

































HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL



MAIN SCHOOL HANDBOOK
2023-2024



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WELCOME



I am delighted to welcome you to Harrogate Grammar School, where we focus on helping students become the best they can be by providing a positive, inclusive environment in which they develop their strengths.

We have put together this handbook to answer questions and guide students through their time at HGS.

We deliver our commitment to ‘excellence for all’ through a broad and balanced curriculum, promoting our REACH values of Respect, Excellence, Adventure, Commitment and Honesty.

Outside the classroom, students experience clubs, trips, and enrichment activities across sports, the arts, and STEM. There are also opportunities to learn how to lead - such as through Student Council, Senate and Student Leaders. We strongly encourage students to get involved and enjoy the benefits of the wide opportunities available.

Parent/carers are a valued and an important part of our success. An effective partnership between students, school and home underpins our provision. We look forward to working with parents to help students achieve their full potential.

We want students to enjoy each school day, grasp every opportunity, and become kind, healthy, knowledgeable, and productive young people. Students forge lifelong friendships at HGS and, as we look forward to a brighter, optimistic future after the pandemic, you can count on our support to help students achieve their goals. We fulfil our drive to support every young person through kindness and respect.

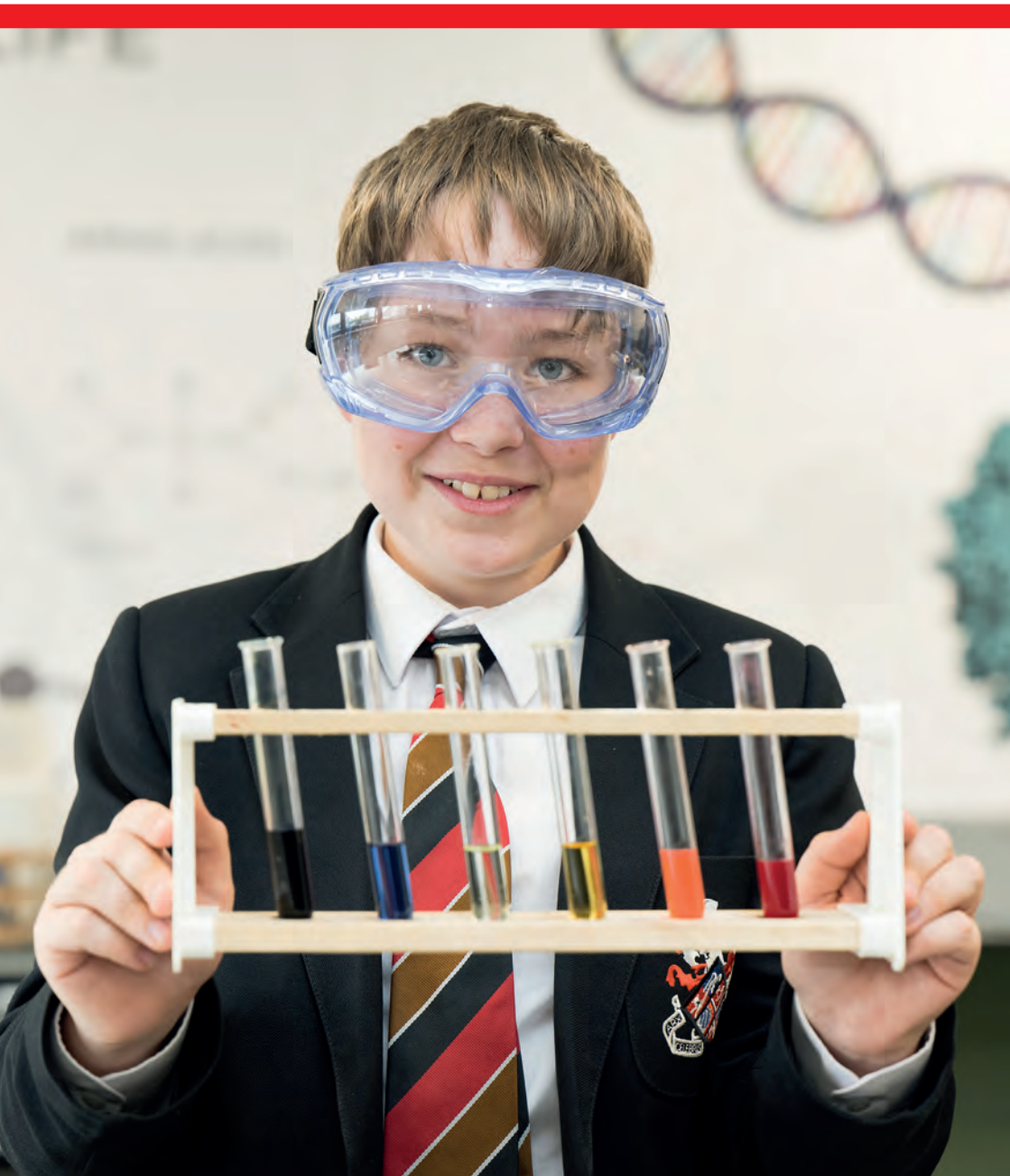
In March this year, OFSTED awarded Harrogate Grammar School ‘Outstanding’ in all five areas of the inspection framework. The first line of the report captures what we see every day in our school:

‘Harrogate Grammar School is an extremely rewarding place to learn. Pupils benefit from an exceptional curriculum.’

