



# Huddersfield Grammar School

**Year 5** Handbook



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## Traditional values promoting responsibility and respect.

We believe in a sense of community and moral values, instilling a genuine sense of care in all our pupils. These values guide our pupils and staff, creating responsibility and respect for all around them. Whilst we retain our traditional values, we're committed to the future, developing new programmes and extraordinary opportunities.

# From the Headmaster's study...

Dear Parent,

The Prep School is a great place to be!

Our integrated and challenging curriculum builds upon the foundations of the Pre-Prep whilst preparing our pupils for the rigour of Senior School in an environment of fun, creativity and collaboration.

In the Prep School, your child is educated in small classes by experienced and highly qualified teachers who track academic progress carefully, starting with a baseline assessment for each child at the beginning of the academic year. Further assessments are completed each half-term to identify attainment and progress, with key development areas shared and communicated with home.

We believe in the primacy of the individual and understand that the development of character is a prerequisite for success in life.



That is why our children are provided with a rich variety of experiences, both within and beyond the classroom, that allow them to develop as well-rounded, enthusiastic and impressive individuals.

Education at Huddersfield Grammar School is challenging, enjoyable and stimulating.

Our young people are provided with a range of opportunities to use their unique talents to achieve individual success in a caring, well-ordered and nurturing environment.

**Michael Seaton**  
Headmaster BA MBA

# The School Ethos

The chance to participate in learning is precious and we want all those who come to our school both to enjoy and to achieve at the highest level. The school has a proud tradition of enabling academic success whilst also nurturing rounded, happy and positive individuals who are excited about the future.

Equally, our teachers are conscious that childhood today is very different to that which they enjoyed. With this in mind, we offer a future-facing curriculum, delivered through teaching that blends creativity and rigour, and have recently introduced a bespoke character development programme, *The HGS Identity*, which is designed to help our pupils navigate their path through childhood.

Ultimately, we want children to leave our school feeling happy, inspired and empowered. We want to work with parents, carers, pupils and colleagues who share that ambition.

At Huddersfield Grammar School we are committed to:

- **Learning and helping others learn**
- **Supporting the ethos and expectations of the school**
- **Striving to the best of our ability in all aspects of school life**
- **Valuing our own achievements and taking pride in our work**
- **Taking care of the school environment**
- **Being respectful and demonstrating good manners at all times**
- **Valuing each other and caring for one another**
- **Taking responsibility for our actions and for the consequences of our choices**
- **Respecting other cultures**
- **Working as a member of a team**
- **Celebrating the achievements and success of others**

# Welcome

A warm welcome to the Prep school, a place where we focus on building self-belief and empowering children to succeed by employing a repertoire of creative teaching approaches. A mind set of feeling safe to make mistakes, as a platform to further learning, is fostered through high quality and nurturing teacher-pupil relationships.

We pride ourselves on the quality of our pastoral care. Equally, our extensive extra-curricular programme offers a wide range of opportunities for children to develop new passions and interests, from music and drama to debating, sport and encouraging curiosity in the world around us.

We cover all aspects of the National Curriculum whilst adding value by offering a wide range of subjects taught by specialist teachers. They include PE, Music, Drama and Spanish and, for older children, Food Technology.

The House system places children in Crowther (blue) or Ramsden (red) and is well embedded. Events include a weekly celebratory assembly based on the merits collected by every member of Prep School and a range of sporting and Inter-House competitions.

We look forward to supporting your child on an exciting journey towards ever-greater independence, both within and beyond the classroom.

**Samantha Nash**

Head of Prep School



# Prep Team

Our pastoral system is planned to assist the educational, social and personal development of every child, and to ensure that the achievements of our students are well recognised.

When problems or issues occur which hamper the child's development our pastoral systems are designed to initiate positive intervention. We believe in ensuring that parents/carers are fully involved and we work with them in order to address any issues that may occur.

The Prep School team will work to ensure that your child settles into their new class, makes friends, enjoys learning and achieves their full potential in everything they do.

In the Prep School, each pupil is placed in a mixed ability tutor group. The Class Teacher is the key figure in the pastoral structure, and has overall responsibility for the progress and conduct of the members of his or her class.



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# Timetable

The day is split into 8 periods of typically 40 minutes. The Prep School day runs as follows:

8.35 - 8.45	Registration
8.45 - 9.25	Lesson 1
9.25 - 10.05	Lesson 2
10.05 - 10.45	Lesson 3
10.45 - 11.15	Morning Break
11.15 - 11.45	Lesson 4
11.45 - 12.25	Lesson 5
12.25 - 1.20	Lunch
1.20 - 1.25	Registration
1.25 - 2.00	Lesson 6
2.00 - 2.40	Lesson 7
2.40 - 3.20	Lesson 8
3.20 - 3.40	Form Tutor Time

Please note that Prep School children who arrive to school early are permitted to enter the Dining Room from 8.00am, where they will be supervised by a member of staff.

If your child is late for school, he/she is required to sign in at the School Office before going to lessons. If the lateness is known about in advance, please contact the School Office no later than 8.30am, so that the class teacher for registration may be informed.

# Homework

As with other aspects of organisation, a set routine is very important when completing homework. We recommend that pupils consult their homework timetable and Pupil Planners, check their homework carefully when they have finished it, tick it off in their Pupil Planners and then pack their books straight away for the following day.

Homework is not set in the Prep School during the final week of each term. At the end of each term, however, parents are asked to set genuine *home work* as we seek to encourage children to support their parents by helping out around the home!

A Traffic Light system is used in school to keep a record of homework completion over the course of each half term and so it is very important that parents write a note in the Pupil Planner if their child needs to be excused from homework due to extenuating circumstances.

If a pupil either forgets their homework, fails to complete it on time or does not do so to a satisfactory standard, the child will be moved to 'amber' and asked to complete it for the next morning. If homework has still not been completed by this point, the child will be moved to 'red', before receiving a 'minus' if it remains incomplete for a third day.

At this point, a letter will be sent home to invite discussion about how we can move forward and to instigate an agreed plan of action.

