



# **HABERDASHERS' ADAMS**

**Handbook for  
Parents of Year 7-11 pupils**

## 1. INTRODUCTION

This handbook is a quick guide to the school. Further details are available from [www.adamsgs.uk](http://www.adamsgs.uk).

### 1.1. Role of Parents

The successful education of your son depends on a strong relationship between parents and school. To help to achieve this, we have a “home-school agreement” which you will find in the Pupil Information Form. Please make sure that you **sign and date the agreement**. You may wish to make a copy for your own records.

### 1.2. Communication

The school keeps parents fully informed on all matters relating to their sons. We usually do this via the parent portal MyChildAtSchool (MCAS) so please make sure that every parent has activated their own MCAS account and that this is checked daily. Any personal contact details that change over the course of time must be amended by parents on their MCAS account. This ensures the school has the most up-to-date details live on the system.

Most members of staff can be contacted by email at [forename.surname@adamsgs.uk](mailto:forename.surname@adamsgs.uk).

## 2. SCHOOL RULES AND PROCEDURES

### ABSENCE FROM SCHOOL

Except in the case of significant illness, no pupil may be absent from school, or a school period unless permission has been previously obtained from the Headmaster.

**Absence due to illness:** If a pupil is absent due to illness parents must notify the Attendance Officer, either via e-mail - [absence@adamsgs.uk](mailto:absence@adamsgs.uk) or leaving a message on the school answer phone: 01952 953812, before 8:50am, each day the child is ill. Absences of 5 or more days must be supported by medical evidence. e.g. Medical appointment card confirming attendance, medical appointment letter, copy of prescription showing name and date, prescribed medication with pharmacist label showing name and date, hospital discharge letter.

If your child is ill during school, a qualified first aider will assess him and call you to collect immediately, only if necessary. It is very important that such cases are responded to quickly so parents should always have a plan for this in mind should the need arise. For the safety of your child, other children, and staff, having sick pupils away from school at the earliest opportunity is better for all concerned.

**Pupils arriving late:** If a pupil misses or arrives late at school and misses registration, they must report at once to the Reception to sign in using their id card, giving the reason for their lateness. Persistent lateness for trivial reasons renders a pupil liable to a detention after School or other sanctions.

**Absence for appointments:** Please help your child to maintain good attendance by booking all appointment including routine doctor, dentist, and optician appointments either in the school holidays, in the afternoon after school, or at weekends, unless it is an emergency. If this is not possible requests for absence must be **applied for in writing via email to [absence@adamsgs.uk](mailto:absence@adamsgs.uk), at least one week in advance** of the proposed date. Parents must provide a copy of the appointment card/letter/text.

### **Absence during term time**

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child’s learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of under achievement. This is something we all have a responsibility to avoid.

If you consider your request for absence to be an exceptional circumstance, it must be applied for in writing to the Headmaster, via email to [absence@adamsgs.uk](mailto:absence@adamsgs.uk) explaining why it is necessary to encroach on school time. Taking an unauthorised holiday could result in each parent receiving a Penalty Notice costing up to £100 for each child.

Any trends or patterns of unauthorised absence, for example, returning late to school after each half term or holiday, may also result in a Penalty Notice Referral.

- **ATTENDANCE**

The school day for pupils starts at 8.45am. The school day finishes at 3.45pm. No pupil may leave the school premises between these times without permission. All pupils need to register at 8.55am and 1.40pm.

- **CASHLESS CATERING PAYMENT SYSTEM**

The system provides information to parents on their child's food spending; it also encourages healthy eating choices; and it will manage boarding allowances and the provision of free school meals in a discrete way. Also, if pupils have a specific food allergy, or are diagnosed diabetic, this medical information can be coded into the system, preventing foods with allergy ingredients from being served to them.

A daily "spend limit" can be programmed into the system. This will be £5.00 by default for all pupils but can be changed at your written request.

The pupil will touch a finger recognition image scanner in front of the point-of-sale touch screen. A display will show the server the pupil's name, class and current balance held within the system. The selected food items will be entered into the system from an itemised keyboard while the amount spent, and the new cash balance will show on the display.

Money is entered into the system via ParentPay only. Initial activation letters will be issued to all students during the first full week of the September term. We ask that for any new joiners to the school wanting to pay for school meals that a one-off cash payment is handed to the staff in the dining hall on the first day of the term to cover this period until letters are bought home.

The system works the same for all pupils whether they pay or have a free school meal. The amount allocated for the free school meal will be entered into the system by the software daily and will only be accessible at the lunch break.

Some electronic data will be held on the system. This will include your child's name, class, photo, a digital signature based on your child's fingerprint, account balance and meal entitlement. This data will be handled under the guidelines of data protection legislation and only used by parties directly involved with the implementation of the system. If you have any concerns, please contact the catering department on 01952 953850.

