INFORMATION BOOKLET FOR ENTRY IN SEPTEMBER 2019

ST HELEN & ST KATHARINE

Independent day school for girls aged 9–18 years

ABINGDON • OXFORDSHIRE
The aim of this booklet is to give key supporting information to our prospectus. It includes a full account of our entry procedures at all levels, with critical dates and entry requirements. Please note that ideally, regardless of entry level, parents should visit the School on our Open Day at least one year prior to entry. Please take a look at our website www.shsk.org.uk where you will find more details including our full curriculum, a complete list of staff and Governors, and the school structure.

Mission statement
Founded on Christian values, our goal is to enable every girl to discover and develop her own strengths. We seek to encourage the aspiration to achieve both academically and beyond the classroom, and we aim to develop in all our students the self-belief and confidence that will equip them for life.
Statement of admissions policy

St Helen and St Katharine is an academically selective, independent day school for girls aged 9–18.

The School aims to recruit able girls from both independent and maintained schools who demonstrate the potential to meet the academic and general standards commensurate with the ethos of the School. We welcome students from different cultures, faiths and backgrounds.

St Helen and St Katharine must be reasonably sure that it will be able to develop the individual talents and strengths of the prospective student so that she may have a happy and successful school career and become a confident, well-rounded adult.

The suitability of candidates will be determined by consideration of their school report, an interview with the girl and academic testing appropriate to the age group as set out in this booklet.

This school’s policy is to apply the same criteria to all potential students including sisters of current students, and irrespective of race, religion or disability.

Contact

For any query regarding the admissions procedure, or to arrange a visit to the School, please contact:

Mrs Carole Bailey, Registrar
St Helen and St Katharine, Faringdon Road, Abingdon, Oxfordshire OX14 1BE
E: admission@shsk.org.uk
T: 01235 530 593
The entry procedure

Step 1
Visit the School:
Ideally, your first visit to the School should be on our Open Day at least one year prior to entry.

Step 2
Junior Department Open Doors Afternoon:
In June we welcome you and your daughter to this event where you can learn more about the ethos and structure of the Junior Department and its integral place within the school community. You will have a tour of key parts of the school campus, an opportunity to hear from both the Headmistress and the Head of Junior Department, and most importantly the Year 5 and Year 6 classrooms will have ‘open doors’ for you to observe current students in typical classroom activities. Invitations will be sent to all registered candidates and those on our enquiry list in the Trinity term or you can book your place at www.shsk.org.uk

Step 3
Register:
Candidates should be registered at least one year prior to their entry date, although late applications may be acceptable. A registration form should be completed and returned to the Admissions Office with the appropriate fee. Once your daughter is registered you will automatically receive details of the entry procedure at the appropriate time.

Step 4
Taster day:
Registered candidates will be invited to spend a taster day at St Helen’s as part of the entrance assessment process. The day will take the form of a normal school day and will include lessons in known and new subjects. There will also be an opportunity to meet students already at St Helen’s and members of the teaching staff.

Step 5
Assessment day:
Candidates take assessments in mathematics and English. The English assessment consists of a reading comprehension exercise and a written task, and the mathematics assessment comprises a mental arithmetic section as well as written questions. A reference will be required from the candidate’s current school and each girl will be interviewed by the Head of the Junior Department or another member of the Junior team the week following the written assessment. Candidates being assessed for diagnostic purposes take the assessment papers only.

Step 6
Offers and accepting a place:
Following the interview, results will be sent to parents. If your daughter is offered a place parents are asked to accept the place as early as possible as there could be important implications for those on our waiting list.

Step 7
Welcome to St Helen’s:
After accepting a place students are invited to the School on two occasions, the first in June when they will have an afternoon of activities and a chance to meet other students in their form as well as their form tutor; the second in September which is an Induction Afternoon the day before the beginning of term.
Critical dates
• Junior Department Open Doors Afternoon: 14 June 2018
• Whole School Open Day: 29 September 2018
• Closing date for registration: 16 November 2018 although late entries may be considered
• Assessment day: 26 January 2019
• Interviews by appointment: w/c 28 January 2019
• Results will be sent by post on 6 February 2019
• Closing date for acceptances: 4 March 2019
• Induction day: 20 June 2019

Entry requirements
Assessment papers will be set as follows:
English: The assessment will involve a reading comprehension exercise and a creative writing task.

