

# Hinchingbrooke School



*Hard Work High Standards Kindness*

## Hinchingbrooke Handbook

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## Parents, Carers and Students



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# Welcome from the Principal

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Dear Parents/Carers

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; we hope you find it useful. If you cannot find the information you need here, or if you need further information, please contact the relevant administrator for your child's School (Lower School – Transition, Year 7 and Year 8, Middle School – Year 9 to Year 11 or Upper School – Year 12 and 13), 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 young person's learning journey at Hinchingsbrooke is both happy and successful. Our Mission is to provide every one of our students with a high-quality education and we take this Mission very seriously.

We have done our best in this booklet to provide you with the most up to date information we can; should there be any important changes to how we do things, we will do our best to keep you updated.

Welcome to our partnership in this most important task of education for your child.

We are Hinchingsbrooke!



**Mr Mark Patterson – Principal**



**Hard Work   High Standards   Kindness**

# HBK Mission, Values and Key Focuses 2022-23

## HBK Mission

The school's Mission statement seeks to answer the question: Why does the school exist? It is about **what** we aim to do and **why** we aim to do it.

Our Mission is to provide a high-quality education for all our students, so that they learn and achieve well, and develop as well-rounded young people ready to take their next steps and well-equipped to learn throughout their lives.

## HBK Core Values

There are many important values that we could choose to emphasise as a school; too many for us to be able to focus on at once. So, we choose to emphasise these 3 core values; they sit alongside the Student Leadership qualities promoted through HBK.com: Responsible, Empathetic and Proud.

**We value: Hard Work, High Standards and Kindness**

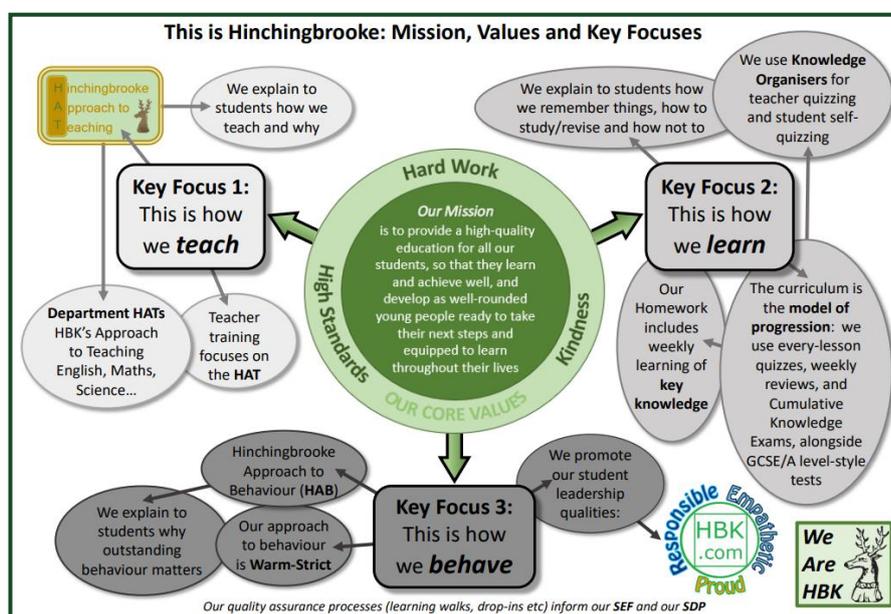
## HBK 3 Key Focuses

Our key focuses describe the most important activities that we engage in at school, in order to achieve our Mission and promote our values. The key focuses are supported by The Hinchingsbrooke Approach to Teaching and The Hinchingsbrooke Approach to Behaviour.

1. This is how we learn well
2. This is how we teach
3. This is how we behave

At Hinchingsbrooke, we believe it is the quantity and the quality of what we know that largely determines how 'clever' we are. We believe in a knowledge-rich curriculum, and explicit teaching of the powerful knowledge that young people need to thrive in the world of the 21<sup>st</sup> Century. Explicit teaching helps our students to learn and achieve well, but students must also work hard every lesson every day, and at home, too, to succeed. We take time to explain to students how memory and learning work and how we will teach them; we also explain the study/learning techniques they should use, both in school and at home, to make their learning stick.

