



Hurst

# Pupils' Guide

2025–26

Senior School

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# Welcome

Hurst is a wonderful College in which to live and work. However, like all communities there is a need for certain rules, regulations and regimes to ensure that our community runs both harmoniously and effectively for the benefit of the community as a whole as well as the individuals within it.

This Guide is designed to enable you to understand how our community works and what your role and responsibilities are within it. Clearly, the rules cannot cover all eventualities but if you are true to yourself and you respect those around you, the community and institution in which we live then all will be well. Respect and common sense lie at the base of all we do here.

Yours sincerely,

**Dominic Mott**  
Head of College



# Introduction

We hope that every pupil enjoys their time at Hurst. The most important part of the College is the community, and you will make lifelong friends here.

We are committed to ensuring that every pupil experiences an outstanding all-round education that prepares them for life. There are so many opportunities here at Hurst, whether in the classroom, on stage, on the sports field or in House, the list goes on. This means that we will expect you to get involved; some things are compulsory and at other times there is an opportunity for choice. Most importantly we expect you to be fully engaged with everything that is on offer and to give it your best.

This will mean trying new things and occasionally moving a little out of your comfort zone. This requires everyone in the community to be wholeheartedly committed to everything they do and to always support each other, whether that's through words or actions.

There is a lot you need to know about Hurst, and this Pupil Guide is put together to provide you with a lot of useful information about the rhythms and routines of the place, as well as many of the opportunities available. It should be a useful reference guide, and it also covers many of the College rules and expectations. So that everyone can thrive here we do have high expectations of behaviour and joining Hurst means signing up and living up to these every day. To protect everyone in our community and avoid any poor behaviour, we follow the "Big 12" (page 7) which we are very open about and discuss regularly with pupils.

Our job is to help you to grow and thrive so that you are ready to leave when the time comes. At that point we hope you will look back with fond memories of the place and feel as though you have taken advantage of every opportunity that has come your way, having fully embraced the Hurst mantra of work hard, do good and engage.

**Lloyd Dannatt**  
Deputy Head of College



# 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"> <li>• Learn to work as a team for the greater good</li> <li>• Develop leadership and life skills at all levels</li> <li>• Forge resilience and perseverance: ‘Keep on keeping on’</li> </ul> <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"> <li>• Look after everyone in our community</li> <li>• Engage with the local community, particularly through the Hurst Educational Trust</li> <li>• Develop global awareness and engagement: ‘embrace a broader view’</li> </ul> <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

## College 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. At the start of every year, every pupil (in Year 7 and above) 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 Network Policy.

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

# General Pupil Conduct, School Rules, Exceptions and Routines.

## Registration

Pupils must register at 8.15am in House and during the afternoon registration session. If pupils are late for any reason they must report to the Lodge to sign in.

## Appearance

Your own personal appearance should at all times be in keeping with the standards of the College. Your HoM/Duty member of staff will check that appropriate level of dress and appearance is maintained at both morning and afternoon registration.

## Meals

You must attend all main meals. Boarders must attend breakfast.

## 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.

## Lunchtimes

Lunch starts at different times for each year group. Lesson 4 ends at the following times:

Shell	12.45pm
Remove	12.55pm
Fifth	1.05pm
Lower Sixth	1.10pm
Upper Sixth	1.15pm

If Sixth Form have a study period before lunch, the Upper Sixth may go to early lunch at 12.30pm and the Lower Sixth at 12.35pm.

## Absence

You need your HoM's permission to miss classes or prep. You should also inform the teacher concerned and collect details of work missed during absence.

## General

If for any reason your class is without a teacher, a pupil from the class must inform one of the College Deputies or Heads of Year or, failing that, another member of staff after 5 minutes of the lesson have passed.

Pupils waiting to be picked up at the end of the College day should be properly dressed in uniform or College kit and behave sensibly and calmly whilst in the car park and entrance area. Ball games are only permitted in the Astro and when supervised.

You may not lend money nor gamble.

If you want to buy or sell something, you must do so through your Houseparent (HoM).

You may eat confectionery (sweets, ice-creams etc.) only in your House. Chewing gum is not allowed at any time.

Posters should be displayed only on official boards with HoM permission and should be in good taste.

Before going to lunch pupils may leave books/files in the pigeon holes provided or on the Cloister seats. All such belongings must be collected immediately after lunch.

## Mobile phones

Mobile phones must be registered with your Houseparent.

Failure to observe these rules below may lead to confiscation and/or refusal of permission to have mobiles at College. Unless consent is given mobile phones must not be used for photographic purposes.

If you need to access a phone at any time, you can ask for permission to use your Houseparent's phone or the phone at the Lodge.

Handing in a fake dummy phone will be treated as dishonesty within the disciplinary system.

## Day pupils - Shell, Remove and Fifth Form

Day pupils' phones will be collected by the Houseparent at 8.15am and returned at the end of the day.

## Boarding pupils - Shell

In the boarding houses, the Houseparent will retain phones at all times except for the time slot in between prep and bedtime, when the pupils may use them.

## Boarding pupils - Remove and Fifth Form

In the boarding houses, the Houseparent will retain phones at all times except for between 6.00pm and 7.00pm and the time slot between prep and bedtime.

Pupils in the Shell, Remove, Fifth Form and Lower Sixth must hand in their mobile phones to their Houseparent at bedtime. These devices must not be used after lights out in a Boarding House. Any pupil breaching this rule can expect to have their phone confiscated and an appropriate House punishment sanctioned.

## Sixth Form

Phones are not allowed to be used in any public areas or corridors. They must be switched off during Chapel, mealtimes, prep and private study periods.

## Within the classroom

Before each lesson make sure that your general appearance is excellent – for example shirts tucked in and top buttons done up.

Come to each class prepared with appropriate equipment and prep complete.

During a lesson put your hand up if you wish to speak.

Listen quietly while others are speaking.

Persistent disruptive or unsatisfactory behaviour during a lesson may result in a pupil being asked to leave the lesson

and report to the College Reception (the Lodge) after the appropriate warning has been given by the relevant member of staff. The Reception staff will then contact the Deputy Head of College or Head of Section who will decide on the course of action. If such behaviour is repeated by a pupil they risk full suspension/exclusion from the College.

**Within House**

You may not get up or leave your House before 7.00am without your HoM's permission.

You may play iPods or similar, only in your House. You may not play audible music before 8.00am, during lessons, between 2.00pm and 4.00pm, during prep or after bedtime for your year group. You may not watch television, YouTube, Netflix etc. during lesson times, supervised study or private study.

With the permission of an accompanying Houseparent, you may listen to an electronic device when travelling in a minibus/coach but must switch it off when you leave the minibus/coach.

You must never tamper with College electrical or gas appliances. You must report all breakages and damage to your HoM at once. You must seek approval from your HoM 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.

You, not the College, are responsible for your own belongings. It is recommended that your personal belongings should be insured independently.

At the discretion of the Houseparent non-offensive posters are permitted in designated areas.

All pupils are expected to keep their rooms and work areas in a tidy/functional state.

**Visiting other Houses**

You may visit the social areas of other Houses as follows:

After lunch during the week  
1.00pm – 1.50pm

Before Prep  
6.00pm – 6.40pm

After Prep

Shell	8.30pm – 9.00pm
Remove	8.30pm – 9.15pm
Fifth Form	9.00pm – 9.45pm
Lower Sixth	9.00pm – 10.00pm

You must not go into study rooms or bathrooms.

You may not visit during the following times:

Before morning school

During timetabled lessons or private study lessons in the Sixth Form

During morning break

During games times

During prep

Bedtimes			
Year	Return to House by	Prepare for bed by	Lights out by
Shell	9.00pm	9.15pm	9.45pm
Remove	9.15pm	9.30pm	10.00pm
Fifth Form	9.45pm	10.00pm	10.30pm
Lower Sixth	10.00pm	10.15pm	10.45pm
Upper Sixth	10.00pm	10.30pm	-

Shell to Lower Sixth students may not visit St John's.

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The signing in procedure in another House is:

1. Sign in
2. Gain permission from the member of House staff on duty

### **Bounds**

#### **Outside College**

You may go off site only with your HoM's permission, whom you must inform where you are going and when you will return. Your HoM should also have your mobile phone number if one is available.

As a Sixth Former you may leave the grounds unsupervised but only with your HoM's written permission. When off College grounds pupils must wear either full school uniform or full school games kit.

Any boarder who wishes to stay at another pupil's home when they are due to be staying overnight in the College, must ensure that their HoM has received permission from both sets of parents before leaving the College.

#### **Within College**

After Prep, in the evening, pupils are welcome to spend time in the following places:

Eagle/Red Cross lawn, academic quad, inner quad – but no ball games are to be played in any of these areas

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Music School to practise an instrument

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Other Boarding Houses during visiting hours

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East Field until dusk – pupils may play ball games there, but should not play with any of the athletics equipment, including the high jump crash mats

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Highfield Astro to play sport (as long as pupils are wearing trainers) until dusk. Footwear must be worn and pupils should not play sport until a member of

staff is present to supervise

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#### **Gyms**

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The following areas are off limits to pupils unless under teacher supervision or with official permission from a member of staff:

Dance Studio/Drama Studio/Moore Hall

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Theatre, New Bury Theatre, and Music School Hall

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Swimming Pool

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Any area involved in building works

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South Woods – behind Eagle, the Sports Hall and St John's

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Kitchen and Domestic areas

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#### **Lawns**

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All sports fields (except East Field as above) and Cricket nets

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Sports Hall

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Prep School (except with the Head's permission)

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Dining Hall outside meal times

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Pavilions

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The Outdoor Education and CCF facilities

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The maintenance yard and surrounding areas

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The West Astro and the MUGA, except for St John's

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The minibus parking area

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The farm

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Science and DT labs/workshops

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Car parks

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Boiler rooms and cleaning cupboards

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Lofts, attics and roofs

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### **Chapel**

You must attend all Chapel services in school uniform and behave at all times with proper respect.

You must not talk in Chapel, use mobile phones or consume food or drink.

### **Dining Hall**

You must attend breakfast and lunch wearing school uniform, except for weekend meals. At supper you must wear either school uniform or official College games kit ("No logo, no go"). You must wear trousers, not shorts, if wearing games kit.

You are responsible for taking your own tray and its contents out, disposing of leftovers in the bins and stacking plates etc. tidily and politely on exit.

### **Day pupils**

As a day pupil you are subject to the same code of behaviour as boarders and must conform to the same clothing regulations when at College.

Your parents should ring your HoM before 8.00am if you are unable to attend College due to illness.

If you have a doctor's or dentist's appointment during the day, you must tell your HoM in advance and then sign out and back in again at Reception.

If you arrive at College late and miss registration, you must sign in at Reception as soon as you arrive.

