Hurst

Parents' Handbook

2026-27

All Schools

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All Hurst Schools

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Contacting Hurst

Prep School

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

Senior School and Sixth Form

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

Parent Portal

portal.hppc.co.uk

Welcome

Dear Parents,

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

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

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

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

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

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

Yours sincerely,

Dominic Mott
Head of College

Dominic Mott

Head of College

dominic.mott@hppc.co.uk

Lloyd Dannatt

Deputy Head of College

lloyd.dannatt@hppc.co.uk

Summer Sports Tours and Tournaments

Sports Tours and Tournaments – August 2026				
Date	**Year group**	**Sport**	**Location**	**Contact**
Thursday 11 to Friday 21 August	Sixth Form	Rugby (boys) *Invite only*	South Africa	Freddie Pierrepont **freddie.pierrepont@hppc.co.uk**
Saturday 22 to Wednesday 26 August	Remove Lower Sixth Upper Sixth	Hockey (girls) *Invite only*	Utrecht, Netherlands	Jonathan Hawley **jonathan.hawley@hppc.co.uk**
Wednesday 26 August	Sixth Form	Rugby (boys) President's Cup *Invite only*	Esher RFC, Surrey	Freddie Pierrepont **freddie.pierrepont@hppc.co.uk**

Pre-Season Training and Activities

Pre-season sessions are open to all pupils from Years 7 to Upper Sixth, and all new and existing pupils are welcome to attend (they are not compulsory) no matter what their level of sporting ability.

Pre-Season Activities – August 2026					
Date	**Time**	**Year group**	**Activity**	**Venue/ Location**	**Contact**
Monday 24 to Wednesday 26 August	N/A	Fifth Form Lower Sixth Upper Sixth	**DofE Silver Expeditions (practice and assessment)**	The South Downs	Raef Cains **raef.cains @hppc.co.uk**
Wednesday 2 September	6.30pm to 8.00pm	All Years (Senior School)	**Music (Choir) Practice** Held during the induction week and open to existing members and those who wish to join this year. No experience is necessary and there is no audition.	Chapel	Neil Matthews **neil.matthews @hppc.co.uk**

Pre-season Sports Sessions

Hurst Sport pre-season will take place from Monday 24 August to Wednesday 26 August. All pupils from Year 7 to Sixth Form are encouraged to attend. Sessions will be designed to prepare pupils for their upcoming sports.

Please use the QR codes below to sign up to the relevant sessions.

Information presentation for parents

We welcome all parents to an information talk about Hurst Sport which will provide an insight into the programme. The Director of Sport, and Heads of Sport, will give a short presentation followed by a Q&A session.

These talks will be held on:

Monday 24 August
10.15am–10.45am
Parents of Years 7 and 8

Monday 24 August
12.30pm–1.00pm
Parents of Shell, Remove, Fifth Form and Sixth Form

Medical

Please complete the medical questionnaire by Friday 12 June. This can be found on the Parent Portal **portal.hppc.co.uk** under My Children/ Forms.

Scan the QR codes to sign up for pre-season sessions:

Years 7 and 8
Pre-Season Sport
sign up form

Shell and Remove
Pre-Season Sport
sign up form

Fifth Form and Sixth Form
Pre-Season Sport
sign up form

Kit for Pre-Season Training

Pupils should bring the following to their pre-season sessions:

- Smart Hurst games kit
- Packed lunch/refreshments (catering is not provided)
- Named water bottle
- Sun cream
- No jewellery

Boys should also bring:

- Boots
- Trainers
- Gum shield (a temporary gum shield will suffice)

Girls should also bring:

- White or red t-shirt
- Blue skort
- Astro/Netball trainers
- Hockey stick
- Shin pads
- Gum shield (a temporary gum shield will suffice)

Sports contacts

If you require further clarification please contact:

Liam Doubler
Director of Sport (whole College)
liam.doubler@hppc.co.uk

Bex Sutherland
Assistant Director of Sport - Girls Development & Performance (whole College)
bex.sutherland@hppc.co.uk

James Phimister
Assistant Director of Sport - Boys Development & Performance (whole College)
james.phimister@hppc.co.uk

Holly Hayman
Head of Prep Girls Sport (Prep School)
holly.hayman@hppc.co.uk

Ben Dewey
Head of Prep Boys Sport (Prep School)
benjamin.dewey@hppc.co.uk

Pre-Season Sports sessions on Monday 24 August 2026

A reminder that there will be a parents information talk about Hurst Sport on this day (see previous page).

Monday 24 August 2026				
Year groups	**Years 7 and 8**			
Sport	Boys' Rugby *(Michaelmas Term Core Sport)*	Girls' Hockey *(Michaelmas Term Core Sport)*	Tennis	Swimming
Timings	10.00am – 12.00pm	10.00am – 12.00pm	10.00am – 12.00pm	8.00am – 10.00am
Location	Ruckford	West Astro	Ruckford Tennis Courts	Swimming Pool

Monday 24 August 2026						
Year groups	**Shell and Remove**					
Sport	Boys' Rugby *(Michaelmas Term Core Sport)*	Girls' Hockey *(Michaelmas Term Core Sport)*	Boys' Hockey	Girls' Netball	Tennis	Swimming
Timings	10.30am – 12.30pm	10.30am – 12.30pm	1.15pm – 3.15pm	1.15pm – 3.15pm	10.00am – 12.00pm	8.00am – 10.00am
Location	Ruckford	South Astro	Highfield Astro	Ruckford Netball Courts	Ruckford Tennis Courts	Swimming Pool

Monday 24 August 2026						
Year groups	**Fifth Form and Sixth Form**					
Sport	Boys' Hockey	Girls' Netball *(Michaelmas Term Core Sport)*	Boys' Rugby *(Michaelmas Term Core Sport)*	Girls' Hockey *(Michaelmas Term Core Sport)*	Tennis	Swimming
Timings	10.30am – 12.30pm	10.30am – 12.30pm	1.15pm – 3.15pm	1.15pm – 3.15pm	10.00am – 12.00pm	8.00am – 10.00am
Location	Highfield Astro	Ruckford Netball Courts	Eastfield	South Astro	Ruckford Tennis Courts	Swimming Pool

Pre-Season Sports sessions on Tuesday 25 August 2026

Tuesday 25 August 2026				
Year groups	**Years 7 and 8**			
Sport	Boys' Rugby *(Michaelmas Term Core Sport)*	Girls' Hockey *(Michaelmas Term Core Sport)*	Tennis	Swimming
Timings	10.00am – 12.00pm	10.00am – 12.00pm	12.00am – 2.00pm	8.00am – 10.00am
Location	Ruckford	West Astro	Ruckford Tennis Courts	Swimming Pool

Tuesday 25 August 2026						
Year groups	**Shell and Remove**					
Sport	Boys' Rugby *(Michaelmas Term Core Sport)*	Girls' Hockey *(Michaelmas Term Core Sport)*	Boys' Hockey	Girls' Netball	Tennis	Swimming
Timings	10.30am – 12.30pm	10.30am – 12.30pm	1.15pm – 3.15pm	1.15pm – 3.15pm	12.00pm – 2.00pm	8.00am – 10.00am
Location	Ruckford	South Astro	Highfield Astro	Ruckford Netball Courts	Ruckford Tennis Courts	Swimming Pool

Tuesday 25 August 2026						
Year groups	**Fifth Form and Sixth Form**					
Sport	Boys' Hockey	Girls' Netball *(Michaelmas Term Core Sport)*	Boys' Rugby *(Michaelmas Term Core Sport)*	Girls' Hockey *(Michaelmas Term Core Sport)*	Tennis	Swimming
Timings	10.30am – 12.30pm	10.30am – 12.30pm	1.15pm – 3.15pm	1.15pm – 3.15pm	12.00am – 2.00pm	8.00am – 10.00am
Location	Highfield Astro	Ruckford Netball Courts	Eastfield	South Astro	Ruckford Tennis Courts	Swimming Pool

