

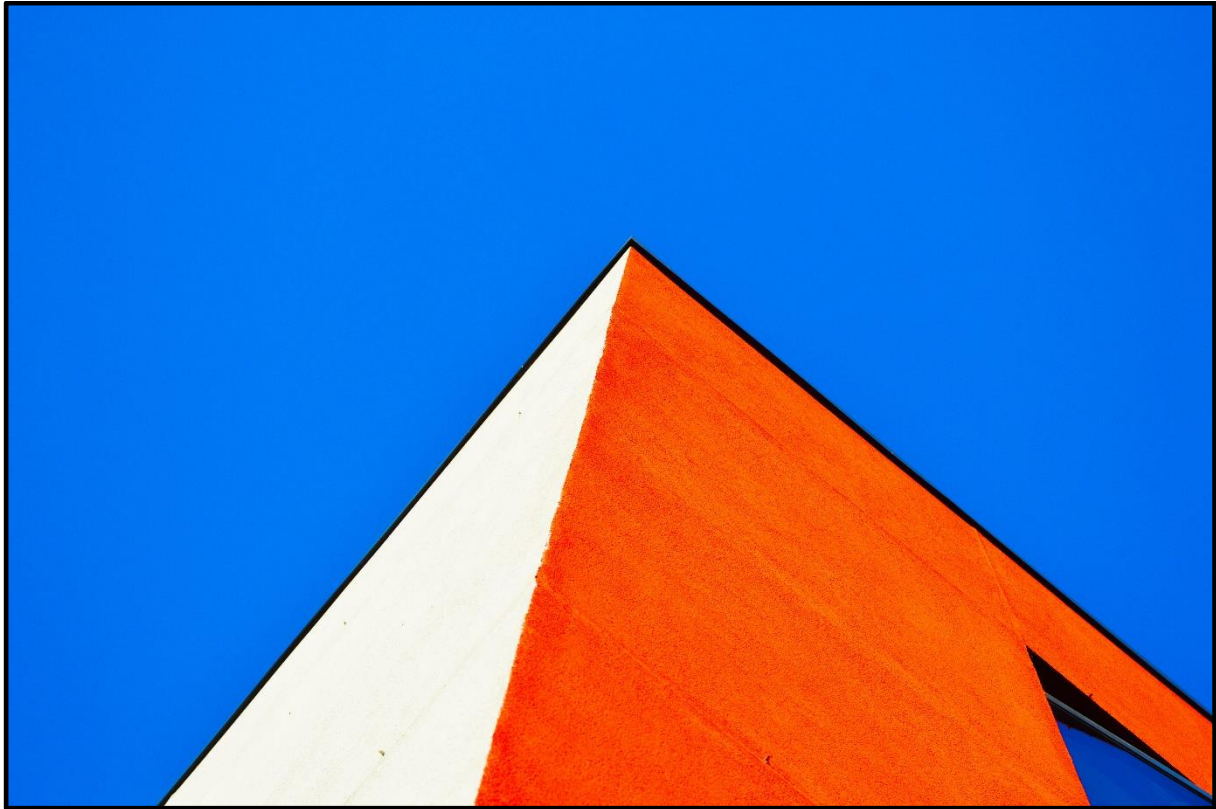


HAMPSTEAD SCHOOL

Learning together Achieving together

Studying at Hampstead School

2023



Think Big ● Work Hard ● Be Kind

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Welcome from the Headteacher



I am excited and privileged that you have chosen Hampstead School for your child's secondary education. Having started here as a newly qualified teacher in 2006, I returned as head in 2020 because it is an amazing place to work and learn. The arrival of new students and new families only enriches our community further.

As Head I commit to doing everything I can to ensure your child is safe, happy, and that they achieve. Crucial to this is the three-part relationship between school, home and – most importantly – your child. We will work closely with you to understand their needs, personalise provision and support them in realising their ambitions.