The writing will be assessed on the following points: imagination and creativity; form and purpose; organisation and cohesion; sentence structure; punctuation; vocabulary; spelling and handwriting.

The best preparation is reading. Excellent examples of good stories and poems are available in the children's section of bookshops and libraries.

A writing journal in which children record thoughts and ideas, write stories and poems and develop banks of vocabulary, can also help to develop imagination and confidence.

Time: 1 hour 20 minutes (9+ and 10+)

Mathematics: The paper will include short questions on all areas of the National Curriculum: number; measurement, geometry, algebra and statistics (with the addition of ratio and proportion for Year 6).

There will be a mental arithmetic section as well as written questions, including some problem-solving. For all written answers candidates will be encouraged to show working out as necessary.

Finally some questions are included to help identify candidates who excel in this curriculum area.

Time: 1 hour 15 minutes (9+ and 10+)

Candidates will be given further opportunity to demonstrate their skills in English and mathematics at interview. This will also be an opportunity for the interviewer to follow up on any assessment queries.

Diagnostic assessment
In certain situations candidates may take 9+ and 10+ assessments or the 11+ assessments for diagnostic purposes with a view to entering the School at a later point. Such testing allows parents to ascertain their daughter's current level of ability and thus suitability for the School.

These diagnostic assessments will only be available to registered candidates on the published testing dates. Diagnostic candidates take assessments only. References and interviews will not be required until the point of entry. Please contact the Registrar for further information and to notify your interest in a diagnostic assessment.

Moving up to senior school
Students accepted into the Junior Department will be expected to enter St Helen’s Year 7 at the appropriate time. They will take the St Helen's assessment at 11+, not for the purpose of selection, but for staff records and possible scholarships.

Scholarships and bursaries
Scholarships and bursaries are not available in the Junior Department but all students will be considered at the time of the assessment for 11+ scholarships.
The entry procedure

Step 1
Visit the School:
Ideally, your first visit to the School should be with your daughter on our Open Day at least one year prior to entry.

Step 2
Register:
Candidates should be registered at least one year prior to their entry date, although late applications may be acceptable. A registration form should be completed and returned to the Admissions Office with the appropriate fee.

Step 3
Taster day and interview:
Registered candidates will be invited to spend a taster day at St Helen's as part of the entrance assessment process. The day will take the form of a normal school day and will include lessons in known and new subjects. There will also be an opportunity to meet students already at St Helen's and the Headmistress will meet candidates individually throughout the day. The afternoon will end with candidates breaking into small groups for an informal discussion with a senior member of staff.

Step 4
Entrance assessment:
The School's main entrance assessment is normally taken in January of the academic year during which the girl turns 11 years of age. Under and over age candidates may be accepted on the recommendation of their present Headteacher. No special preparation is necessary. Each element of the assessment process together with a Headteacher's reference will be taken into account by the Headmistress in order to determine suitability for a place at St Helen's.

The entrance assessments includes a one-hour paper in mathematics and two papers of 35 and 40 minutes in English (see Entry Requirements).

Step 5
Offers and accepting a place:
Parents will be notified of the outcome of the assessment within ten days of the entrance assessment. At this stage, if parents or students remain uncertain of their decision, they are welcome to contact the Admissions Office for further information or to arrange another visit to St Helen's. Parents are asked to accept the place as early as possible as there could be important implications for those on our waiting list.

Step 6
Welcome to St Helen's:
After accepting a place students are invited to the school on two occasions, the first in June when they will have a day of activities and a chance to meet the other students in their form as well as their form tutor; the second in September which is an Induction Afternoon the day before the beginning of term.
Critical dates
- Whole School Open Day: 29 September 2018
- Closing date for registration: 16 November 2018 although late entries may be considered
- Closing date for music scholarship applications: 16 November 2018 at 12 noon
- Taster days: various dates between October and December
- Workshop and Music Scholarship auditions: w/c 7 January 2019
- Assessment day: 12 January 2019
- Results will be sent by post on 18 January 2019
- Induction day: 15 June 2019

Entry requirements
Candidates will be required to take an entry assessment in English and mathematics, provide a reference from the candidate’s current school and attend a taster day where each candidate will meet individually with the Headmistress as well as taking part in a discussion group with a senior member of staff. Each of these will be taken into account by the Headmistress and a team of staff in order to determine a candidate’s suitability for a place at St Helen’s.

