

HYMERS

COLLEGE

PARENTS' HANDBOOK

2011-2012

Disclaimer: All information correct at the time of going to press (September 2011)

Information for Parents

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All information contained in the Handbook is correct at the time of going to print. Any changes will be published on the school's website.

The Parents' Handbook will be published on the school's website under Publications at the beginning of each year.

Parents are encouraged to visit the school website on a regular basis to keep abreast of latest developments.

www.hymerscollege.co.uk

1. Welcome from the Headmaster

The rather optimistic aim of this handbook is to equip parents with all the information which they need for the coming academic year.

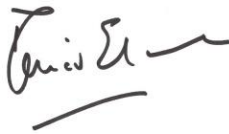
It is, of course, unlikely that we will manage to answer every question and I would urge you to contact us straight away if you discover that there are important things that we have missed. Please don't sit on problems or queries. You can email me at **headmaster@hymers.org** and I shall attempt to give you an answer. We will also add any information we agree we have missed to next year's Parents' Handbook.

Our desire is that all of our pupils should enjoy a happy and successful school career at Hymers.

We believe that a good education should inspire boys and girls to take every opportunity offered by a school to develop their talents. Hymers College is full of motivated, happy pupils who are doing just that.

We pride ourselves on the quality and breadth of the curriculum we provide and on our development of the creative, sporting and personal skills of all our pupils. We are a school that welcomes progress in education but also cherishes traditional values.

Sharing with parents in the guiding and development of young lives is a privilege we value highly. I am confident that Hymers College can really make a difference to your child's education and that we can give him or her, the best possible start in life.



David Elstone



4. The Working School

(a) THE SCHOOL DAY

SENIOR SCHOOL

The School operates on a six-day cycle. The first day of the Autumn Term is Day 1.

8.40 am	Latest arrival time
8.45 am	Registration
8.55 am	School Assembly (except Monday – Form Period)
9.10 am	PERIOD 1
9.55 am	PERIOD 2
10.35 am	Morning Break
11.00 am	PERIOD 3
11.45 am	PERIOD 4
12.30 pm	Lunch (activities, practices etc. The big bell will ring at 1.40 pm when all games practices must end promptly).
1.50 pm	Registration
2.00 pm	PERIOD 5
2.40 pm	PERIOD 6
3.20 pm	PERIOD 7
4.00 pm	End of School (Activities, practices etc.)

Games afternoons: Year 7 (Day 2), Year 8 (Day 3), Year 9 (Day 4), Year 10 (Day 6), Year 11 (Day 1), Years 12 and 13 (Day 5).

OUT-OF-SCHOOL HOURS – SENIOR SCHOOL

Those children who cannot be picked up until late after school enrol in the Senior School Homework Club which is supervised until 6.00 pm. Collections after 5.30 pm will incur the following charges £5 at 5.30 pm; £10 at 5.45 pm and £15 at 6.00 pm. Homework Club charges are added to your school bill.

We do ask that children should be collected before 5.30 pm where possible. Parents/Carers need to come into the Dining Hall to collect and sign out children who have been registered at the Senior School Homework Club.

Members of the Sixth Form (Years 12 and 13) may wait unsupervised in the Junior Common Room (JCR).

Our extensive extra-curricular provision means that pupils can stay on at school to participate in a wide range of activities after the close of lessons.

JUNIOR SCHOOL

8.40 am	Latest arrival time
8.45 am	Registration
8.55 am	Assembly or House/Form Meetings
9.15 am	PERIOD 1
9.55 am	PERIOD 2
10.35 am	Morning Break
11.00 am	PERIOD 3
11.40 am	PERIOD 4
12.20 pm	Lunch (extra curricular activities)
1.40 pm	Registration
1.45 pm	PERIOD 5
2.25 pm	PERIOD 6
3.05 pm	PERIOD 7
3.40 pm	End of School – Dismissal

Games afternoons: Year 4 (Day 1), Year 5 (Day 4), Year 6 (Day 6),

JUNIOR SCHOOL LATE STAYERS

Those children who cannot be picked up until late after school enrol in the Homework Club which is supervised until 6.00 pm. Collections after 5.30 pm will incur the following charges £5 at 5.30 pm; £10 at 5.45 pm and £15 at 6.00 pm. Homework Club charges are added to your school bill.

We do ask that children should be collected before 5.30 pm where possible. Parents/Carers need to come into the Junior School to collect and sign out children who have been registered at the Homework Club.

Those who go home by bus are escorted to the pick-up points at 3.50 pm.

Those going home by car should be collected from the pick-up point (Quad area). If a pupil is not picked up by 4.05 pm they will be escorted back to the Homework Club and should be collected as detailed above. (This also applies to parents who ring the office to advise of a late pick-up).

(b) ILLNESS DURING THE SCHOOL DAY

SENIOR SCHOOL

If a pupil is unwell they must not contact their parents directly to arrange to be picked up from school. They must first report to the Medical Room, the nurse will then assess the situation and contact parents.

If they leave the premises due to illness this must be recorded in the log book in the General Office.

JUNIOR SCHOOL

The school has a Sick Room. Members of the teaching staff are trained in First Aid. Parents will be contacted if it is considered that a pupil is too indisposed to work comfortably in school or has sustained an injury requiring further medical attention.

(c) ABSENCE

SENIOR SCHOOL

Parents should notify the General Office (01482 343555) on the first day of a pupil's absence before 9.00am. The Office will then inform the Form Teacher. On returning to school after an absence, pupils should give the Form Teacher a note of explanation signed by the parent or guardian.

JUNIOR SCHOOL

Parents should phone the Junior School Admin. Manager (01482 441211) between 8.30 am and 9.00 am and the message will be passed on to the Form Teacher and the register will be amended accordingly. For your child's protection you will be contacted by the Junior School Admin. Manager if you do not notify us of the absence.

(d) PUPIL LEAVE OF ABSENCE/LUNCH PASSES/LATE ARRIVAL

Leave of Absence – Senior School

To avoid disruption to teaching, parents are asked not to book holidays for their children during school time. This is particularly important in the days before a holiday period, or the first few days back at school after the holiday period.

Letters requesting leave of absence must be addressed to the Headmaster (please include your child's name and form class on the letter) as early as possible before the period for which leave is required.

If this permission is not sought (before the absence), or leave not approved, the entry in the register will show an unauthorised absence.

Appointments for medical, dental or eye treatment should be made out of school hours, if possible. Otherwise a note containing details of the reason for the absence and with estimated times of leaving and return must be given to the Form Teacher before the appointment.

Pupils must sign out in the book in the General Office when they leave and return – this is necessary in the event of a fire and building evacuation.

No pupil may leave the school premises during the school day without permission from his/her Form Teacher or a senior member of staff.

Leave of Absence – Junior School

To avoid disruption of teaching, parents are asked not to book holidays for their children during School time. If this appears to be unavoidable, a leave of absence form, which is available from the Junior School Office, should be completed and returned for consideration.

Lunchtimes

No pupil in Year 4 to 11 may leave the school during the lunchtime without:

(a) A letter from his/her parent(s) explaining why it is necessary for the pupil to be off the premises during the lunch hour. This must be provided for each and every occasion. This must be given to the Form Teacher before the absence but no later than the morning registration on the day;

(b) A letter from the parent(s) indicating that the pupil will regularly go home for lunch. This must be given to the Form Teacher at the start of the academic year.

Pupils in Years 12 and 13 are allowed off the premises during lunch hours, but only if a letter from the parent(s) has been received by the Form Teacher at the start of the academic year.

Late Arrival

It is a legal requirement that parents ensure their children arrive in school punctually. We expect pupils to arrive in school by 8.35 am. This will allow senior pupils time to visit their locker and sort out their books for the session until break. Morning registration is at 8.45 am prompt. If a pupil arrives late at school due to unforeseen circumstances, they should register at the General Office/Junior School Office upon their arrival.

(e) TRANSPORT

Please ensure that your child arrives at the School on time i.e. by 8.35 am but not before 8.00 am.

Pupils and parents whether on foot or in vehicles, are asked to be **particularly careful in the region of the Main Gates** and along the driveways. Pedestrians should keep to the paths and cross the driveway only at the designated place.

Buses deliver pupils into the school grounds at the start of the day and collect from within the grounds at 4.00 pm. Junior pupils are escorted to the buses at 3.50 pm. Details of the bus services are sent to parents each year. **Parents delivering or collecting children by car** are asked to conform to these regulations which are designed to ensure the safety of all pupils.

- In the morning, enter by the Main Gates and drop off children in the dropping-off loop inside the grounds.
- Pupils should **wait for transport in the Quad**. They are not allowed to wait at the Main Gate, in Hymers Avenue or along Sunny Bank.
- Parents should enter by the Main Gate and park in the Quad or in the parking bays alongside the one-way system.
- If children are staying at school after 4.00 pm or are being collected on a Saturday or Sunday, **they must be picked up in the Quad or at the place designated by the member of staff responsible for the activity/rehearsal**.
- The late buses that depart for the South Bank and Pocklington leave from the East Car Park. Pupils should wait in the Sports Hall foyer.

PLEASE NOTE: When visiting the school for any purpose and at any time, parents and visitors are asked to park inside the school grounds, not in Hymers Avenue.

TRAVEL TO SCHOOL

New Pocklington bus route to Hymers College (Term time only)

Departing Pocklington then travels via: Sancton, North Newbald, South Cave, Elloughton and terminates within the school grounds at 8.40 am. (Times to be finalised by the end September 2011.) The return journey will drop-off at the same places and will leave Hymers at 5.30 pm. Parents can either opt for a season ticket which would include travel in both directions, or a season ticket for the inward journey only and then a pay-as-you-travel service on the way home.

If you require this service please contact Mr Steve Brown in the Bursary email: (sdbrown@hymers.org)

East Yorkshire Motor Services – Hymers College Service (Term time only)

Service 921

Departing from Elloughton and travelling to Hymers via: Brough, Welton, Melton, Swanland, West Ella, Kirkella, and Willerby.

Service 922

Departing from Swanland and travelling to Hymers via: Ferriby (Church Road, Ferriby (Corby Park), Ferriby (Duke of Cumberland), Hessele Square, Anlaby and Willerby.

Service 923

Departing from Beverley and travelling to Hymers via: Beverley (Normandy Avenue), Bentley Lane End, Skidby Lane End, Castle Road/Green Lane, Cottingham Green, Thwaite Street Roundabout, Hull Road/Bricknell Avenue, and Chanterlands Avenue North.

Return buses depart from inside the school grounds at 4.15 pm

Useful telephone numbers: Buscall (timetable enquiries etc) 01482 22 22 22 Lost Property (Hull Depot) 01482 325679 www.eyms.co.uk . Buscall can provide information on public service buses travelling from North and East Hull.

Howden to Hymers College Bus Routes

This Hymers service is privately organised, using a 24-seater mini coach, with seat belts.

The service departs from Howden Memorial Square (7.30 am) and travels via: Newport (7.40 am), North Cave (7.45 am), South Cave (7.55 am) and terminates within the School grounds (8.40 am). The return journey is equivalent arriving back into Howden at approximately 5.10 pm.

Anyone interested in this service can contact: Mrs Jenny Sweeting, Hall Farm, Cotness, Howden, DN14 7YE. Tel: 01430 430254.

Hymers Transport Association – South Bank Service

This service commences at Scunthorpe (7.20 am) and travels via: Scawby (7.35 am), Brigg (7.45 am), Elsham (7.50 am), Barton (8.05 am), Boothferry Road Hull (8.25 am) and terminates in the School grounds (8.30 am). There is the equivalent return journey departing from Hymers at 4.10 pm – Barton (4.40 pm), Elsham (4.50 pm), Brigg (5.00 pm), Scawby (5.10 pm) and Scunthorpe (5.30 pm).

There is also a “late” bus (except Fridays) allowing children to stay for after school activities, leaving school at 5.40 pm - Barton (6.00 pm), Elsham (6.10 pm), Brigg (6.20 pm), Scawby (6.30 pm) and Scunthorpe (6.50 pm).

Fares vary with distance and from term to term according to costs and numbers of pupils.

All enquiries should be direct to: Mr Martyn Boyers, Marlin House, Station Road, Ulceby, North Lincolnshire, DN39 6UQ. Mobile: 0780 121 7431.

(f) VISITING THE SCHOOL & SECURITY

SENIOR SCHOOL

The school is conscious of the need to maintain a safe environment for pupils and staff alike and reviews its procedures accordingly. **All visitors**, including parents, who wish to enter the School, are required to sign in and wear a Visitor's Badge, available from the General Office or the Bursar's Office.

Valuable property should not be brought to school by pupils, but in cases where this is unavoidable staff must be informed and the school will do its best to provide security (special arrangements apply in the case of musical instruments; pupils will be informed about this by the Music Department). The school, however, cannot be held responsible for loss or damage of property brought to school and parents are advised to ensure that items brought to the school, (for example, musical instruments, mobile phones, iPods and MP3 players) are properly insured. Indeed, the school recommends pupils do not to bring such expensive items into school.

JUNIOR SCHOOL

All visitors should report to the Junior School Office. Parents, in the interest of security, will be asked to display an identity label.

Should a child need to be picked up from school during the day, then the parent should come to the Junior School and ensure the child is signed out. The child **MUST NOT** be encouraged to meet you in the Quad, Hymers Avenue, etc.

Parents are encouraged to support school activities and events. The **School Calendar** lists these and letters are taken home by pupils prior to events.

Speech Day, Open Morning and the Garden Party are important events each year at which parents and other visitors are very welcome.

Sports fixtures take place regularly. It is not always possible to include fixtures in the Calendar due to progress to later rounds of competitions or re-arrangements.

Concerts take place throughout the year. At least one major dramatic production is staged each year.

(g) ASSEMBLIES

SENIOR SCHOOL

Assemblies are held every morning (except Monday and Thursday when pupils attend a Form Period). All pupils are expected to attend morning assembly in the Assembly Hall with the Headmaster from 8.55 - 9.10 am.

JUNIOR SCHOOL

The Assembly programme is:

MONDAY	Form Period
TUESDAY	Whole School Assembly in the Junior Hall
WEDNESDAY	Rolling programme of House Meetings, Year Assemblies and Circle Time
THURSDAY	Whole School Assembly in the Junior Hall
FRIDAY	Commendation Assembly in the Junior Hall

The aim of Assemblies is:

- (a) To give pupils the opportunity to experience an act of worship in order to promote a sense of the School as a community;
- (b) To give a wider view of cultures, religions and beliefs in order to encourage both respect and an understanding of others;
- (c) To raise aspirations through relevant role models;
- (d) To promote through empathy an awareness of world and local issues and the role of the school as part of a wider community; and
- (e) To celebrate in the success of individuals and the whole school.

These are taken by the Head/Deputy/Teachers/Forms/Pupils/Visitors.

(h) FOOD AT HYMERS COLLEGE

Hymers provides a comprehensive catering service that provides food to more than 900 pupils and staff each day.

Opening Times:	Breakfast	8.15 am - 8.45 am
	Morning Break	10.35 am - 10.55 am
	Lunch	12.30 pm - 1.40 pm (Senior School)
		12.20 pm - 1.40 pm (Junior School)

The Dining Hall is a vibrant and friendly environment and is the main area for pupils to socialise within the school. It seats 270 and is situated in the centre of the school.

The school utilises smart card technology allowing pupils to pay for meals with their lunch card. Parents or pupils can top up the lunch cards by cheque or cash through the Bursar's Office.

The catering facility incorporates a self-service restaurant style of service offering freshly prepared healthy choices daily. At lunchtime staff and pupils can choose from a large range of traditional, vegetarian, pasta, salads, sandwiches and snack foods.

