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# Hexham Middle School

## School Information Guide 2024



**Hexham  
Middle School**  
*spes durat avorum*

## **Our Ethos**

"Outstanding eagerness to promote good learning"\*

### ***Respect***

This is a friendly, welcoming school, built on foundations of mutual respect and care for others. We work together to become all we can be.

### ***Engage***

We share a love of learning and believe in the highest academic standards for everyone. We value education in its broadest sense, knowing that the arts, sport and other opportunities help shape us as individuals and as citizens of the wider world.

### ***Aspire***

We are committed to enabling all of our pupils to develop their knowledge and understanding, skills and mindset, so that they can take their next steps with confidence. Our aim is that every child will grow into a happy, fulfilled and successful adult.

*\* From the Charter granted to the people of Hexham by Queen Elizabeth I, 1599*

Produced by Hexham Middle School, June 2024

Further copies are available from:

The Admin Team, Hexham Middle School, Whetstone Bridge Road, Hexham, Northumberland, NE46 3JB

Tel: 01434 610 300

Email: [admin@hexhammiddle.org.uk](mailto:admin@hexhammiddle.org.uk)

Or in PDF format downloadable from the HMS website: [www.hexhammiddleschool.co.uk](http://www.hexhammiddleschool.co.uk)

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## Key Information 2024-25

### Contact Us

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#### General Enquiries

Hexham Middle School, Whetstone Bridge Road, Hexham, Northumberland, NE46 3JB

Reception: 01434 610 300

Email: [admin@hexhammiddle.org.uk](mailto:admin@hexhammiddle.org.uk)

Executive Headteacher:

Mr G Atkins

Head of School:

Mr L Watters

Assistant Headteacher (Designated Safeguarding Leader & Inclusion Leadership):

Mr M Stephenson

#### Appointments with Senior Staff

Anna Vellinga, PA to the Executive Headteacher and Heads of School: 01434 610 300 (email: [avellinga@hexhammiddle.org.uk](mailto:avellinga@hexhammiddle.org.uk)).

#### Absence Line

Absence line – 01434 610 354. This number can be used from 8.00am to speak to a member of staff. Outside of school hours you are able to leave a voicemail.

#### Communicating with School Staff

We want to maintain regular communication with parents and carers. On the next page, you can find a helpful guide to support your communication with school staff.

You can contact us with general enquiries by:

- Calling the main office on (01434) 610 300
- Emailing [admin@hexhammiddle.org.uk](mailto:admin@hexhammiddle.org.uk)
- Writing a note in your child's home-school planner

The school address is Whetstone Bridge Road, Hexham, Northumberland, NE46 3JB.

Staff are committed to returning contact within 48 hours. If this is not possible, alternative contact will be made with you.

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Reason	Contact
<b>Report an Absence</b>	Contact: Absence Line Call: (01434) 610 354
<b>Contact the Head of School or other Senior Staff</b>	Contact: Headteacher's PA Call: (01434) 610 300 Email: avellinga@hexhammiddle.org.uk
<b>Safeguarding Concerns</b>	Contact: Mark Stephenson, DSL Call: (01434) 610 300 Email: admin@hexhammiddle.org.uk
<b>SEND</b>	Contact: Harry Morgan (SENDCo) or Jen Ballantyne (Assistant SENDCo) Call: (01434) 610 300 Email: send@hexhammiddle.org.uk
<b>Day-to-Day Matters</b>	Contact: Your Child's Form Tutor Write: in your child's home-school planner Call: (01434) 610 300 Email: admin@hexhammiddle.org.uk
<b>Pastoral Concerns</b>	Contact (in the first instance); Your Child's Form Tutor Write: in your child's home-school planner Call: (01434) 610 300 Email: admin@hexhammiddle.org.uk Contact: Stu Rutherford-Orrock (Head of KS2) or Duncan Scott (Head of KS3) Call: (01434) 610 300 Email: admin@hexhammiddle.org.uk
<b>Catering</b>	Contact: Joanna Satow, Catering Manager Call: 01434 610 330 Email: admin@hexhammiddle.org.uk

## Senior Leadership Team

Name	Role	Responsibilities
<b>Mr G Atkins</b>	Executive Headteacher	Overall strategic leadership of Hadrian Learning Trust
<b>Mr L Watters</b>	Head of School (HMS)	Leadership of HMS Quality of Education
<b>Mr M Stephenson</b>	Assistant Headteacher	Standards, Support and Inclusion Designated Safeguarding Lead
<b>Mrs N Roff</b>	Assistant Headteacher	Pupil Learning and Achievement
<b>Mr P Freeman-Myers</b>	Assistant Headteacher	Personal Development Careers Education Lead
<b>Mrs A Lloyd</b>	Assistant Headteach (HMS & QEHS)	Curriculum
<b>Mr J Riley</b>	Chief Financial Officer	Budget planning, finance procedures and systems, and capital bids/projects
<b>Ms E Simpson</b>	Trust Business Manager	Facilities, administration, health and safety, HR management, site and catering services

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## Heads of Key Stage

Name	Role	Responsibilities
Mr S Rutherford-Orrock	Head of Key Stage 2	Deputy Designated Safeguarding Lead
Mrs M Downes	Deputy Head of Key Stage 2	
Mr D Scott	Head of Key Stage 3	Senior Mental Health Lead & Deputy Designated Safeguarding Lead
Miss E Lamon	Deputy Head of Key Stage 3	

## SEND

Name	Role	Email
Mr H Morgan	SENDCo	send@hexhammiddle.org.uk
Mrs J Ballantyne	Assistant SENDCo	send@hexhammiddle.org.uk

## Pupil Support

Name	Role
Mr H Morgan	SENDCo
Mrs J Ballantyne	Assistant SENDCo
Mrs B Toor	Academic Support Coordinator
Mrs F Hutton	Academic Mentor
Mrs N Richards	Pupil Support Worker
Mrs L Dodds	Pupil Support Worker/ELSA

## Term Dates and Holidays

<b>Start of Autumn term</b>	Wednesday 4 September 2024
Last day of half-term	Thursday 24 October 2024
Return to school	Monday 4 November 2024
Last day of term	Friday 20 December 2024
<b>Start of Spring term</b>	Monday 6 January 2025
Last day of half-term	Thursday 20 February 2025
Return to school	Monday 3 March 2025
Last day of term	Friday 11 April 2025
<b>Start of Summer term</b>	Monday 28 April 2025
Last day of half-term	Friday 23 May 2025
Return to school	Monday 2 June 2025
Last day of term	Friday 18 July 2025

