
Hulme Hall Grammar School



Pupil Information Booklet 2022



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Hulme Hall Ethos

♦Caring ♦Nurturing ♦Achieving

Our aim is to provide our pupils with an excellent all-round education in a safe, happy and stimulating environment that inspires a life-long love of learning.

At Hulme Hall, **caring** for the individual has always been at the heart of our philosophy and our exceptional pastoral provision ensures that pupils can thrive within the School and wider community.

We will **nurture** pupils through a vital phase in their growth and development focusing on all aspects of education – academic, personal, social and moral – to create confident and respectful individuals.

Our small class sizes, high quality teaching and individual learning programmes ensure that each pupil can fulfil their potential and **achieve** academic success.

Beyond the classroom, pupils are encouraged to take advantage of the many and varied co-curricular opportunities on offer, be they sporting, musical or dramatic and to get involved in all aspects of School life.

Pupils should always aim to be the best person they can be!

Dean Grierson
Headmaster



School Contact Information

Hulme Hall Grammar School

Beech Avenue

Stockport

SK3 8HA

Tel: 0161 485 3524

Enquiries: secretary@hulmehallschool.org

Website: www.hulmehallschool.org

Please see below a list of staff who will be some of your key contacts within school

Mr Dean Grierson	Headmaster	secretary@hulmehallschool.org
Mr Mark Lynch	Business Manager	m.lynch@hulmehallschool.org
Mrs Jackie Smith	Assistant Headteacher (Pupil Progress) & Designated Safeguarding Lead	j.smith@hulmehallschool.org
Mr Philip Bradford	Assistant Headteacher (Curriculum)	p.bradford@hulmehallschool.org
Mrs Karen Conway	Pastoral Manager & Deputy Designate Safeguarding Lead	k.conway@hulmehallschool.org
Mrs Rachel Gately	Head of Enrichment	r.gately@hulmehallschool.org
Mr Richard Lamerton	Associate Assistant Headteacher, KS4 Manager & Exams Officer	r.lamerton@hulmehallschool.org
Mrs Lisa Spragg	SENCo	l.spragg@hulmehallschool.org
Mrs Jude Norman	Associate Assistant Headteacher, KS3 Manager & Assessment and Tracking	j.norman@hulmehallschool.org
Mrs Debbie Cooke	Office/Admissions Manager	d.cooke@hulmehallschool.org



Safeguarding

All the staff in our School are committed to
safeguarding all our young people

We will strive to:

- Create and maintain a safe learning environment for our young people
- Identify where there are welfare concerns about a young person and take action to address them, in partnership with other organisations where appropriate
- Develop the understanding on behalf of our young people about how to keep themselves safe
- Parents and students can report any concerns verbally or in writing to any member of the School staff

Mr Dean Grierson
Headmaster





School Style

"Good presentation is important, it says a lot about your attitude to your work."

- All written work must be done in only blue or black ink
- Underline all headings, main headings and sub-headings using a ruler
- The date, underlined, should appear on all classwork and homework
- Each piece of written work should follow on logically from the last
- Always take great care with handwriting and presentation. No cartoons or witty comments to be written in your exercise books or files
- Scientific, mathematical and other technical drawings should be done in pencil, using a ruler to draw straight lines. Accuracy in such drawings is important, so always use a sharp pencil
- Felt tip pens are not to be used in exercise books. Use pencil crayons
- Always ensure that your pencil case contains the following equipment: pens, ruler, pencils, rubber, sharpener, compass, protractor, pencil crayons, calculator

We expect all books to be neat and for you and your teachers to be proud of the work you produce



Reporting Home

We encourage open communication between home and school and would urge you to contact your child's form tutor if you have any concerns once they start school. Prior to September, please email secretary@hulmehallschool.org or call Mrs Cooke on 0161 485 3524 and she will direct your enquiry to the relevant member of staff.

It is important that you are kept informed of the level that your child is working at during their time at Hulme Hall so that together, we can ensure they are utilising all the support that we have available. PPRs (Pupil Progress Record) will be issued throughout the year at regular intervals. These inform you of your child's end of year target, current level they are working at and their attitude to learning. In addition, each academic year, you will receive a full report with comments and details of future actions for each subject.

An assessment and reporting calendar will be issued at the start of each academic year.



