



Hurst

HURSTPIERPOINT COLLEGE

Parents Handbook All Schools

2023/24



WELCOME

Dear Parents,

This handbook provides core 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.

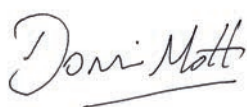
For Senior School and Sixth Form parents, this handbook should be read in conjunction with the Pupils' Guide which is revised annually and sent out to all parents and pupils just before the start of the academic year. For Junior Prep and Senior Prep parents, please familiarise yourself with the Rewards and Sanctions section of this handbook (pages 25-26 or 34-35).

Such booklets, inevitably, cannot cover everything and, if you do ever have concerns, I urge you to email your child's Houseparent (Senior School and Sixth Form) or form/class teacher (Junior Prep and Senior Prep). If you have a particular concern about your child's academic progress, then please contact their Tutor, in the first instance. In the unlikely event that you are unable to achieve a satisfactory resolution at this level then please do not hesitate to contact your child's Head of Year.

Finally, I am always here and will try to help, if possible. I may not be able to respond right away, but my door is always open, my email is regularly checked and my PA is remarkably efficient.

Good communication lies at the heart of a successful relationship and I am always available to see parents and to hear their news be it good or not.

Yours sincerely,



Dominic Mott
Senior Prep School

Heads of Year

Shell

Alaina Coar
alaina.coar@hppc.co.uk

Remove

Cameron Allan
cameron.allan@hppc.co.uk

Fifth Form

Eliot Newton-Mann
eliot.newtonmann@hppc.co.uk

Head of Sixth Form

Brian Schofield
brian.schofield@hppc.co.uk

Lower Sixth

Amy Radford
amy.radford@hppc.co.uk

Upper Sixth

Rebecca Hartley
rebecca.hartley@hppc.co.uk

Head of Senior Prep

Mr Simon Lilley
simon.lilley@hppc.co.uk

Year 8

Mr Benjamin Dewey, BSc Northampton
benjamin.dewey@hppc.co.uk

Year 7

Miss Lydia Crichton
lydia.crichton@hppc.co.uk

Head of Junior Prep

Mr Nick Oakden
nick.oakden@hppc.co.uk

Head of Years 5 & 6

Mrs Tracey-Ann Preen
Tracey-ann.preen@hppc.co.uk

Head of Years R to 4

Miss Hattie Thompson
Hattie.thompson@hppc.co.uk

HURSTPIERPOINT COLLEGE

Founded 1849

Hurstpierpoint College is one foundation comprising three schools. Linked by common values, standards and goals, as well as by a common administrative and academic framework, they combine to provide a complete education for boys and girls aged 4-18 years.

Provost

The Rt Revd C Jonathan Meyrick

School Council

Chairman: Mr Anthony Jarvis

Members:

Dr Sadhana Brydie
Mrs Lesley J Corbett (Education Chair)
Mr Robert J Ebdon (Estate Chair)
Dr Ian S Francis
Mrs Francesca M Hampton
Revd William Kemp
Mrs Karen M Mack
Mr Kevin S Powell (Finance Chair)
Mrs Maxine Shaw
Mrs Philippa Hoyle
Mr Rupert Corney
Mr Simon Innes

Governors can be contacted by writing to them, care of the CFO, at the School address

Contacting us

Hurstpierpoint College
College Lane
Hurstpierpoint
West Sussex
BN6 9JS

Telephone: 01273 833636
Email: reception@hppc.co.uk
Website: hppc.co.uk
Parent Portal:
hppc.myschoolportal.co.uk

CONTENTS

Term dates	6	Rewards and sanctions	25
Checklist of forms to be completed before term begins	6	Code of conduct	25
Campus map	7	Rewards	25
Statement of aims	8	Sanctions	26
Summary of aims	9	The role of parents	26
Hurst Purpose	10	Complaints procedure	26
Hurst Purpose and The Big 12 (College rules)	11		
SENIOR SCHOOL AND SIXTH FORM		JUNIOR PREP SCHOOL	27
Induction programme	12	Daily routine	28
Pre-season training and activities	13	Drop off	28
Mouthguards - Book your child's appointment	14	Late arrival	28
Attendance	15	Absence from school	28
Parental contact details	16	Registration	28
Academic matters	16	Breaks	28
Academic assessment and tracking (Challenge Grades)	17	Lunch	29
Parent Portal	17	Collection of pupils	29
Timetable	17	Late collection	29
Books and stationery	18	After School Care	29
The Library	18	After School Activities	29
Prep	18	Academic matters	30
Vacation work	18	Foundation Stage	30
Exams and exam concessions	18	Assessment and monitoring	33
Learning Support and English as a Second Language (ESL)	19	Learning Support (LS)	33
		English as a Second Language (EAL)	33
		Reporting	33
		Prep/Homework	33
		Transition through the school	33
		Rewards and sanctions	34
		Rewards	34
		Sanctions	34
		The role of parents	35
		Complaints procedure	35
SENIOR PREP SCHOOL	20		
Daily routine	21		
Arrival	21		
Late arrival	21		
Registration	21		
Breaks	21		
Lunch	21		
Collection of pupils	21		
Late collection	21		
Prep	21		
After School Activities	21		
Absence from school	21		
Academic matters	22		
Challenge Grades	22		
Parents' Evenings and Reports	22		
Prep/Homework	22		
Target cards	22		
Mobile device	22		
Assessment and monitoring	22		
Entrance Exams to the Senior School	22		
Whole school academic performance	22		
The Curriculum Policy	23		
Educational Health Care Plan	24		
Learning Support (LS)	24		
English as a Second Language (EAL)	24		
Enrichment programme	24		
Transition to the Senior School	24		



ALL SCHOOLS

Co-Curricular - Creative and Performing Arts	36	Finance	52
Drama	38	Included with the termly fee	52
The Hurst Stage	38	Possible additional charges	52
Art	39	Termly fees 2023–24	52
Dance	40	Additional boarding charges	52
Music	40	Individual and extra tuition	52
Co-Curricular - Sport	40	Payment options - fees	53
Sports code of practice (for games and fixtures)	42	Endowment Fund	53
Matches	42	Insurances	54
Sports news	42	Personal Accident Insurance	54
Co-Curricular - Outdoor Education	42	Personal Effects Insurance	54
Pastoral	43	Travel Insurance	54
House system	44	Additional Insurances	54
Boarding	44	Hurst Foundation and HPA	55
Pastoral care	44	Hurst Foundation	55
Safeguarding children	45	Hurst Parents' Association (HPA)	55
Charity fundraising	45	Communication	56
Educational and off-site visits	45	Parent Portal	56
Spiritual Life	45	Calendar	56
Chapel services	46	Change of address	56
Parents	46	Photo consent	56
The School Chaplain	46	Website	57
First Communion	46	Social Media	57
Baptism and Confirmation	46	Policies	57
Getting in touch	46	Complaints	57
Food	46	List of all staff	58
Menus	47		
Food allergies and dietary requirements	47		
School Uniform and Personal Possessions	47		
Uniform guides	48		
Uniform Shop	48		
Stationery and toiletries	48		
Second Hand Uniform Shop	48		
Mobile phones (Senior School and Sixth Form)	48		
Electrical items (Senior School and Sixth Form)	48		
Transport	49		
Bus Service	49		
Cars	49		
Medical	50		
Medical Centre opening times	50		
Contact details	50		
The Medical Centre	50		
Medical Conditions and illnesses	50		
Player Welfare	51		
Off games	51		
Protective equipment for sport	51		
Mouthguards	51		



TERM DATES

MICHAELMAS TERM 2023

Wednesday 30 August

2.00pm Shell

5.00pm New Remove joiners

From 7.30pm boarders may return

Thursday 31 August

8.20am day pupils return

to

Tuesday 12 December

End of the school day

(Junior Prep and Senior Prep)

Wednesday 13 December

After Carol Service

(Senior School and Sixth Form)

HALF TERM

Friday 20 October

End of the school day

to

Sunday 5 November

From 7.30pm boarders may return

Monday 6 November

8.20am day pupils return

LENT TERM 2024

Tuesday 2 January

From 7.30pm boarders may return

Wednesday 3 January

8.20am day pupils return

to

Wednesday 27 March

End of the school day

HALF TERM

Thursday 8 February

End of the school day

to

Sunday 18 February

From 7.30pm boarders may return

Monday 19 February

8.20am day pupils return

SUMMER TERM 2024

Sunday 14 April

From 7.30pm boarders may return

Monday 15 April

8.20am day pupils return

to

Wednesday 26 June (half day)

Thursday 27 June - Sesame Day

(for new Shell pupils)

HALF TERM

Friday 24 May (half day)

to

Sunday 2 June

From 7.30pm boarders may return

Monday 3 June

8.20am day pupils return

STAFF INSET DAYS

Tuesday 29 and Wednesday 30 August 2023

Friday 9 February 2024

BOARDING

If a weekly or flexi-boarder wishes to return on the first evening, we will not count it as one of their 3 or 5 night stays in that week.

Term dates can also be found at:

hppc.co.uk/about-us/term-dates

CHECKLIST OF FORMS TO BE COMPLETED BEFORE TERM BEGINS (Only for new parents to Hurst)

The forms below can be found on the Parent Portal. Please email hppc.myschoolportal.co.uk/request-password and once you have your password, you can login via hppc.myschoolportal.co.uk to access the forms under My Children/Forms.

Forms should be completed online as soon as possible and please remember to press submit after completing each form:

- Medical Questionnaire (to be completed by Friday 16 June)
- LAMDA Speech and Drama lessons
- Music lessons including voice
- Instrument Hire
- Gift Aid Declaration (optional)
- Food Allergy information

These forms listed below are hard copies included with the mailing and only applicable to Weekly Boarders.

These forms are to be returned to the Medical Centre by Friday 16 June.

- Park View Partnership Registration Form
- Family Doctor Service Registration Form

CAMPUS MAP



COLLEGE CAMPUS

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

SPORT PITCHES

- A Danworth
- B Manyweathers
- C Lowe Field
- D Kents
- E North Field
- F Ruckford
- G Netball/Tennis Courts
- H Eastfield
- I Highfield Astro
- J South Astro
- K MUGA
- L West Astro
- M Prep Netball Court

HOUSES (Red Circles)

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

STATEMENT OF AIMS



We expect pupils to enjoy their time here and to thrive and excel. They will join strong communities, make friendships that last a lifetime and take away memories that they will value over the years ahead.

However, underpinning everything we do, is the knowledge that school is not an end in itself but a preparation for the future. Our overriding focus must be to ensure that when the moment comes for a pupil to leave, that they are ready for the challenges that lie ahead and properly equipped to make a success of their future life.

First of all, we need to recognise that a pupil's grades will dictate the options open to them after Hurst. We believe that all our pupils must be given every opportunity to achieve the best possible grades so that they can progress to the university of their choice or move successfully straight into the world of commerce.

Secondly, and as importantly, we aim to develop those skills, qualities and values which will turn such paper qualifications into success and also help to promote happiness in later life. Academic grades will open the next door, but they will do no more than that and are no guarantee of success thereafter. It is skills such as problem-solving, analysis, communication, persuasion and the ability to work with others that will drive success in the wider world. Likewise, it is those great qualities of confidence, self-reliance, perseverance, openness to new ideas and a readiness to take the initiative, to innovate and to make things happen that will enable pupils to achieve where others might falter. It is our belief that such qualities and skills are often developed outside the classroom through non-academic activities.

Finally, we want pupils to develop certain values: a sense of duty, an awareness of right and wrong and a respect for others - the Christian ethos which is fundamental to us as a Woodard School, underlies all these values. We certainly want pupils to be ambitious with a clear sense of purpose but we also want them to develop a balanced view of life that values the needs of both the individual and the wider global community and has a sense of a spiritual life beyond our day-to-day existence.

These, then, are the key elements of a Hurst education and we must constantly review the excellence of our provision. Are our pupils enjoying and benefiting fully from their time here? Will they be in the best position to choose their own future when they come to leave? Will they be equipped and ready for what lies ahead?

Pupils, of course, also have a critical role to play in their own education. They must be encouraged to make the most of their time at Hurst, take the initiative and be ready to seize the opportunities open to them. Increasingly, they should take responsibility for their lives, gain good self-knowledge and develop a clear vision of what they wish to achieve for themselves and others as well as how to achieve it.

Your child's time at Hurst should be challenging, exciting, hard work and rewarding. When they come to look back on their career here, I hope that they will do so both with enjoyment and a feeling that it was worth it. To achieve this will require a serious commitment from all of us

Dominic Mott
Head of College

"The overarching aim of the College is to provide a genuinely excellent, all round education with a strong academic core for every pupil."

SUMMARY OF AIMS

Please note, due to the format, this summary does lack some of the nuances and tonality of the Statement of Aims which really does encapsulate the Hurst Philosophy of Education. However, it should act as a helpful checklist for parents who, at a glance, can use it for guidance.

1. To ensure that the academic potential of every pupil is realised

- To enable every pupil to achieve the highest grades possible for him/her.
- To stretch, challenge and enthuse every pupil.
- To encourage pupils to be independent learners with a strong work ethic.
- To tutor and teach pupils how to learn.
- To develop a school-wide culture which encourages learning.

