

# WELCOME TO YEAR 7



**A GUIDE FOR NEW STUDENTS**



# Welcome to Owens!

## Dear New Owenian, Parents and Carers,

We would like to take this opportunity to welcome you to the special community that is Dame Alice Owen's School. We are proud that you have chosen to join us and hope that you will soon feel a strong sense of belonging, enjoy taking part in our traditions, and share in our hopes for the future.

This booklet has been designed to answer many of the questions you may have as you begin your journey with us. Alongside this, our comprehensive website is an invaluable source of up-to-date information, including school policies, rules, and full details of our wide range of extra-curricular activities.

From speaking with parents of previous Year 7 students, we know that most children settle into school life quickly — and we do a great deal to support them during this transition. However, if you have any questions before your child starts, please do not hesitate to contact:

- Mrs Lofthouse (Pastoral Director for Year 7) [Lofthouses@damealiceowens.herts.sch.uk](mailto:Lofthouses@damealiceowens.herts.sch.uk)
- Miss Morrison (Pastoral Manager KS3) [Morrisonm@damealiceowens.herts.sch.uk](mailto:Morrisonm@damealiceowens.herts.sch.uk) for help and advice.

We are looking forward to meeting you all and to working together to make sure your time with us is as successful and happy as it can be.

*Hannah Nemko.*

Mrs H Nemko  
Headteacher





# Important Dates & Information

## **Tuesday 23 June 2026:**

- 6pm-8.30pm: Student & Parent Information Evening

## **Thursday 9 July 2026:**

- Secondary Transition Day for Year 7

## **Thursday 3 September 2026:**

- First day of Term for Year 7 (Induction Day)

### **Year 7 First day**

**Thursday 3 September 8.45am:** For the first day only, say goodbye to your parent/ carer at the front of the school. Staff and students will be on hand to direct you to the Edward Guinness Hall where you will meet your Form Tutor.

**(3.45pm)** Home

**Wednesday 7 October 2026 – INSET DAY (no students expected in school)**

**Thursday 22 October 2026– Occasional Day**

**Friday 23 October 2026- INSET DAY**

**Monday 26 October – Friday 30 October Autumn Half Term**

**Friday 18 December Term ends**



# School Expectations

Our School Policies contain more detailed information for parent/ carers and All of our policies can be found [here](#). **Please pay particular attention to our Attendance and Behaviour for Learning policies.**

## General Appearance, Conduct & Attendance

In accepting the offer of a place at this school, parents/carers agree to support the school requirements for their child. These include the wearing of correct school uniform, a smart and acceptable general appearance, including conventional haircuts and colours, orderly behaviour to and from school, and sensible and co-operative conduct at all times. Full attendance is expected and holidays are not to be taken during term time.

## Access to the school

All students should enter the school site via the main gate (unless advised otherwise) and either remain in the main playground or go to their lockers before school starts. Staff are on duty from 08.25 each morning and students should not arrive before this time unless they are having breakfast. Breakfasts are available from 8am in the 6th form dining room, any student choosing to have breakfast should remain in the dining room until 08:25. Students carrying musical instruments can go directly to the Music Centre where these can be stored.

## Attendance

The school term and holiday dates can be found [here](#). The Governors do **NOT** approve holidays taken during a school term and permission for absence will not normally be given. More information regarding reporting absences is available in our [Parent FAQs](#) and in our policies.

Students leaving or entering the school during the day (other than at the usual times) must report to reception before leaving the school premises and upon arriving at or returning to school.

