



Hull Collegiate School

The best in everyone™

Pupil Handbook 2011-2012



Code of Conduct

Treat others as you would wish to be treated yourself.

Take pride in yourself and your school.





YOUR FIRST DAY AT SCHOOL

You will probably not be the only new pupil on your first day at school, particularly if you are joining Year 7. Do not worry — you will be told what to do, you will be shown where to go and you will be given the things you need at the appropriate time. **Do not forget your pencil case, school bag, school planner and PE kit on your first day of term.**

All the forms are mixed boys and girls and all are a mix of the academic abilities within the year group. Your Form Tutor is very important to you because he/she is the first person you should go to if you have any questions or difficulties.

You may not be able to find your way around the building at first; this is understandable so do not be afraid to ask if you get lost.

You will be issued with a locker in which to keep your books and kit. You will be expected to pay £5.00 to replace the key if you lose it so either get another one cut straight away or keep it safely about your person. Remember that your locker is your responsibility. Musical instruments which are too big to be stored in your locker can be stored in G6. Bag rooms are also available for storing larger items.

You will be given a homework planner which you must fill in as you receive instructions from your subject teachers in lessons. If you use the diary each day you should never have to give in a late homework. You must ask your parents to check and sign the planner each week.

You may need to get specific items of equipment that your teachers will tell you about in their lessons but you must bring at least the minimum amount of writing equipment - a pen, a pencil, a ruler and coloured pencils/felt tips for use throughout each day.

Try to organise yourself and look after your belongings. Your belongings should be named, particularly your PE kit, blazer and tie.

You need to be in school by 8.35 am for Registration at 8.40 am and the first lesson at 8.50 am.

Remember that the more you put into school, the more you will get out of it. This is true of anything worthwhile: your education, your job, your hobbies, your faith and your life.



Start
the way
you mean to go on



WHERE TO GO, WHEN

It is important that you are in the right place at the right time. It is particularly important that you arrive early enough in the morning to be properly prepared for registration and the first two lessons. You may need to hand in homework or see a member of staff. You certainly need to be organised and unrushed.



The times of the school day are:

Registration	8.40— 8.50 (in your form room)
Period 1	8.50— 9.40
Period 2	9.40—10.30
Year or House Assembly/Form time	10.30—10.55
Break	10.55—11.10
Period 3	11.10—12.00
Period 4	12.00—12.50
LUNCH 1	12.50—13.30 (first sitting)
Activities	13.20—14.10
LUNCH 2	13.30—14.10 (second sitting)
Registration	14.10—14.20
Period 5	14.20—15.10
Period 6	15.10—16.00

Morning break will have a warning bell 5 minutes before the start of lesson 3.

If you are taking an activity at 13.20 you will need to go into LUNCH 1 at 12.50. If you are taking part in a practical activity, lunch will need to be taken at LUNCH 2 at 13.30 **after** the activity.

When changing lessons, do so quickly and quietly. We walk on the left in corridors and on staircases to make movement around school more orderly. Please be polite to other members of the school and visitors by holding open doors and waiting your turn whenever necessary.

There are specific bag rooms allocated round the Senior School. These are for you to store large bags, such as PE kit and you will be shown where you can store your bag. Please keep this area tidy.

Assemblies

Full School Assemblies (10.30—10.55 am) take place on a Monday, Wednesday and Friday taken either by the Headmaster, another teacher, a fForm group or a visiting speaker.

Tuesday is used for small group meetings such as Year or House Assemblies. Thursday is used for form time where you go to your form room to meet with your Form Tutor and you should therefore be in your form room between 10.30—10.55 am.

Entering and leaving the site

Cars will come up the drive opposite the cemetery on Tranby Road, follow the one-way system through the car park and stop at the dropping off zones in the school grounds. They will exit the site down the same driveway.