Assessment papers will be set as follows:

English papers: The reading paper will require students to answer questions on a passage of text. In the shorter questions they will need to show understanding of literal meaning and explore the implications of figurative language; longer questions will ask them to develop an analytical response by selecting and commenting on key quotation. We look for sound comprehension of the passage, sensitivity to language and depth of insight overall.

The writing paper will offer a choice of creative or discursive writing. Here we look for creative potential and individuality, alongside strong structure and accurate spelling and punctuation.

Time: Reading 40 minutes
Writing 35 minutes

Mathematics papers: The mathematics paper will consist of both short questions to test accurate execution of formal mechanical arithmetic and longer problem solving style questions which involve mathematical ideas presented in words or in diagrams and require the understanding and use of basic techniques in everyday problems. Candidates may need to give explanations and reasoning for these questions. Marks will be given for correct and methodical working as well as correct answers throughout the paper where appropriate. Answers written down with insufficient reasoning may not receive full marks.

Subject material may include, but will not necessarily be limited to, any of the following:
- The four rules applied to decimals and fractions including rules on orders of operations
- Conversion between fractions, decimals and percentages in simple cases
- Use of percentages in straightforward cases
- Basic area and perimeter of shapes
- Basic knowledge of data handling including graphs and averages
- Types of number – prime, multiples, factors, squares, cubes
- Calculations involving time
- Transformations including reflection and rotation
- Number sequences
- Use of coordinates in all four quadrants
- Name and properties of triangles

Some questions will involve situations designed to identify people with special mathematical aptitude.
Candidates will need to have available a pen, pencil, eraser and ruler.
Calculators may NOT be used.

Time: 1 hour

There is no formal syllabus and we regret that copies of past assessment papers cannot be made available. Anyone exceptionally in need of more information through, for example, prolonged residence abroad, should write to the Headmistress.

Reference: St Helen’s will ask each candidate for a reference from the Headteacher of their current school.

Diagnostic assessment
Candidates may take the 11+ assessments for diagnostic purposes with a view to entering the School at a later point. Such testing allows parents to ascertain their daughter’s current level of ability and thus suitability for the School. These diagnostic assessments will only be available to registered candidates on the published testing dates. Diagnostic candidates take assessments only. References and interviews will not be required until the point of entry.

Details of 11+ awards
Scholarships are awarded by the Headmistress to recognise excellence, ability and potential in one or more academic or extracurricular area.

- Academic Scholarships are solely to reward academic excellence based on performance in the entrance assessment. No application is required.
- Music Scholarships are available at 11+. Candidates must complete an application form and return it to the Admissions Office, by the closing date. Applicants should be of at least Grade 5 standard in at least one instrument.
- All Rounder Awards are made to students of high academic ability who are likely to make a substantial contribution to the wider life of the School recognising sport, drama, artistic and/or music potential. No formal application or assessment is required. All Rounder Awards are made at the discretion of the Headmistress.

All scholarships are open to external candidates and existing students. Further details, application forms and closing dates for entry can be found on the school website, www.shsk.org.uk

Bursaries
Bursaries are available up to 100% of the fees. Further details, application forms and closing date can be found on the school website, www.shsk.org.uk
Middle School (13+)
Admission to Year 9

The entry procedure

Step 1
Visit the School:
Ideally, your first visit to the School should be on our Open Day at least one year prior to entry.

13+ Activities Afternoon
We hold this event in June for Year 7 students who are interested in joining at Year 9. It is an informal opportunity for your daughter to have an afternoon in school experiencing a variety of activities. We will send an invitation to those contacts who have indicated interest in Year 9 as an entry point for their daughter. You can also book a place or find out more information in the Visit us section at www.shsk.org.uk

Step 2
Register:
Candidates should be registered at least one year prior to their entry date, although late applications may be acceptable. A registration form should be completed and returned to the Admissions Office with the appropriate fee.

