Manchester High School for Girls

Parent Handbook 2026-27

Years 7-11

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DATES OF TERMS 2026 – 2027

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 12noon (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 9 July at 12noon (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 issued to parents with the Acceptance Form, 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 global citizens and courageous motivators of change.

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 that 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. Pupils must not submit any work generated by AI as their own. If AI has been used to produce an assignment, its use must be acknowledged. Academic honesty also includes proper conduct in relation to coursework, tests and written or practical examinations. For example, mobile phones, watches and revision notes may not be taken into any examination room.

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

ADMISSIONS POLICY

The information below is a summary of the admissions policy for entrants to Years 7 to 11 in the Senior School. A full policy is available on request to the Registrar.

Manchester High School for Girls is an academically selective school and as such sets its own entrance examination. The School operates an equality policy and all students are considered on merit. Applicants for entry into Year 7 are examined in Mathematics, Essay Writing, Comprehension and Reasoning.

Examination results are not made available to individuals. Girls who do well enough in the initial written examination are invited to an interview at the School. Not all those interviewed, however, will be offered a place. At the interview stage we are looking for potential, a wide range of interests and a match between the ability of the child and her performance in the entrance examination.

A school report is requested from the Head Teacher of the applicant's present school.

Manchester High School for Girls is part of the Greater Manchester Consortium of Independent Schools and offers of places are made in line with the agreed dates of the consortium.

Occasional Vacancies

Occasional vacancies occur from time to time as families move out of the area. Applicants for occasional vacancies in Years 7-10 will be tested in Mathematics, English and a Modern Foreign Language. They may also be asked to bring their language and science exercise books with them to the assessment. The results of occasional vacancy assessments and offers of places are posted to parents within one week of the assessment date.

Only in exceptional circumstances will an application for entry part way through the GCSE course be considered.

AFTER-SCHOOL FACILITY

We are pleased to offer the facility for your daughter to stay in school up to 5.30pm. If you would like to be able to collect your daughter from school later than the end of lessons at 3.45pm, she may access the Library or other designated classrooms as instructed. She must sign-in and out, so that we know where they are in case of an emergency evacuation.

Please note that students are not supervised by staff when using the after-school facility; girls are trusted to work independently, quietly and safely. A member of the Administrative Staff is on duty at Reception nearby until 5.30pm. Students using the after-school facility are not permitted to leave the school premises between the end of the school day and being collected. Their phones must stay in their Yondr pouches, except to contact home; Yondr pouches can be unlocked at Reception and contact can be made in that area only.

Parents are asked to collect their daughter no later than 5.30pm and from the Senior School Reception. At 5.30pm, if a pupil has not been collected, they must go to the Prep Hall. **All pupils must be collected by 6pm from the Prep Hall at the very latest.**

We have no guaranteed staff presence after this time and the School cannot accept any responsibility for your daughter after 5.30pm. Caretakers usually begin to lock the school building and the external gates from 5.45pm onwards.

Please confirm with your daughter each morning the arrangements for going home/collection so they know what time to meet you at Main Reception to collect their daughter; we regret that parents are not permitted to walk through school unaccompanied. We discourage students to stand on Grangethorpe Road awaiting collection after the main school body has left and encourage parents to collect their daughters via Main Reception in this instance.

Parents are asked to request the use of the after-school facility formally by the completion a Microsoft Form sent in September. **Girls will not be permitted to use the after-school facility unless this form has been completed by parents.** Parents are asked to read the rules on the form carefully and talk them through with their daughter.

The after-school facility is provided on the understanding that girls follow the rules for appropriate behaviour and that they use the waiting time productively and quietly, either for homework completion or silent reading. They must not disturb the work of the School, which continues well beyond the end of lessons.

The normal Code of Conduct applies during the 3.45pm to 5.30pm period.

- Girls must register for the after-school facility each evening at 3.50pm at Reception, themselves.
- They must also sign out when they leave the School building.
- This regulation is a Health and Safety requirement, so that we know who is on the premises and where girls are in case of an emergency evacuation.
- Girls must work in the allocated rooms or in the Library.
- They may use the cloakroom at the end of the C corridor, but they must not walk to other parts of the School.
- They **may not** work outside in the School grounds.
- They **may not** go outside the School, for example to local shops or Platt Fields Park, and then return to school to be collected.
- They **must not** bring food items from shops into the School building. There are vending machines in school that can be used after 3:45pm for those staying late.
- Girls should be seated quietly at a student desk, and work on homework or reading.
- The room must be left clean and tidy. The last girl in the room should ensure that there is no litter.
- Furniture and books in the room must not be moved.
- Girls must not bring items into school to sell, unless as part of an agreed charity stall.

If girls do not work quietly and behave appropriately in the after-school rooms, they will not be permitted to stay in school after 4pm on future occasions and parents will be asked to make alternative arrangements.

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 reflection on 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.

Assemblies begin at 9am after morning registration.

On Monday and Wednesday, the assembly is of a multi-cultural and non-denominational nature and is normally taken by the Head Mistress.

- Years 10, 11 and Sixth Form usually meet on Mondays
- Years 7, 8 and 9 usually meet on Wednesdays

Forms also meet with their year group. Year assemblies are normally taken by the Head of Year.
Students also meet in House groups at least once every term.

On assigned Fridays, Junior Sixth students lead assemblies in the main religions represented in the School community, providing opportunities for the older girls to present topics, concepts and issues to a large audience. These assemblies aim to educate and inform.

ASSESSMENT TESTS

Assessment tests for students in Years 7, 8 and 9 are held in the late Autumn and Spring Terms. These are intended to provide practice for girls in revising intensively, so that they learn the revision techniques required for success in the Summer Term examinations. They also help your daughter to build up the knowledge and skills needed for more complex parts of the course.

ATTENDANCE AND ABSENCE

Attendance 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. Attendance is important for a student's learning, but also for their overall wellbeing, social development and mental health.

Regular school attendance is a legal responsibility on parents and an expectation of all girls 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. They must attend specified formal evening events. They are also expected to assist as a guide for one external Open Event each year.

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.

Girls 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. Students must come directly to School from their transport (**not attending any shops or accessing Platt Fields Park**).

We expect our students to attend school regularly; an attendance percentage of over 95% is the norm. Attendance below 90% is a cause for concern and parents may be invited into School for a meeting if attendance falls below this level. Each term, attendance letters will be sent home for students whose attendance falls below 90%.

We have a statutory duty to make Attendance and Sickness Returns to Local Authorities, for ten days of unauthorised absence (consecutive) and 15 days of illness over an academic year (cumulative).

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

All girls up to and including Year 11 are expected to stay on the School premises during registration and lesson time, breaks and lunchtimes. They may not leave the School site unless the Attendance Officer or Head of Year has been shown written permission from a parent. Departure must always be via the main door at Reception. Parents **must come into Reception** to collect their daughter.

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 by parents as satisfactory justification. All other absences will be classified 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 attendance@mhsg.manchester.sch.uk on each day of absence, with a clear reason for the absence.** A member of the Administrative Staff will try to contact you if we have not received a reason for the absence from you. This is an important aspect of our safety procedures. A reason must be given so that we can use the correct absence code.
- If a student is absent for 10 days or more, a parent should send to the Pastoral Deputy a medical certificate from the GP, or from the practitioner who is providing medical 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 her 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.
- If a student arrives in school after 9.15am she must sign in at reception and an email should be sent to the Attendance Officer to explain the lateness. The only exception to the requirement for an email is a delay in bus arrival due to traffic congestion en route.

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 for holidays

The School does **not** authorise absence for holidays in term-time, in line with Department for Education Regulations.

