

**Preparatory School
Parent and Pupil
Handbook
2019 - 2020**



HULL COLLEGIATE SCHOOL

Independent Education 3 – 18 Years

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Welcome from the Headteacher

It gives me great pleasure to welcome you and your child to Hull Collegiate Preparatory School.

We pursue academic excellence, develop broad interests, excite curiosity and prepare pupils for life-long learning. We pride ourselves on offering excellent, creative and innovative teaching for our pupils. The development of a pupil's character is as important to us as our commitment to academic breadth and challenge.

Pupils leave our school with the confidence to serve as self-assured, successful members of the community.



The Prep School is committed to providing the type of education which we believe every child deserves. We ensure that the curriculum is broad and balanced for all ages and we offer a wide variety of subject-specialist teaching in: Modern Foreign Languages, Sport, Music, Art and DT. Lessons are delivered in specialist areas using both the Prep School and Senior School facilities as the children progress through the school. We offer a wide range of extra-curricular activities each week including: judo, chess, football, STEM, cricket, sewing and much more. These help to provide a rich educational experience for all our pupils.

We educate children to the highest standards, to ensure children acquire the skills necessary for the 21st century, and to instill a life-long love of learning. As a consequence, they will naturally be prepared for exams in the best possible way, will achieve their potential and ultimately be successful. Whilst, our children do not formally sit the national SATs tests in PREP, we do use national termly assessments in reading, grammar and maths to ensure our pupils are making progress and achieving age-related standards.

At Hull Collegiate Prep School, we embed a love of learning and develop a sense of enquiry that leads to a growth in knowledge and understanding. We teach that the process of learning is key and not just the arrival at a successful answer. We praise children for their effort and encourage them to have a positive mindset. Education is not about protecting children from failure, it is about challenging them to persevere through challenges.

This handbook contains important information about the school for both you and your child.

If I can be of any help at any time, please arrange an appointment via the administrative staff in the Prep office.

Mrs A Kell
Head of the Preparatory School

The Prep School Structure and Nomenclature

From September 2019, the Prep School structure is such:

Year groups	Nomenclature from September 2019
Nursery - including Explorers and Adventurers	Nursery
Reception	Foundation
Years 1 and 2	Pre-Prep
Years 3,4,5 and 6	Prep

Core Values

Our school's core "I CARE" values have been modified to make them memorable and help pupils to consider their behavioural choices:

Innovative: *To seeks ways of improving and enhancing all that we do to develop enquiring minds and a lifelong love of learning in preparation for life in the 21st Century.*

Confident: *To ensure that we provide opportunities that allow pupils to develop their confidence through learning and co-curricular opportunities.*

Aspirational: *To prepare for the future, always seeking to improve, and approaching each challenge and opportunity with energy, optimism and a growth mind-set.*

Respectful: *To encourage self-respect, care for others and have an active interest in the world beyond the school.*

Enthusiastic: *To embrace new challenges and enjoy the opportunities afforded to pupils by being part of the school community.*

Hull Collegiate School Local Governing Body

Chair Mr P Grimwood (Chair and Welfare Lead)

Governors Mr P Bryan (Teaching and Learning – Prep)
Mrs T Escreet (Teaching and Learning – Prep)
Mr R Gillingwater (Policies and Procedures)
Mrs S Swetez (Health and Safety)
Rev S Wilcox (Welfare)
Mrs A Warneken Gold (Marketing)
Mr D Johnson (Finance)
Dr J Elton (Teaching and Learning – Senior)

Ex Officio Mr I Young
Mrs A Wilson
Mrs A Kell

How to Contact Us

Main School Reception: 01482 657016

Preparatory School Office: 01482 652172
Diane.Fawcett-Ward@hullcollegiateschool.co.uk
Emma.Brownlee@hullcollegiateschool.co.uk

For reporting absences please call the Preparatory School Office on 01482 652172 or text 07581 992822.

Miss Brownlee and Mrs Fawcett-Ward are two important points of contact for the Preparatory School. The school office is open from 08:00 to 16:30 each day and they will answer your calls, deal with personal visits and receive any information about your children.

Please use this handbook to help you with the various aspects of our care and please do read (and keep) all of those letters which we will send home about events, visits and fixtures as they contain important information.

You can contact the school office 01482 652172, an answerphone operates during out of school hours and messages are picked up regularly.

Who should be contacted for academic matters?

Your first point of contact is your child's class teacher. Your child is well known by their teacher. Letters from parents regarding illness, sport, music, dental appointments etc. should be addressed to your child's form teacher. It is the job of the teacher to monitor your child's academic and pastoral well-being and should you have a concern you should talk first to him or her. Your concern will be treated seriously and, if the teacher cannot immediately solve it, then the relevant person will be contacted for help. Members of staff have many

commitments throughout the day and parents are advised to make an appointment via the school office.

- Class teacher
- The Deputy Headteacher (Teaching and Learning and Assessment) is in overall charge of academic matters
- The relevant Subject Leader

You can, of course, contact any of these people directly should you wish to do so but it is always advisable to do so, initially, through your child's class teacher. For the English subject lead – Declan.Whitfield@hullcollegiateschool.co.uk For the Maths subject lead – Joanne.Hamilton@hullcollegiateschool.co.uk

Who should be contacted for pastoral matters?

The class teacher is responsible for your child's pastoral well-being. Pastoral care is also led and monitored by phase leaders. The phase leaders are:

Year 1/2 Phase Lead - Mrs J Hamilton
Joanne.Hamilton@hullcollegiateschool.co.uk

Year 3/4 Phase Lead - Mr A North
Andrew.North@hullcollegiateschool.co.uk

Year 5/6 Phase Lead - Mrs C Smith
Carrie.Smith@hullcollegiateschool.co.uk

Staff List

Preparatory School Leadership Management Team

We are here to help and support and can be contacted via the School Office.

Mrs A Kell, Head of Preparatory School
Mrs C Smith, Deputy Head; Year 5/6 Phase Leader
Mrs A North, Year 3/4 Phase Leader
Mrs J Hamilton, Year 1/2 Phase Leader
Mrs J Maltby, Foundation Stage Coordinator
Mrs A Manton, SENCo

Hull Collegiate Preparatory School Staff

Head of Hull Collegiate School

Mrs A Wilson, B.A., Surrey, P.G.C.E Cantab, M.A., London.