Term Dates 2022-23

Autumn Term

Thursday 1 st September 2022	Inset Day
Friday 2 nd September 2022	Inset Day
Monday 5 th September 2022	Term Starts
Friday 21 st October 2022	Break up for Half Term (3.30pm)
Monday 7 th November 2022	Term Starts
Friday 16 th December 2022	Term Ends (12.30pm)

Spring Term

Wednesday 4 th January 2023	Inset Day
Thursday 5 th January 2023	Term Starts
Friday 20 th January 2023	Assessment Day for prospective pupils (School closed on this day)
Friday 17 th February 2023	Break up for Half Term (3.30pm)
Monday 27 th February 2023	Term Starts
Friday 31 st March 2023	Term Ends (12.30pm)

Summer Term

Tuesday 18 th April 2023	Inset Day
Wednesday 19 th April 2023	Term Starts
Monday 1 st May 2023	Bank Holiday (School closed)
Friday 26 th May 2023	Break up for Half Term (3.30pm)
Monday 5 th June 2023	Term Starts
Friday 7 th July 2023	Term Ends (12.30pm)



The School Day

9.00am - 9.10am	Morning Registration
9.10am - 10.10am	Period 1
10.10am - 11.10am	Period 2
11.10am - 11.30am	Morning Break / Tuck shop
11.30am - 12.30pm	Period 3
12.30pm - 1.30pm	Period 4
1.30pm - 2.20pm	Lunch Break
2.20pm - 2.25pm	Afternoon Registration
2.25pm - 3.25pm	Period 5
3.25pm - 3.30pm	Dismissal in Form Rooms
3.30pm	School Day Finishes



Break and Lunchtime

Studies have shown that pupils concentrate and learn more effectively in the morning and our timetable has been designed with this in mind. Four periods take place before lunch with a 20 minute break mid-morning to allow pupils to refuel for the remainder of the morning.

Our catering company, CH&CO, ensure that pupils are able to purchase a substantial snack during this break, recognising that a healthy diet leads to better concentration. Alternatively, pupils are able to bring in healthy snacks from home and are encouraged to go outside for some fresh air and exercise.

The lunch break runs from 1.30pm until 2.20pm and within that period, each year group is allocated a time for entering the dining hall. This ensures that the dining hall remains calm and pupils do not have to wait long to be served.

Pupils can opt to have a freshly prepared meal from our catering company which always includes a starter, a hot main course and dessert alongside a salad bar. Some pupils prefer to bring in packed lunches from home or they may choose to do a combination of the two.

For those seeking a quieter environment, the Enrichment Centre is also open for pupils who bring a packed lunch. We also run daily lunchtime clubs within the Enrichment Centre which include Art, ICT, Chess, Craft and Homework clubs.

Sports clubs also take place each lunchtime and may vary depending on the season but include sports such as badminton, netball, tag rugby and judo. For those looking for less-structured exercise, the all-weather pitches are available for a game of football or netball. All pupils are encouraged to go outside into the school grounds as long as the weather permits.



Homework

We believe that homework is an essential part of the learning process. Homework is set and marked regularly according to the published timetable. All homework is set via the SatchelOne (Show My Homework) app which can be downloaded from the App store onto your phone. It provides a simple online solution for students and parents to view homework details and upcoming deadlines so that they can keep track of what homework has been set and when it is due.

Your child's login details will be sent to you once they have started school in September.

The Purpose of Homework

- To consolidate, reinforce and extend classroom learning
- To develop skills, confidence and motivation
- To enable you to manage your own time effectively
- To inform and involve your parents in your learning
- To encourage you to develop the self-discipline needed to study on your own, thus preparing you for further and higher education

Pupil's Role

- Do your best!
- Produce good quality work
- Use SatchelOne
- Stick to homework timetables
- Do homework as early as possible after it is set
- Be disciplined in your approach
- Use a variety of resources
- Use a suitable place to study
- Be positive about your work

Parents' Role

- Check the SatchelOne app regularly for details of your child's homework
- Help your child organise his or her time to best advantage. Set up a daily routine so that homework is not left to the last minute or even forgotten
- Whilst accepting that keen pupils may wish to give extra time to achieve completion, do not encourage them to continue when overtired. Do not hesitate to sign unfinished work indicating the time spent
- If homework in general, or a particular subject, become a source of ongoing anxiety, contact the relevant Key Stage Manager or subject teacher, who will investigate and advise



School Uniform

School uniform can only be purchased from our official supplier: Monkhouse Schoolwear
Locations: Cheadle Hulme & Stockport. Visit www.monkhouse.com for further details.

