

Handbook for Parents/Carers and Students



Hinchingsbrook School

Inspiring excellence
Fulfilling potential



Part of the ACES Academies Trust

Dear Parent/Carer,

We are delighted that your child will be joining us at Hinchingsbrooke School. This information has been designed to help you and your child to settle into life at Hinchingsbrooke as smoothly as possible. Whilst it cannot cover every aspect of life at Hinchingsbrooke, it does contain key points of contact and an explanation of some of the processes for day-to-day life in school.

If you cannot find the information you need in this booklet, or need further information, then please contact the relevant administrator for your son or daughter's school (Lower, Middle or Upper), or the Main Reception where staff will be happy to help you.

We look forward to working in partnership with our new parents and carers to ensure that every child's learning journey at Hinchingsbrooke is positive and that they are able to reach their full potential. Our mission is *'to inspire excellence and fulfill potential'*.

Whilst we have done our best to provide the details of our current structures and processes, they may be subject to change from time to time and, in this event, we will do our best to keep you updated as and when changes occur.

Welcome to our partnership in this most important task of education for your son or daughter.



Andrew Goulding – Chief Executive Officer

Hinchingsbrooke School Inspiring excellence Fulfilling potential

Welcome from the Chief Executive Officer

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Term Dates

Our Mission Statement

Because we are ambitious for ourselves and others, our mission is *to inspire excellence and fulfil potential*. We will value and nurture all students as uniquely talented individuals, helping them to find fulfilment through their learning by developing their intellectual, creative, physical and emotional capabilities.

We will support our students to become responsible global citizens, so that they may take their place in society with confidence.

We aim for anyone associated with Hinchingsbrooke, student or adult, to leave the richer for their experience and always to feel a part of the Hinchingsbrooke learning community.

Our values

We aim to instil values in our students such as compassion, tolerance and a sense of justice. We are committed to building a learning community based on

- Mutual respect
- Moral integrity
- Freedom of expression
- A sense of ambition for self and others
- Tolerance
- An appreciation of religious and cultural diversity.

Our staff

We are committed to

- Developing the quality of teaching and learning
- Supporting innovation and enterprise
- Promoting the well-being of all staff.

Our partnerships

We are committed to

- Building a strong and effective partnership with parents/carers
- Forging links with other educational providers to enrich opportunities for our students and to support others in their educational endeavours
- Working with local businesses to provide work related learning and to develop pathways to employment
- Encouraging our students to make a contribution to the local and wider communities.

Our future

We are committed to

- Valuing our heritage whilst remaining forward-looking
- Being at the forefront of educational change
- Making the best use of technology to support learning
- Providing an all-round education of the whole child
- Building our reputation as a centre of excellence.

School Structure

Academic structure:

The school has an academic structure based on four faculties; each is led by a Head of Faculty (Assistant Principal):

- CORE – Maths, English and RPE
- STEM – Science, Business Studies, ICT, DT and F&T
- Arts – PE and Sport, Art and Photography, Music, Drama, Dance and Film and Media Studies
- Global Society – MFL, History, Geography, Social Science and PHSE.

Pastoral structure:

The school's pastoral structure has three mini Schools:

1. Lower School (Years 7 and 8)

Each year group within Lower School is made up of 10 forms, overseen by a Head of Year, supported by a Student Support Officer who focuses on student development and emotional well-being, and a whole School Administrator who provides support and acts as the point of contact for this school.

The Head of Year 7, Student Support Officer for Year 7 and the Lower School Administrator also specialise in the Transition process.

2. Middle School (Years 9, 10 and 11)

Each year group within Middle School is made up of 10 forms, overseen by a Head of Year, supported by a Student Support Officer who focuses on student development and emotional well-being, and a whole School Administrator who provides support and acts as the point of contact for this school.

An Assistant Principal oversees both Lower and Middle School. Heads of Year 8 to Year 11 along with their Student Support Officers will rotate and thus follow their cohort through from Year 8 to Year 11.

3. Upper School (Years 12 and 13)

The Director of Sixth Form (Head of Upper School) and Deputy help lead this area of the school. There is also a Student Support Officer and a whole School Administrator to support their work.

House system:

Every student will be a member of one of the 5 Houses: Cromwell (Green), Montagu (Yellow), Pepys (Blue), Vesey (Red) and Wylton (Purple).

Family traditions of Houses are not applied, students stay in the same House throughout their time in school and they come to identify with it.

This allegiance to a larger group generates loyalty and encourages participation. Inter-House rivalry fuels competition in sport and many other areas of the curriculum. The House system is also the vehicle through which the school's charitable fund raising activities take place.

Student Services:

The Student Services comprises two divisions, Learning Support and Safeguarding and Inclusion. This is led by the Director of Student Services (Assistant Principal).