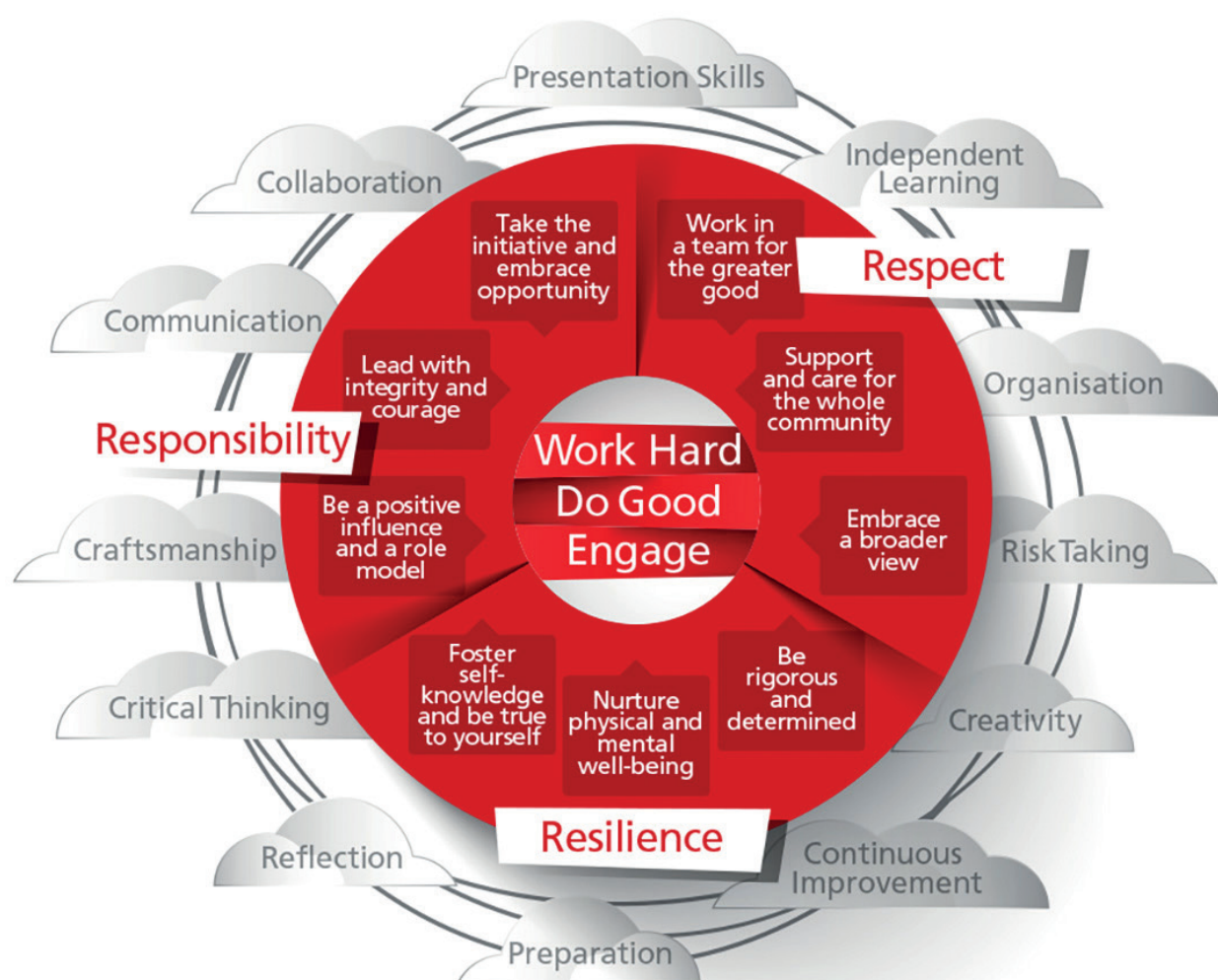
2. To develop every pupil as an individual

- To provide a range of Co-Curricular opportunities and activities which will develop certain skills, qualities and values in every pupil.
- To provide excellent quality coaching (intellectual, sporting, creative, etc.) which will enable all pupils to access these opportunities, to maximise their Co-Curricular potential.
- To encourage and ensure that pupils make the most of these opportunities.
- To provide pupils with the opportunity to take the initiative and responsibility in their day to day school lives.
- To provide a strong moral and spiritual context for all pupils.
- To develop within pupils an awareness and appreciation of their own and other cultures.
- To encourage pupils to develop their own set of values based on the Christian ethos of the College.
- To develop a sense of communal responsibility through teams, houses and belonging to other groups within the wider school community.

3. To provide all pupils with a worthwhile and enjoyable education

- To prepare pupils properly for the next stage in their lives.
- To develop individuals who are well-balanced, with enquiring minds, who will make the most of the opportunities before them in life.
- To encourage and enable pupils to have an understanding of themselves, the world around them and a clear sense of their own future.
- To place importance on enjoyment of all aspects of life (intellectual, creative, Co-Curricular, social, spiritual) at Hurst.
- To enable pupils to recognise the rewards (not only the material ones) which arise from pushing themselves to achieve their potential.

Hurst Purpose



THE HURST PURPOSE AND THE BIG 12 (COLLEGE RULES)

On the previous few pages, I have set out what I believe are the key aims of Hurstpierpoint College which flow from our overarching aim. 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.

HURST PURPOSE

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

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:

- Possessing, purchasing, using or supplying illegal drugs.
- Possessing, purchasing, using or supplying any sort of offensive weapon, or using any object in a threatening or dangerous way.
- Possessing, purchasing, using or supplying any sort of incendiary materials; intentionally setting off fire alarms or extinguishers; wasting Fire Brigade time and resources.
- Possessing, purchasing, using or supplying any sort of legalised recreational drug including tobacco, e-cigarettes, poppers, and "legal highs". Abusing or misusing any legal substance (solvents, glue etc.) to achieve a "drug-like" state.
- Possessing, purchasing, using or supplying alcohol - the exception being Sixth Formers when served and monitored by members of staff.
- Any form of sexual activity between pupils of any age. Possession of pornographic material including in electronic form on mobile device, iPad etc. Generating, sending, wilfully possessing, requesting or sharing any 'sexting' images.
- Any form of bullying (including race, religious, disability, sexuality, learning differences or gender offences) by any means, including cyber bullying (internet, mobile phones etc.)
- Breaking bounds and unauthorised absence (truancy) from any school

commitment including Co-Curricular activities.

- Breaking the School's driving policy.
- Offensive, threatening or sexually inappropriate behaviour towards others, whether staff or pupils, by physical, verbal, written or electronic means.
- Theft, intentional damage, or unauthorised use of (or access to) property belonging to another person or to the College.
- Bringing the College, its staff or pupils into disrepute or danger through poor behaviour at any time or via any media including the internet, or by breaking the appropriate use of the School Network Policy.

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.

Dominic Mott
Head of College

SENIOR SCHOOL AND SIXTH FORM



INDUCTION PROGRAMME

DANCE

Open Level Workshop with practitioners from James Wilton Dance Company focusing on contact based movement vocabulary. All abilities and years welcome.

DANCE		
DAY	TIME	CONTACT DETAILS
Friday 25 August	10.00am – 1.00pm Dance Studio	Nicola Dominy Head of Dance Nicola.Dominy@hppc.co.uk <i>This activity is limited in numbers. Please register your interest with Nicola Dominy, Head of Dance.</i>

MUSIC (CHOIR) PRACTICE

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

MUSIC (CHOIR)		
DAY	TIME	CONTACT DETAILS
Wednesday 30 August	7.00pm – 8.00pm Chapel	Neil Matthews Director of Music Neil.Matthews@hppc.co.uk

PRE-SEASON TRAINING AND ACTIVITIES

PRE-SEASON SPORT

The pre-season sessions are not compulsory.

All new pupils are very welcome to attend, whatever their level of sporting ability.

Thursday 17 to Sunday 20 August

Boys' Rugby pre-season training camp at Oakham School U15 (Remove), U16 (Fifth Form) and U18 (Sixth Form)

Sunday 20 to Wednesday 23 August

Girls' Hockey pre-season training camp at Nottingham University

Tuesday 22 to Thursday 24 August

Home Programme (for those not coming away / wanting to do extra on their return) outlined below:

SPORT	YEAR GROUP	DATE	TIME	VENUE	CONTACT DETAILS
Swimming	All Years	Tuesday 22, Wednesday 23 and Thursday 24 August	9.00am - 10.30am	Swimming pool	Anthony.Gray@hppc.co.uk Steven.Murphy@hppc.co.uk
Hockey (Girls)	Shell Remove	Tuesday 22, Wednesday 23 and Thursday 24 August	10.30am - 12.30pm	South/ Highfield Astros	Robert.Sorrell@hppc.co.uk
Rugby (Boys)	Shell Remove	Tuesday 22, Wednesday 23 and Thursday 24 August	10.30am - 12.30pm	Eastfield	Freddie.Pierrepont@hppc.co.uk
Tennis	Shell Remove Fifth Form Sixth Form	Tuesday 22, Wednesday 23 and Thursday 24 August	10.00am - 1.00pm	Ruckford Tennis Courts	Alexander.Jones@hppc.co.uk
LUNCH BREAK					
Hockey (Girls)	Fifth Form Sixth Form	Tuesday 22, Wednesday 23 and Thursday 24 August	1.15pm - 3.15pm	South/ Highfield Astros	Robert.Sorrell@hppc.co.uk
Rugby (Boys)	Fifth Form Sixth Form	Tuesday 22, Wednesday 23 and Thursday 24 August	1.15pm - 3.15pm	Eastfield	Freddie.Pierrepont@hppc.co.uk
Netball (Girls)	Shell	Tuesday 22 and Wednesday 23 August	1.15pm - 2.45pm	Ruckford Netball Courts	Ellen.Franks@hppc.co.uk

Boys' Sport

Sessions are open to all boys in the year group.

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

Girls' sport

Sessions are open to all girls in the year group.

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

Catering

Food is not provided - please bring snacks

Medical

Please complete the medical questionnaire by Friday 16 June. This can be found on the Parent Portal hpsc.myschoolportal.co.uk under My children/Forms.

Contacts

If you require further clarification please contact:

Rob Kift
Director of Sport
rob.kift@hpsc.co.uk

Steve May
Assistant Director of Sport, Boys
steve.may@hpsc.co.uk

Rebecca Jutson
Assistant Director of Sport, Girls
rebecca.jutson@hpsc.co.uk

MOUTHGUARDS - BOOK YOUR CHILD'S APPOINTMENT

Our Mouthguard supplier, OPRO, will be visiting Hurst to assist with custom-fit orders on **Thursday 31 August from 2.00pm to 4.00pm**. Pupils will be chaperoned to their appointment as part of the induction day.

To book your appointment:

- Go to the OPRO website: oproschools.com
- Select Shop Mouthguards from the top menu
- Select School and Club Designs
- Put Hurstpierpoint College in the search box
- Click on the image
- Add any preferences
- In the Impression Method: Impression Visit box select Impression Visit
- Select Next Step
- Add details and follow steps on screen

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

Mouthguards can also be bought from the Hurst Uniform Shop and online. Hurst-branded mouthguards can be ordered as above.

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



ATTENDANCE

ATTENDANCE

Daily registration of pupils

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

Absence from school

- If your child is unable to come to school due to illness, please inform Reception (the Lodge) before 9.00am on the morning of the first day of absence, by calling **01273 833636** or sending an email to reception@hppc.co.uk. Reception will then advise your child's Housemaster/mistress.
- Permission for absence from school in respect of appointments to see the doctor, dentist, etc must be sought from your child's Housemaster/mistress.
- If you take your child out of school for an appointment, it is important that he/she signs out at Reception on departure and then signs back in at Reception on their return.
- Permission for absence from school in respect of holidays or other family occasions should be sought from the Headmaster, as should any request to miss the weekly Chapel Service. It should be noted, however, that holidays taken during term time are not encouraged, particularly for pupils in the public examination year groups.

Late arrival

If your child arrives late to school and misses morning registration he/she must report to Reception on arrival and sign in.

Sickness

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

HALF TERMS AND BANK HOLIDAYS

In the Michaelmas Term there is a two-week half term break.

The Lent and Summer Terms usually have a one week half term break each.

There is a Bank Holiday in the summer term.

PARENTAL CONTACT DETAILS

If any of your details change (e.g. email, phone number, address) these can be updated via the Parent Portal hppc.myschoolportal.co.uk under My Children/Parent Directory/Edit My Details (button on top right of the screen).

Mobile numbers are very useful in emergencies. Please ensure we have an up to date emergency contact number.

You can also opt in or out of sharing your details with parents from the College by selecting the Sharing tab in the Personal Details area of Parent Directory under Account Settings.

If you have any queries on the Parent Portal please contact john.nehls@hppc.co.uk and he will be happy to help.



ACADEMIC MATTERS

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 he/she 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 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 target grade

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

Parents are invited to attend a parents' evening at least once a year to discuss their child's work and progress and also a parents' and tutors' meeting, at the start of the academic year, which informs parents of issues relevant to their child's year group. Challenge Grade Reviews are issued regularly, with comments from all the staff who teach your son/daughter, 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 a parent becomes concerned about their child's academic progress and, having spoken to the tutor or teacher, feels that there has not been sufficient improvement, they should contact their child's Head of Year, as listed here:

Shell

Alaina Coar
alaina.coar@hppc.co.uk

Remove

Cameron Allan
cameron.allan@hppc.co.uk

Fifth Form

Eliot Newton-Mann
eliot.newtonmann@hppc.co.uk

Head of Sixth Form

Brian Schofield
brian.schofield@hppc.co.uk

Lower Sixth

Amy Radford
amy.radford@hppc.co.uk

Upper Sixth

Rebecca Hartley
rebecca.hartley@hppc.co.uk

As/when appropriate, parents may also contact the:

Head of Senior School

Owain Jones
owain.jones@hppc.co.uk

PARENT PORTAL

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

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

The Parent Portal can be accessed using the link

hppc.myschoolportal.co.uk



TIMETABLE

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

BOOKS AND STATIONERY

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

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

THE LIBRARY

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

- Dictionary of National Biography
- Oxford Reference
- The Times Digital Archive
- Who's Who and Who Was Who

These resources are not freely available on the Internet.

PREP

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

Shell:

English and Maths 2 hours.

Other subjects 1 hour each.

Remove:

1.5 to 2 hours per GCSE subject.

Fifth Form:

1.5 to 2 hours per GCSE subject.

Lower Sixth:

At least 6 hours per subject.

Upper Sixth:

At least 8 hours per subject.

Pupils in the Middle School will be provided with a prep timetable and older 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 under exams, 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.

LS@hppc.co.uk.

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 AND

ENGLISH AS A SECOND LANGUAGE (ESL)

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; to facilitate this, it is usual for a pupil who has a learning support need to drop a subject. The time freed up is then used for learning support lessons and independent supervised study.

It is vital that the Head of Learning Support is aware of any known LS need or 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 for whom English is a second language are assessed by an ESL Teacher prior to entry. As with LS, pupils who require ESL support usually drop a subject in Shell. ESL lessons are timetabled by the Head of ESL and appear on the pupil's academic timetable. ESL pupils should bring a First Language/English Dictionary. If they are studying a Science subject, they should also bring a Scientific Dictionary for translating English scientific terms into their native language. Dictionary concessions during exams are arranged by the Head of ESL and the Exams Office. Lower Sixth ESL students studying for the IELTS examination will receive a textbook (Focus on IELTS) from the ESL department.

