



# Huntcliff School

Taking you step-by-step  
through starting school

*Be The Best You Can Be*





**Mrs N Bibby, Headteacher, says:**  
It's great news that you have chosen  
our school for your child. Thank you!

**We need some information from you**

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

**Answering your questions**

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01652 648276 or Email: admin.huntcliffcomp@northlincs.gov.uk and we will be happy to help!

**Term dates**

Please check the school website for up to date term dates.

**Welcome**

Welcome to Huntcliff School and I look forward to getting to know you and your child.

Step 1

**STEP 1: Pupil Admission Form**  
Huntcliff School

Preferred Surname:	Legal Surname:
Legal Forename:	Middle name:
Gender:	DOB:
Address:	
	Post Code:
Home Telephone:	
Email:	

\*\*\*\*\* IT IS A LEGAL REQUIREMENT FOR TWO CONTACTS TO BE REGISTERED FOR EACH PUPIL.

Please ensure the relationship status is entered for each contact. Please give details of all persons who have Parental Responsibility, (use *tick box*), and anyone else you wish to be contacted in an emergency.

**Contacts with Parental Responsibility are issued with passwords to view student academic information on-line.**

Can you please indicate if any parent/guardian of the pupil who has **parental responsibility** is currently serving in regular HM Forces military units of all forces, or in the Armed Forces of another station and stationed in England, (use *tick box*).

Place contacts in the order that you wish for them to be contacted in an emergency.

1	Title/Forename/Surname (LEGAL NAME IN FULL)
Relationship/ Parental Responsibility:	
<input type="checkbox"/> Parental Responsibility <input type="checkbox"/> HM Forces	
Home Address/Phone/Mobile/Fax	
Work Address Phone/Email	
2	Title/Forename/Surname (LEGAL NAME IN FULL)
Relationship/ Parental Responsibility:	
<input type="checkbox"/> Parental Responsibility <input type="checkbox"/> HM Forces	
Home Address/Phone/Mobile/Fax	
Work Address Phone/Email	
3	Title/Forename/Surname (LEGAL NAME IN FULL)
Relationship/ Parental Responsibility:	
<input type="checkbox"/> Parental Responsibility <input type="checkbox"/> HM Forces	
Home Address/Phone/Mobile/Fax	
Work Address Phone/Email	

Please tear here.

STEP 1: DATA CHECKING FORM

Huntcliff School

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Title/Forename/Surname (LEGAL NAME IN FULL)

Relationship/ Parental Responsibility:

☐ Parental Responsibility☐ HM Forces

Home Address/Phone/Mobile/Fax

Work Address Phone/Email

Please enter details of any natural parent not named above unless his/her rights have been removed by a court order.

Father: Full Name

Address:

Mother: Full Name

Address:

Please provide names of any siblings currently attending Huntcliff School:

Form:

Form:

Form:

Please provide Details of any court order made in respect of your child:

Medical Practice:

Address:

Telephone Number:

Medical Conditions (including asthma):

Medication that your child takes on a regular basis:

Please enter any special factors which may affect the pupil's attitude or performance at school, including matters of a medical nature:

Step 1

Step 1

STEP 1: DATA CHECKING FORM

Huntcliff School

Ethnicity :

The school is required to hold information on the ethnicity of its pupils.

Please indicate by a tick in the most appropriate box.

☐ British

☐ Black Carribbean

☐ Chinese

☐ White European

☐ White/Black Caribbean

☐ Italian

☐ Other White

☐ White Asian

☐ Irish

☐ Traveler – Irish Heritage

☐ Any other Asian background

☐ Roma/ Gypsy

☐ African

☐ Any Other Black Group

☐ Bangladeshi

☐ Any other mixed background

☐ Indian

The school is required to hold information on the nationality of its pupils. Please indicate by entering nationality in box below.

Nationality:

Country of Birth:

Home Language:

First Language:

Travel Arrangements

Please tick the appropriate choice

☐ Bicycle☐ Walks☐ Car☐ Taxi☐ School Coach☐ Public Transport

Meal Arrangement

☐ Free School Meal☐ School Meal☐ Sandwiches☐ Home

Previous school attended:

from:

to:

Reason for leaving (If other than transfer at 11+)

The school prospectus has been received and there is overall agreement with the school's policies in respect of homework, uniform and arrangements for welfare and successful education described therein.

