhere</li> <li>• All students are encouraged to do Work Related Learning or voluntary work alongside their A levels</li> </ul>

## **Sixth Form**

### **Admissions to the Sixth Form**

Applications for places in the Sixth Form for September 2010 should be made directly to the Head of Sixth Form at the school. The Sixth Form has its own prospectus and application forms which are both available from the school office. Information about Sixth Form courses can be accessed via the school website: [h.gulliford@hayesfieldcom](mailto:h.gulliford@hayesfieldcom) or [a.banks@hayesfield.com](mailto:a.banks@hayesfield.com)

Prospective Sixth Form students are welcome to visit the school on our general Open Morning on the Friday 25<sup>th</sup> September 2009, and to attend the Sixth Form Open Evening on Tuesday 20<sup>th</sup> October 2009. Students who are offered a place in the Sixth Form will be expected to attend Induction Days on Tuesday 29<sup>th</sup> and Wednesday 30<sup>th</sup> June 2010.

### **Sixth Form Courses 2009- 2010**

Most of our students are prepared for GCE AS (Year 12) and A2 (Year 13) level examinations. The IB Diploma examinations are in the summer term of Year 13. Students who have not achieved a GCSE grade C pass in English Language or Mathematics are expected to retake them in Year 12.

The majority of Year 13 students aim for Higher or Further Education places. We have established links particularly with our local Universities and Colleges of Further Education. We also have contacts with Oxford and Cambridge through the Bath and North East Somerset Heads of Sixth Form Conference as well as teacher contacts.

The Educational Maintenance Allowance (EMA) of up to £30 a week is paid to approximately 30% of our students, depending on good attendance and academic progress. Academic monitoring of all students is carried out throughout the year by a student's personal tutor.

Full information about the Sixth Form including courses, facilities, responsibilities and opportunities is available on the Sixth Form area of the school website.

### **Advanced Level Studies**

A wide range of AS and A2 level subjects are offered as well as the International Baccalaureate. A Level subjects for Year 12 in 2009/2010 are listed overleaf.

### **Vocational Courses**

We offer a level 2 Health Care course which gives students BTec First Diploma in Health & Social Care, Key Skills level 2 Communication & Numeracy, and one or two days each week work experience.

### **Activities**

The Sixth Form facilitates a full and varied programme of extra-curricular activities including:

Senior Choir, Wind Band, a range of music ensembles, a mixed hockey team and other sporting activities, Environment Group, Fairtrade Group, Christian Union, Young Enterprise, Model United Nations, Community Sports Leaders Award, Duke of Edinburgh Award, Debating Society.

Grants of up to £100 are awarded twice a year from the Clara Thornley Fund, (dependent on the Fund's income). Applications are invited from Year 12 and 13 students to support extra-curricular activities and 'gap year' projects.

## Commentary on the Sixth Form

We are extremely proud of the excellent results of our A level students. They achieve consistently well above the National and local averages.

All students gained the University places they were aiming for and, as usual, we have a number who have plans for a Gap Year, including travelling all over the world! They either already have a deferred University place, or are applying now. All our students who applied for a variety of Art based Foundation courses have been successful. We have a strong track record of students gaining Oxbridge places.

### List of Advanced level courses available

Subject	AS/A2 subjects	Offsite collaborative AS/A2 subjects
Accountancy		✓
Art: Fine Art	✓	
Art: Photography	✓	
Biology	✓	
Business Studies	✓	
Chemistry	✓	
Computer Science		✓
Dance		✓
Economics		✓
Electronics	✓	
English Language	✓	
English Literature	✓	
Food Technology	✓	
Film Studies		✓
French	✓	
Geography	✓	
German	✓	
Government and Politics		✓
Graphics	✓	
History	✓	
Health and Social Care	✓	
ICT (AS)	✓	
Italian		✓
Law	✓	
Mathematics	✓	
Media Studies	✓	
Music	✓	
Music Technology	✓	
Philosophy and Ethics	✓	
Physical Education	✓	
Physics	✓	
Psychology	✓	
Resistant Materials	✓	
Science	✓	
Sociology	✓	
Spanish	✓	
Textiles Technology	✓	
Theatre Studies	✓	

## **Work Related Learning**

### **Careers Education, Work Experience and Enterprise Education**

#### **Careers**

Careers Education is delivered principally through PSHEE and tutorial lessons. Specific careers events are organised for Year 12 students prior to making their higher education choices. Students also have the opportunity to attend Higher Education Careers Conventions and University and College Open Days.

#### **Resources**

The Careers Library/Connexions Room is located in the Library where University and College prospectuses and detailed careers information are stored and available to students for reference throughout the day. General careers information is also displayed on a designated notice board in the main teaching block.

A set of University and College prospectuses is also available in the Sixth Form Common Room and details of open days, finance and gap year information are displayed on the Sixth Form notice boards.

Students can also research information on the Careers area of the school's computer network and interactive resources such as Kudos and Careerscape can be accessed from the main school Library, IT Rooms and Careers Library.

