

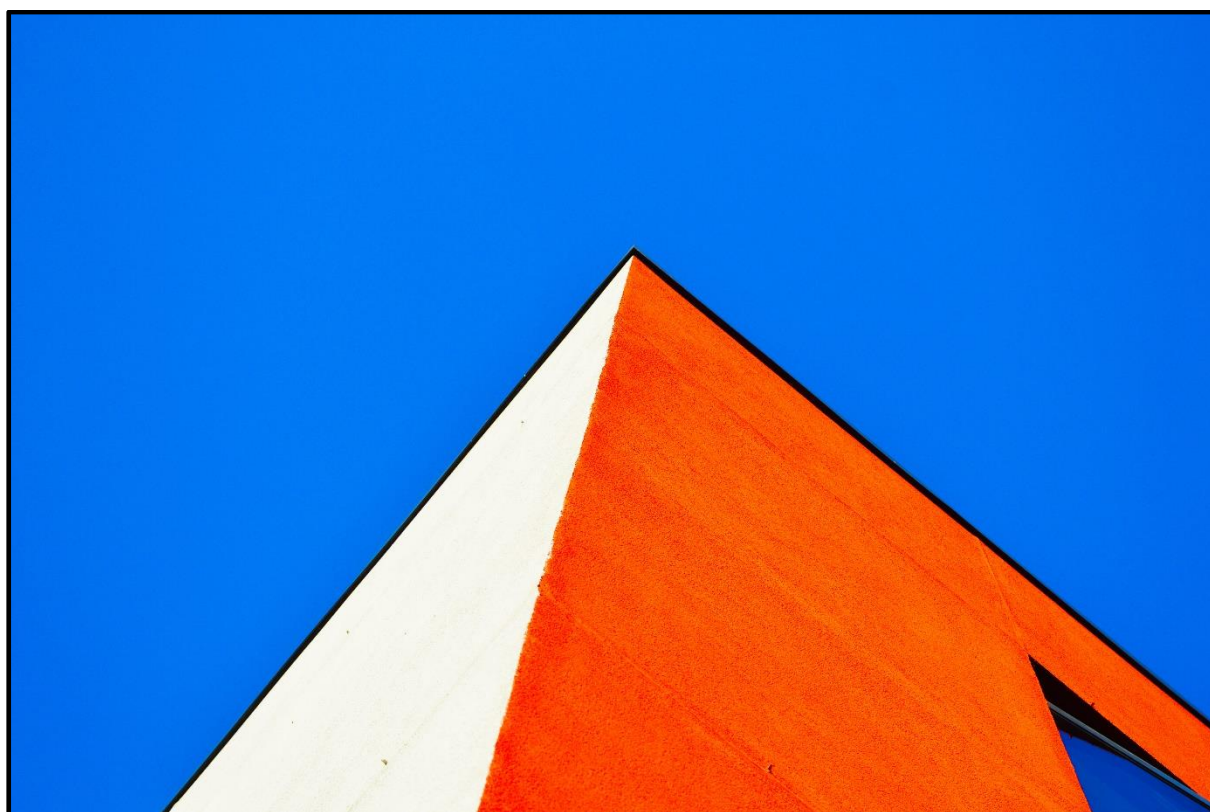


HAMPSTEAD SCHOOL

Learning together Achieving together

Parent/Carer Information Booklet

September 2023



Think Big • Work Hard • Be Kind

Dear Parent/Carer,

I hope that you are having an enjoyable summer.

The summer term provided a very positive finish to the 2022-23 academic year. It started with a successful Ofsted inspection in April, saw Year 11 and Year 13 students approach their examinations brilliantly throughout May and June, and finished in July with a fantastic Sports Day and inspiring International Arts Festival.



Students visited the Roundhouse, Crick Institute and Science Museum, whilst The Donmar Warehouse Theatre Group visited us and performed Henry V to Year 9, donating the set after the performance to support the work of our brilliant drama department.

This combination of events reflects our commitment to a rich, creative, academic curriculum. It also created a secure foundation for the new school year.

Start of term arrangements

We are running year-group specific induction sessions at the start of term. Please check below for details on when your child should attend school. The first 'normal' school day is Friday 8 September.

