

An aerial photograph of the Hurst Pierpoint College campus, showing several large, multi-story buildings with red roofs and white walls, surrounded by green lawns and trees. The image is partially obscured by a red overlay on the right side.

Hurst

HURSTPIERPOINT COLLEGE

Senior School & Sixth Form Pupils' Guide

2023/24

CONTENTS

WELCOME	4
Statement of Aims	4
Hurst Purpose	5
GENERAL REWARDS AND SANCTIONS	6
College rules and regulations	6
Serious misconduct	6
General conduct	6
Within College	6
Mobile phones	7
Lunchtimes	7
Within the classroom	7
Within House	7
Visiting other Houses	8
Bounds	9
Outside College	9
Within College	9
Chapel	9
Dining Hall	9
Medical	10
Clothing	10
Lost property	10
Hair Policy	11
Make-up and jewellery	11
Travel/Driving permission	12
Driving lessons	12
Day pupils	13
Use of the College network	14
Network rules	14
Internet and e-mail use	14
e-mail	14
Internet	14
Procurement and installation of hardware and software	14
Use of private computers on our network	15
Possession, viewing or playing age-restricted material in College	15
Educational purposes	15
Policies	16
Bullying	16
Academic Honesty Policy	17
Racism/Discrimination and Abuse Policy	18
Smoking Policy	18
Drugs Policy	18
Alcohol Policy	19
Personal/sexual relationships	19
Internal Suspension Policy	19
Rewards and sanctions	20
Rewards	20
Sanctions	20
Detentions	20
Challenge card system (for Middle School pupils)	21
Academic Detentions (for Middle School pupils)	21
Sixth Form students	21
Pupil Complaints Procedure	22
EMERGENCY PROCEDURES	23
Fire	23
Other emergencies	24
Critical incident/College Lockdown	24
Bodily fluids and first aid	24
Use of restraint	24
Powers to search	24

STRUCTURE OF THE WEEK	25
ACADEMIC HURST	26
Outline of curriculum	26
Challenge Grades	26
Tutoring, prep planners and targets	26
Prep allocation	26
Coursework, Non Examined Assessments and Examinations	27
Vacation work	27
PSHCE	27
The Library	27
SPORTING HURST	28
Games programme	28
Sports staff contact details	28
Other sports	28
House competitions	29
College teams	29
Sporting health	29
Fixtures (weekend and midweek)	29
ACTIVITY HURST	30
Service and Skills afternoon (Tuesdays)	30
Duke of Edinburgh (DofE) Silver and Gold Award	30
Combined Cadet Force (CCF)	30
Activities for Shell and Remove pupils	31
CREATIVE HURST	32
Music	32
Art	33
Design and Technology (DT)	33
Drama	34
Dance	35
PASTORAL HURST	36
Houses	36
St John's	36
Student Council	36
The Guardian system	37
Counselling	37
Medical Centre	37
Medication	37
Player Welfare	37
Careers and Higher Education	38
Uniform Shop	38
Photo consent	38
SPIRITUAL HURST	39
Chapel	39
The Chaplain	39
TERM DATES	40
CAMPUS MAP	41

WELCOME

Hurst is a wonderful College in which to live and work. However, like all communities there is a need for certain rules, regulations and regimes to



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

STATEMENT OF AIMS

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

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

And so, first of all, we 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, personal organisation 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 and openness to new ideas and a readiness to take the initiative, to innovate and to make things happen that will enable you 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 you to develop certain values: a sense of duty, an awareness of right and wrong and a respect for others. Yes, we want you to be ambitious with a clear sense of purpose, but we also want you to develop a balanced view of life that values the needs of both the individual and the wider community. I also hope that you will consider your own faith and the spiritual dimension to your life.

These, then, are the key elements of a Hurst education and, like the first-rate institutions and businesses you will eventually join, we 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?

But, you also have a critical role to play in your own education. To make the most of your time at Hurst, you should take the initiative in what you do and be ready to seize the opportunities open to you. Increasingly, you should take responsibility for your lives and, as you gain clear self-knowledge, develop a clear vision of what you wish to

achieve for yourself and others as well as how to achieve it.

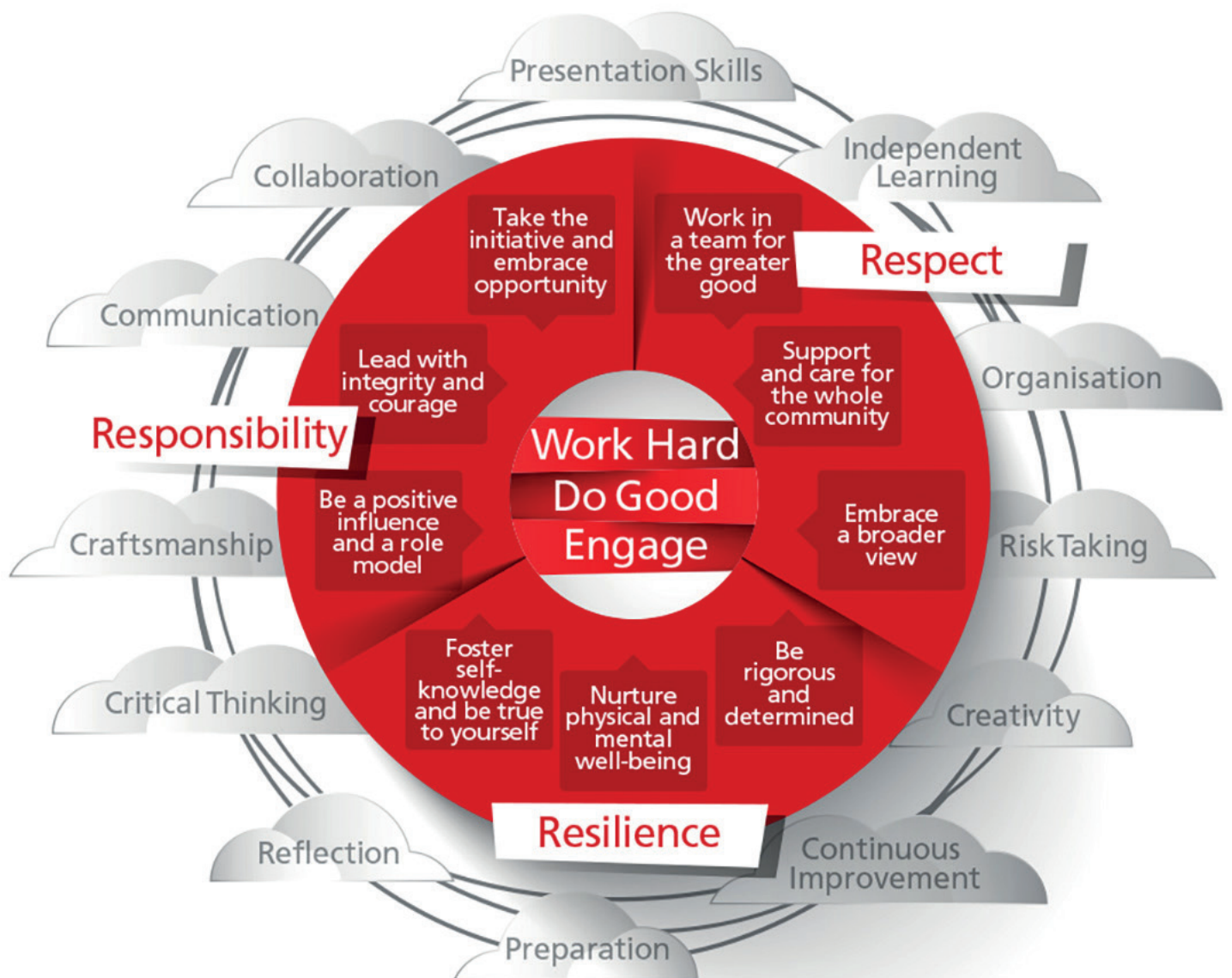
Your time at Hurst should be challenging, exciting, hard work and rewarding. Finally, I would like you to consider the Hurst Purpose very carefully. The Hurst Purpose sets out the behaviours which we wish to encourage in all our pupils (and staff). It is, if you like, a positive version of our Big 12 Disciplinary Code.

When you come to look back on your career here, I hope that you 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.

A handwritten signature in blue ink, appearing to read 'Dor Mott'.

Mr Mott
Head of College

Hurst Purpose



GENERAL REWARDS AND SANCTIONS

COLLEGE RULES AND REGULATIONS

These rules and regulations are based on common sense – yours and that of those who enforce them. You should remember at all times that good manners and sensible behaviour are in your best interest as well the College's. Although College rules cannot cover all contingencies, the following rules apply in order to maintain a reasonably safe, well-ordered and civilized environment.

