



HARROGATE GRAMMAR SCHOOL

EXCELLENCE FOR ALL

Student Handbook 2024-25

RESPECT

For ourselves, our community and
our environment, demonstrating
kindness and promoting equality.

“Each person must
live their life as a
model for others.”

ROSA PARKS
Civil Rights Activist

REACH FOR EXCELLENCE





EXCELLENCE

Aiming high, being
ambitious and striving
for excellence for all.

“I know what I need to
do to be a champion
so I’m working on it.”

USAIN BOLT
Triple Gold Medallist

REACH FOR EXCELLENCE

COMMITMENT

Demonstrating resilience and not giving up however challenging the endeavour.

“In life you will be remembered by your actions, not your words.”

Martin Dransfield
Great Nephew and Colonel of the New Zealand Army

DONALD BELL
Victoria Cross Recipient

REACH FOR EXCELLENCE



ADVENTURE

Being enterprising, creative
and thinking independently.

“You can't put into words
how beautiful the planet
is from up here.”

TIM PEAKE

First British Astronaut
to embark upon the ISS

REACH FOR EXCELLENCE





HONESTY

Having the courage and integrity to be honest both with others and ourselves.

“Let us remember:
One book, one pen, one
child and one teacher
can change the world.”

MALALA YOUSAFZAI

Nobel Peace Prize Laureate

REACH FOR EXCELLENCE

Positives



Respectful
behaviour



Leadership and
service



Active
participation



High
productivity



Home learning



6th form
productive



Resilience



Extra-curricular
activity



Learner
resilience

Demonstrate excellence in learning and/or extra-curricular clubs

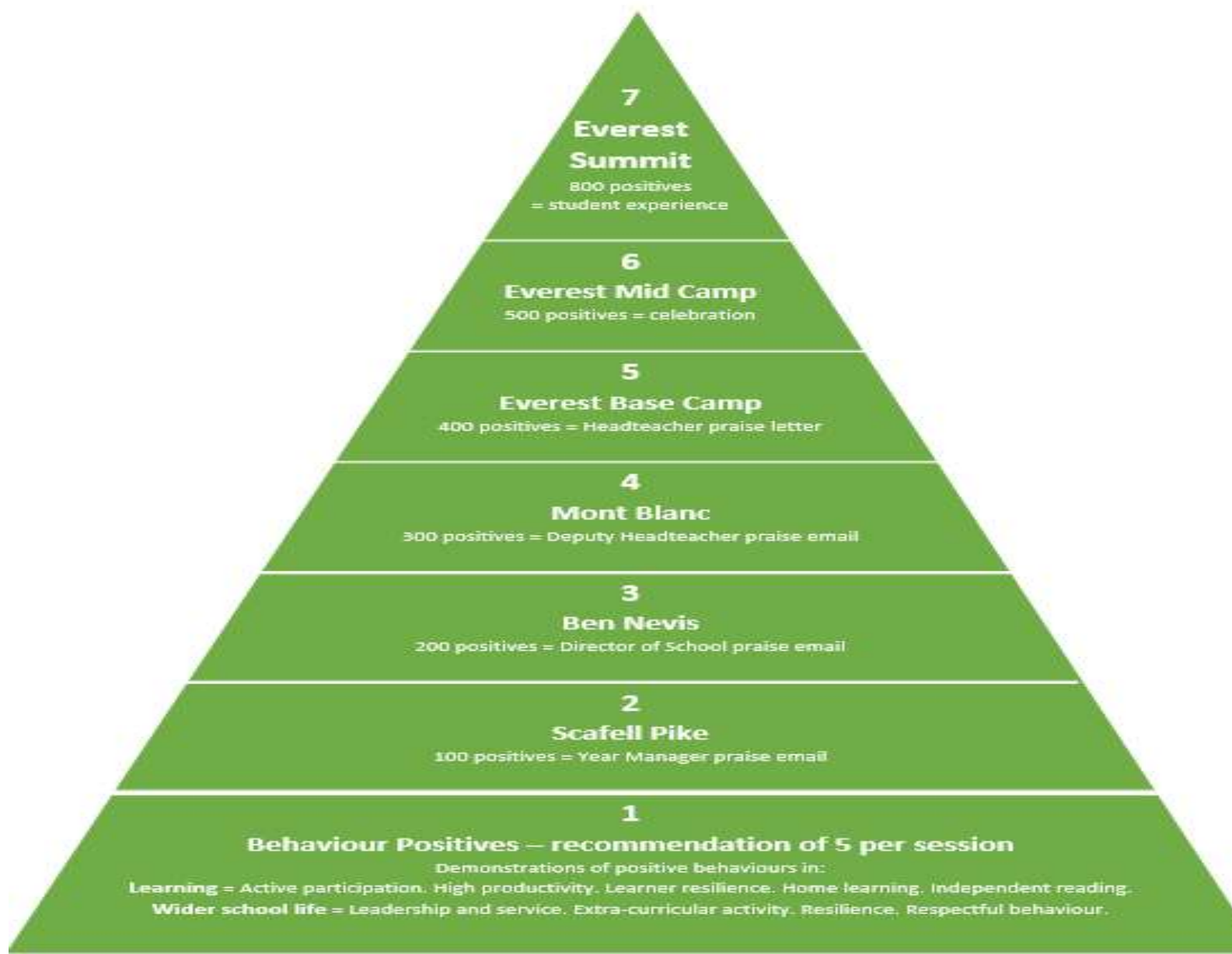


Gain positives on ClassCharts



1. Contribute to the form group successes celebrated together in assemblies
2. Gain personal success celebrated individually via praise letters home and working up to a student experience in the summer term








RECOGNITION



Every day we expect:


Respect	Respect yourself, others and our environment. <i>This means following the instructions of members of staff, first time every time. The instructions are being given to support the learning of everyone but also to make sure we all continue to be safe.</i>
Excellence	Be the best you can be. <i>This means working hard throughout the lesson. Make the most of all the opportunities to learn and progress. Your uniform must be worn correctly at all times.</i>
Adventure	Challenge yourself and keep going. <i>If you are finding the work hard don't give up. Use your teacher, ask for help and keep going.</i>
Commitment	Participate, prepare and be punctual. <i>This means being equipped with everything that is needed for the lesson e.g. charged iPad, pencil case, books.</i> <i>Arrive to the lessons on time.</i> <i>Get involved in the lesson through active participation.</i>
Honesty	Ask for help, act on advice and take responsibility. <i>Everyone must follow all instructions given to them. Taking responsibility for your own behaviour helps everyone to stay safe and learn. If you are not sure ask.</i>


Every lesson we expect:

<p>Arrive with the correct equipment</p> <p>You show commitment to yourself and others by bringing the correct for each subject. Taking responsibility for this is essential. If you are having difficulty in getting all the equipment you need, make sure you speak your form tutor or year manager for help. It is hard to fully take part in the lesson without the equipment and so it is vital you bring what is needed to every lesson.</p>		<p>Produce your best work and check it</p> <p>Producing our best work can make us proud and makes us feel good about ourselves. This doesn't mean that the work is perfect, there are always improvements to be made when we are learning, but it shows what we can do at that time. When a teacher checks, or helps you to check, your best work, you will see how to make it even better. This means that you can make progress. If you produce work that is not your best your teacher will probably point out improvements that you already knew could be made. This makes it hard for you to progress.</p>	
