

Hulme Hall Grammar School



Pupil Information Booklet 2025 - 2026



Contents

Content	Page
Hulme Hall Ethos	3
School Contact Information	4
Safeguarding	5
School Style	6
Reporting Home	7
Term Dates 2025-2026	8
The School Day	9
Break and Lunchtime	10
Homework	11
School Uniform	12-14
Lockers & Equipment	15
Rewards & House System	16-17
Behaviour	18-19
PSHE	20
Co-Curricular Activities	21-22
Anti-Bullying Policy	23
Disciplinary Action	24
Lateness & Absence Procedures	25-26
First Aid & Medication	27
Mobile Phones	28
ICT Acceptable Use Policy	29-31
Travelling to and from School	32
Bus Code of Conduct	33-34
ParentPay	35



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 Simon Malkin	Business Manager	s.malkin@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	Enrichment Manager & Examination Access Arrangement Coordinator	r.gately@hulmehallschool.org
Mr Richard Lamerton	Associate Assistant Headteacher, KS4 Manager & Exams Officer	r.lamerton@hulmehallschool.org
Mrs Mairead Burge	KS3 Manager	m.burge@hulmehallschool.org
Mrs Lisa Spragg	SENCo	l.spragg@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



See <https://www.hulmehallschool.org/policies/> for our full Safeguarding Policy.



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 Report) 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 2025-26

Autumn Term

Monday 1 st September 2025	Inset Day (tbc)
Tuesday 2 nd September 2025	Inset Day
Wednesday 3 rd September 2025	Inset Day
Thursday 4 th September 2025	Term Starts
Friday 17 th October 2025	Break up for Half Term (3.30pm)
Monday 3 rd November 2025	Term Starts
Thursday 18 th December 2025	Term Ends (12.30pm)

Spring Term

Tuesday 6 th January 2026	Inset Day
Wednesday 7 th January 2026	Term Starts
Friday 16 th January 2026	Assessment Day for prospective pupils (School closed on this day)
Friday 13 th February 2026	Break up for Half Term (3.30pm)
Monday 23 rd February 2026	Term Starts
Friday 27 th March 2026	Term Ends (12.30pm)

Summer Term

Monday 13 th April 2026	Inset Day
Tuesday 14 th April 2026	Term Starts
Monday 4 th May 2026	Bank Holiday (School closed)
Friday 22 nd May 2026	Break up for Half Term (3.30pm)
Monday 1 st June 2026	Term Starts
Tuesday 7 th July 2026	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

Please note during KS4 Examination Seasons there will be a change to the timings of the Lunch Break to accommodate afternoon examinations, therefore Lunch Break during these times will be at 12.30pm and Period 4 will be at 1.25pm.



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, Lodestone House, 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.

Tuck shop accepts contactless card payments or cash.

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. Your child can purchase an ad-hoc lunch ticket on the day if you have not already opted through your statement to include school lunches.

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, football and tennis. For those looking for less-structured exercise, the all-weather pitches are available for a game of football or basketball. 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 Satchel One 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, fake tan, false nails and false eyelashes) 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

Available from www.supersport.co.uk/

Girls

Polo Shirt (with crest)

Skort (with crest)

Navy Hulme Hall Sports Socks

Trainers

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

Shin pads

Gum Shields

Boys

Polo Shirt (with crest)

Shorts (with crest)

Navy Hulme Hall Sports Socks

Trainers

Navy Tracksuit Trousers
(with crest)

Shin Pads

Gum Shields

Available from the School Office

Unisex Crested PE Hoodie

PE Hoodies can be purchased via ParentPay at a cost of £24.00.

Sizes available - Extra Small, Small, Medium, Large and Extra Large

All items of uniform 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 and locked 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 textbooks 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



Rewards & House System

Rewards

The **ACE (Achievement, Commitment, Excellence)** points system operates in the School in order to recognise attainment, effort and the general contribution that a pupil makes to the life of the School. This system is our current method of promoting good behaviour and a positive attitude to school life.

