



## Hall Green School An Academy

June 2021

Dear Parent/Carer,

### Transfer to Hall Green School

Welcome to the Hall Green School family!

We are delighted your child will be joining us and are very much looking forward to meeting them and the wider family.

At Hall Green School we are proud of our track record of combining high academic standards and successful outcomes for all pupils within a warm and caring atmosphere. We are a school that serves its local area, a true comprehensive that reflects the diversity and the richness of the community. As a fully accessible school, Hall Green has inclusion and diversity at the heart of all that it does. Our values are encapsulated in the school mission statement, 'Learning Together, Shaping the Future.'

In line with Birmingham Public Health and council guidance, our virtual induction day and processes will be completed virtually this year for the majority of pupils. We have arrangements in place for those with special educational needs or additional vulnerabilities to support their specific transition needs. If you do not hear directly from us and feel your child falls into this category, please do contact us.

More details regarding the online transition programme will be shared in due course.

You should already have received communication from us about Summer School, which we are still hoping will be able to run, please contact the school office on **Tel:** 0121 628 8787 or **email us at** [enquiry@hallgreen.bham.sch.uk](mailto:enquiry@hallgreen.bham.sch.uk) if you have any queries.

Within this pack you will find the immediate information required prior to your child starting. All our school policies and further information about the school can be found on our website (<https://www.hallgreen.bham.sch.uk/policies/>) which I would encourage you to read and share with your child. To ensure a smooth transition to the school, it is essential you return the following completed forms to school immediately or by the latest Wednesday 23 June:

- |                                       |                            |
|---------------------------------------|----------------------------|
| a) Admission form                     | e) Canteen cashless system |
| b) Medical form                       | f) Instrument tuition      |
| c) Home-School agreement              | g) School Trips            |
| d) Free School Meals application form |                            |

Term starts for Year 7 pupils on Friday 3 September 2021. We will be in touch nearer the time with more details.

Yours faithfully,

Miss K Slater  
Headteacher

Ms G Wright  
Head of Shire House/Transition Leader

### Free School Meals

If you believe your child is entitled to Free School Meals can you please complete the enclosed application form and return to the School Office no later than **Friday 9 July 2021**. Please also try to provide a recent copy of proof of entitlement as detailed in the application form that must not be dated before **2 March 2021**.

### Dress Code

You will find our Dress Code within this pack. Please do note, particularly if you have had other children attend the school, we have recently reviewed and revised the code. This is to ensure it is as affordable as possible whilst maintaining our high standards. Support is available if needed; please contact the school office.

### Behaviour policy

We pride ourselves on our high standards that are reflected throughout our school. This ensures our pupils achieve excellent outcomes and leave Hall Green School as successful, responsible, and respectful young adults.

- <https://www.hallgreen.bham.sch.uk/wp-content/uploads/2021/05/HGS-Positive-Behaviour-For-Learning-Policy.pdf>

### Mobile Phones

Pupils are allowed to bring mobile phones to school but they must be turned off and out of sight throughout school. Pupils may listen to music through in ear headphones when outside at break and lunch time if they desire although their phone should remain out of sight.

### Educational Visits/Trips

You will find a separate consent form for trips in your pack. It is vital that this is completed and returned in order for your child to access the full curriculum.

### School Fund

We have a school fund which receives income from a variety of sources – sponsorship, fund raising by pupils and parents/friends of the school. We also invite all families to contribute to this at the start of their school life with us through a one off **£20.00 per child contribution**, to cover the five years of attendance at Hall Green School. If you feel you are able to make a larger contribution it would be gratefully received. Our School Fund helps to pay for the cost of things which the education budget does not meet, but which help to support various pupil activities throughout the year and to make school life more enjoyable. Although we realise that School Fund is a voluntary contribution, it does enable us to provide additional resources to enhance the curriculum and your support is very much appreciated. We use a secure website called ParentPay to make payments. You will receive the details of this in due course.