<p>Listen with full attention</p> <p>Good listening is an essential part of learning, it is also a key life skill. Listening with full attention takes practice! You can help yourself by looking towards the person speaking and keeping as still as possible when they talk. Listening to learn is hard work and your brain needs to be able to concentrate fully on what is being said. Your teacher will help you to know where to focus your attention during a lesson by using the word 'track' in class. Learning to listen with full attention maximises your chances of success.</p>		<p>Act on feedback</p> <p>In a lesson you may get individual feedback on your work or there may be class feedback. Feedback tells you what to focus your attention on next and helps you to see where you can get even better. By acting on feedback you make your best work even better.</p>	
<p>Ask and answer questions</p> <p>Your teacher will regularly use questions in a lesson to check your understanding. They need to know if you have 'got' something or not. Often a teacher will ask the whole class a question and ask everyone to answer via a quiz or on your iPad. At other times they will choose someone to answer. Always give an answer, even if you are unsure. We learn most from mistakes and this gives the teacher the chance to explain something again. Answering questions also helps to practice retrieving key facts from our memory. This strengthens our memory and builds our knowledge of a subject. Asking questions is equally important. Students who ask questions about the key knowledge in a lesson get the information and help they need to move on and can enjoy more success.</p>		<p>Work well with others</p> <p>Learning new things is hard work and requires effort and concentration. It can also feel uncomfortable if we are unsure and feel there is a lot we don't know. This is often the case when we start a new subject or a new topic. By showing kindness and consideration to others and by supporting others in your class you will maximise their chances of success and help them to do their best. They should also do the same for you.</p>	
<p>Stay on task</p> <p>Practice is an essential part of learning. Once you understand something new you need to practice it yourself so it sticks and becomes something that you can do yourself. By paying attention to your own work and staying focused you give yourself the best chance of learning new knowledge and skills. Practice is hard work and requires concentration. To help you stay focused during independent work your teacher will often insist on silence. This helps avoid distractions and maximises your chances of success.</p>			

Respect pledge

- After discussion with Senate and staff we are introducing the Respect Pledge.
- We **all** want to come to and work in a welcoming and inclusive school.
- To support everyone in remembering to treat others as we want to be treated you will all sign a respect pledge.
- This will help to prompt you in what is expected and act as a reminder if needed.
- You are expected to demonstrate these things in school and the wider community.

