Manchester High School for Girls

Sixth Form Parent Handbook 2026-27

ADDRESSES AND CONTACT NUMBERS

Grangethorpe Road, Manchester M14 6HS
Telephone: 0161 224 0447 Fax: 0161 224 6192
E-Mail: administration@mhsg.manchester.sch.uk
Internet: www.manchesterhigh.co.uk

Chair of Governors	Mrs S Ramsbottom (contactable via the school)	
Head Mistress	Mrs H Jeys	
Deputy Head (Pastoral)	Miss D Bruce	dbruce@mhsg.manchester.sch.uk
Deputy Head (Teaching & Learning)	Ms J Hodson	jhodson@mhsg.manchester.sch.uk
Director of Sixth Form	Mr R Crumpton	rcrumpton@mhsg.manchester.sch.uk
Head of Junior Sixth	Mrs S Norton	snorton@mhsg.manchester.sch.uk
Head of Senior Sixth	Mrs L Tucker	ltucker@mhsg.manchester.sch.uk
Head of Lower School	Mrs P Scott	pscott@mhsg.manchester.sch.uk
Head of Year 7	Mrs T Davey	tdavey@mhsg.manchester.sch.uk
Head of Year 8	Mrs S Rowley	srowley@mhsg.manchester.sch.uk
Head of Middle School	Ms J Burley	jburley@mhsg.manchester.sch.uk
Head of Year 9	Mrs R Hill	rhill@mhsg.manchester.sch.uk
Head of Year 10	Mrs F Heald	fheald@mhsg.manchester.sch.uk
Head of Year 11	Mrs R Peynado	rpeynado@mhsg.manchester.sch.uk
SENCO		senco@mhsg.manchester.sch.uk
School Nurses		nurses@mhsg.manchester.sch.uk

DATES OF TERMS 2026-27

Autumn Term 2026

Term begins for students	Thursday 3 September (Prep, Year 7, Sixth Form, new students) Friday 4 September (Whole school)
Half term	Monday 19 October to Friday 30 October
Occasional day's holiday	Friday 27 November
Term ends	Thursday 17 December 3.25pm (Preparatory Dept) Friday 18 December 12.00 noon (Senior School)

Spring Term 2027

Term begins for students	Tuesday 5 January
Half term	Monday 15 February to Friday 19 February
Term ends	Thursday 25 March at 3.45pm (3.25pm for Preparatory Dept)

Summer Term 2027

Term begins for students	Tuesday 13 April
Bank Holiday	Monday 3 May
Staff marking day	Friday 28 May (Students not in school except for girls taking external examinations and girls who missed internal examinations earlier in the week)
Half term	Monday 31 May to Friday 4 June
Term ends	Thursday 8 July at 3.25pm (Preparatory Department) Friday July at 12.00 noon (Senior School)

The following information was correct at the time of printing (June 2026). 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 in addition to this handbook.

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AIMS AND VALUES OF THE SCHOOL

Purpose

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 upholds these founding principles by encouraging each individual pupil to achieve educational excellence across a broad range of learning opportunities, both inside and outside the classroom. For each pupil, this all-round education fosters an awareness of their own value and a sense of responsibility towards others, both within our community and across the wider world.

Aims

Manchester High School for Girls aims to educate and empower our pupils by:

- Supporting our pupils to develop an understanding of the value of education as an end in itself, instilling a lifelong love of learning, whilst striving for academic excellence alongside cultural awareness and understanding
- Inspiring pupils to achieve high academic standards within a culture of innovation, where they fulfil their individual potential.
- Providing a broad and diverse range of subjects and extra-curricular activities that offer each individual pupil the opportunity to develop their talents and flourish.
- Educating the whole child and prioritising their wellbeing so that pupils leave School with a sense of self-awareness, self-worth, self-discipline and an ability to contribute with confidence in an increasingly competitive and technological world.
- Drawing on the school's social, cultural and religious mix of pupils to enable all to live and grow in an atmosphere of mutual respect and compassion.
- Encouraging qualities of caring, kindness, honesty and loyalty, fostering high moral standards

Mission Statement

Our mission is to be a pioneering, academically selective school that embraces academic excellence and extra-curricular enrichment, where the individual flourishes. The school empowers and inspires highly talented, intellectually curious students to become self-confident, independent, resilient and remarkable global citizens.

Our Values

MHSG **nurtures:**

(i) Learning
We inspire a lifelong love of learning and promote the highest standards of intellectual curiosity and academic rigour among both our staff and pupils.

(ii) Innovation
We empower our pupils to think for themselves and to experiment, express opinions, develop new ideas and challenge stereotypes. We encourage them to be 'risk-takers', embracing the importance of failure and viewing challenges as stepping-stones to future progress, enabling them to be self-confident agents of change.

(iii) Compassion
We foster a culture of respect for others, tolerance, kindness, honesty and service. Pupils are encouraged to contribute to their community, locally and globally.

(iv) Individuality
We are proud of our diverse community and know every pupil as an individual. We support their aspirations and encourage the development of resilience and self-confidence, so that our pupils can become tenacious, independent and happy.

(v) Wellbeing
We believe in prioritising the all-round development of our pupils and encourage the pursuit of enjoyment, fun and mindfulness; recognising that happiness is fundamental to success.

Vision Statement

Our vision is excellence: to deliver a pioneering, innovative and dynamic learning experience within a compassionate and caring environment for a needs blind, diverse community where the wellbeing and happiness of every individual and the fulfilment of their potential are our priority. As the School of choice for girls in the North-West, our pupils – like those who have attended the school before them – will go on to be the global citizens and courageous motivators of change.

ACADEMIC SUPPORT 2026-2027 – JUNIOR SIXTH

Early September	Students evaluate GCSE performance and identify strategies to enable success in J6.
23 September	Celebration & Introductory Evening for parents and students
October	First Progress Report issued
8 December	Parents' Evening
18- 20 January	J6 Examinations
February	Examination results issued
March	Second Progress Report Issued
2 March	Higher Education Information Evening
13 April – 22 April	J6 Summer Examinations
May	Examination results issued followed by a progress meeting between students and Form Tutors Full reports issued
June & July	Higher Education Days

ACADEMIC SUPPORT 2026-2027 – SENIOR SIXTH

Early September	Students identify strategies to enable success in S6
7 September	Celebration & Introduction Evening
18 September	Early UCAS applications internal deadline
October	First S6 Progress Report issued
12 – 16 October	Cambridge/Oxford University Entrance Test at External Assessment centres. Please refer to Oxford/Cambridge Websites
9 November	UCAS applications internal deadline
December	Full Reports issued.
6-15 January	A-level mock examinations
End of January	A-level mock examination results issued
3 February	Parents' Evening
March	Second Progress Report
May/June	A-level examinations
23 June	S6 Presentation Evening
12 August	A-level Results Day

ACADEMIC HONESTY POLICY

As members of the school community, all students are expected to value honesty and integrity very highly, both in their behaviour and in their approach to study. In an academic context, honesty involves understanding the meaning and importance of producing work which is original and not taken from any other source, be that from the internet, published works like books or copied from another member of the school community. Academic honesty also includes proper conduct in relation to coursework, tests and written or practical examinations. For example, mobile phones or revision notes may not be taken into any examination room.

Clear guidance on academic honesty is given to students in each year group, including on the use of AI. Students are provided with a copy of the academic honesty policy suitable to their age and, together with parents, sign to indicate their understanding and compliance with the school policy.

ADMISSIONS POLICY

Students are required to have at least five GCSEs at grade 7 or above, including good passes in English and Mathematics and at least a grade 7 in GCSE in the subjects to be studied at A-level.

When selecting candidates for admission into the Sixth Form, we are looking for enthusiastic learners who show commitment to their studies and who have a proven track record of participation in extra-curricular activities.

The school report is an important part of the selection process, as is the interview with the Director of Sixth Form and the Head Mistress. Students applying for entry into the Sixth Form are interviewed during the Spring Term.

Occasionally, bursaries are available to students entering the Sixth Form. These are awarded on the basis of GCSE results and also on financial need.

AFTER SCHOOL FACILITY (Sixth Form)

Students may remain in school until 5.30pm and may use the Sixth Form Centre until 5.30pm. They also have access to the Burstall Library and may work in the Harrison Computer room during library opening hours.

The normal Code of Conduct applies at this time. Students are not supervised; they are trusted to work independently, quietly and safely. A member of the administrative staff is on duty at Main Reception until 5.30pm. Students must sign in at Sixth Form reception so that we know where they are in case of an emergency evacuation. They must sign out when they leave the school building.

Students must ensure that they leave the school building no later than 5.30pm unless under the direct supervision of staff. We have no guaranteed staff presence after this time and the school cannot accept responsibility for students after 5.30pm. Caretakers usually begin to lock the school building and the external gates from 5.45pm onwards.

For students being picked up, parents are asked to collect their child no later than 5.30pm and from the Senior School Reception. On arrival, parents are asked to contact their child by mobile phone, instructing them to come to Reception to be collected, as parents are not permitted to walk through school unaccompanied.

ASSEMBLY

Assemblies provide opportunities for different year groups to meet on a regular basis. They play an important part in the moral, cultural and social development of our students. They aim to promote a sharing of Manchester High values, to foster a spirit of unity and community and to raise awareness of the beliefs, needs and rights of others. We hope to encourage the consideration of current moral and ethical issues and to stimulate the exploration of complex philosophical ideas.

We also use assemblies as a time to celebrate and to take pride in the achievements of individual students, teams of students and the school as a whole.

Senior assembly is held on Mondays, at 9am. The assembly is normally taken by the Head Mistress.

Sixth Form Assembly is normally held on a Thursday at 9am and is used to disseminate information, to discuss Sixth Form issues and celebrate student success.

On Fridays, J6 students may lead assemblies in the main religions represented in the school community, providing opportunities for the older students to present topics, concepts and issues to a large audience. A secular assembly is an alternative option. A senior member of staff is present at each of the assemblies.

ATTENDANCE, ABSENCE, PUNCTUALITY AND REGISTRATION

Direct Line 0161 249 2254 (with answer phone)

Attendance Email: attendance@mhsg.manchester.sch.uk

The school follows the Department for Education regulations and guidance.

Regular school attendance is a legal responsibility on parents and an expectation of all students in the school. The school is required by law to record absences and late arrivals on a student's annual report.

Students must be in school on all term days. Students are also expected to attend to help with **at least two Open Events**. **J6 are expected to assist with Entrance Examination Day in January.**

A register of attendance is taken **electronically** by the form tutor each day **at 8.50am** and again **at 2.05pm** by the Period 5 teacher. If a student is free period 5, they must sign in at Sixth Form Reception. Students must attend registration punctually. Failure to do so will result in sanctions.

Persistent late arrival will incur after-school detentions unless this is caused by the late arrival of a bus.

We expect our students 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 relevant Head of Year a letter from a GP or hospital consultant. Attendance below 90% is a cause for concern and parents will be contacted to discuss this.

Non-emergency medical and dental appointments should be made outside school hours. Appointment letters for specialist or hospital treatment should be shown to the Form Tutor in advance of the appointment.

Sixth Form students aged 16 or over may leave the school site at lunchtime providing that the school has the written consent of a parent at the beginning of the student's Sixth Form entry. School commitments must always take precedence, however, and students must attend lunchtime meetings and commitments if required (see Privileges section). Students must sign in and out at Sixth Form Reception.

Authorised absence procedures

Authorised absence is where the school has either given approval in advance for a student of compulsory school age to be absent 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 only **illness** or **bereavement**. Absences for interviews are authorised by the school only if advance notice is given and a letter of invitation shown.

- **Parents are asked to email the school attendance@mhsg.manchester.sch.uk on each day of absence, with a clear reason for the absence**. The Attendance Officer will contact you if we have not received a reason for the absence. This is an important aspect of our safety procedures.
- Absences must be explained by a parent in a letter or email to the Form Tutor on the day that the student returns to school.
- If a student is absent for 10 days or more, a parent should provide a medical certificate from the GP or from the medical practitioner who is providing treatment.
- If a student has been absent with an infectious illness that has to be notified to public health authorities, a parent should send in a medical certificate on the student's return, marked for the attention of the School Nurse. This should state the nature of the illness and certify freedom from infection. All cases of infectious illness in the home should be reported to the school. Notifiable diseases in the UK currently include measles, mumps, rubella and tuberculosis.

Leave of absence for observance of important religious festivals

The school will authorise absence that is due to religious observance, but the day must be exclusively set apart for religious observance and set apart by the religious body. The school will authorise one day's absence for each main **holy day** of the religion to which the parents belong. However, parents are asked to send **advance notice** in writing. This is particularly important because the date of celebration for some religious festivals varies in different parts of Greater Manchester. The written request, to attendance and HOY, should state the date of absence. Up to **three days** per school year will normally be permitted.