Pre-Season Sports sessions on Wednesday 26 August 2026

Wednesday 26 August 2026				
Year groups	**Years 7 and 8**			
Sport	Boys' Rugby *(Michaelmas Term Core Sport)*	Girls' Hockey *(Michaelmas Term Core Sport)*	Tennis	Swimming
Timings	10.00am – 12.00pm	10.00am – 12.00pm	10.00am – 12.00pm	8.00am – 10.00am
Location	Ruckford	West Astro	Ruckford Tennis Courts	Swimming Pool

Wednesday 26 August 2026						
Year groups	**Shell and Remove**					
Sport	Boys' Rugby *(Michaelmas Term Core Sport)*	Girls' Hockey *(Michaelmas Term Core Sport)*	Boys' Hockey	Girls' Netball	Tennis	Swimming
Timings	10.30am – 12.30pm	10.30am – 12.30pm	1.15pm – 3.15pm	1.15pm – 3.15pm	10.00am – 12.00pm	8.00am – 10.00am
Location	Ruckford	South Astro	Highfield Astro	Ruckford Netball Courts	Ruckford Tennis Courts	Swimming Pool

Wednesday 26 August 2026						
Year groups	**Fifth Form and Sixth Form**					
Sport	Boys' Hockey	Girls' Netball *(Michaelmas Term Core Sport)*	Boys' Rugby *(Michaelmas Term Core Sport)*	Girls' Hockey *(Michaelmas Term Core Sport)*	Tennis	Swimming
Timings	10.30am – 12.30pm	10.30am – 12.30pm	1.15pm – 3.15pm	1.15pm – 3.15pm	10.00am – 12.00pm	8.00am – 10.00am
Location	Highfield Astro	Ruckford Netball Courts	Eastfield	South Astro	Ruckford Tennis Courts	Swimming Pool

Hurst Holiday Camps

Hurst Holiday Camps are open to children from any school. We offer camps during most of the Hurst College/West Sussex school holidays.

Our camps are designed to cover a wide range of interests and they include:

- Sports
- Performing Arts
- Creative Learning

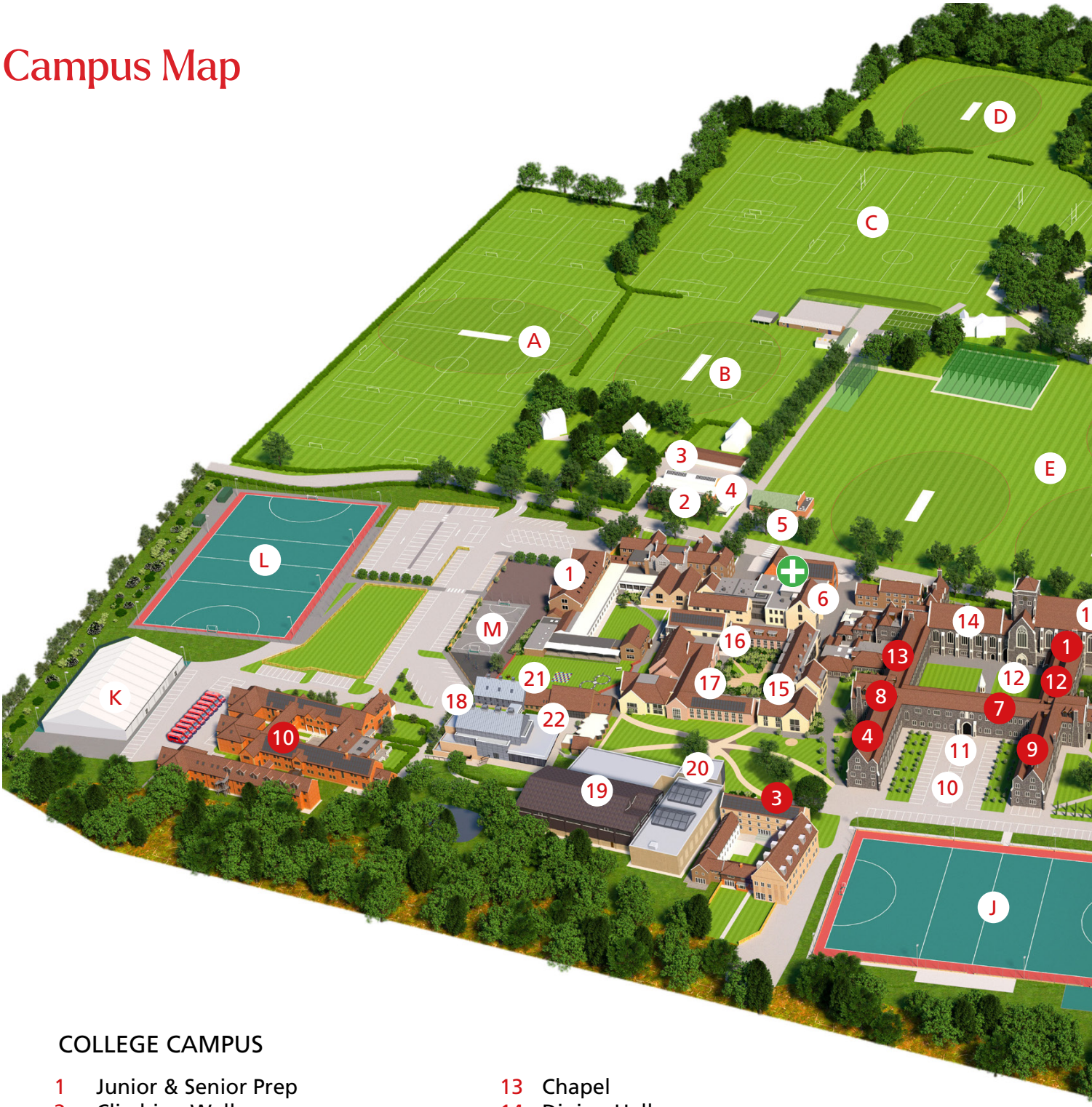
Hurst Stage Summer Theatre School

Hurst Stage will run from Monday 27 to Friday 31 July 2026.

To find more about all the Hurst Holiday Camps and dates, please visit **hppc.co.uk/holiday-camps**.

Queries can be sent to **camps@hppc.co.uk**

Campus Map



COLLEGE CAMPUS

1 Junior & Senior Prep
2 Climbing Wall
3 Outdoor Pursuits
4 Uniform Shop
5 Drama & Dance Studio
6 Science, Design & Technology
7 North Field Cricket Pavilion
8 Eastfield Pavilion
9 Hurst Farm
10 Outer Quad
11 Senior School Reception (The Lodge)
12 Inner Quad
13 Chapel
14 Dining Hall
15 Academic Block
16 Moore Hall & Library
17 Art School
18 The New Bury Theatre
19 Sports Hall
20 Swimming Pool
21 Music School
22 Dance Studio
23 Ruckford Pavilion
Medical Centre

SPORT PITCHES

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

s
s Courts

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

HOUSES (Red Circles)

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

Useful Information

Uniform and Personal Possessions

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

Term Dates

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

Transport

To view bus routes and charges please visit hppc.vectare.co.uk

The Transport team will be in touch by the end of June regarding how to make a booking on the website.

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

A car permit is required (issued by their Houseparent) which can be withdrawn for minor infringement of the driving rules e.g. parking in areas that are not permitted.

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

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

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

Fees and Online Payments

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

Parent Portal

The Parent Portal is your central source of information regarding your child's education at Hurst. It provides access to a wide range of key information, including timetables, exam results, reports, and important documents.