Uniform Details

A condition of admission is that children must, throughout their School life, wear the required uniform and otherwise conform in appearance to the standards set out below:

Monkhouse Only

- School blazer (maroon with School crest)
- Trousers (Grey with School crest)
- Skirts (Grey Box Pleat with School crest)
- Pullovers / Cardigans (Grey/maroon with crest)
- School tie

Other School Items required

- Shirts (white) - short sleeved permitted for warm weather
- Blouses (white)
- Black School shoes

The Outer Coat (Dark) must be:

- of suitable material (i.e. not leather or plastic)
- of a suitable style for School wear
- long enough to cover the blazer and big enough to be worn over it
- without stripes, fur strip or other ornamentation
- HOODIES ARE NOT ALLOWED

Skirt and Trousers

- Must not be altered i.e. taken in at the seams or otherwise changed in style so that they cease to qualify as "uniform"
- Trousers and skirts must be worn on the waist and skirts must not be turned or rolled over
- Skirts must be of an acceptable length and reach the top of the knee
- As your child grows, it may be necessary to purchase a new one

Shirts and Blouses must be regulation style

The Blazer

Must always be worn on journeys to and from School. In very cold weather, the coat may be worn over the blazer - not as an alternative to it.

Socks/Tights

- One pair only to be worn
- Boys - regulation dark grey
- Girls - plain or opaque black tights or grey knee-high socks
 - Socks are not to be worn over the top of tights
 - Bare legs are not allowed

Shoes

- These must be substantial, plain black, flat heeled and of suitable style (e.g. no fashion heels, pumps, trainer style) and material (e.g. not suede, canvas)
- Boots and trainers cannot take the place of School shoes

Aprons - a regulation apron will be provided during Food Technology

Laboratory Coat – a regulation Lab Coat will be provided for practical lessons

Scarves – Hulme Hall Grammar School scarf

Gloves - plain and dark

Cosmetics (including nail varnish) are not allowed

Jewellery

- Is not to be worn with the exception of one pair of stud earrings
- Girls with pierced ears may wear one pair of studs (in the earlobes only). Multiple or double piercings with bars are not permitted. Sleepers are not allowed for the purely practical reason that teachers - especially PE specialists - know from experience that they frequently lead to accidents.
- No other visible piercings are allowed.

Hair

- Must be kept neat and of a suitable style
- For practical subjects, hair must be completely tied back for reasons of safety
- Extreme hair styles, e.g. totally shaven heads, are not permitted
- Older boys must ensure that they are clean shaven
- Hair must be off the face and fringes and should not fall over the eyes
- Hair may be artificially highlighted, but the colour must be in harmony with the hair's natural tone and be subtle in nature
- Pupils and parents should consult the School before changing a hair style/colour if they suspect the style/colour may not be suitable
- Those pupils in breach of hair regulations may incur a sanction
- **The Headmaster is the final arbiter regarding whether a hairstyle meets School regulations**

Compulsory PE Kit (in a sports bag of suitable style and proportions)

Available from www.supersport.co.uk/

Girls

Polo Shirt (with crest)

Skort (with crest)

Hooped knee-high Sports Socks

Trainers

Navy Tracksuit Trousers
(with crest) or Navy leggings to be worn
under the skort

Shin pads

Gum Shields

Unisex Crested PE Hoodie

(Available from HHGS School Office)

PE Hoodies can be purchased from the office at a cost of £20 payable via ParentPay

Boys

Polo Shirt (with crest)

Shorts (with crest)

Hooped knee-high Sports Socks

Trainers

Navy Tracksuit Trousers
(with crest)

Shin Pads

Gum Shields

Unisex Crested PE Hoodie

(Available from HHGS School Office)

All items should be named



Lockers & Equipment

Lockers

On the first day of term, Form Tutors will allocate each pupil a locker which will be their responsibility for that academic year. Pupils are able to store outdoor coats, bags and PE kit within it but must ensure that it is completely emptied at the end of every term. The locker door must always be tightly closed to ensure that the school corridors look tidy and remain safe.

Equipment

Every student is expected to provide the following basic items of equipment for every lesson:

- Black or blue ball point pen
- Pencil
- Glue stick
- Pencil eraser
- Coloured pencils suitable for drawing
- Pencil sharpener
- Scientific Calculator (may be purchased through ParentPay)
- Ruler 12"/30cm
- Protractor
- Compass
- Students are expected to have a pencil case in which to keep their writing equipment
- Tippex/Liquid Paper is not allowed in school
- Students will be issued with exercise books in which to complete their work. They may be loaned text books by some departments to assist with the completion of homework tasks and must ensure those books are returned upon completion
- A reading book of the pupils' choice for self-directed reading time



The House System

We have a competitive House system at Hulme Hall with the two Houses named after prestigious local estates, Dunham and Lyme. All pupils become a member of one of the Houses and will remain in it until they leave Hulme Hall.

