



Manchester
High School
for Girls

Parent Handbook 2018-19
Preparatory Department

ADDRESS AND CONTACT NUMBERS

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Moodle: www.mhsgmoodle.org.uk

TERM DATES 2018 – 2019

Autumn Term 2018

Term begins for students	Tuesday 4 September (Prep, Year 7, Sixth Form, new students) Wednesday 5 September (Whole school)
Half term	Monday 22 October to Tuesday 30 October
Occasional day's holiday	Friday 30 November
Term ends	Thursday 20 December 3.25pm (Preparatory Dept) Friday 21 December 12.30pm (Senior School)

Spring Term 2019

Term begins for students	Monday 7 January
Half term	Friday 15 February to Friday 22 February
Term ends	Thursday 4 April at 3.45pm (3.25pm for Preparatory Dept)

Summer Term 2019

Term begins for students	Tuesday 23 April
Bank Holiday	Monday 6 May
Staff marking day	Friday 24 May (Pupils not in school)
Half term	Monday 27 May to Friday 31 May
Term ends	Thursday 4 July at 3.25pm (Preparatory Department) Friday 5 July at 12.30pm (Senior School)

The following information was correct at the time of printing (June 2018). As with all organisations striving for continuous improvement, procedures may be revised during the School year. Parents are asked to refer also to the Standard Terms and Conditions Contract issued to parents with the Acceptance Form, in addition to this handbook.

Contents	Page
Aims and Values of the School	3
Admissions Policy	4
After School Club	4
Assemblies	5
Assessment	5
Attendance and Absence	6
Behaviour Policy	7
Break and Lunch	9
Bullying	10
Bus Code of Conduct	11
Calendar	11
Chewing Gum	11
Child Protection and Safeguarding	12
Communication	12
Complaints Procedure	13
Computing	13
Continuity of Education	13
Curriculum	15
Curriculum Enrichment	15
Data Protection	16
Educational Visits	16
Emergency Communication	16
English as an Additional Language	16
Equality of Opportunity and Treatment	17
Equipment	18
Exclusion, Suspension, Removal and Expulsion	18
Extra-Curricular and Enrichment Activities	19
Head Lice	19
Homework	20
House System	20
Illness	21
Jewellery	21
Medical Facilities	21
Mobile Phones	22
Moodle	22
Music Tuition	22
ParentPay	23
Parent Teacher Association	23
Pastoral Care	23
Punctuality and Registration	24
Reporting to Parents	24
Searching Pupils	24
Security of Pupils	25
SEND and Learning Support	25
Speech and Drama	26
Staff	26
Sun Protection	26
Timings of the school day	26
Uniform	27
Using ParentPay	30

AIMS AND VALUES OF THE SCHOOL

Manchester High School for Girls was founded in 1874: “To impart to the girls the very best education which can be given and to fit them for any future which may be before them”.

Today, the School maintains these guiding principles by encouraging each individual pupil to achieve educational excellence over a broad range of subjects and to develop an awareness of her own value and a sense of responsibility towards others.

Aims

The School aims to:-

- Develop an understanding of the value of education as an end in itself and to instil a love of excellence and culture
- Encourage the achievement of the highest academic standards and individual potential
- Provide a broad and varied choice of subjects and activities, offering each girl the opportunity to develop her talents within a single sex School
- Educate the whole person so that girls leave School with a sense of self-worth, self-discipline, and an ability to contribute with confidence in an increasingly competitive and technological world
- Draw on the School’s social, cultural and religious mix of pupils, to enable girls to live and grow in an atmosphere of mutual respect
- Encourage qualities of caring, kindness, honesty and loyalty and foster high moral standards

Values

The statement of values was designed in consultation with pupils.

- Respect others regardless of age, race or background
- Help to create a caring environment where all relationships are open and friendly
- Be honest when dealing with others
- Discourage malicious gossip and realise that teasing can go too far
- Be happy at others’ success and give support in times of disappointment
- Value extra-curricular achievements as well as academic success
- Keep our School clean and tidy and show respect for others’ property

ADMISSIONS POLICY

The information below is a summary of the admissions policy for entrants to the Preparatory Department. A full policy is available on request to the Registrar.

Manchester High School for Girls is an academically selective School with its own assessment process. The School operates an equality policy and all pupils are considered on merit. The School welcomes girls from age four. However, there are opportunities to join the Preparatory Department in all other year groups, subject to places being available. Please contact the Registrar for further information.

Infant Department -Foundation Stage and Key Stage I

- For entry into the Reception class at 4+, pupils are invited into School for a short activity session, during which time they will interact in a small group of pupils of a similar age and complete some tasks on a one-to-one basis with a member of staff. In this informal and friendly atmosphere, they take part in a series of activities and tasks, which establish whether they would settle happily into our School environment.
- Applicants for admission at 5+ are invited to visit the School to join their peers during lessons as well as completing some tasks on a one-to-one basis with a member of staff. The pupils are expected to read to the teacher and their ability in English and Mathematics is assessed. A School report is requested from the Head Teacher of the applicant's present School.
- A School report is requested from the Head Teacher of the applicant's present School. The results of the assessment and the offer of places are posted to parents within two weeks of the examination.
- Assessment for Reception class and Key Stage I places will take place on 15th January 2019. Applications may be considered later in the year, subject to the availability of places. The results of these assessments and the offer of places are posted to parents within two weeks of the assessment date.

Junior Department – Key Stage 2

- Pupils applying for Key Stage 2 places are required to sit an entrance test. Applicants are assessed in Mathematics, English, reasoning and problem solving, looking at their ability to deal with new information. Papers set in previous tests are not published. Guidelines indicating the kind of work applicants are expected to be familiar with are sent to parents on receipt of a completed registration form.
- A School report is requested from the Head Teacher of the applicant's present School. The results of the assessment and the offer of places are posted to parents within two weeks of the examination.
- Assessment for Key Stage 2 places will take place on 15th January 2019. Applications may be considered later in the year, subject to the availability of places. The results of these assessments and the offer of places are posted to parents within two weeks of the assessment date.

AFTER SCHOOL CLUB

- After School Club provides a flexible service for pupils in the Preparatory Department whose parents find it difficult to collect their children from School at the usual finishing time (3.25pm).
- After School Club is available to pupils of the School from Reception to Year 6 and is at an extra cost. The Club is held every weekday from 3.25 – 6.00pm during term time and uses the Infant Hall in the Prep.
- After School Club is not an extension of School and does not provide extra lessons. Supervision, care and organised activities are provided. Girls in Years 3 to 6 are expected to complete their homework, under supervision, before taking part in the activities. A separate area is provided for this purpose. A light, nutritious tea and drink are provided on arrival, the cost of which is included in the fee.
- Parents wishing to register their daughters for the After School Club should contact the Preparatory Department reception for a Registration and Agreement Form. Once registered, if parents wish to use the Club on an occasional basis, a letter should be sent to School on the morning they wish to attend.

ASSEMBLIES

Assemblies are an important meeting time in the Preparatory Department and they play a significant part in the spiritual, moral, social and cultural development of the pupils. There are separate assemblies for Key Stage 1 and 2, so that they can be pitched at the appropriate level. Each term, assemblies follow themes explored further in the Preparatory Department PSHE and Citizenship programme of study, fundamental British values and wider community values. In addition, we share the moral issues and values that are common to all religious faiths, as well as learning about the beliefs, needs and rights of others. Assemblies are also used as a time to celebrate and to take pride in the achievements of individual girls, teams and the Department as a whole.

Assemblies are held four times a week:

- **Reception, Year 1 and Year 2:** The Head of Preparatory Department, Mrs Mortimer, and the EYFS and Key Stage 1 teachers lead assemblies. An assembly celebrating pupils' achievements is held once a week and girls are nominated to be a "Golden Girl". The house point teddy, Sylvia, is awarded to the house which has gained the most house points that week. Girls have form together time once a week with their Class Teacher.
- **Years 3 – 6:** Assemblies are taken by the Head of Preparatory Department and the Key Stage 2 teachers. Mrs Hewitt, the Head Mistress, leads a weekly assembly and presents the Merit badges to girls who have excelled in an area of School life. On a Friday, girls bring in achievements from outside School which are presented by the Head of Preparatory Department. In this assembly, the House Point Cup is awarded. Once a week, the girls have form together time with their Class Teacher.

ASSESSMENT

In order to track progress, to plan for individualised pupil learning and to create an informed dialogue with pupils about their next step targets, pupils from Year 1 to Year 6 complete written, standardised tests in English and Mathematics termly; Reception pupils start these tests at the end of the Spring Term.