<b>Staff Training Days</b>
Monday 2 September 2024
Tuesday 3 September 2024
Friday 25 October 2024
Friday 21 February 2025

<b>Public Holiday</b>
Monday 5 May 2025

Dates correct at June 2024

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## School Life

### Timing of the School Day

<b>Morning Line Up</b>	<b>8.40am</b>
<b>Form Time</b>	<b>8.45am</b>
Period 1	9.10am
Period 2	10.10am
<b>Break</b>	<b>11.10am</b>
Period 3	11.30am
<b>Lunch</b>	<b>12.30pm</b>
Period 4	1.20pm
Period 5	2.20pm
<b>End of School Day</b>	<b>3.15pm Year 5 &amp; 6</b> <b>3.20pm Year 7 &amp; 8</b>

## Structure of the School

### Teaching, Learning and Curriculum Team

**Led by Mr L Watters, Mrs N Roff & Mrs A Lloyd**

The Teaching, Learning and Curriculum Team aims to ensure high quality curriculum planning, teaching and learning across all subjects. The team promotes high standards and expectations in line with the latest educational research to ensure the very best educational experience for all pupils. This team is responsible for:

- Monitoring the quality of education across the curriculum
- Directing the Curriculum Leaders to ensure a well-designed curriculum for all
- Delivering professional development for staff
- Provision of technology for learning including remote learning

The Curriculum Team is responsible for the effectiveness of the school's curriculum and for all academic events in school relating to achievement and progression including:

- Quality of teaching
- Transition to and from middle school
- Reviewing and organising the curriculum and timetable
- Monitoring and evaluating pupil performance
- Assessment and target setting
- Monitoring the academic performance of subjects
- Intervention to raise achievement
- Curriculum enrichment activities

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If you have a general enquiry about your child's progress in lessons it should be directed, in the first instance, to their subject teacher via a note in the planner or a telephone call/letter/email. More complex subject-based issues can be dealt with by contacting the Curriculum Leader.

Subject	Subject Leader
English	Mrs Wade
Reading Coordinator	Miss Kingett
Maths	Miss Storey
Science	Mrs Gregory
History/ Geography	Mr Johnson
Languages	Mr Armstrong Ms L Hall (Trust Leader)
PE	Mr Cameron Mrs Scott (Trust Leader)
Art	Mr Pym Mrs Shotton (Trust Leader)
PSHE/RSE	Mr Freeman-Myers
Music	Ms Tindall
Computing	Mr Williams
Technology	Mr Wilde
Drama	Mrs Pollock
RE	Miss Collins

## Pupil Support and Inclusion Team

**Led by Mr M Stephenson**

The Pupil Support and Inclusion Team is responsible for the support and guidance of young people and their wellbeing. Members of this team are here to support pupils, and you as parents/carers, to ensure that we work together to try to remove barriers to learning, and ensure that your child feels happy, safe and supported at school.

Any questions can be sent via a note in your child's planner to their form teacher or by email/telephone call in the first instance. If you have any general enquiries about your child's wellbeing and/or anything that may affect their learning, then you should contact the Head of Key Stage. They will be able to discuss more complex issues with you and advise you with regard to appropriate strategies to support your child.

HMS is a very supportive school and your child's safety and wellbeing is our number one priority.

### Heads and Deputy Heads of Key Stage

HMS	
KS2 (Years 5 & 6)	Mr S Rutherford-Orrrock Mrs M Downes (deputy head)
KS3 (Years 7 & 8)	Mr D Scott Miss B Lamont (deputy head)



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## Personal Development

**Led by Mr P Freeman-Myers**

The wider curriculum is enriching and stimulating, and we truly believe there are opportunities for each and every pupil. Staff at Hexham Middle School believe in providing rich and fulfilling experiences across all curriculum areas. Our approach to pupils' personal development encompasses character building, cultural experiences, careers and further education, keeping safe and positive well-being, whilst also promoting British values and social cohesion. We understand the local context and ensure that learning focuses on the world around us – both locally within the community and internationally. The six strands of personal development are woven through the school curriculum:

1. Promoting health and wellbeing
2. Promoting British values and social cohesion
3. Getting ready for the world of work
4. Knowing how to stay safe
5. Developing character
6. Encountering meaningful cultural experiences

The wide range of extra-curricular opportunities can be found on the school website, and we encourage all children to get involved in both in-school and after-school activities.

## Special Educational Needs and Disabilities

**Led by Mr H Morgan and Mrs J Ballantyne**

Our Special Educational Needs and Disabilities (SENDCoordinator) is Mr Harry Morgan and our Assistant SENDCo is Mrs J Ballantyne. At Hexham Middle School, we aim to uphold the right of all pupils to have access to a broad and balanced curriculum. Here, every child is equal and unique, and we aim to provide a safe and supportive environment where all pupils can flourish.

We are very proud of all we do to support pupils who attend Hexham Middle School who have additional needs. Pupils have access to a full range of educational and pastoral support to ensure they feel happy, fulfilled and supported at school. We are very ambitious for what our SEND pupils can achieve and we are resolute in ensuring they receive an ambitious curriculum and the support they need to maximise their potential.

## Business Services

**Led by Mr J Riley, Chief Financial Officer, and Ms E Simpson, Trust Business Manager & HR Manager**

The Business Services team manages resources such as school catering, site and facilities management, administrative services and finance.

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## Communication with Parents/Carers

The staff and trustees of our school wish to work co-operatively with parents/carers and other members of the community to ensure the school provides a high quality service and meets the needs of all pupils.

### Information from the School

The school provides information to parents/carers in the following ways:

**The school website:** [www.hexhammiddleschool.co.uk](http://www.hexhammiddleschool.co.uk)

This provides up-to-date information that includes:

- News
- Publications
- School policies
- The school calendar

#### Facebook/Twitter

Hexham Middle School has Facebook and Twitter pages which are updated regularly.

- Facebook: <https://www.facebook.com/HexhamMiddle/>

#### Bromcom

We use Bromcom to help us communicate more effectively with home. It allows you to receive information about your child via the 'My Child at School' parent portal. Communication from school can be sent directly through the parent portal, via email or text, to your chosen email and mobile account.

You can use the 'My Child at School' parent portal to keep track of your child's behaviour, view attendance records, access their weekly timetable, view assigned homework tasks, and view announcements.

Full details of the 'My Child at School' parent portal will be sent to all parents/carers in due course.

#### Weekly Update

This is produced on a weekly basis and is sent electronically to parents/carers, and is also available on our website. Our weekly update aims to inform parents/carers of the success of our pupils and forthcoming events. We really value this regular communication with our school community.

