



HALL GREEN SCHOOL

**Parent Booklet
2019 – 2020**

INTRODUCTION

Dear Parents

Welcome to Hall Green School.

This booklet provides operational information and also further details regarding the pastoral care of your child. Where appropriate, there is detailed information and/or contact details but please do contact the school, if there is anything you are unsure about.

The Pupil Planner

A Pupil Planner is issued to each pupil at the start of the new school year. This is a daily source of communication between the school and home. A teacher may write a message to you in the planner and you may also wish to write a communication. Please check your child's planner on a regular basis, sign it weekly and use it as an opportunity to talk about their work at school and to monitor their homework. It is the pupil's responsibility to record their homework in the planner. The form tutor will monitor the recording of homework and the issue of praises, penalties and detentions. This is an area you too would be interested in monitoring. The process for praises, penalties and detentions is explained in detail under Expectations for Learning.

We also use "Class Charts" (www.classcharts.com) to set and record homework. All pupils and parents are issued with login details, which can be retrieved by contacting the school office.

Termly Newsletter

A newsletter is published on the school website each month with news and updates of events and activities. The newsletter is an important source of information for parents. A hard copy is available on request.

Contacting the School

A list of contact names and numbers are on the next page should you require any further information.

CONTACT INFORMATION

School Contacts

Main Office Telephone Number	0121 628 8787
Pupil Absence Line Number	0121 325 6904
Fax Number	0121 702 2182
Website address	www.hallgreen.bham.sch.uk
Email address	enquiry@hallgreen.bham.sch.uk

The Leadership Team

Mr D Adams	Headteacher
Mr M Hosfield	Deputy Headteacher
Mr A Simson	Deputy Headteacher
Mrs P Evans	Assistant Headteacher
Mr R Slattery	Assistant Headteacher

The Pastoral Team

Mr A Ali	Behaviour Support Assistant
Mr N Bressington	Head of Rivendell House
Mrs C Daly	Support Base lead
Mrs S Harvey	School Nurse
Mr Y Khan	Head of Isengard House
Mrs H Lloyd	Attendance Officer
Mrs R Monk	Welfare and Inclusion Manager
Mrs P Nathoo	Attendance Assistant
Ms M Qureshi	Behaviour Support Assistant
Miss T Smith	Head of Lorien House
Ms G Wright	Head of Shire House

TERM DATES

Autumn Term

Teacher Day: Monday 2 September 2019

School re-opens on Tuesday 3 September 2019 (Year 7 and selected Year 9 only)

Wednesday 4 September 2019 (whole school return)

Teacher Day: Friday 27 September 2019

Autumn Half Term: Monday 28 October to Friday 1 November 2019

Teacher Day: Monday 2 December 2019

Term ends on Friday 20 December 2019

Christmas Holiday: Monday 23 December 2019 to Friday 3 January 2020

Spring Term

School reopens on Monday 6 January 2020 (whole school return)

School closes at midday for Staff Training on Wednesday 5 February 2020

Term ends on Friday 14 February 2020

Spring Half Term: Monday 17 February to Friday 21 February 2020

School reopens on Monday 24 February 2020 (whole school return)

Teacher Day: Friday 20 March 2020

Term ends on Friday 3 April 2020

Easter Holiday: Monday 6 April to Friday 17 April 2020

Summer Term

School reopens on Monday 20 April 2020 (whole school return)

Bank Holiday: Monday 4 May 2020

Term ends on Friday 22 May 2020

Summer Half Term: Monday 25 May to Friday 29 May 2020

School reopens on Monday 1 June 2020 (whole school return)

Teacher Day: Friday 19 June 2020

Term ends on Friday 17 July 2020

Summer Holiday: Monday 20 July to Tuesday 31 August 2020

THE SCHOOL DAY - TIMINGS

Morning school starts at **8.40 am** with Period 1 (pupils arrive by **8.30 am**) and ends at **1.20 pm**. Afternoon school starts at **2.10 pm** and ends at **3.15 pm**. There are five sessions, four in the morning and one in the afternoon.

Morning break lasts 20 minutes.

There may be voluntary extra-curricular activities, clubs etc. after 3.15 pm or at lunch time.

First Bell:	8.35		
Period 1:	8.40	-	9.40
Period 2:	9.40	-	10.40
Form Time:	10.40	-	11.00
Break:	11.00	-	11.20
Period 3:	11.20	-	12.20
Period 4:	12.20	-	1.20
Lunch:	1.20	-	2.10
Movement Time:	2.10	-	2.15
Period 5:	2.15	-	3.15

DRESS CODE 2018/19

It is school policy that all pupils wear school uniform. Considerable effort is made to maintain high standards of dress. It is the strongly held view of the Governing Body that the School should follow a school uniform policy.

All pupils:

- Plain navy blue blazer with school badge
- Plain grey trousers (not jeans, denim, hipsters or skinny style), plain grey skirt, pinafore or tunic with a straight hem. Skirts should be worn slightly above the knee and not in lycra.
- Plain white or blue shirt
- Plain navy blue school 'V' neck jumper/cardigan, standard length (available with school badge)
- Clip-on school tie for all years, in House colour.