Head of Preparatory School

Mrs A Kell, BSc (Liverpool), QTS, SLE

Deputy Head of Preparatory School

Mrs C Smith, BA Hons (Durham), MBA, PGCE, NPQSL

Teaching Staff

Mrs J Maltby, BEd Leeds;	Foundation Stage Coordinator; Reception Teacher
Mr M Dyson, BA Staffordshire;	Reception Teacher; Forest School Coordinator; Phonics
	OCN Level 3 Forest School Lead; School Council
	Leadership and Management
Miss H Rowley, BA Uni. College	
Worcester; PGCE	Year 1 Teacher
Mrs J Hamilton, BA Hull QTS;	Pre-Prep Phase Leader; Y1 Teacher; Maths
	Coordinator; STEM Pre-Prep; Clubs and Activities;
	Assessment; FoHCS
Miss H Taylor, BA York St John;	Year 2 Teacher; Maths Coordinator
Mrs H Silk, BA Hull, QTS;	Year 3 Teacher; Art Coordinator
Mr A Sandilands, BA Leeds, PGCE	
York St John;	Year 3 Teacher; ICT Coordinator
Mr A North, BA St Pauls MSc PGCE;	Year 3/4 Phase Leader; Y4 Teacher; PE Coordinator; DT
	Coordinator
Mrs C Crossland, BA Nottingham;	Year 4 Teacher; RE Coordinator
MA Hull	
Mrs C Smith	Y5 Teacher; Year 5/6 Phase Leader; Teaching and
	Learning; Assessment; New
	Children Testing; Cover; School Trips;
Mr D Whitfield, BA Hull;	Y5 Teacher; Literacy Coordinator; Assessment
Mrs S Maynard, BEd Leeds;	Y6 Teacher; Assistant Director of Music
Mrs S Stokes, BA Liverpool Hope;	Year 6 Teacher; Science STEM Prep
Mrs A Manton, BS Hull, PGCE,	
Diploma in SpLD (dyslexia)	Learning Support Teacher
Mrs T Malthouse, Bed Sheffield	
Hallam	Year 4 Teacher
Mrs S Wealsby, QTS;	Teacher

Support Staff

Mrs K Windeatt	Afternoon Assistant
Mrs K Daniel	Teaching Assistant
Mrs A Lind	Teaching Assistant
Mrs A Fairhead	Teaching Assistant
Mrs R Dartnall	Teaching Assistant
Mrs T Vaux	1:1 Teaching Assistant
Miss L Ballard, NNEB	Teaching Assistant; Deputy Morning Manager
Mrs T Harvey, Cache Diploma in	Out of Hours Manager
Childcare and Education Level 3	
Mrs E Wright	After School Care
Miss B Stopper	Afternoon Assistant
Mrs S Hackett	Teaching Assistant

Administrative Staff

Miss E Brownlee

Mrs D Fawcett-Ward

Nursery Staff

Mrs J Taylor, DPP Level 3 Deputy Nursery Manager

Mrs C Hardy, BA Education and
Early Years Nursery Nurse

Mrs T Escreet, BA East Anglia, PGCE
Hull Nursery Teacher

Mrs K Rogers, BA NNEB Nursery Nurse

Miss D Porter Deputy Nursery Manager

Mrs A Haworth, NNEB Nursery Nurse

Mrs S Wealsby Nursery Nurse

Mrs S Douthwaite Nursery Nurse

Mrs N Sultan Nursery Nurse

PERIPATETIC MUSIC TEACHERS

Mr C Brown (Guitar, Bass)

Mrs R Dixon, M.Mus., B.A., Lancaster, L.R.S.M. (Clarinet/Saxophone/Flute)

Ms L Featherston, B.A., Royal Northern College of Music (Lower Strings)

Mr A W Fountain, B.Mus., Hull (Piano)

Mr G Oglesby, A.B.S.M. (Brass)

Mrs Helga Penny B.Mus., (Violin/Viola)

Ms M-A Robertson, G.B.S.M., A.B.S.M., PG Mont.Dip (Piano)

Mr A Drever-Smith, B. Mus., (Percussion/Drum Kit)

Ms R Dent, B.Mus, Royal Northern College of Music (Harp/Piano/Singing)

Term Dates 2019-20

Michaelmas Term 2019

Staff Inset day

Monday 3 and Tuesday 4 September 2019

First day of term

Thursday 5 September 2019

Half term holiday

Monday 21 October – Friday 1 November 2019 (inclusive)

Last day of term

Friday 13 December 2019 (finish at 15:30)

Lent Term 2020

Staff Inset day

Monday 6 January 2020

First day of term

Tuesday 7 January 2020

Half term holiday

Monday 17 February – Friday 21 February 2020 (inclusive)

Last day of term

Wednesday 1 April 2020 (finish at 15:30)

Trinity Term 2020**Staff Inset day**

Monday 20 April 2020

First day of term

Tuesday 21 April 2020

Bank Holiday

Monday 4 May 2020

Half term

Monday 25 May – Friday 29 May 2020 (inclusive)

Last day of term

Friday 3 July 2020 (finish at 15:30)

Open Mornings 2019/20

This academic year's Open Mornings are on Saturday 12 October 2019 and Saturday 7 March 2020 - the only school services not available on this date are Breakfast and After-School Club. Attendance at Open Morning is compulsory. Reasonable adjustments for pupils with special needs will be made with parents by individual class teachers. For special circumstances, absences will be granted. For example, a part in a theatre production/casting or a musical exam entry.

Introduction to the Preparatory School

Your child's first day at or back to school can be quite an emotional one. During the first day, we will ensure your child becomes familiar with their new surroundings and quickly settles into the routine of school life.

On your child's first day at Hull Collegiate Preparatory School, you can simply come to the Preparatory School office entrance. Once you and your child feel confident to begin using the pickup and drop off points, if travelling by car, you can then do so. Further details are within this handbook.

All pupils should bring their P.E. Kit on the first day of term, it can then be taken home at weekends to be washed and returned to school the following Monday.

Breakfast and After School Clubs

Many of our pupils enjoy our additional hours facility operated by experienced and qualified staff. If your child has older siblings at the school, we will look after them without additional cost until their sibling's school day has ended.

Breakfast Club

Cereal, fruit, yoghurt, juice

07:30 – 08:30

£5.80

(Breakfast is served from 07:30 – 08:00)

Morning Club

No breakfast provided

08:00 – 08:30

£1.20

After School Short session

No food

15:30 – 16:30

£2.50

After School with tea

Include sandwich, fruit, drink and snack

15:30 – 18:00

£9.00

Please note that After School care (long session) must be booked before 12:00 on the day required. Booking forms are available from the Prep School Office. Please allow 24 hours' notice for the cancellation of sessions or you will be charged for the session.

Pick Up and Drop Off Procedures

Children may arrive from **08:30**, when staff are on duty in the playgrounds. Late arrivals must go via the Prep School office to sign in.

Children stay outside until the bell is rung at 08:40. In adverse weather conditions, children will be directed straight inside.

Drop Off procedures are as follows:

- Parents with children in both the Foundation stage and Pre-Prep should escort their younger children to the nursery/reception door whilst their older children walk to their playground
- Pre-Prep children are dropped off at the Refectory entrance between 08:20-08:40. Children will be escorted to the Pre-Prep playground.
- Prep children are dropped off in the drop-off/pick-up zone in front of the main school building.

Pick Up Procedures are as follows:

- Reception class children should be collected from the Pre-Prep door
- Pre-Prep children are brought to the pick-up area at 15:30
- Prep children are brought to the pick-up area at 15:45
- Children using the late stayers' facility are brought to the pick-up area at the time their eldest sibling's school day finishes.

Please do not arrive more than 5 minutes before your designated collection time, as this causes queues and delays in the car park.

It is essential that parents do not stop in the flow of traffic on the drive to let children get out of or into their cars, except in the designated drop-off zone.

School Bus

Acklams Coaches of Beverley operate the school transport system. Their vehicles are fitted with seatbelts and GPS so vehicles are tracked. A dedicated Senior Prefect travels on each route.