#### Letters, publications and other documents

From time to time we will contact you with further information, or invitations to parents' evenings or events. This will be electronically, with occasional paper letters. If you would like paper copies instead of email, please contact the office.

## Parents' Evenings and Reports

Parents/carers will receive an annual report and biannual attainment levels from each teacher, including an indication of a pupil's rate of progress and attitude to learning. There will also be the opportunity to meet with subject teachers over the course of the year to discuss your child's progress. Early in the autumn term, all parents/carers are invited to our 'Meet the Tutor' evening to discuss how your child has settled in.

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## Attendance

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Attendance is a vital part of academic success. Attendance should be as close to 100% as possible, as missing lessons can have a big impact on progress. Excellent attendance improves learning and success. If a pupil's attendance causes concern, you will be contacted and a meeting at school may be necessary. You should note that any further absences may not be authorised by the school, however this will depend on the circumstances. A doctor's note may be requested if there is persistent absence due to illness.

## Absence

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If your child is too ill to attend school, please contact the school absence line on 01434 610 354. This number can be used from 8.00 am to speak to a member of staff. Outside of school hours, you are able to leave a voicemail. When calling, please provide as much information as possible, including the pupil's full name and form group, the nature of the illness, and the name of the person calling. Please remember, the school is responsible for authorising the absence, not parents/carers, so there may be follow up calls or text messages from school staff. We aim to contact all parents/carers of pupils on the first day of absence if no contact has been made.

Please try to make appointments for the dentist and doctor out of school hours.

## Leave of Absence During Term Time

Children of school-age who are registered at a school must, by law, attend that school regularly. Regular school attendance for a child is a legal requirement of all parents/carers.

There will be occasions when a child has to miss school, for example if she or he is unwell, and parents/carers are expected to exercise their judgement on whether their child is fit to attend school if there are signs and symptoms of illness. Any other absences should be kept to an absolute minimum. In particular, parents/carers do not have the right to take their children out of school during term time in order to go on holiday.

Government regulations state that a headteacher 'may not grant any leave of absence during term time unless there are exceptional circumstances'. The Hexham Partnership of Schools discourage parents/carers from arranging any events during term time and will, as a rule, state that leave of absence will not be granted unless there are exceptional circumstances that might justify it, e.g. forces personnel on leave from a foreign posting, or evidence provided by an employer that states leave cannot be accommodated during school holidays without significant consequence.

A parent/carer requesting leave of absence during term time should make the application in writing at least two weeks in advance. A Leave of Absence Request Form and the Hexham Partnership of Schools' Policy for Leave of Absence during Term Time are available from the school office or can be downloaded from the Attendance page of our website <https://www.hexhammiddleschool.co.uk/index.php/attendance-and-absence/>

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## School Uniform

Uniform should be worn appropriately in regard to both the policy and the judgement of the pastoral and senior staff.

If reasonable adjustments relating to school uniform are required for your child, please contact the SEND team who can help you with any queries.

### General

Item	Description	Notes
<b>School sweatshirt</b>	HMS bottle green with school logo	<ul style="list-style-type: none"><li>Only from approved uniform supplier</li></ul>
<b>White polo shirt</b>	Plain white polo shirt with/without school logo	<ul style="list-style-type: none"><li>Logo version optional</li></ul>
<b>Trousers/shorts</b>	Grey/black formal trousers/shorts	<ul style="list-style-type: none"><li>No leggings, jeans or jean like trousers or shorts.</li><li>No tight cycling style type shorts or similar</li><li>Shorts a long length and not unduly short</li><li>No logos, studs or obvious zips</li></ul>
<b>Skirt</b>	Grey/black school skirts	<ul style="list-style-type: none"><li>Not unduly short</li><li>Not jersey stretch fabric</li></ul>
<b>Hosiery / Socks</b>	Plain black tights or plain black, grey or white socks	<ul style="list-style-type: none"><li>No visible logos or patterns</li></ul>
<b>Shoes*</b>	Plain black leather/leather effect, polished shoes or low-heeled boots	<ul style="list-style-type: none"><li>No patent or suede</li><li>No trainers or sports shoes</li><li>No obvious logos or branding</li><li>No adornments</li></ul>

### Accessories

Item	Description	Notes
<b>Belts</b>	Plain black	
<b>Hairstyles</b>	Natural hair colour	<ul style="list-style-type: none"><li>No extreme hairstyles</li></ul>
<b>Jewellery</b>	Watches and one plain set of ear studs are permitted	<ul style="list-style-type: none"><li>Ear studs <b>must</b> be removed for PE**</li></ul>
<b>Make-up</b>	A reasonable amount of make-up may be worn	<ul style="list-style-type: none"><li>False nails are not permitted</li><li>No nail varnish</li></ul>
<b>Equipment</b>	All pupils must bring a school bag, pencil case, black pen, red pen, pencil, ruler, rubber and scientific calculator	<ul style="list-style-type: none"><li>Full details of equipment required can be found below</li></ul>

If there are issues with a pupil's uniform we will work with the family to support in resolving the issue.

\* For health and safety reasons, pupils will be expected to change their footwear for PE lessons.

\*\* Please time ear piercing to be at the start of the summer holidays; all pupils will be expected to remove all piercings for PE lessons when they return to school in September.

## Buying Uniform

### Sweatshirt and PE items with the HMS Logo

All uniform with the HMS logo can be purchased from Michael Sehgal & Sons online. Details of the items available can be seen below and online at [www.michaelsehgal.co.uk/hexham-middle-school-school-uniforms/s61](http://www.michaelsehgal.co.uk/hexham-middle-school-school-uniforms/s61)

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## PE Uniform

Item	Description	Notes
Green polo shirt	Green HMS logo short-sleeved T-shirt	<ul style="list-style-type: none"> <li>Purchased from Michael Sehgal &amp; Sons: <a href="https://www.michaelsehgal.co.uk/hexham-middle-school-school-uniforms/s61">https://www.michaelsehgal.co.uk/hexham-middle-school-school-uniforms/s61</a></li> <li>Please see page 14 for purchase information</li> </ul>
Green hooded top	Green HMS logo hooded top	
Shorts OR sports leggings OR tracksuit bottoms	Black football-style shorts OR black full-length Lycra sports leggings OR black tracksuit bottoms	<ul style="list-style-type: none"> <li>No cycling shorts</li> <li>No obvious logos or branding</li> </ul>
Socks	Black sports style socks	<ul style="list-style-type: none"> <li>Full length recommended for protection in team games</li> </ul>

