

# WHGS Primary Phase Code of Practice

## Home/School Agreement



William Hulme's Grammar School  
The best in everyone™  
Part of United Learning



### The School

William Hulme's Grammar School is an all-through Academy sponsored by United Learning. United Learning academies are inclusive and welcoming schools where pupils of all faiths, backgrounds and abilities are valued and respected. William Hulme's Grammar School shares with its sponsor a commitment to develop "the best in everyone".

### Our Aim:

The aim of the school is to strike a balance between academic and practical work, physical education, moral and spiritual development and the pursuit of leisure activities. We are committed to high standards of teaching and care and we welcome parental contact. The school is a private self-regulating community which respects the human rights of pupils and their parents, who in turn accept that the school's lawful policies, disciplines and rules must sometimes take precedence over the wishes of individuals.

### Expectations:

We expect your child:

- To follow the school rules, which will be explained to every child, at all times
- To arrive at school on time every day
- To wear the correct uniform at all times, and to be properly equipped
- To behave courteously and respectfully to everyone
- To follow instructions from a member of staff at all times
- To try his/her hardest and always to do his/her best
- To complete homework tasks on time
- To take part in extra-curricular activities which will enrich his/her education when the time comes
- Never to take holidays during term time

We expect you to:

- Support the school in its application of the Behaviour Code
- Support the school in ensuring that your child follows the school rules
- Ensure that your child has the correct uniform and equipment
- Encourage your child to take part in extra-curricular activities
- Never to take your child on holidays during term time
- Show respect to staff

In return, you can expect:

- That your child will be safe and well cared for whilst in our care
- To be fully involved in your child's education
- That every lesson your child is taught will be good or outstanding
- That your child will be stretched and challenged to aim high, to have high aspirations
- That we will provide a wide range of enrichment opportunities for your child
- That any obstacles or barriers to learning will be dealt with effectively
- That your child will make good or better progress.

## **Role of Parents/Carers:**

Between us as a school and you as a parent/carer, we have a joint responsibility to ensure that your child makes the very most of their primary education; that they are inspired by learning, encouraged to develop their own interests, and feels able and determined to play a full and active part in the life of William Hulme's Grammar School.

## **Parents' Authority:**

The parents authorise the Head of School (Primary Phase) while in *loco parentis* or acting on behalf of a pupil who has reached the age of 16, to take and/or authorise in good faith all decisions that safeguard and promote the pupil's welfare. Parents give consent to such physical contact as may be lawful, appropriate and proper for teaching and for providing comfort to a pupil in distress, or to maintain safety and good order, or in connection with the pupil's health. Unless parents notify the school in writing to the contrary, they consent to their child participating, under proper supervision, in contact sports and in other sports and activities which may entail some risk of physical injury.

## **Admission to the School:**

Admission to the school is free and entry will be subject to the availability of places and in accordance with the school's published admissions policy, details of which are available from the Admissions Officer.

## **Uniform:**

School uniform must be worn at all times (this includes the journey to and from school). Students will not be allowed entry into the school building without full uniform, unless they have previously obtained written permission from the Principal (e.g. on faith or medical grounds). Chewing gum is not permitted. Personal mobile 'phones, CD and MP3 players are permitted to be used in accordance with the Acceptable Use of Mobile Phones policy. Students are permitted to bring Mobile Phones to school but are not allowed to use them during the school day. In emergencies they will be provided with access to a school telephone by the pastoral team.

## **Absences, Attendance and Leave of Absence**

### **Absences:**

If a pupil is absent from school through illness, then it is the parent's responsibility to inform the school. This should be done by telephone or email on the first day of absence, followed up by a written note on return to school. If the absence is through a legitimate cause, then it will be registered as authorised. Absences cannot be authorised for reasons other than on medical grounds unless prior written approval has been given by the Principal or Head of School (Primary Phase). Non-urgent and routine medical and dental appointments must also be arranged outside school hours or during school holidays unless it is impossible to do so.