We believe in a 'Warm-Strict' approach to behaviour. How well students behave really matters because good behaviour is an essential foundation for learning, and great behaviour is the best foundation for great learning. We take time to explain to students our high expectations for behaviour and to show them what we mean by 'great behaviour'.



# School Structure

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The school's pastoral structure is divided into three:

- **Lower School** (Transition, Years 7 and 8)  
Each year group within Lower School is made up of 12 tutor groups, overseen by a Head of Year, Assistant Head of Year and supported by a Student Support Officer who focuses on student development and emotional well-being and a Lower School Administrator.
- **Middle School** (Years 9, 10 and 11)  
Each year group within Middle School is made up of 10 tutor groups, overseen by a Head of Year, Assistant Head of Year and supported by a Student Support Officer who focuses on student development and emotional well-being and a Middle School Administrator.

Mr Pape, Assistant Principal oversees the Lower and Middle Schools. Heads of Year follow their cohort through from Year 8 to Year 11. The Head of Year 7 supports students each year with the transition from primary to secondary school.

- **Sixth Form** (Years 12 and 13)  
Each year group in the Sixth Form is made up of 10 tutor groups overseen by a Head of Year and supported by a Student Support Officer who focuses on student development and emotional well-being and a Sixth Form Administrator. There is also an Assistant Head of Year who works across both Years 12 and 13.

Mrs Rix, Assistant Principal oversees the Sixth Form. Heads of Year follow their cohort through from Year 12 to Year 13.

## House System

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Every student will be a member of one of the 5 Houses. Family traditions of Houses are not applied, unless requested in advance. Students stay in the same House throughout their time in school.



**The House system at Hinchbrooke aims to prepare our students to:**

**Participate** - All students have opportunities to take part in a range of varied & diverse activities, to actively contribute to their house.

**Respect** - Ours students show empathy and understanding which creates a positive and respectful ethos within their house, school and wider community.

**Collaborate** - Through working together students at Hinchbrooke aspire to demonstrate teamwork, effort and fair play to create equality and opportunities for all.

**Inspire** - The integrity of our students creates a supportive house system to facilitate inspiring, creative, positive role models and leaders.

# Contacting School

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Main Reception	01480 375700
Lower School Office (Transition, Year 7 and 8)	01480 420522
Middle School Office (Years 9, 10, and 11)	01480 420506
Upper School Office (Years 12 and 13)	01480 420539



Hinchingbrooke School	01480 375700
Brampton Road	
Huntingdon	
PE29 3BN	



Main Reception	email: <a href="mailto:communications@hbk.acesmat.uk">communications@hbk.acesmat.uk</a>
Lower School	email: <a href="mailto:lowerschool@hbk.acesmat.uk">lowerschool@hbk.acesmat.uk</a>
Middle School	email: <a href="mailto:middleschool@hbk.acesmat.uk">middleschool@hbk.acesmat.uk</a>
Upper School	email: <a href="mailto:upperschool@hbk.acesmat.uk">upperschool@hbk.acesmat.uk</a>



School Website	<a href="http://www.hinchingbrookeschool.net">www.hinchingbrookeschool.net</a>
School Twitter	@HBK_School

## ParentMail

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This free service to parents/carers is for emailing student information and letters directly to you. Please remember to keep us updated if your contact details change as we do not want you missing out on important information. If you would like to sign up for ParentMail or have any queries please contact [communications@hbk.acesmat.uk](mailto:communications@hbk.acesmat.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

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Please make sure that we have up-to-date telephone numbers for your home and work should we need to contact you. It is also useful to have the name and number of at least one other responsible adult other than yourself in case we are unable to get hold of you.

## The Student Planner

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Students are provided with a Planner, which includes information for school and a copy of the student's timetable. It is used to record notes needed during the school day and there is a page for home/school communication. Planners are given out at the start of the year. Replacement planners, should the original planner be lost, can be purchased via the relevant school office at a cost of £3. If a student needs to leave the school site during the school day for an appointment, please record this on the Home/School Communication page.

## Working Together

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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 Sixth Form). They will ensure that your information is disseminated as appropriate. Their contact details are as above, and these are also published on the school website. For more general enquiries please contact 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.

