

## Academic Year Planner

### Grade Cards & Reports *Published on the VLE*

Summer Term End: Reports	Years 7 – 9 & 12
Internal Exam Results	Years 7 - 10 & 12

### Year 12 UCAS Information Evening

Monday 29 April 2019

### Parents' Evenings

Year 10 and 12 Thursday 6 June 2019

### Internal Examinations

Years 7 –9 & 12	School Examinations	16/05/2019 – 22/05/2019
Years 10	School Examinations	14/05/2019 – 22/05/2019

### Oral Public Examinations Years 11 & 13

IGCSE	English as a Second Language	25/04/2019: 08.30
GCSE	French	26/04/2019: 08.30 – 11.15
A Level	Spanish	30/04/2019: 13.30 – 16.00
GCSE	Spanish	01/05/2019: 08.30 – 12.30
A Level	German	08/05/2019: 12.00

### Practical Public Examinations Years 11 & 13

GCSE	Art & Photography	29/04/2019: 08.30 – 12.30/14.00 – 16.00
		30/04/2019: 08.30 – 12.30/14.00 – 15.30
A Level	Art & Photography	01/05/2019: 08.30 – 09.20/12.45 – 16.00
		02/05/2019: 08.30 – 12.30/13.30 – 16.00
		03/05/2019: 08.30 – 12.30/13.30 – 16.00
GCSE	PE Moderation	03/05/2019: 08.30 – 13.30

### Study Leave

Year 11	Monday 13 May 2019
Year 13	Friday 17 May 2019

## School Day

Morning Monday - Friday			
08.20 – 08.30	Registration		
08.30 – 09.20	Lesson 1		
09.25 – 10.15	Lesson 2		
10.15 – 10.35	Break		
10.35 – 11.25	Lesson 3		
11.30 – 12.20	Lesson 4		
Afternoon Monday, Wednesday & Friday		Afternoon Tuesday & Thursday	
12.20 – 13.35	Lunch	12.20 – 13.20	Lunch
		13:20 – 13:30	Registration
13.35 – 14.15	Registration/Assembly/Mentor	13.30 – 14.20	Lesson 5
14.15 – 15.05	Lesson 5	14.20 – 15.10	Lesson 6
15.10 – 16.00	Lesson 6	15.10 – 16.00	Lesson 7
After School Monday - Friday			
16.00 – 17.55	Supervised Prep or paid lessons. Co-curricular activities, afternoon tea, free time, private study		
18.00	Buses depart		
18.30	Supper for boarders		

## School Calendar Dates

April 2019			
Mon	1	School closed	
Tue	2	School closed	
Wed	3	School closed	
Thu	4	School closed	
Fri	5	School closed	
Sat	6	School closed	
Sun	7	School closed	
Mon	8	School closed	
Tue	9	School closed	
Wed	10	School closed	
Thu	11	Selected girls warm weather athletics training, Lanzarote (Sarah Robertson)	
Fri	12	Lanzarote	
Sat	13	Lanzarote	
Sun	14	Lanzarote	
Mon	15	Lanzarote	
Tue	16	Lanzarote	
Wed	17	Lanzarote	
Thu	18	Lanzarote returns	
Fri	19	Good Friday	
Sat	20	School closed	
Sun	21	Easter Sunday	
Mon	22	Easter Monday	
Tue	23	Boarders return (Rachel Penberthy)	15.00 - 18.00
Wed	24	Day girls return and term begins	08.20
Thu	25	Charity Event (Hannah Stanford)	lunchtime
Fri	26	GCSE French Oral exam	08.30 - 11.15
		Year 13 - Next steps PSHE lesson 1 (Hannah Stanford)	
		Year 10 Art students to Curwen print studios (Brioney Donlevey)	All day
Sat	27	Open Morning	10.00 - 12.30
Sun	28		

