



Hurst



Parents' Handbook

2025-26

All Schools

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Contacting Hurst

Prep School

Hurstpierpoint College, Chalkers Lane, Hurstpierpoint,
West Sussex, BN6 9JS
01273 834975
prep.reception@hppc.co.uk

Senior School and Sixth Form

Hurstpierpoint College, College Lane, Hurstpierpoint,
West Sussex, BN6 9JS
01273 833636
reception@hppc.co.uk

Parent Portal

portal.hppc.co.uk

Welcome

Dear Parents,

This handbook provides a wealth of information about various aspects of your child's education at Hurst. It focuses primarily on the interface between parent and school and thus it covers issues such as uniform, transport, fees, medical matters, academic points of contact, as well as the length of the school day, unusual dates in the calendar, etc.

For Senior School parents, this handbook should be read in conjunction with the Pupils' Guide which we encourage them to read carefully at the start of each academic year. For Junior Prep and Senior Prep parents, please familiarise yourself with the Rewards and Sanctions section of this handbook which we will unpackage with the children at the start of term.

Such booklets, inevitably, cannot cover everything and, if you do ever have questions or concerns, I urge you to email your child's Houseparent (Senior School) or Form teacher (Junior Prep and Senior Prep). If you have a particular concern about an academic issue, then please contact their Tutor, in the first instance. You are also very welcome to contact your child's Head of Year who oversees their academic progress.

Finally, I am always here and very much want to hear from you – and not just when it's bad news! If you just fancy an informal chat, you will usually find me patrolling the touchline on match days or pouring drinks at concerts and plays; if it's something more serious then simply drop me an email (dominic.mott@hppc.co.uk) or contact my PA (headpa@hppc.co.uk) and we will be directly in touch.

Similarly, you can always contact the Deputy Head of College, Lloyd Dannatt (lloyd.dannatt@hppc.co.uk) who oversees the day-to-day running of the whole College, from Reception to the Upper Sixth, and is an excellent source of information for any questions you may have.

I look forward to getting to know you and your children over the coming year, and hope that their time at Hurst is a truly wonderful experience.

Yours sincerely,

Dominic Mott
Head of College

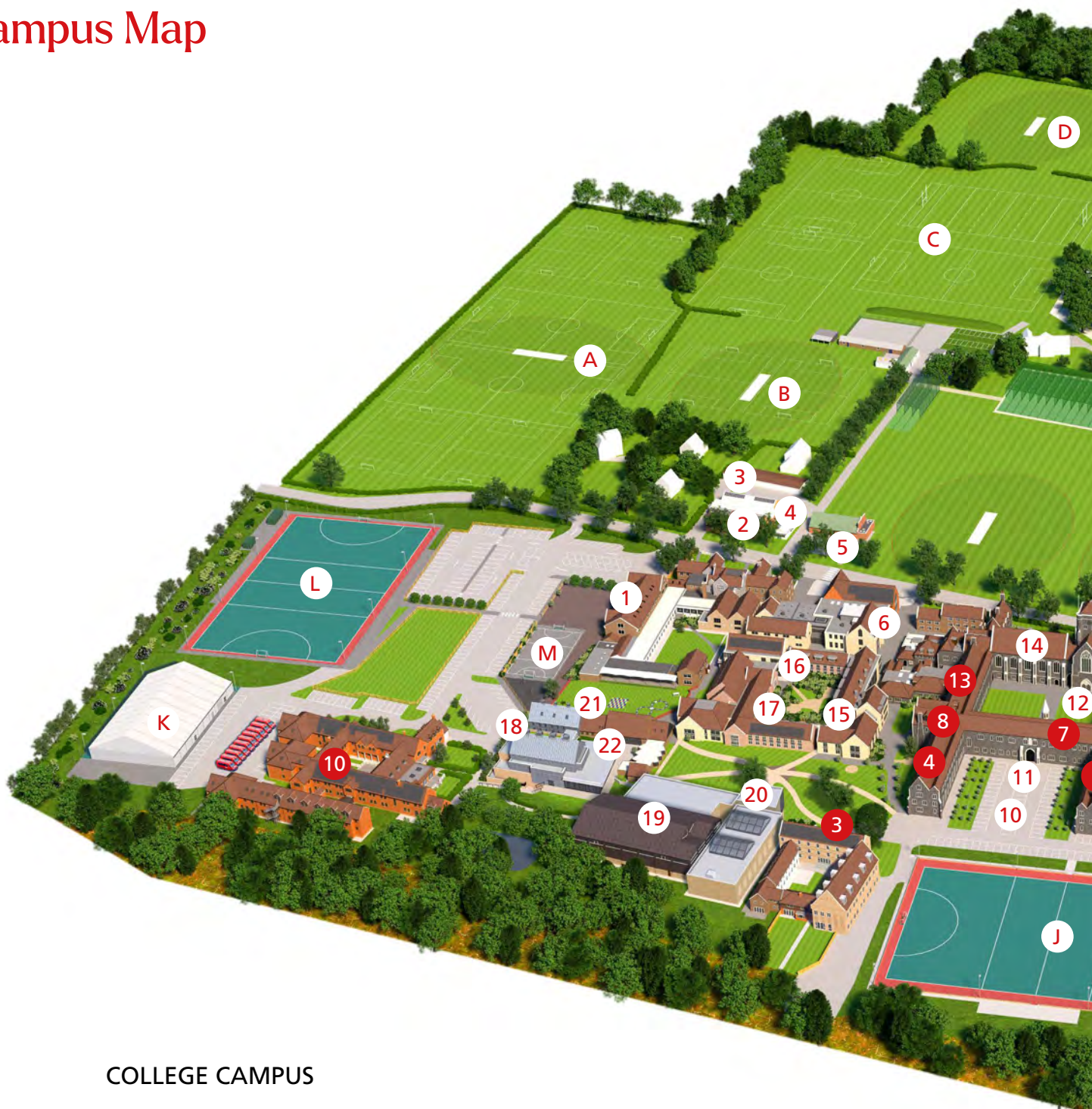


Dominic Mott
Head of College
dominic.mott@hppc.co.uk



Lloyd Dannatt
Deputy Head of College
lloyd.dannatt@hppc.co.uk

Campus Map



COLLEGE CAMPUS

- 1 Junior & Senior Prep
- 2 Climbing Wall
- 3 Outdoor Pursuits
- 4 Uniform Shop
- 5 Drama & Dance Studio
- 6 Science, Design & Technology
- 7 North Field Cricket Pavilion
- 8 Eastfield Pavilion
- 9 Hurst Farm
- 10 Outer Quad
- 11 Senior School Reception (The Lodge)
- 12 Inner Quad

- 13 Chapel
- 14 Dining Hall
- 15 Academic Block
- 16 Moore Hall & Library
- 17 Art School
- 18 The New Bury Theatre
- 19 Sports Hall
- 20 Swimming Pool
- 21 Music School
- 22 Dance Studio
- 23 Ruckford Pavilion

SPORT PITCHES

- A Danworth
- B Manywell
- C Lowe Field
- D Kents
- E North Field
- F Ruckford
- G Netball



PLACES

North
Leathers
Field
Field
d
Tennis Courts

- H Eastfield
- I Highfield Astro
- J South Astro
- K MUGA
- L West Astro
- M Prep Netball Court

HOUSES (Red Circles)

- 1 Chevron
- 2 Crescent
- 3 Eagle
- 4 Fleur de Lys
- 5 Martlet
- 6 Pelican
- 7 Phoenix
- 8 Red Cross
- 9 Shield
- 10 St John's
- 11 Star
- 12 Wolf
- 13 Woodard

Useful Information

Uniform and Personal Possessions

The Hurst Uniform Guides can be found on the College website at hppc.co.uk/about-us/uniform

Term Dates

Term dates can be found on the Hurst website at hppc.co.uk/about-us/term-dates

Transport

To view the current bus routes and charges, visit the website hppc.co.uk/about-us/bus-routes

Students in the Upper Sixth are allowed to have cars at school only with the permission of their Houseparent and even then they may use them only for clearly specified purposes.

It is a requirement that in order to carry passengers in their car, Upper Sixth students must have at least six months' driving experience or have a black box fitted in their car or have completed the Pass Plus Qualification. With permission from the Houseparent of St John's, and both sets of parents, passengers (Upper Sixth Form students only) may be taken in the car. This permission can be granted via the Parent Portal. Vehicles must only be parked in accordance with the instructions of your child's Houseparent.

Sixth Form students are not allowed to book driving lessons during normal lessons, activities or study periods, with the exception of Period 4 study periods. They can book lessons during clinic, if they are not allocated to clinic by their teachers, or during tutor time, if their tutor agrees. Requests to book driving lessons outside of these times should be made to the Head of Sixth Form.

Students in the Lower Sixth are not permitted to bring a car to school.

The transport team will be in touch in June with details on how to book transport. This will involve completing a form on the Parent Portal.

Fees and Online Payments

The full fee schedule and online payment link can be found on the website at hppc.co.uk/about-us/fees-online-payments

Parent Portal

The Portal is the source of all information regarding your child's education at Hurst and contains a whole host of useful information including timetables, exam results, reports and any important documentation that you may need.

All Challenge Grade Reviews can be viewed on the Parent Portal, and emails will be sent informing you when they have been published. It is therefore essential that the College is kept informed of your current email address.

The Parent Portal is where you will also find links to SOCS (the Hurst Calendar), for sport and Co-Curricular events, and EVOLVE for school trips.

To access the Parent Portal as a new parent, please go to hppc.myschoolportal.co.uk/request-password to request your password. Once you have your password, you can log in at portal.hppc.co.uk.

If you have any issues logging in, please email itservices.servicedesk@hppc.co.uk and they will be happy to help you.

IT Support

Parents and pupils can log IT support requests by emailing itservices.servicedesk@hppc.co.uk

Pupils requesting support are encouraged to visit IT Services located next to CS01 and CS02 classrooms.

Support Hours: Monday to Friday 8.00am - 6.00pm (term time); Monday to Friday 8.00am - 5.00pm (holidays).

Trips

To access the booking system to book trips, you will need to login to the Parent Portal at hppc.myschoolportal.co.uk

To access Evolve, the system we use to book onto trips and other activities, from the Parent Portal home page, select My Child/School Trips (top menu bar) and then follow the link in the write up and then select What's On to view the available trips to book.

Stationery and Equipment

Pupils from Year 7 and above are expected to come prepared to all lessons with standard stationery requirements of blue, black and green biros, pencil, ruler, rubber and sharpener in a named pencil case.

Maths and Science based lessons also require a calculator, protractor and compass. The recommended calculator for pupils in Years 7 and above is a Casio FX-991CW. The link below takes you to a site where you are able to purchase the calculator, but parents are free to purchase from other sites. casio.com/uk/scientific-calculators/product.FX-991CW

Language and English lessons require a range of different coloured highlighter pens and pupils in Years 7 and 8 require a book of choice for DEAR in tutor time.

Contact Details

It is important to keep the College informed of any changes to your contact details, which include email and house addresses. These changes can be made via the Parent Portal under My Children / Parent Directory / Edit My Details (button on top right of the screen). Please ensure we have an up to date emergency contact number.

Photo Consent

Photographs of pupils may be taken for purposes connected with the running of, or promotion of, the College (such as publicising activities or communication with the College community). Pupils who wish to withdraw their consent for photos of themselves to be used, should inform their Houseparent. Parents can withdraw consent for the child's photo being used at any time, by emailing their child's houseparent.

Mobile Phones (Shell, Remove and Fifth Form)

Middle School pupils are expected to hand their phone in on arrival at school. These will be stored by the Housemaster/mistress. Phones must be handed in immediately when they walk into House, and use in any part of the House is not permitted.

Day pupils can have their phone returned when they leave school at the end of the day (usually 6.00pm).