Contacting School

	Reception	01480 375700
	Lower School Office (Years 7, 8 and Transition)	01480 420522
	Middle School Office (Years 9, 10 and 11)	01480 420506
	Upper School Office (Years 12 and 13)	01480 420539
	Hinchingsbrooke School	01480 375700
	Brampton Road	
	Huntingdon	
	PE29 3BN	
	Reception	email: receptionist@hinchbk.cambs.sch.uk
	Lower School	email: lowerschool@hinchbk.cambs.sch.uk
	Middle School	email: middleschool@hinchbk.cambs.sch.uk
	Upper School	email: upperschool@hinchbk.cambs.sch.uk
	School website	www.hinchingsbrookeschool.net
	School Twitter	@HBK_School
	Facebook	www.facebook.com/HinchingsbrookeSchool

ParentMail

This free service to parents/carers is for emailing student information and letters directly to you. If you fail to notify us of any changes to your email or mobile number, you may not receive important communications from school. Note some paper documents will remain. If you would like to sign up for ParentMail or have any queries please contact receptionist@hinchbk.cambs.sch.uk or ring 01480 375700.

There is also a ParentMail + Pay facility, where you can pay for a range of trips and visits and top up cashless catering accounts, rather than students bringing cash into school. You will need an activation code to make this part of the account work and this can be obtained from the contact above.

Emergency Contact Information

Please make sure that we have up-to-date telephone numbers for your home and work should we need to contact you, and also that we have the name and number of a responsible adult other than yourself, if contacting you during the day is difficult.

Make sure your child knows what to do in an emergency. Talk through where she/he could go and what she/he should do if you were not available – for example if the school transport fails to turn up in the morning or there is an emergency school closure.

The Student Planner

The planner is a student diary, which includes information about the school and a copy of the student's timetable. It is used to record absence notes, rewards, sanctions, and home school communication. Planners are given free at the start of the year for Years 7 to 11; but there is a charge for 6th form planners of £3. Replacement planners can be purchased via the Lower, Middle School and Upper School Offices at a cost of £3.

Please write and sign your child's planner if they need to leave school during the school day or if they are going to be signing in late. Staff will use the planner to release students from school and to check reasons for lateness or absence.

Working Together

Parents/carers are encouraged to share information with the school and the best way to do this is by ringing or emailing the relevant school office (Lower, Middle or Upper). They will ensure that your information is disseminated as appropriate. They may also be the best point of contact for any queries that you may have. Their contact details are as above and these are also published on the school website. For more general enquiries please contact the Main Reception, who will be pleased to help direct your query to the relevant person. If you feel that the matter will need more than a phone call or an email, it may be more appropriate to make an appointment to speak with someone. This may be a subject teacher or Head of Department for a work related matter. It may be a Head of Year or member of Senior Leadership Team for a non-subject specific matter, a more personal or sensitive matter.

Please be aware that, whilst we encourage face to face discussions, it may not always be possible to arrange a meeting at short notice and when parents/carers turn up without an appointment they are almost always disappointed.

All visitors must report to the Main Reception who will have a record of appointments made and who will sign you in and out. Parents/carers may of course email members of staff directly using their school email addresses and we ask staff to acknowledge such emails within 24 hours. It should be remembered however that, especially for teachers with a full teaching load, it may sometimes take a little longer, especially at particularly pressurised times of year.

Complaints Process

Whilst we try to work with parents/carers very positively and very professionally, sometimes a resolution to a particular problem is not easy to find. If you feel that, having followed due process, you are not getting anywhere and the issues remain unresolved, you may wish to escalate this as a complaint to a senior member of staff.

The full complaints policy and procedure is available on the website, but in essence this entails a meeting with a member of the Senior Leadership Team who will hear your complaint, conduct an investigation and do their very best to address the substance of it. In the last resort you may write formally to the Principal to seek his intervention. If all school routes are deemed to have failed, you may appeal to the Chair of Governors.

Communications

In terms of contacting the school, the advice for parents/carers is contained in this handbook under the title 'working together'. Our code of communications goes beyond this however. We make every effort in school to try and educate the students about the right way and the wrong way to communicate. This includes the use of bad language, defamatory remarks, inappropriate gestures and such like, whether these be face to face or on social media. We respectfully request that you uphold the same standards and expectations. We do not tolerate people who swear or raise their voice at staff, however irate they may be. For the students, swearing at staff usually results in placement in the Blue Room (an 'out of circulation' facility), and in extreme cases, if parents/carers are abusive towards staff, the Principal has the right to ban them from the site.

Students are allowed to have access to their mobile phones at Hinchingsbrooke if they use them appropriately. Abuse of this privilege will result in their phone being confiscated. Taking photographs without permission is not allowed and the posting of words or photographs about the school which are damaging to its reputation may result in police action. Parents/carers should also understand that the school will take action if students and/or parents/carers are using Facebook or Twitter in a way which may damage the school's reputation. If you have concerns over any aspect of school life, we are happy to listen to you and try to put it right. If, however it becomes a topic for discussion on Facebook or similar, we view this as highly inappropriate and unconstructive.

