

Parent and Student Handbook  
2024-25



**NORTH BRIDGE HOUSE**

SENIOR • CANONBURY

## WELCOME

We are delighted to welcome you to North Bridge House Senior Canonbury as you and your child join our unique and inclusive community.

Our vision as a school is to awaken the potential of every individual in the North Bridge House community, to find their 'True North', supported by our outstanding academic and pastoral provision. Students are equipped with the confidence, humility and resilience to thrive in everything they do, at school and beyond. We have clear guidelines for success so that students can take responsibility for their own learning and conduct, and we ensure regular communication between home and school.

We are proud of our strong working relationships; students and staff share a mutual respect, and teachers work hard to build a trusting rapport with pupils who are empowered to speak up, ask questions and make mistakes.

We are a small, thriving school where the focus really is on the individual child. Small class sizes allow us to give students an unparalleled level of one-on-one support, be it pastoral or academic. We help our students discover their individual pathways to success, providing them with every opportunity to explore creative outlets, to inspire and to be inspired by those around them. No student is left behind; everybody has the confidence to ask for help, and staff can identify what drives and enables each of our students.

Whilst the structures and routines outlined in this guide provide a strong foundation for our school, we are always open to new ideas. Throughout your child's NBH journey, they will be part of an empathetic community which supports them in putting forward their own ideas and initiatives.

We look forward to meeting you!

We have seen our son grow enormously both academically and socially into a confident young man with a strong friendship group and a deep love of learning.

Senior Canonbury parent



# SCHOOL AIMS AND VISION

North Bridge House Senior Canonbury provides a unique, high-quality education, delivered by inspirational teachers in state-of-the-art facilities. The Tudor building has been beautifully restored to provide a contemporary learning environment in a prime London location, easily accessible by a range of public transport links.

## PURPOSE

- To celebrate the individual within our diverse NBH community

## VISION

- To awaken the potential of every individual in the North Bridge House community to find their True North

## AIMS

- To create a dynamic learning environment in which all children discover their individual pathway to academic success
- To equip young people with the confidence, humility and resilience to thrive in everything they do
- To empower young people to be creative, inspired and to inspire
- To nurture strong relationships within an inclusive, empathetic community

At North Bridge House Senior Canonbury, we have always believed in the importance of celebrating the individual and, as such, have built our long-standing success on maintaining an environment in which our pupils are happy, confident and proud of their achievements.

Across the group, we believe in the importance of educating the whole child so that his or her true potential can be fulfilled. With academic work and self-discipline at the centre of school life, we focus on providing a breadth of learning experience that takes pupils much further than the curriculum itself. Through a wide range of academic and extra-curricular learning experiences, we aim to develop self-awareness and the acquisition of skills needed for adult life. Our continuing objective is an education that prepares our young adults for the future.

# SCHOOL COMMUNICATIONS

## SCHOOL CALENDAR

A school calendar is published online and updated regularly throughout the academic year. The school's secretary sends and coordinates student information, electronic communications, the school calendar, and parent's evening information.

If you have any questions regarding the administration of your child's school life, please contact the school office at [canonbury@northbridgehouse.com](mailto:canonbury@northbridgehouse.com)

## PARENTS' EVENINGS

Parents' evenings are held twice a year, in person or via Teams. When Parents' evenings are held, parents book appointment times with individual teachers via an online booking system. Students are encouraged to attend with their parents.

At any point during the year, parents are welcome to contact subject teachers directly via email/school reception with any subject-specific enquiries, or their child's form tutor with any general and pastoral matters.

## COGNITA CONNECT

We are pleased to offer access to the school's 'Cognita Connect' Parent Portal, where you will be able to see relevant information about your child, stay updated with latest school news, receive communications and make payments for trips.



# SCHOOL DAY

At North Bridge House Senior Canonbury, the school day starts at 08:40. Students should arrive ten minutes before registration at 08:30.

On Wednesdays, students in Years 7-11 start school at 09:30. They should arrive ten minutes before registration at 09:20. Their first lesson is period 2 at 09:50. Students will take their lunch either Lesson 5 or 6, depending on their personal year group timetable. Students will be given their individual timetables on their first day of school.

Students in Years 7, 8 and 9 will arrive to school and leave from school via the side gate on Alwyne Place. Students in Years 10, 11, 12 and 13 will arrive to school and leave from school via the main school entrance. Enrichment activities will take place on Fridays 15:10–16:00 for lower and middle school students. The school day ends at 16.00.