Requests for unavoidable leave of absence, due to exceptional situations, should be made in writing and addressed to **the Head Mistress.** Each request will be considered individually. Requests must be received by the Head Mistress at least **two weeks** (during term time) before the absence. **Absence will always be classified as unauthorised if it has not been agreed in advance or if less than two weeks' notice is given.**

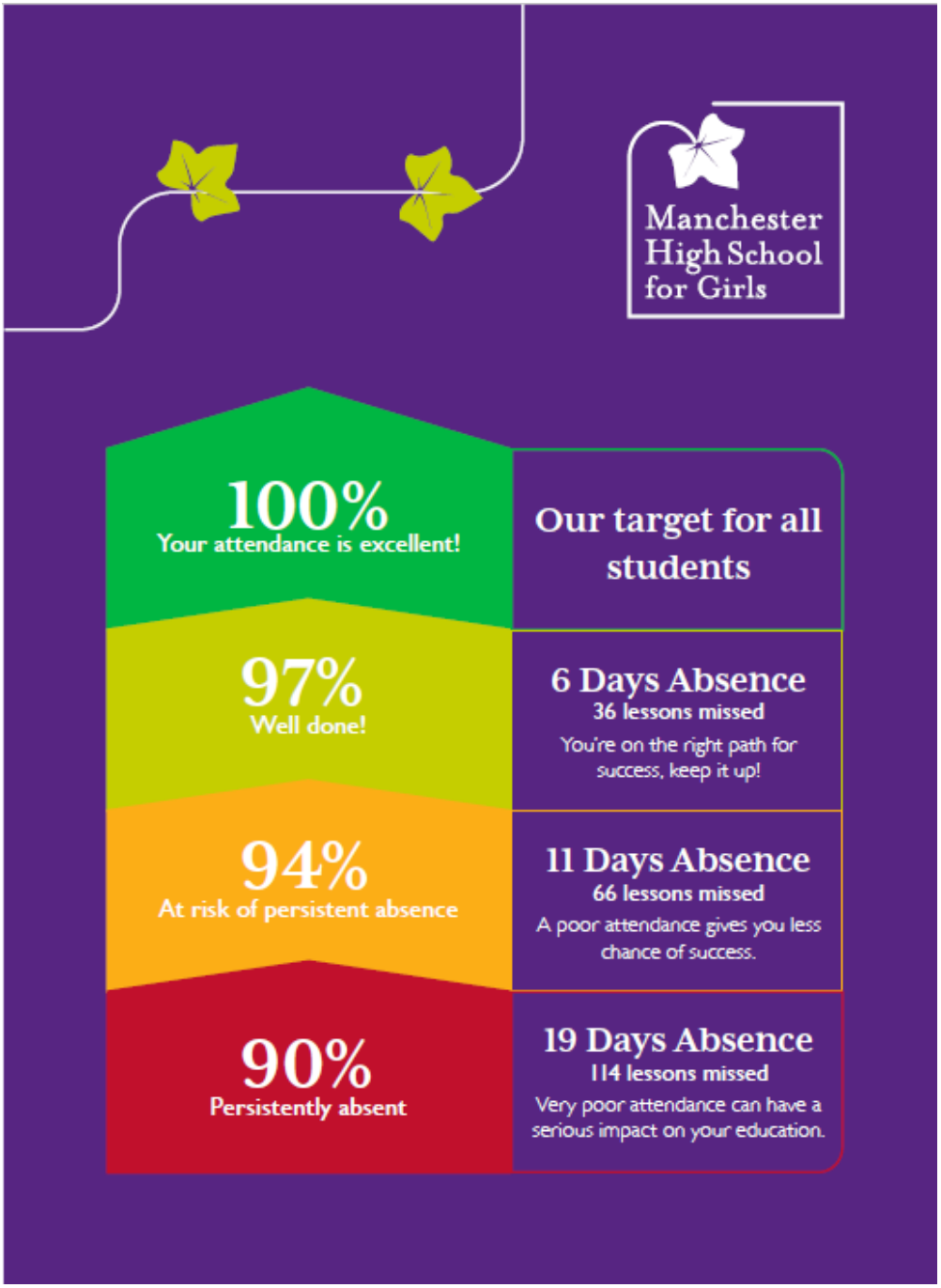
Unauthorised absence

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
- 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.



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 daughter at school and on the way to and from school. We ask you also to ensure that your daughter reads and understands the **Code of Conduct** and the section on **Classroom Expectations**, both included in 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.

All members of school staff have a legal power to use reasonable force in certain circumstances.
To prevent or stop a pupil from:

- causing injury to themselves or others
- committing a criminal offence
- damaging property
- causing disorder among pupils at the school, whether during a teaching session or otherwise

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, vape devices, 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 herself). The search may include bags and lockers. A student may also be asked to turn out her 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.

Staff may examine any data or files on an electronic device they have confiscated, if there is good reason to do so. A good reason would be because the information on the device poses a risk to staff or students and/or is evidence in relation to an offence. This may include, but is not limited to, evidence related to cyberbullying, images of students in uniform, in School or travelling to/from School, and any image of members of staff.

Please note that:

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

Sanctions will be issued if these expectations are violated.

BULLYING

The emotional distress caused by bullying is treated very seriously in this School. Bullying will be investigated thoroughly as soon as it is reported to us. 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 is repeated behaviour, rather than isolated incidents of unpleasantness. Bullying can present as physical, verbal, social and/or cyber.

Students are encouraged to report such incidents 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/apps/mobile phones/camera phones or any other form of technology
- spreading/repeating rumours as a means of intimidation and hurt
- nonverbal communication: 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 neurodiversity, sexuality, 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 Nurses can provide confidential support. The Form Tutor, Head of Year, Head of Section 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 has experienced bullying or if she witnesses the bullying of another student, she should tell a teacher, Form Tutor, Head of Year, Head of Section 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 Head of Lower/Middle School 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 contact the School Nurse or Pastoral Staff for an appointment to be arranged confidentially. They can also e-mail details of any problem to their Head of Year or the Head of Section and the member of staff will send a reply with suggested advice. Girls can also email via the SHARP system; SHARP@mhsg.manchester.sch.uk

If bullying behaviour is reported to a member of staff, the Form Tutor, Head of Year, Head of Section 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 perpetrator and will ask her to write down an account. Witnesses may be asked for information. School computer logs and personal mobile phones 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 perpetrator will be met with by Head of Section or Pastoral Deputy and the consequences of her actions will be explained. The unacceptability of bullying will be impressed on her and an opportunity provided to put matters right and rebuild relationships. Serious incidents will receive an after-school detention 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 be asked to hand-in their phone while in school and/or receive an internal suspension for a fixed period of time. Parents will be informed if their daughter has been involved in such an incident.

Prevention: curriculum support

The Well Being Programme includes a number of sessions designed to help pupils handle personal relationships. Year 7 covers how to make and keep friends; the importance for mental health of good relationships; working with others / giving and receiving constructive feedback; resolving conflict; bullying and how to deal with it. In Year 8, peer pressure and assertiveness training are included. Year 9 girls study negotiation and compromise in relationships. In addition, Years 7, 8 and 9 girls have lessons on internet safety.

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 daughters' 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.

The reposting of such material can also be seen as bullying behaviour.

Cyber-bullying may use a wide range of communication technologies, examples of which include: social networking sites such as Facebook, Instagram, Snapchat, TikTok, 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 Child.net 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 online 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 online or in text messages. It is easy to upset someone by not reading carefully what you have written before pressing SEND. 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 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 app usernames 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. Some default settings include location tracking; ensure that this is disabled.
- 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 screenshot 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 and report the poor behaviour.

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 and Social Media 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 and feel safe online
To report comments that I find unacceptable
To challenge misinformation and report untrue, fake or harmful content
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 online
To know how my data is being collected and used by websites
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
To know whether content I see online has been generated by AI

Responsibilities:

I have the responsibility:

To access reliable and trustworthy websites
To check the accuracy of information I find online before believing or sharing it
To be mindful of the time I spend online and take breaks when needed
To not plagiarise information I read on the internet
To treat others online and in all forms of social media as I would want to be treated
To be aware of my own personal safety online and not swap personal information with people I do not know
To keep my accounts secure
To report abuse or bullying
To post information responsibly and with accountability. After all, everything I post can stay online forever and be re-posted
To only talk, online, 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 anything that would cause hurt or upset
To report any concerns to a teacher, Form Tutor, Head of Year, Head of Section or the School Nurse
To use AI in a way that does not harm others
To clearly label any content I create using AI as AI-generated, and to avoid presenting it as solely my own work
To not post content that depicts or names members of the school community without their permission

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 offense 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. It is expected that students will not move about the bus, throw anything or take property, even in jest
5. 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
6. Smoking / vaping and the possession / use of alcohol or illegal substances are strictly forbidden.
7. Students must report incidents that breach the Code of Conduct to their parent/guardian or to the Head of Year.
8. 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 School calendar is available on the website. The calendar is updated regularly as new events are added. Our Sports Website can be accessed via https://sport.manchesterhigh.co.uk/ . You can navigate to our Sports calendar via the Sports home page on this website and also view sports and teams' fixtures and results. Parents are encouraged to attend the musical and drama performances and sports fixtures advertised on these calendars.

CAREERS EDUCATION AND GUIDANCE

The Careers Education Programme in the School follows the guidelines set out in the ACEG Framework: A framework for careers and work-related education (April 2012) for 7–19-year-olds. The framework is constructed around three main areas of career and work-related learning:

• Self-development through careers and work-related education

• Finding out about careers and the world of work

• Developing skills for career wellbeing and employability

The Careers Department is comprised of a Head of Careers and three careers teachers. The careers office is based in the Library.

Key Stage 3

Careers education and guidance in Key Stage 3 takes place during Well Being sessions, starting in Year 7 with a look at the different careers within the staff at MHSG, job families and jobs and skills and continuing in Year 8. In the summer term, Year 7 students participate in an Enterprise Day. Year 8 students take part in a Dragons Den style event. Year 9 students take part in the National Careers Challenge. Year 9 are introduced to GCSE options and careers and subject Staff are available to answer questions relating to choice of GCSE subjects, particularly at the Year 9 Options Evening.