Leave of absence

- **Leave of absence will not be authorised for Sixth Form students.** The academic timetable in the Sixth Form is very intensive, and it is essential that students have a full record of attendance. **The school reserves the right to withdraw the public examination entry of students who have unauthorised absences or poor attendance.**
- **The Senior Sixth Presentation Evening** takes place in late June. This is a celebratory occasion at which students and parents enjoy their final public event at Manchester High School for Girls. We would ask that students do not book holidays before this event which will be listed in the calendar.
- The school does **not** authorise absence for holidays in term-time, in line with Department for Education Regulations.
- Requests for **unavoidable** leave of absence should be made in writing and addressed to **the Head Mistress.** Each request will be considered individually but permission for absence will only be granted in exceptional circumstances. **Absence will always be classified as unauthorised if the leave of absence has not been agreed in advance or if less than two weeks' notice is given.** Only in very exceptional cases will requests for more than five days of leave of absence in one school year be considered.
- In the Summer term of J6 and the Autumn term of S6, students may take **three** university open day absences. They must forward their registration email to their Head of Year and the Attendance Officer in advance.

Unauthorised absence

The school is bound by Department for Education regulations. The Department for Education now regards all absence which has not been authorised by the school as truancy.

Absence is classified as **unauthorised** in the following cases: -

- If the reason for absence is unacceptable to the school, e.g., holidays.
- If the student does not bring a written explanation of absence from a parent/guardian
- If the student misses a lesson without the permission of the teacher
- If the student leaves the school site without the advance written permission of a parent and without a note of authorisation by the relevant Head of Year/Form Tutor or Deputy Head.

Unauthorised absence is noted in a student's individual school record and will be taken into account when decisions on examination entry and progression to Senior Sixth are made.

Punctuality

Punctuality is regarded by the school as an important indicator of self-discipline and good time management. We are frequently asked to comment on punctuality for employment, Further Education and Higher Education references, and we expect all Sixth Formers to be punctual to registration and to all lessons. Persistent late arrival will incur after-school detention.

Warning bells ring five minutes before morning and afternoon lessons and near the end of break to prompt students to move towards the appropriate rooms.

Unavoidable Late Arrival

Students must make every effort to avoid lateness. Procedures for late registration are described in the next section. The inability to find a parking space, or private study in period 1 are not considered acceptable reasons for lateness.

Registration Procedure

Schools are required by law to take an attendance register twice each day: at the start of the morning session and once during the afternoon session.

Morning Registration

At 8.45am a warning bell rings and students should go to their tutor room.

At 8.50am the Form Tutor takes the register. If a student arrives after the register has been taken, they will be marked 'Late'.

At 9.15am the registration/tutorial ends.

If there is an assembly and a student is so late and they have missed registration, they should register in the Sixth Form with the Secretary then go to Assembly.

If students are not in their tutor room by 9.10am they should sign in with the Sixth Form Secretary in the Sixth Form Centre and proceed quickly to lessons. However, arrival after the close of the register is classed as absence by the DfE, and the student must bring a letter of explanation from a parent/guardian. An exception to this regulation is made if a particular bus arrives later than normal, delaying many students through no fault of their own.

Afternoon Registration

All students are expected to arrive punctually to lessons at 2.05pm. Afternoon registration will be taken by the period 5 teacher at the start of this lesson. If a student is free period 5, they must sign in with the Sixth Form Secretary in the Sixth Form Centre by 2.05pm. Failure to sign in at 2.05pm may result in sanctions.

BEHAVIOUR POLICY

The school aims to ensure that effective teaching and learning takes place in the curriculum and in extra-curricular activities. We expect from our students a very high standard of self-discipline and behaviour, a positive approach to studies and a co-operative and supportive relationship with fellow students and staff. Students should report to staff straightaway any incidents of harassment they have witnessed.

Parents are asked to work in partnership with School staff to assist the school in maintaining high behavioural standards, and to take responsibility for the behaviour of their child at school and on the way to and from school. We ask you also to ensure that your child reads and understands the **Code of Conduct** and the section on **Classroom Expectations** – Appendix 1 of this Handbook.

Students should take responsibility for maintaining their own good standards of behaviour. Any student who behaves in such a way that the education of others is disrupted may be removed from a lesson and supervised for a fixed period of time by a senior member of staff. We expect this to be a rare occurrence.

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 student self-esteem and self-discipline.
- Setting high personal standards and thus promoting amongst students a respect for authority.
- Establishing positive teacher-student 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 special educational needs and disabilities on behaviour to ensure early support, if needed.
- Aiming to provide a safe, secure environment for staff and students, free from disruption, bullying and any other form of harassment and aggression.
- Building constructive relationships with parents and guardians and involving them in implementing the School's Behaviour Policy.

A copy of the full Behaviour Policy is available on the school's website.

The Code of Conduct in the Appendix of this document provides a detailed list of our expectations of students. The Appendix sets out ways in which we acknowledge and **reward** achievement, effort and good citizenship. It includes the types of **sanctions** employed if regulations are breached.

Schools have the right to use physical restraint of students in order to prevent them from causing injury or risk to themselves or others, damage to property or disorder and disruption to learning, but we do not expect to have to implement this facility. The school does not use corporal punishment.

The Head Mistress or staff authorised by her have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items include knives or weapons, alcohol, illegal drugs, anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as Shisha and Hookah pipes), cigars and herbal cigarettes, fireworks, stolen items, pornographic images or any article that the member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury or damage to the property of any student (including themselves). The search may include bags and lockers. A student may also be asked to turn out their pockets. The search will always be conducted by a female member of staff and will take place in the presence of another member of staff.

These powers will be used only if the Head Mistress feels it is necessary in order to ensure the safety, security and welfare of our students and staff and their possessions.

The Head Mistress and specified staff are also authorised to search for any item banned by school rules that has been identified in the rules as an item which may be searched for.

The Head Mistress and authorised staff can confiscate any prohibited item found as a result of a search. They can also confiscate any item that they consider harmful or detrimental to school discipline.

Please note our policy on exclusion, suspension and expulsion in this handbook; we are confident, however, that use of these high-level sanctions will be very rare.

Please note that:

- Students are not permitted to take photographs of other students or staff on the school site.
- Students are not permitted to take photographs of other students during off-site school activities when students are in uniform.
- Students are not permitted to place photographs of the **school**, any of its **students** in uniform or any **staff** on the internet.
- Students must not send photographs of the **school**, any of its **students** in uniform or any **staff**, for example via mobile phones or any other technology, to anyone else.
- Students must not write about staff or imitate members of staff on internet sites.

BULLYING

The emotional distress caused by bullying is treated very seriously in this School. Bullying will be investigated as soon as it is reported to us. Students should be encouraged by their parents to report all incidents, and not to suffer in silence. The school follows government guidance: the Equality Act 2010 and the 2014 document *Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies.* Bullying is targeted and unwanted behaviour that makes your daughter feel threatened, unsafe or unhappy. It tends to occur outside lessons and sometimes on the journey to and from school. It is repeated behaviour, rather than isolated incidents of unpleasantness.

Students 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 immediately and with sensitivity.

The following types of behaviour are regarded by this School as bullying:

Verbal and relational modes of bullying are particularly common amongst girls.

- insulting, abusive, intimidating and hurtful language or images – face-to-face verbal or written or placed on computer/text messages/chat rooms / social networking and message sites / mobile phones/camera phones or any other form of technology.
- spreading rumours as a means of intimidation and hurt
- behaviour, body language, or looks which others find intimidating, threatening or hurtful.
- persistent, unwanted teasing as a means of intimidation and hurt.
- taking or damaging another student's books or belongings
- violence of any form
- exclusion from friendship groups as a means of intimidation and hurt.
- peer pressure on other students to make them act in ways which cause them to underachieve.

If bullying is racist, homophobic, involves assaults or persistent harassment or targets a student's religion or belief, it is a **criminal** offence, and may be reported to the police.

Parents are advised that incidents of friendship disagreement or upset are common amongst teenage girls, especially in the early teenage years, and are not normally classified by the school as bullying, but girls may request support on how they can resolve such conflicts. The school Nurse is a 'listening ear' and can provide confidential support. The Form Tutor and Head of Year or any other trusted teacher may be consulted for advice. Parents may find the case study articles on the GSA website www.mydaughter.co.uk helpful for guidance.

Reporting and recording incidents of bullying

If a student is being bullied or if she witnesses the bullying of another student, she should tell a teacher, Form Tutor, Head of Year or the School Nurse immediately. If she is unwilling to approach us herself, parents are asked to contact the Head of Year in the first instance, or the Pastoral Deputy if the Head of Year is unavailable.

Students may wish to request a sixth form mentor to ask for advice about minor incidents. Years 7, 8 and 9 girls could also approach their Sixth Form Prefects.

To access help, girls may use the post box in the Medical Room if they would like an appointment to be arranged confidentially. They can also e-mail details of any problem to their Head of Year or the Pastoral Deputy, and the member of staff will send a reply by e-mail with suggested advice.

If bullying is reported to a member of staff, the Form Tutor or Head of Year or School Nurse will talk to the student individually about the bullying incident(s). The student will be asked to write down some details.

The member of staff will also talk to the alleged bully and will ask her to write down her version. Witnesses / bystanders may be asked for information. School computer logs, personal mobile phones or ipads may be checked for evidence. The aim of discussions will be to agree on action to improve the situation and to prevent a repeat of bullying behaviour. The victim of the bullying will be involved in the decisions. A follow-up meeting will be held to review progress.

Sanctions

If it is proved that bullying has taken place, the bully will be confronted with the consequences of her actions and held to account for her behaviour. The unacceptability of bullying will be impressed on the student, and an opportunity provided to put matters right and rebuild relationships. Serious incidents will be punished by after-school detentions and withdrawal from some lessons. Persistent or violent bullying may require suspension from school or expulsion. In the case of cyber-bullying, the student may also lose the privilege of their mobile telephone while in school or of using computers in the school for a fixed period of time. Parents will be informed if their daughter has bullied another student.

Use of the internet with respect to safety and cyberbullying

Most technology is used very responsibly, but its use is increasingly difficult for parents and schools to monitor and control. Internet use is increasingly individualised, private and mobile.

Risks of internet use

Safe Network reports that although most children and young people use the internet positively, sometimes they behave in ways that may place them at risk. We ask that parents are aware of their daughter's use of apps and the internet in general. Ensure that phones or tablets are restricted so that only age-appropriate applications can be accessed and downloaded. Engage with your daughter to monitor her social media activity, be aware that many young people maintain several profiles and look out for changes in behaviour. Young people must not post anything online (or send via a messaging system) pictures, videos or other information that could compromise personal safety, or leave themselves exposed to blackmail/extortion.

Cyber-bullying

Young people generally use computers, mobile phones and other digital devices in a positive way as part of their personal, social and academic development. Unfortunately, technologies are also being used in a negative way to harass and bully, and this has become a national and global problem. **The school expects that its students will not use technology inside or outside school as part of cyber-bullying and that both student and parents will co-operate with any reasonable investigation of the use of that technology by the school, should a problem be identified.**

Cyber-bullying is defined as the use of technology, in a hostile way and deliberately, to upset someone else. It can be behaviour by an individual or by a group. It may include threats and intimidation, repeatedly sending unwanted, unpleasant texts and instant messages; defamation; exclusion or rejection by fellow students; impersonation; manipulation; disclosure of unauthorised private information or images.

Cyber-bullying may use a wide range of communication technologies, examples of which include social networking sites such as Facebook, Instagram or Snapchat, e-mail, mobile phone text messages, instant messaging / chat rooms, defamatory personal web sites, defamatory online personal polling web sites, blogs, file-sharing sites, webcams, virtual worlds, video hosting sites, gaming sites and consoles and virtual learning environments. Some are instant such as text messages; some are delayed such as email.

The law has recognised that there is no longer a clear boundary between behaviour within a school and the external behaviour of its students. Unpleasant messages or unacceptable images may be sent outside school time. Naturally we would expect parents to play the main role in dealing with any incidents occurring outside school hours. If there is a clear link between behaviour at school and inappropriate behaviour when students are not on the school premises and not under the charge of a member of school staff, however, we reserve the right to take such action as is reasonable with a view to regulating conduct. This may involve confiscating a student's phone temporarily, imposing a ban on bringing a mobile phone onto school premises; conducting a search through a student's phone record by a senior member of staff where a student is reasonably suspected of involvement in an incident of cyber-bullying or in order to clear a student of involvement.

The guidance for parents and students below was originally adapted from *Let's Fight it Together*, an anti-bullying package produced by the government and Childnet International. It has been updated with reference to the DfE document 'Advice for parents and carers on cyberbullying' published in November 2014.

How to prevent cyber-bullying and increase cyber-safety: advice to students.

Parents are asked to talk through and discuss the advice below with their daughter.

