



HAMPSTEAD SCHOOL **HANDBOOK**

2024-25

Page

Checklist

For Students and their Parent/Carers

2	Head's Welcome	
3	2024-2025 Term Dates	<input type="checkbox"/> We have made note of the dates in our phones / diaries / calendars
4	The School Day	<input type="checkbox"/> We have planned the route to school to ensure the student arrives on time
5	School Uniform	<input type="checkbox"/> The student has a full school uniform
6	Uniform Support	<input type="checkbox"/> The student knows how to tie the school tie
7	Equipment	<input type="checkbox"/> The student has a fully equipped backpack
8	Catering & School Services	<input type="checkbox"/> The StudyBugs account has been set-up <input type="checkbox"/> The ParentPay account has been set-up <input type="checkbox"/> Money has been loaded onto the ParentPay account (if needed) <input type="checkbox"/> FSM have been applied for (if applicable) <input type="checkbox"/> The school has been informed of the student's allergies (if applicable)
9	Get Involved	
11	How We Connect	<input type="checkbox"/> We understand when to expect school communications
10	High Expectations	<input type="checkbox"/> We have discussed and understand the consequences for improper attendance and behaviour
12	Reporting Absences	<input type="checkbox"/> I have set up the StudyBugs account
13	Contact Us	<input type="checkbox"/> I have saved the school phone number and the Year Group Email
14	Behaviour Curriculum	<input type="checkbox"/> We have read and discussed the curriculum

WELCOME MESSAGE



Matthew Sadler
Head

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.

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.





2024-2025 TERM DATES

Autumn Term 2024

Term Starts: Tuesday 3 September

Inset Day (School closed) Wednesday 9 October

Half Term Break: Monday 28 October to Friday 1 November

Term Ends: Friday 20 December

Spring Term 2025

Term Starts: Monday 6 January

Half Term Break: Monday 17 February to Friday 21 February

Term Ends: Friday 4 April

Summer Term 2025

Term Starts: Tuesday 22 April

Early May Bank Holiday (School closed): Monday 5 May

Half Term Break: Monday 26 May to Friday 30 May

Inset Day: Friday 27 June

Term Ends: Friday 18 July



THE SCHOOL DAY

Time	Period
08:00 – 08:30	School open to students & 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



Year Group	Hours of Home Learning Required
7, 8, & 9	English, Maths and Science – 1 hour per week / Other subjects – 1 hour per fortnight
10 & 11	All subjects – 1 hour per week
Sixth Form	All subjects – 1 hour at home for each hour taught in school

For other important dates, such as the Parent Consultation Evenings, late starts or early finishes for students, and school events, please refer to school calendar on our website





UNIFORM

Uniform is compulsory for Years 7 to 11. Sixth form students should wear “work casual” clothing. For more detail and the most up-to-date guidance and policy, please consult the School Uniform page on our website.

Compulsory Uniform	Optional Uniform:
<ul style="list-style-type: none">• Black, full length, straight leg, formal school trousers• Knee length, black school skirt• Charcoal grey or black school shorts of appropriate length (i.e. just above knee).• White school shirt• Completely plain black flat shoes or trainers (the entire shoe must be black, including soles, laces and logo)• Black shorts or tracksuit bottoms (for PE)• Hampstead School Tie• Hampstead School jumper and/or blazer• Hampstead School red polo shirt (for PE)	<ul style="list-style-type: none">• Hijab /Turban /Yarmulke - red, white or black• Plain black or natural coloured stockings• Plain black or white ankle length socks• Plain black Kameez top / jilbab• Plain black abaya

Where to purchase:
Hampstead School branded uniform items can be purchased from [Price & Buckland](#) and school ties can also be purchased via ParentPay and collected from Reception.

