

Committee: Board of Governors of the City of London School for Girls	Date: 17 th October 2014
Report of: The Headmistress	Public
	For Decision
<p style="text-align: center;"><u>Summary</u></p> <p>It is recommended that the Board approves the following policies:</p> <p>Accessibility Plan</p> <p>Admissions Policy</p> <p>Careers Policy</p> <p>Catering and Food Hygiene Policy</p> <p>Collective Worship Policy</p> <p>Complaints Policy</p> <p>Contingency Plan</p> <p>Drugs and Substance Abuse Policy</p> <p>Fire Safety Procedures and Risk Assessment Policy</p> <p>First Aid Policy</p> <p>Gifted and Talented Policy</p> <p>Health and Safety Policy</p> <p>Medical Questionnaire Policy</p> <p>Missing Child Policy</p> <p>Pastoral Care, Discipline and Exclusion Policy</p> <p>Physical Contact and Restraint Policy</p> <p>Protection of Personal Property and Dealing with Thefts in School Policy</p> <p>Pupil Supervision Policy</p> <p>Pupils Use of IT Policy</p> <p>Record Keeping</p> <p>Redrafted Anti Bullying Policy</p> <p>Redrafted Child Protection Policy</p> <p>Redrafted Child Protection Annex A</p>	

Redrafted Child Protection Annex G

Risk Assessment Policy

Security, Access Control, Workplace Safety And Lone Working Policy

Special Educational Needs Policy

Student Mental Health Policy

Supporting Students With Long Term And/Or Serious Medical Conditions In School Policy

Swimming Pool Safety Policy

Teaching and Learning Policy

Work Related Learning Policy

Assessment and Recording Policy

1. **Forthcoming Events**

Parent E-Safety and E-Learning Information Evening	20 th October
PSHCE Life After City Speakers – Year 9 – 13	22 nd October
16+ Registration Closing Date	24 th October
Half term	27 th October - 2 nd November (inclusive)
16+ Entrance Exams	4 th November
Senior Maths Challenge	6 th November
Year 8 Joint Social with CLS	11 th November
Lunchtime Recital	14 th November
Year 13 Economics and Politics 'Question Time' Event	20 th November
Autumn Concert	20 th November
Senior School Production Preview Performance	24 th November
Senior School Production Performances	25 th – 27 th November
Year 12 Maths in Action Day	27 th November
Young Musician of the Year Competition	28 th November
GCSE Mocks for this term	1 st – 11 th December
A2 Music Recitals	2 nd December
Gym and Dance Performance	3 rd December
Board of Governors' Meeting	5 th December
Prep Christmas Concert	5 th December
Junior and Senior Carol Services	11 th December
Christmas Holiday	12 th December at noon – 5 th January (inclusive)
Staff Day	5 th January
Junior Drama Production	27 th – 29 th January
Prep Book Fair	2 nd – 6 th February
Prep Valentines Disco	3 rd February
Year 12 Higher Education Evening	4 th February
Year 7 Concert	5 th February
Intermediate Maths Challenge	5 th February
Prep Talent Show	13 th February

Half-term 16th - 22nd February
(inclusive)

2. Educational Visits

Year 10 trip to Granada	18 th - 23 rd October
6 th Form trip to Copenhagen	21 st – 24 th October
L2 to the Lord Mayor's Show	8 th November
Year 9 Black Country	13 th – 14 th November
Year 9 Immersion exchange	29 th Nov – 13 th Dec
Year 9 Immersion exchange	31 st Jan – 14 th Feb
U2 French trip	9 th – 12 th February
Year 13 CERN trip	10 th – 12 th February
Year 10-13 trip to Greece	12 th – 16 th February
Year 7 trip to Italy	12 th – 15 th February
Ski trip	13 th – 21 st February (TBC)

3. Governors' Visiting Days

Staff and pupils are always very pleased to welcome Governors to spend a day in school, either attending lessons in a particular subject or else shadowing a particular year group.

If any Governor would like to spend a day in school, he or she is asked to contact the Deputy Head at the school to discuss dates and the desired programme.

4. Lettings

Hirer	Dates	Venue
Baring Asset Management	6th December	Main Hall
Barbican Lawn Tennis Club	Various Evenings	Tennis Courts
BBC Singers	9th December	Main Hall
Crossrail	9th October	Committee Room
Global Harvesters Fellowship	Every Sunday	Main Hall/New Hall
Go Mammoth	Every Monday - Thursday Evenings	Gymnasium
Justin Craig Education	19th to 22nd December	B Floor Classrooms
London Gay Men's Choir	8th September, 13th October, 12th November	Music Rooms
London Philharmonic Choir	17th, 24th September, 1st, 6th, 8th, 15th, 25th, 29th October, 5th, 12th, 19th, 26th November, 3rd, 10th December	New Hall
London Symphony Chorus	25th September, 2nd, 7th October	New Hall
National Youth Theatre of Great Britain	21st July to 30th August Mon - Sat	All Halls
Royal Choral Society	Every Monday, 12th October, 14 December	Main Hall
South London Orienteering	21st September	Main Hall

5. Health & Safety

A programmed fire drill was carried out on 9th September in order to familiarise new staff and students with our procedure under controlled conditions. In view of the current threat level, key staff walked the course for a contingency plan known as Operation UNDERGROUND on 6th October. This involves evacuation to the extensive service tunnel network beneath the school in the event of extreme and immediate threat. An unscheduled “invacuation” bomb drill was held on 9th October.