Transport is provided to and from the school by six routes:

- | | |
|-----------|--|
| Route 973 | Withernsea – Holmpton – Welwick – Patrington – Ottringham – Keyingham – Burstwick – Thorngumbald – Hedon – Victoria Dock – Boothferry Road – Boothferry Road (Hessle) |
| Route 974 | Holderness Road (Ganstead) – Ings Road – Cavendish Road – Cranbrook Avenue – Cottingham Road – Chanterlands Avenue – Cottingham (Thwaite Street/Priory Road) – Willerby Road – Willerby Square – Kirk Ella |
| Route 975 | Leconfield – Cherry Burton – Bishop Burton – Walkington – Little Weighton - Skidby |
| Route 976 | Howden – Gilberdyke – Newport – North Cave – South Cave – Stockbridge Roundabout – Elloughton – Brough – Welton – North Ferriby – Swanland |
| Route 978 | A18/Barney's Café – Croxton – Ulceby – Wootton – Thornton Curtis – Goxhill – Barrow – Barton |
| Route 979 | Hornsea – Catwick – Brandesburton – Leven – Routh – Tickton – Beverley |

Single journey bus tickets are available from both the Preparatory and the Senior School office at either morning break or lunch time. The amount is then added to ParentPay every half term.

For full details of routes and prices please contact the School Secretary, Mrs P Palmer Tel: 01482 657016

Parking

Parents are asked to park in designated spaces. Yellow boxed areas are evident where parking will cause a hazard or a danger to children crossing the road. Please note that disabled parking bays are only to be used by holders of a disabled parking permit.

We ask that **no** cars are parked at any time on Croft Drive, Tower View, Tranby Ride or the small car park accessed via Tranby Ride.

Car Park Barrier

In order to ensure the safety of our pupils in the front car park, we have installed a barrier.

The front of the school building will be used primarily as a staff car park and parents are kindly asked to park in the school's main car parks. Parents of nursery children are free to use the front car park from 07:30 until 08:00.

At 08:15 promptly each day, the barrier will put in place and will not open again until the children are off the site at 16:15.

The School Day

	PRE-PREP		PREP
08:45	Registration	08:45	Registration
09:00	1	09:00	1
09:50	2	09:50	2
10:40	Break	10:40	Break
11:00	Assembly	11:00	Assembly & Interventions
11:20	3	11:20	3
12:00	Lunch	12:10	Lunch
13:10	Registration	13:10	Registration
13:15	4	13:15	4
14:05	Break	14:05	5
14:15	5	14:55	6
14:55	6	15:45	End of day
15:30	End of day		

Lunch and Break Times

Every child is provided with a school lunch which is included in the cost of their termly fees. Pupils in Years 1-6 are able to choose from three courses to include soup and freshly baked bread, hot meals plus a hot pudding/fruit/yoghurt/jelly, whilst our Foundation Stage pupils benefit from a simplified menu.

Special dietary requirements can be catered for, subject to prior notice and discussion with the Head Teacher/Head of Catering. We encourage pupils to eat sensibly and healthily, the menu selection is designed with this in mind. Good table manners are an expectation.

Children in Year 1 and above may bring a healthy snack such as fruit, crackers, cereal bar or a bread bun (no sweets, chocolate or crisps) to enjoy at break time along with a named bottle of water.

First Aid and Administration of Medicines

The School has a well-equipped First Aid Room and a full-time First Aider. A number of other members of staff are also trained in Paediatric First Aid. All accidents are recorded. Parents will be informed in writing of any head injuries which occur during the school day. Minor ailments will be dealt with in School but major problems will be reported immediately to parents.

We request that parents keep us informed in writing about any health problems concerning their child. Prior to the start of each academic year you will receive a new Blanket Consent Form; it is important you complete and return this for your child so we have their up to date details. If you need to send your child in with medication they need to take during their day please do so clearly labelled and hand to the Preparatory School office or First Aid Room.

NHS nurses visit the school regularly to examine new pupils and to test their hearing and sight.

(see appendix for Pupil Medication Request Form).

Holidays, Absences and Medical Appointments

Other than for medical reasons, external examinations, performances and auditions taken outside school, leave of absence is not granted except under exceptional circumstances. Please make every effort possible to avoid taking your child out of school.

Leave of Absence

Requests should be made in writing to the **Headteacher**, preferably **a week in advance** to enable various records of the absence to be established. Forms are available on request from the Preparatory School office.

Explanation of Absence

Children should not be sent to school unless they are healthy enough to go outside to play and take part in PE and Games lessons.

If your child is unwell please call or text the school office so we can amend our registration and do not contact you unnecessarily. Registers are taken at 08:50 every morning.

If a child has been sick in the night they must remain at home the following day. It is requested that children stay at home for 48 hours after a bout of sickness/diarrhoea/high temperature and for the first few days of any course of antibiotics or other medication.

Any medication which needs to be taken during school hours must be handed in at the Prep office with clear written instructions the Pupil Medication Request form. Please refer to the 'returning to school after sickness' booklet issued by the School Nurse for further information.

If your child is absent please send a text to 01482 240056 or telephone the school office on the first day of absence. On their return to school, pupils should bring a letter explaining the reason for their absence.

There is a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is not an entitlement. The Headteacher will only authorise absence in line with the East Riding Behaviour & Attendance Partnership 'Absence from School for Exceptional Circumstances' Policy (please see a sample request form on page 42).

The following should be noted:

90% Attendance = ½ day absence per week

90% Attendance = Absence of four whole weeks per year

90% Attendance = Absence of half a year over five years at school

90% Attendance = A fall of one grade at GCSE is possible

90% Attendance = A 5% fall in attainment

Newsletters and Communication

Wherever possible we try to communicate with you by text and email. Weekly bulletins are emailed to parents each Friday during term time. They contain details on forthcoming events, menu plans, news and achievements of pupils. Please let the admin team know if your contact details change.

Class List

Class list is an App to centralise communications to parents and for parent to parent communications for the whole school and individual year groups. It is a great way to communicate with the school community. To join simply download the app and select Hull Collegiate School.

Reports and Parents' Evenings

Parents/Guardians are invited to meet staff in the Michaelmas Term and again in the Lent Term, by appointment. Some parents may wish for a further appointment in the Trinity Term, prior to the end of year report.

If parents are concerned about their children at any other time, they are welcome to seek an appointment with the class teacher or Phase Leader at the earliest opportunity. It is helpful when parents request an interview that the main point for discussion is notified in advance, wherever possible, so that any necessary investigation/briefing may be done beforehand.

Reports are written by teachers at the end of each term which are accessible on the Hub.

Handwriting Pens

Pupils are taught a cursive handwriting style from year 1. Pupils can earn a pen licence from year 2. Once a pupil has earned their licence, you can purchase a stable left or right-handed pen. Pupil voice informed us that they would prefer to choose a personal design. Please ensure your child's handwriting pen is labelled clearly with their name.



ParentPay – our online payment service

We now accept payments online for items such as school trips and after school care. Using a secure website called ParentPay you will be able to pay online using your credit or debit card. ParentPay is our preferred method of making payments to school.



We will send you your account activation details, just follow the instructions in the letter we give you to get started with ParentPay.