If you need First Aid, the Medical Centre nurses will provide it. Any other illnesses or injuries must be treated at all stages by your GP in their surgery.

### 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). If you would prefer to withdraw your consent for photos of yourself to be used, please inform your Houseparent.

### School Uniform

You must wear school uniform on weekdays until you have had supper.

The Hurst Uniform Guides, and opening times of the College Shop, can be found on the College website at [hppc.co.uk/about-us/uniform](http://hppc.co.uk/about-us/uniform)

### Travel/Driving Permission

(Only Upper Sixth are allowed to receive such permission)

Upper Sixth students may keep a car or a motorcycle at the College or within the vicinity of the College with the Deputy Head of College's permission. Such permission must be received in writing before any student is permitted to drive to College. Parking bays are located behind St John's. Students will only be permitted to drive off and then back on site during the school day for emergencies and major/significant appointments (such as medical) and with parents' permission. You may not ride as a pillion passenger on a motorcycle.

You may not drive a car anywhere on the College grounds except to and from the St John's car park. When driving through the school, including to and from the St John's car park, you must drive at a speed of no more than 5mph.

### Passengers

In order to carry passengers in their car, 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 St John's HoM and both sets of parents, passengers (Upper Sixth Form students only) may be taken in the car. This permission can be granted via the Portal.

If you are required to drive siblings to and from the College in your car, permission needs to be obtained from St John's HoM. The above conditions for carrying passengers do not apply in this case – parental permission is sufficient.

With the exception of siblings, you may not travel in a car driven by anyone under 21 years of age from outside College, unless your HoM has written permission from your parents.

Students may not ride as a pillion passenger on a motorcycle.

You are not allowed to hitch-hike.

If you wish to bring a bicycle to College please discuss with your HoM.

Please note that Lower Sixth pupils are not allowed to drive into College. It is an Upper Sixth privilege. Lower Sixth pupils many not have a car at College, as there is not sufficient parking available on campus.

### Driving lessons

Pupils who wish to organise driving lessons during the normal College week should seek permission from their Head of House. A letter from parents will be required. The College strongly suggests arranging driving lessons outside of normal College commitments. 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. You can book lessons during tutor time (if your Tutor agrees) or Clinic (if you are not allocated to Clinic by a teacher). Requests to book driving lessons outside of those times should be made to the Head of Sixth Form.

Breaching any of the College rules detailed in this section is an offence and, for it, pupils will be placed within our disciplinary system. Repeated, persistent breaching of these rules could ultimately lead to suspension and/or exclusion.

All College policies can be found on the College website at [hppc.co.uk/about-us/policy-documents](http://hppc.co.uk/about-us/policy-documents). The policies are absolute rules and the guidance here is intended to unpackage the policies but does not replace them.

### IT Support

IT support requests can be logged by emailing [itservices.servicedesk@hppc.co.uk](mailto:itservices.servicedesk@hppc.co.uk)

IT Services is 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).

### Use of the College network

All use of the computing and network facilities is subject to certain rules. These rules concern what is considered to be unacceptable behaviour and misuse, as well as what may infringe license terms or may be otherwise illegal. Note that all use is permitted for bona fide purposes only, and is subject to proper authorisation. Misuse of computing and network facilities and unacceptable behaviour include (but are not limited to) the following:

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Attempting to gain unauthorised access to a resource, workstation or mobile device

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Using someone else's username

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Disregarding the privacy of other people's files

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Giving your password to someone else, or being otherwise careless with it

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Generating messages, which appear to originate from someone else, or otherwise attempting to impersonate someone else

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Sending messages which are abusive or a nuisance or in any way potentially offensive or distressing

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Displaying offensive material including nudes or semi-nudes

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Trying to interfere with someone else's use of the facilities

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Disregard for etiquette

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Sending chain email

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Being wasteful of resources

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Software piracy (including infringement of software licenses or copyright provisions)

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Using the facilities for commercial gain without written authorisation from College management

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Physically damaging or otherwise interfering with facilities

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Creating unnecessary network traffic

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Use or attempted use of any form of network analysis tools

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Attempting to modify or in any way alter software

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Note: many of the above, depending on the nature and extent of the misuse, fall into the "Big 12" category of misdemeanor.

### Network rules

Users of mobile devices and computers attached to the College network must not attempt to gain unauthorised access to or interfere with the operation of any other computer system, either within or outside the College. The College may bar access to any device, computer or sub-network that appears to be used for such activities. All email sent via the College network must correctly identify both the sender of the mail and the host or unit with which the sender is associated. Network users must take all reasonable steps to ensure that they do not cause an excessive amount of network traffic on the College's internal networks or its external network links. The College may bar access at any time to mobile devices and computers, which appear to cause

unreasonable consumption of network resources. The College network or its external links may not, in general, be used to supply access to anything other than local services to any person who is not a member or employee of the College.

### Internet and e-mail use

The College provides computing equipment and access to networks for the furtherance of the academic work of staff and pupils. It is a misuse of those facilities, and may in certain cases be illegal, for a user to receive, transmit, display or store offensive or pornographic material using College equipment.

### e-mail

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Don't pretend you are someone else when sending mail

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Don't send frivolous, abusive or defamatory messages. Apart from being discourteous or offensive, they may also break the law

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Be tolerant of others' mistakes. Some people are new to this medium, and may not be good typists, or they may accidentally delete your message and ask you to resend it

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Remember that the various laws of the land relating to written communication apply equally to email messages, including the laws relating to defamation, copyright, fraudulent misrepresentation, freedom of information, and wrongful discrimination

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Do try to avoid receiving unnecessary or questionable material. Immediately delete any inappropriate e-mails or attachments and reply to the sender requesting no further inappropriate material should be sent

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Be "Legal, Decent, Honest and Truthful"

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Treat e-mail as you would a post card. This is not a secure or private method of communication

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## Internet

Never view offensive, pornographic or inappropriate material.

Do not use any form of Internet chat.

Do not attempt to interfere with any Internet material or equipment.

Do not use any form of port scanner or any tools designed to find weakness within the Internet.

Do not use terminal emulation software, or Virtual Private Networks (VPNs).

Use File Transfer Protocol with care. Remember to avoid unnecessary network traffic.

You are not permitted to buy or sell using either E-Bay or any other online auction.

Note: As above, a number of these fall into "Big 12" territory.

## Procurement and installation of hardware and software

No item of hardware or software may be purchased and/or installed onto a College computer or mobile device without prior approval of the College IT Services Department. Computers are audited on a monthly basis. Any unauthorised software found on College computers will be investigated and in most cases will be immediately removed. Infringement of copyright is a most serious matter, which could result in disciplinary action being taken. Individual pupil mobile devices are also regularly audited via random device pulls. Pupils should only have relevant academic and age appropriate apps and material installed.

## Use of private computers on our network

When connecting your private computers, laptops or mobile devices to our network you are reminded that you must still comply with this Acceptable use Policy.

## Possession, Viewing, or Playing Age-Restricted Material on College Premises

Age-restricted material now encompasses not only DVDs and computer games but also any digital content accessed via streaming platforms, social media, mobile applications, online gaming services, and virtual reality environments. This includes, but is not limited to, content with age certification ratings (e.g., 15, 16, 18, or R18) that is available in any digital format or through any device (including smartphones, tablets, laptops, and other personal or college-issued devices).

### Policy Details:

#### Content Restrictions:

Pupils are prohibited from possessing, viewing, or playing any age-restricted material that is deemed inappropriate for their age group while on College premises. This applies to both pre-downloaded content (such as DVDs or computer games) and material accessed in real time via the internet or live streaming services.

#### Device Use and Personal Equipment:

If age-restricted material is accessed or stored on a personal device (or a College-issued device) while on campus, the device may be subject to temporary confiscation. The material will be removed and the pupil will receive strict instructions regarding the appropriate use of such content. Repeated violations may lead to more severe consequences.

#### Monitoring and Enforcement:

College staff reserve the right to monitor the use of College networks and devices to ensure compliance with these guidelines. Any pupil found accessing or in possession of material with an age certification above their own age will be subject to disciplinary measures. The severity of these measures will correlate with the extent to which the age restriction is exceeded.

## Specific Age-Restricted Material (R18):

Pupils caught possessing, viewing, or playing material classified as Restricted 18 (R18) will be considered to have violated the College's code of conduct, specifically point 6 of the Big 12 guidelines. Such violations will result in immediate disciplinary action as outlined in the College's disciplinary procedures.

## Future Technological Developments:

This policy will be reviewed periodically to ensure it remains relevant as new technologies and digital platforms emerge. Pupils are expected to exercise caution and abide by these guidelines regardless of the medium through which content is accessed.

## Educational purposes

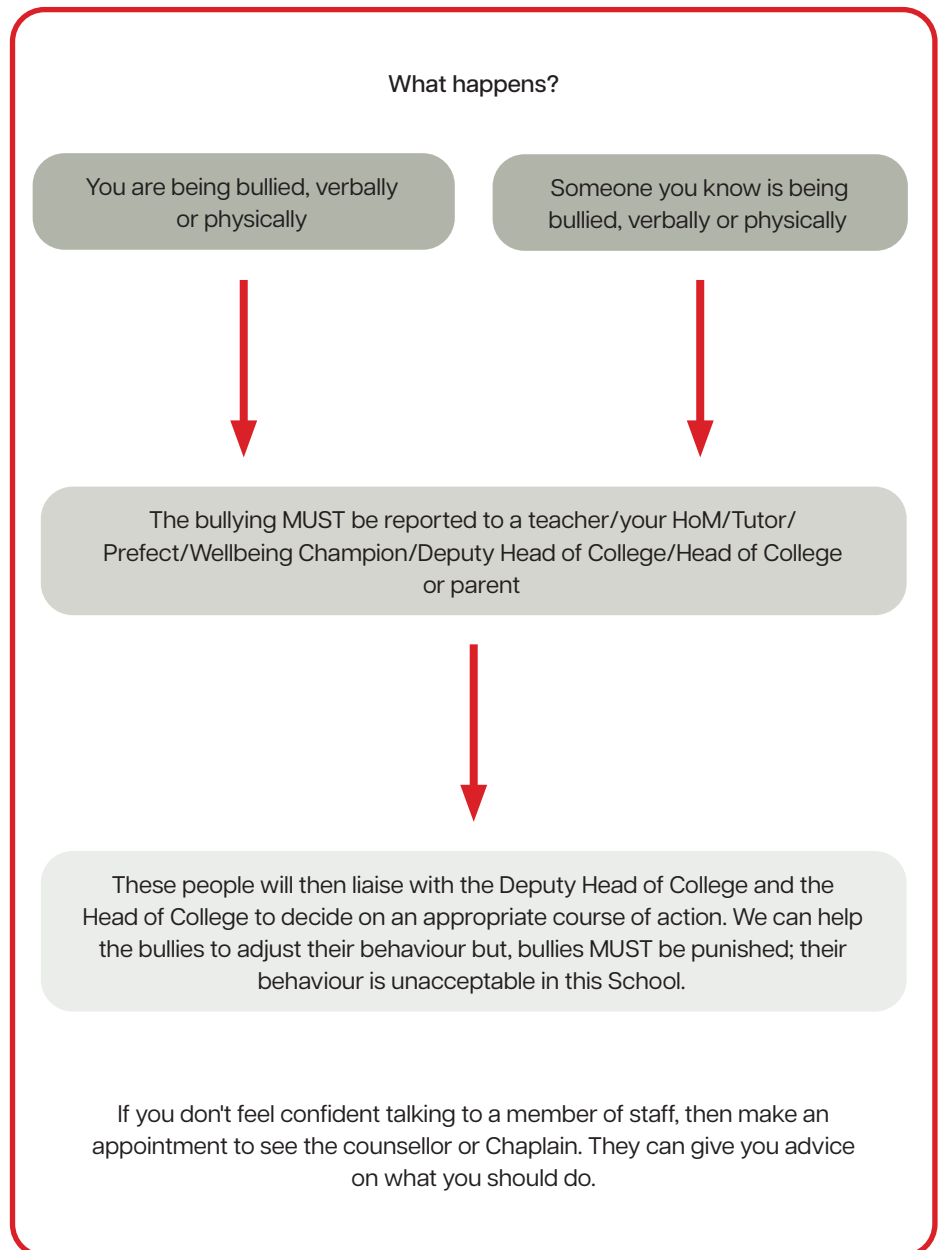
Your use of the College IT facilities and networks is restricted to educational purposes only, such as those, which are consequent upon the teaching, study, research, administration or related activity occasioned by the employment or course of study with the College. Remember that sending email from your College is similar to sending a letter on a Hurstpierpoint College letterhead, so don't say anything that might discredit or bring embarrassment to the College (note: Big 12 number 12).