**HARROGATE GRAMMAR SCHOOL**
EXCELLENCE FOR ALL

**RED KITE**
LEARNING TRUST

RESPECT PLEDGE

Everyone at HGS has the right to come to a safe, welcoming and friendly school. We therefore pledge to respect ourselves, others and our environment.

WE RESPECT OURSELVES BY:

- ✓ always being the very best version of ourselves.
- ✓ taking ownership of our words and actions both in person and online.
- ✓ taking part in the extra-curricular opportunities on offer.
- ✓ actively taking part in all learning opportunities.
- ✓ wearing our uniform correctly and with pride.
- ✓ attending school every day.

WE RESPECT OTHERS BY:

- ✓ thanking staff and each other, being kind with our words and actions both in person and online.
- ✓ giving personal space, privacy and respecting the property of others.
- ✓ recognising the right of others to learn in a safe environment.
- ✓ welcoming the ideas, work and contribution of others to our school.
- ✓ celebrating diversity, individuality and beliefs even if they are different to our own.
- ✓ reaching out to support others when we see or hear unkindness. We are not bystanders.

WE RESPECT THE ENVIRONMENT BY:

- ✓ looking after our school.
- ✓ always tidying up after ourselves.
- ✓ respecting our wider Harrogate community in the same ways as HGS.

Student Signature: _____ Date: _____

Negatives



If you make a poor choice, you will get a verbal warning – this is where a change is needed



If you continue to make a poor choice, you will be given a negative on ClassCharts and reminded if you do not make a change, you will be given a phase 2 removal



If you fail to make a change to your behaviour, you will be given a phase 2 faculty removal. At this stage there may be other consequences if other behaviours have also been poor

CONSEQUENCES

Level of Response

FIXED TERM AND/OR PERMANENT SUSPENSION

- Dangerous – very unruly behaviour
- Fire alarm – criminal damage
- Handling stolen goods - theft
- Illegal substances
- Harassment of any nature, such as sexual or racial

- Abuse of members of the HGS school community
- Unprovoked assault
- Carrying of an offensive weapon
- Bullying
- Behaviour outside of the school can be considered grounds for an exclusion
- Persistent disruptive behaviour

7

6

Seclusion

Alternative to fixed term
& permanent suspension

5

Half or Full Day in Reintegration

9 negatives in a week/half term.
Refusal to follow instructions. Smoking. Truancy/
internal truancy multiple lessons.
Swearing at staff. Dangerous corridor conduct. Found with
a vape.

4

After School Detention: Friday

Failure to attend After School Detention on a Wednesday
or 6 negatives in a week cycle.

3

After School Detention: Wednesday

3 negatives in a week. Instant detention for serious behaviour breach.

2

Phase Two Removal

2 negatives within the same lesson.
Serious behaviour breach. Internal truancy – single lesson.

1

Behaviour Negative

Deliberate disobeying of school rules: Unacceptable behaviour. Chewing gum.

Travelling to and from school



- Students who live close enough to walk or ride a bike into school safely should do so. Remember when you walk to and from school you are representing HGS. This is a great way to support our drive to be more sustainable.
- Cyclists should wear a helmet and avoid cycling on footpaths. Cycle storage is available for students and students should bring an appropriate lock to secure their bike.
- If you are travelling on a bus we will expect the same high standards of behaviour that we would expect of you in school. Any student who is poorly behaved or unsafe may be removed from the bus.
- If your parents bring you to school or collect we ask they do not turn in the school grounds, and don't park on the yellow zigzag lines outside the school on Arthurs Avenue.
- Disabled parking is provided at the front of the school and this is available to those that require it.







Uniform







All Harrogate Grammar School students must wear school uniform correctly as described in the uniform policy.

Why?







- Wearing our school uniform shows pride in belonging to Harrogate Grammar School.
- Our school uniform means everyone is treated fairly as the expectations apply to all students.
- Putting on our school uniform places students in the frame of mind to learn.
- Our uniform helps prepare young people for the professional world they will join after education.
- Students act as ambassadors for Harrogate Grammar School when they wear the uniform and therefore our expectations extend to travel to and from school.