- **CODE OF CONDUCT**

The basis of the code is that pupils show common sense, good manners, and courtesy towards others and uphold the reputation of the school. Each pupil of the school accepts that he must: -

- a) Attend school and lessons punctually throughout each term.
- b) Be ready to learn and participate in school activities. Respond positively to the demands which school life places on him.
- c) Pursue his own ambitions to the best of his ability but always with respect for others.
- d) Behave in a way which reflects the stated values of the school.
- e) Treat others with sympathy, understanding and tolerance.
- f) Wear school uniform smartly and be neatly always groomed.
- g) Be co-operative with staff, recognise and accept the rules of the school.
- h) Be well mannered, courteous, considerate, and respectful to others both in school and the wider community.
- i) Care for buildings, furniture, equipment, and grounds of the school.
- j) When something is obviously wrong, take responsibility to sort it out or seek help from someone who can.

- **CLUBS & SOCIETIES**

Clubs, Societies and Games Practice are detailed on the school calendar, which is placed on MCAS every term; weekly updates are also placed on MCAS. There is also a list of regular clubs and societies displayed in various areas of the school. Please note times can be subject to change.

- **LIBRARY BOOKS**

These remain the property of the school and pupils or their parents will be expected to pay for any loss, damage or defacement.

Books overdue for 22 days or more will incur a fine of £1 per week (capped at £6).

Fines are issued after three reminders, which are sent to pupils' school email addresses. This email address can be changed to a personal email by the Librarian upon request from the pupil. Lost books will be charged at the cost of the replacement. Alternatively, a replacement copy can be accepted, if it is in a condition that is deemed suitable by the Librarian. Pupils are made aware of this system during their induction to the Library.

- **COMMENDATIONS**

## Commendations

Pupils may be commended by teachers for excellent academic work, improvement or progress in work, or an outstanding contribution to the school or local community. The commendation is given via the school network, which means that parents will be informed on MCAS.

### House Taylor Commendations and Colours

Awarded by the Head of House where a pupil has gained 20 Teacher Commendations.

### Headmaster's Commendation

Headmaster's Commendation:  
Awarded by the Headmaster. This is given for 40 commendations.

### Peterson's Commendation

Awarded by the Head of House. This is given at the end of term to pupils who have achieved academically or personally.

### Opportunities for Leadership development and Responsibility

Students are encouraged to take on responsibility and to serve the community at all levels throughout the school.

As they progress through the school, there are increasing opportunities to show initiative and serve in the community, whether it is in the library, on the Charities Committee, Form Representation, within the School Council or organising House Activities.

- **CONCERNS**

Where teachers have concerns about an individual pupil or group, they may send home a 'Concern' to let parents know of the reasons for this and the course of action to correct it.

- **CURRICULUM – (Years 7 to 9)**

The timetable for pupils in Years 7 to 9 is shown in the diagram below.

[illegible]

- **SANCTIONS**

Generally, the way in which behaviour is managed in the school means that in most cases sanctions are not required. This is due to the respect that is held between pupils, prefects, and staff. We ask that parents support the school in its setting of sanctions.

The school are also making increasing use of restorative justice as an alternative to any sanctions so that pupils can understand the reason(s) why their behaviour was wrong and seek ways to correct it.

However, there are occasions when sanctions are appropriate. Any of the sanctions below may be applied and we expect full support from parents when making these decisions. we respectfully ask that parents/carers decide to ensure detentions can be sat at these times, taking any additional travel requirements into consideration.

The range of detentions given is detailed as follows:

- a) **Lunchtime detentions** of 30 minutes during lunch hour, to be served on a Friday. Parents and pupils will be sent email notification of a lunchtime detention.
- b) **An official School detention** on a **Wednesday after School** in the school library for general problems about the school or outside, and for breaches of school rules. Either half an hour or an hour-long detention may be given depending on the seriousness of the offence. School detentions will be communicated to parents via the school network, which means that parents will be informed by email. As part of the detention, pupils will also see the Deputy Head (Pupil Welfare) at morning break on the day they are to sit the detention.
- c) The school reserves the right to **internal exclusions to be served under the inclusion officer, fixed term suspensions or permanently suspend** pupils from school if their presence is to the detriment of other pupils or the good name of Haberdashers' Adams. This is in keeping with Government Legislation and all subsequent legislation. Haberdashers' Adams does not use isolation rooms.

- **EXTRA-CURRICULAR INVOLVEMENT**

### **Aims**

At Haberdashers' Adams, we feel that it is important to offer a rich variety of extra-curricular activities to balance the demands of academic work, and thereby educate "the whole person". Through the opportunities we offer we hope to discover the aptitude and talents of each individual and to develop them to their fullest. Through extra-curricular activity as well as through work in the classroom, we encourage our pupils to grow in self-discipline and to prize integrity, tolerance, and respect for others. As each pupil progresses through the school, he is encouraged to take on more responsibility and to lead others in various activities. Close links are maintained with industry and the local community, as well as further afield in Europe and the world in general.