## PE Footwear

Item	Description	Notes
Studded football or rugby boots	For use on 3G Astroturf	<ul style="list-style-type: none"> <li>No bladed boots</li> <li>Moulded boots are the cheapest and most comfortable choice</li> <li><b>School shoes are not permitted for any PE lesson or sports club* This includes Nike Air Force One shoes or similar style shoes/trainers.</b></li> </ul>
Astroturf trainers or running shoes	For use in indoor halls or outdoor hard courts (sand-based Astroturf and MUGA)	<ul style="list-style-type: none"> <li>Soles need to have a good tread design to ensure excellent grip</li> <li>Worn soles are a slip hazard</li> <li><b>School shoes are not permitted for any PE lesson or sports club* This includes Nike Air Force One shoes or similar style shoes/trainers.</b></li> </ul>
Please follow this link for more details: <a href="https://www.hexhammiddleschool.co.uk/index.php/school-uniform/">https://www.hexhammiddleschool.co.uk/index.php/school-uniform/</a>		

## PE Personal Protection Equipment

Item	Description	Notes
Shin pads	Age appropriate shin pads, with or without ankle guards	<ul style="list-style-type: none"> <li><u>Strongly recommended</u> for football and hockey</li> <li><u>Essential</u> for playing on HMS teams</li> </ul>
Mouth guard	Self-moulding mouth guard	<ul style="list-style-type: none"> <li><u>Strongly recommended</u> for hockey and rugby</li> <li><u>Essential</u> for playing on HMS teams</li> </ul>
Hair bobble	Keeps vision clear	<ul style="list-style-type: none"> <li><u>Essential</u> for participation in all curriculum and extra-curricular activities</li> <li>Hair <u>must</u> be tied back during PE lessons</li> </ul>

## Safety in PE

The PE Department strongly recommends that pupils use appropriate safety equipment when taking part in activities at school. This includes the use of gum shields in rugby and hockey and shin pads in football and hockey. This advice is not mandatory but is strongly recommended. Parents/carers should ensure that their child brings the correct PE equipment to every lesson. In line with basic Health and Safety guidelines for sport and physical activity, all hair must be tied back and all jewellery including ear studs must be removed for pupils to participate within PE and extracurricular activity. This information is also on our school website at: <https://www.hexhammiddleschool.co.uk/index.php/school-uniform/>

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## Black/Grey Trousers, Shorts and Skirts

We have identified lines from Michael Sehgal that meet our uniform policy and we recommend that parents/carers buy all uniform from here. However, parents/carers have the flexibility to buy trousers, shorts and skirts from other retailers, provided they meet the requirements of our uniform policy.

## Online Purchases [www.michaelsehgal.co.uk/hexham-middle-school-school-uniforms/s61](http://www.michaelsehgal.co.uk/hexham-middle-school-school-uniforms/s61)





Items can be purchased by using the link above. Michael Sehgal are offering free delivery on orders above £50 in the month of May 2022. This offer will be automatically applied on the website so there will be no need to enter any discount code.

## In-store Appointments

New starters are offered the opportunity to try on all required uniform within a 15 minute time slot at the store in Newcastle. Bookings can be made online.

The Michael Sehgal customer support team is available to help with any queries (email: [sales@michaelsehgal.co.uk](mailto:sales@michaelsehgal.co.uk)). Sizing guides are available on their website and there are no time limits for exchanges. They also offer refunds on unworn items. If items are unavailable for a protracted time, the Michael Sehgal's sales team will get in touch to advise you.

## HMS Uniform Price List

Compulsory Uniform	Compulsory PE Uniform	
  Sweatshirt Bottle Green £11.99	 Hooded Top Bottle Green £13.99	 PE Polo Shirt Bottle Green £7.99

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## HMS Go Green: School Uniform Recycling

We understand that uniform is a significant additional cost, at HMS we are keen to promote greater recycling of school uniform and want to ensure that we support pupils and families. We have tried to minimise the number of branded items required and have built up a stock of second hand branded items i.e. HMS school jumpers, polo shirts, PE hoodies and t-shirts. Our PTA volunteers work hard to keep on top of supplies and work with our year teams to distribute according to need. If you require support with uniform, please complete the following form:

<https://www.cognitoforms.com/HadrianLearningTrust/HMSGoGreenEcoFriendlyUniformRecycling>

To help us build our stocks, we are looking for your support. Please could you send any branded items i.e. HMS school jumpers, polo shirts, PE hoodies and t-shirts (we can't accept trousers or non-branded items) into school and hand them in at reception.

To support the work of the HMS PTA, there is a suggested completely optional donation of £1 per item which can be sent to the school office. This will never be checked or chased up.

On some occasions we may be able to help with the cost of new uniform. Each request will be reviewed individually.

## PE Tips

- PE bag should be large enough to accommodate all kit, boots and trainers.
- Include a carrier bag for wet and muddy footwear.
- Write the pupil's surname along the foot of PE socks in permanent pen.
- Write names on the inside of hems as well as on labels.
- Choose shorts with a white label rather than a black label, as it is easier to write on a white label.
- For health and safety reasons, pupils will be expected to change their footwear for PE lessons.

## PE Department Procedures and Expectations

The aim of the PE Department Expectations is to ensure consistent and safe participation in physical education for all pupils in all PE lessons. Appropriate clothing is essential for safe participation in physical education and the HMS PE kit is part of a pupils uniform for their physical education lessons.

While pupils are taking part in PE lessons, we expect them to wear the school PE kit. Compulsory items must be purchased from our designated uniform suppliers and appropriate footwear is available from various sports retailers. Where a pupil arrives to their lesson without the correct PE kit, they will be expected wear spare kit supplied by the department. The department will keep spare kit and ensure it is clean and ready for use. Where a pupil fails to comply with this, sanctions will be applied.

- All jewellery is to be removed for lessons. As part of the uniform policy pupils are not permitted to wear jewellery.
- Long hair should be tied back at all times.

Where a pupil has an injury/illness or any other reason why they are not able to take part in lessons they must provide a note from their parent/carer to explain the reason behind their non-participation. **Pupils are expected to still bring appropriate PE kit and footwear even if they have a note excusing them from taking part physically in lessons.** Pupils are expected to take part in lessons in some form (referee, coach or umpire) and as such should be suitably dressed in PE kit to do so. Being in full kit will prevent school uniform from getting damaged in inclement weather and in cases

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of illness it can prevent conditions from worsening as pupils have dry uniform to get changed into if it is raining during the lesson.

