



Parents' Handbook 2017/2018



Dear Parents

At The Hammond we work hard in the interests of our students, your children. We value the partnership between home and school and acknowledge its importance. It is our aim to keep you fully informed about your child's progress and achievements as well as any problems they may face from time to time. We like to receive information and comments from you and we take your views very seriously. Hopefully, we have a partnership which is entirely beneficial for all three parties involved, student, home and school. Each party has responsibilities, some of which are legal, to ensure the smooth working of this partnership. We each need to know what these responsibilities are and to be clear about the procedures to be followed if there are concerns.

From September 1999 the Secretary of State for Education required all maintained schools in England and Wales to have a Home/School agreement which sets out clearly the commitment each party, student, parent/guardian and school, brings to this partnership. Although not bound by this requirement, we see this as a very positive development and so we have drawn up this agreement. The agreement is amplified in the parents' handbook and Student induction booklet.

The commitments we seek from you and your child are ones which we have always relied upon in the past and ones which we hope you will be able to give wholeheartedly.

If you feel we can improve on the agreement, or information given, please let us know as we shall be reviewing this document annually.

Yours sincerely

Maggie Evans
Principal

INTRODUCTION

It is our aim that every student at The Hammond achieves her/his full potential. In order to help fulfil this potential, we offer a supportive, stimulating and happy environment.

We consider the development of high standards, self-discipline, consideration and respect for others to be the essence of the school. We hope that school and parents will work together to this end and that this handbook will help us to co-operate in the education of your child.

The education and training of each student at The Hammond is designed to meet the needs of the individual student.

School will support your child by -

- providing a positive, constructive learning environment.
- encouraging your child to achieve her/his full potential in all areas of school.
- acknowledging your child as an individual with an enquiring mind.
- encouraging all students to share responsibility for self appraisal and development of their skills.
- supporting staff in their work to develop self confidence in all students.

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1. General Information

ATTENDANCE

Please inform School of any absence as soon as possible. Please telephone the main reception number on 01244 305350 and select the option for reporting a student absent. This telephone call should be followed up with a note on the student's return. We ask parents to consider very carefully before removing a student from School due to visits or holidays. It is often difficult to repeat work, especially practical work and assessments. Parents have a legal duty to ensure that their children attend school.

Department for Education regulations currently state that we have to record all absences as authorised or unauthorised. Any request for absence must be put in writing to the Principal at least **fourteen days** in advance. A form is available from the office for this purpose.

Authorised absences include-

1. Transport problems
2. Sickness, any unavoidable cause, death of a close member of the family
3. Any religious observation by the religious body to which the parents belong
4. Participation in work experience; participation in an approved public performance or examination
5. Study leave before public examinations (dates allocated by the school)
6. Medical and dental appointments if they cannot be made in holiday time.

Any repeated absence or absences of more than two weeks must be covered by a medical certificate.

The school follows Department for Education guidelines on term time holidays, and holidays during school time are **unauthorised** unless there is an exceptional reason for a student to be absent. **Family holidays taken during term time will be marked on the school register as an unauthorised absence.**

Lower school attendance is reported through our reports system (see page 30 – School Diary). From time to time we may contact parents to confirm that they are aware of students' absence. Students must sign in or out of school by reporting to Reception if they arrive/leave during the day for any reason.

COMMUNICATION

The Hammond places great value on working in partnership with parents and considers good communication to be vital. The school endeavours, where possible, to communicate with parents using email, so please make sure that you keep us up to date with your email address. This enables information to be received by parents more swiftly.

This takes place in the following ways –

Information – parents are kept informed of school news and information through-

- The school's website - Many of the school's policies and handbooks can be referenced on the school's website – www.thehammondschool.co.uk.
- Parents' newsletters during the year– now sent via email.
- Lower School – letters sent home regarding specific trips/activities.

- Information about students' progress through regular reports (please see page 30 for reporting schedule) and at time when requested/needed via Interim Reports.
- Lower School – yearly Parents' Evening with academic and vocational teaching staff (see diary). Lower School parents who are unable to make their daughter's/son's year meeting are welcome to attend another year group session, or speak to members of staff on the telephone by appointment.
- Post-16 students – A Level parents' evening.
- A welcome meeting for all new parents in June/July when information is given out to prior to students commencing with the school.

School can be contacted in either by telephone on 01244 305350 (main reception), fax on 01244 305351 or email on info@thehammondschool.co.uk. The school's website address is www.thehammondschool.co.uk.

Parental Rights

The Hammond assumes that both parents named on the registration form have parental rights. If this is not the case, the School must be informed in writing with a copy of the custody order outlining what restrictions are in place, or in the case of unmarried parents, the child's birth certificate. Where parents have not been married, the School will need to see the father's parental responsibility order if he wishes to gain access to information or the child.

Parental responsibility - where parents are separated we are happy to send copies of all posted information, on request, to both parents until the student reaches the age of 18 years. Parents should make this request to the School Secretary.

Department for Education guidelines state that everyone who is a parent has a right to participate in decisions about a child's education. Where parents are separated, unless there is a court order, both parents have a right:

- to receive information from the school (e.g. copies of the student reports and attendance records)
- to participate in activities
- to be asked to give consent (e.g. to the child taking part in extra-curricular activities)
- to be told about meetings involving the child (e.g. to discuss student progress).

We therefore ask all parents to keep us informed of the name and address of both parents.

Partnership – parents are encouraged to join our active Parents, Teachers and Friends Association and are invited to their Annual General Meeting which is held in Autumn Term each year. Parent support is welcome on many activities from preparing costumes for school productions to helping on school trips.

Consultation – The Hammond welcomes parents into school both formally and informally at any time. If parents are at ease coming into school they will be more ready to discuss minor problems. These can usually be resolved quickly if they come to light early on. Parents will be alerted promptly to concerns regarding homework, behaviour, punctuality etc. From time to time, the school will ask parents to make a contribution to the planning and development of school through questionnaires, meetings and so on.

Illness and absence (see Attendance). For the safety of your child you must inform school of any unusual medical or physical condition that requires an extra duty of care and advise us of any developments.

Student support and welfare - Please let us know if there is anything that may be upsetting a student at home e.g. parent in hospital, illness of a close relative, or anything that might cause anxiety to the child. We often have to support children and only find out later what has really caused the upset. Any information we receive will be treated as confidential.

What happens if a problem is not resolved - Wherever possible The Hammond seeks to resolve problems by means of consultation and discussion. If any parent wishes to discuss an issue concerning their daughter/son's education and/or welfare, they should contact their Form Tutor in the first instance, who may then refer the matter to the appropriate senior member of staff.

COMPLAINTS POLICY

In cases in which a parent does not feel that an issue has been resolved to their satisfaction by informal means, he or she may initiate the School's Complaints Policy and Procedure. A written statement setting out the nature of the concern in question will then be put to the Principal who will be required to make a formal written response. If a parent remains dissatisfied by the response from the school, he or she may request that their complaint be forwarded to the Directors, who after consideration, will respond in writing. (The Complaints Policy and Procedure, and other policies, are available either on the school's website), or from the school office.

