



**HECKMONDWIKE**  
GRAMMAR SCHOOL

Welcomes You

Year 7  
Transition Information  
for Parents

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## Introduction



Welcome to Heckmondwike Grammar School and to the start of an exciting seven year partnership. Over the next few years, we will see our year 7 students rapidly develop into responsible young adults flourishing in their new environment and taking advantage of the fantastic opportunities we have here.

Our school motto, Nil Sine Labore – Nothing Without Work, is entirely appropriate for our school and is the basis of the school ethos which we all subscribe to. Whilst we are privileged to work with high ability students across the whole school community, we know that the harder we work the more successful we are. Coupled to our key values of Respect, Responsibility and Excellence, we are all focused on the task in hand and every day, each of us strives to be the best that we can be.

We are also successful because we work as a team and the strong partnership between staff, students and parents is a vital factor in sustaining the purposeful, high aspiration and achievement focus that pervades throughout the school. This booklet will be a useful reference guide over the next few weeks, but please never hesitate to contact us if you would like to discuss something.

We expect a lot from our students and staff and foster a culture of working hard and playing hard. Indeed, the House system is a fantastic vehicle for students participating in a huge raft of events throughout the year, often in teams and often with students they would not normally meet in their lessons. The competition is an excellent foil to the academic rigour of the school and helps build up students' resilience to tackle challenges and go on to achieve their full potential. We encourage all our students to represent their House at every opportunity.

At this time of year, we are all excitedly looking forward to welcoming our new intake of students and take delight in the way that they proudly wear their new school uniform and then forever become part of the Heckmondwike Grammar School family.

It is with great pride that I welcome you to the school.

Peter Roberts  
Headteacher



## **Safeguarding**

The school is committed to ensuring the safety and well-being of all its students. The Designated Safeguarding Lead (DSL) in school is Mr Taylor, Assistant Headteacher, and he is assisted by two Deputy DSLs: Mr Barnett, Assistant Headteacher and Miss Moss, Student Welfare Officer. This team deals with all safeguarding issues.

The policy document relating to practices and procedures can be found within the parents' section of our website. Should you have any queries or concerns regarding the policy or wish to discuss any incidents relating to safeguarding, please do not hesitate to contact Mr Taylor or one of the Deputy DSLs at the school.



**DSL  
Mr Taylor  
Assistant Headteacher**



**Deputy DSL  
Mr Barnett  
Assistant Headteacher**



**Deputy DSL  
Miss Moss  
Student Welfare Officer**

## Vision and Values

Our vision is for a school in which students feel happy and safe and are challenged and supported to achieve the highest possible academic standards. They are encouraged to participate and excel in a wide range of creative, sporting and cultural fields. They will develop the skills and qualities that will make them healthy, adaptable, responsible citizens of the future and enable them to make a profound contribution.

Our vision includes all members of the school's community: students, staff and parents.

In order to deliver these aims we ensure that the learning environment is such that we will:

- Provide an environment in which your child can learn and develop through experiencing a structured and balanced curriculum in safe and calm surroundings;
- Ensure that the culture of learning is promoted both inside and outside the classroom through our provision of a well-resourced learning environment and high standards of teaching;
- Provide high quality feedback to your child on his or her learning to maximise progress; and
- Ensure that your child is learning in an environment which is safe and which also promotes safety in the online environment.



Our students are key to helping us deliver our vision. In this way students are expected to:

- Be organised for learning by attending school regularly and be on time and by bringing the necessary equipment to lessons every day;
- Be focused on their learning, actively participating in our school curriculum in its entirety, working hard, making best possible use of their abilities and talents and completing class and homework to the best of their abilities;
- Be a good ambassador for the school in the local community by following the school's values and behaving responsibly at all times, by wearing the correct uniform both in and out of school; and
- Show care, consideration and respect for others at all times which means taking care of school property, the property of others and their own property.

**Respect - Responsibility - Excellence**

**Parents can help us deliver our vision by:**

- Ensuring that your child attends school regularly, attends all lessons, is punctual, alert and properly dressed;
- Supporting your child's learning at home by encouraging them and monitoring work to ensure it is completed;
- Supporting the school's disciplinary procedures and behaviour policy;
- Working with the school in partnership to attend parents' meetings and maintain communication with teaching staff and form tutors about progress, making the school aware of any concerns or problems that might affect your child's work or behaviour; and
- Supporting and encouraging your child's participation in extra-curricular activities and opportunities for out of hours learning and enrichment.

There are times when particular issues occur which may mean your child is not performing as well as we all would want. This can be for any number of reasons. If this is the case, please keep us informed by alerting the school immediately if your child cannot attend school due to illness or special circumstance (bereavement, accident, etc.).

Please remember you can contact your child's form tutor or a member of the pastoral team should you have any concerns. Mr Barnett, Assistant Headteacher is also available.



**Mr J Barnett**  
**Assistant Headteacher**

## Learning at Heckmondwike Grammar School



Heckmondwike Grammar School is a vibrant and busy school and we have plenty of varied and interesting activities taking place in and out of lessons. The school day runs from 8.40 a.m. until 3.15 p.m. but there is a lot more to life at school than this. Many students are involved in extra-curricular activities at lunch time and after school and opportunities exist for students of all ages to get involved in other aspects of school life.

