

Pupil Handbook 2020-2021



HULL COLLEGIATE SCHOOL

Independent Education 3 – 18 Years

Code of Conduct

Treat others as you would wish to be treated yourself.

Take pride in yourself and your school.

Core Values

ICARE

Innovative

Confident

Aspirational

Respectful

Enthusiastic

YOUR FIRST DAY AT SCHOOL

You will not be the only new pupil on your first day at school, particularly if you are joining Year 7. Do not worry — you will be told what to do, you will be shown where to go and you will be given the things you need at the appropriate time. **Do not forget your pencil case, school bag, and PE kit on your first day of term.**

All the forms are mixed boys and girls and all are a mix of the academic abilities within the year group. Your Form Tutor is very important to you because he/she is the first person you should go to if you have any questions or difficulties.

You may not be able to find your way around the building at first; this is understandable so do not be afraid to ask if you get lost.

You will be offered a locker in which to keep your books and kit. You will be expected to pay £5.00 to replace the key if you lose it so either get another one cut straight away or keep it safely about your person. Remember that your locker is your responsibility. Musical instruments which are too big to be stored in your locker can be stored in G6. Bag rooms are also available for storing larger items.

Homework will be put on the school hub by your subject teacher. Make sure you check this every evening.

You may need to get specific items of equipment that your teachers will tell you about in their lessons but you must bring at least the minimum amount of writing equipment - a pen, a pencil, a ruler and coloured pencils/felt tips for use throughout each day.

Try to organise yourself and look after your belongings. Your belongings should be named, particularly your PE kit, blazer and tie. A coded padlock could be used on your sports bag for extra security.

You need to be in school by 08:40 for Registration at 08:50 and the first lesson at 09.00.

Remember that the more you put into school, the more you will get out of it. This is true of anything worthwhile: your education, your job, your hobbies, your faith and your life.

Start as you mean to go on.

WHERE TO GO, WHEN

It is important that you are in the right place at the right time. It is particularly important that you arrive early enough in the morning to be properly prepared for registration and the first two lessons. You may need to hand in homework or see a member of staff. You certainly need to be organised and unrushed.



The times of the school day are:

Registration	08:50—09:00 (in your form room)
Period 1	09:00—09:50
Period 2	09:50—10:40
Year or House Assembly/Form time	10:40—11:05
Break	11:05—11:20
Period 3	11:20—12:10
Period 4	12:10—13:00
LUNCH 1	13:00—13:20 (first sitting)
Activities	13:30—14:10
LUNCH 2	13:20—14:10 (second sitting)
Registration	14:10—14:20
Period 5	14:20—15:10
Period 6	15:10—16:00

Morning break will have a warning bell 5 minutes before the start of lesson 3.

If you are taking an activity at 13:30 you will need to go into LUNCH 1 at 13:00. If you are taking part in a practical activity, lunch will need to be taken at LUNCH 2 at 13:30 **after** the activity.

When changing lessons, do so quickly and quietly. We walk on the left in corridors and on staircases to make movement around school more orderly. Please be polite to other members of the school and visitors by holding open doors and waiting your turn whenever necessary.

There are specific bag rooms allocated around the Senior School. These are for you to store large bags, such as PE kit and you will be shown where you can store your bag. Please keep this area tidy.

Assemblies 2020/21

<p>MONDAY</p> <p>10:40– 11:00am</p>	<p>Senior School Assembly (Years 7 – 13) in the Hall</p> <p>Academic Peer Mentoring for English and Maths (60 pupils)</p>
<p>TUESDAY</p> <p>10:40– 11:00am</p>	<p>Admin & Relationships Form Tutor Time</p>
<p>WEDNESDAY</p> <p>10:40– 11:00am</p>	<p>Senior School (Years 7-13) House/Year Assembly</p> <p>House Assembly (Week A) Year Assembly (Week B) *unless otherwise stated in the bulletin</p>
<p>THURSDAY</p> <p>10:40– 11:00am</p>	<p>Directed Form Tutor Time</p>
<p>FRIDAY</p> <p>10:40– 11:00am</p>	<p>SMSC Guidance and Stewardship (Spiritual, Moral, Social and Cultural) Senior School Assembly (Years 7 – 13) in the Hall*</p> <p>Academic Peer Mentoring for English and Maths (60 pupils)</p> <p>*Form Reps Meeting (Week A)</p>

Full School Assemblies (10:40—11:00) take place on a Monday and a Friday taken either by the Headteacher, another teacher, a Form group or a visiting speaker.