Policies

The school has a large number of policies which can be accessed on the school website www.hinchingbrookeschool.net on the "About" page.

Uniform and Equipment

At Hinchingsbrooke we believe that a school uniform gives a sense of belonging and pride in the school whilst ensuring equality amongst students. In addition, a smart appearance contributes positively to the students' attitude to work and study; it also significantly influences how the school is portrayed to the general public.

Students must wear full school uniform (including acceptable footwear) on all school occasions and on the way to and from school. School uniform is an important feature of Hinchingsbrooke School and on accepting a place for your child at the school you agree to support us in this matter. Your child coming to and from school is a walking advertisement for the school and their uniform and behaviour should under no circumstances bring the school into disrepute. School authority over its students extends beyond the school gates and disciplinary penalties will be applied to students who let the school down.

Girls Uniform:

Blazer - Black with school badge (in house colour on breast pocket)

Skirt - 'Granite Grey' pleated tartan skirt

Trousers - Mid-Grey (not charcoal) school trousers

Blouse/Shirt - Traditional white school blouse/shirt with collar to take a tie

Tie - Bottle green clip on tie with coloured stripes to represent the year group (white, black, bronze, silver or gold stripe which progresses with the year group through the years at school) or Prefect tie (certain Year 11s only)

Jumper - Long sleeved grey jumper with bottle green stripe or bottle green jumper with grey stripe (this is an option item)

Socks - Plain dark or white socks (not patterned)

Tights - Plain black or natural colour tights

Shoes - Plain black formal sensible heeled leather shoes. Casual shoes of any kind are unacceptable – including sandals or slingbacks. 'Converse or Vans' style shoes or boots are unacceptable whether in leather or canvas. Shoes with logos, symbols, flashes of colour or brand names are not acceptable.

Boys Uniform:

Blazer - Black with school badge (in house colour on breast pocket)

Trousers - Mid-Grey (not charcoal) school trousers

Shirt - Traditional white school shirt with collar to take a tie

Tie - Bottle green clip on tie with coloured stripes to represent the year group (white, black, bronze, silver or gold stripe which progresses with the year group through the years at school) or Prefect tie (certain Year 11s only)

Jumper - Long sleeved grey jumper with bottle green stripe or bottle green jumper with grey stripe (this is an option item)

Socks - Plain dark socks (not patterned)

Shoes - Plain black formal sensible leather shoes. Casual shoes of any kind are unacceptable. 'Converse or Vans' style shoes or boots are unacceptable whether in leather or canvas. Shoes with logos, symbols, flashes of colour or brand names are not acceptable.

PE Kit

<ul style="list-style-type: none">• Reversible sports top• Unisex sports polo• Base layer white or black (optional)• Socks• Unisex PE skorts or girls fit PE shorts or skorts• Unisex training top (optional)• Trainers• Black Leggings for Dance	<ul style="list-style-type: none">• Plain black tracksuit bottoms (optional)• Plain (black if possible) swimming costume/trunks• Full length plain black sports leggings – to be worn under shorts in KS3• Gum shield – recommended for rugby/netball• Football/rugby boots (Kite marked safety studs strongly recommended)
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In Years 7 and 8 - Lower School, you are not permitted to wear any make-up or nail varnish (this includes gels, acrylics, French manicures or false eyelashes). You may wear a watch and one small plain stud earring in each ear. The earrings should fit close to the ear; no hoops or drops. No piercings or other jewellery is permitted. Hair should look natural and should not be noticeably dyed or shaved.

In Years 9, 10 and 11 - Middle School, our approach to the wearing of jewellery and make-up reflects your increased maturity. You are allowed to wear unobtrusive make-up, clear nail varnish and minimal jewellery. No gels, acrylics or false eyelashes and no facial piercings of any type are permitted. In practical subjects (PE, Science and Design Technology) it is essential that you remove jewellery prior to your arrival at the lesson. This is not negotiable and is in response to Health and Safety restrictions. Hair should look natural and should not be noticeably dyed or shaved.

Students who wish to have additional piercings should do so at the beginning of the 6 week summer holiday to avoid any potential conflict over the removal of piercings during the school day. If you need to wear an item of jewellery for medical or religious reasons, please supply a letter from home requesting written permission, which may only be given by the Principal.

Buying Uniform

Price & Buckland is the main school uniform provider. Please be aware that the PE kit can ONLY be purchased through Price & Buckland, here is the link <https://www.pbuniformonline.com>

In addition, arrangements have been made so that Tesco online, My Clothing, can supply a number of approved uniform items such as blazers, school shirts and mid-grey school trousers for boys and girls, here is the link <https://myclothing.com> Uniform can also be purchased from other High Street providers so long as it complies with the specifications above.

