

# Pride Participation Empathy

## Urmston Grammar School

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### Parent/Carer Handbook

2024-2025

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## Systems and Processes

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### Contact details

School telephone	<b>0161 748 2875</b>
School email address	<a href="mailto:office@urmstongrammar.org.uk">office@urmstongrammar.org.uk</a>
School email address (Absence)	<a href="mailto:attendance@urmstongrammar.org.uk">attendance@urmstongrammar.org.uk</a>
School website	<a href="http://www.urmstongrammar.org.uk">www.urmstongrammar.org.uk</a>

## Introduction

At Urmston Grammar, we are committed to providing our students with the best opportunities to thrive, both within and beyond the classroom.

Effective lines of communication between students, teachers and parents/carers are at the heart of our school, cultivating an atmosphere where students feel enabled to succeed.

This handbook should provide you with a wealth of information and support about school processes and ideals. We would always urge you, however, to make contact if you ever have any questions or queries about the school.

## Communicating with school

There are various means by which parents/carers can contact the school, as outlined below:

### School office

Our switchboard is open Monday to Friday from 8.10am to 4.20pm

At busy times or outside these hours you will be invited to leave a voicemail message.

Individual staff members do not have private numbers, all calls should be made via our school reception.

### Form tutors

Our form tutors play an integral role in our student's school lives. They should be the first point of contact if you have any matters you wish to discuss regarding your child's education – via email or phone.

If the form tutor is unable to manage the query or request, they will pass on the details to appropriate colleagues.

Form tutors have a significant teaching commitment, so we ask for patience if there is a delay in responding.

### Pastoral Manager

Mrs Lattin is also a key contact point within the school and will be able to address many queries.

## Subject tutors

If your query relates to a particular subject, you may decide it is appropriate to contact the subject tutor or Head of Department directly. Contact can be made via [office@urmstongrammar.org.uk](mailto:office@urmstongrammar.org.uk) . Please ensure that that the teacher's name appears in the subject line to allow us to forward it promptly.

## Heads of Year

Each year group has a Head of Year, who takes responsibility for the academic and pastoral progression of the entire cohort.

Year group	Head of Year
7	Miss R. Harding
8	Mrs S Ryan
9	Mr P Corrigan
10	Miss J Smith
11	Mr C Gough

Mr Roberts is the Assistant Headteacher with responsibility for pastoral care for students in Years 7-11.

## E-communication

Please note that most letters are sent electronically to your designated e-mail address. It is advisable to check this address regularly for updates.

We also use the SIMS app to communicate with parents/carers. This regularly provides updates on attendance, achievement and behaviour points; it is also used to share tracking data and reports.

## Website

We work hard to keep our website up to date with useful information. We would advise that you check the website regularly.

### Severe weather & school closures

In the event of severe weather, we will communicate our plans regarding school closure on the front page of our website.

### Policies

Our policies and procedures are available to view on the 'About Us' section of the website.

### Learning to learn

A mixture of practical guidance on study techniques and wider information on building confidence and resilience in their studies.

### Online safety

Practical advice and strategies to support students and parents/carers in navigating the online world.

### Wellbeing

Advice and support for students and parents/carers in managing their wellbeing and mental health.

## School week

Urmston Grammar operates a two-week timetable of 50 x 60-minute lessons.

School day 2023-2024		
	Start	End
AM registration: Administration and reading	08:30	08:45
Period 1	08:45	09:45
Period 2	09:50	10:50
Break	10:50	11:10
Period 3	11:10	12:10
Period 4	12:15	13:15
Lunch	13:15	14:10
PM registration	14:10	14:15
Period 5	14:15	15:15
<b>Students will be considered late if they arrive in form after 08:30</b>		

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## Punctuality

The following outlines our expectations regarding attendance and punctuality for all students at Urmston Grammar school.