## Bullying

The College's policy on bullying is available on the College website. We believe that everyone has the right to feel safe and secure in the College environment. Bullying, which entails any persistent behaviour or possibly even a first offence, verbal, non-verbal or physical, or via social media, designed to upset others, is unacceptable and may, in fact, break the law. Anyone who feels threatened has the right to tell others, staff or pupils, so that action can be taken to rectify the situation. Furthermore it is the duty of those aware of such situations to ensure they inform the relevant authorities. Not telling is equal to involvement. Everyone has the right to an education undisturbed by the abuse of privilege or power.

Any bullying is likely to result in the perpetrator being suspended or excluded from College at first offence. If a pupil returns to College after a period of suspension the bully must understand what went wrong and must be helped not to repeat offensive behaviour. This may take some time and may require several sessions of counselling with a College counsellor. A sanction may be appropriate for the social, moral or disciplinary transgression, not only to confirm that the deed was wrong but also in terms of social justice. The individual circumstances of a case will dictate the appropriate level of response.

The Wellbeing Champions system, is seen as vital in encouraging positive social relationships in all House communities.



**Academic Honesty**

Pupils are expected to produce their own high quality work and anything a pupil uses in their work that is not their own must be acknowledged. This applies to all types of work, for example written prep or classwork, production of a video, production of written or physical coursework.

The College maintains the right to check all pupil work using any technology available to do so (for example Turnitin).

Academic dishonesty occurs when you use someone else's work and call it your own, or allow someone else to use your work and submit it as their own. It includes:

**Using published sources incorrectly**

Copying directly from a source (e.g. book, magazine, internet, etc.)

Putting someone else's text in your own words without acknowledging it, plagiarism is the stealing of ideas, not just words

Summarising, using key words, phrases, or ideas from a text

Using statistical data or copying maps, charts, images or graphs from a book, the internet

Using facts that are not generally known or accepted as common knowledge without detailing where they came from

Representing another's artistic/scholarly work (e.g. musical compositions, computer programs, photographs, paintings, etc.) as your own work

Using Google Translate or any other similar webtool

In all such cases above, the source must be clearly identified by the appropriate use of quotation marks, providing the author's name and a bibliography or by clearly identifying the internet source by including a link to the appropriate page of

the website and the date the source was used.

**Using a friend's work or allowing a friend to use your work**

Collaborating on assignments or coursework unless this has been specifically allowed by the teacher

Copying, in part or in whole, someone else's work: coursework, Prep, etc.

Getting a friend to tell you the answer

Note: If you share your work with another pupil and they plagiarise it, you are considered as guilty as the one who has plagiarised your work, since you enabled the plagiarism to take place.

**Cheating**

Using textbooks, notes or other materials prohibited during an examination

Obtaining an essay written by someone else, from the internet or elsewhere, and submitting it, full or in part, as your own work

Using translation websites

Altering or interfering with the marking process

Using mark schemes available on internet sites to produce answers when tackling past paper questions that are submitted for marking

Destroying or stealing the work of other pupils

Any other act committed by a pupil that defrauds or misrepresents, including helping others in any of the actions defined above

The consequences of being academically dishonest vary depending on severity. The range of sanctions include at least one of:

Re-doing the work in a detention

Receiving a zero grade for the work

Having externally assessed coursework awarded zero marks

**Disqualification**

Being barred from gaining an external qualification for the whole subject

Academic dishonesty during exams (internal or external) or in relation to coursework or controlled assessments will be treated as serious misconduct. Therefore, in addition to the consequences above, pupils should expect to be suspended.

In the case of coursework or controlled assessment work, pupils should also refer to the most recent version of Joint Council Qualifications 'Information for Candidates: Non-examination Assessments'. [www.jcq.org.uk/exams-office/non-examination-assessments](http://www.jcq.org.uk/exams-office/non-examination-assessments)

Teachers may detect plagiarised work during the marking and moderation process however this cannot be replied upon, responsibility for plagiarism remains with the pupil; it should not take place. If your work is submitted to an Exam Board and they detect that it has been plagiarised, in part or in full, they will apply one of the following penalties:

The piece of work will be awarded zero marks

You will be disqualified from that component for the examination series in question

You will be disqualified from the whole subject for that examination series

You will be disqualified from all subjects and barred from entering again for a period of time

## **Racism/Discrimination and Abuse**

Racism or any abuse on the basis of colour, creed, sexuality or gender is not tolerated at the College. Everyone, regardless of ethnicity, creed, gender or sexuality must be subject to the same fair treatment by all others in the College. The College respects the ethnic, religious, gender and cultural differences of any of its members. There can be no excuse made for a discriminatory remark or act.

The College promotes that respect via its work in Chapel, Assemblies and PSHCE, but promotion happens in the classroom and in all Co-Curricular activities. Every effort will be made to detect and report racist or discriminatory remarks or actions in all areas of College life. Anyone who witnesses such an act must report it to a Houseparent, who will report it to the Deputy Head of College.

Any act of racism or discriminatory abuse will be met with punishment via the College's disciplinary system.

The victim of such an act will receive appropriate support and pastoral care and will be able to see the College Counsellor or Chaplain should they wish. The perpetrator may be required to receive additional education with regard to racism, sexism, homophobia, etc. and will also be referred to the Counsellor.

## **Smoking/Vaping**

It is a College rule that no pupil may smoke, or be in possession of 'smoking materials', including electronic cigarettes/vapes or nicotine products such as pouches. The College is a 'no smoking' and 'no vaping' campus.

The College is concerned for the health of pupils who smoke and those in their company, the safety of others who might be put at risk from fire that can be associated with smoking or vaping, and the poor example smoking gives to others via the breaking of rules. Any pupil caught smoking or vaping will be recommended to go to the Medical Centre, so that an

appointment can be arranged, in an attempt to provide positive support.

In order to protect pupils and College buildings from fire risk, anyone caught smoking or vaping inside College buildings must expect to be dealt with very seriously and risk exclusion at first offence.

Anyone caught smoking or vaping, using nicotine pouches, or being in the company of those smoking or vaping, in these environs or anywhere on College property or beyond it in College time can expect the following:

Caught ONCE: Full internal suspension

Caught TWICE: Suspension

Caught THIRD TIME: Permanent exclusion

Any pupil caught vaping, or in possession of vaping equipment will be required to take a drugs test.

## **Drugs**

The College considers that the use of illegal drugs and substance abuse (including aerosols, glue, poppers, or any substance that produces a hallucinogenic effect including 'legal' highs) is likely to undermine a young person's health, safety, independence, opportunities and respect for the law; and will also damage the integrity of the College community by exposing other pupils to temptation and to the risk of criminal proceedings.

It is the policy of Hurstpierpoint College that it actively discourages the use of illegal drugs, so called 'legal' highs and drug 'culture'. A case of drug use or possession at any time by pupils is treated as a very serious breach of College discipline. A pupil becoming involved with drug misuse must expect to be required to leave the College; those who have used a Class A-C drug or legal highs or had any involvement in supply or distribution will be expelled automatically.

In order to discourage the use of drugs, both at the College and off campus,

the College believes that education and deterrence form the best basis for a drug free College. As a result, the College takes the following measures:

When there is a strong suspicion that a pupil has been using drugs (unexplained change in behaviour, behaviour associated with drug taking, credible rumours/tip offs, etc.), or they have been identified by a sniffer dog, the pupil will be expected to take a drugs test in line with the College policy.

Sniffer dogs are deployed periodically around the College premises. If one of the dogs indicates the presence of drugs, a drugs test will be carried out, as detailed in the College policy.

Following agreement with Governors, parents, staff and the pupils' School Council, it was agreed that random drug testing would be introduced at the College. A sample population of the College's pupil body may be tested for drug use using saliva swabs or urine tests. It is expected that all pupils will be prepared to undergo such random tests.

With regard to positive tests arising from drug use during the vacation, weekends etc., the same rules apply on the grounds that, as a criminal offence, drug use at any time is totally unacceptable.

A continuing programme of education about drugs and substance abuse is maintained throughout the College.

## **Alcohol**

Pupils are encouraged to adopt a sensible attitude towards alcohol. The effect on health of alcohol and its social implications are taught and discussed as part of the Biology syllabus, the Body Matters course and in tutorials. Help and advice is also available through the College's Medical Centre and the College's counselling service.

Below the Sixth Form consumption or possession of alcohol at any time and in any circumstances is forbidden. In certain

controlled circumstances (for example, society convivals with members of staff), Sixth Formers may be allowed to drink beer or wine in moderation but may not possess alcohol outside of these circumstances. Upper Sixth Formers have access to their own bar run by a member of staff twice a week, but may not store any alcohol.

The College reserves the right to use alcohol breathalysers when it is suspected a pupil has consumed alcohol outside the normal College rules and regulations. e.g. at House balls.