- Remember that anything you place on technology can be made public within seconds. You have very little control over this. **Nothing is guaranteed to stay private**. Even something that is sent to a private group can be forwarded. Whatever you send to others can travel world-wide and could stay on-line for ever. You have no control over anyone who chooses to re-post your messages and pictures. University admissions officers and future employers may be able to view messages, films and photos posted years before.
- Be careful what you say on-line or in text messages. It is easy to upset someone by not reading carefully what you have written before pressing the SEND key. Be careful what images you send.
- If you receive a nasty or rude message about someone, or a photo of them, **do not forward it** to anyone. Doing this means that you will be taking part in the bullying. You could even be breaking the law.
- Do not reply to anyone who has written a nasty or hurtful message.
- Keep your password to yourself. Do not let anyone see you key it in. Do not let anyone know it or use it. Change your password regularly. Choose hard-to-guess passwords with symbols or numbers. This makes it harder for others to hack into your account.
- Only give your mobile number or personal website address to loyal friends whom you trust completely. Remember also that some people change friends often, especially in the early teenage years.
- Choose the highest security settings on internet sites; do not rely on default settings.
- Most social media services and other sites have a button you can click on to report bullying. Doing this can prevent a bully from targeting you and others in the future. Many services take bullying seriously and will either warn the individual or eliminate his or her account.
- Save the evidence. Always keep a copy of offending e-mails, text messages or a screen grab of online conversations and pass to a parent or a teacher.
- While you are on your mobile phone make sure you also pay attention to your surroundings.
- If you see cyber-bulling taking place, support the victim. Report the bully. Bullies get away with bad behaviour if no one tells.

How to respond if you are bullied: advice to students

- Do not reply to bullying messages.
- Do not retaliate by sending unpleasant messages back.
- Use the blocking and reporting facilities of the website.
- If necessary, change your contact details such as your instant messaging identity or your mobile number.
- Save the evidence. Keep copies, records and dates of offending messages, pictures and on-line conversations. Evidence will be needed by school, internet service providers and mobile phone companies. If the cyber-bullying breaks the law, the evidence may be needed by the police for an investigation.

  Note that internet service providers will remove text or photos only if they break the law or the company's own terms and conditions.

- To get help:-
  - tell a parent or adult you trust.
  - call a helpline like Childline on 0800 11 11

- check the provider's website to see how to report incidents.
- ask your school for support and advice.

If the cyber-bullying breaks the law, your parents may decide to contact the police.

We hope that the guidance given above is helpful to parents. We advise you to be alert to signs of upset or withdrawn behaviour after your daughter has used the internet or a mobile phone.

We also recommend that you use the tools on the internet service, turning on in-built safety features.

The CEOP website (www.ceop.police.uk) is very helpful as a resource for parents and children. It also provides information on how incidents of concern can be reported to the police.

Cyber-bullying and the law

Although bullying is not a specific criminal offence in UK law, there are laws that can apply in terms of harassing or threatening behaviour or menacing and threatening communications. In fact, some cyber-bullying activities could be criminal offences under a range of different laws, including:

- Protection from Harassment Act 1997, which has both criminal and civil provision.
- Malicious Communications Act 1988
- Section 127 of the Communications Act 2003
- Public Order Act 1986
- Equality Act 2010
- Defamation Act 2013

Students at MHSG contributed to the development of the following MHSG 'E-Safety Charter':

MHSG E-Safety Charter

As a member of the Manchester High School for Girls community, I value the following rights and responsibilities relating to internet use:

Rights:

I have the right:

To use the internet without fear of bullying
To report comments that I find unacceptable
To tell someone if I feel uncomfortable about something I see online
To say 'no' if someone asks me to do something I do not want to do
To know who I am talking to on-line
To access websites that are appropriate for my age
To use the internet to communicate with my friends and to learn
To have control of images, videos or work that belong to me
To keep my accounts private
To be trusted

Responsibilities:

I have the responsibility:

To access reliable and trustworthy websites
To not plagiarise information I read on the internet
To treat others on-line as I would want to be treated
To be aware of my own personal safety on-line and not swap personal information with people I do not know
To keep my accounts secure
To report bullying or abuse
To post information responsibly. After all, everything I post can stay on-line forever
To only talk, on-line, to people I know
To respect the privacy of others and not access their accounts
To think before I click
To not repost or share that would cause hurt or upset
If I do have concerns I will report them to a teacher, Form Tutor, Head of Year, Head of Section or the School Nurse

MHSG Social Media Charter

I am aware that:

- ★ Texts and pictures I send or post can be screenshotted and shared
- ★ I need consent from others before recording, posting pictures or creating videos
- ★ In school I should not take photographs or videos of anyone either in school uniform or own clothes or post this on any social media platform
- ★ I have a responsibility to keep other people safe online
- ★ I should keep my personal information private (my full name)
- ★ Everyone can see my username and profile picture – so I must use an avatar
- ★ People need my consent before contacting me
- ★ My actions online have real-life consequences
- ★ It is better to use a nickname instead of my full name

Instagram

- ★ I will use Instagram for positive purposes only
- ★ I will keep my account private
- ★ I understand hate comments can be traced back to the person who wrote them

Snapchat

- ★ I will turn my location off as it is automatically available to anyone I add on Snapchat
- ★ I will only accept my actual friends
- ★ Snapchat keeps all photos that disappear

TikTok

- ★ I will know that I can moderate my own 'for you' page where there are recommended videos
- ★ I will be aware of what I am posting
- ★ I will not cause offence or promote hate towards others

Features: how to respond to things you don't like/want to see

- ★ Use the button below on Instagram or hold down a post on TikTok and report or press 'not interested'

- ★ Use the button below to report on Snapchat

You can block accounts you don't want to see, not just people you don't like

BUS CODE OF CONDUCT

The Heads of four independent schools that 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.

1. Students should at all times treat the driver and other passengers with respect
2. Students must not distract the driver, unless there is an emergency
3. Wherever possible, students should remain seated unless disembarking
4. Students should create a bully-free environment, avoiding any of the following behaviour:
    - Verbal abuse
    - Threatening, intimidating or impolite behaviour
    - Abusive text-messaging or emailing
    - Physical assault
    - Theft or damage to property
5. Smoking and the possession / use of alcohol or illegal substances are strictly forbidden.
6. Students must report incidents that breach the Code of Conduct to their parent/guardian or to the Head of Year.
7. Students must not travel home from school on the bus in their PE kits.

The school will take disciplinary action if there are breaches to this Code of Conduct.

Students are reminded that persistent harassment, assault and racist bullying are criminal offences and may be reported to the police.

CALENDAR

A Calendar of School events is drawn up each year. The calendar is updated regularly as new events and fixtures are added. Dates for Parents' Consultation Evenings and issue of reports are included. Parents are encouraged to attend the musical and drama performances and sports fixtures advertised in the calendar. Dates for Parents' Consultation Evenings, school and external examinations are included in this booklet.

The Senior Parent Calendar is also available on the website and can be added to a smartphone as an ics calendar feed. The electronic calendars are updated regularly and include forward dates beyond the reach of the termly calendar. The website gives instructions on how to subscribe to the calendar feed.

CAR PARKING AND DRIVING LESSONS

Students may drive to school if they wish but we would remind them that there is no on-site parking available for them. Grangethorpe Road is subject to parking restrictions and has only a limited number of spaces. Students may find Old Hall Lane and Norman Road provide more opportunity for parking. **Please note parking is NOT allowed on the Turning Circle outside school.**

All car registration numbers must be given to the Form Tutor and Sixth Form Secretary.

Driving lessons should be arranged **out of school hours** as should the theory element of the driving test. A half day's leave of absence will be permitted for the practical driving test.

CAREERS EDUCATION AND GUIDANCE

The school benefits from the services of Unifrog and has a team of careers staff available for guidance. Computers throughout the school are loaded with specific careers programmes for subject selection and higher education options.

A 'Futures Fair' is held every two years for students from Year 9 and upward. A wide range of professions and Higher Education providers is represented, and parents are encouraged to attend with their daughters.

Preparation for university entrance begins in the Spring Term of **Junior Sixth**. A Higher Education Information Evening offers students and their parents the opportunity to question representatives from several universities. All **Junior Sixth** students are encouraged to attend the UCAS exhibition which usually takes place in March. All Senior Sixth students are able to use Unifrog, a careers and HE resource. Students are encouraged to attend university open days and residential courses (subject to some restrictions on the number of Open Days attended on school days – normally three). The School's Careers team and Higher Education team give guidance and training on university applications and writing personal statements, both in group sessions and by individual interviews. Higher Education days in June are devoted to preparation for applications. Careers and senior staff are also available for the decision-making process on Results Day in August.

CHEWING GUM

Chewing gum is prohibited on the school site and on school visits. It should also not be used on the journey to and from school whilst a student is wearing school uniform. If this rule is broken, the sanction is a detention at the end of the school day, usually on a Monday. Persistent offenders will be given school community tasks related to their offence.

CHILD PROTECTION / 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 2020 updated publication, *Keeping Children Safe in Education.*

School staff have a responsibility to protect students from harm. The Children Acts give the school the right to do what is reasonable in all circumstances for the purposes of safeguarding and promoting the 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 Pastoral Deputy is the Designated Safeguarding Lead (DSL) for Child Protection and works closely with the school Nurses, who deputise this role.

Parents who wish to report a child protection issue should contact the Pastoral Deputy, or the Head Mistress if the issue relates to the Pastoral Deputy.

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. (September 2020).*

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 students and prospective students via the school's website.

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.

CLASSROOM EXPECTATIONS

Students are expected to adhere to the expectations listed below:

1. **Punctuality**
   Arrive on time, entering the classroom in a quiet and orderly manner.
   When a teacher indicates the end of a lesson, pack your bag and move to the next lesson quietly and quickly.
2. **Organisation**
   Bring the correct equipment, books and completed homework.
   Record your homework in your Student Planner.
3. **Good manners**
   Listen when others are speaking.
   Speak only when your contribution is relevant to the lesson.
   Raise your hand to answer or to ask a question.
   Work co-operatively with others.
4. **Concentration**
   Participate fully in the lesson.
   Listen carefully to instructions.
   Stay focused on the task.
   Allow other students to concentrate on the lesson.
5. **Health and safety**
   Ensure that your behaviour in class does not endanger anyone.
   Leave the classroom in a clean and tidy state.

COMMUNICATION WITH SCHOOL

Whilst MHSG welcomes constructive feedback and legitimate concerns from parents, this should be done in an appropriate manner. We do not tolerate any form of abuse, including any form of bullying, discrimination, aggression or intimidating behaviour, towards our staff whether by email, verbal or in person. We reserve the right to not respond to any emails which are abusive in nature

COMMUNICATION WITH STUDENTS

All students are issued with a school email address when they join the school (last name, first initial@manchesterhigh.net). This email address is recorded within our information systems and is used by both academic and administrative staff to communicate with your daughter. Students should regularly check their school email for messages and should use their school account when communicating with members of staff. The email address is issued as part of a suite of Microsoft services made available to all Senior School students and they are encouraged to use other elements of the Office 365 services when working collaboratively with other members of school community. Student email addresses are not shared with any third-party organisation except in the need to establish access to additional learning or support resources. Sixth Formers may also communicate with staff via Microsoft Teams, in accordance with the school's communication policy.

Each student is also asked to provide their mobile telephone number to us at the start of each year. This enables us to contact them in an emergency, for example if they are not present at the start of an external examination.

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 PA to the Head Mistress.

CONTACTING SCHOOL

The table below aims to provide guidance on which member of staff to contact for advice.

- Staff are contactable **by telephone** via the School Reception on 0161 224 0447.
  Please note that teaching staff will be with their classes during lesson times, but you may leave a message on their voicemail or ask the Receptionist to pass on a message.
- Alternatively, you may contact **by email**.
  The email addresses of Heads of Year can be found at the front of this handbook.
  Please be aware that this method may be less efficient for urgent issues, should the member of staff be absent from school.

Issue	**Who to contact**
Absence: unplanned (illness or bereavement)	Please contact us on the first morning of absence between 8am and 9am. The direct number of the Attendance Secretary **is 0161 249 2254** Alternatively, contact Reception on 0161 224 0447.
Absence: medical appointment	The appointment letter for specialist treatment should be shown by your daughter to the **Form Tutor.** Please make non-emergency appointments outside school hours.
Absence: request for leave of absence	The **Head Mistress,** by letter
Academic concerns (for example, lesson content, teaching methods, homework, option choices)	**Ms Hodson**, Senior Deputy Head (Teaching & Learning) jhodson@mhsg.manchester.sch.uk
Academic progress concerns	**Head of Year** If the Head of Year is absent, telephone Mrs Finneran, the Sixth Form Secretary, who will forward your message to the appropriate member of staff.
Admissions	**Mrs McDermott,** Registrar smcdermott@mhsg.manchester.sch.uk
Bus services	Operations and Educational Visits Co-ordinator/Co-curricular secretary transport@mhsg.manchester.sch.uk
Calendar / event dates	Check the **printed calendar** issued to you at the start of term or the **website** first. Contact the Co-Curricular Secretary, Mrs Spencer, espencer@mhsg.manchester.sc.uk for further detail.
Child protection/safeguarding	**Miss Bruce**, Deputy Head (Pastoral) and DSL dbruce@mhsg.manchester.sch.uk In case of Miss Bruce's absence, nurses@mhsg.manchester.sch.uk
Complaints	**Ms Hodson** or **Miss Bruce** We aim to resolve complaints informally. On the rare occasion that this is not successful, please contact **Miss McCumesky,** Personal Assistant to the Head Mistress
Fees	**Mrs K O'Meara**, Finance Office Administrator komeara@mhsg.manchester.sch.uk
Medical update information about your daughter	nurses@mhsg.manchester.sch.uk
Pastoral concerns (for example, friendship issues/ peer pressure, controlling examination stress, behaviour on buses)	**Head of Year or Mr Crumpton, Director of Sixth Form** If the Head of Year/ Mr Crumpton are not available, ask to speak to the **Pastoral Secretary** who will forward your message to **Miss Bruce, Pastoral Deputy**
Provisional notice	The **Head Mistress**, by letter
Reports	**Head of Year**
Visits	**Head of Department** or **Group Leader** in the first instance.

