



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

MAIN SCHOOL
HANDBOOK
2024-2025



Excellence For All



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. This year we are introducing a Respect Pledge, setting out how we respect others, ourselves and our environment.

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 - for example through Student Council, Senate and Student Leaders. We strongly encourage students to get involved in at least one extra activity a term and enjoy the benefits of the wide opportunities available.

Parents/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 welcome feedback, and it is crucial that we have open and honest communication. Please use the general school email or the relevant email address on the staff section of the website. Each year group has an allocated Year Manager who should always be the first point of contact.

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 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 2022, 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 even further and continue to deliver 'excellence' for every child.

Mr Neil Renton

Headteacher

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



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School Values

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.



RESPECT

Respect yourself, others and our environment

EXCELLENCE

Be the best you can be

ADVENTURE

Challenge yourself and keep going

COMMITMENT

Participate, prepare and be punctual

HONESTY

Ask for help, act on advice and take responsibility



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



Ms Fareham
Assistant Headteacher



Ms Smith
Assistant Headteacher



Mrs Zoccolan
Assistant Headteacher
SENDco



Mrs Dunne
Assistant Headteacher
Faculty Leader – English



Mr Hill
Assistant Headteacher
Faculty Leader – Maths



Ms Hooper
Associate Assistant Headteacher
Faculty Leader – Humanities



Mr Stipetic
Associate Assistant Headteacher
Faculty Leader – MFL



Who Can I Talk To?

Form Tutors and the Year Manager are the main points of contact for any queries relating to your progress and/or social wellbeing.

For students, the key person in supporting you on a day to day basis in school is your Form Tutor. The Year Manager, is the first point of contact for parents if you have any queries. We welcome contact from parents/carers and consider a mutually supportive relationship very important to students 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



Mrs Oliver

Year 7 Manager

OliverM@hgs.rklt.co.uk



Mr Manning

Year 8 Manager

ManningS@hgs.rklt.co.uk



Mrs Ellenthorpe

Year 9 Manager

EllenthorpeM@hgs.rklt.co.uk



Mr Thurley

Year 10 Manager

ThurleyA@hgs.rklt.co.uk



Mrs Wilkinson

Year 11 Manager

WilkinsonK@hgs.rklt.co.uk



Mrs Lightbody

Attendance & Wellbeing
Support Worker

LightbodyS@hgs.rklt.co.uk



Safeguarding

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 (DSL's) at HGS are:

Miss Kristin Smith - Deputy Headteacher

Miss Victoria Gee - Assistant Headteacher/
Director of Key Stage 3

Mr Nik Mason - Assistant Headteacher/
Director of Key Stage 4

Mr Ben Twitchin - Assistant Headteacher/
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.

For more information on CEOP Safety Centre [click here](#)



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. We also have access to a school counsellor.

For further information on who can help guide students, please see [page 6](#).

MEDICAL MATTERS AND EMERGENCIES

Medical Conditions

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.

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 parents/carers can be reached quickly. Parents/carers are asked not to send children to school if they are very 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.

General Information

SCHOOL/HOME PARTNERSHIP

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

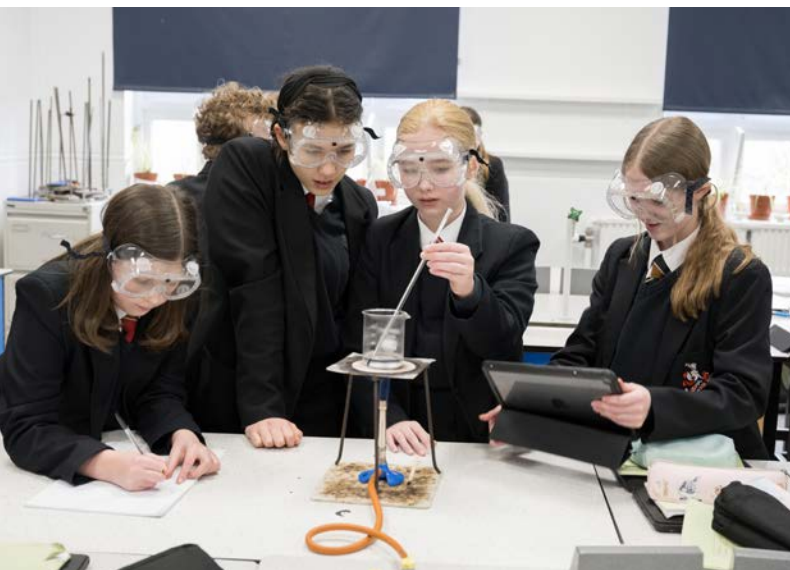
- ▶ Feel safe at school, enjoy their learning and want to come to school every day
- ▶ Achieve qualifications that create a pathway to success
- ▶ Be creative and independent thinkers and learners who embrace change and enjoy challenge
- ▶ Gain a wide range of learning experiences beyond the formal curriculum