#### **Connexions Service**

Students in Years 12 and 13 can choose to have a Connexions interview if they wish to discuss higher education issues. In addition, the Connexions Personal Adviser will offer small group sessions if required to talk about topics such as interview technique, personal statements, gap years and employment after A levels.

#### **Sixth Form Work Experience**

The school encourages students in the Sixth Form to organise placements in their own time to support their studies, particularly if they are choosing a vocation route post A levels such as veterinary science, medicine.

Practice interviews are available for all Sixth Form students prior to University interviews taking place.

Year 13 UCAS applicants are given the opportunity to attend a practice interview with experts from businesses or education related to their UCAS application.

#### **Enterprise Education**

Year 12 students are given the opportunity to become involved in the Young Enterprise Company Programme when, with the mentoring support of local organisations, they work in teams to set up their own companies, gaining valuable experience and an insight into how a business is organised. Students in Years 10 – 13 can access the elective business related courses, which are promoted by our Trust partners as part of the Bath Education Trust Award (BET Award).

## **Summary of Work Related Programme**

Years 12 and 13      Options after A levels. Sponsorships. Gap years. Applications. Interviews. Option of interview with business person relevant to UCAS application. Grants/student loans. Work Experience. Higher Education Careers event in school and opportunity to attend other events in own time.

## **Religious Education and School Worship**

The 1988 Education Reform Act states that collective worship organised by the school is to be 'wholly or mainly of a broadly Christian character though without being distinctive of any Christian denomination'.

Students meet daily either in tutor groups, year assemblies or senior staff led assemblies, which are conducted either by staff, students or outside speakers.

Assemblies are closely integrated with the life of the school and they focus on what is of worth in a way which is appropriate to the age and aptitude of the students and with regard to their family background.

The Philosophy and Ethics of Religion is taught as an option subject at A level. However, moral and ethical issues are discussed as part of our PSHEE programme in the Sixth Form. In addition, through the auspices of the Bath & NE Somerset Heads of Sixth Form group we join in an annual RE conference, which last year was organised and delivered by staff and students from Bath Spa University, together with RE teachers from across the Authority.

We recognise that parents have the right to withdraw their daughter/son from either school assembly or religious education, but this should not be necessary as all religious and points of view are treated with respect. Religious Education and collective worship at Hayesfield Girls' School aims to be inclusive and educational rather than exclusive or representative of any particular religion or belief system.

## **Special Educational Needs (SEN)**

The school aims to provide a caring, challenging community. We value the individual and seek to enable each student to develop and maximise her full potential.

We realise that some students may have special educational needs which will have to be addressed if they are to fulfil their potential. These needs may be of a permanent or long term nature such as a hearing difficulty, dyslexia etc or they may be short term such as due to an accident, illness or crisis.

In its provision for students with SEN, the school takes account of the SEN Code of Practice. We have a designated SENCO with Special Needs responsibility, Ms S Budworth, who co-ordinates the provision of education of students with special education needs and liaises with outside specialist agencies.

The school does not have a unit on site to accommodate students who have a disability. However, we do our best to cater for individual students who wish to attend Hayesfield.

The school has an SEN Policy of which this is a brief summary. Parents are welcome to see the full policy at the school or ask for a copy to be sent to them.

## **Pastoral Care and Guidance**

Caring for others is the foundation of our pastoral system. This begins even before formal admission, with students spending time at the school getting to know staff, other students and routines during Sixth Form induction in the summer term. The welfare and guidance of each student are primarily the responsibility of the Form Tutor who is the first contact for parents.

Please do not hesitate to get in touch with us if you have any concerns about your daughter's or son's progress.

## **Sixth Form Code of Conduct**

This is published at the front of the Sixth Form Planner and covers rules on:

- Attendance
- Smoking Drugs, Alcohol
- Cars, Motorbikes and Bicycles
- Paid Work
- Dress
- Mobile Phones

## **Reporting Assessment**

Regular assessment of the students' progress and setting of targets for improvement are an integral part of our teaching. In order that parents, staff and students can effectively work in partnership, good communication is essential. In the Sixth Form there is at least one Parents' Evening each year, plus two Snapshot Reviews in Year 12 and a further Snapshot Review and full Report in Year 13; and usually at least one such point of contact between school and home each term. Parents are also very welcome to make an appointment to come into school to discuss their daughter's or son's progress at other times in the year.

Parents' Evenings are arranged for students and parents/guardians to meet subject teachers.

## **Private Study**

All students will have 'free' or private study lessons built into their timetable. Successful Sixth Form students plan to use these private study lessons well, for example by:

- Writing up or summarising notes from lessons
- Planning essays
- Carrying out research
- Reading or researching books not available at home
- Completing work under timed conditions

## **Homework**

There are a number of differences between homework at Key Stage 4 and that given in the Sixth Form:

- Students will be given more complex tasks to complete in a longer period of time
- Teachers will give deadlines for completed work to be handed in
- It is important that students use the planner to help prioritise work commitments each week
- It is vital to keep up with work deadlines.

