



Haberdashers' **ADAMS**

Pupil & Parent Handbook 2025-26



Welcome from your Parent Governors

Dear Parents and Carers,

Congratulations on being part of the Haberdashers' Adams community. This community works because we all (pupils, staff, parents, governors, Old Novaportans, and supporters) contribute to making the school the best environment for your child to thrive. This Parent Handbook, produced by our highly experienced pastoral team, is packed with guidance on how to play your part in the community by partnering with the school to support your child. As parent governors with children at various stages in the school, we urge you to explore it and keep it to hand.

From our roles in the Local Governing Body (LGB) meetings and community interactions, we've seen first-hand how the senior leadership team propels our school's success. We have also gathered some key insights from parents, which we're excited to share below.

Tip 1: Supporting Your Child's Success at Adams

Parent's evening is crucial as you will meet subject teachers and discuss your child's progress. These meetings may be online (Y7, 8, 10), or in person (Y9, 11-13), and all appointments are booked by you through an online portal. Additionally, numerous in-person events at the school are promoted to parents and we encourage you to attend these where possible. Surprisingly, many families don't check their child's grades and reports. We challenge you to change this! Open these documents and discuss them with your child. You'll receive them via MCAS (details below).

Encourage your child to join extra-curricular activities—clubs, sports, trips, cultural activities, and leadership roles are integral to the Adams experience. Your encouragement here is invaluable. Get involved yourself; you are part of the community and there are loads of opportunities, including sports, music, and drama. Keep an eye out on the school calendar for these special occasions.

Tip 2: Staying Updated with the Community

Staying informed can be tricky when we are busy, but these channels will help:

- **MCAS (My Child at School):** This is your go-to place for important updates, including grades, commendations, and timetables. If your child is just starting, you will get login instructions soon.
- **Email:** Ensure your contact information (email and mobile phone numbers) is up to date. The school will occasionally need to reach you directly.
- **Satchel One:** Track your child's timetable and homework. You will be invited to set up a parent account if you are new to the school.

Tip 3: Getting Answers to Your Questions or Concerns

This handbook is your primary resource. Refer to it for answers or to find the right contacts. If you need to make contact, email is the school's preference because staff spend much of their time in the classroom and are unable to take phone calls. Please be respectful in your communications as abuse will not be tolerated and the LGB supports all staff and volunteers to maintain professional boundaries. Resolving issues is a partnership – although you're naturally advocating for your child, please do consider the school's perspective too.

Tip 4: Supporting Your Child's Wellbeing at Adams

The teenage years can be tough! You will play a key part in supporting your child in building resilience through setbacks, alongside the caring school staff team. Trust the school if they raise a concern or difficult issue. They have your child's best interests at heart and have been nurturing excellent citizens for nearly 400 years.

Here's to a successful school year!

Tom Ashbridge & Jo Lewis
Parent Governors

Adams (William) – seems like a good place to start! William Adams is the founder of our school and was a Haberdasher (see *Haberdashers*). He founded the school in 1656 and in addition to this, he also built the Alms houses on the High Street that sit on either side of the original school gates. A display version of his last will and testament (known as "Bill's Will") hangs in the school library.

Assemblies – a typical week would see pupils attend a House Assembly and a Full School Assembly. There may be other assemblies at different times for year groups as advertised in the school calendar. We see assemblies as a big part of school life and pupils often lead the assemblies themselves to give them experience of public speaking and leadership.

Attendance/Absence – our aim is for 100% attendance, and recognise that absence from school has a detrimental impact on progress. 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 Headteacher (see *Holidays*), and we advise that routine appointments are also booked during the holidays. If your child will be absent, it is the responsibility of the parent/carer to email absence@adamsgs.uk before 8.50am on the day of the absence and for each day of absence. This email address should also be used for advance absence requests. Any absence due to illness for five or more days should be supported with evidence of medical intervention.

Beaumaris Hall – our Senior Boarding house, which accommodates boys from Year 10-13 on a termly, weekly or flexible basis. The site of a former adult residential home, Beaumaris Hall was purchased by the school in 2017 and acts as fantastic preparation for Halls of Residence or living away from home.



Beaumaris Hall



Senior boarders

Behaviour – high standards of behaviour are expected of our students at all times, including during the school day, travelling to and from school and while representing the school. For further information, see the school's behaviour policy [Policies & Key Documents | Haberdashers' Adams](#)

Big School – a now-defunct name for the original school building. When the school was founded, the building comprised of family accommodation for the Headmaster, accommodation for the pupils, a classroom, kitchens and offices. Nowadays the building is primarily for various offices, and one classroom and remains home to the Big School Library (see *Library*) which was the original classroom of the school.

Bikes – those wishing to ride bikes to school can do so as long as the bike itself is suitable for such journeys, a helmet is worn and lights are used when necessary. Those wishing to store their bikes on site can do so at our bike rack – all bikes must be locked up during the day. No bikes are to be ridden on site.

Boarding – the school proudly boasts two boarding houses accommodating up to 50 boys each. Longford Hall is the junior boarding house (currently for Years 7-9) and Beaumaris Hall is our senior boarding house (Year 10-13). For more information about boarding, please see our website. [Boarding Life | Haberdashers' Adams](#)

Books – pupils in the lower school will be given exercise books for each subject. In the Sixth Form, a mixture of books and folders are used. Textbooks are loaned to pupils, who will be expected to return them in good condition at the end of each course.



Breakages/Damages – the school is insured to cover for any accidental breakages and damage caused by a pupil during their normal activities. Parents will be charged for any breakages/damage caused in a non-accidental/negligent fashion or caused by activities that are prohibited.

Buses (see Transport) – the school operates eight dedicated bus services; four from Wolverhampton, two from Telford, one from Market Drayton and one from Shrewsbury. These pick up and drop off students outside the front of the school each day. For further details please see [Transport | Haberdashers' Adams](#).