The aim is for each pupil to be actively involved in extra-curricular activity each term. This may be in sport (at a school, house, or individual level), and/or music and drama (at a school, house, or individual level), and/or he will be a member of one of the wider range of clubs and societies in school.

- **HALF TERM GRADES**

Students are given half-termly grades for effort and attainment. The attainment grades use the GCSE numbering system, and the effort grades use the definitions shown in the table below. Details of how to interpret attainment grades are issued with the first set of grades just before the October half-term break.

1- Inadequate effort in one or more areas.	Typically, around 10-15% of a class	<i>Pupil makes inadequate effort on several occasions.</i>  E.g. Failing to meet deadlines, to complete work, to work co-operatively with others.  Producing rushed, careless, or poorly presented work.
--	-------------------------------------	--

2- Adequate effort	Around 50-60%	<i>Pupils do what is asked for them but little more.</i>  E.g. Completing tasks to a satisfactory standard Submitting work on schedule  Answering questions when asked
3- More than adequate effort	Around 20-30%	<i>Pupils show initiative or make a special effort</i>  E.g. Pupils persevere particularly well with difficult work.  Pupils rise to challenges, take risks, are not defeated by setbacks. Pupils react positively to feedback by changing their working methods, repeating work, trying extension problems etc.  Pupils are willing to put in extra time to grasp with difficult material.
4- Exceptional effort	Up to about 10%	<i>Pupils make an exceptional effort</i>  E.g. Pupils whose efforts in the above areas are outstanding.

- **HOMEWORK AND MARKING**

#### **Aims of Homework**

At Haberdashers' Adams, we believe that appropriately set homework has several valuable functions. It helps pupils to develop skills such as timing themselves, concentration, and organisation; it also helps pupils to learn to take control of their own study environment in the home and to develop continuity of learning in the time between lessons.

#### **Length of Homework**

In Years 7 – 9, the average amount of time to be set for each subject is around 25 - 30 minutes, with 3 – 4 subjects per evening and similarly at the weekend. The nature of the task set will differ from subject to subject, thus providing challenge and variety. A homework timetable for Years 7 to 9 is published at the start of each academic year. For years 10 and 11, we expect one or two homeworks for 30 – 40 minutes each to be set each week by each subject.

#### **Show My Homework**

All homework for all years is posted by teachers on the *Show My Homework* system. All parents and pupils are given a login to the website (<https://www.teamsatchel.com/>) which enables them to see work set and associated resources.

- **HOUSE SYSTEM**

#### **Aims**

Each pupil will be placed into a House. The Houses have both academic and pastoral functions. The Head of House (supported by the Deputy Head of House) is the person who will have regular contact with a pupil throughout his time in school and will see each pupil in their weekly House Assembly. The House system also provides a range of sporting, academic and cultural activities.

#### **House Competitions**

House activities for pupils in Year 7 – 11 include athletics, basketball, cricket, cross country, chess, debating, drama, geography, maths, music, public speaking, poetry, rugby, and tennis, and many more to this ever-changing programme. The aim is to involve a wide range of pupils in activities, not to put increased pressure on those in school teams, and the programme of House Competition (which again can be found in the school calendar) is organised accordingly, and contributes towards the overall House Cup, the Challoner Trophy.

- **LEAVING THE SCHOOL**

Before pupils leave the school, they should collect and complete a **Clearance Form** from the School Office and return it the School Office before leaving the school site.

Parents should send a **written notice of withdrawal** to the Headmaster. Parents of boarders must give a least three calendar months' notice in writing of withdrawal from boarding, otherwise three calendar months fees will have to be charged.

- **MEDICATION**

The school makes every effort to ensure that pupils are safe and well within school. Full details of the medical provision and protocols in school are found in the "Supporting Children with Medical Conditions Policy" located on the school website.

- **PROPERTY**

**All personal belongings**, clothing, and books must be **clearly marked** with the owner's name.

**The school cannot accept responsibility for the loss or damage of any personal property.** The school is not insured for loss or damage to pupils' property; parents must claim on their own insurance. Expensive items such as bicycles should be insured separately by parents. It is **strongly recommended that large sums of money or items of value are not brought into school.** Having a pupil's full name and form on any property is recommended so that lost property can be returned as soon as possible. All named property will be returned to the pupil.

**Mobile Phones** –Pupils are permitted to bring mobile phones and other devices into school, at their own risk. Pupils are reminded that their use should be discrete, and only to be seen or heard during timetabled activities if staff have permitted it. Pupils should not be on mobile phones or have earphones visible when walking around the site. If pupils are not permitted to use their phones, then its use will result in confiscation. On the first occasion that this happens the pupils can collect it at the end of the school day from the school office. On the second and subsequent occasions a parent must collect it. Persistent offenders may be denied the opportunity of bringing such devices into school. No pupil will be hindered in any aspect of school life by not having a mobile phone in school.