## Staff – September 2009

Headteacher:	-	Ms Erica Draisey
Deputy Headteacher	-	Mr Ian Taylor
Assistant Headteacher	-	Mrs Anne Banks
Assistant Headteacher	-	Mr Steve Price
Assistant Headteacher	-	Mrs Lorraine Beasley
Assistant Headteacher	-	Mr Philip White
Assistant Headteacher	-	Ms Catherine Trueman
Assistant Headteacher	-	Mrs Julia Cleveland
Assistant Headteacher	-	Mr Duncan Powell
Finance and Business Manager	-	Ms Jocelyn Nichols

### Student Support Teams

#### KS3

Head of Year 7	-	Mrs Jo White
		- Mrs Lynn Young (Assistant HoY)
Head of Year 8	-	Mrs Suzanne Brown
Head of Year 9	-	Mr Steve Price
		- Mrs Lynda Price – Support Assistant KS3

#### KS4/5

Head of Year 10	-	Mr Philip White
Head of Year 11	-	Mrs Lorraine Beasley
		- Miss Helen May (Assistant to HoY 10 and 11)
Head of Years 12/13	-	Mrs Anne Banks
		- Mrs Helen Gulliford (Sixth Form Administrator)

#### Pastoral Team

Mrs Linda Dobie	(LAD)	-	Attendance Officer
Mrs Susie Ingram	(SI)	-	Student Support
Ms Carol Lewis		-	Parent Support Advisor

### Curriculum Areas

#### Examinations and Data

Mrs Deborah Cottle	(DJC)	-	Examinations Officer
Mr John Kerr	(JK)	-	Data Manager

#### ICT and Business Studies

Ms Nicola Jennings	(NJ)	-	Head of ICT Faculty
Mrs Diane Methley	(DM)	-	Head of Business Studies
Mrs Jodie Jones	(JEJ)	-	Head of Law
Mr Ian Taylor	(IGT)	-	ICT
Mr Daniel Taylor	(DT)	-	ICT

#### Careers

Mr Phil White	-	Oversight
Mrs Helen Gulliford	-	Work Experience Co-ordinator
Ms Trudy Harvey	-	Connexions Advisor

#### English

Mr Duncan Powell	(DJP)	-	Head of English Faculty
Mrs Lynne Davey	(LD)	-	Head of KS5 English
Ms Elizabeth Twohigg	(ET)	-	Head of KS3 English
Mr Darian Nelson	(DN)	-	Media Studies

Mrs Lorraine Beasley	(LAB) -	English
Mrs Vanessa Reed	(VAR) -	Head of Media Studies
Ms Lynda Bevan	(LMB) -	English
Mr Nick Harrison	(NH) -	English
Miss Rachel Fenn	(RF) -	English
Ms Fran Bryden	(FB) -	English
Dr Ian Moody	(IM) -	Head of Psychology
Ms Rebecca Hazlewood	(RH) -	p/t Psychology

### Humanities

Mr John Whitehead	(JWH) -	Head of Humanities
Ms Kim Skeplorn	(KS) -	Head of Geography
Ms Julia Williams	(JW) -	Head of Philosophy and Beliefs
Ms Catherine Trueman	(CLT) -	International Baccalaureate Co-ordinator
Mrs Suzanne Brown	(SBr) -	Geography/History
Miss Kate Oliff	(KEO) -	Geography
Mrs Sue Sayers	(SS) -	History
Mrs Mary Read	(MR) -	Philosophy and Beliefs
Ms Jo Watling	(EJW) -	Head of Sociology
Mrs Tanya Laurenson	(TAL) -	Philosophy and Beliefs
Mrs Sheenagh Mathias	(SM) -	History
Mrs Miriam Lawrence	(ML) -	Philosophy and Beliefs

### Mathematics

Miss Louise Bateman	(LPB) -	Head of Mathematics
Mr Christopher Bent	(CRB) -	2 i/c Mathematics, KS5 Maths
Mrs Julia Cleveland	(JRC) -	Mathematics
Miss Sally Flintham	(SF) -	Mathematics
Ms Sue Budworth	(SB) -	Mathematics
Mrs Ruth Burden	(RCB) -	p/t Mathematics
Mr Robert Holbrook	(RWH) -	Head of KS3 Mathematics
Miss Helen Clash	(HAC) -	Mathematics

### Modern Foreign Languages

Ms Cathy Shail	(CS) -	Head of MFL Faculty
Mrs Jackie Lister	(JAL) -	2 i/c MFL
Mrs Elizabeth Cordero	(LC) -	Head of KS3
Mrs Catherine Herbert	(CJH) -	French
Ms Isobel Ross	(IR) -	French/Spanish
Mr Edward Hudson	(EH) -	French/Spanish