Uniform and equipment

The summer break provides an ideal opportunity for parents/carers to ensure that their children have the correct uniform and equipment for the term ahead. This handbook provides more information, and should be read in conjunction with the uniform handbook that accompanies this pack.

Thank you for your support; in ensuring that your child has the correct uniform, PE kit and equipment, you remove unnecessary conflict from their day and unnecessary obstacles from their learning.

Cost of living support

If you face issues in affording new uniform and equipment, please contact the school; we will be able to signpost you towards appropriate support.

We want to use this opportunity to highlight our **universal free breakfast**, provided for all students between 0800 and 0830 every school day.

We also want to encourage families to check their eligibility for **Free School Meals**; if you are eligible, signing up allows your child to access a school meal each day, and also secures additional funding for the school and allows your child to access enrichment and extra-curricular opportunities.

You can check eligibility and apply here: [Free school meals - Camden Council](#)

Positive behaviour curriculum

As part of their induction, all students will be engaging with our positive behaviour curriculum. We have included it at the end of this booklet; please discuss it with your child before the start of term.

We are very much looking forward to working together over the coming year.

A handwritten signature in black ink, appearing to read 'Matthew Sadler', written in a cursive style.

Matthew Sadler, Head

Start of term arrangements

Date	Events
Monday 4 September	INSET day – school closed to all students
Tuesday 5 September	Year 8 Induction 1000-1200
	Year 9 Induction 1300-1500
Wednesday 6 September	Year 10 Induction 1000-1200
	Year 11 Induction 1300-1500
Thursday 7 September	Year 7 Induction 0835-1500
	Year 12 Induction 0900-1320
	Year 13 Induction 1430-1530
Friday 8 September	All students in school @ 0835

Timings of the school day

Arrival and Departure Times

Year	Arrival Time	Arrival Gate	Departure Time
A free breakfast is available for all students in the Dining Room between 0800 and 0830			
KS3	0835	South Gate	1500
KS4	0835	South Gate	1500 / 1600*
Sixth Form	0835	South Gate	1300 / Final lesson**

Lesson timings

Time	Detail
0840-0900	Form time / Assemblies
0900-1000	Period 1
1000-1100	Period 2
1100-1120	Break
1120-1220	Period 3
1220-1320	Period 4
1320-1400	Lunch
1400-1500	Period 5
1500-1600	Period 6 - KS4 and KS5 only*

* Some KS4 and KS5 students have a limited number of Period 6 lessons running from 1500-1600.

** Sixth Formers must stay in school until 1300 or the end of their final lesson, whichever is later.

On Mondays, KS3 and KS4 students line up in their fire drill area for the 'Big Monday Line Up'. On their respective assembly days, students line up in tutor groups in the assembly line-up area. On other days, students must make their way independently to their tutor room before 0840.

Assemblies

Assemblies will take place between 0840 and 0900 as per the following rota:

Year group	Assembly
11	Monday (Main Hall)
10	Tuesday (Main Hall)
7	Wednesday (Main Hall)
8	Thursday (Main Hall)
9	Friday (Main Hall)
Sixth Form	Friday (Period 1)

Punctuality to school

All students (including Sixth Formers) must be on the school site before 0840.

Any student arriving after 0840 must hand in their mobile phone at the school gate.

For students in Years 7 to 11, this will be returned to them after sitting a 25-minute late detention at lunch time in the Main Hall.

For students in Sixth Form, this will be returned to them after sitting a 30-minute detention at the end of the school day.

Students who fail to attend their detention will have to attend it the following day in order to have their mobile phone returned.

If your child is late due to a medical appointment, please provide evidence of the appointment. If they are late for another legitimate reason, please give them a signed and dated note. If this is not possible, contact the attendance team via email (attendance@hampsteadschool.org.uk). In most cases, we will still take a mobile phone on entry, but return it to your child before the detention having confirmed the reason for their lateness.

Punctuality to lessons

We expect students to move quickly and quietly between lessons and be in the relevant classroom within three minutes of the beginning of the period.

If a student is late to lessons five or more times within a one-week cycle (Thursday > Wednesday), they receive a two-hour Punctuality Planning Detention on a Thursday afternoon. Students, parents and form tutors receive regular punctuality updates and so this never comes as a surprise.

Year 7 students (and other students new to the school) benefit from a grace period of two weeks to ensure they know their way around the site.