Key Stage 4

Students in Year 10 participate in a number of careers sessions within Well Being lessons. Students carry out self-awareness exercises, look at post-16 and post-18 educational opportunities and alternatives to university. Students learn how to access careers information using a range of computer software programmes. Year 10 students also have the opportunity to take an on-line careers questionnaire which will identify key strengths, skills and preferences. If they choose to participate in this opportunity, they have unlimited access to the information available on the website. There is a small charge for this service. They are registered on Unifrog, a careers and Higher Education resource.

In Year 11, students and parents are invited to the Sixth Form Open Evening. Students also have individual careers interviews to discuss their A-level and post–16 choices in the light of their career aspirations. They are encouraged to complete a one or two-week work experience placement after GCSE examinations which they arrange themselves. Well Being sessions include preparation for A-level decision making, Sixth Form options, using Unifrog for higher education and career research and work experience.

Key Stage 5

All Junior Sixth students are encouraged to attend the UCAS exhibition which usually takes place in Manchester in March, for which we make a group booking for students to attend. 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 hear from the Head of Sixth Form about the UCAS process, along with a presentation from a university representative.

All Senior Sixth students continue to use Unifrog, a careers and HE related resource. Students are encouraged to attend university open days and study days (subject to some restrictions on the number of Open Days attended on school days). The School's Careers team and Higher Education team give guidance and training on university applications and writing personal statements. Higher Education days in the Summer Term are devoted to researching choices, setting up a UCAS application and drafting the personal statement. A range of presentations are offered, ranging from university speakers, ex-pupils and industry specialists. Support continues throughout the Junior and Senior Sixth years with one to one HE application meetings, admissions test support where relevant and the opportunity for a mock interview as required. Careers and senior staff are also available for the decision-making process on A-Level Results Day in August. In addition, the Careers and Development Departments host a series of career talks by ex-pupils and alumnae representing a diverse range of career areas. Students are also regularly informed about any relevant career taster days, work experience opportunities and specialist courses.

A 'Futures Fair' is held every two years for students from Year 9 and upward, the next event occurring in 2027. A wide range of professions are represented, and parents and pupils are encouraged to attend together.

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 2026 government update of *Working Together to Safeguard Children,* and the most up-to-date publication of *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 Nurse and Heads of Section, 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*.

Should a girl leave the school before the end of her compulsory schooling (up to the end of Senior Sixth/Year 13), parents are asked to notify us of the name and address of the next school which their daughter will be attending. Under legislation, we have to provide the Education Authority with this information.

The School's Child Protection and Safeguarding 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 in the school are issued with a Microsoft account that provides access to an appropriate range of software, services and communication tools. The Microsoft account includes an email address and a Microsoft Teams account. Details of this account are stored within our information management systems and is used by academic and administrative staff to communicate with your daughter. Students should check their school email regularly to ensure they do not miss any important communication and use their email to contact staff if necessary.

MS Teams is used to engage students, support learning, encourage discussion, distribute resources and manage assignments, etc. Students will be added to Teams to support their academic studies, extra-curricular and sporting activities, Tutor Group, Year Group and House. Within their assigned Teams students and staff will be able to communicate at a group level with other members of that Team and also the Team Owners (staff).

It is important that all our community understand that emails and messages within a Team may not be read or responded to immediately. All staff and pupils have the right to "down time" outside of school hours and they should not expect a response during evenings, weekends or over the school holiday periods.

All users should be aware that emails and Teams messages are monitored and can be retrieved and investigated should inappropriate use be detected. Student email addresses are not shared with any third-party organisation except in the need to establish access to additional learning resources or to support school based activity and opportunities.

You or your child may be asked to provide a personal mobile telephone number to us under some circumstances. This enables us to contact them in an emergency, for example if they are not present at the start of an external examination or a school trip. Mobile phone numbers are not shared with any third-party organisation with the exception of the school's provider of text messaging services.

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. Details of the number of complaints received in the most recent school year are also available on request.

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 e-mail**.
  The e-mail 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)	Email Attendance Officer at attendance@mhsg.manchester.sch.uk on each day of absence with a reason. The direct number of the Attendance Officer **is 0161 249 2254**
Absence: request for leave of absence	The **Head Mistress,** by letter
Academic concerns (for example, lesson content, teaching methods, homework, option choices)	**Ms Hodson**, Curriculum Deputy jhodson@mhsg.manchester.sch.uk
Academic progress concerns	**Head of Year** If the Head of Year is absent, telephone Miss Hamer, the Pastoral Support Officer, who will forward your message to the appropriate member of staff.
Admissions	**Ms McDermott,** Registrar registrar@mhsg.manchester.sch.uk
Bus services	Operations and Educational Visits Co-ordinator: **Mrs Spencer**, 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 **Mrs Spencer**, espencer@mhsg.manchester.sch.uk for further detail.
Child protection/safeguarding	**Miss Bruce** Pastoral Deputy and DSL dbruce@mhsg.manchester.sch.uk In case of Miss Bruce's absence, **Ms Burley or Mrs Scott:** jburley@mhsg.manchester.sch.uk; pscott@mhsg.manchester.sch.uk
Complaints	**Ms Hodson** or **Miss Bruce** We try hard to resolve complaints informally. On the rare occasion that this is not successful, please contact **Miss Hamer,** Personal Assistant to the Head Mistress
Fees	**Mrs K O'Meara**, Finance Office Administrator finance@mhsg.manchester.sch.uk
Medical update information about your daughter	**Janet Bamford** nurses@mhsg.manchester.sch.uk
Pastoral concerns (for example, friendship issues/ peer pressure, controlling examination stress, behaviour on buses)	**Head of Year** If the Head of Year is absent, ask to speak to the **Pastoral Support Officer** who will forward your message to the **Head of Section (Lower/Middle School)**
Provisional notice	The **Head Mistress**, by letter
Reports	**Head of Year**
Visits	**Head of Department** or **Group Leader** in the first instance.

CURRICULUM

The curriculum is planned to ensure a breadth and balance of subjects.

Curriculum booklets are provided to parents of pupils in Years 7, 8 and 9 in September. Further detail about curricular content is available on request to the Teaching and Learning Deputy.

For students who are new to the school, it is helpful if parents let the Teaching and Learning Deputy know if their daughter already has fluency in the languages taught in the curriculum – that is, French, German, Mandarin or Spanish – so that we can adapt accordingly.

Year 7

- Many classes are taught in tutor groups.
- Students are split into smaller groups for Computing, Sciences, Art and DTI (Design, Technology and Innovation). The smaller groups allow more individual attention in those subjects that include a practical element.
- Students are given an introduction to each of the following languages: French, German Mandarin and Spanish.
- There is some ability grouping in Mathematics from the start of the year.
- In DTI, students cover modules in Food, Textiles and Product Design).
- The Well Being programme covers personal, social, health, economic, careers and citizenship education in lessons which take place once every week.

Year 8

- Many subjects continue to be taught in the tutor groups.
- Students are split into ability groups for Mathematics. The groups are allocated on the basis of annual examination and year test results as well as the recommendation of the class teacher. There is also ability grouping in English.
- Students choose two languages from French, German, Latin Mandarin and Spanish.
- Students continue to be split into smaller groups for Art, Technology/DTI, Sciences and Computing.
- The Well Being programme covers personal, social, health, economic, careers and citizenship education in lessons which take place once every week.

Year 9

- Some subjects continue to be taught in the four tutor groups.
- Students are split into ability groups for Mathematics. The groups are allocated on the basis of annual examinations, year test results and on the recommendation of the class teacher. There is also ability grouping in English.
- Students choose two languages from French, German, Latin and Spanish (plus Mandarin from 2024 onwards).
- Forms continue to be split into smaller groups for Art, Computing, Sciences and Technology.
- Students commence their GCSE studies in all three science subjects
- The Well Being programme covers personal, social, health, economic, careers and citizenship education in lessons which take place once every week.

Years 10 and 11

- Students begin their GCSE courses, and are normally taught in groups of between fifteen and twenty-four.
- Students take nine full GCSEs at the end of Year 11.

  These include:-

  English Language
  English Literature
  Mathematics
  Dual Award Science OR 3 separate sciences of Biology, Chemistry and Physics OR just one science subject chosen from Biology, Chemistry and Physics
  Three or four additional subjects from a range of options, including at least one language
- GCSE Dance is available as an additional option in PE lessons. Students are also offered the option of taking the Junior Sports Leader Award within their PE course.
- The Well Being programme covers personal, social, health, economic, careers and citizenship education in lessons which take place once every week.

Sixth Form

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

Junior Sixth students normally choose three A-level subjects from a list of over twenty options. They usually have six taught lessons per week for each option. In addition, all students participate in an academic enrichment programme which involves study beyond the A-level curriculum. All students take part in PE on Wednesday afternoons and we also encourage students to pursue leadership and community service opportunities.

Students continue with their chosen A-level subjects in **Senior Sixth**, and we encourage continued engagement with an individual programme of academic enrichment.