If you want to find out more about ParentPay, go to: www.parentpay.com/Parents

Standards of Dress and Appearance

Pupils must wear full school uniform at all times, including when arriving at school and leaving school. It is not permissible, for instance, to arrive without a tie in the mornings. The final decision as to what is acceptable in matters of dress and appearance rests with the Headteacher and the Prep staff.

The reputation of our school is influenced by the appearance of our pupils. The uniform is formal yet practical. The school has a uniform shop where parents are able to purchase items along with a recently opened 'nearly new' uniform shop that is operated by the Friends of Hull Collegiate School.

All children need both indoor and outdoor footwear (boots or sturdy trainers) all year round. Washable boot bags are available from the uniform shop.

School coats are required throughout the school year to be worn at play times whenever required.

Painting aprons are also available from the uniform shop.

Reception to Year 6 can continue to wear their summer dresses up to autumn – October half term (weather permitting), straw boater will continue to Reception to Year 2. The white short sleeve open neck blouse is now omitted from the uniform for Prep. Due to the nature of OPAL playtimes, if you wish your child to wear short navy socks, then this is also agreeable.

All other winter uniform must be worn from the beginning of the Michaelmas Term to the end of the Lent Term. Summer uniform must be worn throughout the Trinity Term.

The PE Kit should be bought to school in the school kit bag; your child's book bag and back pack are for other items.

Girls' Uniform

Rec, Y1 & Y2

HCS blazer
Mini Lindsay tartan tunic
White long sleeved blouse*
School tie
Summer dress
Straw Boater (Summer)
Jumper, navy with maroon stripe on V-neck or cardigan
Navy wool felt hat (Winter)
Navy socks/tights (Winter wear)*
White socks in Summer*
Black shoes* (please avoid flashing lights)
Navy base layer (badged) optional
Navy base layer legging (optional)
HCS dark navy outdoor coat
HCS scarf
HCS book bag
HCS Wellington bag

Painting Apron

Rec: HCS Legionnaire's cap

Navy waterproof trousers

Y1 & Y2: HCS peaked cap (House colour)

Ribbons, hairbands etc. Should be plain maroon or navy

Navy knitted hat and gloves

Y2: Backpack Year 2 (optional)

Plain black/navy swimsuit *

House swimming cap (optional)

Year 3-6

HCS blazer

Mini Lindsay tartan skirt

White long-sleeved shirt (Winter wear) *

Summer Dress (all years from 2020)

School tie

Jumper, navy with maroon stripe on V-neck or cardigan

Navy socks/tights (Winter wear) *

Black shoes*

HCS dark navy outdoor coat

Ribbons, hairbands etc. should be plain maroon or navy

HCS back pack

White socks in Summer *

HCS scarf

Navy knitted hat and gloves

HCS peaked cap (House colour)

Girls' Games Clothing

Pre-Prep

White polo shirt

Navy games shorts

Plain white ankle socks*

Navy hooded sweatshirt

Navy jogging bottoms

Trainers (outdoor PE) *

Plimsolls/indoor trainers (indoor PE) *

HCS Kit bag

Prep

Navy Polo shirt

Plain navy football shorts (Barcelona style)

Navy/Maroon Skort

House swimming cap

Navy hooded sweatshirt

Navy jogging bottoms

Navy base layer (badged)

Navy base layer leggings

HCS sports socks

Plain white ankle socks *

Trainers*

Trainers (indoor PE) *

Gum shield* (Autumn term – Opro)
HCS sports bag
Studded boots* (optional cross country)
Shin pads* (Autumn term)
Plain black/navy swimsuit*

Boys' Uniform

Pre-Prep

HCS blazer
White long-sleeved shirt*
School tie
Jumper, navy with maroon stripe on V-neck
Grey socks*
Black shoes* (please avoid flashing lights)
White short-sleeved shirt* (Summer uniform)
Charcoal grey trousers
Charcoal grey short trousers – no outside pockets (Summer)
HCS dark navy school outdoor coat
HCS navy wool cap
HCS scarf
HCS book bag
HCS Wellington bag
Navy knitted hat and gloves
Rec: HCS Legionnaire's Cap
Navy waterproof trousers
Y1 & Y2: - HCS peaked cap (House colour)
Painting Apron

Prep

HCS navy blazer
Charcoal grey trousers
Charcoal grey shorts (Summer optional)
White long sleeved shirt*
School tie
Jumper, navy with maroon stripe on V-neck
Grey socks*
Black shoes*
HCS dark navy outdoor coat
HCS scarf
Navy woollen hat and gloves
HCS peaked cap (House colour)
HCS back pack
White short sleeved shirt (Summer)*

Boys' Games Clothing

Pre-Prep

White polo shirt
Navy football shorts
Plain white ankle socks*

Navy hooded sweatshirt
Navy jogging bottoms
Trainers (outdoor PE) *
Plimsolls/indoor trainers (indoor PE) *
HCS kit bag

Prep

Polo shirt
Plain navy football shorts (Barcelona style)
Reversible rugby shirt
Rugby shorts
House swimming cap
Navy hooded sweatshirt
Navy jogging bottoms
Navy base layer (badged)
Navy base layer leggings
Drill top Year 5/6 (optional)
Cricket shirt (under 11A team)
HCS sports socks
Plain white ankle socks*
Trainers and studded boots*
Trainers (indoor PE) *
Gum shield* (Year 4-6 Autumn term – Opro)
School sports bag
Shin pads* (football Spring term)
Plain swim trunks/shorts*

* Items not supplied by the School Uniform Shop

Prep Opro Mouthguards

You will receive information from school informing you of the necessity to provide mouth guards for rugby and hockey in Prep (except boys in Y3 who play Tag Rugby). OPRO, can now provide mouth guards with the school logo printed on. When ordering, please follow the drop-down menu links to select this. If you need any clarification about this, please contact the Prep School office.



It may be useful to parents to note the following points in addition to the standard uniform list:

Hair

In the interest of health and safety, hair should be kept clean and tidy and should not hang over the face. Long hair should be tied back securely for practical lessons. It should be of an acceptable style with no extremes of fashion e.g. not razored short and, for boys, not too long. Brightly bleached or coloured hair is also not acceptable in school. Hair bands and slides, if worn, should be in one of the school colours – navy blue or maroon. Elaborate or over-sized hair slides, braids and bands are **not allowed**.

Jewellery

Pupils are not permitted to wear jewellery in school without the express written permission of the Head of Hull Collegiate Preparatory School. This will only be granted in exceptional circumstances for example, where there is a religious obligation or health-related reason for the child to wear an item. Any such permissions are subject to Health and Safety conditions.

If ears have been pierced it must be understood that, for safety reasons, **only** the stud type of earring is acceptable for school wear: please do **not** permit your children to set off for school wearing any other type of earring. Earrings must be removed for sports activities. Body piercing of any other type is unacceptable due to the health risks incurred and the dangers involved in playing sport.

Watches should be unobtrusive to support the pupil to tell the time. Any colour watch is suitable. Smart watches are ok, but the school cannot be held responsible for any loss or damage.

Nail Varnish

Nail varnish should not be worn.

Scarves

Only the official school scarf may be worn to school.