Boarders have staggered phone times depending on year group. No Middle School pupil should have their phone overnight.

Shell
8.30pm–9.15pm

Remove:
6.00pm–7.00pm and 8.30pm–9.30pm

Fifth Form:
6.00pm–7.00pm and 9.00pm–10.00pm

Outside of these times, pupils may contact parents using the House phone.

Pupils are not permitted to access their phone during the school day unless on the request of a member of staff. Phones will usually not be permitted on sports fixtures or trips unless they return to school after the end of the school day. Where phones are taken on trips or fixtures, their use should be limited to the bus/coach journey or for productive uses such as taking photos of the trip.

We recognise that Middle School pupils will likely wish to use their phone on school buses to/from school. We would encourage pupils to talk to each other rather than only interact with their phone. Any phone use should be considerate to those around them (e.g. no music or sound played without headphones and no photos/videos of others taken).

Pupils handing in a fake or secondary (“dummy”) phone or failing to hand in their own phone should expect to receive a sanction. This will usually be a Friday detention for those who have not handed in their phone, or a Saturday

detention for repeat offenders and those who have been deliberately deceitful. Housemasters/mistresses will perform regular spot checks to ensure that all phones handed in are real and match the phone number logged for that pupil. Pupils who do not hand in a phone to their Housemaster or Housemistress should expect to have their parents contacted to check that they haven’t brought a phone to school.

Pupils should abide by the college’s rules on internet use (see Pupil Guide) – they shouldn’t attempt to access any apps or websites that are inappropriate or that could cause harm to themselves or others. This includes pornography, gambling or any other inappropriate content. Large Snapchat or Whatsapp groups have the potential to cause harm through facilitating inappropriate content, online abuse or bullying. Therefore, we do not encourage their use in the Hurst community. In addition, we strongly recommend that parents have an active role in monitoring any Snapchat groups as part of an open phone policy at home.

Snapchat or Whatsapp groups should never be used for the public adding/removing pupils from parties or other events. Social media accounts should be on private settings to keep the children safe from online predators.

There should be no public posting of images or videos that make reference to themselves or others by their full name, or that allow strangers to identify them as being Hurst pupils.

No pupil should take pictures of other pupils without their permission or share photos with others without their permission, regardless of content.

Pupils are reminded that the College has the right to search any device that is brought onto the school campus.

Mobile Phones (Sixth Form)

Sixth Formers do not have to hand their phones in at the start of the school day. They are allowed to have them in their pockets or bags throughout the day.

From 8.30am to 6.00pm phones should be invisible, silent and motionless (i.e. not vibrating, which can be distracting) in the following places: lessons, corridors, clinics, the Dining Hall, Chapel, the lunch and breakfast queue and the school library. Sixth Formers can check their phones in house, in social spaces and in outdoor social spaces.

Staff will confiscate phones that are being used at the wrong time or place, for the day, or place them in a timed phone bag.

In line with the clear evidence on mental health, Lower Sixth boarders will not sleep in the same room as their phones, but place them in a shared storage just before going to sleep. That policy will, as soon as facilities permit, apply in St John’s. We advise that day pupils should follow the same pattern.

Sixth Formers should be aware that although we permit them to have their phones on them during the working day, they incur the risk of reputational damage if they misuse their device. Broadcasting the school name, logo or facilities via social media risks breaching the Big 12 - “Bringing the school into disrepute.”

Electrical Items (Senior School and Sixth Form)

Pupils must seek approval from their Houseparent to bring in any electrical equipment and any electrical item that is permitted must be double insulated. Double insulated equipment is marked with the double insulated symbol or is labelled “Class II” or “double insulated”. Personal toasters, fan heaters, sandwich makers, mini fridges and other high voltage equipment must not be used. TVs will need a separate licence even if they are only used for games.

Policies

School policies can be viewed on the College website
hppc.co.uk/about-us/policy-documents

Complaints

Hurst has long prided itself on the quality of teaching and pastoral care provided to its pupils. However, we recognise that it is right and appropriate for a parent to make a complaint if the school has done something wrong, or failed to do something that should have been done, or acted unreasonably or unfairly.

If you do have a complaint, for whatever reason, you can expect it to be treated with care and in accordance with our published complaints policy procedure, which is available on the College website.

News and Events

Keep up to date with what is happening by visiting our website:

Senior School
hppc.co.uk/news/all-senior-sixth-form

Prep School
hppc.co.uk/news/all-prep

Events
hppc.co.uk/events

Checklist for new Hurst parents

Below is a checklist of forms to be completed by Friday 14 June unless otherwise stated.

Access to the forms

All forms below can be found on the Parent Portal (portal.hppc.co.uk) under My Children/Forms.

Forms should be completed online as soon as possible. Please remember to press submit after completing each form.

- Medical Questionnaire
- Food Allergy information (if applicable)
- Trips Authorisation Permissions Form (Reception to Year 8 only - includes passport details and photo)
- LAMDA Speech and Drama lessons
- Music lessons including voice
- Instrument Hire
- Gift Aid Declaration (optional)

Boarders may opt to register with the College GP. Please note that there is a termly charge for this which is shown on the Fee Schedule on the website. All boarders should complete two documents which are included in the joining pack–The Brow Proxy Consent Form and The Brow Registration Form.

The Proxy form, to allow Hurst Medical access to the GP online service, should be completed as follows:

- Section 1: by parents if the child is under 16, if over 16, by the pupil.
- Section 2: by the medical centre, however, if parent requires proxy access, they should sign this section.
- Section 3: by parent/pupil. Please put Hurst College as the address.
- The representatives–to be completed by the Medical Centre. If a parent requires proxy access, they should also complete this section



Pre-Season Training and Activities

The pre-season sessions are not compulsory and are open to pupils who aren't going away on the training camps as well as those who would like to do extra when they return from training. All new pupils are welcome to attend, no matter what their level of sporting ability.

Music (Choir) Practice

The Senior School Chapel Choir will have a rehearsal before the start of the school term, which is open to both existing members and those who wish to join this year. No experience is necessary and there is no audition – all are welcome.

Pre-Season training and Activities - August 2025					
Date	Time	Year group	Sport/Activity	Venue	Contact
Monday 11 to Friday 15 August	N/A	Remove Fifth Form	Rugby (boys) <i>Invite only</i>	Ireland	Freddie Pierrepont freddie.pierrepont@hppc.co.uk
Wednesday 13 to Sunday 17 August	N/A	Sixth Form	Rugby (boys) <i>Invite only</i>	Paris, France	Freddie Pierrepont freddie.pierrepont@hppc.co.uk
Saturday 16 to Wednesday 20 August	N/A	Remove Lower Sixth Upper Sixth	Hockey (girls) <i>Invite only</i>	Barcelona, Spain	Rob Sorrell robert.sorrell@hppc.co.uk
Monday 18 to Wednesday 20 August	N/A	Fifth Form Lower Sixth Upper Sixth	DofE Silver Expedition Assessment and Expedition	-	Fred Simkins fred.simkins@hppc.co.uk
Tuesday 19 August Wednesday 20 August	9.00am to 10.30am	All Years (Senior School)	Swimming	Swimming Pool	Anthony Gray and Stephen Murphy anthony.gray@hppc.co.uk stephen.murphy@hppc.co.uk
Tuesday 19 August Wednesday 20 August	1.15pm to 2.45pm	Shell	Netball (girls)	Ruckford Netball Courts	Ellen Franks ellen.franks@hppc.co.uk
Tuesday 19 August Wednesday 20 August	1.15pm to 3.15pm	Fifth Form Sixth Form	Hockey (girls)	South and Highfield Astro	Robert Sorrell robert.sorrell@hppc.co.uk
Tuesday 19 August Wednesday 20 August	1.15pm to 3.15pm	Fifth Form	Rugby (boys)	Eastfield	Freddie Pierrepont freddie.pierrepont@hppc.co.uk
Tuesday 19 August Wednesday 20 August Thursday 21 August	10.00am to 12.00pm	Shell Remove Fifth Form Sixth Form	Tennis	Ruckford Tennis Courts	Richard Harrison richard.harrison@hppc.co.uk

Pre-Season training and Activities - August 2025

Date	Time	Year group	Sport/ Activity	Venue	Contact
Tuesday 19 August Wednesday 20 August Thursday 21 August	10.30am to 12.30pm	Shell Remove	Hockey (girls)	South/ Highfield Astros	Robert Sorrell robert.sorrell@hppc.co.uk
Tuesday 19 August Wednesday 20 August Thursday 21 August	10.30am to 12.30pm	Shell Remove	Rugby (boys)	Eastfield	Freddie Pierrepont freddie.pierrepont@hppc.co.uk
Thursday 21 August	1.15pm to 3.15pm	Shell Remove Fifth Form Sixth Form	Hockey (boys)	West Astro	Robert Sorrell robert.sorrell@hppc.co.uk
Monday 25 August Tuesday 26 August	10.00am to 2.00pm	Sixth Form	Rugby (boys)	Eastfield	Freddie Pierrepont freddie.pierrepont@hppc.co.uk
Wednesday 27 August	6.30pm to 7.30pm	All Years (Senior School)	Music (Choir) Practice	Chapel	Neil Matthews neil.matthews@hppc.co.uk
Wednesday 27 August	All day	Sixth Form	Rugby (boys) – President's Cup <i>Invite only</i>	Esher RFC, Surrey	Freddie Pierrepont freddie.pierrepont@hppc.co.uk

Sports Sessions

Sessions are open to all pupils in the relevant Year Group. Pupils should bring a named water bottle and sun cream, as well as packed lunch/refreshments as catering is not provided.

Boys' Sport

Please bring sports kit (this does not have to be school kit) including boots, trainers, gum shield (a temporary gum shield will suffice), named water bottle and suncream.

Girls' Sport

Please bring Astro/Netball trainers, hockey stick, shin pads, gum shield, named water bottle, suncream, blue skort and white or red shirt.

Medical

Please complete the medical questionnaire by Friday 16 June. This can be found on the Parent Portal portal.hppc.co.uk under My Children/Forms.

Contacts

If you require further clarification please contact:

Liam Doubler
Director of Sport
liam.doubler@hppc.co.uk

Rebecca Jutson
Assistant Director of Sport
rebecca.jutson@hppc.co.uk

Mouthguard fitting appointments

Our Mouthguard supplier, OPRO, will be visiting Hurst to assist with custom-fit orders **at the end of August**.

If your child already has a mouthguard, please check it still fits. Your child's growth can prejudice the fitting and effectiveness of a mouthguard.

To book your child's appointment:

1. Go to the OPRO website: oproschools.com
2. Select Shop Mouthguards from the top menu
3. Select School and Club Designs

4. Put Hurstpierpoint College in the search box
5. Click on the image
6. Add any preferences
7. In the Impression Method: Impression Visit box select Impression Visit
8. Select Next Step
9. Add details and follow steps on screen

If you are having trouble with the ordering process please contact OPRO on **01442 430693** and they will be happy to help.

Hurst-branded mouthguards can be ordered at this appointment, if desired.

Pupils will be chaperoned to their appointment as part of the induction day.

Mouthguards can also be bought from the Hurst Uniform Shop and online.

Hurst Stage

Hurst Stage Summer Theatre School

Monday 28 July to Friday 1 August 2025

Our five-day summer theatre school for ages 9 to 18. Pupils (from Hurst and the surrounding area) take part in drama, music and dance lessons in the mornings followed by specialised masterclasses, such as stage combat and acting for camera, in the afternoons.

Hurst Stage is run by highly experienced staff and inspirational industry professionals.

Children are expected to attend every day from 9.00am to 5.00pm and there will be a end of week celebration

on the final afternoon. Places are limited and will be offered on a first come first served basis.

For more information, and to book a place, please contact hurst.stage@hppc.co.uk

Details can also be found on our Events page at hppc.co.uk/box_office_events/hurst-stage



The Hurst Vision

Every pupil experiences an outstanding all-round education that prepares them for life.