Mon	29	GCSE Art/Photography Exam prep time	09.15 - 10.15 & 10.30 - 12.30
		GCSE Art/Photography Exam	14.00 - 16.00
		Years 7 - 10 County League Athletics, Luton (Sarah Robertson)	15.30 - 019.00
		Year 12 UCAS Information evening	18.00 - 19.00
Tue	30	GCSE Art/Photography Exam prep time	08.30
		GCSE Art/Photography Exam	08.45 - 10.15 & 10.30 - 12.30 & 14.00 - 15.30
		A Level Spanish Oral exam	13.30 - 16.00
		Selected girls Year 7 & 8 Junior maths challenge (Ruth Key)	14.30 - 15.30
<b>May 2019</b>			
Wed	1	GCSE Spanish Oral exam	08.30 – 12.30
		A Level Art/Photography Exam prep time	08.30 - 09.20 & 12.45 - 13.30
		A Level Art/Photography Exam	13.00 - 16.00
		Student Voices (Alex Garner)	13.35 - 14.15
		Eureka	09.45 - 11.45
		Year 11 - 13 Senior District Athletics, Stevenage (Sarah Robertson)	15.00 - 18.30
Thu	2	Selected girls County multi-events, Stevenage (Sarah Robertson)	All day
		A Level Art/Photography Exam prep time	08.30
		A Level Art/Photography Exam	08.45 - 10.15 & 10.30 - 12.30 & 13.30 - 16.00
Fri	3	Confirmed GCSE PE Moderation (Sarah Robertson)	08.30 - 13.30
		A Level Art/Photography Exam prep time	08.30
		A Level Art/Photography Exam	08.45 - 10.15 & 10.30 - 12.30 & 13.30 - 16.00
Sat	4		
Sun	5		
Mon	6	Bank Holiday	
Tue	7	Years 11 - 13 Senior District rounders (Charlie Field)	15.00 - 18.00
Wed	8	Eureka	09.45 - 11.45
		A Level German Oral exam	12.00 - 12.30

Thu	9	Years 7 - 10 County League Athletics, Stevenage (Sarah Robertson)	15.30 - 19.00
Fri	10	Year 11 go on study leave Years 7 - 10 Track and Field cup, Watford (Sarah Robertson) Teaching and Learning Community (Alex Garner) Student Voices (Alex Garner)	All day 13.00 - 13.30 13.35 - 14.15
Selected girls LAMDA Showcase (Elizabeth Chambers)			19.00
Sat	11	St Francis' Girls Bronze DoE (Debbie Hammond)	All day
Sun	12	Selected girls LAMDA exams (Elizabeth Chambers) St Francis' Girls Bronze DoE (Debbie Hammond)	09.30 – 14.00 All day
Mon	13	Years 7 - 10 County League Athletics, Stevenage (Sarah Robertson)	15.30 - 19.00
Tue	14	Year 10 school exams Years 7 – 9 Rounders vs St Christopher’s and St Francis, PHC (Charlie Field) Years 8 & 9 immunisation (School Nurse)	TBC
Wed	15	Year 10 school exams	
Thu	16	Year 7 - 10 & 12 school exams	
Fri	17	Year 13 go on study leave Year 7 - 10 & 12 school exams	
Sat	18		
Sun	19		
Mon	20	Year 7 - 10 & 12 school exams	
Tue	21	Year 7 - 10 & 12 school exams	
Wed	22	Year 7 - 10 & 12 school exams	
Thu	23	Year 10 Work experience Year 9 geography trip to Cambridge (Sylvia Hutchinson) Year 7 - 10 County League athletics, Stevenage (Sarah Robertson)	08.20 - 15.00 15.30 - 19.00
Fri	24	Year 10 Work experience Half Term Departs	16.15
Sat	25		
Sun	26		
Mon	27	School closed	
Tue	28	School closed	
Wed	29	School closed	
Thu	30	School closed	
Fri	31	School closed	

