Hexham Middle School

School Information Guide 2026-2027

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, April 2026

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

Or in PDF format downloadable from the HMS website: www.hexhammiddleschool.co.uk

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Key Information

Contact Us

General Enquiries

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

Reception: 01434 610 300

Email: admin@hexhammiddle.org.uk

Headteacher:	Mr L Watters
Designated Safeguarding Leader:	Mrs A Mackenzie
SENDCo:	Mr D Walton

Appointments with the Headteacher and Senior Staff

Ms A Vellinga, PA to the Headteacher: 01434 610 300 (email: 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
- 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 24 hours. If this is not possible, alternative contact will be made with you.

Reason	Contact
Report an Absence	Contact: Absence Line Call: (01434) 610 354
Contact the Headteacher or other Senior Staff	Contact: Headteacher's PA Call: (01434) 610 300 Email: avellinga@hexhammiddle.org.uk
Safeguarding Concerns	Contact: Mrs A Mackenzie , DSL Call: (01434) 610 300 Email: admin@hexhammiddle.org.uk
SEND	Contact: Mr D Walton (SENDCo) Call: (01434) 610 300 Email: send@hexhammiddle.org.uk
Day-to-Day Matters	Contact: Your Child's Form Tutor Write: in your child's home-school planner Call: (01434) 610 300 Email: admin@hexhammiddle.org.uk
Pastoral Concerns	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: Mr S Rutherford-Orrock (Head of KS) or Mr D Scott (Head of KS) Call: (01434) 610 300 Email: admin@hexhammiddle.org.uk
Catering	Contact: Mrs J Satow, Catering Manager Call: 01434 610 330 Email: admin@hexhammiddle.org.uk

Senior Leadership Team

Name	Role	Responsibilities
Mr G Atkins	Trust CEO	Overall strategic leadership of Hadrian Learning Trust
Mr L Watters	Headteacher (HMS)	Leadership of HMS
Mrs A Mackenzie	Assistant Headteacher	Standards, Support and Inclusion Designated Safeguarding Lead Designated Teacher for LAC
Mrs J Ingledew	Assistant Headteacher	Pupil Learning and Achievement
Mr P Freeman-Myers	Assistant Headteacher	Personal Development Careers Education Lead Senior Mental Health Lead
Mr D Walton	Assistant Headteacher	SENDCo
Mr J Riley	Chief Financial Officer	Budget planning, finance procedures and systems, and capital bids/projects
Ms E Simpson	Business & HR Manager	Facilities, administration, health and safety, HR management, site and catering services

Head of Key Stage

Name	Role	Responsibilities
Mr S Rutherford-Orrock Miss M Bell	Head of Key Stage Deputy Head of Key Stage	Deputy Designated Safeguarding Lead
Mr D Scott Miss B Lamont	Head of Key Stage Deputy Head of Key Stage	Deputy Designated Safeguarding Lead

SEND

Name	Role	Email
Mr D Walton	SENDCo	send@hexhammiddle.org.uk

Pupil Support

Name	Role
Mr D Walton	SENDCo
Mrs B Toor	Academic Support Coordinator
Mrs N Richards	Pupil Support Worker/ELSA
Ms L Thompson	Pupil Support Worker/ELSA

Term Dates and Holidays

Start of Autumn term	Wednesday 2 September 2026
Last day of half-term	Thursday 22 October 2026
Return to school	Monday 2 November 2026
Last day of term	Friday 18 December 2025 (school closes 1:30pm)
Start of Spring term	Monday 4 January 2027
Last day of half-term	Friday 12 February 2027
Return to school	Monday 22 February 2027
Last day of term	Thursday 25 March 2027
Start of Summer term	Monday 12 April 2027
Last day of half-term	Friday 28 May 2027
Return to school	Monday 7 June 2027
Last day of term	Friday 16 July 2027 (school closes 1:30pm)

Staff Training Days
Tuesday 1 September 2026
Friday 23 October 2026

Public Holiday
Monday 3 May 2027

Dates correct at April 2026

School Life

Home School Agreement

Pupil's Agreement

- Attend school regularly and on time
- Bring all the equipment I need every day
- Wear the school uniform smartly
- Do all my classwork and homework to the best of my ability
- Be polite, well-mannered and helpful to others
- Keep the school free from litter and respect school property
- Make the most of the opportunities offered by the school
- Keep my School Planner up-to-date