If you need financial support to purchase uniform, applications can be made to access the Financial Assistance Fund. Please contact the appropriate Head of Year to apply.

Equipment for Learning

Students should come well prepared for schoolwork. They will need their exercise books, basic writing equipment, a reading book and their planners every day. They may also need PE kit, ingredients or an apron for Food and Nutrition. Mathematics equipment including a simple calculator will also be needed. Items such as calculators, pens, ruler etc. can be purchased in the School Learning Resource Centre.

Lost Property

Students will be able to access the Lost Property Store in the Rewards Office (by the main entrance to Middle School), which is open at lunchtime only. All personal items of clothing or equipment must be named/labelled so that, if lost, they can be returned to students as quickly as possible. All unclaimed lost property is disposed of regularly after each half term.

Mobile Phones and Electronic Devices

Mobile phones and electronic devices are permitted in school and we are encouraging their use for educational purposes under the direction of a teacher or other responsible adult. There are of course many ways in which mobile phones can be misused in school and if a student is caught misusing their mobile, sanctions will apply which, for persistent offences, this may result in it being confiscated by a member of staff. The school reserves the right to insist that parents/carers collect the phone in these circumstances. Electronic devices if brought into school, are the responsibility of the student .

Forbidden Items

Any item which the school considers may present a potential danger to others is banned. Whilst the following is not an exhaustive list, the most common banned items include: tobacco, cigarettes, matches, lighters, aerosol sprays, drugs, alcohol, fireworks, pornographic images, imitation or real guns, knives or any other dangerous weapons, chewing gum, glass bottles and laser pens. If in doubt, please ask a member of staff.

Valuables

Students should not bring expensive personal items or valuables items, including large sums of money, to school. We advise that wherever possible students lock personal items in student lockers. Whilst every effort will be made to keep property safe, the safety of all property and valuables remains the student's responsibility. The school does not accept liability for the loss of any personal property. Parents/carers should make their own insurance arrangements for items such as bicycles and mobile phones.

Lockers

Lockers are available at a one-off charge of £20 for a 5-year period when your child joins school. These can be purchased via the on line shop via Parent Mail. Students must use the school padlock supplied.

Catering Arrangements

A range of food and drinks are available before school, during break and lunchtime provided by our contracted caterers Chartwells in the Food Court. There are additional areas available for students to eat their packed lunches. The school operates a cashless catering system and we prefer parents/carers to charge up their son or daughter's account online through the Parent Mail + Pay facility. To register please see our website www.hinchingbrookeschool.net and click on the "Our School" tab for general information regarding cashless catering. For those who do not wish to follow this route, we have a cash loading machine installed in the Food Court so that your child can load cash onto their cashless catering account themselves, or they can present cheques made payable to "Chartwells" at Reception, please write the student's name and tutor group on the back of the cheque. Alternatively, payment can be made by credit card by telephone to our accounts office on 01480 420502.

If your child has been eligible for free school meals, the arrangements are likely to continue unless there have been changes to your family circumstances.

www.cambridgeshire.gov.uk to apply contact the Education Welfare Benefits Service Tel: 01223 703200 or Email: ewbfsm@cambridgeshire.gov.uk

Travel to School

A large number of students cycle to school and we expect them to be courteous to other road users and pedestrians. As a matter of bike safety, we encourage the wearing of cycle helmets. Bicycles should be parked and locked in the designated bike compounds around the site.

Please ensure students do not lock them on railings or outside the compounds where they are not safe.

The school cannot be responsible for any bicycles left in the compounds overnight. Whilst we will do our best to investigate any loss or damage, bicycles are left on the site at the owner's risk. Cycling on the school grounds is prohibited.

The Local Authority (LA) is responsible for the school buses. Questions about buses and bus passes should be addressed to Education Transport on 0345 045 5208. If you have a complaint or ongoing concerns please contact the Main Reception by email receptionist@hinchbk.cambs.sch.uk or 01480 375700 if you feel that your concerns have not been addressed or resolved. Students are expected to behave well on the school buses and failure to do so can result in them being banned from travelling by bus by the Local Authority.

Replacement bus passes can be ordered online via Cambridgeshire County Councils website via their transport page, or telephone School Transport on 0345 045 5208. Temporary bus passes can be arranged via the Lower, Middle or Upper School Administrator in the case of lost bus passes only, and only when a new pass has been ordered from CCC for a one-week period.

We need to keep areas of the school clear at the start and end of the day so that buses can move on and off our premises safely. If you bring your child to school by car, please do not park in the bus bays. Signs show when parking is permitted.

We have very limited parking on the school site. Therefore, we ask that parents/carers arrange to pick children up from the layby on the Brampton Road or elsewhere away from the school site.