### Attendance

We place a huge importance on pupils attending school. Please refer to the enclosed leaflet from Birmingham City Council's Attendance Team for more details. Our term dates for 2021/22 can be found on our website:

<https://www.hallgreen.bham.sch.uk/term-dates/>

### School Day

We are currently reviewing the structure of our school day following changes that were made due to the pandemic. Confirmed details of our school day from September will be shared nearer the time.

## Photographic consent

Celebrating successes and sharing news of our work in school is important to us. For this reason, within the Admission Form you are asked for consent for photographs and videos of your child to be used. There are two ways in which we use images:

1. Within school on notice boards and in school magazines, brochures, newsletters, etc.
2. Outside of school by external agencies such as the school photographer, newspapers, campaigns and online on our school website or social media pages.

Please be assured that everything published is controlled and edited as necessary in line with our GDPR policy. If you at any point decide to change your decision, please contact the school office.

## E-Safety and Acceptable Use Policy

Access to the school network will be provided for your child to carry out recognised school work only, but only on the understanding they agree to the guidelines set out in the E-Safety and Acceptable Use policies:

- <https://www.hallgreen.bham.sch.uk/wp-content/uploads/2021/05/HGS-E-Safety-Policy.pdf>
- <https://www.hallgreen.bham.sch.uk/wp-content/uploads/2021/05/HGS-Guidelines-for-Pupil-Users-of-the-School-Network.pdf>

Each time they sign in to the network, they will be asked to confirm they agree to follow the guidelines.

## Medicines in School

It is vital we have up to date medical information at all times. The enclosed medical form must be completed and returned. Parents/carers must always inform the school if anything changes from the information previously shared.

- <https://www.hallgreen.bham.sch.uk/wp-content/uploads/2021/05/HGS-Medicines-in-School-Policy.pdf>

Hall Green School also works closely with NHS Birmingham to ensure that your child is fully up to date with his or her vaccines. They have asked us to pass this message on to parents:

When all children move to secondary school, they will be learning and socialising with a larger number of children and staff than they have been used to at Junior School, and so could be at risk of catching preventable diseases if they haven't had all their childhood jabs.

If you are not sure if your child has had all their routine vaccinations, check their personal health record (Red Book) or contact the GP surgery.

To get the best protection for your child, they need to have had two does of MMR vaccine. For a checklist of the vaccines and the ages at which they should ideally be given visit [www.nhs.uk/vaccinations](http://www.nhs.uk/vaccinations)

## Data Protection

General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) is the law that protects personal privacy and upholds individual's rights. It applies to anyone who handles or has access to people's personal data. Our policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the legislation. It will apply to personal information regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically. Hall Green School as the Data Controller will comply with its obligations under the GDPR and DPA. The school is committed to being concise, clear and transparent about how it obtains and uses personal information and will ensure data subjects are aware of their rights under the legislation.

<https://www.hallgreen.bham.sch.uk/wp-content/uploads/2021/05/HGS-Data-Protection-Policy-1.pdf>

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Registered Office: Southam Road, Hall Green, Birmingham B28 0AA Headteacher: Miss K Slater Tel: 0121 628 8787  
Fax: 0121 702 2182 Email: [enquiry@hallgreen.bham.sch.uk](mailto:enquiry@hallgreen.bham.sch.uk) [www.hallgreen.bham.sch.uk](http://www.hallgreen.bham.sch.uk)





## Hall Green School An Academy

### DRESS CODE 2021-2022

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, skirt, pinafore, tunic or tailored shorts\*
- Plain white shirt with a top button and collar suitable for a tie
- Plain navy blue school 'V' neck jumper/cardigan, standard length (available with school badge)
- Clip-on school tie for all years, in House colour.
- Plain black shoes or ankle length boots\*\*
- Plain navy/grey/black tights or plain socks

\*Trousers must be worn to the ankle and cannot be jeans, denim, leather, or hipsters style.

Skirt/tunic/pinafore length should be no shorter than just above the knee and no longer than ankle length.

Shorts must be tailored and worn between just above the knee to just below the knee.

None of the above may be tight fitting.

