

HALL MEAD

SCHOOL

NEW INTAKE HANDBOOK

24th June 2021

Name _____

House _____

Form _____ Teaching Group _____

Form Tutor _____



HALL MEAD
SCHOOL

Dear Parent/Guardian/Carer,

It gives me great pleasure to welcome you and your child to Hall Mead School. The governors, staff and I look forward to forming a partnership with you to provide the best possible educational opportunities for your son or daughter.

I am sure that you will find both the online 'New Intake' presentation and this booklet informative but please do not hesitate to ask if you require further help.

I look forward to meeting you in due course.

Yours sincerely

Simon London
Headteacher

CORONAVIRUS INFORMATION

Once we have received your completed new intake forms, we will be able to send regular updates via ParentMail following the latest government guidelines.

Please note that the contents of this booklet maybe subject to change due to the current global pandemic.

Our website will be updated regularly.

FOR PARENTS/GUARDIANS/CARERS OF NEW PUPILS

AGENDA – via ‘New Intake’ recorded presentation

1. Introduction by the Headteacher
2. Introduction by Assistant Headteacher
3. Introduction by Head of Year

Staff will be available to answer questions in your ‘Meet the Form Tutor’ appointment.
Letters with details have accompanied the new intake booklet.

INFORMATION FOR PARENTS:

- 1.
- | | |
|------------------------|--|
| Address: | Marlborough Gardens, Upminster, RM14 1SF |
| Telephone Nos.: | 01708 225684 |
| Fax No: | 01708 220232 |
| Website: | www.hallmeadschool.com |
| E-mail | HMS-office@elatschools.co.uk |
| Twitter | @hallmead
@HallMeadYr21_26 (Year 7 twitter account) |

2. STAFF YOU WILL NEED TO KNOW AT FIRST:

(a) Senior Staff:

Headteacher	Mr S. London
Deputy Headteachers	Mr G. Bamber Mr P. Cotier Miss M. Ducker
Assistant Headteachers	Mrs N. Afteni Mr J. Hales Ms V. Hallett Miss N. Smith
Head of Primary School Liaison	Mrs N. Afteni
Associate Assistant Headteacher	Mrs K. Fanning
SENDCO	Mr C. O’Neill

- (b) If you are concerned that your child may have a special educational need, please contact
Mr O’Neill by email: HMS-LearningSupport@elatschools.co.uk

(c) Year 7 Tutors:

Chapman:	7CL	Ms G. Lopez	Dickens:	7DS	Ms N. Savage
	7CB	Miss C. Brewer		7DL	Ms H. Lloyd
Talbot:	7TL	Mr K. Lucas	Waltham:	7WTw	Ms V. Towey
	7TH	Mr N. Hooper		7WTh	Mr T. Thacker

Senior House Tutors:		Head of Years:	
Chapman House (Blue)	Mr G. Lewis	Head of Year 7 – Mr J. Swan	
Dickens House (Green)	Miss E. Kennett	Head of Year 8 – Mr G. Lewis	
Talbot House (Red)	Mr J. Swan	Head of Year 9 – Mr S. Morritt	
Waltham House (Yellow)	Mr S. Morritt	Head of Year 10 – Miss E. Kennett	
Responsibility for SEN pupils	Mr C. O’Neill	Head of Year 11 – Mr D. Shaheed	

3. ACADEMY TIMES:

All other times

Academy open	8.30am
Registration/Assembly	8.45 - 9.00am
Period 1	9.05 - 10.05 a.m.
Period 2	10.10 - 11.10 a.m.
Break	11.10 - 11.25 a.m.
Period 3	11.25 - 12.25 p.m.
Lunch	12.25 - 1.05 p.m.
Period 4	1.10 - 2.10 p.m.
Period 5	2.15 - 3.15 p.m.

4. LUNCH ARRANGEMENTS:

A cafeteria service operates in the dining hall at lunchtime. **Please ensure that you have joined the ‘cashless dining’ arrangement and credited your son/daughter’s canteen**

account with sufficient funds. Children who wish to bring a packed lunch to school may do so.

No pupils are allowed to leave the premises at lunchtime unless they have written parental consent.

5. ABSENCE:

- (a) If an absence is known in advance, please provide an email or write to the form tutor before the event.
- (b) Parents are requested not to arrange family holidays during term time. We will not be authorising holiday absence from the Academy for any students unless there are exceptional circumstances.
- (c) Any unauthorised term time holidays may incur a penalty notice resulting in a fine of £60.00 per child per parent.
- (d) If your child is going to be absent, please telephone the Academy and leave a message on the 'absence line'/or email HMS-absence@elatschools.co.uk giving your child's name, form and reason for absence.
- (e) The Academy reserves the right to request a doctor's certificate in the event of an absence lasting for five days or over.
- (f) Please note that administration staff will telephone home on each day of an absence unless we receive prior notification of an absence.
- (g) Attendance will be recorded as a pupil's percentage of absence. Please note, that if a pupil is not present in school for 10% of the time, this equates to four weeks absence per academic year.