START TIME		YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12	YEAR 13
8:40		Registration						
9:00	P1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
9:50	P2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40		Break						
11:00	P3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:50	P4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:40	P5	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
13:30	P6	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6
14:20	P7	Lesson 7	Lesson 7	Lesson 7	Lesson 7	Lesson 7	Lesson 7	Lesson 7
15:10	P8	Lesson 8	Lesson 8	Lesson 8	Lesson 8	Lesson 8	Lesson 8	Lesson 8
16:00		Sixth Form Break						
16:10	P9						Lesson 9	Lesson 9

# ACADEMIC

## CURRICULUM

At North Bridge House Senior Canonbury, we have created a broad and varied curriculum that prepares students for the competitive global job market.

We have specialist options that complement the balanced range of core subjects for every year group. From the beginning of their secondary education, students can pursue popular and varied fields of interest.

From Year 10, students refine their curriculum choices as they progress through GCSE and A-Level to specialise and delve deeper into particular subjects. Together with weekly enrichment, PSHE, and tutor sessions, the curriculum targets life skills and personal development as well as academic achievement.

## ASSESSMENT AND REPORTING

When students arrive at North Bridge House Senior Canonbury, they will sit an online cognitive ability test, the results of which will be used in conjunction with their North Bridge House Senior Canonbury entrance assessment to set targets. Students receive formal and informal assessments throughout the year. The teachers will use these results to see how much progress students are making. There are opportunities to review progress at each point in the year with the form tutor, subject teacher, or a senior member of staff.

Mock examinations for Years 11 and 13 provide an opportunity for students to develop effective revision strategies and experience sitting a set of formal examinations.

## TUTOR GROUPS

Our tutor groups are organised in year groups. Within tutor time each morning, tutors register students and will share messages with their tutees, helping to ensure they are organised for the day. Tutor time is also an opportunity for students to 'cash in' merits and for tutors to help with any day-to-day concerns. Tutors will engage students in competitions, library time, discussions about diverse topics, presentations and team-building activities.

Form tutors are the best first point of contact regarding any pastoral or academic matters. Students will be sent their tutor group, the name of their tutor and their House during the summer holidays. Parents will also receive the contact information of the tutors, so will be able to make contact if there are any concerns at any stage.

## HOMEWORK

When set and channelled appropriately, homework at secondary level is proven to have a positive impact on student outcomes. At Canonbury, we set homework to be handed in the following week. Homework is set by teachers on Microsoft Teams Assignments. Students can view their 'to do' list through Microsoft Teams to help them manage their workload.

Year 7–8 students: Approximately 30-60 min per subject per week. Year 9–11 students: Approximately 60-90 min per subject per week.

Year 12–13 students: Approximately 5-6 hours per subject per week to take place in 'private study periods' and at home. In addition to homework, Sixth Form students are expected to carry out extra reading and preparation work for upcoming lessons.

Every day, students may remain in school to complete homework until 17:00. Homework club takes place in the library and is supervised by a member of staff.



## TECHNOLOGY

At North Bridge House Senior Canonbury, we want to be at the forefront of technology and ensure our students are fully prepared for the world of work.

### MS Office

Every student at North Bridge House Senior Canonbury will be set homework electronically using MS Office Products or on paper. Students will use MS Teams and OneNote to aid their academic journey, aid organisation and communication with teachers.

### School Issued Devices

In our view, the concept of a 'computer room' is becoming an increasingly outdated concept. In lessons, teachers often need to access the internet, software or other applications for 10-15 minutes of a lesson, rather than for a whole period. Additionally, e-textbooks contain far more interactive content than traditional textbooks, and the school's use of MS Teams and OneNote as digital learning software is increasingly being used within lessons. The school will issue all students a laptop to support their studies.

- The devices and accessories remain the property of North Bridge House Canonbury and must be returned upon graduating or leaving the school
- All students are issued with a Windows based tablet with pen, power cord, and sleeve
- The tablets have standard educational software
- The tablets also have monitoring software to ensure they are used appropriately and for educational purposes
- There is IT technical support for hardware and software faults. Students and parents may open a request for servicing by emailing [onlinelearningsupport@cognitaschools.co.uk](mailto:onlinelearningsupport@cognitaschools.co.uk)

The school will provide:

- Free filtered access to the Internet through Wi-Fi
- Free Office 365 email address
- Free access to MS Office Online and MS Office (full programmes)
- Free access to cloud file storage through OneDrive
- Free access to the virtual learning environments and MS Teams

## EXTRA-CURRICULAR AND ENRICHMENT

Our comprehensive approach to education extends far beyond the regular school day. We believe that nurturing confident, well-rounded individuals requires a diverse range of experiences. We offer an array of extra-curricular activities designed to develop not only academic skills, but also confidence, creativity and community spirit. From sports and fitness, to science and foreign film clubs, our students have the opportunity to explore their passions and develop their skills. Charity events are popular and encourage student leadership, whilst our Pride Club and Student Wellbeing Ambassadors further contribute to our wellbeing programme and close-knit, supportive school community.