The Sixth Form 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, interviews 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

DRINKING WATER

Water coolers are installed in a number of locations around the School, including 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. Pupils 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. Energy drinks such as 'Red Bull' or 'Monster' beverages are not permitted in school and possession of these will result in a sanction.

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 daughter becomes ill or if she has had 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 daughter will be residing with someone other than a parent / legal guardian. This includes any temporary arrangements.

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

For non-urgent messages, the Receptionist will add your daughter's first to our digital display boards and will pass on the message when your daughter reports to Reception. Please ask your daughter to check these board regularly each day; there is one in the Reception Foyer and one outside the Heads of Year Office.

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

Please avoid making arrangements to contact your daughter directly on her mobile phone during the school day since this may contravene 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 if a girl speaks a different language or languages at home and we conduct questionnaires for all Year 7 girls 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 Co-ordinator, 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

EXAMINATIONS (INTERNAL AND EXTERNAL)

Internal examinations are important preparation for GCSEs. We treat them very seriously and do our utmost to enable our students to take GCSE examinations in their stride. Parents should note that leave of absence will not be authorised by the School for any student for dates within a month before examinations, during examination weeks or during formal test and supervised non-examined assessment (NEA) periods. Please refer also to the Academic Honesty section near the start of this handbook.

Examinations are held in the summer term for Years 7 to 9 and in the early summer term for Year 10. The timing is confirmed as soon as possible after the School receives schedules for national GCSE and A-Level examinations and this is included in the calendar information issued to parents. Mock examinations for Year 11 usually take place in late November / early December.

A revision booklet is provided in the summer term for students in Years 7, 8 and 9. This summarises the knowledge to be learned in each subject and suggests a range of revision techniques. We expect a systematic, determined and diligent approach to revision.

If the School has any concerns about a student who does not attain the expected academic standard in the examinations, parents will be contacted to discuss support strategies. A student whose examination performance is below the expectation for her ability may be required to re-sit some examinations or undertake a summer holiday programme of work. A student who does not attain the academic standard expected by the School may be asked to leave by the Head Mistress.

EXAMINATION ENTRY (EXTERNAL EXAMINATIONS)

The purpose of our policy is to encourage students to develop a positive attitude to their studies and to achieve their academic potential. We aim to support each student and to encourage her to adopt a conscientious, mature and self-disciplined approach. We do not seek to prohibit any student from examination entry because of the level of her ability, but we do expect students to work with full commitment throughout the courses.

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

- The School expects high levels of attendance to both registration and to lessons, normally well above 90%.
- Homework should have been submitted on time and to an acceptable standard.
- If the subject has a non-examination assessment (NEA) component, we expect that this should also have been completed to the deadline set by the School and to a satisfactory standard.
- Mock examination results and levels of achievement throughout the course should be commensurate with a student's level of ability.

Examination entry may later be withdrawn if a student does not submit the required NEA work on time, if she has not prepared adequately for speaking examinations or if her punctuality or attendance records cause a concern that her knowledge and understanding of course content is insufficient for examination success.

Each student 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.

In the mock examinations in Year 11 and when attending external examinations, students must wear school uniform.

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 minimise the impact of the specific learning needs of the candidate without granting them an advantage and they must reflect the candidate's normal way of working in school.

Extra Time for external examinations:
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 license lasts for 26 months, so forms completed before this may need renewing before the GCSE examinations in Year 11. The report must show that the student meets the JCQ requirements for the award of extra time (for example, evidence of particular scores on specific standardised tests). 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.

EXCLUSION, SUSPENSION, REMOVAL AND EXPULSION

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

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

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

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

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

Expulsion is defined as immediate dismissal from the School (this is known as exclusion in the maintained sector). It is recognised that expulsion may stigmatise a student and the School makes every effort to deal with a student's error of judgement in other ways.

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, vaping equipment, 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 disrepute (single or repeated episodes) on or off School premises.

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

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

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

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

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

EXTRA-CURRICULAR 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 personal and professional 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 regularly in extra-curricular activities. This should be at least one per week, but students are encouraged to take part in more, to take advantage of the wide range of opportunities on offer. Participation and commitment will be recognised in the student's individual report.

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 clubs and workshops such subject areas such as Art, Creative Writing, Drama, Science, Technology and Ethics. We also run a range of societies such as Christian Union, Jewish Society, and Islamic Society. Editorial teams produce the School Newspaper "Onward". There is a young school librarian training scheme to equip girls to play a vital role in supporting and promoting the work of the school library. From Year 9 onwards, students may join the Duke of Edinburgh Award Scheme, with expeditions beginning in Year 10. From the Summer Term onwards, Year 8 begin to participate Model United Nations conferences. In Year 10, students may participate in the Sports Leader Award. Students are also encouraged to be ambitious and enterprising in raising funds for a range of local and national charities, and each year they work hard in this respect.

HOMEWORK

Homework is 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 plans her work so that homework is always submitted to the teacher on time.

- Homework encourages the independent learning techniques essential for self-development, examination preparation, further study at university and future employment.
- It extends a student's knowledge and skills, deepens understanding and reinforces classroom learning.
- It helps to refine a student's personal organisation and self-discipline, as well as developing perseverance to master challenging ideas and skills.
- It trains a student in planning her time and prioritising tasks.

Parents are asked to support the School by ensuring that their daughter allocates sufficient time to her studies each evening and weekend and that she has a workspace away from the temptations of social networking, gaming and messaging sites on the internet, telephone and television. For some students who have not yet learned academic self-discipline and independent learning, we may ask parents to supervise directly that homework is completed. Your support is particularly important in the weeks leading up to examinations when students should be devoting extra time to learning and when they may be experiencing higher than normal levels of stress.

Homework is set for all classes. It may take several forms: written work, reading, preparation for class work, learning for tests and examinations, research, practice of past examination questions or correction of errors.

Students will transfer their homework timetable into their planners at the beginning of the year with the help of their Form Tutors.

Homework allocation

Year 7	1 hour 30 minutes	Year 10	2 hours 30 minutes
Year 8	1 hour 30 minutes	Year 11	2 hours 30 minutes
Year 9	1 hour 40 minutes		

Revision and NEA work for GCSE, A-level and internal examinations will need extra commitment from students at weekends and during school holiday periods.

At the start of the year, each student will be provided with a Student Planner that she must take to every lesson. She is expected to record in the Planner all homework set by staff. (Homework set is also recorded on SIMS Parent/SIMS Student.) Each evening, she should refer to the Planner and tick off tasks as she completes them. The final task each evening should be the preparation of the books and equipment needed for the next day's lessons.

Homework can also be monitored on the School Portal, which gives parents an overview of current homework and progress.

At the end of each week, students in Years 7, 8 and 9 should ask a parent to check the homework written into the Planner and to sign one page. Teachers may write messages into the Planner for parents.

If a student is absent, she is expected to make up work missed when she returns. This includes homework as well as class work. She should approach her teachers to collect the missed work.

If homework is not handed in on time, or if it is of a poor quality and/or unacceptable presentation, sanctions will be used and the student will be given advice on how to overcome obstacles to improvement, such as poor time management or a failure to organise tasks into priority order.

Parents will be informed by letter if their daughter has not been reliable in submitting homework or learning for tests. This normally occurs after three missing or incomplete pieces of homework or when learning homeworks are deemed not to have been completed adequately. Should this happen, we ask you to supervise the completion of homework more closely until your daughter has developed more systematic study habits. In the first instance, students may be placed in lunchtime detention by the Head of Year. Continued failure to complete homework will 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 Lower School/the Head of Middle School and the Deputy Head Mistress (Pastoral).

HOUSE SYSTEM

The aims of the School's House system are:

- to enhance the sense of community across the school
- to increase opportunities for teamwork across the year groups
- to offer leadership roles for our senior students
- to encourage friendly competition, on a collaborative basis
- to achieve house points.

Your child will belong to one of four Houses – Seacole, Lovelace, Yousafzai or Parks. She will be encouraged to take part in House competitions and activities as part of her 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.

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.