No pens in pockets

We expect all students to bring the necessary equipment to school, and we are starting the year with a particular emphasis on the importance of a fully stocked pencil case.

- A sensible school bag, large enough to carry A4-sized materials
- Pencil case
- At least two blue or black pens
- Pencil
- Ruler
- Pencil sharpener
- Eraser
- Calculator
- Water bottle

Tutors will do equipment checks as part of the tutor programme each morning to maintain this expectation.

If a student fails to bring a pencil case to school, they must borrow one in exchange for their mobile phone or another item of value. This will be returned to them, following a detention, at the end of the day.

Home learning

We use Microsoft Teams to communicate Home Learning. We will send more information to parents in the first few weeks of term, detailing ways to support your child in the completion of this independent work.

Students should expect:

Year group	Home learning expectation
7, 8 and 9	English, Maths and Science – 1 per week / Other subjects – 1 per fortnight
10 and 11	All subjects – 1 per week
Sixth Form	All subjects – 1 hour at home for each hour taught in school

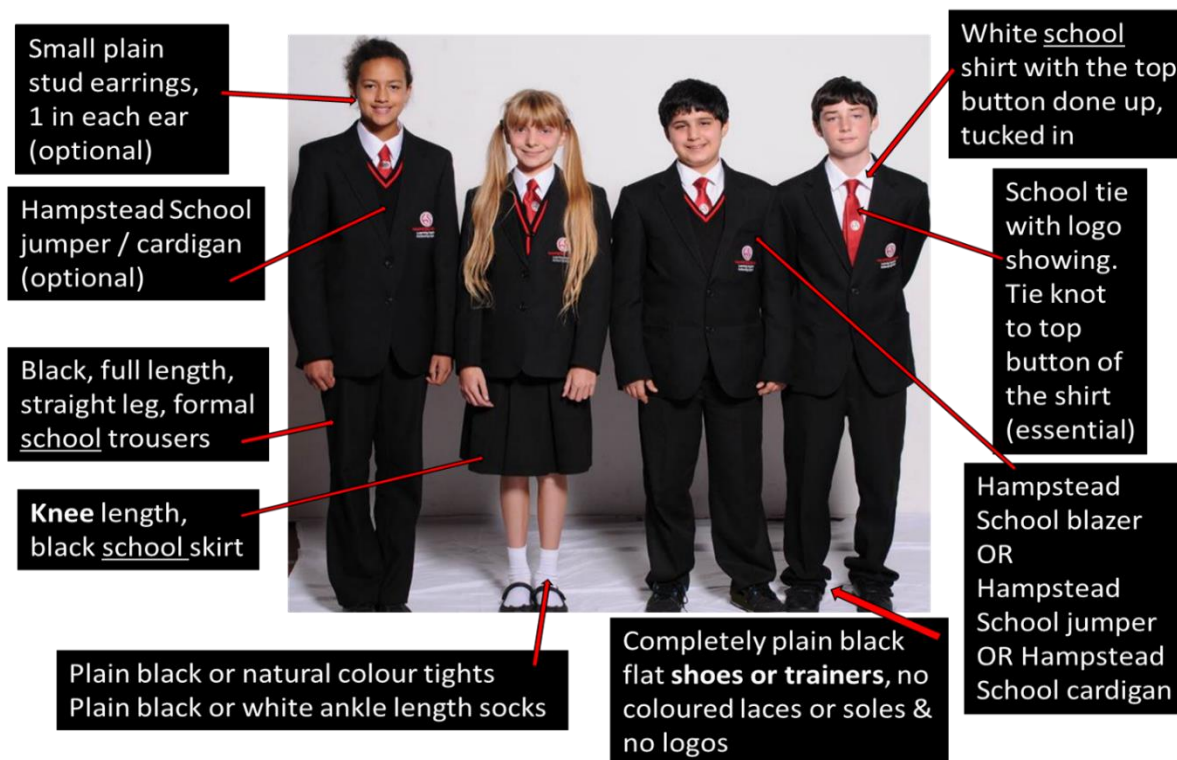
School uniform

We expect all students in Years 7 to 11 to wear school uniform. For more detail, please consult our [Uniform Policy](#), available on the school website.

Sixth Formers do not need to wear uniform but must adhere to a 'work casual' dress code, wearing clothes that would be appropriate for a relaxed, modern workplace. The Sixth Form identity card and lanyard forms a compulsory part of this dress code.