## School Lunches

School lunches are prepared on the premises by Culinera, who operate a cashless system. More information regarding this can be found [here](#). Alternatively, students may bring a packed lunch to school. Lollipops, sweets and chewing gum are banned at all times and must not be brought onto the school premises. **In the interests of other children with nut allergies, students may not bring any food containing nuts into the school.**

## Accident or Illness

The school First Aid room is staffed throughout the day. It is for **emergency use only** and does not provide treatment for ongoing medical conditions. If your child needs to take prescription medication during the school day, please email: [medical@damealiceowens.herts.sch.uk](mailto:medical@damealiceowens.herts.sch.uk)

Illness at school: any student taken ill during lessons should request permission to report to the First Aid room. **On no account should students telephone parents/carers** requesting that they be collected from school because they are unwell. The First Aider will decide if a child should go home, in which case they will contact the parents/ carers to arrange this. The school will not usually send children home unaccompanied or to an empty house.

Serious Accidents: A student will be taken to hospital by ambulance and the parents/carers contacted, either to accompany the child or to go straight to Accident and Emergency.

Minor Accidents: Where an X-Ray, stitching or other comparatively minor treatment at hospital is thought necessary, parents/carers will be asked to take their child to Accident & Emergency, using their own transport (parents' consent is necessary for anaesthetics or other treatment). If transport is not available, other arrangements will have to be made by the parents/carers.



# School Expectations

## Contact Lenses

The school cannot be responsible for looking after contact lenses. If your child wears contact lenses, they must carry the appropriate solutions, a proper container for the lenses and a pair of prescription glasses, for use in case the lenses have to be removed for any reason.

## Behaviour & Sanctions

Dame Alice Owen's School has a legal right and duty to apply sanctions when students fail to meet the expectations set out in the School Code of Conduct. These sanctions are applied to ensure safety, uphold standards, and protect the learning environment for all students.

All students are expected to follow school rules at all times. Failure to do so will result in appropriate sanctions being issued. While support is provided where appropriate, sanctions are a necessary and non-negotiable part of maintaining high standards of behaviour.

**For further information please refer to the Behaviour for Learning and Anti-bullying Policy.**

## In Bounds - Out of Bounds

If the weather is fine, at break and lunchtime, students may play on the main playground, the artificial pitch, the tennis courts (if not in use) and all other hard surface areas, except those at the front of the school or those from time to time excluded for safety or other reasons.

Rules for the use of the tennis courts and artificial pitch (e.g. trainers only, no eating, no litter) must be obeyed at all times. Grass areas - students may play on most grass areas, (other than marked pitches and grids), the wooded areas and the area around the lake, if the weather is fine, between Easter and Autumn half-term only. The grass areas, benches etc at the front of the school are out of bounds at all times.

## Personal Property

The Governors do not accept responsibility for lost or damaged possessions, and parents/carers are advised to securely name and insure any items of value (mobile phones, watches, calculators, etc). Enquiries regarding lost property should be directed to the reception in the first instance. (admin@damealiceowens.herts.sch.uk)



## Mobile phones

If a mobile phone is seen or heard during the school day, it will be confiscated and a sanction issued. Smart watches can be worn but must be on silent and must not be used to send messages.





# Uniform

Please check the school uniform page on our school website for all information. The OSA runs a nearly new uniform shop selling decent quality uniform. Contact: [uniform@theosa.org.uk](mailto:uniform@theosa.org.uk)

All items of uniform and games equipment must be clearly labelled with the student's name. School Bags for carrying school books and personal property should be weather proof, fairly lightweight and no bigger than 20" in length.

## Our main suppliers are:

Smarty School Wear Ltd  
66 Town Centre, Hatfield  
Herts, AL10 0JJ

01707 263909

[www.smartyschoolwear.co.uk](http://www.smartyschoolwear.co.uk)

Smith's Schoolwear  
25 Station Parade, Cockfosters Road,  
Barnet, EN4 0DW

0203 818 3622

[www.smithsschoolwear.co.uk](http://www.smithsschoolwear.co.uk)



## Free School Meals: Helping Families, Helping Owen's

We know there are families in the school who are entitled to free school meals for their child each day but, for their own reasons, do not claim it. Importantly the entitlement also provides access to additional opportunities for your child as they move through secondary school and beyond. The school receives funding to support every child who may be disadvantaged for any reason. This helps support them with access to school trips, resources and music lessons. Therefore, we would like to encourage any family who thinks they might be entitled to free school meals to register.