Tuesdays and Thursdays are used for form time where you go to your form room to meet with your Form Tutor; you should therefore be in your form room between 10:40—11:00.

House or Year assemblies will take place on Wednesdays. Notice is given in the daily bulletin.

Entering and Leaving the site

Cars come up the drive opposite the cemetery on Tranby Road, follow the one-way system through the car park and stop at the dropping off zones in the school grounds. They exit the site down the same driveway.

Croft Drive is for the use of pedestrians and cyclists **only** so please remind your parents they must **not** drive up the road. Tranby Ride is for **school buses only**.

After School Activities

These are many and varied. You may be selected to represent the school in a sporting fixture at home or away or there may be a team practice. Music rehearsals can sometimes be arranged for 16.00, particularly as concert dates draw nearer. If you take part in the annual school production you will be expected to attend rehearsals after school once or twice a week between November and March.

Weekend Activities

These are mainly sporting fixtures, although drama rehearsals may be arranged for a Sunday as the date of a performance draws closer.

Sports Fixtures, Practices

When selected to represent the school on the sports field, or in any other way, it is your duty and responsibility to attend all practices and games. Without your commitment these events cannot take place and everyone loses out. If you have a problem attending, you must see the teacher in charge well in advance.

Daily Bulletin/Weekly Newsletter

Events, notices and important dates are conveyed to both you and your parents in the following ways:

Daily Bulletin

Each day at morning registration, your Form Tutor will read out notices which you should listen to carefully. You should then make sure you respond to anything that affects you.

Newsletter

Each Friday the **Senior School** newsletter is published and posted on the hub. It is also emailed to your parents. **Read it** and keep up to date with news of the school.

School Council

The minutes (recorded discussions) of School Council meetings are emailed to all members of the school council each week and displayed on the School Council noticeboard.

YOUR UNIFORM

- Uniforms are to be worn with pride. You should wear your blazer as you move about school but you may ask to take it off during lessons.
- Keep your shirt tucked in and your tie and top button done up. Your attitude towards school is reflected in all you do, even the way you dress so do not be afraid to show you 'belong.' Be tidy at all times; this includes on your journeys to and from school.
- In the interest of health and safety your hair should be kept clean and tidy and should not hang over your face. A member of staff may ask you to tie your hair back if they feel it is in the way. However **you must tie your hair back for all practical lessons**. Hair should be of an acceptable style with no extremes of fashion e.g. not razored short, and boys should ensure their hair length is kept above the collar. **Brightly bleached or coloured hair is also not acceptable in school and you may be sent home if your hair is unacceptably coloured.** Hair bands and slides, if worn, should be in one of the school colours—navy blue or maroon. Elaborate hair slides, braids and bands are not allowed.
- Girls are allowed to wear one pair of plain gold or silver studs in pierced ear lobes but no other jewellery is permitted in school.
- Boys should not wear earrings in school.
- Make up and nail varnish should not be worn for school.
- Watches may be worn but do not use one that is valuable for school.
- There are several flights of stairs in school so please choose your footwear carefully. Boots are not allowed and we advise low heels. High heels worn continuously will cause back and ankle problems in later life. The maximum height worn should be 50 mm or 2 inches; although even this is considered too high for KS3 and KS4 pupils.
- The boys should wear grey or black socks and the girls wear black/blue tights or socks. Socks must stay above the ankle. Socks which disappear into the shoe and trainer socks are not acceptable.
- Outdoor wear can be a black or navy coat and only the school scarf may be worn. Please do not wear club supporters' scarves or logo-covered jackets with your school uniform.
- You should wear your school uniform to and from school even if you have just had Physical Education and are going home by car. Make sure you keep your tie on and your shirt tucked in ... until you get home!