The existing year-group tie system will roll up one year, with Year 7 students wearing the same red and black striped tie as the rising Year 11 cohort. HABZ (Hampstead Anti-Bullying Zone) students will wear a plain silver tie and we will award a gold tie to Year 11 students who demonstrate excellent attitude to learning.

Year	Tie colour
7	Red and black stripe
8	Black with red detail
9	Red
10	Red and silver stripe
11	Red and black stripe / Gold tie
HABZ	Silver



PE timetable and uniform

Each year group has a designated PE day. On this day, students should attend school in full PE kit.

- Completely black shorts, skirt, tracksuit bottoms, leggings or knee-length cycling shorts.
- Hampstead School red PE polo shirt with logo
- Trainers appropriate for sport

If additional layers are required due to inclement weather, students should wear the school jumper, cardigan, blazer and/or an outdoor coat, as per the normal school uniform policy.

Year group	PE kit day
7	Monday
8	Tuesday
9	Wednesday
10	Friday
11	Thursday

PE lessons will not take place on induction days at the start of term. Students must attend school in full school uniform for induction. The PE kit day timetable starts on Friday 8 September.

Behaviour for Learning

Our approach to Behaviour for Learning is driven by the expectation that all members of the school community Think Big, Work Hard and Be Kind. We have given this expectation greater structure through our Positive Behaviour Curriculum, a step-by-step guide to the school day that describes the behaviours we would expect to see. This is included at the end of this handbook; please read through it with your child prior to the start of term.

The following table details some of the procedures that allow us to uphold these principles on a day-to-day basis.

Key procedures	Detail
Recognition points	Recognition points are linked to our school values: Think Big, Work Hard, Be Kind. Staff award them to students who uphold these values inside and outside of the classroom, and they contribute towards termly and annual reward assemblies.
Stars of the Hour	All staff award two Stars of the Hour for every lesson, with reference to our Think Big, Work Hard, Be Kind expectations.
Chance > Choice > Consequence	Staff apply this three-step process when dealing with low-level behaviour incidents (e.g. disruption to lessons). The consequence will often be a Central Teacher Detention (see below).
CTD and HOY detention	<p>If a student displays persistent disruptive behaviour, they will receive a CTD (Central Teacher Detention).</p> <p>This 30-minute detention takes place in the Hub (in our school canteen). Staff meet the student in this detention to have a restorative conversation.</p> <p>If the incident occurs during P1 to P4, the detention will take place on the same day. If it happens during P5, it will take place the next day.</p> <p>Parents/carers are contacted by email to inform them that the detention is taking place.</p> <p>If a student fails to attend CTD, it is escalated to a one-hour Head of Year detention the following day. Failure to attend this leads to time in the Hub (see below).</p>
The Hub	The Hub is a pastoral intervention; students are withdrawn from mainstream lessons in order to support changes in behaviour. Students work in silence on curriculum work and reflective tasks, and engage in one-to-one work with the pastoral team.

Mobile phone / headphones policy

Students can bring a mobile phone into school – we recognise its important role in communication with home and access to online learning. However, when a student is on the school site, their mobile phone must not be seen or heard.

If a member of staff sees a mobile phone on the school site, they will confiscate it and sign it in at the Administration Office. The student will be able to pick it up at the end of the school day.

If a student needs to use their mobile phone for a genuine reason at break or lunchtime, they can ask permission from a member of staff and use it in their vicinity.

Teaching staff may choose to allow students to use a mobile device during a lesson for teaching and learning purposes. Sixth Form students may use mobile devices to access work when engaged in private study in classrooms, the Library or the Sixth Form Study Centre.

Parent and Carer Actions List

We want you to have as much detail as possible about how we will ensure that your child is safe, happy and successful at Hampstead School from September onwards. However, we recognise that this reopening guide contains a significant amount of information.

In order to support you in preparing for September, we have created a summary of the key steps that you should take over the remaining weeks of the summer break. The links will take you to further information on the Hampstead School website, should you require it:

1. Talk your child through the information in this pack, including the Positive Behaviour Curriculum.
2. Make sure your child has the correct uniform, including PE kit. All items should be labelled clearly with their name.