Croft Drive is for the use of pedestrians and cyclists **only** so please remind your parents

Lunchtime Activities

There are a wide range of activities provided for you during the lunchbreak, in order to give you interests other than your academic work. These will also allow you to meet pupils from other year groups and may even give you the opportunity to take an interest further. Your Form Tutor will provide you with a list of activities.



After School Activities

These are many and varied. You may be selected to represent school in a sporting fixture at home or away or there may be a team practice. Music rehearsals can sometimes be arranged for 4 pm particularly as concert dates draw nearer, and drama rehearsals are often after school.



Weekend Activities

These are mainly sporting fixtures, although drama rehearsals may be arranged for a Sunday as the dates of performance draw closer.

Sports Fixtures, Practices and Rehearsals

When selected to represent the school on the sports field, on the stage or in any other way, it is your duty and responsibility to attend all practices, games or rehearsals. Without your commitment these events cannot take place and everyone loses out. If you have a problem attending, you must see the teacher in charge well in advance.



Daily Bulletin/Weekly Newsletter

Events, notices and important dates are conveyed to both you and your parents in the following ways:

Daily Bulletin

Each day at registration, your Form Tutor will read out notices which you should listen to carefully. You should then make sure you respond to anything that affects you.

Newsletter

Each Friday you will receive the *Nova Nuntia* newsletter. Read it and take it home to your parents so they can keep up to date with news of the school. Remember, do not keep it in your pocket or bag — there may be important information for parents which they need to know about. *Nova Nuntia* is available online on the school's website: <http://www.hullcollegiateschool.co.uk/parents/view/107> and is also emailed to those parents who prefer to receive the newsletter in a digital form. Please give the school admin office an appropriate email address if your parents prefer this format.

YOUR UNIFORM

- Uniforms are to be worn with pride. You should wear your blazer as you move about school but you may ask to take it off during lessons.
- Keep your shirt tucked in and your tie and top button done up. Your attitude towards school is reflected in all you do, even the way you dress so do not be afraid to show you 'belong.' Be tidy at all times.
- In the interest of health and safety your hair should be kept clean and tidy and should not hang over your face. A member of staff may ask you to tie your hair back if they feel it is in the way. However **you must tie your hair back for all practical lessons.** Hair should be of an acceptable style with no extremes of fashion e.g. not razored short, and boys should ensure their hair length is kept above the collar. **Brightly bleached or coloured hair is also not acceptable in school and you may be sent home if your hair is unacceptably coloured.** Hair bands and slides, if worn, should be in one of the school colours—navy blue or maroon. Elaborate hair slides, braids and bands are not allowed.
- Boys must be clean shaven.
- Girls are allowed to wear one pair of plain gold or silver studs in pierced ear lobes but no other jewellery is permitted in school.
- Boys should not wear earrings in school.
- Make up and nail varnish should not be worn for school.
- Watches may be worn but do not use one that is valuable for school.
- There are several flights of stairs in school so please choose your footwear carefully. Boots are not allowed and we advise low heels. High heels worn continuously will cause back and ankle problems in later life. The maximum height worn should be 50 mm or 2 inches; although even this is considered too high for KS3 and KS4 pupils.
- The boys should wear grey or black socks and the girls wear black/blue tights or socks. Socks must stay above the ankle. Socks which disappear into the shoe and trainer socks are not acceptable.
- Outdoor wear can be a black or navy coat and only the school scarf may be worn. Please do not wear club supporters' scarves or logo-covered jackets with your school uniform.
- You should wear your school uniform to and from school even if you have just had Physical Education and are going home by car. Make sure you keep your tie on and your shirt tucked in until you get home!



HOW TO BEHAVE IN SCHOOL



The “**Code of Conduct**” at the start of this booklet is the basis of all behaviour in the school.