Accessing the Parent Portal

- New parents should request access by visiting: https://hppc.myschoolportal.co.uk/forgot-password
- Once your password has been set, you can log in at: https://hppc.myschoolportal.co.uk/login
- If you experience any issues accessing the portal, please contact the IT Services team at: ASK-IT@hppc.co.uk

All Challenge Grade Reviews are published via the Parent Portal, and you will receive an email notification when they are available. It is therefore important that the College always has your current email address.

The Parent Portal also provides access to:

- SOCS – the Hurst calendar for sports and co-curricular activities
- EVOLVE – information and consent for school trips

IT Services

Parents and pupils can request IT support by emailing: ASK-IT@hppc.co.uk

Pupils are also encouraged to visit the IT Services office, located next to the CS01 and CS02 classrooms, for in-person support.

Support Hours:
Term time: Monday to Friday, 8.00am – 6.00pm

School holidays: Monday to Friday, 8.00am – 5.00pm

Telephone: +44 (0)1273 836 989

Trips

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

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

Stationery and Equipment

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

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

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

Electrical Items (Senior School and Sixth Form)

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

Contact Details

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

Photo Consent

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

Policies

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

Complaints

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

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

News and Events

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

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

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

Events
hppc.co.uk/events

Checklist for new Hurst parents

Below is a checklist of forms to be completed by Friday 12 June unless otherwise stated.

Access to the forms

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

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

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

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

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

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

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

A challenging, balanced curriculum with breadth, depth and intellectual rigour.

High expectations and aspirations for every pupil are realised through Challenge Grades and outstanding Value Added scores.

Pupils develop intrinsic motivation to fulfil their potential and achieve the best grades that they are capable of.

Pupils "learn to learn", acquiring the skills and self- knowledge to work independently.

A love of learning that stretches beyond the classroom and beyond the curriculum.

Consistently outstanding teaching based on evidence-informed research and a leading professional development programme.

An engaging and stimulating academic environment with excellent physical and digital resources.

Co-Curricular

A broad range of cerebral, creative, cultural, physical, social and sporting activities and opportunities accessible to every pupil at all levels.

Full engagement and commitment from pupils and staff who understand the value of every activity within the programme, and embrace every opportunity.

Excellence defined by the progress and success of all pupils, not just elites.

An inclusive programme of fixtures, trips and events enables all pupils to:

- Learn to work as a team for the greater good
- Develop leadership and life skills at all levels
- Forge resilience and perseverance: 'Keep on keeping on'

Outstanding facilities and inspirational, highly skilled staff who deliver an enjoyable and fulfilling programme.

Pastoral and Community

A warm, supportive environment where every pupil feels welcomed, respected and valued for who they are.

A strong sense of community and collective identity.

Caring and committed staff who champion and nurture physical and mental wellbeing and happiness.

The co-educational environment and celebration of diversity enhance mutual respect and understanding.

A strong sense of personal responsibility and service to others means that pupils and staff:

- Look after everyone in our community
- Engage with the local community, particularly through the Hurst Educational Trust
- Develop global awareness and engagement: 'embrace a broader view'

A safe, civilised and homely setting, caring for the health and wellbeing of our pupils and environment.

Personal Development

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

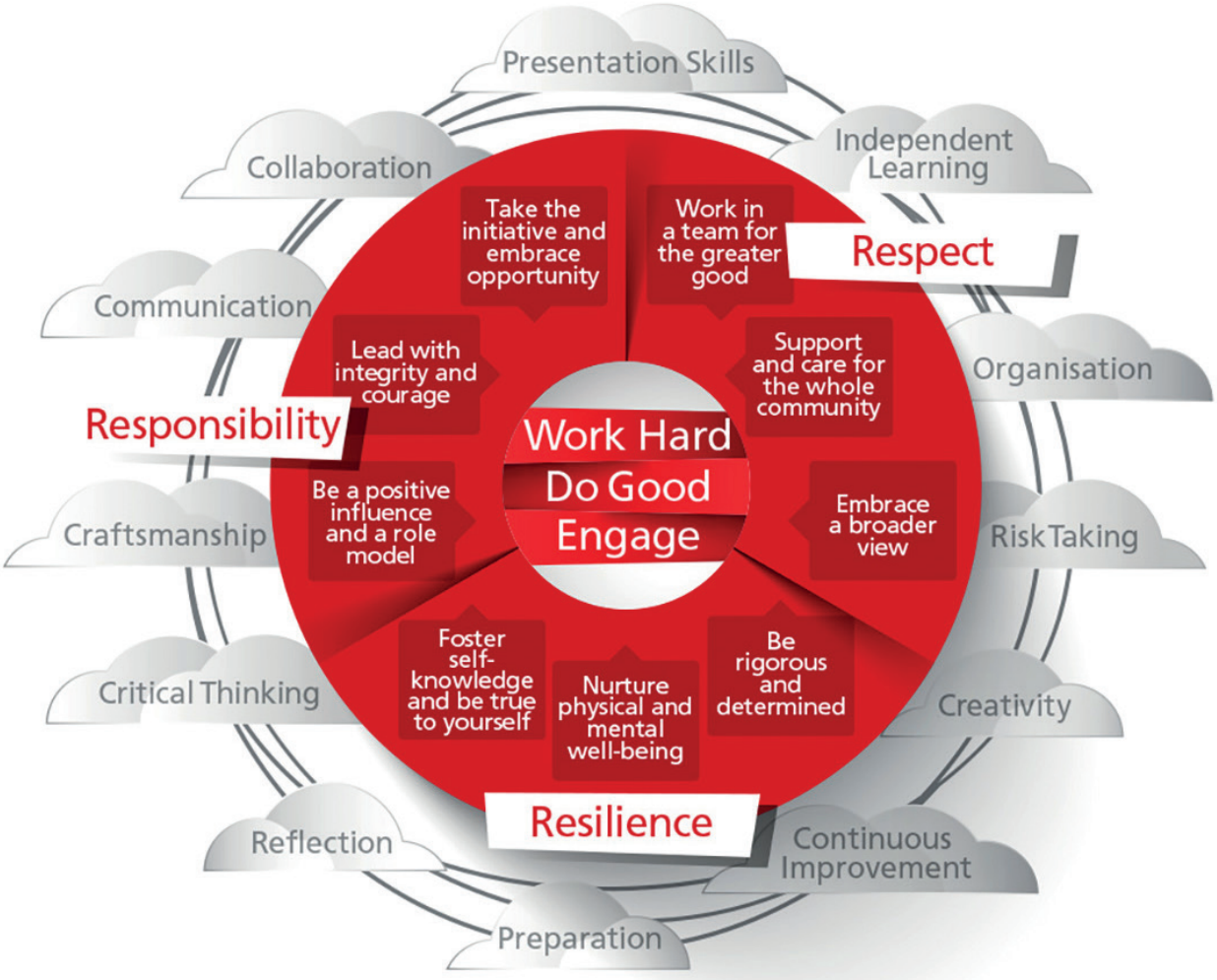
The Hurst Purpose

Hurst Purpose

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

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

The phrase 'Hurst Purpose' was deliberately chosen to represent a number of notions: the College's raison d'être as a charitable educational establishment which aims to bring out the best in every child; the hope and expectation that each pupil and member of staff will set their own individual goals such that their time at Hurst has its own special meaning; and a sense of energy and engagement which typifies the way that members of the Hurst community commit to achieving those goals. At its heart is the simple message of "Work Hard, Do Good, and Engage" whilst the three 'R's of Responsibility, Respect and Resilience are some of the key character traits we seek to promote in our pupils and staff. The attitudes encapsulated in the speech bubbles and the skills represented by the clouds then define the way we encourage our pupils to think, to interact with one another, and to learn.