The School's Agreement

The School is committed to:

- Providing a safe and happy environment for your child
- Ensuring that your child achieves success as a valued member of the school community
- Providing a balanced curriculum that meets individual needs
- Setting individual and realistic targets for your child's learning
- Encouraging high standards of work and behaviour
- Keeping you informed about general school matters and maintaining good communication
- Maintaining a supportive and welcoming environment
- Offering opportunities for you to build positive relationships with school

Parent's/Carer's Agreement

- Ensure that my child attends school regularly, on time, in the correct uniform and properly equipped for lessons
- Inform school about any concerns or issues that occur that might affect my child's learning and behaviour
- Support the school's policies and guidelines
- Support my child with their homework and any other opportunities for home learning
- Attend parents' evenings and discussions about the wellbeing and progress of my child

Additional Information

Our policies include those in relation to Child Protection, SEND, Health and Safety, Online Safety, Behaviour, and Anti-Bullying. These can be viewed by visiting www.hexhammiddleschool.co.uk/policies.

HMS Policy on Mobile Phones

Following consultation with parents across the Hexham Partnership of Schools, Hexham Middle School has established the following approach to mobile phones:

Pupils in Years 5, 6 and 7

Our expectation is that pupils in these year groups will not be given access to a smartphone by their parents. Instead, parents may choose to provide a non-smart 'brick' phone (and/or tracking device) as desired. Non-smart 'brick' phones are allowed to be brought to school but must be switched off and kept out of sight on a pupil's person or in their school bag. They are not allowed to be used on the school premises without staff permission. If your child needs to contact you, they should come to the school office. Smartphones are banned in school for pupils in years 5, 6 and 7, i.e. they should not be brought to school at all. In exceptional circumstances, e.g. for a medical reason such as diabetes monitoring, a parent may write to the Headteacher requesting special dispensation.

Pupils in Year 8

We accept that many pupils moving into year 8 in September 2026 will already have a smartphone. Currently our policy for this year group is that mobile phones including smartphones may be brought onto the school site but must be switched off and kept out of sight on a pupil's person or in their school bag. We are in the process of reviewing recent government guidance regarding smartphones in school and may develop our policy further for September 2026. Parents and carers will of course be kept informed of any changes in our approach.

From September 2027, the policy as it applies to years 5, 6 and 7 will extend to year 8 from September 2028.

For more details on the rationale for our policy on mobile phones, please refer to our website. Please also consider signing the smartphone-free childhood parent pact for Hexham Middle School, northumberlandparentpact.smartphonefreechildhood.co.uk.

Timing of the School Day

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

Structure of the School

Teaching, Learning and Curriculum Team

Led by Mr L Watters & Mrs J Ingledew

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

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 (Maternity Leave) Mrs Ingledew (KS2)/Ms Richardson (KS3)
Reading Coordinator	Mrs Ingledew
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	Miss Taylor Mrs Shotton (Trust Leader)
PSHE/RSE	Mr Freeman-Myers
Music	Ms Tindall
Computing	Mr Williams
Technology	Mr Wilde
Drama	Mrs Pollock
RE	Ms Buxton Collins (Maternity Leave)

Pupil Support and Safeguarding Team

Led by Mrs A Mackenzie

The Pupil Support and Safeguarding 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 or Deputy 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-Orrock Miss M Bell (Deputy Head)
KS3 (Years 7 & 8)	Mr D Scott Miss B Lamont (Deputy Head)

Personal Development

Led by Mr P Freeman-Myers

The wider co-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, transferable Skills Builder skills, and further education, keeping safe and positive well-being, whilst also promoting British values and community 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, www.hexhammiddleschool.co.uk/extra-curricular-activities. Pupils complete a personal development journal during form time, which helps them to track and celebrate participation in school activities as well as other hobbies and pursuits beyond school.

Special Educational Needs and Disabilities (SEND)

Led by Mr D Walton

Our Special Educational Needs and Disabilities (SENDCoordinator) is Mr D Walton. 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.