Blazer		Black with HGS Badge
Shirt		Plain white, capable of being worn with a tie. Shirt must be always tucked in and the top button fastened
Tie	 Year 7 Year 8 Year 9 Year 10 Year 11	There is a different tie for each year group. This tie will stay with the student until they leave in Year 11
Jumper (Optional)		Black or grey with HGS logo. The blazer must be worn over the jumper
Trousers/Skirt		Black trousers with HGS logo (please enquire with our uniform suppliers about different fittings available) OR Black pleated skirt, worn so the waistband is visible and the HGS logo
Socks/Tights		Black only Socks can only be worn with trousers Tights can only be worn with skirts

Shoes		Black, flat shoes No boots, trainers or canvas pumps. Students are not allowed to wear any type of trainers to school, including Black Nike Air Force. The only person who can give permission for trainers to be worn is the Year Manager.
School Bag		Suitable for carrying your books and iPad
Jewellery (optional)		Maximum of two plain studs may be worn in each ear One plain ring may be worn on each hand
Cyclists (optional)		Students should wear a cycle helmet and reflective clothing. They must bring a secure locking device and place the bicycle in the designated shelter.

PE KIT

Socks		Black/Red socks with HGS logo (Outdoor) OR White sports socks (Indoor)
Shoes		Trainers Studded football boots (necessary depending on current activity)
Protective Equipment		Shin pads Gum shield

Polo Shirt		Black/Red with HGS logo
Rugby Shirt		Black/Red with HGS logo
Skort/Shorts		Black/Red skort with HGS logo OR Black shorts with HGS logo
Trousers (optional)		Black leggings with HGS logo OR Plain black tracksuit bottoms or with HGS logo
Hooded Top (optional)		Black/Red with HGS logo
Base Layer/Thermal Skin (optional)		Plain Black/Red or with HGS logo

Essential Equipment

- Students will require the following items in their school bag:
- Named pencil case containing:
 - 2 x black/blue pens, 1 x green biro pen, 2 x pencils, rubber, metal compass, protractor and glue stick
- Scientific calculator (such as Casio FX-83GT CW model)
- iPad - fully charged
- Earphones with jack for music
- A reading book
- One apron
- A reusable water bottle
- We also recommend you have a stylus pen to use with your iPad, that has tilt sensitivity and palm keychain features.

All uniform must be labelled with the student's name.

Expectations

- Wear your uniform correctly.
- Wear your uniform smartly.
- Hair should be a natural colour and you should avoid extreme styles.
- If you wear a coat to travel to school, it must be appropriate and not worn inside the school building.
- If any item is not on the list above, you shouldn't be wearing it.

Timings of the day



8.40	School opens. Head to registration
8.50-9.00	Registration
9.00-9.55	Period 1
9.55-10.50	Period 2
10.50-11.10	Break
11.10-12.00	Period 3
12.00-12.55	Period 4
12.55-13.45	Lunch
13.45-14.35	Period 5
14.35-15.30*	Period 6 <i>*On Wednesday school finishes at 14.40</i>

Arrival to school



- School opens at 8.40am.
- You must be in your form room by 8.50am.
- Anything after this will be considered late to school.
- Any student arriving after 8.50am will need to go to the student entrance, near the main car park by the Sixth Form, ring the bell and wait to be signed-in to school by a member of staff.

Attendance and Punctuality



ATTENDANCE LADDER FOR SUCCESS OVER ONE SCHOOL YEAR



Minutes late to school and lessons		Impact on your attendance in 1 year
5 Minutes Per Day =		2.5 Days Missed 15 Lessons Lost
10 Minutes Per Day =		5 Days Missed 30 Lessons Lost
15 Minutes Per Day =		7 Days Missed 42 Lessons Lost
20 Minutes Per Day =		10 Days Missed 60 Lessons Lost
30 Minutes Per Day =		15 Days Missed 90 Lessons Lost

EVERY MINUTE COUNTS!

We also expect that you are in school on time and arrive to your lessons promptly. Please see below about how we will deal with lateness to school and lessons.

If...	Consequence
If you arrive at school after 8.50am	<ul style="list-style-type: none">• You will come to the student reception entrance to be signed in.• You will then go straight to form/assembly• Your form tutor will mark you late on the register.• There will be no consequences given if a bus has caused the lateness.
You have not been registered and fail to sign in.	<ul style="list-style-type: none">• Attendance Officer will inform the Year Manager.• Instant detention recorded.
You arrive late to lesson.	<ul style="list-style-type: none">• You will be marked late on the register.• You may be given a negative for lost learning time if you are more than 5 minutes late without a good reason.• There are late detentions run during lunch for those who are repeatedly late.

Break and lunch



Behaviour during break and lunch

When the weather is reasonable, you will be required to be outside the buildings. You must follow all instructions from staff.

3 bells will signal a wet break/lunch.

Break and Lunch – Designated Areas

During break time, each year group have been assigned a designated area. These areas will be supervised by staff to ensure student safety and to help students understand where they can and cannot go.

Queuing

At 12.55, **Year 10 and 11** will go directly to the Hub to eat lunch.

Year 9 go and queue on the back A floor corridor.

Year 7-8 can either use sustain, year 7 have their own serverly in the quad or must go to their year group area until called for lunch in the hub.

Students must queue safely and sensibly and in two's. Pushing in will result in being removed from the queue and sent to the back.