Please be aware that, whilst we encourage face to face discussions, it may not always be possible to arrange a meeting at short notice. We therefore request that all meetings are arranged in advance of parents/carers coming into school to ensure that the relevant staff are available. All visitors must report to Main Reception to sign in.

Parents/carers may of course email members of staff directly using their school email addresses and we ask staff to acknowledge such emails within 48 hours.

## Complaints Process

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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 issue remains 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 contact from a member of the Senior Leadership Team who will hear your complaint, conduct an investigation and do their very best to address it. If you remain unsatisfied with the school response 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.

## Mobile Phones

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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 or videos during the school day is not allowed and the posting of words or photographs about the school which are damaging to its reputation is unacceptable. 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 social media, we view this as inappropriate and unconstructive.

## Policies

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The school has a large number of policies which can be accessed on the school website on the "About Us" page - [www.hinchingbrookeschool.net](http://www.hinchingbrookeschool.net)

## Uniform

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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.

## Hair and Make-Up

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Hair should look natural and religious headwear is permitted. In **Lower School** you are not permitted to wear any make-up or nail varnish (this includes acrylics, gels and French manicures or false eyelashes).

In **Middle School** our approach reflects your increased maturity. You are allowed to wear unobtrusive make-up and clear nail varnish (no acrylics, gels and French manicures or false eyelashes).

## Jewellery

In **Lower School** you may wear a watch and one small plain stud earring in each ear; earrings should fit close to the ear; no hoops, drops or expanders. No facial piercings or other jewellery is permitted.

In **Middle School** you may wear one ring, a watch and one plain stud earring in each ear. Earrings should fit close to the ear; no hoops, drops or expanders.

No facial piercings or other jewellery is permitted. 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.

In practical subjects (PE, Science & DT) it is essential that jewellery is removed for Health & Safety reasons. If you need to wear an item of jewellery for medical or religious reasons, please bring in a letter from home stating that.

## School 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

**Shorts** Mid-Grey (not charcoal) school tailored shorts

**Shirt** Traditional white 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 (optional)

**Socks** Plain dark grey/black or white socks (not patterned)

**Tights** Plain black or natural colour tights

**Belt** plain black and narrow

**Shoes** Plain black formal sensible leather shoes



## Unacceptable Uniform

**Skirts** rolled over

**Trousers** no hipsters, jean-style, frayed, clingy, Lycra decorated or casual trousers

**Jumpers** only school jumpers are permitted, no hoodies or non-school jumpers. School jumpers can only be worn under the blazer, not instead of the blazer

**Socks** no coloured/patterned socks

**Tights** no patterned or ripped tights

**Belt** no coloured, embellished or wide belts

**Shoes** Casual shoes/trainers of any kind are unacceptable – including sandals or sling backs. 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

Students whose uniform does not match requirements may not be allowed to access normal lessons or free time. No variations from, or adaptations or additions to this dress list are allowed. Persistent, open defiance of the uniform regulations will be deemed a serious breach of school discipline.

## PE Kit

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- 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
- 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)

## Buying Uniform

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Price & Buckland is the main school uniform provider. They can supply all the school uniform items. In addition, arrangements have been made so that Tesco online can supply a number of approved uniform items such as blazers, school shirts and mid-grey school trousers. Uniform can also be purchased from other High Street providers so long as it complies with the specifications above. Please be aware that the PE kit can **ONLY** be purchased through Price & Buckland. Links to the Price & Buckland and Tesco websites can be found on the school's website <https://www.hinchingbrookeschool.net/uniform>

## Financial Assistance

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If you need financial support to purchase uniform, applications can be made to access the Financial Assistance Fund. Please contact the appropriate Student Support Officer to apply.

## Equipment for Learning

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

Students are expected to bring basic stationery items with them on a daily basis. All students must have at least:

- a pen
- a pencil
- a ruler
- a calculator
- Maths Equipment
- headphones

These items can be bought individually, or in a pack, from the Resources Centre. Students may also need mathematical equipment such as a protractor and a compass at certain times during the year.