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

This provides up-to-date information that includes:

- News
- Publications
- School policies
- The school calendar

Facebook

Hexham Middle School has Facebook page which is updated regularly.

- Facebook: www.facebook.com/HexhamMiddle

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.

Bromcom, MCAS and the Student Portal

We use Bromcom, a secure and comprehensive Management Information System (MIS), that stores and manages all key information relating to your child's education. Bromcom helps us to keep accurate records and provides families with convenient access to real-time information about school life.

How our school uses Bromcom

Bromcom helps us to maintain secure and up to date records so that staff, pupils and families have the information they need. Through Bromcom we can provide access to:

- attendance and behaviour information
- progress reports and academic data where available
- exam timetables and results (for relevant year groups)
- online services such as making payments, and viewing homework

These tools help to ensure consistent communication and gives families an overview of their child's school experience.

MyChildAtSchool (MCAS) – for Parents

	MCAS is the parent facing portal and app linked to Bromcom. It provides a simple and secure way for parents to stay informed and manage key aspects of their child's school life.

Key Features

Using MCAS, parents can:

- view academic reports, attendance and behaviour information
- make online payments for dinners, school trips, music lessons and more
- update contact and personal details, where features are enabled
- access information about homework assignments
- receive school messages and notifications, supporting clear communication

Accessing MCAS

Parents can access MCAS through the website www.mychildatschool.com or via the MyChildAtSchool app available on both Apple and Android devices. To register, parents simply enter the school's ID or postcode and verify the email address that the school holds on record.

School ID: 14931

Bromcom Student Portal – for pupils

	The Student Portal provides pupils with an organised, easy to use digital space to view all key aspects of their school life.

Key Features

Through the Student Portal, pupils can:

- view their timetable, attendance, behaviour log, and exam information
- check homework tasks, upload completed work
- stay informed about upcoming deadlines and responsibilities

Accessing the Student Portal

Pupils use their school email address to log into the Student Portal. Pupils will be supported with setting up their access during IT lessons as part of their induction for in year transfers.

Making Payments

We use MCAS for 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.
Please note that Bromcom does not currently allow payments to be made until a child's official first day on roll. You will only be able to add funds once your child has started school. Rest assured, we will ensure that all pupils are able to access a school lunch on their first day while parents are completing their account setup and making their initial payment.

Parents/Carers 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.

Attendance

Attendance is a vital part of academic success, and we will inform you of pupil attendance via letter at least every term. 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

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

We aim to contact all parents/carers of pupils on the first day of absence if no contact has been made.

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 www.hexhammiddleschool.co.uk/attendance-and-absence.

School Uniform

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

General

Item	Description	Notes
School sweatshirt	HMS bottle green jumper with school logo	• Only from approved uniform supplier Michael Sehgal & Sons: www.michaelsehgal.co.uk/schools/hexham-middle-school/
White polo shirt	Plain white polo shirt	
Trousers/shorts	Grey/black formal trousers/ shorts	• No leggings, jeans or jean like trousers. • No tight cycling style type shorts or similar • No sports shorts (unless for PE days/lessons) • Shorts must be a suitable length and not unduly short • No logos, studs or obvious zips allowed
Skirt	Grey/black formal pleated school skirts	• Skirts available from approved uniform supplier • Strictly no jersey, stretch fabric skirts • Strictly no tube or tight-fitting skirts • Skirts should be worn smartly and not be rolled up at the waist
Hosiery / Socks	Plain black tights or plain black, grey or white socks	• No visible logos or patterns
Shoes*	Plain black leather/leather effect, polishable shoes or low-heeled boots	• No patent or suede shoes • No trainers or sports shoes • No obvious logos or branding • No adornments

Accessories

Item	Description	Notes
Belts	Plain black belts allowed	
Hairstyles	Natural hair colour only	• No extreme hairstyles or hair colour
Jewellery	Watch One plain set of ear studs	• Ear studs must be removed for PE** • No earrings (beyond the approved studs) or other piercings including facial piercings • No necklaces, bracelets or rings
Make-up	A reasonable amount of make-up may be worn	• No artificial nails • No nail varnish • No false eyelashes
Equipment	All pupils must bring a school bag, pencil case, black pen, red pen, pencil, ruler, rubber and scientific calculator	• Full details of equipment required can be found on page 20

If there are concerns regarding a pupil's uniform, we will always work with the families to support in resolving the issues.