### The School Day

The timings of the school day are as follows:

- 08.40 - school begins – to form rooms; registration and assembly
- 09.00 - lesson 1
- 10.00 - lesson 2
- 11.00 - morning break
- 11.20 - lesson 3
- 12.20 - lunchtime
- 13.15 - lesson 4
- 14.15 - lesson 5
- 15.15 - school ends

A common syllabus is followed for the first two years covering English, Mathematics, French or Spanish, Science, History, Geography, Music, Drama, Art, Design Technology, Computing, Physical Education, Religion, Philosophy and Ethics, and Personal, Social and Health Education (PSHE). We operate a two-week timetable cycle and the lesson allocation for year 7 is as follows:

#### *Subject & hours per timetable cycle (2 weeks)*

English	7
Mathematics	7
Science	6
Art	3
Design Technology	3
Geography	3
History	3
Computing	3
Modern Languages: French or Spanish	4
Music	2
Drama	2
PE/Games	4
Religion, Philosophy and Ethics	2
PSHE	1

Separate sciences (Biology, Physics and Chemistry) are studied in years 8 and 9 instead of the combined science course.

## Homework

Homework is set in all years and the time spent will vary considerably according to the work set and the aptitude and interest of the individual student. As a rough guide, students are expected (and should be encouraged) to work at home each week for at least 5-10 hours in KS3, 10-15 hours in KS4 and 15+ hours at KS5.

## Religion, Philosophy and Ethics

As part of a student's personal development, they are expected to attend assemblies and classes of religious education. Assemblies are held at least once a week for all students and allow for reflection. This is non-denominational in content and suitable for all faiths and for those with none. Religious, Philosophy and Ethics lessons pay due regard to world religions and common moral problems.

## Sex and Relationships Education

Sex and relationships education is part of the syllabus in science, religious education and PSHE Lessons and is taught in the context of personal relationships. Topics discussed at appropriate age levels include reproduction, contraception, STIs and abortion. Further information can be found in the SRE policy, which is available on the website.

## KS4

At the end of year 8, following consultations between parents, students and staff, at least ten subjects are selected for study for GCSE. English Language and English Literature, Mathematics, Biology, Chemistry and Physics are compulsory subjects. Option subjects include GCSE Geography, History, French or Spanish, Music, Drama, Religious Studies, Art, Physical Education, Business, Computing, DT Resistant Materials, DT Graphics and Food Preparation and Nutrition, as well as a Further Mathematics qualification for the most able mathematics students.

All students study separate GCSE courses in Biology, Chemistry and Physics in years 9, 10 and 11 leading to the award of three separate GCSE qualifications.

## KS5

In years 12 and 13, students will choose 3 or possibly 4 subjects chosen from Art, Biology, Business Studies, Chemistry, Computing, Design Technology, Economics, English Language, English Literature, French, Geography, History, Mathematics, Further Mathematics, Music, Drama, Physical Education, Physics, Government and Politics, Psychology, Religious Studies, Sociology, and Spanish. The Extended Project Qualification is also offered to students. In addition, a core maths course is offered to those students whose A level choices include subjects where maths competency is expected but who have not opted to follow Maths A level.



**HECKMONDWIKE**  
GRAMMAR SIXTH FORM

## Musical Instrument Tuition



Music plays a very important part in the life of the school with large numbers of students involved in instrumental lessons and extra-curricular activities. Seven visiting instrumental teachers assist the music department and they offer tuition in all orchestral instruments, vocal and pop instrumental work.

They are all professional players in their own right, performing around the country and abroad, on TV and radio and in such diverse styles as Jazz, Salsa, Orchestral and with local instrumental

groups and choirs. Many students continue their studies to take the practical and theory examinations with the

Associated Board of the Royal Schools of Music and/or Rock School.



We request a modest contribution to cover costs for instrumental music tuition but this constitutes excellent value. Those who take advantage of this tuition are expected to practise at home and to contribute to one or more of the school ensembles. Our ensembles include the Concert Band, Senior Choir, Junior Choir, Soul Band, Guitar Group, Percussion Group and String Group, along with any other ensembles on a less regular basis.

[Information for Musics Leeson](#)  
[Musics Lessons Terms & Conditions](#)  
[Music Application Form](#)

## **Pastoral Care and Support**

The form tutor is the person responsible for a student's welfare in the first instance, closely supported by the Head of Year 7. The Head of Year works closely with the Student Welfare Officer to ensure all students are well supported. Visits from parents to discuss problems or to consider the progress of their sons/daughters are welcomed by appointment.

### **Transition**

The transition from primary to secondary school can be a stressful time for students and parents. We want your child's move to Heckmondwike Grammar School to be as smooth as possible. We operate transition events to help our students settle in to their new school. Further details regarding these events will be sent to you.

### **Discipline Matters**

For minor breaches of discipline and uniform students may receive a 'negative', which is recorded on the school behaviour records system, 'ClassCharts'. For more serious offences or an accumulation of lesser offences (e.g. 3 negatives in one half-term) a detention of one hour after school is issued. Major disciplinary action is likely to involve parents and senior staff and may lead to short-term internal isolation, exclusion for a short time, or in exceptional circumstances, permanent exclusion. Fortunately, such incidents are rare. The full policy on behaviour and rewards is available in the parents' section of the school website.

### **Anti-bullying**

There is a comprehensive anti-bullying policy available in the parents' section of the school website. Bullying is always taken seriously and students regularly advise us that they believe in the effectiveness of our responses to any reported incidents. We believe that every person has the right to feel comfortable, secure and accepted as an individual and not be subjected to behaviour that makes him or her feel distressed, intimidated or ill at ease.