\*\*Shoes cannot be trainer or pump style. There must be no labels or markings. Heels must be no bigger than 4cm. There are pictures on our website intended as a guide as to what is acceptable. If there is any doubt, it is most likely that they are not acceptable – parents/carers/pupils should liaise with their Head of House **prior** to purchasing a pair if unsure if they are suitable.

#### PE/Games Kit

- Polo shirt with school logo, in House colour
- Plain black shorts, black leggings or black tracksuit bottoms (available with school logo)
- White socks
- Trainers/pumps
- Swimming costume/trunks/towel
- Plain black sweatshirt (available with school logo) recommended for use in cold weather
- Pupils may wear a plain colour rain jacket (available with school logo), for use during inclement weather and outside lessons only
- Football boots and shin pads recommended if selected for the school football team
- **No sporting brands/logos or stripes and shadow stripes allowed on any items of kit**
- Any special requests for adaptations of kit must be discussed with the Head of PE

The following are the only items that **must** be school specific: Blazer, tie, PE polo shirt.  
Other items do not need to have the school badge on.

## **Jewellery**

The school recommends pupils do not wear any items of value (monetary or sentimental). If desired, pupils may wear:

- Watch (not a smart watch)
- 1 pair of small stud earrings (1 earring in each ear only)
- 1 small, unobtrusive ring.

No other body piercing may be worn. All jewellery must be removed for PE.

## **Other**

- Outer clothing must be worn over the top of the blazer and not underneath.
- Woolly hats and sun hats may be worn when appropriate.
- No excessive make-up; it must be subtle and natural looking. No nail polish or nail accessories.
- A suitable school bag that will both carry and protect exercise books.
- Hair accessories must be plain black/navy/grey.
- Head coverings worn for religious observance must be plain black/navy/grey.
- Haircuts should be appropriate for school e.g. logos or messages shaved into a haircut would not be acceptable.
- Hair colouring must be of a natural colour.
- Ties must be worn at the top of the shirt, with top buttons done up.

Items worn for religious observance should be discreet in size and not visible. Further guidance is available for those wishing to request authorisation to wear a Kirpan in school.

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

All items of uniform and PE kit can be purchased from: Mansuri, Clive Marks and Early Years (Monkhouse Schoolwear).

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

Help is available for families who require support with uniform costs. Please contact the school for further details.



## Hall Green School An Academy

June 2021

Dear Parent/Carer

### Canteen Cashless System

**IMPORTANT – Please return the reply slip on the last page as soon as possible**

Hall Green Secondary School has a cashless catering system. The system allows us to provide a more efficient, faster and ultimately better quality of service.

This system incorporates the latest technology and eliminates the need for pupils to carry cash throughout the day. It is a biometric system (see FAQ's attached) in that it recognises the thumb of your child at the tills to allow payment from your child's account for any food and drink purchased. Please note under no circumstances will cash be accepted on the tills.

Any amount of money can be paid into a pupil's account which can then be used by your child to make purchases.

There are two payment options available to you to top up your child's account – **online payments via ParentPay or at a local PayPoint** -payment options are explained within the FAQ's attached.

A daily 'spend limit' of £3.50 is programmed into the system. This can be increased or decreased for an individual student by making a written request to the canteen.

**As per current legislation we will be operating an 'Opt In' policy. If you would like your child to be able to buy food from the canteen, we require you to complete the reply slip on the final page.** If you choose not to have your child registered on the biometric system, a 4 digit PIN Code will be allocated. Please note that PIN Codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

The attached information should answer any questions you may have but if this is not the case then please don't hesitate to contact me.

Yours sincerely

Ms Tina Dragoonis  
Bursar





## FREQUENTLY ASKED QUESTIONS

**Q What is a Cashless System?**

**A** A Cashless Catering System means that cash payments will not be accepted in the canteen or kiosk.

**Q What is Biometric?**

**A** Biometric is simply a method of identifying an individual person. We will be using an algorithm based scan, which reads between 50 and 130 points on the finger/thumb. It is not a fingerprint in any way, shape or form and is of use only in the cashless system.