Pencil	10p	Eraser	10p	Pen	10p
Ruler	15p	Sharpener	15p	Calculator	£2 or £9
Protractor	10p	Compass	50p	Pencil Case	40p
Exam pencil case with essential items for an exam £1.20					

## Lost Property

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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. If a student loses an item and has checked around the school site themselves, their next port of call, and yours, should be the school website where pictures of all lost property can be found. Furthermore, you can contact [lostproperty@hbk.acesmat.uk](mailto:lostproperty@hbk.acesmat.uk) to make further enquires. All unclaimed lost property is disposed of at the end of each term.

## Prohibited Items

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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 (including e-cigarettes/vapes), matches, lighters, aerosol sprays, drugs (illegal and prescription – please see the school’s Medical Needs policy), nitrous oxide gas, alcohol, fireworks, pornographic images, glass bottles, laser pens, imitation or real guns, knives or any other dangerous weapons. Chewing gum and energy drinks are also not allowed on site. If in doubt, please ask a member of staff.

## Valuables

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Students should not bring personal or valuables items, including large sums of money, to school. 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.

## Catering Arrangements

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A range of food and drinks are available before school, during break and lunchtime provided by our contracted caterers Chartwells in the Food Court and PAC. 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 [Hinchingsbrooke School - Dining & Free School Meals](#) and click on the highlighted “cashless system” for registering and 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. Alternatively, payment can be made by credit card by telephone to our accounts office on 01480 420502.

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

Visit [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk) to apply contact the Education Welfare Benefits Service Tel: 01223 703200 or Email: [ewbfsm@cambridgeshire.gov.uk](mailto:ewbfsm@cambridgeshire.gov.uk)

## The Curriculum

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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.

## Travel to School

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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 their bikes 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 [communications@hbk.acesmat.uk](mailto:communications@hbk.acesmat.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 Council's 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. Temporary passes are only valid 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 or collect your child by car, please do not drive or park in the bus bays. We have very limited parking on the school site. Therefore, we ask that parents/carers arrange to drop off and pick up children from the layby on the Brampton Road or elsewhere away from the school site.

## Examinations

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Examinations are an important part of school life. The exams completed by Years 7, 8 and 9 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 10 and 11, however, have both trial and live exams. Although trial exams are marked by teaching staff, there are occasions when they are forwarded to the awarding organisations. Trial 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.

Students should make sure that they have all the correct equipment before their examinations: black pen, pencils, any mathematical instruments, rulers, calculators. Mobile telephones, electronic devices, 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 and LIBF Exam Board Regulations regardless of whether they are instigated by the Awarding Body or the school.

## Attendance

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### Who is Responsible for Attendance?

We do understand that our students will fall ill from time to time and there may be occasions where there are exceptional circumstances that prevent a student from attending. However, **all students should be striving to be above 97%** in their attendance.

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%**. Student's whose attendance drops to **90%** are considered by the Department of Education, to be 'persistent absentees', and it is at this stage that fixed penalty notices and legal proceedings can be considered.

**Attendance is everyone's responsibility** – Parents/Carers, the student themselves, Form Tutors, Subject Teachers, Heads of Year, the attendance, Pastoral, Safeguarding, SEND and Senior Leadership Teams.

This is why we operate an escalating, 'whole school approach' to attendance, with specific interventions from Form Tutors, Heads of Year and the above teams, as appropriate.

**The decision as to whether an absence is authorised rests solely with the school.**

### The Law and Definition of Regular Attendance

All parents/carers have a legal duty to ensure that their child receives an education suitable to his/her age, ability, aptitude and any special needs. Most parents fulfil their legal obligation by registering their child in a school. Parents/Carers are required to ensure their child's regular attendance at their school. The definition of 'regular' school attendance, as outlined in Section 444 Education Act 1996, is defined as: **'100% unless there are exceptional or unavoidable reasons for absence'**.

Failure to ensure a child's regular attendance at school is a criminal offence. Where a child's attendance fails to improve, with support from the school and Local Authority, the following action is considered:

- Penalty Notice – Each parent/carer can be fined **£60**, which rises to **£120**, if not paid within 21 days. Failure to pay the penalty notice, may lead to prosecution, with a fine of up to **£1,000** on conviction
- Prosecution in the Magistrate's Court – **Both parents/carers can receive a fine of up to £2,500, a community order or a prison sentence up to 3 months each. The court may also issue a Parenting Order**

The offence will apply to each child individually. Both parents/carers are liable for the offence. The Education Act considers each 'responsible adult' as a 'parent'. This includes step-parents, family friends or relatives, if the child lives with them and they provide day-to-day care.