### Is it easy to set up?

It is very easy to register for free school meals. As we are a Hertfordshire school you need to apply through Hertfordshire County Council for free school meals, irrespective of which local authority you live in. A link to the Hertfordshire page is [here](#). It takes about 5 minutes and, in most cases, you will be told straight away if your child is entitled to free school meals.

### Do I qualify for free school meals?

You may qualify if you receive any of the following:

- Income support or Income-based Jobseekers Allowance
- Income-related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to working tax credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credits)
- Universal Credit (with annual earned income of no more than £7400 after tax and not including any benefits you get)

### Is it confidential?

It is all very private and confidential. Only members of staff will be aware of who has a free school meal entitlement. Your child will be given the same catering account access as other students and will be able to have the same choice of food. Like all other parents and carers, you may restrict certain food items if you wish or add additional money onto your child's account by logging into your child's WisePay account.

### School Funding

Applying for free school meals also helps the school financially too. A large part of school funding is based on the number of free school meal families a school has. Therefore, it is really important to the school that families claim when they can. It means we could receive more funding per pupil to pay for additional teachers and support.



# Student FAQ's

## **Where do I go on the first day?**

To the top playground - school staff and students will be around to show you the way.

## **Do I need to wear school uniform on the first day?**

Yes, you are expected to wear full school uniform at all times apart from occasional non-uniform days, and on the transition day.

## **When must we arrive at school?**

The school day starts at 8.45am. You must be in your Form Room by this time.

## **Where do I hang up my coat?**

All students are provided with a locker in which to keep their coat, books and other items.

## **Where do I keep my PE kit?**

Bring your PE kit only on the day that it is required. During the day, keep it in your locker until it is needed. All PE kit should be taken home every day after being used. Do remember to label all kit, and have it washed regularly.

**What clubs can I join?** -Please [click](#) to see the extra-curricular activities currently on offer.

## **May I leave my books at school if I do not need them for homework?**

Yes, you may leave them in your locker.

## **May I bring chewing gum to school?**

No. Chewing gum is not allowed on the school premises at all. Students seen chewing gum or dropping litter will be sanctioned.

## **If I ever need to arrive late or leave during the day, what should I do?**

If you arrive at school after 8.50am you must report to the School Reception to sign in. If you need to leave early your parent/carer needs to provide written notice in advance to:

[attendance@damealiceowens.herts.sch.uk](mailto:attendance@damealiceowens.herts.sch.uk). **You must sign out at reception before leaving.**

**Can I have my ears pierced?** You are allowed one plain stud in each ear. If you are getting your ears pierced for the first time, this **MUST be done at the start of the 6 week summer holiday to allow time to heal**. Earrings **MUST** be removed for practical lessons. Nose studs and other piercings are not allowed.



# Pastoral Support

Our pastoral team are on hand to support you every step of the way at DAOS! The team have a wealth of experience in helping you with many different challenges and parents, do also reach out if you need support with anything. Your form tutor should be the first point of contact and they will be able to direct you to the most appropriate person if they are unable to help with the issue.

**Mrs Lofthouse is the Pastoral Director for Year 7 and Ms Morrison is the Pastoral Manager.**

## Pastoral Support @ DAOS



Form Tutors



**Mrs Lofthouse**  
Pastoral Director  
Year 7



**Mr Jackson**  
Pastoral Director  
Year 8 & 9



**Mr Ward**  
Pastoral  
Director  
Year 10 & 11



**Mr Leake**  
Pastoral  
Head of  
Year 13



**Ms James**  
Head of  
Year 12



**Ms Morrison**  
Pastoral Manager  
KS3



**Ms Edwards**  
Pastoral Manager  
KS4



**Ms Sandler**  
Pastoral Manager  
KS5



**Mr Smolenski**  
Pastoral and  
inclusion  
Co-ordinator

Personal Tutors





# KEEPING SAFE

@ Dame Alice Owen's School



**Mrs Blackburn**  
Designated  
Safeguarding Lead  
& Deputy  
Headteacher



**Ms Ogufere**  
Director of  
Safeguarding  
DDSL



If you have any safeguarding concerns, please speak to a member of our safeguarding team