House System, Head Boy and Girl and Other Positions of Responsibility

When pupils enter Year 1 they are allocated to one of four houses at the school: Venn, Holtby, Marvell or Johnson. This will be the same house as any older siblings and they will have opportunity to earn points for their house. A number of inter-house events take place during the year.

A Head Boy/Deputy Head Boy and Head Girl/Deputy Head Girl are appointed in Year 6 along with two House Captains for each house. All pupils in Year 5 and Year 6 act as guides on Open Days and are wonderful ambassadors for the school.

School Council

The School Council is made up of pupils from Years 1 to 6. It is a classroom elected body of pupils whose purpose is to represent their classes and be a forum for active and constructive pupil input into the daily life of the school.

“All young people – irrespective of ability, personality, race or class – should feel valued and safe within an inclusive and caring school community throughout their school years. Schools with an ethos of mutual respect develop into caring communities where each individual understands that they can make a valuable contribution...”

(Teddy Gold, Honorary director. Schools Councils UK, June 2000: extract from “Primary School Councils toolkit, 2000”, page 5).

A school is a community and the School Council will help to make Hull Collegiate School a more harmonious and positive community to live in.

At the end of the Trinity term, the democratic process of re-electing members of the School Council begins. The Head Boy, Head Girl and their respective deputies will automatically be enrolled onto the School Council together with one elected pupil from each tutor group. One

teacher will sit as School Council link teacher with the opportunity for an additional teaching assistant to act as pupil advocate. The Headteacher may be invited, if required, together with members from the Senior Management Team. Representatives will serve for one year but can be re-elected for the following year if they want to stand.

School Council currently meet weekly with additional meetings scheduled as and when required depending on the activities undertaken. The meetings will be led by the pupils who will be known as the school council representatives. A Chair Person is elected to lead the meetings and a Secretary to take the minutes. There will be at least one main issue on the agenda for each council meeting as well as opportunities for all representatives to discuss other ideas raised by pupils in their class.

Aims and Objectives

- Provide the opportunity for pupils to become partners in their own education and to make a positive contribution to the school environment and ethos
- Develop and promote children's self-confidence, social skills and their responsible behaviour towards each other and towards their teachers and adult members of staff
- Develop the pupils' knowledge, skills and understanding of how to contribute to society as a whole and what it means to be an active citizen.
- Develop pupils effective speaking and listening skills
- Develop the pupil's recognition of themselves as worthy individuals with a right to be heard
- To allow the children to have a "voice" and to share their opinions and ideas with others
- To allow children to become more responsible and actively involved in the decision-making process of the school
- To develop important life-skills that promote positive mental health and social welfare, emotional literacy, critical and moral reasoning, self-esteem, self-awareness, communication skills, relationship skills and assertiveness

Prize Giving

At the end of every academic year the Prep School holds Prize Giving ceremonies for both Pre-Prep and Prep. From 19/2020 this will be held as one service.

Pre-Prep prizes awarded for achievement and effort are:-

You've Been Spotted
Playground Pal
Clubs Connoisseur
Sports Star
Curiosity Cup
Pride in Presentation
Maths Magician
English Extraordinaire

Prep prizes are awarded for:-

Achievement, effort and progress

Academic Awards

English, Mathematics, Science, Drama, Art and Design, Modern Languages, ICT, RE, Humanities, Design Technology, Chess.

Music Awards

Solo Performance, Most Improved Musician, Contribution to Music, Award for Music, ABRSM, Trinity Guildhall and Rockschoo Music Exams

Sports Awards

Girls' and Boys' Athletics Year 3-4, Year 5-6

Most Improved Rugby Player in Year 3-6
Rugby Player of the Year

Most Improved Netball Player in Year 3-6
Netball Player of the Year

Most Improved Football Player in Year 3-6
Football Player of the Year

Most Improved Hockey Player in Year 3-6
Hockey Player of the Year

Most Improved Cricket Player in Year 3-6
Cricket Player of the Year

Most Improved Rounders Player in Year 3-6
Rounders Player of the Year

'Golden Boots' award for contribution to school sport throughout the Prep School

Special Awards

Best in Everyone Award for Year 3-6

Achievement Award

Award for Effort

Staff Award for Contribution to the School Council

HSCS Award for Services to the School

Head Boy's Prize

Head Girls' Prize

Deputy Head Boy's Prize

Deputy Head Girl's Prize

School Officials

Head Boy

Head Girl

House Captains

Holtby, Johnson, Marvell, Venn

Discipline and Rules

It is the School's policy to nurture and encourage self-discipline amongst the pupil body, whether it is based on personal standards, relationships with others, attitude to work, or in abiding by school rules. If children fall short of expected standards, they can expect to lose certain privileges, or free time.

Mobile phones

- No pupil should have a mobile phone in school unless they travel home by school bus. This is so that should a parent be delayed once the bus has left school they may contact their child. All phones should be clearly named and handed in to the Prep Office at the start of the day where they are securely stored. The phones are returned to the children when they collect them at the end of the day.
- Children who come to school on the bus and are collected by other means at the end of the day should not need to bring a phone to school.
- Children who are taking part in a trip or playing in a match that is away from school after the end of the school day do not need to bring a phone with them, any delay is communicated directly to parents by text by the member of the leadership team on duty.
- If your child is staying away from home overnight or visiting another child after school and needs to have a phone with them, this should be handed in at the office in the morning and collected at the end of the day.
- Any other phones found in school are taken to the school office for collection by parents.

Screen Time

Whilst it's important to use technology for work, education and play it's equally important to consider how much screen time is healthy for children.

We would encourage a sensible and moderate approach with your family's screen time and would encourage use of technology to 'enhance the good' wherever possible.

There is a lot of research available regarding Screen Time and Tech Advisor have published this advice with some helpful tips: <https://www.techadvisor.co.uk/feature/digital-home/how-much-screen-time-for-kids-3520917/?p=2>

Homework Policy

Our Aims

Hull Collegiate Preparatory School supports the development of independent learning by encouraging and extending learning beyond the confines of the classroom and timetable. It

is our aim to provide regular and appropriate homework tasks which will consolidate and reinforce skills and understanding, particularly in numeracy and literacy.

We value, support and welcome active co-operation between home and school. Through this policy we aim to:

- * ensure consistency of approach throughout the school
- * ensure progression towards independence and individual responsibility
- * ensure parents/carers have a clear understanding about expectations from themselves and their child/ren
- * extend and support the learning experience through reinforcement and revision
- * provide opportunities for parents, pupils and school to work in partnership
- * encourage children to develop long term strategies for future needs
- * prepare children for their next phase of the school.

We recognise that the time allocated for homework activities and the scope of activities set will change as children get older and for each individual child.

Reading

We recognise that reading is one of the fundamental skills that an individual can possess. We aim to promote reading and a love of books at every stage of learning within our school. We consider regular reading activities to be an essential homework activity that needs to be carried out at least **four times each week** at all stages of development, whether a Foundation Stage pupil learning initial sounds or an older and more able reader developing reading comprehension skills. We would ask that home reading is recorded by the parent / carer in the child's reading record / homework diary to help us decide on the next step in the child's learning.