We look forward to working with you so that we develop further, pioneer and continue to deliver ‘excellence’ for every child.

Mr Neil Renton - Headteacher





FOR STUDENTS AND PARENT/CARERS

Within this section of the handbook you can find information relevant to both students and parent/carers.

SENIOR LEADERSHIP TEAM



Mr Renton
Headteacher



Mrs Moat
Associate Headteacher



Miss Smith
Deputy Headteacher



Mr Twitchin
Assistant Headteacher/
Director of Sixth Form



Mr Mason
Assistant Headteacher/
Director of Key Stage 4



Miss Gee
Assistant Headteacher/
Director of Key Stage 3



Dr Robson
Assistant Headteacher



Miss Fareham
Assistant Headteacher



Ms Smith
Assistant Headteacher



Mrs Zoccolan
Assistant Headteacher/
SENCo



Mrs Dunne
Assistant Headteacher

WHO CAN I TALK TO?



You are under the care of your Year Manager and Form Tutor who monitor all aspects of your progress and social wellbeing. The key person in supporting you on a day to day basis in school is your Form Tutor. All other concerns are dealt with by your Year Manager. Queries specific to subjects and the curriculum will be referred on to the relevant Faculty Leaders. We welcome contact from your parents/carers and consider a mutually supportive relationship very important to your academic and personal development.

REACH OUT

There is a 'REACH Out' app on every student's iPad. Every member of our school community has the right to learn and work in a safe and caring environment in order to realise their true potential. We value respect and positive relationships. The school does not tolerate bullying, harassment, humiliation, intimidation or abuse of any member of our community and all incidents are taken seriously. If an incident is experienced or witnessed, please use the app to report it.



KEY MEMBERS OF STAFF

	Mr Manning - Year 7 Manager ManningS@hgs.rklt.co.uk		Mrs Ellenthorpe - Year 8 Manager EllenthorpeM@hgs.rklt.co.uk
	Mr Thurley - Year 9 Manager ThurleyA@hgs.rklt.co.uk		Mrs Wilkinson - Year 10 Manager WilkinsonK@hgs.rklt.co.uk
	Mrs Oliver - Year 11 Manager OliverM@hgs.rklt.co.uk		Mrs Softley - Assistant Director of Key Stage 3 SoftleyM@hgs.rklt.co.uk
	Miss Dorwood - Attendance & Wellbeing Support Worker DorwoodS@hgs.rklt.co.uk		Mrs Fiscus - Attendance Officer HGSattendance@hgs.rklt.co.uk



SCHOOL VALUES

OUR CORE PURPOSE

Our core purpose is to provide ‘excellence for all’ and we achieve this through the five REACH values that we embody, role model and teach: respect, excellence, adventure, commitment and honesty.

To allow students to understand how to be successful throughout their life and excel

in all that they do we have combined the foundations of the skills and habits they will need, into our key principles of I AM HGS which you will see on the following page. Students work to develop these skills and habits throughout their time at HGS allowing them to be the very best that they can be.



ROUTINES

REMEMBER TO:

- arrive smartly dressed in your uniform
- bring a school bag with all the essential equipment listed on the next page
- have money in your online account for lunch or bring a packed lunch
- be punctual
- smile and enjoy



A TYPICAL SCHOOL DAY

School is open from 8am, you can go to Breakfast Club in The Hub, which is the school canteen, or go to the Learning Resource Centre (LRC).

At 8.40am the bell will go, the doors into school will open and you go to your form room. At 8.50am the bell will go again and the doors will close. You must be in your form room by 8.50am.

Registration takes place between 8.50-9.00am with your form tutor. Your form tutor will stay with you through years 7-11 and will support you on your journey through secondary school. They are your key person to assist with any queries or concerns.

Lessons throughout the day are either 50 or 55 minutes long and take place in different classrooms. Remember to take all your belongings with you that you need for your classes.

Some lessons take place with the people from your form and some lessons will have different groupings. You will usually have someone from your form with you and you will soon make new friends so don't worry.

School finishes at 3.30pm except on Wednesdays when lessons end at 2.40pm.



THE SCHOOL TIMETABLE

8:00-8:40	Breakfast Club	40 minutes
8:50-9:00	Registration	10 minutes
9:00-9:55	Period 1	55 minutes
9:55-10:50	Period 2	55 minutes
10:50-11:10	Break	20 minutes
11:10-12:00	Period 3	50 minutes
12:00-12:55	Period 4	55 minutes
12:55-1:45	Lunch	50 minutes
1:45-2:35	Period 5	50 minutes
2:35-3:30	Period 6	55 minutes

***Please note on Wednesday the school day finishes at 2.40pm.**



WE ARE A READING SCHOOL

Our ambition is for every student to have a love of reading. Research shows that reading well is the key to unlocking your full potential.

You will be expected to read every Friday morning in form time. You will be reading a mixture of your own choice of book and a book gifted by the PTA.

You must also read for at least one hour per week at home in addition to form time and complete associated reading tasks each week. These tasks should be completed at home and will be set by your Form Tutor. You will be rewarded for completing these activities.



