



Welcome to HGS

2nd June 2020

Edition 3



This is the third edition of our Transition newsletter. We hope that it introduces you to more of our HGS community and life at Secondary School. Plans for transition and New Intake Day on Thursday 9th July are ongoing. We now know that this will not take place at Hitchin Girl's School due to social distancing and COVID-19 restrictions, however more information will follow soon. Thank you to those who have already returned their 'All about Me' activities from the second newsletter – we are enjoying reading them and starting to get to know you. Please return them by 1st July.

Meet some of our Administrative Team and Support Staff:



Mrs Nightingale is our Administration and Communications Manager. She also oversees First Aid on a daily basis. If you have a medical condition that you have added to your Student Information Form, you may receive a call from Mrs Nightingale to talk through your medical plan for HGS.

You will find Mrs Reilly in our front office. The front office is where you go to hand in any reply slips, pay for trips, sign in/out of school for appointments or go to if you are feeling unwell. Mrs Reilly also organises and runs our Nearly N'Uniform sales of pre-loved HGS uniform. The date of the next sale is still tbc due to current restrictions.



Ms Lilley is the Headteacher's PA and has an office next to Mrs Manning in the Main Building. If you win one of the end of term reward prizes you can choose to have tea and biscuits with the Headteacher and will go to Ms Lilley to book your prize in. All Y7 and Y13 students have '**Birthday bash**' **breaktime** to celebrate their 12th/18th birthdays. These take place every few weeks and all those students who have had a birthday during this time, go along.



Mr McHugh is our Site Manager. With the rest of his team, he looks after the school site each day ensuring that it is clean and safe for everyone to learn in. During the school closures there has been lots of maintenance and painting going on – Here are photos of a newly painted L69 in the Lower Block (the current 7B's form room and Mrs Sinclair's English classroom)



ILS provide the lockers used by students at HGS. Lockers are rented for the year and allow use from September to July. Where possible, lockers are allocated near to your form room so you cannot rent one until you know which form you are in (July 2020).

Lockers can be booked by visiting www.ilsschools.co.uk – you can choose, top, middle or bottom row (subject to availability) Hint: rent the additional spare key just in case!



Lockers outside W97 in Woodside

Spotlight on HGS Uniform



Please see update from Beat about booking uniform appointments (attached)



All uniform items should be clearly named, preferably with name tapes.

Skirt Dark navy blue regulation skirt with pleats and embroidered badge available from Beat School Uniform. Skirts must be worn at knee length or longer.

AND / OR

Trousers Plain black **regulation** school trousers with embroidered badge available from Beat School Uniform.

Blouse White regulation, open-necked, girl's style, short or long sleeves.
Pullover Dark navy regulation V neck pullover with badge, obtainable from Beat School Uniform. Cardigans are not worn.

Coat **Plain black or dark navy coats**, $\frac{3}{4}$ or full length. A dark fur trim is acceptable. A plain navy fleece may be worn.

Socks Plain white, black or dark navy socks either ankle or knee length.
Tights Dark navy, black or flesh coloured. N.B. not worn with socks.
Shoes Sensible style in choice of plain brown or black with a low heel. Plimsolls, canvas shoes or trainers may not be worn. Boots may be worn to and from school in bad weather but may not be worn in school.

P.E. KIT

(underlined = required)

- No jewellery is worn, apart from simple studs, one in each ear lobe.
- Nose studs or other facial studs are not allowed.
- Make-up is not encouraged but where worn must be discreet and natural only.
- Hair to be in natural colours only.
- Hair bands or ties must be black, navy and white only.
- Bags: A large, sturdy bag suitable for school is required (not so big that you try to carry EVERYTHING (!) in it – but it does need to take A4 size books/folders)

WINTER:



Shirt: regulation contrast polo shirt (navy/amber)

Leotard: black, three-quarter sleeve, no zip fastener

Shorts: plain, dark navy regulation style **OR** regulation contrast skort (navy/amber)
- **available from Beat School Uniform**

Trainers: predominantly white and worn only for lessons

Hockey socks: dark navy blue knee length

Hockey boots or football boots: no metal studs

Hockey Stick: (There are a number available from Nearly N'Uniform for a donation)

School tracksuit top (optional) - **available from Beat School Uniform**

School tracksuit bottoms (optional) - **available from Beat School Uniform**

Long sleeve navy base layer (optional)

Regulation navy base layer leggings (optional) – to be worn under the skort/shorts or separately for trampolining or dance)

Students are recommended to wear gum shields and shin pads for hockey.