**June 2019**

Sat	1	School closed	
Sun	2	Boarders return (Rachel Penberthy)	18.00 – 20.00
Mon	3	Day girls return	08.20
Tue	4		
Wed	5	Year 10 & 12 Drama visit to see “Dead Dog in a Suitcase” (Lyric, Hammersmith) (Elizabeth Chambers)	10.15 – 18.00
Thu	6	Years 7 - 10 County League Athletics, St Albans (Sarah Robertson)	15.00 - 19.00
		Teaching and Learning Community (Alex Garner)	16.10 - 16.50
		Year 10 & 12 Parents' evening	17.30 - 19.30
Fri	7	Year 10 selected girls GCSE Geography Field Trip (Sylvia Hutchinson)	All day
Sat	8	Selected girls County Athletics championships, Hemel Hempstead (Sarah Robertson)	All day
Sun	9	Year 10 selected girls GCSE Geography Field Trip (Sylvia Hutchinson)	All day
		Year 10 selected girls GCSE Geography Field Trip (Sylvia Hutchinson)	All Day
Mon	10	Year 10 selected girls GCSE Geography Field Trip returns (Sylvia Hutchinson)	pm
Tue	11	Year 7 - 10 County League athletics, Stevenage (Sarah Robertson)	15.30 - 19.00
Wed	12	Summer Concert rehearsals (Jo Ingham)	16.00 - 18.00
		Summer Concert (Jo Ingham)	19.00 - 20.30
Thu	13	Years 9 & 10 District Rounders (Charlie Field)	15.00 - 18.00
Fri	14	Teaching and Learning Community (Alex Garner)	13.00 - 13.30
		Selected girls DoE Silver Practice (Debbie Hammond)	
Sat	15	Selected girls DoE Silver Practice (Debbie Hammond)	All day
		Hitchin Girls DoE Bronze Practice (Debbie Hammond)	
Sun	16	Selected girls DoE Silver Practice returns (Debbie Hammond)	pm
		Hitchin Girls DoE Bronze Practice (Debbie Hammond)	
Mon	17	Selected girls off timetable, Key Stage 3 musical rehearsal (Elizabeth Chambers)	
Tue	18	Selected girls off timetable, Key Stage 3 musical rehearsal (Elizabeth Chambers)	
		Years 7 & 8 District Rounders (Charlie Field)	15.00 - 18.00
Wed	19	Selected girls off timetable, Key Stage 3 musical rehearsal (Elizabeth Chambers)	
Thu	20	Selected girls off timetable, Key Stage 3 musical dress rehearsal (Elizabeth Chambers)	14.00
		Key Stage 3 Musical evening performance (Elizabeth Chambers)	19.00
Fri	21	Sports Teams Photos (Sarah Robertson)	12.30
		Key Stage 3 Musical evening performance (Elizabeth Chambers)	19.00
Sat	22		

Sun	23		
Mon	24	Perry Uniform to fit new Year 7s and new joiners Year 7 geography trip to Kew Gardens (Sylvia Hutchinson) Years 10 & 12 dress rehearsal for A Level and GCSE Drama Exam	12.00 - 17.30 All day 16.30 – 17.30
Tue	25	UCAS preparation afternoon (Lorna McPherson) Years 10 & 12 A Level and GCSE Drama Exam	13.30 - 16.00 19.00
Wed	26	Years 7 - 10 District Athletics Championships (Sarah Robertson) Carmen Event (Jo Ingham)	All day 08.30 - 21.30
Thu	27	Year 11 Trip Year 7 induction afternoon Possible Year 13 Prom	All day 13.30 – 16.00 pm
Fri	28	Speech Day Rehearsal Sports Day (Sarah Robertson)	08.30 - 09.30 Timings TBC
Sat	29	Speech Day	Timings TBC
Sun	30	Selected girls DoE Silver Assessment (Debbie Hammond) Selected Girls DoE Gold Practice/Gold Assessment (Debbie Hammond)	
<b>July 2019</b>			
Mon	1	County League Athletics Plate Final, Hemel (Sarah Robertson) Selected girls DoE Silver Assessment (Debbie Hammond) Selected Girls DoE Gold Practice/Gold Assessment (Debbie Hammond) Years 7 - 9 & 12 Full Reports	13.30 - 18.00
Tue	2	County League Athletics Final, Hemel (Sarah Robertson) Selected girls DoE Silver Assessment (Debbie Hammond) Selected Girls DoE Gold Practice/Gold Assessment (Debbie Hammond)	13.30 - 18.00
Wed	3	Swimming gala (Sarah Robertson) Selected girls DoE Silver Assessment returns (Debbie Hammond) Term ends at 12.45, school closed until Wednesday 3 <sup>rd</sup> September for Boarders to return and Thursday, 4 <sup>th</sup> September for the start of term	09.30 - 10.30
Thu	4	Selected Girls DoE Gold Practice/Gold Assessment returns	
<b>August 19</b>			
Thu	15	A Level Results day	
Thu	22	GCSE Results day	