**Q How does a Biometric System work?**

**A** The information of a pupil or staff member, who has been biometrically registered, is stored on a secure Biometric Controller within the school, which only our provider, Civica, can access. Once an account is credited the pupil or staff member places their finger/thumb on the Electronic Point Of Sale (EPOS) Terminal, which looks up their account details and allows them to purchase items only using this method of identification.

**Q How does my child register on the Biometric System?**

**A** Registration days will take place in September. Registration terminals are in school, your child will attend at a requested time and they will be required to place their finger/thumb on a Biometric sensor twice to obtain a matching template, which only takes a few seconds. If you have chosen to 'Opt Out' of this procedure, your child will be presented with a 4 digit PIN Code.

**Q What methods of payment can be used to credit an account?**

**A** Any amount can be credited to an account in two ways. Once an account has been credited the monies cannot be withdrawn and must be spent on the school meals.

### On-Line Payments

We have already introduced on-line payments in partnership with ParentPay. Simply log in as usual to credit the account. In exceptional circumstances, i.e. if you do not have access to the internet, you can request a barcode from the school, which can be used to top up your

child's account at your local PayPoint stores. Payments via PayPoint will take up to 48 hours to be credited to the appropriate account. You can find your local stores by visiting

<http://www.paypoint.co.uk/locator.aspx>

**Q How can I check the credit on an account?**

**A** This can be done by the account holder placing their finger/thumb on to the EPOS terminal in the canteen or by entering a 4 digit PIN Code. The current balance will then be displayed. Alternatively, this can be accessed via ParentPay. Please ensure your child's account is in credit.

**Q Can I change the daily 'Spend Limit'?**

**A** Yes – the daily 'Spend Limit' has a default of £3.50 but this may be changed by written request to the School Office.

**Q What happens if my child's account is not in credit?**

**A** Unfortunately your child will not be able to purchase a meal from the canteen.

**Q How do 'free meal' entitlements work?**

**A** All free meal entitlements will be entered on to the system. The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the free meal amounts. **Pupils with Free Meal Entitlements now remain anonymous at all times as all accounts are accessed in the exact same manner regardless as to whether paid for or not.** (Evidence of benefit is still required) NB. Any monies not spent from the daily free meal allocation will not be carried over to the next day.

**Q Can anyone else use my child's account?**

**A** No – due to the extensive security on Biometric templates no-one else will be able to access your child's account. As a secondary precaution a photo image is allocated to each pupil. If your child is using a 4 digit PIN Code, which someone obtains and attempts to use, the photograph shown on the EPOS Terminal will alert the operator and prevent a fraudulent sale taking place.

**Q Can I dictate my child's dietary requirements?**

**A** The system will allow you to register any items that your child is not allowed due to dietary needs or religious beliefs. Any changes must be confirmed in writing by the parent/carer to the school nurse. It is the child's responsibility to check the ingredients of what they eat. Advice and guidance can be sought by speaking to a member of the catering team.

**Q Can I request a printed report of my child's meal intake?**

**A** Yes, the Cashless Catering System allows numerous reporting facilities, which includes Dietary Habits. These may be requested by contacting the school canteen.

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## Medical Questionnaire

- Please complete the following information below **IN FULL**.
- The details on this form will provide the medical information for your child through out their time at Hall Green School.
- Hall Green School takes health and wellbeing of its pupils very seriously. We employ a full time lead first aider who is able to provide first aid and general care to sick pupils and supervise the self administration of medicine by pupils.
- To make sure we can respond appropriately in an emergency, we need to have accurate and up-to-date information about any medical needs your child has. This is particularly important if your child goes out of school on a trip, when we may have to communicate with medical professionals quickly in the case of an accident. Please provide all relevant medical information on this form.
- It is the parent/carers responsibility to update us of any medical changes.

### Personal Details

Name of Child:	
Date of Birth:	
Parent/Carer Name:	
Address:	
Contact Telephone Number:	

### G.P. Information

Name of Doctor/Medical Practice:	
Address:	
Telephone Number:	

### Medical History

Does your child have any existing diagnoses? What are the main areas of difficulties your child has? Please tick relevant boxes:
Physical Health <input type="checkbox"/> Behavioural <input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Other <input type="checkbox"/>
Please provide further details:

Do you have any concerns regarding your child's health condition which you feel is important in the school setting?  
E.g. hearing aids, glasses, wheelchair, access to the toilet, etc.