SERIOUS MISCONDUCT

Breaching any of the following ("The Big 12") constitutes a very serious offence and, for it, pupils will be placed within our disciplinary system. Dependent on the seriousness of the breach, pupils risk exclusion at a first offence. The following (including any criminal act, contravening UK law, committed at any time) are totally unacceptable:

1. Possessing, purchasing, using or supplying illegal drugs (see *Drugs Policy* on page 18).
2. Possessing, purchasing, using or supplying any sort of offensive weapon, or using any object in a threatening or dangerous way.
3. Possessing, purchasing, using or supplying any sort of incendiary materials; intentionally setting off fire alarms or extinguishers; wasting Fire Brigade time and resources.
4. Possessing, purchasing, using or supplying any sort of legalised recreational drug including tobacco, e-cigarettes, vapes, poppers, and "legal highs". Abusing or misusing any legal substance (solvents, glue etc.) to achieve a "drug like" state (see *Drugs Policy* on page 18).
5. Possessing, purchasing, using or supplying alcohol – the exception being Sixth Formers when served and monitored by members of staff (see *Alcohol Policy* on page 19).
6. 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 (see *Personal/sexual relationships*, on page 19).

7. Any form of bullying (including race, religious, disability, sexuality, learning differences or gender offences) by any means, including cyber bullying (internet, mobile phones etc.) (see *Bullying* on page 16).
8. Breaking bounds and unauthorised absence (truancy) from any College commitment including Co-Curricular activities (see *Bounds* on page 9).
9. Breaking the College's driving policy (see *Travel/Driving permission* on page 12).
10. Offensive, threatening or sexually inappropriate behaviour towards others, whether staff or pupils, by physical, verbal, written or electronic means.
11. Theft, intentional damage, or unauthorised use of (or access to) property belonging to another person or to the College.
12. Bringing the College, its staff or pupils into disrepute or danger through poor behaviour at any time or via any media including the internet, or by breaking the appropriate use of the College Network Policy (see *Use of the College network* on page 14).

Where a pupil has committed an offence which might result in suspension, following an investigation by an appointed member of staff, a meeting is held with the Deputy Head of College. Present at this meeting will be the pupil concerned, his/her parents and the pupil's Housemaster or Housemistress. The Deputy Head of College will then go through the results of the investigation into the offence. The pupil will have an opportunity to respond. The Housemaster/ Housemistress will also be given the opportunity to speak on behalf of the pupil.

The Deputy Head of College then will consider the appropriate response from the College with the various members of staff involved and the parents of the pupil concerned. This will be done whilst the pupil waits outside. Once the course of action to be taken has been agreed, the pupil will rejoin the meeting and the Deputy Head of College will give their verdict and the reasons for it.

Where an offence might result in exclusion a meeting is held, following an investigation by an appointed member of staff, with the Head of College. The Head of College will take on the role of Deputy Head of College as described above. In the case of exclusion only (not suspension), parents have the right of appeal to the Governing body if they so wish. (Note: Any pupil in possession of an award of any sort who is suspended will lose their award.)

GENERAL CONDUCT

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

Within College

Pupils must register at 8.15am in House and at 1.45pm in the afternoon. If pupils are late for any reason they must report to the Lodge to sign in.

Your own personal appearance should at all times be in keeping with the standards of the College (pages 12–14). Your HoM/Duty member of staff will check that appropriate level of dress and appearance is maintained at both morning and afternoon registration.

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

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

If for any reason your form is without a teacher the senior pupil present or

the first on the College list must inform one of the College Deputies or Heads of Year or, failing that, another member of staff after 5 minutes of the lesson have passed.

Pupils waiting to be picked up at the end of the College day should be properly dressed in College kit and behave sensibly and calmly whilst in the car park and entrance area. Ball games should not be played.

You may not lend money nor gamble.

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

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

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

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

Mobile phones

Mobile phones must be registered with your HoM.

In the **Shell, Remove and Fifth Form**, day students are expected to hand their phone in to their HoM when they arrive at College and they may collect it at the end of the day.

Shell boarding students will only be allowed their phone between the end of prep time and bedtime.

Remove and Fifth Form boarding students will be allowed their phone between 6.00pm and the start of prep and again between the end of prep time and bedtime.

If students need to phone their parents at any other time in the College day, they can ask their HoM for use of the House phone.

For the **Sixth Form**, phones must be switched off during Chapel, meals in the

Dining Hall, lessons, prep, study periods, and we do not expect to see them in lessons or around the College.

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

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

Lunchtimes

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

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

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

Within the classroom

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

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

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

Listen quietly while others are speaking.

Stand up at the end of each lesson in silence and wait to be dismissed by your teacher.

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

and report to the College Reception (the Lodge) after the appropriate three stage warning system has been employed by the relevant member of staff. The Reception staff will then contact the Deputy Head of College or Deputy Head, Academic who may sanction an immediate Internal Suspension (page 23). If such behaviour is repeated by a pupil they risk full suspension/exclusion from the College.

Within House

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

You may play radios, personal stereos, iPods or similar, only in your House. You may not play audible music before 8.00am, during lessons, between 2.00pm and 4.00pm, during prep or after bedtime for your year group. You may not watch television during lesson times.

With the permission of an accompanying Housemaster/Housemistress, you may listen to radios when travelling in a minibus/coach but must switch them off when you leave the minibus/coach.

You must never tamper with College electrical or gas appliances. You must report all breakages and damage to your HoM at once. You must seek approval from your HoM to bring in any electrical equipment and any electrical item that is permitted must be double insulated. Double insulated equipment is marked with the double insulated symbol or is labelled "Class II" or "double insulated". Personal toasters, fan heaters, sandwich makers, mini fridges and other high voltage equipment must not be used. TVs will need a separate licence even if they are only used for games.

You, not the College, are responsible for your own belongings. Lock them away or leave them with your HoM. It is recommended that your personal belongings should be insured independently.

At the discretion of the Housemaster/ Housemistress non-offensive posters are permitted in designated areas.

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

- **Boarding Houses:** pupils must not leave their rooms for breakfast or after Prep until the HoM/Duty member of staff/Prefect has checked tidiness of a room/dormitory
- **Day Houses:** HoM/Duty member of staff will have regular tidiness checks during the course of the day

Visiting other Houses

You may visit other Houses as follows:

After lunch during the week

1.00pm – 1.50pm

Before Prep

6.00pm – 6.55pm

After Prep

Shell 8.30pm – 9.00pm

Remove 8.30pm – 9.15pm

Fifth Form 9.00pm – 9.45pm

Lower Sixth 9.00pm – 10.00pm

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

You may not visit during the following times:

- Before morning school
- During timetabled lessons or private study lessons in the Sixth Form

- During morning break

- During games times

- During prep

Signing in procedure:

- Sign in
- Gain permission from the member of House staff on duty

BOUNDS

Outside College

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

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

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



Bedtimes are as follows:

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

Within College

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

- Eagle/Red Cross lawn, academic quad, inner quad – but no ball games are to be played in any of these areas
- Music School to practise an instrument
- Other Boarding Houses during visiting hours
- East Field until dusk – pupils may play ball games there, but should not play with any of the athletics equipment, including the high jump crash mats
- Summer term only: Ruckford tennis courts until dusk
- South Astro to play sport (as long as pupils are wearing trainers) until dusk
- Gyms

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

- Dance Studio/Drama Studio/Moore Hall
- Theatre, New Bury Theatre, and Music School
- Swimming Pool
- Any area involved in building works
- South Woods – behind Eagle, the Sports Hall and St John's
- Kitchen and Domestic areas
- Lawns
- All sports fields (except East Field as above), Paintball range, Cricket nets
- Sports Hall
- Prep School (except with the Head's permission)
- Dining Hall outside meal times

- North and East Field Pavilions
- The Outdoor Education and CCF facilities
- The maintenance yard and surrounding areas
- The West Astro, Highfield and MUGA, except for St John's
- The minibus parking area
- The farm
- Science and DT labs/workshops
- Boiler rooms and cleaning cupboards
- Lofts, attics and roofs

CHAPEL

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

You must not talk in Chapel, use mobile phones, chew gum, consume food and drink, etc.

DINING HALL

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

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



MEDICAL

Pupils who come in to College bringing a supply of homely remedies – such as paracetamol or ibuprofen; indigestion or anti-nausea remedies; antihistamines; topical treatment creams; and vitamins and dietary supplements – for personal use will give these to their Housemaster/ Housemistress for safe keeping and administration.

Pupils with non-controlled prescribed or other non-homely medication or personal medical items (including antibiotics, asthma inhalers, epi pens and diabetic medication) must attend the Medical Centre in the first instance for an assessment, following which they may be given consent to self-administer. Where such consent is given, the Medical Centre will advise the pupil's House Parent, who will be responsible for ensuring that the medication or items are stored securely and for monitoring its/their administration.

Pupils are not allowed to share their medicines under any circumstances and must ensure that (if they are given permission to self-medicate) that they are safely locked away.

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

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

CLOTHING

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

You may wear smart casual clothes on weekdays after supper and in the Dining Hall on Saturdays and Sundays.

Scarves and gloves may be worn when the weather is very cold, but must be plain black, grey, navy or white. Un-patterned, coloured scarves and gloves may only be worn by the Upper Sixth. College scarves may be worn by all. Scarves and overcoats may not be worn in Chapel or in lessons.

Shirts/blouses should be tucked into trousers/skirts and T-shirts may not be worn under open-neck shirts/blouses.

You must wear only official games clothing for games.

Visit hppc.co.uk/uniform for the full uniform guide and further information on the College Uniform shop.