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

** *Please time ear piercing to be during the summer holidays, so that it does not prevent removing studs in PE lessons - no studs may be worn, and all piercings and retainers must be removed for PE lessons - this is non-negotiable for health and safety reasons.*

PE Uniform

Item	Description	Notes
Green polo shirt	Green HMS logo or plain short sleeved t-shirt	• Purchased from Michael Sehgal & Sons: www.michaelsehgal.co.uk/schools/hexham-middle-school/ • Please see page 18 for purchase information
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	• No cycling shorts • No obvious logos or branding • Nike Pro style shorts are not permitted for PE
Socks		• Full length recommended for protection in team games

PE Footwear

Item	Description	Notes
Studded football or rugby boots	For use on 3G Astroturf	• No bladed boots • Moulded boots are the cheapest and most comfortable choice • **School shoes are not permitted for any PE lesson or sports club* This includes Nike Air Force One shoes or similar style shoes/trainers**
Trainers or running shoes	For use in indoor halls or outdoor hard courts (sand-based Astroturf and MUGA)	• Soles need to have a good tread design to ensure excellent grip • Worn soles are a slip hazard • **School shoes are not permitted for any PE lesson or sports club* This includes Nike Air Force One shoes or similar style shoes/trainers**
Please follow this link for more details: www.hexhammiddleschool.co.uk/school-uniform		

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

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

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 £10 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 must return them to the PE department, so the boot bank supplies are maintained, and they will receive their £10 deposit back, or collect a larger size.

PE Personal Protection Equipment

Item	Description	Notes
Shin pads	Age appropriate shin pads, with or without ankle guards	• Strongly recommended for football and hockey • Essential for playing on HMS teams
Mouth guard	Self-moulding mouth guard	• Strongly recommended for hockey and rugby • Essential for playing on HMS teams
Hair bobble	Keeps vision clear	• Essential for participation in all curriculum and extra-curricular activities • Hair must be tied back during PE lessons

PE Additional Optional Items

Item	Description	Notes
Base layer	Plain black base layer	Can be worn under T-shirt for extra warmth
Bag	Large enough to accommodate all kit, boots and trainers	Include a carrier bag for wet and muddy footwear

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: www.hexhammiddleschool.co.uk/school-uniform.

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. Pupils are expected to come in to school in their full and correct PE kit on the days that they have PE. On days where the weather is wet, we ask that pupils come in to school with their uniform in their bag to change in to. This is to ensure that they have some dry clothes to change in to should their PE kit get wet.

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 PE lessons
- 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 wear 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.

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.

Buying HMS 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/schools/hexham-middle-school/.

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.

In-store Appointments and Online Orders

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). 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	
Michael Sehgal & Sons Ltd Sweatshirt Bottle Green £12.99	Hooded Top Bottle Green £14.99	PE Polo Shirt Bottle Green £8.99

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 PTFA 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: 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 PTFA, 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.

Equipment Required for School

Years 5 and 6	Years 7 and 8
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. Classrooms are stocked with spare equipment so that learning will never be impacted by a lack of equipment.	
In Key Stage 2, pupils will be provided with a HMS branded book bag - this will be used as their 'folder' around school. Pupils may wish to use a backpack/larger bag to/from school which they can store on their class pegs. Pupils will also need: • Reading book (children will visit the library fortnightly, in lessons) • Pencil case (small enough for their book bag) • HMS planner (provided by school) • Black pen(s) • Red pen(s) • Pencil • 30cm ruler • Rubber • Glue stick • Clear water bottle with secure top 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. 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. 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). **We ask that all equipment be named clearly.** **Lost property is stored next to the HMS office.**	In Key Stage 3, pupils will need an A4 folder secured with elastic or a zip to keep them organised during the day. Pupils will need a backpack/larger bag for school which they will keep with them during the day. Pupils will also need: • Reading book (children will visit the library regularly) • Pencil case • HMS planner (provided by school) • Black pen(s) • Red pen(s) • Pencil • 30cm ruler • Rubber • Glue stick • Scientific calculator (can be ordered from school) • Clear water bottle with secure top Pupils in KS3 can wear their PE kit to school on PE days - your child's timetable will indicate which days the lessons will be on. 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). **We ask that all equipment be named clearly.** **Lost property is stored next to the HMS office.**