## Attendance:

All children of compulsory school age who are registered pupils at a school must attend regularly and punctually. As a parent/carer it is your legal responsibility to ensure that your child attends school regularly.

At William Hulme's, we fully appreciate that there may be occasions when a pupil's attendance may be affected due to exceptional circumstances. In these cases, support and advice will always be available from the school. Unfortunately, despite this support, attendance levels for some pupils continue to fall below the school's expectations. Pupils are expected to aspire to 100% attendance, with **96%** being the very **minimum** expectation. All pupils' attendance is closely monitored by the school and only the Head of School (Primary Phase)/Principal has the power to authorise any absence.

## Exceptional Leave of Absence:

The Department for Education (DfE) has announced some important changes to the legislation surrounding **holidays in term time**. The change in legislation has been introduced to reduce the high levels of absence that occur as a result of this. **Please ensure you read the new rules outlined in this agreement carefully; no requests for holidays in term time will be granted.**

From 1 September 2013, the new law does not give any entitlement to parents to take their child(ren) on holiday during term time. Any application for leave of absence during term time will only be considered by the Principal if there are exceptional circumstances that warrant granting leave. All requests for leave of absence for exceptional circumstances must be made in writing to the Principal who will consider each individual case. Only the Principal can determine the number of school days a pupil can be absent from school if the leave of absence for exceptional circumstances is granted. Parents can be fined by the Local Authority for taking their children on holiday during term time or for any other leave of absence without the Head of School (Primary Phase)/Principal's consent. Further information can be found on the DfE website at [www.dfe.gov.uk](http://www.dfe.gov.uk).

As a school, we fully appreciate the financial difficulties that some parents face when booking holidays, particularly during school holiday periods, however, from 1 September 2013 our attendance policy clearly reflects the changes in legislation which come into effect on that date. Holidays during term time will now always be recorded as unauthorised absence. Exceptional leave of absence is allowed only at the discretion of the Head of the Primary Phase/Principal. Details of our policy will be found on our website at [www.whgs-academy.org](http://www.whgs-academy.org).

The Local Authority will also be monitoring all schools' absences during term time and challenging schools that do not adhere to the new legislation. We hope that all parents will support us in this matter by not taking child(ren) out of school during term time and will recognise that the new legislation will bring about increased attendance and improved attainment in our school.

## Penalties for Unauthorised Absences:

Where a parent/carer **removes their child(ren) during term-time without authorisation they may be liable for a penalty notice** or prosecution in the magistrates' court.

A penalty notice will be issued to each parent for each child. The penalty notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within the first 21 days.

**Failure to pay the penalty notice may result in legal proceedings being taken against you. Other statutory action may also be considered under the Education Act 1996, which may result in you being prosecuted in the Magistrates' Court. If parents are found guilty, they will receive a fine of up to £2,500 and/or three months' imprisonment.**

## Positive Behaviour

William Hulme's Grammar School aims to foster interpersonal relationships between teachers, pupils, support staff and the community which are based on respect, compassion, support and tolerance. The school seeks to highlight and reward achievement and effort at every opportunity as part of its policies on behaviour, rewards and sanctions. Wherever possible, the school seeks to lay emphasis on positive encouragement rather than disciplinary sanctions.

The school will always tell pupils when they are doing well. Teachers will recognise, praise and reward pupils with certificates and other rewards which will be presented at weekly assemblies.

## Behaviour Code

Good behaviour is expected both on the campus and outside. At all times pupils are expected to be courteous to each other and polite to members of staff and visitors. Pupils are expected to respect and understand each other's differences in terms of gender, race, religion, culture or background.

The general discipline of the Academy is a collective responsibility. Every pupil's main responsibility is to show self-control. If the learning of others is disrupted, then pupils must accept that there will be consequences. Should any pupil fail to act in accordance with these expectations, the school reserves the right to interview parent(s) in order to remedy the situation. If these discussions do not lead to positive improvements, then an alternative educational institution may need to be found for the child. The school reserves the right to exclude permanently any pupil for either a single isolated incident or persistent failure to follow the school rules.