The Hurst Culture: Hurst is a vibrant, dynamic, and positive community where all pupils, parents and staff understand and commit to the distinctive and powerful “way we do things”. This culture is all-encompassing and comprises “a million little things every day”, based around our core mantra of “Work Hard, Do Good and Engage”. Expectations and aspirations are high, but they are individually tailored: pupils are judged against their potential and encouraged to focus on performing at their personal best. We embrace a culture of kindness in which everyone contributes to the lives of others. Our philosophy of “No- one on the bench” means that every individual makes the most of their talents and engages with the wealth of extraordinary opportunities available to them. We are constantly seeking to improve and refine what we do and embrace innovation in order to provide the very best education possible. Above all, the school exists for the benefit of the pupils.

Academic	Co-Curricular	Pastoral and Community
<p>A challenging, balanced curriculum with breadth, depth and intellectual rigour.</p> <p>High expectations and aspirations for every pupil are realised through Challenge Grades and outstanding Value Added scores.</p> <p>Pupils develop intrinsic motivation to fulfil their potential and achieve the best grades that they are capable of.</p> <p>Pupils “learn to learn”, acquiring the skills and self- knowledge to work independently.</p> <p>A love of learning that stretches beyond the classroom and beyond the curriculum.</p> <p>Consistently outstanding teaching based on evidence-informed research and a leading professional development programme.</p> <p>An engaging and stimulating academic environment with excellent physical and digital resources.</p>	<p>A broad range of cerebral, creative, cultural, physical, social and sporting activities and opportunities accessible to every pupil at all levels.</p> <p>Full engagement and commitment from pupils and staff who understand the value of every activity within the programme, and embrace every opportunity.</p> <p>Excellence defined by the progress and success of all pupils, not just elites.</p> <p>An inclusive programme of fixtures, trips and events enables all pupils to:</p> <ul style="list-style-type: none"> • Learn to work as a team for the greater good • Develop leadership and life skills at all levels • Forge resilience and perseverance: ‘Keep on keeping on’ <p>Outstanding facilities and inspirational, highly skilled staff who deliver an enjoyable and fulfilling programme.</p>	<p>A warm, supportive environment where every pupil feels welcomed, respected and valued for who they are.</p> <p>A strong sense of community and collective identity.</p> <p>Caring and committed staff who champion and nurture physical and mental wellbeing and happiness.</p> <p>The co-educational environment and celebration of diversity enhance mutual respect and understanding.</p> <p>A strong sense of personal responsibility and service to others means that pupils and staff:</p> <ul style="list-style-type: none"> • Look after everyone in our community • Engage with the local community, particularly through the Hurst Educational Trust • Develop global awareness and engagement: ‘embrace a broader view’ <p>A safe, civilised and homely setting, caring for the health and wellbeing of our pupils and environment.</p>

Personal Development

A Hurst education shapes and nurtures every pupil through each step of their school journey and prepares them for later life. They develop the self-knowledge and confidence to be true to themselves and make the right choices for their futures, whilst acquiring the knowledge, experience and life skills to thrive in their adult lives. They learn to fail safely, focusing on the process, not just the outcomes. They become independent, successful, and well-grounded young people who have established the habits and behaviours that will help them to lead healthy, happy and rewarding lives. They also develop a moral compass based on Christian values and community so that they develop a sense of purpose that enriches the lives of others. By the time they leave, they are prepared for what comes next. For life.

The Hurst Purpose

Hurst Purpose

On the previous few pages, we have set out the Hurst Vision. However, what does all this mean for the pupils? What are the behaviours which we want to see them exhibiting and, as importantly, what are those behaviours which we regard as completely unacceptable?

To define these in a way that the pupils will understand we have developed two concepts. One is a list of things that pupils should do and the other are things that they should not. First, we have the Hurst Purpose. You will find it displayed on walls around the school but it runs deeper than that, informing the way we look after ourselves and one another as well as the way we learn and constantly strive to improve.

The phrase 'Hurst Purpose' was deliberately chosen to represent a number of notions: the College's *raison d'être* as a charitable educational establishment which aims to bring out the best in every child; the hope and expectation that each pupil and member of staff will set their own individual goals such that their time at Hurst has its own special meaning; and a sense of energy and engagement which typifies the way that members of the Hurst community

commit to achieving those goals. At its heart is the simple message of "Work Hard, Do Good, and Engage" whilst the three 'R's of Responsibility, Respect and Resilience are some of the key character traits we seek to promote in our pupils and staff. The attitudes encapsulated in the speech bubbles and the skills represented by the clouds then define the way we encourage our pupils to think, to interact with one another, and to learn.



The Big 12 (School Rules)

The Big 12

Then, of course, there are those things which are actively discouraged without getting too obsessed by them. These are known, very simply, as The Big 12 and listed in the Senior School Pupils' Guide. At the start of every year, every pupil is taken through this list.

"The Big 12" is the list of behaviours which constitute a very serious offence and could result in a pupil being suspended or, indeed, excluded at a first offence. The Big 12 are essentially the cornerstone of the disciplinary code at Hurst but it should be emphasised that they were written very much with the older pupil group in mind, though a number of them clearly do have a direct relevance for younger pupils at the school as well. So, whilst from Year 7 upwards, the Big 12 is an important part of every pupils' knowledge about Hurst and how they should behave, in the lower years they are kept rather more in the background as not being age appropriate for these years. However, it is important for parents to be aware of their existence and the serious repercussions which would ensue should a pupil commit any of them.

The following (including any criminal act, contravening UK law, committed at any time) are totally unacceptable:

1. Possessing, purchasing, using or supplying illegal drugs.
2. Possessing, purchasing, using or supplying any sort of offensive weapon, or using any object in a threatening or dangerous way, including lasers.
3. Possessing, purchasing, using or supplying any sort of incendiary materials; intentionally setting off fire alarms or extinguishers; wasting Fire Brigade time and resources.
4. Possessing, purchasing, using or supplying any sort of legalised recreational drug including tobacco, e-cigarettes, vapes, nicotine products, poppers, and "legal highs". Abusing or misusing any legal substance (solvents, glue etc.) to achieve a "drug-like" state.
5. Possessing, purchasing, using or supplying alcohol - the exception being Sixth Formers when served and monitored by members of staff.
6. Any form of sexual activity between pupils of any age. Possession, or sharing, of pornographic material including in electronic form on mobile device, iPad etc. Generating, sending, wilfully possessing, requesting or sharing any nude or semi-nude images.
7. Any form of bullying (including race, religious, disability, sexuality, learning differences or gender offences) by any means, including cyber bullying (internet, mobile phones etc.)
8. Breaking bounds and unauthorised absence (truancy) from any school commitment including Co-Curricular activities.
9. Breaking the School's driving policy.
10. Offensive, threatening or sexually inappropriate behaviour towards others, whether staff or pupils, by physical, verbal, written or electronic means.
11. Theft, intentional damage, or unauthorised use of (or access to) or taking without permission property belonging to another person or to the College.
12. Bringing the College, its staff or pupils into disrepute or danger through poor behaviour at any time or via any media including the internet, or by breaking the appropriate use of the School

Please note, The Big 12 are reviewed every summer and are therefore subject to amendment.

Any pupil in possession of an award of any sort who is suspended from the School will automatically lose their award.

In order to reinforce both these lists, the School will, naturally, take a fairly punitive approach to transgressions of The Big 12 and a rewards based/encouragement approach to The Hurst Purpose. Clearly, both these lists cannot cover everything but it is important with youngsters to keep things as clear and comprehensible as possible. Both lists are, therefore, subject to development and amendment as and when the need or suggestion arises. We also include input from staff, pupils and parents.

Registration and Absence Notification

Junior Prep School Reception, Year 1 and 2

Arrival/Drop off

Pupils in Reception, Year 1 and 2 may be dropped off from 8.00am until 8.25am. A member of staff will greet the pupils by the Reception, Year 1 and 2 playground. Pupils will then go directly into the classroom.

Late arrival

Parents should bring their child to the Reception desk, at the Prep School entrance, where the secretary on duty will register the child and then escort them to their classroom.

Registration

Pupils are registered twice a day by their class teachers. Morning registration takes place at 8.30am and afternoon registration at 1.00pm.

Absence from School

If your child is unwell or unable to attend school please contact Reception between 8.00am and 9.00am on the morning of the first day of absence.

Phone: 01273 834975
Email: prep.reception@hppc.co.uk

If we do not hear from you we will have to contact you.

If your child has a medical appointment during the school day please inform your child's Tutor and Reception by email at prep.reception@hppc.co.uk

Repeated Absence

Each child's percentage attendance is shown on the Parent Portal. We recognise that children will occasionally be ill and therefore absent. However, it is important to maximise their attendance. If their attendance falls below 80%, transition to the following year is not automatic.

Junior Prep School – Years 3 to 6 Senior Prep School (Years 7 and 8)

Arrival/Drop off

School opens at 7.40am. Pupils should wait in the foyer until 7.55am - at this point they go into their Tutor Room. Registration closes at 8.20am. If on a particular occasion you need to leave your child before 7.40am, please discuss this with the Head.

Late arrival

If your child arrives at school after morning registration, they must report to the School Office where they will be registered as late.

Registration

Pupils are registered twice a day by their form tutors. Morning registration takes place at 8.25am and afternoon registration at 12.55pm in their Tutor Room. Pupils are also registered in lessons.

Absence from School

If your child is unwell or unable to attend school please contact Reception between 8.00am and 9.00am on the morning of the first day of absence.

Phone: 01273 834975
Email: prep.reception@hppc.co.uk

If we do not hear from you we will have to contact you.

If your child has a medical appointment during the school day please inform your child's Tutor and Reception by email at prep.reception@hppc.co.uk

Repeated Absence

Each child's percentage attendance is shown on the Parent Portal. We recognise that children will occasionally be ill and therefore absent. However, it is important to maximise their attendance. If their attendance falls below 80%, transition to the following year is not automatic.

Senior School

Arrival/Drop off

All Senior School pupils need to register in their houses by 8.20am each morning. They will be registered again at lunchtime.

Late arrival

Pupils who arrive late must report to Reception where they will need to sign themselves in.

Registration

Pupils are registered twice a day by their Houseparent. Morning registration takes place at 8.20am and afternoon registration after lunch. Pupils are also registered in lessons and at Games.

Absence from School

If your child is unwell or unable to attend school please contact Reception on:

Phone: 01273 833636
Email: reception@hppc.co.uk

Reception will advise your child's Houseparent.

Permission for absence (all year groups)

Permission for absence from school in respect of appointments for the doctor, dentist, etc. must be sought from:

Junior Prep School: Mr Nick Oakden

Senior Prep School: Mr Simon Lilley

Middle School: Houseparent

Sixth Form: Houseparent

Missing Chapel: Mr Lloyd Dannatt

Holidays taken during term time are strongly discouraged because they disrupt your child's education and are detrimental to attainment and social dynamics. They will count as unauthorised absence.

Senior School only: if a child leaves school to attend an appointment, it is important that they sign out at Reception on departure and then sign back in on their return.

Breaks, Meals and Snacks

Junior Prep School

Breaks

After Lesson 2 there is a break and pupils are offered a drink and a snack before they go out to play. Pupils should not bring in their own food, including sweets.

After Lesson 3 pupils go to lunch in the College dining room where they eat a hot lunch, supervised by staff. Where pupils have afternoon lessons, there is an additional break after Lesson 4.

Lunch

Healthy Eating Guidelines for EYFS and Key Stage 1

At Hurst we have a duty of care to ensure that all children receive, and are encouraged to enjoy, a nutritionally balanced and healthy diet. This is important in childhood and adolescence, to ensure optimum development at a time of rapid growth. It is also important for learning and promoting positive habits and attitudes towards healthy eating.