PERSISTENT ABSENCE

Frequent days off can quickly amount to a percentage of absence that is unacceptable and may fall within the persistent absence criteria. Government guidelines state that any child with 10% absence or more (90% attendance or below) will be considered to be 'Persistently Absent' and a cause for concern. Our Educational Welfare Officer will investigate and take steps to remedy any instance of persistent absence and where attendance does not improve to an acceptable level, there is the possibility that parents/carers could face legal action.

Parents/Carers should be aware that they may be asked to provide medical evidence to support continued absence due to illness. If this becomes necessary, absences will only be authorised if this evidence is provided. If there are any other reasons why your child is unable to attend school regularly, please contact our Educational Welfare Officer as soon as possible to discuss the matter.

6. DENTAL APPOINTMENTS, ETC:

- (a) Appointment card to be shown to form tutor.
- (b) Pupils sign **OUT** at the Academy Office and **IN** again on return to the Academy.

7. ILLNESS WHILE IN SCHOOL:

- (a) If a pupil feels unwell, he/she should obtain a note from the member of staff responsible for them at the time and take it to the Academy Office.
- (b) If a pupil needs to go home during school hours, he/she **MUST NOT LEAVE WITHOUT PERMISSION**.
He/she should report to a senior member of staff or to the Academy Office. Parents will be contacted if necessary. Pupils will remain in the academy if parents cannot be contacted.
- (c) Please ensure your contact numbers are up to date. At least two contacts are required. **Please notify us immediately** of any change in this information. Any serious accident will be notified to parents and an ambulance sent for. Queen's Hospital is the nearest Casualty Department to the academy. If a pupil is taken to hospital, he/she will be accompanied either by a parent or a member of staff.
- (d) **FIRST AID** - In attending the Academy, it is assumed that parents agree to first aid being administered to their child, by a qualified first aider, in the event of an accident/incident occurring during the working day, i.e. the dressing of minor injuries, the application of ice packs to knocks and sprains, etc.

In the event of a more serious injury, appropriate first aid will be administered and where necessary emergency services called. Parents/Carers will be contacted.

If your child breaks a limb and has mobility issues, please contact the Head of Year so appropriate support and risk assessment can be put in place.

8. PROPERTY:

- (a) All clothing must be clearly named.
- (b) Changing rooms are not normally locked during P.E lessons and pupils are advised to leave valuables in their locker (padlock required). Pupil's valuables are not the responsibility of the

PE staff. The changing rooms cannot be locked during lunchtimes and for extra-curricular activities.

- (c) Property is the pupil's individual responsibility and should be clearly marked/engraved
- (d) Large sums of money should not be brought to the Academy.
- (e) Please note that at no time are pupils allowed to use **mobile phones and smart watches** on the Academy premises. If a pupil uses his/her mobile phone on Academy premises the phone will be confiscated and returned at the end of the school day. The parent/carer will be notified.

THE ACADEMY DOES NOT COVER LOSS OF PERSONAL PROPERTY AND PARENTS/CARERS ARE ENCOURAGED TO ENSURE THAT THEIR OWN PERSONAL INSURANCE COVERS LOSS OR DAMAGE TO PERSONAL PROPERTY, INCLUDING MOBILE PHONES AND BICYCLES IF APPLICABLE.

9. LOCKERS:

Lockers are allocated to all pupils in their form groups. The lockers are designed to take a padlock and will require sufficient keys, one to be available in the Academy and a spare key at home. Pupils are responsible for their own keys which must be available each day in the Academy and should be kept on a proper keyring. A padlock with a number code is preferable to avoid pupils losing their locker key.

10. TEXT BOOKS:

In view of the escalating cost of text books, the Academy reserves the right to request reimbursement for the cost of lost or damaged books. This also applies to library books. A fine system operates for overdue library books.

11. USEFUL EQUIPMENT:

- Pens, pencils (some basic colours too - these are encouraged rather than felt tip pens), rubber, ruler, notebook, pencil case, pritt stick, scissors, scientific calculator, compass.
- **Please note that TIPPEX and spirit markers are banned.**
- An A4 cartridge sketch pad, for Art work which may be purchased from the Art Department.
- Coloured pencils and a basic set of paints are also helpful for homework tasks.
- Pupils will be provided with a pocket dictionary by the Academy when they join and a red pen for pupils to use to respond to teachers' comments on work.

12. CYCLES:

- (a) May be brought at the pupil's own risk and should be secured in the cycle shelter provided. Bicycles should be ridden to the Academy sensibly and pupils should alight before entering the Academy gates.
- (b) The Academy reserves the right to decide whether or not a pupil cycles to school.
- (c) Each cyclist must complete an Academy School Cycle Use Agreement, this will need to be signed by parent/carer, student and Head of Year. Completed forms should be given to Mrs Harradine in the pastoral office. (see attached sheets)

13. ACADEMY FUND DONATION:

At Hall Mead School we focus on providing students with the best education possible. No matter where they want to excel, we strive to make sure all our students have the necessary tools and resources they need to prepare them for life after Hall Mead. Thanks to the kindness of parents and carers who are able to donate to the Academy Fund, we are able to enhance their experience further.