- In the corridors or on staircases walk to the left to allow others to move in the opposite direction without a problem. Keep your bags under control so that they do not hit or trip other people. Hold doors open for staff, visitors or people with their hands full.
- When going to lessons, stand quietly outside the classroom until your teacher is there to welcome you and then enter in an orderly manner. You will be expected to stand at your desk until everyone is ready so that the teacher can give further instructions about the lesson. The bell at the end of the lesson is for the teacher, not you, so do not start to pack away until instructed. When it is time to leave, do so in an orderly manner.
- There are smaller Prep School children in the Senior part of the building at times; take special care when they are around as they can be intimidated by older pupils.
- There is a complete ban on chewing gum in school. Carpets are not compatible with gum and our desks, chairs and radiators are much better without it so do not bring it into school.
- All food should be eaten in the Refectory; never in the classroom, corridors or on the front steps of the school.
- It is your responsibility to look after all the school books issued to you during your time in the school. Do not write in or on text books. Make sure you return them when you have finished that section of the course or your parents will receive an invoice for the cost, which will not please them. Keep your exercise books neat.
- Use your locker to keep your belongings safe but do not interfere with anyone else’s locker. You should never need to carry more than TWO lessons’ worth of books with you if you go to your locker first thing in the morning, at breaks, at lunch time and at the end of school to sort out your homework.
- Lost Property is located in G13. Please ensure that your school bag, uniform and PE kit is labelled clearly.
- Musical instruments can be stored in G6 for the duration of the day when your music lesson takes place.
- The school buses provide a means of transport for you and are not a play area. You should sit quietly, talk quietly and take all your litter home with you. Pupils have been banned from the buses for poor behaviour so treat the service with respect.
- School should be a place where everyone feels safe and where the law of the land is upheld. Therefore, you should not have cigarettes nor alcohol in your possession. This of course applies to school trips or any other situation organised by school.
- Possession of illegal drugs knives, B.B. guns or similar articles may result in permanent exclusion.
- Stealing is a crime. Anyone caught stealing and proven to be in possession of another person’s property will be dealt with severely.



WHAT WILL YOU BE STUDYING?



On your first day you will be given a timetable which will tell you which subjects you are studying and when and where you will need to go.

Year 7

If you enter the school at Year 7, you will study Art, Drama, English, Food Technology, Spanish, Geography, Graphic Design, History, Information Communication Technology, Latin, Mathematics, Music, Physical Education, Religious Education, Design Technology and Science. All pupils are setted according to ability in Mathematics and will also be setted in Science later in the year.

Year 8: Middle School

In Year 8, the sciences (Biology, Chemistry, Physics) are taught separately and all pupils are given the choice to continue with Latin or to begin a second modern language of German or French.

Year 9: Middle School

This year is very important as it is the final year of foundation for G.C.S.E. You will continue to study all the subjects you took in Year 8 and during the year, in the second term, you will be asked to choose the subjects you wish to take on to examination level.

Years 10/11: Upper School

During these two years you will study English, English Literature, Mathematics, Biology, Physics, Chemistry and a language as compulsory subjects and an additional 3 that you will have chosen from the option scheme during Year 9.

Years 12/13: Sixth Form

You can go on into Year 12 if you have a minimum of 6 GCSE passes at A-C grades. Most of the subjects offered at GCSE level are also offered at AS and A2 level plus a number of additional subjects.

Homework

All year groups work to an organised homework timetable. Homework for core curriculum subjects (English, Mathematics, Science and Foreign Languages) will begin in September and homework for all other subjects will start after half-term. The homework timetable ensures that both pupils and staff know their work load and can plan their time accordingly. Pupils in Years 7-9 tend to receive three, 30-minute tasks per night whilst those in Years 10-11 are expected to spend 40-minutes on each of their three tasks. Sixth Form pupils are expected to do up to six hours private study per subject per week.

Trips and Visits

There will be many opportunities for off-site study in the form of field trips and educational visits. Year 10 pupils have the opportunity to do work experience.

Careers Advice

From Year 8 onwards there will be regular careers information and advice.