## School Prefects and Office of Responsibility

POSITION	NAME
<b>Head Girl</b>	<b>Emily Pattison Blain</b>
Deputy Head Girl	Gabrielle East-Newbury
Head of Gloucester	Serena Polycarpou
Head of Windsor	Georgina Atkinson
Head of York	Alexandra Lall
Co-curricular Prefect	Georgia Baker
Pastoral Prefect	Maria Sayers
Head of Boarding	Anna Woodman
Head of International Students	Jingxi Wang

## Scholars

AWARD	NAME
Year 7 Academic	Darcy Crichton
Year 7 Academic	Ella Harrison
Year 7 Dance	Eve Nicholson
Year 7 Sport	Millie Hyde
Year 7 Sport	Trixabelle Vooght
Year 7 Sport	Mimi Lewis
Year 7 Headmistress Award	Rebecca Sharp
Year 8 Academic	Georgina Chamberlin
Year 8 Academic	Princess Annabelle Kunadu
Year 8 Academic	Daniella Njawaya
Year 8 Academic	Beau Nolan
Year 8 Music	Alice Keenan
Year 9 Academic	Taryn Kandola
Year 9 Academic	Sumira Khan
Year 9 Academic & Music	Isabella Sandberg
Year 9 Academic & Music	Skye Yi-Hardie
Year 10 Academic	Eleanor Lyon
Year 10 Academic	Nicole Onah
Year 10 Dance	Jessica Hubbocks
Year 10 Dance	Robyn McCrae
Year 10 Drama	Lianna Rowlinson
Year 10 Music	Esther Moss
Year 10 Sport	Asher Cliff-Afemari
Year 10 Sport	Khanyisile Goba
Year 10 Sport	Isabella Pownall
Year 10 Sport	Fiona Roberts
Year 10 Sport	Georgina Wareham

AWARD	NAME
Year 11 Academic & Music	Chin ( <i>Joey</i> ) Mok
Year 11 Academic & Dance	Esme Morison
Year 11 Academic	Gabrielle Cliff-Afemari
Year 11 Academic	Janine Cliff-Afemari
Year 11 Academic & Art	Tanisha Dutton
Year 11 Art	Olivia Cottee
Year 11 Art	Sophia Polycarpou
Year 11 Dance	Mia Nicholson
Year 11 Drama	Matilda Johnstone
Year 11 Musical Theatre	Aimee Halliday
Year 11 Sport	Jorja Haider
Year 11 Sport	Amelia Hammond
Year 13 Academic	Maria Cunningham
Year 13 Academic	Gabrielle East-Newbury
Year 13 Academic	Alexandra Lall
Year 13 Academic	Katie Marlow
Year 13 Academic & Music	Phoebe Morison
Year 13 Academic	Emily Pattinson Blain
Year 13 Academic	Katie Robinson
Year 13 Academic	Leela Wolstencroft
Year 13 Art	Molly Scarlett
Year 13 Art	Anna Woodman
Year 13 Drama	Augusta Spicer
Year 13 Music	Maria Sayers
Year 13 Sport	Georgina Atkinson



## Term Dates for Academic Year 2018/19

<b>SUMMER TERM 2019</b>		
<b>Boarders Return</b>	<b>Tuesday 23 April</b>	<b>15:00 – 18:00</b>
<b>Day Students Return &amp; Term Begins</b>	<b>Wednesday 24 April</b>	<b>08:20</b>
<b>Open Day</b>	<b>Saturday, 27<sup>th</sup> April</b>	<b>10.00 – 12.00</b>
<b>Bank Holiday</b>	<b>Monday 6 May</b>	
<b>Half Term Departs</b>	<b>Friday 24 May</b>	<b>16:15</b>
	<i>Boarders Return</i>	<i>Sunday 2 June</i>
	<i>Day Students Return</i>	<i>Monday 3 June</i>
<b>Term Ends</b>	<b>Wednesday 3 July</b>	<b>12:45</b>