LUNCH & BREAK TIMES

BREAK TIME IS 10.50-11.10AM & LUNCH TIME IS 12.55-1.45PM

At break time there are snacks available from The Hub or vending machines. At lunchtime, you will either go to The Hub for hot food where there is lots of choice every day or to The Lunch Box for cold food. Menus are changed daily and can be viewed on the HGS website. They are also sent out weekly directly to your email address so you can plan in advance. Meal deals, which are either a hot main course plus pudding or alternatively a sandwich, pudding and drink.

PACKED LUNCH

You can eat a packed lunch in the Main Hall, under supervision, and are asked to put all your litter in the bins provided.

CASHLESS CATERING

We use a cashless system that works either by using your fingerprint or a special PIN number that you will be given. To top up your account you [pay online](#) through the HGS website. Parent/carers can keep track of your spending if they wish.

Parents/carers will receive a unique code via email, usually at the end of August which will allow them access to your catering account and top this up.

[Click here to access your cashless catering](#)

FREE SCHOOL MEAL (FSM) APPLICATION

Parent/carers can apply for FSM through North Yorkshire County Council, www.northyorks.gov.uk/free-school-meals by completing the application on this page and submitting this to schoolwelfare@northyorks.gov.uk

SUBJECTS



The subjects you will learn in Key Stage 3 are:

Maths	English
Science	Geography
History	Religious Studies
French	German or Spanish
Design Technology/Food & Nutrition	Art
Music	Drama
PE	Computing

In Big Picture lessons/assemblies, which are twice a week, you will follow a programme of personal development which covers Personal, Social, Health Education (PSHE), Relationships and Sex Education (RSE), Citizenship and Careers Educations and Guidance.

In Key Stasge 4 there you will study the core subjects plus four of your choice.

ESSENTIAL EQUIPMENT



Students will require the following items in their school bag:

Named pencil case containing:

- 2 x black/blue pens and 1 x green biro pen**
- Pencil & rubber**
- 30cm ruler**
- Metal compass**
- Protractor**
- Glue stick**

Scientific calculator (such as Casio FX-85GT plus)

iPad - fully charged

Ear phones with jack for music

A reading book

One apron

Students do not need to bring their PE kits on the first day of term.



IPADS FOR LEARNING

We are extremely proud of our innovative use of technology to enhance the teaching and learning experience. We implemented the iPad scheme:

- To prepare students for working and living in a digital age
- To support self-led research and problem solving
- To improve the quality of feedback, home learning and collaboration
- To provide new and innovative ways for students to learn
- To ensure the safe use of mobile technology for learning

For further information; www.harrogategrammar.co.uk/school/ipads-for-learning

APPS

Our Core Apps allow parents/carers and students to access real time information regarding home learning, attendance and rewards and sanctions. More information can be found on [our website](#).



ARBOR

The Arbor Student app allows students to access their timetable and also their homework, which will be accompanied by a description and deadlines set by Teachers.

The Positive Achievement systems is also recorded in Arbor which is accessible through the internet for both students and parents.

The Arbor Parent app provides a convenient way for parent/carers to access, review and request changes to the data we hold on our system.



SHOWBIE

Students can access Showbie as an app on their iPad. Teachers can share resources for lessons and Home Learning through 'classes' they create on Showbie.



What you can expect of Harrogate Grammar School (HGS)

We aim to ensure that students will learn, achieve and develop as positive members of the school and wider community. We want them to:

LEARN

- Feel safe at school, enjoy their learning and want to come to school every day.
- Achieve qualifications that create a pathway to success.
- Be creative and independent thinkers and learners who embrace change and enjoy challenge.
- Gain a wide range of learning experiences beyond the formal curriculum.

ACHIEVE

- Experience a sense of achievement through aspiring to do their best.

- Access a variety of opportunities to represent their school.
- Be part of a school that is recognised locally, nationally and internationally for its work.

DEVELOP

- Be emotionally and physically healthy.
- Be charitable, thoughtful and kind.
- Have self-belief, confidence and pride in themselves and their school.
- Be able to demonstrate an ability to get on well and work with others.
- Have a social conscience and play an active part in the community.
- Have opportunities to develop their leadership skills and confidence.

What we expect of parents/carers

- Speak with respect, kindness and care.
- Role model our shared values.
- Ensure students come to school every day, on time and ready to learn.
- Support the school expectations.
- Support learning at home.
- Support the school through attendance at parent meetings and school events.
- Approach the school early with problems and work with staff to resolve them.
- Support good communication between home and school.

What we expect of our students

- Show everyone kindness and care.
- Have respect for other students, staff and visitors.
- Work hard to achieve your potential.
- Come to school every day, on time and properly equipped for learning.
- Wear uniform correctly and with pride at all times.
- Stay safe and ensure others are kept safe.
- Participate and contribute to the school and community.



EXPECTATIONS

RESPECTFUL RELATIONSHIPS AND BEHAVIOUR

Positive, respectful, caring relationships and good self-regulation are at the heart of a safe and productive learning environment. They underpin outstanding teaching and learning. Helping everyone in our community to work together means we can develop and sustain positive working relationships. We support our students and all members of our community to manage their emotions, take responsibility and to contribute to school and society in a way that matches our values. For further information please see our [Relationships and Behaviour policy](#) on our website.