- Students should arrive at school by 08:25am and be in their form rooms ready for registration no later than 08:30am.
- Information is available about late arrivals on the SIMS app.
- If a student arrives late, a short consequence will be organised for break on that day. This will be cancelled if we have received notification of a valid reason for the lateness **from parents/carers**. If late arrival is a regular occurrence, break detentions will still go ahead.
- We will also cancel the sanction if mitigating circumstances such as a late bus or train are responsible. (On these occasions we still have a legal duty to mark the register with an appropriate late mark).
- Persistent late arrivals will lead to a graduated increase in sanctions, and we will engage with the Educational Welfare Officer to look at opportunities to support improvement.
- In the event of persistent or sporadic absence, we may offer a meeting in school to discuss the situation and support strategies. This may also require intervention from the Educational Welfare Officer.

## Illness & other absences

The DfE classification of persistent absence is when a student's attendance falls below 90%. As a school we will monitor the attendance of all students regularly and will intervene to offer guidance and support where absence becomes a concern.

### Illness that begins outside school

- If your child is ill and unable to come to school, we ask that you contact the school office no later than 08:30am on the first day of absence. If the illness is prolonged, we ask that you keep school informed daily.
- On return to school, we ask that you provide a written explanation for absence via your registered email address.

### Illness that begins during the school day

- If a student feels unwell and wishes for home contact to be made, they should speak to their form tutor or subject tutor in the first instance. Students will be sent to the school office.

- Following discussion, a colleague from the office will contact home. To aid us with this, it is vital that you keep contact details up to date on our system. If they change, please let us know via the Intouch app at the earliest opportunity.
- Students **must not** make contact home directly; all communication should be via our school office colleagues.
- Pupils will only be allowed to leave school with a parent or a named person on their contact list.

### Appointments during the school day

- For a known absence or appointment, a permission slip should be completed and passed to the student's Head of Year or Head of School.
- This slip should be accompanied by a supporting note or copy of the appointment card.
- Slips can be collected outside the main office and are also available on the parent's tab on the website.
- Students in Years 7-11 must be collected from the main office by a parent/carer for their appointment

### Other anticipated absences/ Holidays

- Regular attendance is vital to ensure the sustained progress of our students.
- Holidays should not be taken during term time, and it is very unlikely that authorisation will be granted by our Headteacher, Mrs Wall.
- If an absence for other reasons is required, a leave of absence form (LA1) must be completed. These are available in school and on our website. Forms should be completed at the earliest opportunity, (at least four weeks prior to a planned absence), to allow chance to review and communicate our decision.
- The form will be returned to you via the student once a decision has been taken. The outcome will be that the absence has been recorded either as 'authorised' or "unauthorised."

## Timetables

At the start of each academic year, students will be provided with a plastic wallet and two blank timetable cards. These will be completed during the first day in school and can be kept in the blazer pocket for quick checks throughout the day.

If these timetables are lost, it is the responsibility of the student to collect more copies at the earliest opportunity.

## Homework

Effective homework is an important learning tool, offering students the chance to deepen and embed learning that has taken place within lessons.

[www.satchelone.com](http://www.satchelone.com)

The Satchel One app, (previously named 'Show my Homework') now serves as our primary means of communicating our homework tasks with students and parents/carers.

We advise that parents/carers download the app to allow them to keep track of the tasks set and offer encouragement and support at home.

If you have any difficulties with the app, please contact our IT team via the office email address (P2) and we will offer support.

## Extra-curricular opportunities

At Urmston Grammar School, we passionately believe that our students are worth 'more than the sum of their grades'.

While academic success is unquestionably central to the hopes and expectations of all students, teachers and parents/carers for every student in our school, we also value the importance of the extra-curricular opportunities on offer.

These activities provide opportunities for students to develop a range of other skills, helping them to become well rounded, stimulated and empathetic members of our school and wider communities.

Extra-curricular opportunities will be advertised to students in assemblies, on notice boards and TV screens.