Pupils and parents have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported to the appropriate person in the school. The school also works positively with appropriate external agencies.

## Conduct:

The Head of School (Primary Phase)/Principal is responsible for the care and good discipline of pupils while they are in the charge of the school or its staff, and for the day-to-day running of the school and the curriculum. The Head of School (Primary Phase)/Principal is not responsible, unless negligent, for a pupil who is absent from the school in breach of school discipline. It is a condition of remaining at the school that parents and the pupil (including a pupil aged 16+ and 18+) accept the school regime and the school rules (in so far as they are lawful and reasonable) as to appearance and dress and the rules of school discipline that apply from time to time.

## Health Matters

### The Pupil's Health:

The Head of School (Primary Phase)/Principal may at any time require a medical opinion or certificate as to the pupil's general physical and mental health. Parents will be asked to complete a form of medical declaration concerning the pupil's health and must inform The Head of School (Primary Phase)/Principal in writing if the pupil develops any known medical condition, health problem, allergy, physical disability or will be unable to take part in games or sporting activities or has been in contact with infectious diseases. Those with parental responsibility may be recommended to arrange a medical examination for a pupil. The School Health Adviser is available to offer advice and to refer pupils to other agencies as appropriate.

Medicines such as inhalers or epipens may be kept by the school for emergency use. These must be clearly labelled with the pupil's name, must be in date and must be accompanied by a letter of consent from the parent/carer. You will also need to complete an Administration of Medicines Consent Form that you can collect from Reception before the school can hold and, if needed, administer medication. Such medicines may only be used by the student for whom they are prescribed. Students are not permitted to use medicines e.g. inhalers prescribed for another student.

If a member of staff suspects that a pupil's behaviour or appearance gives grounds for suspicion of illegal substance abuse, the Police will be informed. In addition to any prosecution or legal penalties which may result, all those involved can expect to be subject to school-based sanctions.

Pupils who break the rules on smoking and drinking of alcohol can expect to be the subject of sanctions of a magnitude which reflects the seriousness of their misconduct, with the ultimate sanction of temporary fixed-term or permanent exclusion available for especially severe, irresponsible or persistent offences.

## **Lunch Times:**

All pupils are expected to remain on site for lunch unless parents have sought written permission from the Head of School (Primary Phase). Reception and Key Stage One children receive a free meal every day under the Universal Free School Meals scheme and are discouraged from bringing a packed lunch.

## **Teaching and Learning**

### **Curriculum:**

The school will pursue academic excellence through a broad curriculum that stimulates and inspires pupils and which is designed to allow all to develop the skills and qualifications necessary for tomorrow's world.

### **Progress Reports:**

The school monitors each pupil's progress and parents/carers will receive an annual report once per year. Parents/carers will be invited twice every year to a Parents' Evening for a discussion with staff.

### **Special Educational Needs:**

The school aims to provide for pupils on the SEN register and the school draws on the services of many other agencies (e.g. educational, social and medical) in order to provide the best care, support and guidance for each individual pupil. The school complies with all the requirements of the SEN Code of Practice.

### **Reports and References:**

Any information or references supplied to parents and others concerning the progress and character of a pupil will be given conscientiously and with all due care and diligence but otherwise without liability on the part of the school.

## **General Conditions**

### **Special Precautions:**

The Head of School (Primary Phase)/Principal needs to be aware of any matters that are relevant to the pupil's security and safety. The Head of School (Primary Phase)/Principal must therefore be notified in writing immediately of any court orders or situations of risk in relation to a pupil for whom any special safety

precautions may be needed. A parent may be excluded from school premises if the Head of School (Primary Phase)/Principal considers such exclusion to be in the best interests of the pupil or of the school.

### **Absence of Parents:**

When both parents will be absent from the pupil's home for a 24-hour period or longer, the school requires, in writing, the name, address and telephone number for 24-hour contact of the adult to whom parental responsibility has been delegated in *loco parentis*.