LUNCH CARDS

If a lunch card is ever lost, it can be replaced at the Bursar's Office at a cost of £2.50. Parents are recommended to make a record of their child's lunch card number (4 digits). When writing cheques to top up the card please indicate the card number on the back of the cheque as this eases administration.

(i) EXTRA-CURRICULAR ACTIVITIES

There is wide array of extra-curricular activities available at Hymers College. They include:

Duke of Edinburgh Award Scheme

The Duke of Edinburgh scheme is organised by Mr Summers. Currently, we offer the Silver Award to pupils in Year 11. This is run at the end of the Summer Term. Those pupils who pass the Silver Award can then be entered for the Gold Award. Further information is available from Mr Summers on rgsummers@hymers.org

Young Enterprise

The Young Enterprise scheme is open to any pupil in Year 12. During the course of the academic year students establish and run a genuine business. They elect a Board of Directors from their peers, raise share capital, and subsequently produce and market a product or service of their own choice. At the end of the year they present a report and accounts to shareholders. Students "learn by doing" through assuming directorship roles and participating in the development of the company. Each team is allocated an advisor or advisors from the local business community to offer guidance on the practicalities of running an organisation in the real world. Further information is available from Mr Gravelle on jgravelle@hymers.org

Primary Mentoring Schemes

Members of the Year 12 (Lower Sixth) are offered various opportunities to take part in the mentoring of pupils from local primary schools. The exact arrangements will vary from year to year but recent schemes have involved working with Rokeby Park, Collingwood, Tilbury, Thoresby and Sidmouth primary schools as well as the Children's University. Further information is available from the Headmaster on headmaster@hymers.org

Charity Fundraising

There has been long-standing support for many local, national and international charities at Hymers College. There is a major whole school appeal every 5 or 6 years, with the most recent in 2006 generating over £38,000. In addition to this, projects on a smaller scale provide ongoing help for a variety of charities. In 2011/12 the school's chosen charities are to be confirmed. The school also supports the Rotary Half Marathon and Fun Run each June. In 2011/12 the school will undertake a whole school charity appeal and any funds raised will be donated to charities to be decided.

Harvest and Christmas food parcels are supplied and delivered by our pupils each year to well over 100 elderly citizens in Hull.

There is a weekly lunch club in the Dining Hall which provides an opportunity for a small number of senior citizens to meet with each other and chat to staff and pupils.

(j) TRIPS AND EXPEDITIONS

Many trips and visits are organised throughout the school year ranging from those that directly support the academic programme (e.g. Modern Language Department visits, Geography Department Field Courses etc) to those that enable pupils to pursue or develop interests (e.g. ski trips, sports tours etc).

The school has an appointed Educational Visits Co-ordinator, Mr Schofield, caschofield@hymers.org, who is responsible for the proper organisation of all trips. He ensures that any trip conforms to regulations in terms of leadership, qualifications of staff, staff/pupil ratios, risk assessment, insurance, communication, emergency procedures and so on. The Headmaster also gives his specific permission for every trip, on the advice of the Educational Visits Co-ordinator. The participating staff members are fully aware of their responsibilities in taking trips.

Parents are initially informed about the nature and purpose of the visit, including particular mention of any 'hazardous' activities which are contemplated. They are also advised about the cost. Subsequent information will include the address of the visit, type of transport, arrangements for pocket money, kit requirements, insurance cover and advice on travel documents and vaccinations required. Parents will be required to fill in and sign the school's standard 'Visit Consent Form' although further information (e.g. details of dietary requirements, passport number) may be requested. When parents are asked for money, all cheques should be made out to Hymers College.

Once pupils have been put down for a trip, they may only be withdrawn in exceptional circumstances. In any other event not covered by insurance, payment will be required in full – withdrawals would otherwise jeopardise the trip, or else increase its cost to other parents at short notice.

Parents are advised that pupils are not generally permitted to take part in overseas trips in any case where school fees are overdue for payment.

Parents have often accompanied and supervised school trips, and the school is grateful for such help. If parents are to help on expeditions and trips, there is a statutory requirement that they should be checked through the Criminal Records Bureau.

In 2011/12 the school will be adopting a new system which will be communicated in due course regarding parental consent for trips and expeditions.

Travel Insurance

The school has personal accident insurance providing year-round cover for permanent injury to pupils. It has separate insurance for all off-site activities which includes personal accident, and also medical expenses, personal effects, money, trip cancellation and curtailment, and personal liability. It covers winter sports trips, but not poor snow conditions or loss of skiing.

Typical Trips and visits in the course of a school year may include:

SEPTEMBER	1 st XV Rugby Squad to Macclesfield Tournament Year 6 to Lake Windermere (long weekend) Year 12 English Trip to Stratford-upon-Avon (weekend)
OCTOBER	Year 10 Geographers to the Cranedale Field Centre (weekend) Years 9 and 10 Latin Trip to Italy at half-term (biennial)
DECEMBER	Years 12-13 History Trip to Madrid (weekend) (biennial) Years 12-13 French Trip to Strasbourg/Paris (biennial)
FEBRUARY	Years 7-13 Ski Trip (half-term week) Years 10-11 Classics Trip to Bath (biennial)
MARCH	Year 12-13 History Trip to Vienna (weekend) (biennial) 1 st Rugby VII to Birkenhead School 1 st Rugby VII to Rosslyn Park Under 13 Rugby VII to Rosslyn Park Under 16 Rugby VII to Rosslyn Park Public Schools Fencing Championship

APRIL	Years 7-13 Ski Trip (Easter holidays) Year 5 Junior School Battlefields Tour (Easter holidays)
MAY	Year 6 to Lake Windermere Outward Bounds Week
JULY	Year 12 Geography Fieldtrip to Switzerland/Arran Year 10 Modern Languages Trip to Paris Under 15 Independent Schools Tennis Tournament Under 18 Independent Schools Tennis Tournament Under 18 Tennis Team in the Aberdare Cup/Glanville Cup Music Tour to Europe (biennial)
AUGUST	ACF Annual Camp (Years 9-13) Senior Girls Hockey Training Camp (weekend)

Note: Appendix 5 lists the Approved Residential Trips for the next two academic years.

(k) LOST PROPERTY

All sports kit, uniform and other items **MUST BE NAMED**. Any items found are taken to the lost property containers outside the Porter's Office and valuables to the General Office who should also be informed of articles lost. Junior School lost property goes to the Junior School Admin Manager. There is no doubt that the amount of lost kit would diminish if:

(a) It was all named, and (b) Your children took good care of their belongings.

All pupils in Year 7-11 are given a locker in which to store their equipment.

(l) HEALTH

The Medical Room is situated off the Dining Hall corridor, staffed by the School Nurse, as the lead first aid qualified person and there is a Sick Room in the Junior School. There are also first aid qualified staff in teaching Departments. St John's Ambulance personnel attend most home sports fixtures in the Senior School, and the Hull Royal Infirmary is but a short drive away. A full immunisation programme is available on site.

(m) INFORMATION COMMUNICATIONS & TECHNOLOGY (ICT)

Your son or daughter has Information Technology timetabled into their academic curriculum during Years 4 to 8 and has access to computers at lunchtime.

Hymers College has more than 300 networked computers across its Primary and Secondary sites: all pupils are given an email address and have access to email and the World Wide Web (for which they will need a username and password to gain access to networked resources). Access to services outside of the school network is controlled by web blocking and content filtering systems and a firewall. These systems control the sites which pupils are permitted to access and also scan web pages for unsuitable or malicious content.

All pupils have to agree to the school's Acceptable Usage Policy before having access to a school computer.

(n) RELIGIOUS STUDIES AND COLLECTIVE WORSHIP

The school welcomes pupils of any religion or none.

Religious Studies in the school is designed to teach pupils the beliefs and history of Christianity and the other main world religions, and to make them aware of spiritual and moral values.

Religious Studies lessons (one per six-day cycle) are given to Years 4-10. It is also a GCSE option in Years 10 and 11 and an AS/A level option in Years 12 and 13.

Full school Assemblies are held most mornings. Some of these Assemblies are intended to give to pupils and staff the opportunity to worship or to experience an act of worship, to hear about religious and moral ideas and values, and to appreciate part of the culture and traditions of our society. Pupils and staff take part.

Pupils may be withdrawn from RS lessons and Morning Assembly for conscientious reasons. Other Assemblies celebrate achievements and give opportunities for the expression of cultural and artistic ideas.

(o) PHYSICAL EDUCATION AND GAMES

Hymers College has an excellent reputation in the locality, at county level and nationally in the major team sports. It provides the facilities and opportunities for all pupils to gain from the programme and to maximise their potential and for individuals and teams to achieve major successes.

The main sports are rugby, cricket, athletics and tennis for the boys and hockey, netball, athletics and tennis for the girls. Games are played to a high standard with many players selected for local and regional representative teams and several making international appearances in recent years.

The Physical Education programme, however, does not just cater for those who excel in the major team games. It provides opportunities for all to achieve and experience success in a range of different activities and at all levels, which will give them enjoyment and a sense of fulfilment, both within the curriculum and through its extensive extra-curricular programme. Year 7 pupils have one PE lesson, one swimming and three games lessons per cycle. As pupils progress through the school the PE programme, which is taught in mixed (ability and gender) groups, offers an ever widening range of activities such as swimming, basketball, badminton, dance, gymnastics, football, fitness-training, orienteering and volleyball. Fencing is also available to students as an extra-curricular activity, and many students take advantage of the individual lessons that are on offer.

In the Junior School there is one PE lesson, one Swimming lesson, and two double Games lessons per cycle.

Those involved in representative teams are expected to attend extra-curricular practices and to honour their commitments to the school when selected. As mentioned above, we enjoy considerable sporting success and every effort is made to ensure that our high standards and reputation are maintained. This can only be done with the co-operation of all who attend the school.

Any queries regarding PE and sport should be directed to Nick Gandy, Head of Boys' Games, nrgandy@hymers.org; or Julia Tapley, Head of Girls' Games, jtapley@hymers.org.

(p) MUSIC AND INSTRUMENTAL TUITION

Classroom Music

Your son or daughter will have classroom music lessons as a regular part of the school curriculum until the end of Year 9. During these lessons pupils engage in composing, listening and performing music using a variety of resources. These include DVDs, CDs, percussion instruments, guitars, electronic keyboards and porta studios. There are two music technology areas containing computers equipped with powerful sequencing and notation packages. In addition there is an online subscription to the Naxos Music Library providing access to over 13,000 CDs. All pupils have the opportunity to choose music as an academic option for public examination at GCSE and Advanced Levels.

Extra-Curricular Music

In addition to its place in the academic curriculum, extra-curricular music is strongly encouraged at Hymers and continues to flourish within the school. There are many opportunities to take part in choirs and instrumental ensembles of various sizes and at all levels of age, ability and aspiration.

These activities are divided into Junior (Years 4-6), Intermediate (Years 7-9) and Senior (Years 10-13) groups. Each offers to most pupils an Orchestra, a String Orchestra, a Wind Band, a Brass Ensemble, a Boys' and a Girls' Choir, Percussion Group and various other instrumental and vocal ensembles. There is a regular chamber music scene with string quartets and a piano trio meeting before the school day. There is also a biennial foreign tour and regular excursions to concerts occur throughout the year.

Master classes with internationally renowned musicians are held in school as part of the department's annual programme.

Concerts are a major feature of the Department and a typical programme for the year will include; junior/intermediate/senior Christmas concerts, participation in the Lord Mayor's Charity Concert (at the Guildhall), the FOHMS Music and Mulled Wine Evening, Feast of Song, junior/intermediate/senior concerts, as well as chamber concerts, a rock concert, informal piano concerts and a departmental showcase (such as Brass). There are regular musical productions and music is provided for school plays.

Pupils who are taught outside of school are not excluded from school ensembles and choirs.

Instrumental Tuition

Pupils are encouraged to learn a musical instrument or to take up singing lessons. If he or she is uncertain about which instrument to take up, the Director of Music, Mr Pybus (mwpybus@hymers.org) is always happy to advise.

Parents of Junior School pupils who have queries over musical tuition should contact Tracey Redhead (tjredhead@hymers.org).

All parents of new pupils starting at the school should have received information and an application form about music tuition with their general information pack. Any questions about the Instrumental Tuition Scheme should in the first instance be addressed to Mrs Bertolotti (ambertolotti@hymers.org).

Tuition is available in the following instruments: Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Saxophone, Trumpet, Trombone, Flugel Horn, Cornet, Euphonium, French Horn, Trombone, Tuba, Guitar, Piano, Organ, Voice, Orchestral Percussion, and Drum kit.

Group lessons are available for some instruments.

Aural lessons at all levels are offered before school to help with Associated Board Exams free of charge, as is preparation for Grade V Theory.

Hymers owns a sizable collection of instruments which are available to pupils wishing to take lessons; a small maintenance fee applies.

Specialist teachers provide weekly lessons. Pupils are given a fixed lesson time and the school's six-day cycle naturally rotates the lesson from which the pupil will be extracted. These lessons are charged for separately.

(q) HIGHER EDUCATION & CAREER DEVELOPMENT

Pupils have many choices, linked to career development, to make throughout their time at school and beyond. Our aim is to assist them in making decisions based on first-class information. Pupils are encouraged, at all stages, to develop self-awareness in order to make the very best of their individual talents and skills. Wise decisions are based on knowledge and experience, which is why we encourage pupils to participate with enthusiasm, and grasp the many opportunities that are available.

Advice starts early and from Year 8 onwards pupils participate in a wide variety of events. The aim is to make them aware of their own potential but also to raise awareness of the opportunities and challenges that are available to them as they progress through school and beyond. Mr Meadway, The Head of Careers, organises an annual Careers Convention for all pupils in Year 11.

Information is available in the Careers Library and all pupils have access to this. We also have a number of locations where pupils can access information, via computer, from the UCAS website and individual university websites.

Contact details:

Mr J G Bell	UCAS Advisor	igbell@hymers.org
Mr P Meadway	Careers	pmeadway@hymers.org
Mr I R Sanderson	Oxford & Cambridge	irsanderson@hymers.org
Mrs R E Elstone	Oxford & Cambridge	reelstone@hymers.org
Mr J Gravelle	Work Experience Placements	jgravelle@hymers.org
Mrs N Morgan	Work Experience Placements	nmorgan@hymers.org
Mr R G Summers	GAP Year	rgsummers@hymers.org
Mr C Gaynor-Smith	Director of Sixth Form	clgaynorsmith@hymers.org

(r) PASTORAL CARE

Hymers College is a vibrant, forward-looking school in which girls and boys interact quite naturally together, where they are known and valued as individuals and encouraged to realise their potential both in and out of the classroom. It offers the challenges of high academic demands supported by an effective pastoral care system.

We recognise that, for many children, coming to a new school is a big step. To make sure this transition is a smooth one, and to give our pupils support throughout their time with us, we have put great effort into developing a pastoral care system that works.

Structure

An extensive structure, overseen by the Deputy Head (Pastoral Care) and the Head of the Junior School, exists to ensure that a high level of individual care and attention is maintained throughout our school. Throughout the school, first level pastoral care is provided by Form Teachers for whom daily registration is an opportunity to get to know each individual pupil and encourage a strong Form ethos to develop. In the Senior School, Form Teachers are supported by an experienced team of Year Tutors, who oversee all aspects of pastoral provision. In the Junior School this task is undertaken by Team Leaders.