It is College practice that at a College dinner, dance or convivial for Sixth Formers, there should be no alcohol available prior to assembly at the venue of the event, that all drinks should be served and not freely available on tables and that there must be no unrestricted access to a bar, even if pupils are over 18. The consumption of spirits (20% proof and above) at any time and in any circumstances is forbidden.

Any pupil caught breaking the alcohol policy will be placed within our disciplinary system. Dependent on the seriousness of the breach, pupils risk possible suspension or exclusion at first offence.

### **Personal/sexual relationships**

Open hearted friendliness is encouraged as being at the centre of a good community. The guiding principle on personal relationships for the whole community must be respect for others at all times. This includes respecting those who have different values and opinions. It also includes behaving in a considerate manner which considers the feelings of all: for this reason excessive displays of affection in public, apart from normal greetings, are not allowed. Sexual relationships of any sort or sexually rude behaviour between pupils are forbidden in any circumstances. Those who overstep the boundaries can expect to be excluded from the College.

### **Internal Suspension Policy**

Internal Suspension can be used for any action which is regarded as Serious Misconduct. Internal suspension would normally last for a period of one or two days. It usually takes place on a Saturday. Pupils report to College at 9.00am, wearing full school uniform, and are supervised for the duration of the day until 5.00pm. Occasionally, an internal suspension may occur during the College vacation.

Alternatively, an internal suspension can sometimes take place during the working week. Instead of attending lessons, pupils would be set appropriate work and be supervised in a designated place. Pupils would arrive in College at 8.30am and be picked up at 6.00pm.

Pupils who have been internally suspended would not be permitted to attend Games, represent a College team or participate in any other Co-Curricular activity. A period of community service may also be incorporated within the internal suspension period. Although pupils would spend the majority of time working, suitable rest/break periods would take place as normal.

If a pupil were to transgress again after a period of internal suspension, then fixed term or permanent exclusion may result. Such a punishment would be sanctioned and implemented by the Deputy Head of College or Head of College.

### **Powers to search**

*See the Search Policy and Phone Search Policy.*

Searches can be carried out by an authorised member of staff on grounds of 'reasonable suspicion' that a person has on them anything that has been or is likely to be used to commit an offence or breach the College rules as publicised, or cause injury or damage to the property of another person, or to the person being searched (Education Act 1996, secs. 550ZA and 550 ZC) e.g. knives, offensive

weapons generally, alcohol, any controlled drug, tobacco or tobacco/nicotine products (including e-cigarettes and vapes), a firework, pornographic images (Schools – Specification and Disposal of Articles, Regulations 2012).

Searches should normally be carried out by a member of the same sex and in the presence of a witness of the same sex, though these guidelines may be set aside if the member of staff believes there is a risk of serious harm, imminently, the search is urgent and finding a same sex witness is not practicable.

Reasonable force may be used to search, but only for items listed above, not merely for things banned by the College e.g. chewing gum.

Outer clothing (scarves, boots, blazers and coats) may be removed for a search.

Electronic devices may be seized and searched, in the contexts of reasonable suspicion of risk or harm and files/data may be erased if the staff thinks there 'is a good reason to do so' (R.Bird, Legal Consultant, ASCL) but guidance published by the Secretary of State (DfE) should be consulted.

Anything related to an offence may be seized; alcohol may be disposed of; extreme or child pornography must be dealt with as advised by the police.

# Rewards and Sanctions

## Rewards

In addition to the inherent rewards of work and play, certain specific rewards are available as a recognition of achievement and effort and as an encouragement to further levels of endeavour and attainment.

These include:

House Points

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Challenge Grade Review awards

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House and school sports colours: tie, scarf, badges

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Special meals, snacks, drinks etc. with HoM

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Tuck Shop Vouchers

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Departmental credits for work effort

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Cups and trophies

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Termly and annual prizes/awards

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Scholarships

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Positions of authority

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Letter from Tutor/HoM/HoY/Head of College

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## Sanctions

The following sanctions are available to HoMs within the House:

Additional chores

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Early bed

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Extra prep time

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Reporting to prefect on duty

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Regular reporting to the HoM or duty member of staff

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Early rising

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House gating

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Withdrawal of privileges, e.g. losing study

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Communication to parents

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Restriction of use of mobile phone

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The following are available, where appropriate, to staff in general and HoMs:

Challenge Card for classroom behaviour/academic progress through the Heads of Year

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Clearing

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Academic detentions (Middle School)

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Friday detention (through the Deputy Head of College/Head of Section)

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Saturday detention (through the Deputy Head of College/Head of Section)

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Disciplinary interviews

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Internal suspension (through the Deputy Head of College/Head of Section)

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Suspension (through the Head of College or Deputy Head of College)

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Expulsion (through the Head of College)

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Despite this range of sanctions, the disciplinary system is aimed at being preventative rather than punitive.

It should be noted that corporal punishment or any kind of physical chastisement is considered wholly unacceptable at Hurst. Any disciplinary action involving any form of physical punishment will result in serious action being taken against the individual concerned.

## Clearing

Dining Hall and Cloisters clearing. Report to the Dining Room, 1.30pm to 1.45pm, Monday to Friday. Such a punishment is sanctioned for petty offences or low level disruption. Really, it is a 'warning shot' about the behaviour of a pupil. Failure to complete a Clearing within two working days of receiving the email notification will result in a Friday Detention.

## Friday Detention

Friday evening detentions last either one or two hours: 5.00pm to 6.00pm or 5.00pm to 7.00pm. Friday evening detention is seen as a serious punishment and can be sanctioned for disciplinary or academic reasons. Pupils must report in full school uniform to Room QS04 in time for the start of the session.

## Saturday Detention

The Deputy Head of College will determine the length of the detention period in proportion to the seriousness of the transgression. Pupils must report in full school uniform to Room QS04 at 9.00am.

## Internal Suspension

This is the most severe internal punishment and is the last course of action before suspension. These normally take place on Saturdays 9.00am to 5.00pm or on any day of the week, as determined by the Deputy Head of College. In some cases they may even take place during the College vacation. Pupils must report in full school uniform to Room QS04 at 9.00am.

**General Rules about the Detention System:**

The pupil's tutor and Houseparent will be informed of any detention sanctioned and parents will be given notice on Wednesdays of a Friday or Saturday detention so that any necessary adjustment to travel arrangements can be made

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Detention will take priority over all other College commitments. This includes Saturday sports fixtures

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Friday detentions will escalate according to a scale – the more detentions that a pupil accumulates in any one term, the more severe the punishment

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Pupils must wear full school uniform

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Listening to music is not permitted during a detention

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For academic detentions during the working week (Middle School pupils only), a pupil may continue with appropriate school work. However, for disciplinary detentions (Friday and Saturday detentions) pupils will not be allowed to complete Prep. Instead they will be given educational publications (e.g. National Geographic, New Scientist, The Economist) which they must actively read. Failure to engage with this will lead to the pupil being asked to provide a written summary of the articles being read

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Failure to attend a detention without permission in advance will result in 50% extra time being automatically added.

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**Challenge card system (for Middle School pupils)**

These cards can be issued by Tutors, Heads of Year or HoMs and are designed to set a number of targets and challenges for any pupil, whether academic, disciplinary or pastoral. The cards are subsequently reviewed by the member of staff, together with staff and parents, to

ascertain whether new measures need to be put in place.

**Academic Detentions (for Middle School pupils)**

If a pupil has fallen behind in their academic work they can be asked to attend an Academic Detention. Pupils can be recommended for this detention by teachers, tutors, HoYs or HoMs. The timings of this vary by year group, and the pupil will be sent an automated reminder via email. Failure to attend an Academic Detention will result in a Friday Detention.

**Sixth Form students**

While staff make every effort to treat Sixth Form as young adults, it will be appreciated that Sixth Form privileges need to be earned and go hand in hand with responsibility. The College acknowledges the difference between expectations in the Sixth Form and the rest of the College by operating a separate academic sanction system for these two year groups. Sixth Form students are encouraged to manage their study time in a productive manner and will progressively take on more responsibility for how this time is spent with a greater onus placed on each Challenge Grade Review as described below:

In the Lower Sixth Form "Study Periods" will be spent working in Supervised Study (SSP) in an allocated study room which the student will sign in and out of. This process is monitored and assessed at each Challenge Grade Review by the Head of Sixth Form and the Assistant Heads of Sixth Form, who may release students from SSP to work in House or in the Library subject to satisfactory progress in all of their subjects.

If a Sixth Form student is disruptive in lessons, or hands in work late or of poor quality they will be placed into Friday Detention. If the student continues to fail to hand in work on time or of a sufficient standard then this will escalate to Saturday detentions.

Please note: The normal College disciplinary system operates for all Sixth Form regarding General Conduct and Serious Misconduct.

**Pupil Complaints Procedure**

Hurst has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if pupils do have a complaint, they can expect it to be treated by the College with care and in accordance with this procedure. A complaint is any matter about which a pupil is unhappy and seeks action by the College. It may be made about the College as a whole, about a specific department or about an individual member of staff. We recognise that it is right and appropriate for a pupil to make a complaint if they believe that the College has done something wrong, or failed to do something that it should have done, or acted unreasonably or unfairly.

Pupils can be assured that all concerns and complaints will be treated seriously and confidentially, and that any complaints which they make will not result in any negative treatment of them.

**Stage 1**

It is hoped that most complaints and concerns will be resolved quickly and informally.

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If pupils have a complaint they should initially contact their Houseparent. If they feel unable to do this (or if the complaint is regarding the HoM) they should contact their HoY

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In the majority of cases, the matter will be resolved straight away but it may be necessary for other key staff to be involved depending on the nature of the complaint

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The person receiving the complaint will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved to the pupil's satisfaction, they can proceed to Stage 2

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## Stage 2

If the issue cannot be resolved by the HoM/HoY, then the pupil should take their complaint to the Deputy Head Pastoral or Head of Section

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They will meet with the pupil and attempt to find a resolution. It may be necessary to talk to other key staff depending on the nature of the complaint

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The person receiving the complaint will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved to the pupil's satisfaction, they can proceed to Stage 3

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## Stage 3

If a pupil wishes to pursue a complaint after stage 2 they should contact the Head of College

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The Head of College will meet with the pupil concerned and decide an appropriate course of action. If further investigations are necessary the Head of College (or another senior member of staff appointed by him) will undertake these

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The person undertaking the investigations will keep written records of all meetings and interviews held in relation to the complaint

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Once the Head of College is satisfied that, so far as is practicable, all of the relevant facts have been established a decision will be made and the pupil will be informed, along with reasons for the decision

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The College will keep a written record of all formal complaints (i.e. those not resolved at stage 1) and whether they are resolved at stage 2 or proceed to stage 3. A copy of the full policy can be found in the handbook on the College website

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# Emergency Procedures

## Fire

At the beginning of each term, HoMs ensure that all members of their Houses are aware of the Fire Evacuation procedure. Fire Evacuation Procedures are prominently displayed next to call points. Fire drills are carried out once a term.