Pupil Support Fund

Hadrian Learning Trust has established a small Pupil Support Fund to assist families in financial need, particularly in relation to supporting pupils who have difficulties in paying for:

- Non-curriculum trips, visits, year group residential courses and other activities
- Uniform, shoes or sports kit
- Other materials or equipment to assist in academic studies (e.g. text books, calculators)
- Other necessary expenses

Note that fund payments are not normally made towards the cost of out-of-catchment transport other than in an emergency or in exceptional circumstances.

The fund can be applied to when other funding sources, such as pupil premium and sixth form bursary, are not available. For more information and support visit www.hexhammiddleschool.co.uk/pupil-support-fund-policy.

Personal Belongings and Lost Property

Personal belongings are the responsibility of pupils. Pupils should not bring valuables or money into school (unless for a specific school event or purpose).

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

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.

KS2 children are expected to complete a weekly reading record, found in their planner. This will be checked by from teachers.

Curriculum

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 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. Details on Curriculum by Subject can be found on our website at: www.hexhammiddleschool.co.uk/curriculum-by-subject.

Home Learning

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 My Child at School, 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: www.hexhammiddleschool.co.uk/policies.

School House System

We have a school house system to support and foster a sense of community across the year groups. These houses are Aln, Croquet, Tweed and Wansbeck. All pupils will be allocated to one of the houses when they join school in year 5. Pupils will have the opportunity throughout the year to take part in events representing their house.

School Trips and Visits

Your child will have the opportunity to participate in a range of visits away from school. These visits may include sporting fixtures, enrichment activities, immersion events, residentials, music festivals, or other such activities, to a range of locations within the North East of England and beyond.

- Permission for your child to attend most events is given by parents when enrolling in the school, as a general consent, within your information submission to school. This covers all trips other than residential or adventurous activities.
- We will always notify you when your child is leaving site for an activity, and you will at that time have the ability to withdraw consent. At this time you will be notified of extended journeys, timings and any expense.
- Specific permission will be sought for any visit that involves higher risk or adventurous activities, as well as for all residentials.
- All reasonable care will be taken of your child during the visit.
- Your child will be under an obligation to follow all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school discipline procedures during the visit.
- For international visits and trips that require an overnight stay, you will be required to complete a behaviour contract which sets out the expectations of pupils.

All young people are covered by Hadrian Learning Trust's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Trust or one of its employees. Please note this insurance policy does not include personal belongings cover for your child. For more details, see our policies page www.hexhammiddleschool.co.uk/policies/.

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 and vegan 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.

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 savoury items including toast, toasted sandwiches, teacakes, breakfast muffins, crumpets and breakfast sandwiches
- A variety of fresh fruit, fruit pots, granola and a selection of yoghurts

Lunchtime service (12.30pm – 1.20pm)

We offer a varied healthy two-course set meal 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

Food Allergies and Intolerances

If your child has a food allergy or special diet, please inform the school by completing the medical and dietary requirements sections of the admissions form or data collection form in MCAS.

If your child would normally have a packed lunch, we would still like this form to be completed for our records.

We will do our utmost to provide a meal for pupils with special dietary requirements. Please note it is recommended that parents/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.

Please note: We cannot guarantee the absence of any specific allergen. Our team will be happy to talk to you about what we do in the kitchen to reduce the risks of allergen cross-contamination. Some of the ingredients used do not

contain the allergen, however, some of the products we use may state that the product "may contain the allergen", "be manufactured in a facility that produces the food allergen".

Allergy to Nuts: Our school endeavours as far as possible to be a nut-free school, this includes sesame seeds. However, some products we use do say "may contain nuts & sesame seeds", "manufactured in a facility that uses peanut ingredients" and "manufactured in a facility which processes peanuts".

Fingertip Recognition

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.

Payment System for School Meals

Payments can be made through either visiting the My Child at School website or downloading the app. Full details are on the school website, if it is not possible for you to use the My Child at School website or app, please contact the Finance Office on finance@qehs.net and we will arrange for you to be sent a PayPoint barcode voucher to enable you to make payment at one of the many PayPoint terminals sited in shops in the local area.