Tennis racquet, clearly named.



SUMMER:



The Hitchin Education Foundation

The Hitchin Educational Foundation provides grants to students who are attending a Secondary School in Hitchin or a College of Further Education. Grants are only given to students who are in need of financial assistance and who are following a regular educational course leading to a recognised qualification. Only families with modest incomes are eligible such as in receipt of free meals entitlement or income support.

This means that students who attend, or who are about to attend, either Hitchin Girls' School, Hitchin Boys' School or The Priory School, may apply for a grant towards the cost of uniform and sports equipment. Financial support is also given towards some educational trips but these are administered by the School. Grants made depend on the family income, the number and ages of the children in the family, other grants being received etc. Normally only one application for a uniform grant will be considered each year.

If you would like to be considered for a grant, an application form is attached, available on our website in the New Intake area or from the Clerk to the Foundation who is: Clerk to the Hitchin Educational Foundation, Messrs John Shilcock, 99 Bancroft, Hitchin, Hertfordshire, SG5 1NQ. Telephone: 01462 459154/454144



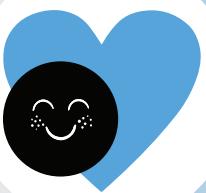
Beat School Uniforms

Summer Plan 2020

To all of our lovely customers

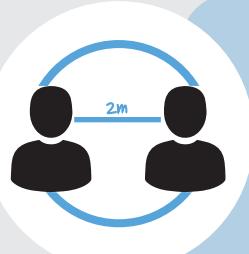
We are currently preparing for a Summer period that presents more challenges than usual. Although there are many uncertainties, it is likely that Summer will remain our busiest time of the year. We want to let you know our 9 Part Plan we will be putting in place to combat these challenges and ensure that we are able to kit you out with your uniform safely.

Don't Panic



Our stock is largely **still arriving as expected** and as always we aim to have enough stock to be able to cater for everyone. Where some of our factories are expecting delays we will keep both yourselves and the schools in the know so there is **complete transparency**. With this in mind we urge you, **please, this year more than ever, do not leave your purchasing until the last couple of weeks of August**. Come and see us or order online as early as possible. We understand that it is hard with your childrens' growth spurts to gauge the correct sizes **but if you do purchase anything early in the Summer and need to change sizes later this will not be a problem**. It is a much easier process than starting from scratch!

Social Distancing



We know how, usually, it is lovely to bring the whole family along to buy uniform but this year we kindly ask that you **limit those accompanying students to shops to one parent/carer** to ensure we are able to keep to social distancing measures. A catwalk session at home can be just as fun!

Appointments



Where possible **we encourage you to all make appointments if intending to visit us in store this year**. We will be allowing **limited sets of customers into our shops at any one time** to be able to adhere to social distancing and really don't want anybody's experience to be hampered by having a long wait for entry. **Appointments can be booked with us over the phone or on the 'Appointments' tab on our website**. Though we will be prioritising appointments for new school starters we have taken every measure to ensure that we can fit everyone in.

Walk-Ins



If you are just going to pop in to see us we will be implementing a **virtual ticketing system** whereby upon arrival, should there be a queue, you will be added to a waiting list and **will receive a text when it is your time to enter the shop**. Most of our shops are in town centres and all are near to lovely bakeries where we are sure they will be happy for you to wait.