Is your child under a consultant?

If so, please give the consultants name and details of hospital/clinic:

Is your child on any medical treatment? Does the medication need to be given during school hours? Please give details:

Does your child have a Medical Care Plan? If so please give details:

Is there any family medical history you would like to share?

Is there anything else you think we should know?

### Consent for Administering Epipens:

Please indicate **below** your preference to trained staff administering your child's Epipen or School Emergency Epipen if deemed medically required.

- ☐ I/We the Parent/Carer, **CONSENT** to trained staff administering our child's Epipen or School Emergency Epipen if deemed medically required.
- ☐ I/We the Parent/Carer, **DO NOT CONSENT** to trained staff administering our child's Epipen or School Emergency Epipen if deemed medically required.

### Consent for Administering Emergency Inhaler if your child has Asthma:

Please indicate **below** your preference to trained staff administering your child's Inhaler or the School Emergency Inhaler if deemed medically required.

- ☐ I/We the Parent/Carer **CONSENT** to trained staff administering your child's Inhaler or the School Emergency Inhaler if deemed medically required.
- ☐ I/We the Parent/Carer **DO NOT CONSENT** to trained staff administering our child's Inhaler or the School Emergency Inhaler if deemed medically required.

### Consent for Administering Paracetamol:

Only under extreme conditions will the school administer 1 paracetamol tablet within the school day, please indicate **below** your preference to trained staff administering paracetamol if deemed medically required.

- ☐ I/We the Parent/Carer **CONSENT** to trained staff administering 1 paracetamol tablet to your child if deemed medically required.
- ☐ I/We the Parent/Carer **DO NOT CONSENT** to trained staff administering 1 paracetamol tablet to your child if deemed medically required.

### Parental Responsibility Declaration

Please tick as appropriate:

- ☐ We are/ I am satisfied that the information that has been provided identifies my/our child's current health/medical needs.
- ☐ We/I **DO** give permission for the school medical service to contact my/our child's GP/Consultant for further advice/information
- ☐ We/I **DO NOT** give permission for the school medical service to contact my/our child's GP/Consultant for further advice/information.

Parent/Carer Full Name	Signed	Date





## CONSENT FORM FOR SCHOOL TRIPS AND LOCAL OFF-SITE ACTIVITIES

**PUPIL'S FULL NAME:** .....

**DATE OF BIRTH:** ..... **FORM:** .....

At Hall Green School we have two categories of trips under our Educational policy requiring two levels of consent.

1. Local - Includes: sports fixtures, swimming lessons, lessons using the local sports facilities. For these visits, remuneration is not necessary.

2. Other – Includes: trips/visits to places further afield, residential activities, adventurous activities, and trips where remuneration is necessary.

The Trip Leader will use any health related information that is held on the school database.

Your child will access local trips as part of their curriculum. Please complete the consent form to confirm you agree to this. This authority will last for the five years that your child spends at Hall Green School. It is the responsibility of the parent/carer to ensure that this information is correct and that the school is informed of any changes during the five years.

- I am happy for my child to take part in local school trips and other activities that take place off school premises
- I am happy for my child to be given first aid or urgent medical treatment during any school trip or activity and I authorise the Trip Leader to act on my behalf in an emergency, including signing on my behalf any consent forms required by medical authorities should the Trip Leader (or if the Trip Leader is indisposed, another teacher assisting in the supervision of the trip) judge that after attempting to contact me, it would be inadvisable to delay matters while awaiting my own signature.
- I understand and accept that my child may be withdrawn from the visit if his/her behaviour leads to concerns about trust and the safety of other pupils.
- I have noted where and when my child is to be released and I understand that from that point I am responsible for my child getting home safely.
- I have read the pupil Code of Conduct (overleaf) and will ensure my child understands and complies.

