



Progress through endeavour



PARENTAL HANDBOOK

Taking you step-by-step through starting school

WELCOME...

Headteacher: Mark Bellamy

Dear Parent/Carer

It gives me great pleasure to welcome you into Hilbre High School Humanities College.

As your child commences an exciting, varied and winding educational journey at our secondary school, I can guarantee that all of us in the Hilbre High School community pledge to provide the finest support, carefully tailored guidance and highest educational quality. I pledge to you that your child will be encouraged at every step of the scholastic journey, whilst being pushed to achieve the very best and make the greatest possible progress.

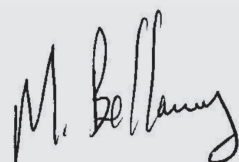
And how can I say this with such certainty? The answer is easy to give. All of us at Hilbre work as a team; all in our school community are part of that team and all in our community believe in providing the best that there is to give. We all place a high value on ensuring we all, whatever our ability, background or gender, are given the most wonderful chances to succeed whilst at this great school. We believe in ensuring all of us who are part of the Hilbre community are fired-up and ready to learn. We believe in maintaining a positive attitude to our education and learning.

Of course, time in school is not all about learning with a teacher in front of us. It is crucial that young people have opportunities to engage with each other and learn from each other in this mini-society of

ours called Hilbre High. This is a place where our students enjoy interaction with each other, both in the classroom and out on the playground; it is a school that looks outward so that our young people gain experience of different communities and cultures. Once more, we are a school community that never sits back and relaxes; we always strive for the best and never accept that we have yet reached our goal, as there is always more that we know we can do!

For your child, life at Hilbre now begins as you read through this Parental Handbook. I am passionate that your child will be provided with the best education, the best learning opportunities and the best progress outcomes over the next few years. I expect a positive attitude and a desire to succeed! I look forward to meeting a new member of our school community and watching the progress made in the time spent at this excellent school.

May I once again welcome you into our school community,



Mark Bellamy
Headteacher



STEP 1 | Admission Form

LEGAL SURNAME:	FORENAME:
CHOSEN SURNAME:	MIDDLE NAME:
DATE OF BIRTH:	GENDER:

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.

PARENTS/CARERS (AT PUPIL'S ADDRESS)

(It is essential that we have full Parent/Carers names, addresses and day time contact numbers). Please ✓ main daytime number.

Miss/Ms/Mrs/Mr/Other* (*Please delete)	Address:	TELEPHONE NUMBER	✓
Forename:		Home:	
Surname:		Work:	
		Mobile:	
	Postcode:	Email:	
Relationship to Pupil			
Parental Responsibility YES <input type="checkbox"/> NO <input type="checkbox"/>			

Miss/Ms/Mrs/Mr/Other* (*Please delete)	Address:	TELEPHONE NUMBER	✓
Forename:		Home:	
Surname:		Work:	
		Mobile:	
	Postcode:	Email:	
Relationship to Pupil:			
Parental Responsibility YES <input type="checkbox"/> NO <input type="checkbox"/>			

In the case of divorce/separation/adoption/fostering, the school is legally obliged by the Pupils' Registration (Amendment) Regulation 1988, to request the name and address of every person known to be a parent of a pupil. Please indicate if official correspondence is needed (i.e. Reviews, Parents' Evening letters, etc.)

Please tick YES ☐ NO ☐

PARENTS/CARERS (NOT AT PUPIL'S ADDRESS)

(It is essential that we have full Parent/Carers names, addresses and day time contact numbers). Please ✓ main daytime number.

Miss/Ms/Mrs/Mr/Other* (*Please delete)	Address:	TELEPHONE NUMBER	✓
Forename:		Home:	
Surname:		Work:	
		Mobile:	
	Postcode:	Email:	
Relationship to Pupil			
Parental Responsibility YES <input type="checkbox"/> NO <input type="checkbox"/>			

Miss/Ms/Mrs/Mr/Other* (*Please delete)	Address:	TELEPHONE NUMBER	✓
Forename:		Home:	
Surname:		Work:	
		Mobile:	
	Postcode:	Email:	
Relationship to Pupil:			
Parental Responsibility YES <input type="checkbox"/> NO <input type="checkbox"/>			

STEP 1 | Admission Form *continued*

Please write any further information you may wish to give about your child or family circumstances (including court orders, access and contact):

EMERGENCY CONTACTS (It is essential that we have daytime emergency contact numbers)

Please ☒ main daytime number.