For young children, mealtimes are an important opportunity to communicate with others, encourage good eating habits, foster good communication skills and increase language development.

Senior Prep School

Breaks

After Lesson 2 there is a break and pupils are offered a drink and a snack before they go out to play. Pupils should not bring in their own food, including sweets.

After Lesson 3 pupils go to lunch in the College dining room where they eat a hot lunch, supervised by staff.

Lunch

Your child is expected to eat a balanced lunch and guidance is given. There is a wide choice of meals available together with a vegetarian option. Packed lunches are not permitted.

Middle School and Sixth Form

Breaks

Snacks, in the form of bread/toast, spread and fruit, are available in houses during break times and after supper. Pupils may also bring in their own snacks, as long as they do not contain nuts.

Lunch

All pupils are expected to eat a balanced lunch in the dining hall or MUGA (on rotation). There is a wide choice of meals available together with a vegetarian option. Packed lunches are not permitted.

All pupils eat together in the College dining room.

Good table manners are required at all times.

The menus work on a three weekly rota.

Pupils are given a hot meal consisting of meat, carbohydrate and vegetables.

Vegetarian options are available each day.

All pupils are encouraged to eat a sensible and adequate amount for their age.

We cater for a wide range of dietary requirements. Please ensure a food allergy / dietary form has been completed on the Parent Portal.

If a child cannot eat something due to a real dislike of the food, the vegetarian option or something from the salad bar may be selected.

Packed lunches are not permitted.

Collection and After School Care

Junior Prep School Reception, Year 1 and 2

Collection

Pupils will be ready for collection at 3.30pm. They are dismissed from their classroom by their class teacher into the hands of their parent/carer in the playground. Any child who has not been picked up will wait with the After School Care team.

Late Collection

Please endeavour to pick up promptly at the end of the school day or from After School Care/your child's activity venue as it can be distressing for the child if parents/carers are late.

If you cannot arrive at the correct time, please ring the school and your child will be able to join/remain in the After School Care until such time as you get there.

After School Care

Pupils staying beyond the end of the school day are provided with a drink and a healthy snack. Pupils will then be collected and escorted to either their After School Activity or our After School Care.

Our After School Care provision runs as three sessions.

Session 1: 3.30pm – 4.15pm

Session 2: 4.15pm – 5.15pm

Session 3: 5.15pm – 5.55pm

After School Activities (Reception to Year 8)

We run many After School Activities/clubs for pupils each term. Most are run by internal staff, with outside specialists for some activities. You will be emailed about the activities available for the following term and you can select options for your child in the Parent Portal.

Any queries should be addressed to jackie.vernon@hppc.co.uk

Junior Prep School – Years 3 to 6 Senior Prep School (Years 7 and 8)

Collection

Pupils will be ready for collection after their last lesson from 4.30pm.

If your child is involved in activities, prep or they are playing in a school match, they will be ready for collection at 5.20pm or 6.00pm.

If your child needs to stay at school after 4.30pm and they do not have an activity to attend they are required to go to supervised prep.

Collection times are:

4.30pm After school

5.20pm After school activity 1/prep 1

6.00pm After school activity 2/prep 2*

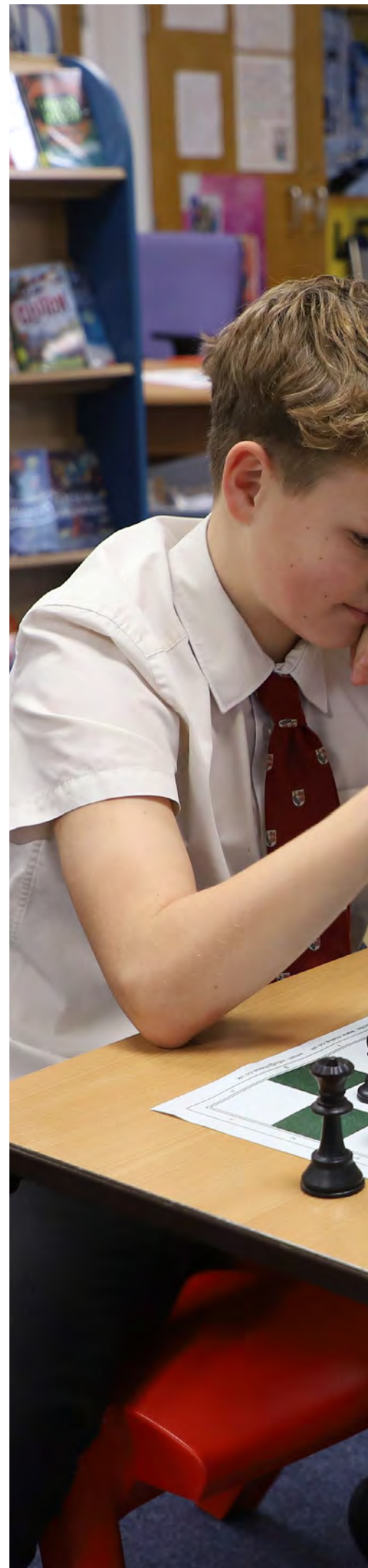
*On Fridays the latest collection time is 5.00pm.

Please avoid interrupting prep sessions – collection should be at the end of a session.

For pupils in sports matches, timings will be indicated on the team sheet which is emailed to parents.

Late Collection

We appreciate your co-operation in arriving on time to collect your child, however please do not worry if you are running late as your child will be sent to supervised prep.





Co-Curricular: Creative and Performing Arts

All Schools

Music

Music plays an important role in the busy life of Hurst. Every pupil will be encouraged to sing during the week as part of 'Congo' (congregational hymn practice) and a large number of pupils also sing in the Chapel Choir. Regular performance opportunities are available for solo musicians across the year groups and we are proud to maintain links with the arts in the local area, particularly the Hurst Festival.

Our instrumental ensembles are many and varied. A huge number of styles are covered from rock bands, jazz bands and show choir to orchestra, string groups and other chamber music ensembles. No ensembles (apart from the Chamber Choir in the Senior School) require an audition and all are welcome to participate regardless of age, ability and experience. An outline of all ensembles will be sent to all pupils at the beginning of the year explaining where rehearsals take place and when and giving necessary contact details for queries.

If you wish your child to take individual instrumental or singing lessons, please complete the form found on the Parent Portal (under 'Forms') as soon as possible and at least two weeks before the beginning of the Michaelmas Term. Tuition is available in most orchestral instruments and in guitar (acoustic and electric), drums and voice. The terms and conditions and an outline of how individual music lessons operate can be found alongside the form and should be read carefully before signing up.

London Academy of Music and Dramatic Art (LAMDA)

LAMDA Lessons take place during the school day and evening for boarders. They are 30 minutes in duration and for one or two pupils at a time. Pupils may opt to work towards Musical Theatre, monologue or duologue exams.

Your child will be offered 30 LAMDA lessons per year. See the Finance page for costs. Lessons can only be block booked per term and are charged in arrears, which will be added to your school bill at the end of each term. Each term you will be billed for the number of lessons offered in the previous term.

Lessons are offered on a rotational basis, Sixth Form and those receiving Learning Support are entitled to regular lesson slots outside of the normal academic timetable.

Junior Prep, Senior Prep

Art

Art offers a wide range of clubs in order to expand pupils' knowledge using a variety of techniques and processes such as painting, drawing, pottery, collage and sculpture.

Dance

Regardless of age, ability or gender there are many opportunities for pupils to participate in a wide variety of dance styles at Hurst. There are optional after-school dance activities and ballet classes for boys and girls.

Drama

A range of productions are performed by pupils each year.

All pupils are encouraged to become involved in Drama as it is a lively and enjoyable part of Hurst life, which also teaches hugely valuable transferable skills for later life.

Upcoming productions at Hurst are publicised on our events calendar: hppc.co.uk/events

Drama Masterclasses

Throughout the year there are a variety of masterclasses available delivered by top professionals.



Senior School and Sixth Form

Art

There are a number of opportunities during the week for pupils to attend workshops that will enable them to develop new skills and disciplines.

The following sessions are times when pupils can work in the Art School, whether or not they follow Art as a curriculum subject:

Monday evenings
6.30pm – 8.00pm

Tuesday evenings
6.30pm – 8.00pm

Thursday afternoon clinics
4.00pm – 6.00pm

Thursday evenings
6.30pm – 8.00pm

Sunday catch up sessions
11.00pm – 3.00pm

The department runs trips for all art pupils in the school during the course of the academic year, as well as trips abroad for the Sixth Form, according to demand.

Dance

Regardless of age, ability or gender there are many opportunities for pupils to participate in a wide variety of dance styles at Hurst.

Dance forms an integral part of the games, activities and Co-Curricular provision at Hurst and pupils can choose from: contemporary; ballet; street dance and tap. Pilates and Yoga are also offered through the dance programme.

Both Royal Academy of Dance (RAD) and Rambert grades examination classes are available to pupils across the College.

Pupils are welcome to join one of the in-house dance companies which provides opportunities to improve technique, create independent work and gain performance experience in Showcases, Festivals and Sharings, both at the College and the wider community.

To further enrich engagement with dance, pupils have the opportunity to collaborate with professional dance artists and attend theatre trips both in the UK and abroad.

Drama

A large number and range of productions are performed by pupils each year.

All pupils are encouraged to become involved in Drama as it is a lively and enjoyable part of Hurst life, which also teaches hugely valuable transferable skills for later life.

Rehearsals take place within a specific, protected time on a Thursday afternoon as well as in the evenings, after prep and/or at weekends.

Upcoming productions at Hurst are publicised on our events calendar: hppc.co.uk/events

Drama Auditions

Productions are open to all via an audition process and all pupils who put themselves forward will be involved on stage in some capacity. Casting for specific roles is the decision of the Production Team for each show.

Drama Masterclasses

Throughout the year there are a variety of masterclasses available delivered by top professionals.



Co-Curricular: Sport

Sports Code of Practice (for Games and fixtures)

Fixtures (weekend and midweek)

All pupils selected to represent the College are expected to be available for every fixture, during the week and on Saturdays

For player welfare reasons, we do not recommend that those pupils who play Rugby for the College play in any other Rugby match, either the day before or the day after, a school fixture

When travelling away, school tracksuits must be worn instead of school uniform

Absence from Fixtures

In exceptional circumstances, unavailability should be discussed with Team Coaches (for Senior School) or Head of Sport (for the Junior Prep and Senior Prep), well in advance.

Matches – Senior School

Matches take place on Saturdays, although some are played during the week. It should be noted that matches are a school commitment, and pupils are expected to play if selected for their team (school sport taking priority). Match teas for pupils are generally in the school dining room and all pupils are expected to attend. Tea is served for parents in the Common Room or Inner Quad after home matches.

Team sheets are put up on the Sports Board and emailed to pupils in advance - these must be checked regularly by pupils. Parents can also check their child's calendar where the fixture is shown. Team sheets will also be published on SOCS and parents will receive a link via email.

To access SOCS:

1. Go to portal.hppc.co.uk
2. Log in using your own login details
3. Click on your child's icon on the left-hand side
4. Click Activities Sign Up

Fixture Cancellations

Where a fixture must be cancelled (weather/ other), the school will inform pupils and parents via email and on social media. We aim to give as much notice as possible.

If you have any queries about Sport please contact:

Liam Doubler, Director of Sport
liam.doubler@hppc.co.uk

Bex Jutson, Assistant Director of Sport
bex.jutson@hppc.co.uk

Matches – Junior Prep and Senior Prep Schools

Matches for Years 3 and 4 take place on Thursday afternoon. Matches for Years 5 to 8 take place on Wednesday afternoons. However, there will be regular Saturday fixtures for boys and girls in Years 7 and 8 and occasional fixtures for boys and girls in Years 5 and 6.