### Science

Miss Sarah Bravington	(SLB) -	Head of Science Faculty
Mrs Dana Buchan	(LB) -	Head of Biology
Ms Anna Fishlock	(AF) -	Head of Physics
Mrs Emma Whatley	(EW) -	Head of Chemistry
Mr Martin Somerton	(MDS) -	Head of KS3 Science
Mr Alan Bell	(ASB) -	Science
Mr Philip White	(PW) -	Science
Ms Chloe Savage	(CHS) -	Science
Mr Kris Attwood	(KA) -	Physics/Science
Dr Marjorie Gibbon	(MG) -	p/t Biology
Mr Richard Whale	(RCW) -	p/t Physics

### Health and Social Care

Mrs Julie Gaffney	(JG) -	Head of Faculty
Mrs Debbie Barefoot	(DCB) -	Health and Social Care

Mrs Suzanne Brown	(SBr) -	Health ad Social Care	
Mrs Anne Banks	(AKB) -	Health and Social Care	
Ms Rebecca Hazlewood	(RH) -	Child Development	
Mrs Emma Baber	(EB) -	Child Development	
<b>PSHEE</b>			
Mr Phil White	(PW) -	i/c PSHEE and Citizenship Co-ordinator	
Mrs Ann-Marie Clapp	(AMC) -	School Nurse	
<b>PE</b>			
Miss Lisa Erm	(LE) -	Head of PE	
Mrs Jo White	(JMW) -	PE	
Mrs Lynn Young	(LY) -	PE	
Mrs Su Robinson	(SR) -	PE	
Miss Stacey Fletcher	(SFL) -	PE	
Mrs Wendy Goodman	(WG) -	PE/SSCo (maternity cover)	
Mrs Nikki Hodgkinson	(NJH) -	PE/SSCo (maternity leave)	
<b>Learning Support</b>			
Ms Sue Budworth	(SB) -	SENCO	
<b>Teaching Assistants</b>			
Mrs Lesley Hall	(LAH)	Mrs Carolyn Clarke	(CC1)
Mrs Pauline Poole	(PMP)	Mrs Julie Collins	(JC)
Mrs Irene Westaway	(IW)	Mr Richard Davies	(RD)
Miss Verity Chappell	(VC)		
<b>Skill Force</b>			
Vacancy	( ) -	Team Leader	
Mr Daniel Anderson-Tuffnell	(DAT) -	Instructor	
Mr Alex Laird	-	Instructor	
Ms Natalie Curtis	-	Instructor	
<b>Art, Design and Technology</b>			
Mr Nigel Isaac	(NTI) -	Head of Faculty	
Mr Howard Lee	(HJL) -	Head of Art	
Mrs Emma Baber	(EB) -	Head of Food Technology	
Mrs Jane Eaton	(JE) -	p/t Textiles, joint Textiles Co-ordinator	
Miss Judith Lloyd	(JLo) -	p/t Textiles, joint Textiles Co-ordinator	
Mrs Anne Banks	(AKB) -	Food and Textiles	
Mrs Janet Lyon	(JLy) -	p/t Food and Textiles	
Ms Helen May	(HM) -	Technology, Graphics Co-ordinator	
Mr Adrian Cottle	(AC) -	Technology	
Mr David Elgey	(DE) -	Art	
Ms Hilary Johnson	(HJ) -	p/t Art	
Mr Daniel Gallally	(DG) -	Graduate Teacher	
Mr Peter Carne	(PC) -	Technology/Techlink	
<b>Performing Arts</b>			
Mr Gareth Harris	(GH) -	Head of Faculty	
Mr Darian Nelson	(DN) -	Head of Drama	
Ms Charlene Whitemore	(CAW) -	Music	
Mr Mark Bradbury	(MB) -	Music	
Ms Adele Proctor	(AP) -	Drama/Head of Dance	

## Support Staff

Ms Jocelyn Nichols	(JN)	Finance and Business Manager
Mrs Deborah Cottle	(DJC)	Examinations Officer
Mr Glen Eames	(GE)	Estate Manager
Mrs Judi Rowe	(JR)	Project Manager, New Build
		Ptnship Manager, Bath Education Trust
Mrs Janet Hudson	(JH)	Cover Support Assistant
Dr Fiona Terry-Chandler		Classroom Supervisor
Miss Emma Foster		Classroom Supervisor
Mrs Hilary Stubbs	(HJS)	Headteacher's PA
Mrs Verity Stevens	(VS)	Office Manager
Ms Sara Hayman	(SH)	Finance Officer
Mrs Linda Taylor	(LT)	Accounts Assistant
Mrs Melanie Butterfield	(MJB)	Administration
Mrs Annie Fairlie	(AKF)	Office Manager
Mrs Lynda Price	(LDP)	Administration/Admin Assistant KS3
Mrs Rachel Canham	(RC)	Administration
Mrs Susan Long	(SL)	Administration

## Support Unit

Henrietta Trevor	(HT)	Support Unit – Pip House
Ruth Hill	(RH <i>i</i> )	Support Unit – Pip House