CURRICULUM

A-level Programme

The Sixth Form timetable structure is designed to accommodate student choice and is, therefore, very flexible, offering most combinations of subjects.

Junior Sixth students choose three or sometimes four A-level subjects from a list of over twenty options. They have six taught lessons per week for most options. J6 students must also take part in PE lessons on Period 5 on a Wednesday. This is compulsory not optional.

Please note that the minimum grades required for students to progress into S6 are BBC in the three subjects they are planning to take forward.

The majority of students will choose to study three A-level subjects in the **Senior Sixth**, although a significant minority will continue with four. Senior Sixth students may continue with their volunteering and Extracurricular activities.

Sixth Form Well Being Programme

The Well Being programme covers personal, social, health, economic and citizenship education in lessons which take place once every week. Many aspects of careers education are integrated into the sixth form programme, particularly preparation for university applications, student life and student finance.

DAILY TIMETABLE

Lessons are 50 minutes long.

08.50	Registration
08.55	Tutorial session or assembly
09.15	Lesson one
10.05	Lesson two
10.55	BREAK
11.15	Lesson three
12.05	Lesson four
12.55	LUNCH
14.05	Lesson five
14.55	Lesson six
15.45	End of lessons

DATA PROTECTION

We should like to be able to include photographs of our students in our displays and publicity materials (prospectus, adverts, newsletters, the website and official Manchester High social media channels), 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 development@mhsg.manchester.sch.uk in writing as soon as possible and request an acknowledgement of your letter. Please also ensure that your child is aware of this, so that they do not inadvertently volunteer to have their photograph taken.
We are currently reviewing our photographic permissions practice and as such, this instruction may change. We will inform you directly of any updates in our procedure during the course of the school year.

DRESS CODE

To recognise the growing maturity and individuality of our Sixth Form students, we do not require them to wear school uniform but expect them to dress in a manner appropriate to their position as senior members of our school community and role models for the younger pupils. We do expect them to adhere to published standards in their appearance so that they promote a smart, positive and business-like image of themselves and the school.

Sixth Form Dress Code 2026-2027

Students should wear:

- A suit consisting of a jacket and skirt, trousers or dress of appropriate material
- Suit trousers that are three quarter length, ankle length or full length
- Skirts or dresses of a suitable length and material; no bodycon and no shorter than just above the knee
- A plain or patterned blouse or top of any colour. Blouses or tops must *not* have words or insignia on them; they should not be revealing
- Smart, professional shoes or boots
- Discreet make-up
- Piercings in the ears *only*
- Hair of a natural colour Traditional dress in place of a suit
- Traditional cultural dress may be worn in place of a suit
- SUIT JACKETS MUST BE WORN AT ALL TIMES IN SCHOOL

Please Note:
The school reserves the right to send home any student who does not meet the expected standard of dress. Parents will be informed by letter if this situation has arisen and will be asked to support the school in ensuring their child adheres to the guidelines above. Should students persist in failing to dress appropriately further measures/action will be taken.

For PE, all Sixth Form students require:
Fitness Suite:

- Jogging bottoms or shorts
- Running tights
- T-shirt or polo shirt
- Trainers
- Socks

Rock Climbing:

- Tracksuit bottoms
- T-shirt or polo shirt
- Trainers
- Socks
- Sweatshirt

Dance:

- Dance pants or tracksuit bottoms
- T-shirt

DRINKING WATER

Water coolers have been installed in a number of locations around the school, including the Sixth Form Centre, the Dining Room corridor, in the Medical Room, near the Staff Room and in the PE changing room, to ensure that students always have access to drinking water. Bottles or flasks may be filled using these sources. Students should ask the teacher's permission first if they wish to drink water in a lesson and should refrain from drinking as they walk around school or sit in assembly. Drinks other than plain water are not permitted in lessons or around school, except in the Dining Room.

DUTIES

Junior Sixth students are required to undertake a 30-minute duty each week. Duties include supervision of locker areas, assistance in the Music Department and organisation of lost property. Failure to attend a duty session may result in the suspension of privileges.

EMERGENCY COMMUNICATION

Parents are asked to ensure that the school always has their **current contact details**. This information is essential in case we need to get in touch with you in an emergency, for example if your child becomes ill or if they have an accident. It is helpful for us to keep an accurate record of home and e-mail addresses, home landline number, parent mobile telephone numbers and work telephone contacts.

The Head Mistress must be notified in writing immediately if your child will be residing with someone other than a parent / legal guardian.

If you need to contact your child for an emergency, please telephone the school number. The Receptionist will arrange for a member of staff to take the message to your child.

We regret that we are unable to use staff to take non-urgent messages directly to students.

Please avoid making arrangements to contact your child directly on their mobile phone during the school day since this would ccontravene the Code of Conduct to which students are expected to adhere.

ENGLISH AS AN ADDITIONAL LANGUAGE

We are proud of the many different languages spoken by our students. It is helpful to us to know about a student's home languages, and we may conduct questionnaires from time to time to acquire this information.

If any bi-lingual students feel that they would like extra support in English in order to raise their academic performance further, they should approach the Learning Support Team or via their Form Tutor or Head of Year.

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 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 equality of opportunity
- foster good relations within the school community

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

Governors, staff and students will:

- promote the principles of fairness and justice for all
- develop in all members of the school an understanding of, and respect for, 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 and maternity
    - race; colour; nationality; ethnic or national origin
    - religion or belief
    - sexual orientation
    - social group
- work towards ensuring that all students and staff have equal physical access to the full range of educational and employment opportunities, facilities and services provided by the school - curricular and extra-curricular
- 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 students within the Code of Conduct. All students should be aware that offensive comments or incidents will not go unchallenged, whether these are simply due to a lack of care, or whether they are calculated to cause distress.

Examples of discriminatory behaviour would 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/e-mails or any other technology
- incitement of others to behave in an offensive way
- verbal abuse including name-calling, offensive jokes and mimicry
- any disrespect towards differences in appearance, food, music, dress, language/regional accent or customs
- refusal to co-operate with other people because of their race, religion, culture, social background, age, appearance, gender, sexual orientation, marital status or disability.

EXCLUSION, SUSPENSION 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 they are 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:

- supply/possession/use/misuse of certain drugs and solvents or their paraphernalia or substances intended to resemble them, alcohol, tobacco or anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes
- 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 into 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 students, 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.

EXTERNAL EXAMINATION ENTRY POLICY

The purpose of our policy is to encourage the students to adopt a positive attitude to their Sixth Form studies. We hope that in doing so they will achieve their academic potential. We aim to support each student and to encourage them to adopt a conscientious, mature and self-disciplined approach to study at this level. We do not seek to prohibit any student from being entered for an examination because of the level of their ability, but we do expect students to work with commitment throughout the two-year course.

A number of factors will be considered before any examination entries are made.

- The school expects high levels of attendance from the students, normally well above 90%:
- Homework should have been submitted on time, and to an acceptable standard
- If the subject has a coursework element to the examination, we expect that this should also have been completed to the deadline set by the school and to a good standard
- In addition, your child's teachers will review all internal examination results and levels of achievement throughout the course, and these should be commensurate with your child's level of ability

Examination entry may later be withdrawn if a student does not fulfil the requirements outlined above or if the student's punctuality or attendance records cause a concern that the student's knowledge and understanding of course content are insufficient for examination success. Each student, however, is considered as an individual and our policy is applied with a degree of flexibility to reflect the circumstances of each individual. The decision of the Head Mistress is final.

Access arrangements for examinations

Access arrangements must be compliant with the regulations stated by the Joint Qualifications Council. JCQ's regulations are updated every year. Access arrangements must not give a candidate an unfair advantage and they must reflect the candidate's normal way of working.

Extra Time:
Students who require extra time **must have a completed Form 8** document by an appropriate professional such as an educational psychologist from the April of **Year 9 onwards**. The Form 8 licence lasts for 26 months, so forms completed before this may need renewing before the GCSE examinations in Year 11. A student may have extra time for some medical conditions with relevant documentation.

Rest breaks:
Students who are entitled to rest breaks must have the relevant documentation from an appropriate professional such as an educational psychologist from **Year 9 onwards.** Rest breaks must be used in accordance with JCQs regulations, and they must be used in a way, agreed with the Learning Support Coordinator, which is appropriate to the student's educational needs.

EXTENDED PROJECT

All students have the option to participate in the AQA Extended Project Qualification (EPQ) during their Junior Sixth year as an Academic Enrichment option. Students are required to complete a written piece and may submit an artefact or performance, in addition, on any topic of their choosing. Students are assessed on their problem solving, organisational, research, evaluative and analytical skills and the successful completion of the Extended Project carries UCAS tariff points, thus making it a useful additional qualification for the university application process. The Extended Project is a stand-alone award.

EXTRA-CURRICULAR ACTIVITIES

There is a wide range of opportunities available to students to extend their spiritual, moral, social and cultural development, both at lunchtimes and after school. Involvement in extra-curricular activities and events is considered vital in developing the confidence and interpersonal skills necessary for professional and personal fulfilment and provides opportunities for students to extend and enrich their experiences and understanding. Participation is also of crucial importance in building a strong sense of community and an awareness of the needs of others.

Students are expected to participate in at least one extra-curricular activity. Students must, however, learn to manage their free time carefully so that they do not fall behind in academic work. Homework and coursework commitments must be given the highest priority.

Extra tuition in Speech and Drama and Music leading to LAMDA or Associated Board examinations is available as an additional chargeable option.

In addition to sporting and musical activities, students may participate in, or organise, clubs and workshops in Literature, Drama, Art, Technology, Film or Science. They may join the Debating Society or take part in debating competitions. Editorial teams of Sixth Formers also produce the School Newspaper "Onward". Students may join the Duke of Edinburgh's Award Scheme or take part in the Young Enterprise Scheme. There is also the opportunity to participate in a Mock Trial Competition and in the Model United Nations.

FORM PREFECTS

Sixth Form students may act as Form Prefects to forms in the Senior School where they provide support for both the Form Tutors and the younger students. Sixth Formers apply for these roles and are selected at the end of Year 11 and the start of Junior Sixth.

FORMAL SCHOOL EVENTS

Students are expected to help with **at least two** School Open Events and should wear formal dress for these occasions.

There are Celebration and Introduction Evenings at the start of both J6 and S6 for students and parents. There is also a S6 Presentation Evening after A-level examinations have been completed.

HEAD GIRL TEAM/IVY PREFECTS

The Head Girl, her team of Deputies, and the Ivy Prefects are chosen by the students in Year 11, Junior Sixth, Senior Sixth and staff. The Head Girl and her Deputies chair the School Council, represent the whole school on special occasions and organise notices and presentations at assemblies. The Ivy Prefects have responsibilities for supporting specific areas of school life. They all have very important roles.

HOMEWORK

Homework is regarded by the school as a very important part of a student's education, and we ask for your support in ensuring that your daughter spends sufficient time on homework tasks to complete them to a good standard and plan their work so that homework is always submitted to the teacher on time. It encourages the independent learning skills essential for self-development, examination preparation, further study at university and future employment. It extends a student's knowledge, understanding and skills and reinforces classroom learning. Super-curricular activities and wider reading beyond the minimum set by

staff is essential for students who wish to apply for Oxbridge and is recommended to all Sixth Form students.

In the Sixth Form, each student is responsible for creating and keeping their own study programme. Revision and coursework for external examinations will need extra commitment from senior students at weekends and during school holiday periods. Effective time management is vital for success at Sixth Form level.

At the start of the school year each student will be provided with a notebook in which they are expected to record all work set by staff.

If a student is absent, they are expected to make up work missed during their absence. This includes homework as well as class work. **The emphasis is on the student taking responsibility for catching up with work missed.**

Parents will be informed by letter and/or e-mail if their child has not been reliable in submitting homework or learning for tests. Should this happen, we ask you to supervise the completion of homework more closely until your child has developed more systematic study habits. Continued failure to complete homework may incur after-school detentions and the student will be monitored closely by the Head of Year. For very serious concerns, parents will be asked to meet with the Head of Year and the Director of Sixth Form Studies.

HOMEWORK ALLOCATION

Approximately five hours per subject per week in addition to private study during the school day is expected.

Revision for examinations and coursework will require additional time and commitment.