Most Wednesday and Thursday matches start at 2.30pm. We try to arrange as many fixtures as possible against other schools to ensure that all pupils represent the school in fixtures.

Teams are posted on the Sports Boards in the Foyer and on hurstsport.co.uk and emailed to parents. Directions to all schools are also available at hurstsport.co.uk.

Matches are a school commitment, and pupils are expected to play if selected both on Wednesday and Saturday.



Co-Curricular: Activities and Service

Outdoor Education, Service and Activities

Hurst's extensive list of options for Outdoor Education, Service and Activities includes:

Duke of Edinburgh (DofE)
Service Afternoon

Outdoor Pursuits (during Games)

Shell and Remove Activities

Activities and Clubs

There are several entire year group events each year. In the Michaelmas Term there is a Shell Induction Day and a Lower Sixth Bonding and Leadership Day and, in the Summer term, there is Remove DofE Expedition training.

Duke of Edinburgh (DofE)

The Duke of Edinburgh (DofE) Silver and Gold award programme plays a large part in what is offered within our Outdoor Education programme.

Duke of Edinburgh (DofE) Service Afternoon

Remove

Tuesday afternoons see all of the Remove involved in the Combined Cadet Force (CCF) with experience of all three services:

Army

Royal Navy

Royal Air Force

Through these sessions they develop a range of new skills but at the core are teamwork, leadership and self-reliance.

Fifth Form

In the Fifth Form, pupils can continue with CCF or take part in a wider range of other activities which can count towards their DofE. Examples include:

Community Service projects, such as supporting local primary school pupils with their reading or teaching French

Environmental projects such as working on the Hurst Farm or with the Woodland group

Sports Leaders Award

Lower Sixth

In the Lower Sixth, students can continue with any of the options they are already involved in or switch to one of an increasingly large range of options to broaden their horizons and skill set:

Crest (Engineering based projects)

Sports Leaders – opportunity to earn a BTEC in Sports Leadership

Young Enterprise (YE)

National Pool Lifeguard Qualification (NPLQ)

Students are also encouraged to take on a leadership role within the activities they have chosen. In the CCF, for example, they can become NCOs and deliver lessons for Remove and Fifth Form

Outdoor Pursuits

Outdoor Pursuits takes place during all Games sessions and on Saturdays when pupils are usually taken off-site. The Outdoor Pursuits may include Climbing, Archery, Mountain Biking, Sailing, Equestrian and Skiing.

We run several trips each year along with weekend sessions. Competitive events are also held for equestrian teams, climbers, sailors and skiers throughout the year.

Senior Prep School

Outdoor Activities run alongside the regular Games sessions. Various pursuits are undertaken which endeavour to provide the pupils with confidence in different situations. Activities take place both on and off site and include orienteering, walking, navigation, indoor climbing, team building and sailing. Pupils may take part on a rota basis subject to numbers.

Co-Curricular: Electives

Senior School and Sixth Form

On a Monday afternoon from 4.45pm to 6.00pm for Middle School, and from 3.00pm to 4.30pm for Sixth Form, pupils participate in Electives.

The aim of Electives is to give every pupil the opportunity to choose a co-curricular area to focus on for a term at a time, to build skills, or work towards a specific goal, under the guidance of the College's team of specialists in that area. Pupils can choose to sign up for the same thing all year, or for a different option every term, to suit their preferences. A selection of possible options are listed below. These will vary from term to term depending upon pupil uptake, and some will be at specific times of year, designed to lead up to key events.

Co-curricular slots elsewhere in the week remain unchanged, so pupils will still have the chance to try their hand at something unusual in the Activities slot, to stay active during Games, and to do Choir, Orchestra or participate in a Dance or Drama show. This time allows them to hone their abilities in an area of particular interest to them, and gain extra time to focus on that. It is likely to be possible, therefore, for a pupil to continue skills in a particular sport they enjoy competing in out of season, or to work on high end performance skills in theatre, dance or music in preparation for auditions for shows or, for those more technically minded, to advance their skills in that arena.

For Sixth Form, there will also be a super-curricular option for Arts/Humanities, and one for STEM areas, to undertake a more advanced project for a term, moving beyond EPQ/A-level standard.

Electives include options in Dance, Drama, Games, Music and Outdoor Education.



Pastoral

House System

We operate a house system throughout the College to encourage teamwork across all year groups.

Junior Prep and Senior Prep

On arrival in the Junior Prep or Senior Prep School, pupils are placed in one of four houses: Aqua, Ignis, Terra and Ventus. Pupils are issued with a house t-shirt and a nominal charge is added to your bill.

Pupils compete against each other in matches and other inter-house competitions throughout the year. In the Michaelmas term we hold the Inter-House 'Sporty One' competition as well as Sports Day at the end of the Summer term. The Junior Prep School Inter-House Creative Arts Festival, held in the Summer term, showcases a wide variety of creative performances. The House Industry Cup is awarded for the most house points each term.

House Captains are elected in Year 6 (Junior Prep School) and Year 8 (Senior Prep School). They are expected to take part in delivering, and reporting on, house meetings as well as carrying out other duties throughout the year. House meetings are held regularly and focus on current affairs and world events, as well as promoting core values.

Senior School

When pupils enter the Senior School they are allocated a place in one of twelve Houses.

Day Houses

Chevron (boys)

Crescent (boys)

Fleur de Lys (girls)

Phoenix (girls)

Wolf (girls)

Woodard (boys)

Boarding Houses

Eagle (boys)

Martlet (girls)

Pelican (girls)

Red Cross (boys)

Shield (girls)

Star (boys)

Pupils remain in these Houses until the end of their Lower Sixth year.

Inter-House Competitions are organised for a range of sports and the Creative Arts.

Each House is run by a Houseparent who is responsible for pupils' academic and pastoral welfare, assisted by House Tutors. In addition, there is a Matron in the boarding Houses who takes care of the domestic side of boarding.

Accommodation varies but in general pupils are in shared accommodation from Shell to Fifth Form, and in Lower Sixth pupils have a single study-bedroom if they are in a boarding House.

Upper Sixth (St John's House)

For their final year at Hurst, students move to our Upper Sixth Form co-educational House, St John's.

St John's provides students with an atmosphere similar to that found at University and helps to prepare them for independent life in the future. Girls and boys are housed in separate wings and each student has their own study.

Boarding

Flexi-boarders may choose any three nights during the week but they must first advise their Houseparent. New flexi-boarding pupils are very welcome to stay on the first night of term and should contact their Houseparent direct to confirm. Requests to change your child's boarding arrangements - i.e. to or from weekly or flexi boarding - must be made in writing to the Head, giving one

full term's notice of the proposed change. Please bear in mind that a change to or from boarding to day status may necessitate your child being allocated to another house.

Please refer to the website for a statement of our boarding principles and practice.

Pastoral Care

We believe that outstanding pastoral care is vital and we value each child as an individual.

There are a number of staff at the school who are available to offer support to the pupils including their Houseparent, tutor and their Head of Year.

In the Junior and Senior Prep School we also have a Pastoral Intervention Practitioner (PIP), Robyn Brotherton, who works individually with pupils or in small groups to help with a range of issues including anxiety and anger/behaviour management. Pupils can choose to see Robyn if they feel that they have something they would like to discuss, or alternatively, this can be arranged by their Head of Year.

If you have a concern or wish to inform the school of any change in circumstances at home, then please contact your child's form teacher or Head of Year in the Junior or Senior Prep School, or Houseparent in the Senior School. If your concern is more serious, please make an appointment either with the Deputy Head Pastoral, Caty Jacques, the Head of Safeguarding, Siobhan McCurdy, or with the Head of Mental Health, Simon Hilliard.

Safeguarding Children

The health and safety of our pupils and their protection are extremely important to us. The Health and Safety Policy, Child Protection Policy, Anti-bullying Policy, Behaviour and Discipline Policy and Educational Visits Policy are available on the school website.

Charity Fundraising

We regularly organise events to raise money for charities chosen by pupils and staff.

By holding fundraising events we aim to raise awareness of different projects, both locally and internationally. It is hoped that, by helping to organise and take part in these special events, the pupils will learn and develop as young people, ready for the wider world.



Medical

The Medical Centre

The Medical Centre provides full medical care for boarders and first aid for all pupils. It is staffed by a team of qualified and experienced nurses and paramedic. Parents are routinely informed of illness and accidents affecting their child but please do not hesitate to contact the Medical Centre if you have any concerns or specific wishes; the Medical Centre Team will be very happy to help and advise. They can be contacted by phone on 01273 836911 or by email at medical@hppc.co.uk

Medical conditions and illnesses

It is important that the Medical Centre is aware of any medical conditions affecting pupils at the school. Parents are therefore requested to complete and submit the Medical Questionnaire Form and Food Allergy Form (if applicable) on the Parent Portal as soon as possible and no later than their start date. The Medical Centre should also be informed about any illness that may occur outside the school, especially contagious illnesses and illness during the holidays.

Illness at school

If your child becomes unwell at school during the day, they must report to the Medical Centre. If they need to return home, pupils should be collected by parents, from the Medical Centre.

Senior School

All pupils will have access to emergency treatment from the Medical Centre. If a pupil is unwell they must go to the Medical Centre in the first instance, even if they have contacted their parents and will be picked up later.

Flexi boarders and day pupils will remain registered with their family GP, although they will still benefit from access to first aid and emergency treatment from the Medical Centre Nurses/Paramedic. Pupils also have the facilities of the Medical Centre available to them if they are unwell or injured, and until collected by their parents - but they should see their own GP if appropriate.

Weekly boarders must be registered with the school doctor who is based at The Brow Partnership in Burgess Hill. Registration forms can be found at nhs.uk/service-search/find-a-gp This enables the school doctor to access your child's NHS records should they require medical attention during term time. Face to face appointments with the GP are at The Brow Partnership, these can be booked via the Medical Centre or online. Transport to and from the appointment can be arranged via your child's Houseparent/Matron or Medical Centre Team.

During the school holidays your child will still be able to consult your family doctor as a visitor. We are also able to offer the services of a female doctor for any pupil for whom this would be preferable.

Boarders can be escorted to hospital A&E, GP appointments, out-patient clinics, pharmacy etc, as necessary. Emergency dental, optician and physiotherapy appointments can also be made by the Medical Centre and transport arranged; and routine and travel immunisations can be carried out by the school doctor.

All houses have a supply of paracetamol, ibuprofen and antihistamines and a member of house staff can administer these to pupils. Any other medication must be taken to the Medical Centre who will be able to advise on storage, and if the pupil is allowed to keep and self-administer the medication. If not, it is safely stored in house and administered by house staff. All medications should be in their original packaging with the patient leaflet. Prescribed medications should also have a clear prescription label with the child's names, dosage requirements and administration times. Pupils are not allowed to share their medicines under any circumstances and they must keep them securely locked away at all times.

Senior Prep and Junior Prep School

Pupils in Reception to Year 8 will be attended to in the first instance by an appointed first aider. They are available to administer basic first aid and over the counter medications, checking first that the parent has consented to medication being given and the time the last dose of medication was given. They will contact the parents at the earliest opportunity.

The College Medical Centre takes responsibility for children with specific medical conditions and emergencies.

Medicine should only be brought to school if/when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day).

All medicines should be taken directly to the relevant member of staff by a responsible adult. Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration. The medicine should be clearly marked with the child's name, the dosage requirement and the times to be administered. The appropriate dosage spoon should be included with all medicines.

Illness at school

If your child becomes unwell at school during the day, they must report to the Reception in the Junior and Senior Prep School and the Medical Centre in the Senior School. You will be phoned if they need to return home and you will be advised as to where they need to be collected from.

If your child is unwell in the morning, please keep them at home so that infections are not spread in school.

It is requested that children with vomiting and/or diarrhoea be kept at home and do not return to school for 48 hours after the symptoms have gone.