The clubs timetable varies throughout the year and each term brings new activities and seasonal sports, providing students with the opportunity to explore new interests, discover hidden talents, and broaden their skillset.

All pupils participate in the Enrichment Programme, which takes place once a week on Friday afternoon. The programme sees pupils explore an exhaustive list of topics beyond the conventional areas of study, ranging from LAMDA (London Academy of Music and Dramatic Arts) and the Duke of Edinburgh's Award, to the student newspaper and the ever popular 'Plants, People and the Planet', which combines mindfulness and gardening with environmental council. These enrichment experiences motivate, challenge and develop the individual, equipping students with a wider skill set to enhance their university and job applications.



## PASTORAL CARE AND WELLBEING

Pastoral care and the wellbeing of students is at the heart of everything we do here at North Bridge House Senior Canonbury. There are many demands and stresses on young people as they navigate their way through their teenage years of secondary education, and we are here to guide, advise, encourage and support them through their journey. We passionately believe that pastoral support is every bit the equal of academic provision.

The first point of support is the form tutor. All North Bridge House Senior Canonbury tutors are extensively trained in Safeguarding and Child Protection, from e-safety and cyber bullying to healthy eating and specific learning needs. The fact that our class sizes are small means that tutors and teachers get to know each student as an individual, which is the most effective tool in pastoral care. We have a Heads of Year system, and students will use their named Head of Year if they require additional support.

Specialist support is also available in the form of our Assistant SENDCO and our retained child counselling team. From the day a student begins life at North Bridge House Senior Canonbury until the day they leave, every effort is made to make them feel welcome and supported.

### LEARNING SUPPORT

The learning support department is structured with our Assistant SENDCO and graduate SEND support assistant. Every student at North Bridge House Senior Canonbury will be given the support they need to become thriving, happy and successful young people.

For some students this will mean getting some additional support. Our learning support team work closely with teachers to ensure all students are supported through high quality teaching in subject areas, using differentiated teaching strategies to support individual needs. Reasonable adjustments are made to remove barriers to learning planning and a regular review of strategies allow for a personalised learning experience. The SEND department works closely with students and parents to review targets and assess interventions and strategies and will work closely with external agencies as and when is required.

### HOUSE SYSTEM

The house system plays a key role in the school's pastoral and extra-curricular provision. It was established to ensure cross-year group cohesion, foster a strong community identity, and promote team spirit in the school. House competitions are created by each department who contribute to the house event programme. A competition may take any form and can include as many or as few people as necessary. These run frequently across the school, and the whole school community will be involved.

Celebration assemblies take place at the end of each term. Students receive the awards they have accrued. In the final celebration assembly of the year, the winning house is also announced. All staff and students are associated with a house:

BACON  
GOLDSMITH  
CROMWELL

## REWARDS AND SANCTIONS

Our Rewards and Sanctions policy is designed and implemented to develop positive behaviour first and foremost through encouragement rather than punishment. Teachers are encouraged to distribute at least double the number of merits to sanctions. At the beginning of each year, all students sign and agree to follow the student charter. The student charter comprises five key expectations, summarised in the word **PROUD**.

<b>PUNCTUALITY</b>	I arrive at school at 08:30, ready for registration at 08:40. I am punctual for all lessons.
<b>RESPECT</b>	I work maturely and sensibly with my peers. I listen to instructions and follow them without discussion. I am polite and courteous.
<b>ORGANISATION</b>	I bring the correct specialist equipment to each lesson. I have a pen, pencil, rubber and ruler at all times.
<b>UNIFORM</b>	My shirt is tucked in, my top button is fastened. I wear the correct shoes. My skirt is the correct length, my makeup is discreet.
<b>DETERMINATION</b>	I try my best at all times and I complete work to the best of my ability. I contribute, rather than distract from the class' learning. I meet deadlines.

Where these expectations are met, teachers will distribute North Bridge House Senior Canonbury merits. Tutors record these merits in a centralised system. Merits are also linked to a series of North Bridge House Senior Canonbury Effort awards:

	<b>POINTS</b>	<b>AWARD</b>
Merits	1 Merit = 1 House Point	Awarded for effort with their schoolwork and homework as well as for positive behaviours promoted throughout the school.
30 Merit Commendation	30 Merits	Breaktime cookie and Hot Chocolate with the Headteacher
Alpha Award	50 Merits	Awarded Alpha badge and 1 tuck shop voucher
Beta Award	100 Merits	Awarded Beta badge and 2 tuck shop vouchers
Gamma Award	150 Merits	Awarded Gamma badge and end of academic year trip to local ice cream parlour.
Delta Award	200 Merits	Awarded Delta badge and <sup>£</sup> 10 gift card awarded at the end of year assembly.