Daily Spend Limit

A daily spend limit can be applied to a pupil's account through the cashless system this cannot be accessed through the My Child at School app. If you wish to have a spend limit applied to your child's account please indicate the amount on the admissions form. If in future you wish to change the daily spend limit please contact our Catering Manager jsatow@qehs.net or telephone 01434 610 300.

Account Balance

We kindly ask that your child's account maintains a credit balance at all times. We will endeavour to notify pupils if their balance is low or if the account has insufficient funds. The account balance can be accessed through the My Child at School app. You will be able to check the balance, top up the account and see that any payments made have been credited to your child's school meals account under the 'Dinner' icon/panel. Contact will be made with parents/carers where insufficient funds are available or there is money owing on the pupil's account.

Refunds

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

Free School Meals

If a pupil is in receipt of free school meals (FSM), the monetary value of £2.95 will be allocated to their cashless catering account daily and they have total anonymity with the system. Your child will receive an allowance of £0.30 at morning break to buy toast and £2.65 at lunchtime. If you wish for your child to purchase additional items at breaktime or lunchtime above the free school meal allowance, money can be added to their account. Payments can be made through My Child at School website or download the app.

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 or telephone 01434 610330.

FSM Application

If you think you may be entitled to free school meals you can apply online www.northumberland.gov.uk/Education/Schools/Meals.aspx?nccredirect=1or by telephone 0345 6006400.

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.

Library Provision

Our library is at the heart of our school and is accessible to pupils throughout the school day. It is well stocked with constantly updated texts. Our librarian, Ms Hayler, and her team of dedicated volunteers (including pupils who volunteer as library champions) ensure that a positive environment is maintained and make sure that children can enjoy the space in their social time during the day. Pupils visit the library for reading sessions as part of their English curriculum and are encouraged to take out new reading material for reading in their own time.

We believe in celebrating the success of our pupils. To raise the profile of reading and further embed it within the school's culture, pupils enjoy a wide range of reading events throughout the year. These include:

- Visiting author/events workshop
- Book signings
- Drama workshops
- Theatre visits
- World Book Day
- Book swap-shop events
- Book Fairs
- Access to library at break times and lunch times daily
- Books as prizes

HMS Reading Rails

We encourage children to use our tube map-style Reading Rails for each key stage to explore our recommended reads. These are an ambitious collection of texts, grouped by genre, which are available in our school library and which we recommend that our pupils read and enjoy throughout their time with us. Reading Rails posters appear in every English classroom and are on display in the corridors. Pupils have copies of the Reading Rails in their home-school planners, including space to record which of the texts they've read. During library lessons, teachers promote Reading Rails by engaging pupils in motivational activities to encourage them to engage with the texts. We want the texts to represent the broad genres available in our library and to particularly address modern-day issues and matters which support pupils' personal development.

Further information about how we, as a school, support pupils' love of reading can be found on our website, here: www.hexhammiddleschool.co.uk/reading-2.

Transfer

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: www.hexhammiddleschool.co.uk/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.

In-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

All pupils travelling to school by bus organised by the Integrated Transport Section of Northumberland County Council will receive a QR code which must be shown to the driver.

Northumberland County Council ShuttleID pass works on non-smartphones - for more details please see shuttleid.uk/brickets-school-bus-tickets-on-brick-phone. They have also advised that they can make a physical cards available to users on request, with users also able to print out their QR code for use. For more information, please contact schooltransport@northumberland.gov.uk. 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.

Buses will drop off and collect pupils from the bus park at the front of the school. School taxis will drop off and collect pupils at the top of the school car park.

Other Modes of Transport

We encourage pupils to cycle to school and a sheltered bike rack is available for bike storage at pupils' own risk.

Road Safety

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

For those parents and carers who do need access to the car park we have the following restrictions in place:

- Before school, pupils should be dropped off in the designated drop off zone at the top of the car park. This minimises pedestrian movement when the car park is busy.
- At the end of the day the car park is closed from 3.15pm - 3.25pm. There will be no vehicle movement in the top part of the car park between 3.15pm - 3.25pm. If you wish to pick your child up from the car park you need to arrive before 3.15pm or after 3.30pm. Once in the car park you are requested to stay on the outer loop with your engine turned off until the barriers are moved.
- The lower part of the car park is not a waiting area.