We would greatly appreciate it if you could contribute £60 per family per school year to the Academy Fund. The funds received are used to pay for;

- the maintenance and replacement of pupil lockers
- the running costs of the school minibus
- annual licence fee for running the Duke of Edinburgh award scheme
- support any other school activities beyond the standard curriculum

This voluntary donation can be made in one payment or regular instalments of your choice, using the online payment system, Scopay. Details of how to create an account will be sent in a separate letter.

Hall Mead are able to claim gift aid on all eligible donations, to facilitate this could you please complete the gift aid form and return it to the school office.

Any questions regarding the Academy Fund should be directed to the school Finance Team via the school office or email, HMS-finance@elatschools.co.uk

14. CLUBS, ETC:

There are many clubs and activities run before and after Academy hours and in the lunch hour. Details of these will be provided upon admission to the Academy.

15. LETTERS / COMMUNICATION WITH PARENTS:

Reports on past events and notices about forthcoming events will be sent home in newsletters via ParentMail. Occasionally we request that return slips be sent back to the Academy so that we know letters and information taken home by pupils have been received by parents. The Academy website will also publish notices etc. We also urge parents to complete the ParentMail letter so you can be added to our electronic mailing list. We are also extending the use of social networking sites and have a presence on Twitter@hallmead and Facebook. (Please see student induction booklet for department twitter accounts)

16. DETENTION:

Parents will be notified if their son/daughter needs to be detained in school after normal hours for longer than 15 minutes. We will notify parents by writing, verbally or SIMS parent app with the details of the duration of the detention.

It is obligatory for pupils to attend if told to do so, and other Academy activities take second place.

SCHOOL DETENTION (for unacceptable behaviour and disciplinary problems) is held weekly from 3.35pm to 4.35pm on Wednesdays and is supervised by a Head of Year.

17. THE USE OF FORCE TO CONTROL OR RESTRAIN PUPILS:

All members of school staff have a legal power to use reasonable force (Section 93, Education and Inspections Act 2006). The ethos of the Academy is that control of pupils should be based on good personal/professional relationships between the staff and pupils. However, circumstances may arise in which staff have to use reasonable force or restrain pupils. Members of staff will only use reasonable force to control or restrain pupils when all other alternatives have been or cannot be tried. These alternatives are outlined in the Academy's policy on Behaviour and Attendance, and parents can be supplied with a copy of this on request.

18. APPOINTMENTS:

If parents/carers wish to discuss a problem, however small, they are welcome to contact the appropriate Head of Year by telephone or letter, to make an appointment. It is not necessary to wait for a report to discuss your child's work or progress.

19. TYPICAL YEAR 7 CURRICULUM:

English	3 periods	Geography	1.5 periods
Maths	3 periods	Technology	2 periods
Science	3 periods	Computing	1 period
PE	2 periods	Art	1 period
PSHE/Citizenship	1 period	Drama	1 period
RE	1 period	Music	1 period
History	1.5 periods	Spanish	3 periods

TOTAL: 25 periods

Our Year 7 curriculum provides both breadth and balance, allowing all students to enjoy a range of experiences, activities and disciplines.

The school runs a two-week timetable; therefore, lessons may differ from one week to the next.

20. LANGUAGES:

At Hall Mead Year 7 pupils study Spanish. Pupils continue to study Spanish for five years including at GCSE level. For the start of the academic year, we request that you buy a bilingual Spanish dictionary for your child to use both with homework tasks and in class. The dictionary that we recommend is the Collins Easy Learning Dictionary. This is available via online retailers such as www.amazon.co.uk

21. HOME LEARNING:

At Hall Mead School, we believe that home learning plays an important role in ensuring our students know more, remember more and are able to do more throughout their time here. We set home learning to help students make the requisite progress and deepen their learning and we set activities that contribute to students:

- being engaged and enthusiastic about their courses
- developing good learning habits and cultivate self-discipline
- becoming skilled, independent and resilient learners
- committing to memory core knowledge, vocabulary and concepts
- consolidating knowledge and skills
- extending and deepening understanding
- developing effective study skills.

Home learning will be purposeful (and not just ‘finishing off’) and will be pitched at a level that is appropriate for your child. It will always receive feedback (written or verbal), be used for self-assessment OR be used in classwork.

In Maths, English and Science, students will receive home learning once per week. Subject teachers outside of these subjects will set home learning at least once per fortnight.

Home learning activities will take approximately 30-40 minutes to complete. In addition to these home learning tasks, students are expected to read independently for at least 20 minutes per day and complete the reading log in their student planner.

Home learning activities will be shared with students in lessons. Students will be asked to log the home learning tasks in their student planner. If students are set a project lasting more than one week, students will write their progress aim for each week in the diary. Home learning activities may be set as assignments on Microsoft Teams, however, where this is the case, the activity will still be explained by the subject teacher in class and students will still write the instructions in their homework diaries. There is no home learning set for Core PE. Subject teachers will also log the home learning activities on the SIMs Parent app so that they are visible for parents to see.