The Dame Alice Owen's Safeguarding team works to promote students' health, wellbeing, and safety by working with the Pastoral Team, Matron, and the Mental Health Team in school, as well as a range of professionals and agencies outside of school to help young people who are struggling or at risk of harm, including of radicalisation or exploitation.

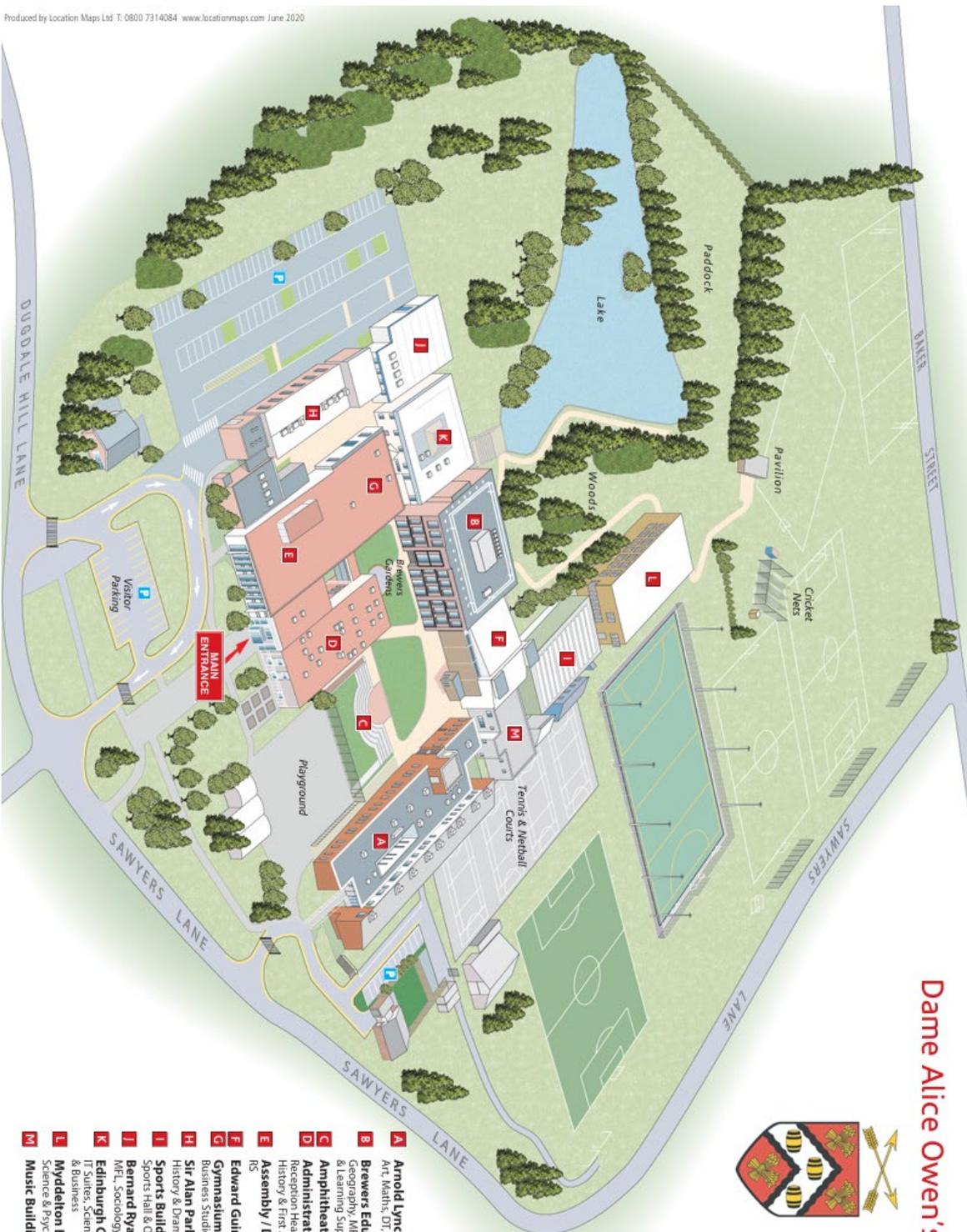
Students at Dame Alice Owen's know that if they have worries about their own safety or the safety of a friend, they can talk to any trusted adult at school. All school staff, including both teaching and support staff, receive regular training to ensure they know what to do and who to pass it on to when a young person shares safeguarding concerns with them. All students are also taught about safeguarding and how to keep themselves safe through their weekly Learning for Life (PSHRSE) lessons.