[Hampstead School - SCHOOL UNIFORM](#)

3. Make sure that your child has an appropriate schoolbag (labelled with their name) in which they can place their books, timetable and a fully stocked pencil case.
4. Help your child to plan their route to school so that they will arrive at the correct time, with a buffer period built in for transport issues.
5. Ensure that your ParentPay account has sufficient funds for your child to buy food at school, as appropriate.

[Hampstead School - Online payment](#)

6. Plan your child's daily routine; this should include looking at their timetable each evening and ensuring that they are fully prepared for the following day, including wearing their PE Kit when appropriate.
7. Contact Hampstead School by telephone or e-mail if you have any queries or concerns.

[Hampstead School - Contact Us](#)

Holiday activities

Finally, with four weeks of the summer holiday still to go, the following links provide information on some of the activities available to families in the local area:

<https://www.camden.gov.uk/afterschool-clubs-holiday-playschemes>

<https://www.brent.gov.uk/children-young-people-and-families/childcare-and-early-education/holiday-activities-and-food-programme#summer2023hafprogramme>

<https://www.barnet.gov.uk/young-people/activities-children-and-young-people>

<https://www.westminster.gov.uk/children-and-education/activities-and-support>

The Hampstead School behaviour curriculum

Think Big Work Hard Be Kind

This document details 24 hours in the life of a Hampstead School student. Following these guidelines, and meeting these expectations, creates an environment in which everyone can achieve.

1 The night before school	
Step 1	Check your timetable and your Teams account / student planner. What lessons have you got tomorrow and is any homework due?
Step 2	Lay out your uniform for the following morning, including PE kit when appropriate.
Step 3	Pack your school bag with a fully-stocked pencil case and any other necessary subject-specific equipment
Parent/carer	Ensure your child takes the steps above, and contact us via email and a written note if your child has an issue that you cannot immediately solve.

2 The morning of school	
Step 1	Get up with enough time to get changed, eat breakfast, and double check uniform and equipment.
Step 2	Eat a substantial and healthy breakfast, or leave home with enough time to go to our Breakfast Club (0800 > 0830 in the dining room).
Step 3	Leave home with enough time to get to school before 0835, even if faced with traffic or public transport issues.
Parent/carer	Check that your child's route to school is appropriate, and that they leave at the correct time, in correct uniform, and with the necessary equipment.

3 Arriving at school	
Step 1	Make sure your uniform is neat and correct before you arrive at the school gate. All non-uniform items in your pockets or bags.
Step 2	Exchange good morning greetings with the members of staff on the school gate.
Step 3	Chat with friends or use the Breakfast Club. At 0835, go straight to your tutor room or your line up area.
School staff	Greet students at the gate. Act as a rigorous gateway, identifying issues with uniform and intervening as appropriate.

4 Assembly or fire drill line ups	
Step 1	Stand in a straight line
Step 2	Face forwards
Step 3	Stand in silence
School staff	Actively supervise the whole line, walking up and down to ensure these expectations are adhered to.

5 Uniform expectations	
Step 1	Wear the correct uniform
Step 2	Wear it with pride – shirt tucked in, buttons done up, tie to the top
Step 3	If it's not in the uniform it's not on site – before, during or after school
School staff	Address incorrect uniform and, where relevant, confiscate or follow procedures on missing uniform.

6 Assembly expectations	
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Step 1	Sit with your tutor group, removing bags and outdoor wear
Step 2	Follow the Listening Rules throughout
Step 3	Participate and reflect in a respectful way.
School staff	Stay with your tutees, model listening and manage behaviour. Stay until 0857 if teaching Period 1, support calm dismissal if free.

7 Movement in corridors	
Step 1	Quickly, quietly, and on the left
Step 2	Single file on staircases
Step 3	Daylight rule – no physical contact
School staff	Proactive encouragement from duty positions or classroom door. Use of the Blue Card system in response to positive or negative behaviours.

8 Interactions with staff	
Step 1	Polite, respectful, formal language
Step 2	Quiet and calm manner, open and positive body language
Step 3	Follow instructions first time
School staff	Polite, respectful, formal language. Quiet and calm manner, open and positive body language. Clear instruction, linked to school values.