EXCELLENT LEARNER HABITS

Arrive on time with the correct equipment	
Listen with full attention	
Ask and answer questions	
Stay on task	
Produce your best work and check it	
Act on feedback	
Work well with others	
Meet home learning deadlines	



RECOGNITION

POSITIVE ACHIEVEMENT

We have a positive, consistent and effective system of rewards and behaviour incidents. The Positive Achievement system is designed to support our young people in achieving our expectations, through recognition, when they are met in lessons and around school. We let students know that we appreciate how well they are doing and use recognition to continue to develop positive relationships. The behaviours we value in school are for process and effort, not simply skill or talent, so it encourages and builds a sense of resilience and determination to improve.

We believe that good behaviour is an integral part of the learning process and that all individuals have the right to learn and work in an atmosphere of respect, trust, honesty and safety. Where conduct falls below our expectations a clear verbal warning will be given in the first instance. If the poor conduct continues a behaviour incident will be logged.

Please see our website for further information - [recognition and consequences](#)



FOR PARENT/CARERS

Within this section of the handbook you can find information relevant to parent/carers.



EXCELLENT LEARNER HABITS

Every half term subject teachers will report on your child's Learner Habits, which are assessed in the context of:

- **Arrive on time with the correct equipment.**
- **Listen with full attention.**
- **Ask and answer questions.**
- **Stay on task.**
- **Produce your best work and check it.**
- **Act on feedback.**
- **Work well with others.**
- **Meet home learning deadlines.**

ASSESSMENT

Each term, all classes will complete a 'Common Assessment Task' – CAT. These tasks will assess key knowledge and help teachers check for understanding. Where the CATs reveal a gap in knowledge this can be addressed in subsequent lessons to ensure that all students have the key knowledge needed to progress.

CAT results in a subject may well go up and down each term, depending on the topics or skills which have been covered.

The grade from the CAT will be reported for each subject each term.

Further information on [Assessment](#) can be found on our website.

HOME LEARNING

Home learning is an integral part of studying at Harrogate Grammar School. The opportunity for reflection, consolidation and learning beyond the classroom is a major contributor to achieving success in school.

Students will receive home learning in most subjects. The frequency of home learning in a subject will depend on the number of lessons allocated in the timetable. Students will be set a variety of tasks, ranging from the learning of spellings and key terms or calculations to more creative tasks.

Each home learning task is set by teachers through an App. This will include a clear description of what to do, and where the necessary resources are located. An expected time frame for completion is given to support students in managing their time. Parents can view all the details of the home learning tasks through the app. Teachers will also talk through each task set with students in their lesson.

It is recommended that students have a quiet, clear space to complete home learning tasks. This could be at home or in the Learning Resource Centre, at lunchtime or after school. Students are expected to meet deadlines set for home learning and to be proactive in asking for any additional help they might need. Teachers can then provide the additional support needed for students to be successful in that task.

CURRICULUM OVERVIEWS

Please click on the links below to see what topics will be covered in each subject area throughout the year:

[Key Stage 3 \(Years 7, 8 and 9\)](#)

[Key Stage 4 \(Years 10 and 11\)](#)

[Key Stage 5 \(Year 12 and Year 13\)](#)

MAKING LEARNING STICK

Teachers prepare students for formal assessments throughout the year with tasks in lessons and tasks set for home learning. They model ways in which students should spend time when revising independently, away from the classroom.

Research has shown that the best way to start a revision activity is for students to use their memory to retrieve what they know about a chosen topic. This could be done by attempting quiz questions online for example, or self-testing using flash cards. Conducting a 'brain dump' by writing everything a student knows about a topic is also an excellent retrieval task.

Retrieving information strengthens that memory, making it last longer in long-term memory and making it easier to recall at another time.

Students should space out their revision of a certain topic, returning to it over time. This once again improves long-term memory.

What does not improve long-term memory and is an ineffective use of revision time:

- Cramming – leaving revision to the last few days before a class assessment.
- Mass revision – spending hours on just one topic.
- Reading through notes.
- Highlighting key words from notes in different colours.
- Copying out notes from an exercise book/revision guide or textbook.

To summarise, students need to use their memory first, then look up information to see what they can add to the knowledge they currently have.





UNIFORM

All Harrogate Grammar School students must wear school uniform.

Wearing our school uniform shows pride in belonging to Harrogate Grammar School.

- Our school uniform means everyone is treated fairly as our expectations apply to all students.
- Putting on our school uniform places you in the frame of mind to learn.

WE EXPECT YOU TO:

- Wear your uniform correctly and smartly.
- If an item of clothing is not on the uniform list, you should not be wearing it.
- Hair should be a natural colour.

All uniform items are available from [Rawcliffes](#) and [Emblazon](#).








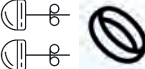

The PTA also hold second hand uniform sales which are promoted through social media, the parent bulletin and the website.

All uniform must be labelled with the student's name.