Miss/Ms/Mrs/Mr/Other* (*Please delete)	Address:	TELEPHONE NUMBER	✓
Forename:		Home:	
Surname:		Work:	
		Mobile:	
	Postcode:	Email:	
Relationship to Pupil			

ARE YOU ENTITLED TO CLAIM FREE SCHOOL MEALS FOR YOUR CHILD?

Please tick YES ☐ NO ☐

If you would like to claim for Free School Meals, an application will have to be submitted. Please visit the Free School Meal website: www.myfreeschoolmeals.com and tick here ☐ when you have done so.

Has your child within the last 6 years been entitled to FSM? YES ☐ NO ☐

You could be eligible if you or your partner are receiving:

- Income Support
OR
- Income-based Jobseeker's Allowance
OR
- Income-related Employment and Support Allowance
OR
- Have successfully obtained asylum status
OR
- Guaranteed Pension Credit
OR
- Child Tax Credit, provided they **are not entitled to Working Tax Credit**, and have a total taxable income (as assessed by HM Revenue & Customs)
OR
- Universal Credit

PLEASE TICK:

MEAL ARRANGEMENTS	Paid		Free		Sandwiches		Home	
TRAVEL	School Bus		Public Bus		Car/Van		Car Share	
	Walk		Train		Taxi		Bicycle	

Parents are reminded that school cannot accept responsibility for loss of, or damage to, a bicycle whilst it is on the school premises. We would expect all pupils to wear a cycling helmet if they come to school on a bicycle.

Please contact the Finance Office for further information, email financeoffice@hilbre.wirral.sch.uk

STEP 2 | Parental Permission & Medical Questionnaire

TO COVER ALL TRIPS FROM YEAR 7 TO YEAR 13 (except trips abroad)

PUPIL'S NAME:	DATE:
PARENT/CARER SIGNATURE:	PRINT NAME:

The DfE (Department for Education Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies) has now given permission for schools to ask Parents/Carers to complete just one 'Parental Permission and Medical Questionnaire' form annually for all school trips and visits to cover pupils from Year 7 to Year 13 in an effort to reduce form filling.

SUCH TRIPS AND VISITS WOULD INCLUDE:

Visits to:

- Theatres, conferences, lectures and other educational establishments.
- Historical, geographical/scientific/technological places of interest.
- Outdoor activity centres and other outdoor activities.
- Duke of Edinburgh expeditions, sporting fixtures/events, visits to theme parks and zoos.

THE ONE EXCEPTION TO THIS WOULD BE FOR ALL TRIPS ABROAD. NOTE: A SEPARATE FORM IS REQUIRED FOR ALL TRIPS ABROAD

PARENTAL STATEMENT (to cover Year 7 to Year 13)

"I agree to my daughter/son/ward taking part in such above mentioned visits throughout the academic year and agree to her/his participation in all activities included in the trip/visit. I acknowledge the need for obedience and responsible behaviour on her/his part. I understand that the teacher in charge of each trip will be acting in loco parentis and in the event of an accident, I agree to my daughter/son/ward receiving emergency medical treatment which might include the use of anaesthetic and blood transfusions as considered necessary by the medical authorities present. I understand that the Academy Trust is insured in respect of its legal liabilities only and that there is no Personal Accident, or other cover, unless specifically arranged by the event organiser (usually trips abroad). Accidents may therefore arise for which the Academy is not responsible. Parents/Carers may wish to obtain suitable insurance to cover such eventualities".

The school does have a specific 'School Journeys Insurance Policy' through Zurich Insurance and a copy of this can be obtained from the school website.

MEDICAL INFORMATION

Does your daughter/son/ward suffer from any of the following conditions?

Asthma	Yes / No	Bronchitis	Yes / No
Other Respiratory Issues (not Asthma)	Yes / No	Diabetes	Yes / No
Epilepsy	Yes / No	Fainting Attacks	Yes / No
Heart Trouble	Yes / No	Migraines	Yes / No
Raised Blood Pressure	Yes / No	Tuberculosis	Yes / No
Allergic Reaction	Yes / No	Skin conditions	Yes / No
Severe Allergic Reactions (which may require the use of an Epipen)	Yes / No	Anaphylactic Shock	Yes / No
Hay Fever	Yes / No	Any other medical condition	Yes / No

If you have answered **YES** to any of the above please give details (please be specific with regards to allergies and the use of an Epipen).