22. HOLIDAY DATES: (Both dates inclusive)

Autumn Half Term	Mon	25 th October 2021	-	Fri	29 th October 2021
Christmas 2021	Mon	20 th December 2021	-	Mon	3 rd January 2022
Spring Half Term	Mon	14 th February 2022	-	Fri	18 th February 2022
Spring Break	Mon	4 th April 2022	-	Mon	18 th April 2022
May Day	Mon	2 nd May 2022			
Summer Half Term	Mon	30 th May 2022	-	Fri	3 rd June 2022
Summer 2022	Fri	22 nd July 2022			

In addition to the holidays given above, the Academy will be closed to pupils for five further days for staff training.

These will be:

Wed 1st September 2021

Thur 2nd September 2021

The further three dates will be announced.

23. RAISING CONCERNS AND RESOLVING COMPLAINTS.

From time to time, parents and others connected with the Academy will become aware of matters which may cause them concern. To encourage resolution of such situations the Academy has a Complaints Policy. Full details of the policy may be obtained from the Academy Office or the Academy website.

24. CHILD PROTECTION:

The Designated Child Protection Officers for Hall Mead School are **Mrs N Afteni and Mr J Swan**. Mrs Afteni and Mr Swan can be contacted on 01708 225684 or alternatively, via their email address:

nafteni@elatschools.co.uk or jswan@elatschools.co.uk

25. PUBLIC TRANSPORT TO HALL MEAD SCHOOL:

District Line trains to UPMINSTER STATION:

Turn right coming out of the station, walk along Hall Lane to Ingrebourne Gardens (second right) then second left into Marlborough Gardens.

Route 248

Romford Market / Western Road / Romford Station / Roneo Corner /Hornchurch Town Centre /Upminster Bridge Station / Upminster Station / Ingrebourne Gardens

Alight at Ingrebourne Gardens, cross the road, walk up Ingrebourne Gardens, take the second left onto Marlborough Gardens.

Route 646

Noak Hill (Tees Drive)/ Harold Hill Gooshays Drive / Harold Wood Station / Ardleigh Green Road / Emerson Park Station / Hornchurch Town Centre / Upminster Bridge / Upminster Town Centre / Moor Lane.

Alight at Cranham Shopping Centre, walk up Ingrebourne Gardens (the turning by the Plough Public House), take the first turning on right - Marlborough Gardens.

For further details, please contact **www.tfl.gov.uk/journeyplanner**

If you do need to bring your child in by car, PLEASE DROP HIM/HER IN INGREBOURNE GARDENS. Please do NOT turn into Marlborough Gardens, which is so narrow that chaos can be caused by the traffic and pupils' safety can be put at risk. Please do NOT park on the yellow lines outside the Academy in any circumstances. Should you do so, you may well place yourself in the position of being asked to move or receive a Havering fixed penalty notice.

Hall Mead School Uniform

The Academy has a strict policy on school uniform. This policy should be read in conjunction with the Academy's 'Behaviour and Attendance Policy', as disciplinary sanctions may be imposed for breach.

To ensure consistency of presentation, all articles of school uniform should be purchased from the Academy's recommended stockist where possible.

Selected items of the school's uniform are available from the Academy's current official uniform stockist:

Havering Schoolwear
160-162 Hornchurch Road
Hornchurch
RM11 1QH
01708 767890

Years 7-11 Boys and Girls

Coat:	Plain smart coat, any colour (Hoodies are not permitted)
Blazer:	Navy with Academy badge and House Flash – compulsory (2 flashes for KS4 students)
Jumper:	Optional, but if purchased must be the Academy jumper, navy with V-neck and narrow emerald/purple stripes
Shoes:	Black only, formal footwear. Trainers, sports branded shoes, canvas, 'Converse', suede shoes and plimsolls of any description are not allowed. Boots, 'Prada' and 'Prada style' trainers are not allowed. Please note, we cannot allow high platform soles or heels above 1½"/40mm. <i>(Please check with your Head of Year before purchasing if unsure)</i>
Bag:	Rucksack or standard school bag of any colour
Apron:	Standard white
Watch:	'Smart' watches are not allowed e.g. Apple i-watch

Year 7-11 Boys

Trousers:	Black – formal school trousers, no skinny trousers or denim
Shirt:	Plain white – standard school shirt
Tie:	Standard Academy colours Year 11 - Purple
Socks:	Black or dark grey (White socks and trainer socks are <u>not allowed</u>)
Appearance:	Extreme hairstyles/non-natural colours are not permitted. (The Academy reserves the right to define extreme) Excessively short hair (below 2) is not permitted. No distinct partings and no shaved lines. No jewellery to be worn except a watch.