*Message to students:*

*If you think you are being made to feel uncomfortable in any way do not hesitate to talk in confidence to your form tutor or to any other member of staff. If you see/hear bullying, please report it to a member of staff.*

*Message to parents:*

*If, as a parent, you feel that your child is being bullied at school, please contact his/her form teacher in the first instance. The school has a behaviour policy, treats such occurrences seriously and will take appropriate steps to deal with the matter.*

## Student Councils

We have a year council system made up of students elected from each form group who meet on a regular basis to share views and arrange events. The council's role is to improve the life of students in the school and is consulted on many aspects of school life. The year council representatives voice the opinions of their fellow students in their form. Year Council minutes are scrutinised and responded to by the Senior Leadership Team and the relevant members of staff in school. Year Council representatives are sometimes also involved in the process of appointing new staff to the school. One of the main tasks of the council is to organise charity events to raise funds for deserving causes.

## Contacting School

The school welcomes contact with parents. For routine matters the form tutor is the first point of contact. A note sent in with your son/daughter, email or telephone message left with reception are the most common ways of keeping in touch. The planner, which is signed by parents and the form tutor each week, provides another means of quick and easy communication. Where there are pressing concerns, it is always possible to see the Headteacher, Deputy Headteachers or one of the Assistant Headteachers by appointment.

The School switchboard is open from 8.00 a.m. to 4.00p.m. Monday – Friday. The best time to contact staff is during the morning break or at lunchtime. The School telephone number is 01924 402202. Alternatively if the matter is not urgent, parents have the option to use <https://www.heckgrammar.co.uk/contact/>.

## Attendance and Absence

Regular attendance is essential if your child is to make good progress at school. The school monitors absenteeism closely and our attendance rate is normally at least 97%. When a child is absent, a note explaining the reason is required on every occasion from the parent or guardian. Parents must contact the school every day that their child is absent by telephoning 01924 402202 or by contacting us using the following link <https://www.heckgrammar.co.uk/parents/absence-attendance/report/>. We will contact you if your child is absent and we have not been informed. We contact parents by e-mail, text message or telephone. No cause except illness or bereavement is recognised as sufficient for non-attendance; other causes must be approved in advance by the Headteacher. Please note that the school does not authorise holidays taken during term time.

## Keeping you informed about your child's progress

We will keep you informed about your child's progress via regular grade reports which are sent home. We will be introducing our new and updated assessment and reporting system in September 2021 which will enable parents to track their child's progress much more closely. In addition to these termly reports, we have a number of parents' evenings in Year 7 where you will meet the pastoral team and teaching staff. We also recommend looking at your child's planner as this contains information which can be used to help your child develop learning skills. We request that you sign your child's planner on a weekly basis. In addition to this we use a platform called ClassCharts where you can see homework that has been set and also track your child's rewards.

## Special Educational Needs or Disabilities (SEND)

The school will not refuse admission to any student who fulfils our admission criteria but has a special educational need or disability. The school will always endeavour to make special provision appropriate to a child's needs within the resources available to it. A copy of the school's Special Educational Needs policy is available from the website. The SENDCo (Special Educational Needs Co-ordinator) is Miss Bannister.



Miss Bannister SEND Co-ordinator



## The House System

Students are allocated to one of four Houses when they start school and remain in the House throughout their time at the school. Allocation to Houses is made on a random basis although it is possible for brothers and sisters to elect to join the same House as their elder siblings. Houses meet together for House Assembly on a regular basis. House competitions in sport, music, drama, debating, chess and some curriculum-related events are a feature of the school and competition is intense.



House Events		
Summer HT2		
No events during first week except Y7 Rounders on Thursday.		
Please note that some dates may change - please always check the House Teams for up to date information.		
Week 2		After School
Mon	14 Jun	Year 10 E-Sports
Tues	15 Jun	
Weds	16 Jun	
Thurs	17 Jun	
Fri	18 Jun	
Week 3		After School
Mon	21 Jun	Year 8 Netball
Tues	22 Jun	
Weds	23 Jun	
Thurs	24 Jun	
Fri	25 Jun	
Week 4		After School
Mon	28 Jun	Year 12 Netball
Tues	29 Jun	Year 10 Netball / Year 10 Cricket
Weds	30 Jun	
Thurs	01 Jul	
Fri	02 Jul	
Week 5		After School
Mon	05 Jul	Year 9 Netball
Tues	06 Jul	Year 10 Cricket
Weds	07 Jul	
Thurs	08 Jul	
Fri	09 Jul	
Week 6		After School
Mon	12 Jul	Year 7 Netball
Tues	13 Jul	
Weds	14 Jul	Year 10 Cricket
Thurs	15 Jul	
Fri	16 Jul	
Week 7		After School
Mon	19 Jul	
Tues	20 Jul	
Weds	21 Jul	
Thurs	22 Jul	
Fri	23 Jul	

Sample of House Events calendar

Parents should note that when purchasing uniform, the colour highlighting on certain items needs to be in the appropriate House colour: Bronte (blue), Clarke (yellow), Houldsworth (green) and Priestley (red). At the end of the year the Lees Cup is awarded to the most successful House. Students participating in four House events throughout the year will be awarded their House 'colours' badge.