We have developed an ambitious and wide-reaching induction programme designed to make this transition as smooth as possible. We will use online resources, virtual meetings and face-to-face events to make sure your child feels comfortable and you feel informed.

One thing recent years have taught us is that young people are independent, proactive and incredibly resilient. I have no doubt that your child will – with the unerring support of school and home – draw on their experiences and go on to achieve fantastic things. I look forward to going on this journey together.

A handwritten signature in black ink, appearing to read 'Matthew Sadler'.

Matthew Sadler
Head

Using this guide

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. However, we recognise that this guide contains a significant amount of information. So we ask that you start with the following action points and use the rest of the guide as a reference for further clarification.

1. Familiarise yourself with this guide and the [Hampstead School Policies](#).
2. Make sure your child has the [complete and correct uniform](#), which is labelled with their name.
3. Make sure that your child has an appropriate schoolbag (labelled) which contains 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.
5. Ensure that your [ParentPay account](#) has sufficient funds for your child to buy food at school. Free School Meals will not be available until you have received confirmation from Camden.
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 needed.
7. [Contact Hampstead School](#) by telephone or e-mail if you have any queries or concerns.





1. THE SCHOOL WEEK

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.

DAILY SCHEDULE

TIMES	PERIOD
08:00 – 08:30	Breakfast Club
08.35	All students must be on site
08.40 – 09:00	Registration/Assembly
09.00 – 10.00	Period 1
10.00 – 11.00	Period 2
11.00 – 11.20	Morning Break
11.20 - 12.20	Period 3
12.20 – 13.20	Period 4
13.20 – 14.00	Lunch
14.00 – 15.00	Period 5
15.00	Official End of Day
15.00 – 16.00	Extended Activities 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.

We expect all students to go straight home after leaving school to change out of their uniform

ASSEMBLIES

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)

2. ATTENDANCE

2.1 Reporting absences

Students are expected to attend school every day. Parents/Carers must inform the school using [Studybugs](#) if their child is absent from school for any reason before 08:40am

Please do not use MyEd to report absence.

Students are expected to be on time in the morning, arriving at school by 8.35am at the latest, and be punctual to all lessons. If they are late, this will be recorded and they will be given a late detention.



2.2 Every Lesson Counts

Teachers plan lessons carefully, and in sequence, which means that even one missed lesson can impact on a child's progress.

Parents and Carers also have a legal responsibility to ensure their child is in school on time, every day. We employ an Attendance Officer and Education Welfare Officer to support 100% attendance.

Education is a partnership. Parents/Carers must play their role by contacting the school whenever their child is absent. In return, they have the right to expect the school to keep them informed about attendance and any other issues of concern.

We do have a legal responsibility to refer persistent absence and/or lateness to Camden Educational Welfare Service and Fixed Penalty Notices may be issued.

2.3 Holidays During Term Time

Parents/Carers are **not** entitled to take their child out of school during term time as it is against the law. In exceptional circumstances, leave may be taken only with the written approval of the Head and the decision of the Head is final.

We do not authorise absence for any other reason.

Under current legislation, parents and carers commit an offence if their child fails to attend school. A Penalty Notice may be issued by the Local Authority if the child is taken out of school during term time without written permission from the Head or is absent from school without any valid explanation. The fine is £60 to be paid within 21 days. If the fine is not paid on time, payment increases to £120 and may lead to prosecution. The fine will apply to each parent or carer for each child who fails to attend regularly.

2.4 Irregular attendance and absence during term time

Further information regarding the implications of irregular attendance and absence during term time is covered in the [Education Act 1996](#).