## Term Dates for Academic Year 2019/20

<b>AUTUMN TERM 2019</b>		
<b>Staff INSET</b>	<b>Tuesday 3 September</b>	
<b>Staff INSET</b>	<b>Wednesday 4 September</b>	
<b>Boarders Arrive</b>	<b>Wednesday 4 September</b>	<b>15:00 – 18:00</b>
<b>Day Students Arrive and Term Begins</b>	<b>Thursday 5 September</b>	<b>08:20</b>
<b>Open Day</b>	<b>Saturday, 28<sup>th</sup> September</b>	<b>10.00 – 12.00</b>
<b>Half Term Departs</b>	<b>Friday 18 October</b>	<b>16:15</b>
	<i>Boarders Return</i>	<i>Sunday 3 November</i>
	<i>Day Students Return</i>	<i>Monday 4 November</i>
<b>Term Ends</b>	<b>Wednesday 11 December</b>	<b>12:45</b>
<b>Staff INSET</b>	<b>Thursday, 12 December</b>	

<b>SPRING TERM 2020</b>		
<b>Boarders Return</b>	<b>Sunday 5 January</b>	<b>18:00 – 20:00</b>
<b>Day Students Return and Term Begins</b>	<b>Monday 6 January</b>	<b>08:20</b>
<b>Half Term Departs</b>	<b>Friday 14 February</b>	<b>16:15</b>
	<i>Boarders Return</i>	<i>Sunday 23 February</i>
	<i>Day Students Return</i>	<i>Monday 24 February</i>
<b>Term Ends for Years 7 - 10 &amp; 12</b>	<b>Wednesday 25 March</b>	<b>12:15</b>
<b>Revision Days for Years 11 &amp; 13 &amp; Staff INSET</b>	<b>Wed 25 (pm), Thurs 26 &amp; Fri 27 March</b>	
<b>SUMMER TERM 2020</b>		
<b>Boarders Return</b>	<b>Sunday 19 April</b>	<b>18:00 – 20:00</b>
<b>Day Students Return and Term Begins</b>	<b>Monday 20 April</b>	<b>08:20</b>
<b>Bank Holiday</b>	<b>Monday 4 May</b>	
<b>Half Term Departs</b>	<b>Friday 22 May</b>	<b>16:15</b>
	<i>Boarders Return</i>	<i>Sunday 31 May</i>
	<i>Day Students Return</i>	<i>Monday 1 June</i>
<b>Bi Centenary Service of Celebration, St Albans Abbey (whole school in attendance)</b>	<b>Saturday 27 June</b>	
<b>Bi Centenary Rose Ball</b>	<b>Saturday 4 July</b>	

<b>Term Ends</b>	<b>Tuesday 7 July</b>	<b>12:45</b>
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# **PRINCESS HELENA COLLEGE**

## **Mission Statement**

**Excite, enrich and empower students to best prepare them for a competitive world.**

We do so by providing:

- a broad and balanced curriculum within a happy, safe and caring environment
- first class University and career advice and guidance

**Princess Helena College is an educational environment where students:**

- realise their academic potential and achieve the best possible results in public examinations
- develop their strengths and skills through a wide range of activities and opportunities beyond the classroom
- think independently and grow in confidence, courage and compassion
- take responsibility for themselves and others and develop a sense of service to the community

## **Values**

- the encouragement of intellectual curiosity and academic achievement
- a culture of praise, encouragement and self-reliance
- all types of boarding at every level of the school
- the importance of the boarding community for all pupils

## **Expectations of Students**

### **Respect and Courtesy**

All students are expected to behave with courtesy and respect for others. This includes:

- greeting people with a smile and comment as appropriate
- opening doors for others and standing back letting adults go through doors
- entering the dining hall in an orderly way, allowing staff and guests to go to the front of the lunch queue and not shouting in the dining hall
- standing when an adult enters a classroom
- being punctual for lessons, form periods, assemblies and other appointments
- showing respect for property and other people in spoken, written and electronic communication

### **Bounds and Security**

1. Students will be allocated with door access cards, which they must wear at all times.
2. In the interest of safety, the following are out of bounds: cellars; boiler rooms; outbuildings and roofs. The pool is only to be used when permission has been given by a member of staff and the pool is supervised by a qualified lifeguard.
3. Matches, candles, lighters, joss-sticks and incense etc. are a fire risk and are not allowed in school.
4. On hearing the fire alarm leave the building in silence, by the nearest exit, and gather on the Patch.

### **Academic Work**

5. Students should work quietly during all specified prep times and private study periods.
6. Academic work should be handed in on the date set. Extensions for prep or other set work must be sought, in person, from the appropriate member of staff. (Staff will follow the school's discipline policy if prep is not completed on time).