The Big 12 (School Rules)

The Big 12

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

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

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

1. Possessing, purchasing, using or supplying illegal drugs.
2. Possessing, purchasing, using or supplying any sort of offensive weapon, or using any object in a threatening or dangerous way, including lasers.
3. Possessing, purchasing, using or supplying any sort of incendiary materials; intentionally setting off fire alarms or extinguishers; wasting Fire Brigade time and resources.
4. Possessing, purchasing, using or supplying any sort of legalised recreational drug including tobacco, e-cigarettes, vapes, nicotine products, poppers, and "legal highs". Abusing or misusing any legal substance (solvents, glue etc.) to achieve a "drug- like" state.
5. Possessing, purchasing, using or supplying alcohol - the exception being Sixth Formers when served and monitored by members of staff.
6. Any form of sexual activity between pupils of any age. Possession, or sharing, of pornographic material including in electronic form on mobile device, iPad etc. Generating, sending, wilfully possessing, requesting or sharing any nude or semi-nude images, including those generated by AI.
7. Any form of bullying (including race, religious, disability, sexuality, learning differences or gender offences) by any means, including cyber bullying (internet, mobile phones, social media etc.)
8. Breaking bounds and unauthorised absence (truancy) from any school commitment including Co-Curricular activities.
9. Breaking the College'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, including plagiarism or academic dishonesty.
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 IT User Agreement.

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

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

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

Registration and Absence Notification

Junior Prep School – Reception, Year 1 and 2

Arrival/Drop off

Pupils in Reception, Year 1 and 2 may be dropped off from 7.40am until 8.25am.

An Early Morning room is available for pupils in Reception, Year 1 and 2 from 7.40am in the games room.

Pupils arriving from 8.00am – 8.25am will be greeted by a member of staff by the Reception, Year 1 and 2 playground. Pupils will then go directly into the classroom

Late arrival

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

Registration

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

Absence from School

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

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

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

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

Attendance

100% attendance is expected and each child's percentage attendance is shown on the Parent and Pupil Portal. We recognise that children will occasionally be ill and therefore absent. However, it is important to maximise their attendance as attendance enhances both social and psychological wellbeing in addition to all academic outcomes. If their attendance falls below 80% we are required to log this with the local education authority and transition to the following year is not automatic.

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

Arrival/Drop off

School opens at 7.40am. Pupils should wait in the foyer until 7.55am – at this point they go into their Tutor Room. Registration closes at 8.25am. If on a particular occasion you need to leave your child before 7.40am, please discuss this with the Head.

Late arrival

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

Registration

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

Absence from School

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

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

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

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

Attendance

100% attendance is expected and each child's percentage attendance is shown on the Parent and Pupil Portal. We recognise that children will occasionally be ill and therefore absent. However, it is important to maximise their attendance as attendance enhances both social and psychological wellbeing in addition to all academic outcomes. If their attendance falls below 80% we are required to log this with the local education authority and transition to the following year is not automatic.

Senior School

Arrival/Drop off

All Senior School pupils need to register in their houses by 8.25am each morning. They will be registered again at lunchtime.

Late arrival

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

Registration

Pupils are registered twice a day by their Houseparent. Morning registration takes place at 8.25am and afternoon registration after lunch. Pupils are also registered in lessons and at Games.

Absence from School

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

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

Reception will advise your child's Houseparent.

All year groups

Permission for absence

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

- Junior Prep School: Mrs Amy Clarke
- Senior Prep School: Mr Simon Lilley
- Middle School: Houseparent
- Sixth Form: Houseparent
- Missing Chapel: Mr Lloyd Dannatt

Holidays taken during term time are not permitted because they disrupt your child's education and are detrimental to attainment and social dynamics. They will count as unauthorised absence.

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

Meals and Breaks

Menus

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

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

Food allergies and dietary requirements

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

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

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

We will keep a record of your child's Food Allergy Information Form to use in the event of a medical emergency. We will share details of any food allergy assessments with Sodexo Limited who provide our catering.

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

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

Junior Prep School

Breaks

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

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

Lunch

Healthy Eating Guidelines for EYFS and Key Stage 1

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

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

Senior Prep School

Breaks

At 10.35am and 2pm there are breaks where pupils are offered a fruit snack and opportunity to hydrate before they go out to play. Pupils should not bring in their own food, including sweets. After Lesson 3, pupils go to lunch in the College dining room where they eat a hot lunch, supervised by staff. A carbohydrate-rich snack (e.g. flapjacks) is delivered to tutor rooms at 4.10pm daily before activities.

Lunch

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

Middle School and Sixth Form

Breaks

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

Lunch

All pupils are expected to eat a balanced lunch in the dining hall or MUGA (on rotation). There is a wide choice of meals available together with a vegetarian option. Packed lunches are not permitted without prior communication with the Houseparent.

All pupils eat together in the College dining room.

Good table manners are required at all times.

The menus work on a three weekly rota.

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

Vegetarian options are available each day.

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

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

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

Collection and After School Care

Junior Prep School – Reception, Year 1 and 2

Collection

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

Late Collection

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

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

After School Care

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

Our After School Care provision runs as three sessions.

Session 1: 3.30pm – 4.15pm
Session 2: 4.15pm – 5.15pm
Session 3: 5.15pm – 5.55pm

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

Collection

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

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

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

Collection times are:

4.30pm	After school
5.20pm	After school activity 1/prep 1
6.00pm	After school activity 2/prep 2

On Mondays, Tuesdays and Thursdays the school minibuses depart at 6.15pm from outside the Prep School. On Wednesdays and Fridays school minibuses depart earlier at 5.15pm.