House Merits

Our reward system allows our pupils to earn merits for their House. There are various ways that these can be won:

- Working well in class
- Submitting an outstanding piece of classwork/homework
- Playing for a school sports team
- Supporting school events such as an Open Morning or performing/helping out at our annual school theatre production
- Winning a House event

House Assembly

Heads of House present a Termly House Assembly to keep the competition alive! Students are told the results of House events and reminded of their current position in the race for the title of House Champions!

Annual House Prize

The House Champions are announced at our annual Presentation Evening and the winning House is awarded the House Shield. The pupils in the winning House are treated to 'The House Prize' which can be anything from a cinema afternoon to a bingo bonanza!

House Captains/Vice Captains

During the summer term of Year 9, pupils are invited to put their name forward to be considered for the role of House Vice Captain. Candidates are required to attend a group interview with the Heads of House and give a short presentation about why they should be selected to lead their House in Year 10. They will then progress to House Captain in Year 11.



Behaviour

We have high expectations of all our pupils both on the School site and when they are wearing the uniform to and from school.

1. Conduct

Rules of conduct are governed by common sense. Behaviour is important. Pupils should be civilised, courteous and considerate towards others. Running, pushing, fighting in corridors or classrooms are not allowed and this applies to any misconduct likely to cause personal injury to themselves or others or damage to property.

2. Smoking/Vaping

Smoking (including the use of e-cigarettes) is not permitted and is treated as a serious offence because the habit, once established, poses a grave threat to the smoker's health, whilst the pollution of the atmosphere is injurious to other people.

3. Drugs

The School operates a policy of 'zero tolerance' with regard to drugs. Any pupil found to be either in possession or supplying controlled substances on or near School premises, is likely to be permanently excluded.

4. Personal Property

This must be marked. Unmarked items are too difficult to trace. Nothing of value should be left in coats, lockers or bags. Your Form Tutor or Key Stage Manager will look after anything of importance. However, expensive items such as music devices etc. are **not allowed** in School and are **not** covered by the School's insurance. If a pupil is found to be in possession of such an item, it will be confiscated until the end of term. Pupils must abide by our mobile phone policy. Do **not** bring large amounts of money into School. In an emergency the office will help. Please note that buying and selling of items among pupils is not allowed.

5. School Environment

Students are entitled to a pleasant environment but this needs their personal involvement. In particular, tippex and chewing gum are not allowed in School. They cause unnecessary and unrewarding work for the cleaning staff. No eating is permitted indoors other than in the dining room and all litter should go in the bins provided both indoors and outdoors.

6. Form Room

A pupils' desk, chair and form room are their responsibility. Any damage/graffiti **must** be reported to the Form Tutor. Coats must be kept in lockers with the door closed and locked.

7. Punctuality

The School day begins at 9.00am. Students must be prompt to registration and lessons. Books must be handed in **on time** - via book monitors in Years 7- 9 and on arrival in Years 10-11. Should students arrive in School after registration, they should 'sign in' at the School Office.

8. End of School Day

Pupils should ensure that they have collected all necessary books and equipment for that evening/weekend's homework. It is the responsibility of the teacher and pupils to ensure the classroom is left tidy and secure.

9. Pupils must study the **Fire Regulations** and know their way out in the event of an emergency or fire drill.
10. Pupils must ask a member of staff for a slip before visiting Sick Bay. If they need to use the telephone, obtain a slip from a member of Staff or member of the SLT and take it to the School Office.
11. For **reasons of safety** various areas of the School site are out of bounds –Form Tutors will keep students updated with these areas.





Co-Curricular Activities

The Enrichment Building is open from 8am every day for Breakfast Club and remains open until 5pm (4.30pm on a Friday) for those pupils wishing to complete some of their homework in school. To pre-book your son/daughter into afterschool club, please e-mail our Enrichment Centre Manager, Mrs Gately, 24 hours in advance r.gately@hulmehallschool.org

A variety of clubs run every day at lunchtime and after school. Each term, the timetable may vary but below is a sample of the clubs that were running in the spring term.