All pupils will also sit computer adaptive progress tests. In EYFS, this will include Literacy, Numeracy, Language Communication and PSED and will be tested at the start and the end of the academic year.

In Year 1 to Year 6, pupils will be assessed in General Mathematics, Mental Arithmetic, Reading, Spelling and Developed Ability skills at the start of the Autumn term to inform future planning and personalised learning for the year.

In addition to the summative testing cycle, individual pupil progress is tracked assiduously from week to week in addition to regular classroom assessments and tests to check curricular understanding. Further details are available in the Assessment and Tracking Policy which is available on request from the Head of Preparatory Department. The purpose of these assessments and tests is:

- To enable teachers and pupils to monitor progress and diagnose next steps in learning, in order to enable pupils to become more reflective learners;
- To recognise the range of a pupil's achievement and experience through effective feedback and marking systems that aim to create a positive development dialogue with each pupil;
- To motivate pupils and build self-esteem, enabling them to aim for the highest standards and plan for their next stage of learning;
- To provide fair, consistent, accurate and comprehensive reports for parents and external agencies, which give a clear record of a pupil's progress and achievements;
- To provide accurate systematic records which inform curriculum planning and School development planning.

ATTENDANCE AND ABSENCE

The School follows Department for Education regulations. The law requires regular attendance and this is a legal responsibility of parents. Absences are recorded on the pupil's annual report. We expect pupils to attend School regularly; an attendance percentage of over 95% is the norm. If there is a medical reason for poor attendance, parents are asked to give the Head of Preparatory Department a letter from a GP or hospital consultant. Attendance below 90% is a cause for concern and parents may be invited in to School to see the Head of Preparatory Department if attendance falls to this level.

Authorised absence procedures

- Authorised absence is where the School has either given approval in advance for a pupil of compulsory School age to be away, or has accepted an explanation offered afterwards as satisfactory justification. All other absences will be classed as unauthorised. Acceptable reasons for absence would normally be illness or bereavement. Absences must be explained in writing by parents/carers as soon as their child returns to School.
- **Parents are asked to telephone the Preparatory Department on the first morning of absence between 8.00am and 9.00am.** If we do not receive a message that your daughter will not be in School by 9.00am, we will attempt to contact you by telephone. On returning to School after absence, a pupil **must** bring a letter of explanation from her parent. This must be signed and dated, and given to the pupil's Class Teacher.
- If a pupil is absent for ten days or more, a parent should send in a medical certificate.
- Please ensure that all cases of significant infectious illnesses are reported to School. The School nurse or doctor can give guidance as to when your daughter can return to School following an infectious illness.
- If a pupil arrives in School after 9.15am, she must bring a letter of explanation from a parent. If a pupil arrives late to School, but before 9.15am, she must sign in at the reception desk in the Preparatory Department. If these procedures are not followed, a pupil will be marked as absent.

Leave of absence for observance of important religious festivals

- Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. However, parents are asked to send **advance notice** in writing. The written request should state the date of absence.

Leave of absence for holiday

The DfE document "School attendance: departmental advice for maintained Schools, academies, independent Schools and local authorities" published in November 2013, removes references to family holiday and extended leave. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

This rule will extend to girls in all year groups. Please be aware, therefore, that no absence taken for a family holiday will be authorised. Any time taken during term time for a family holiday will be recorded as unauthorised.

For any leave of absence, the Head of Preparatory Department should be notified in advance, in writing.

Unauthorised absence

The School is bound by Department for Education regulations which now regard all unauthorised absence as truancy. Absence is classified as unauthorised in the following cases:

- If the reason for absence is unacceptable to the School.
- If the pupil does not bring a written explanation of absence from a parent.

Unauthorised absence is noted in a pupil's individual School record.

Leaving School early

Only on rare occasions do we allow girls to leave School early to attend medical appointments. Girls are not released early to attend activities or parties.

BEHAVIOUR POLICY

The School aims to ensure that effective teaching and learning takes place both in the curriculum and in enrichment activities. We expect from our pupils a very high standard of self-discipline and behaviour, a positive approach to studies and a co-operative and supportive relationship with peers and staff.

Parents are asked to work in partnership with School staff to assist the School in maintaining high standards and to take responsibility for the behaviour of their daughter at School and on the way to and from School. We ask you also to ensure that your daughter is familiar with the Pupil Code of Conduct and classroom expectations, which are included at the end of this section.

Staff will aim to create a supportive learning community through:

- Establishing good order and discipline in classrooms and all other areas of the School;
- Developing pupil self-esteem and self-discipline;
- Setting high personal standards and thus promoting amongst pupils a proper regard for authority;
- Establishing positive teacher-pupil relationships based on mutual respect;
- Ensuring equality of opportunity and treatment for all;
- Ensuring that responses to both negative and positive behaviour are consistent across all staff;
- Monitoring the impact of learning difficulties and disabilities on behaviour to ensure early intervention;
- Provide a safe environment for staff and pupils free from disruption, bullying and any form of harassment and aggression;
- Building constructive relationships with parents and guardians, and involving them in implementing and reviewing the School's behaviour policy.

Behaviour Policy: Code of Conduct

- All pupils must do their best to benefit from the opportunities that are offered in our School.
- In speaking and responding to others, all pupils must respect the normal conventions of polite and civilised society.
- All members of our School must respect the human rights of others and have regard for the well-being and academic progress of fellow pupils.
- Each member of our School must behave in a way that allows herself and others to work successfully, without disruption, safely and with enjoyment.
- All members of our School must have regard for the health and safety of themselves and others.
- All members of our School must respect and take responsibility for property – their own property, other people’s property and the School’s property.
- All members of our School must do their best to maintain the highest possible reputation, both for themselves and for the School.

Behaviour Policy: Classroom Expectations

- Listen to and follow the teacher’s instructions.
- Listen to the views of others without interrupting them. Raise your hand to answer or to ask a question.
- Show respect for your own possessions and those of others.
- Take care of the classroom equipment and environment.
- Be polite, considerate and co-operative at all times.

Behaviour Policy: Rewards and Sanctions

Rewards

In the Preparatory Department, several schemes are operated which seek to reward pupils for their good behaviour, commendable efforts, academic achievement and good citizenship. These rewards include house points, stickers, merit badges, special certificates of commendation and signing of the Head’s Commendation Book from the Head of Preparatory Department, and special letters of commendation from both the Head Mistress of the School, and from the Head of Preparatory Department.

The girls also have the opportunity to take part in a range of activities, for which many receive certification from awarding bodies external to School.

Sanctions

- If a pupil misbehaves and breaks the School’s Code of Conduct, sanctions will be applied fairly and consistently. Initially this will take the form of a discussion with the Class Teacher. Further to this, if there is no improvement after due warning and encouragement, we operate an approach to applying sanctions using the following steps that encourage a pupil to develop her skills of self-reflection and emotional regulation:
- In Reception and Key Stage I classes, there is a visual display consisting of a large bright yellow sun with a smiling face and a sad cloud. The names of the children are placed in a position around the sun. For any girl

found to be breaking the Pupil Code of Conduct (Golden Rules) or behaving in an inappropriate manner, her name will be moved on to the sad cloud and she will have a conversation with the Assistant Head of Key Stage 1 and EYFS about her behaviour. If the child's behaviour improves, her name will be returned to the sun. The names of any children consistently appearing on the sad cloud will be recorded and referred to the Head of Preparatory Department. *Please see the Preparatory Department Behaviour, Discipline and Pastoral Care Policy for further detail.*

- In Key Stage 2, any girl found to be breaking the Pupil Code of Conduct (Golden Rules) or behaving in an inappropriate manner, after due warning will be given time to reflect on their behaviour with the application of a "Grey Card". For a repeated offence, a girl will be given a "Yellow Card" which involves behaviour monitoring strategies overseen by the Assistant Head of the Preparatory Department. For more serious misdemeanours or repeated behaviour after a yellow card, the girl will be given a "Red Card"; she will report to the Head of Preparatory Department and parents will be contacted to discuss strategies for improvement.
- If a problem is persistent or more serious, the matter will be referred to the Head of Preparatory Department immediately. Where there are serious concerns about behavioural issues, parents are contacted at an early stage, in order to resolve the problem through an agreed plan of joint action.
- Parents have access to the Preparatory Department's *Behaviour, Discipline and Pastoral Care Policy* online: it can be found on the School's website; please see the drop-down menu under the "About Us" tab; "Policies" link.

The Pupil Code of Conduct in the previous section of this document provides a list of our expectations. The Preparatory Department does not allow corporal punishment, but Schools have the right to restrain pupils, in order to prevent them from causing injury or damage to themselves or others. We do not expect to have to implement this facility. Please also note the School's policy on exclusion and expulsion. We are confident, however, that this will be a very rare occurrence.