3. SCHOOL UNIFORM

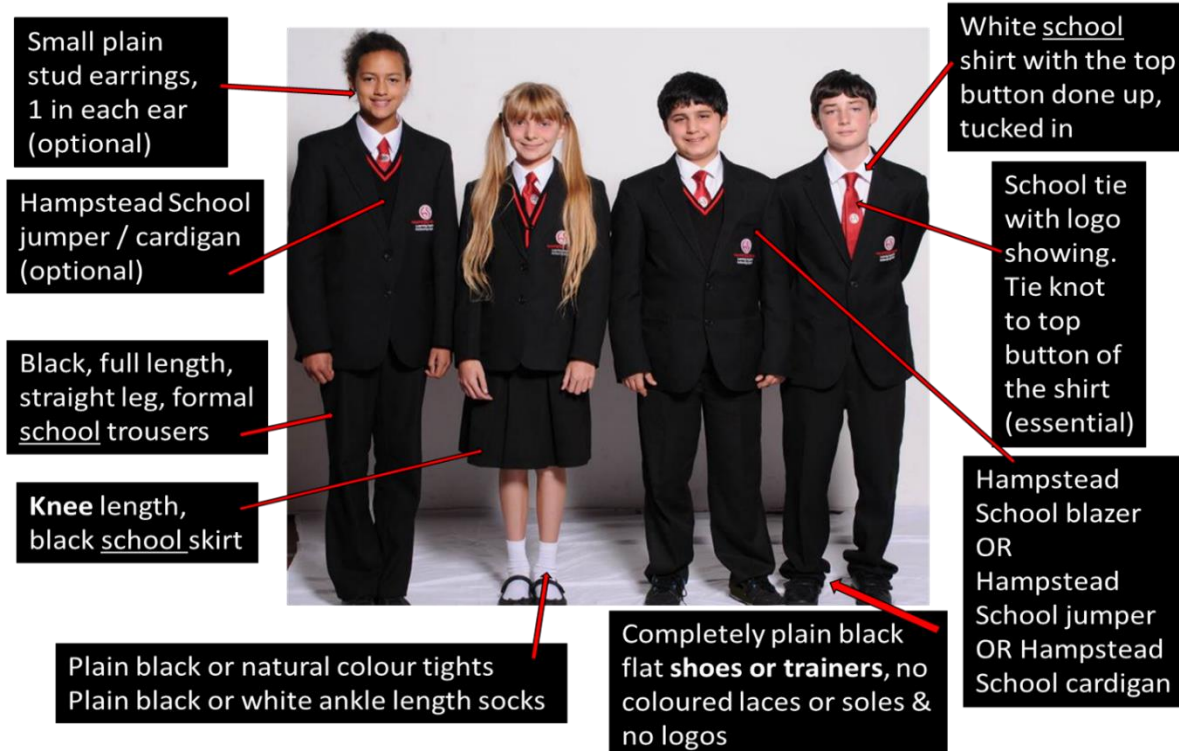
We expect all students in Years 7 to 11 to wear school uniform. For more detail, please consult our [Uniform Policy](#).

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.

Hampstead School Uniform Suppliers:

Hampstead School uniform items can be purchased from [Price & Buckland](#) – (blazers, ties, jumpers, badges for Jilbab or Kameez only and red polo shirt for PE).

Unbranded uniform items (eg school trousers, shirt and skirt) can be purchased from high street and online retailers.



We also hold some 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 or donate outgrown items.

Ties

School ties can be purchased through ParentPay and collected from the school office.

The existing year-group tie system will stay with its current assigned year for their entire time at Hampstead School. 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 design
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

COMPULSORY DRESS FOR LEARNING AND PE

The Uniform Policy is on the school's website: www.hampsteadschool.org.uk

- ◆ **Black, full length, straight leg, formal school trousers** (ie not skinny, fashion, legging or jean style) or
- ◆ **Knee length, black school skirt** (ie not mini, tight or fashion style)
- ◆ **Completely plain black flat shoes or trainers** (the entire shoe must be black, including the sole, laces and any logo)
- ◆ **White school shirt**, long enough to be tucked fully into a skirt or trousers
- ◆ **Hampstead School Tie** (relevant to year group)
- ◆ **Hampstead School Blazer**
and/or
- ◆ **Hampstead School jumper** with embroidered school logo
and/or
- ◆ **Hampstead School cardigan** with embroidered school logo and red piping
- ◆ **Hampstead School red polo shirt** with school logo and **black shorts or tracksuit bottoms** for PE