Lunchtime Sports & Clubs			
	1.50pm – 2:15pm Enrichment	1.50pm – 2.15pm Enrichment	1.50pm-2.15pm
Monday	ICT Club Quiz Sports	Homework Club	Football Year 7&8
Tuesday	ICT Club Quiz Sports	Homework Club	Football Year 10&11 Social Thinking Group (By Appointment Only)
Wednesday	ICT Club Chess/Games Craft Club Sports	Homework Club	Basketball All Years Social Thinking Group (By Appointment Only)
Thursday	ICT Club Sports Craft Club Boardgames	Homework Club	Football Year 9
Friday	ICT Club Sports Craft Club	Homework Club	Netball (Girls Only) All Years

After School Sports & Clubs			
	Enrichment	Sports	Clubs
Monday	Homework Club 3.30pm-5.00pm	Football KS3 3.30pm-4.15pm	
Tuesday	Homework Club 3.30pm-5.00pm	Football KS4 3.30pm-4.15pm Badminton KS3 3.30pm-4.15pm	Eco Club All Years 3.30pm-4.00pm D of E Years 9 & 10 3.30pm-4.00pm
Wednesday	Homework Club 3.30pm-5.00pm	Basketball All Years 3.30pm-4.15pm	Pottery Club 3.30pm-4.15pm Fitness Club All Years 3.30pm-4.15pm
Thursday	Homework Club 3.30pm-5.00pm	Badminton KS4 3.30pm-4.15pm	Science Club Year 7 3.30pm-4.00pm English Skills (6 Week Course) Year 8 3.30pm-4.00pm
Friday	Homework Club 3.30pm-4.30pm		

After School Homework Clubs	
	3.30pm-4.00pm
Monday	Geography Homework Help All Years
Tuesday	Maths Club KS3 Language Club KS3 Geography Homework Help All Years
Wednesday	
Thursday	Science Homework Help All Years History Film (Last Thursday of Each Month)
Friday	History Homework Help All Years



Anti-Bullying Policy

Policy Statement

The pupils and staff of Hulme Hall Grammar School will not tolerate bullying in or when travelling to and from School. See www.hulmeahallschool.org/policies/ for the full Anti-Bullying policy.

Definition

Bullying is to be generally described as the persecution of an individual by another person or group of people.

Forms of Bullying

The School Council has identified the following forms of bullying, but this is by no means a complete list:

- Intimidating/threatening behaviour
- Any form of physical abuse i.e. punching, kicking
- Verbal abuse including racist and homophobic language
- Isolating an individual, preventing them from becoming part of a group or getting involved in certain activities
- Anonymous letters or spreading rumours that are designed to upset
- Demanding money, food, sweets, etc.
- Demanding homework/coursework to copy against a person's will
- Stealing, hiding or damaging belongings i.e. books, bags, clothing
- Teasing a person about their physical appearance
- Internet/Cyber bullying

What to do if you or someone you know is being bullied

In the first instance, report the problem to any member of staff or a senior pupil. However, you will most likely report the matter to your form teacher. The School will never ignore a report of bullying.



Disciplinary Action

The report of an act of bullying will be investigated by the Form Teacher, Key Stage Manager or Designated Teacher.

Stage 1

- If the report is confirmed, the offender will be interviewed by a member of staff and warned about their future behaviour
- A lunchtime, afterschool or Headmaster's detention may be given

Stage 2

- Where re-offending is confirmed, the offender will be interviewed by a member of the SLT
- Parents/Carers may be asked to attend a meeting and a letter will be sent home informing them of the situation
- Depending on the severity of the offence, a more serious disciplinary sanction may be imposed e.g. Headmaster's detention or isolation at break and lunchtimes

Stage 3

In the case where it is confirmed that the pupil has reoffended:

- The pupil and parents will be interviewed by the Headmaster
- A serious disciplinary sanction may be imposed e.g. fixed term exclusion
- The pupil may be placed on a 'Contract of Behaviour' with clear expectations

Stage 4

- Any further offences, if confirmed, may lead to permanent exclusion from School

For more serious incidents, the Headmaster reserves the right to move immediately to a later stage in the process.