A range of computer facilities are available for use before school, break and lunchtimes. Students may not use the computer rooms after 3.45pm unless a member of staff has agreed to supervise. 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 or requests for colour printing may be intercepted by the print management software and students will need to request their release.
- Report any printing problems to the supervising teacher 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 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. Access to the Internet is managed and monitored via age-appropriate filtering software. The purpose of this software is to ensure no one in the school community is exposed to inappropriate web-content, including expressions of hatred, violence, gambling etc. Logs of an individual's internet activity are maintained and alerting systems are in place if students seek out inappropriate materials online. Further to this, all ICT use in school is managed by a number of systems that actively monitor interactions with computers and devices owned or maintained by the school or connected to the school WiFi. This monitoring 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 records 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, importing or exporting material that is pornographic, obscene, profane, offensive, libellous, defamatory, illegal, inciting racial or religious intolerance, promoting acts of violence or terror, of a criminal or subversive nature
- sending or forwarding commercial or advertising material
- violating other pupils or staff privacy, including via social media accounts
- using chatrooms or similar services
- accessing other student accounts via unauthorised use their network credentials
- damaging other students' work in any way
- committing the School to buy or acquire services or goods by downloading unauthorised software and files, including MP3 files, films or subscription services
- playing games
- using the network for sending inappropriate or unauthorised 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, protection and content-filtering systems

Note should be taken of the following three legal points:

1. The use of any personal data is subject to the conditions set out in the General Data Protection Regulations (GDPR).
2. Using ICT facilities 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 or other electronic communication at any time, without the permission of the person and without notice. Documents and other digital resources created and stored on school systems are also liable for review or investigation. Users should therefore 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 device, children and young people are increasingly accessing the internet whenever they can and wherever they are. Mobile device 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. It is recommended that you ensure that your child's device only allows age-appropriate access before they are given charge of it. 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 with your child about the risks they might encounter and help them to develop safe and responsible behaviour when using technologies.

E-safety principles and practice are taught by the School in both the Well Being Programme and in Computing lessons. We also provide information and guidance to parents through regular communication and the opportunity to attend e-safety events.

The correct use of ICT accounts and passwords

All students in the school are issued with their own account to access the ICT Network, MSOffice 365 and SIMS Online. Several academic departments also subscribe to online resources to support learning in their subject areas. All personal accounts are 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, self-account recovery or directly through the Director of Digital Solutions.
- 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.

Online Learning Resources

Many departments use online learning resources to support teaching and learning. Some of these resources will be openly available on the Web (e.g. BBC Bitesize) and other resources require pupils to have an account to access them (e.g. Kerboodle, Seneca Learning, Boost, etc). Where an account is required to access a resource, normally the school will establish the account for the pupil and then the appropriate subject teacher will distribute the details. Where possible, we link a pupil's Microsoft account to the online resource for ease of login.

Student Portal

All Senior School pupils are given access to the School 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 or Microsoft OneDrive, 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 is restricted on the School network - this includes pen drives, memory sticks and MP3 players and personal storage drives etc. Pupils are not able to transfer files into or out of school using such devices.
- 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 MS 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 or other malicious software, particularly on computer networks. All computers on the School network are protected by Anti-Virus and Anti-Malware software and any alerts must be immediately reported to the supervising member of staff, ICT Support or the Director of Digital Solutions.

Copyright

- Students must respect software copyright by keeping licencing 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

The use of personal digital cameras, camcorders, and sound recording equipment

- Digital cameras, camcorders 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

Mrs Eaton is the Special Education Needs Co-ordinator (SENCo) and is based in the Wellbeing Hub. The SENCo can be contacted at reaton@mhsg.manchester.sch.uk or sen@mhsg.manchester.sch.uk

Parents who wish to discuss specific learning needs should, in the first instance, contact the Head of Year or Head of Section who will begin a conversation between parents and the SENCo. Medical issues may also require conversations with the School Nurse.

If parents have obtained specialist educational advice, for example from an Educational Psychologist, they must provide the School with a copy of the specialist's report. If considering obtaining such advice, please contact the SENCo in advance as the school has to supply information for any such assessment, and reports will not be accepted without contact with school or if the School was not made aware that a report was being sought. This is particularly relevant for Access Arrangements and in line with JCQ regulations.

Any advice from a specialist report will contribute to the formulation of a One Page Profile, co-produced between home and school. This will include information that summarises your daughter's strengths and challenges and will include strategies that teachers and pupils can use to help overcome a specific learning difficulty through Quality First Teaching. One Page Profiles will be reviewed annually or as often as is felt appropriate.

The School may provide personalised and specialist support for any student who has an Education, Health and Care Plan (EHCP) due to significant and complex special educational needs. Students who have an EHCP will follow the Graduated Approach in line with the SEND Code of Practice, where targets are reviewed and set every term and an annual review is conducted to review the EHCP with the relevant local authority and outside agencies. This will involve conversations that relate to the school continuing to being able to continue to meet a pupil's need and may result in a change to the EHCP with regard to provision, resources or supported hours or a may involve discussions with the family and the Local Authority that relate to appropriateness of the setting.

For students who may need extra support in a specific subject area, Clinics, led by subject teachers, are offered throughout the year.

Students may be referred to the SENCo to be assessed for any potential underlying learning needs such as speed of processing or working memory issues, however these are not diagnostic. They may result in Access Arrangements (AA). Access arrangements are not permanent once granted, and depending upon subsequent assessment and evidence, may be withdrawn. They may also not be required in every subject. Access arrangements are awarded in line with the current Joint Council for Qualifications (JCQ) regulations.

Regulations are revised in September every year, meaning that a student who qualifies for AA at GCSE may not necessarily qualify under newer regulations once they reach A-level. The school will use best endeavours to provide reasonable adjustments but for various reasons it is not always possible or appropriate to accommodate every request for an adjustment that may have been recommended, and if this is the case it will be discussed with parents.

LIBRARY

The Library consists of a suite of three adjoining rooms, which between them house a large collection of books, both fiction and non-fiction, a range of subject-based periodicals along with 16 computers and printing facilities. They also offer a welcoming space for students to read and to study, either in the relaxed atmosphere of the Harrison Library or in the formal, silent environment of the Burstall Library, allowing students to make their own choice about which learning environment best suits them. The Library normally opens at 8.15am (9.15am on Tuesdays) and closes at 5pm (4pm on Fridays). The Library is staffed by qualified librarians throughout this period.

The library catalogue is available online allowing students to search for, reserve or review library books from home as well as within school. The website also helps students keep track of which books they have borrowed and regular emails remind them which books are due for return, when reservations are available for collection and of new arrivals in the library. It is therefore important that students regularly check their emails. There is a large selection of e-books and e-audio books for students to borrow instantly, and for free, via the library's dedicated e-book website. In addition, the library subscribes to a number of academic electronic resources offering students online access to journal articles and research papers. Access to all the library's electronic resources is through the LearnPath area of the library catalogue from home or school.

The Library plays an important role as a learning resource centre for all students, and its regular use is strongly recommended. It provides opportunities to develop independent learning and research skills using a range of media, both traditional and technological. It also contains a large number of books suitable for leisure-time reading for students of all ages. Some age restrictions are in place on certain books to prevent younger girls accessing inappropriate content. If you feel you need to discuss what content your daughter is reading, please contact the librarian. No restrictions are placed on books regarding reading ability. Library staff run a variety of activities throughout the year to promote reading, such as author visits, reading groups and quizzes. They are always available to help with research and with making reading selections.

Students are encouraged to take responsibility for managing their library borrowing sensibly and should speak to a librarian as soon as they think there is a problem. Most issues are simply resolved but a charge will be made for books which are lost or are persistently overdue. Students will be expected to pay the full price of a replacement copy of a lost book. Where no direct replacement is available, there will be standard charges of £15 for non-fiction and £10 for fiction.

Students using the Library are expected to behave in a way that does not disturb other users. In addition to the Code of Conduct there is a Silence Rule in the Burstall Library. Students may speak quietly in the Harrison Library, but their discussion should not disturb the concentration of others. Any students who do not respect the Code of Conduct will be asked to leave the room. Persistent offenders will be referred to their Head of Year.

LOCKERS

Each student is provided with a numbered locker. She is expected to keep this locked at all times and to use only the locker which has been allocated to her. Bags should be stored in the locker during the lunch hour. If they are left in unacceptable locations, such as corridors or the floor of the locker area, they will be removed and a detention may be incurred.

Students in Year 11 are provided with a unique locker key, which they are required to return at the end of the academic year. It is important that this key is kept secure. Should your daughter lose the key, a £25 fee will be charged for its replacement.

Students in Years 7-10 will need to set a number combination for their allocated locker; they must not share this combination with anyone else.

Students are asked to keep their lockers clean and tidy. Food should not be stored in the locker unless it is enclosed in a sealed box, as this may attract vermin.

At the end of each half term, students must clear their lockers and leave them open so that thorough cleaning can be arranged during the holiday. Any locker which is not emptied at the end of term will be opened and the content removed.

Girls may not leave items on the tops of or below lockers, since this prevents thorough cleaning each evening and is a safety risk to other students.

LOST PROPERTY

A student is expected to take responsibility for her property, taking care to keep belongings with her or in a locked locker. All items of clothing and equipment should be **clearly marked with her name**. 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 daughter'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 Reception.

MEALS

Students in Years 7 and 8 are expected to have school lunches unless excused by special permission from the Head Mistress. This is granted only for medical reasons. If your daughter has special dietary requirements, please contact the Head of Year who will arrange a meeting for you with the Catering Manager. School lunches are not included in the tuition fees and are charged to each invoice in advance.