Foundation Stage

The concept of homework will be introduced to our pupils in the Adventurers' class. As well as the weekly changing of library books, children will begin to receive optional homework tasks on a regular basis during the Michaelmas Term. These tasks will increase in regularity as the year progresses, moving to once a week during the Trinity Term.

In addition to home reading, Reception pupils will receive a weekly homework sheet containing three optional tasks based around Literacy, Maths and Understanding the World.

Pre-Prep

In Pre-Prep we aim to nurture good homework habits, based around the learning objectives covered that week.

- * Each child will have homework books for Maths and English.
- * Homework will usually be set on Fridays and be expected to be handed in by Wednesday of the following week.

- * Once pupils have completed their homework, they will return their homework folder to school for books to be marked.
- * Y1 and Y2 are encouraged to practise new spellings regularly.
- * Daily reading is also expected (with a **minimum expectation of four times weekly**) and we would ask that all reading is recorded/signed in their liaison book and returned to the classroom each day.
- * Should a child be unable to return homework as requested, please record this in the child's liaison book or email their class teacher.

Prep

The main aim is to encourage independent learning built through a gradual increase in type, content and time spent on activities. In all Prep year groups, the homework will include a wide range of literacy and numeracy tasks as well as other curriculum content.

The logistics of homework in Prep are as follows:

- * Each child will have homework books for Maths and English.
- * Wherever possible, homework will be given on a set night (Thursday). However, this may depend on the weekly curriculum and may be allocated based on pupil performance within a specific lesson.
- * At least one piece of written homework will be given out each week for English and Maths.
- * The amount of time allocated for each piece of homework will vary according to the nature of the homework but should typically take between 30-40 minutes for each task.
- * Daily reading is also expected (with a minimum expectation of four times weekly) and we would ask that all reading is recorded/signed in their liaison book and returned to the classroom each day.
- * There is a specific deadline for homework completion (Tuesday) which will allow pupils to balance their workload and allow homework to fit in with other family commitments. Should a child be unable to return homework as requested, please record this in the child's homework diary or email their class teacher.
- * Once pupils have completed their homework, they will return their book to school to be marked.
- * Additional tasks may be sent home on different days, to consolidate a concept/skill your child has found challenging. During the summer break, any child not working at age expectations will be sent home CPG Grammar/Mathematics workbooks to complete to consolidate prior learning and provide the best platform into their next year in September.

The Teaching of Synthetic Phonics

Phonics is the teaching of reading by training young children, in particular, to associate individual letters with their sound values. We teach phonics as a principle decoding strategy until we are familiar with reading lots of words by sight recognition alone.

The English writing system is alphabetic consisting of 26 individual letters. Beginner readers must be taught how the letters of the alphabet (Graphemes), singly or in combination, represent the sounds (Phonemes) of spoken language (Grapheme, Phoneme Correspondence). The 26 letters can be combined in various ways called digraphs and trigraphs in order to create a total of 44 individual phonemes.

Grapheme, Phoneme Correspondence (GPC) is how to link sounds to letters and blend (synthesis) these sounds to read words and break up (segment) the sounds in words in order to spell them.

Pupils in Year 1 during the Trinity Term will be asked to read a list of 40 words made up from a combination of nonsense words and real words by applying their phonic knowledge.

Assessment, Recording and Reporting

At Hull Collegiate School we want all children to make excellent progress. We encourage children to become active learners who ask questions, seek solutions and make demands of themselves and others. We believe that the key purpose of assessment is to move the children forward in their learning. Continued monitoring of each child's progress gives a clear picture of what each child is doing. It is important that we, as teachers, know what has been remembered, what skills have been acquired, and what concepts have been understood. This enables us to reflect on what children are doing and informs our future planning. The outcomes of our assessments will inform children about their current attainment and their next steps forward in their learning.

Using the principles and processes of assessment, we aim to:

- monitor progress and support learning
- recognise the achievements of pupils
- guide future planning, teaching and curriculum development
- inform parents/carers of pupil achievement
- provide information to ensure continuity when the pupil changes school or year group.

Types of Assessment

Formative: Assessment for learning

This is ongoing assessment carried out by teachers both formally and informally during a unit of work. The results of formative assessments have a direct impact on the teaching materials and strategies employed immediately following the assessment. Results and observations are kept in teacher's own record/planning books, or the children's own books.

Summative: Assessment of learning

These occur at defined periods of the academic year or at the end of a unit of work. Summative tests are an essential tool for identifying individual progress over time and can be used for comparison within and across the cohort.

Diagnostic Assessments – in response to specific needs or concerns

All assessments can provide diagnostic evidence; however, certain assessment tools can be particularly useful in providing more detailed data in relation to the specific needs and concerns of individual pupils. Further information can be obtained from the school's SENCO.

Reporting to Parents

Written reports

Parents/carers receive report cards at the end of the Michaelmas and Lent terms which focus on Maths, Reading and Writing. A full report is provided at the end of the academic year, providing parents with a summary of their child's achievements in all aspects of school life over the course of the year.

Parent consultation meetings

Parents are invited to meet staff to discuss their child's progress in the Michaelmas Term and in the Lent Term.

Transfer of records

For pupils leaving the school during the Key Stages, up-to-date records should be passed to Prep Admin for forwarding to the new school. These will include any test results available, as well as teacher assessment in the core subjects.

Music

Our specialist music teachers provide weekly imaginative lessons for all pupils. In addition, we have a variety of peripatetic teachers who give private lessons on a wide range of instruments. Tuition is payable termly in advance and once lessons are undertaken they cannot be cancelled without half a term's notice. Full details about music lessons can be obtained from the Prep School office. Individual music lessons are available from Christmas of Year 2.

Sports and Games

Sport is a vital element of a child's education. It adds much to the vibrancy of school life and we hope that all the children take an active part in all of the opportunities that are on offer.

Choice

During the Michaelmas Term in Prep, the major sports are rugby and hockey. In the Lent Term, the children take part in football and netball and, during the Trinity Term, cricket and rounders. Younger pupils concentrate on developing skills, whilst the older pupils use those skills within a team game, where appropriate. Further representative sporting opportunities are provided in cross-country, athletics and tennis. Although there is a tradition that boys and girls take part in their major sports during lesson time, there are opportunities for boys to experience what are considered to be traditional girls' sports during activities should they so choose, and the same opportunities exist for girls. In the past, we have had a number of girls represent the school in rugby, football and cricket teams.

Kit

Hull Collegiate School sports uniform has been carefully chosen to be smart, hard wearing and appropriate for a range of activities. It is important that all children have the correct kit for lessons and fixtures against other schools. Kit should be ordered from the school Uniform Shop.

All sports kit **must be labelled** with the child's name. It is unlikely that items of kit, which are clearly named, will go missing. We urge parents to do this to help us and your son or daughter look after their possessions. It is also important that your child is aware of the kit they need, to help them start to take responsibility for packing their games bag.

We would appreciate it if you ensure that your children are able to tie their laces confidently before they start to bring lace up shoes and boots to school. This helps save a lot of time at the start and end of lessons. Kit should be brought to school in a Hull Collegiate Prep School sports bag and should be stored appropriately in the allocated bag racks. We recommend that the bag should be brought to school at the start of the week and be taken home, to be washed, at the end of the week.