Average minutes per week:

	Year 3	Year 4	Year 5	Year 6
English	20+ spellings	25+ spellings	30+ spellings	40+ spellings
Reading	30	30	30	30
Maths	20+ times tables	25+ times tables	30+ times tables	40+ times tables
Science		20	30	40
History			20	20
Geography			20	20
Spanish			20	20

# Attendance & punctuality

Good attendance and punctuality are vital to any pupils' education. It is also vital for success and achievement in later life that pupils get into good habits with regard to attendance and punctuality when young.

The school regards this as a shared responsibility, between the school, parents/carers and pupils themselves, who must begin to accept responsibility for their own performance in this regard.

The school has adopted an electronic registration system which allows accurate checking of punctuality and attendance not only on a daily basis but from lesson to lesson.

## The school will:

- Make very clear to pupils when they are late
- Record lateness and attendance
- Report information on punctuality and attendance to pupils and parents regularly
- Set targets to help pupils to improve attendance and punctuality
- Encourage good punctuality and attendance by rewarding it on a personal and form group basis

## Lateness

Should a pupil be late, parents must sign in at the School Office in the Royds Mount building, giving the reason for his or her lateness.

## First Day Absence

We ask that parents or carers telephone the school early in the morning on the rare occasion a pupil is absent and explain why the pupil is absent from school. The school should be contacted every day thereafter until the pupil returns.

From 9.30am onwards the school will contact home to seek an explanation for any absence that has not been communicated. This contact will normally be made by the School Office. It is therefore important that if a pupil is late to school they are signed in at the School Office, otherwise they will be recorded as absent from school and you will be contacted.

Parents/Carers are expected to avoid making dental, doctors or opticians appointments during the school day. However, occasionally this is not possible, in which case the parent/carer should contact the School Office in advance.

If an absence is likely to be prolonged, please contact the Class Teacher so that arrangements can be made to send work home if required.

## Monitoring Attendance and Punctuality

All attendance data is recorded and analysed. Your child's future employers, colleges or universities will refer to these records when considering applications. Attendance that falls below 95% is automatically looked at by the Head of Prep School. If no improvement is seen it is likely that contact will be made with home.

## Illness and Medical Attention

Parents/Carers must provide information to the school of any medical conditions that their child has, so we are able to support them and ensure the safety of others. The school also needs to be informed of any special medical needs or conditions including dietary needs and pre-activity precautions as well as of any medication brought into the school at any time.

Please ensure that you inform the school of any temporary disabilities, illness or other medical needs. For example, if your child has incurred an injury which requires crutches or a sling, please report to the School Office upon arrival with the note from the hospital or the GP. All medical information received by the school will be treated sensitively.

## Illness and Accidents when at School

If a pupil becomes ill in a lesson and the illness cannot wait for treatment until break or the teacher feels that medical treatment is required, the student will be escorted to the School Office. Where a pupil becomes ill at break or lunchtime they are reminded to report this to their teacher at the start of the next lesson. Parents/Carers will be contacted depending upon the nature of the medical problem. In more serious cases, where hospital attention is deemed necessary, the school will contact the parent/carer who will be expected to accompany their child to hospital.

The details of what to do and who to contact in an emergency is required as part of the registration process and must be updated when any change occurs. The school has a strict policy that no medication will be given orally or externally unless permission has been given by the parent/carer.

## Holidays in Term Time

The school views known absence during term time as detrimental to learning and progress. Should you need to request a leave of absence, you should write to the Headmaster, as far in advance as possible, and state the reasons why you need to take the student out of the school during term time.

The Headmaster will consider the reasons given and the absence will only be authorised in the case of extenuating circumstance.



TERMS AND HOLIDAYS FOR PUPILS 2018 – 2019

Staff return to school for the Autumn Term on Monday, 3rd September 2018  
Pupils return to school for the Autumn Term on Thursday, 6th September 2018

TERM	SCHOOL CLOSES	FIRST DAY OF HOLIDAY	LAST DAY OF HOLIDAY	RETURN TO SCHOOL
Autumn Half Term	Friday 19th October 2018	Monday 22nd October 2018	Friday 2nd November 2018	Monday 5th November 2018
Christmas	Wednesday 19th December 2018	Thursday 20th December 2018	Friday 4th January 2019	Monday 7th January 2019
Spring Half Term	Friday 15th February 2019	Monday 18th February 2019	Friday 22nd February 2019	Monday 25th February 2019
Easter	Friday 5th April 2019	Monday 8th April 2019	Wednesday 24th April 2019	Thursday 25th April 2019
May Day	Friday 3rd May 2019	Monday 6th May 2019	Monday 6th May 2019	Tuesday 7th May 2019
Summer Half Term	Friday 24th May 2019	Monday 27th May 2019	Friday 31st May 2019	Monday 3rd June 2019
Summer	Thursday 11th July 2019	Friday 12th July 2019	TBC	TBC

# Communicating with you about your child

We believe that communication is vital in strengthening the partnership between pupils, teachers and parents. This takes place in a variety of ways:

### Home contact

It is essential that the school has up to date contact details including postal address, mobile phone number and email address. This is required so that we can contact you during the school day and send home important information.

We also need an emergency contact should we be unable to contact you in an emergency situation.

The school uses an automated call system that will text/email important messages to you, for example if the school needs to close due to adverse weather conditions.

Please ensure that you update our records if your contact details change at any time during the year.

### Pupil Planner

All students are given a planner at the start of the academic year. The planner is both a student handbook and a homework diary. It contains useful information for your child as well as a full year diary. Pupils are expected to have this with them at all times and to place this on their desk in every lesson.

Pupils are expected to write down their homework each day in their planner and we ask that you check this and sign it every week.

The planner is a useful point of contact between you and the school. You may write messages to staff within the planner and individual staff may write messages to you. You can always ask your child to ask that a member of staff signs your message to ensure they have seen it. You will also be able to see what homework has been set for your child and we ask that you support staff in ensuring this is completed fully and on time.

Teachers may also notify parents/carers of any concerns they might have about a pupils progress via a written note in the planner, by telephone call, email or by letter.

### HGS Connect

The school has a weekly e-newsletter that is published once every week. This will be emailed to you on a Friday to share with you information on events taking place in the school and will remind you of key dates such as holiday closures and what is happening in school. It is also available on our facebook page.

The **Key Dates Booklet** is also published every term to share future events that are planned.