## Extra-curricular Activities

There are a range of opportunities for students to extend their participation in sport during lunchtime clubs as well as after school training sessions, fixtures and competitions. The PE department enters teams into a number of competitions at local, district and county levels and students have achieved a great deal of success. The school runs teams and clubs for a range of sports, including athletics, badminton, basketball, cricket, cross-country, football, hockey, netball, rounders, rugby, tennis and swimming.



Students in the school are also given the opportunity to represent their House in a variety of sports during the year, these include all of the major games as well as a swimming gala in December, and a whole-school sports day held at the Princess Mary's athletics stadium in July.



The large number of musical groups together with the House drama and music competitions and annual productions, enable actors and musicians of all abilities to display their talents.

Each year a large number of students participate in the Duke of Edinburgh Award Scheme; we are a licensed centre in our own right for the award and the largest provider in Kirklees.

A full programme will be available in September.



## Frequently Asked Questions (FAQs)

### **Are there charges for any activities?**

All tuition, with the exception of voluntary instrumental music lessons, is free.

Charges will be made for board and lodging on residential visits, damage to school property and premises, certain materials for technology subjects, overdue library books and some activities which are run outside school time. Some charges may be refunded if parents are eligible for benefits or if the student is eligible for Pupil Premium funding.

Voluntary contributions may be requested for a small number of school-time activities which can only be run if there is sufficient voluntary funding.

### **What are the arrangements for students wishing to buy lunch in school?**

Meals are provided in the school's main dining room and the school complies with the national school food standards. A selection of hot meals, salads, pasta and sandwiches is available in line with current nutritional guidelines. Halal options are also available and other dietary requirements can be accommodated, if required.



Although students can select a variety of food choice combinations, a meal deal, which includes a main meal with either a sweet or tetra drink, is provided each day. Students eligible for free school meals are entitled to a meal deal or purchases to that equivalent each day. The standard costs of a meal deal is expected to be

£2.50 per day for 2021-22. Prices are subject to approval by Governors and in line with Government guidance. Current menus and more information are available on the school's website <https://www.heckgrammar.co.uk/students/daily-life/catering/>. Provision is made for students to eat a packed lunch brought from home.

The School operates a cashless catering system using biometric fingerprint image technology. Use of this system improves the speed of service and reduces the necessity to bring money into school. Payment can be made using 'ParentPay' a secure online service that offers a more convenient way to pay for school meals, trips and other activities. Payment can be made online or at local PayPoint outlets. More information about the system and what to do if your child is eligible for Free School Meal please refer to appendix 5.



Full details are available on page 26



## What happens if my child falls ill at school?

Students who are ill during the day should report to Student Services, and they will call for a qualified first-aider to assess them and decide what action needs to be taken. If your child is deemed to be unfit to continue with lessons then we will contact you promptly and ask for you to collect your child.

## Is there a Parents' Association?



We have a parental support association known as the 'Friends of Heckmondwike Grammar School'. They are actively involved in contributing both socially and financially to the general well-being of the school. Money raised through their various functions and an annual raffle has enabled the Association to purchase items for students, ranging from musical instruments and sound equipment to computers and a 3D printer. In addition to this, they have supported refurbishing areas of the school, donated the main trophy cabinet in the North Street entrance and fund House prizes for student contribution at the annual awards event. The FoHGS have pages on the school's website and the annual general meeting of the association is held in the autumn term, with a termly committee meeting held in school. New committee members are always most welcome and can make contact via the email address on the website.

## What happens if my child is eligible for Free School Meals?

Please refer to appendix 4.

## Can my child bring a mobile phone to school?

We fully understand the need for parents and children to be in phone contact, especially if arrangements change at short notice or if you live some distance from school. For these reasons, students may bring a mobile phone to school. However, for safeguarding reasons phones must be switched off as soon as your child arrives on the school site. Misuse of mobile phones will result in confiscation and the issue of a 'negative'. As with all valuable items the school cannot accept responsibility for mobile phones, although confiscated devices will be kept securely whilst they are in our possession. Confiscated phones should be collected from Main Reception by a parent between 3.15 p.m. and 4.00 p.m. on the Friday afternoon of the same school week.



**Please  
Turn off Your  
Mobile Phones**

## What provision is there for my child before and after school?

Under normal circumstances, students are supervised in school between the hours of 8.00 a.m. and 4.00 p.m. during term-time and have access to a varied menu of regular extra-curricular activities. The timetable is widely publicised. Additionally, there will be other activities which take place outside these times, sometimes encompassing evenings, weekends or holiday periods. Parents are notified of these in advance.

In line with our commitment to ensuring the safety of your son/daughter we aim to provide a study area in the Library from 3.15 p.m. – 4.00 p.m. Monday to Friday.

## What equipment is needed for school in September?

- Stationery items:
  - black and green pen
  - pencil
  - rubber
  - ruler
  - drawing equipment such as set square, protractor and compass
- Coloured pencils
- Glue pen stick e.g. Pritt Stick
- Round nosed scissors
- Calculator

The maths department recommends a scientific calculator (Casio FX83 or FX85), both of which are suitable for work from years 7 to 11.

If you would like us to order a calculator for you, please place an order through your Parentpay account.



## **Appendices**

In this section

Appendix 1: School Rules including Uniform List

Appendix 2: School Year Planner 2021/2022

Appendix 3: Covenant & Gift Aid Letter

Appendix 4: Biometric Information, ashless Catering, Parentpay and Free School Meals

Appendix 5: Home School Agreement

Appendix 6: Privacy Policies

## **Appendix 1: School rules and uniform**

### **Uniform**

1. Students in Years 7 to 11 are expected to wear school uniform. No jewellery or make-up may be worn in school. Students with pierced ears may wear one pair of plain studs. Correct uniform must be worn at all times, including to and from school.
2. All clothing and equipment brought to school must be clearly marked with the name of the student and is the responsibility of the student to be kept safe.
3. Lost property should be handed to Student Services at main reception.