In line with the department policy, 'excused' pupils who do not bring appropriate kit will be expected to borrow some from the PE department. Where a pupil fails to comply with this, sanctions will be applied. Where an injury or illness prevents pupils from being able to get changed easily, PE staff will use their discretion to allow that pupils to stay in their uniform and contribute to the lesson in an appropriate manner.

**Please note** – when representing the school rugby teams, pupils are required to wear the pro rugby shirt, pro rugby shorts and pro rugby socks.

The additional requirement later in the year:

- One pair of football boots. Boots must have either a moulded stud or a screw in stud (note screw in studs must be kite marked for safety reasons) for use on 3G pitch (date required TBC).

Image	Legal
	Provided the moulded stud is greater than or equal to 10mm diameter, and there are no sharp edges or burring.
	Provided no sharp edges or burring. These are the default standard stud against which all others are measured.

## Boot Bank - Physical Education

All pupils are required to have a pair of moulded studded boots for various units of work in their physical education lessons. At several times throughout the academic year, pupils will use the 3G pitch for their lessons, and it is compulsory to only wear studded boots on this playing surface. We hold a 'boot bank' within school. If a pupil wishes to borrow studded boots for a set period of time, they just need to give a £5 deposit to the PE department for a pair of studded boots to keep as their own and to take home. If the boots become too small or a pupil no longer needs them, they just need to return them to the PE department and they will receive their £5 deposit back, or collect a larger size.



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## Equipment Required for School

Years 5 and 6	Years 7 and 8
<p>We ask that HMS pupils are organised and ready for learning. Pupils should have the correct equipment to carry out their learning. This equipment is essential in allowing pupils to learn effectively. Support is available to purchase equipment, please always contact us to discuss this.</p> <p>Classrooms are stocked with spare equipment so that learning will never be impacted by a lack of equipment.</p>	
<p>In Key Stage 2, pupils will be provided with a HMS branded book bag - this will be used as their 'folder' around school.</p> <p>Pupils may wish to use a backpack/larger bag to/from school which they can store on their class pegs.</p> <p>Pupils will also need:</p> <ul style="list-style-type: none"> <li>• Reading book (children will visit the library weekly)</li> <li>• Pencil case (small enough for their book bag)</li> <li>• HMS planner (provided by school)</li> <li>• Black pen(s)</li> <li>• Red pen(s)</li> <li>• Pencil</li> <li>• 30cm ruler</li> <li>• Rubber</li> <li>• Glue stick</li> <li>• Clear water bottle with secure top</li> </ul> <p>Pupils in KS2 can wear their PE kit to school on PE days - your child's timetable will indicate which days the lessons will be on.</p> <p>Year 5 children will need suitable boots and waterproofs for Forest School lessons - these can be stored in the school sheds. Spares are always available.</p> <p>Pupils may wish to bring a small purse-like bag which they can keep with them to carry their mobile phone (should they choose to bring one to school - these must be turned off at all times).</p> <p><b>We ask that all equipment be named clearly. Lost property is stored next to the HMS office.</b></p>	<p>In Key Stage 3, pupils will need an A4 folder secured with elastic or a zip to keep them organised during the day.</p> <p>Pupils will need a backpack/larger bag for school which they will keep with them during the day.</p> <p>Pupils will also need:</p> <ul style="list-style-type: none"> <li>• Reading book (children will visit the library regularly)</li> <li>• Pencil case</li> <li>• HMS planner (provided by school)</li> <li>• Black pen(s)</li> <li>• Red pen(s)</li> <li>• Pencil</li> <li>• 30cm ruler</li> <li>• Rubber</li> <li>• Glue stick</li> <li>• Scientific calculator (can be ordered from school)</li> <li>• Clear water bottle with secure top</li> </ul> <p>Pupils in KS3 will need a bag for their PE kit which they will bring between home and school.</p> <p>Pupils may wish to bring a small purse-like bag which they can keep with them to carry their mobile phone (should they choose to bring one to school - these must be turned off at all times).</p> <p><b>We ask that all equipment be named clearly. Lost property is stored next to the HMS office.</b></p>

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## Personal Belongings and Lost Property

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Personal belongings are the responsibility of pupils. Pupils should not bring valuables or large amounts of money into school.

Pupils are allowed to bring a mobile phone to school. However they must be switched off when arriving at school. They must not be used/checked during the school day. If parents/carers need to urgently contact their child during the school day, please contact the school office (01434 610 300). If a matter is urgent, pupils can contact parents/carers at break or lunch from the school office. Mobile phones are brought at pupils' own risk and school does not accept any responsibility for the loss or damage of mobile phones.

**Please note** - the school is not responsible for any personal belongings that are lost, stolen or damaged on the premises.

**Please make sure all uniform, PE kit, bags, and folders are named.** It is easier to trace the owner of lost property if it is clearly labelled, however lost property can be collected from the school office. **It is not possible to return unnamed property.**

## Pupil Planners

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Pupils are given a planner at the start of each academic year. The planner is an important way of communicating between home and school. Pupils should use the planner to record homework and other key information. The planner will also be signed by the form teacher. Please work with school to ensure your child keeps the planner updated and takes pride in its appearance. Parents/carers should also read and sign it on a weekly basis.

The planner contains a lot of very important information and it would be helpful if parents/carers took time to go through it with your child. Form teachers will also explain the sections of the planner to their form class.

## Curriculum

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At Hexham Middle School, we have designed an ambitious and empowering curriculum which has success for all learners as its core. The curriculum is driven by our ethos and an 'outstanding eagerness to promote good learning'. The curriculum promotes:

- Building respect
- High expectations rooted in a love of learning
- Education in its broadest sense
- Shaping children as citizens of the wider world.