Students are recognised for their efforts in the following ways:

	Issued for...
<b>Postcard Home</b>	100% attendance each term, a half term with no sanctions, sustained effort and improvement in class, going 'above and beyond' in the community.
<b>House Award</b>	Members of winning teams in house events, sustained contribution to wider life of school e.g. charity work, school play.
<b>Academic Award</b>	Sustained high performance in a subject across the year.
<b>Progress Award</b>	Students who have demonstrated the most progress in a subject across the year.

Where the school's expectations are not met, a teacher will record a PROUD infringement. If a PROUD infringement is incurred, a student may have to attend a catch-up session.

### HOUSE POINTS

House points are also awarded for the following collective achievements:

	Points
1st place in a house competition	50
2nd place in a house competition	30
3rd place in a house competition	10

# ADDITIONAL INFORMATION

## ATTENDANCES AND ABSENCES

Excellent attendance at school is the single most important factor to ensure that young people have the maximum chance in life. Attendance is strongly linked to educational achievement. The minimum expected attendance is 95%.

To report an absence, please telephone or email the School Office by 08:30 at the latest.

Email: [canonbury@northbridgehouse.com](mailto:canonbury@northbridgehouse.com)

Phone: 020 7267 6266, Option 7

Parents of Sixth Form students are asked to contact the school to report any absences. Please note that any absence reported by a student will not be authorised.

Parents are asked not to arrange family holidays during term time. Where this is unavoidable, a request for leave of absence must be made in writing to the Headteacher well in advance of the date.

## ILLNESS OR INJURY

If a student is unwell or injured during the school day, they should speak to the nearest teacher and report to reception, where a first aid trained member of staff will assess and, if possible, treat their injury/ symptoms. If the first aid member of staff deems a student not well enough to remain at school, parents will be contacted immediately. Please note, students cannot leave the school unless reception has specific instructions from their parents that this is permitted.

## LEAVING SCHOOL DURING THE DAY

Medical appointments should be booked outside of school hours when possible. If it is unavoidable for a student to leave school during the day, reception must be informed, and a copy of a medical appointment card/email confirmation given to them.

Students must sign out and back in on their return.

Sixth form students are allowed to leave the site at break and lunch times. All students must sign in at reception when they arrive back and sign out when leaving the site. Year 11 students will have the opportunity to earn this privilege within their academic year. Parents will be notified, and written permission required. Students will need to sign in and out when leaving school and returning to school.

## VALUABLES

Valuables and substantial amounts of money should not be brought to North Bridge House Senior Canonbury. If this is unavoidable, all valuables and money must be handed in to reception for safekeeping or locked securely in your personal locker. All valuables must be handed into your sports teacher before sports lessons and not left unattended in various sporting venues.

## LOST PROPERTY

Lost property is stored in the reception area. Students are asked to take care of their property. Please ensure all items of clothing and equipment are clearly marked with a name, as this will allow the return of lost items.

## LOCKERS

Lockers will be available to students on request. A locker will be allocated by form tutors at the commencement of the academic year. For any information or concerns about your locker, please speak to our school receptionists:

# SCHOOL UNIFORM

Students are ambassadors for North Bridge House Senior Canonbury and are expected to dress and behave in a way that reflects the high standards we seek to achieve. Students' uniforms should be smart, with all items clearly labelled. If a student cannot wear their uniform for any reason, their form tutor must be notified in writing. Students may be issued temporary uniform pieces from reception.

Extreme hairstyles and hair colours are unacceptable at North Bridge House Senior Canonbury. One pair of ear studs can be worn in the earlobe. Jewellery is not permitted unless religious (one discrete necklace or bracelet is allowed).