Once your daughter is registered, you will automatically receive details about the entrance assessment. Parents who are unsure whether their daughter is performing to the standard required for entry into Year 9 may wish to take advantage of the opportunities for 13+ registered candidates to take a diagnostic assessment. This assessment is separate from the entrance assessment and takes place two years earlier at the same time as Year 7 (11+) assessment. Students taking the diagnostic assessment must be registered by the 11+ registration deadline. Following the 11+ diagnostic feedback they will still need to sit the 13+ entrance assessment.

Step 3
Taster day:
All registered Year 9 candidates will be invited to a taster day where they will be able to join current St Helen’s students for lunch and lessons. There will be a 15 minute interview with the Head of Middle School.

Step 4
Entrance assessment:
The entrance assessment will take place in November of the year prior to entry. All the students will be tested on the same day. A reference will be requested directly from your daughter’s current school before the assessment date. Parents should notify their daughter’s school that a request will be coming to avoid any embarrassment. The assessment will be in English, mathematics and a modern foreign language. (See entry requirements for further details)

Step 5
Offers and accepting a place:
Parents will be notified of the outcome of the assessment within ten days of the Assessment Day. Parents are asked to accept the place as soon as possible.

Step 6
Welcome to St Helen’s:
After accepting a place students are invited to an induction afternoon in June when they have an opportunity to meet other students in their form and their form tutor.
Critical dates
- Whole School Open Day: 29 September 2018
- Closing date for registration and scholarship applications: 2 November 2018 at 12 noon
- Taster days: various dates throughout November by invitation
- Entrance assessment: 23 November 2018
- Results will be sent by post on 30 November 2019
- Academic, Art, Music and Sport Scholarship assessments: w/c 28 January 2019 by invitation
- Closing date for acceptances: 4 March 2019
- Induction day: 18 June 2019

Entry requirements
Assessment papers will be set as follows:
English: The paper will include a reading section which tests comprehension skills and a writing section which will offer a choice of creative or discursive writing. The reading task tests the ability to respond in detail to language and its effects, and the ability to select relevant quotation in order to develop an analytical line of approach. We look for clear, consistently detailed and perceptive individual responses. In the writing section we would hope to see evidence of individuality, creativity, good structure and accurate spelling and punctuation.
Time: 1 hour 15 minutes

Mathematics: The paper will consist of questions which test the candidate’s ability to apply arithmetical and mathematical techniques with accuracy and those which will require candidates to select and apply their knowledge and techniques to solve more complex problems. Candidates will need to have available a pen, pencil, eraser, ruler, pair of compasses and a protractor. Calculators may not be used.
The mathematics required will reflect those topics that would normally have been covered by students in Year 7 and the first part of Year 8. As well as the more obvious topics this may include, but will not necessarily be limited to, any of the following:
- Use of the four rules – including cases involving mixed fractions or decimals
- Rounding to decimal places and significant figures
- Conversion between fractions, percentages and decimals in straightforward, usually well-known, cases
- Use of standard form to represent small and large numbers
- Using approximations to one significant figure to estimate calculations
- Percentage problems including a percentage of something, finding something as a percentage and simple interest
- Ratio and simple ideas of (direct) proportion
- Angle properties – triangles, angles on parallel lines
- Simple conversions including foreign currency
- Simplification of algebraic expressions including those involving brackets and powers
- Substitution into algebraic formulae
- Solving more complex algebraic equations including brackets and those where the unknown occurs on both sides
- Very simple rearranging formulae
- Speed, distance and time calculations
- Transformations – rotation, reflection, translation
- Areas of triangles and quadrilaterals
- Simple probability
Time: 1 hour 15 minutes

Modern languages: The paper will include a series of questions and an open ended writing task in a Foreign Language. (French, German, Spanish or Mandarin as appropriate to the candidate’s experience)
Time: 40 minutes

Taster day/interview: Candidates will be invited to spend a day at St Helen’s as part of the entrance assessment process. Students will be interviewed during the taster day by the Head of Middle School. Your daughter will be able to discuss her interests and strengths and relate those to the opportunities offered at St Helen’s. This will also be a good time for her to ask any questions she may have about the School.
Time: 15 minutes

Copies of past assessment papers cannot be made available. Anyone exceptionally in need of more information through, for example, prolonged residence abroad, should write to the Headmistress.