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.



SENIOR PREP SCHOOL



DAILY ROUTINE

ARRIVAL

School opens at 7.40am. Pupils wait in the foyer until 7:55am - at this point they go into their classrooms. Pupils should be in school for Registration in classes at 8.20am at the very latest. 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, he or she must report to the school office.

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 form rooms. It is important that children are on time for the start of the school day. Pupils are also registered in every lesson.

BREAKS

After Lesson 2 there is a break and children 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.

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.

If your son or daughter has any special dietary needs please complete a food allergy form which can be found on the Parent Portal.

COLLECTION OF PUPILS

Children will be ready for collection after their last lesson from 4.30pm unless involved in activities or prep which finish at 5.20pm or 6.00pm.

Collection times

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

Unless involved in a school match in which case timings will be indicated on the team sheet 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 prep.

PREP

If Year 7 and 8 pupils need stay at school and do not have an activity then they are required to go to prep. The first session ends at 5.20pm and the second prep session ends at 6.00pm. Children may be collected after the first prep session has ended and again at the end of the second session. Please avoid interrupting prep sessions.

AFTER SCHOOL ACTIVITIES

We run many after school activities or clubs for the children each term. Most are run by internal staff, with outside specialists for some activities. Each term, you will be emailed about activities available after school each day for the following term and you can select options for your child using the Parent Portal. Any queries should be addressed to philip.jacques@hppc.co.uk.

ABSENCE FROM SCHOOL

If your child is unwell or unable to attend school please telephone **01273 834975** or email prep.reception@hppc.co.uk **between 8.00am and 9.00am** on the morning of the first day of absence. If we do not hear from you we will contact you.

Please inform your child's tutor and prep.reception@hppc.co.uk if your child has a medical appointment during the school day.

Permission for absence from school for holidays or other family occasions should be sought in advance from the Head. Holidays taken during term time are discouraged because they disrupt your child's education.



ACADEMIC MATTERS

CHALLENGE GRADES

All pupils are monitored using the Challenge Grade system. This is the grade that the teacher thinks they could achieve if he/she performs 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 target grade

Those children who produce exceptional Grade Review scores will be awarded a Commendation Certificate by the Head in assembly to celebrate their outstanding performance. Those children scoring -1 or -2 in several subjects may be placed on a target card which will help them to focus on any specific areas of concern.

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 suitable working environment without distractions.

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 using the Parent Portal.

It is recommended that pupils spend 30 minutes on each prep. Pupils are encouraged to plan their workload in advance so that prep is evenly spread out over the fortnight.

TARGET CARDS

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

MOBILE DEVICE

Pupils in Year 7 are issued with a mobile device to allow them to access Hurst Online. Hurst Online is a key tool for learning and we expect the pupils to be able to use resources, submit work, communicate, and access information such as preps electronically, whether at home or in school.

This will remain theirs to use through the early part of the Middle School and we plan to swap this for an updated device during the Remove year or Fifth Form. The updated device will then remain theirs to use through to the end of the Upper Sixth. From a management perspective, as in the Senior School, the devices will remain the property of the College, although there may be an opportunity to purchase the one issued to your son or daughter should they leave the College before the end of the Upper Sixth.

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

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

ASSESSMENT AND MONITORING

We use a number of standardised tests to monitor the pupils' progress as they pass through the school. The tests in Maths, English, Spelling and Reading provide information on children's development. Reasoning tests are also used for information about their potential. All children 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.

ENTRANCE EXAMS TO THE SENIOR SCHOOL

Hurst Entrance Exams are taken in all academic subjects and most creative subjects, in addition to a general paper and a presentation. The examinations take place near the end of the Summer term in Year 8. Hurst Entrance papers are set and marked by the Senior School.

WHOLE SCHOOL ACADEMIC PERFORMANCE

A copy of last year's Hurst examination results and Hurst Academic Scholarship grades are available on request from the Deputy Head, Academic.

THE CURRICULUM POLICY

Hurstpierpoint College Senior Prep School provides its pupils with full-time supervised education from Years 7 to 8. Teaching and learning is the purpose of our school and the curriculum defines what is taught and learnt.

Value is placed on an education which takes the best from traditional and modern methods. Classes are taught in an ordered environment with structured lessons designed to stretch and challenge every child. A variety of teaching methods are used to ensure that every type of learner performs to the best of his or her ability. We believe that high expectations are the key to high achievement. The curriculum is broad and although we take the National Curriculum as our base, we exceed this in many ways. Subject matter is appropriate for the ages and aptitudes of pupils, including those pupils with a statement. Children are given the opportunity to work to a very high standard in the intellectual, physical and creative areas of the curriculum.

The curriculum and education that pupils receive enables them to acquire a broad knowledge and understanding of the world they live in and prepares them for the next stage of their education and for future life experiences. Pupils are encouraged to be independent but active in their learning, to participate in discussions, to take responsibility and assume leadership roles as they progress through the school. The curriculum is designed to be informative, creative, relevant and stimulating, and to allow scope for pupils to develop their talents and interests and help to prepare them for the opportunities, responsibilities and experiences of adult life.

All pupils have the opportunity to learn and make progress. Regular assessments and marking ensure that all pupils are monitored closely and the Head of Learning Support notifies staff of any children with specific needs, who will need different teaching strategies, differentiated tasks and additional help to access the curriculum.

The Grades and Reporting System is a comprehensive resource which enables staff and parents to monitor children's attainment and progress as they pass through the

school. In addition, it records significant achievements and enables teachers to flag up concerns to form tutors early, so that strategies can be put in place to support the children.

Our timetable is in line with the Senior School, which creates greater fluidity between the two schools. Lessons are mostly one hour duration and the timetable extends over two weeks known as Week A and Week B. This enables us to make the best possible use of the college's excellent facilities and staff.

Our curriculum provides pupils with a wide range of educational experiences:

Literacy skills are predominantly delivered through the English curriculum although all teachers share some responsibility for teaching literacy. The marking, spelling and presentation policies reinforce literacy skills in all subjects. Each year group have a literacy test at the beginning of the year which is repeated at the end of that year to ensure progression.

Progress and attainment are monitored regularly through assessments but also through annual formal assessments of reading, writing and spelling; the results of which are recorded in the Grades and Reporting system.

Drama is an important vehicle to aid the development of speaking and listening skills and this is further reinforced by optional LAMDA lessons, in which some pupils choose to participate.

Numeracy skills are mainly delivered through the Mathematics curriculum and progress and attainment are assessed regularly at the end of topics. There is also an annual formal assessment of progress, the results of which are recorded in the Grades and Reporting system.

The Maths curriculum enables pupils to use and apply mathematics, understand shape, measures and data handling, develop a capacity for logical thinking and express themselves independently using numbers. All pupils are encouraged to explore mathematical problems in a variety of contexts and through a variety of subjects including ICT, DT, Science and Geography.

Linguistics are taught through Modern Foreign Languages and Latin. Pupils continue their studies of French and Latin from the Junior Prep (Year 3) through to Year 8. In Years 7 and 8 pupils also study Spanish.

Science is delivered through the Science curriculum. This enables pupils to increase their knowledge and understanding of nature, materials, forces and develop enquiry skills, form hypotheses, conduct experiments and record their findings. The children use the well-equipped Senior Prep School Science Laboratories housed in the Science block.

Technological skills for all year groups are developed in Computer Science lessons, where pupils use appropriate packages to communicate ideas, organise data and research through the internet. Computer Science is delivered through all areas of the curriculum enabling pupils to use IT in a variety of contexts. All of the children in the Senior Prep School receive Computer Science lessons.

DT is taught formally to pupils in Years 7 and 8 by Senior School DT teachers. They are able to produce high quality products, evaluating their processes and methods. They are also able to use the Apple Macs in the Senior School for some of their design work.

PSHCEE, RP and a comprehensive tutoring programme deliver the Human and Social Education of our pupils, promoting their spiritual, moral, social and cultural development. This is reinforced in tutor time and further by assemblies, the house system and their participation in Chapel services. The **PSHCEE** programme is designed to meet the aims of the school and the ethos. A strong emphasis is placed on the development of moral values, the awareness of what it means to be a good citizen and respect for others and the environment.

The **Physical Education** curriculum and Games programme enable all pupils to participate in a wide range of sporting and physical pursuits. In PSHCEE, Science and the tutoring programme, pupils are taught about the need for a balanced diet and healthy eating. This is further reinforced by the staff team who monitor lunchtimes.

Aesthetic and creative education is delivered through Art and Design where a broad range of media and approaches are explored. The display of artwork is taken seriously and is a focus throughout the school. The creative education is also delivered through the Music curriculum, which focuses on encouraging all children to think of themselves as musicians. There are a wide range of peripatetic instrumental and vocal lessons available and pupils are also able to participate in a large selection of choirs and instrumental groups.

Drama is fully embedded into the Senior Prep School curriculum with weekly lessons for Year 7 and fortnightly lessons for Year 8. During this time pupils will develop their skills as a performer, further their understanding of theatre history, and learn how to evaluate and respond to the work of others.

Theatre productions enable large numbers to participate in performances throughout the course of the academic year; these are optional in Years 7 and 8.

Careers education is covered in PSHCEE lessons in Years 7 and 8. In addition, the PSHCEE curriculum enables the children to consider themselves, their strengths and weaknesses and relate these to the world of work. Formal Careers education is continued in the Senior School. In addition, speakers are invited into school to inform pupils about various issues including their jobs.

EDUCATIONAL HEALTH CARE PLAN

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

LEARNING SUPPORT (LS)

(for additional information please see the curriculum policy)

It is our aim that every child should be able to fulfil his/her 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, but it may be necessary to take the pupil out of Games, Art or Music.

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

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

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

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

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

ENRICHMENT PROGRAMME

Hurst's Enrichment Programme aims to further enrich/develop the learning of our children and spark greater interest in subject areas not covered through the curriculum. This programme is accessed in two ways; first through projects within specialist masterclasses; secondly, the Junior Johnians is a special tutorial group, with sessions which include linguistics, arts-based activities, problem-solving, debating and political thought.

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

CODE OF CONDUCT

The Code of Conduct helps us to have an awareness of others by putting their needs above our own. Everyone in the Hurst community should show each other kindness and respect as well as seeking to help and support those around us.

Trust is:

- We are honest
- We have the courage to do the right thing
- We are loyal. We stand by our family, friends and beliefs
- We are tolerant

Respect is:

- We treat others as we would like to be treated ourselves
- We are accepting of differences
- We use good manners - we are polite and courteous
- We are considerate of the feelings of others
- We strive to win but accept defeat graciously and judge ourselves on our own performance

Kindness is:

- We are considerate
- We take turns and share
- We listen to the views of others
- We treat all people fairly
- We forgive others

Responsibility is:

- We take pride in everything that we do
- We set a good example for others
- We do what we say we'll do and honour our commitments
- We are accountable for our words, actions, and attitudes
- We plan ahead

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 children 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 children 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 children 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 children for academic achievement, sport, music and drama.



SANCTIONS

Pupils who choose to behave in an unacceptable manner around the school, and contravene the code of conduct, will be given a lunchtime 'clearing'. This takes place between 12:30 – 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 12:30 – 12:50pm.

Disruptive behaviour

If a child is disrupting the learning of other children 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 children an accumulation of alerts will result in an after school detention and parents will be informed. The Head of Year will implement a range of strategies in order to help the child including target cards and regular meetings. Exceptional, inclusive behaviour is the norm at Hurst.

Detentions will take place on Friday from 4:30 – 6:30pm.

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 Rewards and Sanctions policy (available on request).

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.

COMPLAINTS PROCEDURE

It is, of course, our hope that the majority of problems may be resolved before reaching the Complaints Procedure. However, a paper copy of the school Complaints Procedure is available on request from the office or a copy may be accessed from the school website.

Parents may also complain directly to Ofsted or to the Independent Schools Inspectorate if they wish. Ofsted may be contacted on 0300 123 4666. The ISI may be contacted on 020 7600 0100.



JUNIOR PREP SCHOOL



DAILY ROUTINE

DROP OFF

Reception, Year 1 and 2

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

Years 3 to 6

School opens at 7.40am. Pupils wait in the foyer until 7.55am - at this point they go into their classrooms. Pupils should be in school for Registration in classes at 8.20am at the very latest. If on a particular occasion you need to leave your son or daughter before 7.40am, please discuss this with the Head.

LATE ARRIVAL

If your child arrives at school after morning registration, he or she must report to the school office.

ABSENCE FROM SCHOOL

If your child is unwell or unable to attend school please telephone 01273 834975 or email prep.reception@hppc.co.uk between 8.00am and 9.00am on the morning of the first day of absence. If we do not hear from you we will contact you. Please inform your child's tutor and prep.reception@hppc.co.uk if your child has a medical appointment during the school day.

Permission for absence from school for holidays or other family occasions should be sought in advance from the Head. Holidays taken during term time are discouraged because they disrupt your child's education.

REGISTRATION

It is important that children are on time for the start of the school day. If a child is late, parents should bring their child to the Reception desk at the Prep School entrance where the secretary on duty will note the arrival in the school register and then escort the child to their classroom.

Reception, Year 1 and 2

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

Years 3 to 6

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 form rooms. Pupils are also registered in every lesson.

BREAKS

After Lesson 2 there is a break and children 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 in class groups, supervised by staff.



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.

At Hurst:

- All children eat together in the College dining room.
- A member of staff sits at each table.
- All children are expected to correctly use a knife, fork and spoon.
- Good table manners are required at all times.
- The menus work on a three weekly rota.
- The children are given a hot meal consisting of meat, carbohydrate and vegetables.
- If a child is a vegetarian, there is an option available.
- All children are encouraged to eat a sensible and adequate amount for their age.
- If a child cannot eat the option available because of an allergy, the kitchens will provide an alternative lunch. Please complete an allergy form which can be found on the Parent Portal.
- If a child cannot eat something due to a real dislike of the food, the vegetarian option or something from the salad bar may be selected.
- Packed lunches are not permitted.

If your son or daughter has any special dietary needs please complete a food allergy form found on the Parent Portal.