HOW TO BEHAVE IN SCHOOL

The '**Code of Conduct**' at the start of this booklet is the basis of all behaviour in the school.

All members of our community will be treated with **unconditional respect**. By being part of our community, pupils, staff, parents, visitors and others unconditionally earn our respect. Respect is not conditional on past experience or current behaviour but given because we are one community. The delivery of unconditional respect will not be easy and we will all fall below this high expectation at times. Despite this it will remain our ultimate goal.

Kindness and consideration should never be underestimated.

- In the corridors or on staircases walk to the left to allow others to move in the opposite direction without a problem. Keep your bags under control so that they do not hit or trip other people. Hold doors open for staff, visitors or people with their hands full.
- When going to lessons, stand quietly outside the classroom until your teacher is there to welcome you and then enter in an orderly manner. You will be expected to stand at your desk until everyone is ready so that the teacher can give further instructions about the lesson. The bell at the end of the lesson is for the teacher, not you, so do not start to pack away until instructed. When it is time to leave, do so in an orderly manner.
- There are smaller Prep School children in the Senior part of the building at times; take special care when they are around as they can be intimidated by older pupils.
- There is a complete ban on chewing gum in school. Carpets are not compatible with gum and our desks, chairs and radiators are much better without it so do not bring it into school.
- All food should be eaten in the Refectory; never in the classroom, corridors or on the front steps of the school.
- It is your responsibility to look after all the school books issued to you during your time in the school. Do not write in or on textbooks. Make sure you return them when you have finished that section of the course or your parents will receive an invoice for the cost. Keep your exercise books neat.
- Use your locker to keep your belongings safe but do not interfere with anyone else's locker. You should never need to carry more than TWO lessons' worth of books with you if you go to your locker first thing in the morning, at breaks, at lunch time and at the end of school to sort out your homework.
- Lost Property is located in G13. Please ensure that your school bag, uniform and PE kit is labelled clearly. A coded padlock for sports bags could be used for added security.
- Musical instruments can be stored in G6 for the duration of the day when your music lesson takes place.
- The school buses provide a means of transport for you and are not a play area. You should sit quietly, talk quietly and take all your litter home with you. Pupils have been banned from the buses for poor behaviour so treat the service with respect.
- School should be a place where everyone feels safe and where the law of the land is upheld. Therefore, you should not have cigarettes nor alcohol in your possession. This of course applies to school trips or any other situation organised by school.
- Possession of illegal drugs knives, B.B. guns or similar articles may result in permanent exclusion.
- Stealing is a crime. Anyone caught stealing and proven to be in possession of another person's property will be dealt with severely.

WHAT WILL YOU BE STUDYING?

On your first day you will be given a timetable which will tell you which subjects you are studying and when and where you will need to go.

Year 7

If you enter the school at Year 7 you will study Art, Drama, English, Food Technology, Geography, Graphic Design, History, Information Communication Technology, Mathematics, Music, Physical Education, Religious Education, Design Technology and Science. Pupils choose 2 languages to study in Year 7 from a choice of French, Spanish, Latin and German.

Year 8:

In Year 8, the sciences (Biology, Chemistry, Physics) are taught separately.

Year 9:

This year is very important as it is the final year of foundation for GCSE. You will continue to study all the subjects you took in Year 8 and during the year, in the second term, you will be asked to choose the subjects you wish to take on to examination level.

Years 10/Pre-Sixth

During these two years you will study English, English Literature, Mathematics, Biology, Physics, and Chemistry as compulsory subjects and an additional three that you will have chosen from the option scheme during Year 9. Some pupils will also study for an additional qualification in Mathematics. Science qualifications are either as a dual award or as three separate subjects.

Years 12/13

You can go on into Year 12 if you have a minimum of 6 GCSE passes at A-C grades. Most of the subjects offered at GCSE level are also offered at A level plus a number of additional subjects.