Lateness & Absence Procedures

Absence

If your son/daughter is unable to attend School:

- Parents are requested to report an absence by 9.30am on the morning of the **first day of absence**. This can be done by phoning the school office and leaving a message on the answerphone or emailing the Office Manager at d.cooke@hulmeallschool.org. Try, if possible, to give some indication of how long your son/daughter is likely to be absent
- If a pupil has not been accounted for by 10.00am, then the School will contact parents/carers by telephone. Assuming compliance with the above, we must presume they are still in transit
- The School will routinely contact parents/carers on the third day of absence. Please keep the School updated if the absence extends beyond three days
- For those pupils who have a record of truancy, the parents/carers will be contacted on **each day of absence/lateness**
- On return to School the pupil **must** be in possession of a letter from parents/carers to authorise the absence (give reasons and dates of absence) or parents/carers are permitted to inform us via email. Please note, a previous phone call is not a substitute for this letter. Any absence which remains unaccounted for will be recorded as unauthorised
- The School Management Information System (MIS) will store a record of attendance/absences. After discussion, Form Tutors/ Key Stage Managers will issue a letter to parents in cases where the number or pattern of absences is a cause for concern
- Parents/carers will be updated every 6 weeks via a PPR (Pupil Progress Record) or full School Report regarding their son/daughter's attendance record
- In extreme cases of unauthorised absence (ten days) the School is required to inform the Educational Welfare Officer
- On occasions, where advance notice of absence can be given, i.e. an early morning dental appointment, a note/email should be sent to the Form Teacher at least one day **prior** to the appointment

Lateness

What to do if you are late:

- Any pupil who arrives late, for whatever reason, **must report to the School Office/Reception and sign the 'Late Arrivals Book'**. It is extremely important, for example in the case of a fire, that we have an accurate list of all those who are present in School

- **Do not** under any circumstances, join your normal lesson without first signing the Late Book
- Occasionally, when a School bus is delayed, **all pupils** on the bus must sign the Late Book. Although the School will have been informed on such occasions, we cannot assume that all the usual passengers were on the bus that day. Pupils will not be marked as late if the reason for delay is due to the bus company
- Again, the MIS will keep a record of lateness. Parents/carers will be sent a text message on the day if their child is late and no explanation from home has been offered. Parents/carers will be informed of any trends that are a cause of concern

Signing Out During School Hours

Wherever possible, we request that routine appointments e.g. dental, are arranged out of School hours or during School holidays. If unavoidable, it is better to request an afternoon appointment, as you will miss 1 lesson, as opposed to a morning appointment when you could miss 4 lessons.

On occasions when your son/daughter needs to sign out of School:

- Pupils must bring a note from parents or parents should send an email to the School Office at least one day in advance of the event
- The pupil must first report to the office and sign out. Under no circumstances must they simply leave School premises
- Pupils will not be allowed off School premises unless picked up by a parent/carer or other adult member of family - this person should identify themselves to the Secretary and sign the Book. They should then wait in Reception until the child arrives from class
- Any pupil returning to School on the same day must sign back in at Main Reception

The School Office is also where students can ask for timetables, copies of letters or any other general enquiries.

Holidays During Term Time

Holidays should not be taken during term and absence from School will only be authorised in exceptional circumstances. Any requests for absence must be sent in writing to the Headmaster (letter or email) and addressed to the secretary@hulmehallschool.org. Authorisation is not guaranteed.



First Aid & Medication

First Aid

All of our office staff are qualified to carry out first aid. The School Office compiles a list of students detailing all emergency medical conditions of which we have been made aware. This is regularly updated and distributed to all members of staff.

Any students who are not feeling well during the school day must be sent to the School Office with a note from a member of staff. The office staff will assess them and if necessary, will make a phone call home to arrange for the student to be picked up. Students must never contact home regarding illness and must always sign out at Reception before leaving school with their parent/carer.

Medication

If a student requires medication to be taken during school hours, the parent/carer must speak directly with the Office Manager, Mrs Cooke, and fill in an appropriate form giving permission for the School Office to hold the medication and administer it. If the medication needs to return home at the end of the day, it is the responsibility of the student to collect it before leaving school.



Mobile Phones

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in School and can provide a means of bullying or intimidating others.

Therefore:

- Pupils are not permitted to have mobile phones whilst in School. It is at the teacher's discretion whether they are permitted to be used on trips/sports events. Pupils must adhere to strict agreed rules regarding the taking and sharing of images of staff and pupils whilst on the trip/sports event
- In the event of a parent/carer wishing for his/her child to bring a mobile phone to School for transport purposes/to contact the parent/carer after School:
 - The phone must not be visible or used on the school site (including before or after School)
 - The phone must be switched off, handed in to the Form Tutor at morning registration and collected by the child at dismissal
 - The Form Tutor will place the phone in a named envelope. It will then be locked away
 - If pupils arrive after Morning Registration, phones should be handed in at the School Office
 - Students attending afterschool lessons/clubs or working in the Enrichment Centre, may have their phone visible, but in silent mode, to access messages from parents only

Pupils found to be using Mobile Phones during the School day, are likely to have their phone confiscated and receive a lunchtime detention.