**If you have any safeguarding concerns regarding a young person at our school, you can email [admin@damealiceowens.herts.sch.uk](mailto:admin@damealiceowens.herts.sch.uk) with a brief outline of your concern and ask for the Safeguarding team or other appropriate member of staff to be in contact. For more information, use the QR code to see our policy in full.**



# School Map

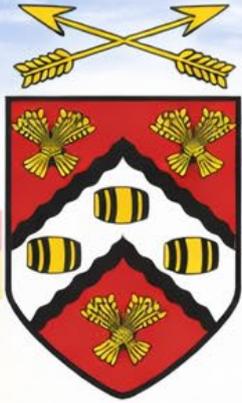
Produced by Location Maps Ltd. T: 0800 7314084 www.locationmaps.com June 2020



Dame Alice Owen's School



- A** Arnold Lynch Building  
Art, Maths, DT, Food & Textiles
- B** Brewers Education Centre  
Geography, MFL, English, Sports & Learning Support
- C** Amphitheatre
- D** Administration Building  
Reception Heads, Deputy Heads Office, History & First Aid Room
- E** Assembly / Dining Hall
- F** Edward Guinness Hall
- G** Gymnasium  
Business Studies
- H** Sir Alan Parker Building  
History & Drama
- I** Sports Building  
Sports Hall & Offices
- J** Bernard Ryan Centre/6th Form  
MFL, Sociology & Politics
- K** Edinburgh Centre
- L** IT Suites, Science, Library, Economics & Business
- M** Myddelton Building  
Science & Psychology
- M** Music Building



# Advice for Year 7!

## Top Tips for Year 7, from Year 7

Older students, teachers and all staff at DAOS are here to help you.

Never panic, there are people to help and every problem is manageable and has a solution if you think it through, or ask for help!

There will be lots of new school rules to get used to, but the most important one is to listen and ask politely for help if you do not understand. We are always ...  
**Ready, Respectful & Safe.**

Use your homework diary/planner to write down what you have to do and any deadlines.

Organisation is really important. Get your bag ready the night **BEFORE!**

Try to do your homework when you get in after school. That way it is out of the way.

Change is a very scary thing for most people. Here is a [wonderful video](#) to help support you.

Starting secondary school can feel scary, and it is completely normal to feel anxious about such a big change. Remember that everyone around you is new too, most people are feeling the same mix of excitement and nerves, even if they do not show it.

It takes time to settle in, learn your way around, and make friends, so do not put pressure on yourself to have everything figured out straight away. Be kind to yourself, ask for help when you need it, and take things one day at a time. With each week, school will start to feel more familiar, and you will realise you are more capable and braver than you first thought.