**Parent/Carer Name/s:** .....

**Signed:** ..... **Date:** .....

## **PUPIL CODE OF CONDUCT**

In order for the trip to proceed all pupils must agree to abide by this Code of Conduct and give due regard to:

- the Health and Safety of all Trip members
- the achievement of the declared aims and objectives of the visit
- the upholding of the school's good name

### **The pupil shall:**

- abide by any reasonable instruction given by a teacher, instructor or other supervisor associated with the trip
- follow all safety guidance issued
- not purchase or consume any alcohol
- not purchase, smoke or use any tobacco, or other narcotic substance, or electronic vaping materials
- not purchase or attempt to travel with expensive items which jeopardise the safety of others - such items to be declared in advance of departure, or return, and presented to the Team Leader
- be punctual to all meetings and rendezvous
- never leave accommodation without the permission of an adult member of the school Trip
- always remain in a group of pupils, minimum size to be determined by the Trip Leader.
- not take part in any activity that could be deemed dangerous, including swimming, without the permission of a teacher
- be considerate to all other Trip members, members of the public and management, avoiding noise or otherwise boisterous behaviour
- participate fully in all activities and sessions during the visit
- immediately report any illness or injury to a member of staff
- immediately report any concerns regarding health and safety to a member of staff
- immediately report sightings of any suspicious persons to a member of staff
- abide by any laws of countries visited during the trip.

I understand that my behaviour may be reported to my parent(s) and that, in a serious case, my parent(s) may be requested to make arrangements for my early return home.





## Hall Green School

### An Academy

June 2021

Dear Parent/Carer

#### Instrumental Tuition

At Hall Green we have always considered instrumental tuition an important asset to the ethos of our school and highly value the work of our instrumental staff. Tuition is currently provided for:

**Violin, Viola, Flute, Clarinet, Oboe, Saxophone, Trumpet, Cornet, Baritone Horn, Tenor Horn, Trombone, Guitar (electric and acoustic), Bass Guitar, Drum Kit, and Keyboard.**

Lessons are on a weekly rota so that pupils limit the amount of time missed from their curriculum lessons. Places, however, are limited and depend on instrument availability and vacancies in the timetable. Tuition fees are subsidised by the school with a **20 minute** lesson currently costing **£10 (£5 if your child is eligible for the Pupil Premium)**. There are **33 lessons** offered per year, with payments being made termly in advance (**11 per term costing £110 per term**).

**If your child currently has instrumental lessons at Primary School and you are interested in continuing these at Hall Green School, or if your child is interested in starting instrumental lessons when they join us, please complete the reply slip below and return to school with your admission form. We will then send you further information in September.**

Thank you for your assistance in this matter.

Yours sincerely

Mrs T Dickerson  
Finance Administrator

.....  
***Please complete and return to Mrs Dickerson by Monday 12 July 2021.***

My child is interested in instrumental lessons at Hall Green School. Please send me further details.

**Pupils Name..... Date of Birth.....**

**Instrument.....**

**Parent's Email address..... Signed .....**

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Fax: 0121 702 2182 Email: enquiry@hallgreen.bham.sch.uk www.hallgreen.bham.sch.uk





# HALL GREEN SCHOOL

## Home School Agreement

This agreement is designed to promote partnership between home and school. The school is required by law to offer parents and students the opportunity of subscribing to such an agreement. The aims of the agreement are to identify individual and shared responsibilities and to focus our joint attention on providing the best possible social, physical and academic environment for our children. We hope you will register your support to the Home/School Agreement.

Name of Pupil (In Capitals): ..... Form: .....

### THE SCHOOL

The School will:

- provide a safe environment in which students of all abilities are able to achieve both socially and academically
- strive to ensure equality of opportunity for all
- be sympathetic to the needs of all its students
- maintain contact with parents and encourage constructive dialogue
- give adequate notice of all meetings and necessary consultations relating to all students
- comply with examination regulations
- endeavour to maintain high levels of work, conduct and personal appearance among the students
- promote homework necessary to support the learning process
- provide a friendly and welcoming environment in which students are encouraged to feel confident to express themselves in constructive and appropriate ways.