BREAK AND LUNCH

- Milk is available free of charge at morning break. The girls are allowed to bring a healthy snack, such as fruit or vegetables, to eat at break time. Please ensure that grapes are cut up. Drinking water is available throughout the day.
- Girls are allowed to bring bottles of water to School and these will be stored in the classroom. Bottles should not be filled with juice. Chewing gum and sweets are not allowed in School. We operate a nut-free environment, therefore celebratory cakes or sweet treats should not be brought into School.
- At lunchtime, the girls go to the School Dining Room for their meal. Girls are expected to eat lunch with polite table manners. If your daughter has any particular dietary requirements for medical or religious reasons, please contact the Head of the Preparatory Department. The weekly menu is displayed on Moodle, in the Weekly Bulletin and in the Prep Reception area.

BULLYING

- The emotional distress caused by bullying is treated very seriously in the Preparatory Department. We investigate bullying as soon as it is reported to us.
- Bullying is targeted behaviour which has the deliberate intention of making a child feel threatened, unsafe or unhappy. It is usually part of a pattern of repeated behaviour, rather than an isolated incident of unpleasantness.
- Pupils are encouraged to report any bullying to a member of staff as soon as it happens. We ask parents to reinforce this. We try our best to be supportive, and to deal with incidents sensitively.

The following types of behaviour are regarded in the Preparatory Department as bullying:

- The use of behaviour or body language which others find threatening or hurtful.
- The use of physical aggression in any form.
- The use of exclusion from friendship groups as a means of intimidation and hurt.
- Name calling because of ethnic origin, nationality, religion or belief, sexual orientation or some form of disability.
- Spreading rumours.
- The use of technology deliberately to upset someone else – cyberbullying.
- Persistent teasing.

Cyberbullying

- Cyberbullying is defined as the use of technology deliberately to upset someone else. It may include threats and intimidation, repeatedly sending unwanted texts and instant messages; defamation; exclusion or rejection by fellow pupils; impersonation; manipulation; the sending of unauthorised private information or images.
- The following technology may be involved in cyber bullying: mobile phones, Instant Messenger, chatrooms and message boards, email, social networking sites, personal web sites, defamatory online polling web sites, web cams, video hosting sites, virtual worlds and gaming sites.
- The School expects that its students will not use technology outside School as part of cyberbullying and that both pupils and parents will co-operate with any reasonable investigation of that technology by the School. The law recognises that there is no longer a clear boundary between behaviour within a School and the external behaviour of its pupils.
- Mobile phones are not permitted in the Preparatory Department, unless they have been authorised by the Head of Preparatory Department. In such instances, phones should be handed to a member of staff to be stored securely.

Procedures for action

- If a pupil is being bullied or if she witnesses the bullying of another pupil, she should tell her teacher. If she is unwilling to approach us herself, parents are asked to contact the Head of Preparatory Department.
- The Head of Preparatory Department and/or the Class Teacher will talk to the pupil about the bullying incident(s) and then to those involved in the alleged bullying. Statements will be taken from other pupils who may have witnessed incidents.
- If it is proven that bullying has taken place, the bully will be confronted with the consequences and given an

opportunity to reflect on their actions. Serious incidents will be punished. Persistent or violent bullying may require suspension or expulsion. Parents will be informed.

- In the Preparatory Department, we strive to create a caring, concerned, sympathetic ethos in which all members are respected. We emphasise to all pupils that bullying is unacceptable and address this issue in the academic curriculum, particularly in PHSE and RE lessons, assemblies and Circle Time. We also ensure that there are plenty of activities and games for the pupils at playtime and that they are supervised by the staff. It should be remembered, however, that children do fall out, and that some accusations of bullying will turn out to be unjustified. Even so, all complaints will be investigated.
- Parents have access to the Preparatory Department's *Anti-bullying Policy* online: it can be found on the School's website; please see the drop-down menu under the "About Us" tab; "Policies" link.

BUS CODE OF CONDUCT

The Heads of four independent Schools which share coach transport have agreed a common code of conduct which summarises the standards we all seek to maintain amongst our pupils on public transport. The Schools will support the bus operator in banning persistent or serious offenders from using the bus.

- Pupils should at all times treat the driver and other passengers with respect.
- Wherever possible, pupils should remain seated, unless disembarking.
- Pupils should create a bully-free environment, avoiding any of the following behaviour:
 - verbal abuse
 - threatening, intimidating or impolite behaviour
 - abusive text-messaging
 - physical assault
 - theft or damage to property
- Smoking and the possession or use of alcohol or illegal substances is strictly forbidden.
- Pupils must report incidents which breach the Code of Conduct to their parent or to the Head of Preparatory Department.

A 241 bus service to Altrincham, Hale and Bowdon currently provides a service for girls aged 4 to 18 years and is supervised by an adult.

CALENDAR

A calendar is drawn up at the beginning of the academic year and is issued to parents. Updates are given to parents at the beginning of the Spring and Summer terms. Dates for Parents' Evenings are included. Further details about key dates are included in the Weekly Bulletin and website calendar.

CHEWING GUM

Chewing gum is prohibited on the School site and on School visits. It should not be used on the journey to and from School.

CHILD PROTECTION AND SAFEGUARDING

- The safeguarding policies of the School reflect the Children Acts of 1989 and 2004, which include the principle that “the welfare of the child is of paramount importance”. They take note of recommendations for good practice in the Laming and Singleton Reports 2009 and have been further refined with reference to the 2015 government update of *Working Together to Safeguard Children*, and the 2018 updated publication, *Keeping Children Safe in Education*.
- School staff have a responsibility to protect pupils from harm. The Children’s Act gives the School the right to do what is reasonable in all circumstances for the purpose of safeguarding and promoting a child’s welfare, and Schools have a responsibility to work with the child, parents and colleagues, and with outside agencies such as social, health and police services, to create a safe environment.
- The Head of the Preparatory Department is the Designated Safeguarding Lead for the Preparatory Department and she works with the Assistant Head of Key Stage 1 and EYFS (Deputy DSL for the Preparatory Department), the School Nurses and the Pastoral Deputy Head of Senior School as the designated team for child protection at MHSG.
- **Parents who wish to report a child protection issue should contact the Head of Preparatory Department, or the Head Mistress if the issue relates to the Head of Preparatory Department.**
- All staff (both teachers and support staff), governors and volunteers undergo a Disclosure and Barring Service check to ensure that they are suitable and fit people to work with children. The School follows the current legal safeguarding procedures for recruiting and appointing staff, as in the government guidance *Keeping Children Safe in Education*. (Sept 2016).
- Should a girl leave the School before the end of her compulsory Schooling (up to the end of Year 13), parents are asked to notify us of the name and address of the next School which their daughter will be attending. Under recent legislation, we have to provide the Education Authority with this information.
- The School’s child protection policy is reviewed annually and is available to parents of pupils and prospective pupils. Parents have access to the School’s *Child Protection and Safeguarding Policy* online: it can be found on the School’s website; please see the drop-down menu under the “About Us” tab; “Policies” link.
- Should parents make arrangements for their daughter to be cared for by a responsible adult in their absence, we would ask that the dates and details of this arrangement be communicated to School.

COMMUNICATION

The primary point of contact for any concerns about your daughter should be your daughter’s Class Teacher, via email or note; you can also ring the Preparatory Department receptionist to make an appointment to see or speak to your daughter’s Class Teacher, or to the Head of Preparatory Department if you have a concern that you feel your daughter’s Class Teacher cannot address in the first instance.

All staff contact email addresses are available for parents in the calendar booklets issued to parents at the start of each term.

Notices, dates, reminders and updates are emailed out for parents within the Preparatory Department Weekly Bulletin, which further details the activities girls have been involved in, alongside the termly Prep Talk Magazine and the School’s website. Where possible, all letters are sent electronically to parents and uploaded to the Preparatory Department section of the School’s website and Moodle, should additional copies be required. Consent for trips can be provided via ParentPay.

COMPLAINTS PROCEDURE

The School has a complaints procedure that outlines to parents the process for making a complaint. A copy of this procedure is available on request from the Secretary to the Head Mistress of the School, Mrs Hewitt. Details of the number of complaints received in the most recent School year are also available on request. Specific complaints procedures regarding the Early Years Foundation Stage are detailed in the Preparatory Department EYFS Parent Handbook; a copy of this is available on request from the Head of Preparatory Department.

COMPUTING

Alongside the positive educational and social benefits offered by ICT, there are unfortunately some dangers, particularly for young people.