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

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

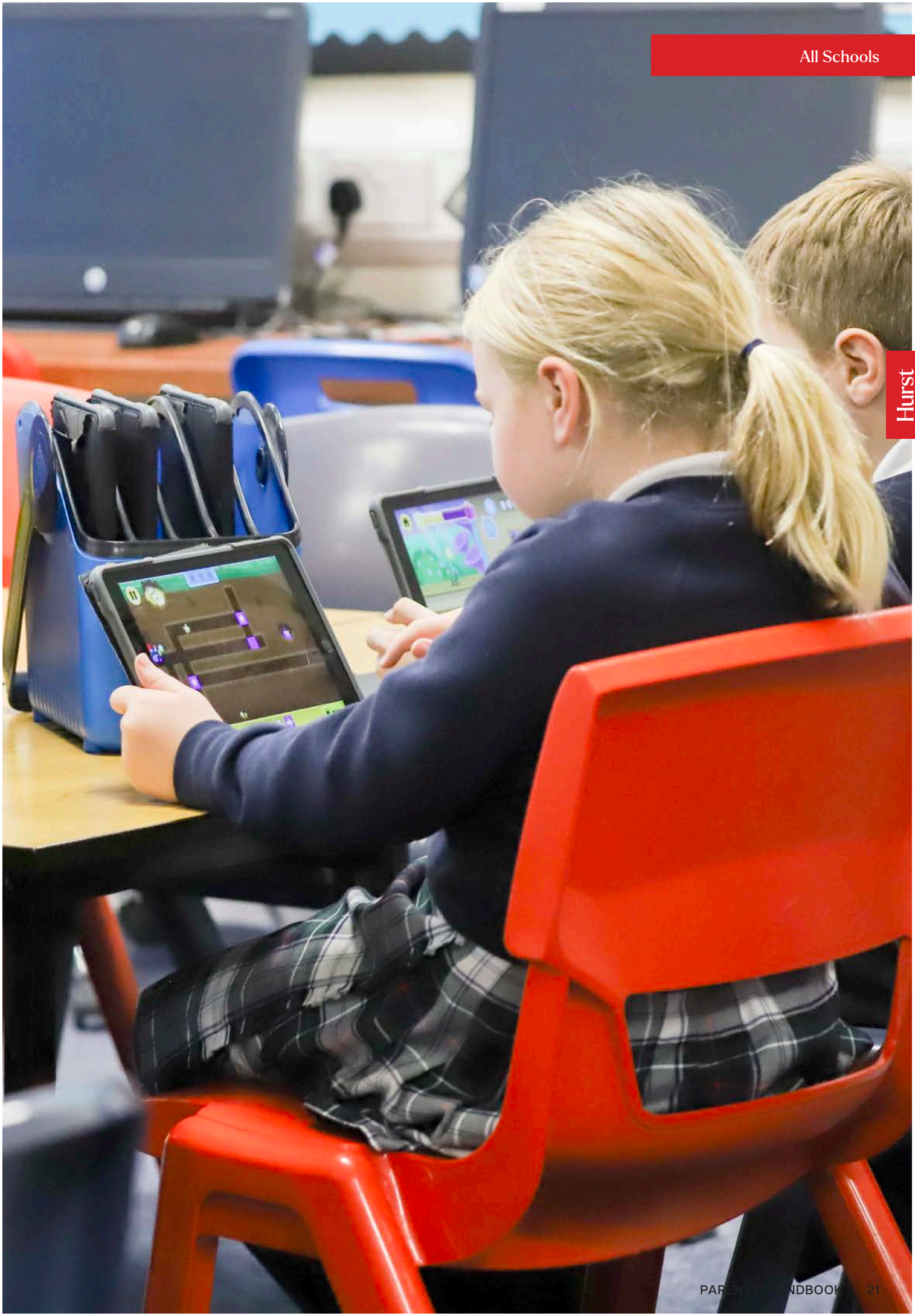
Late Collection

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

After School Activities (Reception to Year 8)

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

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



Co-Curricular: Creative and Performing Arts

All Schools

Music

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

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

If you wish your child to take individual instrumental or singing lessons, please complete the form 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.

The cost off additional music lessons can be found in the Fee Schedule document on the 'Fees and Online Payments' page on the Hurst website: **hppc.co.uk/about-us/fees-online-payments**

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 25 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.

Dance

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

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

Rambert grades examination classes are provided for free to Dance Scholars.

RAD Ballet classes are available as 30-minute, 45-minute or 1 hour sessions. If you wish your child to take lessons in Ballet, please complete the form on the Parent Portal (under 'Forms') as soon as possible, and at least two weeks before the beginning of the Michaelmas Term.

Costs can be found in the Fee Schedule document on the 'Fees and Online Payments' page on the Hurst website: **hppc.co.uk/about-us/fees-online-payments**

Junior Prep and Senior Prep Schools

Art

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

Drama

A range of productions are performed by pupils each year.

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

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

Drama Masterclasses

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

Dance

We offer a wide range of dance activities within the Junior Prep and Senior Prep Schools, which are in high demand and open to all pupils. The works created in these clubs are featured in our annual Dance Showcases.

Senior School and Sixth Form

Art

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

The Art department is regularly open for pupils outside of lesson times including evenings and Sundays.

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

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.

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 Tuesday afternoon as well as in the evenings, after prep and/or at weekends.

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

Drama Auditions

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

Drama Masterclasses

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

House Film

All pupils in the Senior School and Sixth Form have the opportunity to take part in the annual House Film competition. This involves pupils working together in their Houses to write, direct and produce a short film, with support from a professional film crew. All the films are played at a whole-school film screening and awards ceremony in the Lent term.

Co-Curricular: Sport

Sports Code of Practice
(for Games and fixtures)

Fixtures (weekend and midweek)

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

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

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

Absence from Fixtures

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

Matches

Junior Prep and Senior Prep Schools

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

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

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

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

Senior School

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

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

To access SOCS:

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

Fixture Cancellations

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

If you have any queries about Sport please contact:

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

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

James Phimister
Assistant Director of Sport – Boys
james.phimister@hppc.co.uk

Co-Curricular: Activities and Service

Outdoor Education, Service and Activities

Senior Prep School

Outdoor Activities run alongside the regular Games sessions each term. 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 climbing, strength and conditioning, navigation, team building and sailing. Pupils may take part on a rota basis subject to numbers.

Senior School

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

Combined Cadet Force

Service Afternoon

Outdoor Pursuits (during Games)

Shell and Remove Activities

Activities and Clubs

There are several entire year group events each year. In the Michaelmas Term there is a Shell Induction Day and in the Summer term the Remove Duke of Edinburgh 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.

Remove

Tuesday afternoons see all of the Remove involved in the Combined Cadet Force (CCF). Pupils will be involved in one of the following sections:

Army

Royal Navy

Royal Air Force

Through these sessions they develop a range of new skills but at the core are teamwork, leadership and self-reliance. Pupils will also all gain experience of First Aid, shooting, navigation and military knowledge, irrespective of their allocated section.

Fifth Form

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

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

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

Sports Leaders Award

Lower Sixth

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

Sports Leaders – opportunity to earn a BTEC in Sports Leadership

National Pool Lifeguard Qualification (NPLQ)

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

Outdoor Pursuits

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

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

Co-Curricular: Electives

Senior School and Sixth Form

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

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

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

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

Pastoral

House System

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

Junior Prep and Senior Prep Schools

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

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

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

Senior School

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

Day Houses

Chevron (boys)

Crescent (boys)

Fleur de Lys (girls)

Phoenix (girls)

Wolf (girls)

Woodard (boys)

Boarding Houses

Eagle (boys)

Martlet (girls)

Pelican (girls)

Red Cross (boys)

Shield (girls)

Star (boys)

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

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

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

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

Upper Sixth (St John's House)

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

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

Boarding

Flexi-boarders may choose any three nights during the week but they must first advise their Houseparent. New flexi-boarding pupils are very welcome to stay on the first night of term and should contact their Houseparent direct to confirm. Requests to change your child's boarding arrangements - i.e. to or from weekly or flexi boarding - must be made in writing to the Head, giving one full term's notice of the proposed change. Please bear in mind that a change to or from boarding to day status may necessitate your child being allocated to another house.

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

Pastoral Care (All Schools)

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

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

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

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

Safeguarding Children

The health and safety of our pupils and their protection are extremely important to us. The Safeguarding Policy is available on the College website.

Charity Fundraising

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

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

Medical

The Medical Centre

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

Medical conditions and illnesses

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

Illness at school

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

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

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

Junior Prep and Senior Prep Schools

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

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

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

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

Senior School

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

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

Medical Centre

Opening times

Mondays to Thursdays:
7.30am – 6.30pm

Fridays:
7.30am – 5.30pm

Outside these hours

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

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

Contact details

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

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

Player Welfare

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

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

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

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

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

All Schools

Player Welfare

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

Off Games

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

Injury Tracking: Meliora Medical – Return2Play

Hurst uses Meliora Medical – Return2Play, a comprehensive injury tracking and treatment service embedded across all contact sports. Fully funded by the College, the system ensures that all injuries, whether minor or more serious are logged, monitored and clinically managed by medical professionals, supporting a safe, structured and timely return to play for every pupil.

Enhanced Medical Provision

Through our partnership with Meliora Medical and our Player Welfare team, Hurst benefits from enhanced onsite medical support, including weekly musculoskeletal and concussion clinics. A specialist sports doctor works pitch-side on Rugby match days alongside the College's Player Welfare physiotherapy team and leads weekly concussion clinics for injured players, providing an additional layer of expert care.

Contact Rugby and Player Development

Hurst continues to follow RFU Age Grade Rugby guidelines in full, ensuring a developmentally appropriate progression from non-contact and modified formats through to full contact Rugby. While the age at which contact Rugby is introduced has not been increased, pupils are supported through a carefully structured pathway that prioritises skill development, confidence and safety.