The newsletter and other information about the school can also be found on the school website:  
**[www.huddersfield-grammar.co.uk](http://www.huddersfield-grammar.co.uk)**

#### Website

The school website has key information such as term dates, school policies, a copy of this handbook and a variety of other useful and important documentation.

#### Facebook

[www.facebook.com/HuddersfieldGrammar](http://www.facebook.com/HuddersfieldGrammar)

#### Student Progress and Achievement

Parents' Evenings in the Prep School will provide you with an opportunity to meet your child's Class and Subject Teachers to discuss his or her progress.

These operate within a programme of 10-minute timed interview slots, before which parents are sent a letter of invitation with options for preferred timeframes. In Year 6, appointments can be arranged for another time to see specialist subject Teachers, as required. A report outlining strengths and areas to develop in Maths and English will be presented to parents to form the basis of discussion.

Full School Reports are written once a year for children in all year groups. You will also receive three streamlined reports over the course of an academic year.



# Here to help

The first point of contact at the school should be the Class Teacher, via the Pupil Planner or email. At school our email addresses all follow the same format and these can be found on the school website.

Initial of our forename followed by surname@huddersfield-grammar.co.uk

**So for example, Mr M Seaton would be [mseaton@huddersfield-grammar.co.uk](mailto:mseaton@huddersfield-grammar.co.uk)**

Please use this to let the school know of any concerns you may have. If you wish to speak with the Head of Prep School, please telephone the School Office in order to arrange a mutually convenient time.

Head of Prep School - **Mrs S Nash**

Deputy Head - **Mrs D Holmes (Character Development)**

Should you not be satisfied with the response that you receive, please consult the Compliments and Complaints Policy, which is posted on the school website. A hard copy of this document can be obtained from the School Office upon request.



# Morning snacks

Huddersfield Grammar School believes in promoting healthy eating for healthy minds.

Pupils are allowed to bring in a plastic bottle of water (no more than 500ml) to ensure that they are hydrated during the school day. Glass bottles are not allowed in school at any time. Juices and drinks, other than water, may be consumed at break and lunch time only. Carbonated/fizzy drinks are not allowed.

Pupils may bring in snacks that are for their own consumption during Morning Break, and these are not to be shared.

Food is not to be consumed in classrooms, on staircases or corridors. Food should only be consumed during morning break and at lunch time.

# Lunch in the Dining Hall


A healthy lifestyle is always a priority at Huddersfield Grammar School and our pupils are provided with healthy, balanced meals.

The school contracts out to a catering company (Thomas Franks) which provides all food, ensuring that it conforms to government guidelines on standards for school lunches. Meals are cooked on site and there is a variety of food on offer daily including vegetarian dishes and a salad bar. The weekly menus can be viewed on the school website and will also be shared weekly through HGS Connect e-newsletter. An example can be found on the next page.

Packed lunches are not permitted unless there is a specific dietary need and permission has been granted by the Headmaster. In such instances, the catering team can usually make appropriate adjustments to meet the requirements of the student.

<http://thomasfranks.co.uk/cognita/>

## THIS WEEK'S MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 <p><b>Dish of the Day</b> Classic Butchers Pork Sausages</p>	<p><b>Dish of the Day</b> BBQ Chicken Wraps Curly Fries Vegetable Ribbons</p>	<p><b>Dish of the Day</b> Pauline's Meat Feast Pizza</p>	<p><b>Dish of the Day</b> Roast Beef &amp; Yorkshire Puddings</p>	<p><b>Dish of the Day</b> Batter Crisp Cod</p>
<p><b>Vegetarian Option</b> Quorn Sausage</p>	<p><b>Vegetarian Option</b> Sweet Potato &amp; Cauliflower Curry served with Basmati Rice &amp; Naan Bread</p>	<p><b>Vegetarian Option</b> Cheese &amp; Tomato Pizza</p>	<p><b>Vegetarian Option</b> Spicy Mixed Bean Wraps Topped with Crushed Nachos &amp; Cheese</p>	<p><b>Vegetarian Option</b> Macaroni Cheese</p>
<p>Both served with Creamed Mash Potato, Sugar Snap &amp; Garden Peas, Red Onions &amp; Gravy</p>		<p>Both served with Mixed Salad Sweetcorn Nibs</p>	<p>Both served with Roast Potatoes Seasonal Vegetables</p>	<p>Both served with Chunky Chips Mushy Peas or Baked Beans</p>
<p><b>Snack Option</b> Jacket Potato served with Salad, Tuna Mayonnaise, Cheese, Cold Meats or Baked Beans or Freshly made sandwiches</p>	<p><b>Snack Option</b> Tomato &amp; Basil Sauce served with Pasta Shapes or Freshly made sandwiches</p>	<p><b>Snack Option</b> Jacket Potato served with Salad, Tuna Mayonnaise, Cheese, Cold Meats or Baked Beans or Freshly made sandwiches</p>	<p><b>Snack Option</b> Roast Vegetable Tomato Sauce served with Pasta Shapes or Freshly made sandwiches</p>	<p><b>Snack Option</b> Jacket Potato served with Salad, Tuna Mayonnaise, Cheese, Cold Meats or Baked Beans or Freshly made sandwiches</p>
<p><b>Dessert</b> Fresh Fruit or Flavoured Yoghurt or Flapjack</p>	<p><b>Dessert</b> Fresh Fruit or Flavoured Yoghurt or Baked Pink Rice Pudding served with Jam Sauce</p>	<p><b>Dessert</b> Fresh Fruit or Flavoured Yoghurt or Fruit Jelly &amp; Whipped Cream served with Wafers &amp; Sprinkles</p>	<p><b>Dessert</b> Fresh Fruit or Flavoured Yoghurt or Chocolate Cake served with Chocolate Sauce</p>	<p><b>Dessert</b> Fresh Fruit or Flavoured Yoghurt or Toffee Crisp</p>



Week commencing: 16/04 & 07/05

**COGNITA**  
FLAVOURING EXCELLENCE

# Expectations of uniform

Children are expected to wear the correct school uniform as stated on the School Uniform List and to take pride in their appearance. They are required to do so upon arrival, throughout the school day and as they depart the school. We greatly appreciate your support in this. Please ensure every item of clothing and equipment, including footwear and games kit, is clearly named and clean.