Years 7-11 Girls

Skirt:	Navy, straight knee length knife pleat. Please note, no other form of pleat is allowed.
Blouse:	Open neck - house colour – patterned check (year 7 – 10) Standard white school blouse (year 11)
Socks/tights:	Black opaque tights (unpatterned) or plain white ankle length socks (no trainer socks)
Appearance:	False/gel/acrylic/shellac nails, nail extensions and nail varnish are not allowed. Make up and fake tan is <u>NOT</u> allowed. Extreme hairstyles/non-natural colours are not permitted. (The Academy reserves the right to define extreme) Only one small pair of stud earrings are allowed in the lobes. Nose studs, body piercing, tongue studs and rings etc are not allowed. False eyelashes and eyelash extensions are not permitted.

GENERAL NOTES:

Parents will be notified by Head of Year/Form Tutors if incorrect uniform is being worn.

We would appreciate your co-operation in ensuring that the correct uniform is maintained at all times.

Please get in touch with your Head of Year/Form Tutor if there is any difficulty with uniform.

PLEASE MAKE SURE THAT ALL CLOTHING AND EQUIPMENT IS MARKED WITH NAME AND TUTOR GROUP

Breach – Clothing, make-up and jewellery	Where a breach of this policy can be rectified immediately for example, by placing the prohibited item in the student’s bag, or by confiscation by the Academy, the student will remain in lessons as usual. Where the breach cannot be rectified immediately, internal isolation/reflection may be imposed for the remainder of that school day or break and lunchtime, or until the student has a break in which they are able to safely return home to rectify the breach.
Breach - Hair	In the case of a hairstyle which is deemed to be extreme by the Head of Year, the student maybe formally internally isolated or excluded from the Academy in accordance with the Academy’s Behaviour and Attendance Policy and the student will be expected to adopt a compliant hairstyle before returning to Academy.
Failing to comply with a direction	Where a student has been informed that they are in breach of this uniform policy and refuses to take action to remedy the breach, this will be regarded as a separate breach of the Academy’s Behaviour and Attendance Policy (i.e. defiance of an instruction) which is in itself punishable with a disciplinary sanction.
Equality	<p>In implementing this policy, the Academy will have regard to the provisions of the Equality Act 2010, in particular the requirement not to discriminate, either directly or indirectly, against a student or group of students because they have a protected characteristic, for example because of their gender, race, disability or religious belief.</p> <p>In particular, the Academy will consider requests from parents or students who can demonstrate that wearing a particular article of clothing or jewellery or having a particular hairstyle which are not permitted by this policy is a genuine manifestation of the student’s religion, or is necessary as a result of a medical condition amounting to a disability, on a case by case basis. Where the Academy is satisfied that the student’s equality rights would be infringed, the request will be granted except where doing so would raise a legitimate concern, for example on security, public order or health and safety grounds.</p>

	<p>The Academy reserves the right to request documentary evidence from, for example, a religious leader or medical professional, in support of any request to deviate from this policy, in appropriate cases</p>
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Blouse, in house colour

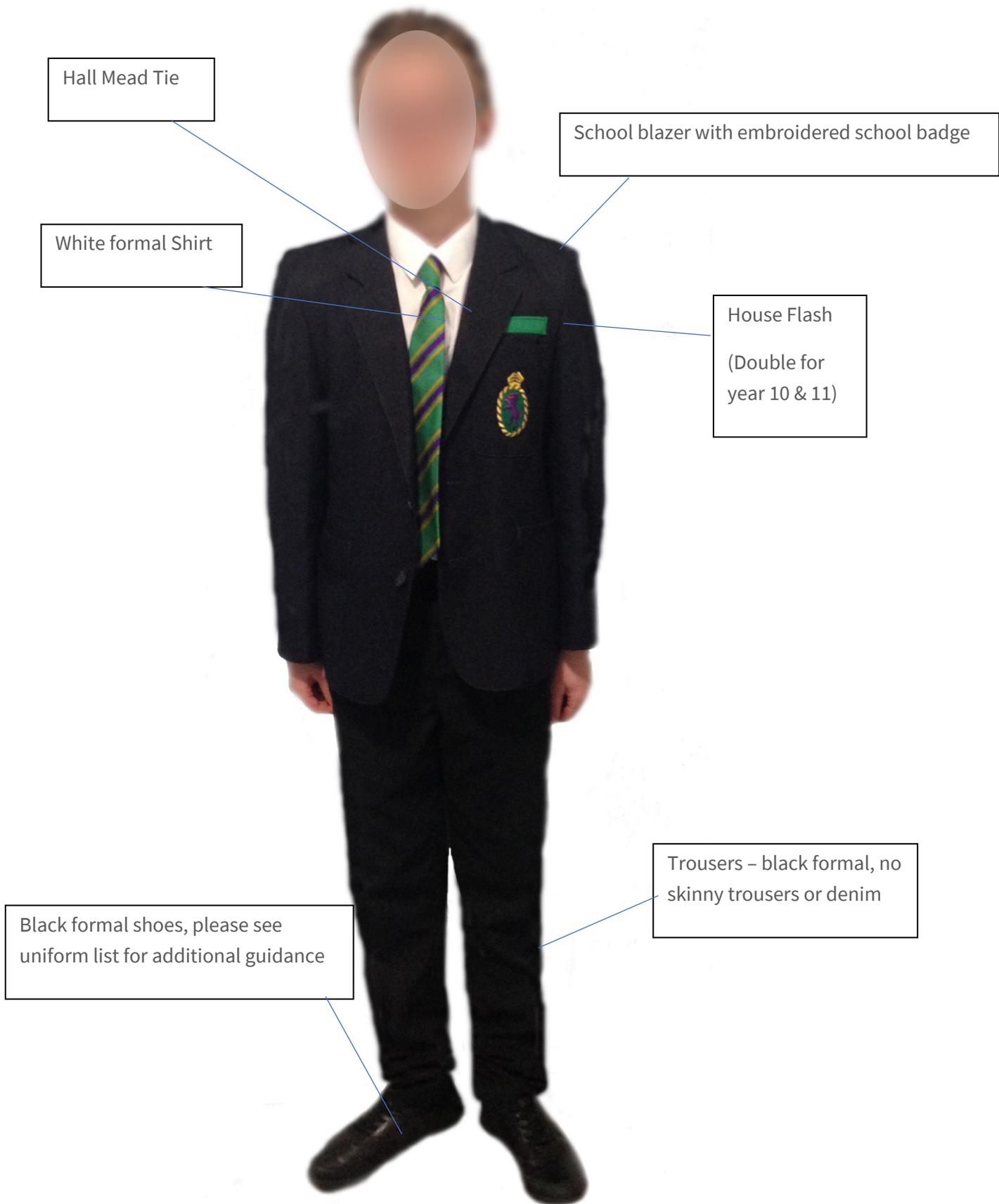
School blazer with embroidered school badge