Signed on behalf of the school: ..... *D. Malt* ..... Date: June 2021

### PARENTS AND CARERS

Parent/Carers are asked to:

- ensure that their children attend regularly and punctually and ensure that in the case of absence or repeated lateness written explanation is provided and remedial action taken
- co-operate with the school in all matters relating to the welfare, progress and behaviour of their children
- attend parent consultation evenings and Academic Tutorials
- share information relating to the well-being of their child
- support the school by ensuring adherence to the Dress Code
- support their children by encouraging study at home in an appropriate environment and by maintaining an interest in progress
- be aware that in the interests of safeguarding all children, the School may need to refer to Children's Services regarding a child protection matter. In some cases this may need to be done without contacting the parents
- be aware that the sanction of detentions may be used with notice but without seeking permission.

Signature of Parent/Carer.....Date.....

### PUPILS

Pupils are expected to:

- endeavour to work to the best of their ability
- endeavour to meet deadlines for homework
- refrain from distracting others from their work
- respect the school building and the property therein
- refrain from any conduct which might be construed as bullying
- endeavour to take an active part in the life of the school
- uphold the good name of the school in public
- comply with the school uniform requirements at all times
- endeavour to be courteous and considerate in their attitude to others
- show respect to all members of our school community.

Signature of Pupil: ..... Date: .....





## School Attendance

### *A very important message for all Parents/Carers*

Dear Parent/Carer,

Hall Green Secondary School (Academy) is working in partnership with parents and the Local Authority to improve school attendance. **We would like to congratulate the many parents who make sure their children attend school regularly.**

Absence disrupts the education of the individual pupil and the whole class. Are you aware that children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- are more likely to become involved in crime
- miss out on opportunities in further education and the world of work?

### **How does your child compare?**

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

Absence can only be authorised by the Head Teacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. **Head Teachers may not authorise leave during term time except where the circumstances are exceptional.**

Please remember that parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue) are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence, including if your child arrives at school after the close of registration.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with

by adult family members. Being at school with support from staff and peers can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.

It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.

**Legal action that may be taken includes:**

- **Issuing penalty notices:** Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay may result in prosecution.
- **Taking parents to court for unauthorised absence:** Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.
- **Taking parents to court for persistent unauthorised absence:** Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

**Being taken to court could result in you having a criminal record.**

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

If your child's level of absence is of serious concern, the school will offer advice and support to improve attendance. After this, any unauthorised absence may result in the School and the Local Authority taking legal action.

**Again, we would like to thank those parents who make sure their child is attending school regularly and are therefore benefiting fully from their educational opportunity.**

Yours sincerely,



Lead Attendance Officer

Education Legal Intervention Team  
Alternative Provision, Attendance,  
and Independent Education Service  
Birmingham City Council

## CODE OF CONDUCT 2021/22: Summary

**All pupils are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times.**

1. Pupils must move quietly about the corridors and stairs, in single file, keeping to the left and adhering to the one-way system in the main building.
2. Pupils must adhere to the Dress Code of the school at all times.
3. All Staff, teaching and support, must be spoken to politely and treated with respect at all times.
4. Latecomers, including those returning from medical or dental appointments, must report to the Reception to sign in.
5. Any pupil wishing to leave school during the school day must bring a note from their parent/carer granting permission, then get it signed by their Head of House/Form Tutor before signing out at the Reception.
6. If you know your child will be absent from School, **you must ring the school absence line** (0121 325 6904) no later than 10am to inform school of the reason. The school will not authorise absences without a good reason for your child being off. Since September 2013, Head Teachers are no longer able to grant leave of absence during term time unless there are exceptional circumstances. Parents must request an Exceptional Circumstances- Leave in Term time Request Form, **at least two weeks in advance**, from the Attendance Officer.
7. If parents/carers wish their son/daughter to leave the school at lunchtime and return home, a school pass will need to be obtained and shown at reception on exit and return. A written application from parents/carers will need to be submitted to the Headteacher for authorisation.
8. Pupils must make every effort to ensure that all areas of the school are kept clean, tidy and litter-free.
9. **Under no circumstances whatsoever must pupils bring into school any of the following: banned or illegal items or substances, knives, blades, weapons or anything which could be deemed to be a weapon. Such items constitute a threat to the health and safety of the entire school community. Possession of them will lead to the most serious sanctions being applied, including possible permanent exclusion. Alcohol, tobacco, cigarettes, matches, lighters etc. are equally unacceptable, including electronic vaping materials.**  
  