HOUSE SYSTEM

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 and for leadership roles for our senior students; to encourage friendly competition, on a collaborative basis, to achieve house points. Your child will belong to one of four Houses –Lovelace, Yousafzai, Seacole or Parks - each of which will be under the leadership of a Head of House. Students are encouraged to take part in House competitions and activities as part of their personal development programme. Students 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. School House Captains are appointed from the Junior Sixth. Students apply for these roles and are selected at the start of Junior Sixth.

ICT USE IN SCHOOL

We believe that the use and availability of ICT can bring great benefits to learning. The school ensures that students have access to a range of ICT facilities and resources that will enhance their activities. Our ICT Support team works to maintain these facilities, assist users and protect the school and individuals from the misuse of ICT. However, it is the responsibility of all individual students to guard against misuse of our facilities through their actions.

Student Access to ICT Facilities

All students have an ICT Network account that allows them to log in to designated computer facilities and access resources and services appropriate to their learning. There are six ICT suites, many laptops, mobile devices and other computing facilities available to students. Students will have specific Computing lessons, and many other subject areas will use the ICT suites as part of their programmes of study.

Students are allowed to use ICT Rooms at break and lunchtimes. The library suite normally has supervised access before and after school hours. Students must observe the following guidelines:

- Read, understand and agree to the School's ICT Use Policy
- Report technical faults to the member of staff supervising and/or the ICT technician

Printing

The school employs print management software to monitor and account for student printing. All students have the ability to print, however there are restrictions on the volume and type of printing placed on their accounts. The primary aim of the print management software is to reduce waste of paper by encouraging responsible use.

- Students should be environmentally aware and avoid excessive printing.
- Large documents may be intercepted by the print management software and students will need to request their release.
- Report any printing problems to the Sixth Form Secretary or ICT Technician.

Other computers in the school

Each teaching classroom has a computer installed for use by the teacher. Students **may not use** any of these machines without the specific permission of a member of staff. Computers located in offices are not for student use.

Internet Access

All school pupils have access to the Internet via their ICT Network account. In addition to access via school computers, senior school students are permitted to connect their personal devices (smartphones, tablets, laptops etc.) to the Student BYOD Wi-Fi network. This will enable filtered and monitored access to the internet. Further details on the use of personal devices is given below. All ICT use is managed by monitoring systems that actively monitors all student interactions with computers and other computing devices owned or maintained by the school. This includes:

- the monitoring of content created and held within documents and other digital files
- the monitoring of interactions with websites and webservices, including AI resources
- monitoring the interaction with and use of Apps on portable devices
- maintaining a record of Internet sites visited, web-searches, electronic communications, network activity, etc.
- monitoring internet activity on personally owned devices that are connected to the school Wi-Fi network
- blocking access to materials or commercial activities that are considered inappropriate for school-aged students, that might pose a risk to the security of the school network or an individual using that network or are considered disruptive to effective teaching and learning.

Students should be aware that this is an active monitoring system that will alert staff to inappropriate behaviour, unacceptable use, issues surrounding wellbeing and the safety of our school community.

Examples of inappropriate and unacceptable use are:

- releasing School information to unauthorised individuals
- sending, forwarding, browsing, exporting from or importing into the school any material that is pornographic, obscene, profane, offensive, libellous, defamatory, illegal, inciting racial or religious intolerance, promoting acts of violence or terror, or of a criminal or subversive nature
- sending or forwarding commercial or advertising material
- violating other people's privacy, including uploading text referring to staff or students or uploading images representing staff or students
- using chat lines or similar services
- damaging other students' work in any way
- committing the school to buy or acquire services or goods
- downloading unauthorised software and files, including MP3 files
- playing games
- using the network for sending mobile text messages
- any use that could bring the school's name into disrepute or that could be damaging to the school

- any attempt to by-pass the school's security and content-filtering system.

Note should be taken of the following three legal points:

1. The use of personal data in any public display is subject to the Data Protection Act.
2. Using the Internet to access any School or third party facility for which the user does not have authority is an offence under the Computer Misuse Act.
3. Using the Internet to download or otherwise copy copyrighted software, information or other material without adhering to its licensing conditions is an offence under the Design, Copyright and Patents Act.

The school reserves the right to retrieve and look at all e-mails at any time, without the permission of the person and without notice. Users should have no expectation that any electronic information will remain private. The school complies with, and is subject to, the conditions set out in the General Data Protection Regulations (GDPR) legislation.

E-Safety

Whether on a computer at school / home, a games console or a mobile phone, children and young people are increasingly accessing the internet whenever they can and wherever they are. Mobile 'phone technologies can bring great social benefits. They can play a major role in keeping your child safe, informed and in reach of assistance if necessary.

However, internet and mobile-based technologies also open young people up to potential dangers. The school employs a range of measures to protect our students from incidents of cyber-bullying, inappropriate communications via social networking, exposure to inappropriate internet content, illegal activities and content liable to be offensive to members of our school community. These measures include the blocking of certain websites and monitoring an individual's internet use.

Pupils should be aware that their own actions may increase their personal risk of becoming a victim of inappropriate attention online. Parents have a key role to play in promoting e-safety and the responsible use of ICT. We ask you to talk through with your child the risks they might encounter and help them to develop safe and responsible behaviour when using technologies. E-safety principles and practice are also taught by the School in both the Wellbeing Programme and in ICT lessons.

The correct use of ICT accounts and passwords

All students in the Senior School are issued with their own account to access the ICT Network, MSOffice 365, SIMS Online and Moodle. Several academic departments also subscribe to online resources to support learning in their subject areas. Each user account on the network is protected by a personal login - a user account name and a password set by your child.

- Any student who forgets their password for their services should request it to be reset, through their Form Tutor, subject tutor or directly to the ICT Development Director.
- Student users should not share their personal login with others or tell anyone their password.
- Students will be held responsible for all network activity that occurs using their user account.

Office365

All Senior School pupils are issued with a Microsoft Office 365 account. This service provides each student with an email address, online file storage and access to the Microsoft Office suite of programmes. Students are able to use both the online versions of office and to download the software to their home computers, tablets and phones. The email address given to students as part of this package is stored on our administrative systems and is the one used by the school to communicate electronically or provide access to additional learning services.

Student Portal

All Senior School pupils are given access to the Student Portal. This service is accessed via the web and can be viewed on any appropriate device. The Portal allows students to access their timetable and curriculum information; view homework set; track attendance, achievement (House Points) and behaviour records; access examination timetables and other key information. Students also have access to their school reports and assessment grades via the Portal.

ICT security and data storage

User data, personal files and documents are stored on the server, making use of individual user accounts. All data stored is backed up regularly by the school and held securely.

- Hardware, software and data should be treated as a valuable resource and with respect.
- The use of USB memory devices and external hard drives is strictly forbidden on the school network. (This includes pen drives, memory sticks and MP3 players).
- Students wishing to transfer files between home and school may do so using Foldr (foldr.mhsg.manchester.sch.uk), by emailing it to themselves or by using facilities made available in their MSOffice 365 account.
- Particular care must be taken when accessing email attachments or downloading documents from the Internet. If a student has any concern about such a file, it must be reported immediately.

Malicious software protection

Major disruption and damage can be caused by computer viruses, particularly on computer networks. All computers on the school network are protected by Anti-Virus software and any alerts must be immediately reported to the supervising member of staff, ICT Support or the ICT Development Director.

Copyright

- Students must respect software copyright by keeping to licence agreement terms.
- The unauthorised copying of software, music, film, books etc. is unethical and illegal.
- Software must not be copied (other than as back-up to the original) and software acquired for use on one machine must not be loaded to a second machine.

The use of "outside" software

- Students must not attempt to install their own software onto any machine.
- The school will avoid the use of software supplied from any unauthorised or unknown outside sources for the following reasons:
    - breach of copyright
    - danger of computer viruses
    - dangers of corruption of existing systems and/or data

MHSG Wi-Fi Access and the use of personal laptops or other mobile devices

Wi-Fi is available across the entire site to support the use of laptops and other mobile computing devices such as smartphones and tablets. Students are allowed to connect their own devices to the appropriate Wi-Fi channel (MHSG Student BYOD) to allow them access to the Internet. This connection allows access to the internet and web-based resources only. It does not allow direct access to network resources and is monitored and managed in the same way as all student access to the internet.

Students will be informed of the Wireless Access Key at the start of the academic year and can subsequently login to the MHSG Pupil BOYD Wi-Fi.

- Students should not attempt to connect any personal laptop or mobile device direct to the school network (MHSG domain).

- All connections to the Student BYOD WiFi should be for learning and research purposes and should be used only at the times and in locations approved and agreed by the Student Council.
- Students must be aware that any personal device brought into school should be covered by their own / family's insurance arrangement – it will not be covered by the school's insurance.
- Students must take appropriate actions to ensure their personal safety while carrying a high value device – especially in public areas adjacent to the school, on the buses and while travelling between home and school.

The use of digital cameras, mobile 'phone cameras, and other recording devices

- Digital cameras, mobile 'phone cameras, and other recording devices must not be used in school without written permission from Miss Bruce, Deputy Head Mistress.
- If permission is not obtained in advance, the use of such devices will be regarded as a serious disciplinary matter and will be dealt with severely.
- Images must not be taken of school staff, students in uniform or areas of the school building.
- Images of school staff, students or areas of the school building must not be placed on the internet or on social media channels.

LEARNING DIFFICULTIES AND DISABILITIES

In the first term of the J6, all students take an on-line screening test, which in turn may result in a student doing some further testing to ascertain whether there may be a learning need. Information regarding this process is sent to parents and students before the screening takes place and if a need is identified, students and parents will have the opportunity to discuss appropriate action and support with the Learning Support Co-ordinator.

Parents who wish to discuss specific learning difficulties with respect to their daughter should contact the Learning Support Co-ordinator.

If parents have obtained specialist educational advice, for example from an Educational Psychologist, they are asked to provide the school with a copy of the specialist's report. If considering obtaining such advice, please contact the Learning Support Co-ordinator in advance as the school has to supply information for any such assessment.

The specialist education advice helps us to identify any particular areas in which a student is experiencing problems and enables us to construct an Individual Support Plan in discussion with the student and parents. Teachers of the relevant subjects will be provided with advice on how to tailor their support for the student. The Individual Support Plan summarises areas of strengths and areas of difficulty and sets targets for the student. These plans will be reviewed with the student three times during the academic year or more regularly if appropriate. Specific information from the Individual Support Plan will also be shared with parents.

The School will provide an Individual Support Plan for any student who has an Education, Health and Care Plan, and the relevant student will be given educational support by the Learning Support Co-ordinator. Clinics for extra support are also provided throughout the year by individual departments. The Head of Year is available to provide pastoral support, and a full-time School Nurse will provide medical advice and counselling where appropriate.

LIBRARY

The school library consists of 3 adjoining rooms which offer a welcoming space for you to read, study or browse the books. You can choose either the relaxed atmosphere of the Harrison Library or the more formal, silent environment of the Burstall Library to suit your preferred learning style or just your mood. The library is normally open from 8.15am (9.15am on Tuesdays) until 5pm (4pm on Fridays). Sixth form students can drop in at any point throughout the day when they are not in lessons. The library is staffed by qualified librarians during opening hours, and they are available to help with research queries, suggest books and resources as well as to supporting access to our e-resources. Our library uses Oliver, an online system which allows you to:

- Access lists of recommended reads to support your studies and for wider reading
- See your current loans, borrowing history and return dates
- Place new reservations and renew your existing loans
- Browse the full library collection and see the latest additions to it
- Securely access our electronic resources, including a vast library of e-books and e-audio books alongside academic research databases, online periodicals and more

Regular use of the library is strongly recommended, whether it is to browse the large collection of fiction and non-fiction books, scan the range of subject-based periodicals, study alone or with friends or to seek out help with your research. It plays an important role as a learning resource centre for all students, providing opportunities to develop vital independent learning skills.

LOCKERS

Each student is provided with a locker in the Sixth Form Centre. All lockers have unique locker key which students are required to return at the end of the academic year. It is important that this key is kept secure. Should your child lose the key, a £25 fee will be charged for its replacement.

Students are asked to keep their locker clean and tidy. Food should not be stored in the locker unless it is enclosed in a sealed box.

At the end of each term, students must clear their lockers and leave them open so that thorough cleaning can be arranged during the holiday.

LOST PROPERTY

Students are expected to take responsibility for their property, taking care to keep belongings with them or in a locked locker. Expensive items should not be brought into school.

Students' clothing, equipment and possessions are not covered by School insurance. The school cannot accept responsibility or liability for the loss/theft of, or damage to personal property on School premises. Parents are strongly recommended to insure their child's property against such eventualities.

If an item is mislaid, the student should:

1. Check with the Receptionist and repeat this check several times if the item is not found immediately.
2. Retrace her steps and check all rooms, cloakrooms and corridors visited that day.
3. Report the loss to her Form Tutor and Head of Year the same day and as soon as possible after she has discovered the loss. Write a detailed description of the lost item for the Head of Year.