UNIFORM - MAIN SCHOOL



Item	What this looks like	
Blazer	 <p data-bbox="580 193 781 213">Black with HGS badge</p>	
Shirt	 <p data-bbox="580 379 1012 443">Plain white, capable of being worn with a tie. Your shirt must be always tucked in, and the top button fastened.</p>	
Tie	 <p data-bbox="208 699 512 715">Year 7 Year 8 Year 9 Year 10 Year 11</p> <p data-bbox="580 564 1057 628">From September 2023 there is a different tie for each year group, this tie will stay with the student until they leave in year 11.</p>	
Jumper (Optional)	 <p data-bbox="580 730 1023 772">Black or grey with HGS logo. The blazer must be worn over the jumper.</p>	
Trousers/Skirt	 <p data-bbox="580 890 1061 938">Black Trousers with HGS Logo (please enquire with our uniform suppliers about different fittings available)</p> <p data-bbox="580 963 598 979">or</p> <p data-bbox="580 1007 1034 1027">Black pleated skirt, worn so the HGS logo is visible</p>	
Socks/Tights	 <p data-bbox="580 1082 676 1102">Black Only</p> <p data-bbox="580 1123 916 1171">Socks can only be worn with trousers Tights can only be worn with skirts</p>	
School bag	 <p data-bbox="580 1193 945 1214">Suitable for carrying your books and iPad</p>	
Jewellery (Optional)	 <p data-bbox="580 1337 1057 1378">Maximum of two plain studs may be worn in each ear. One plain ring may be worn on each hand.</p>	
Cyclists (Optional)	 <p data-bbox="580 1417 1057 1501">Students should wear a cycle helmet and reflective clothing. They must bring a secure locking device and place the bicycle in the designated shelter.</p>	

UNIFORM - PE KIT

Item	What this looks like	
Polo shirt		Black/red with HGS logo
Rugby shirt		Black/red with HGS logo
Skort/Shorts		Black/red skort with HGS logo Or Black shorts with HGS logo
Trousers (Optional)		Black leggings with HGS logo Or Plain black tracksuit bottoms or with HGS logo
Hooded top (Optional)		Black/red with HGS logo
Base layer/thermal skin (Optional)		Plain black/red or with HGS logo
Socks		Black/red socks with HGS logo (Outdoor) or white sports sock (Indoor)
Shoes		Trainers Studded football boots (necessary depending on current activity)
Protective equipment		Shin pads Gum shield