ICT offers the opportunity for pupils and parents to learn together and E-safety is a topic which can encourage home-School links. The use of the School intranet (Moodle) is intended to foster such home School links. As in any other area of life, young people are vulnerable and may expose themselves to danger, usually unknowingly, when using the internet and other technologies. This has become increasingly likely with the advent of mobile phones and integrated cameras, the use of which can lead to child protection and data protection issues, when photographs are distributed by a girl onto a social networking site.

Whilst adult supervision of children's ICT use is preferable, it is not always easy to achieve. Even if the use of "social networking" sites is blocked within Schools, young people will still be able to access them from home. School and parents play a key role in promoting E-safety. In conjunction with our E-safety training for girls in School, we ask you to alert your daughter to the risks she may encounter and help her to develop safe and responsible behaviours when using technologies, whether at School, at home or in any other setting.

Personal digital technology, including cameras, mobile phone cameras, camcorders and projectors must not be used by parents in School without the prior permission of the Head of Preparatory Department. Use of mobile phones is prohibited in all areas of the School used by our Reception pupils: information signs inform all visitors clearly of these areas.

Parents have access to the Preparatory Department's *ICT and E-safety Policy* online: it can be found on the School's website; please see the drop-down menu under the "About Us" tab; "Policies" link.

CONTINUITY OF EDUCATION

An Information Afternoon on the entrance examination and transferring to the Senior School is held for parents in the summer term before their daughters enter Year 6.

MHSG offers a seamless education from Reception Class at age 4 to Advanced Level at age 18. We hope that when the time comes to make decisions about secondary education you will choose for your daughter to remain at MHSG where she has already been happy and successful and where she is well known as an individual.

Our academic record is outstanding and girls are taught not just how to achieve excellent examination results, but to enjoy learning for its own sake. The social skills and confidence that your daughter has developed during her time in the Preparatory Department will continue to be nurtured in the Senior School and will form an excellent foundation for her to become an academically well-educated young woman, with highly developed interpersonal skills and a broad range of interests.

The Preparatory Department offers education to girls from 4 to 11 years of age, and is academically selective. There are two classes per year group with a maximum class size of 20 girls. It suits and meets the needs of bright, enthusiastic and inquisitive girls who thrive in the challenging and nurturing environment. Girls acquire a love of learning and develop the skills and attributes to ensure success in their education beyond the Preparatory Department. The admissions policy and procedures are designed to help parents decide if the Preparatory

Department is the right School for their child, as well as assisting the School in identifying children whom we believe will benefit from the education we offer.

Girls will be regularly monitored and assessed throughout their time as a pupil in the Preparatory Department and provided that, in the professional opinion of the Head of Preparatory Department and the Head Mistress, they have achieved the standards of academic attainment and conduct required for the Senior School, they will automatically progress to Year 7.

Girls in the Preparatory Department will be required to sit the Senior School Entrance Test in January of their last year in the Preparatory Department (Year 6) as this provides valuable information to ensure a smooth transition; furthermore, their scores will allow them to be considered for an academic scholarship or, if eligible, for bursary assistance. It is recognised that financial pressures may mean that some parents feel they need to consider taking up a place in the state sector or applying to more than one School to maximise the chance of a bursary award. All Year 6 pupils will also be interviewed by the Head Mistress as part of the Entrance process.

Naturally, we hope that in all other circumstances parents will not feel it necessary to apply to other Schools. However, we do recognise that choosing your daughter's secondary school is one of the most important decisions you will ever make.

If you are considering alternative schools, we would ask that you contact the Head of Preparatory Department or the Head Mistress, as they are keen to ensure we are offering you all the information and support you need as you make this important decision. Experience has shown that it can be disruptive and unsettling for girls to sit a number of entrance examinations and for them to have to attend different interviews, and to be absent from School to do so.

The following procedure should be followed if parents choose to apply to another School:

- The Head Mistress of the Senior School must receive in writing notification of your intention to apply for a place at another School at 11+.
- We will be asked to write a reference for the other School so it is important that this written notification is received by the end of October in Year 6.

Bursary Awards in the Senior School

A small number of bursaries are available, which provide financial assistance to enable girls whose parents could not otherwise afford the fees to enter the Senior School at 11+. Bursaries are awarded on the basis of financial need as well as academic merit. Parents will be expected to provide detailed financial information when applying for a bursary. The amount of money available for such awards is very limited. Bursary awards are means-tested every year to ensure continued qualification.

Scholarships in the Senior School

A scholarship is different from a bursary award. Scholarships are awarded for academic, musical or sporting excellence. The maximum value of a scholarship in the Senior School is half the current tuition fee, but most awards are for smaller proportions. Scholarships are awarded for the entire School career of a pupil conditional upon satisfactory performance. Girls in the Preparatory Department are eligible for all scholarships if they are committed to transferring to the Senior School.

CURRICULUM

The Preparatory Department offers a broad and balanced curriculum which offers a wide range of exciting and engaging learning experiences. The development of key skills in English and Mathematics receive a high priority throughout the Preparatory Department. The girls are taught by their own Class Teacher for most subjects. There are specialist staff to teach Music, Swimming, Physical Education, Mandarin and French. Curriculum information evenings are held annually for parents at the start of the academic year and supplementary information is available on Moodle.

Early Years Foundation Stage

(Please also see separate Parent Handbook for the EYFS at MHS; a copy of the Preparatory Department EYFS policy is also available on request).

The curriculum in our Reception classes is based around the Early Years Foundation Stage (EYFS) Curriculum 2012. Teacher led activities and planned opportunities for independent learning and exploration through play ensure pupils achieve and exceed the Early Learning Goals by the end of the Reception year. Learning is based around:

Three Prime Areas

These areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Four Specific Areas: through which the three Prime Areas are strengthened and applied.

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design.

Key Stage One (Years 1 and 2)

- The subjects taught include English, Mathematics, Science, Computing, Religious Studies, History, Geography, French, Art, Design Technology, Music, PHSE and Citizenship, myHappyMind and Physical Education (including swimming).
- There are two classes in each year group and the year group staff team work closely together to provide parity of curriculum delivery and enrichment across the year group.

Key Stage Two (Years 3, 4, 5 and 6)

- The pupils cover the same subjects as Key Stage 1, with the addition of Mandarin.
- There are two classes in each year group and the year group staff team work closely together to provide parity of curriculum delivery and enrichment across the year group.

CURRICULUM ENRICHMENT

Workshops, visits, residential trips and events are organised to enrich the curriculum. Our successful events include themed days, charitable, music, dance and drama activities. Visiting speakers and parents are also invited into School regularly to talk to year groups.

DATA PROTECTION

- We should like to be able to include photographs of our students in our displays and publicity materials (such as the prospectus, High Flyer, Prep Talk, the Weekly Bulletin, Moodle, the School website, promotional DVDs and press releases), and to film students engaged in learning activities such as role plays and presentations. Names are used only where appropriate, for example in celebrating a student's individual achievement. Personal details and home address do not appear in these promotional materials.
- If you would prefer us not to include your daughter in the School's promotional material, please would you inform the Marketing Manager in writing as early as possible in September, requesting also an acknowledgement of your letter or email:
nmarttila@mhsg.manchester.sch.uk
Please would you also ensure that your daughter is aware of this, so that she does not inadvertently volunteer to have her photograph taken.

EDUCATIONAL VISITS

- Each class has the opportunity to participate in a number of off-site educational visits during the year, to support and enrich the class work. The pupils visit a wide range of places of interest, as well as participating in field trips, sports and musical activities. Parents may be invited by staff to accompany visits with their daughter's year group.
- Detailed planning and preparation is carried out for each visit, including risk assessment, under the direction of the Head of Preparatory Department. All students are insured for personal accident under a scheme arranged by Marsh UK Ltd.
- **If your daughter wishes to take part in an off-site activity, it is essential that you sign the consent form for the particular visit well in advance of the trip. Consent may be provided via ParentPay. Without signed consent, your daughter may not take part in the visit. We regret that a telephone call or email will not suffice.**

EMERGENCY COMMUNICATION

It is vitally important that should we need to contact you regarding your daughter, we can. Therefore, please can you ensure that the contact details submitted for you, as parent/parents or carers, and named others, are up to date and functioning. If you need to contact your daughter for an emergency, please telephone the School. The Receptionist will take the message to your daughter's Class Teacher. Girls will not be removed from class to speak to parents who telephone the School.