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STEP 2 | Parental Permission & Medical Questionnaire continued

Please tick if a parent is in HM Forces ☐

DOCTOR:	TELEPHONE NUMBER:
ADDRESS:	

Does your daughter/son/ward require any medication for any of the above and is she/he currently taking the medication on a regular basis?

Please tick YES ☐ NO ☐

IF YES - PLEASE GIVE DETAILS OF THE MEDICATION TAKEN:

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Do you agree to the administration of an antihistamine, such as Piriton, if a situation requiring this form of medicine arose?

Please tick YES ☐ NO ☐

Is your daughter/son/ward required to bring his/her medication to school or would she need it on a trip out of school?

Please tick YES ☐ NO ☐

Which prescribed medication is your daughter/son/ward going to take on a trip?

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(If the prescribed medication such as Insulin, Epipen or Asthmatic Inhalers is not present with your daughter/son/ward or a supply has been left in school it will not be possible to take your daughter/son/ward on the trip.)

(NB - It is the School's policy for staff not to administer any medication to pupils directly on trips, unless prior written agreement has been made. Pupils must be responsible for ensuring that they take any required medicine with them if they leave the school premises for a trip or visit. Staff can keep medicine safe during the journey if required and you should make enquiries directly with the trip organiser prior to the visit. It will be the responsibility of the parents to ensure the appropriate clothes are available for the trip i.e. waterproof clothing, sun hats & sun screen).

Has your daughter/son/ward received a tetanus injection in the last 3 years? (Please give date)

Please tick YES ☐ NO ☐ Date:

STEP 2 | Parental Permission & Medical Questionnaire continued

Does your daughter/son/ward have any specific dietary requirements?

Please tick YES ☐ NO ☐

Diabetic / Vegetarian / Vegan / Nut Allergy / Other (Please specify):

Can your daughter/son/ward swim?

Please tick YES ☐ NO ☐

☐ Competent ☐ Intermediate ☐ Beginner

Do you agree to your daughter/son/ward taking a trip to or near an area close to or on the water?

Please tick YES ☐ NO ☐

(All necessary Risk Assessments will be considered and completed by staff prior to such visits and the use of life jackets will be used if deemed necessary depending on the nature of the activity).

"I understand the importance of the school having up to date and accurate medical information for all its pupils and I undertake to inform the school immediately if any of the above circumstances or conditions for my daughter/son/ward change in any way, if her/his medication ceases to become necessary or if the medication changes."

It is not the responsibility of school staff to seek out this information from parents prior to a trip.

PREVIOUS SCHOOL:

AT HILBRE HIGH SCHOOL HUMANITIES COLLEGE, WE CONTINUALLY STRIVE TO DEVELOP LEARNING OPPORTUNITIES AND CUTTING EDGE TEACHING TECHNIQUES FOR THE BENEFIT OF ALL MEMBERS OF OUR COMMUNITY.



STEP 3 | Ethnic Origin

Please tick **ONE** only

WHITE		✓
WHB	British	
WHR	Irish	
	Traveller of Irish Heritage	
WRO	Gypsy/Roma	
WHA	Any other White background	

MIXED		✓
MWB	White and Black Caribbean	
MBA	White and Black African	
MWA	White and Asian	
MOT	Any other mixed background	

ASIAN OR ASIAN BRITISH		✓
AIN	Indian	
APK	Pakistani	
ABA	Bangladeshi	
AAO	Any other Asian background	

BLACK OR BLACK BRITISH		✓
BLB	Caribbean	
BLF	African	
BLG	Any other Black background	

		✓
CHE	Chinese	

		✓
OEO	Any other ethnic background	

First Language:
Home Language:

Religion:

Please state if your child has any brothers or sisters currently in the school

Name	Form	House	Name	Form	House

RELIGIOUS ASSEMBLY

Please state, with reasons, if you do not wish your child to attend the religious element of an assembly

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PHOTOGRAPHS

I/we give my/our permission for school to use photographs/images of my/our son/daughter for displays, publications, promotions and other school use. Please notify the school in writing if you do not wish your child to be photographed. **YES** ☐ **NO** ☐

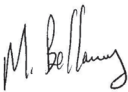
FAMILY MEMBERS WITH A DISABILITY OR HEALTH CONDITION

In order to provide access to school functions, parents' evenings, etc. you may wish to provide the following information for immediate family members (please continue on a separate sheet, if necessary).