Details of 13+ awards
Scholarships are awarded by the Headmistress to recognise excellence, ability and potential in one or more academic or extracurricular area.
- Academic Scholarships are awarded to external candidates following entrance assessments in November and scholarship interviews in the following February each year. Application forms are not required. Students who have displayed both a very high standard of academic achievement, effort and potential since joining St Helen’s and an interest in the extracurricular academic life of the School will be invited to attend a scholarship interview in the February of Year 8.
- Scholarships in Art, Music and Sport are available at 13+. All internal and external candidates must return application forms to the Admissions Office by the registration deadline. In music, all candidates are auditioned and should currently be of Grade 6 standard in at least one instrument. In art, shortlisted candidates will be invited to school for an interview and skills assessment. In sport, applicants should be of a high level of performance (e.g. county representation or equivalent) in at least one of St Helen’s competitive or performance activities. Short listed candidates will be invited to the School for an assessment day.
- All Rounder Awards are made to students of high academic ability who are likely to make a substantial contribution to the wider life of the School recognising sport, drama, artistic and/or music potential. No formal application or assessment is required. All Rounder Awards are made at the discretion of the Headmistress.

Further details, application forms and closing dates for entry can be found on the school website, www.shsk.org.uk

Bursaries
Bursaries are available up to 100% of the fees. Further details, application forms and closing date can be found on the school website, www.shsk.org.uk
**Sixth Form (16+)**

Admission to Lower Sixth

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### The entry procedure

**Step 1**  
**Visit the School:**  
Ideally, your first visit to the School should be on our whole School Open Day at least two years prior to entry. We invite students in Year 10 to a Sixth Form taster day in June. Parents then join their daughter at an Introduction to Sixth Form evening.

**Step 2**  
**Sixth Form Open Evening:**  
This takes place the week after our Open Day – anyone on our Enquiry List will be sent an invitation but everyone is welcome. The Sixth Form Open Evening is an important event for prospective students and their parents and is an opportunity to find out everything they need to know about St Helen’s Sixth Form including the Academic Enrichment Programme. Full details of the A level subjects which are offered can be viewed on the St Helen and St Katharine website. You will be able to meet the Headmistress as well as Sixth Form subject teachers and current A Level students who will be on hand to discuss chosen subjects in more detail. Our Careers and Higher Education Department will be available to discuss which subjects are relevant to different degree courses and future careers.

**Step 3**  
**Register:**  
A registration form should be completed and returned to the Admissions Office with the appropriate fee. Once your daughter is registered you will automatically receive details about the entrance procedure. A reference will be requested directly from your daughter’s school before the interview date. You will be required to complete a Programme of Study form to indicate those subjects you intend to study at A Level.

**Step 4**  
**Entrance interviews:**  
Registered candidates will be interviewed by the Head of Sixth Form and two Heads of Department. Students will also be required to complete a verbal reasoning test. Interviews take place, by appointment, in November. Late applications may be acceptable, subject to the availability of subjects to be studied.

**Step 5**  
**Offers:**  
Candidates will be informed of the School’s decision shortly after the interview process has been completed. Letters confirming offers will be sent in late August, following receipt of GCSE results.

**Step 6**  
**Welcome to St Helen’s:**  
After accepting a place students are invited to the school on two occasions, the first in July when they will have a day of activities and a chance to meet the other students in their form as well as their form tutor; the second in September which is an Induction Afternoon on the day before the beginning of term.
Critical dates

• Sixth Form Taster Day and Introduction to Sixth Form Evening: Tuesday 26 June 2018
• Whole School Open Day: 29 September 2018
• Sixth Form Open Evening: 4 October 2018
• Closing date for registration and scholarship applications: 12 October 2018 at 12 noon. Late Sixth Form applications may be considered
• Sixth Form interviews: w/c 5 November 2018 by invitation
• Art Scholarship workshop: w/c 5 November 2018, portfolios to be submitted at this time
• Sixth Form Academic Scholarship assessment: 9 November 2018
• Art, Drama, Music and Sport Scholarship shortlist invitations sent w/c 12 November 2018
• Art, Drama, Music and Sport Scholarship workshops, auditions and interviews: w/c 19 November 2018
• Offer letters will be sent by post by 30 November 2018
• Academic, Art, Music and Sport Scholarship assessments: w/c 28 January 2019 by invitation
• Closing date for acceptances: 4 January 2019
• Induction afternoon: 3 July 2019