HOW YOUR PROGRESS WILL BE MONITORED

- Each of your subject teachers will correct and mark your class work and homework on a regular basis. They will keep a record of your week to week progress.
- Your subject teachers will mentor you each half term to advise you on areas of progress.
- Work will be marked according to our new Marking and Feedback policy which requires the teacher to set you questions which will extend and expand your learning; time will be given in the lesson for you to do this. You will also mark your own work and peer assess the work of others.
- Parents' Evenings are an opportunity for your parents and teachers to discuss your progress face-to-face.
- Regular data collections throughout the year are a record of your progress and achievement in each subject.

Rewards

The school aims to promote high standards of behaviour, self-discipline and learning through positive encouragement and reward.

Rewards will be verbal and written praise in the form of feedback, postcards, commendations to the Headmistress, exceptional work published in *Aspire*, sports achievements and other awards given in assemblies.

Acknowledgement of pupil's significant achievements will also be recognised by members of staff using the school postcard to write to parents.

The reward for abiding by the classroom LAWS is the opportunity for everyone to learn in a cooperative and supportive community, with unconditional respect at its core. The classroom LAWS are as follows:

L earn	: be prepared to learn
A rrive	: arrive on time
W ork	: work to the best of your ability
S ociety	: allow others to get their work done

HOMEWORK

Pupils in Years 7-9 should expect to spend approximately 30 - 40 minutes per task for homework whilst those in Years 10-11 are expected to spend 40 minutes on each of their three tasks. Sixth Form pupils are expected to do up to six hours private study per subject per week.

Homework timetables will be issued to all pupils.

Trips and Visits

There will be many opportunities for off-site study in the form of field trips and educational visits.

Careers Advice

From Year 8 onwards there will be regular careers information and advice.

SANCTIONS

Expectations of behaviour are high.

Three **notifications** will result in a lunchtime meeting with the Head of Year. The pupil will be required to complete the restorative process outlined in this policy, together with relevant coaching and reflection time. The pupil may also be required to carry out some school community service. Parents will receive a text message from the form tutor if three notifications have been issued.

A second lunchtime meeting in the same academic year leads to a meeting with parents, form tutor and Head of Year.

A third lunchtime meeting in the same academic year would lead to a meeting with parents, Head of Year and a member of the Senior Leadership Team.

A fourth lunchtime meeting in the same academic year would lead to a meeting with parents, the Deputy Head and the Headmistress.

Withdrawal from Lessons

Behaviour that is detrimental to the learning of the pupil and other pupils in the classroom will result in the pupil being withdrawn from the lesson. This may be at the discretion of the classroom teacher.

Lunchtime Homework Detention

Teaching staff can put pupils into the daily Lunchtime Homework Detention, which runs from 13:00-13:30 in S21. This detention is for pupils who have forgotten to hand homework in or fail to complete homework for whatever reason.

WHO'S WHO

You will meet teachers with different responsibilities. Here are a few that you might need to know:

Senior Staff:

Headteacher	Mrs Wilson
Deputy Headteacher	Mr Wainman
Assistant Headteacher (Pastoral)	Mrs Bloomfield
Assistant Headteacher (Data and Assessment)	Miss Dyer
Assistant Headteacher (Curriculum)	Mr Norris

The **Heads of Year** have responsibilities for different year groups as follows:

Heads of Sixth Form and Pre Sixth	Mrs Robinson; Mr Windeatt
Head of Y10	Mrs Lough
Head of Y9	Mr Henderson
Head of Y8	Mrs Wells
Head of Year 7	Mrs Asbury

Houses:

On arrival into the Senior School, you will automatically be put into a House. These are:

Name of House	Head of House	House Colour
Holtby	Ms Blencoe	Green
Johnson	Ms Groves	Blue
Marvell	Mrs Lough	Yellow
Venn	Miss Betts	Red

Subject teachers often teach in specialised rooms so you may have to move about the school at every change of lesson. Each teacher will have a specific course to follow in their subject so you will find that by the end of year all members of any year group have been taught similarly, though occasionally sets may have moved at a different pace.

Form Tutors meet their forms daily and monitor progress and behaviour. Your Form Tutor will, if necessary, contact your parents. In turn, your parents can contact your Form Tutor and if necessary make an appointment to come into school to see them.