9 The start of the lesson	
Step 1	Arrive on time – line up and place your coat over your arm.
Step 2	Exchange greetings with the member of staff at the door.
Step 3	Sit in the seating plan and complete the 'Do Now' activity.
School staff	Stand at the threshold of the classroom, greeting students individually and directing them towards the Do Now activity

10 Registers	
Step 1	Listen to the register in silence.
Step 2	Respond clearly to your name with 'Here <i>insert staff name</i> '
Step 3	Give information about other students only when asked by the teacher
School staff	Insist on a silent, formal register. Outline expectations before taking the register. Use the CCC process if students fail to follow instruction.

11 Listening Rules	
Step 1	One Voice – take turns to talk
Step 2	Two Eyes – look at the person talking
Step 3	Three...Think – about what they are talking about
School staff	Remind students about the listening rules using dual coding methods. Use the CCC process if students fail to follow instruction.

12 The end of the lesson	
Step 1	Tidy up your area and make sure you have your things.
Step 2	Stand behind your chair and wait to be dismissed.
Step 3	Thank the teacher for the lesson as you leave.
School staff	Finish the lesson at 55 minutes. Students sit at tables or stand behind chair. Award Stars of the Hour. Dismiss in an orderly fashion, standing at the door.

13 Dining Hall	
Step 1	Line up in single file – daylight rule and no pushing in.
Step 2	Greet the staff at the door, servery and till, and say 'please' and 'thank you'.
Step 3	Eat plated food in the dining hall, and clear your table when finished.

School staff	Greet students at the door, servery and till. Remind them of expectations and use the Blue Card system in response to positive / negative behaviours.
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14 Break time and lunch time

Step 1	Daylight rule – no physical contact
Step 2	Calm and considerate – no boisterous behaviour
Step 3	Appropriate ball games in the designated areas
School staff	Active supervision whilst on duty. Remind students of expectations and use the Blue Card system in response to positive or negative behaviours.

15 Use of toilets

Step 1	One person per cubicle.
Step 2	Use cubicles to go to the toilet – no mobiles, make up or eating.
Step 3	Leave the cubicle better than you found it, and report issues or concerns
School staff	Active supervision of communal areas when on duty. Report concerns to Site Staff when made aware.

16 Leaving school

Step 1	Leave school as soon as supervised activities have finished
Step 2	Walk out calmly, exchanging farewells with staff on the gate
Step 3	Wait for friends or family outside, without blocking the pavement
School staff	Clear the site of students not involved in supervised activities. Remind students to go straight home and change – and avoid the Westcroft estate.

17 Conduct in the community

Step 1	Go straight home and change into your own clothes
Step 2	Always act as if someone you love is watching you – make them proud
Step 3	Stay safe – road safety / stranger safety / mobile phone safety
Parent / Carer	Ensure your child follows the steps above, monitoring their whereabouts and safety.

18 When you get home

Step 1	Talk to someone about your day at school.
Step 2	Complete homework and read a book, newspaper or magazine.
Step 3	Relax and recharge your batteries for another fun day tomorrow.
Parent / Carer	Ask your child about their day. Encourage them to read for pleasure. Help them prepare for the following day.

19 Mobile phone use

Step 1	Keep your mobile phone and air pods away and on silent whilst on the school site (including at the end of the day)
Step 2	Ask a member of staff for permission if you need to use your mobile phone in urgent circumstances
Step 3	Only use your phone for things you would be happy to show your grandma and a police officer
Parent / Carer	Limit your child's phone to age-appropriate apps and websites. Monitor use daily. Do not allow them to use it in their bedroom on their own.
School staff	If requested and appropriate, allow a child to you use their phone in your vicinity. Confiscate and hand in to office in other circumstances.