Uniform Guide

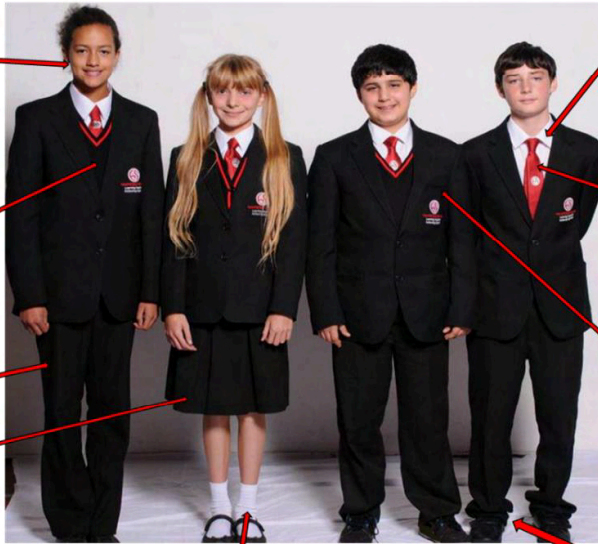
Small plain stud earrings, 1 in each ear (optional)

Hampstead School jumper / cardigan (optional)

Black, full length, straight leg, formal school trousers

Knee length, black school skirt

Plain black or natural colour tights
Plain black or white ankle length socks



White school shirt with the top button done up, tucked in

School tie with logo showing. Tie knot to top button of the shirt (essential)

Hampstead School blazer
OR
Hampstead School jumper
OR Hampstead School cardigan

Completely plain black flat shoes or trainers, no coloured laces or soles & no logos

Uniform Support

Camden Council does not provide uniform grants, however their website advises resources, charities, and financial support schemes who may be able to assist with uniform and associated costs. Visit their website or click [HERE](#) for further information.

Further Support

We also hold some second-hand items which we may be able 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.



Y7
Red and silver
stripe



Y8
Red and black
stripe



Y9
Black with red
detail



Y10
Red



Y11
Red and silver
stripe

The assigned tie will move with each year group through their time at Hampstead School. There will be no need to purchase a new design.

EQUIPMENT

- Planner (this will be given to students on their first day)
- Pencil case
- Blue & black pens x2
- Green pen x1
- Pencil x2
- Ruler
- School bag, big enough to carry A4 materials
- Pencil sharpener
- Eraser
- Calculator
- Water bottle
- Reading Book

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.





SCHOOL CATERING

School Catering

Students may bring a packed lunch or access hot and cold meals using our cashless payment system. Parents/carers pay for lunches using ParentPay.

The Breakfast Club (08:00 to 08:30) is free to all students.

Free School Meals

Eligible students will have access to a free hot or cold meal at lunch time. Free School Meals are managed by Camden. Please visit their website to apply or speak with them if you have any problems.

SCHOOL SERVICES

MyEd

School communications are sent through the MyEd App. It also includes information such as students' school reports, attendance and behaviour.

ParentPay

For all online payments for school items such as meals and trips. If you need assistance, please look at the Frequently Asked Questions on the ParentPay website.

Studybugs

Parents/carers should use Studybugs to notify the school before 08:35 if their child is unexpectedly absent (e.g. illness) or for scheduled appointments (e.g. GP appointments).



GET INVOLVED

Parent Consultation Evenings

PCEs are held once each year per year group. We encourage students and parents/carers to make appointments to discuss progress with teachers. Dates are on the school calendar, Online booking details are emailed to priority one contacts..

Parent Teacher and Friends Association

Our PTFA raises funds to support the school to provide opportunities for our students, engaging with the school and the local community.

School Events

The school runs many events over the course of the academic year to which you are warmly invited! Some of our favourites include:

- International Arts Festival - our annual celebration of the ethnic, cultural and linguistic diversity
- School Drama Productions & Music Recitals
- Art & Photography Exhibitions

Opportunities for Students

Enrichment Activities

We encourage our students to engage with a wide range of activities during their breaks and outside of school. Many opportunities will be shared with students and their parents/carers throughout the year, as well as through the School Events page on our website.