ENGLISH AS AN ADDITIONAL LANGUAGE

We are proud of the many different languages spoken by our pupils. It is helpful to know about a girl's home language, and we may conduct questionnaires from time to time to acquire this information. If you feel that your daughter may benefit from extra support in English to raise her academic performance, you should talk to Mrs Mortimer, Head of Preparatory Department.

EQUALITY OF OPPORTUNITY AND TREATMENT

Manchester High School for Girls is committed to building an inclusive and fair community in which there is mutual respect and equality of opportunity and treatment for all. The individual's rights and responsibilities to others underpin all relationships.

All members of the School community will work to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equal opportunity and
- Foster good relations within the School community

The following is a summary of the School's Equality Policy:

Governors, staff and pupils will:

- Promote the principles of fairness and justice for all;
- Develop in all members of the School an understanding of, and respect for, cultural, linguistic, religious and physical diversity within the School community;
- Promote integration;
- Work to eliminate harassment and discrimination against students or staff on the basis of:
 - Age
 - Disability, physical or mental
 - Dress
 - Gender / gender reassignment
 - Language
 - Marital status (staff)
 - Pregnancy or maternity
 - Race; colour; nationality; ethnic or national origin
 - Religion or belief
 - Sexual orientation
 - Social group
- Work towards ensuring that all pupils and staff have equal physical access to the full range of educational and employment opportunities, facilities and services provided by the School curriculum and extra-curricular activities;
- Provide, within financial constraints, appropriate food for all members of the School community in terms of race, religion, health and personal conviction;
- Reduce the potential for prejudice through low self-image by providing positive educational experiences with frequent opportunities for encouragement, praise and reward;
- Ensure that all staff and all students respect each other's personal space, avoiding physical, verbal and emotional abuse of others;
- Challenge stereotyping and prejudice whenever it occurs.

The School gives guidelines to pupils within the **Code of Conduct**. All pupils should be aware that offensive comments or incidents will not go unchallenged, whether these are simply made due to a lack of care, or whether they are calculated to cause distress. Examples of discriminatory behaviour include:-

- physical attacks of a discriminatory nature;
- physical threats of a discriminatory nature;
- provocative behaviour such as the wearing of offensive badges or insignia;
- introduction of offensive materials such as magazines or leaflets;
- offensive photographs, graffiti or any other written insults in text messages/ internet sites/ emails;
- incitement of others to behave in an offensive way;
- verbal abuse including name-calling, offensive jokes and mimicry;
- any disrespect towards differences in food, music, dress, language/ regional accent or customs;
- refusal to co-operate with other people because of their race, religion or belief, culture, social background, age, appearance, gender, sexual orientation or learning disability.

EQUIPMENT

In KS2, your daughter will require the following items, **all clearly named**:

- 2 small pencil cases, one for basic writing tools, one for crayons
- 2 blue ink pens with spare washable cartridges - biro's are not permitted (Y4-6)
- a correction pen for pen ink (Y4-6)
- 3 HB pencils
- a plain white rubber
- a pencil sharpener: one which will contain the shavings
- a solid glue stick (e.g. Pritt)
- 2 or 3 highlighter pens
- a set of colour-pencil crayons
- a set of colour-fineliners
- an A4 plastic envelope/folder for homework
- a 30cm ruler – not flexible
- a 180° protractor
- a pair of compasses to use with a small pencil
- regulation long-sleeve overall for Art and Design Technology (as used in Key Stage 1)

A copy of the following would be useful to have at home for home study:

- The Oxford School Dictionary **ISBN: 978-0-19-274710-5**
- The Oxford School Thesaurus **ISBN: 978-0-19-274711-2**
(Hardback versions of these are also available)

The above items should be kept in school throughout the week.

Some basic stationery items are provided but it is much better for girls to have their own.

Homework diaries, reading records and reading books should be brought into school every day, and taken home each night.

EXCLUSION, SUSPENSION, REMOVAL AND EXPULSION

In the independent sector, **exclusion** is defined as being when a student is not allowed to return to School while fees are unpaid. Unless there is a written agreement about delayed or staged payments between the parent and the School, students for whom fees are outstanding may not return to School. In this case, the Head Mistress will inform the parents /legal guardians.

Removal is defined as being when parents are required to remove a student permanently from the School if, after consultation with the parents and if appropriate the student, the Head Mistress is of the opinion that:

- by reason of the student's conduct, behaviour or progress, the student is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School; or
- if the parents have treated the School, members of its staff or any member of the School community unreasonably.

Those breaches of School discipline that do not require expulsion, but, in the opinion of the Head Mistress, require that a student must leave the School permanently might include; continued lack of application to academic study, in lessons or homework, despite warnings; poor attendance; endangering the safety of members of the School community through reckless action; continued poor behaviour; a serious breach of discipline under the terms of the School contract with parents or criminal law.

In such cases, there will be discussion with parents (and with the student if she is of sufficient age and maturity) to help them understand why the student cannot remain. The leaving status of the student and the help that will be given in finding a new School to make a fresh start will also be discussed by the Head Mistress with the parents.

Expulsion is defined as immediate dismissal from the School. (This is known as exclusion in the maintained sector.) It is recognised that expulsion may stigmatise a student and the School makes every effort to deal with a student's error of judgement in other ways. However, the main categories of misconduct which may result in expulsion or removal include but are not limited to:

The main categories of misconduct which may result in expulsion or removal include but are not limited to:

- Supply/possession/use/misuse of drugs and solvents or substances intended to resemble them, or alcohol or tobacco. 'Drugs' has a broad definition but is defined here as controlled drugs, prescription and non-prescription drugs and medicine, substances or compounds resembling drugs, substances or compounds referred to as 'legal highs'.
- theft, blackmail, physical violence, intimidation, racism or bullying
- misconduct of a sexual nature; supply or possession of pornography
- possession or use of firearms or other weapons
- vandalism or computer hacking
- persistent attitudes or behaviour which are inconsistent with the School's ethos
- other serious misconduct which affects the welfare of other pupils and / or members of the teaching and non-teaching staff or which brings the School disrepute (single or repeated episodes) on or off School premises.

Other serious or repeated breaches of the School's behaviour policy may lead to a student being suspended by the Head Mistress for a fixed period of time. A suspended student will not be allowed to attend lessons.

Internal suspension will require a student to attend School, but to work away from other girls, usually under the supervision of a senior member of staff.

External suspension will require a student to remain at home, under the supervision of a parent, and complete work set by the School.

Following suspension, a student may be placed on a Behaviour Contract. Failure to comply with the terms of this contract is likely to lead to expulsion.

The Expulsion, Removal and Review Policy is available on request from the Head Mistress's PA.

EXTRA-CURRICULAR AND ENRICHMENT ACTIVITIES

- In the Preparatory Department, girls have the opportunity to develop their special interests and talents through a broad range of extra-curricular and enrichment activities which take place mainly in the lunch hour, but also at the end of the School day.
- A full list of clubs available for the forthcoming School year is issued in September and is updated termly by the Assistant Head of Preparatory Department, who can be contacted for more information during a term.
- Extra lessons in Speech and Drama and / or Music, leading to LAMDA or Associated Board examinations, are available as additional options.
- Whilst the girls are encouraged to take part in extra-curricular activities, it is also important that they are not overloaded and are still able to spend some time in the playground during the lunch hour.
- Girls who attend clubs and practices are expected to attend on a regular basis.

HEAD LICE

Head lice infections are very common in primary setting and can be difficult to manage unless everyone accepts responsibility to monitor their child regularly. If your child does have head lice, please treat immediately and contact us. We will then send out a general letter to parents so they can monitor and treat their daughter's hair to prevent further infection.

HOMEWORK

The importance of hearing your child read and discussing the text with her on a daily basis throughout her time in the Preparatory Department cannot be emphasised strongly enough; this is a lovely opportunity to talk and share something of interest with your daughter, but it also significantly develops their level of reading alongside the reading skills they will use throughout the curriculum.

In **Key Stage 1**, homework will mainly consist of reading, learning spellings, sentence work using the weekly spellings in context, number facts and mathematical challenges, but may also include more formal work to develop skills in Mathematics and English. This will be approximately 15 minutes per evening in Year 1, plus daily reading, rising to approximately 20 minutes per night plus daily reading in Year 2; weekend work across Key Stage 1 will total up to 30 minutes.