### **Liability and Insurance:**

William Hulme's Grammar School does not, unless negligent, accept responsibility for accidental injury or loss of property. The school undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of parents including insurance of the pupil's personal property whilst at school or on the way to or from school or on any school sponsored activity away from the school. The school is not the agent of the parents for any purpose related to insurance.

### **Accidental Damage:**

In the event of accidental damage being caused to school property by inappropriate or silly behaviour by a pupil, the school reserves the right to bill the pupil's parents/carers for the damage.

The immediate action following the incident will be to administer First Aid (if necessary), and to contact the facilities manager to make the area safe. The pupil's class teacher will telephone the parent/carer to report the incident, advise of any medical concerns and give warning that an invoice will subsequently be sent to request re-imburement for making good any damage caused.

### **Pupils' Personal Property:**

Pupils are responsible for the security and safe use of all personal property and parents are responsible for ensuring that all such property is clearly marked with the owner's name. A pupil may not bring any item of equipment to school which runs on mains electricity without the prior written permission of the Head of School (Primary Phase). Pupils are discouraged from bringing any valuables to school and the school is unable to accept responsibility for them.

### **Concerns/Complaints:**

Parents who have cause for serious concern as to a matter of safety, care or quality of education should inform the Head of School (Primary Phase)/Principal in writing without delay. If parents have a complaint about any aspect of the school, then they should refer to the school's Complaints Policy.

### **Confidentiality:**

William Hulme's Grammar School will take care to preserve the confidentiality of information concerning the pupil and parents in accordance with Data Protection Legislation. The parents, however, consent on behalf of themselves and the pupil to the school (through the Principal, as the person responsible) obtaining, holding, using and communicating, on a 'need-to-know basis', confidential information which, in the opinion of the Principal, is material to the safety and welfare of the pupil and others, including a pupil aged 16 and over. The parents consent also to the school communicating with any other school which the pupil attends or which a parent proposes the pupil should attend about any matter concerning the pupil, whether or not the information passing is also held in machine-readable form.

## Intellectual Property:

The school reserves all rights and interests in any intellectual property rights arising as a result of the actions of a pupil in conjunction with any member of staff of William Hulme's Grammar School and/or any other pupils at the school for a purpose associated with the school. Any use of any such intellectual property rights by a pupil is subject to the terms of a licence to be agreed prior to the use between the pupil, the pupil's parents and the school. The school will allow the pupil's role in creation/development of intellectual property rights to be acknowledged.

## School and United Learning Publications:

From time to time, students may be photographed for educational purposes such as newsletters, educational trips, etc. Consent for a student's image to be used in school and United Learning publications is sought from parents/carers/students. Parents should advise the Head of School (Primary Phase)/Principal that they do not wish the image of their child to appear in any school publication (including the school's website). Please see our Image Use Policy for further information.

## Assemblies, Religious Studies and Sex and Relationship Education:

Assemblies are arranged to reflect the school's multi-faith character. From time to time religious assemblies are held which reflect all the major world religions. Major festivals and religious events are acknowledged such as Passover, Christmas, Easter, Eid, and Ramadan. Religious Education teaching also reflects the school's profile. Sex and Relationship education is handled sensitively. The school's aim is to be inclusive so that parents do not feel the need to withdraw pupils from any aspect of school life. Any parent wishing to do so is encouraged to discuss their concerns with the Head of School (Primary Phase) in the first instance.

## Code of Practice:

The purpose of this code is to express the ethos of the school and it is not intended to be exclusive or to be a legal contract. It will be revised annually and parents are encouraged to write to the Head of School (Primary Phase)/Principal about any proposed additions or amendments.

**Please confirm that both parent and pupil fully support the Home School Agreement by confirming consent on the Arbor Parent Portal.**

## Information and Review

<b>Designated Lead Person/s</b>	Miss L S Dalton, Head of School (Primary Phase)
<b>Reviewed</b>	Annually
<b>Date of last review and by whom</b>	June 2025
<b>Next Review Date</b>	June 2026