School Council

Each form nominates two pupils as Form Representatives. The year group votes two of these pupils onto the School Council. The School Council will meet weekly in a lunchtime activity slot and its purpose is to provide an opportunity for pupils of the school to have a voice. The minutes (recorded discussions) of School Council meetings are emailed to School Council members each week.

Many pupils are also given positions of responsibility:

The Head Prefect and Deputy Head Prefects are responsible for organising the Year 13 prefects. All prefects can be identified by their special ties or jumpers. They act exactly as staff would do when patrolling the school and have the same responsibilities and authority. The prefects also assist at school functions.

House Captains from Years 12 and 13 help the House Tutor to organise House activities and aim to make their House the best!

WHO'S WHO — Administrative Staff

You may meet other staff in the office or around the school:

Business Manager (Oversees all administrative staff as follows:)	Mr A Kiddy
Headteacher's PA	Mrs H Hetherington
Senior School Secretary	Mrs P Palmer
Finance Manager	Mrs M Ashbridge
Accounts Administrator	Mrs R Gutherless-Wilcox/Mrs L Evison
Senior School Administration Officer	Miss C Johnson/Mrs K Derbyshire
Prep School Administration Officer	Mrs D Fawcett-Ward
Manager of School Uniform Shop	Mrs A-M Worsnop
First Aiders	Mrs S Cannell
Registrar	Mrs S McEwan
Head of Marketing and Communications	Mr T Brown
Charities and HCST Co-ordinator	Mrs C Mertens
Network Manager	Mr B Ashton
ICT Technician	Mr P Cowell/Mr D Ward

Site Staff

Facilities Manager	Mr M Poskitt
Caretakers	Mrs J Brentano
	Mr T Edge

All of these people need your consideration and respect as they go about their duties.



SPECIAL EVENTS DURING THE YEAR



Prize Giving

This is a celebration of the work of the school and focuses on the pupils in particular. Prizes are awarded on the previous year's achievements in academic work, sport and school service. This year's Prize Giving will be held at Hull Collegiate School towards the end of the Trinity Term and is attended by all Senior School pupils. All parents are welcome and parents of prize winners are individually invited to attend. The ceremony lasts about an hour and a half and includes a speech by the Guest of Honour.

Open Days

Open Days, Open Mornings and Open Weeks take place throughout the whole of the academic year and may vary between taking place during the school week or during a Saturday. All participating pupils will be notified in advance.

Remembrance Service

Held on the nearest school day to the 11 November, the Remembrance Service takes place in The Sports Hall to commemorate those who lost their lives during the wars. We sing hymns, say prayers and lay wreaths. Poppies are on sale in school prior to the occasion and you are expected to purchase and wear one.

Productions



Concerts

We have Christmas and Summer Music Concerts. Occasionally, we will hold other events, such as the annual Music Concert at Hull City Hall. Lunchtime Concerts are also held on a termly basis in the Baccarat Room. The school is regularly entertained by the choir, the orchestra and various small groups. If you would like to be involved, look at the activities list well in advance so that you can attend practices.

We have a tradition of presenting one play or musical each year, usually performed in March. Auditions take place in September and rehearsals start straight away.

House Activities

You will be allocated to a House at the beginning of your first term. The Houses have been named after former residents of Hull who have made significant contributions to their chosen field — **Holtby, Johnson, Marvell and Venn**. At regular intervals you will meet together to organise representatives for the many and varied Inter-House competitions offered throughout the year.

REFRESHMENTS



There are hot and cold drinks machines provided for your use at break time, lunch time and after school. They are NOT to be used during or between lesson times, nor should the office staff be asked for change. Hot drinks should be consumed in the Refectory only.

Hot and cold snacks are also available in the Refectory during break times. Pupils should bring money to purchase these.

Pupils are permitted water bottles in school for use during the school day.

MOBILE PHONES



Mobile phones are permitted in school but **must be switched off and out of sight during lessons** and must not be used during breaks, lunchtimes, in your form room or outside, otherwise they will be confiscated. Emergency calls can be made through the school office. Confiscated phones can be collected at 16.00 on the same day.