OPTIONAL DRESS FOR LEARNING

- ◆ **Kameez top** - black with school logo
- ◆ **Hijab/Turban/Yarmulke** - red, white or black
- ◆ **Jilbab** - black with school logo clearly visible
- ◆ **Plain black or natural colour tights**
- ◆ **Plain black or white ankle length socks**

Year Group	PE Kit Day
7	Monday
8	Tuesday
9	Wednesday
10	Thursday
11	Friday

Students are expected to wear their PE kit to school on their Year Group's assigned PE day. PE lessons will not take place on induction days at the start of term.



Common Uniform Issues

We ask all parents and carers to ensure students keep to the prescribed uniform list. Students will be asked to remove unapproved items, which may be confiscated and returned at a later date. The following must not be worn:

- Tracksuit tops, sweatshirts or hooded tops
- Visible tops underneath the school uniform
- Baseball style caps
- Hoods (except during very wet or extremely cold weather)
- Jewellery, other than studded earrings no bigger than the wearer's ear lobe
- Hair dye which is not a natural colour
- Patterns shaved or cut into hair
- Excessive make up
- False nails or eyelashes

4. Equipment

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.

5. SCHOOL CATERING



Hampstead School operates a cashless system in the dining hall using biometrics. Parents/ Carers pay for lunches using the online provider ParentPay with the option of paying through Pay Point.

Students may also bring a packed lunch if they so wish.

During lunch break, students in Years 7 to 11 are not allowed to leave the school premises.

Free School Meals are arranged by Camden. Please visit their [website](#) to apply or speak with them if you have any problems.

6. COMMUNICATIONS

The School primarily communicates with parents/carers by email, but occasionally we will use the MyEd App/text. It is important that parents/carers keep the school updated to any changes to their contact details.

6.1 MyEd App

Parents/Carers are encouraged to use the [MyEd App](#) as it gives access to school information including their child's school reports, attendance and behaviour. You can download the App prior to your child starting Hampstead School, however, you may only be able to access general information until your child's first day.

6.2 Studybugs

Please do not use the MyEd App to report absence. Absence is reported through [Studybugs](#).

6.3 How to Communicate with the School

Up-to-date information is available on the [school website](#) or they can [Contact Us](#). If you do not have internet access, Reception Staff will be able to support with any queries.

6.4 Parent Consultation Evening

Parent Consultation Evenings are held once each year, details can be found on our [website](#), and we encourage students to attend the evening with their parents/carers. If you are unable to attend, appointments can always be made to see any teacher by mutual agreement during the school year.

7. EXPECTATIONS

7.1 School policies

We expect students and parents/carers to be familiar with the [Hampstead School Policies](#).

7.2 Illness

If students are ill, or have injured themselves in any way, they must tell their Teacher, Tutor or Head of Year who will alert a First Aider and/or their parent/carer, if necessary.

7.3 Environment

We value our school environment and any damage or graffiti costs a significant amount to restore. Students are responsible for resolving damage in effort and costs, and parents will be billed for any damages their child causes.

7.4 Equipment for Learning

Students should always bring a school bag with a full pencil case, in addition to anything needed for each particular day, eg PE kit, exercise books, folders, calculator and home learning. Anything lost should report it to their Head of Year, and lockers are available to rent for storing belongings.

Electronic items, such as mobile phones, are not to be used on the school site. If a device is seen or heard, it will be confiscated and handed to Reception for safekeeping. The student will need to collect at the end of the day.



The school is not responsible if a student's belongings are lost. Anything brought in is at the student's own risk.

7.5 Home Learning

Home Learning is an essential part of the curriculum at Hampstead School. It improves students' thinking and memory, and helps students develop positive study skills and habits. Research shows that regular home learning encourages students to use their time wisely, it teaches students to work independently and take responsibility for their learning.