Careers – the school is very proud to have a dedicated careers/futures programme that all pupils will be a part of during their time with us. We have a careers advisor within the school along with plenty of opportunities to discuss and explore potential future routes. The school reaches the standard of the Gatsby benchmarks in this area and complies with the Baker Clause (2023). For further details please see [Careers | Haberdashers' Adams](#).

CCF (Combined Cadet Force) – Adams is very proud to have a CCF that can boast over 100 years of history. All pupils from Year 8 and above are eligible to join. Our current CCF includes both an Army and RAF section, with plenty of leadership opportunities for cadets. The CCF meets weekly on a Friday after school, as well as running a successful Summer Camp, various overnight exercises during the year and several competitions.



CCF in the field



CCF on parade

Chaloner Trophy – there are numerous house competitions during a school year, the results of which are added up to see who wins the coveted Chaloner Trophy. This is received by the outgoing winning House Captain during the handover ceremony at the end of the Spring Term.

Charities Week – in March the school runs its annual charities week. This is a fantastic week run by the charities committee that involves themed mufti days, activities, events and competitions. All great fun, and to raise money for some excellent and worthy causes.

Chewing Gum – simply, any form of gum is banned.

Classroom Etiquette – how we expect pupils to act in their lessons is known as the school's "classroom etiquette" guidelines. These are displayed prominently in each classroom.

Clubs & Societies – there is a lot to do at Adams in addition to the timetabled curriculum! We have many clubs and societies, ranging from Dungeons & Dragons and Chess Club to table tennis and debating. Pupils will be informed in September of what we offer.

Code of Conduct – the expectations we have of students in the school are explained in a pupil code of conduct and it is displayed prominently in every classroom. Pupils are reminded of this code termly by their form tutor.

Colours (school, house and activity) – may be awarded at any time in a pupil's school journey for a variety of accomplishments. They typically get awarded for excellence in a certain area and/or commitment across a wide variety of activities. There are colours for the majority of single activities (e.g. rugby or drama), as well as house colours for those who have gone above and beyond for their house. School colours are awarded to a small proportion of the outgoing Upper Sixth on Leavers' Day in recognition of their services to the school.

Commendations – can be awarded for almost anything in the school (for example, random acts of kindness) but are typically awarded in the classroom. Pupils who have amassed 20 commendations will receive a Taylor Commendation from their Head of House. Pupils who receive 40 commendations get a Headteacher's Commendation, usually awarded in person by the Headteacher. Peterson Commendations are awarded at the end of each term to pupils based on effort, improvement and academic performance.

Communication – the school prides itself on its communication between pupils, parents and staff. To ensure that this runs smoothly and that no time is wasted attempting to communicate in the wrong ways or to the wrong person, the school's Communications Pathway should be used (see *Appendix 1*). Parents must have registered with MCAS (see *MCAS*) and check this regularly as this is the primary communication method from school to home.

Complaints – while we strive to ensure that all pupils and parents/carers are happy during their time at Adams, we are aware that from time to time things go wrong. While we always do our best to put things right, it may be the case that there is still dissatisfaction with the way the school or a representative of it has conducted themselves. In such instances, we welcome complaints in order to look in more detail at the issue and see, where appropriate how we can improve our practices. Our complaints policy can be found here [Policies & Key Documents | Haberdashers' Adams](#).

Concerns – the opposite of a commendation, concerns are issued for low-level behaviour issues or poor academic performance. A concern is sent home by MCAS and we encourage you to discuss it as a matter of urgency. Where late homework is reported, please ensure it is completed and submitted as a matter of urgency. Due to the varied circumstances that may initiate one, a concern is a means of communication with home, it is not a sanction. If you have any questions, please contact the issuing member of staff by email.

Contact Details – parental/carer contact details will be provided when a child joins the school. We will assume these details, addresses, emails, mobile phone and landline numbers will stay the same unless you instruct otherwise. Parents can change these details directly through MCAS (see *MCAS*).

Core Purpose – inspiring academic excellence, nurturing personal growth and developing kind, principled individuals equipped to embrace the challenges and opportunities of the 21st century through a first-class, holistic education.

Curriculum – the curriculum on offer at Adams is broad and challenging! When pupils choose their GCSE options in Year 9 they follow a GCSE curriculum of three separate Sciences, English (Language and Literature), Maths, a Language, a Humanity, a Performance option and an open choice (10 GCSEs in all). In the Sixth Form, pupils select three A-Levels, and an AS-Level or an Extended Project Qualification (EPQ).



Key Stage 3 - Geography class



A-Level Geology field trip

Detentions – the school runs three centralised detention systems as sanctions for poor behaviour.

- Lunchtime detentions (for minor incidents) take place on Fridays at 1pm.
- After-school detentions (either 30 or 60 minutes, depending on the severity of the incident) take place on Thursday at 4pm. After-school detentions cannot be converted into several lunchtime detentions.
- Finally, for more severe matters that do not warrant a suspension (see *Suspension*) an SLT detention may be issued, to be served from 4pm to 6pm on a Friday evening each half-term and led by a member of the Senior Leadership Team (see *SLT*).

Dixon Cup – one of the major House Competitions of the year. This takes place in November and is a celebration of the Arts! The competition is made up of a public speaking element, a video contribution, a set scene and a house dance routine. The “best of” is showcased in the evening for parents before the coveted Dixon Cup is awarded to the winning House.



Dixon Cup - Dance



School Production

Drama – the school prides itself in the quality of its Drama offering, both within the curriculum and as an extra-curricular activity. Drama can be taken both at GCSE and AS-level as a subject, and there are both junior and senior drama groups in the school. The school runs several drama productions annually, the main highlight being the school production (often a musical) in July, with auditions taking place early in the Autumn Term.



Romeo & Juliet



Macbeth

EAL – many pupils have learned English as an Additional Language (EAL). The school offers a great deal of support in this area through lessons and withdrawal groups.