Please note that a number of items (marked *) must be obtained from the College Uniform Shop.

LOST PROPERTY

Lost property found around the campus is collected by the Recycling team, House Matrons and sports staff – who then endeavour to reunite articles with their owners. Labelling uniform and personal possessions is vital for this to happen.



HAIR POLICY

Extreme haircuts, overtly or aggressively coloured/dyed hair will not be permitted. As a consequence, the pupil might be sent home immediately. The pupil will return to College once their appearance is deemed to be acceptable and in line with College rules.

As a rule, boys' hair must not fall below the collar. In the Middle School, girls' hair which falls below the shoulder must be tied up neatly whilst Sixth Form girls may wear their hair down, as long as it is tidy.

Hair of any student must be brushed and tidy and should not be so long that it falls over the face, particularly obscuring the eyes. Braided hair must not be adorned with coloured threads or beads.

With the exception of medical or cultural reasons, a pupil's hair must not be shorter than a grade 2 so that more hair can be seen than skin. Any marked differences in length should be blended so that it is not noticeable. Boys must always be clean shaven.

No pupil is allowed to cut another pupil's hair unless under the direct supervision of their HoM. The Deputy Head Pastoral and the Senior Mistress are the arbiters of what is reasonable and acceptable.

MAKE-UP AND JEWELLERY

Students in Years 9–11 may wear one simple metal bracelet (no beads/leather bands/thread), one small metal ring, and one simple metal necklace (no beads). Students in the Sixth Form may wear additional rings/bracelets/necklaces, as long as the overall look is discreet and coordinated. Girls in all years may wear one pair of earrings – with an earring in each ear lobe. Any other jewellery worn, including anklets, will be confiscated until the end of the half term.

Girls in Year 9 and 10 may not wear make-up. In Year 11, girls may wear light foundation, colourless lip gloss and clear nail varnish. In the Sixth Form, girls may wear subtle make-up.

Any girl who represents the College at a sports match, much not have nails which are longer than the top of the fingertip. Otherwise, girls' nails should not exceed half a centimetre beyond the fingertip. If acrylic or gel nails are applied, they must comply with regulations or students will have to arrange removal as soon as possible.

Shell and Remove may not wear nail varnish and Fifth Form may only wear clear varnish. Sixth Form may wear any colour except black, white, glitter or bright florescent/neon/electric colours. If nail varnish is used, then it must cover the whole nail and not be chipped or ragged.



TRAVEL/DRIVING PERMISSION – (Only Upper Sixth are allowed to receive such permission)

Upper Sixth students may keep a car or a motorcycle at the College or within the vicinity of the College with the Deputy Head of College's permission. Such permission must be received in writing before any student is permitted to drive to College. Parking will be behind St John's. Apart from travelling home at the end of the day, only those Upper Sixth who have completed the Pass Plus programme will be given permission by the HoM to leave College for a period of time during the College day in their car. A photocopy of the Pass Plus certificate will need to be given to the HoM prior to permission being granted.

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

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

With the exception of siblings, only those who have passed Pass Plus may take other Upper Sixth students as passengers in their car. Your HoM must have written permission from both your parents and the parents of the passengers before you can take anyone in your car (maximum 3 passengers only).

With the exception of siblings, you are only allowed to be a passenger in another Upper Sixth Former's car if they have passed Pass Plus and your HoM has received written permission from both your parents and the parents of the driver.

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

You are not allowed to hitch-hike.

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

Please note that Lower Sixth pupils are not allowed to drive into College. It is an Upper Sixth privilege. Lower Sixth pupils many not have a car at College.

DRIVING LESSONS

Pupils who wish to organise driving lessons during the normal College week should seek permission from their Head of Year. A letter from parents will be required. The College strongly suggests arranging driving lessons outside of normal College commitments – Sixth Form students are not allowed to book driving lessons during morning study periods. Thursday afternoon post 4.00pm is permissible – College commitments allowing. Requests to book driving lessons should always be made to the Head of Sixth Form in the first instance.

DAY PUPILS

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

If you miss morning registration, you must report to Reception as soon as you arrive.

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



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

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

If you need First Aid, the Medical Centre Sisters and the College GP will provide it before referring the case back to your Family GP. Any other illnesses or injuries must be treated at all stages by your GP in his/her surgery.



USE OF THE COLLEGE NETWORK

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

- Attempting to gain unauthorised access to a resource, workstation or mobile device
- Using someone else's username
- Disregarding the privacy of other people's files
- Giving your password to someone else, or being otherwise careless with it
- Generating messages, which appear to originate from someone else, or otherwise attempting to impersonate someone else
- Sending messages which are abusive or a nuisance or in any way potentially offensive or distressing
- Displaying offensive material including "sexting"
- Trying to interfere with someone else's use of the facilities
- Disregard for etiquette
- Sending chain email
- Being wasteful of resources
- Software piracy (including infringement of software licenses or copyright provisions)
- Using the facilities for commercial gain without written authorisation from College management
- Physically damaging or otherwise interfering with facilities
- Creating unnecessary network traffic
- Use or attempted use of any form of network analysis tools

- Attempting to modify or in any way alter software

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

Network rules

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

Internet and e-mail use

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

e-mail

- Don't pretend you are someone else when sending mail
- Don't send frivolous, abusive or defamatory messages. Apart from being discourteous or offensive, they may also break the law

- Be tolerant of others' mistakes. Some people are new to this medium, and may not be good typists, or they may accidentally delete your message and ask you to resend it
- Remember that the various laws of the land relating to written communication apply equally to email messages, including the laws relating to defamation, copyright, fraudulent misrepresentation, freedom of information, and wrongful discrimination
- Do try to avoid receiving unnecessary or questionable material. Immediately delete any inappropriate e-mails or attachments and reply to the sender requesting no further inappropriate material should be sent
- Be "Legal, Decent, Honest and Truthful"
- Treat e-mail as you would a post card. This is not a secure or private method of communication

Internet

- Never view offensive, pornographic or inappropriate material.
- Do not use any form of Internet chat.
- Do not attempt to interfere with any Internet material or equipment.
- Do not use any form of port scanner or any tools designed to find weakness within the Internet.
- Do not use terminal emulation software, or Virtual Private Networks (VPNs).
- Use File Transfer Protocol with care. Remember to avoid unnecessary network traffic.
- You are not permitted to buy or sell using either E-Bay or any other online auction.

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

Procurement and installation of hardware and software

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

Use of private computers on our network

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

Possession, viewing or playing age-restricted material in College

Potential age-restricted material in the Senior School includes 15- and 18-certificate DVDs and any other age restricted material found on the internet, including live streaming, and playing 16- and 18-certificate computer games. Pupils younger than the age certificate are not allowed to possess or watch such material or play these games in College. If caught the DVD, or computer game will be confiscated and will be returned to the pupil when they go home, with strict instructions that they must not bring it or any other over-age DVDs/computer games in again. If the device, on which they are watching/playing the age-restricted

material, belongs to a pupil, regardless of their age, this too will be confiscated for a period of time. Any pupil watching material/playing games in College in which the age restriction is above their own age will also expect to be punished. The extent of the punishment will depend on the difference in age between the pupils and the age restriction of the DVD/computer game that they are watching/playing. Any pupil who is caught possessing, watching or playing Restricted 18 (R18) material will be deemed to have broken point 6 of the Big 12 and will be punished accordingly.