Designed in line with the National Curriculum, the curriculum enables pupils to know more and remember more and to make sustained progress through well-sequenced learning. They achieve well whilst developing their resilience and confidence and responding to the high expectations and ambition teachers have for them. The curriculum recognises the importance of prior learning and we work to build on existing knowledge to deepen understanding. The close Partnership working between local schools (including between middle and high) ensures that our pupils progress with the required knowledge and skills to be successful in the next stage of their education; teachers plan and assess with horizon knowledge in mind. In all curriculum areas, teachers plan in small steps focusing on the components of learning

# School Information Guide 2024

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and building a depth of understanding. Teachers highlight the links between knowledge and skills both in and across curriculum areas so that pupils can transfer their understanding and strengthen their learning. Detail on Curriculum by Subject can be found on our website at: <https://www.hexhammiddleschool.co.uk/index.php/curriculum-by-subject/>

## Home Learning

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At HMS, teachers set home learning activities to support our pupils' classroom learning. Tasks are set in accordance with the school's 'Homework Policy' (link below) - this includes details of the frequency of homework in each subject and for each Key Stage. Teachers will set tasks which promote memory and retention of key learning. We value the support that parents / carers provide at home to establish home learning routines. Homework is recorded in the pupils' planners and also on Class Charts, so that parents can keep a check on their child's tasks. As a school, we use several online platforms to support home learning and use School 360/Google Classroom for remote learning. We will provide more specific information on home learning at our 'Curriculum Information Evenings' in the autumn term. Our homework policy is available on our website at: <https://www.hexhammiddleschool.co.uk/policies/>

## Making Payments

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We will be moving to Bromcom's parent portal, My Child at School, for all payments for school meals, trips and other resources and activities. Using online payments provides additional security as well as saving the school significant administration time.

Full details of the My Child at School parent portal will be sent to all parents/carers in due course.

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## School Meals

All of our school meals are freshly prepared on a daily basis, using good quality ingredients. It is our aim to ensure that all pupils can choose from a wide range of healthy, tasty and nutritious meals and products. There are vegetarian options available every day and we can cater for special diets if required.

A school lunch comprises of two courses: a main meal and a dessert. The current daily cost for a two-course school lunch is £2.50.

There is a very good choice to encourage children to eat a well-balanced diet throughout the day. Our menu is produced in line with the Government's food standards. For those children who bring a packed lunch to school we ask parents to refrain from including sweets, chocolate, crisps or fizzy drinks. We offer a morning break service which includes a selection of individually priced food and drink. Pupils can also bring their own snack for break.

## Break and Lunchtime Service

### Mid-morning break (11.10am – 11.30am)

- A selection of cereals
- A selection of savoury items including toast, toasted sandwiches, teacakes, breakfast muffins, crumpets and breakfast sandwiches
- A variety of fresh fruit and yoghurts
- A selection of drinks including water, juices and flavoured water

### Lunchtime service (12.30pm – 1.20pm)

We offer a varied healthy two-course set meal currently costing £2.50 which includes a main course, salad bar and dessert. A copy of the menu is available on the school website.

The menu includes:

- Daily specials including vegetarian options
- Filled jacket potatoes
- Selection of sandwiches with a variety of fillings
- Salad bowls
- Hot and cold desserts plus fruit pots, yogurts, and fresh fruit

Additional items are available to purchase at lunchtime which are individually priced.

- Home baked items e.g. scones, flapjack
- Selection of fruit juices, milk, milk shakes, smoothies, water and flavoured water

## Special Diets and Allergies

If your child has a food allergy or special diet, please complete a Food Allergen/Special Diet Form. Copies of the form are available on our website or from the school office. If your child would normally have a packed lunch we would still like this form to be completed for our records. **Please note** - it is recommended that parent/carers supply a medical/dietitian letter to support the special diet requirements as self-diagnosed or personal food preferences are not able to be accommodated. Information relating to your child's individual needs should be discussed with the school and the Catering Manager prior to your child starting school. The Catering Manager can be contacted on 01434 610 300.

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## Payment System for School Meals

The school operates a biometric cashless school meals system. The biometric system is based on fingertip recognition technology. If you do not give permission for your child to use fingertip recognition they will be issued with a PIN number. If you require a daily expenditure limit to be added to your child's account please indicate the amount on the form.

Payments can be made through the Bromcom My Child at School portal or mobile app. Full details will be available later this half term.

## Account Balance

It would be appreciated if pupils' accounts maintain a credit balance at all times. Pupils may ask at the till point for their balance, however we will endeavour to notify pupils if their balance is low or the account has insufficient funds. Contact will be made with parents/carers where insufficient funds are available or there is money owing on the pupil's account.

Pupils leaving school will only be issued a refund if the balance is over £5.00; please complete the refund form <https://www.cognitoforms.com/HadrianLearningTrust/SchoolMealsBalanceRefundRequest>

## Free School Meals

If a pupil qualifies for free school meals, the monetary value of £2.80 will be allocated to their cashless catering account lunch daily and they have total anonymity with the system. Your child will receive an allowance of £0.30 at morning break and £2.50 at lunchtime. If you wish for your child to purchase additional items at lunchtime above the free school meal allowance, money can be added to their account via the parent portal, cheque or cash. Please be assured that the value of the FSM allowance is deducted first before affecting the actual cash balance on the account.

If you wish to have a spend limit applied to the account to ensure your child does not spend above the FSM allowance or limit the amount they can spend above the FSM, please contact the Catering Manager.

Email [jsatow@qehs.net](mailto:jsatow@qehs.net) or telephone 01434 610330

If you think you may be entitled to free school meals you can apply online (<http://www.northumberland.gov.uk/Education/Schools/Meals.aspx>) or by telephone 0345 6006400).

## Daily Spend Limit

A daily spend limit can be applied to a pupil's account through the cashless system. If you wish to have a spend limit applied or changed, please contact our Catering Manager [jsatow@qehs.net](mailto:jsatow@qehs.net).

## Data Handling

Certain data will be held on the system to enable accurate operation. This will include the pupil's name, tutor group, photo, account balance and meal entitlement. This data is handled under the guidelines of the General Data Protection Regulation (GDPR) and only used by parties directly involved with the implementation of the system. If you have any concerns please contact the School Office on 01434 610 300.

# School Information Guide 2024

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## HMS School Council & Pupil Leadership

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At HMS, we ensure that our pupils have regular opportunities to tell us their views about their school and the day-to-day learning experience. We know that pupils really value giving their feedback on the positive aspects and areas they would like us to further develop in school. We also give our pupils regular opportunities to build their independence through leadership opportunities and responsibilities.

## Library Provision

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Library provision at Hexham Middle School is very important to us and we know that the school library is a key way for us to promote a lifelong love of reading. In their time at Hexham Middle School we try to ensure that children have a good choice when choosing books, a dedicated space and quiet time for reading, as well as encouragement and guidance from our librarians and English staff so that we continue to develop their literacy skills. Pupils are encouraged from the moment they enter Hexham Middle School about the importance of reading.

From the start of Year 5 and as pupils move through the school they are given the opportunity to visit the library. This session takes place once a week during their English lesson. During this time they are able to browse through a wide range of fiction and non-fiction, recommend and review books for others and more importantly are given the time to simply read.