The OSA (Owen's School Association) welcomes you to Dame Alice Owen's School. As a charitable organisation composed of parents and carers, we raise funds for various school projects and buy essential books and equipment. The OSA are proud to have donated £55,000 to the school in 2025. These funds support the high standards achieved by the school. This contribution is attributed to the work of the OSA and many other parents who take part, help at events, and contribute their time and efforts to various fundraising activities. All parents and carers automatically become members of the OSA when their children join the school. We rely on the support of new parents to help us support the school.

**How Can You Get Involved?** OSA Committee - All Committee members are current parents of children at the School and would love to welcome new parents. Our meetings take place on the 1st Monday of the month during term time. To find out more, please contact one of our Co-Chairs via email: Mbalu Koroma or Patricia Doyle at [chair@theOSA.org.uk](mailto:chair@theOSA.org.uk)

We run several events throughout the year and look forward to meeting you at an event. Even if you are unable to help, you just need to join in. Events are listed in the school calendar and include the Quiz Night and the Summer Festival.

**Refreshments** - The school runs around 40 performances/productions each academic year. We provide refreshments and require volunteers to run the bar. Please email [refreshments@theosa.org.uk](mailto:refreshments@theosa.org.uk) if you would like to be a member of this group.

**Match Funding** is a way of maximising funds raised. Match funding is a corporate arrangement where companies pledge to donate a sum relating to the amount their employee donates to or raises for an organisation. Please email [matchfunding@theosa.org](mailto:matchfunding@theosa.org) and we can guide you through the process.

**200 Club** – This is a successful lottery style 'club 200', and the draw takes place monthly with prizes of £50.00 and £25.00, with an additional draw in December. Annual membership is £24 per year, and there is no limit to the number of numbers each person can hold. Contact Alan Williams at [200club@theosa.org.uk](mailto:200club@theosa.org.uk) for further information.

**Book Covers** - In line with the school's aim to protect exercise books, clear PVC Book Covers printed with the Dame Alice Owen's crest can be ordered online from the OSA. We will notify you by email when the link is available. You can contact: [uniform@theosa.org.uk](mailto:uniform@theosa.org.uk)

**EasyFundraising** costs nothing. On the 'Easyfundraising' website, select Owen's School Association as your charity. When making online purchases, go to your chosen shop via the Easyfundraising link. For ease, visit: [www.easyfundraising.org.uk/causes/owensschoolassociation](http://www.easyfundraising.org.uk/causes/owensschoolassociation). Every £1 you spend in this way, generates money for the school.



# The OWEN'S Way

The School's Values and Ethos are embodied in the Owen's Way, which flows through every aspect of School life.



The **OWENS** way

**O**pportunity for all  
**W**indow to the world  
**E**xcellence in everything  
**N**ever stop learning  
**S**upportive community

**OPPORTUNITY FOR ALL** – Delivering an inclusive education for every student

**WINDOW TO THE WORLD** – Equipping our students to succeed in adult life

**EXCELLENCE IN EVERYTHING** – Ensuring that members of School strive to be their best

**NEVER STOP LEARNING** – Encouraging an on going appetite for understanding and insight

**SUPPORTIVE COMMUNITY** – Creating a Whole School community that supports every one of its members



## Dame Alice Owen's School

Dugdale Hill Lane,  
Potters Bar  
EN6 2DU

Telephone: 01707 643 441

Email: [admin@damealiceowens.herts.sch.uk](mailto:admin@damealiceowens.herts.sch.uk)

  
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**SCHOOLS**  
**GUIDE**  
**2021**

**SOUTHEAST**  
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**SCHOOL**  
**OF THE DECADE**

  
**THE SUNDAY TIMES**  
**SCHOOLS GUIDE**  
**2026**

**COMPREHENSIVE**  
**SCHOOL OF THE YEAR**  
**FOR ACADEMIC**  
**EXCELLENCE**

  
**THE SUNDAY TIMES**  
**SCHOOLS GUIDE**  
**2026**

**COMPREHENSIVE**  
**SCHOOL OF THE YEAR**  
**SOUTH EAST**

  
**Ofsted**  
Outstanding  
Provider