Roles

The responsibilities of the pastoral team include listening to pupils and advising them on a wide range of issues, including sensitive ones, and developing relationships through social activities. We have an ongoing programme of staff development, which has included training on issues such as Child Protection, Drug Abuse, Eating Disorders, Depression in Adolescence and Bereavement. The school also has access to an NHS School Nurse, who visits the school regularly and is available to all pupils and staff for consultation.

Home-School Partnership

The school attaches great value to an active partnership with parents in dealing with any problems which may be affecting our pupils both at home and at school. We have a strong policy of encouraging parents to get in touch with us if they are concerned about their son or daughter rather than waiting until parents' evenings.

Our Pupils

.... are all individuals, and we treat them as such. We help them to make the most of their talents by encouraging them to use initiative and to accept that they will not always be right. We want them to try out new things and to take risks; to handle disappointment; to learn how to work for themselves; to work with others; to have a sense of self-worth and self-confidence as they move through the school and out into the wider world.

We encourage pupils to remember that they are part of a wider group - of a Form, a year, a school, a wider society. We ask them to think about other people, trusting others, tolerating them and their differences, respecting and listening to their views, appreciating what is good in them and giving help when it is needed.

Our Staff

.... are all responsible for the well-being of our students. Most of them are Form staff in addition to their subject specific duties. Concerns of pupils and concerns about pupils are referred to pastoral staff.

Pastoral care is organized so that in Years 4, 5 and 6, pupils stay with their Form staff for one academic year. In Years 7 and 8, pupils remain with the same Form staff and Year Tutor as they establish themselves in the Senior School. They then transfer to a new Form Teacher and Year Tutor team for Years 9, 10 and 11, and similarly for the Sixth Form (Years 12 and 13).

Other Pastoral Matters

Throughout the whole school many subjects are discussed between pupils and their Form staff. Issues range from Settling In and Friendships in Years 4 and 7 to preparing Personal Statements in Years 12 and 13, taking in Subject Choice in Years 9 and 11 on the way.

The school has policies in place relating to Child Protection and Bullying, which seek to ensure that pupils should never feel deterred from speaking about their concerns, preferably to a member of staff, and, in turn, ensuring that members of staff know how to react to any such confidences or reports.

If a parent has any concern regarding a pastoral matter they should contact the Form Teacher initially. Further contact, if appropriate, may be made with:

(i) SENIOR SCHOOL
The Year Tutor
Deputy Head (Pastoral Care)
The Headmaster

(ii) JUNIOR SCHOOL
The Year Team Leader
Mr Doyle (Head)

PASTORAL STAFF AND FORM PREFECTS – SEE APPENDIX 3

Contact details for the Pastoral Staff are:

Deputy Head (Pastoral Care) – Mrs Gravelle
Deputy Head (Management) – Mr Holman
Director of Learning and Teaching – Mr Sanderson
Director of the Sixth Form – Mr Gaynor-Smith
Asst. Director of the Sixth Form – Mrs Helen Jackson
Head of Year 11 – Mrs S J Lord
Head of Year 10 – Mr S Jarman
Head of Year 9 – Mr D Harrison
Head of Lower School (Years 7 & 8) – Mr Nicholls
Head of the Junior School – Mr Doyle
Year 6 Team Leader – Mr N A Taylor
Year 5 Team Leader – Mr S L Canty
Year 4 Team Leader – Mrs F R Rix

crgavelle@hymers.org
anolman@hymers.org
irsanderson@hymers.org
clgaynor-smith@hymers.org
hjackson@hymers.org
sjlord@hymers.org
sjarman@hymers.org
dharrison@hymers.org
inicholls@hymers.org
pccoyle@hymers.org
nataylor@hymers.org
scanty@hymers.org
frix@hymers.org

(s) PERSONAL, SOCIAL & HEALTH EDUCATION

Throughout the School, pupils will encounter a range of experiences designed to promote the personal and social well-being of young people and enable them to develop a sense of self-worth and relate effectively to others.

Personal and social education aims:

- To equip pupils to be personally and socially effective;
- To develop pupils' sense of self-worth and personal responsibility;
- To prepare pupils for the challenges, choices and responsibilities of work and lifelong learning;
- To encourage pupils to participate in communities as active citizens and to develop a global perspective; and
- To assist pupils to live healthy and fulfilled lives.

In addition to the contribution all staff make through curricular and extra-curricular activities, the interaction between form staff, year tutors and pupils is a key element in the personal and social education of the pupils.

Pupils in the Junior School receive one lesson per cycle of PSE.

(t) CHILD PROTECTION

The Children Act of 2004 says that staff, individually and collectively must recognise their legal responsibility towards the welfare of the children in their custody, charge or care.

It further recognises that:

1. Children have the right to be protected from all forms of abuse. (Child abuse is seen as covering a wide area including physical injury, actual or attempted, sexual or emotional abuse, exploitation and physical neglect.)
2. Any intervention in the life of a child or family should be on formally stated grounds, properly justified, in close consultation with all relevant parties.
3. Children have the right to express their views about any issues or decisions affecting or worrying them.

4. Every child should be treated as an individual.

All of the staff (teaching and support) have received appropriate child protection training.

(u) ANTI-BULLYING POLICY

At Hymers we hold a fundamental belief that every member of our community should feel safe and happy in their environment and that any act of bullying is unacceptable.

We also recognise that bullying can take several forms, such as physical, psychological or verbal. All of these forms of bullying are regarded as serious anti-social behaviour and will not be tolerated.

Hymers College is a caring community and, as such, the well-being of each of its members is a prime concern of all within it.

We expect all staff and pupils to take care how they speak and act towards others in the community. We do not expect them to have to put up with any form of bullying.

Any pupil who feels unhappy about the way he/she is treated or who witnesses such treatment should approach his/her parents, a teacher or any member of the community. Unless the staff know of such unhappiness it is very difficult for them to help resolve the problem.

Should any act of bullying come to the attention of staff, either through their own observations or from information received, then in the first instance the Form Teacher should be involved in the preliminary enquiries. The Head of the Junior School and the Heads of Year in the Senior School should then be informed immediately that these enquiries are taking place. It may, of course, be necessary to involve or inform the Deputy Head (Pastoral Care) or other colleagues as appropriate.

The matter may then be brought to the Headmaster's attention.

Having established the facts on questioning all parties, one or all of the following steps may be taken:

1. Informal resolution - advice given
2. A warning as to future behaviour
3. Punishment - the ultimate sanction being expulsion in the most serious instances.

(v) SCHOOL DISCIPLINE – SENIOR SCHOOL

As an integral part of the educational process we aim to create a civilised and caring community with a sense of responsibility, a concern for others, an understanding of good manners and their practice, and an orderly framework within which academic work is pursued and life enjoyed and profited from as freely and positively as possible.

We aim to maintain the tradition of good discipline and behaviour which our pupils, both in school and out, are generally willing to support. It is believed that this tradition is best continued by the development of self-discipline, precept and example, by setting and exacting high standards and by explaining and talking constructively whenever we can. All staff strive to be consistent in the application of disciplinary sanctions.

Our aim is to uphold the general manners of the school by constant vigilance and by reminders to pupils on the occasions when lapses of courtesy or of good manners occur. Our success depends upon everyone being aware of the need for high standards of behaviour and of self-respect based on consideration for others. In this way we strive to create a happy atmosphere and environment. Pupils who infringe any of the School Regulations are dealt with in accordance with the disciplinary procedures of the School. In minor cases this might involve the imposition of a punishment exercise or community task; in more serious cases it may involve detention supervised by senior staff. Detentions are normally held after school on Tuesdays and Fridays between 4.15 pm and 5.05 pm. In certain specific cases pupils may be required to serve such detentions during an official holiday period. Parents of pupils requiring to be detained are generally informed by letter. Year Tutors monitor reports of poor behaviour and may contact parents.

In some cases, however, because of the seriousness of the problem, it may be decided to suspend the pupil. Suspension will only be by the Headmaster, or in his absence, by a Deputy Head, and in all cases, a letter will be sent home to parents explaining the reasons for the suspension.

There are cases, however, where because of the extreme seriousness of the disciplinary problem or where suspension does not seem to have served as an adequate warning, the school may wish to proceed to expulsion. In these circumstances the School will follow its designated procedure for expulsion.

School Rules

It is of great importance that pupils are polite, helpful and respectful to others. Any action – physical, verbal or psychological – that hurts another person is unacceptable. Any such behaviour that is reported to a member of staff will be taken seriously.

Pupils are expected to:

- Be a credit to the School
- Work to the best of their ability
- Represent the School when asked

Rules and conditions may be introduced or altered by the Headmaster.

Bounds (for all pupils)

Under normal circumstances the following are out of bounds:

- The West Door of the Main Hall
- The Main Hall entrance lobby
- The wooded areas around the fields
- The lake and its surrounding area
- All planted areas

Pupils in Years 4 to 10 should not enter the School buildings:

- before 8.40 am
- between 12.35 and 1.40 pm, unless for an activity and in the Junior School between 12:20 and 1:35pm

In inclement weather, those in Years 7 to 10 may go to the designated classrooms around the Main Hall when they arrive at school. The Headmaster will announce any changes to this in the event of adverse weather conditions (see below).

Years 4, 5 and 6 should go to their classrooms.

The Prefect System

All members of Year 12 are provisional Prefects from Lent half term. Senior Prefects are chosen by the Headmaster after receiving comments from all staff, the retiring Senior Prefects and Year 12 pupils. At the end of the summer term a final Prefect list is issued based on staff views of the pupils at that time. Form Prefects and junior school Prefects are appointed after staff and senior Prefect recommendations have been considered at the end of the summer term. There will be one male and one female Prefect for each form in Years 7 to 10.

Prefects do various duties to assist the staff around the school:

- patrol the buildings during break and lunch times
- supervise lunch queues and the dining hall
- bus duties on buses on which they regularly travel
- assist in the Junior School at lunchtimes as directed by the Senior Teacher

They are able to punish with lines or detentions after consultation with the relevant Form Teacher.

The names of the Senior Prefects are shown in Appendix 3.

Cold Weather Regulations

When using classrooms all pupils must behave sensibly and quietly. Misbehaviour or other breaches of these regulations may result in exclusion from the buildings during non-teaching times.

Buildings and Property

The fabric of the buildings, furniture and all school property should be treated with care.

All damage must immediately be reported to a member of staff. Deliberate damage will be charged for, through the Bursar's Department.

Ball games must not be played in or near the buildings or in the quadrangle or Junior School playground.

No litter must be left in buildings or on the fields.

Pupils must move about quietly inside the school buildings and keep to the left on the stairs and in the corridors. There must be no queuing on the stairs e.g. near CL and IT1.

Doors should be held open for others.

Bags should not be used to transport books around the school between lessons. Bags should not be left around the school.

Food should only be consumed in the Dining Hall or in the JCR for Years 12 and 13.

All books, clothing and personal property must be clearly marked with the name of the owner.

Valuable items should not be brought into School. If this is unavoidable they should be left with the Deputy Head (Pastoral Care).

iPods etc should not be brought into school by pupils in years 4 to 11. The Sixth Form may use iPods only in the JCR and then only with the permission of any member of staff present.

Mobile phones may be brought to school by senior pupils but may only be used at break and lunchtime or after 4pm. They must be turned off at other times during the working day. If they are being used or ring at other times they will be confiscated, in the first instance, until the end of the school day. If this is repeated the period of confiscation will be increased. Junior School pupils must hand in their phones to their Form Teacher.

Money and valuables must be handed to staff before PE and Games lessons and practices.

Running in buildings is forbidden.

Articles found are to be taken to the Deputy Head (Pastoral Care) or the Porter who should also be informed of articles lost. Junior School lost property goes to the relevant Year Team Leader.

Food and drink may not be consumed in classrooms. Chewing gum is forbidden.

Whilst every effort will be made to assist in the recovery of lost items, the school has no responsibility for personal items that are lost.

Personal Appearance and Dress Code

The appearance of pupils can bring credit or discredit to the school and its members. All benefit when a good impression is created. Pupils are ambassadors for the school at all times when they are wearing their school uniform.

All pupils should:

- Maintain a neat and tidy appearance
- Wear clean, named school uniform
- Not wear non-uniform pullovers, ties other than those specifically designated and cardigans.
- Not wear jewellery below year 12, except that girls may wear one discreet stud in each ear. In years 12 and 13 a small amount of discreet jewellery may be worn.
- Not use make-up, hair gel, or dye hair obviously.
- Have hair of an acceptable length (as decided by the Headmaster).
- Not wear 'hoodies' with their school uniform.

Cars, Motorcycles and Bicycles

Pupils may only drive cars and motorcycles to school after receiving permission from the Headmaster. Details of the make, model, colour and registration number must be lodged with the Headmaster (before permission will be granted). Learner drivers must not drive in the school grounds on any occasion. Pupils must not drive or park in the school grounds, in Hymers Avenue or on the residents' side of Sunny Bank unless they have obtained the specific permission of the Headmaster on each occasion.

Pupils' motorcycles must be pushed and not driven in the school grounds. They should enter and leave by the gate near the Bursar's Office and walk with the motorcycles to and from the cycle shed.

Bicycles must be in good working order and must be kept locked in the racks behind the Sports Centre. The bicycle racks are out of bounds during the school day and at all times to pupils without bicycles.

During the winter months all bicycles must be fitted with working front and rear lights. Pupils should be encouraged to wear cycle helmets.

(w) SCHOOL DISCIPLINE - JUNIOR SCHOOL

Pupils are expected to behave sensibly, to work to the best of their ability and, when asked, to represent the school.

They are expected at all times to be a credit to the school. Politeness, consideration and respect for others are considered to be of great importance by the school.

Any action, physical, verbal or psychological, that is designed to hurt another person is unacceptable. Pupils or parents should report any such behaviour to a member of staff and it will be taken seriously.

The Junior School runs a 'Reward and Punishment System'. Any good work, good manners, commendable effort or behaviour, is rewarded with a House Point which is added to each House's running total. A cup is awarded at the end of term to the House with the most points.

The punishment system is based on:

1. **Warning** - as to future conduct (minor misdemeanour).
2. **Demerit** - which is recorded and looked at by the Head of the Junior School (slightly more serious than the above).
3. **Detention** - this is very rare and takes place for an hour after school, the parent being asked to return a detention letter at least 48 hours before the date.

Detentions are very rare, certainly less than 5 a year, and are given for dishonesty, anti-social behaviour, or going near the lake, which is an absolute offence with no mitigating circumstances.

4. **Suspension** - this has only rarely happened but would be a consequence of persistent bullying or dangerous acts.
5. **Expulsion** - serious anti-social behaviour would be punished in this way. It is unknown at Hymers Junior School.

Bounds

The following areas are out of bounds to all pupils:

- The lake and surrounding wooded area
- The Senior School, unless accompanied or given permission by a teacher
- Beyond the School premises.

All appropriate areas are explained to pupils when they join the school.

(x) ASSESSMENT PROCEDURES

Assessment is the process of identifying, gathering and interpreting information about students' learning. Assessment is a vital part of the school's teaching and learning programme as it provides parents, teachers and students themselves with valuable information about each individual's learning and current performance. This information is useful both to monitor progress and to improve teaching and learning strategies.