The School accepts no responsibility for any loss, theft or damage to mobile communication devices that are brought onto the School site.



ICT Acceptable Use Policy

The use of computing in education has brought many exciting and new opportunities but can also cause problems of misuse by a small minority of individuals.

To encourage the responsible use of computing equipment we have produced an ICT Acceptable Use Policy that is grounded in common sense and good manners, it is intended to protect the whole school community.

Pupils must regard access to our computing facilities as a privilege, not a right. It would be very easy to limit the use of these facilities, but this would inevitably harm the majority of pupils in the school who are able to work in a mature and sensible way.

All pupils using any computer equipment in school must follow this ICT Acceptable Use Policy.

Use of Computers

The computer equipment is provided for the benefit of **all** pupils and so:

- It must only be used for legitimate purposes, e.g. school work, research, homework.
- All equipment must be treated with respect.
- A booking system may be used for certain times such as clubs to ensure fair access.
- Pupils must not eat or drink when in the ICT suite or when using any computing equipment throughout the school.
- All pupils must use the handwash available in the ICT suite before using a computer.
- The school systems and the internet are always monitored by the school and if anything, which you do which may be deemed inappropriate then it will be reported.
- Pupils using their own computing devices on school premises must also abide by our ICT Acceptable Use Policy.
- Trying to change, alter, damage, gain access or “hack” any setting or access the school network, will be met with disciplinary. If setting is block on the system, they are block for a reason to protect yourself and others.

Technical Tips

- Do not switch off a computer whilst a program is running or while a file is being saved or loaded.
 - Always sign out properly after use so that the computer is ready for the next person to use.
 - The computer and surrounding area must be kept tidy.
 - Storage devices may only be used for transferring schoolwork to and from home.
- Attempts to use CDs, USB drives, the internet or other devices for something other than schoolwork will result in the device being confiscated and/or access to the internet being revoked.

User Accounts

Each pupil has a user account via Office 365. This account allows students to sign in to school computers, send/receive school emails, and to gain access to Office apps on their own devices and via the web. This enables them to produce homework using the same software used in school and easily access their documents from anywhere with an internet connection.

The username format is as follows: **firstname.lastname@hulmehallschool.org**

Pupils will be allowed to set their own password at the start of each academic year.

- Each user is responsible for the security of their password and for documents stored on their account.
- Under no circumstances should a pupil sign in with another person's user name and password.
- Please do not disclose your username or password to anyone else.
- If you forget your password, you must inform the Head of Computing.
- Personal documents should not be saved on your school storage – **this is for schoolwork only.**

Internet and Email Use

The school internet service is filtered to prevent access to inappropriate sites, but due to the nature of the internet, we cannot guarantee total protection. It is expected that pupils will use these facilities in a responsible and sensible manner. Pupils must not:

- access sites that contain inappropriate material (i.e. pornography)
- access information that is racist, sexist, obscene or offensive to others
- avoid the filtering and monitoring of the computing facilities, by any means
- save and/or distribute unsuitable images from the internet
- use email or other means to send unpleasant or abusive message to others
- download any files unless there is a clear educational reason for doing so
- Install any apps or programs onto the school system.
- make financial transactions of any kind
- play and/or download online games
- Incoming e-mail should be treated with care and attachments not opened unless the sender is known

Computer Misuse

Pupils need to be aware that in order to ensure that the computers are not misused, staff will check user accounts for unsuitable documents and will monitor the use of the internet remotely. In addition, a log will be kept of all internet sites visited by each user.

The following sanctions will be used in cases of misuse:

- Inappropriate use of the internet will lead to access being revoked
- Attempts to avoid the filtering and monitoring of the computing facilities will be dealt with severely
- Parents will be informed when pupils are misusing the equipment or the internet
- Deliberate interference with software or hardware incurring a cost and/or needing external help to rectify will be regarded as wilful damage. Any cost will be transferred back to the pupil.
- Persistent misuse will lead to user access to the computer network being revoked for pupil's entire school career.