Educational purposes

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



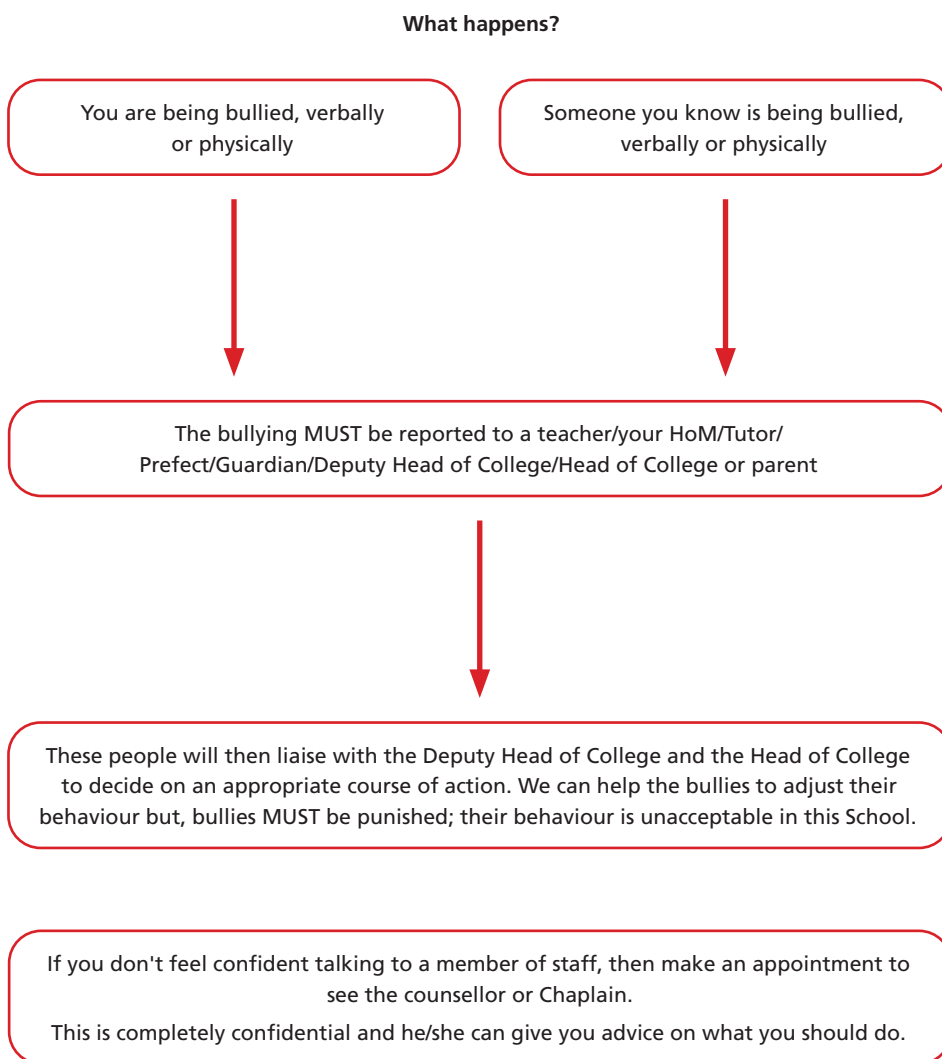
POLICIES

Bullying

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

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

The Guardian System, page 45, is seen as vital in encouraging positive social relationships in all House communities.



Academic Honesty Policy

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

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

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

Using published sources incorrectly

- Copying directly from a source (e.g. book, magazine, internet, etc)
- Putting someone else's text in your own words without acknowledging it, plagiarism is the stealing of ideas, not just words
- Summarising, using key words, phrases, or ideas from a text
- Using statistical data or copying maps, charts, images or graphs from a book, the internet
- Using facts that are not generally known or accepted as common knowledge without detailing where they came from
- Representing another's artistic/scholarly work (e.g. musical compositions, computer programs, photographs, paintings, etc.) as your own work
- Using Google Translate or any other similar webtool

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

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

- Collaborating on assignments or coursework unless this has been specifically allowed by the teacher
- Copying, in part or in whole, someone else's work: coursework, Prep, etc
- Getting a friend to tell you the answer

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

Cheating

- Using textbooks, notes or other materials prohibited during an examination
- Obtaining an essay written by someone else, from the internet or elsewhere, and submitting it, full or in part, as your own work
- Using translation websites
- Altering or interfering with the marking process
- Using mark schemes available on internet sites to produce answers when tackling past paper questions that are submitted for marking
- Destroying or stealing the work of other students
- Any other act committed by a student that defrauds or misrepresents, including helping others in any of the actions defined above

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

- Re-doing the work in a detention
- Receiving a zero grade for the work
- Having externally assessed coursework awarded zero marks
- Disqualification

- Being barred from gaining an external qualification for the whole subject

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

In the case of coursework or controlled assessment work, pupils should also refer to the most recent version of Joint Council Qualifications 'Information for Candidates: Non-examination Assessments'.

www.jcq.org.uk/exams-office/non-examination-assessments

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

- The piece of work will be awarded zero marks
- You will be disqualified from that component for the examination series in question
- You will be disqualified from the whole subject for that examination series
- You will be disqualified from all subjects and barred from entering again for a period of time

Racism/Discrimination and Abuse Policy

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

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

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

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

Smoking Policy

It is a College rule that no pupil may smoke, or be in possession of 'smoking materials', including electronic cigarettes. The College is a 'no smoking' campus.

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

Smoking Counsellor, in an attempt to provide positive support. Parents may be charged for this support.

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

Anyone caught smoking or being in the company of smokers in these environs or anywhere on College property or beyond it in College time can expect the following:

Caught ONCE:

- HoM informed; they ring parents
- Full internal suspension

Caught TWICE:

- HoM informed
- Letter Home to parents, alerting them to the seriousness of being caught again
- Full internal suspension

Caught MORE THAN TWICE:

- Meeting with HoM, parents, pupil, Deputy Head of College
- Likely suspension

Drugs Policy

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

It is the policy of Hurstpierpoint College that it actively discourages the use of illegal drugs, so called 'legal' highs and drug 'culture'. A case of drug use or possession at any time by pupils is treated as a very serious breach of College discipline. A pupil becoming involved with drug misuse must expect to be required to leave the College;

those who have used a Class A–C drug or legal highs or had any involvement in supply or distribution will be expelled automatically.

In order to discourage the use of drugs, both at the College and off campus, the College believes that education and deterrence form the best basis for a drug free College. As a result, the College takes the following measures:

When there is a strong suspicion that a pupil has been using drugs (unexplained change in behaviour, behaviour associated with drug taking, credible rumours/tip offs, etc.) parents will be contacted and permission requested for a saliva swab or urine test to be taken. It is to be emphasised that the test is as much to prove innocence as guilt and that it will be discreetly administered in the College Medical Centre by either the Deputy Head of College, the Deputy Head Pastoral or Senior Mistress or, if not available, another member of Senior Management Team. Parents may attend if they wish. If the result is negative, no further action will be taken and no record kept.

Sniffer dogs are deployed at least once every term on a random basis around the College premises. Typically, an active dog is used to search areas for illegal drugs and traces of illegal substances. If any indication is given, the room concerned will be immediately locked for further investigation and parents informed. In addition, a passive dog is used to detect the presence of drugs and illegal substances in pupils. If one of the dogs indicates the presence of drugs, a saliva swab or urine test will be carried out as described above.

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

tests and parents need to alert the College in advance if they do not wish their child to be tested in this way.

In the case of a urine test being positive, the pupil will, at the very least, be suspended. A return to College will be dependent on the pupil's acceptance that they undergo regular random tests throughout their remaining time at the College and that they meet with the Doctor and any other appropriate professional.

If a pupil is allowed to return to College after testing positive for illegal drugs or substance abuse, a second similar offence would automatically lead to their departure from the College. With regard to positive tests arising from drug use during the vacation, weekends etc., the same rules apply on the grounds that, as criminal offence, drug abuse at any time is an issue for the College.

A continuing programme of education about drugs and substance abuse is maintained throughout the College. The programme is delivered through qualified professionals and trained staff.

The procedures are available to parents on request.

Alcohol Policy

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

Below the Sixth Form consumption or possession of alcohol at any time and in any circumstances is forbidden. In certain controlled circumstances (for example, society convivals with members of staff), Sixth Formers may be allowed to drink beer or wine in moderation but may not possess alcohol outside of these circumstances. Upper Sixth Formers have access to their own bar run by a member of staff twice a week, but may not store any alcohol.

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

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

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

Personal/sexual relationships

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

Internal Suspension Policy

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

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

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

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

REWARDS AND SANCTIONS

Rewards

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

- House Points
- Challenge Grade Review awards
- House and school sports colours: tie, scarf, badges
- Special meals, snacks, drinks etc. with HoM
- Tuck Shop Vouchers
- Departmental credits for work effort
- Cups and trophies
- Termly and annual prizes/awards
- Scholarships
- Positions of authority
- Letter from Tutor/HoM/HoY/Head of College

Sanctions

The following sanctions are available to HoMs within the House:

- Additional cleaning or other household chores
- Early bed
- Extra prep time
- Reporting to prefect on duty
- Regular reporting to the HoM or duty member of staff
- Early rising
- House gating
- Withdrawal of privileges, e.g. losing study
- Letter to parents
- Fine

The following are available, where appropriate, to staff in general, HoMs and the Head of College:

- Challenge Card for classroom behaviour/academic progress through the Heads of Year
- Clearing
- Academic detentions (Middle School)
- Friday detention through the Deputy Head of College
- Saturday detention through the Deputy Head of College
- Disciplinary and parental interviews
- Internal suspension (Deputy Head of College)
- Suspension (Head of College or Deputy Head of College)
- Expulsion (Head of College)

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

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

Detentions

Clearing

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

Friday Detention

Friday evening detentions last either one or two hours: 6.00pm to 7.00pm or 6.00pm to 8.00pm. Friday evening detention is seen as a serious punishment and can be sanctioned for disciplinary or academic reasons. Pupils should report in full school uniform to Room QS04 at 5.55pm.

Saturday Detention

The Deputy Head of College will determine the length of the detention period in proportion to the seriousness of the transgression. Pupils should report in full school uniform to Room QS04 at 8.55am.

Internal Suspension

This is the most severe internal punishment and is the last course of action before suspension. These normally take place on Saturdays 9.00am to 5.00pm or on any day of the week, as determined by the Deputy Head of College. In some cases they may even take place during the College vacation. Pupils should report in full school uniform to Room QS04 at 8.55am.