## Library

Mrs Gill Atkins	(GA)	Librarian
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## Laboratory Technicians

Mr Richard Bradley	(RMB)	
Mrs Chris Shore	(CJS)	
Mrs Sue Smith	(SAS)	
Mrs Alison Greenslade	(AFG)	

## Reprographics

Mr Mike Bryant	(NMB)	Senior Technician
Mrs Christine Hutchison	(CH)	Technician

## Information Technology

Mr Roy Williams	(RW)	ICT Manager
Mr Roger Bryant	(REB)	Deputy ICT Manager
Mr Steve Wilkins	(SPW)	Systems Administrator
Mr Tim Hooper	(TH)	Technician

## Design Technology

Mr Jonathan Sturgess	(JS)	
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## Food Technology

Mrs Julie Saunders	(JS)	
Mrs Tina Plumley	(TP)	

## Catering

Mrs Amanda Edwards		Catering Assistant
Mrs Tracy Waller		Cook
Ms Georgina Bennett		Catering Assistant
Miss Amy Dowding		Catering Assistant
Mrs Colette Hyden		Catering Assistant
Miss Amanda Bird		Catering Assistant
Mrs Laura Leach		Catering Assistant

**Caretakers**

Mr Clive Rabbitts  
Mr David Easterlow

Mr Paul Dolman (PJD)  
Mr Paul Keen (PAK)  
Mr Albert Hutchison (AHU)

**SMSAs**

Mrs Julie Jones (JAJ)  
Mrs Gill Taylor (GT)  
Mrs Christine Hutchison (CH)  
Mrs Lynn Wilce (LHW)  
Mrs Karen Dallard

Upper School  
Upper School  
Lower School (SMSA Lead)  
Lower School  
Lower School

**Housekeepers**

Mrs Donna Miller  
Mrs Karen Dallard  
Mrs Yvonne Toogood  
Mr David Osmond  
Mrs Julie Jones  
Mr Nick Roberts  
Mr Jim Morrison

(DAM) Senior Housekeeper  
(KD)  
(YPT)  
(DEO)  
(JAJ) Staff Catering Assistant

Mr Paul Keen  
Mrs Lynn Wilce  
Mrs Christine Hutchison  
Mrs Gill Taylor  
Ms Claire Robertson  
Mr Kevin Baker  
Mr Nigel Gillard  
Mr Matt Keen  
Ms Christine Kilminster  
Mr Orlando Teles

(PAK) Senior Housekeeper  
(LHW)  
(CH)  
(GT) Staff Catering Assistant

# **Hayesfield Girls' School Governing Body**

## **LEA Representatives**

Mr Peter Metcalfe (November 2011)

## **Parent Governors**

(Expiry of Term of Office)

Dr Frank Longstreth (December 2009)

(Welfare and Guidance)

Dr Colin McInnes (October 2010)

Mrs Alison Scott (June 2012)

Mrs Karen Clothier (March 2013)

Mr Andrew Imianowski (September 2013)

Mr Mark Whiteley (September 2013)

## **Foundation Governors**

(Expiry of Term of Office)

Dr Peter Walker (May 2012)

Mark Hunnybun (June 2011)

Mrs Susan Le Page (October 2012)

(Technology)

Mr John Ashley (March 2013)

## **Community**

(Expiry of Term of Office)

Mrs Sally Howard (September 2011)

(Curriculum)

Mr Roger Chapman (November 2012)

(Resources)

## **Chair of Governors**

Dr Colin McInnes (October 2010)

## **Staff Governors**

(Expiry of Term of Office)

Ms Erica Draisey, Headteacher

Mrs Debbie Cottle (November 2009)

Miss Sarah Bravington (October 2010)

Mrs Jo White (September 2013)

## **Headteacher**

Ms Erica Draisey

## **School Improvement Partner**

Mr John Beer

## **Clerk**

Ms Janette Outlaw

All Governors can be contacted c/o Hayesfield Girls' School

## Channels of Communication

The Headteacher, Deputy Headteacher and Assistant Headteachers will be pleased to discuss any concerns with parents/guardians. It is helpful if concerns are initially discussed with appropriate staff.

Should you need to contact staff, your lines of communication are:

**Pastoral concerns** – Initially approach your son or daughter’s Tutor, then the Head of Year, then the senior member of staff with links to the year group.

**Curricular concerns** – Initially your daughter’s subject teacher, then the Head of Department, Head of Faculty, then Deputy Headteacher or Headteacher.

### Handling complaints

If you find it necessary to complain about any aspect of the school’s organisation or daily routines, it is helpful if this is made in writing. Oral and telephone contacts will be recorded in writing by the member of staff receiving the query. All complaints or queries will be logged.

If it is not possible to deal with your complaint within 24 hours, you will receive an acknowledgement and details of who is investigating your complaint and when you will be contacted again.

It is our intention to investigate all complaints and give feedback to the complainant within 7 working days.