CYCLING TO SCHOOL

Lower school students: - Whilst the school has no legal responsibility regarding the mode of transport of day students to and from school, it does have concern for their safety and welfare. With this in mind, it reluctantly does not support the cycling to school of lower school students for the following reasons.

- The route to school includes crossing major roads, in particular the very busy A41 at the end of Mannings Lane. This is a regular accidents black spot.
- In addition students, particularly dance students, have a lot of equipment/uniform to transport each day.

DATA PROTECTION

The School may keep information about students and parents/guardians that is relevant to that student's registration and attendance at the School. This information may be stored on computer or in written form and is subject to the **Data Protection Act 1998**. The Act requires that all information is strictly confidential and may only be accessed by those with a legal right to see it. The information will not be given to anyone else without your written consent and /or that of your child. You and/or your child will normally have the right at a reasonable agreed time to have access to information held, and to have it corrected if it is wrong or misleading. The School however has, at the same time, an equal duty to protect the rights of other students, parents, teachers or other members of staff and third parties who are not employed by the School. Each request will therefore be treated on its own merits, and the School will reserve the right in certain circumstances to take legal advice before confirming whether they will grant partial or full access to a file. In such cases parents will be advised of the courses of action that may then be open to them.

Parents should also be aware that there is already case law in this area where children have been deemed capable of stopping their parents having access to their school files. Please contact the Principal if you wish to examine the information about you or your child. In signing The Hammond's Home School Agreement, you, the parent/guardian, agree to be bound by the provisions of the Act.

Please also note that The Hammond will provide information to external agencies such as the education authority, relevant government departments, social services and the police if this is legally required of the School.

We will also give The Hammond Parents', Teachers' and Friends' Association and our uniform supplier, Stardust, contact details of all parents.

DISCIPLINE AND BEHAVIOUR

(See also Behaviour Management Policy - on the school website)

EDUCATIONAL VISITS – THEATRE TRIPS

We believe that children learn effectively from first hand experience and benefit from visits to locations outside the school environment. Staff at The Hammond do all they can to ensure the safety of children at all times and the School has a Trip Policy that staff adheres to when organising any trip off school premises. This is available for parents to read on the school website (the documentation forms part of the Health and Safety Policy).

Organising school trips can be an onerous task and staff put a lot of care and extra time into this to give students opportunities and experiences not possible in the classroom.

Parents/guardians also have a responsibility to the school and their children when they go on trips. To ensure the smooth running of the trip we ask that you help us in the following ways:

Deadlines and information

Please read the letters sent home carefully. These contain important information regarding deadlines for payment, permission slips, drop off and collection times and places as well as other important instructions. Please note that the pro-forma giving permission for a student to attend a trip, and payment for any trip, must be received in school **in advance** of any trip.

Dropping off and collecting

For the smooth running of the trip it is important that parents are prompt when dropping off and collecting. Staff will not normally agree to separate arrangements for individual students as this can cause problems and delays for the whole group. If special arrangements are made, the teacher will revert to the published arrangements in the event of the parent failing to meet up with the group at the agreed time. Children not collected within half an hour of the estimated return time will normally be taken to the one of the school's two boarding houses - **Hampton Lodge**, 12 Liverpool Rd. 01244 383874 or **Clovelly House**, Eversley Park. 01244 380343.

Medical needs

Parents/guardians must inform the teacher in charge of any medical condition/ requirements or anything else that the teachers should be aware of. Where the trip involves meals the parents/guardians should inform the teacher in charge of any special dietary needs. If there is an accident requiring hospital treatment we will always try to contact parents/guardians before any action is taken. However, if

there is an emergency parents/guardians must accept that the member of staff in charge has the authority to sign any consent form for emergency treatment.

Behaviour

All students representing The Hammond are expected to conform to the school's code of conduct (which can be referenced on the school's website along with our Behaviour Policy). Please discuss this with your child.

Clothing (Years 7-11)

During school time students will be expected to wear school uniform unless otherwise stated, in which case please make sure that your child has suitable clothing. In particular, warm and waterproof clothing and sensible shoes (see instructions if provided).

Other Information

Overnight trips/trips abroad

Communication with parents - If children are not used to staying away from home they can become homesick from time to time, especially when tired. It is an important part of growing up that they learn to cope with this. Staff will always be sympathetic, but it is our experience that children become more upset when they telephone home or if parents have indicated that they will be missed, or left notes in their bags etc. We therefore, ask that parents discourage telephone calls home. Usually one call on arrival is sufficient. **We will always contact you if there is a problem.**

Custody orders

If your child is subject to a custody order, we must have written permission from both parents when children travel abroad. In any overnight stay both parents should be informed and it is the responsibility of the carer to do this if the child is aged under 18 years.

Emergency contact

Please ensure that the member of staff organising the trip has a contact number in case of emergency. This is particularly important if you are away for the day/days.

Insurance

School carries insurance for all School organised trips in this country / abroad. However all students should have a European Health Insurance Card, if travelling in the EEC. This is obtainable free of charge from any Post Office or on line at www.nhs.uk.

If there is anything you think we can do to improve our safety and organisation on Educational Visits or if there is anything specific to one trip that you feel the school should be aware of please inform us as soon as possible.

Educational Visits - Code of Conduct

The purpose of this code of conduct is to ensure a smooth running, enjoyable and successful trip. Parents should discuss the code with their child.

Students will be expected at all times to:

1. Listen carefully to instructions and be prompt.
2. Remember that they are visitors and should be ambassadors for our school by behaving in a courteous way by not leaving litter or showing lack of interest etc.
3. On trips abroad and overnight visits, remember that teachers get tired and that bedtime means bedtime.
4. Ensure that no alcohol, cigarettes, illegal drugs, weapons or firelighters /

crackers etc, are bought, carried, used or consumed by themselves or anyone else on the trip.

4. Take care of each other.

The Hammond reserves the right to send home at no cost to the school any student who does not comply with the above code. Any additional expense will be met by the child's parents.

HEALTH AND SAFETY

The Hammond has an active Health and Safety committee and procedure in which staff are aware of their responsibilities. Part of our work is to look at the security of the students. For this reason we have installed security codes on doors, security lighting and CCTV cameras around the site. Video cameras are also used from time to time. If you notice any hazard please bring it to our attention.

PASTORAL CARE

The Hammond is a small caring school which aims to treat all students as individuals. Each student will belong to a tutor group and the form tutors will overview their progress and welfare. Students will usually be profiled once a year and a record is kept of these interviews and any targets that are set.

PUBLICITY MATERIAL

The school reserves the right to use photographs and videos taken of students in school or during school activities for publicity material.

REFERENCES

The Hammond is happy to provide references for students. Requests should be addressed to the Principal or the Vocational Faculty Manager.

RULES

Students are expected to conduct themselves at all times in a sensible and courteous manner, showing respect for other students, staff and visitors; they are expected to wear the correct uniform and to be smart. A list of rules and regulations and code of conduct can be found in the student induction booklet. These will relate to the safety and wellbeing of all students/students in school and each and every student is expected to comply with these rules at all time.