### Registration

It is a legal requirement that ALL students register with their Form Tutor twice a day, at 8.40am and 2.00pm. We use an electronic attendance system which enable us to register and monitor each student, each lesson. Students are expected to arrive for registration, tutorial and lessons on time. When students fail to do this, the form tutor is initially responsible for taking action.

Where students arrive for school so late, that they miss the close of morning registers and one of their legal marks, it will count as an unauthorised absence on the school registers and affect their overall attendance percentage.

### 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.

Lower School – Year 7 and 8 – 01480 420522

Middle School – Years 9, 10 and 11 – 01480 420506

Main Switchboard – 01480 375700

**Parents/Carers should not be reporting absence via direct email to teachers/form tutors/Heads of Year**

### First Day Response

A First Day Response policy operates whereby we make contact with parents/carers by telephone on the first day (and subsequent days, where applicable) of an absence, if there is no known reason for the student to not be in school.

It is crucial that our records are as up-to-date as possible. Please update us with any changes to contact details/information.

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.

### Safe and Well Checks

Where school is unable to make contact with an absent student's parents/carers after 3 days, the Pastoral, Safeguarding and Attendance Team will make arrangements for a home visit. This will take place earlier, where the need arises. In certain circumstances, we will enlist the assistance of Cambridgeshire Police.

### Routine Tutor Check-Ins (RTC)

Routine Tutor Check-Ins (RTCs) play a key role, both in our general pastoral care provision, and the attendance process as a whole.

They can be used at any time to document a tutor/head of year discussion/intervention with a student and provide written evidence of such. They are also a requirement at Stage 1 of the attendance process.

An RTC is simply a documented 5-to-10-minute conversation with a student. These are carried out in registration or tutorial time, while the rest of the tutor group are undertaking activities. They incorporate a

series of areas for discussion intended to gain feedback on the student's social, emotional and physical wellbeing, in order to help support students more effectively.

From an attendance perspective, it is the opportunity for the student to highlight and discuss any areas that may be a barrier to attending school more regularly, and for the school to put the relevant support in place to assist the individual and enable them to potentially be in school more and increase their potential.

### **Punctuality**

Students are expected to arrive for registration, tutorial and lessons on time. When students fail to do this, the form tutor or teacher will record this on Arbor. Repeated instances of unauthorised lateness will result in an after school Catch Up being issued.

Where students arrive for school so late, that they miss the close of morning registers and one of their legal marks, it will count as an unauthorised absence on the school registers and affect their overall attendance percentage.

### **Medical, Dental and Hospital Appointments**

Appointments should be taken out of school time, where possible. However, we understand that this can sometimes prove difficult, particularly with orthodontic treatment.

Students are expected to attend school prior to, and following their appointments, where the timing allows. **A maximum of half a day** is authorised on the registers, unless medical paperwork supports the need for an entire day. Parents/Carers should be encouraged to send in copies of appointment letters/cards, where you are notified of medical appointments.

Parents/Carers should also make a note in their child's planner to show the relevant staff member and Main Reception for signing in/out purposes.

### **Leave of Absence During Term Time**

As attendance at school is now expected to be 100%, as defined by legislation, leave of absence during term time will only be granted under the most exceptional of circumstances. Such circumstances would be rare and for a very short period of time only. Holidays, weddings abroad etc. do not fall into the exceptional category.

Where parents/carers feel they have suitable circumstances to meet the exceptional criteria, they can apply for leave of absence on the relevant form. This is available on the school website (with associated guidelines) and in both School Offices.

Parents/Carers should complete the form and return to the Attendance Officer 10 days in advance of any leave that is required, where possible. The form should be accompanied by any supporting paperwork.

**Where leave is taken after an application has not been authorised, an unauthorised absence will be recorded on the school register, and parents/carers will be served with a Penalty Notice by the Local Authority, or face legal proceedings, where the fine remains unpaid.**

Again, the offence will apply to each child individually. Both parents are liable for the offence. The Education Act considers each 'responsible adult' as a 'parent'. This includes step-parents, family friends or relatives, if the child lives with them and they provide day-to-day care.