### If you discover a fire:

1. If it is not already sounding, set off the fire alarm
2. Evacuate to the assembly point

### Whenever you hear the fire alarm:

#### In class time

1. When told to do so by your teacher, walk in silence to your fire assembly point using nearest exit
2. If the fire alarm sounds in the Science Block there is no need to evacuate the Classroom Block and vice versa, unless instructions are given to the contrary
3. If it is a practice or false alarm, return to class only after the 'all clear' is given by the Fire Response Team member

#### In other time during the day

1. If you are in your House or visiting another House when the alarm sounds, walk in silence to the House Fire Assembly Point listed below
2. If you are not in your House when the alarm sounds walk in silence to the appropriate Fire Assembly Point listed below
3. Do not under any circumstances attempt to enter a fire zone if the alarm is sounding and until the All Clear is given by the Fire Response Team Member

4. The fire alarm is tested once during the week, at differing times. You do not need to evacuate unless the siren lasts longer than 30 seconds

#### At night

1. Put on something warm and some footwear
2. Take the duvets off all the beds in the room to show that they are not occupied
3. Walk in silence to your fire assembly point where a roll-call will be taken
4. Close but do not lock doors
5. Do not under any circumstances re-enter the building until the Fire Brigade and Fire Response Team Member have given the all clear

## Other emergencies

### Critical Incident/College Lockdown

In some cases, it may be necessary to lockdown the College rather than evacuate pupils to external assembly points. In these events external sirens will sound, and the internal bell/PA system will play a verbal message advising you what to do. **Should pupils hear these warnings it is essential they remain quiet in class or House, and/or immediately seek guidance from a member of staff.** A series of emails will also advise on the course of action to take.

### Bodily fluids and first aid

If you accidentally come into contact with any bodily fluids in the House: blood, saliva, or anything else you should wash it off immediately with soap (preferably anti-bacterial) and inform your House staff. If you find yourself in a situation where there is sick, blood or other bodily fluids, do not attempt to clean up and avoid touching the fluids. You must inform

a member of House staff or, if you cannot find a member of the House team, other member of staff who will decide on the relevant course of action.

### Use of restraint

In an emergency, staff very rarely may find it necessary to use physical restraint as a last resort. The DfE's guidance on Use of Reasonable Force clarifies the powers of staff who have lawful control of pupils to use reasonable force to control or restrain pupils.

### Who may use force to restrain pupils?

Only those authorised by the Head of College may do so. This currently includes members of the Senior Management Team, teaching staff and other members of staff who have received appropriate restraint training.

### Under what circumstances may reasonable force and restraint be used?

In order to:

Maintain good order and discipline, both inside and outside of College

Defend oneself against attack

Prevent a pupil committing a criminal offence, including deliberate damage or vandalism

Prevent a pupil injuring him/herself, including by fighting, rough play or by misuse of dangerous materials or objects

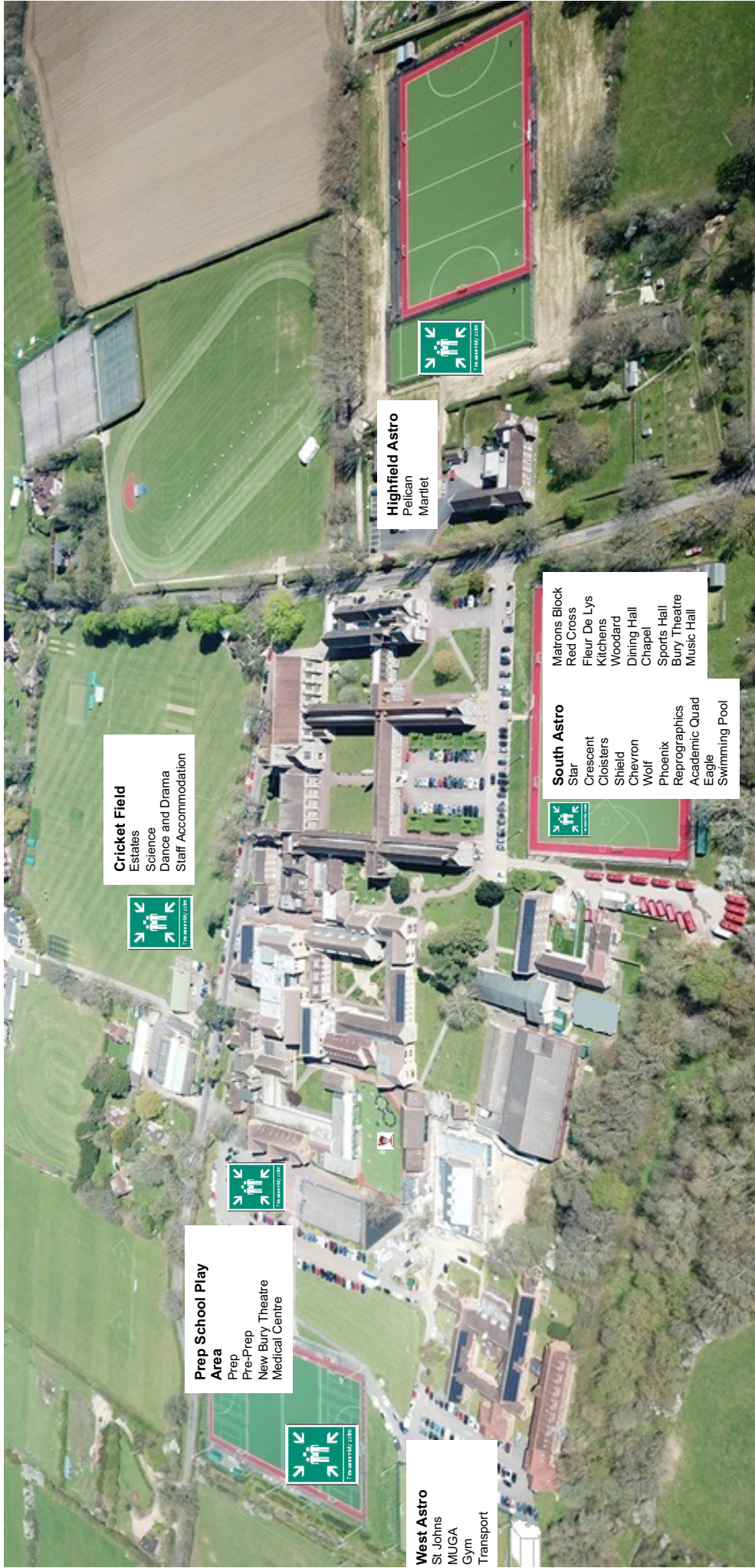
To prevent a pupil from absconding from College e.g. during a disciplinary incident

Reasonable force can only be used when the pupil who is misbehaving has been instructed to stop and has been warned about the consequences of failing to comply. The only exception to this is if there is an immediate risk of injury to themselves or another pupil.

Fire Assembly Points for Houses	
House	Assembly Point
Chevron	South Astro
Crescent	South Astro
Eagle	South Astro
Fleur de Lys	South Astro
Martlet	Highfield Astro
Pelican	Highfield Astro
Phoenix	South Astro
Red Cross	South Astro
Shield	South Astro
Star	South Astro
St John's	West Astro
Wolf	South Astro
Woodard	South Astro

Fire Assembly Points - Class time and during the day	
Building	Assembly Point
Inner Quad, Cloisters, Lodge, ICT, Library, Chapel, Dining Hall, Kitchens, Matrons' Block	South Astro
Academic Quad, Library, Moore Hall	South Astro
New Bury Theatre, Music School, Sports Hall, Swimming Pool	South Astro
Science Block (including Prep School lab), DT, Staff Block	Cricket Field
Dance and Drama Studio, Outdoor Education (including Changing Rooms)	Cricket Field
Prep School, Medical Centre	Prep School Playground
Reception, Year 1 and Year 2 classrooms	Rec--Year 2 playground
MUGA	West Astro

Location of Fire Assembly Points



# Academic

## Outline of curriculum

In the Shell year you will study a broad range of subjects. During the Shell you will select which subjects you will continue to study as you move into the Remove; this will usually be 8, 9 or 10 subjects in total. You will be given information explaining this and will be able to discuss which subjects you should take at the Parents' Evening in January.

You need to achieve a high grade at GCSE in the subjects you intend to study in the Sixth Form at Hurst. If you wish to start a new subject which you have not studied before, you need to have achieved a high grade in a GCSE subject closely related to it (i.e. for Economics, ideally you should have a high grade in Maths GCSE). Pupils must also have achieved Level 5 (or equivalent) at GCSE in Mathematics and English. However, we recognise the need to be flexible and to operate on an individual pupil basis, working closely with each pupil on their choices, to establish what will be the best programme of study for them. There is a special booklet on Sixth Form courses which will be given to you during your GCSE year.

## Challenge Grades

At the beginning of each academic year you will be set a Challenge Grade in each subject. The grades set will be ambitious and achievable, providing you work hard.

In the Middle School (Shell, Remove and Fifth) the Challenge Grades will be GCSE grades and in the Sixth Form A-level grades will be used.

Thereafter, your work will be assessed throughout the year at regular Challenge Grade Reviews. At each one your teachers will grade your work as 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 target grade

All grades will be accompanied by a comment from your teacher and they will be made available on the College Portal with a summary comment from your tutor. Where necessary, Challenge Grades may be altered by Heads of Departments, up or down, during the year following discussions with you, your teachers and parents.

## Tutoring, prep planners and targets

Every pupil is assigned a tutor. You will meet with your tutor up to three times a week to discuss your academic progress as well as any other issues that may be affecting your progress. Your tutor will ensure that you are keeping up with your work in all subjects.

Two or three times a term tutors and tutees will formally discuss targets for you to aim towards. These will relate to statements made in Challenge Grade Reviews, any comments made by subject teachers in the pupil planners, or any areas you feel you would like to improve. It is important that all parties agree the targets and pupils will be encouraged to devise their own targets.

## Prep allocation

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

### Shell

English and Maths 2 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 Shell, Remove and Fifth Form are provided with a Prep Timetable

whilst those in the Lower Sixth and Upper Sixth arrange their own prep schedule, in discussion with their tutor. All pupils are allowed a minimum of two nights to complete the work.

Day pupils may stay for supper and to do their prep on Monday to Thursday evenings either in their House (until 7.00pm) or in the Library until the following times, when your parent should then come and collect you:

### Shell and Remove:

8.30pm unless in a supervised activity

### Fifth Form and Lower Sixth:

9.00pm unless in a supervised activity

### Upper Sixth:

Flexible

## Coursework, Non Examined Assessments and Examinations

Coursework and controlled assessments happen throughout the year and it is vital that you stick to the deadlines that are set.