Online and Phone Ordering



Where you can **we urge you to order your uniform online or via phone**. We all have **extensive knowledge of all the schools' uniform requirements** and can offer **great help with sizing over the phone**. Our personal delivery drivers will then drop off your order to your home address where you can try everything on. If anything is not perfect give us a call and we can sort out an exchange for you (where possible again directly to your home address). We offer **free delivery for all orders over £20** and charge £4 for orders under this value.



Click and Collect

Our click and collect service has been upgraded for this year. We will aim to have **your order packed and ready for you to collect within 2-3 hours** of you ordering, **free of charge**. We will have **separate collection points** at our stores for you to be able to collect these in a timely and protected fashion.



Opening Hours

We will be implementing **amended Summer opening times** to see as many people as possible given our social distancing restrictions. All shops will be open **9am - 6pm Monday to Saturday**. We will offer **late night shopping on Thursdays from the 23rd July until 8pm** and additional opening hours on **Sundays from the 19th July 10am-4pm** until the end of the Summer.



Safety Measures

All of our stores will be equipped with **free-standing sanitation stations at the entrance and all till points**. Our staff will be **wearing face masks** (with their names on so as to still remain as personable as possible!) and will **wash their hands thoroughly after serving each customer**. **Social distancing** measures will be made easy to adhere to through use of **clear markers**. After every use, our **changing rooms, desks and toilets will be thoroughly cleaned**. All **try-on items will be steamed and disinfected** and each of our stores will operate a **deep clean every evening**.



Moving Forward

As we continue to find out more as the current situation unfolds, **we will keep you informed of any changes and adaptations that could affect you regarding our business practise**. **We don't want you to worry so if you have any questions please just give us a call or pop us an email** and we will get back to you as soon as we can.

As a family business we know just how daunting it can be getting your child kitted out and ready for school even at the best of times. This year more than ever the importance of keeping uniform-buying as stress-free and enjoyable as possible is more important than ever. We hope you will bear with us through all of this; although this year will be very different we promise to do our best to keep our customer service standards as high as usual.

We can't wait to speak to and see you this Summer and continue to wish you and your families all the best throughout these times.

The Benjamins and all at BSU



HITCHIN EDUCATIONAL FOUNDATION

APPLICATION FOR A GRANT

Full name of student:	
Date of Birth:	

Length of time resident in Hitchin (in years):	
Students attending a secondary school in Hitchin who reside outside the district of Hitchin are eligible to apply.	

School attended by applicant during the past 3 years:	
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(1)	From:		To:	
(2)	From:		To:	
(3)	From:		To:	

Name of Parent or Guardian:	
Address:	
Post Code:	Telephone No:
Single/Married/Separated: (<i>please delete</i>)	Occupation:
Number of other dependent children with ages:	
Do you have a bank account or other account into which a cheque can be paid?	Yes / No

INCOME

Wages	£	Per week
Income support, Family Credit or Child Benefit	£	Per week
Any other income including Maintenance	£	Per week
Total income of Parents including all of the above	£	Per Week

Are you eligible to receive school meals?	Yes	No
Have you received or applied for any other Grant?	Yes	No
If so, how much?	£	
Which other bodies have you approached (inc. the Herts County Council?):		

Purpose of Grant, i.e. Uniform, Fees, etc:	
What is the full estimated cost?	£
Name of School or College, etc. if starting new course:	
Full or Part-time pupil:	
Course being taken or reason for staying on at school:	
Length of course:	
Qualifications gained at end of course?	
Any other relevant information:	

This will be signed by the applicant if over 18, or otherwise by a Parent or Guardian.

I certify that the above information to be correct and I consent to Hitchin Educational Foundation retaining and using the information given in accordance with its Data Privacy Policy.

Signed: _____

Dated: _____

Please complete and return to:

Hitchin Educational Foundation
c/o Messrs John Shilcock
99 Bancroft
Hitchin
Herts SG5 1NQ
contact@shilcock.com

Please Note:

Under the new Data Protection Regulations personal data will be retained for the purpose of processing the grant application only and will remain secure from a third party.