General Rules about the Detention System:

- The student's tutor and Housemaster/Housemistress will be informed of any detention sanctioned and parents will be given notice on Wednesdays of a Friday or Saturday detention so that any necessary adjustment to travel arrangements can be made
- Detention will take priority over all other College commitments. This includes Saturday sports fixtures
- Friday detentions will escalate according to a scale – the more detentions that a pupil accumulates in any one term, the more severe the punishment
- Pupils must wear full school uniform
- Listening to music is not permitted during a detention
- For academic detentions during the working week (Middle School pupils only), a pupil may continue with appropriate school work. However, for disciplinary detentions (Friday and Saturday detentions) pupils will not be allowed to complete Prep. Instead they will be given educational publications (e.g. National Geographic, New Scientist, The Economist) which they must actively read. Failure to engage with this will lead to the pupil being asked to provide a written summary of the articles being read
- Failure to attend a detention without reason will result in a more serious punishment being sanctioned. For example, failure to attend a Saturday morning detention will result in a likely extended Saturday morning detention or internal suspension

Challenge card system (for Middle School pupils)

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

Academic Detentions (for Middle School pupils)

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

Sixth Form students

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

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

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

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

Pupil Complaints Procedure

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

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



Stage 1

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

- If pupils have a complaint they should initially contact their Housemaster/Housemistress. If they feel unable to do this (or if the complaint is regarding the HoM) they should contact their HoY
- In the majority of cases, the matter will be resolved straight away but it may be necessary for other key staff to be involved depending on the nature of the complaint
- The person receiving the complaint will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved to the pupil's satisfaction, they can proceed to Stage 2

Stage 2

- If the issue cannot be resolved by the HoM/HoY, then the pupil should take their complaint to the Deputy Head Pastoral or Head of Section
- They will meet with the pupil and attempt to find a resolution. It may be necessary to talk to other key staff depending on the nature of the complaint
- The person receiving the complaint will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved to the pupil's satisfaction, they can proceed to Stage 3

Stage 3

- If a pupil wishes to pursue a complaint after stage 2 they should contact the Head of College
- The Head of College will meet with the pupil concerned and decide an appropriate course of action. If further investigations are necessary the Head of College (or another senior member of staff appointed by him) will undertake these
- The person undertaking the investigations will keep written records of all meetings and interviews held in relation to the complaint
- Once the Head of College is satisfied that, so far as is practicable, all of the relevant facts have been established a decision will be made and the pupil will be informed, along with reasons for the decision
- The College will keep a written record of all formal complaints (i.e. those not resolved at stage 1) and whether they are resolved at stage 2 or proceed to stage 3. A copy of the full policy can be found in the handbook on the College website

EMERGENCY PROCEDURES

FIRE

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

If you discover a fire:

- If not already sounding, set off the fire alarm
- Evacuate to the assembly point

Whenever you hear the fire alarm:

In class time

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

In other day time

- If you are in your House or visiting another House when the alarm sounds, close all windows and walk in silence to the House Fire Assembly Point listed below
- If you are not in your House when the alarm sounds walk in silence to the appropriate Fire Assembly Point listed below
- Do not under any circumstances attempt to enter a fire zone if the alarm is sounding and until the All Clear is given by the Fire Response Team Member
- The fire alarm is tested once during the week, at differing times. You do not need to evacuate unless the siren lasts longer than 30 seconds

At night

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

House Fire Assembly points

Chevron	South Astro
Crescent	South Astro
Eagle	South Astro
Fleur de Lys	South Astro
Martlet	Highfield Astro
Pelican	Highfield Astro
Phoenix	South Astro
Red Cross	South Astro
Shield	South Astro
Star	South Astro
St John's	West Astro
Wolf	South Astro
Woodard	South Astro

Class and daytime Fire Assembly points

Main Building (Inner Quad, Cloisters, Lodge, ICT, Library, Chapel, Dining Hall, Kitchens, Matrons' Block)	South Astro
Academic Quad, Classroom Block (including Prep School rooms), Moore Hall	South Astro
New Bury Theatre, Music School, Sports Hall, Swimming Pool	South Astro
Science Block (including Prep School lab), DT, Staff Block	Cricket Field
Dance & Drama Studio, Outdoor Education (including Changing Rooms)	Cricket Field
Prep School, Medical Centre	Prep School playground
Junior Prep School: Reception/Year 1/ Year 2 classrooms	Rec-Year 2 playground
MUGA	West Astro

OTHER EMERGENCIES

Critical Incident/College Lockdown

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

Bodily fluids and first aid

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

USE OF RESTRAINT

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

Who may use force to restrain pupils?

Only those authorised by the Head of College may do so. This currently includes members of the teaching staff, the Bursar, Custodians, the Catering Manager, voluntary helpers supervising College functions and those accompanying College expeditions.

Under what circumstances may reasonable force and restraint be used?

In order to:

- Maintain good order and discipline, both inside and outside of College
- Defend oneself against attack
- Prevent a pupil committing a criminal offence, including deliberate damage or vandalism
- Prevent a pupil injuring him/herself, including by fighting, rough play or by misuse of dangerous materials or objects
- To prevent a pupil from absconding from College e.g. during a disciplinary incident

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

POWERS TO SEARCH

Searches can be carried out by an authorised member of staff on grounds of 'reasonable suspicion' that a person has on them anything that has been or is likely to be used to commit an offence or breach the College rules as publicised, or cause injury or damage to the property of another person, or to the person being searched (Education Act 1996, secs. 550ZA and 550 ZC) e.g. knives, offensive weapons generally, alcohol, any controlled drug, tobacco or tobacco products (including e-cigarettes and vapes), a firework, pornographic images (Schools – Specification and Disposal of Articles, Regulations 2012).

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

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

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

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

Anything related to an offence may be seized; alcohol may be disposed of; extreme or child pornography should be handed over to the police.

STRUCTURE OF THE WEEK

Senior School

	Monday		Tuesday		Wednesday		Thursday		Friday	
Lesson 1 8.30am – 9.30am	House Assembly/ CONGO/Assembly		Lesson		Lesson		Lesson		Lesson	
Lesson 2 9.35am – 10.35am		Lesson	Lesson		Lesson		Lesson		Lesson	
10.35am – 11.00am	Morning break									
Lesson 3 11.00am – 12.00pm	Lesson		Lesson		Lesson		Lesson		Lesson	
Lesson 4 12.05pm – Lunch time*	Lesson		Lesson		Lesson		Lesson		Lesson	
*12.45pm - Shell *12.55pm - Remove *1.05pm - Fifth Form	Lunch break									
Lesson 5 2.00pm – 2.55pm	Lesson		Lesson (Shell)		CCF / Community Service (Remove, Fifth & Sixth Form)		Lesson 2.00pm-2.50pm		Lesson	
Lesson 6 3.00pm – 3.55pm	Lesson (Shell & Remove)	Games Academic Detention (Fifth Form & Sixth Form)	Lesson (Shell)		Break 4.00pm- 4.30pm (Fifth & Sixth Form)		Lesson 2.55pm-3.45pm		Games 3.00pm-4.15pm (Shell & Remove)	Lesson (Fifth Form)
4.00pm - 4.30pm	Break (Shell & Remove)		Break 4.00pm- 4.15pm (Shell & Remove)		Break 4.00pm- 4.30pm (Fifth & Sixth Form)		Break 3.45pm-4.10pm		Tutorial / Change / Choir 4.15pm-4.30pm (Shell & Remove)	Tutorial 4.00pm- 4.30pm
4.30pm - 5.25pm	Games Academic Detention (Shell & Remove)	Break 4.30pm- 4.45pm (Fifth & Sixth Form)	Activities/ Middle Johnnians 4.15pm-5.25pm (Shell & Remove)		Games (Fifth Form & Sixth Form)		Well- being /PSHE 4.10pm- 5.00pm (Shell)	Lesson 4.10pm- 5.00pm (Remove & Fifth)	HSU/ Study Period 4.10pm- 5.00pm (L6 & U6)	Drama 4.00pm- 6.00pm
5.30pm – 6.00pm	Assembly 4.45pm- 6.00pm (Fifth & Sixth Form)		Tutorial (Shell & Remove)				Tutorial & Top House 5.00pm – 6.00pm		Study Period Academic catchup 4.00pm-5.00pm (Shell & Remove)	Clinics 4.00pm- 5.00pm (Fifth, L6, U6)
									Enrich- ment 5.00pm- 6.00pm (Shell)	Citizen- ship 5.00pm- 6.00pm (Remove)
										Chapel

ACADEMIC HURST

Your academic work is the main reason you have come to a College like Hurst. You will find that your progress through the College will depend very much on the effort you put into your studies so make your studies a priority, organise your time effectively, work with your teachers and be ambitious.

Guidance on how to make the best use of your own time:

- Always arrive on time for lessons with the correct books and equipment
- Listen carefully to what is being said
- Ask questions if you don't understand something
- When in prep make sure you spend the full allotted time on your work. If you finish before the end then read your text book or a novel or do something useful – do not waste your study time
- Try to find a quiet few minutes every evening to run over your day's work
- Ensure you have learnt what you have been asked to and try to sort out in your mind those things that you have been taught in the day but didn't quite understand at the time
- Never copy work or plagiarise it from other sources, like the internet. Pupils who study a foreign language should not use Google Translate

OUTLINE OF CURRICULUM

In the Shell year you will study up to 15 different subjects so that you can experience almost all of the subjects that it is possible to take for GCSE.