Mobile Phones and Electronic Devices

Mobile devices are allowed in school, but can only be used within lessons with the teacher's permission. Furthermore, students are not allowed to use mobile devices when walking to their lessons or in the dining room. If students were not to adhere to these conditions then a sanction would occur. Devices should be marked with the owner's name. The school cannot be held responsible for and breakages or loss of devices. We also **insist** that if students need to contact home during the school day, most especially in cases of illness, that they do so **via the main school office**.

Skateboards/Roller Blades etc

The Hammond does not permit the use of items such as roller blading / boarding or scooters on its premises.

SCHOOL DIRECTORS

The school is governed by a board of directors (see below). The board meet monthly with the leadership management team. The chair of directors can be contacted c/o the school.

Mr J McLintock (Chairman of Directors)
Ms C Penny (Vice-Chair)
Mrs J Sykes (Vice-Chair)
Mrs A Sutton
Mr J Devoy
Mrs D Silcock

SCHOOL MANAGEMENT

The Hammond is managed on the basis of a Charitable Trust. The management structure is outlined below.

Internal Management

Principal – Maggie Evans

Business Manager – Julio Faria

Company Secretary – John McLintock

Vice Principal Academic – Jennifer Roscoe

Vice Principal Vocational – Kevin Williams

Head of Boarding – Adele Lawn

Head of the Preparatory School – Deborah Speakman

Assistant Principal (Academic) – Anna Thomas

Marketing and Development Manager – Julia Edwards

Vocational Faculty Manager – Janet Starmer

Vocational Curriculum Manager – Julie Williamson

Director of Drama – Mandy Hatfield

14-19 Co-ordinator – John Speakman

Registrar/PA to Principal – Jan Foden

Examinations Officer/Cover Supervisor – tbc

Catering Manager – Stella Dennis (Sodexo)

Dance Administration and Events – Linda Young

Preparatory School Secretary/Theatre Bookings – Nicola Kelly

Personnel and Welfare Officer for Senior Students - Sian Fletcher

School Secretary/Receptionist – Nikki Moxon

Finance/Administration Officers - Sue Caroe, Marsha Dutton, Andrea Norton, Emma Kelly and Marie Davies

School Directors (responsible for the legal management of school)

Chair of Directors – Mr John McLintock. All of the directors, including the chair, are contactable confidentially through the school.

In addition, the School has an active Parents', Teachers' and Friends' Association which organises fundraising and social events for parents and staff.

SCHOOL POLICIES

The school has a policy document which includes statements on issues such as Safeguarding, Anti-Bullying, Behaviour and Discipline, Drugs & Alcohol Misuse, and Equal Opportunities and Disability. These policies can be located on the school website – www.thehammondschool.co.uk or are available on request from the School Secretary.

Assessing Out

The Hammond operates a policy of reviewing students' progress in the Autumn Term of Year 9. **Any** student not felt to be meeting the vocational, academic or pastoral demands of the school could be given notice asking them to leave the school as of the end of the Summer Term of that academic year. In exceptional circumstances, The Hammond reserves the right to reconsider the position of **any**

student in any year (except Year 11) within the school who is deemed not to be matching the expectation of the overall school curriculum during any academic year.

SECURITY

Lockers

All students/students will be issued with a locker. It is their responsibility to look after their own equipment and clothing and to provide a padlock for their locker (unless already fitted by school). Please note items are not covered by school insurance policy.

Car Park

Cars parked within the school grounds are left solely at the owner's risk and The Hammond accepts no liability whatsoever for any damage, loss or injury arising there from. All parents/guardians must avoid parking on or across double lines or marked areas. Please be courteous to other road users both on site and on the lanes around the school.

UNIFORM AND EQUIPMENT

All students are expected to wear uniform conforming to the current published list. All uniform and other property should be named. It is important for the morale and ethos of school that students are neat and well presented. Form Tutors will regularly check that students are wearing correct uniform. All items of uniform and equipment must be named.

Jewellery, (other than one small gold or silver stud per earlobe and a small chain with religious symbol to be worn inside clothing), will be confiscated until the end of the half term.

Students may wear tracksuits on Saturdays and after school. Tracksuits are not permitted in the dining room or for academic lessons. Students are expected to be smart at all times. The use of aerosol cans (e.g. deodorant and hairspray) is **not** permitted. The use of aerosols sets off The Hammond's very sensitive fire alarm system, and will be confiscated and disposed of if discovered. Make-up and nail varnish are not permitted for lower school students during a normal school day.

Hair

Hairstyles should conform to school standards. Coloured dyes and extreme hairstyles are **not** permitted. **Girls'** hair must be tied back away from the face and fringes must not cover the eyes. **Boys** must not have shaved head styles or shaved in decorations. No crew cuts or step cuts. Fringes should not hide the forehead completely. Long hair styles for boys are not permitted. As a guide hair should be trimmed so that it cannot cover any part of the face. It must be above the collar at the back and leave the ears visible.

Lost Property

Lost property should be brought to the school office. If you have lost any belongings please check the lost property boxes by the back stairs in Hoole Bank or check with the school office. Items of lost property not collected at the end of each term will be sent to a local charity shop.

VISITORS IN SCHOOL

The Hammond welcomes visitors into school for a wide range of different activities. Parents/guardians should be aware that for the security of students they, along with other visitors, should always report to the office when entering school. No visitor or parent is permitted to wander through school unless accompanied by a member of staff and in possession of a current visitor's pass. Parents, along with other visitors,

will be expected to complete a Disclosure and Barring Service check if they volunteer to work alongside students.

WEBSITE

The Hammond website – www.thehammondschool.co.uk – is a useful tool for all parents. The school endeavours to keep the site up to date with any current information and news. Under the **Information** heading is a copy of the school calendar; the schools policies are available here and can be downloaded.

2. Dance Information

ASSESSMENTS

There will be a formal dance/vocal evaluation in the autumn term for students in Years 7 – 11, the results of which will be forwarded to parents. Dance reports will be sent out to parents in the summer term. Assessments records are kept on each individual student file.

AUDITIONS/SUMMER SCHOOLS/GUIDANCE ON EXTERNAL PERFORMANCES

The Hammond will **not** grant permission for dance students to enter any competition work other than those events organised by Hammond vocational staff.

In the interests of Health and Safety, the Hammond will **not** condone participation in regular outside classes. If your son or daughter wishes to attend a recognised/established course of minimal length which has had **prior approval** from the school, this is, of course acceptable.

Your son/daughter is in full time training at the Hammond. Most students are either funded by the Department for Education Music and Dance Scheme (MDS) or in some instances they are in receipt of bursary assistance from the school. The training at The Hammond is intensive and demanding, and we do not therefore, deem it necessary for students to require additional vocational tutoring outside of this establishment. Not only can it result in injury through overwork, it can also cause confusion for a child receiving conflicting styles of teaching. Should we find that students are participating in regular outside classes or entering competitions without our knowledge, the school will consider withdrawing financial assistance.

For students in Years 7, 8 and 9, involvement in ONE outside professional performance during the students first three years in the lower school will be considered.

All requests will be dealt with on an individual basis. However, prior to contacting the School, please note that we will be strictly adhering to the above guidance prior to reaching any decisions.