Break

Year 7	Quad with snacks to be bought and eaten here
Year 8	Basketball courts, snacks to be bought in the the hall but taken outside to eat
Year 9	Otley Road side of the Astro, snacks to be bought from Jetsetters side of the hub
Year 10	Sustain, snacks available from there
Year 11	Garden area, snacks to be bought from Best of British in the hub

Lunch

Year 7	Quad (closed at 13:15) Rugby pitch side of the Astro
Year 8	Basketball courts
Year 9	Otley rd. side of the Astro
Year 10	Sustain and grassed area between Astro and rugby pitch
Year 11	Atrium and garden area

**All spaces must be used with respect and
no litter dropped.**

Food is NOT to be eaten in the corridors.

Class work



Teachers will be expecting a high standard of presentation as well as subject content. Follow these simple presentation rules:

- Lay out work according to '**DUMTUMS**' (**D**ate, **U**nderline, **M**iss a line, **T**itle, **U**nderline, **M**iss a line, **S**tart)
- Pencil and ruler for tables, graphs and diagrams
- Rule off rather than start a new page every lesson
- Read marked work and make corrections- Writing:
 - ✓ Your written work- in **Blue** or **BLACK**
 - ✓ Teacher's marking- in **RED**
 - ✓ Your response to marking- in **GREEN**

- Stationery shop in the lunchbox to purchase missing items of required equipment:
- ✓ Black pens - 10p
- ✓ Green pens - 10p
- ✓ Pencils - 10p
- ✓ Glue sticks - 50p

How will your work be marked?

Teachers will use a marking code when giving you written feedback:

- At least once every half term you will receive
- **S** and **T** comments, showing the strengths of a piece of work and target(s) for improvement.

Literacy skills

Your teachers will also support you in developing literacy skills:

- sp = spelling mistake. Write the correct spelling 3 times in green pen below the work or at the back of your book.
- ○ = a circle around a word means either a problem with capital letters or punctuation.
- // = a new paragraph is needed.
- T = wrong tense used.
- U this means you have not underlined a date or title.

Always proof-read your work and correct any mistakes BEFORE handing it in to your teacher for marking.

Use the checklist in your Literacy folder on Showbie.

Always respond to questions and targets given in written feedback using your green pen.

Getting Involved

HGS Charities

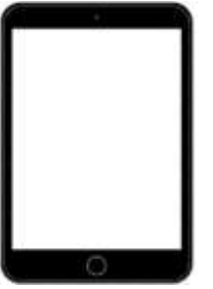
You will be able to take part in lots of fun fund-raising activities at Harrogate Grammar School and, as you move up through the school, you may volunteer to be on the Charities Committee. Every year the school supports a different charity, and it is the charities committee, which chooses the charity. Everyone is welcome to take part to raise funds for the charity.

VITA

As well as representing your form and year group there are plenty of opportunities for you to represent your House. These will be shared through the assemblies and bulletin so look out for ways to get involved. Who will lift the title of the winning house this year? Can Ventus retain the crown?



Using your iPad



- SHOWBIE is the app to use to save/ upload all work that is done on the iPad.
- DON'T save directly on to the iPad- work must be cloud-based
- Use your iPad only when instructed by your teacher. Wait to hear 'iPad up' to use it and when the teacher wants you to stop, 'iPad shut'.
- iPad's must be looked after and any damage must be reported immediately.
- No VPN's, age inappropriate apps, photos of other students/teachers from school.
- No inappropriate screen savers or wallpapers.
- No messaging others during school.
- ipads will be checked regularly by staff

Remember - Your iPad can be seen by any adult in school!

Safeguarding



If you have any worries about yourself or another student, please speak with a member of staff. They may discuss this with one of the Designated Safeguarding Team in school. This is:



MISS KRISTIN SMITH
Deputy Headteacher
Lead DSL



MRS CARLY JACKSON
Assistant Director: VI Form
Senior DSL



MR NIK MASON
AHT: Director of Upper School



MISS VICTORIA GEE
AHT: Director of Lower School



MR BEN TWITCHIN
AHT: Director of Sixth Form

Bullying and Harassment



- Every member of our community has the right to learn and work in a safe and caring environment in order to realise their true potential.
- We are a community which values respect and positive relationships. School should be a place of tolerance where everyone is free from harassment, humiliation, intimidation and abuse.
- Our collective responsibility is, through positive actions and with mutual respect for one another, protect and maintain such an environment.
- Therefore, our school **does not** tolerate bullying or harassment of any member of our community and all incidents are taken seriously.
- If you experience or witness this, please use the **REACH Out** form to report it this is what the form is dedicated to.
- The REACH out form is on your iPads.

Reach Out

This year, the Reach Out form will be **used by students** to report bullying or harassment.