COLLECTION OF PUPILS

Reception, Year 1 and 2

Children 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.

Years 3 to 6

Children will be ready for collection, after their last lesson, from 4.30pm unless they are involved in activities or prep which finish at 5.20pm or 6.00pm or in a school match. In this case, timings will be indicated on the team sheet emailed to parents.

Years 3–6 collection times

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

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 prep.

AFTER SCHOOL CARE

Reception, Year 1 and 2

Children staying beyond the end of the school day are provided with a drink and a healthy snack. Children are then 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

The children staying from session two are provided with a sandwich and snack. Please note that this needs to be ordered from the catering department by 10.00am, therefore all requests not previously booked must be made before 10.00am of the day required.

AFTER SCHOOL ACTIVITIES

We run many after school activities or clubs for the children each term. Most are run by internal staff, with outside specialists for some activities. Each term, you will be emailed about activities available after school each day for the following term and you can select options for your child using the Parent Portal. Any queries should be addressed to philip.jacques@hppc.co.uk.

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

ACADEMIC MATTERS

Teaching and Learning is the core purpose of our school and the curriculum defines what is taught and learnt.

Value is placed on an education which takes the best from traditional and modern methods. Classes are taught in an ordered environment with structured lessons designed to stretch and challenge every child. A variety of teaching methods are used to ensure that every type of learner performs to his/her best ability. We believe that high expectations are the key to high achievement. The curriculum is broad and, although we take the National Curriculum as our base, we extend this in many ways. Children are given the opportunity to work to a very high standard in the intellectual, physical and creative areas of the curriculum.

The curriculum and education that pupils receive at Hurst enables them to acquire a broad knowledge and understanding of the world they live in and prepares them for the next stage of their education and for future life experiences. Pupils are encouraged to be active and independent in their learning, to participate in discussions, to take responsibility and assume leadership roles as they progress through the school. The curriculum is designed to be informative, creative, relevant, stimulating and to enable pupils to grow in understanding about the adult world they will eventually enter.

All pupils have the opportunity to learn and make progress. Regular assessments and marking ensure that all pupils are monitored closely. Our teachers liaise with the Head of Learning Support in order to identify and support children with specific learning needs. Teachers adapt teaching strategies, differentiate tasks and provide additional intervention to ensure that all children can access the curriculum. The assessment process enables staff to monitor children's attainment and progress. It also informs planning and future teaching and learning.

We give all children the support they need to:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing

The Head of Year oversees the academic progress of pupils through Reception, Year 1 and Year 2. The day-to-day point of contact for general issues is the class teacher. For queries about academic issues, the class teacher will usually be the first point of contact, followed by the Head of Year.

FOUNDATION STAGE

In their early years, children will have had varied experiences of life and learning. We will take the time and care to ensure that each child is helped and encouraged in a way that will enable him or her to develop in the appropriate way at the appropriate rate. The curriculum we provide for our pupils allows scope for their talents and interests and helps to prepare them for the opportunities, responsibilities and experiences of their future life.

The core curriculum for all children in our Reception Class is identified as the Early Years Foundation Stage. Mrs Lucianne Pearson will be your child's 'Key Person'.

The curriculum aims to underpin future learning in the following areas of learning and development:

Prime areas

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

Specific areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Personal, social and emotional development

- Making relationships
- Self-confidence and self-awareness
- Managing feelings and behaviour

This area of learning is all about emotional well-being, feeling good about yourself, knowing who you are and how much you fit in to the world around you. Much of this learning will take place through a variety of play, including role play in the home corner, play in the classroom and of course outdoor social play. Through such experiences, children will make and be helped to

interpret discoveries about relationships, the importance of friendships and caring for others within a community. All of which, within a caring and secure environment, will help each child to develop as a secure, valued and confident individual.

Physical development

- Moving and handling
- Health and self-care

During the Foundation Stage, the focus is on developing and improving skills of co-ordination, control, manipulation and movement in both large and small movements. Children will learn how to handle equipment and tools effectively. They will participate in games and activities that help them develop and refine their movements, co-ordination and independence. In addition they will benefit from one swimming lesson, one PE/Games lesson and one dance lesson per week with specialist teachers. We teach children about the importance of physical exercise and a balanced diet for good health. Children learn how to manage their own basic hygiene and personal needs successfully.

Communication and language

- Listening and attention
- Understanding
- Speaking

Within a rich language environment, children will be encouraged to listen attentively in a range of situations and respond to what they hear with relevant comments, questions or actions. Children will learn how to follow instructions involving several ideas or actions. They will be praised when they answer questions about their experiences and in response to stories or events. We help children to express themselves effectively, showing awareness of their listener. We give children time to develop their own narratives and explanations by connecting ideas and events. The children will have opportunities for conversational French.

Literacy

- Reading
- Writing

Together, children will share a wealth of rhymes, music, poetry, stories and factual

information selected to delight, engage and encourage a love of language (in both its spoken and written forms) and learning. Their surroundings will be rich in print to stimulate and encourage, and our extensive library will be freely available. Children will share texts with their teacher and others. Children will begin working on our 'Read, Write, Inc.' phonics programme in their first week of school. They will be taught letter sounds and formation at a swift pace. Children will also learn how to blend sounds together in order to be able to decode for reading and to be able to encode for writing.

Mathematics

- Numbers
- Shape, space and measure

Children's mathematical development will arise out of daily experiences in an interesting environment. Oral counting, rhymes, songs, games and practical work will all combine to allow children to develop and extend their mathematical skills. They will be encouraged to recognise and write numbers to 20 and beyond. Children will hear and use a wide range of mathematical language whilst developing an understanding of the concepts of addition and subtraction. They will experience practical measuring, shape, pattern, money and sorting tasks, whilst investigating. Children will also be encouraged to ask or answer questions and solve problems including doubling, halving and sharing.

Understanding the world

- People and communities
- The world
- Technology

Developing the knowledge and skills required to make sense of the world around them is another critical skill for all children. All aspects of a child's work at this stage help to develop a framework of understanding. In addition, children will be helped to understand their world through a wide range of practical, multi-sensory activities both in and outside the classroom. They will learn about differences between themselves and others and among families, communities and traditions. Children will compare places, objects, materials and living things and talk about changes that occur. They will

also select and use technology for particular purposes.

Expressive Art and Design

- Exploring and using media and materials
- Being imaginative

Creativity is fundamental to successful learning. Being creative enables children to make a connection between one area of learning and another and thereby extend their understanding. Art, music, dance, role play and imaginative play contribute to the development of creativity. Children will explore a variety of materials, tools and techniques and experiment with colour, design, texture, form and function. They will sing songs, make music and dance. The children also have one music and one drama lesson per week with a specialist teacher.

Woodland School

Woodland School takes place regularly during an afternoon and all classes attend. The children are grouped with different classes. They are taught woodland skills and carry out adult-led and child-initiated investigations or tasks whilst exploring their environment.

The core curriculum in Years 1 and 2 will follow the National Curriculum as a base and extend beyond this. In Maths, Science and Writing we use the same schemes as those used in the Prep School, thus providing continuity and ensuring a smooth transition at the age of 7.

In Key Stage 1 **English** we continue to work through the Read Write Inc. Phonics programme that is started in the Reception Year. We organise the children into literacy groups based upon their reading and phonic ability. This means that children from both Years 1 and 2 may be in the same group for a period of time. Once a child has successfully completed the Read, Write Inc. reading scheme, he/she will progress on to the Read Write Inc. Spelling Schemes and the Accelerated Reader Scheme. Years 1 and 2 children also work on the Big Writing Scheme. We have a well-resourced library which the children use regularly.

In **Mathematics**, children gain a secure foundation of knowledge, skills, concepts and the language of Mathematics. They learn to apply their skills with confidence, accuracy and understanding in real life problems and within Mathematics itself.

Our White Rose Mathematics Scheme provides a framework and interactive resources which we supplement and extend when necessary. Lessons are carefully planned to incorporate both whole class and differentiated group work as appropriate. Alongside direct teaching there is a high level of interactive, oral and practical tasks.

In **Science** the children are encouraged to ask questions and recognise that these can be answered in different ways. They learn how to work scientifically and practise skills required to observe closely, perform simple tests, identify and classify and how to use observations and ideas to suggest answers to questions. They also gather and record data in order to help us answer questions. Our Science work will cover plants, animals, including humans, everyday materials and seasonal changes. Much of our science is taught during visits to our woodland environment within the college campus.

Woodland School takes place regularly during an afternoon and all classes attend. The children are grouped with different classes. They are taught woodland skills and carry out adult-led and child-initiated investigations or tasks whilst exploring their environment.

In **Art and Design**, children will explore, develop and evaluate their ideas in art and construction work through a variety of media including clay, paper craft, paint, fabric and other materials. They will develop a wide range of art and design techniques using colour, pattern, texture, line, shape, form and space.

The children will also learn about the work of a range of artists, craft makers and designers, describing the similarities and differences and making links to their own work.

History develops their knowledge, skills and understanding of events and people in the past and compare them with their own lives. The children will have the chance to take trips to see, touch and experience aspects of the subject first hand. Teachers may introduce children to historical periods that they will study more fully at Key Stages 2 and 3. The children will be taught about changes within living memory, events beyond living memory, the lives of significant individuals in the past and significant historical events, people and places in our own locality.

In **Geography**, children will be encouraged to explore their curiosity and fascination about the world and its people. They will develop their knowledge about the world, the United Kingdom and their locality. They will learn basic subject-specific vocabulary relating to human and physical geography and begin to use geographical skills, including first hand observation to enhance their locational awareness.

RP work will be based on the Christian religion which, as a Woodard School, forms the fundamental ethos of the college. The school Chaplaincy team lead a weekly assembly with the children. The children learn about the principle Christian festivals and celebrations from a variety of cultures and religions. This includes attendance at harvest and carol services in the Chapel and our performance of the Nativity. We also learn about religious festivals from a variety of faiths, including Jewish, Hindu and Muslim.

The children have one **French** lesson per week in which conversational French (with an emphasis on fun) will be introduced by a French teacher.

PSHCEE (Personal, Social, Health and Citizenship Education) A thorough approach to this area of the curriculum is delivered incorporating elements of the scheme. This is the main thrust for the Human and Social Education of our pupils, promoting their spiritual, moral, social and cultural development: reinforced through assemblies, our Golden Rules and rewards system. The PSHCEE programme is designed to meet the aims of the school and ethos. A strong emphasis is placed on the development of fundamental British values, the awareness of what it means to be a good citizen and respect for others and the environment.

In **Computing**, children will develop their skills within the classroom environment with ICT embedded within the general curriculum as well as visiting the Computer Suite during a class session. They will learn to use technology purposefully and safely to create, organise, store, manipulate and retrieve digital content. Children will use iPads, desktop PCs, touch screen computers and interactive whiteboards whenever appropriate. They will also learn how to operate programmable toys.

In **Music** (aesthetic and creative), children will learn how to use their voices expressively and creatively by singing songs and speaking chants and rhymes. They will have many opportunities to listen to a range of high-quality live and recorded music. Children will sing and make music, both in cross-curricular work and in one weekly music lesson with a specialist teacher. There will be opportunities for children to perform solos during class lessons and in Celebration Assemblies when the whole of Reception to Year 2 sing together with a music specialist.

The **PE** programme includes gymnastics, dance, games, swimming and will be taught by a PE specialist. The children will have one lesson of swimming, PE and dance/ gymnastics/games each week, in which they will learn basic skills, safety, self-expression and teamwork. They will master movements and develop balance, agility and co-ordination whilst applying these in a range of activities.



ASSESSMENT AND MONITORING

We use a number of standardised tests to monitor the pupils' progress as they pass through the school, from Reception upwards. Information from these tests is used internally to inform and tailor teaching for individual pupils. We draw on our considerable experience to ensure that these tests do not cause anxiety for pupils; often pupils will be unaware that they are completing them whilst the tests yield useful and informative results. Tests are generally in Mathematics, English, Spelling and Reading. Cognitive Analytical Tests are also used to provide an early indication about a pupil's potential.

LEARNING SUPPORT (LS)

Learning Support assists pupils who may require additional academic, physical or medical support to experience the depth and breadth of opportunity that the curriculum and wider school life offers. We are committed to providing all pupils with equal opportunities to reach their personal best in all areas of the curriculum. We aim to provide a differentiated and full curriculum which caters for the needs of all children and which enables each child to progress to a high standard for his/her ability.

We believe that children have many and varied special needs at different times during their educational life. In order to best support their development, each child who enters school is given a baseline assessment and is monitored and assessed throughout their years at school.

All known individual needs should be declared on the registration form and any relevant reports given to the school. The Head, Head of Learning Support and Head of Year will take all factors into account before making a decision which best meets the needs of the child.

A personalised and collaborative approach is adopted for all children requiring additional support. Consequently, the nature of support varies depending on the pupil's individual needs, learning style, strengths and weaknesses. A graduated approach underpins the support through differentiation and quality teaching within the classroom. The Learning Support team

work closely with teachers to ensure that they are fully informed about the needs of the pupils and advise on the best teaching strategies.

Children may also be offered Co-Curricular, small group or specialist 1:1 tuition (which is an additional charge).

Following guidance within the revised SEND (Special Educational Needs and Disabilities) Code of Practice (2015) children are categorised by four levels related to the type of intervention and support, according to their needs.

- Level 1 - Monitoring and in-class support
- Level 2 - Small group short-term support
- Level 3 - 1:1 or paired support from specialist teacher (one lesson per week or fortnight)
- Level 4 - 1:1 support from specialist teacher (one or more lesson per week). Involvement of outside agencies. EHCP (Education and Health Care Plan)

If it is thought necessary, parents may be advised to seek further help e.g. from an Educational Psychologist, a Speech and Language Therapist or other health professionals. Close liaison will take place between all agencies and the parents will be consulted and informed at all times. A central record of children requiring, or having had, LS intervention is held on the College system, updated regularly by the Head of Learning Support and available to all staff at all times.

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 30 minutes in length for pupils in Year 6 and below. Lessons are charged for termly according to the current scale of charges.

REPORTING

In the Michaelmas term parents are invited to attend information meetings which explain how we teach Mathematics and Literacy in school.

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.