Attendance

By law, parents/carers whose children are of compulsory school age and registered at a school, are responsible for ensuring that their children attend that school regularly. If they fail to do this, they are guilty of an offence and may be given a penalty notice or prosecuted under section 444 of the Education Act 1996. A recent Supreme Court judgement has defined the meaning of 'regular' attendance as '100%, unless there are exceptional or unavoidable reasons for absence'.

We do understand that our students will fall ill from time to time, however all students should be striving to be above 97% in their attendance. Regular attendance at school is essential to ensure uninterrupted progress and enable children to fulfil their academic potential.

All schools, in conjunction with local authorities, are required to be rigorous in terms of attendance monitoring and are required to take action when overall attendance drops below 95%.

We operate a 'whole school approach' to monitoring attendance, with intervention from Form Tutors, Heads of Year and the Attendance Officer, as appropriate. The school will write to parents/carers where a student's attendance gives cause for concern and meetings may take place in school where attendance fails to improve. The decision of whether or not to authorise an absence rests solely with the school. However, in order to assist us, you may, as per local authority guidelines, be required to provide supporting paperwork e.g. clinic appointment cards or copies of consultation/prescription etc., to authorise any medical appointments or illnesses. Such paperwork could prevent further action by the Local Authority.

Students whose attendance is below 90% are considered by the Department for Education to be persistent absentees. Previously, cases falling into this category were referred to the Education Welfare Officer. This no longer occurs. Where attendance has failed to improve sufficiently, following school intervention and support, cases will be 'fast-tracked' to the Education Welfare Legal Panel, who will determine if a fixed penalty notice or legal proceedings are applicable. We strongly urge you to work with the school in order to prevent such action.

Registration:

It is a legal requirement that ALL students register with their form tutor twice a day, at 8.45 am and 2.00 pm. We use an electronic attendance system which enable us to register and monitor each student, each lesson. Students are expected to arrive in good time for registration and for all of their lessons. Lateness will be followed up and lead to sanctions.

Reporting absence due to illness:

If your child is staying at home unwell, please ring the school first thing in the morning to notify us. This should be done on each and every day of absence. Please dial the main school telephone number 01480 375700, and follow the instructions given.

Sometimes students have to miss school for longer periods due to medical treatment or hospital admission. Please keep in close contact with school so that we are aware of the situation, provide copies of supporting medical paperwork and possible return dates. Our Medical Needs Co-Ordinator is available to speak to with regard to facilitating an appropriate return to school by telephoning 01480 375700 extension 5763.

A First Day Response policy operates where we try to contact parents/carers by telephone on the first day of absence, if there is no known reason for them to be out of school.

Students may not leave site at any time, without prior permission. Students who absent themselves from school put themselves at risk. Please ensure your child knows how important it is to be in the right place at the right time.

Leave of Absence during term time:

Parent/carers are reminded that leave of absence will not be authorised during term time. Consideration will only be given to requests made under very exceptional/unavoidable circumstances. Exceptional circumstances are rare, significant and short. Leave, for any other reason except medical appointments, should be requested at least 10 school days in advance. The application form and associated guidelines are available on the school website.

It is unfortunate that in the last academic year the Local Authority has issued over 120 fixed penalty notices to Hinchbrooke families for holidays in term time. This includes some families who initially reported their children as ill.

Dentist, Doctor or Hospital Appointments:

Wherever possible please make appointments outside of school hours. Where this is not possible, please write a note in your child's planner outlining the details of the appointment and sign it. Please note that you need to ring in if your child has an appointment at the beginning of the school day.

Students are required to attend school prior to, and after their appointments, where the location allows. Students needing to leave school for an appointment must sign out at Main Reception. Once returned to school, your child should sign back in at Main Reception. Please provide a copy of the medical appointment card/letter.

The School Day

The school day is made up of 5 one-hour lessons alternating on a two-week cycle

8.25 am		Pre-school supervision starts
8.25 am		Staff Briefings
8.40 am		[Warning Bell]
8.45 am	Registration	
8.55 am	Period 1	
9.55 am	Period 2	
10.55 am	<i>Break</i>	
11.15 am	Period 3	
12.15 pm	Period 4	
1.15 pm	<i>Lunch</i>	
1.55 pm		[Warning Bell]
2.00 pm	Tutorial time	
2.30 pm	Period 5	
3.30 pm		End of school day

The Curriculum

Each school is required to deliver the National Curriculum, Religious Education and Sex and Relationship Education. The curriculum must provide opportunities to learn, to promote students' moral, mental, physical and spiritual development and to prepare young people for the opportunities and responsibilities of adult life.

The Curriculum is diverse and exciting. We have a 2 year Key Stage 3 and students begin their option choices for GCSE in Year 9. Our curriculum in Key Stage 3 aims to provide a seamless transition from the primary phase, and has been specifically organised around opportunities for students to develop five core skills – communication, investigation, analysis, creativity and evaluation.