HOW YOUR PROGRESS WILL BE MONITORED

- Each of your subject teachers will correct and mark your class work and homework on a regular basis. They will keep a record of your week to week progress.
- Parents' Evenings are an opportunity for your parents and teachers to discuss your progress face-to-face.
- Written reports are a record of your progress and achievement in each subject. Your Form Tutor and the Head of Year also make a comment about your progress and your contribution to the school.

Rewards

Your tutor should be kept aware of the rewards you receive. You will receive a reward in the form of a 'Merit' sticker which can be awarded across a wide range of activities with a particular emphasis on school work.

Your efforts and achievements may be rewarded with a Merit. For example, if you produce:

- consistently high standards of work/effort over a number of weeks
- an exceptional piece of work
- an exceptional contribution to a House or School event/activity
- evidence of exceptional care and consideration for others
- great initiative

Your teachers will place a 'Merit' sticker directly into your school planner.

When you accumulate 25 Merits you should inform your Form Tutor and then report to your Head of Year who will also record your achievement.

The Merits you receive will also count towards your House Points.

Merit Certificates will be awarded to you when you accumulate a number of merits as follows:

25 = bronze certificate

50 = silver certificate

75 = gold certificate

100 = platinum certificate

Certificates will be presented in Year Assembly by the Head of Year.



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Sanctions

Expectations of behaviour are high. If, however, you are badly behaved or produce poor quality work you will be disciplined. There are three levels of detention which reflect the seriousness of the situation:

- For poor work or behaviour in class your teacher may insist work is repeated and/or detain you for a **Personal Detention** during the school day.
- If you do not do your homework, you will be given a **Lunchtime Detention** in order to complete it.
- A member of staff may also use a 'referral slip' and inform your Form Tutor of your conduct.
- Three referrals within a half term will result in a **School Detention** on Tuesday from 4.00 pm to 5.00 pm and your parents will be informed by letter.
- Three lunchtime detentions within a half-term will result in a **School Detention** on Tuesday from 4.00—5.00 pm and your parents will be informed by letter.
- In the event you receive 2 detentions in a half term, the second Tuesday detention will also be followed by a Thursday evening '**Senior Leader's Detention**' from 4.00 pm to 5.00 pm.

It must be noted that these detentions when set take priority over any other activities. Your Form Tutor will keep a record of any detentions, which will be included in your school report.

WHO'S WHO — Teachers

You will meet teachers with different responsibilities. Here are a few that you might need to know:

Senior Staff:

Headmaster	Mr Haworth
Deputy Head (Curriculum)	Mr Jolly
Deputy Head (Teaching)	Mr Norburn
Assistant Principal (Pastoral Care)	Mr Wainman
Assistant Principal (Learning)	Mrs Holt

The **Heads of Year** have responsibilities for different year groups as follows:

Head of Sixth Form	Miss McDowell
Head of Upper School	Mr Norris
Assistant Head of Upper School	Mrs Bloomfield
Head of Middle School	Mrs Holvey
Assistant Head of Middle School	Mr Henderson
Head of Year 7	Mrs Asbury
Assistant Head of Year 7	Mr Windeatt

Houses:

On arrival into the Senior School, you will automatically be put into a House. These are:

Name of House	Head of House	House Colour
Holtby	Ms Blencoe	Green
Johnson	Miss Burns	Blue
Marvell	Mrs Wallis	Yellow
Venn	Miss Foreman	Red

Department Heads have responsibilities in specific subject areas—find out who they are:

Science	_____
Technology	_____
Mathematics	_____
English	_____
Latin	_____
Drama	_____
Music	_____
Art	_____
Physical Education	_____
Religious Studies	_____
History	_____
Geography	_____
Modern Foreign Languages	_____

Subject teachers often teach in specialised rooms so you may have to move about the school at every change of lesson. Each teacher will have a specific course to follow in their subject so you will find that by the end of year all members of any year group have been taught similarly, though occasionally sets may have moved at a different pace.

Form Tutors meet their forms daily and monitor progress and behaviour. Your Form Tutor will, if necessary, contact your parents. In turn, your parents can contact your Form Tutor and if necessary make an appointment to come into school to see them.