PREP/HOMEWORK

Pupils are expected to spend approximately 15 minutes per day on Reading and Writing activities. All children visit the school library weekly and will bring home library books to share with parents.

Reception children are loaned 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.

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 which are given for good work or good behaviour in class. These points contribute to the termly House Cup competition.

In addition, pupils are rewarded with a marble which is placed in the class jar for collective behaviour which reflects our Code of Conduct. Once the jar is full, the class will receive a chosen reward, selected by the pupils.

Hurst Purpose

During the weekly Celebration Assembly, two children from each class are awarded 'Hurst Purpose Certificates' linked to our core values; Work Hard, Do Good and Engage.

Independent learning tasks

Independent Learner awards are given to those children in Years 3 to 6 who complete an Independent learning task. Pupils may either select an independent learning task from the pupil portal or choose to select their own personal task.

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 or a member of the SMT.

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.

Reception to Year 2

If children 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 HoY):

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.

If a child's disruptive behaviour persists, then the Head has the right to exclude a pupil from school on a temporary basis. Only the College Headmaster may permanently exclude a pupil in accordance with the Rewards and Sanctions policy (available on request).

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 behaviour outside lessons
- Not being honest
- Rudeness

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

HoY alerts can also be given for the following reasons that are used to track pupils' behaviour and do not automatically lead to sanctions. However, sanctions may be issued at the discretion of the HoY/Assistant Head for the accumulation of any of the following HoY alerts.

- Concerning behaviour
- Exclusionary behaviour
- Poor appearance
- Punctuality/Missed registration
- Disorganised - Books/equipment missing
- Low academic attainment in lessons, prep or tests
- Low academic engagement in lessons or prep
- Work not handed in on time

HoY alerts are discussed during weekly HoYs meetings and parents may be contacted if deemed appropriate. HoY alerts revert to '0' four times during the academic year, but the records remain in case of further sanctions in following terms.

If a child's disruptive behaviour persists, then the Head 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 (available on request).

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.

COMPLAINTS PROCEDURE

It is, of course, our hope that the majority of problems may be resolved before reaching the Complaints Procedure. However, a paper copy of the school Complaints Procedure is available on request from the office or a copy may be accessed from the school website.

Parents may also complain directly to Ofsted or to the Independent Schools Inspectorate if they wish.

Ofsted may be contacted on **0300 123 4666**.

The ISI may be contacted on **020 7600 0100**.





ALL SCHOOLS





CO-CURRICULAR - CREATIVE AND PERFORMING ARTS

DRAMA

A large number and range of productions are performed by pupils each year. This will be our fourth season in the New Bury Theatre with each production linked to the theme of 'story-telling'.

All pupils are encouraged to become involved in Drama as it is a lively and enjoyable part of Hurst life, which also teaches hugely valuable transferable skills for later life. Rehearsals take place within a specific, protected time on a Thursday afternoon as well as in the evenings, after prep and/or at weekends.

Senior School and Sixth Form

The Michaelmas term will contain a small scale production as part of the local Hurst Arts Festival followed by Hurst In Rep, a week of plays, performed twice over five nights, written and directed by members of the Sixth Form. The second half of the term will see our annual Shakespeare production.

The Lent term Senior musical is a collaboration between the Drama, Music and Dance departments and involves a huge number of pupils from Remove to Sixth Form. Recent productions have included *Les Misérables*, *Jane Eyre* and *The Mystery of Edwin Drood*. In addition, the term will include the House Film Competition. Each house produces a short film in collaboration with professional film production company, MCN Productions, which is judged by an independent panel. The results are revealed at a screening of all of the films in the last week of the term.

The Summer term sees the Shell musical performed (recent productions have included *Fame*, "13" and *Into the Woods*) as well as the Shell Arts Festival, a multi-venue showcase involving Music, Dance, Drama and Art, and the year concludes with the St John's Leavers' Play.

In addition to the Co-Curricular productions, there are GCSE and A-level performances at various points in the year which take place in the Drama Studio. Over the course of the year there will also be a series of workshops with professional practitioners.

Senior Prep School

Each year, there are two large-scale drama productions in the Senior Prep School:

- A musical for Year 8
- A play for Year 7

Participation is voluntary for both productions.

There is also a scholars' play for those who participate in the Year 8 Scholars Club and optional after-school drama activities open to all pupils.

Junior Prep School

There is an annual drama production for each of the following year groups:

- Reception, Year 1 and Year 2
- Years 3 and 4
- Years 5 and 6

In addition there are two Christmas Nativities; one for pupils in Reception, Year 1 and Year 2, and the other for pupils in Years 3 and 4. There are after-school drama activities and workshops throughout the year.

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.

Auditions for all productions (including the Lent term) will take place early in September.



LAMDA

The college has one of the most successful Speech and Drama programmes in the south of England using the LAMDA (London Academy of Music and Dramatic Art) board.

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 monologue or duologue exams.

Your child will be offered 30 LAMDA lessons per year. The cost is £32.80 per 30-minute lesson or £22 for shared 30-minute lessons, and lessons can only be block booked per term. Lessons 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.

Out of fairness to all our pupils, lessons are offered on a rotational basis so that they are not missing the same part of the school day regularly. Only Sixth Formers and those receiving Learning Support are entitled to regular lesson slots outside of the normal academic timetable.

The advanced grade exams (grades 6–8) carry UCAS points which may support candidates' university applications. Pupils will usually be entered for exams in the stream they have opted to study and these are taken in school. Exams are a very useful means of encouraging progression and setting regular targets for pupils to aspire to and in the last year we have averaged over 90% Distinctions across all exam sessions.

If you have any queries about Drama please contact Luke Gasper, Director of Drama, at luke.gasper@hppc.co.uk or Emma Sims, Performing Arts Administrator, at emma.sims@hppc.co.uk

THE HURST STAGE

The Hurst Stage is the college's Summer Theatre School which has been running for the past five years for ages 9-18. The school runs for five days in the last week of July and pupils from Hurst as well as the surrounding area take part in drama, music and dance lessons in the mornings followed by specialised masterclasses, such as stage combat and acting for camera.

The 16+ age group is specifically designed for pupils who are looking at drama college options and all of the classes focus on the preparation for this.

The school is run by Director of Drama Luke Gasper and a team of highly skilled West-End professionals. Patrons of the school include Connie Fisher (The Sound of Music) and Jamie Parker (Harry Potter and the Cursed Child) and the week culminates with a performance in the New Bury Theatre of an original piece of theatre devised during the week.

This year's Hurst Stage will be taking place on Monday 24 to Friday 28 July 2023. For more information and to book a place on this year's Hurst Stage summer school please visit: <https://forms.office.com/e/h9pRL7Mash>

For enquiries please email Luke Gasper at hurst.stage@hppc.co.uk



ART**Senior School and Sixth Form**

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

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

Shell and Remove

Tuesday afternoon activities, 4.30 – 5.30pm
Thursday afternoon academic enrichment 5.00 – 6.00pm:

- Photography: Digital and darkroom, exploring photographic communication
- Explore a range of construction techniques
- Printing: Monoprinting, etching and screenprinting
- Textiles
- Drawing and Painting: Traditional and contemporary processes

Open Studio, all years

Tuesday and Thursday, 6.30pm – 8.00pm

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

If you have any queries about Art please contact Richard Cuerden, Director of Art and Photography, at richard.cuerden@hppc.co.uk

**DANCE**

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

Senior School and Sixth Form

Dance is a compulsory subject for pupils in Shell and can also be accessed as a GCSE and A-level option.

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

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

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

Experience of dance at Hurst supports many pupils to pursue a career in the creative sector as well as develop a lifelong appreciation.

**Junior Prep and Senior Prep Schools**

There are optional after-school dance activities and ballet classes for boys and girls.

There are optional after-school dance activities and ballet classes for boys and girls.

If you have any queries about Dance please contact Nicola Dominy, Head of Dance, at nicola.dominy@hppc.co.uk



MUSIC

If you wish your child to take individual instrumental or singing lessons, please complete the form found on the Parent Portal (under 'Forms') as soon as possible and **at least two weeks before the beginning of the Michaelmas Term**. Tuition is available in most orchestral instruments and in guitar (acoustic and electric), drums and voice.

Lessons

Lessons take place during the school day and are taken in place of curriculum lessons. Instrumental lessons are 30 minutes in duration, taking up half a timetabled curriculum lesson. In the Shell, pupils are placed on a rotating timetable for lessons so that the same curriculum lesson is not missed. In the years above, music teachers will try to timetable your child's lesson in a free period or during a supervised study period or after school. This may not always be possible. Out of fairness to all our pupils, lessons are offered on a rotational basis so that they are not missing the same part of the school day regularly. Only Sixth Formers and those receiving Learning Support are entitled to regular lesson slots outside of the normal academic timetable.

Your child will be offered 30 instrumental lessons per year. The cost is £32.80 per 30-minute lesson, and lessons can only be block booked per term. Lessons 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.

Timetables are distributed online to each pupil and their parents and provide lesson times for the coming week. It is then the pupil's responsibility to ensure that they attend their lessons at the appropriate time. All instrumental lessons take place in the Music School. Any lesson missed will be charged as normal, even in the case of illness. If a visiting Music Teacher is absent from school, they will make every effort to make up the lesson at a later date. If this is not possible you will not be charged for lessons missed this way.

You will receive a written report on your child's progress which will be available at the end of the Michaelmas and Summer terms on the Parent Portal.

Pupils will usually be entered for exams in their instrument and, if appropriate, in Music Theory and these are taken in school. Examiners from the Associated Board of the Royal Schools of Music and Trinity College visit during the Michaelmas and Lent terms. Exams are a very useful means of encouraging progression on an instrument and setting regular targets for pupils to aspire to.

It is expected that pupils learning instruments show an interest in the Co-Curricular musical life of the school and play in concerts and ensembles where appropriate.

The school has a supply of instruments that can be borrowed, if necessary, the hire charges for which will be added to your bill at the end of term. A form can be found on the Parent Portal. It is the hirer's responsibility to maintain and repair the instrument if necessary during the period of hire.

Termly charges are as follows:

- | | |
|---|-----|
| • Category A | £38 |
| Flute, Clarinet, Violin, Viola | |
| • Category B | £48 |
| Trumpet, Oboe, Cello - eighth and quarter size | |
| • Category C | £53 |
| French Horn, Trombone, Saxophone - alto and tenor, Cello - three quarters and full size | |

It is expected that children will continue taking instrumental lessons from year to year unless a term's notice is given in writing to the Director of Music. This includes the transition from Year 8 at Hurst Senior Prep School into the Senior School.

The Director of Music is keen for pupils to learn an instrument and sees it as a marvellous opportunity for personal development.

If you have any queries about Music please contact Neil Matthews, Director of Music, at neil.matthews@hppc.co.uk



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 the Director of Sport (for Senior School and Sixth Form) or Head of Sport (for the Junior Prep and Senior Prep), **giving at least two weeks' notice**.
- A Sports Scholar should write directly to the respective Head of Sport for permission to miss any school fixture. On no account must thoughtlessness of players lead to a team being short.

MATCHES

Senior School and Sixth Form

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 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:

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

If you have any queries about Sport please contact:

Rob Kift, Director of Sport:
rob.kift@hppc.co.uk

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

Steve May, Head of PE/Assistant Director of Sport, Boys: steve.may@hppc.co.uk

Junior Prep and Senior Prep Schools

Sport plays a large part in the lives of children at Hurst. Matches against other schools mainly take place on Wednesdays. 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 matches start at 2.30pm although there is some variation, particularly in the hockey season (please consult the school calendar). We try to arrange as many fixtures as possible against other schools however this is not always easy as most schools do not have sufficient children to run as many teams as Hurst. We do our very best to ensure that all children represent the school in regular fixtures but it is not possible for every child to play every week.

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.

The expected time of return is also advised but this can be rather unpredictable especially in the cricket season.

Children regularly move from one team to another to ensure they are in the best team for their development. We try to explain to the children the need for the change but we hope that you will help your child overcome any possible concerns as well. If pupils think they deserve to be in a better team than the one they are playing in then they should talk to the Head of Prep School Boys'/Girls' Sport who will explain the reasoning behind the decision. Please note there are usually changes to the teams in the first few weeks of each term, please be patient.

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

SPORTS NEWS

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

Twitter

@HurstSport
twitter.com/hurstsport

@Hurst_PrepSport
twitter.com/Hurst_PrepSport

Instagram

@HurstSport
[instagram.com/hurstsport](https://www.instagram.com/hurstsport)



CO-CURRICULAR - OUTDOOR EDUCATION

OUTDOOR EDUCATION, SERVICE AND ACTIVITIES

Senior School and Sixth Form

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

- Duke of Edinburgh (DofE) Service Afternoon
- Shell and Remove Activities
- Outdoor Pursuits (during games)
- Activities and Clubs.

The programme is progressive from Year 8 to Upper Sixth to constantly build pupils' confidence and skills.

The Duke of Edinburgh Silver and Gold award programme plays a large part in what is offered within our Outdoor Education programme. Tuesday afternoons see all of the Remove involved in the Combined Cadet Force (CCF) with experience of all three services: Army; Royal Navy; and Royal Air Force. Through these sessions they develop a range of new skills but at the core is teamwork, leadership and self-reliance. Some of the sessions are dedicated to DofE specific skills including camp craft and navigation.

Shell and Remove Activities on Tuesday afternoons continue with a wide range of options such as Chinese language for beginners, Debating, Film Club, Photography and Tabletop Gaming.

In the Fifth Form pupils can continue with CCF or branch out and take part in a wider range of other activities that can count towards their DofE. Volunteering in a range of Community Service projects such as supporting local primary school pupils with developing their reading skills and teaching French to older pupils. There is a Community Action Group who focus on environmental and conservation issues linked to the College and the wider community. Environmental Projects including work on Hurst Farm and with the Woodland group. The Sports Leaders Award is also available.

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

- Crest (Engineering based projects)
- Sports Leaders

- Jewellery Making
- Model United Nations (MUN)
- Young Enterprise (YE)
- National Pool Lifeguard Qualification (NPLQ)
- The Oculus group (College magazine)

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

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

The DofE Silver and Gold Expeditions take place during the main school holidays in October, April and in the Summer during July and August.