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



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. All students will sign our respect pledge.

For further information please see our [Relationships and Behaviour policy](#) on our website.

As a parent/carer of HGS you are agreeing to

- ▶ 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

As a student of HGS you are agreeing to

- ▶ 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



General Information

RECOGNITION

Positive Achievement

We have a positive, consistent and effective system of rewards. 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 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 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 negative for behaviour will be issued.



CELEBRATION EVENING

The annual Celebration of Achievement evening is a great success, year-on-year, and provides a wonderful opportunity for students to demonstrate their many talents and achievements.

On this very special night, a whole range of achievements are recognised; academic, sporting, musical and for many, that most important ingredient of any success, effort. It is wonderful to see so many young people come up on stage to proudly receive an award.

The evening takes place in December and recognises students' achievements from the previous academic year. The Celebration of Achievement awards are not just for those with the academic or sporting skills. HGS celebrates the brilliant academic achievements of our students but also recognises endeavour, resilience and the positive contribution to the life of the school that students of all abilities are able to make.

Reward assemblies regularly take place in school throughout the year celebrating student success.

General Information

ATTENDANCE & PUNCTUALITY

We expect students to come to school every day, and on time. Students should aim for 100% attendance, as those 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 students arrive after this time, they must sign in at student reception where they will be marked late and a negative may be issued.

The link to the Planned absence and Unplanned absence forms can be found below:

[Planned Absence Form](#) / [Unplanned Absence Form](#)

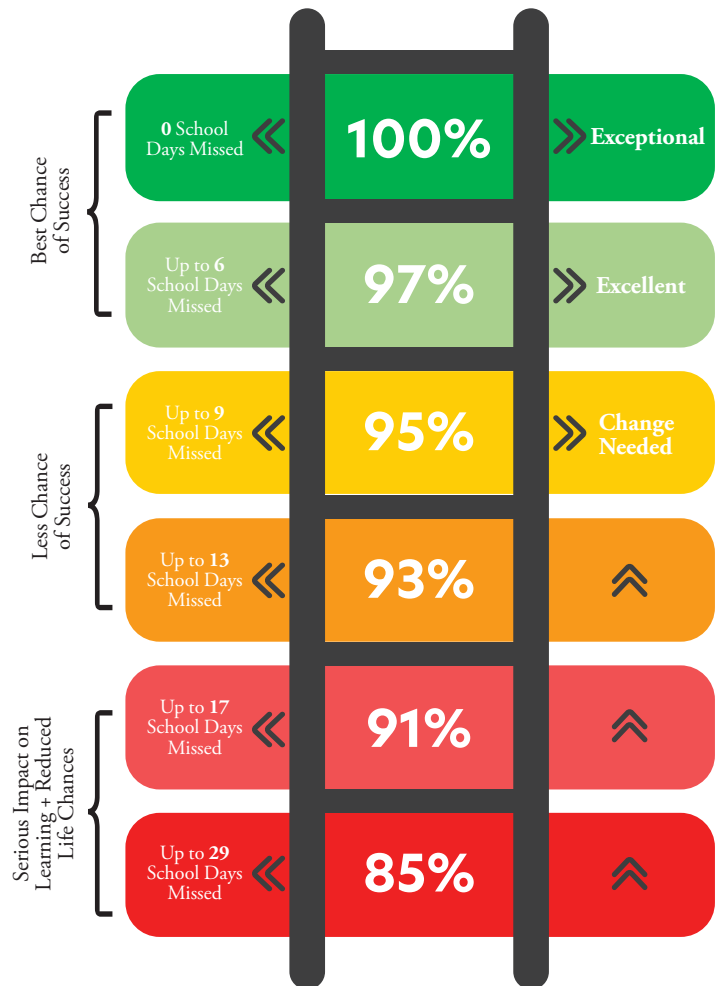
The diagrams below give you an overview of our absence process. Please see [Absence and Attendance](#) on our website for more details.