Students who find property should hand it in immediately to Main Reception or Sixth Form Reception

MEALS

Breakfast (fruit, pastries, yoghurts) is available to buy from 8.15am from the café in the Sixth Form Centre. During break and lunch times, Sixth Formers can purchase food and drinks either in the Dining Room where a wide range of hot meals is available, or from the café in the SFC.

Students must not carry plates of food or drinks from the Dining Room to the Sixth Form Centre.

A cashless system is in place in the Dining Room and the Sixth Form Centre. Students must ensure their lunch cards are topped up, using Parent Pay. Sixth Form students can use debit cards to purchase snacks and lunch in the Sixth Form Centre only.

MEDICAL FACILITIES

A School Nurse is in school every day of term from 8.30am to 4.00pm. They are available to students for general medical advice, first aid and to offer a listening ear in times of trouble. They also supervise arrangements for health checks, medical examinations and immunisation. They can advise on contact with other support services.

If no School Nurse is available, students may obtain first aid assistance via the School Office.

Students may visit the School Nurse before school, at break and during the lunch hour. They may also attend the Medical Room for an emergency during lessons with permission from the subject teacher. At other times, students may make an appointment. Please note that the School Nurse works within the Nursing and Midwifery Council Code of Professional standards of practice and behaviour for nurses and midwives'. Information given to the School Nurse by a student or parent remains confidential to the student or parent (subject to safeguarding legislation) unless permission is given to pass on that information.

Any student who feels ill must go to the Medical Room and see the School Nurse. If your child is ill and needs to go home, the School Nurse will telephone you so that you are able to arrange transport home for your child. A student who is unwell must not travel home alone.

If your child needs to take any medication during the school day, please ensure that it is sent to the Medical Room. Students must not keep medication with them in school. It must be given to the School Nurse in its original container with the pharmacy label, instruction leaflet and accompanied by a 'Request for Medication' form. (A copy of this form will be sent out to all parents before September and is also available on Moodle.) The medicine must be left with the School Nurse. It will normally be administered to your child by the School Nurse. In the event of the absence of the School Nurse, it may be administered by First Aid trained staff, all of whom have attended a 'Health and Safety at Work' course.

The following health services are also provided by the school:

Junior Sixth: All new students offered to meet with nurse for a health assessment

MOBILE TELEPHONES

Students in Sixth Form are permitted to have their mobile phones, but they should only be used in the Sixth Form Centre. They must not be seen in any other area of the School and must not be in view of younger pupils.

If a Sixth Form student is seen with their phone in any area other than the Sixth Form Centre, then their phone will be confiscated and kept at Main Reception until the end of that School day. This will be recorded on SIMS and a second offence will result in loss of early finish privilege for an agreed time. Further offences will be given appropriate sanctions as agreed by the Director of Sixth Form, Deputy Head and Head Mistress.

Please note that the school insurance does not cover the loss of mobile telephones.

Mobile phones and security

Young people are often targeted in street crime involving mobile phones. Fourteen to seventeen-year-olds are the most vulnerable. Parents may find it helpful to know that there is now a database for the UK's five mobile phone companies. When a mobile phone is reported stolen to one network, it cannot be used on any of the networks. It will be cancelled, like a credit card.

We ask that you:

1. Record your child's IMEI number

   (This can be displayed by pressing star, #, zero, six, # on the handset.)

   This number is unique to the phone. If the phone is stolen, this number can be used by the police to prove that it is stolen and to return it to its legal owner.
2. Mark their phone with your postcode, using ink visible only under ultraviolet light. Parents are asked to check that this has been done.

We recommend that parents warn their children of the dangers of street theft of mobile telephones, and reinforce the following advice:

- be aware of who is around them when they use their phone
- avoid using a phone in the street or around a station, even if they are with friends, or in secluded or dark places
- keep the phone out of sight when in public places
- use PIN codes and other security devices to lock the phone
- turn off the ringer
- avoid texting whilst walking.

If your child's phone is lost or stolen, they should report it immediately to a parent, to the police and to the relevant telephone network.

MONEY AND VALUABLES

We ask parents to ensure that their children do not bring into school valuable items such as expensive iPads or smart phones or large sums of money. The amount brought each day should cover only the cost of transport to and from school. In the busy school environment, students sometimes forget to store their money and possessions securely.

PARENTPAY

ParentPay is the school's secure, online payment system. Parents should use ParentPay to top up the cashless cards for the dining room and to pay for school trips. Payment can be made using a debit or a credit card.

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. When paying by ParentPay, parents must indicate their consent to a trip before they can proceed to payment. 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.

Please refer to Appendix 3 for further information on ParentPay.

PARENT-TEACHER ASSOCIATION

The Parent Teacher Association is a group of volunteers who:

- Organise social events for parents and their children
- Run the second-hand uniform shop (usually open from 1.30pm – 4.15pm on the first Wednesday of each month during term time)
- Sell refreshments at School events.

The money raised is used to provide additional equipment and educational experiences for your children and to support the school's bursary fund. Recent events have included a Halloween Disco, Quiz Night and a Barn Dance. The PTA is always happy to welcome additional committee members and any parent who is interested should come along to one of the committee meetings, the dates of which are advertised in the weekly bulletin along with details of forthcoming PTA events.

PASTORAL AND ACADEMIC SUPPORT

The pastoral and academic care and support of students within the school is a high priority. It aims to provide guidance and encouragement, analysing and monitoring each student's academic progress so that students are supported towards achieving their personal best across all subjects. Opportunities are provided to enable students to broaden their experience by participating in a range of extra-curricular activities and events. We emphasise positive attitudes and relationships based on mutual respect.

The basis of the school's pastoral system for the Sixth Form is the Form Tutor. A student should use her Form Tutor or Head of Year as the first point of reference if there is a problem or an issue.

Mr Crumpton, the Director of Sixth Form, is also available to deal with any serious academic or pastoral concerns. The Heads of Year, with Form Tutors, Learning Support Co-ordinator, Subject Teachers and the School Nurses form a network of support for each student.

The Pastoral Team aims to work in co-operation with parents to maintain high standards of achievement and effort, and to create a supportive community.

PRIVILEGES

Sixth Formers have certain privileges in recognition of their maturity and senior position in the school.

Sixth Form students have their own dress code (see separate section).

They have a number of Study Periods in which to organise their own learning activities.

Students over the age of sixteen are allowed to leave the school at lunchtime, with parental consent.

After the first half term monitoring, students over the age of sixteen **may** be given permission to leave the site during Study Periods. This is reviewed each half term.

These privileges are subject to prior written parental permission, and the following conditions must be met:

- All lessons, registration and tutor periods must be attended.
- All work must be completed to the deadlines set and to a satisfactory standard.
- All school commitments must be honoured, and duties performed appropriately. These take precedence over permission to leave the site.
- Students must sign out, and sign in on return, at Reception in the Sixth Form Centre. This is necessary for reasons of safety and security so that we have an accurate record of who is on the premises at all times during school hours.
- Smoking and consumption of alcohol are not permitted, and therefore public houses, off-licences and other licensed premises must not be visited during the school day.
- Students will be expected, at all times, to behave in a way which enhances the school's reputation.

For their own security, students who leave the school premises are advised to remain in small groups

REPORTING TO PARENTS

The school wishes to give parents the information they need, in order to provide effective support for their child and to monitor their progress. The annual full report includes a written summary for each subject, including a summary of strengths and achievements and advice on how to improve on certain aspects. Interim Progress Reports provide descriptors for levels of effort and attainment as well as information relating to the punctual submission of homework. Descriptors range from "excellent" to "giving cause for serious concern". The intention is to make reports a regular and formative part of the educational process. Opportunities for parents to meet their child's teachers and the provision of progress reports are a regular feature of school life.

Written reports

Sixth Form Reports are accessed online via the Parent Portal. Before the issue of the full report, each student has a brief meeting with her Form Tutor/Support Form Tutor to discuss individual strengths and areas needing action by the student. Parents are asked to reinforce the advice within the report.

Parents' Evening

Reports are supplemented by parent-teacher interviews at a Parents' Evening, which usually starts at 4.30pm and ends at 7.00pm. The date for each year group is published in advance in the School Calendar. A letter is also distributed by student post approximately three weeks before the event. Sixth Form students are expected to accompany their parents to the Parents' Evening.

Information Evenings

An Information and Celebration Evening is held at the beginning of the academic year for each year group and a Higher Education Evening for Junior Sixth and their parents is held in the Spring Term.

In addition, we welcome approaches from parents with questions or worries. If we have concerns before or between the issue of reports, individual teachers or the Head of Year may telephone parents and invite them into school to discuss these concerns and to agree on appropriate joint action. Any targets discussed during such meetings will be reviewed at an agreed point.

SECURITY OF STUDENTS

Before 8.00am

Students must sign in at the Reception Desk at the Main Reception. This is a health and safety requirement in case of emergency evacuation and must be adhered to. They may wait in any teaching rooms along the C corridor near to Reception or in the Sixth Form Centre. From 8.00am, they may wait in their own Form Room.

During School hours

All external doors are fitted with keypads. Keypad code numbers are changed on a regular basis. Students must keep the code numbers confidential and all external doors closed. They must not allow access to the school to any visitor even if the visitor is known to them. All such persons should be directed to use the Reception Entrance. **Parents are asked to use only the Main Reception entrance to the school.**

The main gate leading to Reception is fitted with a barrier and intercom, and the barrier is closed at 8.00am.

Parents and others visiting the school are asked to sign in at Reception, and to wear an identification badge during their visit.

After 3.45pm

The school remains open until 5.30pm. School cannot accept responsibility for students after this time on normal school days and all Sixth Form students should have left the premises by 5.30pm unless under the direct supervision of a member of staff for a particular school activity. Students who remain in the Sixth Form Centre after 3.45pm MUST sign in at Sixth Form Reception and leave the premises by 5.30pm.

We recommend that students should not wait alone for lifts outside the building or on Grangethorpe Road.

Please see the section on 'After-School Facility' for further information.

For specific on-site events that finish after 5.30pm, the member of staff organising the event will wait in Reception with the students in their charge until they are collected at the pre-specified time. Parents are requested to collect their children promptly so that the school premises can be locked for the evening.

Following school-organised visits that return after school has been locked, staff and students will wait on Grangethorpe Road. Parents are asked to collect their children promptly so that neither staff nor students are kept waiting for long periods. A student should not wait alone for lifts outside the building or on Grangethorpe Road. This advice is for your child's protection. Also, students returning from sports fixtures must wear either their track suit bottoms or their school skirt if they are waiting outside for a parent, not their PE skirt. They will be sent back into school if they are seen to be inappropriately dressed.

SEX AND RELATIONSHIPS EDUCATION

Education about health and personal relationships is provided in a number of subjects and in a context that is concerned to respect dignity and family life, aiming to enable students to make informed, balanced decisions about their health and well-being and to build strong and stable relationships.

We try to encourage the maturing of attitudes and the acquisition of skills and knowledge required for responsible and safe behaviour. We provide some Wellbeing sessions in which students can discuss and ask questions in a secure environment and can explore moral and emotional dimensions of the subject. The School Nurses assist with this approach, and we invite in external medical experts. Several parents who have expertise in this field have contributed to this aspect of the curriculum recently and we are grateful for their involvement. If you have any concerns about this area, please contact your child's Head of Year.

SIXTH FORM CENTRE

The Sixth Form enjoy the use of a separate Sixth Form Centre. This includes a Common Room, a kitchen and a Computer Room. Students may use these areas before School, during breaks, lunchtimes and study periods and after school up to 5.30pm. All students are responsible for keeping the Common Room, kitchen and the Computer Room clean and tidy. **Food and drinks should not be taken into the Computer Room.**

SIXTH FORM FUND

On entry to the Sixth Form, every student will be asked to pay £20 to the Sixth Form Fund. The Sixth Form Committee and the Director of Sixth Form will administer the fund which is generally used to provide refreshments and to improve the amenities in the Common Room.

STAFF

A staff list, with a summary of staff qualifications, is available on request from the PA to the Head Mistress.

STUDENT COUNCIL

Students are encouraged to take on responsibilities as Form Representatives on the Student Council. This body allows students to participate in the running of the school by making suggestions for improvement in aspects that affect their learning environment. Form Representatives of each year group meet with the Head Mistress in her office to discuss agenda items. They also have the opportunity to discuss their suggestions with students from other year groups at Student Council meetings and take responsibility for feeding back decisions and action taken to the rest of their form members.

STUDY PERIODS

Unlike the rest of the School, Sixth Form students have a number of periods when they are not in lessons. These periods should be used for personal study - for example this may be additional work with a language assistant, private research in the library or computer room, or rewriting and reworking class notes. A great deal of valuable work can, and should, be accomplished during these periods and a wise student will use this time to develop their own independent learning.

SUBJECT EXPECTATIONS FOR SIXTH FORM STUDENTS

Success at Sixth Form level requires sustained effort and independence of mind. Students who work consistently and effectively, especially in the Junior Sixth, stand a much better chance of achieving their potential. The linear A-level system dictates that students maintain a continuous effort throughout the two years. J6 students will sit rigorous internal examinations in their subjects to ensure they are maintaining the appropriate level of effort and attainment in readiness for the Senior Sixth. Good personal organisation and management of time are essential.