Entry requirements

Entry is determined by pastoral and academic interviews, and is conditional on GCSE/IGCSE results and a satisfactory reference from the current school. All offers require at least five A* to A (9–7) grades at (I)GCSE and an A* or A (9–7) in the subjects the candidate plans to study at A level. Candidates are invited to bring recent work and art portfolios with them to interview.

Details of 16+ awards

Scholarships are awarded by the Headmistress to recognise excellence, ability and potential in one or more academic or extracurricular area.

• Academic Scholarships are awarded to both external and internal candidates based on mock results, school references and a scholarship assessment (critical thinking and philosophy essay) which is taken in November. Shortlisted candidates will be invited for Governors’ interviews. Further details are available on the school website, www.shsk.org.uk. All candidates are required to complete an application form and submit it to the Admissions Office.

• Scholarships in Art, Drama, Music and Sport are available at 16+. All internal and external candidates must return application forms to the Admissions Office. In music, all candidates are auditioned and should be of Grade 8 standard in at least one instrument. In art, all candidates submit a portfolio, and shortlisted candidates will be invited to school for an interview and skills assessment. In sport, applicants should be of a high level of performance (e.g. county representation or equivalent) in at least one of St Helen’s competitive or performance activities. Shortlisted candidates will be invited to the School for an assessment day. In drama, shortlisted candidates will be invited to school for practical assessment and interview. Candidates must be available during the w/c 19 November 2018 to attend relevant scholarship activity.

• All Rounder Awards are made to students of high academic ability who are likely to make a substantial contribution to the wider life of the School recognising sport, drama, artistic and/or music potential. No formal application or assessment is required. All Rounder Awards are made at the discretion of the Headmistress.

Further details, application forms and closing dates for entry can be found on the school website, www.shsk.org.uk

Bursaries

Bursaries are available up to 100% of the fees. Further details, application forms and closing date can be found on the school website, www.shsk.org.uk
**Fee Information**

**Fees as from September 2018**

**Registration and entrance fee:**
- £100 for UK candidates (non-returnable).
- £200 for overseas candidates (non-returnable).

**Deposit (on acceptance of place):**
- £500 refundable on final account.

**Tuition fee:**
- £5,490 per term, including lunch. All the costs incurred in the usual course of the curriculum education of the School, including provision of necessary education materials and as outlined in the Schedule of Fees, are met by the tuition fee unless otherwise notified. The cost of academic public assessments will be charged as supplemental items.

**Buses:**
Costs depend on route and stop. The Joint Bus Service (JBS) is coordinated by the Operations Manager, Mr Tom Peeke, based at St Helen’s.

**Music fees:**
For full schedule of fees and conditions visit [www.shsk.org.uk](http://www.shsk.org.uk)

**Bursaries**

**What is a bursary?**
The Governors have made provision to award bursaries to students in Year 7 and above whose parents could not otherwise afford the fees. Bursaries can be any value up to the full amount of the fee, and may include assistance with school bus travel. They are awarded to candidates whose performance in the entrance tests suggests academic merit and where the application satisfies the financial constraints dictated by the Governors. Bursaries are reviewed annually; they may increase or decrease according to circumstances.

**How do I qualify for a bursary?**
Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision. Bursary support is based on an assessment of financial circumstances and considers both capital assets as well as income and makes allowances for dependents and pensions. Where fees are being paid to other schools, the award will take these outgoings into account, although the Bursar would expect to see evidence that equivalent awards had been made by other independent schools.

The School considers that the following examples would not be consistent with the receipt of a bursary:

- Frequent/expensive holidays
- New/luxury cars
- Investment in significant/expensive home improvements
- A second property/land holdings

Subsequent to entry, the School operates a Hardship Bursary fund for those whose financial arrangements have unexpectedly changed for the worse. The application process is the same (see below) but the timescales for review and confirmation of an award are managed on a case by case basis. Parents should be aware that the School would not expect to provide financial assistance within the first two years of a girl joining (other than being in receipt of a bursary on entry), since it is expected that sufficient financial resources exist to cover school fees commitments during this period.