During the Shell you will select which subjects you will continue to study as you move into the Remove; this will usually be 9 or 10 subjects in total. You will be given information explaining this and will be able to discuss which subjects you should take at the Parents' Evening in January. Some pupils may drop one subject if they have LS or ESL lessons.

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

CHALLENGE GRADES

Each individual pupil will be set a Challenge Grade in each subject. The grades set will be ambitious but realistic and achievable, provided you work hard.

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

Thereafter, your work will be assessed throughout the year at regular Challenge Grade Reviews. At each one your teachers will grade you as +1 (work has been better than the challenge grade), ✓ (on target) -1 or -2. Negative grades will be given if work has been

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

TUTORING, PREP PLANNERS AND TARGETS

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

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

PREP ALLOCATION

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

Shell

English and Maths 2 hours, other subjects 1 hour each

Remove

1.5 to 2 hours per GCSE subject

Fifth form

1.5 to 2 hours per GCSE subject

Lower Sixth

At least 6 hours per subject

Upper Sixth

At least 8 hours per subject

Pupils in the Shell, Remove and Fifth Form are provided with a Prep Timetable whilst those in the Lower Sixth and Upper Sixth arrange their own prep schedule, in discussion with their tutor. All pupils are allowed a minimum of two nights to complete the work.

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

Shell and Remove:

8.30pm unless in a supervised activity

Fifth and Lower Sixth:

9.00pm unless in a supervised activity

Upper Sixth:

Flexible

COURSEWORK, NON EXAMINED ASSESSMENTS AND EXAMINATIONS

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

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

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

VACATION WORK

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

PSHCE

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

Whilst PSHCE sessions are spread over all three years, Shell pupils follow a course called PSHE whilst Remove pupils study Citizenship. Sessions will be delivered by a dedicated team of teachers, whose lessons are supplemented by talks from outside professionals who will address the pupils in whole year group assemblies in order to deepen their understanding of their particular topics and give pupils a chance to reflect on their learning.

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

THE LIBRARY

Opening hours

The Library is open during term time, as follows:

Monday to Thursday

8.30am – 9.00pm

Friday

8.30am – 5.00pm

Library clubs

The Library runs a lunchtime book club and a lunchtime Dungeons & Dragons club.

Resources

The Library has a wide range of both print and online resources. There is an online Library catalogue. The Library also welcomes recommendations for new resources. Pupils may borrow books for 4 weeks and DVDs for 1 week. Magazines cannot be borrowed.

Library use

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

Sixth Formers may use the Library during their private study periods. Library pods may be booked by students for group work by emailing library@hppc.co.uk. Students may use the Library during prep with the permission of the House duty staff (maximum six per House). Library staff are on hand to offer help with finding resources.

SPORTING HURST

The Physical Education programme for you consists of three parts: a programme of timetabled Physical Education lessons (PE), Games (compulsory for all), and a variety of leisure time sports and activities (optional). It is to be hoped that during your time at Hurst you will have been able to find at least one sport (and we hope more!) that you will enjoy and will want to continue with when you leave.

In the Shell, the aim is to introduce you to a range of different sporting activities. In PE you will be taught a variety of sports including gymnastics, tennis, athletics and swimming; and you will be encouraged to develop your own training programme and make a positive use of your leisure time. In Games you will be required to take part in a variety of sports and to find one in which you can actively participate.

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

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

GAMES PROGRAMME

Games, which is compulsory, operates on three weekday afternoons and on Saturdays if you have a fixture. Timings of Games sessions are below.

SPORTS STAFF CONTACT DETAILS

Director of Sport

Mr Robert M Kift
01273 836919
rob.kift@hppc.co.uk

Assistant Directors of Sport

Ms Rebecca Jutson
01273 836577
rebecca.jutson@hppc.co.uk

Mr Steve May

01273 836963
steve.may@hppc.co.uk

Games in the Michaelmas term:

Rugby (boys)

Mr Freddie Pierrepont
freddie.pierrepont@hppc.co.uk

Hockey (girls)

Mr Robert Sorrell
robert.sorrell@hppc.co.uk

Games in the Lent term:

Hockey (boys)

Mr Robert Sorrell
robert.sorrell@hppc.co.uk

Netball (girls)

Miss Ellen Franks
ellen.franks@hppc.co.uk

Games in the Summer term:

Cricket (boys & girls)

Mr J Anyon
jimmy.anyon@hppc.co.uk

Athletics (boys)

Mr Steve May
steve.may@hppc.co.uk

Tennis (boys & girls)

Mr Alex Jones
01273 833636
alexander.jones@hppc.co.uk

Swimming (boys & girls)

Mr Anthony Gray
01273 833636
anthony.gray@hppc.co.uk

Athletics (girls)

Miss Ellen Franks
01273 833636
ellen.franks@hppc.co.uk

Outdoor Pursuits (girls)

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

OTHER SPORTS

- Aerobics
- Archery
- Badminton
- Basketball
- Climbing
- Cross Country
- Equestrianism
- Football
- Golf
- Gymnastics
- Mountain biking
- Outdoor Pursuits
- Pilates
- Rowing
- Squash
- Swimming
- Table Tennis
- Tennis
- Trail running

Games programme

Year	Monday	Tuesday	Thursday	Friday
Shell & Remove	4.30pm – 6.00pm	-	2.00pm – 3.45pm	3.00pm – 4.15pm
Fifth & Sixth Forms	3.00pm – 4.30pm	4.30pm – 6.00pm	2.00pm – 3.45pm	-

HOUSE COMPETITIONS

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

COLLEGE TEAMS

The College competes at inter-schools level in all Major and some Minor Sports.

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

For the Minor sports age groups combine to form Junior (Shell & Remove), or Senior (Fifth & Sixth) teams; occasionally there may be an Inter team (e.g. Tennis) which is principally U16. Achievement in College sport is recognised by Players of the Moment (PoM) and Teams of the Moment (ToM) at weekly assemblies; in addition pupils from the College are regularly selected to represent Sussex in Inter County competitions or academy teams.

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

SPORTING HEALTH

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

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

player.welfare@hppc.co.uk

FIXTURES (WEEKEND AND MIDWEEK)

All pupils selected to represent the College are expected to be available for every fixture, during the week and on Saturdays. For player welfare reasons, we do not recommend that those pupils who play Rugby for the College play in any other Rugby match, either the day before or the day after, a College fixture.

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

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



ACTIVITY HURST

SERVICE AND SKILLS AFTERNOON (TUESDAYS)

All year groups, except for the Shell who have lessons between 2.00pm and 4.00pm, participate in the Service and Skills afternoon.

All Remove participate in the Combined Cadet Force (CCF), using some of their sessions to start their training for the Duke of Edinburgh Award (DofE) expedition.

In the Fifth Form you can opt for: CCF Navy, Army or RAF Sections (led by Major S Amos), Community Service (led by Dr Blokland), Sports Leaders or Conservation Projects in our woodlands (led by Mr Filkins) or on the farm (led by Mr Taylor-West).

The Lower Sixth can continue with a service (and help to manage and develop it) or take part in activities based around gaining a skill, such as Young Enterprise; Model United Nations; the Sports Leaders Award; the National Pool Lifeguard Qualification (NPQL) STEM activities or Jewellery Making.

Duke of Edinburgh (DofE) Silver and Gold Awards

The Award concept is one of individual challenge. It presents to young people a balanced, non-competitive programme of voluntary activities which encourages personal discovery and growth, self-reliance, perseverance, responsibility to themselves and service to their community. The criterion for gaining an Award is individual improvement through persistence and achievement, taking into account the participants initial capabilities and without any element of competition between other participants. All Remove pupils participant work towards in the Silver Award Expedition Package whilst attending CCF on Tuesdays. Pupils should complete their Silver Award by the end of their Fifth Year. On completion of their Silver Award pupils may then proceed onto their Gold Award finishing in their Upper Sixth Year.

To achieve the Service section of the Awards, pupils will be encouraged to participate in CCF. The CCF training programme will also give pupils the skills that they will need for the expedition section of the Award. Conservation and Community Service projects will count towards the Award for those pupils in Fifth Form not doing CCF. Pupils will also be expected to attend training weekends for the Award Section of Expedition.

Combined Cadet Force (CCF)

There are three sections in the Hurstpierpoint College CCF Contingent: the Royal Navy Section, the Army Section and the RAF Section.

In Remove (Year 10) you will take part in a tri-service carousel, sampling all three services and gaining a basic syllabus award to carry through to the service of your choice in Fifth Form, should you choose to continue with CCF. You will also receive training for your DofE Silver Award as part of some of your sessions.

In the Fifth Form the emphasis switches to the advanced syllabus with the Army section focussing on infantry skills such as patrolling, tactics and further navigation skills with maps and compass. Day and night exercises are held during term time and there is an annual camp in the summer holidays.

The RAF offers opportunities for flying gliders and powered aircraft to those who have passed the theory tests and provides survival training linked to escape and evasion exercises.