There are exams for the Shell and Remove after half term in both the Michaelmas and Summer Terms. For the Remove there are exams at the end of the Michaelmas and Summer Terms, whilst the Fifth have mocks in the Lent Term and a second round of exams at the start of the Summer Term in the core subjects. The Lower Sixth have exams in December, April and June, whilst Upper Sixth students have mocks in both the Lent Term and Summer terms.

The College is committed to ensuring that whenever its staff assess pupils' work for external qualifications this is done fairly, consistently and in accordance with the specification for the qualification concerned. An examinations appeals procedure may be obtained from the Exams Officer.

**Vacation work**

With the exception of the Christmas vacation (when work is only set for those who are very far behind with their academic studies) work is normally set during the vacations and half terms for pupils. This will be designed to consolidate work covered, for revision purposes or to enable a pupil to push ahead with their studies in preparation for what is to come. Vacation work is an important part of a pupil's learning and will be assessed at the start of each term.

**PSHCE**

PSHCE education develops the qualities and attributes pupils need to flourish as individuals, family members and members of society. Pupils in Shell, Remove and Fifth Form shall receive sessions on topics which fall under the following headings: Emotional Health, Damaging Behaviour, Living in the Wider World, Relationships, Safeguarding, Citizenship and Economic Wellbeing.

In lessons pupils will be given opportunities to actively take part in discussions and practical activities to help develop their essential skills and they will be made aware of any relevant resources or outside agencies that are available to support individuals. The course will offer pupils the understanding and skills for an improved sense of personal identity, confidence, responsibility and the ability to make more informed decisions for a better quality of life.

**The Library**

The mission of the Library is to provide a welcoming and inclusive space. It seeks to foster a love of reading, inspire intellectual curiosity and help pupils become critical thinkers and lifelong learners. The Library supports the academic, social and emotional growth of all pupils. The Library

also hosts the Southern Schools Book Award, supporting reading for pleasure across the Shell year.

**Opening hours**

The Library is open during term time, as follows:

Monday to Thursday  
8.30am – 9.00pm

Friday  
8.30am – 5.00pm

The Library is also open for revision during the February half term, Easter holiday and May half term.

**Library club**

The Library runs a lunchtime Library Club.

**Resources**

The Library has a wide range of both print and online resources. There is an online Library catalogue. The Library also welcomes recommendations for new resources. Pupils may borrow items for four weeks and renew them if needed.

Library staff are on hand to offer help with finding resources.

**Library use**

The Library is a safe space and is available to all pupils to use for research, coursework, prep and reading. The second floor is reserved for the Sixth Form.

Sixth Formers may use the Library during their private study periods.

Library pods may be booked by pupils by emailing [library@hppc.co.uk](mailto:library@hppc.co.uk). Pupils may use the Library during prep with the permission of the House duty staff (maximum six per House).



# Co-curricular: Creative and Performing Arts

## 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.

## 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

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Tuesday evenings  
6.30pm – 8.00pm

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Thursday afternoon clinics  
4.00pm – 6.00pm

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Thursday evenings  
6.30pm – 8.00pm

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Sunday catch up sessions  
11.00pm – 3.00pm

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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](http://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

It is to be hoped that during your time at Hurst you will have been able to find at least one sport (and we hope more!) that you will enjoy and will want to continue with when you leave.

In the Shell, the aim is to introduce you to a range of different sporting activities. In Games you will be required to take part in a variety of sports and to find one in which you can actively participate.

In the Shell, Remove and Fifth Form it is hoped that your Games programme will revolve around the major sports. However, for those who, with good reason, do not wish to pursue a major team game, you will be able to pursue an alternative, equally valid, challenging and worthwhile programme to include outdoor education/activities, a range of individual sports, or a health related fitness programme monitored by our Strength and Conditioning Coaches.

Should you enjoy one of the major sports, it is likely that you will be selected to represent the College. In the Sixth Form you will be allowed to choose which sports you take part in, although it is to be hoped that if you have represented the College lower down the College you would wish to continue to do so.

## Games programme

Games, which is compulsory, operates on two weekday afternoons, is an option in the Electives programme, and on Saturdays if you have a fixture. The timings of Games sessions can be found in the Structure of the Week (at the end of this booklet).

## Sports staff contact details

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

**Assistant Director of Sport**  
Ms Bex Jutson  
01273 836577  
bex.jutson@hppc.co.uk

**Athletics (boys)**  
TBC

**Athletics (girls)**  
Miss Ellen Franks  
ellen.franks@hppc.co.uk

**Cricket (all pupils)**  
Mr Mark Nash  
mark.nash@hppc.co.uk

**Hockey (all pupils)**  
Mr Robert Sorrell  
robert.sorrell@hppc.co.uk

**Netball (girls)**  
Miss Ellen Franks  
ellen.franks@hppc.co.uk

**Rugby (boys)**  
Mr Freddie Pierrepont  
freddie.pierrepont@hppc.co.uk

**Swimming (all pupils)**  
Mr Anthony Gray & Mr Stephen Murphy  
anthony.gray@hppc.co.uk  
stephen.murphy@hppc.co.uk

**Tennis (all pupils)**  
Mr Richard Harrison  
richard.harrison@hppc.co.uk

## Major sports

Athletics (all pupils)

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Cricket (all pupils)

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Hockey (all pupils)

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Netball (girls)

---

Rugby (boys)

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Swimming (all pupils)

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Tennis (all pupils)

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## Other Sports

Aerobics

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Archery

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Badminton

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Basketball

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Climbing

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Cross Country

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Equestrianism

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Football

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Golf

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Mountain biking

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Outdoor Pursuits

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Pilates

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Rowing

---

Rugby (girls)

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Squash

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Swimming

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Table Tennis

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Trail running

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Yoga

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### House competitions

House competitions take place in a number of sports. In addition to a variety of competitions in the major games of Rugby, Hockey, Netball, Cricket and Athletics the following also take place: Water Polo, Cross Country, Swimming, Tennis, Football, Bouldering and Golf.

### College teams

The College competes at inter-schools level in all major and some minor sports.

The major team games usually have A, B, C and D teams at U14 and U15 level, whilst at senior level, (U16 and U18) there are 1st, 2nd and 3rd and occasionally 4th teams. The major sports have full fixture lists and, in addition, enter a variety of competitions (e.g. The National Schools Sevens for Rugby, National Schools for Netball, Sussex Netball league or the Langdale Trophy for Cricket).

For the other sports, age groups combine to form Junior (Shell and Remove), or Senior (Fifth Form and Sixth Form) teams. Occasionally there may be an Inter team (e.g. Tennis) which is principally U16.

Achievement in College sport is recognised by Players of the Moment (PoM) and Teams of the Moment (ToM) at weekly assemblies. In addition, pupils from the College are regularly selected to represent Sussex in Inter County competitions or academy teams.

Please note most fixtures take place on Saturdays. Pupils selected for them are expected to participate. Failure to attend a match or fixture on a Saturday, without reason, will result in a College sanction.

### Sporting health

No Shell or Remove pupil should take any form of protein supplement unless directed by a county level nutritionist. Fifth Form pupils are permitted to take them in special cases only, with agreement between their parents, the Sports Department and their Houseparent. In the Sixth Form, pupils must have parental consent or be under the direction of a qualified coach/nutritionist. The College's strength and conditioning coaches hold fitness plans for pupils using protein powders. No pupil is allowed to take laxatives, diet pills or any other slimming type pill unless they have been medically prescribed.

The College's Player Welfare team are available during games time to provide medical care for the pupils and to give guidance regarding training programmes and rehabilitation, and advice on healthy active lifestyles.  
player.welfare@hppc.co.uk

### 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 College fixture.

In exceptional circumstances, unavailability should be discussed with the coach giving at least 2 weeks' notice. A Sports scholar should write directly to the Director of Sport for permission to miss any College fixture. On no account must thoughtlessness lead to a team being short.

When travelling away, College tracksuits may be worn instead of school uniform

### Sport news

You can stay up-to-date with Hurst Sport news on our social media:



Instagram

@HurstSport  
instagram.com/hurstsport



# 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

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Outdoor Pursuits (during Games)

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Shell and Remove Activities

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Activities and Clubs

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There are several entire year group events each year. In the Michaelmas Term there is a Shell Adventurous Sport Day and a Lower Sixth Bonding and Leadership trip 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.

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

Army

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Royal Navy

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Royal Air Force

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

### Outdoor Pursuits

Outdoor Pursuits takes place during all Games sessions and on Saturdays when pupils are usually taken off-site. The Outdoor Pursuits on offer to all pupils include:

Climbing

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Archery

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Mountain Biking

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Sailing

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Equestrian

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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.

### Shell and Remove Activities

Shell and Remove Activities on Tuesday afternoons include a wide range of options such as:

Chinese language for beginners

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Debating

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Film Club

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Photography

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Tabletop Gaming

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### 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

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Community Action Group, which focuses on environmental and conservation issues linked to the College and the wider community

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

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Sports Leaders Award

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### 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)

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Sports Leaders

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Young Enterprise (YE)

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National Pool Lifeguard Qualification (NPLQ)

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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 Education and Outdoor Pursuits contact details

Mr Fred Simkins  
01273 833866  
fred.simkins@hppc.co.uk

### Outdoor Education news

You can stay up-to-date with Hurst Music news on our social media:



Instagram

@Hurst\_OutdoorEd  
instagram.com/hurst\_outdoored

# Electives

On a Monday afternoon from 4.45pm–6.00pm for Middle School, and from 3.00pm–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. You can choose to sign up for the same thing all year, or for a different option every term. 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 you will still have the chance to try your 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 you to hone your abilities in an area of particular interest to you, and gain extra time to focus on that. It is likely to be possible, therefore, for you to continue skills in a particular sport you 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 your 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.

## Dance:

Choreography Workshops

Dance for camera

Force I Dance Co.

Force II Dance Co.