Parent/Carer Signature:

Date:

GDPR 2018: The school is registered under GDPR for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE. Our school Privacy Notice can be viewed at <http://www.huntcliff.n-lincs.sch.uk>

Please tear here

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Be The Best You Can Be

STEP 2: MedicationForm  
Huntcliff School

Name of Pupil	
Address	
Form:	Condition or Illness:

**MEDICATION:**

Name/Type of medication (as described on the container)	
For how long will your child take this medication:	
Date dispensed:	
Full directions for use, dosage and method:	
Side Effects:	
Self-Administration:	
Procedures to take in an emergency:	

Name:	Relationship to Pupil:
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Address:	

I understand that I must deliver the medicine personally to the school office and accept that this is a service which the school is not obliged to undertake.

Signed:	Date:
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Step 2  
Step 3 – 4

STEP 3: SCHOOL BUS INFORMATION  
Huntcliff School

Catchment areas for funded travel:

Atterby	Bishop Norton	Blyborough	Brandy Wharf	Cleatham
Gainsthorpe	Glentworth	Harpwell	Hemswell	Hemswell Cliff
Hibaldstow	Manton	Redbourne	Scotton	Scotter
Snitterby	Waddingham	Willoughton		

Grayingham – Please contact Lincolnshire CountyCouncil school transport for further info.

If you have any queries regarding council funded school travel or require further information, please contact the numbers below:

Lincolnshire Schools Services Transport Team – 01522 782020.  
North Lincolnshire Schools Transport Team –01724 297285.

Transport from Scunthorpe, Messingham, Gainsborough and Blyton are provided by Huntcliff School as they are not within the catchment area. Payment is required by standing order each month and places are on a first come first served basis. Please complete and return the expression of interest form below by 19h April 2022 if you require a place on the Scunthorpe, Messingham, Gainsborough and Blyton services only.

**Please return to theFinanceDepartmentat HuntcliffSchool or email admin.huntcliffcomp@northlincs.gov.uk**

I wish to reserve a place on the: – (PLEASE TICK THE BOX BELOW)

☐ Gainsborough ☐ Blyton ☐ Scunthorpe ☐ Messingham

STOP NUMBER:	Name of Pupil:
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Address	

Telephone Number:	
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Email Address.:	
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Parent/Carer Name.:	Date.
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STEP 4: Free School Meals Application reminder  
Huntcliff School

When your child transfers from Primary School to Secondary School you will need to re-apply with the North Lincolnshire Free School Meals department. Please make contact using any of the details below:

Web-site: <https://www.northlincs.gov.uk/schools-libraries-and-learning/school-food-and-free-school-meals/>

**Email:** fsm@northlincs.gov.uk

**Telephone:** 01724 297217.

Please ensure you apply promptly to ensure a smooth transition of this benefit for your child.

Please tear here



STEP 5: Biometric Recognition System for Cashless Catering  
Huntcliff School

As you may be aware, we use a voluntary biometric recognition system at the school. This is used with our cashless catering system.

We find this provides the school with a number of very significant benefits including:

- Eliminates the need for cash handling
- Students do not have to remember to bring a card

Reduction in queuing time

In order to comply with the provisions of the Protection of Freedoms Act 2012 we need written permission from a parent/carer in order for students to use the biometric system. To provide this permission please complete and return the enclosed consent form. We do offer an opportunity to opt out for those pupils who would prefer to use alternative forms of identification. If you would like more information or the chance to discuss this further, please feel free to contact school.

Background to the use of biometrics in school

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we currently record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and is only used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information

collected securely in compliance with the Data Protection Act 1998; (to be replaced by GDPR in May 2018). The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

Current Legislation- The Protection of Freedoms Act 2012

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent if the school is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.

Children under 18 who do not have permission by September 2018 will not be able to use existing or new biometrics when using services in the school.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, such as an Identity Card, we will provide reasonable alternative arrangements that allow them to access current and future services. However, our preference is that all parents sign up to the agreement

Should you agree to your child continuing to use the biometric system, it is important that you return the signed consent form to school as soon as possible. Please note that when he/she leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted. If you would like to discuss this in more detail, please contact the school.