Time-scales for each section of the Duke of Edinburgh Awards

Duke of Edinburgh Silver Award	
Volunteering* Skill Physical Recreation	Expedition
One section for 12 months One section for 6 months One section for 3 months *Volunteering is a minimum of six months	Plan, prepare and undertake a 3 day and 2 night expedition

Duke of Edinburgh Gold Award			
Volunteering	Skill Physical Recreation	Expedition	Residential
12 months	One section for 12 months One section for 6 months	Plan, prepare and undertake a 4 day and 3 night expedition	Undertake a shared activity in a residential setting away from home for 5 days and 4 nights

The Royal Navy section also has the opportunities above and the chance to sail or visit Naval establishments. There are also multiple inter-house and inter-platoon competitions such as Tug of War and the Gun Run.

Presentations by outside units such as the Royal Navy, Royal Air Force and various Regiments of the British Army give cadets an insight into the various armed services and are of interest to both those considering a service career and to those who simply wish to broaden their education.

Community Service

Community Service involves both regular weekly commitments as well as larger, one off, projects. Fifth Form and Lower Sixth are involved with a number of local primary schools where they spend time listening to young children read, deliver French lessons and help in classrooms with group work. All of these activities count towards the Service section of DoF and this is overseen by Dr Blokland.

Conservation and Hurst

We place a high value on the natural world around us. If you care about the environment and wildlife you can take part in practical conservation projects by joining the Conservation group. The countryside does not look after itself. We have carried out management tasks on the South Downs and in the grounds of local churches and schools. By joining you could learn a traditional countryside skill like hedge laying and become familiar with your local environment and local conservation and preservation groups.

In addition to this, we are developing a new farming project, in conjunction with Plumpton College. Sited behind Martlet House, the Farm will provide you with an opportunity to become involved in working with pigs, chickens, horticultural schemes with fruit trees, polytunnels and more. The Farm will help us raise money for charity through the sale of produce and your help will be very welcome.

We also run a waste recycle project on-site, concerned with minimizing waste. This group liaises with the Houses and wider College to make collections, returning paper, bottles and cans to recycling centres.

Activities for Shell and Remove pupils

These Activities are a very rewarding part of Hurst Life. Shell and Remove Activities happen twice a week, with a different emphasis in the two days:

Academic Enrichment Activities:
Thursdays 5.00pm – 6.00pm

Tuesday Co-Curricular Activities:
Tuesdays 4.15pm – 5.30pm

Thursday Shell Academic Enrichment

Shell pupils take part in these activities throughout the year, most pupils take six different activities. The aim of these activities are to offer a possibility for pupils to stretch themselves cerebrally in a host of Co-Curricular activities. The following are an indication of the sort of activities that may be on offer, subject to staffing and demand.

Thursday Shell Academic Enrichment

- An Introduction to UN Sustainability Development Goals
- Animate!
- Beyond Biology
- Chemistry of Change
- Dystopia versus Utopia
- Feminist geographies
- Framed - Design Technology/ Jewellery Making
- Greek Club
- Investment and Stock Markets
- Is Religion Relevant?
- Mindful Colouring and Drawing
- Mixed Media
- Rebel Without A Cause: Teenagers in French Speaking Countries
- Revenge Tragedy
- Sign Language
- The Global Importance of Africa

Tuesday Activities

Shell and Remove pupils all take these activities. The activities change during the year, depending on demand (and term).

- Art
- Athletics
- Basketball
- Board games
- Chess
- Chinese language
- Crafternoon
- Cricket (boys)
- Cricket (girls)
- Dance
- Drama
- DT
- Film club
- First Aid
- Football (boys)
- Football (girls)
- Golf range
- Hockey (boys)
- Hockey (girls)
- Jewellery making
- Music: Strings group
- Music: Brass group
- Netball
- Photography
- Rugby (girls)
- Sew In
- Shooting
- Table Tennis
- Tabletop gaming
- Touch Rugby/Rugby 7s (boys)

CREATIVE HURST

MUSIC

With a staff of two full-time and over twenty visiting teachers, music plays a major part in the life of our College, from Congregational Practice every Monday morning to individual College performances.

Upon entering the College in the Shell, music is a popular option subject. In the Remove, you may choose to start the GCSE Music course and then go on to study A-level Music or Music Technology in the Sixth Form.

Virtually all musical instruments are taught. A weekly lesson will be given and pupils are expected to practise in their spare time between lessons. There are sixteen practise rooms in the Music School which can be used any time outside of lesson time by boarders and day pupils, or during free periods for those in the Sixth Form. Many day pupils will probably practise at home.

The College Orchestra and Wind Band meet every week, as do many other ensembles including the Jazz Band and Hurst Rockers. Ensembles at Hurst are formed by involving as many instrumentalists and vocalists as possible from across the year groups. You will be invited to play in solo concerts and everyone will be involved in the Annual House Music Competition, which is adjudicated by a distinguished outside musician. In addition there is a solo competition which takes place over five evenings dedicated to individual instrumental families in February.

If you choose to be in the Chapel Choir, you will attend a 1 hour practice each Tuesday afternoon 4.00pm to 5.00pm and Friday at 4.15pm for a 45 minute pre-Service practice. The Chapel Choir sings for all the College services as well as occasionally participating in concerts. The choir has taken part in a number of overseas tours, most recently to Boston,

New York City and Wales. Members of the Choir are invited to audition for the College's very successful, 20 strong, Chamber Choir. The Chamber Choir regularly sings at services in major cathedrals and other prestigious venues in the area.

Every year there is a College musical. All members of the College in the Remove and above are welcome to audition for a part.

Music at Hurst is an inclusive activity and our musicians form a very special community. The Music Department is a very active and successful one and you are always welcome and encouraged to become involved in whatever capacity or sphere you may choose and whatever your ability.



ART

Art is thriving at Hurst, and there are a number of opportunities during the week to attend workshops that will enable you to develop new skills and disciplines.

Over the coming year we will have 'pop up' displays to celebrate pupil achievement and culminate in an end of year exhibition to celebrate the achievement of all year groups.

The following sessions are times when you can work in the Art School whether you are an aspiring artist, doing Art to examination level or simply an enthusiastic student. These weekly sessions are laid on for you to develop your artistic skills and visual awareness.



Monday evenings

6.30pm – 8.30pm

Sixth Form Open Studio

Tuesday Afternoon Activities

4.30pm – 5.30pm

Hotshots

Digital and darkroom, explore photographic processes which explore, expose and enhance reality

Illustration

Make Art for Commission. Learn what it takes to get your illustration accepted for print

Textiles

Creative and contemporary approaches to free machining, embroidery and fabric dyeing.

Fine Art

Portraiture, traditional and contemporary approaches

Tuesday evenings

6.30pm – 8.00pm

Open Studio for Fifth Form

Thursday evenings

4.00pm – 6.00pm

Fifth Form, Lower Sixth and Upper Sixth clinics

5.00pm – 6.00pm

Shell Art academic enrichment

6.30pm – 8.00pm

Open Studio – Sixth Form/Shell/Remove

Saturday workshops and catch up sessions

Set Design

There are numerous opportunities each year to help paint sets for the College drama productions in the first two terms of the year. Contact Mr Gasper, Director of Drama, if you would like to be involved.

Trips

Over the coming year the Art Department will take Remove Art to Charleston House and also to London Art Galleries. Lower Sixth and Upper Sixth will have 2 gallery visit days (dependent upon 'what's on' exhibitions).



DESIGN AND TECHNOLOGY (DT)

The Design and Technology Department at Hurst is very well resourced with opportunities for pupils to work in the workshops in your own time, even if you have not chosen DT as a GCSE or A-level option. Being a subject that requires practical outcomes staff and resources are available outside of lessons, different teachers are available at different times as detailed below.

DT clinics

GCSE clinics	A-level clinics	After-school prep time workshop session 1	After-school prep time workshop session 2
Thursdays 4.00pm – 6.00pm Mr MacDonald (DT1) Miss Brown (DT2) Mrs Higgins (DT3)	Thursdays 4.00pm – 6.00pm Mr MacDonald (DT1) Miss Brown (DT2) Mrs Laurence (DT4)	Tuesdays 6.30pm – 8.30pm Mrs Higgins (DT3) Mrs Laurence (DT4)	Thursdays 6.30pm – 8.30pm Mr MacDonald (DT1) Miss Brown (DT2)

DRAMA

Drama at Hurst is thriving; equally popular than ever as a GCSE and A-level subject as well as in the extensive Co-Curricular programme. A range of productions are performed by students every year, making full use of the well-equipped and resourced performing spaces on the campus.

The Co-Curricular programme offers opportunities to all students across the College and is very much part of the fabric of being a Hurst student. Rehearsals for Co-Curricular productions take place on Tuesday, Wednesday and Thursday evenings as well as on Thursday afternoons between 4.00pm and 6.00pm. There are also weekend calls in the latter stages of the process. All students who commit to productions will be expected to attend all rehearsals they are called for and failure to do so may result in removal from the cast.

All of our productions are fully supported with packed houses of audiences comprising of parents, peers, local residents and teaching staff. Tickets are free of charge.

There are also opportunities to work as part of the technical and front of house teams on shows. Our production company Milestone Productions also allows Sixth Form students who might not be interested in being on stage to be vital parts of the production process by being involved in designing, marketing and media of all our shows.