Please refer to uniform list (above.)

Swimming

Children in Year 1, 2 3 & 4 will have a block of 6 swimming lessons each year. This will usually be in the autumn term. All children regardless of ability will be expected to take part in the swimming lessons. Towards the end of the spring term the children compete in the inter-house swimming gala. This is one of the highlights of the year. All children who are able to swim a length are expected to take part.

The House System

On entrance into Hull Collegiate Prep or Pre-Prep, all children are allocated a House. Houses are a method of organising children in the school into groups. We hope that children identify and proudly support the endeavours of their House throughout their time at school. Each house is led by captains from Year 6. Staff members are also members of Houses. Houses have regular meetings, they compete for inter-house events such as House Sports Day and Swimming Gala; house matches; the Times Table competition; Spelling Bee and Countries and Capitals of the world competition.

The Houses at Hull Collegiate School are:

(Winifred) Holtby – Green
(Amy) Johnson – Blue
(John) Venn – Red
(Andrew) Marvell – Yellow

These are named after famous citizens of Hull.

Injury/Illness

Children should not be sent to school unless they are healthy enough to go outside to play and take part in PE and Games lessons. If a child has an injury that forces him/her to miss

games, it is important that a note is sent addressed to his or her form teacher rather than by word of mouth. Alternatively, an email to the child's teacher or to PE staff will suffice.

Sports Fixtures

Inter-school sports fixtures are an exciting part of the life of the school and we hope as many children as possible will play in these. To ensure that pupils play at appropriate levels to stretch their skills, teams are selected on ability. We expect all children who are selected to be available for school matches although we understand that at times there might be reasons children cannot play in a particular match. It is appreciated if as much notice as possible were given if you know that on a particular day your child is unavailable.

Full details of the various matches appear a term in advance on the School website and at least a week in advance in the Prep School Newsletter. Those selected to play in teams are given details to take home, giving precise arrangements. Away matches require parents to sign and return a permission slip

Spectators

We very much value parental support at inter-school matches. Spectators are encouraged to support play from both sides at fixtures as well as respect the decisions of match officials and ensure that their touchline support is positive and sets a good example to all children. It is expected that all children who take part in a fixture will remain for post-match refreshments and to host the opposition team at home fixtures.

Cricket

For cricket matches at U11 'A', cricket whites must be worn. Cricket boots and a cricket jumper are recommended. Boys should also bring their own abdominal guard (box) and wear appropriate underwear so that they can fit this correctly. Pupils may bring their own bat and gloves to lessons. U11 'A' team players have the option of purchasing a cricket cap. Replica kits are unsuitable for school use. For U8, U9 and U10 cricket, pupils should wear tracksuit bottoms and their P.E. top or a cricket shirt. Full cricket whites are not needed in these year groups.

Forest School & Outdoor Learning

In addition to our in-house Forest School and Outdoor Learning investments, Hull Collegiate pupils experience termly visits to our offsite venue run by Humber Forest School.

Forest School offers a learner centred approach, where participants can learn through self-directed play and exploration. Participants who attend Forest School and outdoor learning sessions will be given the opportunity to develop their curiosity, confidence, self-esteem, creativity, empathy, communication skills, knowledge of the natural environment and ability to assess risk.

The cost of Humber Forest School will be added to your ParentPay account.

Activities

Our activities will depend on the ability and experience of participants. Examples of Forest School activities include:

- Woodland management and nature exploration
- Building dens and other structures
- Fires and cooking
- Games and invitations for imaginative play
- Natural crafts
- Using tools, such as knives and saws
- Scavenger hunts and adventure
- Seasonal celebrations
- Welly walks

Trips and Visits

A wide variety of educational visits are undertaken for all age groups. Some are local and others are further afield, with exciting residential and trips abroad for our older pupils. Costs are kept to a minimum and the cost of any trip will be added to your ParentPay account.

Extra-Curricular Activities

Our range of extra-curricular activities is designed to provide opportunities for our pupils to take part in activities normally not available in lesson time. Although sports activities often take place after school, most clubs take place during the lunch break, as many of our pupils go home by bus and are not able to stay for activities after school. Extra-curricular activities are provided free of charge, with the exception of a small number of clubs which are run by outside agencies.

Here at Hull Collegiate Prep School, we provide many stimulating and enjoyable clubs for the pupils to participate in throughout the year. Taking part in extra-curricular activities help children to pursue interests and skills beyond the classroom, thus broadening their overall learning experience. We find that taking part in clubs, helps children to develop their social and communication skills whilst also having lots of fun. All clubs are open to boys and girls equally as we encourage every pupil to try something new and to get involved.

In addition to these extra-curricular clubs, there is a weekly timetabled period for pupils. The enrichment activities on offer each term are published on The Hub.

Learning Support

Hull Collegiate School's approach to teaching pupils with Special Educational Needs or Disabilities (SEND) is to ensure access to a quality education. To achieve this, quality teaching is provided in all classes and there are high expectations for all pupils. Reasonable adjustments and differentiated strategies are employed by teachers in and out of the classroom to prevent disadvantage to pupils with learning difficulties and disabilities. Where needed, additional support is provided in lessons by a classroom teaching assistant or learning support assistant, working under the direction of the class teacher. Some pupils are withdrawn for specialist tuition during lesson times, for example dyslexic pupils in Years 3-9

are withdrawn for an average of one hour a week on a rolling timetable for lessons in pairs from a dyslexia specialist teacher. Support may also be provided before school or during lunchtimes or assembly times. Examples include: social skills groups, motor skills programmes, guided reading groups, maths support, spelling support and handwriting rescue.

Learning support provision is coordinated by Mrs A. Manton who is the Prep School's Special Educational Needs Coordinator (SENCo).

Staff are given guidance on how to adapt the curriculum and learning environment for pupils with special educational needs during INSET days and through resources such as the Disability Teaching and Learning Adjustments document and specific pupils' Individual Education Plans (IEPs). Examples include: providing concrete materials in maths lessons, using coloured paper or overlays for pupils with visual stress, providing writing frames for stories and reports, allowing extra time to complete tasks or reducing the amount of work required, using technology to support pupils, breaking down tasks and instructions into smaller parts, using multisensory teaching methods and providing appropriate pens and pen grips.

The following arrangements are used to identify and assess pupils with SEND:

- Assessments are made on entry to the school, or during the school year on a whole school basis.
- Pupils in Year 3 or those new to the school in Years 4-6 are screened for dyslexia.
- Targeted assessments are done with pupils with suspected special educational needs on entry to the school or following a concern expressed by a teacher or parent.
- Teachers are encouraged to raise concerns with the SENCo regarding the performance of pupil who they suspect of having special educational needs.
- Pupils who do not make sufficient progress through the graduated approach are referred to external agencies, such as Local Authority services, Educational Psychologists and Speech and Language Therapy Services.

Pupils with SEND may be set outcomes which are reviewed termly or twice-yearly using IEPs. Where appropriate, pupils are involved in discussing and setting IEP outcomes. Parents are involved in the review meetings and the setting of new outcomes if necessary. Copies of the IEPs are given to the parents.

Parents can telephone or email the SENCo, class teachers and head teacher if they have any concerns. Parents' evenings also provide an opportunity for parents to review their child's progress with a teacher or SENCo.