In addition, provision is made for keen readers to become involved in Library Clubs. Enthusiastic readers are also encouraged to try out for the annual Lit Quiz. A selection of Year 7 and 8 pupils compete at a regional level against other schools, answering questions on children's literature. The successful team then goes on to compete at a national level. Hexham Middle School has a strong tradition of doing very well in this competition.

We also organise regular author visits throughout the year.

# School Information Guide 2024

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## Transfer

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The transition from Year 4 to Year 5 is very important. Senior staff, the Head of Key Stage 2, our SENDCo and our Senior Learning Support Assistant meet with staff from our feeder first schools early in Year 4 to plan for a smooth process of transition. Bespoke transition support is also arranged for some pupils moving to and from our school. More detailed guidance has been shared with parents/carers about our support and this can also be found on the dedicated 'Admissions' page of our website: <https://www.hexhammiddleschool.co.uk/index.php/admissions/>

The transition between Year 8 and Year 9 is also very important. The Year 9 team from Queen Elizabeth High School visit HMS to talk to pupils. Parents/carers are invited to open days in Year 7 to find out about the transfer process, the curriculum, and the pastoral support systems.

Year 8 pupils are invited to a transfer day in July where they meet their form tutor and spend time with their new tutor group. Additional transfer sessions are organised for pupils who require extra support.

## Mid-Year Admissions

Once a successful application to Northumberland County Council has been made, you will receive a 'mid-year admission' pack from the school. You will be invited into school along with your son or daughter for an informal tour, which will also give you the opportunity to ask any questions.

## Travelling to/from School: School Buses

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All pupils travelling to school by bus organised by the Integrated Transport Section of Northumberland County Council will receive a bus pass which must be shown to the driver. Currently buses drop off and pick up from the front of the school. You will be informed by the Integrated Transport Unit of your child's pick up point for the beginning and the end of the school day.

## Behaviour

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At Hexham Middle School, we pride ourselves on outstanding standards of behaviour throughout the school. We aim to create an environment which consistently supports all pupils to behave in the best way that they can so that they can succeed at school.

Full details of our Behaviour Policy can be found at: <https://www.hexhammiddleschool.co.uk/policies/>

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## The S & P System

During the school day, we use the S & P system to monitor, sanction and reward pupils' behaviour - see appendices for more information.

## Bromcom

We use this software to support the monitoring of our pupils' behaviour. All behaviour points are recorded by all staff and both parents and pupils are able to access the system through parent and pupils portals.

We operate a very successful reward system which recognises great effort and attitude, and encourages all pupils to do their best. Pupils can accrue 'spendable' positive points which they can use to purchase rewards from our bespoke HMS Rewards Store. Prizes include; key rings, footballs, movie afternoons and even afternoon tea!

## Anti-Bullying

We have an Anti-Bullying Policy (available on our website at <https://www.hexhammiddleschool.co.uk/policies/> that provides effective procedures for dealing with problems. Please inform the Key Stage Leader if you have any concerns regarding bullying.

## Safeguarding and Online Safety

Mr Stephenson, Assistant Headteacher, is the Designated Safeguarding Lead. He will lead training for all staff on a regular basis. All issues regarding child protection are referred to the designated person and he organises follow-up action where appropriate.

If you, as parents/carers, have any concerns you feel are a child protection issue then you can contact Mr Stephenson directly or, if you prefer, your child's Key Stage Leader and they will liaise with him.

## Online Safety

Hexham Middle School takes Online Safety very seriously. We have a detailed Online Safety Policy (available via the school website <https://www.hexhammiddleschool.co.uk/policies/> that covers all aspects of electronic safety and it is reviewed at least annually.

We aim to educate everyone connected with our school community. In order to maximise the extent of this education, we:

- have annual training for all staff;
- deliver education to the pupils through the PSHE/assembly programme;
- have a dedicated section on the school website which includes the ability to report suspicious online behaviour direct to CEOPs (Child Exploitation and Online Protection Centre).

All internet access is logged. Policy Central Enterprise (PCE) software monitors use of desktop PCs and school iPads by pupils and provides reports to senior staff on a weekly basis. All pupils, parents/carers and staff are required to sign the Acceptable Use Policy. This covers aspects such as internet use and equipment use within the school. If there are any significant concerns, pupils are seen and parents/carers contacted as appropriate.



# School Information Guide 2024

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Pupils have guidance notes on Online Safety in their planners which they are required to sign. This contains information on the Acceptable Use Policy, mobile phones and laptops. The school may also send home additional Online Safety advice to parents/carers throughout the year if an issue arises. If you have any questions, please do not hesitate to contact the school.

## Medical Information and Medication

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If your child has a medical condition or if they are required to take medication during school hours (e.g. prescription tablets, asthma inhaler), please ensure that the school is informed so an appropriate medical plan can be put in place. It should be noted that due to health and safety implications we cannot give out paracetamol, ibuprofen or aspirin.

If it is necessary for pupils to take medication throughout the school year, parents/carers must complete the 'Administration of Medication to Pupils Agreement between Parents and School' form. This is available on the school's website and from the school office.

If your child has a medical condition and has an Individual Health Plan, please contact the school.

## Emergency Contact

It is vital that we have an up-to-date contact number for parents/carers and an emergency contact for those occasions when a parent/carer cannot be reached. The parents/carers of new Year 5 pupils will be asked to provide this information within the online Admissions application. If any details change, please ensure you contact school to inform us of the change.

## Accessibility

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The school is committed to equality of opportunity. We intend that every member of the school community feels a sense of belonging and is valued. We are fully committed to discharging our equalities duties for pupils, staff and visitors to the school site.

HMS produces a number of publications which are posted on our website. These publications are available in alternative formats on request. Our website has a high visibility version available.

There is access to the school for those with physical disability. Should anyone require assistance they should ask at reception. Alternative venues in school can be found for visitors if there is a problem with accessibility to certain areas of the building.

We continue to strive for a curriculum that is inclusive to all pupils. Our Equality Policy and Accessibility Plan are available on the Policies page of our website: <https://www.hexhammiddleschool.co.uk/policies/>

# School Information Guide 2024

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## Multi-Agency Working

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We aim to provide exceptional support for pupils and their families/carers. We work in partnership with other schools and agencies, including voluntary and community organisations, signposting to existing services where appropriate. We consult widely with all our stakeholders including pupils, families, our staff and the wider community to identify priorities and needs.

We have close working relationships with a wide variety of agencies including our Education Welfare Officer, Educational Psychologists, School Health Advisers, Children and Young People's Service (CYPS), the local police, Children's Services (social workers) and voluntary and community sector organisations e.g. Hexham Youth Initiative and Tynedale Hospice at Home to co-ordinate support for our pupils and their families/carers depending on their needs.