All teaching staff expect students **to be prepared for lessons**. Students should read through the notes from the previous lesson, bring the correct books and materials, concentrate, be interested and ready to make informed contributions to class discussion, and ask if they do not understand.

Similarly, **homework** (5 hours per A-level subject per week as a **minimum**) and assignments should be completed on time and handed in without the need to be chased. Personal Study Periods, evenings and weekends should be planned if they are to be used effectively.

Independent Learning - General Guidance

Students are advised to use the following points as guidelines to successful study.

- Ensure that notes are clear and comprehensible, not only for that week but for future revision.

- Do corrections or re-write essays/prose as soon as possible to ensure the same mistakes are not made again.
- Do as many practice papers/questions as possible. Subjects with a mathematical content can only be learned through doing, not reading. Similarly, subjects with a creative element require practice and experimentation in each skill.
- For subjects with practicals it is important to write structured notes and analysis as quickly as possible after the experiment.
- Giving work to staff for marking is the best way to assess understanding.
- Check work before handing it in to a member of staff. It is important to be able to detect errors and correct work. For example, in Modern Languages use vocabulary and grammar notes.
- For some subjects "little and often" is an essential part of understanding and learning, especially Mathematics and Modern Languages.
- Set a time aside in the week in order to read relevant journals and periodicals. Visit the library and investigate the stock; keep a reading log.
- Check the available software in each subject area and use the internet to pursue particular topics/interests.
- Develop the habit of reading a quality newspaper, cutting out articles and keeping abreast of current issues in each subject area.
- Make a point of discussing work with others - this includes parents!
- Invest in a good dictionary and thesaurus as well as a dictionary of terms in each subject.
- Watch programmes that will aid the understanding of each subject. Economics and Geography students are encouraged to keep up to date with current affairs/events through watching appropriate TV documentaries and programmes e.g. Panorama, whilst Foreign Language students are expected to do this in the target language.
- Language students should try to increase their contact with the target language through as many means as possible: listening to foreign radio channels, visiting the country, attending cultural events etc., whilst Art students should be visiting Art Galleries and Museums.
- Make use of the many extras that are available in each subject: for example, subject clinics and conversation lessons.
- In subjects that study set texts, students will derive many benefits from seeing live productions. Both Literature and Theatre Studies students should see as many live performances as possible. It is expected that students research beyond the given book, i.e. visit the library or internet.

And finally - subject staff and Form Tutors are there to direct and assist learning and understanding. If students have a problem, it should be discussed. If no contact is made, no help can be given. Subject specific advice is provided by each department via Teams.

SUBSTANCE ABUSE

The policy of the school is that it will automatically permanently expel from School any student involved in supplying illegal substances to other students. Any student found in possession of illegal substances will be suspended for a fixed period or expelled, depending on the circumstances. **In all cases, the police will be informed**.

The Head Mistress may, at any time when grounds for suspicion exist, require the student to give a biological sample under medical supervision to test for the use of illegal drugs or other substances damaging to health. The Head Mistress may also authorise a search of a student's locker and possessions if there is reasonable suspicion that the student has prohibited items such as illegal drugs. Please see the section on Exclusion, Suspension, Removal and Expulsion for further information.

VISITS ORGANISED BY THE SCHOOL

The Governors recognise the value of off-site educational visits, which support and enrich the school curriculum. Students have the opportunity to attend lectures, exhibitions and concerts etc. They often participate in foreign visits, field courses, sports and musical activities.

Detailed planning and preparation is carried out for each visit, including a thorough risk assessment, under the direction of the Educational Visits Co-ordinator. All students are insured for personal accident under a scheme arranged by Marsh UK Ltd. The insurance is underwritten by certain syndicates at Lloyd's. Parents may obtain a copy of the cover leaflet by contacting the Bursar's Office. Students will be issued with clear safety instructions according to their age and the nature of the destination, transport method and activity.

Parents are always invited to an information evening in advance of any residential visit, whether in the UK or abroad.

Students are expected to adhere to the Code of Conduct whilst out of school. Participation in off-site visits is a privilege rather than a right. If behaviour in school leaves some doubt as to whether the student can adopt a mature, co-operative and safe attitude off-site, we reserve the right to prohibit them from participation. A student who misbehaves on an off-site visit may be banned from future visits as part of their punishment.

Payment for trips are made through the ParentPay portal (via the school website) either in full or in instalments for larger amounts; details will be provided in each trip letter.

If your child wishes to take part in an off-site activity, it is essential that we obtain your consent. Normally this will be embedded in the ParentPay procedure. If ParentPay is not used, we require a signed permission slip.

VOLUNTARY WORK

All J6 students are encouraged to participate in some voluntary work. Details of how to obtain a volunteer position will be given out at the start of the Autumn term.

WELLBEING PROGRAMME

The Wellbeing programme aims to help students to develop the skills they will need to manage the situations they will encounter during life. Linking with the values of the school, the programme focuses on characteristics such as honesty, courage and integrity and how developing these will help students cope with key aspects of personal, social, health, economic and citizenship issues. Throughout the programme, students are encouraged to:

- Develop as a person, both as a responsible member of the school community, as a UK citizen and as a global citizen
- Keep healthy (both physically and mentally) and stay safe (e-safety and physical safety).
- Improve their financial and economic awareness
- Extend study skills.

The programme is taught in one lesson every week.

Sessions are delivered by the Form Tutor, the Head of Year, Director of Sixth Form, staff "experts" and external speakers. We have very much appreciated those parents who have contributed to delivering sessions within their professional remit. External speakers are invited into school to provide updates on health and on aspects of citizenship, especially to the older students. Advice and contributions from parents with expertise in these areas is most welcome; please contact the Head of Wellbeing, Mrs Stedman, at the school if you are interested in helping. Each form has a Wellbeing representative who gathers feedback on the sessions and offers suggestions for improvements to the programme in subsequent years.

Appendix 1

BEHAVIOUR POLICY: CODE OF CONDUCT

General expectations of attitude to work

All students must do their best to benefit from the opportunities that are offered in our School.

They should therefore:

- give academic work a high priority
- attend all lessons, participating fully and working consistently to the highest possible standard for their level of ability
- catch up on class work and homework missed through absence
- prepare for lessons, bringing the appropriate equipment, clothing and books
- arrive punctually to all commitments
- complete all homework to the highest standard possible for their level of ability
- complete homework by the day required, and submit the homework to the teacher at the time specified in advance by the teacher
- complete examination coursework by the deadline specified by the teacher
- create an environment which allows all students to learn effectively and without distraction

The Head Mistress reserves the right to request the removal of any student who fails to fulfil these expectations.

Students should also

- accept praise and encouragement gracefully and be proud of their strengths
- accept constructive criticism and take action to improve their weaknesses
- accept without question the consequences of inappropriate behaviour or conduct

Courtesy

In speaking and responding to others, all students must respect the normal conventions of polite and civilised society.

Students should therefore:

- be honest and truthful
- use appropriate language for the working environment
- speak politely, pleasantly and with respect to all adults, including:-
  - members of staff, both teaching and support staff
  - visitors to the school
- speak quietly, politely and pleasantly to other students, including those who are exercising responsibility for a school activity or carrying out a duty
- address adults by title and surname
- stand when an adult enters the classroom
- observe normal conventions for assemblies, both in school and off-site, including:-
  - (i) walking quietly between classroom and Assembly Hall
  - (ii) remaining silent in the Assembly Hall
  - (iii) standing when the person leading assembly enters the Assembly Hall

Consideration and concern for others

All members of our School must respect the human rights of others and have regard for the well-being and academic progress of fellow students.

Students should therefore:

- treat all members of the school community equally, and with care and concern
- encourage and support fellow students
- act as positive role models to younger students

Students should create an environment free from bullying by:

- avoiding insulting, abusive and hurtful language or images – face-to-face verbal or written or placed on computer chat rooms / social networking and message sites / mobile phones/camera phones or any other form of technology.
- avoiding the use of **behaviour** or **body language** or **teasing** which others find intimidating, threatening or hurtful
- avoiding the use of **physical violence** of any form
- avoiding the use of **exclusion** from friendship groups as a means of intimidation and hurt
- avoiding any part in the spreading of rumours
- avoiding behaviour which causes other students to under-perform in academic work
- avoiding behaviour which damages the self-esteem of others

In order to prevent a repeat of the bullying described above, a student should report to a member of staff, without delay: -

- the occurrence of any of the above abuses to **herself**
- if they witness the occurrence of any of the above abuses to **fellow students**
- if they notice someone upset

Expectations of behaviour in and around school

Each member of our School must behave in a way that allows herself and others to work successfully, without disruption, safely and with enjoyment.

General points

- Any reasonable request from a member of staff should be carried out at once and without argument.
- Rudeness, disrespect or insolence towards members of staff are not acceptable, nor excusable.
- A student must observe health and safety rules, as directed by the School Code of Conduct and by subject-specific and specialist room guidelines.
- A student must adhere to the rules governing ICT and mobile phone use, including use of computer hardware and software, computer messaging, accessing computer data and posting images on internet sites.

Breaking any of the four basic rules above will be treated as a very serious matter.

- Eating and drinking are not allowed in learning areas, corridors, cloakrooms or locker rooms. If discovered eating in these areas, food or drink may be confiscated by a member of staff. (Exception – plain water may be drunk in the locker areas or a lesson with the teacher's permission.)
- Chewing gum is **not allowed** in any part of school premises.
- Personal stereos and iPods, MP3 players, radios, magazines or other distractions are not allowed in school.
- A full statement of school rules relating to the use of mobile phones appears under "Mobile Telephones".
- A student needing to leave a lesson early should obtain a written excuse note signed by their teacher.
- Non-emergency medical/dental treatment during the school day should be avoided if possible and can only be agreed following a written request from parents to the Head of Year, giving 48 hours' notice.
- A student is expected to use breaks and lunch hours for toilet visits, not lesson time unless they are taken ill suddenly or suffering from a notified medical condition.

- If a student feels ill during a lesson, they should ask the teacher's permission to visit the Nurse.
- Students should not visit the Nurse between lessons without this permission, unless they need emergency medical attention. This is to ensure that staff will know of their students' whereabouts during relevant lesson times.
- Students must not bring items into school to sell, unless as part of an agreed charity stall.

Health and safety

All members of our School must have regard for the health and safety of themselves and others

Everyone should be orderly and considerate in moving around school:

- walk (and not run) on the left along corridors
- walk no more than two abreast along corridors and single file on stairs
- be patient and avoid pushing, particularly on stairs
- give way to others at doorways, opening the doors to allow others through first
- hold doors open for those walking behind
- carry their bags and other belongings in a way which does not inconvenience other
- people
- avoid carrying unnecessarily heavy loads by using lockers efficiently
- organise recreation time activities at breaks and lunchtimes in such a way that other people's safety is not threatened
- queue when required to do so, and in a sensible, fair and well-ordered manner
- avoid moving furniture and opening windows unless supervised by a teacher.

Students should also ensure that school always knows their whereabouts. They should:

- remain on the school site during the school day unless they have written permission to leave from parents and from the Head of Year or another senior member of staff
- avoid areas which are out of bounds, namely the wooded area between Music House and the Preparatory Department, and also Platt Fields Park
- always sign out at Reception if given permission to leave school during the school day. The Receptionist should be shown an Exeat Note signed by the Head of Year.
- always sign in at Reception if arriving in school after registration
- wait for a parent/guardian in C11, C12, C13 or C14 or the Library (not Grangethorpe Road) if leaving school after 4.00pm
- exercise good road sense on the way to and from school.

Students should respect all procedures and rules designed for their safety:

- respect and not tamper with safety equipment such as fire-fighting appliances and alarms
- memorise all safety procedures, including procedures for evacuation in the event of a fire and non-evacuation emergency procedures
- co-operate in practice evacuation of the school in preparation for any emergency which might arise
- tie back long (shoulder length or longer) hair at times when this is a health and safety requirement

Infringements of all Health and Safety rules are serious, but the following will be treated as a very serious matter

Students must:

- not use or bring into school any items, substances or drugs that might be dangerous, threatening, prohibited or illegal (Prescription drugs must be left with the School Nurse.)
- not consume or possess alcohol in school, whilst travelling to and from school or offsite during the school day
- not smoke in school, whilst travelling to and from school or offsite on school visits during the school day. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes as well as matches and lighters.

Respect for property

All members of our School must respect and take responsibility for property – their own property, other people's property and the school's property.

Students are allocated a locker for secure storage of their possessions and school property at the beginning of the school year, on the condition that staff authorised by the Head Mistress have the right to search the locker. A search may be conducted if the Head Mistress feels that there are reasonable grounds for suspicion that prohibited items may have been placed in a locker or in other belongings. A search may also be conducted if there is suspicion that other undesirable items have been brought into school, for example matches or cigarette lighters or other items that may cause injury or damage.