Unplanned Absence	<p>Parents/carers contact the Attendance Officer by 9.30am on each day of absence detailing the reason for the absence.</p> <p>If an absence goes beyond 3 days, please contact the relevant Year Manager to discuss the likely date of return and any special arrangements that might need to be made.</p>
Planned Absence	<p>Granted - Parents/carers will be notified of the decision.</p> <p>If a request is declined, and the student is absent from school during that period, a warning letter and penalty notice for each parent for each child taken out of school may be issued.</p>
Appointments	<p>Students should not be absent from school unless they have medical or dental appointment that cannot be arranged at another time.</p> <p>As part of our Safeguarding Procedures, should a student need to attend an appointment, parents/carers advise the Attendance Officer in advance of:</p> <ul style="list-style-type: none"> ▶ The time of the appointment ▶ The time they must leave school ▶ Arrangements for getting to the appointment.

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 to 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 why 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 (Persistent 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 as well as communication where needed with parents to help improve the students attendance.

Attendance Ladder for Success Over One School Year



General Information

EXCELLENT LEARNER HABITS

Every half term, subject teachers will report on Students 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.

CAT and Learner Habit data will be reported twice a year during year 7 and 8.

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

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, before adding further detail from notes or a revision guide is also an excellent retrieval task.

Retrieving information strengthens memory, storing knowledge 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 develops 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 in one go on just one topic
- ▶ Reading through notes
- ▶ Highlighting key words from notes in different colours
- ▶ Copying out notes or drawing diagrams 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.

General Information

HOME LEARNING

Home learning is an integral part of studying at HGS. 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 the Arbor 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 Arbor Parent 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.

Frequency and duration of home learning expectations Key Stage 3-4

	KS3	KS4
English	2 per week	2 per week
Maths	2 per week	2 per week
Science	3 per fortnight (between 2 teachers)	1 per week per subject
MFL	1 per week (per subject)	
Geography and History	1 per week per subject	
RS	1 per fortnight	1 per fortnight
Art and Design	1 per fortnight per subject	
Music and Drama (8&9)	1 per fortnight	
All GCSE options		1 per week

KS3 – duration per task	
Year 7	20 mins
Year 8	25 mins
Year 9	30 mins

KS4 – duration per task	
English, Maths, Science & RS	40 mins
Options	45 mins



General Information

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.

Students will be expected to read in form time. They will be reading a mixture of their own choice of book and a book gifted by the PTA.

Students 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 their form tutor. Students will be rewarded for completing these activities.

ESSENTIAL EQUIPMENT

Students will require the following items in their school bag:

- ▶ Named pencil case containing:
 - 2 x black/blue pens, 1 x green biro pen, pencil, rubber, metal compass, protractor and glue stick
- ▶ Scientific calculator (such as Casio FX-83GT CW model)
- ▶ iPad - fully charged
- ▶ Ear phones with jack for music
- ▶ A reading book
- ▶ One apron
- ▶ Reusable water bottle

We also recommend you have a stylus pen to use with your iPad, that has tilt sensitivity and palm keychain features.

The KXT Stylus for Apple iPad (2018-2023) costs around £20 and is used by staff in school.

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

SUBJECTS

The subjects you will study 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 Stage 4 you will study the core subjects plus four subjects of your choice.

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 their teachers.



The Arbor Parent app provides a convenient way for parents/carers to access, review and request changes to the data we hold on our system. You can also use this app to view attendance records, check what homework has been set/completed or outstanding, view student timetables, top up meal accounts, pay for trips, and sign up for extra-curricular clubs.

Class Charts

The Class Charts app is used as our recognition and behaviour management tool. Class Charts allows teachers to recognise students for their attitude and work by issuing positive points instantly in lessons. Students and parents can see both positives and negatives via the app.



