

School 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 students 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:

William Hulme's prides itself on being a friendly, multi-cultural community that produces happy, successful and active members of the community. Whilst we have a very strong academic focus throughout the school, at William Hulme's Grammar School we believe that there is more to a good education. As well as ensuring our students achieve well academically, we also aim to develop character, compassion and service. Throughout their time here, pupils are expected to contribute to our school community and to society. We want children to try things they cannot do, to persist in the face of difficulty and to become resilient in overcoming obstacles. This is 'the William Hulme's Way'.

With this in mind, we provide a breadth of opportunities and experiences which seek to help our students become confident, well-rounded and ambitious young adults. Our curriculum and enrichment programme is overflowing with opportunities to try something new and develop new skills. In addition to our very wide range of extracurricular clubs, our students enjoy trips to activity centres, performing in front of their friends and families, university visits, talks from inspirational speakers as well as countless opportunities to collaborate with their peers at United Learning schools across the country.

We are incredibly proud to deliver an Education with Character; an education which challenges, inspires and excites our students and prepares them for the ups and downs of life.

No two days are the same at WHGS; our children are constantly introduced to new and different experiences, designed to prepare them for the next stage of their education and beyond.

Expectations:

We expect your child:

- To always follow the WHGS Respect Charter*which will be explained to each student
- To speak with respect
- To behave with respect
- To respect the environment
- To have respect for their own learning
- To have respect for others' learning
- (The respect charter is appended to this document – Appendix A)

We expect you as parents/carers to:

- Support the school in its application of the Behaviour Code
- Support the school in ensuring that your child follows the WHGS Respect Charter
- Ensure that your child has the correct uniform and equipment
- Encourage your child to take part in extra-curricular activities

- Never take your child on holidays during term time

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 excellent
- That your child will be stretched and challenged to aim high, and to have high aspirations
- That we will provide a wide range of enrichment opportunities for your child
- We will remove any obstacles or barriers to learning
- That your child will make outstanding 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 his/her secondary education; that he/she is inspired by learning, encouraged to develop his/her 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 Principal while in loco parentis or acting on behalf of a student who has reached the age of 16, to take and/or authorise in good faith all decisions that safeguard and promote the student's welfare. Parents give consent to such physical contact as may be lawful, appropriate and proper for teaching and for providing comfort to a student in distress, or to maintain safety and good order, or in connection with the student'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.

Teaching and Learning

Curriculum:

The curriculum at WHGS is designed to meet the high aspirations of our learners, provide the skills, knowledge and qualifications required for success in their chosen field and encourage independence and self-motivation. We expect our learners to develop resilience, creativity, openness to new ideas and an enquiring mind.

At every key stage, we offer a broad range of subjects, foster a love for learning and lifelong learning and develop 'education with character'. We are committed to realise the potential of all our learners irrespective of background or disadvantage and we tailor opportunities for all pupils including those with SEND.

The ultimate aim of the curriculum is to equip pupils for the next stage of their education, employment or training and develop caring and respectful global citizens who will use their learning to create a better future.

Progress Reports:

The school monitors each student's progress and parents/carers will receive regular progress reports which are emailed to parents via Arbor and the Arbor Parent App. Parents/carers will be invited every year to a Parents' Evening for a discussion with subject and pastoral staff.

Special Educational Needs:

The school aims to provide for students on the SEND 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 student. The school complies with all the requirements of the SEND Code of Practice.

Examinations, Reports and References:

The school will enter a student's name for an examination if the Principal is satisfied that it is in the best interests of the student. Any information or references supplied to parents and others concerning the progress and character or about further education and career prospects, will be given conscientiously and with all due care and diligence but otherwise without liability on the part of the school. Students who wish to re-sit an examination may be permitted to do so if parents are willing to meet the cost.

Positive Behaviour

William Hulme's Grammar School aims to foster interpersonal relationships between teachers, students, 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 place emphasis on positive encouragement rather than disciplinary sanctions.