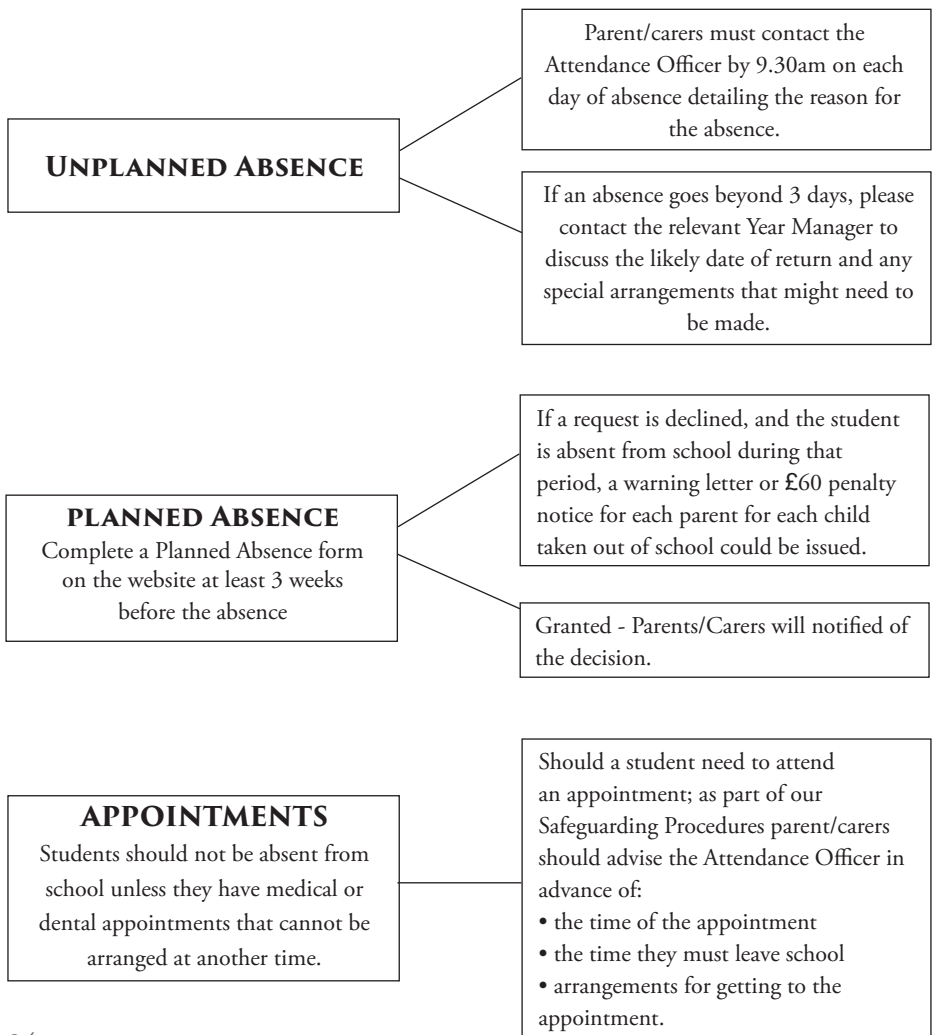


ATTENDANCE & PUNCTUALITY

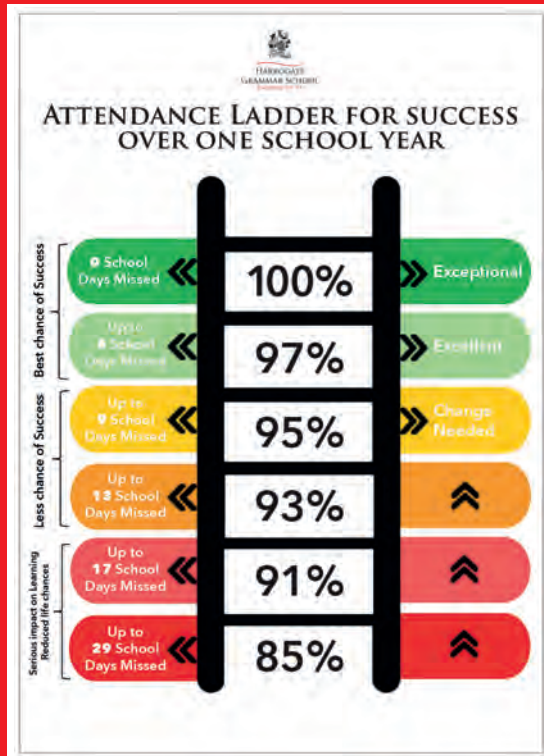
We have high expectations that you will come to school every day and on time. You should aim for 100% attendance. Students with the best attendance make the most progress and have a much better chance of achieving their potential.

The school doors open at 8.40am and the day starts at 8.50am with registration in form. If you arrive after this time, you must sign in at student reception where you will be marked late and a behaviour incident will be logged.

The diagrams below gives you an overview of our absence process please see [Absence and Attendance](#) on our website for more details.



High levels of attendance are proven to help support exceptional outcomes for students. Whilst we understand there may be some individual circumstances, we would ask you always work with us to support your child in being in school whenever possible. If your child is absent with no contact about why, as part of our safeguarding process, we will be in touch with you that morning to check the reason your child is not in school. If we are unable to make contact with you or your child has fallen into the government defined group of PA (Persistently Absentee) where attendance is below 90%, we will follow up with home visits to ensure the child is safe and provide support to help them come back into school. Students who are in this category will become part of a monitoring group with regular check ins with students as well as communication where needed with parents to help improve the students attendance.







LEARNING SUPPORT

SEND (SPECIAL EDUCATIONAL NEEDS & DISABILITIES) & THE LEARNING SUPPORT FACULTY

We are a vibrant, dynamic and forward-looking Faculty, committed to ensuring success for all our young people who have additional needs. Through carefully tailored and closely monitored provision, we aim to support and enhance the inspirational teaching and learning to ensure 'excellence for all.'

Special Educational Needs & Disabilities is a whole school priority and we are committed to providing an inclusive and accessible experience for all our students.

Staff are made aware of individual student needs and provide inclusive teaching with adjustments when needed.

The Learning Support Faculty is responsible for ensuring that additional needs are identified as early as possible so that appropriate assessment, advice and provision can be implemented. The impact of any intervention is carefully monitored and kept under review whilst the full involvement of young people and their families is at the heart of everything we do.

There is a diverse range of additional needs found within the school and we support each of the broad categories of SEND, Cognition & Learning, Communication & Interaction,

Physical, Medical & Sensory and Social, Emotional & Mental Health.

The Faculty Leader is supported by a dedicated team of teachers and teaching and learning assistants (TLAs) whose experience and bespoke training enable them to deliver high quality support and intervention.

We work closely with our external professional partners from Education, Health and Social Care as well as consulting voluntary agencies and specialist charities. This collaborative, multi agency approach ensures that our assessments, advice, and interventions are well-informed by experts in each field.

Our Learning Support Base is modern and welcoming.

If you would like more information about the work of the Learning Support Faculty, please email – Emma Wishart: wisharte@hgs.rklt.co.uk or phone: 01423 531127





EXTRA CURRICULAR CLUBS & ACTIVITIES

We have a wealth of extra-curricular enrichment opportunities available for you inside and outside school hours. These activities offer you the chance to experience something new, go on a trip abroad, extend your learning or develop new leadership skills – whatever you choose to get involved in, there is something for everyone and we encourage all our students to take part.

Visit www.harrogategrammar.co.uk/school/extra-curricular for a full overview of the enrichment opportunities offered.

MUSIC GUARANTEE

We are pleased to be continuing our ‘Music Guarantee’ initiative for Year 7 students in September through Encore!

Year 7 students will be able to apply for free music taster lessons on certain instruments or voice. Information on how to sign up will go out to students in September.

This is a great scheme for those who have always wanted to try a particular instrument or develop their confidence in singing.

YEAR 7 FRENCH TRIP



CREATIVE WRITING CLUB



ROLLER SKATING CLUB



MANDARIN CHINESE



ANNUAL PRODUCTION



JUNIOR CHOIR



RUGBY



NETBALL



TABLE TENNIS



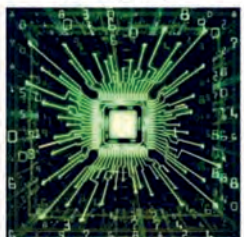
SAXOPHONY



ART & DESIGN CLUB



CYPHER CLUB





COMMUNICATIONS

WEEKLY COMMUNICATION



Each week, students and parent/carers receive our interactive Student Bulletin and Parent Bulletins respectively via email. This has all of the information you will need to know for the coming week, including upcoming events, notices and whole-year letters, as well as giving us an opportunity to communicate some of the fantastic things our students have been up to.