We will also provide a timetable of opportunities early in the year, available on the website, so that options can be discussed and considered.



## Rewards and ethos

At Urmston Grammar, we are immensely proud of the high standards of behaviour that we consistently see. We expect these highest standards of work, effort and behaviour consistently.

We will work to build a culture that rewards and celebrates successes, fostering an ethos where hard work is valued, with an emphasis on effort and resilience.

It is our hope that students will see the value of trying their best on every task, without fear of failure, seeing the importance of 'savouring mistakes' as an important part of the learning process.

All students will be placed into a **House** (Bradfield, Mersey, Oak, Orme, Park) and house points can be collected both in and outside lessons, contributing to the House Cup Competition while also allowing celebration of individual successes.

## Sanctions

We will always work hard to celebrate the positives, but we also accept that on rare occasions, standards fall below expectation.

In such circumstances it is necessary to apply sanctions.

We trust that parents will support the school when such situations arise.

Full details of how we will manage behaviour and seek positive outcomes can be found in the behaviour policy, which can be found on the 'About Us' section of the website.

## Mobile phones

We understand that mobile phones are a crucial part of our everyday lives and offer many positives. While we are mindful of this, we also need to ensure that any use within school is appropriate and timely.

- Students should have their phones switched off during lesson time, assemblies and registrations.
- Students in Years 7, 8 & 9 may not use their phone at all in school unless express permission is given by a member of staff. This may include allowing use for educational purposes within a lesson.
- Mobile phones should not be visible at all during the school day including breaks, lunchtimes and start/end of day for Years 7-9.
- Year 10 and 11 students may use their phones in form rooms at break and lunch time **only**.
- Mobile phones **must not** be used to take photos or videos of other staff/students without express permission.
- If a mobile phone is used to bully, threaten, intimidate or ridicule other students or staff, including use of social media, will be taken very seriously and sanctions will reflect this seriousness.
- Students do not have permission to charge their phones in school.

If a member of school staff sees a phone for any reason, except in permitted circumstances outlined above, they are expected to confiscate the device. If a student refuses to act on this instruction, there will be a further consequence applied.

## Uniform

When our students wear our uniform, they serve as ambassadors to the school community they are a part of. They rightly wear their uniform with pride, acting as a visual reminder of the high standards of behaviour, commitment and personal discipline they embody.

The information outlined below will help parents/carers and students to make choices that help maintain the high standards we are rightly proud of.

### General information

All clothing and footwear should be plain and free of logos, stripes or patterns, except those that are allowed by school regulations, or form a part of the uniform.

## **Jewellery**

Students may wear one pair of gold or silver studs or sleepers in the ear lobe only. No other piercings are permitted. If a student arrives at school with a piercing that is not allowed, they will be expected to remove it.

Rings, bracelets, necklaces and other jewellery items are not allowed.

Failure to remove this jewellery will result in working away from classes until the item is removed.

## **Make up**

Make up and nail varnish/ coloured nails are not permitted in Years 7-11.

Make up remover is available in school reception and students will be sent by form tutors or other staff members to remove it.

We do not allow acrylic/gel nails or false eyelashes. If in cases that they are applied and require professional removal, we will expect an appointment to be made at the earliest opportunity to remove them.

Students who fail to remove these in an agreed timeframe will work away from their classes until the nails or lashes are removed.

**Urmston Grammar School non- P.E uniform is available at the following stockists:**

- 1. Monkhouse Schoolwear, The Old Post Office, Stretford Mall  
(0161 865 3142)**
- 2. Little Angels, 490 Wilbraham Road (0161 881 3895)**

**For our P.E. uniform, please visit Petites Modes  
9 Tatton Road, Sale, M33 7EB Telephone – 0161 973 4231  
(petitesmodes@outlook.com)**

### **Coats**

Students should wear a suitable dark plain coat; any logos should be small and discreet. We encourage students to apply reflective bands for when walking to and from school in Winter.