In the first instance contact Mrs Janet Starmer, the Artistic Faculty Manager with your request and details of absence. Mrs Starmer will discuss the suitability of this request with the principal including the dates involved in order for permission to be considered. Adequate notice must be provided for any absences, as set out in the Parents Handbook.

COURSE PROVISION

Dance students will normally receive a daily ballet class and classes in a range of other disciplines including Tap, Modern, Jazz, Contemporary and pilates/fitness. In addition there are weekly drama and vocal classes. There will be opportunities for examination work and performance experience throughout the year. Dance students will be offered additional coaching within their classes (if deemed necessary) in the lead up to their examinations. These take place prior to the school day and transport is provided. Students are also expected to practice particular exercises in their own time.

Timetable

Dance lessons for Lower School are integrated into the academic timetable with additional classes being held between 4.00pm and 6.00pm. The post 4pm timetable

is subject to alteration, particularly during rehearsal periods for the summer show. Parents of day students should be prepared for changes to take place. Compulsory classes are also held on a Saturday between 9am and 1pm.

Performance

All dance students at The Hammond have the opportunity to be considered for roles in the School's performances. The School's decision is final. Students/students and parents must be aware that there will be costs involved in taking part in school productions. Students will be expected to pay towards the cost of shoes and costumes. Where possible, parents will be informed of the costs in advance.

DIET

It is vital that dance students eat sensibly. They need a healthy, balanced diet to meet the demands of the discipline (see illness or absence).

Diet Management

The Hammond undertakes to provide a well balanced diet for its students. Advice can be sought from Vocational Staff, Form Tutors, Boarding House staff and the school's Catering Manager.

Low fat, low sugar, protein at every meal, complex carbohydrates and generous amounts of fruit and vegetables are the principles of a healthy diet for anyone in our society. However, a dancer is not just an ordinary person. They are someone who is making extraordinary demands on their body at a time when they may well still be growing and at the same time needing to maintain a healthy body weight.

Dancers should have a strong self-image – 'Proud to be a dancer' ought to be their motto. Part of that self-image needs to be of young people who take responsibility for their own health and well being. Dancers must understand that they need not be hungry in order to stay in shape, but they do need to commit themselves to an active informed, positive choice in what they eat.

EXAMINATIONS POLICY

Examinations are offered throughout the student's dance training to clearly define and differentiate goals at each stage of their development. They also provide further support evidence of the level of attainment. Examinations offer students a challenge and opportunity to show their understanding of the syllabus they are studying. All candidates should pass an examination if the required standard has been attained. Candidates are entered for examinations solely on the professional recommendation of the teacher who understands their individual needs and who will not enter a student until they are satisfied that they have reached the correct level. Successful candidates will receive a certificate bearing their name and level of achievement.

It is important that students are well prepared for examinations and sufficient time is allowed to develop the necessary technical skills and artistic qualities required at any given level. Speed of development of individual students may vary and extra time spent, particularly when a growth spurt occurs, can only be beneficial in the long term. It is always with the student's agreement that they are entered for an examination.

Examination fees and travel costs are paid for either by the parents, or grant authorities or trusts. The school and parents will liaise with regard to travel arrangements.

No refund will be made on entry fees if students withdraw from an examination unless the request is accompanied by a medical note. The amount of refund differs depending on the examination board. If The Hammond is the cause of the cancellation, the full amount will be refunded.

Students are given the opportunity to enter examinations in RAD (Royal Academy of Dancing) and ISTD (Imperial Society of Teachers of Dance).

Royal Academy of Dancing

Intermediate Foundation

Intermediate

Advanced One

Advanced Two

Imperial Society of Teachers of Dancing

Modern and Tap

Intermediate Foundation

Intermediate

Advanced One

Advanced Two in modern and tap.

GCSE Dance - Years 10 + 11

Transport to External Examinations

It is the responsibility of the parent, if the child is a day student, to provide their own transport and to chaperone their child. This also applies to boarders if the examination falls within a holiday period. During term time Lower School Boarders are taken by train/taxi to the examination centre, and chaperoned by a supervising adult. The transport costs are divided by the number of children involved and included on the termly invoice to parents.

HIGH RISK ACTIVITIES

Dance/musical theatre students and their parents should be aware that there are some activities which should not be considered for dance students due to the risk of injury and accident. For example certain theme park rides, rollerblading, skiing, skateboarding and horse riding, are considered a risk. In addition parents must be aware that inappropriate shoes can be the cause of injury. Flexible, flat soled shoes which offer the foot appropriate support should always be worn.

INJURIES

As part of the conditions for entry, all students must have a medical examination. If students have a previous injury the Artistic Faculty Manager should be informed. Students must report new injuries to their dance tutor and the Injury Coordinator who will pass this information on to the dance office. All students require a doctor's referral prior to attending physiotherapy appointments. School should be informed of any physiotherapy visits, advice and action. The school keeps records of all injuries and action taken.

PUNCTUALITY

It is important that students learn to organise themselves so as to be punctual and in possession of all items necessary for classes.

THEATRE TRIPS

Students are expected to attend all compulsory theatre trips and outings. Parents will be informed of these and charged in advance of the trip, this is not normally

re-refundable. If absence is due to illness, a sick note must be produced before a refund will be considered.

UNIFORM

As in all areas of school, dance students are expected to be correctly and neatly dressed at all times. Shoes should provide appropriate support for the foot and have flexible, flat soles – remember feet are for your profession, not for fashion. Only correct uniform is to be worn for each class (see uniform list). The school reserves the right to send for uniform left at the boarding house at a cost to the student.

Earrings – one small silver or gold stud (not hoops) in the lobe of each ear is permitted. Other earrings will be confiscated and returned at the end of the half-term.

Hairstyles for Dance Classes

Girls – hair must be in an appropriate style for each dance class and be very firmly held, and tied back. Narrow black velvet ribbon may be added around the bun and **a bun net must be worn**. No scrunchies are allowed.

Boys – Shaved head styles or shaved in decoration **are not** permitted. No crew cuts or step cuts. Fringes should not hide the forehead completely. Long hair styles for boys are not permitted. As a guide hair should be trimmed so that it cannot cover any part of the face. It must be above the collar at the back and leave the ears visible.

3. Drama and Music Information

PRODUCTION

All Drama and Music students are involved in the Drama Production that takes place in November/December in the theatre. Special rehearsal schedules for the production are issued in September.

EXTERNAL COMMITMENTS

Music students wishing to perform outside of The Hammond's own provision must write in the first instance to Mr Williams, Director of Music, prior to any application being made.

Drama students wanting to take part in productions of The Hammond's own provision must write in the first instance to Mrs Hatfield, Director of Drama, prior to any application being made.

For students in Years 7, 8 and 9, involvement in ONE outside professional performance during the students first three years in the lower school will be considered.

All requests will be dealt with on an individual basis. However, prior to contacting the School, please note that we will be strictly adhering to our absence policy prior to reaching any decisions.

MUSIC AND DANCE LESSONS

A letter will go out to all parents in the summer term to enable you to book both music (vocal and instrument) and drama (LAMDA) lessons.

Boarders (see also section 4)

Music/ Drama boarders will be given additional timetabled classes post 4 pm.