Showbie

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



NEWSLETTER AND COMMUNICATION

Students and parents/carers receive our 'HGS News' newsletter every half term. This has all of the information you will need to know including, key dates, upcoming events, notices and links to letters. It also features lots of fantastic content about life at HGS and what our students have been studying in school, trips they have been on and their sporting successes. Our 'Student News' document is emailed to students weekly with key messages about their week ahead.

General letters are sent via email but can be found on our website. Student specific letters will be sent separately via email.



General Information

A TYPICAL SCHOOL DAY

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

The main entrance doors open at 8.40am and students must be in form by 8.50am.

Registration takes place between 8.50am and 9.00am with their form tutor. The form tutor will stay with students through years 7-11 and will support them on their journey through school.

Lessons throughout the day are either 50 or 55 minutes long and take place in different classrooms. Students must remember to take all their belongings with them that they need for classes.

Some lessons take place with students from their form and some lessons will have different groupings. They will usually have someone from their form with them and will soon make new friends.

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



ROUTINES

Students must remember to:

- ▶ Follow our respect pledge
- ▶ Arrive smartly dressed in their uniform
- ▶ Bring a school bag with all the essential equipment
- ▶ Have money on their online account for lunch or bring a packed lunch
- ▶ Be punctual
- ▶ Smile and enjoy

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, vending machines or Year 7 Quad. At lunchtime, students will either go to The Hub, Sustain or Year 7 Quad 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 their school email address so they can plan in advance. Meal deals are available and include either a hot main course or sandwich plus a pudding. Alternatively they can bring a packed lunch with them to the Main Hall, under supervision, and are asked to put all their 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 students will be given. To top up their account you **pay online** through the Arbor app. Parents/carers can keep track of your spending if they wish.

Free school meal (FSM) application

Parents/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

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.**



Uniform

All HGS students must wear school uniform.

Wearing our school uniform shows pride in belonging to HGS.

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

We expect you to:

- ▶ Wear their uniform correctly and smartly
- ▶ If an item of clothing is not on the uniform list, students should not be wearing it
- ▶ Hair should be a natural colour
- ▶ All uniform must be labelled with the student's name



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










The PTA also hold second hand uniform sales which are promoted through social media, HGS News newsletter and the [website](#)

Uniform		
Blazer		Black with HGS Badge
Shirt		Plain white, capable of being worn with a tie. Shirt must be always tucked in and the top button fastened
Tie		There is a different tie for each year group. This tie will stay with the student until they leave in Year 11
Jumper (Optional)		Black or grey with HGS logo. The blazer must be worn over the jumper
Trousers/Skirt		Black trousers with HGS logo (please enquire with our uniform suppliers about different fittings available) OR Black pleated skirt, worn so the waistband is visible and the HGS logo
Socks/Tights		Black only Socks can only be worn with trousers Tights can only be worn with skirts
Shoes		Black, flat shoes No boots, trainers or canvas pumps. Students are not allowed to wear any type of trainers to school, including black Nike Air Force. The only person who can give permission for trainers to be worn is the Year Manager.
School Bag		Suitable for carrying your books and iPad
Jewellery (optional)		Maximum of two plain studs may be worn in each ear One plain ring may be worn on each hand
Cyclists (optional)		Students should wear a cycle helmet and reflective clothing. They must bring a secure locking device and place the bicycle in the designated shelter.

Uniform - PE Kit



Uniform - PE KIT

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 socks (Indoor)
Shoes		Trainers Studded football boots (necessary depending on current activity)
Protective Equipment		Shin pads Gum shield



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 and where 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 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.

Mrs Zoccolan, Assistant Headteacher, is supported by a dedicated team of teachers and assistant teachers 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

EXTRA CURRICULAR CLUBS & ACTIVITIES

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

Visit **Clubs & Activities** [▶](#) for a full overview of the enrichment opportunities offered.