Email – while MCAS is the primary method of outward communication, the primary method of incoming communication should be by email. This is because most of the time teachers are in the classroom so are unable to respond to phone calls or parents turning up for meetings. See our Communications Pathway in *Appendix 1* for more information.

Equality, Diversity & Inclusion (EDI) – we are proud to be a very diverse school, and greatly value all of the diversity within it. There are many groups, assemblies and activities throughout the year that both educate about and celebrate these differences. The school also takes a hard line against any form of discrimination against any of the protected characteristics as outlined in the Equality Act (2010).

E-safety – the school acknowledges that the world in which our pupils grow up in is heavily influenced by technology. While this has many benefits, our pupils must understand how to keep themselves safe online. Our PSHE programme covers this area regularly (see *PSHE*).

Exams – Public examinations take place each Summer when Year 11 pupils sit their GCSEs and Upper Sixth pupils sit their A-Levels. Lower Sixth pupils will also sit their AS-Level in this period. To prepare pupils for public exams, end-of-year exams take place in the Summer Term for Years 7-10 and Lower Sixth pupils. Mock exams take place for Year 11 pupils in the Autumn term, and mock exams take place for Upper Sixth Formers in January each year.

Exeat – a term that roughly translates to “he/she may leave.” An exeat occurs once each half-term when all boarders return home for the weekend.

Extra-curricular – while the school is very proud of its academic standards, those wishing to come to a school solely for this will be missing out on all Adams has to offer! We greatly value the extra-curricular from sports to the Arts and greatly encourage pupils to take advantage of all that is on offer.



Extra-curricular activities are varied



Duke of Edinburgh Award expedition

First Aid – there are many trained first aiders within the school and lists of trained staff and their bases are displayed prominently; pupils should know who they are and how to find them. If first aid is administered to your child you will be informed in the case of head injuries and/or if further care/advice occurs. However, it is unlikely you will be contacted for minor cuts and scrapes that will be dealt with by one of our trained team.

Food and drink – pupils may bring packed lunches in and/or purchase food from our dining hall (neither to be consumed in other school buildings and classrooms) where a wide variety of food is on offer during break and lunchtimes. We offer a cashless service – pupils pay via their fingerprint that is linked to their ParentPay account. For the Sixth Form, a separate servery is available in the Sixth Form Centre. Food is not permitted to be consumed during lessons. Pupils can bring their own drinks to school but energy drinks, alcoholic drinks or “zero alcohol” alternatives are not permitted. Water filling stations are available around the site.



Dining Hall for boarders of old!



Dining Hall

Football and footballs – football is an option for some pupils to take in Year 11 and the Sixth Form, where the school runs two senior teams. No formal football is played before this time. However, it does remain a popular option at break and lunchtimes, but for safety reasons, the largest ball permitted is a size 3 to be used in designated areas.

Form Tutor – every pupil in the school will have at least one form tutor, who they will see up to three times every day. This is generally the first port of call if a pupil has any pastoral issues. The form tutor is likely to be the same person from Years 7-9, then change for Years 10 and 11, and again in the Sixth Form. This is to ensure that tutors with expertise in certain stages of a pupil’s educational journey are utilised effectively.

Free School Meals – those eligible are able to have a main meal for free each day, and due to our cashless systems, this is managed in a very discrete way. Regardless of a pupil’s home authority, applications must be completed through Telford & Wrekin Council. Please note that new applications must be made when transferring schools. For details and the application form, please see [Introduction - Free School Meals - Telford & Wrekin Council](#).

Front Team – there are many positions of responsibility within the school. The upper echelons of these positions make up our “front team” (so-called because they sit at the “front” of Full School Assemblies). The current positions that make up the front team are – The School Captains, Deputy School Captains, House Captains and the Senior Boarding Captain. They are identified by the gold badge worn on the pocket of their blazer.

Games – every year group has an afternoon of “Games” each week (Monday – Y10, Tuesday – Y9, Wednesday – Y11 & Sixth Form, Thursday – Y8, Friday – Y7). Activities depend on the year group and time of year. Pupils may come to school in sports uniform (see *Uniform*) on these days, but may not simply wear their own casual clothing. Games is compulsory for all year groups.



Netball



Rugby

Haberdashers – the Worshipful Company of Haberdashers is one of the Twelve Great Livery Companies and is based in the City of London. All new pupils in Year 7 will have the opportunity to visit the Haberdashers’ Hall in West Smithfield, London and find out more about the company. Among their many pursuits, the Haberdashers support several schools as part of their Education Foundation. William Adams was a Haberdasher who was responsible for founding the school in 1656.



Year 7 visit the Haberdashers’ Hall

Haberdashers’ West Midlands Academies Trust (HWMAT) – Haberdashers’ Adams is part of a Trust of schools in the Telford area that make up the Haberdashers’ West Midlands Academies Trust. The other schools that make up the Trust are Haberdashers’ Abraham Darby, a secondary state school with Sixth Form based in Madeley, and Haberdashers’ Castle House, a primary independent school based in Newport.

Handover – the final day of the Spring Term each year sees our “Handover” assembly. This is where the current incumbents “hand over” their positions of responsibility to the new recipients in the year below, and new prefects are appointed for the coming year.

Heads of Department – the school’s academic leaders are our Heads of Department, who have overall responsibility for their curriculum subjects. A list of HoDs can be found in *Appendix 2* of this handbook.

Heads of House – each house has a member of staff who has overall responsibility for leadership and management of pupils and staff within their house. They are not form tutors themselves but are seen as an additional layer of support to tutors and pupils within their houses. The current team of Heads and Deputy Heads of House are available on the school website and in *Appendix 2* of this handbook.

Hockey – pupils may select hockey as a games option from Year 9. Hockey typically takes place at Lilleshall National Sports Centre.