Music and Dance collabs

Musical Rehearsals

Propulsion Dance Co. (Boys)

RAD Ballet

Rambert Grades

Street Dance Crew

## Drama:

Acting for camera

Audiobooks and Radio Drama

Audition techniques

Costume design

Lighting design

Musical Theatre

Repertoire Theatre

Script writing/Directing

Set design

Sound design/engineering

Stage Combat

Theatrical/action photography

## Music:

A cappella

Aural skills

Baroque ensemble

Chamber music

Conducting/Composing

G5 theory in a term

Jazz improvisation

Music and Dance Collabs

Musical Theatre

Percussion ensemble

Pit Band skills

Rock Band Skills

Songwriting

Sound design/engineering

## Games:

Aerobics

Athletics

Badminton

Cricket

Football

Golf

Hockey

Netball

Rugby

Spin

Squash

Strength and Conditioning/Gym instruction

Swimming

Tennis

Trail running

## Outdoor Education:

Advanced First Aid

Advanced Navigation

Advanced Shooting

Archery

Assistant Climbing Wall Instructor Award

Cambrian Patrol (Lent)

Climbing for beginners

Fieldcraft/Leadership

Pringle Cup (Michaelmas)

Ten Tors

Three Peaks Challenge (Summer)

## Other:

CREST in a term

DT - a building project

Jewellery making

# Pastoral

## Houses

When you first enter the Senior School you go into one of twelve Houses. Woodard, Chevron, Crescent, Phoenix, Fleur de Lys and Wolf are entirely Day, whilst the other six (Eagle, Martlet, Pelican, Red Cross, Shield and Star) are Flexi or Weekly Boarding. You stay in these Houses until the end of your Lower Sixth year when you move to the Upper Sixth Form House (St John's).

Each House is run by a Houseparent, who is responsible for your 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 slightly from House to House, but broadly speaking you will be in shared accommodation from the Shell to the Fifth Form, and where possible, in the Lower Sixth you will have a single study-bedroom if you are in a boarding House.

Each House has Lower Sixth Form Prefects, who mentor the younger pupils, check Duties (the aim of which is to keep different areas of the House neat and tidy), supervise Prep and Lights Out.

There are also cooking facilities such as kettles and toasters, bread and butter being supplied by the College Kitchen; but College meals must still be attended.

You may bring snacks in to College but these should be stored in your room (unless they require refrigeration). Please note that as far as possible we avoid nuts due to nut allergies being potentially life-threatening. **Pupils are not permitted to bring in or consume any products containing nuts, including spreads such as Nutella and snacks/bars containing nuts.**

Inter-House Competitions are organised for rugby, hockey, cricket, athletics, netball, cross-country, swimming, water polo, tennis, squash, shooting, golf, music, drama, CCF, Top House, a variety of indoor sports and for effort in academic work. Points accumulated in these various

competitions count towards an overall House Cup which is awarded termly. All Houses hold a number of social events.

## St John's

St John's House is our Upper Sixth Form co-educational House, and is designed to provide you with an environment that is best suited to your academic, personal and social development in the final year, as a preparation for independent life in the future. Each pupil has a study. Girls and boys are housed in separate wings. The centre of the House contains the communal TV room, computer room, conference/workroom and social centre with a bar. Its superb facilities are outstanding in every respect and allow you the opportunity of working together in an atmosphere similar to that found at University.

Inherent in the St John's concept is the principle that you will begin to manage your own community and your own lives. There will be opportunities for you to arrange College functions for both yourselves and the rest of the College, to foster links with the local community, organise charity events and establish a close working relationship with the Prep School and the rest of the College at large.

It provides an exciting challenge at a crucial point in your College career whilst continuing to provide firm foundations for any aspect of your future life.

## Student Council

This group meets once each term to discuss relevant College issues. Houses are encouraged to submit items for the agenda. Each House provides at least two representatives. The body is overseen by the Deputy Head Pastoral.

## Wellbeing Champions

Our Wellbeing Champion system is designed to provide peer support to any pupil who is struggling. There are three Wellbeing Champions per House, carefully selected to have the appropriate skills to be able to help others. Training is also provided to equip the Wellbeing Champions to carry out their role confidently and effectively.

The House Wellbeing Champions are led by a Lower Sixth student. They will hold regular meetings with the Wellbeing Champions in their House and report back to the Houseparent (HoM) as necessary. There are also two Upper Sixth students appointed as Head Wellbeing Champions who meet regularly with the Wellbeing Champions in each House. They offer advice and support to the other Wellbeing Champions.

The Wellbeing Champion system is run by the Chaplain, with input from the Deputy Head Pastoral and the Wellbeing Champion Coordinator. They meet regularly as a group to discuss the scheme and ensure that it is running smoothly. The Chaplain also meets regularly with the Head Wellbeing Champions to provide them with support, as necessary.

The Head of College has the ultimate responsibility for your welfare and for the effective operation of the Wellbeing Champion system. The Head of College is almost always available for pupils in the mornings between 8.15am – 8.30am. There is no need to make an appointment.

**School Chaplain**

Rev'd Dr Blokland is always willing to see pupils who wish to talk to her.

**Counselling**

The College Counsellors are here to assist you if there is anything which is hindering your progress. If you would like to book an appointment, please contact a member of House staff or the Medical Centre team.

**Support outside College**

If you wish to talk confidentially to someone outside the College the following phone numbers may be of use:

**School Listener Service**  
07944 114 907  
school.listener@iCloud.com

**Childline**  
0800 1111 (main line)  
childline.org.uk/get-support

**Online chat:**  
childline.org.uk/get-support/  
1-2-1-counsellor-chat

**Samaritans**  
116 123  
jo@samaritans.org  
samaritans.org

**Winston's Wish**  
(bereavement professionals)  
08088 020 021  
ask@winstonswish.org  
winstonswish.org

**FRANK**  
(drugs advice)  
0300 123 6600  
82111 (for text messages)  
Live Chat: talktofrank.com  
Email via the website:  
talktofrank.com/contact

**Hopeline**  
0800 068 41 41  
07786 209 697 (for text messages)

**Saneline**  
Call: 0845 767 8000  
Email: sanemail@sane.org.uk

**Open Door**  
020 8348 5947



# Medical

## Medical Centre

The Medical Centre is available to boarders and day pupils and is staffed by trained nurses. It is open:

Mondays to Thursdays  
7.30am – 6.30pm

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Fridays  
7.30am – 5.30pm

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If you feel ill during the day, you should report to your Houseparent/Matron in the first instance who will refer you to the Medical Centre if necessary. However if your condition is urgent or there is no one in House you should attend the Medical Centre. The nurse will assess your condition and give any medicines, treatments or dressings that may be required. They may also contact your parents or admit you for observation. However, you should feel free to go to the Centre not just for medical attention or for minor sports pains and strains but, should the need arise, for a friendly chat or a caring response to problems at home or College.

If you feel ill when the Medical Centre is closed you should contact your HoM.

If you are a weekly boarder you should be registered with the College doctor. Appointments with the school doctor are off-site and can be arranged through the Medical Centre.

The Medical Centre will also arrange for necessary visits to the Dentist, Orthodontist, Optician and Physiotherapist.

## Medication

You should go to the Medical Centre or your Houseparent for any medication.

The Medical Centre, and each house, has its own supply of over-the-counter medications which includes paracetamol, ibuprofen, indigestion remedies and antihistamines. If you need to bring in your own medication supplies such as prescribed, homeopathic or vitamins/

supplements these should be given to your Houseparent for safe keeping and administration.

If you have non-controlled prescribed or over-the-counter medication, or personal medical items (including antibiotics, asthma inhalers, epi pens and diabetic medication), you must attend the Medical Centre in the first instance for an assessment, following which you may be given consent to self-administer.

If self-administration of medication is required, you must attend the Medical Centre in the first instance for an assessment to establish whether it is appropriate. Where such consent is given, the Medical Centre will advise your Houseparent, who will be responsible for ensuring that the medication or items are stored securely and administration is monitored.

If you are prescribed any controlled medication, the Medical Centre should be informed so that appropriate arrangements can be made.

You are not allowed to share any medicines under any circumstances and must ensure that (if you are given

permission to self-medicate) that they are safely locked away.

If you are absent from College due to illness or injury, your parent/guardian must contact your Houseparent by 8.00am. After that contact the Lodge.

If you are signed off games this must be cleared with your Houseparent or the Medical Centre. You should attend the off-games room. You should not be in your House at this time.

## Player Welfare

The Player Welfare team are available during matches on Saturdays to provide first aid.

The College employs a qualified Physiotherapist and Sports Therapist team to oversee the treatment and rehabilitation of sports injuries. The Player Welfare programme (PWP) is available to all pupils and treatment falls within games time. A report on pupils' treatment is forwarded to the Medical Centre and your Houseparent.

The Player Welfare team can be contacted at [player.welfare@hppc.co.uk](mailto:player.welfare@hppc.co.uk). Treatment is free.



# Careers and Higher Education

When you first arrive new to the College, you think of your whole future as revolving around Hurst – but as you get older, you will start to think about what happens afterwards and what you want to do with your life. Will it be straight into work, will it be off to University, will it be to explore the world? The Futures Department is there to help you try and answer all of these questions! Understanding your own capabilities and ambitions is critical to choosing your next steps.

Before you reach the Sixth Form, you are given some early guidance on university and career options, including the opportunity to take a Careers Aptitude Test. This will help to identify strengths and skills, indicating possible career and academic paths. In addition, you will also be offered guidance on employability skills including creating a CV and writing a cover letter, alongside using platforms such as Unifrog and our in-house digital Careers Platform to carry out personal research.

Once you reach the Sixth Form, you are guided towards making informed decisions about your future, starting with a Choices assembly in Induction Week. Over the course of your Sixth Form journey, you will be invited to engage in tailored sessions and assemblies in subject-specific areas, including careers or apprenticeship guidance and personal statement writing. We also provide targeted provision for prospective medics, vets, dentists; as well as Highly Selective University (HSU) applications and international applications. You will also be given the opportunity to apply for the Hurst Work Experience Programme, in which you could undertake a placement during the summer vacation between Lower and Upper Sixth.

Furthermore, you are given multiple opportunities to enrich yourself whilst at the College, to further add value to your post-Hurst applications. For example, we encourage students to take part in the Young Enterprise initiative, where

they have the opportunity to create and run their own companies, as well as engaging in activities such as the Model United Nations and a Sports Leadership Qualification. We also offer guidance on planning productive and enjoyable gap years.

All students are offered a one-to-one consultation with a member of the Futures or Sixth Form team in their Lower Sixth, but students from all year groups are welcome to request a meeting at any time. When the time comes to send off your UCAS (or other) applications, Upper Sixth students are given at least one further, detailed meeting, in addition to ongoing support and coaching from their tutors. The Futures Department is based on the top floor of the library and is always happy to give information, advice and guidance.



# Spiritual Life

Hurstpierpoint College has been a Christian school within the Woodard Corporation for more than 150 years. It is hoped that you will both benefit from, and contribute to, this long standing tradition during your time here. The College has a particular Christian ethos and stands for certain values.

The following presents certain values to which we try to give expression in our life together:

## **Community**

As we seek to express in the Eucharist, this College is essentially a community. This is demonstrated not simply in Chapel, but in all areas of College life – for example, attendance at College events, a strong team ethic, care and compassion for each other and a clear stance against bullying and all forms of prejudice.

## **Spirituality**

This may be defined as the exploration of questions of ultimate meaning and purpose. We encourage pupils to recognise the importance of this dimension of their lives. While the College's spiritual ethos is Anglican and Eucharistic, at the same time we seek to be broad and inclusive, and allow for a broad range of opinion within the staff and pupil body.