Coach Qualifications and Concussion Education

The College has strengthened qualification expectations for all staff involved in contact sports, moving towards Level 2 coaching awards as the preferred minimum standard. This is supported by mandatory RFU Headcase concussion training and Meliora Medical online concussion education for staff, pupils and parents, alongside improved central tracking of medical and coaching qualifications.

Protective equipment for Sport

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

Please note that it is school policy for all pupils to wear a mouthguard for Rugby and Hockey, shin pads for Hockey and goggles for playing squash. Pupils will be prohibited from taking part in games sessions or matches if they are unable to comply.

No jewellery or earrings are allowed to be worn during sports.

Mouthguards

Hurst follows the guidance of national governing bodies for rugby and hockey, which strongly recommend the use of custom-fitted mouthguards at all levels. In line with this, the College recommends that all pupils participating in relevant sports wear a custom-fitted mouthguard during these lessons, training and fixtures.

Details on how to purchase a cutom-fitted OPRO mouthguard are outlined below. Families are under no obligation to purchase from OPRO and may source mouthguards elsewhere; however, all pupils must have a suitable mouthguard for sports lessons. Parents are also encouraged to check existing mouthguards regularly, as growth can affect fit and most dental warranties are limited to one year.

Mouthguards can be purchased from the Hurst Uniform Shop.

Cricket

The use of protective headwear remains compulsory for U18s who are batting, keeping wicket or fielding close to the batter.

Please note, all pupils playing hardball cricket must wear a helmet meeting BS7928:2013 (this includes all most recent fixed grille helmets) and a stem/neck guard. These can be purchased separately for all models. In addition to batting, wicketkeepers must wear a helmet at all times.

If pupils do not have their own protective equipment, please let us know as we have a small supply that can be borrowed.

Safer Equipment and Advocacy

Hurst has formally urged the RFU to tighten regulation and enforcement around stud-checking, reflecting the School's proactive approach to reducing lower-limb injuries and improving player safety across the game.

Mouthguards

To support pupil safety, Hurst has partnered with OPRO, the world's largest manufacturer of custom-fit mouthguards.

OPRO's Instant Custom-Fit mouthguards provide dentist-level protection and can be fitted accurately at home.

To order an OPRO mouthguard please follow these steps:

1. Visit https://opro.info/Hurstpierpoint_College
2. Select your preferred mouthguard
3. At the checkout, enter code *Hurstpierpoint10* for 10% off
4. The mouthguard will arrive by post
5. Follow the included fitting instructions – the mouthguard is then ready to use

If you have any questions, or need assistance, please contact OPRO's customer care team on: 01442 430690 or email info@oprogroup.com.

Spiritual Life

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

Chapel Services

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

Parents

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

The School Chaplain

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

First Communion

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

Baptism and Confirmation

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

Getting in touch

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

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

The Hurst Foundation and HPA

The Hurst Foundation is a community for everyone with a connection to Hurst College, for all ages, from every walk of life, based both near and far. It exists to bring people together and promote the College's present activities and plans for the future.

The Foundation leads the College's philanthropic mission, with a focus on raising funds for bursaries. Since launching its campaign in late 2024, it has secured £130,000 in cash donations and £230,000 in pledges, alongside significant capital commitments.

The Hurst Foundation is run by Gareth Doodes, Director of Foundation and can be contacted via **foundation@hppc.co.uk**

The Hurst Foundation exists to create a community that supports current and past pupils throughout their time at Hurst – and long beyond it. At the heart of that community is a shared commitment to giving back: the Foundation plays a vital role in encouraging charitable support for the College's fundraising campaign, helping to ensure that a Hurst education remains accessible to as many pupils as possible.

The Foundation helps members to:

Connect – Refresh lifelong friendships and forge new ones; reminisce and share your news via Hurst Connect, our online alumni platform.

Collaborate – Join a vibrant community, find ways to work together, give back, inspire others, and help widen access to the Hurst experience.

Celebrate – Enjoy a varied programme of events, from reunions and annual Hurst celebrations to charitable and philanthropic occasions.

As a member of the Hurst Foundation you will receive regular news and updates, build professional networks and business connections, access information created by the Foundation team and its members, and enjoy pictures and reports from events, performances and sporting fixtures.

The Foundation brings the whole Hurst community together through a growing calendar of events – and parents are warmly invited to all of them. Recent highlights have included a Burns Night Dinner, a Sports Dinner in aid of the bursary campaign, and a special celebration marking 30 Years of Girls at Hurst. The Foundation has also taken the Hurst story further afield, hosting an evening at the House of Commons that brought together alumni, parents and friends in support of the College's philanthropic mission.

Joining is simple: Visit **foundation.hppc.co.uk**, click 'Sign Up Now' and complete your details.

Floreat Hurst!

The Hurst Parents' Association (HPA)

The HPA connects parents throughout the College community and is active across both the Junior Prep and Senior Prep Schools. Each year group has a dedicated Class Social Representative, who welcomes new parents to the school and organises social events each term. All parents are automatically members.

The HPA's purpose is to strengthen the Hurst community by deepening the relationship between parents and staff, and by organising activities both within year groups and across the school – all for the benefit of the children.

The HPA committee particularly welcomes any parent who would like to help organise events and functions.

Junior Prep School

Contacts – Junior Prep School

Head of Junior Prep

Mrs Amy Clarke

amy.clarke@hppc.co.uk

Head of EYFS

Lucianne Pearson

lucianne.pearson@hppc.co.uk

Head of Years 1 and 2

Miss Georgia Jones

georgia.jones@hppc.co.uk

Head of Years 3 and 4

Mrs Zoe Taylor-West

zoe.taylor-west@hppc.co.uk

Head of Years 5 and 6

Mrs Tracey-Ann Preen

tracey-ann.preen@hppc.co.uk

Academic

Reporting

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

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

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

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

Homework

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

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

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

Transition through the School

It is important that pupils enjoy being at school, the vast majority of pupils will excel in the academic environment at Hurst and enjoy progressing in their learning. It is anticipated that all pupils will progress through the school and we believe that there should be no surprises about this. However, if a particular pupil is struggling academically it can have a real impact on their enjoyment of school when immersed in the academic environment; in such cases there would be ongoing dialogue with parents and a focus on intervention to support individual pupils to progress.

Reporting

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

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

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

Target Cards

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

Homework

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

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

Year 3
15 minutes reading per day (spellings and times tables)

Year 4
15 minutes reading per day and 3 Preps per week (20 minutes each)

Year 5
Up to five preps per week, typically 30 minutes each, following a 'prep timetable' issued at the start of the academic year

Year 6
Up to five preps per week, typically 40 minutes each, following a 'prep timetable' issued at the start of the academic year

Rewards and Sanctions

Rewards

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

House points

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

Effort in class

Effort in prep

Excellent prep or test results

Co-curricular contribution or commitment

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

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

House points also contribute to the termly House Cup competition.

Celebration assembly

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

Hurst Purpose

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

Missions

The Junior Prep School Missions are a series of academic challenges that provide pupils with opportunities to explore topics across the curriculum. Pupils receive a Mission certificate and 'lucky dip' prize upon the successful completion of a mission.