The School takes the view that rewards are more effective than punishment in motivating pupils and is committed to promoting and rewarding good behaviour. A system of rewards and sanctions applies across the entire range of pupils. It seeks to create and reinforce positive relationships between all members of the school community and with the wider community it serves. All staff are encouraged to respond to all evidence of achievement, commitment and excellence (whether within or outside of the classroom) with praise and reward and, further, to share this with others. Staff do so by digitally rewarding students with **ACE** points, via our MIS (Management Information System). As a result, the system of rewards and sanctions is integrated into the School's reporting, whereby parents get a regular written update of achievement through pupil progress reports and full reports. It is applied fairly, so that all pupils are motivated to seek praise and reward, and it is clearly understood and valued by staff, pupils and parents.

Our **ACE** points rewards system is aligned with our school aims and values and is as follows:

Achievement - Improved progress or effort both inside or outside of the classroom

Commitment - Commitment to the values of our school (e.g., being respectful, hardworking, honest and tolerant)

Excellence - Academic and co-curricular accomplishments, including contributions to House events and activities.

The range of rewards, which is designed to make them accessible to all pupils, is set out below:

- Meeting a milestone: Milestone badges (bronze, silver, gold and platinum) can be awarded at any time throughout the academic year. These are acknowledged as a form group and by the headmaster during a whole school assembly
- End of half-term (6 times per year): A Monday morning breakfast for the top 2 students who have achieved the most ACE points in each form group for that half-term
- Students can enter tickets into the Christmas Draw based on the number of ACE points accrued
- Staff will enter nominations for the Easter Draw
- End of year (once a year): Students who have been rewarded throughout the year will have the opportunity to take part in our end of year rewards trip. The house with the most house points will receive a movie afternoon in the Autumn term of the following academic year
- End of year (once a year): All students will be invited to our Annual Awards Presentation Ceremony, where their achievements will be celebrated with the whole School community
- Year 11s will be rewarded with a Leavers Prom after their last GCSE examinations are completed.

House

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.

Annual House Prize

The House Champions are announced at our Annual Awards Presentation Ceremony 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!



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.

Vape detectors are installed in pupil bathrooms.

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 designated areas including the dining room, Year 11 common room, lavender lounge and enrichment all litter must go in the bins provided both indoors and outdoors.

6. Form Room

A pupils' table, 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 permission before visiting Sick Bay. If they need to use the telephone, they can ask permission at 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.

See <https://www.hulmeallschool.org/policies/> for our full Behaviour & Discipline Policy.





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 current clubs that are running this term.

Breaktime & Lunchtime Sports & Co-Curricular Clubs			
	11.10am – 11.30am Breaktime	12.30pm - 1.15pm Lunchtime	12.50pm - 1.15pm Lunchtime
Monday	Music Club Mr Teixeira	Homework Support Games Club IT Club Enrichment	Chess Club All Years Mr Hardwidge Football Year 7 Miss Mitchell
Tuesday		Homework Support Craft Club Games Club IT Club Enrichment	Computer Games All Years Mr Junaugradar Basketball All Years Miss Mitchell Rubik's Cube Club All Years Mrs Burge
Wednesday	Music Club Mr Teixeira	Homework Support Games Club IT Club Enrichment	Music Club All Years Mr Teixeira Football Year 8 & Year 9 Miss Mitchell
Thursday		Homework Support Craft Club Games Club IT Club Enrichment	LAMDA All Years 12.40pm – 1.20pm (£10 Per Session) Miss Smith (external) Darts Club Mr Ryan KS4 Computer Science Help Mr Junaugradar Netball All Years Mrs Basu
Friday		Homework Support Games Club IT Club Enrichment	Football KS4 Miss Mitchell

After School Sports & Co-Curricular Clubs			
	Enrichment	Sports 3.30pm – 4.15pm	Co-Curricular Clubs 3.30pm – 4.15pm
Monday	Homework Support 3.30pm-5.00pm	Basketball All Years Miss Mitchell	English Writing Competitions Club All Years 3.30pm – 4.00pm Mrs Rowland
Tuesday	Homework Support 3.30pm-5.00pm	Cricket All Years Miss Mitchell	French Reading Club All Years 3.30pm – 4.00pm Miss Stopford Sparx Reader Homework Club All Years 3.30pm – 4.00pm Mr Wilson
Wednesday	Homework Support 3.30pm-5.00pm	Indoor Tennis All Years Miss Mitchell	Sparx Maths Drop-In All Years 3.30pm – 4.00pm Mr Hardwidge/Mr Savage KS3 Fine Art Club Miss Brook
Thursday	Homework Support 3.30pm-5.00pm	Football KS3 Miss Mitchell	Science Club Year 7 Mrs Pendleton
Friday	Homework Support 3.30pm-4.30pm	Netball All Years Mrs Basu & Miss Mitchell	

Teacher led help is available in all departments 3.30pm – 4.00pm with prior notice.
Please let subject staff know in advance that you request help for their subject.