The school will report on course progress, personal attainment, homework and attitude using the grade descriptors below:

Descriptors for Grades

Course Progress:

- 1 is handling all elements of the course extremely well
- 2 is coping well with most elements of the course

- 3 is generally coping with most elements of the course but is experiencing difficulties
- 4 is not coping with a significant number of areas of the course

Personal Attainment:

- 1 is making substantial progress
- 2 is progressing well
- 3 is making adequate progress but there is scope for further development
- 4 is not fulfilling his/her potential

Homework:

- 1 always tackles homework effectively and achieves a high standard
- 2 always completes homework and achieves a good standard
- 3 either homework is occasionally handed in late or is not always of a satisfactory standard
- 4 homework is either frequently late or unsatisfactory

Attitude:

- 1 highly motivated, works effectively, well-prepared
- 2 a good attitude, participates well in class
- 3 a satisfactory approach to work, but lacking determination to succeed at a higher level
- 4 uninterested, needs to focus more on tasks

Course progress/personal attainment

These are included as separate items so that colleagues can convey to parents that a pupil who was struggling in a significant number of areas of a course (grade 4 for course progress) might, nevertheless, be making substantial progress for him/her personally (grade 1 for personal attainment). At the other extreme, there may be some pupils who are coping well with most/all aspects of a course, but who are not working to the best of their ability.

Assessment Procedures – Senior School

If there is any concern over the academic progress of their child, parents should contact the **subject teacher** or **Form Teacher** initially.

The timings of Parents' Evenings, Reports and Grade Cards are shown in Appendix 4.

Assessment Procedures – Junior School

If there is any concern over the academic progress of their child, parents should contact the **subject teacher** or **Form Teacher** initially, and in the case of Year 6 – Mrs Atkinson.

Further contact, if appropriate, may be made with Mr Doyle.

The academic progress of pupils is monitored regularly and details are provided to parents via a Grade Card. The Junior School uses the same system of monitoring as the Senior School.

Parents are asked to sign the Grade Card and return it to the Form Teacher.

Parents' Evenings are notified in the School Calendar and by email. Through this email, a timed appointment is made to see the Form Teacher and on the same evening, your child's other teachers are available for consultation. Pupils do not attend these meetings. The dates of the Parents' Evenings, Reports and Grade Cards are shown in Appendix 4.

(y) LEARNING SUPPORT POLICY

The school does not have specialist teachers for special education needs. However, we endeavour to ensure that pupils who are identified as being in need of special support receive help through outside agencies if necessary and through any non-specialist help that subject teachers are able to give. We wish to be sympathetic and supportive to pupils with difficulties to ensure that they fulfil their potential and are happy in their studies.

Pupils entering the School in Years 4, 5 and 7 are given a screening test soon after their arrival. Pupils who are identified as possibly having learning difficulties will be observed and evidence from their teachers will be analysed by the Learning Support Co-ordinator. A second screening test – SNAP – may also be given at this stage. This identifies a variety of learning difficulties.

At later stages in a pupil's career at school, any teacher who suspects that a pupil might be dyslexic or be suffering from any other specific learning difficulties will contact the Learning Support Co-ordinator. Parents

who have a child with specific learning difficulties should contact the Headmaster or the Head of the Junior School before the child enters the School. This information will then be passed on to the Learning Support Co-ordinator.

If, after entry, parents believe that their child has learning difficulties, they should contact the child's form teacher or the Learning Support Co-ordinator. If the Learning Support Co-ordinator considers that a pupil might have learning difficulties, he/she will contact the parents and suggest a meeting. If it is thought to be appropriate, the parents will be advised to get in touch with specialist assessors and teachers. It is the parents' responsibility to arrange and pay for specialist assessments and teaching; the School will give the help and advice as far as it is able to. If specialist teaching is required, parents will be encouraged to arrange for this to take place out of school time. Parents will be asked to give a written response to any suggestions that the School might make. The Learning Support Co-ordinator will keep an Individual Education Plan for each pupil who is diagnosed as dyslexic or who has any other recognised learning difficulty. He/she will keep form tutors and subject teachers informed, and recommendations, based on the advice of the specialists, will be made. Teachers will give consideration to pupils with learning difficulties and will provide help based on the recommendations that have been made. The Individual Education Plan will be reviewed at the start of each academic year.

Some pupils with specific learning difficulties will wish to apply for special consideration in public examinations, such as being allowed extra time. Formal assessment will be needed for this, and the Learning Support Co-ordinator will advise parents, but arranging for this remains the responsibility of the parents. The Learning Support Co-ordinator will inform the Examinations Secretary of such cases.

This policy should be seen as part of the School's declared aim of encouraging all pupils who enter the school, whatever their ability, to fulfil their potential in all areas of school life, to become self-confident and to be successful.

The Learning Support Co-ordinator in the Senior School is Mrs Lynne Raymond. lvraymond@hymers.org

The Learning Support Co-ordinator in the Junior School is Mr Andy Raspin. acraspin@hymers.org

In the Junior School there is a Teaching Assistant who is available each afternoon to support pupils who are experiencing some difficulties with their learning. In addition, the Head of Junior School Games, Mr Chris Fitzpatrick, works with children requiring extra support. He develops physical exercise programmes that we believe will benefit certain children who require extra learning support. His email is cjfitzpatrick@hymers.org

(z) HOMEWORK

Senior School

Homework is set for all pupils and a homework timetable is distributed to parents at the start of the year.

- 20-30 minutes per subject Years 7 & 8 - totalling 60-90 minutes per day
- 30 minutes per subject for Year 9 - totalling between 90-120 minutes per day
- 30-40 minutes per subject for Years 10 & 11 - totalling 120 minutes per day

Homework Diaries are issued to pupils in Years 7-13 by Form Teachers. Pupils should write their homework into the diaries which may then be checked by parents and Form Teachers.

Pupils in Years 12 and 13 are expected to do about 18 hours of homework per week. In Year 12 each AS subject should set about 4-5 hours of work; in Year 13 each A level subject should set about 5-6 hours of work.

Junior School

Homework is set for all pupils and a homework timetable is distributed to parents at the start of the year.

- Yr 4 have 20-30 minutes per night
- Yr 5 and 6 have around 30-40 minutes

The level of homework varies due to the subject being followed and the reason it is given. Homework Diaries are issued to all pupils at the start of the year.

5. ADMISSIONS AND FEES

Admission to the school is through academic selection and only those applicants who are considered to be able to benefit from the education provided at Hymers College are accepted. Entrance Examinations take place in the first week of February, for admission in September into Years 4, 5 and 7. Examinations may also be held, at any time during the year to fill occasional vacancies as they arise in any year group. The examinations include an interview and test papers. The entrance exam for Year 7 will examine Key Stage 2 material. Syllabuses for the Junior School entrance exam will be sent on application. Applicants are accepted on the basis of:

- performance in the examination
- previous school's report and reference
- the Headmaster's assessment of their ability to maintain a satisfactory standard of work, and
- acceptance by parents of the conditions laid down in the "Agreement".

The admissions process applies to **all** candidates, both internal and external.

Admission into the Sixth Form is dependent on the Headmaster's assessment of the applicant's ability to maintain a satisfactory standard in A Level studies. For external candidates this is usually based on an interview, the attainment of at least 5 grade B results at GCSE and a report from the previous school. For members of the school's Year 11 the normal criteria are at least 5 GCSE passes at grade B or better and the pupil's ability and attitude as demonstrated in previous years. However, pupils would be expected to have obtained at least grade A in the subjects they are going to take at A Level.

In all cases, admission is irrespective of race, gender or religion.

Applicants with Special Needs, who have satisfied the admissions criteria, will be accepted, on the understanding that there is no specialist provision for children with special needs.

Fees

Fees are payable by cheque or direct debit on or before the first day of each term. Interest charges of 2% per month or part month are made on balances outstanding after the first day of term. Fees may also be paid by monthly direct debit instalments between September and May, for which no additional charge is made.

The school is sometimes able to offer assistance in the payment of fees to parents who find themselves in temporary or ongoing financial difficulty. If you do encounter a problem paying fees, please contact the Bursar as soon as possible for a confidential discussion of whether assistance is appropriate and can be made available.

Parents may also wish to be aware of fees protection schemes run by SFIA Ltd (www.sfia.co.uk) and the SFS Group Ltd (www.sfsgroup.co.uk). **The current Fees are shown in Appendix 10.**

Hymers Fee Remission Scheme

Hymers Fee Remissions are awarded after the Junior and Senior School Entrance Examinations and for the usual points of entry into the school, i.e. Years 4, 5, 7 and 12.

The awards available are intended for academically talented children from low income backgrounds, and are therefore strictly means-tested. This year no help is available if assessable income is in excess of £38K. Free places are possible where income is below £12K. Parental contributions to fees are calculated on a sliding scale between these 2 points. The assessable figure includes the income of both parents, and also of any new partner of the parent with whom the child resides if parents are separated or divorced. It also includes a 5% notional charge on assets with a value in excess of £150K, excluding assets individually below £1K in value. There is, however, a £3K allowance made against income for every other dependent child. Full details of how to apply for such assistance are available from the Bursar, who will be pleased to discuss on a confidential basis whether such assistance can be made available.

6. UNIFORM and SPORTS WEAR

SENIOR SCHOOL

BOYS

Years 7 – 10

Mid-grey single breasted suit
Mid-grey trimmed v-neck school pullover

Years 11 – 13

Charcoal-grey single breasted suit
Plain charcoal v-neck pullover

All Years

White shirt
School tie
Plain black shoes (**NOT** suede, boots, or trainers).

PE

Black nylon shorts
Hymers sports polo
Predominantly white trainers
White socks

Swimming

Black 'Speedo' shorts or trunks
(trunks for competitive swimming)

Rugby

Red rugby jersey
Black/red hooped rugby jersey
Black rugby shorts
Hymers track suit
Rugby socks, black/red
Rugby/football boots*
*with kite marked studs
(studs available from school at a small cost)
Gum Shield (OPRO mouth guards available via the school including measuring)

Cricket

White shirt
White shoes (or boots)
White trousers and sweater for school matches

Science and CDT

All pupils must have a laboratory coat for use in Science periods and an apron for use in DT.

A GCSE standard calculator is available in the School Shop; A and AS level graphics calculators may be purchased through the Head of Maths.

JUNIOR SCHOOL

BOYS

Uniform

Grey suit (short trousers) with badge
White shirt
School tie
Grey trimmed v-neck school pullover
School socks (grey with stripe and turnover)

Plain black shoes (**NOT** suede, boots, or trainers)

PE

Black nylon shorts
Hymers sports polo
Predominantly white trainers

GIRLS

Years 7 - 10

Mid-grey single breasted suit (pleated skirt)
Mid-grey trimmed v-neck school pullover

Years 11 - 13

Charcoal-grey double breasted suit
Plain charcoal v-neck pullover

All Years

White shirt
School tie
Plain black low-heeled shoes (**NOT** suede, boots, trainers, kitten heels or stilettos).
Plain black tights or black/white socks

PE

Red shorts
Hymers sports polo
Predominantly white trainers
White socks (Hymers logo)

Swimming

Black one piece 'Speedo' costume

Games

Red pleated gym skirt
Black/red quartered hockey jersey
Hymers track suit
Hockey socks, black/red
Football boots for hockey*
Hockey stick

GIRLS

Uniform

Grey suit (pleated skirt) with badge
White blouse
School tie
Grey trimmed v-neck school pullover
Socks (grey knee-length no turnover and white in summer)
Plain black low-heeled shoes (**NOT** suede, boots, trainers, kitten heels or high heels).

PE

Red shorts
Hymers sports polo
Predominantly white trainers

White socks

Football and Rugby

Red/black reversible jersey
Black shorts
Football/Rugby socks, black/red
Football/Rugby boots with kite marked studs (studs available from school at a small cost)
Hymers track suit
Gum Shield (Rugby)**

Cricket

The uniform grey shorts are worn for normal games;
Long whites for school teams
White shirt

Swimming

Black 'Speedo' trunks
Swimming cap
Hymers swim bag
Goggles

Other requirements

All Year Groups - Clear 15cm and 30cm Rulers marked in centimetres; Rubber; Medium Blue Roller Ball/Handwriting Pen; HB Pencils and small pencil sharpener (preferably with container); Pencil Crayons; Pritt Stick; Scissors (not pointed); Thin Felt Tipped pens; Aulos Descant Recorder;
School bag with school logo (supplied by the Shop)
Red baseball cap (supplied by the Shop and strongly recommended for summer use) Black Hymers hat (supplied by the Shop for winter use)
Year 5 and 6 – Calculator; a pair of Compasses; 180° Protractor
Umbrellas in the school colours are also supplied by the Shop

White socks

Games

White Hymers sweatshirt
Red pleated games skirt
Hockey socks, black/red
Football boots for hockey with kite marked studs (studs available from school at a small cost)
Hymers track suit
Gum Shield (Hockey)**

** (OPRO mouth guards available via the school including measuring)

Swimming

Black one piece 'Speedo' costume
Swimming cap
Hymers swim bag
Goggles

ONLY ITEMS OF APPROVED COLOURS, PATTERNS AND STYLES ARE ACCEPTABLE (as obtainable in the School Shop).

**The School Shop (Hull) Limited, First Floor, 83 Hymers Avenue, Hull, HU3 1LW.
Telephone: 01482 470224.**

ALL clothing and kit (including towels) MUST be clearly marked with the owner's name with woven or printed labels.

Opening Hours: The Shop is open every Wednesday afternoon from 12.30 to 4.30 pm. The Shop will also open from 11.00 am on those Saturdays when the HCA second-hand uniform sales are held. Please note that the Shop is not open during half term holidays nor during the Christmas and Easter holidays. Please feel free to contact the Shop to make an appointment if none of the above mentioned times are convenient.

Methods of payment: Cash, cheque (accompanied by a cheque guarantee card), Maestro, Mastercard, Visa and American Express.

Staffing: The Shop is run for the benefit of parents and is staffed by volunteers; any profits made are gift-aided to the school. Parents willing to help out on a rota basis will be welcomed. Please contact the School Accountant for further details on 01482 470224.

7. FREQUENTLY ASKED QUESTIONS

What if my child arrives at school with no lunch card or the credit on his/her card has run out?

Pupils will be told by Dining Hall staff when their lunch accounts are running low, and the accounts can be topped up at the Bursary by cash or cheque. There is a card reader outside the Dining Hall, and till receipts show the balance on the account. The lunch card is taken off a pupil if an account goes into the red, and can be redeemed from the Bursary when a further payment is made on the account. A pass for one day only will be issued to a pupil who has forgotten his/her card for an account in credit, and also to a pupil who forgets to bring in money for an account in debt. No further period of grace is allowed, lest parents complain that their children have run up a debt they do not know about!

What if I feel my child is unable to participate in sports that day?

Please send a note with your son or daughter, asking for them to be excused. He or she will generally assist with officiating or will watch the lesson.

How can I meet other parents?

The School organises many evening events at which you will meet other parents. In addition, the following organisations provide opportunities to get involved with the School and to meet parents:

- **Hymers College Association**

The HCA seek to raise funds in order to support, expand and develop the school financially or otherwise. The HCA meet at least twice per term in the evenings at the School and host various fund raising events during the year. These are 3 second hand uniform sales per year, an evening meal usually in February or March, the Spring Ball in May, and a Garden Party in June which is run jointly with the Old Hymersians. There is also a "300" Club (see Steve Clark). The Association also help organise the Junior School discos (x2) and the Junior School Christmas lunch as well as serving teas and coffees at different events during the year.

The Chair of the HCA Committee is Helen Waddington and the HCA can be contacted at hca@hymers.org

Examples of gifts to the school are the minibuses, the sound system in the hall, gym stations and the new OHA Database.

- **Supporters of Hymers College Sport**

SOHCS is a new body, formed in the autumn of 2006 with the intention of raising funds to purchase major items of sporting equipment that we would not ordinarily be able to purchase, for example, cricket covers, tennis serving machine, tartan run-ups etc. and to assist with accommodation costs when pupils are representing the school in national competitions.