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- In all cases, failure to observe the full ICT Acceptable Use Policy will lead to the application of the normal disciplinary sanctions of the school, in addition to restrictions in a pupil's access to our computing facilities. Each case is taken on its own merits.



Travelling to and from School

At Hulme Hall, we encourage our students to have a healthier lifestyle and, where possible, to walk and cycle to school. The pupil access to school is on Beech Road whilst Beech Avenue is the main office entrance for visitors and parents.

Cycling to School

For pupils wishing to cycle to School, please note that the following procedures **must** be followed:

- The bicycle's brakes, tyres, etc. are to be in full and safe working order
- The child must, at all times, wear a safety helmet
- During dark mornings/evenings, fluorescent clothing must be worn and the bicycle fitted with lights
- The bicycle must have a padlock
- During the School day, the bicycle can and must be stored at the School's allocated area in the Heath Road car park
- The School does not accept responsibility for the safekeeping of the bicycle

Parents/carers must sign a permission slip if their child is going to cycle to school. This will be sent out with your starter pack.

By Car

Please respect our neighbours and adhere to all road markings if you are coming to school by car. Pupils can be dropped off and picked up at Stockport Cricket Club located off Beech Road which reduces congestion in the area and provides a safe space for drop off.

By Train

We are well situated for trains, with Davenport Station situated just 0.5 miles (10 minute walk) from school and Stockport Station 0.9 miles (20 minute walk) away.

By Bus

We offer seven different bus routes coming from all over Cheshire and Manchester. The service is provided by Elite Coach Services who have been in operation since 1981. All routes can be found on our website.



Bus Code of Conduct

Hulme Hall Grammar School Code of Conduct for Coach and Bus Users – devised in conjunction with Elite Coach Services.

Waiting for the Bus (both coming to and leaving School)

- Arrive 5 minutes before your bus departs and queue sensibly, away from the road
- Avoid standing near road junctions and the entrance to the School so that drivers can see to get out of the School or side roads safely
- Show respect for the neighbourhood and others around the bus stop by not dropping litter, smoking, using bad language or sitting/leaning on walls and fences and causing damage to them
- If the bus is late wait up to 30 minutes before returning home
- There will be room on the bus for all students so do not run, rush or push towards the bus when it arrives but form an orderly queue
- If you miss the School bus going home, tell the teacher on duty and report to reception who will contact your parents and make arrangements for you to get home

On the Bus

- Find a seat, wear the seat belt (if one is fitted) and stay seated for the journey
- Do not stand next to the driver, near the doors on the stairs or on the top deck
- Show respect for the driver and follow his/her instructions. Do not distract the driver while the bus is moving unless there is an emergency. Unnecessary noise can disturb the driver and cause an accident
- Show respect and consideration for other passengers and make sure that your bags do not block the gangway
- Occupy only one seat
- No one has a right to sit in any particular seat or area
- Do not shout, swear or throw things around the bus or out of the bus windows
- Never open the emergency exits unless in a real emergency
- Do not damage the bus, graffiti or leave litter, chewing gum etc. on the bus
- No writing on steamed up windows
- Do not make any gestures to attract members of the public

Hulme Hall “Senior” Pupils

- Seniors are expected to deal with and report any instances of behaviour that violate the code of conduct
- Any defiance of a Senior’s instruction will be deemed as a violation

Getting off the Bus

- Wait until the bus stops before undoing your seat belt and moving to the front to get off
- Check that you have left nothing behind on your seat
- If you have to cross the road after you leave the bus, wait until the bus has moved off and you can see the road is clear both ways or go to the nearest available crossing

Sanctions

Any pupil found to be breaking the code of conduct may be subject to the following sanctions:

Stage 1	Verbal warning; detention; letter of apology; parents informed
Stage 2	Written warning to go on file; Headmaster's detention, parents informed
Stage 3	Temporary ban from using the coach service
Stage 4	Permanent ban



ParentPay

At Hulme Hall we are working towards a cashless system and have implemented a more convenient way to pay for school trips, and other school items online, using a secure service called ParentPay.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

Before your child starts at Hulme Hall, you will be given your unique ParentPay account activation details on how to set up a secure online account, activated using a unique username and password. You will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

If you would like to discuss this further, please email our Business Manager, Mr Mark Lynch at m.lynch@hulmehallschool.org

**We look forward to welcoming you and your family
into the Hulme Hall community**



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Email: secretary@hulmehallschool.org
Hulme Hall Educational Trust (Registered Charity No: 525931)



www.hulmehallschool.org