Music Tuition

In addition to the music curriculum, students can have individual or shared lessons with a specialist tutor. These lessons take place throughout the school week and cost £178.92 per term, for 10 x 30-minute lessons. Parents/Carers should apply online through [Camden Music Service](#).

More information
about these
opportunities (and
more!) is available on
our website

HOW WE CONNECT

School Website

- All key information

Head's Newsletter

Friday Week B, by email

- General school notices
- Upcoming events
- Scheduled school closures
- School surveys or consultations
- Class activities & teacher requests

Emails

- Trips
- Detentions
- Star of the hour
- Meeting requests
- Parent Consultation Evenings

Text messages

- Emergency notices

Phone Calls

- When we need to get in touch with you urgently, e.g. if your child is unwell
- When we would like to speak to you in detail about your child, e.g. for praise or concern

Staff will aim to acknowledge all emails within 2 working days, and to respond in full within 5 working days.

To discuss concerns about your child in person, we recommend arranging a meeting. Email your child's Year Leadership Team (find under Contact Us). We try to schedule all meetings within 5 working days of the request. Staff will not be available for meetings that have not been scheduled in advance,



HIGH EXPECTATIONS

Everything we do is driven by the expectation that all members of the school community Think Big, Work Hard, and Be Kind. Students who uphold these values will enjoy their education and experience success, and their contribution will be recognised and celebrated.

If a student does not adhere to the Behaviour Curriculum (included at the end of this document) the following processes will be followed:

Late for school	–	If a student is late for school, they will complete a same-day, 20-minute detention at lunchtime.
Late for lessons	–	If a student is persistently late for lessons, they will complete a two-hour punctuality detention on Thursday after school.
Persistent disruptive behaviour	–	If a student disrupts the learning of other students in class, they will complete a same-day, 30-minute detention after school.
Head of Year Detention	–	If a student fails to attend their 30-minute detention, it will escalate to a one-hour Head of Year detention the following day.
The Hub	–	If a student is involved in a serious incident, or fails to attend the detentions referenced above, they may be withdrawn from lessons to work in our Hub provision, working in silence with members of the pastoral team.

Parents/Carers will be informed via email for when the detention will take place.

Mobile Phones

When a student is at school, 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. The student will be able to pick it up at the end of the school day from The Hub.

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.



REPORTING ABSENCES

Students are expected to attend school every day!

Arrival Time 08:00 – 08:35 – If a student arrives after 08:35 they must hand over their mobile phone or another item of value. This will be returned to them, at the end of the day, after a detention at lunchtime.

Reporting absence before 08:30 – Parents/carers must inform the school using Studybugs if their child is absent from school for any reason.

To report your child absent
please visit www.studybugs.com




- We have a legal responsibility to refer persistent absence and/or lateness to Camden Educational Welfare Service.
- Parents/Carers are not entitled to take their child out of school during term time as it is against the law.
- Leave may be taken only with the written approval of the Head. Requests are made via the Leave of Absence form on our website. The decision of the Head is final.
- Under current legislation, parents/carers commit an offence if a student fails to attend school without the Head's written permission or a valid explanation. A Penalty Notice may be issued by the Local Authority. The fine will apply to each parent/carer for each student who fails to attend regularly.





CONTACT US

School Website  <https://www.hampsteadschool.org.uk/>

Please check here regularly for the most up-to-date information.

Key Contacts

If you do not have the contact details of a particular teacher, please send your email to enquiries@hampsteadschool.org.uk marked for their attention.