Holidays – the school year runs for 39 weeks, with half-term holidays of one week taken in October, February and May. The Christmas and Easter holidays are two weeks long, with the Summer holiday usually being six weeks in total. The school feels that this is ample time for families to go on their holidays, and as such no holidays should take place during term time. However, should there be exceptional circumstances, a term time leave of absence request form is available [here](#). It should be emailed to absence@adamsgs.uk and addressed to the Headteacher.

Home-School Agreement – prior to joining Adams, pupils and parents are asked to sign our home-school agreement that details our collective responsibilities to ensure that the Adams experience is an excellent one. It is suggested that pupils and parents acquaint themselves with this document regularly.

Homework – as you would expect, life at a grammar school is academically rigorous, and we expect all pupils to be conducting up to two hours’ homework each evening. For Year 7 pupils, we will build this up slowly as we are aware that some pupils have not experienced this before. Years 7-9 follow a homework timetable. All homework tasks are posted on Satchel:One (formerly called ShowMyHomework) where both pupils and parents have access. Parents are strongly encouraged to register/sign into this system when registration details are issued.

House Cross-Country – the first major house event of the year. Houses compete in the grounds at Longford Hall for:

- junior - Y7 & 8 (1.5 miles*)
- middle - Y9 & 10 (2 miles*)
- senior - Y11 & Sixth Form (3 miles*).

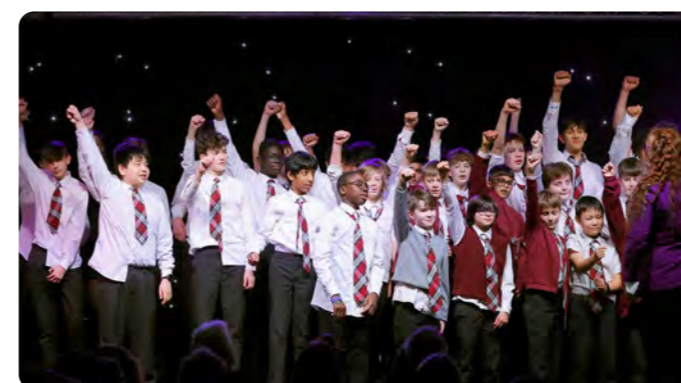
Each place counts towards the overall trophy. This is a wonderful spectacle where pupils all run in their house colours – parents are welcome to run or support! (* = *approx distance*)



House cross-country is a spectacular event!

House Events – there are many events throughout the year where pupils can compete for their house against others. Each event is weighted based on the number of participants, and every event goes towards the coveted Chaloner Trophy! There are events for sports, music, drama and academic subject based competitions,

House Music – one of our major house events that takes place before half-term in February. Houses compete in solo categories (both vocal and instrumental), a band, an instrumental ensemble and two choirs. While those with a penchant for music will no doubt find their niche in this competition, the Big Choir section is all about participation and volume!



Performance of “Revolt Children” from Matilda



House music - Big choir

House System – the fundamental aspect of our pastoral offer is through the House System. Each pupil will be assigned to one of the five houses (Darwin, Owen, Sa'adu, Talbot, Webb) on arrival and will stay with that house during their time at Adams. Pupils in Years 7-9 will have their lessons with those in their house, and pupils get mixed in the classroom from Year 10 onwards. Through the house system, pupils will get support and the opportunity to participate in many extra-curricular activities. A pupil's house will quickly become like a second family, with many Old Novaportans still very proud of their house years after leaving the school! It should be made clear that (unlike at Hogwarts!) each house does not stand for anything different at Adams!

Inclusion – Inclusion means every pupil can participate in all that the school has to offer. Our Inclusion Officer is a non-teaching member of pastoral staff who oversees this area and makes sure that (along with our SEND provision) all pupils can access all that Adams is about.

Katharine House Hospice Shop – located on Newport High Street, Katharine House and the school have an agreement where all pre-loved uniform is housed in the shop with all proceeds going to charity. We greatly encourage all used uniforms to be donated.

Kindness – above all, a basic requirement of all of our pupils.

Late – the school places a great deal of value on punctuality and thus expects all pupils to be at school and all timetabled activities on time. Lateness will be logged on our Bromcom attendance system and regular offenders will face a sanction.

Library (Big School Library) – the school library was the original school room from the school's inception in 1656, where all lessons took place. The library has been modernised since then but still retains its heritage with wood panelling, depictions of former Headteachers and its largest feature, a depiction of the "Last Will and Testament" of William Adams (fondly known as 'Bill's Will' – transcribing it was a regular detention punishment until the turn of the 21st Century!).



Library (BSL)

LINC (see SEND) - the LINC is the school's "Learning and Intervention Centre" and is our base for the staff who work closely with those who have special educational needs and disabilities (SEND), including those with Social, Emotional and Mental Health (SEMH) issues.

Lockers – these are available for hire to all pupils in school through our provider Independent Locker Solutions (ILS). Details of how to hire a locker will be sent to parents in advance of starting school and before each new academic year.

Longford Hall – is our junior boarding house, and its extensive grounds are used as dedicated sports pitches and facilities. Longford Hall in its current state was built in 1794 and completed in 1797 and is a Grade II listed building. It had various uses and residents before it was purchased by the school in 1967.



Longford Hall



Junior boarders' weekend entertainment

Lost Property – things go missing from time to time. As such it is vital that pupils refrain from bringing expensive items and cash to school where possible, and ensure that all uniform and equipment is named clearly. If named, it will likely be returned to the pupil quickly. If not, lost property is housed in reception.

Lower School – common collective term for those in Years 7-11.

MCAS (MyChildatSchool) – our primary method of outward communication to parents/carers. Each parent will be given an account and all messages from the school appear on this system. We encourage parents to check it daily via the desktop version and set up alert notifications. As well as outward communication, you can also check the attendance of your child in real-time, get examination grades (at the appropriate time) and much more!