Please complete this form if you consent to your child using the biometric system at Huntcliff School for current or future use of cashless catering until he/she leaves the school.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely and permanently deleted by the school.

I give consent to the school for the biometrics of:

Name of Pupil:	Tutor Group
to be used by Huntcliff School for use as part of a recognition system as described above. I understand that I can withdraw this consent at any time in writing.	
Name of Parent/Carer:	
Signature::	Date.

Step 5  
Step 6 - 7

STEP 6: INTERNET ACCESS  
Huntcliff School

PUPIL CONTRACT

As a school user of the Internet, I agree to comply with the school rules\* on its use. I will use the computers in a responsible way and observe all the restrictions in place.

Pupil Name (Block Capitals):	
Pupil Signature:	
Date:	Form:

PARENTAL CONTRACT

As the parent/carer of the above pupil, I grant permission for my son/daughter to use electronic mail (e-mail) and the Internet. I understand that pupils will be held accountable for their own actions and that they must observe all the rules\*.

also understand that some materials on the Internet may be objectionable and I accept responsibility for setting high standards for my son/daughter to follow when selecting, sharing and exploring information and media.

Parent/Carer Signature:	Date:
Parent/Carer Name (Block Capitals):	
As a Parent/Carer of (Pupil Name):	
Form:	
I <b>do not</b> grant permission for my son/daughter to have Internet access**	
Parent/Carer Signature:	Date:

\*School Rules may be amended at any time.  
\*On-line learning is now deemed as essential so access will be given to certain programs with or without consent.

STEP 7: Permission for local visits and sports fixtures  
Huntcliff School

During the school year, your child may be involved in a number of local visits, organised by the various Departments and sports fixtures arranged by the PE Department.

We must obtain parental/carer permission for your child to participate and **without this consent, your child will not be able to participate in any of these off-site activities.**

I understand that my child may leave the school premises for visits in the local area and for sports fixtures, PE lessons or events and give my consent for my child to participate in such visits.

I agree that (student name):	Form:
• Can participate in the visit and activities described	
• Can be transported in the School minibus / Private Coach Hire / Private vehicle of staff	
• Is in good health and fit to participate in the activities described	
• Can receive medical treatment as necessary	

I will ensure that the school has been informed of any special medical conditions relating to my child.

I acknowledge the need for the person named above to behave responsibly and agree to the school's procedure in the respect.

Pupil Name (Block Capitals):	
Pupil Signature:	Relationship:
Date:	Parent/Carer email:

Please tear here

At Huntcliff School we take the issue of child safety very seriously, and this includes the use of images of pupils. Including images of pupils in school publications and on the school website can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school. However, schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, reducing the risk of inappropriate contact, if images are used on the Internet. We ask that parents consent to the school taking and using photographs and images (including digital video) of their children. Any use of pupil images at Huntcliff School is underpinned by our Computer and Internet Security Policy.\* We will never include the full name of the pupil alongside an image.

Please complete, sign and return this form to the Network Manager at Huntcliff School.

I consent to photographs and digital images of the child named below, appearing in Huntcliff School printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected as far as the Internet is concerned. I also acknowledge that the images may also be used in and distributed by other media, such as CD-ROM, as part of the promotional activities of the school.

PARENTAL CONSENT FORM FOR USE OF PUPIL IMAGES

Name of Child:
Form:
Name of Parent/Carer:
Address
Signature:
Date:

Completed forms or queries regarding this form should be addressed to the Network Manager.

\*The Computer and Internet Security Policy may be amended at any time.

At school we need to keep information about your child for registration purposes etc., and also so we can provide them with suitable help and support. Under the requirements of GDPR we at school need to inform you about what information is held by us about your child.

To do this we publish a "Privacy Notice", (a copy of which is displayed on the school's website). It explains why we need this information and also lists the other educational bodies to whom we pass this on, for example the local authority needs to know about your child if an assessment of special need is necessary or if an employment license needs to be issued. It also explains that we pass some data on to appropriate external careers services. These agencies provide support for young people in their transition to adulthood.

Please complete the reply slip below within two weeks of receiving this note. If we do not hear from you we shall assume that you are happy for us to pass information on to these Agencies.

We would like to assure you that we do not pass on personal information held about your child to any commercial organisation.