Children who are attending school functions, fixtures or excursions must wear school uniform unless told otherwise. There will be scheduled non-uniform days on the School Calendar and occasions when children are permitted to wear alternative clothing by agreement with their teacher.



## Footwear

All pupils must wear plain black leather shoes that have no logos. Boots and trainers are **NOT** allowed. Backless, suede, slip on or cloth footwear is totally inappropriate and can be a health and safety hazard when using the many staircases in school or when working in some classroom environments.

We appreciate that many suppliers market shoes as 'school shoes'. Please see our additional guidance about acceptable footwear, as here at Huddersfield Grammar School some of these would not be acceptable.

## Coats

Coats are allowed in school but must be a plain, dark coloured with no logo. No items of non specified uniform are to be worn under the school blazer at any time.

## Jewellery

Only the following jewellery is acceptable for school wear:

- A plain wrist watch
- Discrete religious symbols

**Make-up, nail polish and false nails are not permitted.**

## Hair

The Prep School does not permit any extremes in the styling, length or colour of hair. Girls must tie their hair back if shoulder length or longer.

Boys' hair should also be smart and tidy. Hair length of less than a Grade 3 is not permitted, and hair must not extend beyond the collar.

Equally, hair must not be overly styled with products and the natural style, fringe or hair length should not impede the learning of any student or those around him/her.

## School Uniform can be purchased from:

Bridge Schoolwear, 4 -6 Scar Lane, Milnsbridge, Huddersfield. HD3 4PE. 01484 655655

[www.bridgeschoolwear.co.uk](http://www.bridgeschoolwear.co.uk) The code to access the Huddersfield Grammar School section is: **hgs1699**

Alternatively, a school Clothing Shop sells 'nearly new' items and is open every Monday during term time from 2.30pm. Additional opening times and dates are published on the calendar as necessary.



## Examples of **UNACCEPTABLE** shoes



NO CONVERSE



NO PUMPS OR  
TRAINER STYLE



NO ANKLE  
BOOTS



NO BOOTS

### Additional guidance

- Trainers / shoe hybrid styles will not be considered appropriate footwear
- Shoes made by sportswear manufacturers are deemed to be trainers
- Shoes that cover the ankle are deemed to be a boot
- A shoe marketed as a school shoe may not be acceptable at Huddersfield Grammar School
- Canvas style shoes are not allowed
- Single velcro styles, as shown, are permitted on a traditional upper
- Pump or ballerina styles must have a strap across to keep the foot secure

## Examples of **ACCEPTABLE** shoes



# PE kit



Pupils will have two timetabled PE lessons per week. It is important that each pupil has the correct kit for his or her lesson.

## Boys kit

- PE - Polo shirt, shorts, reversible outdoor jersey, red outdoor fleece, navy jog pants, navy socks and white pumps
- Swimming - Swimwear Jammer Shorts navy/red) and HGS Swim Cap

## Girls

- PE - Polo shirt, shorts, red outdoor fleece, navy jog pants, navy socks and white pumps
- Swimming - Swimwear Vault Backsuit (navy/red) and HGS Swim Cap

# What will I need?

It is essential that pupils have the correct equipment for all lessons. Pupils are expected to have a bag as part of their uniform.



A pupil's main school bag must be large enough to properly carry an A4 ring binder. Smaller bags are not appropriate as a main school bag.



## Pupils must have the following basic equipment (shown above) at all times:

A pencil case, blue ball-point pen, green and purple ball-point pens, HB pencil, an eraser, a pencil sharpener, a compass, a protractor, a 30 cm ruler, highlighters (to include green, red/pink and orange), glue stick, USB (for school use only), Scissors (small pair – not pointed), Good set of coloured pencil crayons (not felt-tips) and a set of earphones.

**Carried with them in their bag should always be their planner (which they will receive on their first day) and suitable equipment to support their learning.**

# Getting around...

Finding your way around initially may feel daunting. Each classroom is numbered in a way that makes it easier to locate. For example, rooms in the Waverley building start with the letter W, St Davids the letter S and Argyle the letter A. These are all located around a department area and numbered in a chronological order to help you find them.

For example, **W1** will be next to **W2** followed by **W3**.

There are always lots of pupils and staff around that would be happy to help.



# Character development

At Huddersfield Grammar School we are developing an innovative Character Education Programme across all phases of the school. This will have an emphasis on developing the three key character traits of:

## **SELF BELIEF   RESILIENCE   SELF AWARENESS**

These are enduring traits which make a difference to success in life and success in learning both within and beyond the classroom. These strands will be embedded throughout the school to provide opportunities for pupils to develop good character. These opportunities will include:

- Active Learning Programme e.g. Bushcraft, Duke of Edinburgh and, in time, the John Muir Award
- Peer support groups with a particular focus: Pupil Voice, Bullseye, Environment, fundraising, etc
- Leadership training and responsibility posts for the pupils
- Community service volunteering opportunities and partnerships
- Extra-curricular activities
- Wellbeing Programme
- 'Be Inspired'- Speaker Programme for pupils, parents and staff



Underpinning these traits are a range of character attributes which support character development.

## **SELF BELIEF**

- Wanting a second go at things they find challenging first time
- Talking openly about their successes, and their failures
- Feeling proud of what they have achieved and wanting to move forward to the next challenge
- Developing resilience through perseverance where before they felt they could not succeed
- Overcoming apprehensions to take part
- Displaying more social confidence – “come out of their shell”
- Feeling positive about themselves – having a ‘can-do’ attitude

## **RESILIENCE**

- Demonstrating initiative in overcoming obstacles
- Trying hard to succeed at activities they find physically or emotionally challenging
- Setting realistic targets for themselves over an extended period
- Persevering with good humour in the face of discomfort
- Taking responsibility for their own safety and that of others

## **SELF AWARENESS**

- Learning to recognise their own and others’ strengths and current limitations, valuing the contribution of others
- Willingly trusting others and accepting their support, while also recognising when others need support and willingly offering theirs
- Treating others with tolerance and respect, challenging intolerance when necessary
- Understanding how their own actions impact on others
- Recognising and applauding the achievements of others, regardless of how these compare with their own
- Developing and valuing friendships

# Active learning

Huddersfield Grammar School has implemented an Active Learning Programme, across all phases of the school, to ensure that a 'golden thread' of character education underpins all outdoor learning experiences. Active Learning experiences provide a rich opportunity for developing character and lifelong learning skills.