The school will always tell students when they are doing well. Teachers will recognise, praise and reward students with stamps and certificates which will be presented at the end of term Award Ceremonies.

Stamps earned will be recorded in the Student Planner. Stamps count as part of a student's Progress Record and will add value to an application for employment and Higher Education.

Stamps have to be earned. Each subject teacher will tell students how and when stamps will be awarded. To achieve one stamp, a student must be: on side, on task, on time.

Stamps will also be awarded for:

- Effort
- Attainment
- Written praise in exercise books
- 100% attendance
- 100% punctuality
- Conduct around school

At the end of each week Form Tutors will award 3 stamps for a 'clean slate' and stamps for involvement in extra-curricular activities and contributions to school life will also be awarded. They may also be awarded around school by all members of staff for positive behaviour.

The student planner includes a stamp chart. During Praise Period each week, students will have the opportunity to count and keep a running total of the stamps that you have been awarded that week. Teachers will check these and they will be entered onto a student's Progress File.

Prizes:

The 'William Hulme's Way Award' recognises students who are working to the best of their ability and taking pride in their work, their school and themselves. It celebrates students who are making the most of the opportunities that are available to them by participating in a wide range of extra-curricular activities, representing the school and taking on responsibilities and leadership roles within the school community. The pinnacle of the Award is the '**Star Student Award**' which highlights students who have an exemplary attendance record, an outstanding approach to learning in lessons and contribute widely to the life of the school.

Behaviour for Learning:

A student's Behaviour for Learning will be assessed throughout the year by their teachers.

Behaviour Code

Good behaviour is expected both on the campus and outside. At all times students are expected to be courteous to each other and polite to members of staff and visitors. Students 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 student's main responsibility is to show self-control. If the learning of others is disrupted, then students must accept that there will be consequences. Should any student 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 student for either a single isolated incident or persistent failure to follow the school rules.

Students 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.

Sanctions and Support:

In the interests of getting high standards of work and behaviour from everyone, there have to be measures which can be taken by all members of staff. Information about rewards and sanctions are displayed in every classroom.

Planner Comments:

If a student does not receive a stamp during a lesson, this shows that they have not been working: on task, on side, on time. They will receive a planner comment instead, which explains the problem to their form tutor and parent/carer. These will also be recorded by the form tutor each week and will be dealt with.

Detentions:

The purpose of detentions at school is to give a student an opportunity to reflect on his/her own behaviour and an incentive to modify it. These sanctions are not meant to be a punitive measure but a requirement for a student to reflect upon what they have done and how they might do things differently in the future. Members of staff may deal with matters of discipline from their own classroom during break and/or lunchtimes. This action will be recorded in the planner.

A formal detention takes place after school every day. Parents are notified by text before 1.30pm on that day if their child is in detention. Detentions are issued for lateness, failure to have a planner and other breaches of conduct.

Reflection Referral:

In extreme cases, a student may be sent out of the classroom to the Reflection Room.

In this event, a member of the Extended Leadership Team or the class teacher will be contacted and the parent/carer may be informed that they were removed from a lesson.

Report Cards:

If a student's progress or behaviour is unsatisfactory, they may be placed on a report card and progress will be recorded and monitored every lesson. Progress will be monitored at stage 1 by the Form Tutor, stage 2 by the Head of Year and stages 3 and 4 by the Director of Pastoral Care.

All of our Praise and Behaviour systems are constantly under review and parents are notified of any significant change to the procedures above.

Conduct:

The Principal is responsible for the care and good discipline of students 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 Principal is not responsible, unless negligent, for a student who is absent from the school in breach of school discipline. It is a condition of remaining at the school that parents and the student (including a student 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.

Absences, Attendance and Leave of Absence

Absences:

If a student is absent from school through illness, then it is the parent's responsibility to inform the school. This should be done by telephone on each day of absence. If the absence is for a legitimate reason, 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. Wherever possible, non-urgent and routine medical and dental appointments should also be arranged outside school hours or during school holidays.