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

We run several trips each year along with weekend sessions. Competitive events are also held for Equestrian teams, Climbers, Sailors and Rowers throughout the year. For Skiers there are weekly training sessions for pupils wishing to progress towards racing, as well as three major schools' competitions per year which are held in December, January and February. The end of the academic year culminates in the whole school Community Action Day.

If you have any queries about Outdoor Education please contact Oliver Gospel, Director of Service and Activities, at oliver.gospel@hpsc.co.uk

Senior Prep School

Outdoor Activities run alongside the regular games sessions. Various pursuits are undertaken which endeavour to provide the pupils with confidence in different situations and help them find new pastimes to enjoy beyond the normal range of school sport. Some of the activities take place on-site, and some take place off-site. The activities include orienteering, walking, navigation, tennis, badminton, indoor climbing, team building, caving, assault course and sailing. Children may take part on a rota basis subject to numbers.



PASTORAL

HOUSE SYSTEM

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

Junior Prep and Senior Prep

On arrival in the Junior Prep or Senior Prep School, pupils are placed in one of four houses: Lowes, Scotts, Howards and Bettridges (known as Bettys), which are all named after former academic staff of the College. 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 Inter-House Creative Arts Festival, held in the Summer term, showcases a wide variety of creative performances. The House Industry Cup is awarded for the most house points each term.

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

Senior School and Lower Sixth

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 (flexi or weekly)

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 Housemaster or Housemistress, 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.

Houses have kettles and toasters and bread and butter is supplied by the College Kitchen; but College meals must be attended. Pupils may bring snacks into College but these should be stored in pupils' rooms (unless they require refrigeration). Please note that as far as possible we avoid nuts due to nut allergies being potentially life-threatening. Pupils are not permitted to bring in or consume any products containing nuts, including spreads such as Nutella and snacks/bars containing nuts.

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 Housemaster/mistress. New flexi-boarding pupils are very welcome to stay on the first night of term and should contact their Housemaster/mistress 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 Prospectus Information Booklet or the website for a statement of our boarding principles and practice.



PASTORAL CARE

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

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

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. If your concern is more serious, please make an appointment with the Deputy Head Pastoral, Caty Jacques or with the Director of Safeguarding, Simon Hilliard.

SAFEGUARDING CHILDREN

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

CHARITY FUNDRAISING

Junior Prep and Senior Prep

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

We have house charity days each term which include a range of fundraising events. In the summer term, the Junior Prep School hosts a charity fun run as part of the end of term celebrations.

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 children will learn and develop as young people, ready for the wider world.

Senior School and Sixth Form

Each Senior School House organises their own charity events for causes they feel connected to or passionate about.

EDUCATIONAL AND OFF-SITE VISITS

During their time at Hurst your child will enjoy many educational outings and off-site visits.

Parents are asked to complete the Authorisation Permissions form on the Parent Portal when a child joins the school. This is used to cover local visits, games trips and other visits that will take place during normal school time, under the supervision of school staff. In addition, parents are asked to complete a consent form for each trip, this is also completed electronically through your child's portal. Detailed information concerning the aim of the visit, the destination, dates and timings will be provided prior to the trip. The trip leader will always be happy to answer any questions or queries that you may have.

It is not only a legal requirement, but also the school's firm belief, that identifying risks to health and safety is of paramount importance when taking children off-site.

The cost of most day trips are included in the school fees.

Pupils are expected to behave in an appropriate manner whilst on a school trip in accordance with the school's Code of Conduct.



SPIRITUAL LIFE

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

CHAPEL SERVICES

Within the Chapel and beyond we aim to encourage and grow the faith of staff, pupils and parents alike. The Chapel services form a regular part of the weekly schedule and is a vital opportunity for the school to come together in one place to share in the successes, joys and occasional anxieties of the week gone by. Those unable to attend on a particular occasion must seek permission in advance from the Headmaster. 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 taking 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



FOOD

MENUS

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

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

FOOD ALLERGIES AND DIETARY REQUIREMENTS

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

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

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

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

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

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



SCHOOL UNIFORM AND PERSONAL POSSESSIONS

UNIFORM GUIDES

A full list of school uniform and requirements (such as naming clothing), plus details about our on-site uniform shop and how to purchase uniform, can be found in our Senior School and Sixth Form Uniform Guides. These guides can be found on the Hurst website at hppc.co.uk/uniform.

UNIFORM SHOP

All uniform, with the exception of shoes, can be purchased from the Stevensons College Uniform Shop which is located on the school campus.

School uniform is available to purchase online from the Stevensons website:

stevensons.co.uk

For any queries related to school uniform, you can contact the shop by email at:

hurstpierpoint@stevensons.co.uk

STATIONERY AND TOILETRIES

As well as selling uniform, our School Shop also sells stationery and toiletry items which are available for pupils.

SECOND HAND UNIFORM SHOP

The Hurst Foundation runs a Second Hand Uniform Shop to raise funds which will directly benefit the pupils. Full details can be found in the Uniform Guide or on the Hurst website.

Parents can contact the Second Hand Uniform Shop via the Parent Portal or by email at shus@hppc.co.uk.

MOBILE PHONES

(SENIOR SCHOOL AND SIXTH FORM)

Mobile phone numbers must be registered with your child's Housemaster/Housemistress.

Shell: Day pupils' phones will be collected by the Housemaster/Housemistress at 8.15am and returned at the end of the day. In the boarding houses, the Housemaster/Housemistress will retain phones at all times except for the time slot in between prep and bedtime, when the pupils may use them. If a pupil needs to access a phone at any time, they can ask for permission to use the phone of their Housemaster/Housemistress, or alternatively the phone at the Lodge.

Remove and Fifth Form: Day pupils' phones will be collected by the Housemaster/Housemistress at 8.15am and returned at the end of the day. In the boarding houses the Housemaster/Housemistress will retain phones at all times except for between 6.00pm and 7.00pm and the timeslot between prep and bedtime. If a pupil needs to access a phone at any time they can ask for permission to use the phone of their Housemaster/Housemistress or alternatively the phone at the Lodge.

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

ELECTRICAL ITEMS

(SENIOR SCHOOL AND SIXTH FORM)

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



TRANSPORT

BUS SERVICE

Hurst College operate bus routes across Sussex, into Surrey and Kent. Details of routes and associated charges can be found on the Hurst website at hppc.co.uk/about-us/bus-routes

Pupils are accepted on the buses from Year 6. Exceptionally we might accept younger pupils after a risk assessment or if they are travelling with a responsible older sibling.

Towards the end of each summer term all parents are invited by email to book the bus service. Please note that pupils who currently use the service need to rebook each academic year.

The cost of the bus service will be charged along with the school fees and is payable in arrears at the end of each term.

Further useful information, and frequently asked questions can be found at hppc.co.uk/about-us/bus-routes

If you have any queries or require any further information, please contact the Transport Department by either calling 01273 836529 or emailing transport@hppc.co.uk

CARS

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

It is a requirement that in order to carry passengers in their car, Upper Sixth students must have at least six months' driving experience or have a black box fitted in their car or have completed the Pass Plus Qualification. With permission from the Housemaster or Housemistress 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 Housemaster/mistress.

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



MEDICAL

MEDICAL CENTRE OPENING TIMES

Mondays to Thursdays:

7.30am – 7.00pm

Fridays:

7.30am – 6.00pm

Outside these hours boarders should contact their houseparent, who is able to administer household medicines for minor ailments and who will seek emergency assistance if necessary.

Overnight care in the Medical Centre is also available on an on-call basis.

CONTACT DETAILS

The Medical Centre nurses can be contacted by telephone 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 (see over page).

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. 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 nurses will be very happy to help and advise. They can be contacted by telephone 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 the Medical Form on the Parent Portal and return it to the Medical Centre as soon as possible** and by the start of the Michaelmas term at the latest. The nurses should also be informed about any illness that may occur outside the school, especially contagious illnesses and illness during the holidays.

Senior School and Sixth Form

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 and emergency treatment from the Medical Centre nurses. Pupils also have the facilities of the Centre available to them if they are unwell or injured, and until collected by their parents - but they should see their own GP if appropriate.

Weekly boarders must be registered with the school doctor: Dr Duncan Wells of the Park View Health Partnership in Burgess Hill. This enables the school doctor to access your child's NHS records should he/she require medical attention during term time. The doctor attends the college for regular surgeries during the week. 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. Weekly boarders can be escorted to hospital A&E, out-patient clinics, etc as necessary. Emergency dental, optician and physiotherapy appointments can also be made by the nurses 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. Pupils are not allowed to share their medicines under any circumstances and they must keep them securely locked away at all times.

Senior Prep and Junior Prep School

Pupils in Years 3 to 8 will be attended to in the first instance by an appointed first aider. They are available to administer basic first aid and household medicines, checking first that the parent had consented to medication being given and the time the last dose of medication was given. They will contact the parents at the earliest opportunity.

Pupils in Reception, Year 1 and Year 2 (including EYFS) will be attended to in the first instance by a nurse in the Medical Centre. The school nurse will administer first aid and dispense basic household medicines (including assisting pupils using inhalers), checking first that the parent had 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.

If your child is unwell at school you will be telephoned and asked to collect him/her. If your child is unwell in the morning, please keep him/her at home so that infections are not spread in school.

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

PLAYER WELFARE

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

OFF GAMES

If your child is a day pupil and needs to be excluded from games, would you please telephone or email a note to the Medical Centre with instructions to that effect.

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 mouth guard for Rugby and Hockey, shin pads for Hockey and goggles for playing squash.

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

Cricket

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

ecb.co.uk/news/79227

It is strongly recommended by the school that your children wear a helmet that conforms to these latest safety recommendations. It is now advised that players wear a BS7928:2013 compliant helmet. Further details of the recommended helmets are provided here:

icc-cricket.com/about/cricket/rules-and-regulations/helmets

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

MOUTHGUARDS

Our Mouthguard supplier, OPRO, will be visiting Hurst to assist with custom-fit orders on:

**Thursday 31 August
2.00pm – 4.00pm**

Pupils will be chaperoned to their appointment as part of the induction day. **Details on how to book your child's appointment can be found on page 15.**

Of the shelf mouthguards can also be bought from the Hurst Uniform Shop.

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



FINANCE

Termly Fees (including regular boarding charges) are charged in advance and are due on the first day of term. Extra tuition fees and other charges, including occasional boarding charges, are charged in arrears.

INCLUDED WITHIN THE TERMLY FEE

We aim to make our fees as comprehensive as possible and to incorporate the cost of all the major mandatory expenses incurred by our pupils. Thus, the basic termly fee covers:

- The cost of tuition and all associated costs (including books and materials, the cost of educational trips and visits on compulsory academic subjects)
- For each pupil in Years 7 to 11 (i.e. from Year 7 to the Fifth Form), the provision of a College laptop for their own personal use
- All meal costs and, where appropriate, boarding charges
- A range of after school activities in the Junior Prep School
- Basic charges for the Combined Cadet Force
- The cost of personal accident insurance (including dental cover) and, for pupils in the Senior School, personal effects insurance
- Membership of the College's alumni association
- The pupil's subscription to the Independent Schools' Careers Organisation

POSSIBLE ADDITIONAL CHARGES

The only additional charges likely to be incurred are:

- For extra tuition where required
- For certain additional activities (generally those involving tuition by outside staff)
- Additional insurances
- Travel on the College bus services
- Fees for external examinations and the additional cost of providing examination concessions (e.g. scribes and readers)
- Personal text books retained by the pupil
- The cost of major visits and field trips on optional subjects (generally those undertaken by A-level students) and of Co-Curricular trips and tours
- Any donations to the Endowment Fund (see over)

TERMLY FEES 2023–24

Sixth Form

Weekly boarding (5 or 6 nights per week) £12,205

Flexi boarding (3 nights per week) £11,450

Day £9,505

Senior School

Shell, Remove and Fifth Form

Weekly Boarding (5 or 6 nights per week) £12,340

Flexi Boarding (3 nights per week) £11,585

Day £9,640

Senior Prep School

Years 7 and 8

£7,045

Junior Prep School

Years 4 to 6

£6,480

Year 3

£5,830

Years 1 and 2

£3,940

Reception - full day

£3,670

Reception - part day*

£2,745

*All pupils must attend for the full day. The part-day charge is the charge applicable for that part of the day not covered by the Government's 15 hours free childcare grant to those entitled to receive it. Please note that this fee is subject to change at any time should the funding or eligibility criteria be amended.

ADDITIONAL BOARDING CHARGES

Occasional boarding for day pupils where available

£73.05 per night

Occasional boarding for Upper Sixth students in St John's House¹

£1,642 for 25 nights

£3,181 for 50 nights

Extra nights for flexi and weekly boarders £59.50 per night

¹ Casual boarding for 25/50 nights paid in advance and valid for the duration of the school year.

INDIVIDUAL AND EXTRA TUITION

Instrumental Music/Singing

£32.80 per ½ hour session for each instrument²

LAMDA/Drama

£32.80 for each ½ hour session³

(£22 per ½ hour session for shared lessons)³

Royal Academy of Dancing (RAD) Ballet

£25.93 for each 1 hour lesson³

Learning Support/ESL

£543 per term for each 1 hour session³

£328 per term for each ½ hour session³

² For a course of ten ½ hour lessons over the term (30 p.a.)

³ Charges are for a course of ten lessons over the term (30 p.a.)

PAYMENT OPTIONS - FEES

The College encourages payment by Direct Debit or online payment, but may also be made by electronic funds transfer or cheque if desired.

Online payments

For online card payments please visit <https://epay.hppc.co.uk/fees> and quote your College account number. Please note that payment by non-personal credit cards and international debit cards will incur a surcharge.

Monthly payments

Although all fees are due on the first day of term, the College offers a monthly payment option for parents paying by Direct Debit. Under this arrangement the termly fees for the year are collected by 10 equal payments (which are set at approximately 10% of the basic annual fees) commencing on 28th July (or thereabouts) and monthly thereafter until 28th April following, with a further balancing payment (to allow for extras, etc.) on 28th May. There is no charge for this arrangement.

If you would like to take advantage of this scheme (or wish to pay by termly Direct Debit), please contact Valentine Chiketa, the Director of Finance at the College, as soon as possible to request a Direct Debit mandate.