From Year 9 onwards, parents will not be invoiced for lunches and your daughter must pay for her lunch daily using the cashless card system. We recommend that you top up your daughter's cashless card via the 'ParentPay' system. She may bring a packed lunch or eat school lunch, but food must not be eaten in corridors. Girls are expected to eat with polite table manners, and to clear the table before leaving the Dining Room and bin anything that is taken outside. We operate a nut free environment; no foods or snacks containing nuts, sesame seeds or traces of either should be brought into school. **Students must not share food**, so that allergens are not inadvertently shared.

Items can be bought for breakfast for consumption in the Dining Room until 8.40am. Snacks are also available for sale and consumption in the Dining Room during morning break.

MEDICAL FACILITIES

There is a School Nurse in school every day of term from 8.15am to 4.15pm. They are available to students for general medical advice and first aid. They also supervise arrangements for health checks, medical examinations and immunisation. They can advise on contact with other support services.

If the School Nurse is out of school, students may obtain first aid assistance via the School Office.

Students may visit the School Nurse 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 Conduct and 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 daughter is ill and needs to go home, the School Nurse will telephone you so that you are able to arrange transport home for her. **Students must NOT directly phone home themselves and request to be collected**. We ask that parents phone school directly, should this occur.

A student who is unwell must not travel home alone.

If your daughter 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, unless they need an inhaler or EpiPen in which case they must keep two of these with them at all times. It is the Parents' responsibility to ensure all medications are in date. Medication 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). The medicine must be left with the School Nurse and will be administered to your daughter by the School Nurse.

All new students will be offered a health check and we follow an immunisation programme, in line with Public Health England and directed by Intra Health Immunisation and Vaccination service.

MOBILE TELEPHONES

School regulations

We prefer students <u>not</u> to bring mobile telephones to school; this is for security and discipline reasons. **We strongly advise that students in Years 7-9 do not have a smartphone.** If you feel that a mobile telephone is necessary, your daughter **must** follow the rules printed below.

1. Students in Years 7-11 must put their phone into their Yondr pouch when they enter school and close it, so that it is securely kept in there until they can unlock their pouch at the end of the School day. The phone and Yondr pouch are the responsibility of the individual student.
2. Mobile phones must be switched off or put to 'flight mode' during the school day.
3. The School Nurse will make the decision as to whether a student is well enough to stay in school and will make the necessary contact with parents if necessary.
4. Mobile phones **must not ever** be used to take photographs or film of other students in school or outside the School. Images of the School, its students or its staff must not be placed on any technology **under any circumstances.**
5. Mobile phones must not be used to record conversations.
6. Mobile phones must not be used to send unpleasant messages or to engage in malicious gossip. Such behaviour will be treated very seriously and will be regarded as bullying.
7. We ask parents to encourage their daughters to seek guidance from the Pastoral Staff in school if they are upset, rather than phone home via Reception, as the staff in school can offer an immediate response if required.

Failure to keep to these rules will be regarded as a serious breach of discipline and sanctions. Confiscations, detentions and internal exclusions will be imposed.

We reserve the right to confiscate a student's mobile phone during the School day for an extended period of time, if they fail to adhere to the above, or we feel that a student has committed a serious misdemeanour, for example an action that would endanger the safety of others or that constitutes inappropriate behaviour such as bullying.

If it is reported that a student may have images of the School, other students or staff on her mobile phone, we reserve the right to check the content of the phone and delete these images in the presence of your daughter. If a student is found to have a mobile phone or similar communication technology in an examination room, this is a serious disciplinary issue. In this case, we reserve the right to keep the mobile phone until it can be checked for unfair practice.

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 daughter'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 the phone is stolen and to return it to its legal owner.
2. Mark her phone with your postcode, using ink visible only under ultraviolet light.

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

- be aware of who is around her when she uses her phone
- avoid using a phone in the street or around a station, even if she is 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 daughter's phone is lost or stolen, she 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 valuable items such as expensive iPads or smartphones or large sums of money are not brought into school. The amount of money brought each day should cover only the cost of transport to and from school; School food uses a cashless system. In the busy school environment, girls sometimes forget to store their money and possessions securely.

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.

PARENTPAY

ParentPay is the School's secure, online payment system. Parents can use ParentPay to top up the cashless cards for making food purchases in the dining room, to pay for school trips or to purchase other items made available through the platform. Instant payments can be made using a debit or a credit card or parents can choose to maintain a "cash balance" within ParentPay to use at time of payment.

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.

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 daughters

· Run the second-hand uniform shop

· Sell refreshments at School events

The money raised is used to provide additional equipment and educational experiences for your daughters and to support the School's bursary fund. Events organised include a Festive Fair and sales of Mother's and Father's Day gifts. 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 girl's academic progress so that students are supported towards achieving their personal best across all subjects. Opportunities are provided to enable girls 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.

A student should use her Form Tutor or Support Form Tutor as the first point of reference if there is a problem or an issue that is causing concern. Each Form Tutor is part of a team led by a Head of Year. Each Head of Year is led by a Head of Section: Years 7 and 8 by the Head of Lower School, Years 9 to 11 by the Head of Middle School. The names of the Heads of Year and Heads of Section are displayed at the front of this Handbook. Learning Mentors provide extra support to individual girls.

The Heads of Section, Heads of Year, Form Tutors, the Learning Support Co-ordinator, Subject Teachers and the School Nurses, form a network of support for each student. The Pastoral Deputy Head Mistress, Miss Bruce, has particular responsibility for this aspect of the School's work.

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.

PUNCTUALITY AND REGISTRATION

Punctuality is regarded by the School as an important indicator that a student is learning self-discipline and good time management. We are frequently asked to comment on punctuality for employment, Further Education and Higher Education references.

Poor punctuality will incur after-school detentions to make up the time missed.

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.

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

The first registration takes place at 8.50am. If a student arrives after the register has been taken, she will be marked 'Late' in the register.

Registration ends at 9.00am.

Students arriving between 9.00 and 9.10 am must normally report to the Form Tutor. If there is an assembly, a girl should first go to Reception to register her attendance. A late mark will be entered into the register.

If a student arrives after 9.10am, she should sign the "Late Arrival" sheets in Main Reception and proceed quickly to her lesson. However, arrival after the close of the register is classed as absence by the DfE, and an email should be sent to the Attendance Officer explaining this absence. 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.

RELATIONSHIPS AND SEX 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 girls to make informed, balanced decisions about their health and well-being and to build strong and stable relationships.

The biological aspects of sex education are taught in Science. We try to encourage the maturing of attitudes and the acquisition of skills and knowledge required for responsible and safe behaviour. To allow this, we provide some sessions in which students can discuss and ask questions in a secure environment and can explore moral and emotional dimensions of the subject. This takes place in subjects that lend themselves to discussion, especially Well Being lessons. We invite in external medical experts and external agencies, such as Brook Advisory, to deliver these sessions.

The government currently entitles parents to withdraw their children from some areas of Relationships and Sex Education (RSE) in secondary school, up to three months before their sixteenth birthday. There is however no right to withdraw from Relationships Education or content in Science lessons. If parents choose to exercise their right of withdrawal, their daughter will be set alternative work to be completed in the School Library. If parents choose to exercise their right to withdraw their child, they are asked to comply with the government recommendation to provide relationships and sex guidance themselves. Further details of current legislation can be found in the School RSE Policy from September 2026, or on request from Miss Bruce.

REPORTING TO PARENTS

The School wishes to give parents the information they need in order to provide effective support for their daughter and to monitor her progress. The annual full report includes a written summary for each subject. Interim "Progress" and "Short 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". On Short Reports, your daughter will be given targets to work towards before the issue of the next report. The intention is to make reports a regular and formative part of the educational process. Opportunities for parents to meet their daughter's teachers and the provision of progress reports are a regular feature of school life.

Written reports

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' Consultation Evenings

Reports are supplemented by parent-teacher interviews at Consultation Events, which usually start at 4.30pm and end at 7pm. These occur mainly between November and April. 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. Students are expected to accompany their parents.

Information Events

Information Evenings are held for the start of each Key Stage in the Autumn Term. The purpose of these events is to introduce the Pastoral Team and to ensure that parents are aware of the key events and academic and pastoral issues important for each key stage.

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.

Target Setting

We encourage students to adopt a self-examining approach, and to reflect systematically on their strengths and weaknesses. The appropriate section in the Student Planner should be used by all students each half term to record their achievements, to set one or two targets for improvement and to plan action to meet those targets. Subject teachers and Heads of Year also use 'Progress Record Cards' to set targets for improvement in individual subjects.

Well Being sessions in Years 7 to 11 and Careers inputs encourage students to analyse their academic and extra-curricular achievement, and to target specific academic, organisational and communication skills as areas for improvement.

SECURITY OF STUDENTS

Arrival before 8.00am

Students arriving before 8.00am must sign in at Reception and go to the Dining Room. This is in case of emergency evacuation. From 8.00am, they may wait in their own Form Room**. Students are not permitted to access Platt Fields Park before school.**

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 Main Reception Entrance. **Parents are asked to use only the Reception entrance to school**.