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

Top Table

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

House competitions

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

Sanctions

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

Sanctions – Reception to Year 2

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

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

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

Level 3 – Class teacher meets with parents to discuss concerns

Level 4 – Introduction of a target card

Level 5 – Head of Year or Assistant Head meets parents. Consultations with outside agencies for support/therapies may be advised

Sanctions – Years 3 to 6

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

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

Disruptive behaviour in lessons

Poor or exclusionary behaviour outside lessons

Not being honest or rudeness

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

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

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

Tracking

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

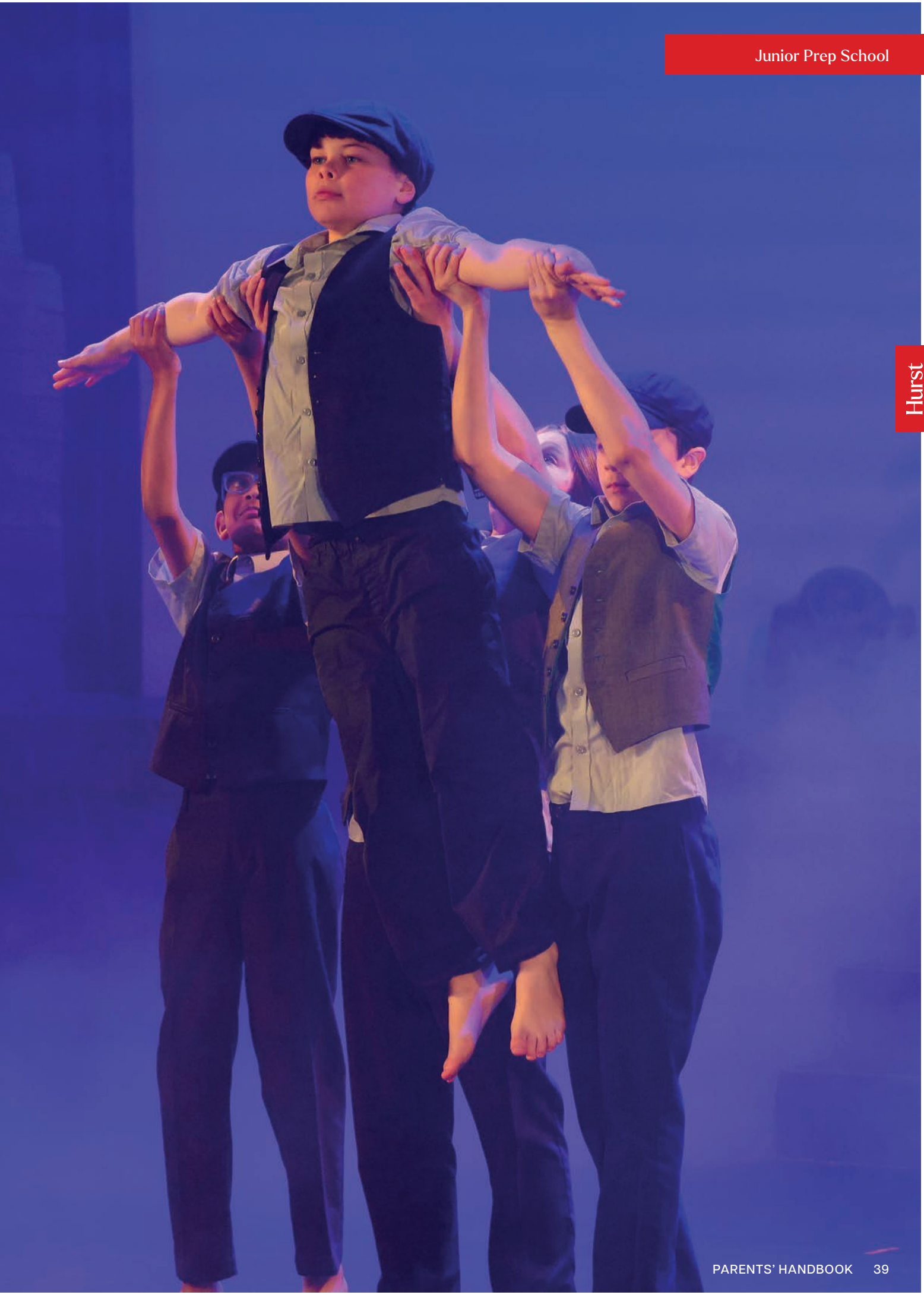
Poor appearance
Punctuality/Missed registration
Disorganised – Books/equipment missing/late prep
Low engagement or attainment in lessons, prep or tests

The Role of Parents

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

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

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



Senior Prep School

Contacts – Senior Prep School

Head of Senior Prep

Mr Simon Lilley

simon.lilley@hppc.co.uk

Head of Year 7

Matthew Raishbrook

matthew.raishbrook@hppc.co.uk

Head of Year 8

Mr Benjamin Dewey

benjamin.dewey@hppc.co.uk

Academic

Challenge Grades

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

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

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

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

Parents' Evenings and Reports

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

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

Prep/Homework

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

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

It is recommended that pupils spend no more than the allocated time on each prep, and complete each one on the evening it is set. This information can be found on the 'prep timetable' which is issued at the start of the academic year.

Target Cards

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

College Managed and Issued Device

Pupils from Year 7 through to Upper Sixth are issued with a College-managed laptop to support access to Hurst Online, a central platform for teaching and learning. Pupils are expected to use their device to access resources, complete and submit work, communicate, and view information such as prep, both in school and at home.

The device is provided for your child's use throughout their time at Hurst and remains the property of the College. Devices are refreshed and upgraded as part of the College's device refresh programme, ensuring pupils have access to reliable, up-to-date technology to support their learning.

The cost of the device is included within the termly fee. Each device is supplied fully configured and ready for use, with all required software installed. Pupils are also provided with a protective case, and a comprehensive support and insurance package.

Providing a standard device for all pupils ensures consistency across the College. This approach reduces compatibility issues, supports effective teaching, and allows the IT Services team to provide efficient and reliable support.

These devices are already used successfully within the Senior School to enhance teaching and learning. Introducing them in Year 7 ensures pupils develop confidence and proficiency from an early stage, preparing them for future academic use.

Alongside this, pupils receive guidance on online safety and the responsible use of technology as part of the device rollout.

Assessment and Monitoring

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

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

Educational Health Care Plan (EHCP)

For pupils with an Educational Health Care Plan (EHCP), the SENCo will work closely with the pupil, parents and the teachers to ensure that the needs of the pupil are appropriately met in the line with the stated outcomes detailed in the EHCP. In some cases, it may be deemed that the College is not able to fully meet the requirements of the EHCP; however, we will endeavour to implement reasonable adjustments to ensure the pupil can fully access the curriculum, both academic and extracurricular.

Learning Support (LS)
For additional information please see the curriculum policy

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

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

Failure to disclose information about a specialist (Educational Psychologist or Clinical Assessment) report upon application for a place at Hurst Junior Prep or Senior Prep causes great difficulties. If we are unable to provide appropriate support, the child may be unable to progress through the school.

English as an Additional Language (EAL)

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

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

Transition to the Senior School

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

Rewards and Sanctions

Rewards

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

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

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

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

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

Sanctions

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

Head of Year (HoY) alerts

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

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

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

Disruptive behaviour

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

Detentions will take place alongside the Senior School typically on a Friday from 5.00pm and Saturday from 9am.

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

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

The Role of Parents

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

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

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

Senior School: Middle School and Sixth Form

Contacts – Middle School

Head of Middle School

Rececca Bownas

rebecca.bownas@hppc.co.uk

Head of Shell

Alaina Coar

alaina.coar@hppc.co.uk

Head of Remove

Carolina Dale-Rivas

carolina.dale-rivas@hppc.co.uk

Head of Fifth Form

Cameron Allan

cameron.allan@hppc.co.uk

Contacts – Sixth Form

Head of Sixth Form

Brian Schofield

brian.schofield@hppc.co.uk

Head of Lower Sixth

Bryn Roberts

bryn.roberts@hppc.co.uk

Head of Upper Sixth

Andrew Doe

andrew.doe@hppc.co.uk

Academic

Assessment and tracking (Challenge Grades)

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

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

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

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

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

All parents have the opportunity to meet their child's tutor at the start of the academic year at the House welcome events. Parents are invited to attend a parents' evening at least once a year to discuss their child's work and progress. Challenge Grade Reviews are issued regularly, with comments from all the staff who teach your child, and pupils in Shell, Remove and Lower Sixth who sit formal, internal examinations at the end of the academic year receive statements of results.