Should you not be satisfied with the outcome or the manner in which your complaint was handled, you should raise the matter with the Headteacher. If you are still not satisfied, you should contact the Chair of Governors. It is not helpful if all Governors are notified as this makes it difficult to set up Appeal Panels.

In the unlikely event of you still not being satisfied, you have the right of appeal to the Local Education Authority.

### Contacts

Headteacher	Ms Erica Draisey	
Chair of Governors	Dr Colin McInnes	
Upper School	Upper Oldfield Park, Bath BA2 3LA	Tel 01225 426151 Fax 01225 427005
Lower School	Brougham Hayes, Bath BA2 3QU	Tel 01225 427545 Fax 01225 424478
Bath & North East Somerset Council	Riverside, Temple Street, Keynsham, Bristol BS18 1LA	Tel 01225 477000
School Website	<a href="http://www.hayesfield.com">www.hayesfield.com</a>	
School e-mail	<a href="mailto:enquiries@hayesfield.bathnes.sch.uk">enquiries@hayesfield.bathnes.sch.uk</a>	

## **Parent, Teacher and Friends Association** (Registered Charity No 1023452)

The purpose of the Parent, Teacher and Friends Association is threefold:

Firstly to contribute to the home/school partnership, providing opportunities for parents and teachers to communicate about issues concerning the welfare and educational achievements of the students in the school and to reflect on current practice and future plans and developments.

Secondly, to raise money to support and enrich the learning of students.

Finally, to provide opportunities for parents/guardians, teachers and friends to come together in a variety of forums to learn, discuss, to have fun and enjoy each other's company.

It is this philosophy that underpins the range of activities associated with the PTFA.

These include:

### **Business/Open Meetings**

Meetings are held regularly each term. These meetings are a useful forum for parent/teacher dialogues. Parent Governors are often present to discuss issues raised by parents and to review school policies and work of the school, as well as future changes. Issues raised at the meetings are often used to contribute to the School Development Plan.

### **Educational/Curriculum Evenings**

These evenings are held throughout the year. They will generally focus on a particular curriculum area or innovation and will enable teachers and parents/guardians to discuss educational issues as they arise at Hayesfield School.

### **Fundraising/Social Events**

A number of fundraising/social events take place each year. However, new ideas are always welcomed! Money raised by the PTFA is allocated to departments by the Committee to pay for enrichment projects.

All parents of students at Hayesfield School are automatically members of the PTFA.

If you are interested in playing an active role within the PTFA, please contact either of the joint Chairs, Simon Bond and Sharon Found, via the school. The PTFA email address is [ptfa@hayesfield.com](mailto:ptfa@hayesfield.com)

## The School Day

<b>Registration/Assembly</b>	<b>8.30 am - 8.50 am</b>
<b>Period 1</b>	<b>8.50 am – 9.45 am</b>
Break 1	9.45 am - 10.00am
<b>Period 2</b>	<b>10.00 am– 11.00am</b>
Break 2	11.00am – 11.20am
<b>Period 3</b>	<b>11.20am – 12.20pm</b>
Lunch	12.20pm – 1.05pm
<b>Period 4 (includes registration)</b>	<b>1.05pm – 2.05pm</b>
Changeover	2.05pm – 2.15pm
<b>Period 5</b>	<b>2.15pm– 3.15pm</b>
End of School Day	3.15pm
Extra curricular activities and clubs	

## School Calendar Academic Year 2009 – 2010

<b>TERM 1</b>		
Start:	Tuesday 1 September 2009	In Service Day 1
	Wednesday 2 September 2009	In Service Day 2
	Thursday 3 September 2009	
	Wednesday 23 September 2009	In Service Day 3
Finish:	Wednesday 21 October 2009	
<b>TERM 2</b>		
Start:	Monday 2 November 2009	
Finish:	Friday 18 December 2009	
<b>TERM 3</b>		
Start:	Monday 4 January 2010	
Finish:	Friday 12 February 2010	In Service Day 4
<b>TERM 4</b>		
Start:	Monday 22 February 2010	
Finish:	Thursday 1 April 2010	
<b>TERM 5</b>		
Start:	Monday 19 April 2010	In Service Day 5
Finish:	Friday 28 May 2010	
<b>TERM 6</b>		
Start:	Monday 7 June 2010	
Finish:	Friday 23 July 2010	

### Public Holidays:

31 August 2009 - August Bank Holiday  
 25 December 2009 - Christmas Day  
 26 December 2009 - Boxing Day  
 01 January 2010 - New Year's Day  
 02 April 2010 - Good Friday  
 05 April 2010 - Easter Monday  
 03 May 2010 - May Day Bank Holiday  
 31 May 2010 - Spring Bank Holiday

### Taking Holidays during School Time

We are very proud of our excellent record of attendance with over 95% of our students attending 95% of the time. However, the loss of school time to family holidays is a concern to us, as it is to all schools.