The external gate to the locker room is closed at 9.00am. The main gate leading to Reception and the car park is fitted with a barrier and intercom.

Parents and others visiting the School are asked to sign in at Reception, read the fire, safeguarding and ICT information provided, and to wear an identification badge during their visit.

If you cannot make medical appointments for your daughter outside the school day, we ask that she should be collected by you from the Reception area. If she arrives in school late for the same reason, please bring her to the Reception entrance.

After 3.45pm

If you are unable to collect your daughter immediately after school, she is expected to remain in the rooms allocated or in the Harrison Library until you arrive, which should be no later than 5.30pm. **Please note that this facility is not supervised by a member of staff.** A Receptionist is available for assistance until 5.30pm. Girls should meet their parent in the Reception area.

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 daughters 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 girls will wait on Grangethorpe Road. Parents are asked to collect their daughters 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. Girls 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 or leggings. **Students should not access Platt Fields Park after school.**

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 girls 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 girls 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.

STUDENT PLANNER

Each girl is given a Student Planner in September. She will use this to write down her homework for each subject and it will help her to organise herself effectively and keep to deadlines set by staff. It must therefore be brought to school each day. Students new to the School are given advice on how to use the Planner by their Form Tutor.

The Planner also contains much useful information about school procedures, including a summary of the Code of Conduct. In Years 7 to 9, the Planner is used as a means of communication between teachers and parents. Parents are asked to check and sign their daughter's Planner once a week.

SUBSTANCE ABUSE

The policy of the School is that it will automatically permanently expel from School any girl involved in supplying illegal substances to other students.

Any girl 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.

UNIFORM, EQUIPMENT AND APPEARANCE

School uniform is currently obtainable from the following supplier:

- **Stevensons** Tel: 01727 815700 Website: www.stevensons.co.uk

Students are required to wear school uniform:

- throughout the school day
- when travelling to and from school
- on all occasions when they represent the School off site

Please see the School Website for our full uniform brochure.

Years 10 and 11 girls sitting internal and external examinations are expected to attend these examinations in full school uniform and must also be in school uniform if they are using school premises for study during the examination period.

A high standard of personal appearance is expected. Uniform should be clean, well-maintained and worn as directed by the School. Extremes of fashion in skirt length, shoe style and hairstyle should be avoided.

Sanctions, including after-school detention, may be imposed for infringements of the uniform and appearance code. The Head Mistress reserves the right to send home girls who do not comply with the School's requirements, as outlined in this section.

Make-up (including artificial tans) and **nail polish** are not permitted in school. Your daughter will be asked to remove them and will have to pay the cost if remover for eye make-up or nail polish has to be provided. Acrylic/BIAB/gel nails are not permitted.

Jewellery is restricted to one watch (not smartwatch) and one pair of matching, plain gold or plain silver stud earrings, one in each ear lobe only. These are the standards of the school. Facial piercings and jewellery such as nose pins or earrings worn anywhere other than the earlobe are not permitted and students wearing them will be asked to remove such items. Any additional piercings to the ones listed here, should be restricted to the beginning of the longer summer holiday, allowing time therefore for healing to take place before the earring is removed for school. One religious necklace may be worn; this must be small and sit below the school shirt.

Other jewellery may be confiscated by a member of staff. The jewellery will normally be returned after two weeks. However, if there are repeated infringements of the regulation, the jewellery may be kept until the end of half term and a parent may be asked to come into school to collect it. If jewellery is confiscated, it will be stored in a secure place until collection. **Smart watches are not permitted.**

Hair should be worn in a simple, neat style. Long hair must be tied back when necessary for health and safety reasons, and in the Dining Room. Hair accessories, including hair bands should be purple, grey or black.

Hair should be of a natural colour, i.e. not a shade that is artificially manufactured. Highlights are acceptable only if they are of a tone reasonably close to the student's natural hair colour and are not a manufactured colour. Synthetic hair braids of a natural colour are permitted, but not braids of a fabricated colour i.e., red, blue, purple, for example.

If your daughter breaks the regulation regarding hair colour, she may be suspended from lessons and/or sent home. Parents will be contacted should this arises.

Below is a list of School Uniform items. Items that are required to be MHSG branded items are indicated and can be obtained via Stevensons.

Blazer: MHSG branded blazer. Girls are expected to wear their blazer at all times.

Skirt: MHSG tartan skirt. The skirt must not be rolled around the waistband and all four of the decorative buttons must be visible. The skirt should be an appropriate length and must not be shorter than 6cm above the knee. If your daughter outgrows her skirt and it no longer meets these regulations, there is an expectation that it will be replaced. Uniformed school skirts must not be altered in length.

Trousers: Tailored grey trousers that match the School blazer are an option.

Blouse: Plain white blouse/shirt. The blouse must be worn tucked inside the skirt. Underwear should be a neutral colour so that it is not visible through the blouse.

Jumper: MHSG grey, V-neck jumper. Non uniform jumpers or hoodies are not accepted. This can be removed and the shirt and blazer worn without it.

Tights: Plain black, opaque tights (without holes) or black ankle or knee-socks. In the Summer Term, white ankle or knee-high socks are an option (**not trainer socks or any socks with a brand logo or pattern**).

Shoes: Plain black shoes with a low, broad heel of 4cm or below. Pumps, trainers, wedges, platforms and stilettos are not allowed. Shoes made from suede or canvas, or those with a trainer style sole **are not permitted**. (A trainer style footwear can be defined as having *a sporty silhouette with athletic inspired detail* i.e. a rubber sole, that is completely flat and devoid of any heal ridge.)

Coat: Plain black coat with plain black buttons or zip opening. Coats which incorporate reflector strips are permitted. Coloured trims and embroidery, logos, fur and faux fur are not allowed. Leather and suede jackets are not permitted. The coat must be of a size sufficient to fit over the blazer. A hooded jumper worn under the blazer, is not a substitute for a coat and should not be worn. Coats must be kept in lockers during the day.

Bag: A **rucksack**, suitable to carry everything required for the school day, preferably black in colour. Garish colours and logos should be avoided. Handbags/tote bags will not be accepted. There should not be any badges on the rucksack.

Overall: A plain navy, long-sleeved overall for practical work in Art and Sciences. The overall should be labelled inside with your daughter's full name.

Scarf: A plain black scarf can be worn.

Gloves: Plain black gloves can be worn.

Physical Education

Items indicated as 'MHSG' must be purchased from Stevensons, others can be purchased from other suppliers but must be plain black (unless otherwise indicated below) and must be clearly and permanently marked with the owner's name.

- MHSG performance polo shirt
- MHSG mid layer
- MHSG skort
- Plain black base layer leggings
- Sports hijab - no pins (a Sports hijab is available from Stevensons, should parents wish to purchase)
- MHSG long games socks
- White sports socks
- Trainers with non-marking soles (not fashion wear) that must have laces (no Velcro)
- Astroturf shoes (not studded or football boots)
- One-piece, plain black swimsuit (can be short/long sleeved/legged)
- MHSG swimming hat
- Towel
- Shin pads
- Black holdall for kit (a suitable holdall is available from Stevensons, should parents wish to purchase)

No jewellery, apart from medical alert jewellery, should be worn during PE lessons and long hair must be tied back for safety.

The Physical Education Department strongly recommends that your daughter should wear a mouthguard when playing hockey in lessons, practices and matches. Your daughter may have a mouthguard moulded and made by OPRO, the mouthguard specialists, in school during the first week of the Autumn Term. Please contact the School Nurse for more details.

Optional Items

- MHSG storm jacket
- MHSG tracksuit bottoms (or plain black)
- MHSG Year 10 and Year 11 shorts (for Senior School students in Year 10, aged 14, and above only) (or plain black)
- Black base layer top
- Swimming goggles
- Tennis racket of a size appropriate to the student (Summer Term only)
- Hockey stick of a size appropriate to the student (Winter and Spring terms only)

Equipment

Books are provided on loan by the school. A charge will be made if a book is not returned to the School at the end of the course or year. The School provides all necessary stationery but girls are required to bring their own writing and specialist subject equipment (e.g. calculators) and A4 whiteboard with pen.

In addition, girls are required to have a black bag for carrying books; of strong construction and providing full protection from rain, i.e. not an open carrier bag style. A weatherproof rucksack is preferred.

Bags should be stored in a student's locker and should not be carried around through the day.

Please note that iPads, electronic games and other valuables should not be brought into school. In addition, students are not permitted to bring other equipment using mains electricity, such as hair straighteners, into school, for health and safety reasons.

USE OF PUPIL IMAGES

We like to include images and videos of our students in promotional material (including printed prospectuses, information brochures, parent newsletters, our website and our official MHSG social media channels).

On the Parent Portal, you can indicate photo consent preferences. Please be aware that this is an opt-in system, so no response will be interpreted as no consent, and MHSG will be unable to take or use your child's image. Preferences can be changed or updated at any time by emailing our Marketing Team.