Medical – those with medical needs will be well supported in the school. Depending on the need, it may be that a healthcare plan is required and that emergency medication is required. The school has great experience in this area and works tirelessly to ensure the safety of its pupils. All changes to medical conditions and any health/medical enquiries should be directed to health@adamsgs.uk

Medication – the school can accommodate the need for pupils to take medication at school. All enquiries or requests should be directed to health@adamsgs.uk

Mental Health – we understand that young people may suffer from mental health issues. Our school takes a proactive approach to ensuring that pupils maintain positive mental health and the development of resilience through a regular programme of exercise, education and encouragement of good sleep patterns and diet, via regular hydration, by understanding the impact of social media on our mental health and by connecting with others. We also offer additional services to those with greater levels of need and also refer pupils if necessary to external agencies for those with higher support needs. A number of our staff are qualified mental health first aiders. We would always encourage our pupils to talk to us about any concerns they have about the mental health of themselves or their friends.

Mobile Technologies – the school's mobile technology policy is very simple – technologies such as mobile phones, tablets, laptops, etc should not be used on site unless with the express permission of a teacher in a lesson. Other exceptions are their use in the library for work purposes and in the Sixth Form Centre as a privilege. Pupils do not formally require any of the items listed, and game consoles are not permitted in any circumstances.

Money – there is no need for pupils to have money in school. Our catering outlets are cashless and items can only be paid for by topping up a ParentPay account. The Sixth Form Centre Bistro does take cash and card payments but also uses the ParentPay cashless system. Pupils will never be asked to bring money to school to pay for trips/equipment – this will all be done online. On rare occasions such as school trips, charity events and visits pupils may be required to bring money, and this will be notified in any letters.

Mufti Days – the school will support various charities throughout the school year with Mufti Days. This is an opportunity for pupils to wear their own clothes for the day rather than their uniform, usually in exchange for one pound or a donation for the local food bank.

Music – music is a big part of life at Adams. All pupils will study music at Key Stage 3 and pupils then have the option to continue with the subject at GCSE and AS-Level. In addition to this, individual music and music theory lessons are offered by the school in a variety of musical disciplines, and there are many musical extra-curricular groups and performances to participate in or spectate in throughout the year. The only thing we don't allow is music to be listened to around the site!



Year 7 Music lesson

Netball – is our primary sport for girls. Those in the lower school will play netball as their winter option, and it is also the most popular sport option for girls in the Sixth Form, where the school currently has three teams and achieves great success in this area. Summer options for girls include athletics, cricket and rounders.



Netball Team



Outreach Orienteering

Outreach – as well as ensuring that the school runs well from within, we also run a very successful outreach programme that allows our school to connect with many others within our attendance area as well as other organisations in the local area. We will regularly welcome primary school-aged children into Adams to see what life is like for an Adams pupil, as well as have staff and pupils go out to work with children in other schools. We also run a very successful programme for some Sixth Form pupils on Wednesday afternoons that see them volunteering at schools, charity shops and care homes as part of our commitment to the local community.

ParentPay – this is our primary method of securing payment from parents/carers. This is used generally to pay for trips, top up catering balances and buy any resources. Parents/carers must register with this system before their child starting school.

Parent Teacher Association (PTA) – we have a very successful PTA and there are various events throughout the year where fundraising takes place. The PTA will then use this funding to pay for items/equipment/opportunities that would otherwise be too expensive and thus contribute significantly towards every child's education and experiences at the school. We greatly welcome new members, and details will be sent out to parents/carers with information as to how to get involved.

Positions of Responsibility (Prefects) – there are many leadership opportunities at Adams, with roughly half of the Upper Sixth appointed to an active position of responsibility within their house or the school. There are opportunities through houses and activities for lower school pupils to enjoy some responsibility and develop their leadership skills!

Prayers – the school has a designated multi-faith prayer space (currently RS3 in the Humanities Block) that is used every lunchtime, and its provision overseen by a member of staff.

Prep Club – provides after-school care for KS3 pupils. This involves pupils being transported to Longford Hall, enjoying some free-time, having an evening meal and doing their homework in a supervised setting. Further details can be found at [Prep Club | Haberdashers' Adams](#)



Prep Club



Junior boarders' activities

Progress Monitoring Point (PMP) – a pupil's progress is communicated home via MCAS (see MCAS) towards the end of term unless they are replaced with exam grades for internal exams. For each subject, a grade will be awarded for attainment (9-1 for Year 7-11 and A*-U for the Sixth Form) and Attitude to Learning (1-4 with 4 being an exceptional attitude and 1 being a Serious Concern).

Prohibited Items – these are items which are banned from the school sites and possession or use of them will carry a significant sanction which could be as strong as a permanent exclusion. This list includes but is not limited to:

- Tobacco products, paraphernalia or any form of vapes
- Illegal drugs or related paraphernalia
- Knives or weapons (please note that "fake" weapons are also prohibited)
- Pornography
- Stolen goods
- Alcohol (this also includes any "zero alcohol" alternatives)

The school is permitted to search/screen and confiscate such items without consent if there is suspicion that these items are on the site.

PSHE – every pupil in the school receives a minimum of one Personal, Social and Health Education lesson each week, delivered by the form tutor or a subject expert. In addition to this, drop-down days, school trips (including bringing in organisations onto our site) and assemblies are delivered each year. Topics include healthy relationships, drugs, alcohol, relationships and sex education (see RSE), personal finance and many more aspects of ensuring that our pupils grow up in a safe environment and know how to look after themselves and each other.

Pupil Premium – those currently in receipt of pupil premium or those for whom circumstances change during their time at Adams will be well-supported in the school. Each pupil who receives pupil premium funding is assigned a mentor and regular discussions take place to ensure that the gap to academic achievement caused by financial circumstances is closed. For further information see our website [Pupil Welfare | Haberdashers' Adams](#)

Registration – registration of pupils every morning and afternoon is a statutory requirement and thus it is a requirement for all pupils to attend these sessions. As an additional safeguarding measure the school also registers pupils in every lesson. Sixth Formers must still attend all registration periods regardless of whether they have lessons directly before/after it. If a pupil misses the morning or afternoon register for any reason, they must report to reception.