All girls in **Years 3 to 6** have a homework diary in which they write down their daily homework. Parents may also use the homework diary to write a note if their daughter has had any particular difficulty with the set tasks, or to communicate messages. In Key Stage 2, homework will consolidate learning done in class, extend learning through research and make preparations for future learning. The homework allocation is as follows:-

Year 3

30 minutes on Monday, Tuesday and Thursday nights. 30– 40 minutes at the weekend

Year 4

30-45 minutes on Monday, Tuesday and Thursday nights. 40 – 50 minutes at the weekend

Year 5 and 6

45-60 minutes Monday, Tuesday and Thursday nights. 60 – 70 minutes at the weekend

“Wonderful Wednesday” night is designated a “no homework set” night for children in Key Stage 2. Although no new homework will be set, children will be encouraged to manage their time and use this as an opportunity to read, learn spellings, revise times tables, or use Moodle and Mathletics.

Pupils in Key Stage 2 who do not complete a homework assignment, will be expected to make up the work missed during free time, either in School or at home, as advised by their Class Teacher. If a pupil consistently forgets or does not complete homework, then the Class Teacher will make a decision about whether to use the disciplinary card system, alongside supportive learning strategies communicated to the parents, in order to model to the pupil the correct learning behaviours with regard to home study and the importance of time management. This may lead to a red card for persistent offenders, which involves parents being invited into School to discuss the issue and how it can be addressed in the best interests of the child moving forward. *(For further details of the disciplinary card system, please refer to the MHSG Preparatory Department Behaviour, Discipline and Pastoral Care policy; available for parents on the School website).*

Holiday Homework: pupils will be encouraged to read widely in the holidays; work may also be set as part of a support or consolidation programme agreed with parents; children will be encouraged to do research projects to promote independent learning. Mathematics and English revision and consolidation homework tasks will be set during longer holidays for pupils in Upper Key Stage 2 (Years 5 and 6).

HOUSE SYSTEM

There are four houses in the Preparatory Department and each girl is assigned to a house. The houses are named Behrens, Gaskell, Roby and Darbshire after founders of the School. Girls are given house points which are added together for the weekly awarding of the Key Stage 2 House Point Cup and Key Stage 1 House Point Bear, Sylvia.

The aims of the School house system are: to enhance the sense of community across the School; to increase opportunities for teamwork across the year groups; to offer leadership roles for our older girls; to encourage friendly competition, on a collaborative basis; and to achieve house points. Girls can also earn house points through participation in house activities, effort in their academic subjects and for exceptional conduct/service within School. Siblings are placed in the same house.

ILLNESS

We would request if your daughter is unwell she remains at home until she is better. If a pupil has vomited or experienced diarrhoea, we do not expect them in School until she has been 48 hours symptom-free. If your daughter has sickness and/or diarrhoea during the School day, you will be contacted and asked to collect her as soon as possible. This is to prevent further infection.

If we have concerns about any illness in the Preparatory Department, we will inform parents.

JEWELLERY

- Girls may wear one pair of matching, plain gold or silver stud earrings, one in each ear lobe. Girls in Years 3-6 may wear a watch of simple style. Expensive jewellery should not be brought to School and parents are asked to ensure that this rule is followed. Jewellery and badges should not be worn on jacket lapels or other clothing.
- Facial jewellery (for example, a nose pin) is not permitted and students will be asked to remove such items immediately. Students may be withdrawn from lessons if they are unable to remove unauthorised jewellery and in this case parents will be asked to ensure its removal before their daughter is permitted to return to lessons.
- For PE lessons, we strongly recommend the removal of earrings, or leaving them at home on PE days. If this is not possible, pupils should cover them with plasters to ensure safe participation in activities. For further details, please refer to the section on **Uniform**.

MEDICAL FACILITIES

- The School Nurse is usually in School every day of term from 8.30am – 4.00pm. She administers First Aid and looks after the girls if they become unwell. She also supervises arrangements for health checks, medical examinations and immunisations/vaccinations. She can advise on contact with other support services.
- Please note that the School Nurse works within the Code of Professional Conduct of the Nurses' and Midwifery Council. Information given to the School Nurse by a pupil or parent remains confidential to the pupil or parent, unless permission is given to pass on that information. This confidentiality rule also applies to the School Doctor. If your daughter is ill and needs to go home, a member of staff will telephone you so that you are able to arrange transport home for her.
- If your daughter needs to take medication during the School day, please send in the medicine in the original container, with the pharmacy label, instruction leaflet and a "Request for Medication" form, stating her name, nature of illness, name of medicine, time and the dates to be given. Details of a contact number would also be useful. The medicine must be given to the Tlass teacher who will pass it on to the School Nurse. The School Nurse will administer the medication. In the event of the absence of the School Nurse, it may be administered by Paediatric First Aid trained staff. This, of course, does not apply to inhalers used by children with asthma who are encouraged to have their named inhaler with them or their teacher at all times.
- All new girls will be offered a medical examination and parents are invited to attend this. The School Doctor is in School once a week to conduct routine medicals and she also advises on medical problems.

The following health services are provided:-

Reception

All girls have a routine medical with the School Doctor and Nurse. Your daughter's weight, height, sight, hearing and general development will be monitored. Parents are encouraged to attend this medical with their daughters.

Year 3

At a health surveillance interview, the School Nurse takes this opportunity of talking to your daughter about diet, exercise and lifestyle. She will also check growth and vision.

MOBILE PHONES

Pupil mobile telephones are **prohibited** in the Preparatory Department unless specific authorisation has been given by the Head of Preparatory Department. This authorisation is usually given to girls who travel on unsupervised buses. Pupils who have to bring a mobile phone to School must hand it in to their teacher at the beginning of the day for safe keeping. If your daughter has a particular reason to contact you by telephone, this will be arranged by the Prep receptionists or the Head of Preparatory Department.

We also ask that, to meet child protection regulations in the EYFS, parents do not use their mobile phones with photo capability within the building or playgrounds of MHSg Preparatory Department.

MOODLE

Moodle is an intranet that covers all areas of School life including the curriculum and parent notices.

- When your daughter is in the Senior School, she will be given individual access to the intranet, but in the Preparatory Department we begin with joint access for parents and daughters so that families can look at useful information together.
- The intranet opens up a conduit to allow easy communication by e-mail between home and School. It provides your daughter with short, fun activities which will support her School work.
- All documents and other communications will be issued electronically but duplicates will be available on Moodle and the School's website.
- In order to register on Moodle, you will need your e-mail address. Please contact the Moodle administrator (jdhaves@mhsq.manchester.sch.uk) should you require additional information about registration.

MUSIC TUITION

- The Music Department encourages girls to use their musical talents for group activities. Rehearsals mostly take place at lunchtimes. These are for recorder groups, orchestra and choir. Additional music rehearsals occasionally take place to prepare for extra special performances and some of these rehearsals take place outside the lunch time e.g. before School.
- Individual tuition is provided for the following instruments: piano, flute, recorder, oboe, clarinet, bassoon, saxophone, French horn, trumpet, trombone, percussion, violin, viola, 'cello, double bass, guitar, harp and singing. Some of these lessons are more suited to girls in the upper years of Key Stage 2.
- Lessons are usually on an individual basis, but it is possible to share lessons with another girl if a suitable partner can be found. Thirty lessons are given during the course of the School year; these will normally be distributed unevenly between the three School terms, as the Autumn term is usually the longest.
- Pupils in Key Stage 1 have their instrumental lesson at a time that is convenient to the Class Teacher. Girls in the infants are escorted to and from their instrumental lessons, but it is important for parents to discuss these arrangements with the Class Teacher beforehand.
- Pupils in Key Stage 2 attend their instrumental lessons on a strict rota basis. This means that each week the pupil misses part of an academic lesson or part of a break, lunchtime or assembly time. The instrumental lessons are held at a different time each week so that the same curriculum subject is not missed too often. **The parents of any girl who intends learning more than one additional subject (for example, music lessons, speech and drama lessons) should discuss it with her Class Teacher first.**

Useful Information

- If you do not already possess an instrument, several local shops operate hire and buy schemes and School will be happy to offer advice if needed.
- We have a number of School instruments available for hire at a cost of approximately £24 per term. We have a good supply of all stringed and brass instruments, plus a limited number of flutes, clarinets, saxophones, oboes and bassoons.
- We do not have any facilities for girls who are learning the piano to practise in School. Therefore, girls are not allowed to take piano lessons unless they have a piano at home on which to practise.
- If you wish your daughter to have individual music tuition in School, please collect further information from the Preparatory Department reception desk.

PARENTPAY

ParentPay is the School's secure, online payment system. Parents should use ParentPay to provide consent and pay for School trips and extra-curricular activities that require an additional payment. Payment can be made using a debit or a credit card. There is also the option in 'Add Notes' to add any dietary or medical information which may be relevant. The trip leader will include this in their trip planning.

If the cost of a School trip is a modest amount, payment is made as a one-off payment. More expensive School trips can be paid for in instalments and the instalment plan will be sent out with the trip letter; this gives parents the chance to budget for a trip over a longer period of time.