### **Leaving/Arriving During School Hours**

Students should not leave site without permission from a member of staff during school hours. Where they have been permitted to do so, they must sign in/out, as applicable, at Main Reception.

### **Students Taken Unwell at School**

Where a student feels unwell during school hours, they must seek permission from the relevant staff member and attend the Medical Room.

**Students should not be calling their parents/carers directly to request being picked up from school.**

Such absence will not be authorised on the school register.

## The School Day

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

8.35am		(Warning Bell)
8.40am to 9.00am	Tutorial/Assembly	(Bell at 8.40am)
9.00am to 10.00am	Period 1	
10.00am to 11.00am	Period 2	
11.00am to 11.20am	<i>Break</i>	(Warning bell 11.15am)
11.20am to 12.20am	Period 3	(Bell at 11.20am)
12.20pm to 1.20pm	Period 4	
1.20pm to 2.00pm	<i>Lunch</i>	
1.55pm		[Warning Bell]
2.00pm to 2.15pm	Registration	(Bell at 2.00pm)
2.15pm to 3.15pm	Period 5	
3.15pm		End of school day

## Student Services - Safeguarding Our Students

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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.

Student Services is based in Nunnery Court and is comprised of the Safeguarding Team, Counselling Services, Medical Room and Alternative Provision Team. It is led by Mr Heath, Assistant Principal and Designated Safeguarding Lead.

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 Partnership Board – Safeguarding Inter-Agency Procedures, 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 <https://www.hinchingsbrookeschool.net/page/?title=Safeguarding&pid=490>.

## Medical Room

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If your child is taken ill during the day they must report to the Medical Room to be seen by the Medical Room Officer. If you are contacted to collect your child, please report to Main Reception. 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 Main 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 Student Support Officer to discuss. They will then ensure that the appropriate staff are made aware.

## In-School Counselling

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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, suffer from low self-esteem or have difficulties controlling their anger.

The aim of the service is to provide a safe and non-judgmental space where students can explore their thoughts, experiences and behaviours in order to develop a better understanding of themselves and their relationships with others.

The Counselling Service is confidential and works within the School's Child Protection Policy to ensure the safety of the young person. Mrs Barrett, School Counsellor, is supported in school by volunteer counsellors, who work in line with the BACP/NCS Ethical Framework. We also have strong links with other outside agencies.

## **Diversity**

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Hinchingbrooke promotes an inclusive and collaborative ethos across the school, celebrating our diversity and dealing with any discriminatory incidents that may occur. This is reflected in our curriculum and tutor time programme, as well as through drop-down days.

## **Knowledge Organisers**

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At Hinchingbrooke we believe that 'Knowing things makes us stronger'. At the start of every new topic/term all students are given a Knowledge Organiser for most of their subjects. These show the exact facts, dates, events, characters, concepts and precise definitions that we need students to remember for that topic. Retrieval practice of this key knowledge will be a significant part of the daily homework.

## **Retrieval Practice/Self-Quizzing**

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We also believe that retrieval practice, using the look-say-cover-write-check-repeat technique, when done in regular small chunks, is one of the best ways students can learn knowledge over time. Students are expected to record their retrieval practice from their Knowledge Organiser into their Self-Quizzing Book.

On their first day with us, students receive a free Knowledge Organiser Book as well as a Self-Quizzing Book, colour coordinated according to their year group. Students must bring both Self-Quizzing and Knowledge Organiser Books to school every day and may be charged if they lose these.

## **Homework**

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Homework is mainly set at Hinchingbrooke to consolidate learning done in class. Knowledge Organiser self-quizzing will be an essential part of the homework expectations and students' self-quizzes will be tested in the lessons when the homework is due. Since self-quizzing should only last around 20 minutes, departments will typically set additional work as part of students' homework in the subject.

### **How is homework set?**

All homework is set on Teams or Google Classrooms (in Computer Science) as assignments. All students have log-ins for Teams as part of their Office 365 account and parents can sign up to receive an assignment summary via email which details the assignments which have been set. It is the responsibility of the class teacher to record:

- Details of the task
- Date it is due in
- Upload any relevant materials

### **How long should students spend on homework tasks each week?**

This is purely indicative but reasonable weekly expectations will be 20-30 minutes per subject set in Year 7.