**How do I apply for a bursary?**
Parents of registered candidates who have indicated they may wish to apply for a bursary will be notified of the process to do so. The completed application form and supporting papers must be returned to the Bursary Office at the School by the closing date advised and published on the school website, [www.shsk.org.uk](http://www.shsk.org.uk)

**Payment of fees**
Notice of removal of a student from the School before completing Year 13 (Upper Sixth) must be given in writing to the Headmistress at least one full term beforehand, or payment of the next term’s fees will be required.

For students joining St Helen’s, if you wish to withdraw your acceptance of a place after submitting the Parent Contract Acceptance Form and payment of the deposit, notice must be given in writing to the Headmistress prior to the first day of the term immediately preceding the term in which your child was due to start, or payment of the next term’s fees will be required.

Notice of discontinuing subjects for which extra fees are charged must be given in writing not later than one full term beforehand; in the case of instrumental lessons such notice should be addressed to the Director of Music.

Please note that cheques for music tuition fees must be made payable to the teacher who raises the invoice and not to the School. All other cheques should be made payable to St Helen and St Katharine and addressed to the Bursar.

**Impact of fee rises**
In order to appreciate the impact of possible future fee increases, parents should note that over the course of a seven year school career, the current termly fee of £5,490 would increase to £6,947 at an annualised fee increase of 4%.

**Educational visits**
The School arranges a large number of expeditions, educational visits and cultural holidays. Competitive rates are negotiated for these student groups. We absorb the cost of overheads for arranging these expeditions into the price set for those taking advantage of them. Overheads take into account the financial risk to the School in booking the travel and accommodation etc. They include the expenses of staff carrying out essential supervision of students but staff do not benefit financially from running expeditions.

**Insurance**
Personal Accident insurance is provided for all students at no additional cost.

No reduction is made for absence but a School Fees Refund Scheme together with Personal Effects insurance is available. Further details may be obtained from the Bursar.

Parents may also be interested in the School Fees Trust Scheme operated by SFS Group, which pays school fees directly to the School should a parent die during the period for which a girl attends the School.
Conditions of entry
However the fees are paid, the contractual liability remains with the signatories of the Parent Contract. The School reserves the right to ask the parent to withdraw the student if this is in the interest either of the School or the student herself.

The School can accept no responsibility for any loss or damage that may happen to a student’s property while on the school premises.

Note that all students attend the school’s assemblies and services which cover a wide range of moral, spiritual and religious topics. The School services are based on the Anglican Liturgy.

Throughout a student’s time at St Helen’s the Health Centre shall continue to have the right to give the student’s parent or guardian or the Headmistress any confidential information about the student if they consider that it is in the student’s own interest or desirable for the protection of other members of the School that they should do so.

Overseas candidates
St Helen’s invites applications from overseas candidates who have the necessary passport/visa arrangements to study in the UK throughout their time at the School. Candidates are expected to attend assessments/interview at the School, although in exceptional circumstances, assessments can be arranged at a candidate’s current school with agreement. If a candidate is unable to attend St Helen’s for an interview due to their country of residence, alternative arrangements can be made.

Senior Leadership Team

**Headmistress**
Mrs R Dougall, MA London, BA Bristol

**Deputy Headmistress**
Mrs B Stubley, MA Greenwich, BA Kent

**Bursar**
Mr D Eley, BSc London

**Assistant Head, Director of Students**
Mrs E Bedford, MA Oxford Brookes, BA Durham

**Assistant Head, Director of Staff and IT**
Mr J Hunt, MA St Andrews

**Director of Communications and Marketing**
Ms L Askgaard, MA Southern Denmark

Senior Management Team

**Director of Studies**
Mr C Morris, MA Oxon

**Head of Sixth Form**
Miss H Doherty, MA Warwick, BSc London

**Head of Middle School**
Mrs H Nash, BA Southampton

**Head of Lower School**
Mrs K Taylor, BA Wales

**Head of Junior Department**
Miss N Talbot, BSc Nottingham

**Chairman of Governors**
Mr Kevan Leggett

The Chair of Governors can be contacted by post via the main school address: St Helen and St Katharine, Faringdon Road, Abingdon, Oxfordshire, OX14 1BE