Each child will take something different from the experience depending on their own learning, prior experiences and development needs. At the heart of the Active Learning experience is the development of character.

Learning Away has shown that a residential learning experience provides opportunities, benefits and impacts that cannot be achieved in any other educational context or setting. There is also strong evidence that impacts in these areas lead to positive outcomes in terms of students' engagement with and progress in their learning, as well as their self-belief and expectation that they will make progress and succeed.

Therefore at Huddersfield Grammar School there will be an ongoing variety of opportunities for pupils to experience active learning at all key stages including;

- The Overnight Experience (Year 3)
- The Llandudno Residential (Year 5)
- The Cranedale Residential (Year 6)
- 'Be the Change' Leadership Programme (Year 6)



# Excursions & visits

Excursions and visits are an essential part of school life which greatly enhance the educational experience of students at all levels. We consider that thorough and careful planning is essential at all stages before any visit takes place and we require supervision of the highest standard once an expedition is underway.

Our Prep School students are, of course, expected to be good ambassadors for the school at all times, and to comply with the expectations and instructions of the lead staff for exemplary conduct and behaviour.



A list of educational excursions costing more than £100 is issued to parents at Easter for the following academic year. Residential visits include the annual Year 5 excursion overnight to Llandudno and Year 6 partake in a two-night excursion to the Cranedale Centre (Wednesday 12th September - Friday 14th September).

The range of day trips offered include a Year 3 woodland study, a Year 4 Viking experience and a Year 6 study of the history and architecture of Huddersfield town centre, as well as a Prep-wide pantomime trip and an excursion day to complete the academic year.

Guest speakers and workshops are planned through the year such as a Year 5 Fire Safety talk and a Victorian Day guest.

# Extra-curricular activities

Children at Huddersfield Grammar School are encouraged to become fully involved in the many activities on offer. Whilst your child is not expected to join everything, we believe that there is something for everyone!

The school offers a range of clubs and activities that are usually free of charge. If an outside specialist is running a club, it is possible that a small charge will be made.

Extra-curricular Activities include sporting, creative, musical and artistic opportunities and are generally organised for particular age groups. They are held before school, at lunchtimes and after school.

A full list of the activities offered each term can be found in the School Calendar.



# Additional tuition

Optional peripatetic music lessons are available at school in brass, clarinet, drums, flute, guitar, piano, saxophone, violin and voice. Please contact Mrs Fitzpatrick, Head of Middle School, at: [afitzpatrick@huddersfield-grammar.com](mailto:afitzpatrick@huddersfield-grammar.com)

Pupils bringing in their own instruments should have them clearly labelled and these must be stored securely as agreed with their teacher.

Those interested in Speech and Drama who wish to take LAMDA examinations may join the Prep LAMDA Club, details of which are in the School Calendar. For further information, please contact our Head of Drama, Miss Haigh at: [nhaigh@huddersfield-grammar.com](mailto:nhaigh@huddersfield-grammar.com)





# Assessment

The Prep School tracks the progress of each individual pupil using our School Information Management System (SIMS). Parents are typically informed of their child's progress through either a Full Report or Parents Evening every term. To ensure that all pupils remain at least on target with their school work, Streamlined Reports are issued every half-term in the key subject areas.



Teaching staff adopt appropriate intervention strategies if any pupil falls below the expected level of progress. Parents are consulted at this stage as appropriate.

Prep School examinations take place every May and June. These examinations play an important role in enabling our teaching staff to measure the progress of each child. Standardised assessments are completed in each of the core subjects and there are also internal examinations for Science, History, Geography, Religious Education (RE) and Spanish, as well as end-of-unit tests throughout the year.

The 'Reading Age' of each pupil is also tracked throughout his or her time at the school. This further assists teaching staff in monitoring levels of performance in relation to National Curriculum Standards.

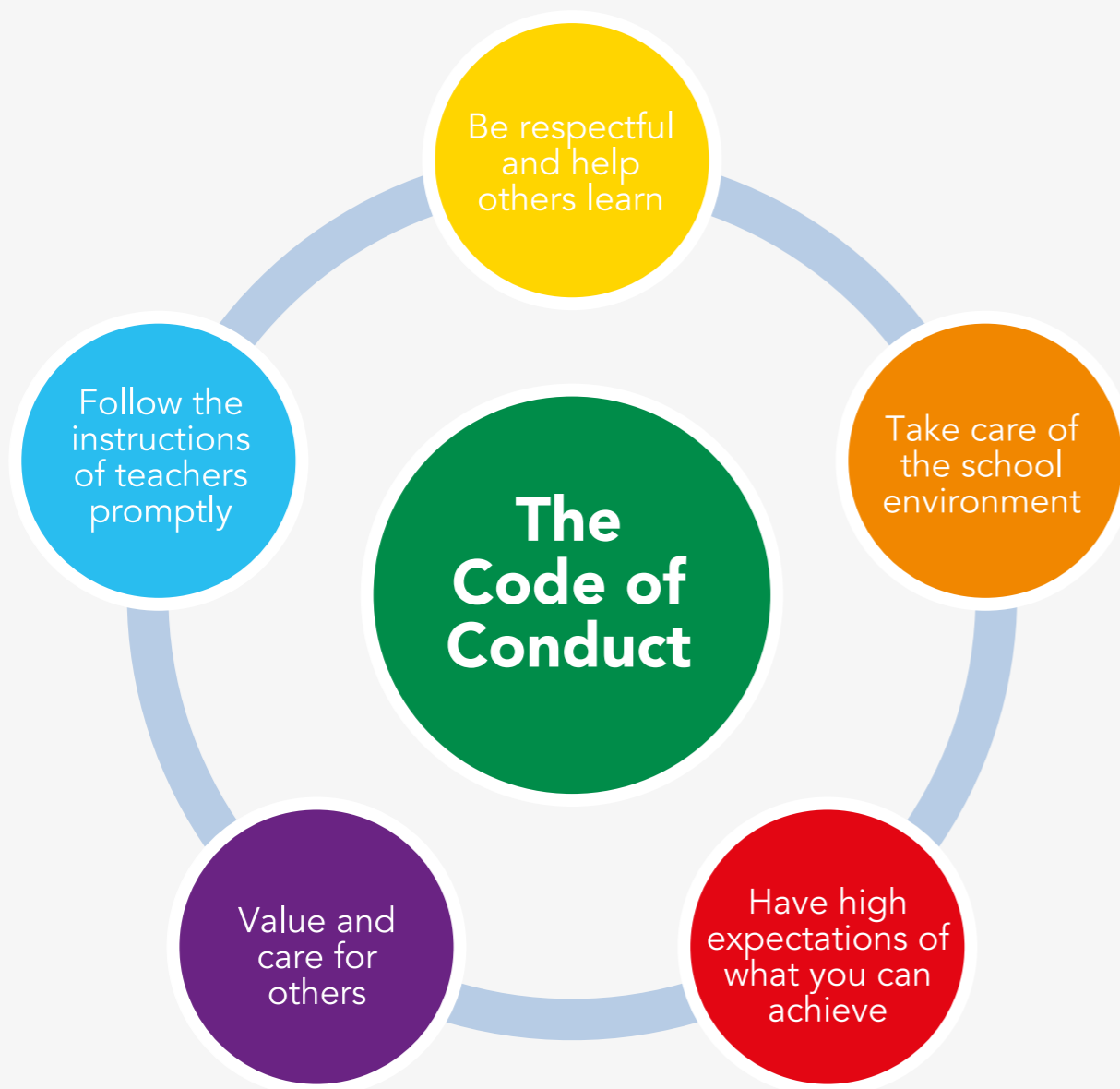
Pupils in the Prep School are assessed using age-related guidelines that link to the National Curriculum. All grades are recorded in SIMS to allow the attainment of individual and groups of pupils to be tracked. It is an expectation that our teachers adopt timely and appropriate intervention strategies in any cases where targets appear unlikely to be met, and that parents are consulted as necessary.