UNIFORM

Drama/Music Students of all years are expected to wear a Drama uniform – a black hoodie, a black polo shirt and plain black track suit trousers (no logo). This uniform is worn for all classes and all rehearsals. The hoodie and the polo shirt (both with the Hammond logo) are available from Stardust, the schools uniform supplier. Please see the uniform list.

Dance Classes

All drama and music students will receive one movement/dance class as part of their timetable each week.

Vocal Classes

All drama and music students will receive a group vocal training session each week.

MUSIC

Course Provision

All part of their provision Music students are entitled to receive one individual music lesson per week. This may take the form of a vocal or instrumental lesson.

As part of their course students will be given music appreciation and performance classes. As part of this they will also prepare for external concerts during the year.

As part of these lessons students will study both the Associated Board of the Royal Schools' of Music (ABRSM) and London College of Music (LCM) music musical theatre examinations. Students will be entered for these examinations when they reach the required standard. Students will also be entitled to attend early morning music theory classes to study the ABRSM syllabus.

Post 4 pm, students will be offered a number of extra classes to support their musical interests and performance skills.

Storage of Instruments

Music students will be given a larger music locker in order to safely store their instrument.

Practice Sessions

All music students are expected to do regular daily practice and in order to do this can access the music practice rooms in the music department. This can be arranged through Mr Thomas.

Music Resources

All students have access to a large number of musical theatre and instrumental scores and can make use of keyboards and guitars. Students can also access the Recording Studio but must do this through a member of the music staff.

DRAMA

Course Provision

Drama students automatically become members of the Black Box Theatre Company (BBTC) and are involved in various productions during the school year. The company meets on a Wednesday from 4. - 5.30 although this time is given over to November/December production rehearsal in the Autumn Term. Drama students are also timetabled for a group vocal training session after school and they can join other drama sessions after school if they are not rehearsing.

As part of their course drama students will receive weekly Stagecraft classes. The Drama Students also take part in the I.S.A. Drama Festival in March. During the summer term the Year 7, 8, and 9 Drama Students create a special Outreach programme that is toured to local primary schools.

All students in school are offered the opportunity to take LAMDA/Trinity examinations in acting. Further details will be issued in September.

4. Education Information

AFTER SCHOOL SUPERVISION

The Hammond provides after school supervision for all lower school students involved in scheduled classes or activities. Parents of day students should inform the school in advance of the days they wish their son/daughter to remain in school after 4pm if they are not attending a scheduled class or rehearsal. The library is available for students to use in such circumstances and boarding staff supervise at this time.

If students are not collected by 6.30 p.m. they will travel to the appropriate boarding house with the boarders, rather than be left unsupervised at Hoole Bank.

ASSESSMENT

Students are regularly assessed throughout their school life.

HOMEWORK

The Hammond believes strongly in the statement made in the Government's White Paper 'Excellence in Schools'. *'Homework is not an optional extra, but an essential part of a good education'*

Homework:

- provides opportunities for individual work
- helps students to recognise links between good study habits and high standards of achievement
- checks that all students have understood classwork
- consolidates and extends work previously covered in school
- prepares for future lessons and extends lesson time
- teaches students to meet deadlines and become more organised

To ensure that students benefit to the maximum the following practice is expected:

Staff:

- will set regular weekly homework (as described on the homework timetable).
- will make sure that the homework is relevant to the classroom activity, matching time and ability of the students
- will mark and discuss homework with students on a regular basis (usually weekly)

Students:

- will record all homework in their homework diary
- will ensure that it is done carefully and handed in on time
- will not copy from other students
- will ask if they do not understand the task set

It is the responsibility of the student to discuss missed work with their teacher and to catch up where necessary.

Parents:

- will support and monitor their child's homework ensuring adequate time and facilities for them to carry out their homework properly
- will sign their homework diary weekly (boarders complete homework each evening at the boarding houses during a supervised prep session which will be overseen by the house staff).

Form Tutors:

- will regularly check homework diaries
- monitor the handing in of homework
- discuss with students any difficulties they may have
- inform parents if there is any concern with homework

When a student fails to hand in homework on a regular basis, parents will be informed and the student will be put on daily homework report.

Approximate time expected to be spent on homework each evening;

Year 7-8	2-3 x 20 mins
Year 9	2-3 x 30 mins
Year 10 and 11	3 x 30 - 40 mins + on going coursework

Learning homework will be set throughout the year but at examination times this will increase. Parents are advised to check that this has been adequately done by testing their daughter/son when possible.

Coursework/Controlled Assessment is required in some GCSE subjects. Students will usually be given several weeks to complete this. Some students do not consider this to be 'homework'. Parents should check that this work is in progress. Dates for coursework to be handed in will be on the school website.

PROVISION OF EDUCATION

We consider that the development of high standards of work, self-discipline, consideration and respect for others to be the essence of the school. The academic curriculum is designed to stretch and fulfil children as far as possible. It is our aim to help children acquire knowledge, skills and practical abilities and to encourage their spiritual, aesthetic, moral and physical development. It is important also that they develop social skills, understanding and respect for other people, groups of people and cultures. We aim to give students confidence and self-respect so that they become independent and well motivated adults. It is to meet these aims that we have developed our curriculum which is closely linked to the National Curriculum.

The Year 7-9 curriculum includes; Mathematics, English, Drama, French, Science- (Biology, Chemistry and Physics), History, Geography, Art, Music, P.E. / Dance, Food and Nutrition, I.C.T, Religious Studies, and PSCHE which includes Careers Education Guidance (CEG), Citizenship and Health Education.

In Years 10 and 11 students take nine GCSE subjects including Mathematics, English, and Science (as dual award although students may select a third science as one of their options). Other subjects on offer include Art, Drama, Dance, Geography, History, Food & Nutrition, I.C.T, Religious Studies, Spanish, French, Business Studies and Music. Students will also be timetabled for Dance or P.E., and PSCHE (as for years 7-9).

Year 10 (academic, drama and music students) undertake external work experience at the end of the summer term. Dance students take part in yearly shows as their work experience.

All year 11 students work towards producing a Record of Achievement.

In addition there are many extracurricular activities that students are encouraged to become involved in which contribute to the life of the school - this may be through the Creative Arts or charities, travel & trips.

Learning Support

The Hammond aims to meet the needs of all students. We offer a supportive environment, with small classes and a favourable student teacher ratio. However, for students with special educational needs, there may be a need to provide an enhanced level of provision that supports and enhances their learning abilities. For students requiring long-term or more specialist support this is offered in half hour sessions and incurs an additional charge. Some in-class support may be offered for EAL students, again at some extra cost. Able students are offered an enriched curriculum, with extension activities, which is monitored by the Able, Gifted and Talented Coordinator, Learning Support Coordinator and whole school teaching staff.

The school will have regard to the Code of Practice when carrying out its duties toward all students with special educational needs and ensure that parents are notified of a decision by the school that SEN provision is being made for their child. Partnership with parents plays a key role in enabling children with SEN to achieve their potential. The school recognises that parents hold key information and have knowledge and experience to contribute to the shared view of a child's needs and the best ways of supporting them. All parents of children with special educational needs will be treated as partners and supported to play an active and valued role in their children's education.