General letters are sent via email but can also be found on our website along with other relevant information. Student-specific letters will be sent separately via email.





TRANSPORT - TRAVEL TO AND FROM SCHOOL

BUSES

Information regarding Home to School Transport Services can be found at

<https://www.northyorks.gov.uk/school-and-college-transport>

Young people who travel to school by bus, whether on contract or service buses, are expected to behave courteously and considerately. A student who behaves badly on a contract bus may forfeit their place.

BICYCLES

Parent/carers are asked to ensure that they only allow their child to cycle to school if they are a fully competent cyclist, and if the bicycle is maintained in good working condition. All bicycles must be left in the cycle store and should be kept locked. No cycling is permitted in school grounds. It is strongly recommended that a cycle helmet be worn and also an outdoor garment with a luminous strip in the winter months.

CARS

Parent/carers who bring students to school or collect them are asked not to turn in the school grounds, and not to park on the yellow zigzag lines outside the school on Arthurs Avenue. It is important that we show consideration towards our neighbours. In order to reduce congestion please consider parking away from the site and walking in if at all possible. Disabled parking is provided at the front of the school.

SAFER TRANSPORT: PARK & STRIDE

As a school of over 2000 students, it is not easy to manage the movement of students in and out of school by a variety of transport methods. Parental feedback resulted in the establishment of a 5-minute walk zone called "Park-and-Stride". The idea is that parents drive their children to a safe drop off/pick up point 5 minutes walk from school. This avoids congestion around the school and provides some exercise for the students. We talked to Harrogate Borough Council who suggested three safe drop-off/pick-up points:

· PARK ROAD

This point would suit those drivers approaching from Leeds Road or York Place. The only significant road to be crossed to get to school is West End Avenue.

· PANNAL ASH DRIVE

This point would suit those drivers approaching from Burn Bridge or Otley Road. There are pedestrian facilities incorporated in the Pannal Ash Road and Arthurs Avenue signals to ensure safe passage to and from school.

· MANOR ROAD

This point would suit those drivers approaching from the North. The pedestrian facilities at the Cold Bath Road signals will ensure safe passage to and from school.



POLICIES

BEHAVIOUR

Positive, respectful, caring relationships and good self-regulation are at the heart of a safe and productive learning environment. They underpin outstanding teaching and learning. Therefore, we help everyone in our community to work together to develop, maintain and sustain positive working relationships that match the school's values. Please see the [Relationships and Behaviour policy](#) on the HGS website for further information.

ATTENDANCE

Every student has a right to access the education to which they are entitled. The school aims to work together with parent/carers, teachers and outside agencies to ensure that all students, registered at the school, attend both regularly and punctually. For further information please see the [Attendance policy](#) on the HGS website.

BULLYING

This school does not tolerate any bullying or harassment of any kind. Please refer to our [Bullying and Harassment policy](#) on the HGS website. If you as a parent/carers are concerned please get in touch with your child's year manager. Your child can directly talk to their Form Tutor, Year Manager any member of staff or use the Reach Out app.

MOBILE PHONES

We understand the need for young people to carry a mobile phone for their own personal safety. However, we expect that when students enter the school their phone is turned off and kept out of sight. Should a student need to make contact they do so through their Year Manager.

If a student is seen with a mobile phone, even if not in use, it will be confiscated until the end of the school day.

POWERS TO SEARCH AND CONFISCATE

Authorised staff have a statutory power to search students or their possessions, with or without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item.

These are statutory powers and are used to ensure that all students are kept safe. For further details please see the [Searching and Confiscation policy](#)

SUBSTANCE MISUSE

The school will not tolerate any student under the influence of, or in the possession of, using or supplying any substance including drugs, tobacco or alcohol. This applies to the whole school premises and also their journey to and from school. Please refer to the [Substance Use and Misuse policy](#)

PERSONAL DEVELOPMENT CURRICULUM



THE BIG PICTURE GUIDANCE PROGRAMME

Students in Years 7 to 11 follow a Personal Development programme called 'The Big Picture' which incorporates elements of Personal, Social, Health Education (PSHE), Relationships and Sex Education (RSE), Citizenship and Careers Educations and Guidance. This is delivered by form tutors through Guidance lessons supported by assemblies and Big Picture Days.

There are a number of requirements which all schools must adhere to when providing sex and relationships education and RSE plays an important part in fulfilling the statutory duties all schools have to meet. Much of the RSE lessons takes place within Big Picture PSHE lessons and are set within the wider

context of the PSHE curriculum, they focus more on the emotional aspects of development and relationships, although the physical aspects of puberty and reproduction are included.

Click on the [RSE policy](#) for more information.

Further details can be found on the [HGS website](#).

We are delighted to have again been awarded the prestigious and nationally recognised Quality in Careers Standard Award (QICS) for our Careers Education Information and Guidance programme. It is one of the highest accolades a school can receive for excellence in this area of school life.

For more information see [Careers Education and Guidance](#) on the website.