Please see the final two pages of this booklet for guidance on how to use ParentPay.

PARENT TEACHER ASSOCIATION (PTA)

The School benefits hugely from the activities of the PTA and would welcome your participation. The Association aims to support the School by fund-raising, by organising social activities for families and by assisting with refreshments at School concerts and drama productions.

- The PTA operates a second-hand uniform shop which opens regularly during the year: details will be sent out via the Preparatory Department Weekly Bulletin; dates for the second-hand uniform shop can be obtained from the Preparatory Department reception desk.
- The PTA are always happy to welcome additional committee members, as some members step down from office as their children leave School to attend university. We particularly need parents who would be prepared to put forward new ideas for fund-raising social events and to be involved in events.
- Committee membership involves attendance at up to six evening meetings per year and help to organise and/or supervise events. Any parent who is interested should contact the School Reception for details.

PASTORAL CARE

- In the Preparatory Department, emphasis is placed on creating a happy and supportive School where girls are encouraged to be confident and resilient, developing their special talents and striving to fulfil their academic potential.
- The basis of the Department's pastoral system is the Class Teacher, who is the pupil's first point of reference if there is a problem or an issue. The staff in the Preparatory Department aim to work in co-operation with parents to maintain high standards of achievement and effort, and to create a supportive community.
- Further details can be found in the Preparatory Department's *Behaviour, Discipline and Pastoral Care Policy* online: this policy can be found on the School's website; please see the drop-down menu under the "About Us" tab; "Policies" link.

PUNCTUALITY AND REGISTRATION

- It is important that pupils arrive punctually for School, so that the whole class is able to begin the day together and lessons are not interrupted.
- Morning registration takes place between 8.45-9.00am. If a girl arrives after the register has been taken, she will be marked 'Late'. She should sign in at Prep Reception, stating the reason for the late arrival.
- Arrival after 9.15am is classed as absence by the Department for Education and the pupil must bring a letter of explanation from a parent. An exception to this regulation is made if a particular bus arrives late, delaying pupils through no fault of their own.

REPORTING TO PARENTS

- The Preparatory Department greatly values the partnership with parents in the education of their daughters. We wish to foster this by giving parents the information they need in order to provide effective support for their daughter's progress. Opportunities for parents to meet their daughter's Class Teacher and the provision of progress reports are a regular feature of School life.
- A written report is sent home twice a year.
- There are two Parents' Evenings each year, held in October and March for both Key Stages.
- If parents have any queries or worries, they are welcome to arrange an appointment to meet the Class Teacher and/or the Head of Preparatory Department, Mrs Mortimer. Similarly, if we have any concerns, we will contact parents to invite them in to discuss the matter and to agree on appropriate joint action.
- Parents have their own independent right of access to the official educational records of their children, under separate education regulations. Requests to see or receive copies of educational records should be made in writing to the Head of Preparatory Department.

SEARCHING PUPILS

Occasionally pupils may have their bags, desks and possessions searched when looking for items that have gone missing. In conducting searches of this type we refer to the advice given by the Department for Education in April 2012 which is as follows:

Searching

- School staff can search a pupil for **any item** if the pupil agrees.
- The Head of Preparatory Department and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are: knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, any article that the member of staff reasonably suspects has been, or is likely to be used:
 - ii. to commit an offence
 - iii. to cause personal injury to, or damage to the property of, any person (including the pupil)
- The Head of Preparatory Department and authorised staff can also search for any item banned by the School.
- Any search carried out by the Head of Preparatory Department or authorised staff will have a witness to the proceedings.

Confiscation

- School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to School discipline.

We will inform parents immediately if the result of a search of this type finds any of the material listed above.

SECURITY OF PUPILS

Early Drop-off

On a flexible basis, pupils can be dropped off at school free of charge from 8.00am. Pupils should wait in the Junior Hall where they are signed in and supervised by Teaching Assistants. At 8.15am, all children will be supervised by Teaching Assistants either in the playground or Junior /Infant Halls, dependent on the weather. Pupils **must not** be dropped off before 8.00am.

During School hours

All external doors are fitted with keypads. Keypad code numbers are changed on a regular basis. The external gates are closed at 9.00am. After this time, entrance to the Preparatory Department should be made through the security gate. Parents and others visiting the School are asked to sign in at the Preparatory Department Reception, will wear an identification badge and will be fully supervised during their visit.

After 3.25pm

At the end of the School day, parents collecting their children are asked to sign them out with the member of staff on duty at either the Infant Playground, if their daughters are in Reception, Year 1 or Year 2, or the Junior Playground if their daughters are in Years 3 to 6. Girls will be supervised until 4.00pm for parents who are collecting other siblings. After this time, they will be placed in After School Club, which incurs an additional charge. Girls who travel by bus are escorted by members of staff to the buses. If Prep girls are travelling on a Shuttle bus, they must be supervised by an older sibling.

If for any reason you need to change your daughter's travel arrangements, the Class Teacher and Prep Reception should be notified via email. Phone calls to change travel arrangements should be made only in an emergency and should be made as soon as possible.

SEND (Special Educational Needs and Disabilities) and LEARNING SUPPORT

- In-class learning support: this is for pupils who have missed work through absence or need extra help to understand some aspect of the curriculum. It is directed by the Class Teacher on a one-to-one or small group basis with the support of a Classroom Assistant.
- Specialist learning support: provision is also made for girls who may be identified as having a specific learning difficulty or disability that may require some additional support. This support is provided by the School Learning Support Teacher following an assessment of a child's needs, and involves the Class Teacher in identifying and planning for additional in-class support strategies and carefully monitored individual targets.
- After consultation with the Head of Preparatory Department and the Learning Support Teacher, parents may choose to have an external Educational Psychologist make further assessment of their daughter: these girls will have an Individual Student Plan based on the report, to identify targets for the term. The Class Teacher and subject specialists are provided with advice on how to tailor their support for pupils. The Individual Student Plan summarises areas of strengths and areas of difficulty, sets targets for the pupil and is reviewed regularly.

In addition to the School identifying specific needs, parents who wish to discuss any learning difficulties with respect to their daughter should contact Mrs Mortimer, Head of Preparatory Department. If parents have obtained specialist advice, for example from an Educational Psychologist, they are asked to provide the School with a copy of the specialist report.

SPEECH AND DRAMA

Girls from Year 3 and above are able to take Speech and Drama lessons either in a group, pair or solo. These lessons are given by specialist staff and are an excellent way of developing confidence and presentation skills. The girls study for the LAMDA exams, with considerable success, as well as taking part in local festivals.

Pupils in Key Stage 2 attend their Speech and Drama lessons on a strict rota basis. This means that each week the pupil misses part of an academic lesson or part of a break, lunchtime or assembly time. The lessons are held at a different time each week so that the same curriculum subject is not missed too often. **The parents of any girl who intends learning more than one additional subject (for example, music lessons, speech and drama lessons) should discuss it with her Class Teacher first.**

STAFF

A staff list, with a summary of staff qualifications, is available on request from the secretary to the Head Mistress of the School, Mrs Hewitt.

A staff list for parent information will be circulated in September and there is a photograph display board in the Preparatory Reception area.

SUN PROTECTION

The sun's rays are particularly strong over the summer and can damage children's skin. During the Summer term, pupils should wear regulation Preparatory Department legionnaire's sun hats; older pupils should apply their own sun cream (brought from home in a secure, named container; it must not contain any nuts or be an aerosol); for younger pupils, long-wear sun cream should be applied at home, at the start of the day, as staff are not allowed to apply sun cream to pupils, however it is essential that girls are protected when they are outside on a warm day.

TIMINGS OF THE SCHOOL DAY

- 8.00am Before School Care available in Junior Hall / Playground
- 8.45am The bell rings on the playground for the start of the School Day
- 8.45-9.00am Registration
- 9.00am Assembly / Singing Practice / Form Time
- 3:25pm End of the School Day
- 4pm
an Any child not collected from the playground is signed into After School Club which incurs additional charge
- 6pm End of After School Club

At the start of the School day, parents are requested to leave their child in the playground where they will be supervised by members of staff on duty.

UNIFORM

All items of clothing and equipment should be clearly marked with the owner's name.

The School cannot accept responsibility or liability for the loss, theft or damage to personal property and strongly recommends that parents insure their daughter's property against such eventualities. Pupils' clothing, equipment and possessions are not covered by School insurance.

Preparatory Department 'New' Uniform Regulations (Grey and Purple)

School uniform is compulsory. Core uniform items must be purchased and, where a regulation style is indicated, parents will need to buy this item from the School's uniform supplier, Stevensons.