Time out of school has proven to have a significant impact on achievement. This is particularly evident in the Sixth Form, where students are being assessed throughout the year, via coursework and, in many cases, modular exams as well as at the end of Year 12 and Year 13. Full attendance throughout these two years is essential for examination success. For this reason, it is our practice not to authorise any holidays in term time in Years 12 or 13.

## DESTINATIONS

<b>Year 11</b>	Apprenticeship/ Employment	Further Education/ College	Hayesfield Sixth Form	Employment	Other Sixth Forms
	3 (1/5%)	67 (35%)	98 (51%)	1 (0.5%)	23 (12%)
<b>Year 13</b>	University	Further Education including Art Foundation	Employment	Gap Year	Other
	54(49.5%)	16(15%)	10(9%)	29(26.5%)	-

**Students who left the Sixth Form in July 2009 went to the following destinations:**

<b>Name</b>		<b>Place</b>	<b>Subject</b>
Rebecca	Adams	Royal Northern College of Music	Music
Rebecca	Allsop	Gap Year	Applying for University
Jodie	Annelly	Gap Year	Applying for University
Nigora	Asaeva	University of Brighton	History of Design, Culture and Society
Robert	Auton	Gap Year	Applying for University
Helen	Avent	Employment	
Amy	Barnes	Bournemouth University	English and History
Harriet	Bennett	Canada	Applying for University
Jessica	Bevan	Gap Year then University of Warwick	History, Literature and Cultures of the Americas
Alice	Bevan	Project Search	
Natalie	Book	University of Exeter	Biological Sciences
Claire	Bowles	University of Bangor	English Language
Jade	Burford	University of the West of England	Mental Health Nursing
Chris	Burgess	Gap Year	Applying for University
Chloe	Burroughs	Employment	
Elise	Burvill	Gap Year then Oxford Brookes University	Law
Lily	Byham	University of Exeter	Biological Sciences
Abi	Calley	Trowbridge College	Art Foundation
Tuesday	Carlin	Employment	
Florence	Carpenter	Gap Year	Applying for University
Jake	Chapman	Gap Year then University of Glamorgan	Music Technology
Josh	Chitson	Gap Year then Wiltshire College, Lackham	Animal Science and Management
Sarah	Chorley	Gap Year then University of Plymouth	Human Biosciences
Elliot	Cockburn	Gap Year	Applying for University
Eloise	Collins	Gap Year	Applying for University
Helen	Colville	City of Bath College	Art Foundation
Grace	Cooper	Gap Year then London Metropolitan	Film Studies and Theatre Studies
Josh	Creese	Gap Year	Applying for University
Charlotte	Cumper	Cardiff University	Microbiology
Laura	Davis	Gap Year then Southampton Solent University	Psychology (Counselling)
Rowan	Davis	Employment	

Sophie	Davison	University of Hull	Computer Science with Games Development
Emily	Dolman	Gap Year	Applying for Nursing
Ben	Dorman	Voluntary work in Germany	
Kay	Durham	Employment	
Jonathan	Ely	Imperial College, London	Electrical and Electronic Engineering
Lorna	Estill	Gap Year then Bournemouth University	Forensic and Crime Scene Investigation
Sam	Ferguson	City of Bristol College	Alternative and Complementary Studies
Bathsheba	Fifield	Working and studying in France	
Rebecca	Forsythe	University of Plymouth	Law
Sophie	Fossaceco	Gap Year	Applying for University
Bethan	Francis	Bournemouth Arts Institute	Costume with Performance Design
Avril	Gay	Northumbria University	Adult Nursing
Sophie	Groves	University of Leeds	Produce Design
Layla	Hardin	Gap Year then University of Birmingham	Law
Kaydie	Harris	Employment	
Jessica	Hitchcock	Bangor University	Psychology
Max	Howard-Evans	City of Bath	Art Foundation
Verity	Hull	Oxford Brookes University	Business Economics
Sarah	Humphries	Trowbridge College	Art Foundation
Martha	Hutchison	Gap Year	Applying for University
Olivia	Jones	University of Brighton	English Language and Linguistics
Sarah	Kingwell	Gap Year	Applying for University
Harriet	Lacy	Gap Year	Applying for University
Jack	Lever	University of Durham	Philosophy
Hannah	Lyon	University of Plymouth	English
Martha	Mackenzie	Gap Year then Manchester Metropolitan	Psychology
Jasmine	Maddison	University of Derby	Sports Massage & Exercise Therapy and Sports Psychology
Emma	Maggs	Gap Year then Bath Spa University	English Literature
Joseph	Malcolm	Employment	
Harry	Manister	Gap Year	Applying for University
Sarah	Mann	University of the West of England	Equine Science
Joe	Marriner	University of Birmingham	America and Canadian Studies
Simon	Martin	University of Glamorgan	Music Technology
Telisha	McKenzie	City of Bristol College	Dance Theatre Performance
Nicola	Meddick	Gap Year	Applying for University
Alexa	Miller	City of Bath College	Art Foundation
Evvy	Miller	Gap Year	Applying for Drama School
Cassandra	Moll	Gap Year then University of Reading	War, Peace and International Relations
Aimee	Monelle	University of Gloucestershire	Events Management
Duncan	Morrice	City of Bath College	ND in Media
Lydia	Morris	Gap Year (Australia) then University of Sussex	Law