House Flash
(Double for year 10 & 11)

Knife pleat skirt in Navy

Black formal shoes, please see uniform list for additional guidance

White ankle socks (spring/summer)
Black Opaque Tights (autumn/winter)



Hall Mead Tie

School blazer with embroidered school badge

White formal Shirt

House Flash
(Double for
year 10 & 11)

Black formal shoes, please see
uniform list for additional guidance

Trousers - black formal, no
skinny trousers or denim

Coats

Shoes

Bags

HAIRSTYLES AND JEWELLERY NOT PERMITTED



PHYSICAL EDUCATION AT HALL MEAD SCHOOL

STAFF:

The PE Department has six members

Mrs M. Morgan (Head of PE)

Mr R. Sammons (2nd in PE)

Mrs J. Hand

Miss E. Kennett

Mr S. Morrill

Mr J. Swan

These specialist teachers are able to offer the widest range of opportunities to pupils, both as part of the curriculum and through extra-curricular activities.

THE PE CURRICULUM:

Physical Education is timetabled for all pupils throughout Years 7 to 11. The PE programme is designed to help develop healthy active wellbeing and lifestyle through the development of skills and fitness and building confidence through teamwork.

All pupils will study a range of activities including striking and fielding games, racket sports, invasion games, gymnastic activities, athletics and fitness, mainly in single gender classes.

PE KIT IS REQUIRED FOR ALL LESSONS:

It is departmental policy for pupils to bring PE Kit to **all** lessons whether they are physically participating in the lesson or not. If pupils are ill or injured they can still participate by coaching, assessing, refereeing or assisting in the organisation of the lesson.

Earrings are not permitted to be worn in any PE lesson. Tape/plasters cannot be used to cover newly pierced ears, as this can still cause injury, therefore, please ensure that any new piercings have sufficient time to heal before September.

EXTRA-CURRICULAR ACTIVITIES:

The Academy and its pupils are fortunate that the PE staff are committed to a high level of extra-curricular activity – before school and after school.

Hall Mead offers a variety of Academy teams which compete in fixtures not only within Havering but also with Essex schools and in National competitions.

A range of PE clubs open to pupils of all ages. The House system provides opportunities for all pupils, whatever their ability in PE, to take part in competitive activities. There are House competitions in most sports.

Traditionally, the PE Department has enjoyed the co-operation of parents. With your support, we have not doubt that PE at Hall Mead will continue to go from strength to strength.

The PE kit is purchased from our uniform suppliers:

Havering Schoolwear
160-162 Hornchurch Road
Hornchurch
RM11 1QH
01708 767890

SAFETY

*Pupils involved in higher level (Academy teams) sports should be aware of additional safety issues. Shin pads **are compulsory** for all hockey and football matches, including lessons. It is also **strongly advised** that gum shields are worn for extra-curricular rugby and hockey matches. Pupils will be warned regularly of the importance of gum shields. **Ultimately it is the responsibility of the parents to enforce their use.***

Boys' PE Kit

Compulsory Items

Black Unisex Hall Mead Shorts
Purple Unisex Hall Mead Polo Shirt
Green and Black Hall Mead Rugby Shirt
White Football Socks
White Ankle Sports Socks
Trainers
Football Boots
Shin Pads
Gum Shield

Boys' Optional Items (the training bottoms and 1/4 top are more suitable for travelling to and from extra curricular clubs)