### **Absences**

4. Regularity and punctuality of attendance are required. No cause, except illness or bereavement, is recognised as a sufficient reason for absence. Other causes must be approved in advance by the Headteacher. Note that the school does not authorise holidays in term time. Dental and other medical appointments should, if possible, be arranged out of school hours or during school holidays, except in cases of emergency.
5. All absences, except those for which permission has been obtained beforehand, require a note of explanation from parents when the student returns to school. Parents are expected to contact the school every day their child is absent.
6. Students who are not in class at the start of a registration session will be marked late and a negative will be given. Sustained issuing of negatives for lateness may result in a school detention. Discretion may be applied where lateness has been unavoidable.

### **School Property**

7. All books and the student planner are loaned to students on the understanding that they are returned in a satisfactory state when required, and that all lost or spoiled books are to be paid for by the parents.
8. Graffiti in any form will not be tolerated.

### **Break**

9. The school's canteen is open at break for students to consume hot or cold food. Students may not leave the school grounds during break or lunchtime.

### **Lunch Break**

10. Lunches are provided at the school and payment is made in advance via the online payments system 'ParentPay' or via a prepayment machine in school. Students are expected to stay at school for lunch or can eat their own lunch in the rooms set aside for this purpose. Students (except members of the Sixth Form) may not leave the school at lunchtime.

## **Mobile phones**

11. Mobile phones can be brought to school to assist with communication during the journey to and from school. They must be turned off at all times on the school site for safeguarding reasons. Misuse of mobile phones will result in confiscation and the issue of a negative. Confiscated phones should be collected by a parent from Main Reception between 3.15 p.m. and 4.00 p.m. on the Friday afternoon of the same school week. As with all valuable items the school cannot accept responsibility for mobile phones, although confiscated devices will be kept securely whilst they are in our possession.

## **Valuables**

12. Valuable articles and large sums of money should not be brought to school but, where this is unavoidable, they should be handed to a member of staff for safe keeping during physical education and games lessons. The school cannot be held responsible for these items.

Please note that any payment for school trips and visits are to be made via ParentPay.

## **Playgrounds and Fields**

13. Litter must be deposited in the bins provided.

## **Games and Physical Education**

14. Games and physical education lessons are compulsory and no exemption from them will be granted unless a letter is brought from the student's parent or guardian. A medical certificate is necessary if exemption for a considerable time is required.

## **Cycles**

15. Students may cycle to school. Please let us know on the data form that you consent to your child coming to school by bike. Cycling on school premises is forbidden. Cycle racks are provided for student use and it is the student's responsibility to ensure their bicycle is locked securely. Please ensure your child uses a cycle helmet for their safety.

## **Conduct**

16. All students who attend the school should do all that they can to uphold the values of the school, specifically 'Respect, Responsibility and Excellence'.

## **Rewards and Sanctions**

17. There is a rewards system for students in years 7 - 13. 'Positives' are awarded to students for a range of achievements and certificates and rewards are awarded to students for achieving significant numbers of 'positives'.

18. Students who behave in a manner which falls short of that expected in a school may expect to incur consequences, which may include a detention after school. School detentions are given for more serious breaches of school discipline and represent the school's formal indication that conduct has been inappropriate. Parents are notified on the ClassChart system. School detentions are recorded on the student's personal file.
19. 'Negatives' are issued for minor incidents of poor behaviour, including breaches of uniform regulations. 'Negatives' are recorded on the school behaviour records system 'ClassCharts'. Three 'Negatives' in a half-term automatically leads to a full school detention.
20. Disorderly conduct of any kind on the part of students coming to or going from school will be treated in the same way as if it occurred in school. Students are reminded that the good name of the school is at all times in their hands, and that is of particular importance when they are not within the immediate jurisdiction of the school.

### **Uniform Policy**

All students in year groups 7 –11 wear school uniform. See the full list on page 22.

The uniform is very important as it constitutes a visible representation of the school and its values. Students are expected to wear the uniform smartly during the school day and on their way to and from school.

The purpose of the uniform is:

- to promote a positive image of the school to students, parents and members of the public;
- to maintain the traditions of the school thereby encouraging a sense of identity and pride in our students;
- to provide smart, attractive, cost-effective and hard-wearing clothing suitable for all seasons; and
- to help maintain a disciplined and safe learning environment free from distraction.

### **Hair & Piercings**

Students should not attend school with a hairstyle, which by virtue of its colour or style is designed to attract attention e.g. sculptured styles or bright colours. The shaving of patterns into the hair is specifically forbidden. Long hair will need to be tied back in certain practical lessons and always in PE and games. Slides, clips, headscarves and headbands should be brown, black or grey. A close fitting, balaclava style headscarf only is permitted in PE/games lessons.

Only one pair of stud earrings may be worn – one in each ear. No other visible piercings will be allowed.

## Uniform Supplier

The school uniform is available only from two specialist retailers: Rawcliffe's in Dewsbury and Frank Harrison at Kershaw's Garden Centre in Brighouse.