MHSG also actively engages with the local, regional, and national media to promote pupil success. First names only are used where appropriate (e.g. to celebrate a student's individual achievement or to quote a student directly). Pupils' home addresses are never given in promotional materials, although the general area a student lives in may be cited (e.g. 'Sarah from Didsbury').

We also use images and videos of our students in targeted printed, billboard and digital advertising campaigns, locally, regionally, and nationally.

If an image of your child is being considered for use in a press releases or advertisement, you will receive direct communication from our Communications Manager (marketing@mhsg.manchester.sch.uk) and case-specific consent will be sought.

Please ensure your child is aware of your photo consent preferences. This ensures those without consent do not inadvertently volunteer to have their photograph taken.

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 overseas visits, field trips, 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 Hettle Andrews Ltd with Allianz Insurance PLC. Parents may obtain a copy of the cover leaflet by contacting the Director of Finance and Operations. 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 meeting 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 and must adhere to a Behaviour Contract whilst on residential trips. 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 the student from participation or ask parents to collect their child from a visit. A student who misbehaves on an offsite visit may be prohibited from attending future visits.

Payment for trips is made through the ParentPay portal 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 any free, off-site activity, during school hours and in the Greater Manchester area, you will be asked to give generic consent to cover such visits which lasts for the duration of your child's time at MHSG. You will be informed about any such off-site activities via email. For any other off-site visits, it is essential that we obtain your specific consent in relation to each visit. This will be embedded in the ParentPay procedure.

WELL BEING PROGRAMME

The Well Being programme aims to help girls 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 compassion, celebrating individuality, improving physical and emotional wellbeing, building resilience, and embracing innovation. In developing these traits, we hope to help students cope with key aspects of personal, social, health, economic and citizenship issues. The programme is organised around three core areas: Health and Well Being, Living In The Wider World and Relationships and Sexual Education (RSE). Throughout the programme, girls are encouraged to:

- Develop as a person, both as a responsible member of the School community, as a UK citizen (with an awareness of Fundamental British Values) 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 single lesson every week.

Sessions are delivered by the Form Tutor, the Head of Year, the Head of Section, staff "experts" and by external speakers. Relationships and Sexual Education (RSE) sessions are delivered by specialist organisations, who deliver sessions to each year group. External speakers, including alumna, are invited into school to lead sessions, which address issues such as racism, climate change and diversity. Aspects of citizenship such as leadership, the Rule of Law and Parliament are also the focus of Well Being sessions.

APPENDICES

BEHAVIOUR POLICY: CODE OF CONDUCT

The following information is provided for parents and sets out the expectations we have of girls at MHSG:

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, including missed work for PE, Music or Speech and Drama commitments
- 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, and 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 digital, including social networking applications and message sites/mobile phones/devices 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 she witnesses the occurrence of any of the above abuses to **fellow students**
- if she notices 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/device 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. The sanction for chewing gum is an after-school detention.
- Mobile phones are not to be used during the school day and must be stored in a locked Yondr pouch. More details can be found under 'Mobile Telephones'.
- A student needing to leave a lesson early should obtain a written excuse note signed by her 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 Attendance, giving 48 hours' notice.
- A student is expected to use breaks and lunch hours for toilet visits, not lesson time unless she is taken ill suddenly or is suffering from a notified medical condition.
- If a student feels ill during a lesson, she should ask her teacher's permission to visit the School Nurse.
- She should not visit the Nurse between lessons without this permission, unless she needs emergency medical attention. This is to ensure that staff will know of their students' whereabouts during relevant lesson times.

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
- move quietly around the school in between lessons
- 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, the Head of Year, Head of Section or another senior member of staff
- avoid areas which are out of bounds, namely the wooded area between Music House and the Preparatory School and Crush Hall. Platt Fields Park is out of bounds at all times.
- always sign out at Reception if given permission to leave school during the school day.
- always sign in at Reception if arriving in school after registration
- if staying after school, sign in at reception and go to the Library
- 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 silence in a 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, such as in the dining room

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, vapes, 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:

- keep their locker closed when not being accessed and not share her locker code with other students
- 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 appear to be lost
- avoid bringing valuable property to school
- carry money in a named purse on their person at all times, or safely locked in their locker, only bringing sufficient money for essentials
- ensure that their lunch card has sufficient funds for that day
- hand in to the Main Reception 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
- 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, including putting left over food in the bins provided
- 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, especially when eating on the field and Rose Garden
- 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
- adhere to this code of conduct at all times, whether in school or on a school trip.

Reviewed by the Deputy Head Mistress (Pastoral) and approved by the Head Mistress May 2026

BEHAVIOUR POLICY: REWARDS AND SANCTIONS

Rewards

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

- 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, she must accept the consequences of her 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 her 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 / Head of Section 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 or email. After-school detentions are normally held once weekly on Mondays and parents are asked to make appropriate transport arrangements for their daughter 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

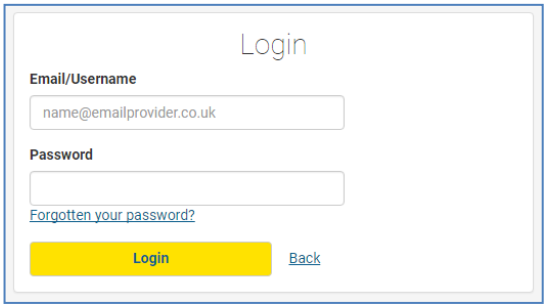
Please refer to the section EXCLUSION, SUSPENSION, REMOVAL and EXPULSION.

USING PARENTPAY

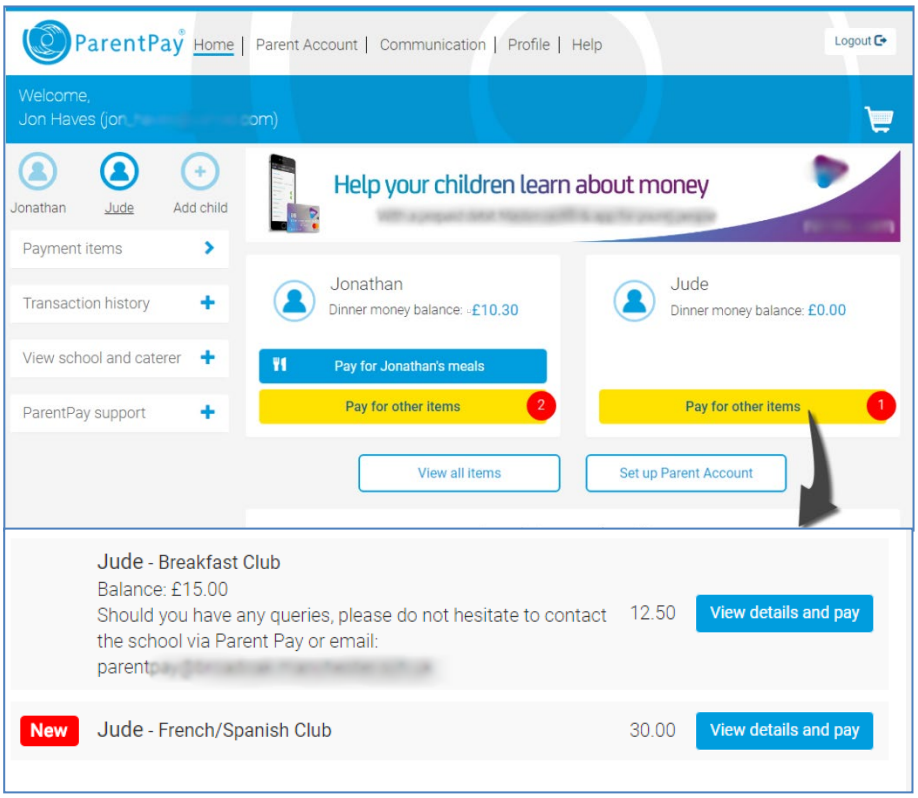
ParentPay is an online payment platform used by MHSG as an easy way for you to make occasional payments to the school. This secure system will allow the use of either a Debit or Credit card to pay for items such as school trips, tickets, or to top-up your daughter's cashless catering card. This removes 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.

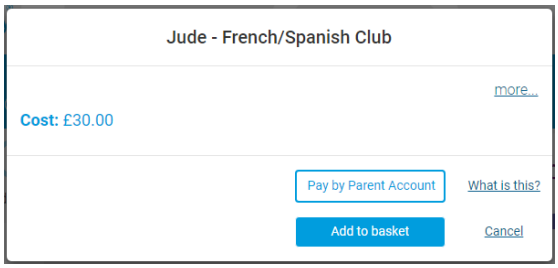
1. Log into ParentPay at www.parentpay.com
   You will have been sent personalised details giving your initial access to ParentPay and how to complete registration with the system. If you have any problems completing registration, either follow the onscreen assistance or contact the Finance Office.
   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 skennedy@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

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