## **Dress and Mobile Phones**

7. School uniform should be clean, correct and in good order at all times. Black flat shoes must be worn. *Please refer to uniform list on following page*
8. Long hair must be tied back and visible make-up and nail varnish must not be worn.
9. Hair should not be obviously dyed with extreme colours.
10. One pair of stud earrings, one simple ring and a discreet necklace can be worn with uniform.
11. Sixth Formers do not have to wear school uniform on a daily basis, although they may choose to do so. However, formal uniform (purchased from Perry's Uniform) must be worn on certain occasions, for example when students accompany tours, at events, and when visitors are in school. When formal uniform is not worn, clothing must be neat, tidy and appropriate i.e. smart business attire. *Please refer to uniform list on following page*
12. Students in years 7 and 8 hand in their phones in the morning, these are collected at the end of the day. Year 9 are able to keep their phones but these are not to be used at school. Should students in years 7 or 8 need to make an emergency call they must go to reception; year 9 should also go to reception and obtain permission before using their phone. For students in years 10 – 13, mobile phones must be switched off during lessons and should only be used in their common room and Little Venice (entrance to dining room) - phones are not to be used anywhere else in the school for any year groups.

## **Food and Drink**

13. We operate a nut free school so any food products brought in to school must be entirely nut free.
14. Food should be consumed in the dining room.
15. Chewing gum is not allowed.

## **Alcohol, Drugs and Tobacco**

16. Alcohol, drugs and tobacco are forbidden. Failure to comply with this rule is regarded as a very serious matter and may result in exclusion from Princess Helena College.

## **Sport**

The school runs a number of sporting teams. Fixtures are generally after school and on Saturdays although some do occur during the school day. It is a great honour to represent the school and students should try to take every opportunity to reach their full potential. If selected for a team, students are expected to make themselves available for fixtures and practices.

## Uniform List

All items of school uniform are available from Perry Uniform. Please go to [www.perryuniform.co.uk](http://www.perryuniform.co.uk). Their specialist team of school uniform advisers, who will be able to advise you on sizing, are on 0113 238 9520 and are available between 9am – 5pm Monday to Friday.

A House T-shirt and badge will be supplied by the school at the beginning of term. You will be billed £12.50 for the T-shirt and £2.50 for the badge.

### Year 7 to Year 11

Navy Blazer

White long sleeve fitted open necked blouse – (short sleeve for the summer) \*

Navy jumper with Princess Helena College logo

Tartan Skirt

Navy coat \*

College scarf – optional

Navy opaque tights (winter) \*

**OR**

Navy long or short socks (no trainer liners) (summer)\*

Black flat leather shoes

### Additional uniform from Year 10 onwards

Navy opaque tights 40 denier \* or

Natural tights \*

### Sports Kit (for Years 7-11)

Tracksuit top - optional

Tracksuit bottoms - optional

Polo shirt

Black cycle shorts \*

White short sports socks \*

Games skort

Purple lacrosse socks

Lacrosse/football boots (Years 7 & 8 only)

Trainers\* - Adidas, Asics, Nike or New Balance are advised

Hooded sweatshirts with House logo

All black swimming costume\* (only needed if going to opt for swimming lessons)

Black leggings and Thermal top – both can be purchased from PlayerLayer via

[www.playerlayer.com](http://www.playerlayer.com). No other Baselayer is permitted.

### Years 12 and 13 – formal uniform

Navy jacket

White open-necked fitted blouse\*

Tartan straight skirt

Navy opaque tights 40 denier\* or

Natural tights\*

Black flat leather shoes

Sports Kit – Year 12 to 13 can wear their own appropriate sports clothing

\*Required item & style but may be purchased elsewhere

## **Boarding Principles and Practice**

Princess Helena College is a day and boarding school with full, weekly and flexi boarding options. We believe in the value of all types of boarding at every level of the school and the importance of the boarding community for all students, including day students.

We strive to provide a happy, healthy and caring boarding environment where pupils are able to develop and flourish. Each individual is encouraged to develop her own character and sense of self, growing in confidence, courage and compassion.

We believe that boarding should complement, not replace family life, and the pupil's House is her home from home and the centre of her personal life. We aim to create a supportive and relaxed environment where each student can develop at her own pace.

Boarding staff seek to guide students appropriately, using praise and encouragement liberally whilst upholding high expectations of behaviour. We want each boarder to feel that she is a valued member of the community and able to make a contribution to it.