Behaviour

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: www.hexhammiddleschool.co.uk/policies.

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 My Child at School (MCAS). 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 P Point Pop Up Store. Prizes include: key rings, queue jump passes, movie afternoons and even afternoon tea!

Anti-Bullying

We have an Anti-Bullying Policy (available on our website at 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

Mrs Mackenzie, Assistant Headteacher, is the Designated Safeguarding Lead. She will lead training for all staff on a regular basis. All issues regarding child protection are referred to the designated person and she 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 Mrs Mackenzie directly or, if you prefer, your child's Key Stage Leader and they will liaise with her.

Online Safety

At HMS, online safety is a core part of our safeguarding and pupil wellbeing work. In line with national guidance, we take a whole school approach that ensures pupils, staff and parents/carers understand how to stay safe online and use digital technologies responsibly. Our full Online Safety Policy is available on our website: www.hexhammiddleschool.co.uk/policies.

We aim to educate everyone connected with our school community and, to maximise the impact of this work, we provide annual staff training and regular updates, teach online safety through the PSHE, assembly programme and wider curriculum. We maintain a section of our website dedicated to online safety including links expert advice and reporting services from CEOP, the UK safer Internet Centre and The National College. We also work alongside colleagues at Northumberland County Council to offer online safety talks for parents and carers.

To help protect pupils, all internet use in school is filtered, monitored and logged. We use a suite of software, which provides weekly reports to senior staff and allows us to respond swiftly to any concerns. All pupils, parents/carers and staff sign our Acceptable Use Policy, which sets clear expectations around the safe and responsible use of technology and school equipment.

Pupils will also read and sign the ICT and Acceptable Use Agreement below.

Pupil ICT Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk

The school will try to ensure that pupils have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Pupil ICT Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. It is my responsibility to keep myself and others safe online and be aware of the risks posed by emerging technologies.

When I use the school's ICT systems (e.g. computers) and access the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address, telephone number or email address

to anyone online without the permission of my teacher or parent/carer
- Tell a teacher (or responsible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off a computer when I've finished working on it

I will not:

- Access any inappropriate websites including social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Access, create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision
- Eat or drink in computer rooms
- Attempt to fix or move equipment or peripherals myself

If I bring a personal mobile phone or another personal electronic device into school:

- I will not use it during the school day without a teacher's permission
- If given permission, I will use it responsibly and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I understand that there will be consequences if I do not follow the rules.

Pupils will sign the ICT Acceptable Use Agreement when they sign the consent forms.

Photography and Media

It is important that we protect your child's interests, respect your wishes and comply with the General Data Protection Regulation 2018. Photographs of your child may be used in relation to their achievements or activities they are involved in whilst at HMS, for example:

- School publications
- Press releases
- School wall displays
- School website

We will only use photographic and digital images of your child in order to demonstrate or promote activities relating to the school's curricular and extra-curricular provision. You need to give consent for us to use photos or videos of your child. You can withdraw your consent at any time by contacting the school office.

Social Media

Social media (such as Facebook), along with the school website and publications, form a part of how we communicate with parents, promote activities happening within the school and celebrate the successes of our pupils. In line with our Online Safety Policy, we ensure that our use of social media is carried out with care and consideration and that we safeguard the integrity of both our pupils and the school.
We maintain a strict code of conduct for posting on social media platforms:
We will only use social media for the sole purposes of sharing information, communication and PR

- Due care and consideration will be taken before uploading on Facebook

- Political views and comments will be avoided
- We will not publish full names of individuals unless specific consent has been received
- A member of SLT will take responsibility for managing all social media accounts

If you would like further information on our use of social media, please contact the school office.

Medical Information and Medication

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.

Special Educational Needs and Disabilities

At HMS, we are committed to supporting pupils with SEND through a highly skilled and dedicated team of staff. Each child is supported by a Learning Support Assistant who act as a 'Key Worker'. Our Key Workers are a consistent point of contact for both pupils and their families. You will have regular opportunities to communicate with your child's Key Worker throughout their time at school.