Respect – one of our key principles is respect. We expect staff to respect pupils and expect that respect in turn, and of course, we expect pupils to respect one another. We also expect respect from parents/carers when communicating with our staff at all times. Finally, we expect our pupils to respect their environment, whether that be a classroom, playground, school bus, sports field or the local community.

Restorative Practice – as part of our approach to behaviour management and the development of pupils as good citizens, we often use restorative practice in school to build relationships and help to repair them when things go wrong. Staff are trained in this area and we find that talking through issues and incidents helps pupils to understand why things have gone wrong so that repeat incidents are reduced.

RSE (Relationships and Sex Education) – all pupils are taught relationships and sex education in all years through our PSHE programme. There is no right to withdraw a pupil from the relationship's aspect of this programme. Parents, carers (and pupils aged 16 and above) may request to withdraw from the sex education aspect of this programme. Full details can be found in our policy [Policies & Key Documents | Haberdashers' Adams](#)

Safeguarding – safeguarding is at the heart of all we do. All staff are trained in safeguarding pupils and the school has six members of staff trained to Designated Safeguarding Lead level. The school also has a pupil safeguarding board so that pupils can also be equipped with the knowledge to help recognise and support a fellow pupil who is being or is at risk of harm. All safeguarding enquiries should go through safeguarding@adamsgs.uk

Satchel:One – our homework software, previously called "ShowMyHomework." All homework and notices to a particular class or year group will be posted on Satchel:One. Pupils must log in and check this daily. Parents/carers will also have access to Satchel:One to check homework provision.

School Council – our way of ensuring that pupil voice is at the heart of all we do. Each form in the school will elect a school council representative who is then able to take issues and suggestions to the half-termly council meeting. The school council boasts an impressive record of making many positive changes to the school in terms of systems and infrastructure in recent years!

School Day – the school day runs from 8.55am – 3.45pm. Pupils should arrive 8.20 - 8.50am when the school gates are open. Arrival at any other time is through Reception only. Pupils may not be on site after 4.30pm unless part of an organised activity. The school day consists of five hours of lesson time, a 20-minute morning break, a lunch hour and a 20-minute session for either an assembly or form period, depending on the day.

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 quarterly. All pupils benefit from the fund in one way or another. Details as to how to contribute will be sent via MCAS.

Second Hand Uniform - available locally to the school (see *Katharine House Hospice Shop*).

Senior Leadership Team (SLT) – the Senior Leadership Team (SLT) are responsible for both the day-to-day and strategic running of the school. The current team is comprised of seven staff members, as follows:

- Mr Daniel Biggins – Headteacher
- Mrs Esther Moss – Deputy Head (Pupil Welfare)
- Mrs Ruth Crichton – Deputy Head (Curriculum)
- Mrs Charlotte Harman – Deputy Head (Head of Sixth Form and Girls)
- Mrs Joy Tomkinson – Chief Financial Officer of the Haberdashers' West Midlands Academies Trust
- Mr Samuel Obeng-Asare – Assistant Head (Head of Boarding)
- Mr Matthew Skeate – Assistant Head (Pupil Engagement)

Service Premium - those currently in receipt of service premium or those for whom circumstances change during their time at Adams will be well-supported in the school. Each pupil who receives service premium funding is assigned a mentor and regular discussions and provisions will take place to ensure that the pastoral gap is closed for those with these circumstances. For further information see our website [Pupil Welfare | Haberdashers' Adams](#).

Sixth Form – Adams boasts one of the largest Sixth Form provisions in the region, with up to 380 pupils in Year 12 (Lower Sixth) and Year 13 (Upper Sixth). While the majority of our Year 11 pupils stay on for Sixth Form, we are also joined by pupils from other providers.



Sixth Form Centre

Sixth Form pupils have a slightly different uniform and can make use of their own designated Sixth Form Centre (SFC). All Sixth Formers study three A-Levels, and either an AS-Level or complete the Extended Project Qualification (EPQ).

Special Educational Needs and Disabilities (SEND) – approximately 10% of the school are on our SEND register for one reason or another. The school takes great pride in being accessible and adapting learning and teaching to all pupils of grammar-school ability and thus those with SEND are well-catered for. Our dedicated staff work tirelessly to ensure excellent provision in this area, and teaching staff receive regular training updates on SEND matters. For further information, see [Pupil Welfare | Haberdashers' Adams](#)

Stationery – pupils are expected to supply their own stationery, including pens, pencils, an eraser, a ruler, a calculator, a protractor and a pair of compasses (mathematical). Pupils should use a pencil case to store such items in. Clear, non-marked, see-through pencil cases are required for public examinations. Tippex or other correction fluid is not to be used. Form tutors check both uniforms and equipment weekly. It is good to get into the habit of your child packing their bag the evening before school each day with what they need.

Support Staff – non-teaching staff are greatly valued at Adams and we expect pupils to extend them the same respect that they would to teachers. Our support staff are vital to the successful running of the school.

Suspension – for more serious incidents, pupils may be issued a suspension. These can take place internally or externally and can range from half a day up to 45 days in length, depending on the incident in question. Anything beyond a 5-day external suspension will take place at another educational institution. Pupils will be set work during a suspension, but will also be asked to conduct some reflective work to help ease any transition back to school and prevent any further issues.

Toilets – there are many toilet blocks in different areas within the school. Pupils are generally permitted to visit the toilets during lesson time at the teacher's discretion.

Tolerance – one of our key principles to treating each other well is tolerance. We expect all pupils to be tolerant of one-another, and especially to accept any differences between them and understand that you do not always know what is going on in another child's life.