Emily	Morris	University of Plymouth	Graphic Communication and Typography
Richard	Moss	Gap Year	Applying for University
Callum	Mungai	Employment	
Christina	Noton	Work experience and Open University	Completing UCAS application 2010
Laura	Ollis	University of Greenwich	Psychology with Counselling
Kirsty	Parsons	Oxford Brookes University	History
Alice	Pont	University of Birmingham	History
Ellie	Reed-Hunt	Gap Year	Applying for University
Charlotte	Reeves	Employment	
Sian	Robbins	Gap Year	Applying for University
Jamie-Lee	Rodaway	City of Bath College	Holistic Therapies
Luna	Samuels	City of Bath College	Art Foundation
Naomi	Saunders	Work experience at Royal United Hospital	Completing UCAS application 2010
Sarah	Scarisbrick-Rowe	Gap Year then University of Southampton	Mathematics
Alice	Shannon	Gap Year then University of Plymouth	Events Management
Emma	Shaw	Gap Year then University of Nottingham	Nursing Science
Benjamin	Sixsmith	Middlesex University	Creative and Media Writing
Eleanor	Slack	Gap Year then University of Birmingham	Law
Mitchell	Sowden	Employment	Completing UCAS application 2010
Mylene	Spencer	London College of Fashion	Art Foundation
Francesca	Staples	Gap Year	Applying for University
Martha	Stuffins	University of Birmingham	Physics (International Study)
Barnaby	Suttle	University of Sussex	Philosophy
Leanne	Thatcher	Birmingham City University	Primary Education with QTS
Natalea	Trevor	Gap Year then Oxford Brookes University	Early Childhood Studies
Charlotte	Watson-Thomas	Gap Year	Applying for University
Jo	Wayte	Gap Year	Applying for University
Kate	Whadcock	University of Nottingham	Sustainable Build Environment
Rebecca	White	City of Bath College	ND in Art and Design
Helen	Whitemore	Royal Welsh College of Music	Music
Esme	Wilson	City of Bath College	Art Foundation
Hannah	Wiltshire	Bath Spa University	Education
Charlotte	Withey	Gap Year then Roehampton University	Classical Civilisation
Hannah	Wood	Gap Year	Applying for University
Vincent	Wright	Gap Year	Completion UCAS application 2010 for Medicine
Alice	Yates	Norland College	Nannying
Frances	Yeo	University of Westminster	English Language and English Literature

## Sixth Form Admission Criteria

Hayesfield is a highly successful co-educational Sixth Form.

- The School offers places to all students for whom we have suitable courses.
- In order to obtain a place, there are minimum entry requirements. Depending
- on the number of GCSEs you pass, you will take three or four advanced level subjects. If you need to, you may retake English or Mathematics GCSE.
- AS and International Baccalaureate students follow an enrichment programme
- Prospective students will be given the opportunity to visit the school (external applicants) and attend a meeting at which their options will be discussed
- Applications should be made by 1 March 2010, although late applications will be considered
- Students will be contacted in writing confirming an offer of a place, subject to gaining the agreed qualifications, within one month of the arranged meeting date
- Once students have accepted a place, it is secure and the School is committed to the student.

### Minimum Entry Requirements:-

For AS/A2 programmes students the entry qualification is:

5 GCSE Grade C or better including either English or Maths. Subject teachers reserve the right to ask for a Grade B in the specific subject or similar requirement for new subjects. These are listed against each subject in the information located on the website.

For one year courses the entry qualification is:

4 GCSE Grade D or better although an interest in the course and a commitment to the programme of study are equally important.

- All AS and International Baccalaureate students follow an enrichment programme
- All prospective students will be given the opportunity to visit the school (external applicants) and attend a meeting at which their options will be discussed
- All applications should be made by 1 March 2010, although late applications will be considered
- All students will be contacted in writing confirming an offer of a place, subject to gaining the agreed qualifications, within one month of the arranged meeting date
- Once students have accepted a place, it is secure and the School is committed to the student. Students make final choice of subjects in August when final GCSE results have been published.

There is collaboration between Hayesfield and Beechen Cliff which enables students at both schools the opportunity to study a wider choice of subjects and options across the two institutions.

### Applications from students not studying in Year 11 at Hayesfield

A significant number of students transfer to Hayesfield Sixth Form. The admissions number for external candidates is 65, although this number may be exceeded if demand for courses can be met. 25% of admissions places in Year 12 can be boys.

In the event of the courses being oversubscribed by applicants who qualify, the following criteria would be applied to determine admission.

1. Looked after Children (Young people in the care of a local authority)
2. Those living closest to the school as determined by a direct line measurement between the home address and the school