Examinations

Examinations are an important part of school life. The exams completed by Years 7 and 8 are internal exams; written and marked by teaching staff. These give students a good insight into how exams are conducted, the equipment they should bring with them, expectations on student behaviour and experience. Years 9, 10 and 11, however, have later in the Spring term. Although they are marked by teaching staff, there are occasions when they are forwarded to the awarding organisations. These sessions of exams cover all subjects and are used to ensure students are entered for the correct tier in the live exams. The majority of GCSE exams are taken at the end of Year 11, following three years of study and come under the category of Linear Exams. There are some subjects/units which are taken in the Summer of Year 10: namely RPE.

Make sure you have all the correct equipment before your examinations: black pen, pencils, any mathematical instruments, rulers, calculators. Mobile telephones, electronic devices, smart watches, mp3 players, notes or writing on hands/arms etc. are not permitted in any exam and if found will result in malpractice proceedings both for internal and external legal exams. All exams held at Hinchingsbrooke School conform to JCQ, CIE, EAL and BCS Exam Board Regulations regardless of whether they are instigated by the Awarding Body or the school.

Homework

Throughout Key Stage 3 (Years 7 and 8) homework will be set regularly. The amount and type of work set will depend on the subject and the student's ability. We try to make sure that subjects are spread through the fortnight and that students are given more than one day to complete it. It is important that students learn to work independently and to manage their time effectively. As they get older, the amount of work that is needed outside the classroom to complete courses increases. We hope to develop the skills they will need at Key Stage 4 (Years 9, 10 and 11) by starting in Year 7. All subjects will set homework but due to the amount of lessons that some subjects have compared to others will mean that some subjects will set more homework than other subjects. All homework that is set via class teachers is recorded on Doodle which acts as an electronic homework diary. Students will have a Doodle account so that they can see the homework that they have been set. Parents/carers can also have a "Doodle Parent" account so you can see the homework that your child has been set.

You can be supportive by encouraging students to complete tasks on time and by providing an appropriate space for completion of homework. Taking an interest shows that homework is important. Some students may need help with work, particularly if the deadline is several days away. If family circumstances mean that homework cannot be completed at any time, please write a note to that effect in the planner and encourage your child to catch up whenever possible. If she/he cannot do it because she/he does not understand it, and you are unable to help, please let the teacher know.

Progress Reports and Parents' Evenings

Over the course of the year you will receive a number of reports which will keep you informed of your son/daughter's progress in all subject areas, in addition to information of their Behaviour for Learning (codes given in the register during lessons) and their attendance. There will also be the opportunity to meet and speak to your son/daughter's form tutor during the course of the year as well as being able to speak to their subject teachers.

If there are any issues, you should always feel free to contact your son/daughter's form tutor, or if subject related, the relevant subject teacher. All staff email addresses and contact details are on the school website www.hinchingsbrookeschool.net via "Our School".

Additional Learning Needs

The Special Educational Needs and Disabilities Department liaises with primary schools to identify those who may find the transfer to secondary school demanding or who have particular needs. Some students may need intensive individual support, while others may need to be provided with special equipment. The information gathered is circulated to the members of teaching staff so that they can meet students' needs in their lessons. If your child is joining us late and not from primary school and you have any new concerns about his/her needs, please contact the Special Educational Needs and Disabilities Department (SEND).

Behaviour & Standards

Hinchingbrooke School seeks to *inspire excellence and fulfil potential*. One of our fundamental aims is for our students to develop the moral integrity to become responsible global citizens, so that they may take their place in society with confidence, and we see this process as a partnership between student, parent and the school.

Part of this process is the development of self-discipline, respect for others and their possessions, and responsibility within the community. High standards of behaviour and attendance are essential foundations for an effective and inclusive learning environment in which all members of the school community can thrive in their learning and their development and feel respected, safe and secure.

Hinchingbrooke School is a learning community where everyone supports each other in their aspiration to 'inspire excellence, fulfil potential'. It is based upon '**Respect**'.

Respect for **Yourself**
Respect for **Others**
Respect for **the School**

Expectations:

Schools work most effectively when home and school are working together. This is particularly true with regard to behaviour. Students need to know that those recognise the standards we require as important at home as well.

Hinchingbrooke now uses Lesson Monitor across all lessons. You will hear students talking about 5s and 1s. 5s are awarded for excellent effort and work whereas 1s would normally suggest there has been a problem. Accruing a certain number of 1s may lead to being placed on report and other sanctions, however there are prizes for those students who get lots of 5s.

2s are used to record no homework produced, 3s no equipment or incorrect uniform and 4s inappropriate use of mobile phones.

Rewards:

Celebrating success is important. Rewards are earned for good work, making progress and sustained effort.

Sanctions:

If students are late, do not have equipment or behave inappropriately in school, we apply sanctions on an increasing scale. Most students respond to the sanctions. However, in a few serious cases we may exclude students from school for a period of time, if this is the case we follow a strict protocol and you will be informed at each stage.