Boarding provides the opportunity to experience a kind of community life that pupils may not experience again but which brings many benefits to them in preparing them for life after school. Pupils learn to be tolerant of each other, yet they learn to be independent too. The boarding environment offers a rich variety of experiences and we want the experience to help them to develop culturally, creatively, physically, spiritually, morally and socially.

## Contacting the School

**Main School: 01462 432100**

Email: [office@phchitchin.com](mailto:office@phchitchin.com)

Postal Address: Princess Helena College, Preston, Hitchin, Hertfordshire, SG4 7RT.

The usual first point of contact for a parent is the Main School number. Main School is staffed 08:30 - 17:00 Monday to Friday during term time. The School Office is able to direct calls for all departments when you are not sure how to make contact.

The first point of contact in an emergency out of office hours is the Housemistress who is contactable on: 01462 443884 or mobile 07718 477372.

***Please note all 'Direct Dial' numbers are preceded by '01462'.***

SLT	Contact	Ext	Direct Dial	Email
Head	Mrs Davis			<a href="mailto:head@phchitchin.com">head@phchitchin.com</a>
PA to the Head	Mrs Pointon	876	443876	<a href="mailto:sara.pointon@phchitchin.com">sara.pointon@phchitchin.com</a>
Assistant Head – Co-Curricular	Mrs McPherson	235	443713	<a href="mailto:lorna.mcpherson@phchitchin.com">lorna.mcpherson@phchitchin.com</a>
Assistant Head – Pastoral	Mrs Fells	719	443719	<a href="mailto:anna.fells@phchitchin.com">anna.fells@phchitchin.com</a>
Bursar	Mr Macfarlane	870	443870	<a href="mailto:bursar@phchitchin.com">bursar@phchitchin.com</a>

### Academic Student Support

Head of Junior Years (7 & 8)	Mrs Fells	719	443719	<a href="mailto:anna.fells@phchitchin.com">anna.fells@phchitchin.com</a>
Head of Middle Years (9 – 11)	Ms Stanford	246	428718	<a href="mailto:hannah.stanford@phchitchin.com">hannah.stanford@phchitchin.com</a>
Head of Sixth Form	Mrs McPherson	235	443713	<a href="mailto:lorna.mcpherson@phchitchin.com">lorna.mcpherson@phchitchin.com</a>

Contact Information



<b>Departments</b>	<b>Contact</b>	<b>Ext</b>	<b>Direct Dial</b>	<b>Email</b>
Finance Manager	Mrs Winton	886	443886	alice.winton@phchitchin.com
Housemistress	Mrs Penberthy	07718 477372		boarding@phchitchin.com
	Duty Room	884	443884	
Safeguarding	Mrs Fells	07543 820277		anna.fells@phchitchin.com
Transport to and from school	Mrs Harrison	874	443874	katie.harrison@phchitchin.com
Examination Officer	TBC	889	443889	office@phchitchin.com
Facilities Manager	Mr Robinson	724	428712	facilities@phchitchin.com
Network Manager	Mr Stanton	244	428717	admin@phchitchin.com
PHC Alumnae Association Secretary Alumnae Liaison	Mrs Goodbody		432100	alumni@phchitchin.com
	Ms Scott			Isobel.scott@phchitchin.com
PHC Parents' Association	Ms Pattison			justine@justbite.co.uk
Receptionist	Mrs Madden	720	432100	reception@phchitchin.com
Registrar	Ms Harper	888	443888	registrar@phchitchin.com
School Counsellor	Ms Hynes			counsellor@phchitchin.com
School Surgery Open (08:00 – 18:00)	Nurse	893	443893	nurse@phchitchin.com
	Surgery Mobile	07775 742705		
SENCo	Mrs Persaud	869	428719	senco@phchitchin.com