Player Welfare

All Hurst pupils have access to our Player Welfare team. Our team of sports injury specialists includes highly-skilled chartered physio and sports therapists. They can provide clinical injury assessment and advice and they monitor pupils' recovery from injuries. The Player Welfare team have a fully equipped rehab room and in-house clinics are held Monday to Friday within games times. They also provide pitch-side First Aid.

Off Games

If your child is a day pupil and needs to be off games, please phone or email a note to the Medical Centre with instructions to that effect. Please include their tutor/ Head of Year in the Junior and Senior Prep School and Houseparent in the Senior School.

Protective equipment for Sport

All pupils must be suitably equipped with the necessary protective equipment, including mouthguards; shin pads for Football and Hockey; and pads, helmet and a box for Cricket.

Please note that it is school policy for all pupils to wear a mouthguard for Rugby and Hockey, shin pads for Hockey and goggles for playing squash.

Pupils will be prohibited from taking part in games sessions or matches if they are unable to comply. No jewellery or earrings are allowed to be worn during sports.

Cricket

The use of protective headwear remains compulsory for U18s who are batting, keeping wicket or fielding close to the batsman/woman. However, the safety standards have been amended and the ECB has updated the advice for the recommended standard of helmet for cricketers. You can read more here: ecb.co.uk/news/79227

It is strongly recommended by the school that your child wear a helmet that conforms to these latest safety recommendations. It is now advised that players wear a BS7928:2013 compliant helmet. Further details of the recommended helmets are provided here: icc-cricket.com/about/cricket/rules-and-regulations/helmets

You will be able to order and purchase compliant Masuri helmets through the College shop.

Medical Centre

Opening times

Mondays to Thursdays:
7.30am – 6.30pm

Fridays:
7.30am – 5.30pm

Outside these hours

Boarders should contact their houseparent, who is able to administer over the counter medications for minor ailments and who will seek emergency assistance if necessary.

Overnight care in the Medical Centre is also available when needed.

Contact details

The Medical Centre team can be contacted by phone on 01273 836911 or by email at medical@hppc.co.uk

Player Welfare can be contacted at player.welfare@hppc.co.uk

Player Welfare

Our Player Welfare team are on-site for Saturday sports cover.



Food

Menus

A comprehensive and well-balanced menu of food is provided at each mealtime. There is always a vegetarian option together with fresh fruit and salad. The catering department works on a three week cycle of menus (an example of weekly menus can be found later in this booklet) and holds food focus meetings with pupils to ensure their likes and dislikes are taken into account as much as possible.

In the houses, pupils may make toast and hot drinks during break times and there is always a supply of fresh fruit.

Food allergies and dietary requirements

If your child has been diagnosed with a food allergy or has specific dietary requirements, please complete the Sodexo Reporting Form on the Parent Portal. This form must be returned at least three weeks before your child is due to start at the College enabling Sodexo (the school caterers) to make any specific arrangements or adjustments to ensure the most appropriate provision of meals for your child.

Details of the allergy or dietary requirement must be supported by either a doctor's letter or a letter from a dietician. A medical letter will ensure that Sodexo staff are able to identify specific allergens in ingredients so that an appropriate diet can be provided.

One example to highlight the need for a medical letter is if, for example, your child has an egg allergy. The allergy reporting form will highlight an allergy to egg and a medical letter will be required. On examination of the medical letter it may be evident that the allergy is to raw egg, whilst cooked egg and egg contained within products are fine to consume. This information will be essential to ensure that we provide a diet suitable for your child's allergy whilst also preventing their diet from being restricted further.

We will keep a record of your child's Food Allergy Information Form to use

in the event of a medical emergency. We will share details of any food allergy assessments with Sodexo Limited who provide our catering.

If your child has a food allergy and the Food Allergy Information Form has not been returned together with a doctor/dietician's assessment where necessary, your child will be given a restricted diet until we have been provided with a doctor/dietician's assessment of the condition and a wider menu can be offered.

If you require any further information about Sodexo's Allergy Procedures, please do not hesitate to contact the school.



Spiritual Life

We believe that spiritual growth is an essential part of your child's overall growth and development. By virtue of its foundation as a Woodard School, the history of Hurstpierpoint College is steeped in the idea of spiritual nurture and growth. While traditionally Christian in outlook, the College is not limited to this perspective. In fact, as a Chaplaincy we welcome pupils of all faiths, as well as those who have decided that affiliation to a particular faith or denomination is not for them. The expectation at Hurst is that everyone will give themselves, and those around them, the opportunity to explore new ideas and horizons. As a Chaplaincy we offer weekly activities. This ranges from Light Lunch, break time prayers in House, House Communion and Christian Forum groups. The Chapel is open daily for pupils to come in and enjoy the quiet.

Chapel Services

Within the Chapel and beyond we aim to encourage and grow the faith of staff, pupils and parents alike. The Chapel services form a regular part of the weekly schedule and is a vital opportunity for the school to come together in one place to share in the successes, joys and occasional anxieties of the week gone by. It is a time for pupils to experience a range of services, which occasionally include representations of other faiths. Those unable to attend on a particular occasion must seek permission in advance from the Deputy Head. In addition, there are occasional services of Sung Compline and the Eucharist, for example on Ash Wednesday and Ascension Day.

Parents

As a parent, we ask that you support and encourage your child's attendance throughout the year. If you wish to be more involved in the spiritual life at Hurst, you are most welcome. There is a parents' prayer group, run and organised by parents, which you are welcome to join. Please contact the Chaplain for more details.

The School Chaplain

Our Chaplaincy team are always happy to be approached by anyone connected to the College who wishes to talk in confidence about any pastoral matter which is concerning them. The Chaplain can also be contacted about any other issue, including baptisms, weddings, funerals and memorial services.

First Communion

Each year, for pupils in Years 3 to 6, the Chaplain extends an invitation to prepare for First Communion. The preparation classes are in the Lent term and the Chaplain will contact parents and pupils with details.

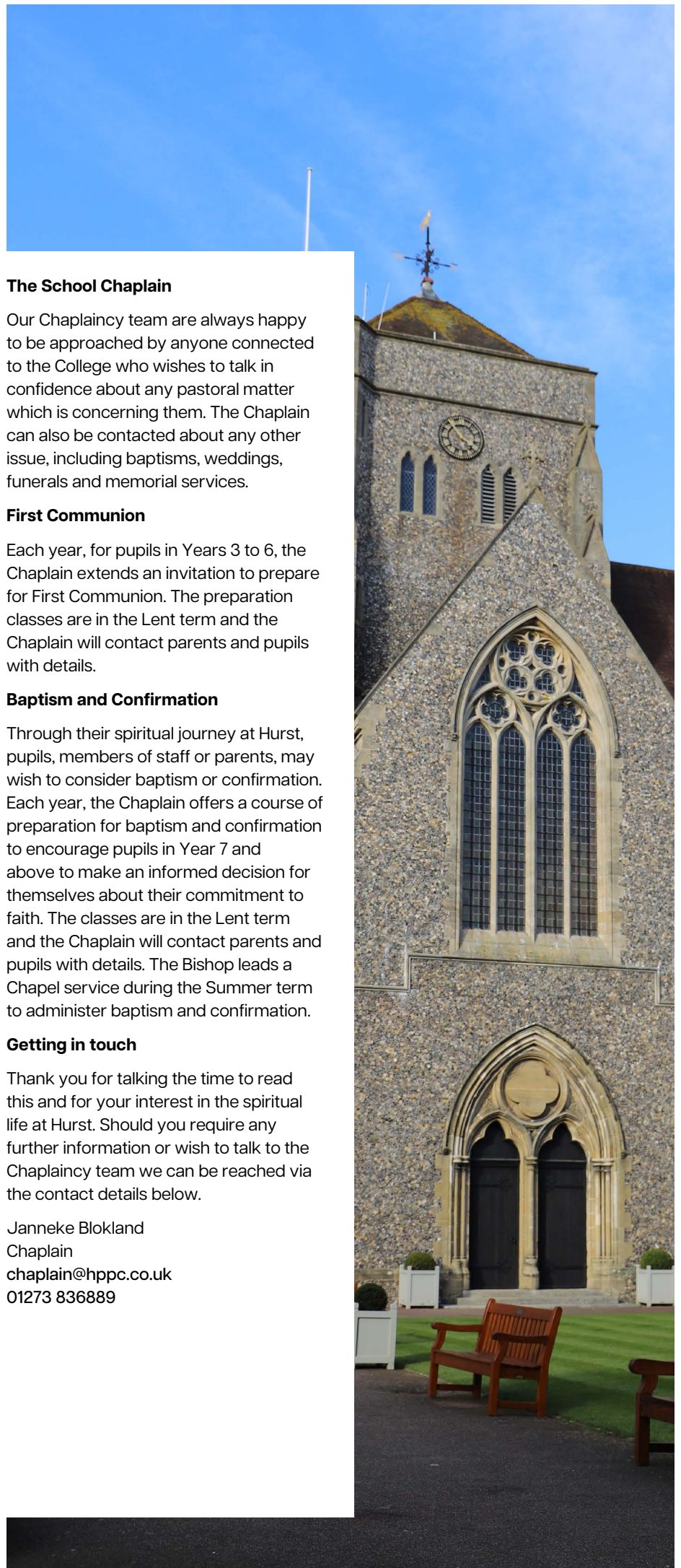
Baptism and Confirmation

Through their spiritual journey at Hurst, pupils, members of staff or parents, may wish to consider baptism or confirmation. Each year, the Chaplain offers a course of preparation for baptism and confirmation to encourage pupils in Year 7 and above to make an informed decision for themselves about their commitment to faith. The classes are in the Lent term and the Chaplain will contact parents and pupils with details. The Bishop leads a Chapel service during the Summer term to administer baptism and confirmation.

Getting in touch

Thank you for talking the time to read this and for your interest in the spiritual life at Hurst. Should you require any further information or wish to talk to the Chaplaincy team we can be reached via the contact details below.

Janneke Blokland
Chaplain
chaplain@hppc.co.uk
01273 836889



Hurst Foundation and HPA

Hurst Foundation

The Hurst Foundation is a community for everyone with a connection to Hurst College, for all ages, from every walk of life, based both near and far. It exists to bring people together and promote the College's present activities and plans for the future. The Foundation also has a fundraising role responsibility to provide bursaries, enabling access to Hurst for pupils who otherwise would not be able to afford it.

Hurst Foundation is run by Gareth Doodles, Director of Foundation, and Leigh-Anne Morrell. They can be contacted via foundation@hppc.co.uk

The Hurst Foundation vision is to create a community to support both current and past pupils on their journey through Hurst—and beyond.

The Foundation aims to help members:

Connect

Refresh lifelong friendships and make new connections; reminisce and share your news via our new online platform, Hurst Connect

Collaborate

Join our vibrant community, find out ways to work together, give back, inspire, and widen access to the Hurst experience

Celebrate

Celebrate with us through a varied programme of events; whether at a reunion, an annual Hurst celebration or a charitable or philanthropic event. The Hurst Foundation is a platform to celebrate the successes of our Hurst community

As a member of the Hurst Foundation you will:

Receive news and regular updates

Meet up with others at our reunions, alumni activities, social occasions and cultural trips

Build professional networks and business connections

Contact and reconnect - wherever you are in the world

Share opportunities and discover new talent

Access round-the-clock information created by the Foundation team and its members

Browse pictures of events, performances and sporting fixtures

Joining the Hurst Foundation has never been easier. All you need to do is visit foundation.hppc.co.uk; click 'sign up now' and complete the relevant details.

Whatever route you take in life and wherever that leads, the Foundation will always be here for you. *Floreat Hurst!*

Hurst Parents' Association (HPA)

The Hurst Parents' Association has links throughout the College. Each year group will have a HPA Class Social Representative. These representatives will welcome new parents to the school as well as organising social events each term. All parents are automatically members of the HPA. The HPA committee particularly welcomes any parent who would like to help with organising functions.