Black Thermal/Base Layer Top
Black Hall Mead 1/4 Zip Top
Black Hall Mead Training Bottoms

Boy's PE kit



Girls' PE Kit

Compulsory items

Black Unisex Hall Mead Shorts or Black Girls Hall Mead Shorts
Purple Unisex Hall Mead Polo or Purple Girls Hall Mead Polo Shirt
White Football Socks
White Ankle Sports Socks
Trainers
Football Boots
Shin Pads

Girls' Optional Items (the training bottoms and 1/4 top may be worn during outside lessons when the weather is bad)

Black Hall Mead Skort
Black Thermal/Base Layer Top
Black Hall Mead 1/4 Zip Top
Black Hall Mead Training Bottoms

Girls' PE kit



Hall Mead School Code of Conduct

(Please note: there is an additional Code of Conduct which is in place in light of COVID-19)

By attending Hall Mead School, pupils and parents/carers agree to adhere to the Hall Mead School Code of Conduct.

The Academy needs to have a series of core values which are commonly shared and enable staff to use their discretion reflecting their skills, personality and qualities, but within a framework of consistency.

These values are underpinned by our school behaviour model which is built upon the principles of 'Discipline with Dignity'.

Guiding Principles – Discipline with Dignity

Value 1	There is no quick fix to establishing outstanding behaviour. Effective discipline is about teaching pupils about taking responsibility.
Value 2	Stop doing things that are ineffective.
Value 3	Do not treat every student the same. Be fair and consistent, but consider an individual pupil's track record.
Value 4	Rules must make sense.
Value 5	Model what you expect.
Value 6	We should give the opportunity for pupils to take responsibility.
Value 7	Confront misbehaviour with dignity and authority.
Value 8	Be persistent when setting sanctions.
Value 9	Be willing to discuss issues surrounding misbehaviour.
Value 10	Try to get the decisions about pupil discipline and behaviour correct.

HOME – SCHOOL – PARENT / CARER AGREEMENT

As a parent/carers of a child at Hall Mead School, I will:

- Ensure that my child goes to school regularly, on time and properly equipped
- Telephone before 9.00 a.m. if my child is absent and provide a written note of explanation for the absence on their return
- Make the Academy aware of any concerns or problems that might affect my child's work or behaviour
- Support the Academy's policies and guidelines for behaviour
- Support the Academy's policies for uniform and appearance
- Support my child in homework and other opportunities for home learning
- Attend parents' evenings, meetings and reply to communications about my child's progress
- Get to know about my child's life at school
- Regularly read information on the website, the weekly Parentmail and check the SIMS App so that I am kept up-to-date with important details of relevant policies, meetings, events and information about my child
- Respect the confidentiality of each child

Students can expect to be receive positive feedback through verbal praise, Achievement Points and a range of certificates and rewards.

As a student at Hall Mead School, I will ensure that I:

- Attend the Academy regularly and on time
- Bring all the books and equipment I need every day
- Follow the Academy rules on behaviour, uniform and appearance
- Complete all classwork and homework to the best of my ability and on time
- Ask for guidance and help from my parents/carers and teachers to complete tasks to the best of my ability
- Work co-operatively with all staff and students
- Be a responsible citizen as I travel to and from the Academy and whenever I take part in off-site activities.
- Show independence in, and develop control over, my own behaviour and learning
- Treat others with dignity, respect and kindness
- Accept responsibility for my own behaviour and learning
- Be engaged with learning and the life of the Academy
- Tell a member of staff if I am worried or unhappy
- Respect the school building, equipment and school grounds

Hall Mead School will:

- Care for your child's safety, wellbeing and happiness using the 'Discipline with Dignity' guiding principles
- Treat them with dignity, respect and kindness
- Ensure that your child achieves their full potential as a valued member of the school community to enable them to progress successfully beyond Hall Mead School
- Provide a balanced curriculum, appropriate teaching and strategies to meet the needs of your child
- Set, mark and monitor classwork and homework and provide feedback
- Establish high standards of work and behaviour through building good relationships, developing a sense of responsibility, promoting tolerance and implementing rewards and sanctions fairly
- Provide a range of extracurricular activities
- Keep you informed about general school matters and about your child's progress in particular through reports and parental meetings
- Contact parents/carers if there is a concern relating to attendance, punctuality, progress, behaviour, uniform/appearance
- Respect the confidentiality of each child
- Teach students the principles of personal safety, in particular, e-safety and support them in the appropriate use of social sites

Student COVID Code of Conduct – September 2021

School Uniform and Equipment

- I will be dressed in full school uniform including wearing appropriate footwear. I will speak to my form Tutor, or Head of Year, if I experience any difficulties with wearing full school uniform.
- I will be fully equipped for my time in school with my own stationery and drinking water.
- If needed, I will ensure that I have in my possession a footwear or uniform pass.