Sometimes sanctions may cause inconvenience for parents/carers, we hope that you will work with us to emphasise the importance of improving standards. Parental permission is not required for a student to attend an after school detention.

Anti-Bullying Policy Commitment

Every child should be able to learn in a school environment free from bullying of any kind and in which they feel safe and supported. Hinchingbrooke School takes bullying very seriously.

The School actively seeks to prevent bullying and promote tolerant attitudes to all, regardless of any differences of background, belief or character. We recognise the serious effect of all forms of bullying and the potential for psychological damage to victims. Though bullying itself is not a specific criminal offence, the School nevertheless takes a very strong stance against all threatening behaviour and harassment, and there are criminal laws which apply to some such behaviour. All students are actively encouraged to pass on information about any incident of bullying against either themselves or others. There will be no disciplinary action taken for any 'whistle blowing' done in good faith.

We encourage students to speak to one of more of the following individuals in school:

1. Tutor
2. Pastoral Support – Head of Year, Student Support Officer, LS/MS Administrator
3. Restorative Approaches Manager
4. Teacher
5. Senior Leadership Team
6. School Nurse
7. School Counsellor
8. Inclusion Manager
9. Any other Member of Staff

Bullying incidents will be dealt with in a fair but firm way and a record will be kept. We aim to prevent, de-escalate and/or stop any continuation of harmful behaviour; to react to bullying incidents in a reasonable, proportionate and consistent way; to safeguard the person who has experienced bullying and to trigger support; to apply sanctions to the person causing the bullying and ensure they learn from the experience; to implement 'Bullying - A Charter for Action'. Where appropriate we use a Restorative Approach.

Restorative Approaches

The quality of relationships between students as well as between staff and students contributes significantly to the success of any school.

All of Hinchingsbrooke School's rules can be summarised in one school rule: **Respect for yourself, others, and the school.** Our aim is to enhance and build a culture of mutual respect and understanding at Hinchingsbrooke School, by developing our use of Restorative Approaches. This will help to develop a tolerant and supportive community, to manage conflict and tension by repairing any harm, as well as helping to build better relationships.

For effective teaching and learning to take place, good relationships must be at the heart of all that happens at Hinchingsbrooke School.

Restorative Approaches involves a process that puts repairing the harm done to relationships and people, over and above blaming and punishing. The focus moves from managing behaviour to building and repairing relationships.

Evidence shows that a whole school restorative approach will contribute to:

- A happier and safer school
- More mutually respectful relationships through listening to others' views
- More effective teaching and learning and
- A positive alternative to sanctions in certain cases

As part of the process students and staff could be involved in meetings, circles and conferences to improve or resolve situations. Restorative Approaches are about a process that is fair, offers high levels of support, as well as being about challenging poor behaviour through accepting responsibility and the setting of clear boundaries.

As part of our commitment to Restorative Approaches you may also be asked to contribute to a restorative meeting to support and help us move forwards.

We have spoken to students in assemblies about Restorative Approaches so that they have an understanding of what this means for them. In addition, please click link <http://www.hinchingsbrookeschool.net/rj> to access an information sheet for parents & carers produced by the organisation 'Restorative Justice 4 Schools'.

Student Services - Safeguarding Our Students

At Hinchingsbrooke School, the health, safety and well-being of every child is our paramount concern. We listen to our students and take seriously, what they tell us. Our aim is that children will enjoy their time as students in our school. We want to work in partnership with you to help your child to achieve their full potential and make a positive contribution.

On rare occasions, our concern about a child may mean that we have to consult other agencies even before we contact you as parents/carers. The procedures that we follow have been laid down by the Cambridgeshire and Peterborough Safeguarding Children Board, and the school has adopted a Safeguarding Policy in line with this for the safety of all.

Please see the Safeguarding section of our website if you have concerns about a child or wish to read more about our policies and procedures.

Medical Room

If your child is taken ill during the day they must report to the Medical Room to be seen by the School Nurse/First Aider. If you are contacted to collect her/him, please report to Reception at the front of school to collect your child. Under no circumstances should a student absent themselves during the day from school and leave site without permission, nor is it acceptable for students to contact parents/carers directly to arrange this.

If your child needs to take medication during the school day you will need to come to Reception to complete a permission form which goes across to the Medical Room along with the medication.

If your child has a temporary condition that requires special arrangements in school, please contact the Lower, Middle or Upper School Administrator to discuss. They will then ensure that the appropriate staff are made aware.

In-School Counselling

The School Counselling Service is here to support students who are experiencing difficult times in their lives, which may cause distress and impact on their school and home life. This might be, for example, through bereavement, family break up or abuse. Students may at times feel anxious, depressed, suffer from low self-esteem or have difficulties controlling their anger. The aim of the service is to listen and to encourage resilience, emotional health and well-being.

The Counselling Service is confidential and works within the School's Child Protection Policy to ensure the safety of the young person.