KS4 & GCSE Academic Support	
	3.30pm-4.00pm
Monday	Further Maths (Invite Only) Mr Savage / Mr Hardwidge Year 10 GCSE Art & Photography Catch Up Mrs Darroch Year 10 GCSE Food Preparation & Nutrition Practical Skills 3.30pm – 4.15pm Miss Beardmore
Tuesday	KS4 Computer Science Intervention Mr Junaugradar
Wednesday	KS4 Spanish Speaking Club Week 2 Only 3.30pm – 4.15pm Mrs Hughes KS4 French Speaking Club Week 2 Only Miss Stopford
Thursday	KS4 Computer Science Homework Help 12.50pm – 1.15pm Mr Junaugradar KS4 Science Intervention Session 3.30pm – 4.15pm Mr Ryan KS4 Geography Drop in Session 3.30pm – 4.15pm Mr Lamerton KS4 History Revision Session 3.30pm – 4.15pm Mrs Burge Year 10 Maths Homework Drop In Mr Savage
Friday	KS4 Foundation Maths 3.30pm – 4.15pm Mr Savage / Mr Hardwidge

Teacher preferences for some subjects have been indicated above.
Please let other subject teachers know that you require help in advance as staff may be unavailable.



Anti-Bullying

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.hulmehallschool.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. Pupils can also report issues in private on any school computer using the Classroom Cloud 'Report a Concern' app. We also have a pupils voice box in school, where pupils can drop in a note for the Pastoral Manager. 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 each morning of their child's 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@hulmehallschool.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 contact parents / carers if the absence extends beyond three days. Please keep the School updated
- 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 Report) 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. Furthermore, 15 days of continuous or accumulated illness must also be reported
- 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 / School Office at least one day **prior** to the appointment followed up with the original appointment letter for your child's School file
- Proof of appointments **must** be provided.

Lateness

What to do if you are late:

- Any pupil who arrives late, for whatever reason, **must report to the School Office 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 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 the School Office.

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 addressed to the Headmaster (letter or email) please send emails to secretary@hulmehallschool.org. Authorisation is not guaranteed.

See <https://www.hulmehallschool.org/policies/> for our full Attendance Policy.



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 the emergency medical conditions of which we have been made aware. This is regularly updated and made available to all members of staff via our Management Information System (MIS).

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 the School Office before leaving school with their parent / carer.

Medication

If a student requires medication to be taken during school hours, the parent/carers must speak directly with the Office Manager, Mrs Cooke, ensuring that all medication is clearly labelled and in the original packaging. By handing in the medication to the office you are giving your permission for a member of the office team to administer. 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.

See <https://www.hulmehallschool.org/policies/> for our full First Aid Policy.



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 and Photography lessons. 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 must be handed in at the School Office
 - Students attending after school 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 an after school detention.

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

See <https://www.hulmehallschool.org/policies/> for our full Mobile Phone Policy.



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 suites or when using any computing equipment throughout the school
- The school systems and the internet are always monitored by the school and if anything 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 a setting is blocked on the system, they are blocked for a reason, this is 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 Teacher of Computing or the IT Manager
- 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
- 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.

See <https://www.hulmehallschool.org/policies/> for our full ICT Acceptable Use Policy.



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 is included in 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 six 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 Prefects

- Prefects are expected to deal with and report any instances of behaviour that violate the code of conduct
- Any defiance of a Prefects' 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 operate 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.

Once your child has started 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 Simon Malkin at s.malkin@hulmehallschool.org

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



Headmaster: Mr D Grierson BA, MA (Econ)

Hulme Hall Grammar School, Beech Avenue, Stockport, SK3 8HA

Phone: 0161 485 3524

Email: secretary@hulmehallschool.org

Hulme Hall Educational Trust (Registered Charity No: 525931)



www.hulmehallschool.org