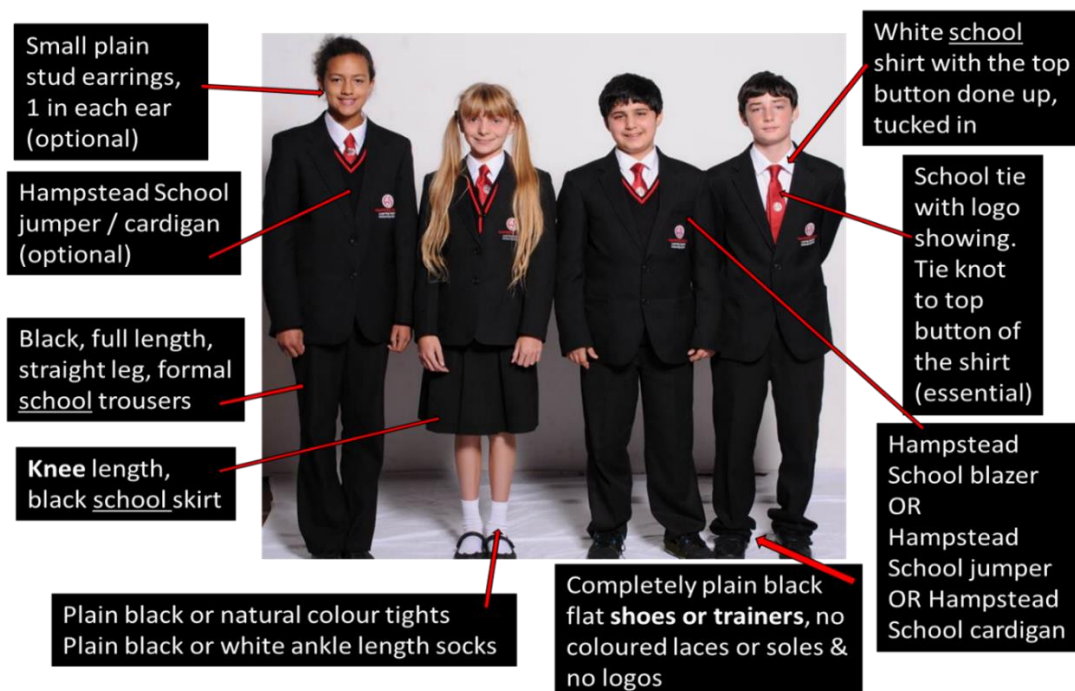


Look Smart, Work Smart



The Hampstead School Uniform

Information for parents, carers and students



Uniform is compulsory for Years 7 to 11 at Hampstead School, and Sixth Form students adhere to a 'work casual' dress code.

Research demonstrates that school uniform:

- Promotes a sense of community, identity and pride within a school setting
- Supports the security and welfare of all students
- Discourages unnecessary and expensive competition in matters of dress
- Prepares students for the world of work

Hampstead School Uniform – compulsory items	
Compulsory school uniform	Compulsory PE kit
<ul style="list-style-type: none"> • Black, full length, straight leg, formal <u>school</u> trousers (i.e. not skinny, fashion, legging or jean style) <li style="text-align: center;"><i>or</i> • Knee length, black <u>school</u> skirt (i.e. not mini, tight or fashion style). • <u>Completely plain black</u> flat shoes or trainers. The entire shoe must be black – including the sole, laces and any logo. • A white <u>school</u> shirt, long enough to be tucked fully into a skirt or trousers • Hampstead School Tie (relevant to year group) • Hampstead School Blazer <li style="text-align: center;"><i>and/or</i> • Hampstead School jumper with logo. <li style="text-align: center;"><i>and/or</i> • Hampstead School cardigan with logo 	<ul style="list-style-type: none"> • <u>Completely plain black</u> shorts, knee-length skirt, tracksuit bottoms, leggings or knee-length cycling shorts. • Hampstead School red PE polo shirt with logo • Trainers appropriate for sport <p>And, if weather necessitates:</p> <ul style="list-style-type: none"> • Hampstead School jumper with logo. <li style="text-align: center;"><i>and/or</i> • Hampstead School cardigan with logo

Hampstead School Uniform – optional items	
Optional uniform items	Optional additional items
<ul style="list-style-type: none"> • Hijab/Turban/Yarmulke/Taqiyah – Red, White or Black • Kameez/Jilbab/Abaya – black with the school logo clearly visible • Plain black or natural colour tights • Plain black or white ankle length socks 	<ul style="list-style-type: none"> • In poor weather, students should wear a suitable outdoor coat over the school uniform, to be removed in the classroom. • Weather-protective hats, scarves and gloves may form part of outdoor wear in poor weather.

Potential uniform issues

The following are potential issues that can undermine the uniform policy and create a distraction from learning.

We ask all parents and carers to support their child by keeping strictly to the prescribed uniform list, and avoiding the mistakes sometimes made by a small number of students.