Leather and denim coats are not permitted.

### **Blazers**

Blazers are compulsory for all students, if the official Urmston Grammar blazer is not worn, it should be navy blue with a school badge attached.

### **Skirts**

Skirts should be plain, dark grey and should be mid-thigh length. It should have pressed box or knife pleats, or an inverted front pleat.

Short skirts, split skirts or straight skirts are not permitted.

### **Trousers**

Trousers must be mid to dark grey and should be regular fit. Slim or skinny fit trousers are not permitted.

### **Blouses**

Blouses should white regulation school blouses, they may be long or short sleeved.

In the summer term only, open necked summer blouses without a tie may be worn.

### **Shorts**

In the summer term only, mid-grey Bermuda style shorts may be worn.

### **Shirts**

Shirts should be white; they may be long or short sleeved.

### **Jumpers**

Jumpers should be plain navy (Fine knit) with a V-neck or crew neck

### **Cardigans**

Cardigans must be purchased from our approved suppliers

### **School tie**

Available from our approved suppliers.

### **Socks**

Socks may be white, navy, grey or black. Socks should not visibly go above the knee

### **Tights**

Tights should be navy or black with a plain design.

### **Shoes**

Shoes should be black, leather or leather effect. Boots and trainer style shoes are not permitted. If shoes have a logo, it should be completely black. A maximum heel of 2" is permitted.

### **Information for cyclists**

For students who cycle to and from school, we expect them to wear a helmet. In the winter we also expect them to use reflective bands.

### **Science practical overalls**

For Years 7-9 students wear a Navy-blue wraparound lab coat.

For Years 10-11 students wear a white, front buttoning lab coat. These are available to borrow during lessons, but students may wish to purchase their own.

### **Food technology aprons**

Aprons should be blue and white striped.

### General points

- All clothing should be clearly marked with the owner's name.
- Hair adornments should be plain and blue or black
- Any dyed hair should be of a natural colour

## P.E. UNIFORM (SUPPLIED BY PETITES MODES)

All PE Kit must be obtained from our school supplier.

### Compulsory PE kit

It is compulsory for students to have a minimum of 1 item from each category below, however the options within each category are at the discretion of the student.

- Urmston Grammar ¼ zip jumper
- Urmston Grammar top – long sleeve crew neck **and/or** short sleeve polo
- Urmston Grammar bottoms – shorts, trackpants **and/or** leggings
- Urmston Grammar long socks **and/or** plain white ankle socks
- Hair bobble for hair at or longer than shoulder length

If students wish to participate in extracurricular football (training/matches), it is compulsory to have the long sleeve crew neck, football boots, shin pads and Urmston Grammar long socks.

All students will require non marking trainers for use both indoors and on the Astroturf. They must be supportive of the ankle - please note that flat sole trainers (Nike Air Force ones/dunks) and canvas style shoes (converse/vans) are not permitted for PE lessons or extra-curricular activities.

Football boots, shin pads and a gumshield will be required at certain points during their time at Urmston Grammar (i.e. when participating in rugby and football). Staff will give enough notice when this will be, allowing parents to purchase them when appropriate.

## ParentPay

We use 'ParentPay', an online payment system for items such as school meals, trips and photographs.

It offers parents the chance to manage payments at their convenience, 24 hours a day, 7 days a week.

If you are new to the school, you will be provided with activation codes which will give you access to your own secure online account.

Year 7 students will be set up on the system once they join us in September.

If you have used ParentPay in a previous school, you will still need to set up a new account at Urmston Grammar.

Before September you will receive a Microsoft form asking for permission for your child to have a thumbprint taken which will allow students to spend money on their account.

You are free to top up this account by any amount you choose. Most payments are done online but if you have difficulties with this, please do not hesitate to get in contact and we will explore other options that best suit you.

A daily spend limit of £5 is set for each student, if you would like to change this, please get in contact to discuss further.