The uniform consists of:

## Lower and Middle School (Years 7 - 11)

- The official North Bridge House Senior Canonbury crested blazer
- Dark grey/charcoal trousers/official school skirt (knee length)
- White collared shirt and tie (House tie or school twin stripe tie), or white blouse
- Navy school V neck pullover embroidered with school logo
- Black or dark grey socks; plain black or grey tights or white ankle socks
- Polished black dress shoes (no branding, trainers, plimsolls, or boots)

## Upper School/Sixth Form (Years 12 - 13)

- Smart business attire in line with our community standing
- Suits and jackets are encouraged

## SPORTS KIT

All pupils in Years 7-11 require the following sports kit:

- ¼ Zip midlayer – navy embroidered with school logo
- L/S sports shirt – navy body/sky panel/white taping
- Polo shirt – navy body/sky panel/white taping embroidered with logo
- House polo shirt – embroidered with school logo
- PE shorts – navy body/sky panel/white taping embroidered with logo
- Skort – navy body/sky panel/white taping embroidered with logo
- Base layer top – navy printed with school logo
- Base layer – leggings navy printed with school logo
- Training pants – navy printed with school logo
- Trainers – white non-marking
- Football socks – navy with school logo
- PE socks – white
- Sports bag – navy havasak
- Football boots
- Shin pads

Years 12 – 13 require the following kit:

- ¼ Zip midlayer – navy embroidered with school logo
- Polo shirt – navy body/sky panel/white taping embroidered with logo
- Training pants – navy printed with school logo



Optional extras:

- PE shorts/skort – navy body/sky panel/white taping embroidered with logo
- Baselayer Leggings – navy printed with school logo
- Baselayer Top – navy printed with school logo

### **SCHOOL EQUIPMENT**

You must have the following equipment with you for all lessons:

- Blue or Black pen (x2)
- 2 pencils and pencil sharpener
- Ruler graduated in centimetres and millimetres
- Geometry set containing setsquare, protractor (clear plastic 180 degree) and compass
- Glue stick
- Scissors
- Coloured pencils
- A named pencil-case
- Pencil eraser and pencil rubber
- Electronic calculator. We recommend a Casio fx-83MS or Casio-85MS
- Laptop, laptop bag and charger – this will be provided in the first week of school

# POLICIES

For a full list of policies please see school website:

[www.northbridgehouse.com/senior-canonbury/about-us/policies](http://www.northbridgehouse.com/senior-canonbury/about-us/policies)

## DEVICE USE AND MOBILE PHONE ACCEPTABLE USE POLICY

At North Bridge House Senior Canonbury, we acknowledge the necessary and valuable role mobile phones play in our everyday lives.

We recognise that many students will carry a mobile phone while at school and that this has many benefits. Our Acceptable Use Policy is designed to ensure that potential instances of misuse can be identified and mitigated. For students to carry a mobile phone on their person during school hours, students and their parents/carers must first read, understand, and agree to this policy, which is set out below.

Students wishing to bring their mobile phone into school agree to the following conditions:

1. Mobile phones are not to be used on the school site without permission from a teacher. Phones must be switched off during the school day. Students are encouraged to use their laptops for learning
2. Any mobile phone seen or heard without permission will be confiscated and given to the school reception for collection at the end of the school day, or when a parent comes into the school to collect the phone
3. Mobile phones may be handed into reception for safekeeping during the day
4. The school bears no responsibility for damaged, lost or stolen phones

### Students' use of school issued devices:

1. Students may only use a school issued device at school. No other devices will be permitted to be used on site
2. Students should mark their device clearly with their name, in case of loss
3. While using their device, always keep it in their possession. Students should not lend or allow their devices to be used by their peers
4. To use their device for the sole purposes of learning and only access age-appropriate material on the internet
5. Use the school Wi-Fi when in school and never external Wi-Fi or 3/4G services. In doing so we can ensure that the correct filters are applied to keep all students safe online
6. Devices are only to be used in supervised areas, with a teacher's consent.
7. To never access or circulate inappropriate material via their device
8. To not use their device in such a way that others may feel victimised, abused, unsafe or bullied
9. There are no general facilities provided at NBHC to store devices. Students should, therefore, always keep their device with them, or put them in their lockers
10. The use of a device is not to be a distraction in any way to teaching and learning
11. Playing non-educational games, accessing social networks or other non-school academic related activities are not permitted
12. Students shall not distribute pictures, video or any other material relating to other students or staff
13. Students must only use their school email address to communicate with staff
14. Students must check their personal device daily to ensure the device is charged, free from unsuitable material and free from viruses etc

**North Bridge House Senior Canonbury is not responsible for data that is lost.**

The Acceptable Use Policy regarding school issued devices and telephones also applies to students during school excursions, visits and extra-curricular activities.

Parents and students are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police if such an event occurs.

The school takes no responsibility for replacing mobile telephones that are lost or damaged whilst on school premises, or during school sponsored functions.

Students caught in breach of these conditions will have their telephone or device confiscated, for a period of time, in line with the school's Behaviour Management Policy, as well as facing other appropriate sanctions. Any confiscated mobile phones will be held in a secure place with parents/carers informed.

FIND YOUR TRUE NORTH 

[www.northbridgehouse.com](http://www.northbridgehouse.com)