# Code of conduct

Huddersfield Grammar School expects a high standard of behaviour. Our children are expected to act with courtesy and consideration for others at all times; they are reminded to hold doors open for others and to stand for visitors.

To support this process, Prep School teaching staff will enter comments into the Pupil Planner to allow parents to see areas of achievement as well as any issues that may have arisen on a daily basis.



A clearly visible **Traffic Light System** is in place in all Prep classrooms.

The Prep School takes a positive approach to behaviour management and this is reflected in each child starting each day afresh by being placed on 'green'. Staff will also enter comments into the Pupil Planner to allow parents to view areas of achievement, as well as any issues that may have arisen that day.

First Warning will result in a child's name being moved to 'amber'. If a pupil receives a Second Warning, this will result in the child's name being moved to 'red', and a Third Warning will result in a 'minus'.

In certain instances, a Lesson and Rec Report may be issued by the Head of Prep. This is employed to support children in improving their behaviour, both in lessons and around the school site, and aims to clarify our expectations whilst enabling children, staff and parents to communicate both progress and expectations.

The Lesson and Rec Report will be completed by the relevant teacher at the end of every lesson and may include a comment or signature to confirm that a child has improved his or her conduct. At the end of each school day, the Report will be returned home with the child to be signed by a parent, and the Head of Prep will meet with the child at the end of the week to determine whether this intervention should continue.

If a more serious issue with behaviour arises, the child will be required to discuss this incident with the Head of Prep at the first opportunity and this will be followed up via email or as a note in the Pupil Planner. Further action may include a pre-arranged detention, which provides an opportunity for reflection.

## Rewards

It is important that we give recognition for achievement. To that end, the school employs a merit system.

A pupil can achieve a merit for exceptionally good or much improved work, exceptionally good or much improved effort, much improved behaviour, a particular achievement or an action showing exceptional care, helpfulness or kindness to others.

Teachers will award and record merits. If a pupil achieves 50 merits in a single term, the Headmaster will award a certificate as a further reward. Parents can see the number of merits achieved each week by looking on the End of Term Report.

Records of merits are maintained by the Head of Houses and will be recognised at the scheduled Merit and Celebration Assemblies, as well as being registered as House Points for the House Cup Competition.

# Houses

Pupils are placed into one of two Houses upon entry to the school: Crowther (Blue) and Ramsden (Red).

**House leaders are:**



Besides the weekly announcement of House Point totals, a variety of exciting **Inter-House** activities take place over the school year, including debating, sports day and bake-offs!

Details of House events are included in the termly calendar of events.



**Bake-Off**



**Spelling Bee**



**Drawing**



**Sports Day**



**Debating**

# Gifted & talented

The Prep School maintains a Gifted and Talented register for pupils who are performing well above the national average for their age. This includes current and predicted attainment levels, and enables teachers to clearly identify pupils who may require further stretch and challenge. A programme of enrichment and extension opportunities further enhances the learning experience for these pupils, both within and beyond the classroom.

If your child is identified as Gifted or Talented, you will receive a notification letter and will be invited for a meeting with the Head of Prep. Review meetings will be held termly from this point.



# Curriculum

Although we have adopted the National Curriculum, we are not totally bound by it, so have the freedom to introduce a wide range of subjects. Mathletics and Reading Eggs have proved extremely beneficial in supporting core skills education and Information Technology is used across the curriculum.

English is taught daily and covers the objectives of the Primary Framework for Literacy through the delivery of Ruth Miskin's Literacy and Language programme. To promote good reading habits and to extend comprehension skills, all year groups participate in a set Rising Stars reading comprehension scheme. A wider reading list to support the Language and Literacy programme is available from Form Teachers upon request.

Pupils are taught by specialist teachers in the Performing Arts (Drama and Music), are exposed to many different musical and drama genres and are given the opportunity to create, evaluate and enjoy their own music making.

Further opportunities to develop skills in music and drama include peripatetic music and drama lessons, as well as the Teatime Concerts, Christmas in the Courtyard, the Spring Concert and Evening of Poetry and Song, all of which enable our pupils to showcase their talents.

Gifted and Talented provision within the Prep School includes setting in Mathematics, differentiated lessons and extension Extra-curricular Activities. Class sizes of no more than 20 ensure that we can monitor the progress of each child in the class, identifying problems should they arise.