In previous years, students have misused the Reach Out form when there are other ways to share your voice:

- Dissatisfaction with food in the Hub → Student Council reps in your form.
- Teachers awarding behaviour incidents → your teacher will clearly explain why an incident has been given.
- Fictional events → these should not be added to the Reach Out form.



Definitions

The Reach Out form should be used for reporting **bullying** or **harassment**.

- Harassment can be a one-off incident. It is any unwanted **physical, verbal** or **non-verbal** conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.
- Bullying is defined as **repetitive behaviour** by an individual or group that hurts another individual or group, either **physically or emotionally**.
- Remember we have all signed a RESPCET pledge to help remind us to be a kind and caring school.



Protected Characteristics

It is against the law to discriminate against someone because of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

Discrimination against these protected characteristics will **not** be tolerated and **must be reported**.

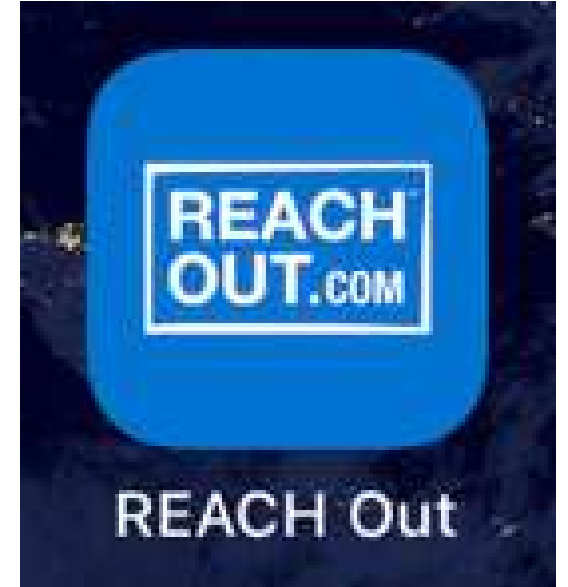


How to use

You will find the app on your iPad.

Please report an incident as close to it happening as possible.

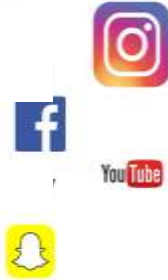
Your report will not be anonymous, but initially it only goes to Miss Smith who will decide who needs to be aware and pick things up. Staff will be very sensitive about your report if you don't want to be identified.



e-Safety

1 - Some "stats" for you

- ▶ 2.4 billion users of Instagram
- ▶ 800 million use Snapchat worldwide
- ▶ Youtube 2.70 billion users



4 - Top tip

- ▶ How to
- ▶ Make sure you understand how an app works - and make it work for you



2 - To put it into perspective

- ▶ UK population 66.97 million
- ▶ North Yorkshire population 824,054
- ▶ Harrogate population 162,670



5 - Top Tip

- ▶ Privacy matters
- ▶ Take control of what you share and who you share with – use privacy settings!



3 - That's a lot of people!

- ▶ Do you really know who is looking at your posts, following you, copying your pictures?
- ▶ Do you care? You ABSOLUTELY should!



6 - Top tip

- ▶ Check yourself out!
- ▶ Google yourself and look at your profiles. See what others can see about you.



7 – Top tip

- ▶ Ask yourself “Is this really a friend”?
- ▶ Don’t share with and **NEVER** arrange to meet someone you only know online
- ▶ Do your “friends” respect your privacy?



8 – Top tip

- ▶ Share nicely – and safely!
- ▶ Sharing is part of the fun of the internet so make sure you know how to do it safely.
- ▶ Remember it is unsafe and can be unlawful to share inappropriate images.



9 - How's your tattoo looking?

- ▶ Tattoo – permanent, might be attractive, might not – might say something about you which isn't actually accurate
- ▶ Digital tattoo – LIKEWISE!



10 - Top tip

- ▶ Before you post online, pause - what if someone you respect or someone in authority read that post or saw that photo? If that feels uncomfortable, don't do it.



11 – Top tip

- ▶ Remove and report.
- ▶ Make sure you know how to remove a posting you regret.
- ▶ Make sure you know how to report something someone else has posted.



12 - Some more “stats” for you

- ▶ Over 17,000 Childline counselling sessions with young people about online issues in 2023-24
- ▶ 1 in 3 children have been a victim of cyberbullying



13 – Top tip

- ▶ Would this upset ME?
- ▶ Will your post affect others?
- ▶ Do you have permission to share that funny picture of a friend?
- ▶ Is that “joke” actually hurtful?



14 - Top tip

- ▶ The Billboard Test?
- ▶ Think again before posting anything you wouldn't happily show to EVERYONE in the real world



15 - Remember there are laws too.....