School Council

Each form nominates two pupils as Form Representatives. The year group votes two of these pupils onto the School Council. The School Council will meet fortnightly in a lunchtime activity slot and its purpose is to provide an opportunity for pupils of the school to have a voice.

My Form Council Representative is: _____

My Year School Council Representatives are: _____

WHO'S WHO — Pupils

Many pupils are also given positions of responsibility:

The Head Prefect and Deputy Head Prefects are responsible for organising the Year 13 prefects. All Prefects can be identified by their special ties or jumpers. They act exactly as staff would do when patrolling the school and have the same responsibilities and authority. The Prefects also assist at school functions.

The Head Prefect is _____

The Deputy Head Prefects are _____

House Captains from Years 12 and 13 help the House Tutor to organise House activities and aim to make their House the best!

My House Captain is _____

WHO'S WHO — Administrative Staff

You may meet other staff in the office or around the school:

Business Services Director (Oversees all administrative staff as follows:)	Mrs A Garnett
Business Administrator	Mrs M Ashbridge
Accounts Administrator	Mrs D Chapman
Administrative Officer and Manager of Uniform Shop	Mrs C Hall
Headmaster's PA	Mrs A-M Worsnip
Registrar	Mrs S Logan
Marketing Manager	Mrs S McEwan
Senior School Secretary	Mrs J Munro
Prep School Secretary	Mrs P Palmer
Prep School Administrative Officer	Mrs L Silk
Prep School Administrative Officer	Mrs E Herring
School Nurse	Miss E Brownlee
	Mrs A Hill
Network Manager	Mr B Ashton
ICT Technician	Mr A Eden

Site Staff

Site Manager	Mr K Paddison
Caretaker	Mr G Cowan
Caretaker	Mr M Paddison
Caretaker	Mr P Burton

All of these people need your consideration and respect as they go about their duties.



SPECIAL EVENTS DURING THE YEAR



Prize Giving

This is a celebration of the work of the school and focuses on the pupils in particular. Prizes are awarded on the previous year's achievements in academic work, sport and service. This year's Prize Giving will be held on Wednesday 21 September at City Hall and is attended by all Senior School pupils. All parents are welcome and parents of prize winners are individually invited to attend. The evening lasts about an hour and includes a speech by the Guest of Honour.

Open Days

Open Days, Open Mornings and Open Weeks take place throughout the whole of the academic year and may vary between taking place during the school week or during a Saturday. All participating pupils will be notified in advance.

Remembrance Service

Held on the nearest school day to the 11 November, the main School Service takes place in The Radcliffe Hall to commemorate those who lost their lives during the wars. We sing hymns, say prayers and lay wreaths. Poppies are on sale in school prior to the occasion and you are expected to purchase and wear one. Year 7 pupils attend the Remembrance Day Service at the local church, St Peter's, Anlaby.



Concerts

We have a Christmas and a Summer Concert. Occasionally, we will hold other events, such as the annual Music Concert at City Hall. Lunchtime Concerts are also held on a termly basis in the Baccarat Room. The school is regularly entertained by the choir, the orchestra and various small groups so if you would like to be involved, look at the activities list well in advance so that you can attend practices.

Productions

We have a tradition of presenting one play or musical each year, usually performed in March. Auditions take place in September and rehearsals start straight away.



House Activities

You will be allocated to a House at the beginning of your first term. The Houses have been named after former residents of Hull who have made significant contributions to their chosen field — **Holtby, Johnson, Marvell and Venn**. At regular intervals you will meet together to organise representatives for the many and varied Inter-House competitions offered throughout the year.

DRINKS MACHINE



This is provided for your use at break time, lunch time and after school. It is NOT to be used during or between lesson time nor should the office staff be asked for change.