A student should:

- secure their locker with an effective lock at all times
- make sure that all their belongings are clearly named
- keep personal property with them or inside their locker, not on the tops of lockers nor in corridors
- hand in to Reception or to the member of staff in charge of the Lost Property Cupboard items which appears to be lost
- avoid bringing valuable property like personal stereos, iPods, MP3 or CD players, electrical or electronic equipment and jewellery to school
- carry money in a named purse on their person at all times
- bring only sufficient money for that day's essentials
- hand in to the Top Office for safe-keeping at the start of the day any vulnerable property or large sum of money which has to be brought into school for a justifiable reason, such as payment for a school-organised visit
- treat all school property – books, furniture, lockers, equipment and buildings – with care and respect
- report to Reception any damage to school property or graffiti immediately it occurs or as soon as damage is noticed
- clear up after meals and snacks
- ensure that cutlery and crockery belonging in the Dining Room are used only in the Dining Room
- keep changing rooms, locker rooms and cloakrooms tidy and clean
- keep books, furniture and buildings free from graffiti
- put litter in bins
- take care not to damage displays whilst moving around rooms and corridors

We regret that the school cannot take responsibility for the loss or theft of belongings, nor damage to belongings.

Promoting the School

All members of our School must do their best to maintain the highest possible reputation, both for themselves and for the school.

Attending a school with a national reputation for high standards and academic achievement is an asset to its students when they progress to Higher Education and employment.

Students should therefore do their utmost to promote the strengths of the school and its students. They should:

- be aware at all times of the impression they create, ensuring that this impression is positive
- dress appropriately for work by wearing the correct school uniform, ensuring that it is clean and well-maintained
- ensure that their appearance is smart and business-like, conforming with all uniform and appearance regulations
- behave politely and with consideration for others at all times in school, when acting as a representative of the school in extra-curricular activities and off-site visits, and when travelling to and from school on public transport
- behave in a sporting manner in all competitive events

- act efficiently as agents of communication between their parents and the school, returning letters, reply slips and absence notes promptly to school
- offer help and assistance willingly when asked to do so by staff
- welcome visitors to the school in a helpful, friendly and respectful manner

Appendix 2

BEHAVIOUR POLICY: REWARDS AND SANCTIONS

The school seeks to encourage, recognise and reward positive attitudes and achievements through a system of certification and letters of congratulation.

Rewards

- A student may receive a Head Mistress's Commendation for an outstanding piece of work, a consistently outstanding level of effort or a very significant contribution to the school community.
- All students are provided with opportunities to take part in a range of extra-curricular activities for which many receive certification from awarding bodies external to school.
- Students in Years 7 to 11 participate in a system of House Points that acknowledges and praises achievement, effort and good citizenship. Students work towards Bronze, Silver, Gold, Platinum and Diamond Levels of commendation.
- Students in Years 7-S6 may be nominated by their subject teachers to receive a praise postcard for high levels of attainment and / or drive and motivation. Each postcard ensures that the student is also awarded 5 House Points.
- Each student is allocated to one of four Houses in the School's House System and there are opportunities to take part in events and competitions to earn House Points.

Sanctions

If a student breaks the School's Code of Conduct, they must accept the consequences of their actions. Sanctions will be applied fairly and consistently to all students. For single and minor misdemeanours, such sanctions might include repositioning the student within the class away from their friends, setting additional subject-related work, subject detention at lunchtime or giving tasks useful to the school community during break or the lunch hour.

More rarely, a higher level of sanction will be necessary for a persistent problem or for a serious misdemeanour. In this case, the Head of Year and / or the Deputy Head Mistress will impose the sanction and will inform the parent. Such sanctions include:

- Formal detention at lunchtime or after school
- Daily monitoring report card

If it is felt necessary to place a student in formal detention after school, parents will be notified in writing at least 24 hours in advance. Notification will normally be by student post but may be sent using the public postal system. After-school detentions are normally held once weekly on Mondays and parents are asked to make appropriate transport arrangements for their child to travel home. Formal detentions will be noted in a student's individual school record and will appear on the school report.

Please note that chewing gum is not permitted on school premises. The penalty for chewing gum is automatic after-school detention and community tasks for persistent offenders.

Persistent lateness will also incur the sanction of after-school detention unless it is caused by the late arrival of a bus.

Very serious misdemeanours or a consistent failure to work to an acceptable level in lessons or homework will incur one or more of the following sanctions and will involve the Head Mistress. Use of these sanctions is rare in our School.

- Student contract
- Suspension from specific lessons
- Suspension from school for a specified number of days

Exclusion

Please refer to the section EXCLUSION, SUSPENSION, REMOVAL and EXPULSION.

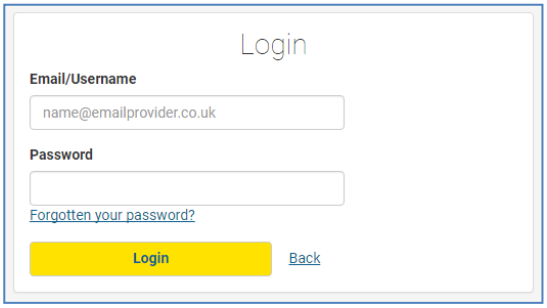
Appendix 3

USING PARENTPAY

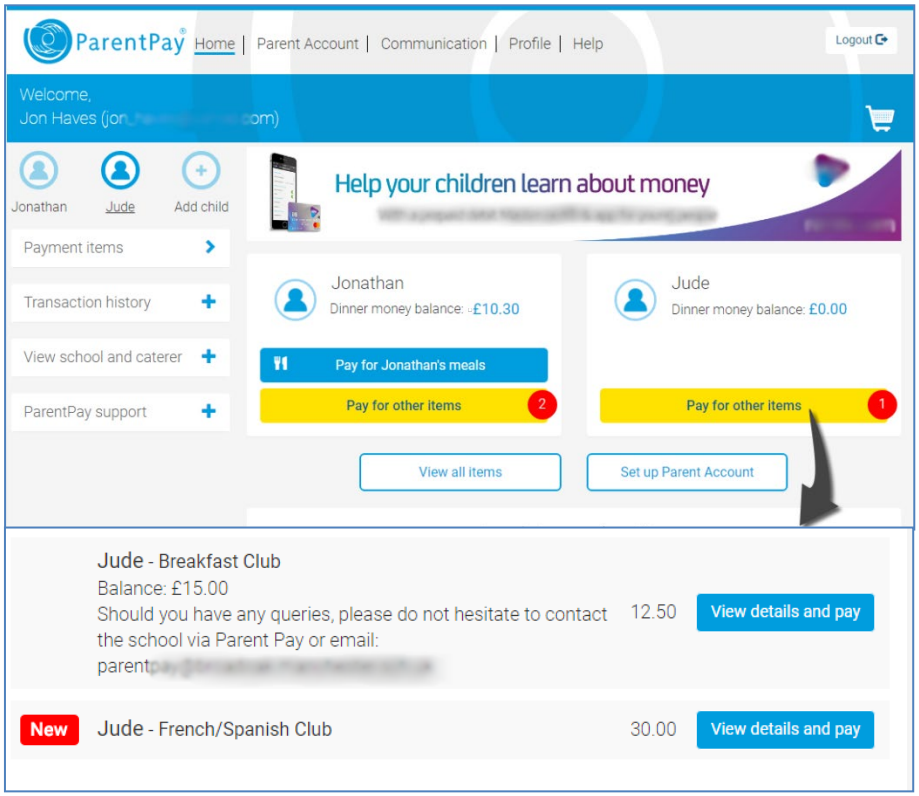
ParentPay is an online payment platform used by MHSG as an easy way for you to make occasional payments to the school. This secure system will allow the use of either a Debit or Credit card to pay for items such as school trips, tickets, or to top-up your daughter's cashless catering card. This removes the need for you to send your daughter to school with cash or cheques. The ParentPay platform operates in a very similar way to other online shopping sites, except only items placed in there by the school are available to purchase.

Details of how to use ParentPay are given below.

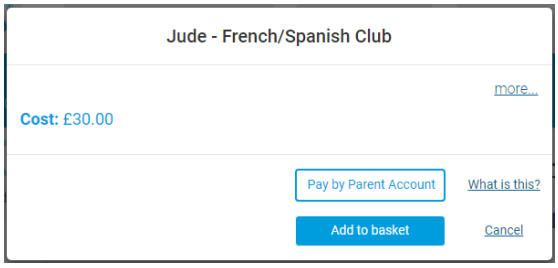
1. Log into ParentPay at www.parentpay.com
   You will have been sent personalised details giving your initial access to ParentPay and how to complete registration with the system. If you have any problems completing registration, either follow the onscreen assistance or contact the Finance Office.
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



2. The **Home** page presents a summary of your account status and school meals balance. If there are other items available for payment you can click **'View all items'** or **'Pay for other items'** under your daughter's name.



3. To make a payment, select **'View details and pay**. *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 must ensure the school has been provided with at least two emergency contacts and their telephone numbers and details of any medical conditions including medication which your daughter carries with her. If you need to update any of this information, please email registrar@mhsg.manchester.sch.uk This is obviously handled in strict confidence and, if necessary, the school nurse may contact you. A trip consent tick box will also be requested on the first payment due of any trip.

4. Once you have provided any additional information requested, click the **'Add to Basket'.** At this stage you can continue shopping or go to your basket and complete the transaction. In the basket screen you can make appropriate adjustments to number of items, value of contribution etc. or remove an item from the basket.

5. Payment can be made in ParentPay using a **Debit or Credit card** or by maintaining a 'cash balance' in the **Parent Account** (see below).
Note: The school reserves the right to add a surcharge on some items if using a Credit card, this is due to the processing cost levied on the school on these kinds of payments.

Parent Accounts in ParentPay
ParentPay has created the ability to maintain a cash balance within the platform to pay for items. This allows you to pay for items with one-click and not to have to repeatedly input the details of your chosen payment card. The cash balance is retained by ParentPay and money is transferred to school until specific items are purchased. Maintaining a balance in the Parent Account **does not** automatically maintain a balance on your daughter's cashless catering card.

6. Within the ParentPay platform you are able to track and monitor the payments you have made, download statements and also track any spending your daughter has made on her catering card. Remember, in Year 7 and 8 your daughter's lunches are pre-paid, you are still able to track whether she has taken a lunch, but you will not need to add funds to the card. If your daughter wishes to purchase food or drinks from the Breakfast service or at Break, these items will need funds to be available on the catering card.

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

Appendix 4

Parent / Guardian Code of Conduct

Manchester High School for Girls values the partnership it shares with all parents and guardians to ensure that each pupil flourishes. To this end, just as the school has a code of conduct for staff and pupils, the following code of conduct for parents works to ensure that the aims and values of MHSG are upheld by all in an atmosphere of mutual understanding.

We expect all parents, guardians and visitors to:

- respect the values and aims of the school;
- understand that both teachers and parents / guardians need to work together for the benefit of their child;
- demonstrate that all members of the school community are treated with respect and therefore set a good example in their own speech and behaviour;
- seek to clarify their child's version of events with that of the school in order to bring about a satisfactory solution to any issue;
- approach the school in an appropriate manner to help resolve any issue of concern;

The school will not tolerate parents, guardians and visitors exhibiting the following:

- disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including sports matches;
- using loud or offensive language, swearing, cursing, profane language or displaying temper – this includes racist, misogynistic or homophobic language;
- acting in an intimidating way towards any member of the school staff or volunteers;
- threatening actual bodily harm to a member of school staff, Governor, visitor, fellow parent/guardian or pupil regardless of whether or not their behaviour constitutes a criminal offence – this includes the physical punishment of one's own child on school premises;
- damaging or destroying school property;
- inconsiderate parking and/or driving, on school grounds / Grangethorpe Road;
- sending abusive or threatening e-mails / voicemails / phone messages or other written communication. We reserve the right not to respond to any communications which are abusive in nature;
- completing the academic work of their child;
- defamatory, offensive or derogatory comments regarding the school or any of its pupils, parents / guardians or staff at the school on any social media site – including WhatsApp. Any concerns must be made according to the appropriate procedures (see Complaints Policy), so that they can be dealt with fairly, appropriately and effectively for all concerned. Defamatory comments will be reported to the appropriate 'report abuse' section of the network site and the school will expect that any parent/guardian or pupil removes such comments immediately;
- the public humiliation of another pupil, parent/guardian or member of staff either in conversation or by an inappropriate social network entry. This will be taken as a serious incident of school bullying;
- using mobile phones to take images of pupils on the school site unless express permission has been given to do so (no use of mobile phones around EYFS children is permitted);
- approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child – such an approach to a child may be seen to be an assault on that child and may have legal consequences;
- smoking or being under the influence of alcohol (excluding during official school functions) or other drugs whilst on school property;
- bringing dogs or other pets onto school premises without supervising them at all times.

Should any of the above behaviour occur on school premises, the school may feel it necessary to ban the offending person from entering school grounds or to escalate the situation to external services where appropriate.