Our purpose is to strengthen the Hurst community, by extending the relationship between parents and staff, and organising activities, both within the year groups and across the school, for the benefit of the children.



Junior Prep School



Junior Prep School Contacts



Head of Junior Prep

Mr Nick Oakden

nick.oakden@hppc.co.uk



Deputy Head of Junior Prep

Mrs Alexandra Oakden

alexandra.oakden@hppc.co.uk



Head of Years R to 2

Miss Hattie Thompson

hattie.thompson@hppc.co.uk



Head of Years 3 and 4

Mrs Zoe Taylor-West

zoe.taylor-west@hppc.co.uk



Head of Years 5 and 6

Mrs Tracey-Ann Preen

tracey-ann.preen@hppc.co.uk

Academic

Reporting

In the Michaelmas Term parents are invited to attend information meetings which give an overview of the curriculum and the daily routines for each year group.

Each term you will receive a written report from your child's class and specialist teachers. This report can be accessed via the Parent Portal and will inform you of your child's achievements and the next steps required for their learning.

You will be invited to attend three Parents' Evenings per year. Dates of these evenings will be published in advance in the termly calendar.

Your child's class teacher oversees your child's pastoral and academic progress and should be the first point of contact. Please keep us informed of anything that happens at home that may affect the happiness of your child. In addition, parents are always welcome to make an appointment to see the Head of Year if there is an issue they wish to discuss.

Homework

Pupils are expected to spend approximately 15 minutes per day reading at home with an adult. All pupils visit the school library weekly and will bring home library books to share with parents.

Reception pupils are loaned Read, Write, Inc. speed sound cards and practical 'Numicon Maths Packs' to play with during the year.

Additional mathematical activities or investigations may also be sent home in order to reinforce concepts being taught at school.

Transition through the School

It is important that pupils enjoy being at school, the vast majority of pupils will excel in the academic environment at Hurst and enjoy progressing in their learning. It is anticipated that all pupils will progress through the school and we believe that there should be no surprises about this. However, if a particular pupil is

struggling academically it can have a real impact on their enjoyment of school when immersed in the academic environment; in such cases there would be ongoing dialogue with parents and a focus on intervention to support individual pupils to progress.

Reporting

All pupils are monitored using the Challenge Grade system. This is the grade that the teacher thinks they should achieve if they perform to their potential. At the beginning of the academic year a Challenge Grade is set for each pupil in Years 3 to 6 in English and Maths, and from Year 4 in Science. If a child makes significant progress in a particular subject their Challenge Grade may be adjusted.

At each grade review, which is indicated in the calendar, pupils are awarded one of the following:

- +1 work has been better than the Challenge Grade
- ✓ on target
- 1 or -2 work has been below, or well below, the Challenge grade

Target Cards

If a child has difficulty in certain aspects of their work such as concentration, organisation or producing work on time they will be given a target card. This is signed by each teacher at the end of each lesson and we ask a parent to sign the card at the end of each day. This card is not a punishment but a way of improving effort and achievement.

Homework

A prep timetable is published for all pupils; parents can access their child's prep diary by using the Parent Portal. Please ensure that your child completes homework in a suitable working environment without distractions.

Pupils are expected to spend approximately the following amount of time on Prep:

Year 3

15 minutes reading per day (spellings and times tables)

Year 4

15 minutes reading per day and 3 Preps per week (20 minutes each)

Year 5

4 Preps per week (20 minutes each) plus daily reading

Year 6

8 Preps per fortnight (30 minutes each) plus daily reading

Rewards and Sanctions

Rewards

Rewards are an intrinsic part of reinforcing good behaviour within the school and are used to encourage and develop an ethos of kindness and cooperation both in and out of the classroom.

House points

Pupils in the Junior Prep School are awarded House Points for:

Effort in class

Effort in prep

Excellent prep or test results

Co-curricular contribution or commitment

Behaviour which reflects the Junior Prep School Children's Charter: Work Hard, Do Good, Engage

The accumulation of House points contributes towards the chosen charity of each house.

House points also contribute to the termly House Cup competition.

Celebration assembly

Our weekly Celebration assembly is an opportunity to highlight the engagement and hard work of the pupils. Sports awards, LAMDA and Music certificates are awarded on a regular basis. Pupils are also encouraged to bring medals or trophies that they may have won whilst representing external clubs so that we can celebrate their successes outside their school life.

Hurst Purpose

During the weekly Celebration Assembly, two pupils from each class are awarded certificates linked to our core values; Work Hard, Do Good and Engage.

Missions

The Junior Prep School Missions are a series of academic challenges that provide pupils with opportunities to explore topics across the curriculum.

Pupils receive a Mission certificate and 'lucky dip' prize upon the successful completion of a mission.

Pupils work towards a bronze, silver and gold eagle badge as they complete a set number of tasks. The eagle badges are presented during Celebration Assembly.

Top Table

Once a week, each class selects a pupil who has exhibited excellent table manners and behaviour in the dining room or classroom. They will eat at the 'Top Table' on Friday with the Head.

House competitions

There are a wide variety of House competitions throughout the academic year from sporting competitions to our House Christmas tree competition. Houses are awarded points for each competition and the competition culminates in the presentation of the House Cup during the final assembly of each term.

Sanctions

Children are encouraged to take responsibility for their own actions. Teachers are expected to engage with the children and to use a range of skills to bring about a positive change in behaviour before imposing sanctions.

Sanctions – Reception to Year 2

If pupils struggle to make appropriate choices either in the classroom or during playtimes, the following process can be applied (starting at any level at the discretion of the Head of Year):

Level 1 – Loss of playtime. This can be increments of 5 minutes at the discretion of the teacher

Level 2 – Head of Year speaks to pupil to discuss behaviour

Level 3 – Class teacher meets with parents to discuss concerns

Level 4 – Introduction of a target card

Level 5 – Head of Year or Assistant Head

meets parents. Consultations with outside agencies for support/therapies may be advised

Sanctions – Years 3 to 6

The Head of Year (HoY) is responsible for ensuring that both individually and collectively the pupils achieve the very best progress of which they are capable. They also actively promote good behaviour within the Junior Prep School. Head of Year (HoY) alerts are used by teachers to monitor and track any behaviour that might hinder the progress of a child.

The following HoY alerts result in Clearings which can then lead to an escalation of sanctions:

Disruptive behaviour in lessons

Poor or exclusionary behaviour outside lessons

Not being honest or rudeness

A clearing takes place between 12.30pm and 12.45pm and is held in a Junior Prep School classroom.

HoY alerts revert to '0' four times during the academic year, but the records remain to help the Head of Year to notice patterns in the following terms.

If a child's disruptive behaviour persists, then the Head of Junior Prep or Deputy Head of College has the right to exclude a pupil from school on a temporary basis. Only the Head of College may permanently exclude a pupil in accordance with the Rewards and Sanctions policy.

Tracking

HoY alerts can also be given for the following reasons that are used to track pupils' behaviour and do not automatically lead to sanctions.

Poor appearance

Punctuality/Missed registration

Disorganised – Books/equipment missing/late prep

Low engagement or attainment in lessons, prep or tests

The Role of Parents

The school works collaboratively with parents, so that children receive consistent messages about how to behave at home and at school.

We try to build a supportive dialogue between home and school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.

If the school has to use reasonable sanctions to punish a child, parents should support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Head of Year, followed by the Assistant Head. If these discussions cannot resolve the problem, a formal grievance or appeal process may be implemented.



Senior Prep School



Senior Prep School Contacts



Head of Senior Prep

Mr Simon Lilley

simon.lilley@hppc.co.uk



Head of Year 7

Miss Lydia Crichton

lydia.crichton@hppc.co.uk



Head of Year 8

Mr Benjamin Dewey

benjamin.dewey@hppc.co.uk

Academic

Challenge Grades

All pupils are monitored using the Challenge Grade system. This is the grade that the teacher thinks they could achieve if they perform to their potential. At the beginning of the academic year a Challenge Grade is set by each subject teacher for each pupil in Years 7 and 8. If a child makes significant progress in a particular subject their Challenge Grade may be adjusted.

At each grade review, which is indicated in the calendar, pupils are awarded one of the following:

- +1 work has been better than the Challenge Grade
- ✓ on target
- 1 or -2 work has been below, or well below, the Challenge Grade

Those pupils who produce exceptional Grade Review scores, or make exceptional improvement, will be awarded a Commendation Certificate by the Head in assembly to celebrate their outstanding performance. Those pupils scoring -1 or -2 in several subjects will receive additional support and intervention from their tutor and, for example, may be placed on a target card which will help them to focus on any specific areas of concern. Academic tracking is carried out by Heads of Year.

Parents' Evenings and Reports

You will be invited to attend two Parents' Evenings with your child per year and appointments will be made using the Parent Portal. Dates of these evenings will be published in advance in the termly calendar.

Your child's form teacher oversees your child's pastoral and academic progress and should be the first point of contact. Please keep us informed of anything that happens at home that may affect the happiness of your child. In addition, parents are always welcome to make an appointment to see a member of staff if there is an issue they wish to discuss.

Prep/Homework

A prep timetable is published for all pupils; parents can access their child's prep diary by using the Parent Portal. Please ensure that your child completes homework in a purposeful working environment without distractions including smartphones.

In Years 7 and 8, Tutors will help their tutees to organise and prioritise their prep during tutor time; it is important at this stage for pupils to take responsibility and to manage their time sensibly. Therefore, if your child is experiencing any difficulties, please contact their form tutor. Many make excellent use of supervised prep sessions after school.

It is recommended that pupils spend 30 minutes on each prep. The best advice is to complete prep the night it is set, so there are never more than 2 and therefore evenly spread out over the fortnight.

Target Cards

If a child has difficulty in certain aspects of their work such as concentration, organisation or producing work on time they will be given a target card. This is signed by each teacher at the end of each lesson and we ask a parent to sign the card at the end of each day. This card is not a punishment but a way of improving effort and achievement.

Mobile device

Pupils in Year 7 are issued with a laptop device to allow them to access Hurst Online. Hurst Online is a key tool for learning and we expect the pupils to be able to use resources, submit work, communicate, and access information such as preps electronically, whether at home or in school. This will remain theirs to use throughout their time at Hurst. From a management perspective, the devices will remain the property of the College, although there may be an opportunity to purchase the one issued to your child should they leave the College before the end of the Upper Sixth.

Please note that the basic termly fee covers the cost of providing this device. It will be supplied with all software loaded ready for use. Each pupil will be provided with the device, keyboard and case, together with the associated support package and insurance. By ensuring all pupils have the same device it means that compatibility is not an issue. We are also far better able to teach and support the pupils in terms of using the devices effectively and dealing with any issues.

These devices have been used effectively to enhance teaching and learning in the Senior School and not only do we want to ensure that Year 7 and 8 are able to benefit from this, but also that the pupils become proficient in their use prior to joining the Senior School. Naturally, we ensure that pupils are further trained in online safety and the responsible use of devices, to coincide with the devices being issued.

Assessment and Monitoring

We use a number of standardised tests to monitor the pupils' progress as they pass through the school. The tests in Maths, English, Spelling and Reading provide information on children's development. Reasoning tests are also used for information about their potential. All pupils have regular assessments in class which allows teaching to be tailored to meet individual needs throughout the year.

Year 7 pupils sit exams at the end of the Michaelmas and Summer terms. Year 8 pupils sit summary tests at the end of the Michaelmas term and Hurst examinations take place at the end of the Summer term. In addition, Year 7 and 8 pupils also have key pieces of work assessed in each subject throughout the academic year. The examination and assessment results will be used to assess suitability for the Senior School.