MOBILE PHONES



Your parents will receive an information pack before the start of the term containing a **mobile phone application form**. This form must be completed and returned to your Form Tutor if it is necessary for you to bring your phone into school. Phones used or switched on during the school day will be confiscated. Usage of mobile phones is not allowed between 9am and 4pm, except for lunchtimes when they may only be used in a classroom.

FIRE DRILL

There is a plan of the school and simple instructions in each classroom— check it!



If you hear the fire alarm when you are in a lesson, wait for the teacher's instructions before leaving the classroom. Walk quietly via the nearest exit to the assembly point on the Prep School playground.

Once there, stand in register order with your form, keep as quiet as possible and face front in case you need to hear instructions. If you are on break or lunch time when the alarm sound, go to the assembly point in a quiet calm manner. Remember not to run or push.

PERSONAL STEREOS

You are strongly advised not to bring MP3 players, ipods and similar personal sound systems into school. They can be used at break and lunch time but not whilst you move around the corridors. Members of staff, or Prefects, will confiscate them if you disobey this ruling.

“WHAT SHOULD I DO IF.....?”



I feel ill or am injured in school

If you feel ill during a lesson, tell your teacher. If you are ill or hurt yourself at break or lunchtime, report to the school nurse in the medical room.

I am worried or upset

Talk to your Form Tutor, Head of Year, your Year 12 mentor or anyone else you think might help. If the person you choose feels they cannot help, they will help you find someone who can. Always sort out problems as early as possible.

I do not understand my work

Always ask your teacher for help. If you do not ask, they do not know you have not understood. If for any reason staff are not available, older brothers and sisters, Mums and Dads etc, can sometimes help but do not let them do it for you.

I have lost something

If you have lost something then:

- Stop and think where you last had it
- Go to look there and then retrace your steps
- See if it is in Lost Property - G13
- Report the loss to your Form Tutor
- Check again at home
- When you find it - NAME IT!

I have forgotten or lost my locker key

Speak to your Form Tutor. If a duplicate is necessary there will be a £5.00 charge.

Where do I store my bag and PE Kit?

Items which are too large to put in your locker can be stored in your year group bag room. You will be told where to store your bags.

I am absent from school

Do not worry if you have to have time off because you are ill. If you have been absent, remember: 1) to bring a letter to your Form Tutor explaining your absence and 2) to find out what work you have missed and get up to date as soon as possible.

I need to leave during the school day for any reason

Dental and doctors' appointments should be avoided during school time but if you must go out of school for these or any other reason, you must bring a note from your parents asking for permission. Give this to your Form Tutor who will sign it and return it to you. When you need to leave, show the teacher the signed letter at the beginning of the lesson and ask if he/she will release you at the appropriate time. Go to the office and sign out—you will probably have to show the letter again. If you return to school, sign in again before going to your lesson.

I am late for school or have missed afternoon registration

Always be on time but if you are late, you will need to **sign in** at the school office and then move quickly to your lesson. If you fail to sign in before 9.30 am for morning registration and 2.30 pm for afternoon registration, then your parents/guardians will receive a text message saying that you are not in school.

I would like to learn a musical instrument

Speak to your music teacher who will give you details. Many lessons can take place during school time and some instruments can be hired from the School's Music Department. Instruments can be stored in G6 for the duration of the day your music lesson takes place.

I need to see a member of staff

Try to wait until break or lunchtime but remember that your teachers are also entitled to some time to themselves.

You will either find them in their teaching rooms or in the staff room. The staff meet every morning before registration so please do not knock on the staff room door between 8.30 and 8.40 am.

No teacher has arrived to take my class

One member of the class should go to the school office. The rest of the class should wait quietly and if possible find some work to do even if it is merely reading a book.

I cannot attend a practice or club session because of another commitment

Remember that events at school cannot take place if members are not committed but if you really do have a problem, go to see the member of staff responsible as soon as possible. You should never just not turn up. If it is a school match on a Saturday and you are ill, telephone someone else in the team and ask them to pass on your apologies to the member of staff.



THIS WAY TO A SUCCESSFUL FUTURE