The body works alongside the other fund-raising bodies, HCA and FOHMS, and organises 2 or 3 functions per year. This enables many parents who support their children and school sport on touchlines, court sides and boundaries to meet and mix socially, deepen links with the School and allows the formation of wider friendships as well as generating some funds. For further information please contact Nick Gandy, Head of Boys Games, nrgandy@hymers.org; or Julia Tapley, Head of Girls Games, jtapley@hymers.org; or Mr Bryan Brown on 07831431845; or Mr Chris Fitzpatrick, Head of Junior School Games, cifitzpatrick@hymers.org.

- **Friends of Hymers Music Society**

The Friends of Hymers Music Society (FOHMS) is a group of parents, friends and members of staff who raise money to help advance the musical education of our pupils. Through fundraising activities such as the Music and Mulled Wine evening and the Golf Day, they enable the music department to purchase instruments for pupils to learn on. They also provide refreshments at the numerous concerts and are a great support to the music department. If you are interested in finding out more about FOHMS and would like to become involved, please contact Mr Richard Quick at rquick@hymers.org

The events organised by the HCA, FOHMS and SOHCS are shown in Appendix 9.

How do I find out what's going on at Hymers College?

Regular communications are sent to you by mail and in your child's school bag. The School's website (www.hymerscollege.co.uk) is updated regularly with news from both the Junior and Senior schools. In addition there is the termly newsletter, called 'Hymers News' and the annual school magazine entitled 'The Hymesian'. These publications will also be made available on the school's website.

When was the school inspected? Can I get a copy?

Hymers College was inspected in February 2008. The final report is available on the Independent Schools Inspectorate website, www.isinspect.co.uk

What do I do if I have a complaint?

Hymers College has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a concern, they can expect it to be treated by the School in accordance with the school's Complaints Procedure. This can be found in Appendix 7.

How does the school communicate with parents?

From September 2009 the school has been using an electronic system of communication with parents for whole school letters and whole year group communications. Where appropriate the school requires a hardcopy return with a parental signature. All letters are also posted on the school's website under

Publications. In addition, in the case of school closure or other emergencies the school text parents with detailed news. **As a result it is essential that parents ensure the school is kept fully informed of any change of address/email/mobile telephone number.**

If a parent does not wish to have letters sent in this way, then they must ensure the school is informed in writing.

What happens if the school is closed due to inclement weather or another emergency?

In the unlikely event of a school closure or another emergency the school will text parents and staff with information. This information will also be posted on the school's website and in the case of school closures will be broadcast on local radio (Radio Humberside, Viking and KCFM).

How can I get an urgent message to my son or daughter?

All messages for Senior School pupils should be sent via the main school office (01482 343555). Pupils must ensure that all mobile phones are switched off throughout the school day (8:40am – 4:00pm), except during break times and lunch times. Parents are therefore discouraged from contacting their children via their mobile phones during the school day.

Urgent messages for pupils in the Junior School should be sent through the Junior School Office (01482 441211).

APPENDIX 1 – Term Dates

Term Dates 2011-2012

Autumn Term	INSET DAYS: Monday 5 th + Tuesday 6 th September 2011 Commences: Wednesday 7 th September Speech Day: School closes at 1230 hrs Thursday 22 nd September Half Term: Thursday 20 th October – Tuesday 1 st November (inclusive) Ends: Friday 16 th December (1230 hrs)
Lent Term	Commences: Wednesday 4 th January 2012 Half Term: Monday 20 th February – Friday 24 th February (inclusive) Ends: Friday 30 th March (1230 hrs)
Summer Term	INSET DAY: Tuesday 23 April 2012 Commences: Tuesday 24 th April 2012 Bank Holiday: Monday 7 th May Half Term: Monday 4 th June – Friday 8 th June (inclusive) Ends: Friday 6 th July (1230 hrs)

Other Important Dates

Senior School Speech Day: Thursday 22nd September 2011

All pupils in Year 8 and above are expected to attend the Prize Giving Ceremony in the City Hall. School finishes at 12.30 pm for the whole school. Our guest speaker is former British Olympian, Derek Redmond.

Open Morning: Saturday 15th October 2011.

All members of the Sixth Form are required to attend the Open Morning and all other pupils are expected to be available to attend Open Morning if requested to do so by the School.

Entrance Examination Day: Saturday 4th February 2012

All members of Year 12 are expected to help throughout the morning.

Junior School Speech Day: Thursday 5th July 2012

Study Leave – these dates are announced when the examinations timetable is published.

Term Dates 2012-2013

Autumn Term	Commences: Wednesday 5 th September 2012 Speech Day: School closes at 1230 hrs Thursday 20 th September Half Term: Thursday 25 th October – Tuesday 6 th November (inclusive) Ends: Friday 21 st December (1230 hrs)
Lent Term	Commences: Tuesday 8 th January 2013 Half Term: Monday 11 th February – 15 th February (inclusive) Ends: Friday 22 nd March (1230 hrs)
Summer Term	Commences: Tuesday 9 th April Bank Holiday: Monday 6 th May Half Term: Monday 27 th May – Friday 31 st May (inclusive) Ends: Friday 5 th July (1230 hrs)

APPENDIX 2 – People at Hymers

HEADMASTER: Mr David C Elstone

DEPUTY HEAD (Management): Mr Andrew Holman

DEPUTY HEAD (Pastoral Care): Mrs Christine R Gravelle

HEADTEACHER OF THE JUNIOR SCHOOL: Mr Peter Doyle

DIRECTOR OF LEARNING & TEACHING: Mr Ian Sanderson

HEADS OF DEPARTMENT AND SUBJECT TEACHERS:

(Names are followed by initials in brackets – staff members are often identified by their initials)

ART

Ms Dawn Bache Mrs Julia Brown	(DBa) (JMB)	Mr Alistair Gittens	(AAG)
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BIOLOGY

Mr Peter Roberts Mrs Helen Jackson Dr Jane Jarvis	(PJR) (HJ) (JMJ)	Mrs Lynne Raymond Mr Richard Summers Dr Roger Pybus	(LCR) (RGS) (RDP)
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CHEMISTRY

Mr Gordon Prescott Dr Ian Franklin Ms Katy Halliwell Mr Brian Young	(GP) (IF) (KRH) (BJY)	Mr Paul Meadway Mrs Lynne Raymond Dr Matthew Pickles Dr Roger Pybus	(PM) (LCR) (MJP) (RDP)
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DRAMA

Ms Liane Catlin	(LVC)		
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DESIGN TECHNOLOGY

Mr Adam Young Mr Martin Jones	(AGY) (MJ)	Mrs Laura Roberts	(LLR)
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ECONOMICS AND BUSINESS STUDIES

Mr John Gravelle Mr Neil Exley	(JG) (NE)	Mr Mark McTeare	(MMT)
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ENGLISH

Mrs Rachel Elstone Mrs Jo Huntsman	(REE) (JH)	Mrs Sarah Lord Mr Andrew Whittaker Mrs Alex Webb	(SJL) (ADW) (AW)
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GENERAL STUDIES

Mr Charles Gaynor-Smith Dr Ian Franklin	(CGS) (IF)	Mr Chris O'Donnell Mr Andrew Whittaker	(COD) (ADW)
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GEOGRAPHY

Ms Amy Burgess	(AB)	Mr David Elstone	(DCE)
Mrs Cath Copeland	(CC)	Mrs Christine Gravelle	(CRG)

HISTORY

Mr Chris O'Donnell	(COD)	Mr David Harrison	(DH)
Dr Jon Denton	(JDe)	Mr Steven Jarman	(SJ)
Mrs Suzanne Rogers	(SRB)		

INFORMATION TECHNOLOGY

Mr Paul Cook	(PC)	Mr Anthony Cadle	(ADC)
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JUNIOR SCHOOL

Mr Peter Doyle	(PCD)	Mrs Zoe Gillett	(ZLG)
Mrs Sue Atkinson	(SAA)	Mr James Kennedy	(JRK)
Mr Chris Fitzpatrick	(CJF)	Mr Graham Lansdell	(GL)
Ms Tracey Redhead	(TJR)	Mr Andrew Raspin	(AR)
Mrs Suzanne Rogers	(SRB)	Mrs Sally Sinkler	(SES)
Mrs Andrea Exley	(AHE)	Mr Andrew Taylor	(NAT)
Mrs Helen Harrison	(HLH)	Mrs Lucy Walmsley	(LAW)
Mrs Felicity Rix	(FR)		

LATIN

Mr Dominic McPherson	(DMP)	Mr Charles Ryan	(CR)
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MATHEMATICS

Mr Eric Tame	(ET)	Mr Andrew Holman	(ANH)
Dr Victoria Byron	(VB)	Mrs McDonough-Bradley	(CMB)
Mrs Trish Ferguson	(PVF)	Mr John Swinney	(JS)
Mr Darren Hickman	(DHi)	Dr Rachel Bennett	(REB)

MODERN LANGUAGES

Mme. Nadine Gibson	(NG)		
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FRENCH

Mme. Nadine Gibson	(NG)	Mr Ian Nicholls	(IN)
Mrs Jane Duffield	(JID)	Ms Debbie Wallis	(DJW)
Mr Ian Sanderson	(IRS)	Ms Lauren Crawley	

GERMAN

Mr Ian Nicholls	(IN)	Ms Debbie Wallis	(DJW)
Mr Ian Sanderson	(IRS)		

SPANISH

Mrs Carol Mitchell	(CM)	Ms Debbie Wallis	(DJW)
Ms Lauren Crawley	(LRC)	Snrta Maria Palafox-Perez	(MPP)
Mrs Jane Duffield	(JID)		

MUSIC

Mr Mark Pybus (Director of Music)	(MWP)	Mr Lester Griffiths-Bartlett Mrs Moira Armstrong Mrs Marion Riley Mr Martin Couzin	(Piano) (Piano) (Singing) (Cello)
Mr Andrew Penny (Instrumental and Vocal Teaching) (Woodwind)	(AJP)	Mrs Helga Penny Mr Dixon Laing Mr Pietro Lusvardi	(Violin) (Brass) (Bass)
Mr Richard Quick (Violin and Viola)	(RQ)	Mr Garry Oglesby Mrs Rachel Young	(Fr. Horn) (Oboe)
Ms Hannah Berridge	(HGB)	Mr John Shepherd Mr Graham Walker Dr Paul Gameson Mrs Margaret Pearson	(Guitar) (Percussion) (Vocal) (Woodwind)

PE and GAMES:

Mr Nick Gandy (Head of Boys' Games)	(NRG)	Mr David Harrison Mr Paul Huntsman	(DH) (PH)
Mrs Julia Tapley (Head of Girls' Games)	(JTY)	Mrs Joanne Fillingham Mrs Catherine McDonough-Bradley	(JF) (CMB)
Mr Steve Walmsley (Head of PE)	(SJW)	Mr Mark McTeare Mr Paul Meadway	(MMT) (PM)
Mr Reece Bird	(RB)	Mr Ian Sanderson	(IRS)
Mrs Alice Powell	(AP)	Mr Chris O'Donnell	(COD)
Mr Paul Cook	(PC)	Miss Heather Ferguson	(HF)
Mr Neil Exley	(NE)	Mr Graham Tipping	(GT)
Mr Andrew Holman	(ANH)	Mr David Elstone	(DCE)
Mr Charles Ryan	(CR)		

PHYSICS

Mr John Bell	(JGB)	Mrs Lynne Raymond	(LCR)
Ms Katy Halliwell	(KRH)	Mr Dave Thompson	(DJT)
Mrs Naomi Foster	(NEF)	Mr Brian Young	(BJY)
Dr Matthew Pickles	(MP)	Dr Roger Pybus	(RDP)

POLITICS

Mr Chris O'Donnell	(COD)	Dr Jon Denton	(JDe)
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PSYCHOLOGY

Mr Ben Hollis	(BMH)		
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PSE

Mr Richard Summers	(RGS)	Mrs Christine Gravelle	(CRG)
Mrs Cath Copeland	(CC)	Mrs Sarah Lord	(S JL)
Ms D Wallis	(DJW)		

RE

Mr Charles Gaynor-Smith	(CGS)	Ms Emilia Charteris	(MEC)
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SUPPORT STAFF

Mr Geoffrey D Noble

Mr Peter Andrews
Mr Richard Axford
Mr Brian Barker
Mr Stephen Barker
Mrs Angela Bertolotti
Mr Kevin Brown
Mr Mark Brown
Mr Stephen Brown
Mrs Sue Cressey
Mr Gavin Dawson
Mrs Nic Dyson
Mrs Barbara Eagle
Mrs Marian Fowler
Mr Chris Gray
Mrs Alison Gregory
Mrs Liz Gamble
Miss Danielle Hughes
Mr Graham Marris
Ms Michelle Paterson
Mrs Jaynie Platten
Mrs Elaine Redmore
Mr Michael Robinson
Mr Craig Schofield
Mrs Mary Sutton
Mrs Linda Tebb
Mrs Di Thompson
Mr Alan Walker
Mr Robert Ward
Mr David Watts
Mr Tom Ward
Mrs Kate Wilkin
Mr Anthony Wilkinson
Mrs Paula Wood
Mr Jeff Young

Bursar

Maintenance Engineer
School Accountant
Caretaker/Porter
Assistant Caretaker
Music Technician
Groundsman
Gardener
Finance Assistant
Homework Club Supervisor (Senior School)
Network Controller
Junior School Admin. Manager
After School Supervisor/Learning Assistant (Junior School)
Biology Technician
Groundsman
Pool Manager
Chemistry Technician
Reprographics Technician
Head Groundsman
Headmaster's Secretary
General Office Secretary
General Office Secretary
Design Centre Technician
Health and Safety Officer
School Nurse (p/t)
Marketing and Alumni Manager
Bursar's Assistant
ICT Support & Development Manager
Physics Technician
Sports Centre Duty Manager p/t
ICT Technician
School Nurse (p/t)
Groundsman
Examinations Co-ordinator/Data Manager
Assistant Porter

APPENDIX 3 – Pastoral Staff and Form Prefects

HEADMASTER		Mr D C Elstone
DEPUTY HEAD (Management)		Mr A Holman
DEPUTY HEAD (Pastoral Care)		Mrs C R Gravelle
DIRECTOR OF LEARNING & TEACHING		Mr I R Sanderson
YEARS 12 - 13	Director of Sixth Form	Mr C Gaynor-Smith
	Asst. Director of Sixth Form	Mrs H Jackson
YEARS 9 - 11	Head of Year 9	Mr D Harrison
	Head of Year 10	Mr S Jarman
	Head of Year 11	Mrs S J Lord
YEARS 7 - 8	Head of Years 7 + 8	Mr I Nicholls
JUNIOR SCHOOL	Head of Junior School	Mr P C Doyle
	Year 6 Team Leader	Mr N A Taylor
	Year 5 Team Leader	Mrs S A Atkinson
	Year 4 Team Leader	Mrs F A Rix