**Schoolbooks** - remain the property of the school. Pupils or their parents will be expected to pay for any loss, damage or defacement to the Schoolbooks or equipment. The amount to be paid will be the decision of the appropriate Head of Department.

All **losses of property or money** should be **reported immediately** to the Form Tutor.

Any property or money found by a pupil should be taken to the school Office immediately.

Any **breakages of furniture or damage to school property** must be reported to Form Tutors or the School Office. If the school decides that the damage is caused wilfully or by negligence, the pupil responsible will be required to pay for it to be made good.

**Under no circumstances should knives, offensive weapons, or alcohol be brought into school or taken on school trips. The school will take a very firm line in such circumstances.**

**Before and after school supervised areas are:**

Big School Library – 8.00am – 5.00pm (Monday – Thursday), 8.00am – 4.00pm (Fridays)

Pupils should not be on the school site in other areas or outside of these times beyond the school day unless they are involved in a sanctioned activity. We take no responsibility for pupils who are on the site unsupervised outside school hours.

- **PUPIL WELFARE SYSTEM**

### **Aims**

Our objective is to provide a friendly, civilised, and well-disciplined environment, in which pupils can develop personal qualities which will equip them well for their future careers and roles within the community.

All staff are part of the Pupil Welfare System, for we are acutely aware that a well-motivated, happy, healthy, safe, and respected pupil is one that learns fastest and enjoys coming to school. This system covers the academic, pastoral, and extra-curricular progress of each pupil.

The school is split vertically into four Houses; the Heads of House have the overall responsibility for the academic and pastoral care of the pupils in their House.

- The Heads of House also have the long-term view, knowing the pupils throughout their lifetime in the school and will build up a good knowledge of each pupil within the House.
- The Heads of House regularly meet the Form Tutors in their House, as well as Deputy Heads of House, to discuss the progress of pupils and what, if anything needs to be done to help each pupil or help them achieve their potential.
- Each House meets in assembly once a week.
- The Houses are also used to offer cultural and sporting competitions and activities for pupils.
- The Form Tutors are in 'loco parentis' and have the responsibility of knowing the pupils so well they will try to anticipate problems before they arise.
- The Form Tutor is responsible for the general welfare of the pupils in his or her form, both academic and social.
- The Form Tutor will see the pupils twice a day for registration, twice a week for a form period and will often teach these pupils in academic subjects as well.
- The Form Tutor will also keep a close eye on each pupil's record of commendations and concerns to ensure that homework is completed thoroughly, praise is given effectively, and any concerns raised are dealt with.

The needs of pupils do vary as they progress through the school. In Year 7 a great deal of time is spent making sure that pupils settle into the school properly. They cannot work well if they are not happy.

In Year 8, having now settled into school, the pupil's prime purpose is to work hard, establish his academic credentials and become involved in the extra-curricular life of the school.

Year 9 is an important and transitional year, and pupils do not develop at the same rate. The Form Tutors are sympathetic to these physiological changes and offer advice and guidance. They give the pupils sufficient freedom to develop their own identities, whilst providing them with security of structure.

In Years 10 and 11, for many adolescents finding the correct balance between academic pursuits and social or sporting commitments can present a real challenge. Peer group pressure is acute; the temptations of smoking, alcohol and drugs are constantly lurking in the outside world. Generally, the desire for independence conflicts with the necessity to conform. While all Subject Teachers will have their part to play in helping to deal with those problems, it is the Form Tutors who is closest to his charges and is probably best able to offer help.

Any issues that the form tutor feels may require extra input may be escalated to a Head of House, or in certain cases the Deputy Head (Pupil Welfare) who oversees the House System.

### **Form Periods**

A personal, social and health education curriculum will be followed during form periods. A variety of topics will be covered, varying from study skills (How to Study, Presentation, Organisation of Time, Memory Skills, Revision and Exam Technique) to Personal Hygiene and Inter-Personal Problems e.g., becoming a teenager, making decisions, teenage concerns, self-discipline, drinking, smoking, drugs, and bullying.

- **SCHOOL FUND**

Great importance is attached to out-of-school activities, for their value in character building and training in leadership. These activities, including various clubs and societies are maintained from the School Fund, which is supported by voluntary subscriptions from parents, which are paid on a quarterly basis. All pupils benefit from the fund in one way or another.

- **TRAVEL**

Pupils are expected to travel to and from school in school uniform and to adhere to our code of conduct.

**Bicycles** may be brought to the school. Bicycles must be parked and locked in the area designated and **must not be ridden in the school grounds**. They should be **locked** for security. **All pupils must wear cycle helmets**.