Monitoring student progress

Students' progress will be monitored by the Learning Support Coordinator, form tutors, teachers, subject teachers, the Assistant Principal (Academic) for Key Stage 3 and Pastoral Leader for KS4. Opportunities for formal monitoring occur at regular intervals throughout the school year; end of topic tests; student profiling by form teachers, subject teachers and the students themselves; parents' evenings and written reports (see School Diary – Reporting).

In addition to these opportunities there are regular meetings concentrating on the progress of each class. If at any stage a teacher, parent or student raises a concern regarding a student's progress, the Learning Support Coordinator will investigate their concerns. Sometimes this is done by talking to other teachers who are involved with the student. At other times a 'Round Robin' will be issued. Teachers may conclude that the strategies they are currently using with a student are not resulting in the student learning as effectively as possible. In these circumstances, they will consult the Learning Support Coordinator to consider what else might be done. The starting point will always be a review of the strategies being used and the way in which these might be developed.

5. Boarding Information

Address – Hampton Lodge
12, Liverpool Road
Chester
CH2 1AF

Clovelly House
7 Eversley Park
off Liverpool Road
Chester CH2 2AJ

Telephone - 01244 383874
House Mobile: - 07534 651261

Telephone – 01244 380343
House Mobile: - 07498 243544

Email: - boarding@thehammondschool.co.uk – for general boarding enquiries.
Adele.lawn@thehammondschool.co.uk – Head of Boarding

Students Phone - 01244 371151
(incoming only)

Students Phone – 01244 380457
(incoming only)

ACCOMODATION FACILITIES

Hampton Lodge and Clovelly House, The Hammond's boarding houses, are situated about two miles from the school, near to the city centre. They provide a happy, caring family environment for students from Years 7-11. As with all boarding schools, we are subject to regular inspections from the Independent Schools' Inspectorate (ISI). The most recent ISI (Independent Schools' Inspectorate) report (March 2014) is available for parents to read on the school website. We work closely with these authorities and value their advice and support. All boarding students are issued with an induction booklet to help them settle in to boarding.

Boarders' absences and outings

Any absence from the Boarding House during the week should be requested in writing to the Principal. Any weekend outing away from the boarding house, outside of the timetabled Exeats with student's parents, relatives, friends or parents of other students must be given to the boarding staff in writing (boarding@thehammondschool.co.uk) prior to the date of the outing.

Parents taking holidays during term time

Please make sure that the office and boarding house have details of whom The Hammond should contact in case of an emergency during any parents' absences.

Accommodation/Facilities

Students are allocated to dormitories/bedrooms, usually with their own year group. There are common rooms available for relaxing during free time. There are kitchen and dining facilities where students take breakfast, as well as Saturday tea and all meals on Sundays. All other meals are taken in the dining room on the main school site.

BEHAVIOUR

Boarding students should be:

- polite and well mannered to staff and each other
- keep their own area and the house clean and tidy
- on time for meals, buses and bedtimes and respect other students bedtimes by being quiet after 9.00 p.m.
- respect each others space and property
- end phone conversations when asked and hand mobiles in (15 minutes before bedtime).

If there are discipline problems the child will be warned by the house staff. This will be noted in the day book.

If there is no improvement in behaviour, parents will be informed and a note sent to school

If the unacceptable behaviour persists, a letter will be sent home and the child will be put on report.

No significant improvement may result in the child being asked to leave the boarding house.

Please make sure your child is aware of these points.

COMMUNICATION WITH HOUSE STAFF

Please try not to ring the boarding houses to speak to the house staff between 7 p.m. and 10.30 p.m. during the weekdays unless there is an emergency, as staff will be looking after the children at these times. An answer phone may be in use at busy times. Similarly you should not phone your child on the office phone except in an emergency. Please ensure that the house staff are aware of any problem that could be causing your child distress. If bad news is to be told, please let staff know first so that they may be on hand to offer comfort if needed. (The demise of a goldfish can be hard if away from home).

ENTERTAINMENT

The boarding houses have televisions and DVD players. Please ensure that any DVD's brought in to school are appropriate to the child's age.

GUIDANCE FOR BOARDING PARENTS

Procedures and expectations at the Boarding Houses

We work hard to make The Hammond an environment in which all children feel cared for. We regularly review our provision and procedures within school. Recently we have been looking at these with regard to the Boarding Houses. You will be aware that we have been regularly inspected by Ofsted and ISI and they are very supportive of the provision that we provide. As a community catering for a considerable number of children and their families we ask for your support on the procedures and rules that we have in place. We outline below areas that we ask for your co-operation.

LAUNDRY

As large amounts of laundry are washed each week please help us by ensuring that **all clothing and bedding are named.** Iron on name tags often fail; sewn in name tags being better. Careful naming of clothes is less expensive than replacing lost clothes. Please be aware that ALL laundry is tumble dried, so please do not send into school items not suitable for dryers or expensive designer clothes. **All** laundry must be taken home at Exeat weekends and holidays. Dance kits are washed each evening. Students must ensure that kit is not left to be washed with home clothes.

MEDICAL INFORMATION

All boarders register with the local doctor.

Garden Lane Medical Centre

19 Garden Lane

Chester

Tel. No. 01244 346677

Parents are expected to fill in a medical consent form prior to the child arriving at The Hammond. The house staff will inform parents of any medical concern.

To ensure the safety of all students, ALL TABLETS OR MEDICATION BROUGHT BACK TO SCHOOL MUST BE HANDED TO THE HOUSE STAFF ON ARRIVAL WITH CLEAR INSTRUCTIONS ABOUT QUANTITY AND NUMBER OF DOSES. The school expects to be informed about any known allergies and asthma and any relevant physical or medication conditions which are a departure from the norm. Please **DO NOT** send your son/daughter back with paracetamol/ibuprofen.

Hygiene

To help your child settle in easily he/she should know how to shower, wash their own hair, clean their shoes and make his/her own bed. The use of anti perspirants should be explained. No aerosol cans are allowed within boarding houses or school – roll on only.

PARENTAL SUPPORT

DVDs – please ensure that only U and 12 rated DVDs are brought into the boarding house. Years 10 and 11 students may watch 15 certificate films but these should be kept in the office. This also applies to films brought in on mobile equipment such as laptops, netbooks, ipads and ipods. Books should be appropriate to the children's age. Other items such as personal TVs, Roller Blades, and skate boards should not be brought into the boarding house.

Uniform and equipment – please ensure that all uniform and equipment is named. A great deal of time is spent searching for unmarked items. Unmarked items of clothing will not be washed.

Collecting and returning students – The Hammond asks that for students' safety parents always **report in and out** when students leave or return to the boarding house. Students should be in by **7p.m.** or at the latest **1 ½ hours** before their bedtime to enable them to unpack, shower and have a chat before settling down. Boarding houses are locked at 10 pm; late returns unsettle everyone. Students returning after 10 pm by prior permission/arrangement only. Parents will not be allowed to enter dormitories late in the evening as other students may be changing or in the shower. Permission must be sought from House Staff before parents enter dormitories, at any other time apart from when returning from Exeat weekends or holidays.