Relationship to student	Disability or health condition	Nature of any adjustment that would help give access to school or improve communication

STEP 4 | Home School Agreement

STUDENT NAME:

PARENT/CARER	THE SCHOOL	THE PUPIL
<p>I/we shall make every effort to:</p> <ul style="list-style-type: none"> Ensure that my child attends school regularly, on time and with the correct uniform and equipment. Make the school aware of any problems or concerns which might affect my child's work, progress or behaviour. Support the school's policies and guidelines for behaviour, including appropriate sanctions. Support my child with homework and other home learning opportunities. Attend parents' evenings and discussions about my child's progress. Sign my child's Student Planner each week. 	<p>We will make every effort to:</p> <ul style="list-style-type: none"> Care for your child's safety and happiness. Provide a broad and balanced curriculum, including appropriate classwork and homework to meet the individual needs of your child. Ensure that your child achieves his/her full potential as a valued member of the school community. Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility. Be open and welcoming. Regularly sign your child's Student Planner. Signed  Headteacher 	<p>I shall make every effort to:</p> <ul style="list-style-type: none"> Attend school regularly and on time. Wear full school uniform and be tidy in appearance. Be polite, courteous and co-operative towards other pupils, staff and visitors. Respect the school buildings and facilities. Respect my own and other people's property. Bring the books and equipment which are required. Follow the school rules. Support the school's anti-bullying policy and all policies regarding equality. Complete all classwork and homework to the best of my ability. Complete my Student Planner, as appropriate.
Signed:	Form Tutor:	Signed:

I/WE CONFIRM THE DETAILS ON THIS ADMISSION FORM ARE CORRECT AND ACCEPT THE RANGE OF SANCTIONS, WHICH MAY BE APPLIED. IF THERE ARE ANY CHANGES TO PUPIL DETAILS, I/WE WILL INFORM SCHOOL IMMEDIATELY.

Signed (Parent/Carer)	
Print (Parent/Carer)	
Students name	
Date	

WE BELIEVE THAT ALL OUR LEARNERS DESERVE THE VERY BEST CARE, GUIDANCE AND SUPPORT, FROM THE TIME IN WHICH THEY FIRST MAKE CONTACT WITH HILBRE HIGH TO THE TIME IN WHICH THEY CAN LOOK BACK WARMLY TO THEIR DAYS AT HILBRE, HAVING MOVED ON TO THE NEXT PHASE OF THEIR LIVES.



UNIFORM AND APPEARANCE

Uniform is in place to ensure that all students appear the same at school, and thereby instil a sense of pride and equality in their appearance.

We are proud of the smartness of our students and we are determined that a high standard will be maintained so that people outside the school can recognise Hilbre High School Humanities College students and comment favourably on their appearance. We look to the co-operation of both parents and students to maintain the standards by adhering to the following points. Uniform items should be purchased from a traditional school outfitter, or the school uniform section from retail outlets, such as Asda or Marks and Spencer.

Please make sure your son/daughter has all the correct kit by the start of the school term with all items clearly marked with the student's name.

ALL STUDENTS (YEAR 7 to YEAR 11)

- Black blazer with school badge
- OR**
- Black school jumper - 'V' neck with school badge
- House Tie
- Strong, sensible black shoes

(CARDIGANS OR HOODIES ARE NOT PERMITTED. NO LIGHT COLOURS OR HIGH HEELS. 'TRAINERS', PUMPS OR BOOTS ARE NOT ALLOWED)

BOYS

- White school shirt
- Black trousers
- Socks - black, white or grey

GIRLS

- White school blouse
- Black waist skirt of a traditional school style (sensible length)
- OR**
- Black pinafore dress with embroidered school badge
(Only available from Wirral Uniform Centre)
- Please note, pinafore dresses should be worn with a blazer
- OR**
- Black straight legged classic cut trousers
- Tights - black
- OR**
- Socks - to the knee, or ankle length - black or white

BOYS SPORTSWEAR

- Black and purple sports team top - with school badge
- Black and purple aertex polo shirt - with school badge
- Black shorts
- Black sports socks
- Black sweatshirt - with school badge (optional)
- Studded outdoor boots
- Training shoes or pumps - not dark soles [see #]

GIRLS SPORTSWEAR

- Black and purple aertex polo shirt - with school badge
- Black shorts or black skirts
- Black leggings
- Black sports socks
- Black sweatshirt - with school badge
- Training shoes or pumps - not dark soles [see #]

It is strongly advised that shin pads are worn by all students taking part in football, rugby and hockey activities and mouth guards when taking part in hockey and rugby lessons

N.B. Astrotrurf trainers are not allowed to be worn in the Sports Hall

Suppliers of school uniform and sportswear:

Wirral Uniform Centre
2a Princes Pavement
Birkenhead
Tel. no. 647 9588

Larry Adams
7a Banks Road
West Kirby
Tel. no. 625 9424

WHAT CAN I WEAR IN THE 6TH FORM?