Our 'Pupil Support Workers' provide more personalised support and are trained in a range of bespoke interventions, particularly in helping pupils to understand their emotions, manage their feelings, and support their mental health and wellbeing. This service is accessed through an in-school referral system.

In addition, we provide strong academic support, with a wide range of targeted interventions in reading, writing, spelling and mathematics to help every child reach their full potential.

We also offer a range of specialist Hub spaces, including the Emotional Literacy Hub, which provides a supportive learning environment for interventions around emotional understanding and development; Nurture Hub, a calm space for reflection and emotional support; and our Regulation Hub, where pupils can access resources designed to help them regulate and feel settled. In addition, our school offers a calming sensory room.

Accessibility

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.

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: www.hexhammiddleschool.co.uk/policies/.

Multi-Agency Working

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.

HMS Parent Teacher and Friends Association (PTFA)

The PTFA aims to make sure children have fun whilst raising money for our school. Making events affordable and enjoyable for everyone. Over the last year the PTFA have held discos, movie nights, fairs, pop-up gift shops, uniform sales and second hand clothing collections as well as providing refreshments at other school organised events.

There are a lot of PTFA activities to help with – from offering new ideas, coming along to our fun, informal meetings to help plan and organise events, fundraising, social media posts, baking, serving drinks, manning stalls to enquiring about

prizes from local organisations and helping to set up equipment. For more information visit www.hexhammiddleschool.co.uk/hms-ptfa/.

Other Information

The Hexham Partnership

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

Special School (Years 0-13)
Hexham Priory School

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

Privacy Notice

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Hexham Middle School, part of Hadrian Learning Trust, Whetstone Bridge Road, Hexham, NE46 3JB, are the 'data controller' for the purposes of data protection law.

To contact our data protection officer please email admin@qehs.net.

The Personal Data We Hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs

- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs, videos and/or voice recordings
- CCTV images captured in school
- Details of any additional funding strands, including Pupil Premium and SEND
- Biometric data, for use of internal charging mechanisms (school meals)

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why We Use This Data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- To complete funding transactions for school meals

Our Legal Basis for Using This Data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.
Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting This Information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How We Store This Data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We manage our records in accordance with the guidelines set out by the Information and Records Management Society.

The Records Management Guidance we follow can be found at: irms.org.uk/page/SchoolsToolkit

If you would like a copy of our records management policies please contact the Office Manager, Hexham Middle School, Whetstone Bridge Road, Hexham, NE46 3JB, 01434 610300, admin@hexhammiddle.org.uk or visit our website www.hexhammiddleschool.co.uk/policies.

Data Sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Where it is legally required, or necessary (and it complies with data protection law) we may also share personal information about pupils with:

- Our local authority
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator
- Suppliers and service providers
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police force, courts and tribunals
- Professional bodies

National Pupil Database (NPD)

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD); www.find-npd-data.education.gov.uk which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data: www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data.

You can also contact the Department for Education www.gov.uk/contact-dfe with any further questions about the NPD.

Youth Support Services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Northumberland County Council Youth Support Service as it has legal responsibilities regarding the education or training of 13–19 year olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Northumberland County Council.

Transferring Data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents' and Pupils' Rights Regarding Personal Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them ico.org.uk/for-the-public/make-a-subject-access-request.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about themselves.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our data protection officer.

Parents/carers also have a right to access their child's educational record. To request access, please contact the Office Manager, Hexham Middle School, Whetstone Bridge Road, Hexham, NE46 3JB, 01434 610300, admin@hexhammiddle.org.uk. There is a charge to obtain educational records based on the number of pages copied (£1 per 20 sheets up to a maximum of £50).

Other Rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at ico.org.uk/concerns
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Hadrian Learning Trust, Whetstone Bridge Road, Hexham, NE46 3JB, admin@hexhammiddle.org.uk

Policies

Many of the school policies are available on the HMS website www.hexhammiddleschool.org.uk/policies.

Alternatively, please contact the school directly:

The Admin Team, 01434 610 300 (email: admin@hexhammiddle.org.uk)

The School Site

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.

Hexham
Middle School

spes durat avorum