I agree that information regarding (Name of Pupil):	
may be shared with North Lincolnshire Careers *Yes/No    *delete as applicable	Form Group:
Parent/Carer Signature:	Date:

Key information

What are our school times?

8.45 – 3.00pm

Uniform

We take great pride in setting high expectations and standards and as such we expect all students be in full school uniform which is worn correctly at all times during the school day.

- Blazer:** All students will wear the school blazer, with the Huntcliff Logo, as a compulsory item and this must be worn at all times as the outer garment on the school site. If a student wishes to remove their blazer, they must seek permission from their class teacher at the time. It is expected they then put it back on at the end of lesson.
- School jumper (optional):** Black Huntcliff School jumper with school logo. This is an optional item of clothing, and no other jumper is acceptable.
- School shirt and tie:** Plain white shirt with collar and Huntcliff School tie.
- School skirt:** Plain black, fully pleated, knee length. No tight, stretchy fabrics, no mini-skirts.
- Black tights for girls. Black socks for boys and girls, if wearing trousers.
- Black school trousers (girls/boys):** Traditional classic straight leg, tailored with button and zip. Cut in a medium to heavy weight fabric, not tight fitting. Trouser legs must have the capability of covering a school shoe.
- School shoes:** Completely black, polishable shoes. No converse, trainers, boots, high heeled shoes or sandals.
- Coat: Dark coloured outdoor coat only. No tracksuit tops, sweatshirts, hoodies or gilets.

P.E. Kit

Compulsory:

- Unisex Polo shirt / Girls' fitted Polo shirt.
- Black shorts.
- Black football socks.
- Studded boots (students will be advised if these are required).
- Training Shoes (no plimsols).

Optional:

- Rugby Shirt, red and black reversible.
- Black tracksuit bottoms or sports leggings.

Purchase of uniform

**Shah's Uniform Specialists**  
109-111 West Street, Scunthorpe, DN15 6HX  
Tel: 01724 844934  
<https://www.shahsuniforms.co.uk>

**Uniform Direct**  
9 Market Street, Gainsborough,  
Lincolnshire, DN21 2BL  
Tel: 01427 616105  
<https://www.uniform-direct.com>

Huntcliff School P.E. Hoodies are ordered directly from Elite Club Clothing: <https://huntcliff.eliteclubclothing.co.uk>

Families who are eligible for free school meals may apply to North Lincolnshire Council for a £30 school clothing grant. [www.northlincs.gov.uk](http://www.northlincs.gov.uk)

In addition, we have a number of second-hand good condition uniform items available on sale. Details can be found on our website, or by enquiring at the school office.

Labelling of uniform

Please ensure that all items of uniform are clearly labelled with your child's name.

Food in school

School lunches are provided by Taylor Shaw Catering and sample menus can be seen on our website under Parents/Catering. A meal deal costs £2.40, and pupils pay via finger scan. Parents top up their child's account on ParentPay.

Packed lunches

Pupils may prefer to bring a packed lunch from home. We ask that lunchboxes should contain nutritious, healthy food in keeping with our healthy eating policy.

Free school meals

Free school meals are applied for directly via the North Lincolnshire Council (no matter which authority you reside in, as Huntcliff School are part of the North Lincolnshire Authority).

<https://www.northlincs.gov.uk/schools-libraries-and-learning/school-food-and-free-school-meals>

If you would prefer a paper version of the form posted to you, please contact [fsm@northlincs.gov.uk](mailto:fsm@northlincs.gov.uk) or 01724 29721. The Council advise the school directly when your claim has been processed.



# Frequently asked questions

## Attendance

If you wish to report your child absent, please contact the school reception on 01652 648 276 and ask for our Attendance Officer, Mrs Marshall.

### Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.00am or as soon as practically possible, and on each day of the absence.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

### Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents should telephone the school, email via the school admin email address or send a letter in advance to their child's form tutor or the school attendance officer. Applications for other types of absence in term time must also be made in advance.

### Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late. A pupil who arrives after the register has closed will be marked as absent. Pupils who are consistently late will be placed on punctuality report to their form tutor and may be asked to repay the time at break or after school.

### Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. This may be done by telephone or in some cases a home visit will be made.

## Reporting to parents

Attendance is reported to parents via student academic tracking reports which are issued twice yearly. Parents can request attendance figures from the school at any time by telephone or via the school admin email address.