The 6th Form is an opportunity to gain further qualifications and it is important that you spend your time gaining the best possible results. As part of this you are expected to come to school dressed smartly, and ready to work. Whilst we recognise the need for you to express your individuality through your choice of dress, you must remember that you are ambassadors for our school and, as such need to select your clothing appropriately.

This means that you can wear a suit, trousers or a skirt with a shirt and tie, blouse or t-shirt with sleeves and smart shoes or boots. A jumper or smart jacket can be worn as appropriate. Clothing should not expose too much flesh and should not have slogans or pictures. Shorts, ¾ length trousers, denim jeans and hoodies are not acceptable. Jewellery, makeup and hairstyles should not be extreme. As mature students we know that you understand the importance of setting a good example.

Tracksuits and sportswear are suitable for PE and sports activities, but students should change back into normal clothing at the end of the lesson.

Students attending lessons at one of the Deeside Collaborative Schools should dress according to that school's dress code.

We are proud of our 6th Form and are sure that you will join us in creating a working atmosphere.

What you can wear

Suit
Smart trousers or skirt
Shirt and tie or blouse
Plain t-shirt with sleeves
Smart jumper and/or jacket
Smart shoes or boots

What you can't wear

Jeans
Leggings
Hoodies
Slogans or pictures
¾ length trousers
Tops without sleeves
Shorts
Flip flops

Clothing should not expose too much flesh

If you come to school inappropriately dressed you will be sent home to change. **Students must wear their Hilbre lanyard and ID badge at all times.**

1. **Blazers or school jumpers bearing the Hilbre logo and ties** should be worn on the journey to and from school and during the school day. It is an important part of our school ethos that our badge should be visible throughout the school day. **Cardigans are not permitted.** Shirt/blouse collars should be closed and ties should be worn appropriately to the top button of school shirt/blouse with a minimum of four stripes of the House tie showing.
2. **Skirts and trousers** - School skirts should be black, knee length and of a traditional school uniform style (i.e. plain or pleated). Students should wear traditionally styled school trousers. Pinafore dresses should be black, plain, or crisply pleated and of a sensible length with a traditional school style bearing the school badge. Fashion skirts are not part of our uniform.
3. **Footwear** should be strong, sensible black shoes, no light colours or high heels. 'Trainers', boots, canvas shoes or pumps are not allowed as they do **not** offer enough protection in some subject areas, such as Resistant Materials.
4. **Outdoor coats** must be in a plain dark colour and not multi-coloured. Students should not be sent to school in expensive coats (e.g. leather, or costly designer coats). **'Hoodies' must not be worn.**
5. **Jewellery must not be worn at any time.** If a student, wears an item of jewellery, in the first instance he/she will be told to remove it. If the student persists, the item will be confiscated to be collected at the end of that day. **If the item is not collected, the school does not accept responsibility for its safety.** If a student persistently wears jewellery, or wears what is obviously an expensive item then it is likely that he/she will be sent home with it immediately for the item to be left at home. Wrist watches are seen as functional and necessary items and will be permitted to be worn. However, these must be removed during certain practical lessons when requested.

Students who have visible piercings will **not** be allowed to keep their piercings in. A covering of sticking plaster is **not** sufficient. Our recommendation is that students wishing to have piercings should have them done **at the beginning** of the summer holiday, and then they will have healed sufficiently to remove the piercings before school begins.
6. **Excessive make up** is not allowed and **nail varnish** is not permitted. Nail varnish remover is available in school when needed.
7. **Hairstyles** must be acceptable in terms of length, style and colouring. Students wearing what the school regards as "unreasonable" styles may be excluded from school until they put them right, or may be detained internally at breaks and lunchtimes to discourage others and to demonstrate to them the unsuitability of the style.
8. **MP3 Players, iPods** and other equipment and electronic games are not allowed as they may get lost or damaged. 'Swapping' or sale of students' property is not permitted.
9. **Mobile phones** - The school supports the use of mobile phones as a means of ensuring the safety of our students. However, **they must be turned off in school**, especially during lessons, and stowed out of sight in a bag or pocket. In the event of a students' mobile phone being confiscated, the students' Parent/Carer will be required to collect it from the main office at the close of the day.
10. Books and equipment should be carried in a named strong bag.
11. PE kit must be brought and must be worn.