There is no legal definition of cyberbullying within UK law, but there are laws which can be applied to cyberbullying and online harassment cases

16 – UK law

- ▶ Protection from Harassment Act 1997
- ▶ Criminal Justice and Public Order Act 1994
- ▶ Malicious Communications Act 1988
- ▶ Communications Act 2003
- ▶ Breach of the Peace (Scotland)
- ▶ Defamation Act 2013

17 – Looking for more advice?

- ▶ www.nspcc.org.uk/Share/Aware
- ▶ www.childnet.com
- ▶ www.thinkuknow.co.uk
- ▶ www.internetmatters.org
- ▶ www.saferinternet.org.uk

18 – Final top tips!

- ▶ Enjoy,
- ▶ don't cause offence
- ▶ and don't have cause for regret
- ▶ Find more advice in the student handbook



You must sign the ICT Acceptable Use Policy and this must also be signed by parents. This must then be returned to your Tutor. This is your agreement that you will use your iPad safely and responsibly. This includes:

- Virtual Private Network's (VPN) - While you are in school, there are several systems in place to keep you safe on the Internet as well as stop you from accidentally seeing something that may cause you some distress. If you have a type of app called a VPN installed on your iPad and if you use this while you are in school, you may be bypassing some of these protections and may even experience problems when connecting to the Internet. As such, you should ensure any VPN's you have are turned off in school. **VPN's must therefore not be used in school.**
- Social Media – You must have **NO** Social Media apps installed on your iPad.

The school carries out routine and regular iPad checks. If you are found to be using a VPN in school or breaking the ICT Acceptable Use Policy then you will receive a warning and your parent/carer will be contacted.

Illness or accident in school



If you become ill in school, or have an accident, you will be sent or taken to the First Aider, who, if necessary, will telephone your parents to collect you.

Do not contact your parents before you have seen First Aid.

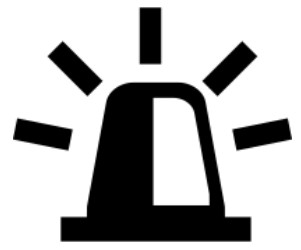
First Aid is moving to the room at the back of reintegration. There will be an area for treatment and if you are being sent home to wait. If you are not waiting for treatment and are not being sent home you must be in your lessons.

If you feel unwell you need to go to your lesson, politely ask your teacher to put an on-call for first aid and Mrs Hardcastle will come to the room to assess if you need treatment. If you are injured go straight to first aid and when Mrs Hardcastle has finished treating you go back to class unless you are being sent home.

First aid is only able to:

- Give paracetamol with parents' permission
- Treat minor injuries such as shallow cuts and grazes
- Support with medication your doctor has prescribed and is kept in school

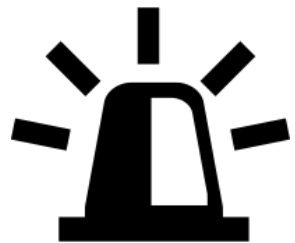
Emergency - Fire Alarm



- In the event of a fire you must remain calm and carry out the procedure that you have practised during fire drills. The alarm will sound once. **Do not take any action at this stage.**
- The alarm will be silenced and will then sound a second time. Only when you hear the second alarm should you begin to evacuate the building. All belongings should be left in the classroom.
- Follow your teacher's instructions, they will tell you which way to go to leave by the nearest exit.
- **You must remain silent at all times.** Silence is vital in order for everyone to be able to hear alternative instructions, should they need to be given.
- The class should stay together until you reach the Astro-turf pitch (Years 7 to 11) or the tennis courts (Sixth Form). At that point you should line up with your tutor group in silence. Wait in silence for your Form Tutor to take the register and then follow the instructions you are given
- You remain with your tutor group in silence until you are given instructions to return to the classroom.
- **Exams:** If the alarm is sounded during an exam period, the alarm will be immediately validated by SLT/Site teams to determine if a false alarm.
If evacuation is needed, students will congregate on the far side of the Astro-turf (Years 7 to 11) or tennis courts (Sixth Form) away from other students in silence.
Exam Invigilators will provide direction to students out of the building.

NEVER IGNORE THE FIRE ALARM

Emergency - Shelter in Place



We have no indication that there is any particular threat to our school or any other school, but we feel that it is important to respond to national advice by preparing thoroughly for events that could threaten the safety of our staff and students. Although such an event could be related to a terrorist event, it is also possible that events such as a gas leak or chemical escape could cause us to sound the bell. Shelter in place is a safety procedure that covers extreme hazards such as a smoke cloud, local chemical leak or an intruder on site.

A series of normal bells will signal shelter in place.



During lessons:	During break or lunch:
<ul style="list-style-type: none">• You must follow the instructions of your class teacher and remain in the classroom.• If you are walking on a corridor, you must enter the nearest classroom and follow the instructions of the class teacher.	<ul style="list-style-type: none">• You must quickly and calmly enter the school and go to the next lesson on your timetable.• You must follow the instruction of your class teacher.