### Authorised and unauthorised absence

The Headteacher may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Valid reasons for authorised absence include:

- Illness and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

## Medicine in school

Many pupils will need to take medication at school at some time in their school life. Mostly this will be for a short period only; to finish a course of antibiotics or apply a lotion. To allow pupils to do this will minimise the time they need to be off school.

Medication should only be taken at school when absolutely essential. Where possible parents should ask the prescribing doctor or dentist if the medication can be prescribed in dose frequencies which enable it to be taken outside school hours.

### Non-prescription medication

Pupils sometimes ask for pain killers (analgesics) at school, including aspirin and paracetamol. School staff will not give non-prescribed medicine to pupils. If a pupil suffers regularly from acute pain, such as migraine, the parents/carers may supply appropriate pain killers for their child's use. This must include written instructions about when the child should take the medication and a completed

Medication Form. A member of staff will supervise the pupil taking the medication and notify the parents if there any problems.

## Mobile phones

Mobile phones are now a feature of modern society and most of our students own one. Increasing sophistication of mobile phone technology presents a number of issues for schools:

- The high value of many mobile phones.
- The integration of cameras/recording facilities onto phones leading to potential Child Protection and Data Protection issues.
- The potential to use the phone for example, for texting whilst on silent mode.
- Cyber-bullying.

Students may bring mobile phones into school, but they must be switched off (not in silent mode) and only used in an emergency.

Many mobile phones have built in cameras/recording facilities, and these are particularly unacceptable when used in a school environment. The use of such technology may lead to an exclusion of the student concerned. If a student breaches these rules, their phone will be confiscated and taken to the main office (Reception).

The first time this happens the student will be able to collect their phone at 3.00pm. The second time this happens, the student will only have their phone returned on receipt of a letter from their parent/carer, giving their permission for the phone to be returned. The third time this happens, when the mobile is confiscated, it will only be returned to the parent/carer of the student.

Persistent confiscations will result in further sanctions, as it will then be classed as persistent defiance.

### Emergencies

If a student needs to contact his/her parent/carer urgently, he/she will be allowed to use a school telephone. If parents/carers need to contact children urgently they should phone school reception (01652 648 276) and a message will be relayed as soon as practicably possible.

### Responsibility for mobile phones

Huntcliff School does not accept any responsibility whatsoever for theft, loss, damage or health effects relating to mobile phones. It is the responsibility of parents/carers and students to ensure that their mobile phones are adequately insured.

## Hairstyles, make-up and jewellery

The only items of jewellery permitted is a wristwatch, but no smartwatches of any kind. No chains, piercings or rings. Make-up should be natural/subtle. No extreme make-up or false eyelashes. No nail varnish, acrylic or gel nails.

No extreme hairstyles/colours, including patterns or designs cut into the hair.

## Helping to support children's learning at home

Homework is set by subject teachers regularly. It is recorded in student planners and should be handed in on the date specified. Parents are asked to check the planners so they know what work is required and by when it should be completed.

## Internet safety

### Reducing online risks

Huntcliff School recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace. We will:

- Regularly review the methods used to identify, assess and minimise online risks.
- Examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in school is permitted.
- Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that users can only access appropriate material. However, due to the global and connected nature of the internet, it is not possible to guarantee that unsuitable material cannot be accessed via a school computer or device.

All members of the school community are made aware of the school's expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence to members of the community. This is clearly outlined in the school's Acceptable Use Policy and highlighted through a variety of education and training approaches.

## Issues concerning children's welfare and academic progress

If you have an issue concerning your child, please speak to his or her Class Teacher as the first point of contact.

# Frequently asked questions

## Clubs and activities

There are a number of extra-curricular clubs and activities that run at lunchtime and after school. These currently include:

- Football.
- Dodgeball.
- Rounders.
- Lunch clubs.
- Drumming.
- Netball.
- Cricket.
- Music.
- Choir.

Parents will be updated on dates and time of all available clubs as they are introduced.

## Special educational needs

In the lower school (Years 7-9) children with specific learning difficulties are taught in smaller groups in academic subjects so that their needs may more effectively be met. There is a support system in operation which allows additional staff to work with identified pupils or groups, in order to assist further development. A well-equipped resource base also provides additional teaching material, equipment and expertise for any pupils who may at any time experience difficulties in learning.