School reserves the right to confiscate items of property which contravene the school rules. Such items should be recovered at the end of the school day. Neither the school, nor Wirral Borough Council, accepts responsibility for personal property. Owners bring it to school at their own risk.

TUCASI

At Hilbre High School, we use 'Tucasi', which is used to promote prompt, efficient and helpful communication between home and school. It is a piece of computer software which enables us to text you rapidly regarding important reminders or information, such as school closure, emergency notifications, return times for school trips, essential school updates as they occur, etc. Texts will be sent to the mobile number of all the parents/carers with parental responsibility. In addition to 'Tucasi', we use e-mail regularly to communicate with parents our newsletter which is sent electronically weekly. We also use e-mail to issue parental log-ins for Moodle, our Virtual Learning Environment. By supplying your mobile number on the admission form, you are signing up for receiving this information.

CASHLESS SYSTEM

Hilbre High School operates a cashless system for school meals. We are sure you will appreciate the advantages which this system offers the parents and students of the school. The system also enables us to deliver a more efficient, faster service and continue to provide wholesome, healthy, and enjoyable meals at the lowest cost. All students are issued with a 'swipe card' and given training on how to use the system. No cash can be accepted at the food counter 'till point'. For your convenience and to assist us in our administration service, a method of payment by cheque or BAC's has been introduced. Cheques should be made payable to "Chartwells" and given to the Catering Manager. Please write the full name of the student and registration group on the back of the cheque and place in an envelope. Cash notes can also be placed into an envelope and handed to the Catering Manager during break and lunchtimes. Please write the full name of the student and registration group on the envelope containing cash notes. Any amount of money can be paid into your account held within the system and money spent on food will be taken out of the system. Students can check their balance by using the revaluation terminal or via their Online Account. The school/Online Account is able to provide you with a report detailing each item of food served, each credit made to the system, for any time period and show a current balance. Parents may request for a daily spend limit to be programmed into the system and all such requests must be made in writing and addressed to the School Kitchen.

Please note: Further details in respect of accessing your Online Account will be forwarded to you in September.

Should you wish your child to continue to bring 'dinner money' to school, the facility for accepting cash payments for the day or a number of days will, of course, always be available. However, all cash will have to be entered into the system by using the automatic cash terminals and cannot be used to buy food directly at the dinner counters. They are programmed to accept:

£2 – £1 – 50p – 20p – 10p coins (no notes can be accepted)

Students who are in receipt of Free School Meals will receive an identical card to that issued to paying students. The Free School Meal card will automatically be credited daily, after 10.30 am, with the cost of a Free School Meal. Students can add to this amount by paying cash into the revaluation machines or via their Online Account, if desired. If the full cost of a Free School Meal is not taken on any day, credits cannot be transferred over to the next day. Similarly, if a meal is not taken at all due to sickness, etc. that day's credit is cancelled.

If your child/ward is entitled to a Free School Meal, you will be making a substantial contribution to the overall budget of the school, regardless of whether your child actually has the meal or not. In addition to students being eligible for a meal, Hilbre High School receives funding for its general budget.

POLICIES

School Policies can be found on our website:
www.hilbre.wirral.sch.uk/policies

SCHOOL CALENDAR

There is a PARENTS' EVENING for each year group during the school year to discuss progress and general matters. The evening is for parents to discuss matters with teachers, and we request that children do not attend as space is extremely limited.

Progress reviews are issued 3 times per academic year for all students. All students leaving the school in Year 11 or from the 6th Form do so with a PROGRESS FILE they have made during their school life.