The School Site

- I will follow the one-way system, where applicable, at all times.
- I will walk directly to the classroom I have been assigned.
- I will not touch any desk assigned to another student, or any equipment on a desk assigned to another student.
- I will sanitise my hands on entering and exiting any classroom.
- I will sanitise my learning space at the end of the lesson.
- I will walk directly to my assigned desk; I will only sit at my assigned desk.
- I will only use of the appropriate student toilets designated for my use.
- I will adhere to instructions on posters displayed around the school.

Health and Safety

- I will not attempt to make physical contact with any person.
- I will inform a member of staff immediately if I feel unwell.
- I will not deliberately, and unnecessarily, perform actions associated with symptoms of Covid-19, for example, but not limited to, coughing and/or sneezing.
- I will follow government guidance when needing to cough or sneeze by covering my mouth and nose with a tissue or coughing or sneezing into my arm. I will follow the advice of: catch it, bin it, kill it.

Travelling to and from school

- If travelling by public transport to school, I will wear a face covering at all times.
- I will not congregate in groups with others before or after school.
- I will arrive at school on time.

Lunchtime Conduct

- I understand that I must maintain social distancing from staff who are supervising my year group zones.
- I will not make deliberate physical contact with other students.

Behaviour for Learning

- I will engage fully and appropriately in my learning.
- I will respect other students and our school environment.
- I will follow instructions and rules, the first time, and every time.
- I will continue to meet the expectations and rules that have been detailed and explained to me during these times.

I confirm that I fully understand the COVID Code of Conduct and will conform to the rules outlined. I also fully understand that in the event that I do not adhere to these expectations that I could be removed from the site and will only return to school at the Headteacher's discretion.

Name:

Form:

Date:

Signature:

INSTRUMENTAL MUSIC LESSONS INFORMATION

About Music Tuition at Hall Mead School

We are fortunate to have a number of visiting music teachers coming to Hall Mead with specialist skills. We can therefore offer instrumental tuition on a wide range of instruments, as well as singing and music theory lessons. Music theory lessons are for students who wish to progress through the music grades. Instruments include: flute, oboe, clarinet, saxophone, violin, viola, cello, acoustic guitar, electric guitar, bass guitar, trumpet, trombone, horn, piano, keyboard, singing and drum kit.

If a child has a particular interest or aptitude for wanting to learn an instrument not currently available at Hall Mead, we will do our best to organise a teacher.

We do encourage children to consider orchestral instruments as their first study enabling them to play in ensembles and groups. It is also important that we share with parents/carers the inherent complex nature of the piano, which uses the two staves of music and ask them to carefully consider this particular instrument.

During the course of a typical term about 11 lessons. Each pupil receives an individual lesson of either 20, 30 or 40 minutes. Lessons are charged at £30/h, pro rata.

The instrumental music lessons work alongside the academic timetable and rotate throughout the term. In special circumstances, music lessons can be extended in time for senior musicians working towards higher grades.

This rotating system works well. There are occasional conflicts of interest between different departments. These can easily be avoided with flexibility of timetabling/rearranging and resolved with good levels of communication.

After each lesson, parents/carers are sent an email confirming their child's attendance and giving information on what their child should be practicing during the week.

We do expect children to practise regularly and encourage them to work on the basis of little and often. Students learning instruments can use our practice rooms which are available at lunchtimes, before school and after school. All the instrumental teachers recognise that the children have a full and demanding day. It is about supporting, prioritising and perfecting the best use of practice time. The quality of practice time is more important than the length.

We have a number of school instruments that pupils can borrow. This gives pupils the chance to really understand whether this is the correct choice of instrument before sourcing their own. When parents decide to purchase an instrument, which we really encourage in the long term, the instrumental teachers are always happy to advise and help make the most suitable and reasonable choices. Please be aware that musical instruments for music tuition can be purchased VAT free, via the school, using the [government's assisted instrument purchase scheme](#)

Please be aware, if you rent an instrument from the Havering Music School, you will be asked to return it to them. If this is the case, we can offer advice where best to rent an alternative instrument.

Please use the link on the Hall Mead School website or email rwells@elatschools.co.uk to request a short electronic application form.

SINGING LESSONS AT HALL MEAD

WHY TAKE SINGING LESSONS? ARE THEY FOR ME?

- Everybody has a voice, so you don't need to buy or hire an instrument!
- Everybody can learn to sing – all it takes is training from a good teacher and practise
- Singing makes you feel good and it's a great way to express yourself
- It can help you with other skills such as drama, aural training and sight singing (reading music)
- It's completely different to being in a choir or having group singing lessons at a theatre school – lessons are made to suit each individual
- You can learn to sing different styles of music
- You can develop performance skills and acting through song
- You can take grades in singing
- You can perform in termly student concerts (solos/duets/ensembles)
- You can learn to sing without damaging your voice
- You can improve your vocal quality, pitching (singing in tune), breath control, projection, vocal range, diction and much more!

LESSON COST AND HOW TO SIGN UP

Places for singing lessons are limited so please sign up ASAP.

Please email Mr Wells Head of Music. rwells@elatschools.co.uk for details including expressions of interest.

Lessons times rotate each week so as not to disrupt your class lessons.

Lessons are weekly lasting either 20 minutes or 30 minutes.