FIRE DRILL



There is a plan of the school and simple instructions in each classroom—please check it.

If you hear the fire alarm when you are in a lesson, wait for the teacher's instructions before leaving the classroom. Walk quietly via the nearest exit to the assembly point on the Prep School playground.

Once there, stand in register order with your form, keep as quiet as possible and face front in case you need to hear instructions. If you are on break or lunch time when the alarm sounds, go to the assembly point in a quiet calm manner. Remember not to run or push.

“WHAT SHOULD I DO IF....?”



I feel ill or am injured in school

If you feel ill during a lesson, tell your teacher. If you are ill or hurt yourself at break or lunchtime, report to the First Aider in the medical room.

I am worried or upset

Talk to your Form Tutor, Head of Year, your Year 12 mentor, Mrs Bloomfield, or anyone else you think might help. If the person you choose feels they cannot help, they will help you find someone who can. Always sort out problems as early as possible. You can also email your Head of Year or write on one of the 'I Wish My Teacher Knew' cards. These can be found at the Head of Year office.

I do not understand my work

Always ask your teacher for help. If you do not ask, they do not know you have not understood. If for any reason staff are not available, older brothers and sisters, mums and dads etc., can sometimes help but do not let them do it for you.

I have lost something

If you have lost something then:

- stop and think where you last had it
- go to look there and then retrace your steps
- see if it is in Lost Property - G13
- report the loss to your Form Tutor
- check again at home
- when you find it - NAME IT!

I have forgotten or lost my locker key

Speak to your Form Tutor. If a duplicate is necessary there is a £5.00 charge.

Where do I store my bag and PE Kit?

Items which are too large to put in your locker can be stored in your year group bag room. You will be told where to store your bags.

I am absent from school

Do not worry if you have to have time off because you are ill. 1) your parents should text the school on each day of your absence 2) find out what work you have missed and get up to date as soon as possible.

I need to leave during the school day for any reason

Dental and doctors' appointments should be avoided during school time but if you must go out of school for these or any other reason, you must bring a note from your parents asking for permission. Give this to your Form Tutor who will sign it and return it to you. When you need to leave, show the teacher the signed letter at the beginning of the lesson and ask if he/she will release you at the appropriate time. Go to the office and sign out—you will probably have to show the letter again. If you return to school, sign in again before going to your lesson.

I am late for school or have missed afternoon registration

Always be on time but if you are late, you will need to **sign in** at the school office and then move quickly to your lesson. If you fail to sign in before 09.30 for morning registration and 14.30 for afternoon registration, then your parents/guardians will receive a text message saying that you are not in school. Remember to read the daily bulletin on the office window.

I would like to learn a musical instrument

Speak to your music teacher who will give you details. Many lessons can take place during school time and some instruments can be hired from the school's Music Department. Instruments can be stored in G6 for the duration of the day your music lesson takes place.

I need to see a member of staff

Try to wait until break or lunchtime but remember that your teachers are also entitled to some time to themselves.

You will either find them in their teaching rooms or in the staffroom. The staff meet every morning before registration so please do not knock on the staffroom door between 08.30 and 08.40.

No teacher has arrived to take my class

One member of the class should go to the School Office. The rest of the class should wait quietly and if possible find some work to do, even if it is merely reading a book.

I cannot attend a practice or club session because of another commitment

Remember that events at school cannot take place if members are not committed but if you really do have a problem, go to see the member of staff responsible as soon as possible. You should never just not turn up. If it is a school match on a Saturday and you are ill, telephone someone else in the team and ask them to pass on your apologies to the member of staff.



THIS WAY TO A SUCCESSFUL FUTURE

Hull Collegiate School
Tranby Croft
Anlaby
East Yorkshire
HU10 7EH

01482 657016

enquiries@hullcollegiateschool.co.uk

 [@hullcollegiate](https://twitter.com/hullcollegiate)

 facebook.com/hullcollegiateschool

www.hullcollegiateschool.co.uk



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