The bells will stop ringing when it is all clear.

Substance Misuse

The school will **not** tolerate any student under the influence of or in the possession, use or supply of drugs. Therefore, you must not attend school under the influence of alcohol, or any other substance.

You must not be in possession of, or use, or attempt to sell or get tobacco, including vapes, alcohol or other drugs whilst on the school premises. This also extends to when you leave home to come to school, to the point when you arrive home after the school day.

In the event of finding or suspecting a student to be in possession of a drug, including tobacco and vapes, they will be searched. They could be put into reintegration, suspended and dealt with by the police. Parents will be informed.

It is illegal to smoke/vape on the school premises. You must not bring into school tobacco, cigarettes, vapes, matches or lighters. If you are caught in possession of these items or are found to have been smoking the items will be confiscated and your parents will be contacted. You could be suspended.

Powers to search

The Head Teacher can authorise a search of students or their possessions (including bags and lockers) without their consent if there are reasonable grounds for doing so such as more than one person in a toilet cubicle. This power applies to searching for weapons, alcohol, vapes, controlled drugs and stolen property, amongst other items. Teachers can also instruct students to turn out their pockets and punish them if they refuse to do so. The police could be called where there is a potential danger or risk to the personal safety of the teacher, the student, or others.

Mobile Phones/Head/Earphones







- You are not permitted to have your mobile phone switched on or use head/earphones (unless a teacher has given you permission in a lesson) from 8:40am until 3.30pm each day.
- If you are seen with a mobile phone or head/earphones, even if not in use, you will receive a **Behaviour Incident** for 'Using Mobile Phone/Head/earphones.'
- The mobile phone and/or headphones will be confiscated and taken to Reintegration to be collected at the end of the day.
- If a student refuses a Year Manager a member of SLT will be informed and a consequence applied.
- If this is repeated, students will be expected to hand this in at Reintegration each day.

Support



Year 7	Year 8	Year 9	Year 10	Year 11
				
Mrs Oliver	Mr Manning	Mrs Ellenthorpe	Mr Thurley	Mrs Wilkinson

	KOOTH - Kooth.com is an online counselling, advice and support service for young people aged 11-18 within the local area. It provides a safe, secure means of accessing help via the internet from professional team of counsellors.
	BUZZ US - Compass BUZZ offers a confidential text messaging service to young people aged 11-18 across North Yorkshire. The service was named in conjunction with young people and is called BUZZ US. By texting the service on 07520 631168 you will be able to receive confidential advice, support and signposting from a wellbeing worker within one working day via text. 
	JustB have also set up a helpline if you would like to talk. They have a helpline for children, young people and adults across the Harrogate District who may be struggling or feeling anxious about the COVID-19 virus. Available 8am to 8pm, 7 days a week. 01423 856799

Are you a young person aged 11 - 18 who needs some help with your mental health?

Do you need some more information?

Talk to family, friends or an adult you trust.

Young Minds:
www.youngminds.org.uk

Teen Mental Health:
teenmentalhealth.org

NHS Mental Health Support Hub: www.nhs.uk/Livewell/youth-mental-health/Pages/youth-mental-health-help.aspx

Rethink Mental Health:
www.rethink.org/diagnosis-treatment

NHS Mood Self-Assessment Quiz:
www.nhs.uk/conditions/stress-anxiety-depression/mood-self-assessment

Would you like to talk to someone?

9-19 Healthy Child Service – call 01609 790780 Press 2 and ask to speak to a Healthy Child Nurse

Compass BUZZ US:
text 07520 631168
Text message support is available 9am–5pm Mon – Thurs, 9am–4.30pm Fridays

Mind Discussion Group:
www.mind.org.uk

The Mix: Call 0800 808 4994 for advice and support between 11am and 11pm

Book an appointment with your local GP

Childline: Call 0800 1111 to talk to anyone at any time for free
<https://childline.org.uk/get-support/1-2-1-counsellor-chat/> for confidential counselling
<https://www.childline.org.uk/get-support/message-boards/> talk to young people who may be feeling the same as you

Do you need urgent support or help?

If there is immediate danger of serious harm or risk to life call 999

If you need someone to talk to and the problem isn't immediately life threatening call 111

HopeLine UK:
0800 068 41 41

Childline:
0800 808 4994

If you're over 18 you can call the Samaritans:
116 123

CAMHS Crisis Number (Child and Adolescent Mental Health Services):
Hambleton and Richmondshire 0300 0132000 (Option 6), 7 days a week, 24 hours
Whitby and Scarborough & Ryedale 01723 346502, 7 days a week, 10am–10pm
Harrogate and Ripon 01423 544335, 7 days a week, 10am–10pm
Craven 01274 221181, 7 days a week, 24 hours
Selby 01904 615348, 7 days a week, 10am–10pm