We strongly advise that pupils **do not bring to school** items such as mobile phones, iPods or MP3 players as we cannot accept responsibility for the loss or theft of these items either during the school day or as pupils travel to and from school.
10. Any accident or damage to school property must be immediately reported to the School Office.
11. Use of Astro-turf: footwear must be changed outside the area; only clean trainers should be worn.

**Sanctions:** Pupils who breach the Code of Conduct are liable to sanctions including detention. Normally 24 hours' notice will be given for a full detention (maximum 1 hour) after 3.15 pm. For a short detention after 3.15 pm (not to exceed 20 minutes) prior notification is not required. Lunchtime detentions up to 40 minutes long can be issued without notice to parents. For more serious offences, exclusions, both fixed term and permanent, are sanctions available to the Headteacher.

**Bullying:** The School's anti-bullying policy, whilst recognising that bullying takes place in all schools, lays down effective procedures for dealing with any instances of bullying. The main thrust of this is to give the victim the confidence to talk about what has happened so that the bullying can be firmly dealt with. Any incidence of bullying must be immediately reported to a member of staff.

Full details for all school policies are available at [www.hallgreen.bham.sch.uk/policies](http://www.hallgreen.bham.sch.uk/policies)





# FREE SCHOOL MEALS

## Application Form



Pupils that attend Hall Green Secondary School.

Full Name	Sex	Date of Birth	Form

You will qualify for free school meals if you or your partner receive:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Income Based Employment and Support Allowance (ESA).
- Support under part VI of the Immigration and Asylum Act 1999.
- Guaranteed element of State Pension Credit.
- Child Tax Credit, provided you do **NOT** get Working Tax Credit and have an annual income that **does not exceed £16,190**.
- Universal Credit – If your net earned family income is under £7400 per year and not including any benefits you get
- Please note you do **NOT** qualify for Free School Meals if you are in receipt of Working Tax Credit.

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box. ☐

To apply please complete and return this for to the school office. We are now able to check your entitlement via a secure government website which links to your benefit providers. However if the Eligibility Checking Service has not been able to verify your entitlement, we will then need to contact you to ask for evidence (dated within the last 6 months) to show you are currently in receipt of one of the eligible benefits.

Your address			
Postcode		Contact Tel No	
We cannot process your application without this information. Please ensure it is completed in full and accurately. Failure to provide this information may result in your application being declined.			
Parent/Guardian Details	Parent / Guardian 1		Parent / Guardian 2
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>
Surname			
First Names			
Date of Birth	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
National Insurance Number	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
Other children that are living with you			
Full Name	Sex	Date of Birth	School Attends

**Please Turn Over**

I wish to claim free meals from	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>
<b>We cannot backdate claims. The date of entitlement is the date that we confirm your eligibility and successfully process your application.</b>	
<b>Declaration:</b> If you give false information you could be prosecuted	
<ul style="list-style-type: none"> <li>- As far as I know the information I have given is complete and accurate.</li> <li>- I agree that you may make any enquiries to the secure FSM Checking Service to verify the information I have given is correct.</li> <li>- I will tell you at once if my circumstances, income or savings change.</li> <li>- I will tell you at once if there is any change in the circumstances or income of the people living in my house.</li> </ul>	
Your signature:	Date:

### **Thank you for completing this form - How the information in this form will be used**

The information you provide in this form will be used by the Local Authority to confirm receipt of one of the listed welfare benefits.

The information will also be used in relation to pupils in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals only.

This documentation is treated in accordance with  
the General Data Protection Regulation (GDPR) (EU)2016/679

**Please Turn Over**