Details of term dates and staff training days may be found on our website - www.hilbre.wirral.sch.uk

ROUTINE PROCEDURE

SCHOOL TIMES

8.40am	STAFF ON DUTY
8.45am	REGISTRATION/ASSEMBLY/FORM TIME
9.00am	LESSON 1
10.00am	LESSON 2
11.00am	BREAK Students may purchase items from the Brunch bar.
11.20am	LESSON 3
12.20pm	LESSON 4
1.20pm	LUNCHTIME Meals can be obtained in the Dining Room. Payment is by Cashless System card. Sandwiches may be eaten in the Hall.
2.10pm	LESSON 5
3.10pm	REGISTRATION/FORM TIME
3.20pm	SCHOOL CLOSES Buses are available to take students home.
3.35pm	STAFF OFF DUTY

A total of 25 hours per week is spent on following the taught curriculum.

FREE MEALS - Students entitled to a free meal are given a Cashless System card. They collect a meal, then hand their card in at the till in the canteen.

CAFETERIA/SANDWICHES/HOME - The School Cook serves a variety of popular cafeteria items each day, which are eaten in the Dining Room. However, those who wish to do so may bring a packed lunch which can be eaten whilst seated in the School Assembly Hall. A beaker of water can be supplied but not cutlery. **ALL FOOD MUST BE CONSUMED IN THE DINING ROOM, SCHOOL HALL OR BISTRO AREA.**

Students should not bring drinks to school in glass containers. As part of our Health Promoting Schools initiative, we encourage students to bring water to school in clear plastic containers with a 'sports' cap to reduce the likelihood of spillage. Water bottles may be filled at break and lunchtimes.

Students should either stay in school for lunch or go home. Students in Years 7, 8 and 9 who stay in school will not be allowed to leave the premises. If they break this rule they will be punished. Students in Years 10 and 11 are allowed, with parental permission, to leave the premises at lunchtime. Passes will be issued at the beginning of September. Students who misbehave may be excluded from school at lunchtime and then become the responsibility of Parents/Carers.

Parents will be asked to indicate the type of lunchtime arrangements they wish for their child. Please keep the school informed should there be a change in circumstances.

The Senior Supervisory Assistant responsible for lunchtime supervision of students is not a member of the teaching staff but plays a major role in dealing with situations which arise in school during the lunch hour and students are expected to comply graciously with her requests.

ATTENDANCE AND PUNCTUALITY

REGULAR ATTENDANCE is compulsory by law, as is **GOOD PUNCTUALITY**. Attendance and punctuality records are always mentioned in School Reports, and testimonials or references for employment.

Registration procedures at Hilbre are fully computerised allowing careful monitoring of groups and individual students; we are working very hard to increase attendance as absenteeism is a serious barrier to learning.

If an absence from school is necessary during any part of the school day, it will only be allowed if a request is made by parental letter and for appropriate reasons. Appointments for visits to the doctor or dentist should be made at times outside school hours. It is illegal for parents to keep children at home for any reason other than illness, or for a reason of which the school approves.

ALL student absences must be explained. Students must bring a note on the first day of return to school.

Please inform the school on the first day of any unforeseen absence - a telephone message before 9.30am is desirable.

PLEASE USE THE ABSENCE HOTLINE (625 2883) AND LEAVE A MESSAGE ON THE 24 HOUR ANSWERING MACHINE.

In the case of prolonged absence it is wise to keep the school fully informed of progress and the expected date of return.

Unexplained absences must now be categorised as 'unauthorised' and there is a Government requirement that schools compile statistics about such absences. Students with persistent unexplained absences will be referred to the Education Welfare Service, which in serious cases, may end in prosecution.

HOLIDAYS IN TERM TIME

In line with legal obligation and Department for Education stipulation, the Headteacher will only grant leave of absence in exceptional circumstances, in recognition that taking a child out of school during term time can seriously impair their progress and development.

CODE OF CONDUCT

The new Home School Agreement was put in place during the Autumn Term 1999.

The Code of Conduct is applicable throughout Years 7 – 11; a separate code of conduct operates in the 6th Form.

The school is concerned that we are able to support your child to achieve his/her potential in the most positive atmosphere possible. Therefore, in their best interest all Hilbre pupils are required to follow these guidelines for conduct.

Pupils are expected to behave in a sensible, considerate and well-mannered fashion and to maintain the good name and reputation of the school at all times, particularly whilst travelling to and from home. Bullying in all its forms will not be tolerated.

Pupils are expected to attend regularly and punctually. Absence notes will be required to cover all absences. The school should be informed on the first day of absence, and as early as possible if an absence is likely to extend beyond three days.