FORMS, FORM TEACHERS AND FORM ROOMS - SENIOR SCHOOL

	Tutor	Room	Prefects	
7A	Ms H G Berridge	B3	Rosie Bell	Will Palmer
7B	Dr R E Bennett	A7	Alydia Noble	Nathan Leather
7C	Mr N Exley	B2	Christina Meigh	Marco Brice
7D	Mrs A Webb	A2	Rebecca Rhodes-Spencer	Andrew Chia
8A	Miss K R Halliwell	C5	Clemency Hazel	Liam Webster
8B	Mr D L Hickman	A8	Georgina Sweeting	Nick Harrison
8C	Mr I R Sanderson	ML7	Xiao Li Wang	Harry Rix
8D	Mr P Cook	A1	Kaitlin Turnbull	Tom Noble
9A	Dr R D Pybus	E6	Olivia McKechnie	Sam Foulds
9B	Mrs L Roberts	E2	Tamsyn Robinson	Henry Morris
9C	Mrs A Powell	E7	Josie Walker	Jayke Hartley
9D	Mr B M Hollis	E8	Olivia Bailey	Greg Whitaker
10A	Miss L Crawley	ML4	Madelaine Noble	James Matthews
10B	Mr B J Young	A3	Sreela Jonnada	Henry Pickering
10C	Dr M J Pickles	B8	Megan Sanders	James Thornton
10D	Dr V Byron	A5	Olivia Marshall	Tom Wilkinson
11A	Mrs S J Lord	ML3		
11B	Miss D J Wallis	ML6		
11C	Miss A S Burgess	B6		
11D	Mr E Tame	A6		

SIXTH FORM (Years 12 and 13) The Sixth Form Teacher Team will be made up of the following colleagues

12/13A	Mr A G Young	D4	12/13G	Mr S J Walmsley	S1	12/13N	Mr A D Whittaker	E1
12/13B	Dr J Denton	T2	12/13H	Mrs C Mitchell	ML1	12/13P	Mr J Gravelle/Mr N Gandy	B1
12/13C	Mr P J Roberts	BL1	12/13J	Mr A D Cadle	IT2	12/13R	Mme N Gibson	ML8
12/13D	Mr M McTeare	B4	12/13K	Dr I Franklin	C3	12/13S	Mrs L C Raymond	BL2
12/13E	Mrs C Copeland	B5	12/13L	Mr D J Thompson	PL	12/13T	Mr C O'Donnell	E9
12/13F	Mr R G Summers	T1	12/13M	Mr D McPherson	ML2	12/13U	Mrs P V Ferguson	A4

JUNIOR SCHOOL

4AR Mr A C Raspin
4FR Mrs F A Rix
4K Mr J Kennedy

5A Mrs S A Atkinson
5TR Mrs T J Redhead
5SE Mrs S Sinkler / Mrs A Exley

6T Mr N A Taylor
6H Mrs H Harrison
6L Mr G Lansdell

The following Prefects have been assigned to the Junior School:

YEAR 4		YEAR 5		YEAR 6	
Wesley Metcalfe	4AR	Gabriel Michael	5A	Blaise Simpkin	6T
Sophie Wu	4AR	Amber Moreton	5A	Courteney Holmes	6T
Laura Morgan	4FR	Faiq Ali	5TR	Camilla Cape	6H
Chris Meadway	4FR	Beth Ritchie	5TR	Julian Purdy	6H
Bethany Tang	4K	Joe Marrett	5SE	Phoebe Alden	6L
Aaron Tomasz	4K	Eva O'Reilly	5SE	Henry Evison	6L

Art Club Assistants
Molly-Ann Barnett
Melissa Kirby

The Senior Prefects for 2011-12

Olivia Leafe (Head Girl)
Matthew Fitzpatrick (Head Boy)
Charles Bowers
Jessica Fletcher
Adrianna Klejnotowska
Adam Lucas
Daniel Ming
Anna Quick

APPENDIX 4 – School Calendar 2011-12
(full details are available in the pocket Calendar produced each term)

HYMERS COLLEGE - AUTUMN TERM 2011						
					7 M	5 Recommended deadline for UCAS entries
Sep-11	1 TH	H	0930 Year 12 meeting with Heads of Departments 1030 Year 13 meeting with Heads of Departments		8 T	6 Senior Maths Challenge 1730 6H & 6L Parents' Evening
	2 F	H			9 W	1 1730 Years 11 and 13 Open Forum
	3 S				10 TH	2 1700 Concert in the Main Hall featuring 'Threads' Orchestra
	4 S				11 F	3 1030 Remembrance Service 1230 Old Hymesian visitors luncheon
	5 M		0900 Staff INSET 1615-1730 Hockey 1st XI v President's XI		12 S	
	6 T		Staff INSET 1600 Rugby 1st XV v President's XV		13 S	
	7 W	1	Autumn Term Begins (Year 11 Games)		14 M	4
	8 TH	2			15 T	5 1730 8A & 8B Parents' Evening
	9 F	3	Old Hymesian's Reunion (Main Hall)		16 W	6 1730 6T & 5SE Parents' Evening
	10 S				17 TH	1 1730 8C & 8D Parents' Evening
	11 S				18 F	2
	12 M	4			19 S	HCA Christmas Fair
	13 T	5	1045 O-Pro visit for mouthguard fittings		20 S	0900-1700 Jesus Christ Superstar Technical Rehearsal
	14 W	6	(am) Whole School Photograph		21 M	3 1900 Jesus Christ Superstar performance (Theatre)
	15 TH	1	1900 Headmaster's Reception for Parents of New Pupils		22 T	4 1900 Jesus Christ Superstar performance (Theatre)
	16 F	2	JS Individual School Portraits		23 W	5 BMAT Results 1900 Jesus Christ Superstar performance (Theatre)
	17 S		1000 HCA Uniform Sale (Main Hall)		24 TH	6
	18 S				25 F	1 ACF Company departs 1900 Jesus Christ Superstar performance (Theatre)
	19 M	3			26 S	1900 OHA Dinner (Main Hall)
	20 T	4			27 S	ACF Company returns
	21 W	5			28 M	2
	22 TH	6	1230 School closes for Speech Day 1900 Speech Day at City Hall (Years 8-13 to attend)		29 T	3
	23 F	1	1030 Yr 6 depart to Windermere		30 W	4 1730 Year 12 Parents' Evening
	24 S			Dec	1 TH	5 1730 5C & 5TR Parents' Evening
	25 S		Fencing Tournament in Sports Hall 2100 Yr 6 return from Windermere (East Car Park)		2 F	6 1900 for 1930 FOHMS Music & Mulled Wine Evening
	26 M	2			3 S	
	27 T	3	JS Africa Day		4 S	
	28 W	4			5 M	1
	29 TH	5			6 T	2 (am) Year 8 Girls' HPV Vaccinations 1100 Year 12 UCAS Introduction
	30 F	6	SMAT entry deadline		7 W	3 1930 Lord Mayor's Charity Concert at the Guildhall
Oct	1 S				8 TH	4 1930 Senior School Instrumental Concert (Main Hall)
	2 S				9 F	5 Final school deadline for UCAS entries JS Grade Cards Years 11 & 13 Reports to Parents Years 7, 9 and 10 Grades to Parents
	3 M	1			10 S	
	4 T	2	(am) Y8 Girls' HPV Vaccinations		11 S	
	5 W	3	1700-1800 Year 4 Open Forum		12 M	6 1600-1800 JS Christmas Production Dress Rehearsal
	6 TH	4	1900 Year 13 Practice Interviews Evening		13 T	1 1830 JS Christmas Production in Main Hall
	7 F	5	Final school deadline for early UCAS entries (Oxbridge, Medicine, Veterinary Sciences) 1930 SOHCS Race Night		14 W	2 1400 JS Whole School Trip to Hull New Theatre (Cinderella)
	8 S				15 TH	3 1930 Senior School Carol Concert in the Main Hall
	9 S				16 F	4 1230 Term Ends
	10 M	6			17 S	
	11 T	1			18 S	
	12 W	2	1930 HCA Annual General Meeting		19 M	H
	13 TH	3	1730 7A & 7B Parents' Evening		20 T	H
	14 F	4	JS Grade Cards to parents Yrs 8-13 Grades to parents 1700 ELAT & Oxford Thinking Skills Assessment entry deadline		21 W	H 1200 School closes
	15 S		0930-1230 OPEN MORNING (Yrs 4-6 and 12 & 13 to attend) Sending deadline for early UCAS entries (Oxbridge, Medicine, Veterinary Sciences)		22 TH	H
	16 S				23 F	H
	17 M	5	1730 7C & 7D Parents' Evening		24 S	
	18 T	6	0900 JS Harvest Festival (tbc) 1900 Careers Convention		25 S	
	19 W	1	1600 School ends for Half Term		26 M	H
	20 TH	H			27 T	H Bank Holiday - Christmas Day holiday
	21 F	H	Berlin trip departs		28 W	H
	22 S		Classics trip to Greece departs		29 TH	H
	23 S				30 F	H
	24 M	H			31 S	
	25 T	H		Jan-12	1 S	
	26 W	H			2 M	H
	27 TH	H	Classics trip returns from Greece		3 T	H 0900 Staff INSET
	28 F	H	Berlin trip returns ACF Company departs		4 W	H Lent Term commences (Year 10 Games)
	29 S				5 TH	H 1630 Netball v President's VII at Hull University TBC
	30 S		ACF company returns		6 F	H
	31 M	H			7 S	H
Nov	1 T	H				H 6-day teaching cycle
	2 W	2	School re-opens BMAT, ELAT and Oxford Thinking Skills Assessment Tests			
	3 TH	3	1900 Year 12 UCAS Information Evening			
	4 F	4				
	5 S					
	6 S					

HYMERS COLLEGE - LENT TERM 2012

				27	M	1	School re-opens
Jan-12	1	S		28	T	2	
	2	M	^H Bank Holiday - New Year's Day holiday	29	W	3	1900 Y11 Information Evening about 6th Form
	3	T	0900 Staff INSET	Mar	1	TH	4
	4	W	Lent Term commences (Year xx Games)		2	F	5
	5	TH			3	S	
	6	F			4	S	
	7	S			5	M	
	8	S			6	T	
	9	M			7	W	
	10	T			8	TH	
	11	W			9	F	
	12	TH			10	S	
	13	F			11	S	
	14	S			12	M	
	15	S			13	T	
	16	M			14	W	
	17	T			15	TH	
	18	W			16	F	
	19	TH			17	S	
	20	F			18	S	
	21	S			19	M	
	22	S			20	T	
	23	M			21	W	
	24	T			22	TH	
	25	W			23	F	
	26	TH			24	S	
	27	F			25	S	
	28	S			26	M	
	29	S			27	T	
	30	M			28	W	
	31	T			29	TH	
Feb	1	W		30	F	1	1230 Term Ends
	2	TH		31	S		
	3	F		Apl	1	S	
	4	S			2	M	
	5	S			3	T	
	6	M			4	W	
	7	T			5	TH	
	8	W			6	F	Good Friday Bank Holiday
	9	TH			7	S	
	10	F			8	S	
	11	S			9	M	Easter Monday Bank Holiday
	12	S			10	T	
	13	M			11	W	
	14	T			12	TH	
	15	W			13	F	
	16	TH			14	S	
	17	F			15	S	
	18	S			16	M	
	19	S			17	T	
	20	M	^H		18	W	
	21	T	^H		19	TH	
	22	W	^H		20	F	
	23	TH	^H		21	S	
	24	F	^H		22	S	
	25	S			23	M	Staff INSET
	26	S			24	T	1
				25	W	2	
				26	TH	3	

6-day teaching cycle

HYMERS COLLEGE - SUMMER TERM 2012

Apl-12	23	M		Staff INSET		18	M	4	
	24	T	1	Summer Term Commences		19	T	5	
	25	W	2			20	W	6	
	26	TH	3			21	TH	1	
	27	F	4			22	F	2	
	28	S				23	S		
	29	S				24	S		
	30	M	5			25	M	3	
May	1	T	6			26	T	4	
	2	W	1			27	W	5	
	3	TH	2			28	TH	6	
	4	F	3			29	F	1	
	5	S				30	S		
	6	S			July	1	S		
	7	M	H	May Day Bank Holiday		2	M	2	
	8	T	4			3	T	3	
	9	W	5			4	W	4	
	10	TH	6			5	TH	5	
	11	F	1			6	F	6	1230 School Ends
	12	S				7	S		
	13	S				8	S		
	14	M	2			9	M	H	
	15	T	3			10	T	H	
	16	W	4			11	W	H	
	17	TH	5			12	TH	H	
	18	F	6			13	F	H	
	19	S				14	S		
	20	S				15	S		
	21	M	1						
	22	T	2						
	23	W	3						
	24	TH	4						
	25	F	5						
	26	S							
	27	S							
	28	M	6						
	29	T	1						
	30	W	2						
	31	TH	3						
June	1	F	4	1600 School ends for Half Term					
	2	S							
	3	S							
	4	M	H	Spring Bank Holiday					
	5	T	H	Diamond Jubilee Holiday					
	6	W	H						
	7	TH	H						
	8	F	H						
	9	S							
	10	S							
	11	M	5	School re-opens					
	12	T	6						
	13	W	1	1400 6th Form Tutors' UCAS INSET					
	14	TH	2						
	15	F	3						
	16	S							
	17	S							

* 6-day teaching cycle

APPENDIX 5 – Residential Trips for the Academic Years 2011-2013

DATES	TRIP DESTINATION	STAFF	PURPOSE	YEAR GROUPS	COSTS
September	Macclesfield	PH	Rugby	Years 12-13	£50
Sept / Oct	Rugby	JTY	Hockey	8 – 13	£50
September	Windermere	SAA	Outward Bounds	Year 6	£290
October ½ Term	Greece	DMcP	Latin	Years 9 &10	£630
October ½ Term	France and Spain	NG/CM	Work experience	Year 13	£500
October ½ Term	Berlin	IN	German/History	Years 8 -11	£575
October ½ Term	North York Moors	DCE	Leadership for Life Award	Year 10	Free
Oct / Nov	Holland	JTY	Hockey	10 – 13	£300
November	Cranedale Centre	ASB	Geography	Year 10	£140
December	Madrid/Toledo	COD	History	Years 12 – 13	£500
February	Tignes/Val Claret, France	PM	Skiing	Years7 - 12	£989
February	London	BJY	Physics	Years 12 – 13	£210
February	Midlands	PH	Rugby	Year 9	£30
February	Bath	DMcP	Latin	Year 11	£130
Feb/March	Dublin	COD	History	Years 12/13	£350
Feb/Mar	Sedbergh	AP/JTY	Netball	Years 11- 13	£60
March	Birkenhead	PH	Rugby	Years 12/13	£45
19-23 March	Crystal Palace	ADC	Fencing	Years 8 – 13	£110
March	Condover Hall	AP/JTY	Netball	Year 9	£120
March	Rosslyn Park	PH	Rugby	Years 12/13	£65
March	Rosslyn Park	PH	Rugby	Year 8	£65
March	Rosslyn Park	PH	Rugby	Year 11	£65
30 March-1 April	Lake District	CC/ASB	Geography	Year 12	£100
30 March -5 April	Normandy	NAT	Junior School Trip	Year 5	£480
June/July	Duke of Edinburgh	RGS	Silver Award	Year 11	approx £120
July	Eton	SJW / JTY	Tennis	Years 7/13	£120
July	France (Paris)	NG	Cultural visit	Years 9 & 10	£500
July	Cranedale	PJR	Biology	Years 12	£330
July	To be decided*	Tbc	Cricket Tour	Years 11-13	tbc
Aug/Sept	Rugby	JTY	Hockey	Years 11 - 13	£70
August	ACF Camp	RGS	ACF Camp	Years 9-13	£140
August	Macclesfield	PH	Rugby	Years 12-13	£50
Sept/Oct	Hockey Long Weekend	JTY	Hockey	Years 8-13	£50
September	Windermere	PCD	Outward Bounds	Year 6	£200

DATES	TRIP DESTINATION	STAFF	PURPOSE	YEAR GROUPS	COSTS
October ½ Term	Belfast/N. Ireland	COD	GCSE History	Year 10	£415
October ½ Term	Iceland/Switzerland (tbc)	ASB	Geography Fieldtrip	Year 9-13	£800
October ½ Term	North York Moors	DCE	Leadership for Life Award	Year 10	Free
Oct ½ Term	France and Spain	NG	Work Experience	Year 13	£450
November	Holland	JTY	Hockey	Years 11 - 13	£250
November	Cranedale	ASB	Geog. Fieldtrip	Year 10	£160
December	Madrid/Toledo	COD/JDE	Early Modern History	Years 12/13	£500
February 2013	Europe	PC/PM	Ski Trip	Years 11-13	£1000
February	Netball Long Weekend	JTY	Netball	Years 11-13	£150
Feb/March	London	COD	Mod. History&Politics	Years 12/13	£350
March	Public School Fencing	ADC	Fencing Team	Years 7-13	£110
March	Birkenhead	PH	1 st VII Rugby Squad	Year 12-13	£40
March	Rosslyn Park	PH	U.13 Rugby VII	Year 8	£60
March	Rosslyn Park	PH	U.16 Rugby VII	Year 11	£60
March	Rosslyn Park	PH	1 st Rugby VII	Years 11-13	£60
March	Bath	DMcP	Latin	Year 11	£110
Easter	Germany	IN	German Work Experience	Year 12	Flights only
Easter	Spain	CM	Spanish Trip	Years	£570
Easter	Normandy	NAT	Junior School Trip	Year 5	£425
Easter	France/Italy	PM	Ski Trip	Years 7-10	£1099?
May Half-Term	Andalucia	CM	Spanish Trip	Years 8 & 9	£600
May	Windermere	SAA	Outward Bounds	Year 6	£245
June/July	Duke of Edinburgh	RGS	Silver Award	Year 11	approx £120
July	Cranedale	PJR	Biology Fieldtrip	Year 12	£330
July	Eton	SJW, JTY	U.15 & U.18 Tennis	Years 7-13	£120
July	Great War Battlefields	COD	History	Year 9	£250
July	Expedition*	DCE/ADC	Charity	Years 12 & 13	£2,000
September	Windermere	PCD	Outward Bounds	Year 6	£200
October ½ Term	Greece or Italy	DMcP	Latin	Years 9 – 10	£650
October ½ Term	North York Moors	DCE	Leadership for Life Award	Year 10	Free
October ½ Term	Berlin	IN	German/History	Years 9 - 11.	£600.