Rawcliffe's Dewsbury

<https://smartschoolwearcentre.co.uk/heckmondwike-grammar-school/>

Frank Harrisons

<https://www.fhbschooluniform.co.uk/18-heckmondwike-grammar-school>

## Enforcement of uniform policy

Students who do not comply with the uniform policy or dress code, may at the discretion of the Headteacher, be excluded from lessons or sent home to change.



## School Uniform - 2021/22

Students in Years 7 to 11 are expected to wear school uniform. The uniform is very important as it constitutes a visible representation of the school and its values. Students are expected to wear the uniform smartly during the school day and on their way to and from school. All clothing and equipment brought to school must be clearly marked with the name of the student.

The purpose of the uniform is:

- to promote a positive image of the school to students, parents and members of the public.
- to maintain the traditions of the school thereby encouraging a sense of identity and pride in our students.
- to provide smart, attractive, cost effective and hard wearing clothing suitable for all seasons.
- to help maintain a disciplined and safe learning environment free from distraction.

### Uniform requirements:

- School blazer
- Regular fit, tailored school uniform trouser – charcoal grey or plain black.
- Pleated or plain brown skirt (length on or below the knee)
- White stiff collared shirt (long enough to tuck in) buttoned to the neck, long or short sleeved (no capped sleeves).
- School tie in brown and gold stripe with house colour badge
- Grey school pullover (optional). Please note that no other item may be worn under the blazer.
- Short grey or black socks (not trainer socks) or plain tights (black, brown or beige)
- Sensible plain black leather 'school / formal' shoes with flat heels. (high heels, boots, trainers and canvas shoes are not allowed)
- Headscarves worn for religious reasons should be plain and in keeping with the uniform (in brown, black or dark grey material). For safeguarding reasons, these should not obscure the tie and lanyard, or lapels of the blazer, where school badges will be worn.

### For Physical Education and Games

Compulsory items:

- School branded sports shirt (short sleeved **OR** long sleeved)
- School branded training top
- School branded tracksuit bottoms **OR** school shorts **OR** School branded sports leggings
- Black sports socks (House colours)
- Indoor trainers (to be worn in the sports hall)
- Astro turf trainers (to be worn on the MUGA) **OR** Football boots (plastic or moulded studs are recommended as these may be worn on the MUGA and grass playing fields)
- Personal protective equipment - shin pads and a gum shield

Optional items:

- Black base layer
- School branded fleece
- School branded beanie hat
- Screw in studded football boots for use on the grass playing fields

Please note that no other items may be worn as PE kit.

Headscarves should be removed for PE and games or should be tight fitting or of balaclava style.

If you have any queries regarding school uniform or the PE kit, please discuss this with school prior to purchasing. All property must be marked in full with owner's name. Parents will be notified of any changes in writing

Please label all uniform and PE kit items with your child's full name.

## Appendix 2: School Calendar 2021-2022

### School calendar 2021/22

August 2021							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
30						1	
31	2	3	4	5	6	7	8
32	9	10	11	12	13	14	15
33	16	17	18	19	20	21	22
34	23	24	25	26	27	28	29
35	30	31					

September 2021							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
35			1	2	3	4	5
36	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26
39	27	28	29	30			

October 2021							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
39					1	2	3
40	4	5	6	7	8	9	10
41	11	12	13	14	15	16	17
42	18	19	20	21	22	23	24
43	25	26	27	28	29	30	31

November 2021							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
44	1	2	3	4	5	6	7
45	8	9	10	11	12	13	14
46	15	16	17	18	19	20	21
47	22	23	24	25	26	27	28
48	29	30					

December 2021							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
48			1	2	3	4	5
49	6	7	8	9	10	11	12
50	13	14	15	16	17	18	19
51	20	21	22	23	24	25	26
52	27	28	29	30	31		

January 2022							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
52						1	2
1	3	4	5	6	7	8	9
2	10	11	12	13	14	15	16
3	17	18	19	20	21	22	23
4	24	25	26	27	28	29	30
5	31						

February 2022							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
5		1	2	3	4	5	6
6	7	8	9	10	11	12	13
7	14	15	16	17	18	19	20
8	21	22	23	24	25	26	27
9	28						

March 2022							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
9		1	2	3	4	5	6
10	7	8	9	10	11	12	13
11	14	15	16	17	18	19	20
12	21	22	23	24	25	26	27
13	28	29	30	31			

April 2022							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
13					1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
17	25	26	27	28	29	30	

May 2022							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
17						1	
18	2	3	4	5	6	7	8
19	9	10	11	12	13	14	15
20	16	17	18	19	20	21	22
21	23	24	25	26	27	28	29
22	30	31					

June 2022							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
22			1	2	3	4	5
23	6	7	8	9	10	11	12
24	13	14	15	16	17	18	19
25	20	21	22	23	24	25	26
26	27	28	29	30			

July 2022							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
26					1	2	3
27	4	5	6	7	8	9	10
28	11	12	13	14	15	16	17
29	18	19	20	21	22	23	24
30	25	26	27	28	29	30	31

- Staff Training - school closed to students
- Bank Holidays - School Closed
- School Holidays
- Entrance Exam - School Closed To Students

## Appendix 3:



**HECKMONDWIKE**  
GRAMMAR SCHOOL

### Fundraising at Heckmondwike Grammar School

Dear Parent/Carer

#### Donations to the Covenant Scheme

We are always grateful for the financial support we continue to receive from parents and carers. With your help we have continued to improve and develop the facilities for all students at Heckmondwike Grammar School. As a direct result of donations made by parents in the past twenty years, your child now benefits from an excellent sports hall, a new performing arts studio and a multi-use games area (MUGA). In the last few years alone we have been able to:

- Refurbish and re-equip our Library Resources area;
- Convert classrooms to science labs;
- Build and equip an innovative drama studio;
- Install a wireless network and invest in iPad devices;
- Create and furnish a new classroom block; and
- Replace windows and make for safety improvements

Our enlarged and remodelled sixth form centre building (opened in late 2018) named the Jo Cox Centre after the late Batley & Spen MP, offers excellent study and social facilities for our sixth form students.