We firmly believe the school is part of the community and our pupil support work reflects the needs of the community. Regular multi-agency meetings take place with the Pastoral Team and Special Educational Needs and Disability Co-ordinators to ensure effective working across the organisations and professionals involved. Prevention and early intervention is a key focus of this work.

Parents/carers will be contacted when it is felt a multi-agency approach may be beneficial to their child. An Early Help Assessment may be undertaken to ensure this work is fully co-ordinated and the young person supported appropriately. Parents/carers can contact their child's Key Stage Leader should they wish to discuss any issue where they feel additional support may be required.

# School Information Guide 2024

## Other Information

### Road Safety

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Whetstone Bridge Road and Allendale Road can become very congested at the start and the end of the school day. Help us to ensure the safety of pupils entering and leaving school by dropping off or collecting your child a short distance from school. Please note that additional restrictions to parking and speed on Whetstone Bridge Road have been put in place by Northumberland County Council, and this area is regularly patrolled by traffic wardens.

### The Hexham Partnership

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The Hexham Partnership is a strong one and consists of the following schools:

#### **First Schools (Years 0–4)**

The Sele First, Hexham First, Acomb First, Beaufront First, Broomhaugh Church of England First, Chollerton Church of England First, Corbridge Church of England First, Humshaugh Church of England First, Slaley First, St Mary's RC First School, Whitley Chapel Church of England First School, Whittonstall First.

#### **Middle Schools (Years 5–8)**

Hexham Middle School, Corbridge Middle School, St Joseph's RC Voluntary Aided Middle School.

#### **High School (Years 9–13)**

Queen Elizabeth High School

HMS and Queen Elizabeth High School are in a Multi-Academy Trust: Hadrian Learning Trust. Both schools are led by Mr Atkins, Executive Headteacher. There is one Trust Board for both schools.

### Policies

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Many of the school policies are available on the HMS website. Alternatively, please contact the school directly: [admin@hexhammiddle.org.uk](mailto:admin@hexhammiddle.org.uk)

### The School Site

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Please note that smoking is not permitted anywhere on the school site.

We ask for visitors to not use mobile phones on the school site.

# School Information Guide 2024

## Appendix 1 - HMS Positive Behaviour Management Procedure

If a pupil displays positive or good behaviour in school, staff will use the following system to reward that behaviour.

Stage	Behaviour	What will happen?
<p>HMS staff will use a combination of the following to encourage pupils to aspire and engage in every lesson.</p> <ul style="list-style-type: none"> <li>Use positive language and praise to pupils verbally.</li> <li>Use non-verbal hand gestures and body language to show positive praise within lesson.</li> </ul>	<p>HMS pupil expectations in every lesson.</p> <ul style="list-style-type: none"> <li>Being organised with equipment including reading book, pencil case and planner on desk ready to begin the lesson.</li> <li>Being punctual to lessons and school.</li> <li>Attentively listening.</li> <li>Verbally contributing to the lesson.</li> <li>Completing work to the best of pupil's ability.</li> <li>Demonstrating respect to staff and peers.</li> <li>Respond to teacher feedback.</li> </ul>	<p>HMS staff will encourage you to continue to demonstrate positive behaviour.</p>
<b>P1</b>	Continued positive behaviour throughout the lesson demonstrating repeated occasions of the above.	HMS staff will award you a P1.
<b>P2</b>	Continued positive behaviour throughout the lesson demonstrating repeated occasions of the above.	HMS staff will award you a P2.
<b>P3</b>	<p>Continued positive behaviour throughout the lesson demonstrating repeated occasions of the above.</p> <p>P3 will also be used for one-off occasions where a pupil has demonstrated positive behaviour "above and beyond" our high expectations.</p>	HMS staff will award you a P3.
<b>P4</b>	<p>Continued positive behaviour throughout the lesson demonstrating repeated occasions of the above.</p> <p>P4 will also be used for one-off occasions of outstanding positive behaviour and/or contributions to the school community which reflect our School Ethos: Respect, Engage, Aspire.</p>	HMS staff will award you a P4.

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## Appendix 2 - HMS Negative Behaviour Management Procedure

If a pupil displays negative or poor behaviour in school, staff will use the following system to manage that behaviour. Staff should record each stage.

Stage	Behaviour	What will happen?
<p>HMS staff will use a combination of the following de-escalation techniques before using the sanction system below.</p> <ul style="list-style-type: none"> <li>Use non-verbal gestures (such as hand gestures, movement around the classroom, eye contact etc.)</li> <li>Speak calmly and slowly to the pupil regarding their behaviour.</li> <li>Use emotion coaching techniques. Acknowledge the emotion and listen to the pupil.</li> <li>Use positive reinforcement of expectations through P point system.</li> <li>Redirect pupil attention to lesson/task through questioning/supporting.</li> <li>Ask the pupil to stand outside.</li> <li>Provide verbal opportunities for pupils to reengage.</li> <li>Consider different seat in the classroom.</li> </ul>	<p>Low-level disruption</p> <ul style="list-style-type: none"> <li>Talking when inappropriate to do so.</li> <li>Not listening to the teacher's instruction or contributions from peers.</li> <li>Deliberately distracting others from their learning.</li> <li>Lack of effort whilst completing work.</li> <li>Any behaviour displaying disrespect towards a member of the school community including the school itself.</li> </ul>	<p>HMS staff will give you opportunities to reflect on your behaviour and ensure that you meet our high expectations at HMS.</p>
<b>S1</b>	Continued low-level disruption despite teacher intervention.	HMS staff will give you an S1. HMS staff will remind you of the expectations at HMS.
<b>S2</b>	Continued low-level disruption despite teacher intervention and previous S1.	HMS staff will give you an S2. HMS staff will remind you of the expectations at HMS.
<b>S3</b>	Continued low-level disruption despite teacher intervention and previous S2. Any serious misbehaviour that goes against the values of our School Ethos: Respect, Engage, Aspire.	HMS staff will give you an S3. You will receive a lunchtime detention (12.30-12.55) for the next day.
<b>S4</b>	Continued low-level disruption despite teacher intervention and previous S3. Any serious misbehaviour that compromises the safety of pupils and staff at school.	Your teacher will call for "on-call" meaning a member of senior staff will collect you from your lesson. You will receive an after-school detention for the next Friday. A phone call home will be made by HMS staff to discuss behaviour and inform parents/carers of an after-school detention.