Admissions Policy

The School must feel confident that it will be able to educate fully any applicant child in line with his/her potential and in line with the standards achieved by the pupil's peers, and that he/she would support the aims, ethos and expectations to which the school aspires.

Entry to the school is by selection on academic merit and on assessment of a pupil's likely positive contribution through good behaviour to the aims, ethos and co-curricular life of the school.

1. Hull Collegiate School admits pupils without regard to gender, nationality, disability, colour or creed in accordance with the UK Equality act (2010).
2. Age. The applicant must be of the correct age band for the year group he/she proposes to enter unless alternative arrangements have been agreed with the school.
3. Academic ability. For entry to Year 4 and above the applicant must attain the required standard in the entrance assessments for the appropriate year-group. This is measured by means of Literacy, Numeracy and Non-Verbal Reasoning assessments. Those eligible for the offer of a place (if one is available) will have attained at least the national accepted average standard (90-110) in each of these tests. Academic Scholarships may be awarded to those applicants for entry to Year 7 who have performed at an outstanding level in the nationally standardised assessment tests used to assess all applicants. The School seeks to promote accessibility by making available both means-tested (assisted place) and non means-tested (Scholarship) awards. Further details of these awards can be found below.
4. If an applicant falls slightly short of the above criteria, a place may still be offered, but at the discretion of the Headteacher, and other criteria will apply. These may include further testing in Maths and English and character references.
5. In the case of an applicant with specific learning difficulties, a full professional report must be submitted in advance of the entrance assessment. Allowance will then be made, but the overriding criterion will be the pupil's ability to cope with the curriculum and level of support offered.
6. In the case of an applicant transferring to Hull Collegiate School after the start of secondary education (i.e. above Year 7), the school may, at its discretion, require the first term of attendance to be on a probationary basis. During or at the conclusion of this time, the contract may be terminated by either party without penalty beyond fees already paid.
7. On any occasion where the school intake is over-subscribed places will be allocated on the basis of ability in the entrance assessments. In the event that the above is unable to distinguish between candidates, school references will be taken into account. At other times vacant places will be offered to the next applicant who fulfils the entry criteria.
8. Children in the Prep School are not in competition for places in the Senior School and we expect them to move naturally from Year 6 to Year 7. Places are awarded on the basis of standardised tests and internal data. In cases where it is felt the child would not thrive/struggle to access the curriculum, a discussion with parents will take place at the earliest opportunity.
9. Financial assistance is limited both in terms of the amount and the number of UCST assisted places. Other scholarships are applied for and awarded separately and on

merit. In these cases, the ability of the child and the available assistance have to be balanced in the school's assessment of whether or not a place can be offered.

10. In all cases entry will be subject to a satisfactory reference from the applicant's previous school.
11. All applications are treated positively, sympathetically and in confidence.
12. The school's physical facilities for disabled comply with regulations and it will do all that is reasonable to ensure that the school's culture, policies and procedures are made accessible to children who have disabilities and to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act. The school seeks to ensure that disabled prospective pupils are not treated less favourably and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.
13. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend, an entry will be made on the Admissions Register which is subject to the Education (Pupil Registration) (England) Regulations 2006. This is administered by Mrs Sharon McEwan (Registrar) and inclusion/deletion from the register is done according to the above act. The admissions register is kept in electronic format on the school server with backup and is kept for at least three years. It records the following items. Full name, sex, name address and at least one telephone number of all known parents/guardians/carers (and information about any other person who has parental responsibility for the child), which parent/s and/or carer/s with whom the pupil normally resides, date of birth, date of admission, the name and address of the last school attended, and details of any amendments to the above, including the date and the name of the person making the amendment.

Appeals

Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal to the Chair of the Local Governing Body of Hull Collegiate School, whose decision is final. Appeals should be addressed directly to the Chair of the Local Governing Body at the school and should state the grounds for the appeal.

Notice of Withdrawal

Parents who intend withdrawing a child from school should note that a **full term's notice in writing**, as per the school's terms and conditions, to the Headteacher is required or they will be liable for the following term's fees in lieu of notice. Where the date of a house move is in doubt, provisional notice is acceptable and may be withdrawn at any time if plans change.

Equal Opportunities

We will promote equal treatment for all members of the school community. No one will be treated less favourably than any other person on grounds of their gender, disability, race, religion, cultural background, linguistic background, sexual orientation or academic or

sporting ability. Differences of treatment will be solely for bona fide organisational reasons relating to the management of pupils, parents and employees.

The School as a Community

There are strong links between the schools in United Learning. There are links with Hull Minster, Hull and St. Peter's Church, Anlaby. The school has links with the wider community through its charity work, local speakers, local businesses and parents.

The School Website and Image Policy

The school website www.hullcollegiateschool.co.uk has dedicated pages for both the Preparatory and Senior School, including forthcoming events, sports fixtures, latest newsletters and a gallery of images to show our pupils at work.

Within your registration documents you will have been asked to indicate if you are happy for images of your child to be used on the school website/other publicity material.

We welcome feedback on how we can improve our website and ways in which we communicate with our parents. The School's Director of External Relations, Mrs J Dunn may be contacted by email in the first instance at joanna.dunn@hullcollegiateschool.co.uk

The Friends of Hull Collegiate School

The Friends of Hull Collegiate School (FoHCS) thank you for your continued support and welcome new parents, alumni and staff to join them.

We are a small team made up of staff, parents and alumni who run events and a nearly new uniform shop throughout the year. Funds raised are used to purchase extracurricular items or services to benefit our children and the school community.

We would welcome your support helping to run an event by either donating your time, expertise or providing donations for raffles and auctions - your family and friends are more than welcome to join us too. Please contact fohcs@hullcollegiateschool.co.uk to get in touch.

We look forward to seeing you at our next event and thank you all once again for your continued support.



HULL COLLEGIATE SCHOOL
Absence from School for Exceptional Circumstances



You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is not an entitlement. The Headteacher will only authorise absence in line with the East Riding Behaviour & Attendance Partnership 'Absence from School for Exceptional Circumstances' Policy. Headteachers will not authorise absences if they believe it is to the detriment of a child's education. Please note that supporting documents to aid decision making must be submitted at the time of your request for absence.

If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child to complete. Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact your child's head of Year to discuss this. We advise that you do not plan for your child to be absent from school without gaining prior agreement from the Headteacher first. Headteachers cannot retrospectively authorise absence from school.

Pupil Name		Date of Birth	Class or Form
Address			
Contact Numbers			
Sibling Details of Compulsory School Age (or other children living in the household)			
Name		Date of birth	School
Name		Date of birth	School
I request permission for my child to be absent from school between:			
First Day of Absence		Date of Return	Total of Absent
from School		to School	School Days
Please detail below the reason for your request for absence from school in term time and include any supporting information.			
Signed(Parent/Carer):			
Full Name:			
Date:			

PUPIL MEDICATION REQUEST

To ensure the correct medication is administered to your child by the school First Aiders, please complete the following details and supply with the medications.

Name of pupil.....

Form.....

Name of Medication.....

Dosage.....

Time to be given.....

Time last given.....

Date from..... **Date to**.....

Signature of parent/guardian.....