In addition, home learning allows students to review and practice what has been covered in class and helps students to get ready for the next day's lessons. In some subjects, home learning helps students learn to use resources, such as libraries, reference materials and computer websites to find information. This encourages them to explore subjects more fully than classroom time permits. It also allows parents to understand more about what students are learning in school.

All teachers record home learning on Microsoft Teams. Students receive their username, password and email for their Microsoft account on their first day and are encouraged to share the details with their parents and carers to allow them to support their Home Learning.

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

8. ENRICHMENT ACTIVITIES

We value the learning that comes from every aspect of the life of Hampstead School and see enrichment activities as a vital part of each student's success. Opportunities for participation in after-school activities change throughout the year and we try to keep an up to date list [available on our website](#).

Students may also gain additional accreditation through their extended activities, including sports awards and the Duke of Edinburgh Award.

8.1 Music Lessons



In addition to the music taught as part of the curriculum, students have the opportunity to have individual or shared lessons on an instrument with a specialist tutor. These lessons take place throughout the school week and cost £174.60 per term, for 10 30-minute lessons

Parents/Carers are charged for lessons through the Camden Music Service, and can [apply online](#).

Instruments offered: Flute, Clarinet, Oboe, Saxophone, Trumpet, Trombone, French Horn, Violin, Viola, Cello, Double Bass, Classical Guitar, Electric Guitar, Bass Guitar, Piano, Jazz Piano, Voice, Drum Kit, Music Technology and DJ-ing.

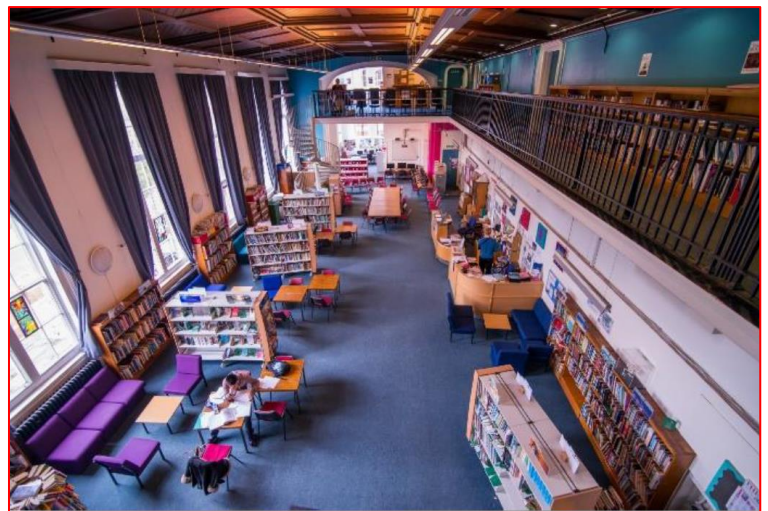
We encourage students to continue to play musical instruments, and there are subsidies available to students who are eligible for Free School Meals and those learning a second instrument. We also run a range of extended activities, including Jazz Bands, Choirs, Orchestras, smaller Ensembles and Rock Bands.

8.2 Independent Learning Centre (ILC)

In the ILC we aim to provide a challenging, yet supportive environment to stimulate and develop lively enquiring minds and foster curiosity, interest and an enjoyment in reading. We encourage all students to reach their true potential and to become independent learners, with a positive attitude to life-long learning.

The ILC is a welcoming space that students can use for Independent Learning and Home Learning. It is on the first floor of the West building and is open daily from 8.00am-4.00pm.

The ILC has facilities for borrowing books, research and internet access. Many students spend their break and lunchtimes in the ILC. Students in Year 7 and Year 8 will also visit the ILC once a fortnight for reading lessons.



8.3 Holiday activities

The following councils provide information on activities available to families in the local area:

[Camden Council: Holiday Schemes](#)

[Brent Council: Holiday Activities and Food \(HAF\) Programme](#)

[Barnet: Activities for Young People](#)

[Westminster: Events and Activities](#)