ENDOWMENT FUND

The College's Endowment Fund was created in 2002 in order to provide future assistance to enable talented children who would not otherwise be able to join the College. It takes the form of an entirely voluntary donation by parents for a suggested amount of £50 per term, per family. The £50 will be included on your first bill, but if you wish to opt out please write to the Finance Office. However, we hope that as many of you as possible will feel able to contribute. If you do, we would also ask that you complete a Gift Aid Declaration Form (available from the Finance Office) as this enables the College to reclaim the basic rate tax paid on the contributions you make. If you are a higher-rate tax payer, it will also enable you to reclaim the difference between the basic and higher rate of tax paid on the donation. The Principal is extremely grateful to those who are able to support the fund.



INSURANCES

PERSONAL ACCIDENT INSURANCE

(All pupils automatically covered):

This insurance provides cover in the event of a serious accident which results in permanent disability, including damage or loss of teeth and any associated dental treatment.

Details of the cover provided and instructions for making claims will be available on the Parent Portal dashboard.

PERSONAL EFFECTS INSURANCE

(Senior School pupils automatically covered):

This insurance provides cover for damage or loss to your child's personal belongings (except mobile phones) during term time. There are limits to the cover provided, details of which (including the excess applicable) will be available on the Parent Portal dashboard together with instructions for making claims.

TRAVEL INSURANCE

(All pupils automatically covered):

The College has a blanket policy which covers all pupils in Senior and Prep Schools travelling with the school, which includes trips abroad and ski trips, etc. The only activities that are not covered are those classified as dangerous, such as white-water rafting and bungee jumping - and top up cover can be arranged for these if necessary. Children with pre-existing medical conditions may be covered but confirmation should always be sought from the insurers. For this reason, and in case there is a need to arrange supplemental cover, parents should always familiarise themselves with the terms of the policy in advance of any school trip.

ADDITIONAL INSURANCES

There are also some additional insurances and insurance-type products you may wish to consider which are available through the College under group policies with Marsh and SFS.

These include:

- **Fees Refund Scheme**

Cost: 0.82% of basic fees per term for day pupils or 0.63% of basic fees per term boarding pupils.

The FRS provides refunds of fees where the pupil is away from college due to illness or accidental injury for a continuous period of at least eight days (for full and weekly boarders) or five days (day pupils and flexi-boarders) and with a maximum refund period of three terms, although pre-existing conditions are not covered. It includes payment of up to five termly fees on the accidental death of the fee payer(s).

- **Private healthcare insurance**

Cost: £126 per term (please note this is the 2022 rate).

This provides the usual cover for the cost of medical expenses with the usual limitations. However, pre-existing conditions are covered and no previous medical history is required.

Please note that the rates quoted above for private healthcare insurance are those for the current year, as we have yet to be advised of the rates for 2023-24.

Application forms for these two schemes are sent to all new parents and are also available from the Finance Office at any time.

The charges for these are collected termly in advance.

The cost of mandatory personal accident insurance including emergency dental cover, and, for Senior School pupils, personal effects insurance is included in the basic fee. Information about these insurances is on the College website.

- **School Fees Insurance**

Available to parents which provides life cover together with a critical illness option to meet a large proportion of the pupil's future fees up to age 18 upon the death of the principal breadwinner. There are some restrictions to eligibility. Details of this scheme are sent to all new parents and are available on line at www.sfs-group.co.uk.

Should you have any queries, please telephone the Finance Office on **01273 836913**.

HURST FOUNDATION AND HPA

HURST FOUNDATION

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

Our vision is to support both current and past pupils on their journey through Hurst - and their onward journey - to be the best they can be in all that they do.

The Foundation aims to help members:

- **Connect** - refresh lifelong friendships and make new connections; reminisce and share your news via this new online platform Hurst Connect.
- **Collaborate** - join our vibrant community, find out ways to work together, give back, inspire, enrich and widen access to the Hurst experience.
- **Celebrate** - with us through our varied programme of Foundation events; make new friends, develop new skills, try new experiences and - most importantly - have fun along the way.

As a member of the Hurst Foundation you will:

- Receive news and regular updates
- Have fun at our reunions, alumni activities, social occasions and cultural trips
- Build professional networks and business connections
- Contact and reconnect - wherever you are in the world
- Share opportunities and discover new talent
- Access round-the-clock information created by the Foundation team and its members

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

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

HURST PARENTS' ASSOCIATION (HPA)

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

Our purpose is:

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

We hope you enjoy being part of the Hurst community. If you have any queries, you can contact HPA@hppc.co.uk



COMMUNICATION

PARENT PORTAL

The Portal gives parents and pupils access to valuable information including:

- Challenge Grades and Reviews
- Reports
- Music reports
- Pupil timetables
- Calendar
- Contact details
- Correspondence
- Prep/Homework
- Parents' Evenings
- Community
- Consent Forms
- Sports Fixtures
- Activities
- Parent Handbook

The Parent Portal can be accessed using the link hppc.myschoolportal.co.uk

Passwords are issued to gain access to this site by email at the beginning of the year. It is therefore essential that the College is kept informed of your current email address. If you have not received your password please contact john.nehls@hppc.co.uk.

CALENDAR

At the beginning of each term, you will be sent a link to a calendar for the forthcoming term. You will also receive a creative arts listing highlighting forthcoming Drama, Music and Dance events which all parents are warmly invited to attend.

The Calendar can also be accessed via the Parent Portal (hppc.myschoolportal.co.uk) by selecting the School Information tab from the Home screen, then Calendar from the menu on the right.

CHANGE OF ADDRESS

If any of your contact details change, please update these via the Parent Portal hppc.myschoolportal.co.uk 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.

We make great use of e-mail for newsletters, letters and informing you of challenge grade reviews, as well as a way of staff to communicate individually with parents. It is therefore vital the school is informed of any change of e-mail address. If parents have different e-mail addresses then please provide both. If you do not receive grades when you are expecting them, please let us know.

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 Housemaster/Housemistress. Parents can withdraw consent for their child's photo being used at any time. Please be aware that in doing so your child will be excluded from photography across all College publicity. Please contact your child's Housemaster/Housemistress (Senior and Sixth Form) or class teacher (Junior and Senior Prep).

WEBSITE

Please visit the website to access:

- Term Dates
- School Policies
- Fees and online payment services
- Uniform information

hppc.co.uk/about-us

The website news pages are regularly updated with events and successes. Please do have a read on a weekly basis.

Senior and Sixth Form news:

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

Junior Prep and Senior Prep School news:

hppc.co.uk/news/all-prep

SOCIAL MEDIA

You can also keep up-to-date on a daily basis through our social media channels:

Twitter

@Hurst_College

twitter.com/hurst_college

@Hurst_SeniorPrep

twitter.com/hurstseniorprep

@Hurst_JuniorPrep

twitter.com/hurstjuniorprep

Instagram

@Hurst_College

instagram.com/hurst_college

@Hurst_Prep

instagram.com/hurst_prep

Facebook

@HurstCollege

facebook.com/hurstcollege

POLICIES

School policies can be viewed on the college website.

The following policies can be found at hppc.co.uk under the **About Us** section:

- Admissions Policy
- Anti-Bullying Policy
- Child Protection/Safeguarding Policy
- Complaints Procedure
- Curriculum Policy
- Discipline and Exclusions Policy
- Education and Welfare Policy for pupils for whom English is an additional language
- First Aid Policy
- Health and Safety Policy
- Provisions for Special Needs at Hurst College in accordance with the SEN Code of Practice
- The Statement of Aims and The Values of Ethics of Hurstpierpoint College including its ethos as a Woodard School

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.

LIST OF ALL STAFF

(Correct as of May 2023. Please check website for current updates)

PRINCIPAL

Mr Tim J Manly, BA Oriel College, Oxon, MSc LSE

HEAD OF COLLEGE

Mr Dominic W Mott, MA Queens' College, Cantab, Spanish

CHIEF FINANCIAL OFFICER | BURSAR

Mr Darren J Carpenter, BA Brighton

DEPUTY HEAD OF COLLEGE

Mr Lloyd P Dannatt, MEng Imperial College, London, Physics

CHIEF OPERATING OFFICER

Mr Dan M Higgins, BA, Cert Ed Loughborough, Design Technology

CHAPLAIN

The Rev'd Dr Janneke Blokland, MSc, PhD Nijmegen; BA Utrecht;
MA Nottingham, Physics

HEAD OF SIXTH FORM

Mr Brian T Schofield, BA Pembroke College, Oxon, Politics

HEAD OF MIDDLE SCHOOL

Mr Owain J Jones, MA St Edmund Hall, Oxon, Biology

HEAD OF SENIOR PREP

Mr Simon D Lilley, BSc Loughborough; MA Buckingham,
PE & Sports Science

HEAD OF JUNIOR PREP

Mr Nick J Oakden, BA Wales; MEd Buckingham, NPQH, Mathematics

DEPUTY HEAD PASTORAL

Mrs Caty E Jacques, BSc Surrey, Chemistry

DEPUTY HEAD CO-CURRICULAR

Miss Ellie F Calver, Worcester College, Oxon, Music

DEPUTY HEAD ACADEMIC

Dr Graham Moir, BA, PhD Trinity College, Dublin

DEPUTY HEAD STAFF DEVELOPMENT

Mr Peter A Browne, BSc Leeds & Sussex

DIRECTORS

Mr Liam J Agate, BA Sidney Sussex College, Cantab, Director of Academic Development

Mrs Sue M Atkinson, BA, FCIPD, Director of Human Resources

Miss Rebecca L Bownas, BSc East Anglia, Director of Educational Research

Mr Richard A Cuerden, BA Winchester School of Art; MA Royal College of Art, Director of Art & Photography

Mr James A Faires, BSc, Director of Estates

Mr Luke A Gasper, BA Hatfield College, Durham, Director of Drama

Mr Oliver J J Gospel, BEng Liverpool, Director of Activities and Service

Mrs Helen A Harper, MSc Wadham College, Oxon, Director of Teach Hurst

Mr Simon Hastilow, BSc Warwick, Director of Academic Administration

Mr Simon A Hilliard, CEP(YJ) OU, Director of Safeguarding

Mrs Caty E Jacques, BSc Surrey, Director of PSHCEE

Mr Rob M Kift, BEd Madeley College of PE, Director of Sport

Mrs Jan Leeper, BA University College, London, Senior Mistress (i/c Head of Careers)

Mr Tim F Q Leeper, BSc Edinburgh, CBIol MIBiol, Senior Master

Ms Phoebe S Lewis, BSc Southampton, Director of EDI

Mr Neil Matthews, BA St John's College, Durham, Director of Music

Mr Ian D Pattison, BSc Southampton, Registrar & Foundation Lead

Mr Will J S Poole, BSc Oxford Brookes, Director of Digital Innovation & Development

Mr Fred Simkins, GCGI, CVQO Surrey, Director of Outdoor Education

HOUSEMASTERS/HOUSEMISTRESSES

Mr Sam Amos - Star

Mr Rob J Ashley, BA Manchester; MA Melbourne - St John's

Mrs Nikki Browne - St John's

Mrs Rebecca M Cadwallader-Hughes, BA Brighton - Fleur

Mr Nick E F Chadwell, BSc Oxford Brookes - Crescent

Mr Richard A Cuerden, BA Winchester School of Art; MA Royal College of Art - Wolf

Mrs Jami A Edwards-Clarke, BA Cardiff - Martlet

Miss Tania C Fielden, BA Brighton - Pelican

Mrs Helena E Higgins, BA, Cert Ed Loughborough - Phoenix

Mr Adam J Hopcroft, MEng Bath - Eagle

Mrs Rebecca J Jutson - Shield

Mr Duffy E Parry, MA Edinburgh - Chevron

Mr Will J S Poole, BSc Oxford Brookes - Woodard

Mr Richard R J Taylor-West, BA, AKC King's College, London; MA Sussex - Red Cross

HEADS OF FACULTIES

Miss Rebecca L Bownas, BSc East Anglia - Humanities
Mr Cyrus L Dean, BMus Royal Holloway, London; MMus Southampton - Creative & Performing Arts
Mr Nick Fanthorpe, BA Trinity College, Oxon - English
Miss Clemmie Faulkner, BA Warwick; MA King's College - Languages
Miss Emily L Grapes, BA Selwyn College - Science and PE
Mr Danny W Watson, BSc Warwick - Maths & Computer Science

HEADS OF YEARS

Reception to Year 4 Miss Hattie C Thompson, BSc Bristol
Years 5 & 6 Mrs Tracey-Ann Preen, BSc Southampton
Year 7 Miss Lydia A Crichton, BSc Heriot-Watt
Year 8 Mr Ben M Dewey, BSc Northampton
Shell Miss Alaina J Coar, BA St John's College, Durham
Remove Mr Cameron J Allan, BA Loughborough
Fifth Form Mr Eliot T Newton-Mann, MSci Nottingham
Lower Sixth Form Miss Amy L Radford, BSc Cardiff
Upper Sixth Form Miss Rebecca L Hartley, BA Trinity Hall, Cantab

TEACHING STAFF

Art

Mr Richard A Cuerden, MA Royal College of Art, Director of Art & Photography
Mrs Lucy A Lane, BA West Surrey College, Head of Art Years 3–8
Mrs Elizabeth M A Cuerden, MA Royal College of Art
Miss Harriet F Farmer, BA Brighton; MA Royal College of Art
Miss Anna J C Stafford, BA Nottingham
Ms Lorna K M Wheele, BA Kingston

Business

Mr Liam J Agate, BA Sidney Sussex College, Cantab, Head of Department
Mr Stephen C Beale, BSc Warwick
Mr Nick E F Chadwell, BSc Oxford Brookes
Mr Joseph Knowles, BSc London

Classics

Miss Clemmie Faulkner, BA Warwick; MA King's College, Head of Department Yrs 3–13
Mr James Baldwin, BSc Exeter
Mr Aristeidis Gavrilis, BA, MA Thessaloniki; MA London
Miss Tamsin R Morton, BA, MSt Merton College, Oxon

Computer Science

Mr Steve J Crook, BSc East Anglia, Head of Department
Mr Dafydd J W Charles, BSc Sheffield, Head of Computer Science Years 3–6
Ms Margaret A Fay, BA Texas; MA York
Mrs Kate M O'Neill, BEd Nottingham
Mr Will J S Poole, BSc Oxford Brookes