During Years 3 and 4 the children are primarily taught by their Form Teacher, which gives them a strong sense of continuity. Specialist teaching in subjects such as Physical Education (PE), Music and Drama is extended to other subjects in Years 5 and 6.

This means that children are taught by someone who is especially passionate and knowledgeable about their subject and can convey that enthusiasm to their class.

## Year 5 Curriculum lessons per week

English	- 10	Spanish	- 2
Mathematics	- 10	Swimming/PE	- 2
Games	- 4	Drama	- 1
Science	- 3	Music	- 1
Geography/History	- 3	PSHE	- 1
Art/Technology/Food	- 2	RE	- 1
ICT	- 2		

All year groups attend Heads' Assembly, Singing Assembly and a Star of the Week Assembly over the course of a week.

The **Programme of Study for Year 5** is as follows:

### English

Year 5 pupils further enhance and refine their understanding of comprehension, vocabulary, grammar, punctuation and spelling, as well as the application of a cursive handwriting style.

Fiction based writing topics and related texts are as follows: Myths (Prometheus and Pandora by Janey Pursglove); Dilemma Story (Bling by Jon Blake); Poetry (Goodnight Stroud by Pie Corbett); Significant Authors (This is NOT a Fairy Tale by Jeremy Strong); Cultural (Dragon Slayer by Gill Howell); Playscript/Drama (Father's Day by Lou Kuenzler).

Non-fiction based writing topics and related texts are as follows: Instructions (How to Write Instructions and How to Write a Greek Myth); Journalistic Recounts (Bravery Award for Fire Hero Boy and Newshound); Persuasive Writing (Meet the Monster and Meet the Future); Biography/Autobiography (Jeremy Strong and Anthony Horowitz); Non-chronological Reports (The Kraken and A Dragon Spotter's Guide to the Chinese Lung Dragon); Discussion (The Big Debate).

### Mathematics

Year 5 pupils study Mathematics daily in accordance with the requirements of the National Numeracy Strategy. The use of the Interactive White Board is invaluable, giving the children practical experience of the subject and encouraging them to develop strategies to help with calculation. Each week, pupils' mental abilities are tested alongside their knowledge of multiplication tables.

In Year 5, the children are placed into sets according to their ability. This system enables a tailored Mathematics education and is complemented by the use of Mathletics in lessons and at home.

### Science

Science in Year 5 is led by a subject specialist and practical sessions are conducted in our Senior School laboratories.

Over the course of the academic year, the children study the following units:

Earth, Sun and Moon; Gases Around Us; Keeping Healthy; Changing State; Life Cycles and How We Hear Sounds, which is delivered as part of the Music syllabus.

### Geography/History

Over the course of the year, pupils explore The Tudors, Tudor Exploration and The Victorians in their History classes. Two Geography topics are also studied: Water; Llandudno – a Contrasting Place and Should the High Street be Closed to Traffic?

**Art**

Year 5 pupils study patterns with a focus on Islamic geometric design and complete a study on the artist William Morris, as well as enjoying learning the skill of embroidery.

**ICT**

Year 5 pupils enjoy two periods of ICT each week, during which they learn to manipulate shapes, improve typing skills, create and interrogate databases, increase their understanding and use of Microsoft Word, enter and alter information on a spreadsheet, practice Logo and become competent at controlling devices. Time is also provided for the children to conduct online research into other areas of the curriculum.

**Spanish**

Spanish is once again taught by a specialist teacher in Year 5, giving pupils an enjoyable and high quality learning experience. The use of song and role play to improve language skills and vocabulary is a particular highlight.

**RE**

Year 5 pupils extend their study of different religious denominations by examining rites of passage in Christianity and a range of other faiths.



# E - learning

A commercially licensed e-learning platform is used in the Prep School: Mathletics. Each child has their own individual login and password, and can access their account remotely.

Mathletics is a mathematics programme that enables children to work at their own level on curriculum topics that are applicable to their year. There are layers of rewards and incentives along the way to retain children's motivation. Pupils can also use this e-learning platform to compete in mental maths against players from all over the world.

Each week a Mathlete of the Week trophy is presented to the pupil who has earned the most points. All children are encouraged to gain 1,000 points each week, which earns them a Bronze certificate in their virtual gallery. If a child earns 20 Bronze certificates, they are awarded the Gold certificate, which is presented in assembly with a special gold star to go on their blazer.

Teachers can use Mathletics to set work remotely for the children and this can be completed once the child has logged on to their account. The results are monitored by our staff and yield useful data on the Mathematics performance of individual pupils.

Spellodrome is an offshoot of Mathletics that focuses on spelling and enables students to compete live or against the computer. It is accessible via the Mathletics e-learning platform.



# Out of School Club

Huddersfield Grammar School offers wraparound care facilities for all pupils from the Kindergarten to the Senior School. We aim to provide a safe, secure and stimulating environment for our pupils both before and after school.

The Breakfast Club and After School Club are available from 7.30am to 8.30am and 3.15pm to 6.00pm each school day during term time. Breakfast will be provided during the morning session and a light meal is available during the afternoon session. Special dietary requirements will be catered for upon request. A 'waiters' session operates until 4.00pm and is provided free of charge for children with older siblings in the school. Pupils using this service should report to the Kindergarten classroom in the Royds Mount Building where they will be supervised by teaching staff.

All Huddersfield Grammar School pupils are welcome to join the After School Club. Parents may book individual days as required or block book if preferred, by telephoning the School Office on 01484 424549 or Mrs Webster, the Out of School Club Manager, on 07580 201812 during After School club hours.

If you have not booked in advance and find you need our services on the same day, please contact the School Office on 01484 424549 and we will be happy to help where space allows. As numbers are limited it is important that you check availability for the sessions you require.

Fees are as follows:

Breakfast Club: £7.25 inclusive of breakfast

After School (under 1 hour): £6.00 per session or £7.15 with a light meal

After School (over 1 hour): £8.75 per session or £9.90 with a light meal

Please note that a Registration Form must be completed prior to a child attending.

This can be downloaded from the school website.



# Additional information

## Personal Property

Students should not bring large amounts of money or valuable possessions (e.g. iPods, iPads, expensive watches, etc.) to school. We advise students to use their lockers to store any valuables that may occasionally be brought into school for educational purposes.