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

Timetable

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

Books and stationery

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

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

The Library

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

Dictionary of National Biography

Oxford Reference

The Times Digital Archive

Who's Who and Who Was Who

These resources are not freely available on the Internet.

College Managed and Issued Device

Pupils from Year 7 through to Upper Sixth are issued with a College-managed laptop to support access to Hurst Online, a central platform for teaching and learning. Pupils are expected to use their device to access resources, complete and submit work, communicate, and view information such as prep, both in school and at home.

The device is provided for your child's use throughout their time at Hurst and remains the property of the College. Devices are refreshed and upgraded as part of the College's device refresh programme, ensuring pupils have access to reliable, up-to-date technology to support their learning.

The cost of the device is included within the termly fee. Each device is supplied fully configured and ready for use, with all required software installed. Pupils are also provided with a protective case, and a comprehensive support and insurance package.

Providing a standard device for all pupils ensures consistency across the College. This approach reduces compatibility issues, supports effective teaching, and allows the IT Services team to provide efficient and reliable support.

Alongside this, pupils receive guidance on online safety and the responsible use of technology as part of the device rollout.

Prep

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

Shell
English and Maths 100 minutes
Other subjects 30 minutes each

Remove
Up to 2 hours per GCSE subject

Fifth Form
Up to 2 hours per GCSE subject

Lower Sixth
At least 6 hours per subject

Upper Sixth
At least 8 hours per subject

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

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

Shell and Remove
8.30pm after prep

Fifth Form and Lower Sixth
9.00pm after prep

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

Vacation work

Work will be set during half terms and also the Easter and Summer vacations. Work is not usually set during the winter vacation, although pupils in the Upper and Lower Sixth and Fifth may be set work during this vacation if catch-up work or preparation for any re-sit examinations is necessary. Vacation work is an important part of a pupil's learning and the work will be assessed at the start of each term.

Exams and Exam Concessions

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

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

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

Learning Support (LS)
For additional information please see the curriculum policy

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

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

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

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

Challenge Grade Review awards

House and school sports colours: tie, scarf, badges

Special meals, snacks, drinks etc. with HoM

Tuck Shop Vouchers

Departmental credits for work effort

Cups and trophies

Termly and annual prizes/awards

Scholarships

Positions of authority

Letter from Tutor/HoM/HoY/Head of College

Sanctions

The following sanctions are available to HoMs within the House:

Additional chores

Early bed

Extra prep time

Reporting to prefect on duty

Regular reporting to the HoM or duty member of staff

Early rising

House gating

Withdrawal of privileges, e.g. losing study

Communication to parents

Restriction of use of mobile phone

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

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

Clearing

Academic detentions (Middle School)

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

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

Disciplinary interviews

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

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

Expulsion (through the Head of College)

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 QS03 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 QS03 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 QS03 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

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

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

Pupils must wear full school uniform

Listening to music is not permitted during a detention

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

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

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.

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

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

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

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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Mobile Phones

Shell, Remove and Fifth Form

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

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

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

Permitted evening phone times are:

Shell
Mondays, Tuesdays and Thursdays: 6.25–6.55pm

Wednesdays: 6.25pm–9.00pm

Fridays: After Chapel until 9.00pm

Remove
Mondays, Tuesdays and Thursdays: 6.25–6.55pm and 8.45pm–9.15pm

Wednesdays: 6.25pm–9.15pm

Fridays: After Chapel until 9.15pm

Fifth Form
Mondays, Tuesdays and Thursdays: 6.25–6.55pm and 8.45pm–9.30pm

Wednesdays: 6.25pm–9.30pm

Fridays: After Chapel until 9.30pm

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

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

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

Pupils handing in a fake or secondary ("dummy") phone or failing to hand in their own phone should expect to receive a sanction, as indicated in the Behaviour Policy. This will usually be Saturday detention for those who have intentionally chosen to use their phone during the school day. Repeated breaches of the Mobile Phone policy will lead to an Internal Suspension or more significant sanctions. Houseparents will perform regular spot checks to ensure that all phones handed in are real and match the phone number logged for that pupil. Pupils who do not hand in a phone to their Houseparent should expect to have their parents contacted to check that they haven't brought a phone to school.

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

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

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

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

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

Sixth Form

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

From 8.30am to 6.00pm phones should be invisible, silent and motionless (i.e. not vibrating, which can be distracting) in the following places: lessons, corridors, clinics, the Dining Hall, Chapel, the lunch and breakfast queue and the school library. Sixth Formers can check their phones in house, in social spaces and in outdoor social spaces. Staff will confiscate phones that are being used at the wrong time or place, for the day, or place them in a timed phone bag.

In line with the clear evidence on mental health, Lower Sixth boarders will not sleep in the same room as their phones, but place them in a shared storage before going to sleep (before 10.15pm). That policy will, as soon as facilities permit, also apply in St John's for the Upper Sixth. We advise that day pupils follow the same pattern.

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

Evening Routine

The table below shows the evening routine we expect our Senior School pupils to stick to when boarding.

Evening Routines - Mondays, Tuesdays and Thursdays									
Year group	**Collect phone**	**Hand in phone and register in House**	**Prep**	**Evening Activities**	**Back in House**	**Phone times**	**Upstairs and prepare for bed**	**In bed**	**Lights out**
Shell	6.25pm	6.55pm	7.00pm – 8.15pm	8.15pm – 8.55pm	9.00pm	-	9.15pm	9.30pm	9.45pm
Remove	6.25pm	6.55pm	7.00pm – 8.15pm	8.15pm – 8.55pm	9.15pm	8.45pm – 9.15pm	9.30pm	9.45pm	10.00pm
Fifth Form	6.25pm	6.55pm	7.00pm – 8.45pm	-	9.30pm	8.45pm – 9.30pm	9.45pm	10.00pm	10.15pm
Lower Sixth	-	Register only at 6.55pm	7.00pm – 9.00pm	-	10.00pm	Hand in 10.15pm	10.15pm	-	10.30pm

Evening Routines - Wednesdays									
Year group	**Prep**	**Collect phone**	**Register in House**	**Out of House social time starts**	**Back in House**	**Hand in phone**	**Upstairs and prepare for bed**	**In bed**	**Lights out**
Shell	5.00pm – 6.00pm	6.25pm	6.55pm	8.15pm	9.00pm	9.00pm	9.15pm	9.30pm	9.45pm
Remove	5.00pm – 6.00pm	6.25pm	6.55pm	8.15pm	9.15pm	9.15pm	9.30pm	9.45pm	10.00pm
Fifth Form	5.00pm – 6.00pm	6.25pm	6.55pm	8.45pm	9.30pm	9.30pm	9.45pm	10.00pm	10.15pm
Lower Sixth	5.00pm – 6.00pm	-	6.55pm	9.00pm	10.00pm	10.15pm	10.15pm	-	10.30pm

Contacts – Deputy Heads

Deputy Head Academic

Dr. Graham Moir

graham.moir@hppc.co.uk

Deputy Head Pastoral

Caty Jacques

caty.jacques@hppc.co.uk

Deputy Head Co-Curricular

Owain Jones

owain.jones@hppc.co.uk

Hurst
College Lane, Hassocks,
West Sussex BN6 9JS

01273 833636
info@hppc.co.uk

@HurstCollege
@Hurst_College
@Hurst_Prep

hppc.co.uk