- Some students wear shoes or trainers that are not completely black. Please make sure your child's shoes are completely black, and do not have a coloured sole, logo or laces.



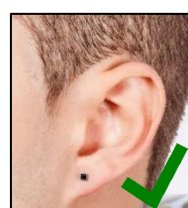
- Some students wear a tracksuit top, non-school jumper, or hoodie, in place of a school jumper, blazer, or outdoor coat. Tracksuit tops, non-school jumpers and hoodies are not part of the uniform and must not be worn on the school site (this includes PE lessons).



- Some students wear a black Jilbab, Kameez or Abaya, but do not display the school logo. A school logo must be displayed. This can be achieved by:

- Wearing a school jumper, cardigan or blazer
- Adding a school logo – available via our uniform providers – to the item of clothing
- Incorporating the relevant school tie

- Some students wear a necklace, hooped ear-rings or a hooped piercing in their nose. The only jewellery that is allowed is studded ear rings no bigger than the wearer's ear lobe, and/or a single small stud in the nose.



The following are not part of the school uniform and must not be worn:

- Visible tops worn underneath the school jumper, shirt or polo shirt.
- Baseball caps
- Hoods (with the exception of during very wet or extremely cold weather)
- Patterns shaved or cut into hair
- Excessive make up, false nails or eyelashes
- Sandals, Crocs or flip-flops

Where relevant, students will be asked to remove these items when in school. Non-uniform items will be confiscated and returned at a later date.

2023-24 Year Group Ties

The existing year-group tie system will roll up one year, with Year 7 students wearing the same red and black striped tie as the rising Year 11 cohort. HABZ students will wear a plain silver tie and we will award a gold tie to Year 11 students who demonstrate excellent attitude to learning.

23-23 Year	Tie colour
7	Red and black stripe
8	Black with red detail
9	Red
10	Red and silver stripe
11	Red and black stripe / Gold
HABZ	Silver

If your child's tie is damaged, please buy them a new tie before the start of the new term.

Hampstead School Uniform Suppliers:

Generic uniform items (e.g. school trousers, shirt and skirt) can be purchased at reasonable prices from many high street and online retailers.

Hampstead School specific uniform items can be purchased from:

- Price & Buckland – <https://www.pbuniform-online.co.uk/hampstead> (*blazers, ties, jumpers, badges for Jilbab, Abaya or Kameez only, and red polo shirt for PE*)
- John Lewis – www.johnlewis.com (*blazers, ties, jumpers, badges for Jilbab, Albaya or Kameez only, red polo shirt for PE and cardigans*)

The school holds a limited stock of school ties. These can be purchased from ParentPay and collected from the school office.

The school also has a stock of second-hand items which we are happy to provide free of charge. Parents/carers should contact their child's Head of Year if they would like to access this support.

Support for students without correct uniform

If a student arrives at school without correct uniform the school will take one of the following approaches:

- Provide correct uniform for the student to wear. All spare stock items are washed and/or sanitised between use.
- Ask the child to return home to correct their uniform, with permission from the parent/carer.
- Provide a uniform pass lanyard for the student to wear during the course of the day.
- In a small number of circumstances, remove the student from lessons until the uniform issue is addressed.

Sixth Form dress code

Sixth Formers do not need to wear uniform but they are asked to adhere to a 'work casual' dress code, wearing clothes that would be appropriate for a relaxed, modern workplace.

As with many employers, the Sixth Form identity card and lanyard forms a compulsory part of this dress code.

The following are not considered 'work casual' and must not be worn:

- Jogging bottoms
- Excessively ripped jeans (skin visible)
- Leggings
- Crop tops and low cut tops
- Very short skirts or shorts
- Baseball caps
- Very tight clothing

We reserve the right to issue guidance on matters such as jewellery, tattoos and piercing as necessary.

Uniform expectations – classrooms

All outdoor wear (coats, scarves, gloves) must be removed when students are in classrooms and other indoor learning spaces (e.g. the library or assembly hall).

Uniform expectations – corridors and dining rooms

When allowed to be worn on school grounds due to inclement weather, hats and hoods must be removed when in corridors and other internal communal areas.

Uniform expectations – outdoor spaces

An outdoor coat can be worn over the top of the school uniform when in outdoor spaces of the school. Hats and hoods are only allowed to be worn in wet or cold weather.