A full list of our staff is available on the school website at [www.shsk.org.uk](http://www.shsk.org.uk)

The school day
The School day begins at 8.40am and finishes at 4.10pm. Every morning different year groups gather for assembly or chapel services and once a week a whole school assembly is held. In the Lower School and Middle School eight lessons are taught each day, with a short break in the morning and afternoon. In the Sixth Form the timetable will depend on subject choice, but usually there are seven lessons per week per subject. Lunch is between 12.05 – 1.15pm and there is a short break in the morning and afternoon. At the discretion of the Head of Section, students in the Sixth Form may take one early afternoon per week should they have no other commitments.
Communication

Policies and information
The following information is available on request from our Admissions Office or can be found in the Parents’ Area on the home page of the school website, www.shsk.org.uk:

(i) Admissions Policy.
(ii) Teaching and learning policies: curriculum, most able, assessment, careers, homework, SEN, and teaching and learning.
(iii) Welfare policies: anti-bullying, safeguarding and child protection, health and safety, trips, behaviour, drugs and substances, first aid and self-harm.
(iv) Complaints Policy including number of formal complaints registered during the preceding school year.

A staff list, results and destination of leavers information, and the School’s ethos and mission statement are available on the school website, www.shsk.org.uk

Reporting and monitoring progress
The relationship between school and parents is very important to us and parents are encouraged to contact their daughter’s Form Tutor or Head of Section whenever they would find it helpful to do so. Parents’ Meetings are held for each year group. Each girl is monitored at regular intervals by her subject teachers and reporting, which includes grades for effort and attainment, is also provided on a regular basis. These reports are available on the Parent Portal.

Communication with parents
Communication with parents takes place in a variety of ways:

(i) The Weekly Mailing, sent via email on Fridays, includes letters home to parents, notices and details of forthcoming events.
(ii) The school website www.shsk.org.uk contains information on term dates, the school calendar, latest news and more.
(iii) Sports information is available on the school’s sports website listing fixtures, results, directions to grounds and team lists, follow the ‘Sports Fixtures’ link from the homepage of the school website.
(iv) The Parents’ Area accessed via the homepage of the school website contains news and detailed school information for parents.
(v) Email and text messages will be used to send out specific notices to year groups or other parent groups and any last minute changes to the school day, trips, and other activities.
(vi) Parents will be sent a copy of the termly newsletter Lines which highlights activities and successes within school.

St Helen’s has an active and enthusiastic Parents’ Association that organises events and provides a range of opportunities for parents to meet and to be involved in the life of the School. Parents also provide invaluable help at careers conventions, in providing mock interviews, in offering work experience placements and in accompanying off-site visits for younger students.

How to find us
St Helen and St Katharine is situated on the edge of Abingdon and is best reached by road. The A34 runs close by and links the area to Oxford and the M40 in the north and the M4 in the south. Directions are also available on the school website, www.shsk.org.uk on the How to find us page.

Travelling from the North or South on the A34.
1. Leave the A34 by the slip road at the A415 junction (Marcham Interchange). Take the A415 westwards, towards Marcham.
2. After 300 metres, take the first turning right (signposted to Dalton Barracks), then the next right towards Shippon.
3. At the T-junction turn right again into Faringdon Road.
4. After 500 metres, and re-crossing the A34, the entrance to the School will be seen on the left hand side.
Bus routes

JBS bus routes 2018/19

Morning bus routes are illustrated on the diagram opposite. Some afternoon routes are slightly different – please check full details on the Joint Bus Service (JBS) website at jointbus.co.uk. Please contact the Operations Manager, Mr Tom Peeke, admin@jointbus.co.uk for help with areas not covered in the bus information on the website.

We reserve the right to adapt the routes to match changing numbers, timings and roads. Travel on buses is charged in equal amounts per term. Notice to discontinue must be made in writing by the end of the summer term, to become effective for the next academic year.