The wearing of school uniform, including blazers or black v-neck jumpers bearing the school logo for boys and girls, is compulsory and must conform to the school standard. The school badge must be visible at all times for Health & Safety reasons. Jewellery, with the exception of a wrist watch, must not be worn in any circumstances. Excessive make up must not be worn. Hair style and colour must not be extreme; the school has the right to judge acceptability. Expensive leather coats or expensive designer coats are not allowed. Pupils are not allowed to wear "hoodies" in school. The school cannot accept responsibility for personal property of any kind.

Pupils are expected to be prepared for every lesson, fully equipped with pen, pencil, ruler and rubber at all times. Other specialist kit or equipment must be brought as the needs arise.

Pupils are expected to complete homework and classwork tasks as instructed by the teacher. The School Student Planner must be completed each lesson and should be signed by parents each week. Reviews and Target Setting should be regularly completed.

Exercise books should be kept clear of graffiti and carried in a strong sensible bag or briefcase. Files should be kept in good, neat order.

Smoking, or consorting with smokers, is forbidden on the school premises and during the journey to and from school. All gambling games are forbidden. Swearing within the hearing of a teacher will be punished. Swearing at a member of the school staff may be punished by exclusion from school.

Expensive or dangerous items should not be brought to school, including such things as MP3 players, iPods or games consoles.

Mobile Phones - Hilbre High School supports the use of mobile phones as a means of ensuring the safety of our students. However, they should not be used in school and must be turned off in lessons, and stored out of sight in a bag or pocket.

Pupils are not allowed to leave the school premises without permission at any time during the school day, including breaks and lunchtimes. A clear Exit system operates for pupils who need to leave for such reasons as illness or notified medical appointments.

REWARDS

Good work, behaviour, punctuality and attendance are monitored and rewarded by:

- verbal praise, perhaps at an assembly; positive IRIS points; Hilbre 'Stars of the Week';
- attainment certificates awarded by a Department or Subject Area;
- certificates for good work, attendance and community service, awarded by the pastoral staff;
- having work praised by the Headteacher;

- commendation letters sent home; curriculum awards;
- allowing pupils to participate in special trips and visits;
- prizes for excellent attendance;
- KS4 pupils to receive rewards for reaching academic targets.

SANCTIONS

Failure to work hard, complete or hand in homework on time, or breach of this code of conduct may be punished by written work completed neatly and appropriately. The work should be signed by parents on completion, please. In addition, the following sanctions may be imposed:

- community service in own time (eg. picking up litter);
- teachers' detention during breaks or lunchtimes;
- if students do receive a detention it is the responsibility of parents to make suitable arrangements to get home after the detention.

A misbehaving pupil may be excluded from that lesson so that the lesson can continue. She/he will then be expected to catch up work missed and punished.

Failure to respond to these sanctions may result in:

- Parental interview.
- Referral to a senior member of staff.
- Internal exclusion.
- Exclusion.
- Notification will be made to parents and the Chair of Governors.

PLEASE KEEP THIS CODE OF CONDUCT FOR INFORMATION.

PRIVACY NOTICE - DATA PROTECTION ACT 1998

We, Hilbre High School Humanities College, are a data controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. We are required by law to pass some of your information to the Department for Education (DfE) and, in turn, this will be available for the use of the Local Authority (LA).

If you want to see a copy of the information about you that we hold and/or share, please contact the Headteacher's PA.

If you require more information about how the LA and/or DfE store and use your information, please go to the following websites:

Wirral Council website

<http://www.wirral.gov.uk/my-services/childrens-services/about-childrens-services/childrens-records>

DfE website

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, please contact the School Office for the LA information, or the DfE as follows:

Public Communications Unit

Department for Education, Sanctuary Buildings
Great Smith Street, London SW1P 3BT

Website: www.education.gov.uk

E-mail: <http://www.education.gov.uk/help/contactus>

Tel: 0370 000 2288

IN ADDITION FOR SECONDARY SCHOOLS - YOUTH SUPPORT SERVICES

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the LA support service for young people aged 13 to 19 in England. We must provide both the name and address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform the Headteacher's PA, if this is what you or your parents wish.

For more information about young peoples' services locally, please go to the LA website shown above, or the Direct Gov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm

AT HILBRE HIGH SCHOOL HUMANITIES COLLEGE, AN IMPORTANT PART OF OUR STUDENTS' EDUCATION IS THE PREPARATION FOR THEIR ADULthood. WE AIM TO EQUIP OUR STUDENTS WITH ALL THAT THEY NEED FOR A HAPPY AND SUCCESSFUL FUTURE.