Students are expected to carefully look after the school textbooks and exercise books, as well as any equipment provided by the school.

## School Policies

All key school policies are posted on our website. Hard copies of these policies are available from the School Office upon request.

## Parents' Association

The school organises a number of events to which the whole school community is invited. The Fireworks Night, the Christmas Fayre and the Summer Garden Party are events not to miss. The school will occasionally ask for parent volunteers to assist in the management of these events.

## Anti-Bullying

Huddersfield Grammar School aims to establish a positive school culture in which all members of the community feel safe, confident and treat each other with respect and courtesy, particularly with regard to individual differences. To that end, bullying will not be tolerated.

The Anti-Bullying Policy is available on the school website and should be read and understood in the context of our Behaviour Policy, our Equalities and Diversity Policy, and our approach to Personal, Social, and Health Education (PSHE).

As a Cognita School, Huddersfield Grammar School has signed up to the principles embodied within our group-wide membership of the Anti-Bullying Alliance (ABA), linked to the National Children's Bureau, including access to specialist training of staff to support our best efforts to eradicate bullying in school.

### Acceptable Use Policy for ICT

At Huddersfield Grammar School we are committed to safeguarding your child. We actively promote educating students to use technology safely and wisely so they will be better placed to protect themselves from the risks and challenges they may encounter both at school and out of school.

Parents are urged to put in place the necessary filters and to talk to their children about how they communicate online with their friends. The school issues a Social Media Guide for Parents, upon request.

Please note that mobile devices are not permitted in the Prep School. Where there are unique circumstances, you should seek permission from either the Head of Prep or the Headmaster.

### Entrance Examinations into the Senior School

As a 'through school', there is no formal entrance examination for entry into the Senior School. As part of our tracking and standardisation procedures, however, all Year 6 pupils complete entrance examination tests for English and Mathematics during their classroom lessons. Anyone wishing to apply for a scholarship for the Senior School is also required to attend the scholarship examination and interviews, which take place in January.

### Charities and Fundraising

Consideration for others plays a prominent role in the school ethos. As a result, all children are encouraged to play their part in organising the many charity events and initiatives that take place in school throughout the year. These range from local activities to national initiatives such as Comic Relief, Sport Relief and Children in Need.

### Transport

The school operates a private bus service from both the Holme Valley and Calderdale. A high standard of behaviour is expected from all students using this service. All students must wear seatbelts and anyone reported by the driver for misbehaving may be barred from using the bus, either temporarily or permanently.

Please note that school buses cannot wait for late students. If students are required to leave to catch the bus, they must inform teachers in advance.

For further information please visit [coachtravel.me](http://coachtravel.me)

### Special Educational Needs

Huddersfield Grammar School accepts responsibility for the educational needs of all children and for their physical wellbeing while they are on the school premises. The school employs a specialist SENCo, Mrs Hutson, who coordinates our approach to Special Educational Needs.

Every effort is made in the case of genuine need or difficulty to give appropriate and sympathetic support. Should the school be unable to provide this support within its existing structure, we will discuss the situation with parents, educational services and other appropriate professional bodies.

### Safeguarding and Child Protection

Every child has the right to protection from abuse and exploitation. For this reason, the school has a Safeguarding Children Policy, a designated teacher for child protection, and all staff are trained to be aware of the possible signs of abuse. Staff are also aware of the child protection procedures established by the Kirklees Education Authority.

Any issues should be reported to the Designated Safeguarding Lead, Mrs Holmes.

### Photographs of Children

In line with legislation covering the use of children's photographs in the media (including the internet), we will ask you to provide your written consent for the school to use photographs of your son/daughter where appropriate.

Photographs may be used for a variety of purposes, including advertising, publicity pieces in the press, on our Facebook site, the School prospectus, CDs, DVDs and on our school website.

**Please notify the school in writing should you not wish for your child to be photographed and we will respect this.**

Parents should only use photographs and videos taken at school events for their own personal use. Such photos and videos must not be placed on public-facing social media networks.

Please also note that:

- Recording or photographing other than for your own private use would require the consent of all the other parents whose children may be included in the images;
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity;
- Parents and carers must not photograph or video children changing for performances or events;
- If you are accompanied or represented by people that school staff do not recognise, our staff may need to check who they are and if they are using a camera or video recorder;
- The same rules apply for images taken on mobile phones: these should be for personal use only.

### School Events

A range of school events take place throughout the academic year, including Parents' Evenings, concerts, drama performances, sports fixtures and charity events. Parents and family are always welcome to join us for such activities. The school will provide relevant information ahead of each event, including the number of available tickets and entry time to the school grounds.

# Useful contacts

Contact Number: **01484 424549**  
 Website address: **www.huddersfield-grammar.co.uk**

## Senior Leadership Team:

Headmaster	Mr M Seaton	mseaton@huddersfield-grammar.co.uk
Deputy Head (Character)	Mrs D Holmes	dholmes@huddersfield-grammar.co.uk
Deputy Head (Achievement)	Mrs C McMurdo	cmcmurdo@huddersfield-grammar.co.uk
Deputy Head (Pedagogy)	Mrs O Wareham	owareham@huddersfield-grammar.co.uk
School Business Manager	Mrs H McManus	hmcmamus@huddersfield-grammar.co.uk

## Prep Team:

Head of Prep School	Mrs S Nash	snash@huddersfield-grammar.co.uk
Class Teacher	.....	@huddersfield-grammar.co.uk

## Specific issues, questions or concerns connected with:

Attendance	Mrs H Kelly	hkelly@huddersfield-grammar.co.uk
First Aid	Mrs H Kelly	hkelly@huddersfield-grammar.co.uk
Special Educational Needs	Mrs S Hutson	shutson@huddersfield-grammar.co.uk
Finance	Mrs P Howatson	phowatson@huddersfield-grammar.co.uk
Child Protection Concern	Mrs D Holmes	dholmes@huddersfield-grammar.co.uk

## Subject specific concern:

Assessment	Mr T Smaldon	tsmaldon@huddersfield-grammar.co.uk
Performing Arts	Mrs R Warlop	rwarlop@huddersfield-grammar.co.uk



# Things to remember

Please use this page to jot down anything important that you don't want to forget or any questions you may wish to ask.



**The whole child is the whole point.**