### **How frequently is homework set?**

Homework will be set weekly in most subjects. Some subjects in Years 7 and 8 only have one lesson each week so homework will be set less frequently in these subjects; when they set it, teachers will make clear to students when it is due. These subjects are Computer Science, Art, DT, Music, Drama and Catering.

### **What happens if homework is not completed?**

If a student does not fully complete their homework this will be recorded on Arbor unless there are mitigating circumstances as to why the homework could not be completed. In that case, students will be given the opportunity to resubmit the task at an alternative agreed date (if applicable) or resit their Knowledge Organiser quiz.

If failure to submit homework is persistent, parents/carers will be contacted, and an after school catch up session will be arranged.

## **Progress Reports and Parents' Evenings**

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Over the course of the year you will receive a number of reports which will keep you informed of your child's progress in all subject areas, in addition to information about their attitude to learning. There will also be the opportunity to meet and speak to your child'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 child's form tutor, or if subject related, the relevant subject teacher. All staff email addresses and contact details are on the school website <https://www.hinchingbrookeschool.net/page/?title=Staff+2021%2F22&pid=897>.

## **SEND**

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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 to aid their learning. The information gathered is circulated to the members of teaching staff so that they can meet students' needs in their lessons. If you have any new concerns about your child's needs, please contact the SEND team on extension 5763.

## **Performances**

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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.

## **Clubs**

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Each week we have a variety of clubs on offer, covering areas as varied as model making, History 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?" 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, Mrs Dow.

## **Educational Visits**

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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, Malaysia and the USA. 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/carers 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 staff. They also open up opportunities and experiences that students may not normally be exposed to.

## Behaviour and Standards

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Hinchingbrooke School believes in hard work, high standards and kindness. 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, parents/carers 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.

## Expectations

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Schools work most effectively when home and school are working together. This is particularly true with regards to behaviour. Staff at the school are able to award recognition points when students meet or exceed our high expectations around hard work, high standards and kindness. Equally instances of poor behaviour or failure to meet our expectations are also recorded and sanctions issued accordingly.

## Restorative Approaches

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

All of Hinchingbrooke 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, 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. 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. We have spoken to students in assemblies about Restorative Approaches so that they have an understanding of what this means for them. To access an information sheet for parents and carers produced by the organisation 'Restorative Justice 4 Schools' please visit [www.hinchingbrookeschool.net/rj](http://www.hinchingbrookeschool.net/rj)

## **Anti-Bullying Policy Commitment**

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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. Hinchingsbrooke 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: Form Tutor, Student Anti-Bullying Ambassadors, their Year Team, Teacher, Senior Leadership Team, School Counsellor, Inclusion Manager and 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. Where appropriate we use a Restorative Approach.



## Term Dates 2022-2023

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<b>Term 1 - Autumn</b>
Staff Training Day 1: Thursday 1 September 2022
Staff Training Day 2: Friday 2 September 2022
Opens: Monday 5 September 2022 for Year 7 and Year 12 students only
Opens: Tuesday 6 September 2022 for all students
Staff Training Day 3: Friday 14 October 2022
<b>Half term: Monday 24 October 2021 to Friday 28 October 2022 (inclusive)</b>
Opens: Monday 31 October 2022
Closes: Wednesday 21 December 2022
Christmas break: Thursday 22 December 2022 to Tuesday 3 January 2023
<b>Term 2 - Spring</b>
Staff Training Day 4: Wednesday 4 January 2023
Opens: Wednesday 5 January 2023
<b>Half term: Monday 13 February 2023 to Friday 17 February 2023 (inclusive)</b>
Opens: Monday 20 February 2023
Closes: Friday 1 April 2022
Easter Holiday: Monday 3 April 2023 to Friday 14 April 2023 (inclusive)
<b>Term 3 - Summer</b>
Opens: Monday 17 April 2023
May Day: Monday 1 May 2023
Closes: Friday 26 May 2023
<b>Half term: Monday 29 May 2023 to Friday 2 June 2023 (inclusive)</b>
Opens: Monday 5 June 2023
Closes: Wednesday 19 July 2023
Summer holiday: Thursday 19 July 2023 - TBC (inclusive)

**We are  
Hinchingsbrooke**

**Hard Work  
High Standards  
Kindness**