Educational Health Care Plan (EHCP)

Where a pupil has an Educational Health Care Plan (EHCP) every effort is made to ensure the needs of that pupil are properly provided. The Learning Support team works closely with teachers to ensure they are fully informed about the needs of pupils and to advise on the best teaching strategies. Children with EHCPs may find the curriculum difficult to access, as there is a mild selection process to gain entry. Children with EHCPs for physical need who are able to access the curriculum are very well supported and contribute greatly to the life of the school.

Learning Support (LS)

For additional information please see the curriculum policy

It is our aim that every child should be able to fulfil their full potential. In order to achieve this we recognise that some pupils may need additional support. This support is provided, after full consultation with the pupil, parents and teachers and takes place during school hours (there is a charge for the lessons). These one-to-one lessons will usually take place during academic lessons.

All known difficulties should be declared on the child's Registration Form and any relevant information, including Educational Psychologists' reports and reports from other specialists, should be given to the Head. This will then be passed on to the Head of Learning Support. It may be deemed necessary to carry out pre-testing on a child in order to ascertain the level of help they may need.

Failure to disclose information about an Educational Psychologist's report upon application for a place at Hurst Senior Prep causes great difficulties. If we are unable to provide appropriate support, the child may be unable to progress through the school.

English as an Additional Language (EAL)

Pupils for whom English is an additional language are assessed at entry and receive individual support if required.

EAL lessons are one hour for those in Years 7 and 8. Lessons are charged for termly according to the current scale of charges.

Transition to the Senior School

If there are any concerns in which moving to the Senior School is not in the best interests of the pupil then these will be raised at the earliest opportunity to allow intervention, support and, if required, time to find a more suitable Senior School.

Rewards and Sanctions

Rewards

Rewards are an intrinsic part of reinforcing good behaviour within the school and are used to encourage and develop an ethos of kindness and cooperation both in and out of the classroom. Rewards can be used for effort, quality work, consistency, helpfulness, courtesy and manners and other reasons deemed appropriate by a member of staff. We praise and reward pupils for good behaviour in a variety of ways:

Pupils are rewarded with house points which are given for good work or good behaviour. The house with the highest weekly points total is awarded the House Cup in assembly. These points also contribute to a house total and an Industry Cup is awarded each term to the winning house. At the end of each term two pupils from each class receive a prize for receiving the most house points.

A Celebration Assembly takes place weekly. This is an opportunity to reward the child for their achievements both in and out of school.

Those pupils who produce exceptional Grade Review scores will be awarded a commendation certificate by the Head in assembly.

End of term prizes are awarded for a wide range of subjects, both academic and non-academic. At Speech Day in the Summer term, prizes are given to pupils for academic achievement, sport, music and drama.

Sanctions

Pupils who choose to behave in an unacceptable manner around the school, and contravene the code of conduct, will be given a lunchtime 'clearing'. This takes place between 12.30pm – 12.50pm and provides an opportunity for the child to help with an element of community service. They will understand that this sanction is a direct result of their behaviour choice.

Head of Year (HoY) alerts

The Head of Year is responsible for ensuring that both individually and collectively pupils achieve the very best academic progress of which they are capable. They also actively promote good behaviour within the School and provide pastoral support.

Head of Year alerts are used by teachers to monitor any behaviour that might hinder the academic progress of a child, from forgetting a textbook to missing a prep.

If a child receives a number of HoY alerts then the form tutor, in conjunction with the Head of Year, will put strategies in place in order to best support the child. At this point the Form Tutor would contact the child's parents to reinforce positive communication between home and school. Where work needs to be repeated then there is an option for an academic catch-up session which takes place every day between 12.30pm – 12.50pm.

Disruptive behaviour

If a child is disrupting the learning of other pupils then interventions must take place to bring about a positive change in behaviour. If the child continues to deliberately disrupt the lesson then a Disruptive Behaviour Alert will be issued and the child will receive a lunchtime detention. As disrupting the learning environment has a serious impact on other pupils an accumulation of alerts will result in an after school detention and parents will be informed. The Head of Year will implement a range of strategies in order to help the child including target cards and regular meetings. Exceptional, inclusive behaviour is the norm at Hurst.

Detentions will take place on Friday from 5.00pm to 7.00pm.

Rewards and Sanctions are reviewed annually and are therefore subject to amendment.

If a pupil's disruptive behaviour persists then the Head has the right to exclude a pupil from school on a temporary basis. Continuation through to Year 9 in the Senior School may be compromised. Only the Head of College may permanently exclude a pupil in accordance with the Behaviour Policy.

The Role of Parents

The school works collaboratively with parents, so that children receive consistent messages about how to behave at home and at school. This joined up approach is certainly our aim.

We try to build a supportive dialogue between home and school, and we inform parents immediately if we have concerns about their child's welfare, progress or behaviour.

If the school has to use reasonable sanctions to punish a child, parents should support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Head of Year, followed by the Deputy Head. If these discussions cannot resolve the problem, a formal grievance or appeal process may be implemented.



Senior School: Middle School and Sixth Form



Senior School: Middle School and Sixth Form Contacts



Head of Sixth Form

Brian Schofield

brian.schofield@hppc.co.uk



Head of Middle School

Owain Jones

owain.jones@hppc.co.uk



Deputy Head Academic

Dr. Graham Moir

graham.moir@hppc.co.uk



Head of Shell

Alaina Coar

alaina.coar@hppc.co.uk



Head of Remove

Cerys Jones

cerys.jones@hppc.co.uk



Head of Fifth Form

Cameron Allan

cameron.allan@hppc.co.uk



Head of Lower Sixth

Bryn Roberts

bryn.roberts@hppc.co.uk



Head of Upper Sixth

Andrew Doe

andrew.doe@hppc.co.uk

Academic

Assessment and tracking (Challenge Grades)

Your child's academic progress will be tracked via a system of Challenge Grades. At the beginning of each academic year they will be set a Challenge Grade in each subject. The grades set will be ambitious and achievable, providing they work hard.

In the Middle School (Shell, Remove and Fifth) the Challenge Grades will be calibrated according to GCSE grades and in the Upper School (Lower and Upper Sixth) A-level grades will be used. Thereafter, your child's work will be assessed by the teaching staff at Challenge Grade Reviews when each subject will be graded:

- +1 work has been better than the Challenge Grade
- ✓ on target
- 1 or -2 work has been below, or well below, the Challenge Grade

All Challenge Grades can be viewed on the Parent Portal, and emails will be sent informing you when they have been published.

Every child is assigned a tutor with whom they will formally meet each week to discuss their academic progress and grades. The tutor will also check prep diaries and ensure your child is keeping up with their work. Your child's tutor is your first point of contact about any academic concerns and you are able to contact them directly through the Parent Portal.

Parents are invited to attend a parents' evening at least once a year to discuss their child's work and progress and also a parents' and tutors' meeting, at the start of the academic year, which informs parents of issues relevant to their child's year group. Challenge Grade Reviews are issued regularly, with comments from all the staff who teach your child, and pupils in Shell, Remove and Lower Sixth who sit formal, internal examinations at the end of the academic year receive statements of results.

If you are concerned about your child's academic progress and, having spoken to the tutor or teacher, feels that there has not been sufficient improvement, you should contact your child's Head of Year.

Timetable

The School operates a two-week timetable. This means that the lessons scheduled for your child will be different in week A to week B. The two-week timetable allows the School to maximise the use of academic time, structure more time for Co-Curricular activities, especially for the younger age groups, and create a better rhythm to the working week.

Books and stationery

The School provides all text books, exercise books, files and paper. Pupils should have their own black biros, pencils, eraser, a full set of coloured pencils and a basic non-programmable scientific calculator. (Note: Sixth Formers may not require all of these depending on the subjects chosen for study.)

Text books will be charged for if they are not returned to the Head of Department at the end of the course or have been damaged beyond what is reasonable.

The Library

We enable our pupils to join the West Sussex Library service. This allows them to borrow eBooks and eAudiobooks. It also gives them free online access to various high-quality resources such as

Dictionary of National Biography

Oxford Reference

The Times Digital Archive

Who's Who and Who Was Who

These resources are not freely available on the Internet.

Prep

As a general rule, pupils are set the following prep over a fortnight, although this may vary.

Shell

English and Maths 1.5 hours

Other subjects 1 hour each

Remove

1.5 to 2 hours per GCSE subject

Fifth Form

1.5 to 2 hours per GCSE subject

Lower Sixth

At least 6 hours per subject

Upper Sixth

At least 8 hours per subject

Pupils in the Middle School will be provided with a prep timetable and Sixth Form pupils arrange their own prep schedule. All pupils are allowed a minimum of two nights to complete the work that is set.

Day pupils may stay for supper and to do their prep on Monday to Thursday evenings but should be collected by the following times:

Shell and Remove
8.30pm after prep

Fifth Form and Lower Sixth
9.00pm after prep

Please note that day houses close at 7.00pm at which point pupils can go to the Library, though they must stay until the end of their respective prep times. No pupil from a day house may stay on campus after their prep time has finished, unless they are in a supervised activity.

Vacation work

Work will be set during half terms and also the Easter and Summer vacations. Work is not usually set during the winter vacation, although pupils in the Upper and Lower Sixth and Fifth may be set work during this vacation if catch-up work or preparation for any re-sit examinations is necessary. Vacation work is an important

part of a pupil's learning and the work will be assessed at the start of each term.

Exams and Exam Concessions

Each pupil's individual public exam timetable can be viewed on the Parent Portal once exam entries have been made. This will usually be from the end of February for GCSEs and for A-levels. The pupil's timetable also shows any access arrangements (e.g. extra-time, use of a reader etc.) which have been approved by the exam boards. Approval is based on a written assessment of a pupil's needs by an approved specialist assessor, a copy of which will need to be held on file along with supporting evidence. For extra time and other access arrangements, (e.g. reader or scribe) assessments must be carried out within the pupil's secondary education from Year 9 onwards. When a pupil progresses from GCSE to A-level examinations they must continue to meet the published criteria for the access arrangement. If this is the case, a re-submission of the application to the exam board is made. Assessments can be arranged by the SENCo, if required.

Approval/renewal of access arrangements must be registered with the Exams Officer by the annual published deadline for Summer GCSEs and A-levels. However, we recommend access arrangements are in place at the beginning of Remove and Lower Sixth to take into account controlled assessments/coursework.

Entry fees for external examinations are charged to parents as extras.

Learning Support (LS)



For additional information please see the curriculum policy

The Head of Learning Support ascertains the level of need for each pupil, based on prior knowledge and any assessments. Following this, in conjunction with the pupil and parents, lessons are scheduled. LS lessons are timed so as not to clash with other subjects.

It is vital that the Head of Learning Support is aware of any known LS need or exam access arrangement a pupil may have before the pupil enters the College. Without this information an available slot cannot be guaranteed as demand for learning support is high. On occasion, pupils who have not had a previously known learning support need, but who underperform in entrance examinations, may be asked to take subject-specific support in Shell (usually in Maths, English or Science, or a combination of these). Very often this support will only be needed for the Shell year but it may be decided, in consultation with parents, that the pupil would benefit from continuing support.

Pupils are usually taught for one or more sessions per week, at the discretion of the Head of Learning Support after consultation with parents. A full term's notice is required to withdraw a pupil from Learning Support/ESL, unless previously agreed with the Head of Learning Support/Head of ESL. Lessons are charged for termly according to the current scale of charges. A register is kept ensuring accurate billing of each individual lesson; missed lessons will be charged for where there is no good reason for absence. If a pupil is absent from College during the time of their timetabled LS or ESL lesson due to illness or another College commitment e.g. a College organised trip, the lesson will be rescheduled if possible, however if this is not possible then no charge will be made for this lesson.

Hurst
College Lane, Hassocks,
West Sussex BN6 9JS
01273 833636
info@hppc.co.uk

 @HurstCollege
 @Hurst_College

hppc.co.uk