Transport – the school currently operates eight school buses (see *Buses*). The school is unable to assist with other methods of transport such as the organisation of private services or routes. The Telford & Wrekin Education Authority provides school transport for eligible pupils. For further details please see [Transport | Haberdashers' Adams](#)

Trips – the school runs many educational visits, trips and tours. Some of these are part of the curriculum, whereas others are voluntary. Details will be communicated with parents/carers via MCAS well in advance of any trip, with details of payment included (and support for this, if required). For trips where there is greater demand than places available, the school will allocate places on a lottery basis so that it is not just those with the readily-available funding that benefit by a first-come, first-served system.



Arthog



Munich



Paris



Ski Trip



Chester Zoo

Uniform – our aim is for our pupils to look very smart in a professional setting, and as such we expect them to wear their uniforms with pride. The school will not apologise for insisting on shirts being tucked in, top buttons done up, skirts worn at the specified length and correct footwear being worn, and we appreciate parental support in this area. For further details of our uniform including where to purchase and uniform lists, see [Uniform | Haberdashers' Adams](#)

Vaccinations – the school works closely with the NHS to ensure that pupils are given the opportunity to undertake routine vaccinations at school. Information on each round of vaccinations will be sent via MCAS well in advance.

Vandalism – from time to time, accidents happen! Accidental damage is covered by the school's insurance. However, repairs/replacements for any deliberate damage/vandalism will be charged to the pupil. This includes accidental damage caused by reckless or poor behaviour.

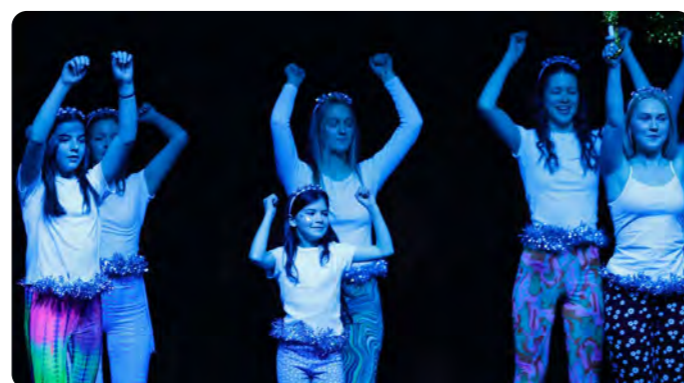
Vehicles – no private vehicles are permitted on the school site, so pupils who are able to drive and/or parents visiting the school or collecting will need to seek alternative parking in Newport.

Water – pupils are permitted to and indeed encouraged to keep hydrated with water throughout the day. It is a pupil's responsibility to bring their own water bottles to school. There are various water-filling stations that pupils can top up their water bottles throughout the school. Pupils are permitted to drink water in lessons (as long as it does not provide a distraction), with the exception of a lab/workshop setting. Pupils are not permitted to leave lessons to fill up bottles which should be done outside of lesson time.

Withdrawing from the school – all parents must put in writing, to the Registrar, their intention to withdraw their child from the school. The school has a legal obligation to complete a clearing process and notify the Local Authority.

Work Experience – the main time allocated for pupils to do this is following the GCSE examinations at the end of Year 11. However, the school supports pupils in other work experience arrangements where possible. It is generally expected that pupils are responsible for organising their own work experience, but the school works closely with a number of organisations to facilitate work experience opportunities where necessary.

Worship – as an Academy, Haberdashers' Adams is not subject to the Department for Education's requirements over collective daily worship in school. However, the full school meets weekly together for assemblies, and there are opportunities for pupils to worship during school hours (see *Prayers*).



Appendix 1: Communication Pathways for Parents

- **Parent Handbook** - please consult this handbook in the first instance as it will answer most general queries.
- **Communication pathways** below, in order, so we can best respond to your query or concern.
- **Contact methods** - in most cases, please contact staff by email unless it is an urgent safeguarding matter.
- **Staff contact details** - please see *Appendix 2* for the contact details of the staff mentioned below.
- **School week:** Monday to Friday 8:30am – 3:45pm. We will endeavour to respond within 24 hours, however a resolution to your query may take longer. Please do wait for a response before moving on to the next step.

Concern	Step 1	Step 2	Step 3	Step 4
An aspect of your child's learning .	Contact the individual subject teacher.	If unresolved, contact the Head of Department.	If unresolved, contact the Deputy Head - Curriculum.	If unresolved, contact the Registrar to organise a meeting with the Headteacher.
A pastoral issue in and around school.	Contact your child's Form Tutor. Please include details so that we can best support your child.	If unresolved, contact <ul style="list-style-type: none"> • Deputy Head of House (Y7-9) • Head of House (Y10-13) 	If unresolved, contact <ul style="list-style-type: none"> • Deputy Head - Pupil Welfare (Y7-11) • Deputy Head - 6th Form (Y12-13) 	If unresolved, contact the Registrar to organise a meeting with the Headteacher.
An aspect of your child's mental health .	Contact your child's Form Tutor. Please include details so that we can best support your child.	If unresolved, contact <ul style="list-style-type: none"> • Deputy Head of House (Y7-9) • Head of House (Y10-13) 	If unresolved, contact <ul style="list-style-type: none"> • Deputy Head - Pupil Welfare (Y7-11) • Deputy Head - 6th Form (Y12-13) 	
Your child has unmet learning needs or you need support with your child's learning needs.	Contact your child's Form Tutor. Please include details so that we can best support your child.	If unresolved, contact the Head of Learning Support.	If unresolved, contact <ul style="list-style-type: none"> • Deputy Head of House (Y7-9) • Head of House (Y10-13) 	If unresolved, contact the Deputy Head - Pupil Welfare.
An issue with boarding .	Contact your child's Boarding Housemaster: <ul style="list-style-type: none"> • Junior Boarding (Y7-10) • Senior Boarding (Y11-13) 	If unresolved, contact the Assistant Head - Boarding.	If unresolved, contact the Deputy Head - Pupil Welfare.	If unresolved, contact the Registrar to organise a meeting with the Headteacher.
About the safety and welfare of a child.	If it is not urgent, please contact the child's Form Tutor.	If it is urgent, please call the school and ask to speak to one of the Designated Safeguarding Leads.	If unresolved, contact the Deputy Head - Pupil Welfare.	
An issue relating to your child's attendance .	Contact the Attendance Office and copy in your child's Form Tutor.	If unresolved, contact <ul style="list-style-type: none"> • Deputy Head - Pupil Welfare (Y7-11) • Deputy Head - 6th Form (Y12-13) 	For external support with attendance, please contact the Education Welfare Officer.	
You need to let First Aid know about a medical issue .	Contact the Health & First Aid Co-ordinator and copy in your child's Form Tutor.	If unresolved, contact the Deputy Head - Pupil Welfare.		