- ▶ School trips including
 - ▶ Year 7 French trip
 - ▶ Year 7 Humanities trip to York
 - ▶ Year 8 Battlefields trip
 - ▶ Year 8 & 9 German trip
 - ▶ GCSE & A Level subject specific trips
 - ▶ End of year trip in July for Years 7, 8, 9, 10 and 12
- ▶ Duke of Edinburgh Bronze & Gold Award
- ▶ Sports clubs including
 - ▶ Rugby
 - ▶ Football
 - ▶ Hockey
 - ▶ Netball
 - ▶ Rounders
 - ▶ Athletics
- ▶ Music clubs including
 - ▶ Junior & Senior Choir
 - ▶ Jazz Band
 - ▶ Junior & Senior Orchestra
- ▶ School productions
- ▶ Creative Writing club
- ▶ Art & Design clubs
- ▶ Science & Maths clubs



ENCORE!

Encore! is the name of the instrumental and vocal music teaching provision at HGS. It has been especially designed to provide an easy transition for all students to continue with or start instrumental and/or vocal lessons from primary school upwards. Click on the link [here](#) [▶](#) to find further details.



TRAVEL TO AND FROM SCHOOL

Walking

We encourage walking to school where possible, with student entrances located on West End Avenue, Otley Road and Arthurs Avenue. These entrances are open for students from: Otley Road and West End Avenue 7.45am to 8.45am and 3.30pm to 5.15pm. Main school gates on Arthurs Avenue 7.45am to 7pm.

Buses

Information regarding Home to School Transport Services can be found on the [North Yorkshire Council Website](#) 

Students 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 lose their place.

Bicycles

Parents/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 outdoor reflective clothing in the winter months.

Cars

Parents/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. We also ask that you respect our local community and do not park in adjacent streets to the school including Cundall Way, Southway, Grasmere Crescent and Rossett Way. 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 and Personal Development

POLICIES

Behaviour

Positive, respectful, caring relationships and good self-regulation are at the heart of a safe and productive learning environment. 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 parents/carers, teachers and outside agencies to ensure that all students, attend both regularly and punctually. For further information please see the [Attendance policy](#) on the HGS website.

Bullying

The 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/carer 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 with home, 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 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 Education and Guidance. This is delivered by Form Tutors through Big Picture lessons supported by assemblies.

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 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.



Term dates 2024-25

Term Dates	
Autumn Term 1	Tuesday 3 September - Friday 25 October
Half Term	Monday 28 October - Friday 1 November
Autumn Term 2	Monday 4 November - Friday 20 December
Christmas	Monday 23 December 2024 - Friday 3 January 2025
Spring Term 1	Monday 6 January - Friday 14 February
Half Term	Monday 17 February - Friday 21 February
Spring Term 2	Monday 24 February - Friday 4 April
Easter	Monday 7 April - Monday 21 April
Summer Term 1	Tuesday 22 April - Friday 23 May Bank Holiday - school closed Monday 5 May
Half Term	Monday 26 May - Friday 30 May
Summer Term 2	Monday 2 June - Friday 18 July

Professional Development Days (school is closed):	
September 2024	Monday 2 September 2024
November 2024	Friday 29 November 2024
July 2025	Friday 4 July 2025 Monday 21 July 2025 Tuesday 22 July 2025



Key Contacts, Alumni & PTA



ALUMNI

Are you a former student or member of staff from Harrogate Grammar School? If so, we would like to invite you to join the alumni community network, Harrogate Grammar Connect. Visit our [alumni page](#) to complete our joining form and email hgsalumni@hgs.rklt.co.uk if you have any questions.

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. We are currently raising funds for a new minibus.

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

Contact details

Rhona Johnston: PTA Chair
Email: hgspta@hgs.rklt.co.uk
Facebook: @HGS PTA

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
Cashless Catering	kitchen@hgs.rklt.co.uk
Encore!	hgsencore@hgs.rklt.co.uk
Finance	hgsfinance@hgs.rklt.co.uk
iPads for Learning	hgsipads@hgs.rklt.co.uk




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

SOCIAL MEDIA ACCOUNTS

Main School

-  [@HarrogateGS](#)
-  [Harrogate Grammar School](#)
-  [HarrogateGS](#)

Sixth Form

-  [@HGS6thForm](#)
-  [Harrogate Grammar Sixth Form](#)
-  [harrogategrammarsixthform](#)





HARROGATE GRAMMAR SCHOOL

EXCELLENCE FOR ALL

Harrogate Grammar School

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