We are eager to continue to improve facilities further and would appreciate your help to fund this improvement activity.

#### Gift Aid

Because we have charitable status, one of the most effective ways of giving to our fundraising is by making use of the Gift Aid scheme. Anyone who is a UK taxpayer can sign a declaration, which allows the school to reclaim an equivalent amount of tax paid on the contributions. This is currently 25p for every £1 given and costs the donor nothing.

Examples of regular donations:

- £10 per month = £120 pa + £30 = £150 per year incl. reclaimed tax from Gift Aid
- £15 per month = £180 pa + £45 = £225 per year incl. reclaimed tax from Gift Aid

If half of our new parents were able to make the lower donation, with gift aid, we would raise an additional £78,750 over the next five years!

### Appendix 3: cont

If you would consider making a regular donation to our Covenant Scheme to help us to achieve the ambitions for your child please follow the steps below:

- Please set up a standing order for your chosen donation with your bank, the details you will need are below:

Payee: Heckmondwike Grammar School Academy Trust Centenary Appeal Fund  
Sort Code: 40-24-03 (HSBC)  
Account: 01849166

- To allow us to claim gift aid please provide your details by either using the link or the QR code below:

<https://forms.office.com/r/j4yUPP0kkq>



If you have any queries please contact the Business Office on [finance@heckgrammar.co.uk](mailto:finance@heckgrammar.co.uk)

#### Friends of Heckmondwike Grammar School

The Friends of Heckmondwike Grammar School is the parents' association, who are very active supporters of the school. Some of their activities help raise additional funds for the school which are always very much appreciated.

If you are interested in joining, please email [office@heckgrammar.co.uk](mailto:office@heckgrammar.co.uk) and I know you will be given a very warm welcome.

With your help Heckmondwike Grammar School will be able to continue to provide the first-rate facilities which our students deserve and also face the challenges of the 21st century with confidence and continuing success. If you have any questions about this or wish to support the school in any other way, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Roberts', with a horizontal line underneath it.

Peter Roberts  
Headteacher



### HECKMONDWIKE GRAMMAR SCHOOL

Dear Parent/Carer

#### **Biometric Information, Cashless Catering and ParentPay**

Heckmondwike Grammar School offers a cashless catering service. The system enables us to deliver a more efficient, faster catering service to students whilst continuing to provide wholesome, healthy and enjoyable meals at a reasonable cost.

Mellors Catering Services Limited provide the catering service in school, on behalf of Heckmondwike Grammar School. Details of Mellors and example menus can be found on our website.

The method of payment to school is by ParentPay. This secure online service provides parents with a convenient way to pay school for such things as school meals, music lessons, trips and residential. We are sure you will appreciate the advantages the system offers parents and students of the school. Many of our new students will already have experience of a cashless system in their junior school.

**Please note, for school meals only there is a minimum payment of £12.50, each time you make a payment through ParentPay. We do not accept cash at the food counters in school, although there is a reval machine in school that allows cash top ups to the cashless catering system. It is vital that and your son/daughter has credit on their account before their first purchase, as they will be unable to make a purchase without sufficient credit.**

We advise parents to set a reminder to top up balances when they get below a threshold you determine, as students will not be able to make purchases without sufficient credit.

Your personal ParentPay log-in details will be issued out to you once we have the data transfer from feeder schools, and can be activated straight away even before your son/daughter has their fingerprint scanned.

All our new 2021 Year 7 students will need to be registered in school for the biometric system. To enable your son/daughter to be registered we will need to scan their finger. This registration will take only a few minutes and will involve taking a biometric fingerprint image, which is then converted into an algorithm; the image is then deleted.

**In order to take a fingerprint image, we require your approval, and would therefore ask you to consent to this by ticking the relevant box on the data collection form.**

It is also important that you highlight any food allergies / allergens on the data collection form. As mentioned above Mellors provide the catering provision in school, and therefore any information on allergies and food intolerances will be shared with them. Mellors will have access to the cashless catering system in school in order to facilitate the provision of an effective catering service.

## Appendix 4 cont

The cashless catering system allows a daily spend limit of £5.00. The daily limit includes spending at breakfast service, morning break and lunchtime service. The standard meal deal will be £2.50, from September 2021, which leaves students a further £2.50 to spend during breakfast and break service and to purchase a drink if they choose. The £5.00 figure is set up to initially help students budget their catering spend and to provide reassurance for parents that their child is not able to spend all their allowance in the first couple of days. The spending limit is reviewed periodically. This limit and times of use can be amended if written permission is received from parents.