*Due to the current economic downturn the school has decided to place a moratorium on major 'exotic' tours until we are out of the recession. Therefore, the major sports tours may be re-arranged to slightly less glamorous locations closer to home. As can be seen from this comprehensive list the school undertakes a large number of residential trips and tours and we are confident that all children at Hymers will have the opportunity to take part in one or more of the planned activities.

APPENDIX 6 – Controlled Assessments

CONTROLLED ASSESSMENTS

YEAR 10

Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June.
		History (20 hours) (Require ICT rooms)			Latin (14 hours before May)				Geography (4 hours/ICT)
		Drama (6 hours)							Chemistry (2 Double Lessons)
									Languages (Written & Speaking)

YEAR 11

Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June.
ICT (40 hours)	→								
PE (9hours)	Languages (Written) (Speaking)				Languages (Written) (Speaking)		Art Languages (tbc) (10hrs) (Written) (Speaking)		
		Geography (Nov-Dec) (16 hours/ICT) 16 th Dec			Chemistry (2 Double Lessons)	Business Studies (3 hours)			
Design Technology (45hours) (May Y10 – March 16 th Y11)	→								

Biology & Physics have 2 assessments; timing is dependent on teaching scheme. **Music** – in Mem. Hall for 28hrs (inc. a day in May of Year 11)

APPENDIX 7 – Other Policies

DISABILITY DISCRIMINATION POLICY

Hymers College is committed to a policy of non-discrimination on grounds of disability. All reasonable steps will be taken to ensure that prospective pupils with disabilities are not discriminated against in the selection process and that pupils with disabilities in the school are not disadvantaged compared to any other pupil who is not disabled. Adjustments will be made which are within the financial capabilities of the College and which do not adversely affect the education of other pupils.

Any parent who has a child with a disability should contact the Headmaster in order to discuss arrangements that might be made with regard to entry procedures and access to the education provided by the school.

EQUAL OPPORTUNITIES POLICY

Hymers College maintains a programme of strict equality of opportunity with regard to all employees and pupils. No differentiation or distinction is made on the grounds of age, race, colour, religious persuasion, gender, mental or physical disability or handicap, sexual orientation or any other reason. It is expected that all members of the school community, adults and pupils, will be treated in all areas of school life on the basis of this policy. All employees and pupils are expected to behave in such a manner that no discrimination, deliberate or unintended, is felt by another. Any behaviour, whether it be verbal, written, physical, psychological or through any form of harassment, which is considered to be discriminatory should be reported to a senior member of staff; the matter will be treated seriously and will be investigated in accordance with the School's Disciplinary Procedure.

All aspects of school life (except for some parts of the Games programme – see below) are open to pupils irrespective of gender, race or religion. The school uniform and rules regarding appearance are also different for boys and girls.

In Games lessons and sports practices and matches, there may be different and separate provision for boys and girls.

It is a declared aim of the school that all pupils should have the opportunity to fulfil their potential whatever their ability.

STAFF VETTING

In accordance with The Police Act 1997, Hymers College is permitted to apply to the Criminal Records Bureau (CRB) for Enhanced Disclosure on staff whose normal duties involve teaching, supervising, caring for or being in sole charge of children. All staff appointments are subject to and conditional upon the receipt of a satisfactory Enhanced Disclosure.

HEALTH AND SAFETY AND FIRST AID POLICY

Hymers College is, through all levels of management, committed to ensure, so far as is reasonably practicable, that all employees, pupils and members of the public, including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business. Great care is taken to ensure that the environment is safe for everyone in all parts of the school and on journeys out of school.

A Health and Safety Committee meets each school term under the Headmaster's chairmanship. Staff and pupils are encouraged to alert members of the committee to any area of danger in the school.

The school has a Medical Room with a qualified nurse. Parents are contacted if the assistant considers that a pupil is too indisposed to work comfortably in school or has sustained an injury requiring further medical attention. Other members of staff have first aid qualifications; first aid boxes are placed in appropriate places around the school. The Governors' Health and Safety Committee is responsible for monitoring all health and safety issues.

POLICY ON HEALTH AND SAFETY OF ACTIVITIES OUTSIDE SCHOOL

The school has an Educational Visits Co-ordinator. The School's policy conforms to the DfES regulations contained in the "Health and Safety of Pupils on Educational Visits".

RISK ASSESSMENT AND FIRE SAFETY POLICY

Risk assessments follow the guidelines in "Fire Safety – An Employees' Guide" (HSE). Regular fire inspections are carried out by the school's fire officer and whole school fire practices are held at least once during each term.

DATA PROTECTION POLICY

The College has appointed a Data Protection Controller (“DPC”) who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of Data Protection Act 1998.

The College shall so far as is reasonably practicable comply with the Data Protection Principles (“the Principles”) contained in the Data Protection Act to ensure all data is:

- Fairly and lawfully processed
- Processed for a lawful purpose
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than necessary
- Processed in accordance with the data subject’s rights
- Secure
- Not transferred to other countries without adequate protection.

DRUGS AND SUBSTANCE ABUSE POLICY

There is a three-fold approach to drugs and other substance abuse.

1. Educational

Through lessons in PSE and other subjects, Form Teachers, and the general ethos of the school, information concerning drugs and other substances will be imparted, and advice will be given.

2. Disciplinary

It is made clear to pupils and their parents that involvement in illegal drugs and in other substance abuse is a disciplinary offence and offenders will be punished.

Smoking

- first offence results in detention and letter to parents informing them of future sanctions
- second offence, Saturday detention and letter to parents warning that a third offence may result in suspension

Alcohol

- anyone bringing alcohol into the school is likely to be suspended
- unauthorised consumption of alcohol in school or whilst on a school activity may lead to suspension

Illegal drugs

- anyone bringing drugs into school is likely to be expelled
- drug-taking in school or on a school activity is likely to lead to expulsion

Other substance abuse

- it is likely that suspension or expulsion will be imposed on offenders.

Any activity involving substance abuse outside school that brings the name of the school into disrepute is likely to lead to disciplinary action being taken.

3. Supportive

A pupil with a problem relating to any of the above will be advised to receive professional help.

MOBILE PHONES

- (i) Mobile phones are the responsibility of the pupils who own them. The College cannot accept any responsibility for loss or damage to mobile phones. Parents are strongly advised to discourage their children from bringing expensive mobile phones to school.
- (ii) Mobile phones must be switched off during lessons, between lessons and during Assembly. Mobile phones must be switched off and handed in at the start of all public examinations. Examination Boards will disqualify candidates who break this rule. In internal examinations all mobile phones must be turned off and will not be allowed to be used as calculators.
- (iii) Mobile phones must be handed in for safe-keeping before games lessons and practices.
- (iv) The owner will be held responsible for all calls, text messages and other usage of their phone.

- (v) The abuse of a mobile phone camera in school will be dealt with severely. Parents are advised against providing pupils with such phones.
- (vi) The school reserves the right to search the contents of any mobile phone brought into the school.

Pupils who do not follow these rules are likely to have their mobile phones confiscated in the first instance and ultimately can be banned from bringing a mobile phone into school.

Making abusive calls or sending abusive messages is a criminal offence and the College will treat any instances of this as a very serious breach of school rules, which could lead to temporary or permanent exclusion, and also inform the Police.

COMPLAINTS PROCEDURE

Introduction

Hymers College has long prided itself on the quality of the teaching and pastoral care provided to its pupils.

It is hoped that most concerns that parents have will be resolved outside the complaints procedure. If parents have queries or concerns about their child's welfare they should usually in the first place make contact with the Form Teacher. For more general or serious concerns parents should contact a more senior member of staff or the Headmaster. If parents have a complaint, they can expect it to be treated by the College in accordance with this Complaints Procedure.

Stage 1 – Informal Resolution

Complaints should be made to:

- Head of the Junior School or
- Deputy Head (Management) or Deputy Head (Pastoral Care) or
- The Headmaster.

It is hoped that most complaints and concerns will be resolved quickly and informally over the telephone or by personal contact.

A written record of all concerns and complaints will be made, along with the date on which they were received. Should the matter not be resolved within two weeks or in the event that a satisfactory resolution cannot be reached then the parents will be informed of Stage 2 of this procedure.

Stage 2 – Formal Resolution

- (i) If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Headmaster. The Headmaster will decide, after considering the complaint, the appropriate course of action to take.
- (ii) In most cases the Headmaster will speak to the parents concerned, normally within three days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.
- (iii) It may be necessary for the Headmaster to carry out further investigations.
- (iv) The Headmaster will keep written records of all discussions and interviews held in relation to the complaint.
- (v) Once the Headmaster is satisfied that, so far as is practicable, all the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Headmaster will also give reasons for his decision.
- (vi) If parents are still not satisfied with the decision, they should proceed to Stage 3 of this Procedure.

Stage 3 – Panel Hearing

- (i) If parents wish to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to the Chairman of the Complaints Panel, who has been appointed by the Governors to call hearings of the Complaints Panel.
- (ii) The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of

three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the College. Each of the panel members shall be appointed by the Governors. The Chairman of the Panel shall then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within seven days.

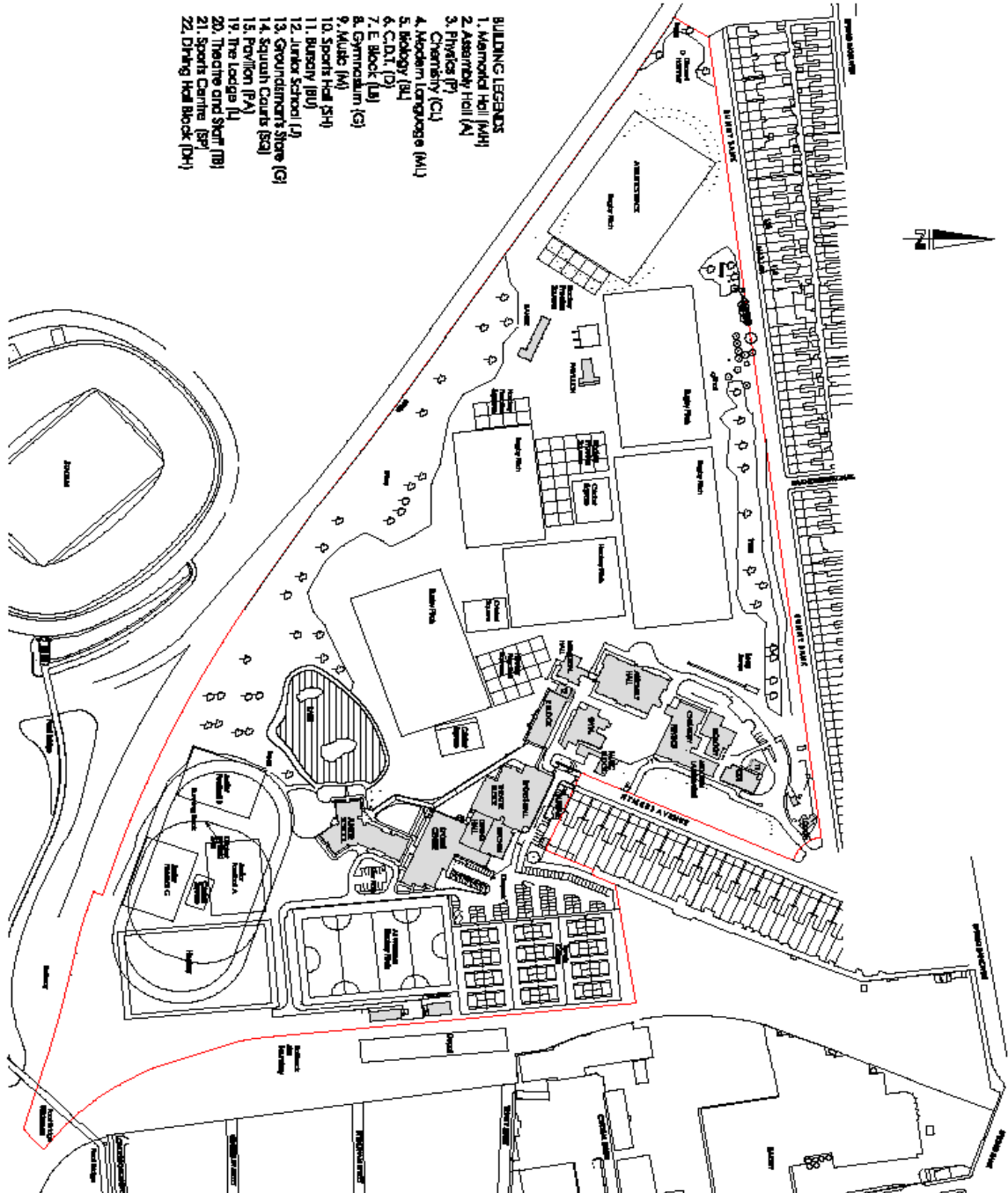
- (iii) If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than three days prior to the hearing.
- (iv) The parent may be accompanied to the hearing by another person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- (v) If possible the panel will resolve the parents' complaint immediately without the need for further investigation.

Where further investigation is required, the Panel will decide how it will be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within seven days of the hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Headmaster, the Governors and, where relevant, the person against whom the complaint was made.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except insofar as is required of the College by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003, where disclosure is required in the course of the College's inspection, or where any other legal obligation prevails.