PE/Games Kit – All pupils:

- Polo shirt with school logo, in House colour
- Black shorts, black leggings or black tracksuit bottoms (available with school logo)
- Black sweatshirt (available with school logo)
- White socks
- Black or white trainers/pumps
- Swimming costume/trunks
- Football boots and shin pads recommended
- **For use during inclement weather only:** Pupils may wear a plain colour rain jacket (available with school logo)
- **No sporting brands/logos or stripes and shadow stripes allowed on any items of kit**
- Any special recommendations for kit must be discussed with the Head of PE
- All items of PE kit can be purchased from Mansuri, Clive Marks and Early Years.

The school will insist upon:

- Plain **black shoes with no markings**, any laces must also be black. **No trainers, trainer style or pumps.** Shoes must be appropriate for busy corridors, stairways and playgrounds. Plain black leather style boots may be worn in extreme weather conditions only
- Outdoor coats, scarves and gloves must be in a plain colour. No hats except in extreme weather conditions
- No sweatshirts, tracksuit tops, sports tops, hoodies or caps
- No unreasonable haircuts or hair colourings – including tram lines or patterns or unnatural hair colourings
- Jewellery is restricted to **one** ring which must be unobtrusive and a pair of **small** stud's/ sleeper earrings with only one earring in each ear. **No other body piercing**
- No excessive make-up. No nail polish or nail accessories
- A suitable school bag that will both carry and protect exercise books
- Hair accessories must be plain black or navy
- Head scarves worn for religious observance must be plain black or navy
- Plain tights or socks (no patterns).

Full school uniform **must** be worn in lessons and in the school building (except during break and lunchtime).

All items of school uniform should be named. If, in exceptional circumstances, your child cannot attend in full uniform, we ask parents to contact school immediately.

CAFETERIA ARRANGEMENTS

School Meals

The school meals are served in the dining area as a cafeteria service. There are facilities for pupils to eat a packed lunch in the dining area. Alternatively, there is an outside kiosk to purchase food and snacks, opposite the Performing Arts block.

There are also snacks available at break time on a rota basis.

Before school

Toast, small snacks and drinks are available before school.

Breaktime

The school canteen, the Dolphin Diner, is open to pupils during morning break serving a variety of baguettes, toast, sandwiches, fruit and drinks. We also serve hot and cold food via our outside serving hatches.

Lunchtime

Pupils are expected to remain on the premises during lunchtime – only in exceptional circumstances would we agree to pupils being allowed off site.

At lunchtime pupils queue for entry to the Dolphin Diner and are allowed in as spaces become available. There is a two week set menu displayed outside of the Dolphin Diner for a cost of £2.40 which includes a hot meal and dessert or drink.

Alternatively, the outside kiosks serve a smaller selection of “grab and go” hot and cold food.

The menu changes daily and, where possible, special diets are catered for (if known in advance). It is also a nut-free environment. Our School Council work alongside our catering providers (Chartwells) and are constantly providing feedback and suggestions in order to ensure you have the best possible provision.

LOST PROPERTY

Lost property is stored in the area next to the biometric machines next to the canteen and pupils who have misplaced items should check there at the end of a school day. Parents also need to contact the school office if their child returns home minus items of clothing or equipment.

Please help us return items to your child by ensuring that their name is clearly marked on their property.

At the end of each term items which have not been claimed will be sent to a local charity shop.

HEAD BOY AND HEAD GIRL

The Head Boy, Head Girl and Deputies

These pupils have the following responsibilities in school:

- To act as ambassadors for the school and role models for other pupils
- To represent the school at important events
- To greet visitors to the school and escort them on tours of the school as required
- To represent the pupil body in key decisions and developments in school
- To jointly chair the Learning Council
- To plan regular Learning Council meetings
- To regularly report to the Senior Leadership team on student voice
- To report annually to the Governors on the impact of student voice on school development.

STUDENT COUNCIL

Representatives from the student body meet with Senior Staff and Head Boy/Girl and Deputy Head Boy/Girl on a regular basis to bring forward ideas for the improvement of life for everyone at Hall Green School. This also helps the students develop and understand more how a 'business' operates and citizenship.

HOUSE POSTS OF RESPONSIBILITY

For each House in school there are posts of responsibility for pupils in Year 9-11, these include:

- House Captain
- House Captain
- Vice Captains
- House Reps
- Peer Mentors.

Application details will become available when positions open.

ATTITUDE TO LEARNING (ATL)

Below are our expectations for pupils in terms of their Attitude to Learning. This chart allows pupils, teachers, parents and carers to fully understand the criteria we are using when reporting back on a pupil's performance within that subject. Please take this opportunity to familiarise yourself with these expectations and also discuss these with your child. You will see your child's AtL score when reports are sent home.

It is our strong belief that all pupils at all times should be striving for AtL scores of "1" as this is not only the best possible platform for strong academic achievement, but also helps develop a strong work-ethic and builds character.

1	Fully Engaged (Has high standards and a clear desire to succeed)	✓ Comes fully prepared to class, with the right books and equipment, on time and ready to learn
		✓ Completes all homework & gap tasks
		✓ Takes pride in work and presents it to the best of their ability
		✓ Acts on feedback and tries not to repeat mistakes
		✓ Takes responsibility for own learning, asking questions when unsure
		✓ Catches up on missed work
		✓ Works independently to prepare for assessments
		✓ Promotes a good learning environment
		✓ Works well in a team
		✓ Doesn't give up in the face of difficulties
2	Mostly Engaged	- Achieves some/most of the above, but needs to achieve more to secure a '1'
3	Behavioural Issue	<ul style="list-style-type: none"> ▪ Disrupting the learning of others ▪ Disengaged from own learning