During social times there are designated areas available for all year groups for students who may feel vulnerable during unstructured times. These rooms are staffed by members of the SEN team.

We also have an additional provision, called "Gateways" which is for a small group of children, identified by the school in discussion with parents and primary schools. The provision will exist for Key Stage 3 students with a goal that by Key Stage 4 all students are ready to undertake a range of GCSEs. This is a high-quality provision to meet the needs of children with Additional Needs.

All students will have access to a broad and balanced curriculum taught by teachers who are specialised in catering for children with special educational needs. The curriculum will mirror that of their peers but will be enhanced by a focus on individual barriers to learning.

In Key Stage 4 we consider courses very carefully to ensure that students take the options that are most suited to them. Some students will have timetabled Foundation Studies which further improve literacy and numeracy skills during Year 10 and 11.

## Charging policy

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities which is kept under regular review.

Our charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The policy identifies activities for which:

- Voluntary contributions may be requested.
- Charges will not be made.
- Charges will be made.

For more information, please read our Charging and Remissions Policy on our website under the Policies tab.

## Emergency arrangements

We will, of course, endeavour to keep the school open, if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach school and provide an adequate educational service.
- For children or staff to journey to and return from school safely and without undue delay.

In these circumstances, we will send a text via your mobile phones to inform you of school closure, so it is really important that we have your up-to-date details on file.

### Stay in touch

The school appreciates that during bad weather children may arrive later than normal, but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

### Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

# Working with parents

## Communication

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

## Reports on your child's progress

Each year group has two pupil tracking per year and one parents evening.

## News

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website or join our official Huntcliff Social Media Pages.

## At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

## Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

## Seek permission

Outings and trips are a valuable part of school life, and we arrange as many as possible. Parents sign a form giving full consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

# Policies and term dates

## Policies

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

### Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

### Key policies

Some of our key policies are:

- Anti-bullying.
- Communication with parents and carers.
- Equality and diversity.
- Online safety.
- RSE.
- Student health and wellbeing.

A full list of our policies can be found on our website under the Parents drop-down menu.

## Improved text messaging system

From time to time, we send information to parents/carers via text message to your mobile phone.

A new, free, smartphone app for parents/carers is now available for download called 'School Gateway' for Apple (iOS 8 on the iPhone 4S or later, iPad, iPod Touch) and Android (4.0 / Ice Cream Sandwich or later) devices.

Please could you download this new app to your phone (it's free) as it will help us improve communication with parents/carers.

The set-up process is simple and will take no more than a couple of minutes:

Search for "School Gateway" in the Apple App Store/Google Play or on your phone go to [www.schoolgateway.com/apple](http://www.schoolgateway.com/apple) (Apple) or [www.schoolgateway.com/android](http://www.schoolgateway.com/android) (Android)

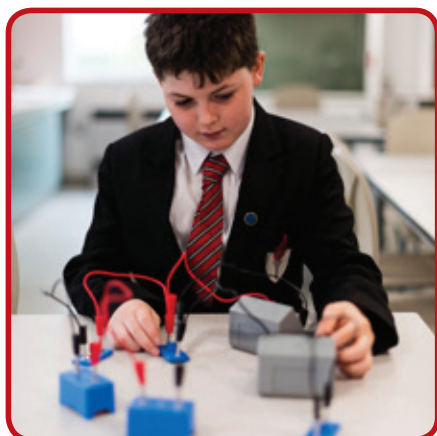


# Our Vision Statement

Our goal is to transform lives by providing a high achieving, stimulating and creative learning environment within a caring, compassionate and **challenging** ethos. We will provide high-quality teaching and **support**, so that our young people are nurtured and encouraged to reach their full potential through high standards and expectations in a curriculum which aims to give wider opportunities to all students. As a result, we will create young people who are excellent citizens with very positive attitudes.

Our vision is that regardless of any young person's starting point coming into our Huntcliff **community**, everyone is championed and encouraged to **achieve** their fullest potential.

The Trustee Board's mission is to create a truly **community** driven school, providing a culture of mutual respect and an environment where everyone thrives in whatever their talents may be. We aim for a calm and orderly school where there are positive relationships between staff and students where all are respected and cared for.



## Huntcliff School

Kirton in Lindsey, Gainsborough, Lincolnshire, DN21 4NN

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