Dance

Miss Nicola C Dominy, BA Surrey, Head of Department Years 7–13
Mr Luke J Bohanna, BA Middlesex
Miss Natalie Berry, BSc, MSc Southampton
Mr Oliver J A Robertson, BA, MA Kent
Mrs Caroline Ticktum, LRAD, ARAD, Ballet Teacher

Design and Technology

Mr Kaeran D K MacDonald, BA Brunel, Head of Department Years 7–13
Mr Sam Amos
Miss Ruth S Brown, BA Glasgow School of Art, DT Co-Curricular Co-ordinator
Mr Dan M Higgins, BA, Cert Ed Loughborough
Mrs Helena E Higgins, BA, Cert Ed Loughborough
Mrs Sue E Lawrence, BA Portsmouth; BA Brighton

Drama

Mr Luke A Gasper, BA Hatfield College, Durham, Director of Drama
Mr Nigel M D Parkin, MA King's College, Cantab, Head of Drama
Miss Rose E Hall-Smith, BEd Edinburgh; MA London, Head of Drama Years 3–8
Ms Hannah T Farrow, BA Birmingham
Miss Ellis V Haddrell, BA Exeter
Mr Duffy E Parry, MA Edinburgh, Teach Hurst Assistant Induction Tutor
Mr Marcus H B Wilkinson, BA Edinburgh; BA ALRA
Visiting Drama staff
Mrs Linda J Banks, BA
Miss Sarah J London, LAMDA
Mrs Caris R Melia, BA
Mrs Helen M Schluter, BA

Economics

Mr Liam J Agate, BA Sidney Sussex College, Cantab, Head of Department
Miss Natalie R Coogans, BA Stirling, Assistant HoM of Martlet
Miss Christina D Kearny, BA California; MA London
Mr Joseph Knowles, BSc London

English

Mr Nick Fanthorpe, BA Trinity College, Oxon, Head of English Faculty
Dr Oliver C H Southall, BA, MPhil, PhD St John's College, Cantab, Head of English Years 12&13
Mr Matthew E Songer, BA Warwick, Head of English Years 9–11 | Assistant HoM of Eagle
Miss Rebecca L Hartley, BA Trinity Hall, Cantab, Head of English Years 7&8
Mrs Sarah L Deelman, BSc Surrey, Head of English Years 3–6
Mr Cameron J Allan, BA Loughborough
Miss Jessica E Burr, BA Collingwood College, MA St John's College, Durham
Miss Ffion E Eade, BA Southampton
Mr Jack P Hambly, BA King's College London; MA London
Mr Daniel J Hunter, BA, MA Bristol
Miss Louise J Knapp, BA Nottingham
Mr Luke S Mitchell, BA Sussex
Mrs Sarah A Setton, BA Exeter
Miss Caitlin R Whiteley, MA St Andrews
Mr Ben C Woods, BA Wales

Geography

Miss Rebecca L Bownas, BSc East Anglia, Head of Department
Mr Tom B B Williams, BSc Manchester, Head of Geography Years 3–8
Mr Rob J Ashley, BA Manchester; MA Melbourne
Miss Alaina J Coar, BA St John's College, Durham, | Shell & Remove Activities Coordinator
Mr Harry J Fisher, BA Lancaster
Mr Edward A P Hubbard, BA Southampton; MSc St Chad's College, Durham Co-ordinator of Geography Years 9–11 | Assistant HoM of Star
Mr Phil N K Jacques, BA Exeter, Director of Activities Reception - Y8
Miss Cerys B M Jones, BSc Loughborough, Assistant HoM of Eagle
Mr Robin S C Martin-Jenkins, BA The College of St Hild and St Bede, Durham
Mr Jamie D Wood, BSc Birmingham

History

Miss Joanna C Clarke, BA Edinburgh, Head of Department
Mrs Alexandra E A Oakden, MA St Andrews, Head of History Years 3–8
Mr James Baldwin, BSc Exeter
Miss Katie J Braithwaite, BA Gonville & Caius College, Cantab; MA King's College London
Miss Jess J Elkington, BA, MA Exeter, Assistant HoM of Shield
Mr Phil N K Jacques, BA Exeter

Mr Kieran R Nash, BA York; MA London
Miss Dolores E O’Grady, BA Leeds
Mr Duffy E Parry, MA Edinburgh
Mr Brian T Schofield, BA Pembroke College, Oxon

Learning Support

Mrs Jill C Silvey, BA Newcastle (NSW), Head of Department
Mrs Laura G Duffield, Durham, Head of Learning Support Rec–Year 6
Mrs Claire A Armstrong, BA Nottingham
Mrs Claire Y Gale, BSc Loughborough
Mrs Charlotte E Hands, BA Exeter
Mrs Venetia Harrison, BSc Exeter
Mrs Siobhan C Naumann, BA King’s College, London, Deputy SENCO
Mr Giles T Orchard, BSc Canterbury
Mrs Camilla F Poole, BA Oxford Brookes
Mrs Rebecca Silvey, BSc Bristol
Mrs Helen R Windwood, BSc, MSc Loughborough

Mathematics

Mr Danny W Watson, BSc Warwick, Acting Head of Maths Faculty
Mr Xiao Ma, BA Gonville & Caius College, Cantab, Head of Further Maths Years 12&13 | Oxbridge Co-ordinator
Mrs Leah J Mackinder, BSc Nottingham, Head of Maths Years 12&13
Miss Saffron E Usher, BA Selwyn College, Cantab, Head of Maths Years 7&8
Miss Lydia A Crichton, BSc Heriot-Watt, Head of Maths Years Rec–Year 6
Mr Ian N Andrews, BSc Nottingham; MA Sussex
Miss Larissa C Goodger, BSc Keele, Assistant HoM of Red Cross
Mr Simon Hastilow, BSc Warwick
Mr Eliot T Newton-Mann, MSci Nottingham
Mr Nick J Oakden, BA Wales; MEd Buckingham, NPQH
Mrs Tracey-Ann Preen, BSc Southampton
Miss Abby L Ratford, MSci Royal Holloway, London, Assistant HoM of Pelican
Ms Sibel Recber Latchman, BSc Istanbul
Miss Charlotte Sebek-McQue, MSci Glasgow, Academic Administration Assistant
Miss Connie B Went, BSc Brighton
Mrs Michelle Zeidler, BEd Homerton College, Cantab; MEd OU

Modern Foreign Languages

French

Miss Madeleine K Hyman, BA St John’s College, Durham, Head of French Years 12&13
Mrs Grace I Butler, BA Birmingham, Head of French Years 9–11
Mrs Alison Filkins, BA Roehampton, Head of French Years 3–8
Mrs Amy V Flint, BA Cardiff; MSc Green Templeton College, Oxon (maternity leave)
Mrs Daphne M P Kempson, French Assistant
Mrs Gemma C Mills, BA Worcester College, Oxon
Miss Rebecca J M Nemorin, BA Strasbourg
Mandarin
Ms Jieshang Chen, MA Brighton

Spanish

Mr Jorge Garcia Marcos, BSc Miguel de Cervantes; MA Salamanca, Head of Spanish
Mrs Lucy Boucke, BA Newcastle, Head of Spanish Years 7&8
Mrs Alison Filkins, BA Roehampton
Mrs Amy V Flint, BA Cardiff; MSc Green Templeton College, Oxon (maternity cover)
Mr Gonzalo Gutierrez Rodriguez, BA Rey Juan Carlos
Miss Madeleine K Hyman, BA St John’s College, Durham
Miss Amelia F M Law, BA Durham
Mrs Gemma C Mills, BA Worcester College, Oxon
Mr Dominic W Mott, MA Queens’ College, Cantab

Miss Rebecca J M Nemorin, BA Strasbourg

Music

Mr Neil Matthews, BA St John’s College, Durham, Director of Music
Mr Will Carroll, BSc Montreal, Head of Music Technology
Mr Cyrus L Dean, BMus Royal Holloway, London; MMus Southampton, Head of Academic Music Years 7–13
Mrs Claudette C Hastilow, BMus Trinity College of Music; MEd Homerton College, Cantab, Head of Academic Music Rec–Year 6 | Teach Hurst Assistant Induction Tutor
Ms H Kate Bray, BMus Trinity College of Music, London
Miss Ellie F Calver, Worcester College, Oxon
Mr Ross S Dickson, Graduate Music Assistant
Miss Rachel Threlfall, BA Wales
Mr Mark Travers, GCLCM; MA Bournemouth
Visiting Music staff
Mr Pavlos K Carvalho, Cello
Mrs Susan B Denyer, Double Bass
Mr Trevor N Denyer, French Horn
Ms Rebecca Dowden, LRAM, Voice
Mr Ian D Glen, BSc, LGSM, Bassoon
Ms Anne K Hodgson, BA, FTCL, LTCL, Flute
Mr Jonathan Hodgson, BMus, ABRSM, Piano
Mrs Sarah J Jarvis, BA, LGSM, Piano
Ms Rachael E Lloyd, BMus, Voice
Mr Douglas G Logan, LTCL, Trombone
Mr Edward C J Maxwell, BA, DipRCM, Trumpet
Mrs Natalie C Meierdirk, BMus, RNCM, Clarinet & Saxophone
Mr Malcolm Mortimore, Drums
Mr Graham D Nunn, Electric Guitar
Mr John Rattenbury, BA, ATCL, Guitar
Mr John W Roberts, BTEC Nat Dip, Percussion
Mrs Sara J Robinson, BMus, ARCM, Piano
Mr Joseph P Samuel, Piano
Ms Reme Sheridan, BMus, Violin
Ms Emma J Sims, BA, MMus, Oboe
Mr Adrian F C West, GRSM, Piano
Miss Corey M Wickens, BMus, Violin

PE & Sports Science

Mr Steve J May, BSc Chichester, Head of Department
Mr James Baldwin, BSc Exeter, Head of Academic PE Years 3–8
Mrs Rebecca M Cadwallader-Hughes, BA Brighton
Mr Ben M Dewey, BSc Northampton
Mrs Jami A Edwards-Clarke, BA Cardiff
Mr Rob M Kift, BEd Madeley College of PE
Mr Simon D Lilley, BSc Loughborough; MA Buckingham
Mr Toby W Russell-Vick, BSc Manchester; MSc Cardiff
Miss Maisie L Trafford, BA Brighton

Politics

Mr Kieran R Nash, BA York; MA London, Head of Department
Mr Duffy E Parry, MA Edinburgh
Mr Brian T Schofield, BA Pembroke College, Oxon

Psychology

Ms Phoebe S Lewis, BSc Southampton, Head of Department
Mr Simon P Poole, BEd Exeter; MBA (EdMan) Leicester

Religion, Ethics and Philosophy

Mr Aiden J Hollins, BA Nottingham; MA Sussex, Head of Religion, Ethics and Philosophy Years 9–13
Mr Martin Clay, MBA OU, Head of Religion, Ethics and Philosophy Years 3–8
Miss Jessica E Burr, BA Collingwood College, MA St John’s College, Durham
Mr Phil N K Jacques, BA Exeter
Mr Kieran R Nash, BA York; MA London
Mr Richard R J Taylor-West, BA, AKC King’s College, London;

MA Sussex

Science

Miss Emily L Grapes, BA Selwyn College, Acting Head of Science Faculty

Mrs Alice M Edwards-Clarke, BSc Sussex, Head of Science Reception–Year 6

Mrs Natasha Coxon, BSc Grey College, Durham, Head of Science Years 7&8, Teach Hurst Assistant Induction Tutor

Miss Kristina Money, BSc Birmingham

Mr Ross G Taylor, BSc Bristol

Biology

Miss Emily L Grapes, BA Selwyn College, Cantab, Head of Biology

Dr Kathryn T Hutchinson, BSc Cardiff; MSc St Edmund Hall, Oxon; PhD Leeds, Head of Biology Years 9–11

Mrs Natasha Coxon, BSc Grey College, Durham

Mr Sam R S Dawson, BSc Exeter

Mr Owain J Jones, MA St Edmund Hall, Oxon

Mr Tim F Q Leeper, BSc Edinburgh, CBIol MIBiol

Miss Amy L Radford, BSc Cardiff

Chemistry

Mr Jonathan D H Silvey, MChem Exeter, Head of Department

Mrs Sue Crickmore, MA Newnham College, Cantab

Mr Sam R S Dawson, BSc Exeter

Mr Oliver J J Gospel, BEng Liverpool

Mrs Helen A Harper, MSc Wadham College, Oxon, Co-ordinator of Chemistry Years 12&13

Mrs Caty E Jacques, BSc Surrey

Miss Lauren V O'Hagan, BSc Nottingham

Mr Ian D Pattison, BSc Southampton

Miss Amy L Radford, BSc Cardiff

Physics

Mrs Naomi C Smith, MPhys Leeds, Head of Department

Mr Oliver D Barrell, BSc Van Mildert College, Durham

The Rev'd Dr Janneke Blokland, MSc, PhD Nijmegen; BA Utrecht; MA Nottingham

Mr Lloyd P Dannatt, MEng Imperial College, London

Mr Adam J Hopcroft, MEng Bath

Miss Amanda N Jayne, BEng Bath, STEM

Mr Oliver J R Pocknell, BSc Bath, Head of Digital Training & Development, Senior School

Mr Matthew J Raishbrook, BEng Exeter

Dr Joseph M W Strong, MSci, MSc Imperial; PhD Swansea

Mr Alex M Tyler, BA Aberystwyth

Sociology

Miss Rebecca L Bownas, BSc East Anglia, Head of Department

Mr Kieran R Nash, BA York; MA London

Enrichment

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Miss Alaina J Coar, BA St John's College, Durham, Middle Johnians

Mr Daniel J Hunter, BA, MA Bristol, Middle Johnians

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Mrs Jan Leeper, BA University College, London, Head of Careers

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Librarian | Assistant Head of EPQ

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Mrs Sarah K Peach, BA Northumbria, Assistant Director of Outdoor Education

Mrs Tracey A Pargeter, Head of Equestrian

Miss Sophie P Rees, Equestrian Assistant

Miss Indi E Rowley, BA Leeds, Outdoor Education Instructor

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Capt. Luke Redfern, 2IC, School Staff Instructor

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Mr Ben M Dewey, BSc Northampton, Head of Boys Sport Years 3–8

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Miss Zanzibar E Menzies, Sports Coach

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