Appendix 2: Contact Details

School Reception

- Contact Reception on **01952 953 810** or via email reception@adamsgs.uk
- Reception is open Monday - Friday from 8:30am and closes at 4:30pm during term time.

Reporting Absence

To report your child's absence, please contact the Attendance Office before 8.50am.

- Email absence@adamsgs.uk giving the following details - child's name, form/tutor group, reason for absence, anticipated duration of absence.
- Please report any absence directly to the Attendance Office for each day of absence, thank you.

Medical appointments

The policy of the school is that medical appointments should not be scheduled for school time. However, we understand that sometimes this may not be possible. To request leave for medical appointments please contact the attendance office and provide details of what the appointment is for, what time your child is being collected at reception, and who is coming to collect them. If you need to collect your child early for a medical appointment, you may be required to provide medical evidence to ensure that your child's absence is not marked as 'unauthorised'.

Support Staff		
Attendance Officers	Mrs G Furness & Mrs L Rhodes	absence@adamsgs.uk
Education Welfare Officer	Bobby Kaur (Newport Schools)	bobby.kaur@taw.org.uk
Head of Learning Support	Mrs T Atkins	tanya.atkins@adamsgs.uk
Health & First Aid Co-ordinator	Mrs L Wood	health@adamsgs.uk
Registrar	Mrs A Mills	registrar@adamsgs.uk

Senior Leadership Team (SLT)		
Headteacher	Mr D Biggins	daniel.biggins@adamsgs.uk
Deputy Head - Curriculum	Mrs R Crichton	ruth.crichton@adamsgs.uk
Deputy Head - Pupil Welfare	Mrs E Moss	esther.moss@adamsgs.uk
Deputy Head - Sixth Form & Girls	Mrs C Harman	charlotte.harman@adamsgs.uk
Assistant Head - Boarding	Mr S Obeng-Asare	samuel.obeng-asare@adamsgs.uk
Assistant Head - Pupil Engagement	Mr M Skeate	matthew.skeate@adamsgs.uk

House	Head of House (HOH)		Deputy Head of House (DHOH)	
Darwin	Mrs B Halcro	betty.halcro@adamsgs.uk	Mr R Homden	robert.homden@adamsgs.uk
Owen	Dr X Han	xue.han@adamsgs.uk	Mr A Latter	adrian.latter@adamsgs.uk
Sa'adu	Mrs S Warwick	samantha.warwick@adamsgs.uk	Mrs E Upton	elisabeth.upton@adamsgs.uk
Talbot	Mr K Healey	kieran.healey@adamsgs.uk	Mr W Bonney	william.bonney@adamsgs.uk
Webb	Miss L Jones	laura.jones@adamsgs.uk	Mr J Nelms	james.nelms@adamsgs.uk
Boarding Housemaster				
Junior	Mr D Murray	dan.murray@adamsgs.uk		
Senior	Mr B Chima	bhalraj.chima@adamsgs.uk		

Heads of Academic Departments		
Art	Mr E Coyle	eric.coyle@adamsgs.uk
Biology	Mrs N Fletcher	nicola.fletcher@adamsgs.uk
Business Studies & Economics	Mr S Obeng-Asare	samuel.obeng-asare@adamsgs.uk
Chemistry (acting Head of Dept.)	Dr S Moore	sam.moore@adamsgs.uk
Classical Civilisation	Mrs J Lloyd	jacky.lloyd@adamsgs.uk
Computer Science	Mr R Edwards	robin.edwards@adamsgs.uk
Design & Technology	Mrs S Warwick	samantha.warwick@adamsgs.uk
Drama	Mrs K Slade	kelly.slade@adamsgs.uk
English	Mr E Jopling	ed.jopling@adamsgs.uk
French	Mrs B Halcro	betty.halcro@adamsgs.uk
Geography	Mr O Stokes	oliver.stokes@adamsgs.uk
Geology	Dr P Dolding	phil.dolding@adamsgs.uk
German	Mrs C Crowe	christine.crowe@adamsgs.uk
History	Mr M Skeate	matthew.skeate@adamsgs.uk
Mathematics	Mr S Fletcher	sam.fletcher@adamsgs.uk
Music	Mr J Wysome	jonathan.wysome@adamsgs.uk
Physical Education	Mr E Thomas	emlyn.thomas@adamsgs.uk
Physics	Dr J Steel	james.steel@adamsgs.uk
Politics	Mrs A Frenzel	amy.frenzel@adamsgs.uk
Psychology & Sociology	Miss K Tam	ka-yin.tam@adamsgs.uk
Religious Studies	Miss N Williams	nia.williams@adamsgs.uk
Response time: normally within 24 hours during school week, however, a resolution may take longer.		





Haberdashers' Adams
High Street
Newport
Shropshire
TF10 7BD

Tel: 01952 953 810



Haberdashers'
ADAMS
a grammar school with state boarding