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 Principal has the power to authorise any absence.

Exceptional Leave of Absence:

Please ensure you read the rules outlined in this agreement carefully; no requests for holidays in term time will be granted.

From 1 September 2013, the 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 Principal's consent. Further information can be found on the DfE website at 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, since 1 September 2013 our attendance policy has clearly reflected the changes in legislation which came into effect on that date. Holidays during term time will always be recorded as unauthorised absence. Exceptional leave of absence is allowed only at the discretion of the Principal. Details of our policy can be found on our website at 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 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 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.

The penalty is £80 per parent, per child payable within 21 days, rising to £160 per parent, per child if paid between 22 and 28 days. (Failure to pay will result in prosecution.) If a second Penalty Notice is issued within a rolling 3-year period the penalty is £160 per parent, per child if paid within 28 days. There will be no option to pay a lower amount.

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.

Health Matters

The Student's Health:

The Principal may at any time require a medical opinion or certificate as to the student's general physical and mental health. Parents will be asked to complete a form of medical declaration concerning the student's health and must inform the Principal in writing if the student 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 student. The School Health Advisor is available to offer advice and to refer students 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 student'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 the Main 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 student'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.

Students 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 Primary Phase and Secondary Phase students are expected to remain on site for lunch unless parents have sought written permission from the Principal. Students can either purchase a meal in the school dining room or bring a packed lunch. Sixth Formers with good records are permitted to leave at lunch time or during non-teaching periods. Such arrangements are a privilege not a right.

General Conditions

Special Precautions:

The Principal needs to be aware of any matters that are relevant to the student's security and safety. The Principal must therefore be notified in writing immediately of any court orders or situations of risk in relation to a student for whom any special safety precautions may be needed. A parent may be excluded from school premises if the Principal considers such exclusion to be in the best interests of the student or of the school.

Absence of Parents:

When both parents will be absent from the student'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 student'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 and Deliberate Damage:

In the event of accidental damage being caused to school property by inappropriate or silly behaviour by a student, the school reserves the right to bill the student'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 student's Head of Year 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-imbursement for making good any damage caused.

Students' Personal Property:

Students are responsible for the security and safe use of all personal property and for ensuring that all such property is clearly marked with the owner's name. A student may not bring any item of equipment to School which runs on mains electricity without the prior written permission of the Principal. Students 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 Principal in writing without delay. If a parent has 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 student and parents in accordance with Data Protection Legislation. The parents, however, consent on behalf of themselves and the student 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 student and others, including a student aged 16 and over. The parents consent also to the school communicating with any other School which the student attends or which a parent proposes the student should attend about any matter concerning the student, whether or not the information passing is also held in machine-readable form. Please refer to the school's Privacy Notice (available on the school's website) for more information on how we retain, store and share data.

Intellectual Property:

The school reserves all rights and interests in any intellectual property rights arising as a result of the actions of a student in conjunction with any member of staff of William Hulme's Grammar School and/or any other students at the school for a purpose associated with the school. Any use of any such intellectual property rights by a student is subject to the terms of a licence to be agreed prior to the use between the student, the student's parents and the school. The school will allow the student'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, Awards Evenings etc. Written parental permission will be sought on entry to the school, except in the case of Sixth Form students, who will be asked to sign their own consent forms. A record of all consent details will be kept securely on file. Should permission be withdrawn by parents/carers at any time records will be updated and the relevant staff will be informed. Please see our Image Use Policy, which is available on our school website, for further information.

Assemblies, Religious Studies and Relationship and Sex 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 Studies 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 Principal 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 Principal about any proposed additions or amendments.

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

Information and Review

Designated Lead Person/s	T H Copestake, Head of School (Secondary Phase)
Reviewed	Annually
Date of last review and by whom	June 2025
Next Review Date	June 2026