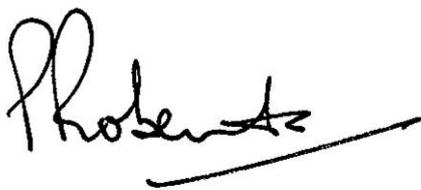
An allowance for a free school meal (FSM) is up to £2.50 per day from September 2021. However, children purchasing items at break from this allowance, will not leave themselves sufficient funds for a FSM at lunchtime. If you wish your child's FSM allowance to be used at lunchtime only, please let us know so we can prevent usage at break times. If you do not set any limits we would strongly advise parents of FSM children to ensure they have sufficient credit available, for any spend over the FSM allowance.

Parents who feel their child may be eligible for free school meals should apply via their local council. For Kirklees residents and most others this is handled by Kirklees Council. Applications can be made on-line through the Council website, <http://www.kirklees.gov.uk/beta/schools/free-school-meals.aspx>, by downloading an application form and returning it, or by telephoning 01484 221000. If you are not a Kirklees resident please still contact them and ask whether they can process your application or which authority they would want you to use. You can email them at [freeschoolmeals@kirklees.gov.uk](mailto:freeschoolmeals@kirklees.gov.uk) or contact them on 01484 221000.

A standard meal deal is either a hot or cold main with either a tetra drink or pudding. Water fountains are available to top up water bottles.

If you have any further questions after reading this, please contact the Business Office on [finance@heckgrammar.co.uk](mailto:finance@heckgrammar.co.uk).

Yours faithfully

A handwritten signature in black ink, appearing to read 'Peter Roberts', with a horizontal line underneath it.

Peter Roberts  
Headteacher

## Appendix 5

### HOME SCHOOL AGREEMENT (2021-22)



HECKMONDWIKE  
GRAMMAR SCHOOL

#### Introduction

The school believes that a strong partnership between student, parent/carer and school is essential if our young people are to achieve their full potential. Partnership implies mutual responsibility and this agreement seeks to set out the responsibilities we believe are fundamental to the partnership and the values of the school. The document is issued to all new students joining the school and is subsequently signed annually by all students and their parents/carers in the student planner.

#### The School's responsibilities

The School will do its best to:

- Care for your child's safety and happiness whilst at school;
- Ensure that your child achieves their full potential;
- Provide a broad and balanced curriculum;
- Provide a well-resourced learning environment and high standards of teaching;
- Ensure high standards of work and behaviour;
- Set and mark homework on a regular basis and check the student planner every week;
- Keep you informed about your child's progress and general school matters;
- Welcome you and encourage your involvement in the life of the school;
- Arrange parents' evenings at which your child's progress will be discussed;
- Send home regular progress reports;
- Keep parents/carers informed about school activities through regular letters home, the school website and social media, electronic newsletters and notices about special events;
- Provide supervised and filtered Internet and e-mail access;
- Protect all students' data; and
- Contact parents/carers if there are concerns regarding attendance, punctuality or equipment.

#### The Student's responsibilities

- Students will do their best to uphold the school's values of 'Respect, Responsibility and Excellence' in all aspects of their behaviour, conduct and communication in order to:
- Maintain excellent attendance (97% or better) and punctuality to school and lessons;
- Actively participate in all subjects on the school curriculum;
- Bring the necessary equipment to school every day;
- Achieve well by paying attention in lessons and working hard, making the best possible use of their abilities and talents;
- Seek help from staff when necessary and respond positively to the advice, support and guidance provided;
- Complete all classwork and homework to the highest possible standard and hand it in on time;
- Participate in the range of opportunities on offer within and beyond the classroom, including House events, educational visits, clubs, teams, student leadership programmes, work placements and other extra-curricular activities;
- Wear the correct uniform both in school and when travelling to and from school, being proud of the uniform and the school (uniform expectations are accessible on the school website and in the student planner);
- Wear school PE kit whilst taking part in sporting activities (uniform expectations are accessible on the school website and in the student planner);

## HOME SCHOOL AGREEMENT (2021-22) cont

- Use online platforms and social media responsibly, ensuring that no post identifies staff or students of the school without their permission, or brings the reputation of the school into disrepute in the opinion of School Leaders'

Be a good ambassador for the school in the local community;

Show care, consideration and respect for others at all times, both in person and online;

Take care of school property, the property of others and their own property;

Observe the school's policy on safe use of the Internet and electronic resources;

The Parents'/Carers' responsibilities

Parents/carers will do their best to:

- Ensure that their child attends school regularly, punctually, is alert and dressed in full school uniform and has access to correct PE kit;
- Alert the school immediately if their child cannot attend school due to illness or special circumstance (bereavement, accident, etc);
- Contribute to excellent levels of attendance (97% or more) by arranging medical or other appointments outside of school time. Please note that holidays or other visits are not permitted during term time. Support and encourage their child's participation in extra-curricular activities and opportunities for out of hours learning and enrichment;
- Attend parents' evenings and meetings and maintain communication with teaching staff and tutors about progress, making the school aware of any issues that might affect their child's work or behaviour;
- Attend extra-curricular events where parents and family members are invited;
- Support their child's learning at home by the provision of a suitable and appropriate working environment and by encouraging them and checking that independent work is completed;
- Sign the student planner on a weekly basis and access ClassCharts regularly to monitor their child's behaviour; and
- Support the school's disciplinary procedures and behaviour policy.

This policy will be kept under review and updated as required.

Signed:  (Mr P Roberts, Headteacher)

..... (Parent/Carer)

..... (Student)

This document will be included in the Student Planner and this must be signed in September by parents/carers and students.

## Appendix 6

### Privacy Policies

To gain access to the Privacy Policies

<https://www.heckgrammar.co.uk/help/privacy/>