Mrs Bradford (Dip. Couns. MBACP) is supported in school by other fully trained volunteer counsellors. Appointments are made weekly. We also have strong links with other outside agencies.

Useful websites:

www.guidetoroughtimes.co.uk

www.kidscape.org.uk

www.childline.org.uk

<https://talktostars.org.uk>

Most Able and Talented

At Hinchingsbrooke School we cater for the full range of student abilities. The ethos at our school is one of inclusive education aimed at each individual child to help them reach their full potential. Within our broad curriculum we recognise that some of our students have exceptionally high ability in a range of different areas. This may be specific subject, overall academic ability or they may display a talent in other areas such as sport or music. Some of our students tick all three of these boxes. These qualities need fostering so we recognise that our most able and talented students have particular educational needs and that we need to ensure they are suitably challenged. Where necessary we may seek the support of external agencies to keep our MAT students on track. In brief, our overall aim is to help staff recognise the talents and abilities of our most able students by creating and maintaining a challenging and enjoyable learning environment and school experience.

Extra-curricular opportunities

Our basic pattern of daily lessons is enhanced by a whole range of exciting opportunities for students to extend their learning in different ways. These opportunities include clubs, school productions, school trips, musical instrument lessons and inter-house competitions.

Hinchingsbrooke has a wide range of activities to offer its students outside the timetabled school day. We have a long standing tradition of providing a fantastic and varied timetable of extra-curricular clubs.

Clubs

Each week we have a variety of clubs on offer, covering areas as varied as model making, Zumba and Creative Writing, as well as the more traditional sport and music clubs. We know that extra-curricular participation is great for our students; it can improve their behaviour and academic performance, boost their confidence and provide them with opportunities to develop interests and friendships.

At the start of each term we distribute paper copies of the club timetable to all students, put the timetable on our website and display it on the extra-curricular noticeboards around school. We also hold an event called "Bell's Gone: What's On?" in the Pepys building where Club Leaders put up displays and are available to students for questions and to have a chat about the clubs they run. This is always well attended and is a good way for students to see teachers in a less formal situation. Club Leaders also promote their clubs in their lessons and are usually available at break and lunch times to answer any queries or students can just call in to see the Educational Visits and Extra-Curricular Co-ordinator

Drama, Music and Dance Productions

We are very lucky at Hinchingsbrooke to have active and inspiring Drama, Music and Dance Departments. We have several productions through the year offering opportunities for all students to experience the hard work and commitment needed to perform on stage as well as the emotions felt when performing in front of their peers, family and friends. We have fantastic facilities including a Dance Studio and the Performing Arts Centre, giving students a truly professional experience.

Educational Visits

As with clubs, we have a full and varied calendar of educational visits. These range from local trips to Huntingdon, to overseas trips to countries such as Iceland and China. Most trips relate to a particular curriculum subject and will be promoted to the students via the subject teacher. Some trips are for particular year groups and promotion will be via the form tutors or direct to parents using Parent Mail and letter. A trip calendar is produced at the start of the academic year and this is placed on the website. However, due to the nature of trip planning, this calendar is subject to change.

Educational visits are a wonderful learning experience for students and we are very proud of the opportunities we make available to them. They allow the subject to come alive and strengthen the relationship between both classmates and the teaching staff. They also open up opportunities and experiences that students may not normally be exposed to.

School Term Dates 2019/2020

Term 1:

Staff Training Day 1: Monday 2nd September 2019

Opens: Tuesday 3rd September 2019 for Year 7 and Year 12 students only

Opens: Wednesday 4th September 2019 for all students

Closes: Friday 18th October 2018

Half Term: Monday 21st October 2019 to Friday 25th October 2019 (inclusive)

Staff Training Day 2: Monday 28th October 2018

Opens: Tuesday 29th October 2019

Staff Training Day 3: Friday 6th December 2019

Closes: Friday 20th December 2019

Christmas Break: Monday 23rd December 2019 to Friday 3rd January 2020 (inclusive)

Term 2:

Staff Training Day 4: Monday 6th January 2020

Opens: Tuesday 7th January 2020

Closes: Friday 14th February 2020

Half Term: Monday 17th February 2020 to Friday 21st February 2020 (inclusive)

Opens: Monday 24th February 2020

Closes: Wednesday 1st April 2020

Easter Break: Thursday 2nd April 2020 to Friday 17th April 2020 (inclusive)

Term 3:

Opens: Monday 20th April 2020

May Day Bank Holiday: Monday 4th May 2020

Closes: Friday 22nd May 2020

Half Term: Monday 25th May 2020 to Friday 29th May 2020 (inclusive)

Opens: Monday 1st June 2020

Staff Training Day 5: Friday 19th June 2020

Closes: Wednesday 22nd July 2020



Hinchingsbrook School

Inspiring excellence
Fulfilling potential