MENTAL HEALTH & WELLBEING



The wellbeing of all members of the HGS community is supported through:

- A culture of respectful relationships and exceptionally good behaviour for learning
- Treating everyone fairly and with respect, kindness and care
- Supporting people to manage their emotions and take responsibility
- A sense of belonging, being well supported, a feeling of safety and having a voice

- Opportunities to develop and to contribute

The school has been awarded the Carnegie Centre of Excellence for Mental Health in Schools award and also partners with Just B, who offer bereavement counselling and emotional wellbeing support.

For further information on who can help guide students, please see page 6.

CHILD PROTECTION AND SAFEGUARDING



Our [Safeguarding Policy](#) is available on the school's website.

We are committed to ensuring the welfare and safety of all students in school and follow safeguarding procedures.

The Designated Safeguarding Leads (DSLs) at HGS are:

Miss Kristin Smith - Deputy Headteacher

Mr Nik Mason - Director of KS4

Mr Ben Twitchin - Director of Sixth Form

Mrs Carly Jackson - Assistant Director of Sixth Form

CEOP



CEOP helps any child or young

person under the age of 18 who is being pressured, forced or tricked into taking part in sexual activity of any kind. This can be something that has taken place either online or in 'the real world', or both. The CEOP Safety Centre has clear information and advice on what can be reported to CEOP, the reporting process and what will happen if a report is made. A report can be made through the HGS website or directly.

MEDICAL MATTERS AND EMERGENCIES



PROBLEMS

Please inform the relevant Year Manager in writing of any condition such as asthma, diabetes, epilepsy, and any details relating to the treatment of these. If a child needs to bring medicine to school this must be left with a trained First Aider who is not medically trained.

Please let us know if your child is suffering from any short-term difficulty which may affect their work. If you wish them to be excused from PE temporarily, a note must be brought.

ILLNESS OR ACCIDENT

If a young person becomes ill in school, or has an accident, they will go or be taken to the First Aider on duty, who if necessary, will telephone parents to return them home. In the rare event of a serious accident, the young person will be taken to hospital and parents informed at once. It is essential, therefore, that we have one or more contact numbers so that parent/carers can be reached quickly. Parent/carers are asked not to send children to school if they are unwell, as there are no adequate facilities for looking after them. Any child returning from illness or injury who has reduced mobility will be issued with a Personal Emergency Evacuation Plan (PEEP). This will be completed with the Year Manager.



TERM DATES 2023-24

Autumn Term 1	Wednesday 6 September - Friday 27 October
Half Term	Monday 30 October - Friday 3 November
Autumn Term 2	Monday 6 November - Friday 22 December
Christmas	Monday 25 December - Friday 5 January
Spring Term 1	Monday 8 January 2024 - Friday 9 February 2024
Half Term	Monday 12 February - Friday 16 February
Spring Term 2	Monday 19 February - Friday 22 March
Easter	Monday 25 March - Friday 5 April
Summer Term 1	Monday 8 April - Friday 24 May Bank Holiday - school closed Monday 6 May
Half Term	Monday 27 May - Friday 31 May
Summer Term 2	Monday 3 June - Friday 19 July

Professional Development Days (school is closed):

1. Monday 4 September 2023
2. Tuesday 5 September 2023
3. Friday 17 November 2023
4. Friday 5 July 2024
5. Monday 22 July 2024

KEY DATES

September	Wednesday 6 - Start of term Thursday 14 - Social Evening for year 7 parents, 7pm
October	Wednesday 25 - Year 7 Tutor afternoon, 2pm
April	Tuesday 23 - Year 7 Parent consultation evening, 4pm-8pm

Please view the [school calendar](#) on the HGS website for all other events throughout the school year.

KEY CONTACTS



There are also some other key contacts in school listed below:

General Enquiries	01423 531127 / mail@hgs.rklt.co.uk
Attendance	01423 531127 ext. 6874 HGSattendance@hgs.rklt.co.uk kitchen@hgs.rklt.co.uk
Cashless Catering	hgsencore@hgs.rklt.co.uk
Encore!	hgsfinance@hgs.rklt.co.uk
Finance	mail@hgs.rklt.co.uk
General	hgsipads@hgs.rklt.co.uk
iPads for Learning	mail@hgs.rklt.co.uk
Parent Portal	hgspta@hgs.rklt.co.uk
PTA - Kirsty Leedham (Chair)	

A full list of staff is available on the school website - www.harrogategrammar.co.uk





PTA

As parents ourselves, we know that the first few months can be a daunting experience for everyone. The PTA is a supportive network, that will welcome you along to a wide range of social get togethers, answer your questions and generally point you in the right direction. As a parent you are automatically a member of the PTA and we look forward to meeting you at one of our meetings or social events.

Each year we aim to raise around £20,000 which helps to provide equipment, facilities and experiences that would otherwise not be available within the school budget. They include books

for every new Year 7 student, the Bird of Prey experience, musical bursaries, sports and musical equipment and kit. Last year we made a substantial donation to the new student garden.

We could not do this without you, so please come along and get involved. You can find more information in the Friday bulletin, in our Facebook group or email us directly.

CONTACT DETAILS

Rhona Johnston: PTA Chair

Email: JohnstonR@hgs.rklt.co.uk

Email: hgspta@hgs.rklt.co.uk

Facebook: [@HGS PTA](https://www.facebook.com/HGSPTA)

Twitter: [@HarrogateGS](https://twitter.com/HarrogateGS)





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