If for any reason you do not bring your child back at the expected time – due to illness, vehicle breakdown or family circumstances – please let the boarding staff know as staff worry if students do not turn up when expected. Messages can be left on the boarding house telephone answer machines or sent by email.

After Exeat weekends, students should not return before **5.30p.m** except by prior arrangement. Please remember that students should eat before returning after an Exeat or bring a packed tea with them (microwave meals are not suitable).

Emergency contact - if parents are away from home please ensure that the boarding house has your contact number in case of an emergency.

POCKET MONEY

Pocket money may be given to the house staff for safe keeping.

It is advisable for you to leave £10 in a named envelope with the house staff for them to use in an emergency and at your request only. Please do not send cash through the post. The school requests that parents do not send unnecessary

quantities of tuck to school either when they return students after an Exeat or holiday or through the post. Students may bring healthy snacks back with them.

RULES AND REGULATIONS

- School uniform must be worn appropriately when leaving the boarding house.
- **Students who sit out of Saturday dance classes will not be allowed to take part in Saturday activities outside of the boarding house in the afternoon.**
- Students must always remember that they are representing the school.
- Students will, at all times, conduct themselves with consideration for others. Students are expected to be self-disciplined so as to achieve the highest standards of work and social behaviour.
- Under no circumstances may alcohol, other intoxicants, knives, air pistols, fireworks, torches, cigarettes, lighters, matches or any illegal drugs be consumed or brought on to the premises.
- Students must learn to organise themselves so as to be punctual and in possession of all items necessary for classes. Items should not be left at the boarding house. If it is necessary to send for items from the boarding house students will be charged the taxi fare.
- There will be no physical contact between girls and boys. Students are expected to show consideration for others at all times, and must not behave in a way likely to cause injury.
- Eating outside on school premises and the chewing of gum is forbidden.
- The canal, amusement arcades, and Brook Street are out of bounds at all times.
- Music is not allowed in the boarding house garden as this causes a nuisance to neighbours.
- Students must accept responsibility for their possessions and keep them safe and tidy.

Mobile phones

Please support us by ensuring children have one mobile phone only. Students found breaking this rules regarding the use of mobile phones will have their mobile phones confiscated and an allocated time set to phone parents from the school phone. This rule also applies to any student who is found on Ipads, Ipods, Tablets etc, on Face time, Skype etc after lights out.

Please ensure phone calls finish 15 minutes before bedtime.

Bedtimes are as follows:-

Year 7 – 9.00 p.m.

Year 8 – 9.15 p.m.

Year 9 – 9.30 p.m.

Years 10/11 – 10.00 p.m.

Mobile phones may be brought to the boarding house **but must not be taken to school** unless permission has been given.

Year 7 and 8 students may have their mobile phones of an evening only (not in the morning before school), after prep is completed, until 15 minutes before bedtime. Of a weekend Year 7 and 8 students can have their phones after classes in the afternoon until bedtime and the same on a Sunday.

Years 9, 10 and 11, as above, students must hand in their mobile phones in 15 minutes before bedtime and again before leaving for school in the morning. Of a weekend students can have their phones after classes in the afternoon until bedtime on Sunday.

SECURITY

Items of value brought to the boarding house or school should be insured on your own insurance policy. The Hammond cannot accept responsibility for the security of valuable property. Valuables should not be left in the house during Exeat and holidays. Children may bring lockable money boxes but any large sum of money **must** be deposited with the house staff. The school will not be held responsible for lost or stolen items.

SIGNING IN AND OUT

Parents please inform the house staff of your arrival and departure from the house. (All parents and visitors must sign in and out of the house; this is a safety and fire requirement). It may not always be appropriate for you to visit the dormitories. Parents should always report to the house staff when visiting, and ask before visiting a dormitory. Please do not be offended if we refuse permission.

STORAGE SPACE

Due to shortage of storage space we ask that only one small weekend case be left at the boarding house with the exception of those students from overseas. Please also limit the amount of belongings. Students who are found to have too many belongings for their allocated space will be asked to pack it away and take it home at the next Exeat or holiday.

STUDENT SUPERVISION

Students are taken by house staff to all medical appointments. A housemistress accompanies Year 7 and 8 whenever they leave the house, Years 9-11 may go shopping and swimming in groups, with permission, without staff during daylight hours. Students must always inform house staff where they are going and with whom. Students may wear their own clothes when in town but these clothes must be smart and appropriate.

Please Note: - Boarding staff will not allow students out of the house at weekends if they feel they are not dressed properly.

Boarders are not allowed to go on trips outside of Chester City Centre without a member of staff, even if parents are in agreement, e.g. Cheshire Oaks, Liverpool, and Cinema Cheshire Oaks. All trips are at the discretion of staff and no discussion will take place with boarders or parents.

6. Finance and Administration: Standard Terms and Conditions

ENTRY AND ADMISSION TO THE HAMMOND

Application –students/students will be considered as candidates for entry and admission to The Hammond when the Application/Audition form has been completed and returned to the School Admissions Officer together with a non-returnable fee. There are a number of means of entry into The Hammond. Lower School – students may join as an Academic, Dance, Drama or Music student – all are open to both boys and girls. Entry is subject to meeting the required standards at Audition / Entrance exam.

Professional Training - young people (16+) may audition for a place on the course leading to the National Diploma in Professional Dance or the National Diploma in Musical Theatre. BTEC Drama and Music – young people (16+) may audition for a place on the course. From September 2015, young people (18+) may audition for a place on the BA (Hons) in Musical Theatre & Performance, in conjunction with the University of Chester. For more information please contact Helen Ronald on 01244 305 385.

Registration – It is critical that registration forms are returned promptly to secure the student's/student's place. Failure to do so could mean that the place is lost if all of the places for that year have already been taken up.

FEES AND EXTRAS

Categories

- **Fees** (in accordance with the Fees List) are paid to cover the normal curriculum, dance course, drama course, music course and boarding as appropriate.
- **Returnable Deposit** this charge will be applied and shown on the first terms invoice. Once the final school invoice has been raised to encompass any accrued extras / fees any remaining credit balance from this deposit will be returned by cheque or bacs payment.
- **Boarding** students are expected to be in full boarding, but when parents have genuine reasons to request weekly boarding (Sunday evening to Saturday lunchtime) they should put their request with reasons to the Principal for consideration.
- **Extras** cover any other items incurred by the School or students that are legitimately chargeable. The student is, for these purposes, an agent of the parents.
- **Damage** done by a student, other than fair wear and tear, may be separately invoiced and must be paid as an extra.
- **Private Health Insurance** – The school strongly advises that all lower school dance pupils and professional students subscribe to Private Medical Insurance Company, although the school cannot make this compulsory we feel it is important to support their training. AXA Medical Insurance Company are currently looking at providing cover for dance pupils. Parents would be required to complete an application form to enrol their child onto this private medical cover through AXA, (school is currently awaiting confirmation of the terms of this cover and parents will be informed in due course by letter)
- **School Meals** are offered to all lower school students and the cost thereof is included in the school fees.
- **Other incidental Expenses** of students including Trips, Travel, Taxis, Healthy dance assessment programme, Dance, LAMDA and Musical examinations and

re-sits, Specialist School clothing (e.g. dance shoes, leotards etc.) induction workshops and production costs, are recoverable from parents, and will be included in the Fee invoice if not paid for in advance.