## **Service**

Conscious of our position of privilege, awareness of the needs of the world and acts of service are an important facet of life at Hurstpierpoint College. This is expressed in assemblies, PSHE lessons, community service, fund raising for charities which all provide opportunities for active participation by pupils.

## **The dignity and value of individuals**

The College should be a diverse and inclusive environment where all members of the community feel valued and affirmed. Pupils should express this by showing respect for their fellow pupils, staff and others at all times. At the same time, pupils should expect to be treated with similar respect by staff and each other.

## **Moral responsibility**

All of the above implies that Hurst pupils are expected to display and develop a sense of moral responsibility and integrity. Cheating, lying, theft should not simply be viewed as disciplinary offences, but moral ones. Our sense of integrity should be especially evident on the games field: a Hurst team should be one that shows a strong will to win, but this will never extend to any form of cheating.

Although this is a Christian College, we do recognise that individual staff and pupils have a wide variety of beliefs about religious and moral issues. As such, we strive to present Christianity in a way that is open to you, not imposed on you. Freedom of religious expression is encouraged and individuals from other faith traditions, or none should feel equally welcomed to the College. Hurstpierpoint College is a place where people develop the ability to think beyond themselves, to make moral choices on the basis of what will benefit the wider world and community, rather than simply themselves. We all work together towards making that happen.

## **Chapel**

As the Chapel stands at the centre of the College buildings, so the worship in Chapel and the Christian life, which flows from that, are a central part of our life in this Woodard School. In this regard you will be expected to come to Chapel on Friday evening and to Head's Assembly on Monday morning. Regardless of your individual faith stance, these are the times when we gather as a community to celebrate our values and the pupils' achievements.

Should you wish, there are opportunities to take a step forward in your own Christian life in baptism and confirmation. Many come to find that the witness of the Chapel's worship leads them to make such a commitment. The Chaplain prepares candidates for baptism and confirmation during Lent each year. Confirmation happens in the Summer term.

There are also opportunities to explore the Christian faith with others, such as joining the Senior School Christian Forum.

## **The Chaplain**

The work of the Chapel is led by the Chaplain. The Chaplain plays a central role in the College life and is someone you should feel able to approach and talk to about any matter. In times of crisis or deep worry the Chaplain is here to support and care for you.

The Chaplain also directs a team of pupil Wellbeing Champions who are appointed in each House to provide a first port of call for those with a concern. They are trained to handle sensitive information and to manage confidences with discretion.



# Structure of the Week

## Senior School

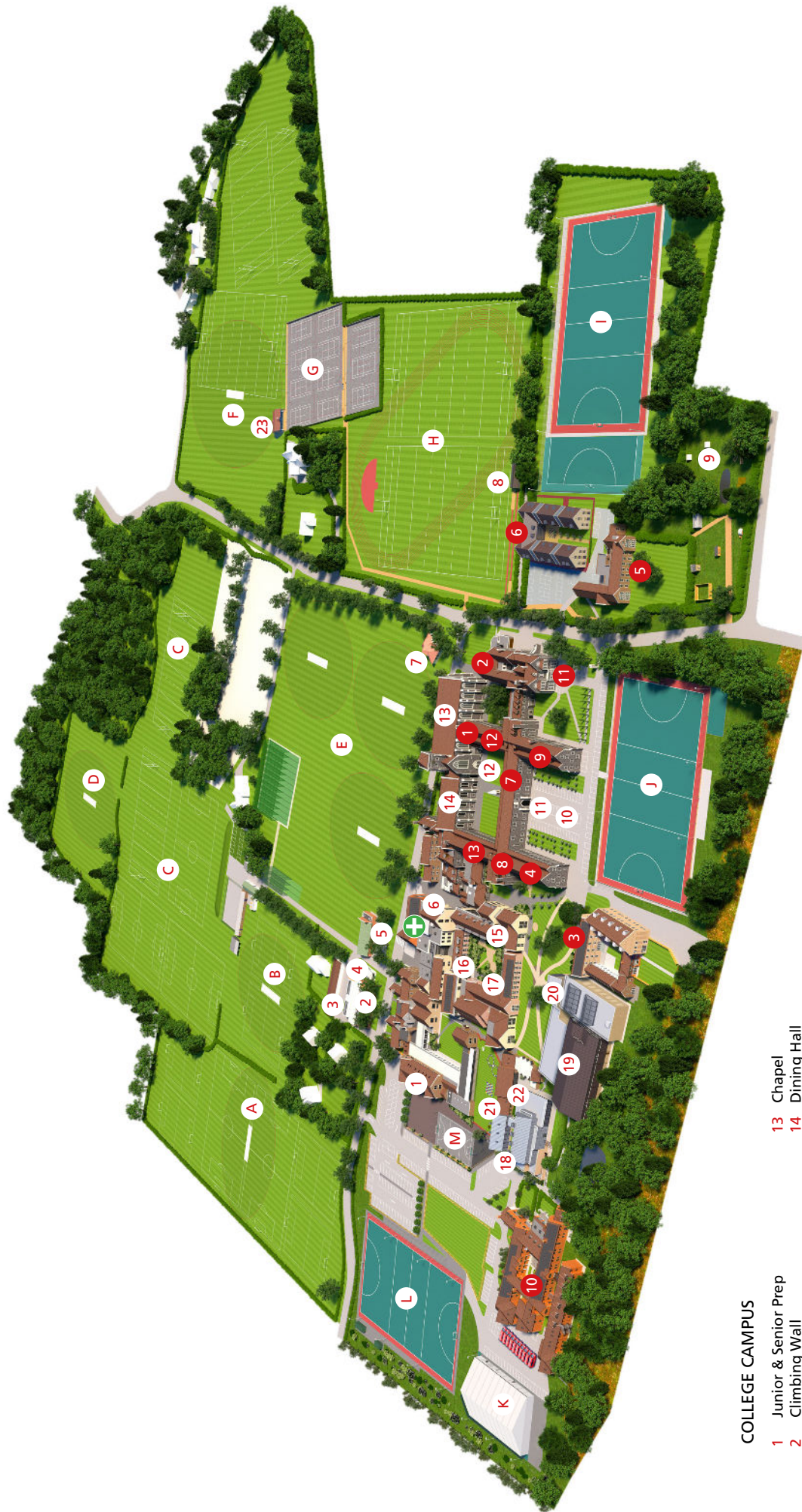
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8.30am – 9.30am	House Assembly/CONGO/ Assembly	Lesson	Lesson	Lesson	Lesson
Period 2 9.35am – 10.35am	Lesson	Lesson	Lesson	Lesson	Lesson
10.35am – 11.00am	<b>Morning break</b>				
Period 3 11.00am – 12.00pm	Lesson	Lesson	Lesson	Lesson	Lesson
Period 4 12.05pm – Lunch time*	Lesson	Lesson	Lesson	Lesson	Lesson
Lunch	<b>* Lunch 12.45pm – Shell / 12.55pm – Remove / 1.05pm – Fifth Form / 1.10pm – Sixth Form</b>				
2.00pm – 2.20pm	Tutor/Fifth Form Assembly	Performing Arts (Shell, 2.00pm – 2.35pm)	Tutor	Tutor	Tutor
Period 5 2.25pm – 3.15pm	Lesson	Games (Shell, 2.40pm – 3.50pm)	Lesson (Shell & Remove)	Lesson (Shell & Remove)	Games (Shell & Remove, 2.25pm – 4.00pm)
Period 6 3.20pm – 4.10pm	Lesson	Choir/Top House (3.50pm - 4.35pm)	Lesson	Lesson	Lesson (Fifth Form) Lesson (Fifth Form)
4.10pm – 4.45pm	Break/House Study Period	Assembly (Shell, 4.35pm – 5.00pm)	Break (4.10pm – 4.30pm)	Break (4.10pm – 4.35pm)	Break (4.00pm – 4.20pm) Break (4.10pm – 4.20pm)
4.45pm – 6.00pm	Middle School Electives	Study Period/Clinics (Shell, 5.00pm – 6.00pm)	Tutorial (4.30pm – 5.00pm)	Activities (Shell, 4.40pm – 6.00pm)	Chapel (4.20pm – 5.00pm)
After 6.00pm	Supper Prep in Houses Boarding Activities (optional)	Assembly (Remove, 4.35pm – 5.00pm) Activities/Do'E Skill (Remove, 5.00pm – 6.00pm)	Supper Prep in Houses Boarding Activities (optional)	Games (Remove, 4.40pm – 6.00pm) Supper Prep in Houses Boarding Activities (optional)	Supper Prep in Houses Prep in Houses Buses leave at 5.15pm Supervised prep Supper Prep in Houses



# Structure of the Week

## Sixth Form

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8.30am – 9.30am	House Assembly/CONGO/ Assembly	Lesson	Lesson	Lesson	Lesson
Period 2 9.35am – 10.35am	Lesson	Lesson	Lesson	Lesson	Lesson
10.35am – 11.00am	Morning break				
Period 3 11.00am – 12.00pm	Lesson	Lesson	Lesson	Lesson	Lesson
Period 4 12.05pm – Lunch time*	Lesson	Lesson	Lesson	Lesson	Lesson
Lunch	*Lunch 12.45pm – Shell / 12.55pm – Remove / 1.05pm – Fifth Form / 1.10pm – Sixth Form				
2.00pm – 2.20pm	Tutor/Fifth Form Assembly	CCF/Service (2.00pm – 3.50pm)	Tutor	Tutor	Tutor
Period 5 2.25pm – 3.15pm	Lesson	Choir/Top House (3.50pm - 4.35pm)	Lesson	Games (2.20pm – 3.55pm)	Lesson
Period 6 3.20pm – 4.10pm	Sixth Form Electives (3.20pm – 4.40pm)	Games (4.35pm – 6.00pm)	Lesson	Break (3.55pm – 4.15pm)	Lesson
4.10pm – 4.45pm			Break (4.10pm – 4.30pm)	Break (4.10pm – 4.20pm)	Break (4.10pm – 4.20pm)
4.45pm – 6.00pm	Sixth Form Societies/ Sixth Form Talks (4.45pm – 6.00pm)		Tutorial (4.30pm – 6.00pm)	Clinics (4.15pm – 6.05pm)	Chapel (4.20pm – 6.00pm)
After 6.00pm	Supper Prep in House Boarding Activities (optional)	Supper Prep in House Boarding Activities (optional)	Buses leave at 5.15pm Supper Prep in House Boarding Activities (optional)	Supper Prep in House Boarding Activities (optional)	Buses leave at 5.15pm Supervised prep Supper Prep in House



**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
- ⊕ Medical Centre

**SPORT PITCHES**

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

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