There has been one reportable incident during the period 7th June to 29th September where a student fell in a sports club and fractured her elbow. When asked by the teacher, she did not feel the need to see the School Nurse and went to an A&E department outside school hours to have her elbow treated.

The minutes of the Health & Safety Committee meeting on 1st September are at Annex A. The Committee reviewed our “Health and Safety Policy” and recommends approval of the document shown on the attached draft at Annex B.

Medical conditions recorded by the School Nurse are:

Severe allergy requiring EPIPEN	19 Girls
Mild Allergy	24 Girls
Asthma	26 Girls
Hayfever	37 Girls
Eczema	22 Girls
No Childhood Vaccinations	3 Girls
Epileptic	1 Girl
Diabetic	2 Girls
Extreme Hypermobility of Joints	6 Girls
Coeliac Disease	2 Girls
Seen by Child and Adolescent Mental Health Services	20 Girls
Impaired Mobility	2 Girls
Frequent unexplained seizures	2 Girl
Rheumatoid Arthritis	1 Girl
Recessive Dystrophic Epidermolysis Bullosa	1 Girl
Pupils who have had formal assessment and / or are receiving on-going treatment for mental health, behavioural and related difficulties	32 Girls

6. Destinations of the 2014 Leavers

There were 72 Year 13 leavers in 2014, 55 of whom are planning to begin university in the UK in 2014 and two of whom will be studying abroad.

Eight of these girls have places at Cambridge and six have places at Oxford for a wide variety of courses. One girl has a place to study Vocal Studies at the Guildhall School of Music and Drama. Two girls have secured University places in Holland at the University of Amsterdam and at Amsterdam University College and the remaining 15 are all taking gap years. Five of these girls have already secured places at UCL, Durham, Bristol, York and Exeter to read a variety of different subjects and the other 10 girls are planning to apply to university in 2015.

There were 16 girls who reapplied this year as post-gap year students. Two of these girls were awarded places at Cambridge and others have secured places at a wide range of highly respected institutions such as Imperial, UCL and Bristol and KCL for a wide range of subjects. One girl has a place at NYU Gallatin for Liberal Arts.

7. 2014 Gap Years

This year there are 15 leavers taking gap years and all have exciting plans including plans to gain medical work experience at home and abroad, as well as to undertake international travel and language courses. Five girls this year are taking Art Foundation courses, three at Central St Martins, one at Oxford Brookes and one at the London College of Communication.

8. Building Projects Summary

Gymnasium Extension

The September Project Vision Report for the Gymnasium Extension is attached at Annex C. The project is proceeding to timetable and within budget.

Main Hall Extension

The City Surveyor continues to work with the contractor, who accepts full responsibility and liability for the issue, in order to identify the source of the leaks through the roof. Inspection hatches were fitted following the most recent leak, discovered in mid-August following heavy rain, and it is forecast that these will allow a permanent repair to be effected. Meanwhile we are able to use the extension as and when required.

9. Policies for Board Approval

Please find attached at Annexes D to II new and updated policies and plans for Board approval.

List of Annexes:

- A. Health and Safety Minutes
- B. Health and Safety Policy
- C. September Project Vision Report
- D. Accessibility Plan
- E. Admissions Policy
- F. Careers Policy
- G. Catering and Food Hygiene Policy
- H. Collective Worship Policy
- I. Complaints Policy
- J. Contingency Plan
- K. Drugs and Substance Abuse Policy
- L. Fire Safety Procedures and Risk Assessment Policy
- M. First Aid Policy
- N. Gifted and Talented Policy
- O. Medical Questionnaire Policy
- P. Missing Child Policy
- Q. Pastoral Care, Discipline and Exclusion Policy
- R. Physical Contact and Restraint Policy
- S. Protection of Personal Property and Dealing with Thefts in School Policy
- T. Pupil Supervision Policy

- U. Pupils Use of IT Policy
- V. Record Keeping Policy
- W. Redrafted Anti Bullying Policy
- X. Redrafted Child Protection Policy
- Y. Redrafted Child Protection Annex A
- Z. Redrafted Child Protection Annex G
- AA. Risk Assessment Policy
- BB. Security, Access Control, Workplace Safety And Lone Working Policy
- CC. Special Educational Needs Policy
- DD. Student Mental Health Policy
- EE. Supporting Students With Long Term And/Or Serious Medical Conditions In School Policy
- FF. Swimming Pool Safety Policy
- GG. Teaching and Learning Policy
- HH. Work Related Learning Policy
- II. Assessment and Recording Policy

Background Papers:

None

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