PAYMENT OF FEES AND EXTRAS

- 1) Fees to be paid one week before the start of each term / or by the date shown on the school invoice
- 2) A letter will be sent within one week after the start of a term if payment has not been received, stating that payment should be received within five days of receipt of letter.
- 3) A second letter will be sent one day after the deadline if payment has not been received, giving a further five days in which payment must be made.
- 4) If no payment has been received after the deadline in the second letter has passed, the matter will be put into the hands of The Hammond's legal representatives and the student may be excluded from The Hammond until payments have been received.
- 5) If no payment is received after due legal process has commenced, the student will be asked to leave The Hammond.
- 6) If fees remain unpaid at the end of twenty-eight days after the date of exclusion it will be assumed that the student is withdrawn; then a term's fees in lieu of notice will be payable.
- 7) The Hammond will continue to pursue outstanding fees including those which relate to students who have left The Hammond.
- 8) Fees will not be refunded or waived for absence through sickness or if a term is shortened or if a holiday period is extended or if a student is released home after public examinations or otherwise before the normal end of term, or for any other cause except on the sole discretion of the Principal/Business Manager.

Payment Methods

- BACS payment (school bank details please see reverse of invoice) – are the preferred method of payment
- Debit or Credit card payment by telephone (2.5% charge applied for credit card payment)
- Cheque made payable to 'The Hammond School Ltd'
- For any other payment information please contact the Finance staff.

The Finance Department can be contacted on 01244 305 376 / 01244 305 373

Responsibility for payment

Fees are the joint and several responsibility of the person(s) signing the Registration/Acceptance Form or who has parental responsibility for the students/students, or who has given instruction in relation to the student. Where a third party agrees to pay the fees or other sums due to the School, this does not release the parent(s) from liability unless an express release has been given in writing signed by the Business Manager. The School reserves the right to refuse a payment from a third party and all such payments received are accepted in good faith.

Late payments

A late payment charge will be imposed, calculated on a daily basis charged at base rate plus 8% (currently under review) from the 'date payable' which is shown on each terms invoice plus any legal and administrative charges incurred by the School

in obtaining payment. This rule is intended to protect those parents who pay fees on time and to safeguard the School against consequences of the default of others.

Changing courses

If a student changes course from a higher fee course to a lower fee course e.g. from drama to academic, the usual full term's notice is required in writing; otherwise a full term's fees in lieu of the higher level will be charged.

Bursaries and Scholarships

Within the limited funds that the School has available, an amount is allocated each year for Bursaries and Scholarships. Both are subject to high standards of behaviour, attendance and work. The terms of the Bursary/Scholarship will be set out in the offer letter and the criteria for considering applications for both are available from the Finance Office. Bursaries will be means tested. Scholarships are offered to students of excellence in a particular discipline and are awarded by competition, these are also means tested. Bursaries are offered not only for excellence and potential, but where families are particularly financially challenged. Where Bursaries are offered, the parental contribution must be paid on the first day of term at the latest. Failure to comply will jeopardise the Bursary.

Bursaries and Scholarships are **reviewed annually** following the completion of a financial assessment form sent out by school each year and may be subject to change. The school retain the right to recover Bursaries and Scholarships where a student leaves the school or discontinues a course, other than on certified medical grounds.

Public Body Funding

A limited number of courses are subject to partial remission of fees which are met from Government Funds or Trusts/Charity funding. Places may be offered on the basis that parents will make a full and open disclosure of their financial means including all relevant documentary evidence. A failure to do so may result in Government Funds or Trusts/Charity funding being refused, and this will result in the parents being liable for the full amount of the fees.

Annual Review

All students in receipt of external and/or school scholarships and bursaries are subject to an annual review to determine their continued suitability. Where a student falls below the required standard of progress and commitment, funding may be reduced or withdrawn. Except in exceptional circumstances provisional notice will be given in the first instance. If, following this, no improvement is evident funding will be reviewed at the end of term. This will not normally affect the student's/student's place within the school. Parents are expected to apply to trusts each year and show evidence of this annually

Instalments

In special circumstances, and by agreement with the Business Manager, arrangements can be made to enable parents to pay fees etc. by instalments. Agreed arrangements not adhered to are in default after 30 days and will give rise to the amounts outstanding payable immediately as a debt with late charges accruing.

NOTICE

Parents must give a full term's notice **IN WRITING** addressed to the Principal and a copy to the Business Manager (by the first day of term) of their intention to remove their child from the School. Failure to do so will result in a full term's fees in lieu of notice being charged. Provisional and or Rolling Notice is not accepted.

7. SCHOOL DIARY

Below is a general outline of the school year. Term dates are issued to parents once a year in full, and on a termly 'dates for your diary' sheet, they are also available to check on our website. Please note that the ordering and timing of events are subject to change.

Reporting

Autumn Term
October Half Term
<ul style="list-style-type: none">• Academic data report with form tutor comment Year 7-10• Academic data report Year 11
End of Term
<ul style="list-style-type: none">• Academic data report Years 7-11• Dance development review Years 7-11
Spring Term
February Half Term
<ul style="list-style-type: none">• Full Academic Report Year 11• Academic data report Year 7-10
End of Term
<ul style="list-style-type: none">• Academic data report Years 7, 8 and 10
Summer Term
End of Term
<ul style="list-style-type: none">• Full Academic report Years 7-10• Full dance reports Years 7 to 11

(An academic Mid-Term Data Report will contain levels and grades for each student as well as attainment and effort grades. A Full Report – will contain this information, plus written teacher comments).

- **SEPTEMBER**
Start of autumn term
New Parents' Tea
CATS tests for Years 7 and new students
Whole School Open Day (Saturday)
Parents' Friends' and Teachers Association Annual General Meeting
- **OCTOBER**
Year 7 weekend at Conway Centre, Anglesey
Year 11 Academic Subject Parents' Evening
Half term
- **NOVEMBER**
Year 10 Parents' Evening
CATS tests for Year 9
Lower School dance assessment and Report
Lower School Drama Production
- **DECEMBER**
Carol Service
Christmas Holiday

- **JANUARY**
Year 11 GCSE mock examinations
- **FEBRUARY**
Year 7 Parents' Evening
Half Term
- **MARCH**
Year 9 Option Choices and Parents' Evening
Year 8 Parents' Evening
Bi-annual French Trip (next due 2018)
- **APRIL**
Easter Holidays
- **MAY**
Open Evening
Year 10 Careers Discussions Dance Students
Year 11 Study leave starts
GCSE and A levels start
Half term
- **JUNE**
Years 7-10 examination week
GCSEs and A levels continue
Prize Day and Year 11 Record of Achievement
Year 10 day students work experience
- **JULY**
Lower School dance assessment and Report
Musical Theatre production (Post-16 students)
Dance Production (Years 7-11 and Post-16 students)
Summer Holiday
- **AUGUST**
GCSE and A level results