APPENDIX 8 – Map of the School Site

[DO NOT SCALE FROM THIS DRAWING FOR CONSTRUCTION PURPOSES]



- BUILDING LEGENDS**
- 1. Memorial Hall (MH)
 - 2. Assembly Hall (A)
 - 3. Physics (P)
 - Chemistry (C1)
 - 4. Modern Language (ML)
 - 5. Biology (B)
 - 6. C.D.I. (D)
 - 7. E. Block (E)
 - 8. Gymnasium (G)
 - 9. Music (M)
 - 10. Sports Hall (SH)
 - 11. Bursary (BU)
 - 12. Junior School (J)
 - 13. Groundwater Store (G)
 - 14. Squash Courts (SC)
 - 15. Pavilion (PA)
 - 19. The Lodge (L)
 - 20. Theatre and Staff (TS)
 - 21. Sports Centre (SP)
 - 22. Dining Hall Block (DH)

REVISIONS		By
1	Issue	Construction
2	As built	As built

Gelder and Kitchen
ARCHITECTS

10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

STANDARD COLOURS

Hyman College
Hyman Avenue
Hill

09/287

A3 01 A

APPENDIX 9 – The Social Calendar

The following social events are run by the three fundraising organisations within the school:

2011

TBA RACE NIGHT

Friday 2nd December FOHMS MUSIC AND MULLED WINE EVENING

2012

TBA FOHMS QUIZ NIGHT

Thursday 15th March 2012 HCA CHINESE MEAL

Saturday 12th May 2012 HCA MAY BALL

FOHMS GOLF DAY

Details are available from Marion Owen on:

marion@marion-owen.karoo.co.uk

marion@marionowentravel.co.uk

Tel: 01482 211913

Saturday 30th June 2012 GARDEN PARTY and
OLD HYMERIAN CRICKET

In addition, the following dates were agreed for the HCA Uniform sales:

Saturday 17th September 2011

Saturday 21st January 2012

Saturday 28th April 2012

Saturday 15th September 2012

APPENDIX 10 – The School Fees

In 2011/2012 they will be:

Senior School	£2,982 per term
Junior School Years 5/6	£2,622 per term
Junior School Year 4	£2,481 per term
Music Fee – Individual Lesson	£192 per term
Music Fee – Shared Lesson	£118 per term
Instrument Maintenance Charge	£15 per term
Fencing – Group Lesson	£ 62 per term

APPENDIX 11 – The School’s Governors

LIFE GOVERNORS (6)

Mr Michael de-V Roberts (Chairman of Governors)
Mr Peter J E Wildsmith (Vice Chairman)
Mr Stephen Martin
Mr John H Robinson
Vacancies (2)

CO-OPTATIVE GOVERNORS (10)

Mr D A Gibbons
Mrs Glenda A Greendale
Dr Sara A Johnson
Prof C W I Pistorius
Mr Neil H R Robinson
Mr Jamie R Wheldon
Prof Barry Winn
Vacancies (3)

NOMINATIVE GOVERNORS (7)

Mr P A B Beecroft
Mrs Barbara E Elliott
Mrs Tracey A Carruthers
Mr Martin Hall
Cllr John G Robinson
Mr David J Stone
Mr Steve G West

Appointed by:

University of Oxford
University of Hull
Hymers College Association
Old Hymerians Association
Hull City Council
University of Cambridge
Old Hymerians Association

APPENDIX 12 – Curriculum 2011-2012

Brackets give the number of periods per 6-day cycle.

JUNIOR SCHOOL

YEAR 4

English	(6)	History	(3)	Geography	(3)	Science	(5)	Maths	(8)
Music	(2)	Art	(2)	DT	(2)	RE	(1)	PE	(1)
Games	(4)	ICT	(1)	Drama	(1)	Reading Skills	(1)	PSE	(1)
Swimming	(1)								

YEARS 5 and 6

English	(6)	History	(3)	Geography	(3)	Science	(4)	Maths	(7)
Music	(2)	Art	(2)	DT	(2)	RE	(1)	PE	(1)
Games	(4)	Modern Languages	(2)	Drama	(1)	ICT	(1)	Reading Skills	(1)
Swimming	(1)	PSE	(1)						

SENIOR SCHOOL

YEAR 7

English	(5)	Science	(6)	History	(2)	DT	(2)	RE	(1)
Maths	(5)	PSE	(1)	Geography	(2)	Art	(2)	PE	(1)
Modern Languages*	(4)	ICT	(1)	Latin	(3)	Music	(2)	Games	(3)
Swimming	(1)	Drama	(1)						

* Choose two from French, German, and Spanish.

YEAR 8

English	(5)	Biology	(2)	History	(2)	DT	(2)	RE	(1)
Maths	(5)	Chemistry	(2)	Geography	(2)	Art	(2)	PE	(1)
Modern Languages	(6)	Physics	(2)	PSE	(1)	Music	(2)	Games	(3)
Latin	[2]					ICT	(1)	Drama	(1)

**The same two Modern Languages are continued from Year 7

YEAR 9

English	(4)	Biology	(3)	Geography	(3)	DT	(2)	PE	(1)
Maths	(4)	Chemistry	(3)	History	(3)	Art	(2)	Games	(3)
Modern Languages	(8)	Physics	(3)			Music	(2)	RE	(1)

*** Choose two from French, German, Latin and Spanish

YEAR 10

Core English Language & Literature	(5)	Options (each 4 periods) 7 subjects chosen from				
Maths	(4)	Biology	Latin	Drama	History	French
PE	(1)	Chemistry	PE	Music	Geography	Spanish
Games	(3)	Physics	ICT	Art	Business Studies	German
PSE/RE	(1)	Graphic Products	Resistant Materials	Religious Studies		
		A minimum of 2 Sciences, 1 Humanity subject and 1 Modern Language subject must be taken.				

YEAR 11

The same as Year 10 but with no PSE/RE and an extra period for Maths.

THE SIXTH FORM

YEAR 12

In Year 12 all pupils study 4 AS levels (most combinations of subjects are possible) by:-

- EITHER (a) Choosing 4 subjects available as AS courses of which 3 may be continued as A2 courses in Year 13 (see table 1)
- OR (b) Choosing 3 subjects from table 1 which must be continued as A2 courses in Year 13 plus a subject from table 2 (courses offered at AS but not A2 in Year 13).

Table 1: Courses offered at AS level in Year 12 which can be continued as A2 courses in Year 13 from

Mathematics	Economics	Biology	Chemistry	Physics
Geography	German	ICT	Business Studies	Music
English Literature	French	History (Modern)	Spanish	Art
Religious Studies	Design and Technology	Latin	Physical Education	Psychology
Further Mathematics	History (Renaissance)	Politics		

Table 2: Courses offered normally only at AS level in Year 12 from

Drama and Theatre Studies

8 periods per cycle are given to each AS subject (except Further Maths). NB Further Maths may only be studied if taken in both Years 12 and 13. Further Maths will be given 11 periods per cycle in Year 12. A subject may not run if there is insufficient demand for it.

LECTURE/PSE: Year 12

2 periods per cycle are given to a lecture or PSE topics.

The remaining periods will be given to Key Skills, see below, and Private Study (PS).

YEAR 13 A LEVEL CHOICES

Pupils continue to study 3 subjects chosen in Year 12 for 9 periods per cycle (except Further Maths which has 11 periods per cycle). With the Headmaster's permission it may be possible to continue to study 4 subjects in Year 13 to A2 level.

GENERAL STUDIES: Year 13

2 A level General Studies periods per cycle

The remaining periods will be given to PS.

These arrangements change from year to year. Up to date details are given in the Sixth Form booklet each year.

GAMES

3 periods per cycle. A choice of activities is available.

APPENDIX 13 – Homework Timetable 2011-2012

Year Groups 7/8/9

	7A	7B	7C	7D	8A	8B	8C	8D	9A	9B	9C	9D
DAY1	En	Gg	Hi	En	ML2		ML2		Ma		ML1	
	Mu	Ma	La	La	Mu	La	Te		ML2		En	Bi
	Sc		Ma	Re	Re	Ph	Ch	Ar	Te	Ph	Ph	En
DAY2	Te		Te		Ma		ML1		ML1		ML2	
	Sc	En	ML2		Bi	Ar	Ar	Bi	Ch	Ar	Ar	Mu
					Hi	En	Bi	En	Ph	En	Re	Ph
DAY3	Ar	La	Ar	En	Ar	Ch	Ma		ML2		ML1	
	Ma	Mu	En	Ma	En	En	ML1		Bi	Hi	Hi	Ch
	Re	Sc	Gg	Sc	Gg	Gg	En	Hi*			Mu	Te
DAY4	Gg	Ar	Re	Gg	ML1		Hi	En	Ma		Ma	
	La	Ma	Sc	Hi	Ch	Bi	Mu	Gg	ML1		Ch	Ar
		Re			La	Mu	Re	Ph	En	Gg		
DAY5	En	En	ML1		ML1		En	La	Ar	Ch	ML2	
	Hi	Hi	Ma	Sc	ML2		Gg	Mu	Gg	Re	En	En
	Ma		Mu		Ph	Hi	La	Re	Mu	Te	Gg	Re
DAY6	ML1		En	Ar	Ma		Ma		En	Bi	Ma	
	ML2		Sc	Ma	Te		ML2		Hi	En	Te	Gg
		Sc		Mu	En	Re	Ph	Ch	Re	Mu	Bi	Hi

Year Groups 10 and 11

10						11						
O3						O7						
Bi	Ch	Fr	Hi	Re	Pe	Fr	It	La	Ph	Ch	Hi	
O2						Ma						
O4						En4	En5	En6	Ch	Hi		
O6						O5*						
Ma						Fr	La	Ph	It	En1	En2	En3
En4	En5	En6	Hi	Re	Pe	O4						
O4						O5						
O2						Ma						
Bi	Ch	Fr	En1	En2	En3	En4	En5	En6	Ch	Hi		
O5						O1						
O1						Fr	La	Ph	It	En1	En2	En3
O5						O2						
O7						O6						
Bi	Ch	Fr	En1	En2	En3	O1						
En4	En5	En6	Hi	Re	Pe	O3						
O7						O6						
Ma*						O2						
O1						O3						
O6						O4						

APPENDIX 14 – The School Development Plan

INTRODUCTION

Four years ago I wrote to you detailing the School's Development Plan. It was based around six strategic intents, namely:

1. To raise the profile of Hymers College;
2. To further enhance the school's pastoral systems;
3. To maximise the learning opportunities for the whole Hymers community;
4. To further enhance the school's learning environment;
5. To develop the efficient use of new technologies;
6. To further enhance the systems of management and leadership within the school.

I am taking this opportunity to report on the progress the school has made over the past twelve months.

1. To raise the profile of Hymers College

The profile of the school has continued to increase both locally and nationally, thanks in no small part to our excellent public examination results, which placed the school in the top 150 nationally in the Financial Times League Tables.

We have continued to work closely with local schools and our reputation for working in the local community has never been greater. The school has hosted a large number of local community events and works closely with a number of organisations including Yorkshire Cricket Board, the Hull Branch of Amnesty International, Hull Zingari Cricket Club, Hull Truck Theatre, Hull Kingston Rovers Rugby League Club among others. The school also hosted The Disability games with over 500 disabled athletes participating in a variety of events, ranging from archery to swimming. In addition, the school continues to send pupils to a number of local primary schools and is collaborating on several projects with the East Hull Learning Network – a partnership of primary schools based in Hull.

The school has also worked closely with Andrew Marvell and Winifred Holtby Schools who participated in the Leadership for Life Award. We have also secured the assistance of Leeds University in developing the project next year.

The Year 12 Lecture Programme continues to grow in reputation and visitors this year have included Rudi Oppenheimer, a Holocaust survivor, Lord Digby Jones, Ian Dennis (Radio 5 Live Football Commentator), Richard Susskind (IT adviser to the Lord Chief Justice), Sue Palmer (author of Toxic Childhood), Roland Gift (lead singer of the Fine Young Cannibals), Simon Yates (mountaineer and the 'man who cut the rope' in Touching the Void).

Throughout the past twelve months the school has received an increasing number of enquiries from the Pocklington/Market Weighton area and as a result we have decided to run a bus service from Pocklington. This new service will also benefit a number of current parents and it is hoped will grow in popularity over the coming years.

The Old Hymerian Association has also been working closely with the school to develop its database of former pupils and the ever-growing number of both events and members is most encouraging.

2. To further enhance the school's pastoral systems

I am delighted to report that through the excellent work of Mrs Jackson we have developed a School Council which has been working closely with the SMT on a number of issues including sustainability and games kit.

Our pastoral leaders have attended a number of professional development courses and I am delighted at the way they are now using academic data in their work with the children.

Another very significant introduction over the past twelve months has been the appointment of a full-time Nurse. Mrs Kate Wilkin and Mrs Mary Sutton have agreed to job share this role and thereby provide full-time medical cover for the school. Over the Summer holidays we have been working on transforming the old Drama storage area into a new Medical Room. Kate and Mary work closely with the Deputy Head (Pastoral Care), who also oversees the excellent work of the school's counsellor, Mrs Anne-Marie Henry.

3. To increase the learning opportunities for all members of the Hymers Community

The school's Professional Review and Development programme has now gone through its second cycle and allows colleagues to identify areas for future professional development. Colleagues are increasingly confident in the use of academic data.

In February we hosted a most entertaining Free Speech lecture when Joy and Tim May gave a cookery demonstration in The Theatre.

4. To further enhance the school's learning environment

It is hard to believe that the school's after-school facility has completed its second year. It is now fully embedded into the school's systems and I continue to receive many favourable comments from parents and children who make use of this excellent facility.

The Junior School has installed three outside table tennis tables, which have proved extremely popular amongst the children.

Over the past two years members of the SMT have been working closely with teaching colleagues on a review of our current curriculum. The group suggested a number of changes which will be implemented this September. They include the introduction of an extra Form Period each week and more curriculum time for ICT in Years 7 to 9. In addition, we have managed to build a curriculum that will include some PSHE and Drama in Year 9.

5. To develop the efficient use of new technologies

The past twelve months have seen many meetings and much thought given to this area. It is imperative that the school's plans for the future development of information technology complement any future building development. I have set up a new working group, comprising of colleagues, Governors and external ICT specialists to consider these exciting developments.

The first part of the development of this new strategy is the implementation of a Virtual Learning Environment that will allow teaching resources to be made available to pupils no matter where they are. Colleagues will receive training on how to use the VLE in September 2011 and its usage will become increasingly widespread over the next few years.

Over the summer vacation my colleagues in ICT support have been working extremely hard to install a wireless network throughout the school.

In recent years the school has been evolving its administrative structure with the appointments of a Marketing Manager/Alumni Manager and an Examinations Co-ordinator/Data Manager. In order to support the excellent work already done in these areas we have appointed an extra member of the administrative staff to assist their work.

6. To further enhance the systems of management and leadership within the School

I firmly believe that a good school knows:

- What it is aiming to do

- Whether it is meeting its aims successfully
- What needs to be maintained or improved
- Whether changes are working.

Any Development Plan relies on robust systems of self-evaluation and the online Parents' Questionnaire provided some excellent feedback on recent progress as well as some suggestions for future developments. Once again I am very grateful to those parents who completed the survey. Over the past twelve months we have given much thought to that feedback and it forms the backbone of our future development plans.

This year has seen a major turnover of colleagues with no fewer than five colleagues retiring. Following Mr O'Byrne's retirement we welcomed Mr Holman as Deputy Head (Management) and he has made a wonderful start to his time at Hymers.

Conclusion

We have been waiting for an ISI Interim Inspection all year, but unfortunately the inspectors never called. I am sure we will receive a visit in the next twelve months. They will find a thriving and busy school that is confident about its future.