<b>Academic Department</b>	<b>Contact</b>	<b>Email</b>
Art & Design	Mrs Donlevy	art@phchitchin.com
Biology	Mr May	biology@phchitchin.com
Business Studies	Mrs Poston	rachel.poston@phchitchin.com
Chemistry	Mrs Kerr	chemistry@phchitchin.com
Dance	Miss Cox	dance@phchitchin.com
Drama	Mrs Chambers	drama@phchitchin.com
Duke of Edinburgh Award	Mrs Hammond	dofe@phchitchin.com
Economics	Ms Poston	economics@phchitchin.com
English	Mr Garner	english@phchitchin.com
English as an Additional Language	Mrs Fells	eal@phchitchin.com
Geography	Ms Hutchinson	geography@phchitchin.com
History	Dr Faulkes	politics@phchitchin.com
Library	Mrs Lall	psychology@phchitchin.com
Mathematics	Mrs Key	maths@phchitchin.com
Modern Foreign Languages	Mrs Mani-Saada	languages@phchitchin.com
Media	TBC	media@phchitchin.com
Music	Mr Ingham	music@phchitchin.com
Physical Education	Miss Robertson	pe@phchitchin.com
Physics	Mr Brown	physics@phchitchin.com
Psychology	Mrs Lall	psychology@phchitchin.com
Religious Studies	Ms Stanford	rs@phchitchin.com
Science	Dr Lines	science@phchitchin.com

## Contact Information

Form	Form Tutor	E-mail
7BC	Mrs Brandon	kate.brandon@phchitchin.com
	Miss Cox	rebecca.cox@phchitchin.com
8I	Mrs Ibranke	ayodele.ibronke@phchitchin.com
8R	Mrs Rodrigues	carolyn.rodrigues@phchitchin.com
9C	Miss Collins	fiona.collins@phchitchin.com
9M	Ms Meechan	catriona.meechan@phchitchin.com
10D	Mrs Dean	jackie.dean@phchitchin.com
10W	Miss Wilmot	holly.wilmot@phchitchin.com
11F	Miss Field	charlotte.field@phchitchin.com
11C	Mrs Chambers	elizabeth.chambers@phchitchin.com
12F	Dr Faulkes	stewart.faulkes@phchitchin.com
13RM	Mr May	christopher.may@phchitchin.com
	Miss Robertson	sarah.robertson@phchitchin.com
13QD		
	Mrs Donlevy	brioney.donlevy@phchitchin.com

## E-Safety

**ThinkuKnow** - [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk). If you want to find out more about how to keep you and your family safe online, go to ThinkuKnow and click on the parents' area of the website.

**Key Resources for Parents CEOP** (The Child Exploitation and Online Protection Centre) - [www.ceop.police.uk/safety-centre/](http://www.ceop.police.uk/safety-centre/). If you are concerned about something that has happened online and wish to report it click CEOP.

**Internet Watch Foundation (IWF)** - [www.iwf.org.uk](http://www.iwf.org.uk). If you have found any material you believe to be illegal you can report it to the IWF.

## Examination Boards

**AQA**      [www.aqa.org.uk](http://www.aqa.org.uk)  
**CIE**        [www.cie.org.uk](http://www.cie.org.uk)  
**Edexcel**   [www.edexcel.com](http://www.edexcel.com)  
**OCR**        [www.ocr.org.uk](http://www.ocr.org.uk)  
**WJEC**      [www.wjec.co.uk](http://www.wjec.co.uk)

## Contact Information for Pupils

### Who can you go to for help in school?

There are many people in school who are there to listen and to help you. You can talk to: Boarding House staff; the School Nurse; your Form Tutor; Head of Year or Head of House; Assistant Heads; Deputy Head or Headmistress. You can also talk to the School Doctor, Dr Czech (01462 453232), the School Counsellor ([counsellor@phchitchin.com](mailto:counsellor@phchitchin.com)) and the Guardian Angels at: ([guardianangels@phchitchin.com](mailto:guardianangels@phchitchin.com)).

If you do not feel able to talk in person, you can send an email.

### Organisations and Help Lines outside of school

**Childline** - 0800 1111

[www.childline.org.uk](http://www.childline.org.uk)

**Children's Commissioner** - 0800 5280731

[www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)

**The Children's Rights Director** - 0800 528 0731

[www.rights4me.org](http://www.rights4me.org)

### Boarding

To arrange for your daughter to become a flexi boarder, or to book an occasional boarding night, please telephone the Housemistress to check availability giving as much notice as possible. Please note that spaces in some year groups are limited, however, we will always try our best to accommodate students.

### Boarding Contact Details

Mrs Penberthy: Housemistress

- Mobile phone: 07718 477372
- Email: [boarding@phchitchin.com](mailto:boarding@phchitchin.com)