Reception

Enquiries@HampsteadSchool.org.uk

Bilingual Support Team

Bilingual@HampsteadSchool.org.uk

Year Leadership Teams

7@HampsteadSchool.org.uk

10@HampsteadSchool.org.uk

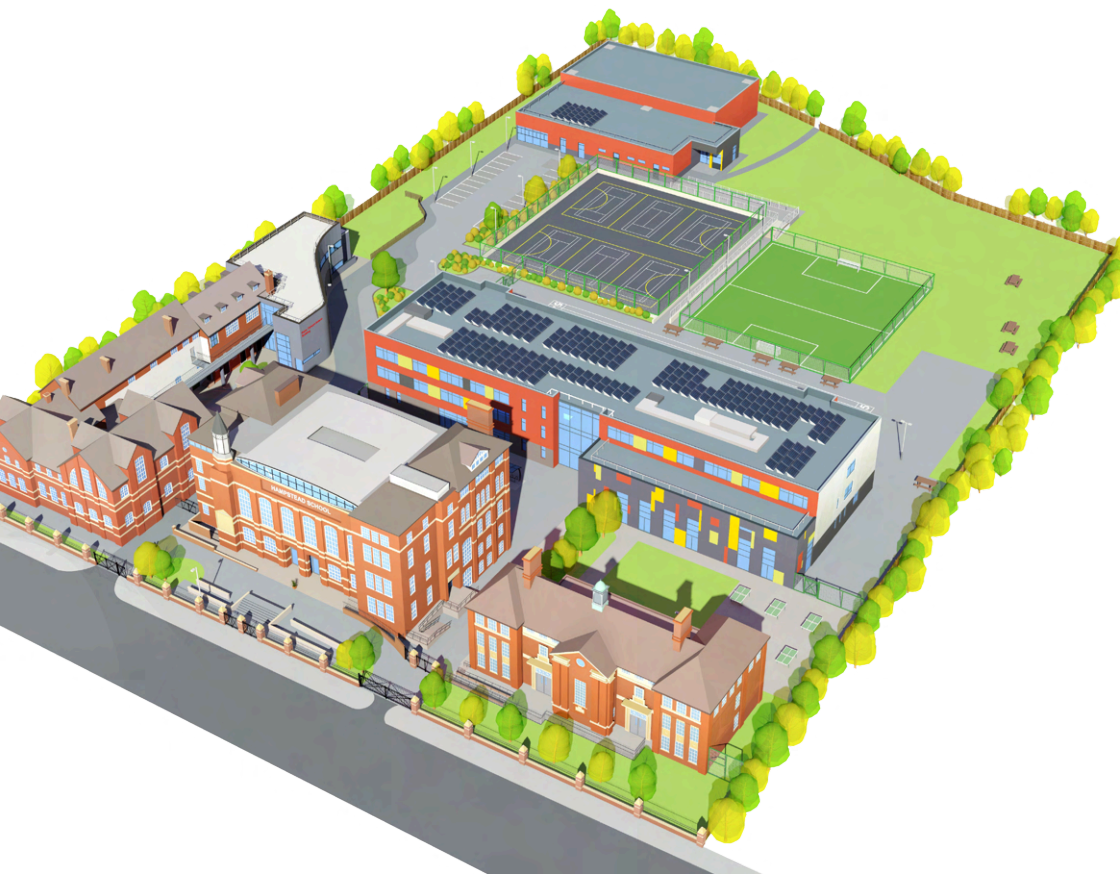
8@HampsteadSchool.org.uk

11@HampsteadSchool.org.uk

9@HampsteadSchool.org.uk

sixthform@HampsteadSchool.org.uk

Remember - absences should always be logged on Studybugs!



Think Big • Work Hard • Be Kind



Telephone: 020 7794 8133

Westbere Rd, London NW2 3RT



Email: enquiries@hampsteadschool.org.uk



<https://www.hampsteadschool.org.uk/>



To report absences, please visit www.studybugs.com

THE HAMPSTEAD SCHOOL CURRICULUM

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	
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 insert staff name'
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.
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 grandparent or 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, staff will allow a child to use their phone in their vicinity. They will confiscate in other circumstances.