A high standard of personal appearance is expected from all Manchester High pupils and uniform should be clean and well maintained.

Sanctions may be imposed for infringements of uniform regulations. The Head Mistress reserves the right to send home any girl who does not comply with the School's requirements. The School will contact parents if this situation arises.

Students are required to wear the School uniform throughout the day, when travelling to and from School and on all occasions when they represent Manchester High off site.

All items of clothing and equipment should be clearly marked with the owner's name. Manchester High cannot accept responsibility or liability for the loss, theft or damage of personal property. Pupil's clothing, equipment and possessions are not covered by the School's insurance.

Core Uniform Items

- Blazer:** Regulation blazer with School logo. The blazer can be worn at any time throughout the year.
- Pinafore dress:** Regulation pinafore dress for girls in Reception and Key Stage 1.
- Skirt:** Regulation Manchester High tartan skirt for girls in Key Stage 2. The skirt must not be rolled around the waistband and all four of the decorative buttons must be visible. The skirt should be an appropriate length and must not be shorter than 6cm above the knee.
- Blouse:** White 'Peter Pan' collar style blouse with long sleeves. The blouse must be worn tucked inside the skirt. Underwear should be white or cream so that it is not visible through the blouse. Parents can purchase a blouse from Stevensons or indeed any retailer that sells 'Peter Pan' collars.
- Jumper or cardigan:** Regulation purple, V-neck jumper or regulation purple cardigan.
- Tights and socks:** Plain grey, opaque tights or socks. During the Summer term, girls should wear plain white ankle or knee-high socks with their summer dress. Plain white tights may also be worn. White leggings are not permitted.
- Summer dress:** Regulation purple and white summer dress, worn from the start of Summer term. Should we experience an unseasonably warm September at the start of an academic year, girls may return to School in their summer dress.
- Shoes:** Plain black, flat shoes. Pumps, trainers, wedges, platforms, stilettos or slip on shoes are not allowed. Shoes made from suede or canvas, or those with a trainer style sole are not permitted.
- Coat:** Plain black coat with plain black buttons or zip opening. Coloured trims and embroidery, logos, fur and faux fur are not allowed. Leather and suede jackets are not permitted. The

coat must be of a size sufficient to fit over the blazer. A black coat is available from Stevensons should parents wish to purchase this garment.

Scarf and hat: Regulation School scarf and hat with logo.

Smock overall: Regulation, long-sleeved overall for practical work in Art and Design and Technology. Also worn at lunch by girls in Reception and Key Stage 1. The overall should be labelled inside with your daughter's full name.

Bag: Regulation book bag for girls in Key Stage 1. Regulation satchel for girls in Key Stage 2.

Additional Items

Hair accessories: Hair should be worn in a simple and neat style. Long hair must be tied back and hair accessories should be purple, grey or black. A scrunchie in the School tartan is available to purchase from Stevensons.

Jewellery: Restricted to one watch (Key Stage 2 only) and one small pair of matching plain gold or silver stud earrings. Expensive jewellery should not be brought into School.

Core PE Kit for Key Stage 1

- Regulation purple polo shirt
- Regulation tracksuit bottoms
- Regulation sweatshirt
- Regulation shorts
- One-piece, plain black swimsuit (From Year 1)
- Regulation swimming cap (From Year 1)
- Towel (an MHSB branded towel is available from Stevensons should parents wish to purchase)
- Trainers (Velcro advised)
- White sports socks
- Regulation rucksack

Core PE Kit for Key Stage 2

- Regulation performance polo shirt
- Regulation midlayer
- Regulation skort
- Regulation tracksuit bottoms
- Regulation baselayer leggings and/or black short-leg shorts
- Regulation long games socks
- White sports socks
- Trainers with non-marking soles (not fashion wear)
- Astro turf shoes (not hockey or football boots)
- One-piece, plain black swimsuit
- Regulation swimming cap
- Towel (an MHSB branded towel is available from Stevensons should parents wish to purchase)

Equipment for Key Stage 2

- Tennis racquet of a size appropriate to the student (Summer term only)
- Hockey stick of a size appropriate to the student (Autumn and Spring terms only)
- Shin pads
- Regulation rucksack

Optional Items for Key Stage 2

- Regulation storm jacket
- Regulation baselayer top
- Regulation matchday holdall
- Mouth-guard for hockey (pupils will be able to have a mouth-guard moulded and made by OPRO, the mouth-guard specialists, in School during the first week of the Autumn term.

Mouthguards are highly recommended for hockey so please purchase from OPRO or source from an alternative supplier)

No jewellery, except medical alert jewellery, should be worn during PE lessons and long hair must be tied back.

USING PARENTPAY

ParentPay is an online payment platform used by MHSG as an easy way for you to make occasional payments to the School. This secure system will allow you to use either a Debit or Credit card to pay for items such as School trips or extra-curricular activities, thus removing the need to send your daughter to School with cash or cheques. Details of how to use ParentPay are given below.

1. Log into ParentPay at www.parentpay.com
2. You will have been sent personalised details giving your initial access to ParentPay and how to complete registration with the system. If you have any problems completing registration, either follow the onscreen assistance or contact Mr Eyres in the Finance Office.
Email: deyres@mhs.g.manchester.sch.uk Tel: 0161 224 0447



3. The **'Items due for payment'** section of your ParentPay homepage lists your daughter's School meals balance and any trip payments due.



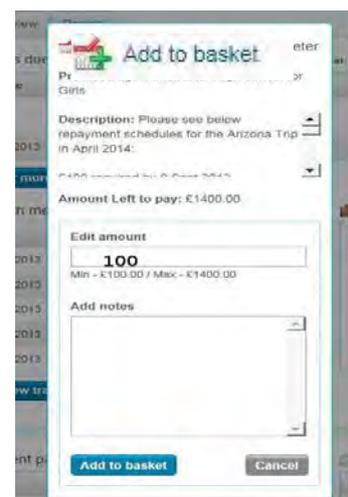
Due date	Item description	Name	Amount	
-	School meals - Manchester High School for Girls, Bal: £1.80	Darren Peter	-	Add to basket
09 Sep 2013	140408 Arizona Trip Y9/Y10/Y11, To Pay: £1,400.00	Darren Peter	-	Add to basket

4. To begin the process of payment, click the **'Add to basket'** link next to the item you wish to pay for.

Depending on the nature of the item to be paid for, additional information may be sought. This could be the amount of credit to add to the catering card, an incremental amount towards the total cost of a trip or the full balance due on an item. Please follow the on-screen advice.

For trip items, you may also be asked for information regarding special dietary needs or medical information that the School is not already aware. This is obviously handled in strict confidence and (where appropriate) the School nurse may contact you. A trip consent tick box will also be requested on the first payment due of any trip.

5. Once you have provided the additional information requested, click the **'Add to Basket'** button and you will be returned to your ParentPay homepage. In the top right of the screen you will observe that **your basket now has items ready for checkout** and your Items Due for Payment list will have updated itself. **It is possible to add multiple items to your basket by repeating step 3.**
6. Once you have added all the items to your basket that you wish to include in this transaction, **click the orange 'Checkout' button.**



- The details of your basket will be displayed, with the option to **remove items** at this stage, **edit** purchase specific details requested or **move to the payment** area.

Your basket

Your basket contains 1 item and comes to a total of £100.00.



Item description	Name	Due by	Amount	
140408 Arizona Trip - Please see below repayment schedules for the Arizona Trip in April 2014: £400 required by 9 Sept 2013 £400 required by 1 Nov 2013 £300 required by 6 Jan 2014 We understand some parents may prefer to budget their repayments on a monthly basis, therefore, we've amended the parameters to allow minimum repayments of £100 (on the understanding sufficient funds are in place to meet the repayment dates stated above), alternatively, you may prefer to make one payment of £1100 Optional information can be provided below Provided by: Manchester High School for Girls Amount left to pay: £1,400.00	Darren Peter	09 Sep 2013	£100.00	 Remove  Edit

Total cost £100.00

- To make payment for your items, click the **'Pay securely now'** button.

- Please then enter your card details in the relevant fields and finalise your transaction by clicking **'Make payment'**



Checkout - Card details

Card details

Cardholder name *:

Cardholder email *:

Card type *:

Card number *:

Card security code *:

- The items in your basket are now paid for and the relevant staff will be notified of payments.

**If you experience any difficulty accessing the ParentPay system, please contact Mr. Eyres in the School Finance Office.
Email deyres@mhsg.manchester.sch.uk or call 0161 224 0447**

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