We meet on a Tuesday afternoon every week as part of the service options for Lower Sixth. Throughout the year the department will offer masterclasses and workshops with external practitioners on a wide range of styles and genres.

We have one of the most vibrant a successful LAMDA departments in the south east; students can have 1:1 or duo lessons and are entered for examinations across the year.

Drama has a very high profile in the College and has developed a growing reputation for high quality productions of a professional standard that are undertaken with a high degree of discipline and rigour. It is hard work, lively, fun and an active part of Hurst life. All are welcome to get involved, experience is not necessary, and we aim to involve as many enthusiastic, energetic and committed students as possible.



Drama		
Michaelmas	Lent	Summer
Hurst Festival Play Fifth Form Drama Scholars. Hurst in Rep A series of short plays written and directed by Sixth Form students, open to all year groups. St John's Shakespeare Society Production Open to all students.	Senior Musical Open to Remove to Upper Sixth students. Hurst Film Festival Our House film-making competition.	The Summer Play Open to students in Remove and Lower Sixth. Shell Musical A dedicated musical for our Shell pupils. St John's Leavers' Play A final performance by our leavers in the Upper Sixth

DANCE

Dance is a popular art form at Hurst with both boys and girls of all ages and abilities encouraged to participate and utilise the new state of the art dance studio (completed 2020). Hurst values Dance as a medium that allows students to improve their health, fitness, technical and performance skills, self-confidence and creativity.

Contemporary Dance forms the basis of training at Hurst but there are also numerous opportunities to experience other styles, ranging from Street, Parkour, Physical Theatre, Jazz, Tap and Ballet. Dance is a compulsory part of the Shell timetable and is offered at GCSE and A-level. Dance can also be selected as an activity within the Games and/or Activity programmes.

As a Co-Curricular subject there are plenty of opportunities for those who wish to improve their technical and choreographic ability as well as gain performance experience by joining one of the in-house dance companies.

Street Dance, Ballet and Tap are offered by our visiting teachers and students also have the opportunity to undertake ballet exams with the Royal Academy of Dancing (RAD) and with the newly launched Rambert Contemporary Dance Grades.

Within the sessions, both student and teacher led, work is created in preparation for a variety of performance opportunities that include annual Sharings, Choreographic Platforms, Showcases, local Dance Festivals and collaborative projects with

other departments and professional dance artists.

An open mind, enthusiasm, energy and commitment is all that is required to reap the benefits of all that Dance has to offer and further enrich the experience of an education at Hurst.



PASTORAL HURST

HOUSES

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

Each House is run by a Housemaster/ Housemistress, who is responsible for your academic and pastoral welfare, assisted by House Tutors. In addition there is a Matron in the boarding Houses who takes care of the domestic side of boarding. Accommodation varies slightly from House to House, but broadly speaking you will be in shared accommodation from the Shell to the Fifth Form, and in the Lower Sixth you will have a single study-bedroom if you are in a boarding House.

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

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

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

Inter-House Competitions are organised for rugby, hockey, cricket, athletics, netball, cross-country, swimming, water polo, tennis, squash, shooting, golf, music, drama, CCF, Top House, a variety of indoor sports and for effort in academic work. Points accumulated in these various competitions count towards an overall House Cup which is awarded termly. All Houses hold a number of social events.

ST JOHN'S

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

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

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



STUDENT COUNCIL

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

THE GUARDIAN SYSTEM

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

The House Guardians are led by a House Wellbeing Champion, who is a pupil in the Lower Sixth. They will hold regular meetings with the Guardians in their House and report back to the House Master/Mistress (HoM) as necessary. There are also two Upper Sixth students appointed as Head Guardians who meet regularly with the Guardians in each House. They offer advice and support to the other Guardians.

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

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

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

NSPCC Child Protection Helpline
0800 800500

Childline (Main line)

www.childline.org.uk/get-support
0800 1111

Childline (West Sussex)

0800 550001 (3.00 – 9.00pm)

Open Door Confidential Youth Advice

01323 738853

Social Services Dept. WSCC

(ask for Duty Officer)
01444 446100

Office of the Children's Commissioner

020 7783 8330

Ofsted

enquiries@ofsted.gov.uk or
www.ofsted.gov.uk/onlinecomplaints
0300 123 4666

Hurst Chaplain

01273 836889

Hurst Medical Officer

01273 834388

COUNSELLING

The College Counsellors are here to assist you if there is anything which is hindering your progress. The service is led by Jerome Joseph, a very experienced and trained professional in Psychological and Emotional well-being, who is assisted by Debs Henderson, an experienced Counsellor. They are available to see you four afternoons a week during term time at College. You can book an appointment either by going to see the nurses in the Medical Centre or sending them an email at medical@hppc.co.uk. Your HoM can also arrange an appointment for you if you ask them.

In addition to the School Counselling Service, there is a listening service available. This is an independent, confidential telephone support service run by experienced external counsellors.

They can be contacted on **07944114907** or emailing school.listener@iCloud.com

MEDICAL CENTRE

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

Mondays to Thursdays

7.30am – 7.00pm

Fridays

7.30am – 6.00pm

If you feel ill during the day, you should report to the Medical Centre in the first instance. The nurse will assess your condition and give any medicines, treatments or dressings that may be required. They may also contact your parents or admit you for observation. However, you should feel free to go to the Centre not just for medical attention or for minor sports pains and strains but, should the need arise, for a friendly chat or a caring response to problems at home or College.

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

If you are a weekly boarder you should be registered with the College doctor. The doctor has a surgery on Wednesday and Friday mornings, and a female doctor is available if you need to see one. The Medical Centre will also arrange for necessary visits to the Dentist, Orthodontist, Optician and Physiotherapist.

Medication

Students should go to the Medical Centre or their HoM for any medication. You should not share your medication with anyone else.

PLAYER WELFARE

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

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

The Player Welfare team can be contacted at player.welfare@hppc.co.uk. Treatment is free.

CAREERS AND HIGHER EDUCATION

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

- An opportunity for all Fifth Form students to take a Careers Aptitude Test which helps to identify strengths and skills and indicate possible career and academic paths
- Interview Skills coaching courses for Fifth and Sixth Formers – in partnership with local business professionals, as well as our in-house specialists
- Guidance on how to put together a professional CV
- A comprehensive work experience programme, providing you with the opportunity to explore a range of potential careers
- A series of evening career talks for all Senior School pupils, with visiting speakers from a wide range of work environments
- Tailored workshops and interview practice for our pupils wishing to study medicine, dentistry and veterinary

Having gained a better insight into where your strengths lie, you are then given specific guidance on higher education and career opportunities.

- Throughout the Sixth Form, there are a series of presentations given to students and parents on the process of university application
- We encourage students to take part in the 'Young Enterprise' initiative, where they have the opportunity to create and run their own companies
- We hold Gap Seminars to provide students with information and support on how to travel safely, whether on a short holiday or gap year
- Employers such as the Armed Forces visit the College for students to gain a better insight into their workplace
- All students have one-to-one consultations with the Head of Higher Education in the Spring Term of the Lower Sixth and the Michaelmas Term of the Upper Sixth

The Careers department is based on the top floor of the Library.

UNIFORM SHOP

The College Uniform Shop

Term time opening times:

Monday: 8.00am – 5.00pm

Tuesday 9.00am – 5.00pm

Wednesday: 9.00am – 5.00pm

Thursday: Closed

Friday: 8.00am – 5.00pm

This is the College outfitters, which may be found on Chalkers Lane, next to the Dance and Drama Studios. There are reserved parking spaces outside for customers. Stevensons supply all items of school uniform as well as stationery, toiletries, etc.

The Second Hand Uniform Shop

Term time opening times:

Monday: 8.00am – 9.30am

First Friday of each month:
4.00pm – 6.00pm

Any queries, please contact the Second Hand Uniform Shop on shus@hppc.co.uk or via the Portal. It is located in the CCF compound down the drive to the left of the Drama Studio.

PHOTO CONSENT

Photographs of pupils may be taken for purposes connected with the running of, or promotion of, the College (such as publicising activities or communication with the College community). If you would prefer to withdraw your consent for photos of yourself to be used, please inform your Housemaster/Housemistress.

SPIRITUAL HURST

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

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

Community

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

Spirituality

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

Service

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

The dignity and value of individuals

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

Moral responsibility

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

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

Chapel

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

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

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

The Chaplain

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

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



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

Wednesday 13 December

After Carol Service

HALF TERM

Friday 20 October

6.00pm

to

Sunday 5 November

From 7.30pm boarders may return

Monday 6 November

8.20am day students return

LENT TERM 2024

Tuesday 2 January

From 7.30pm boarders may return

Wednesday 3 January

8.20am day students return

to

Wednesday 27 March

6.00pm

HALF TERM

Thursday 8 February

6.00pm

to

Sunday 18 February

From 7.30pm boarders may return

Monday 19 February

8.20am day students return

SUMMER TERM 2024

Sunday 14 April

From 7.30pm boarders may return

Monday 15 April

8.20am day students return

to

Wednesday 26 June

12.00 noon

(Thursday 27 June – Sesame Day)

HALF TERM

Friday 24 May

12.00 noon

to

Sunday 2 June

From 7.30pm boarders may return

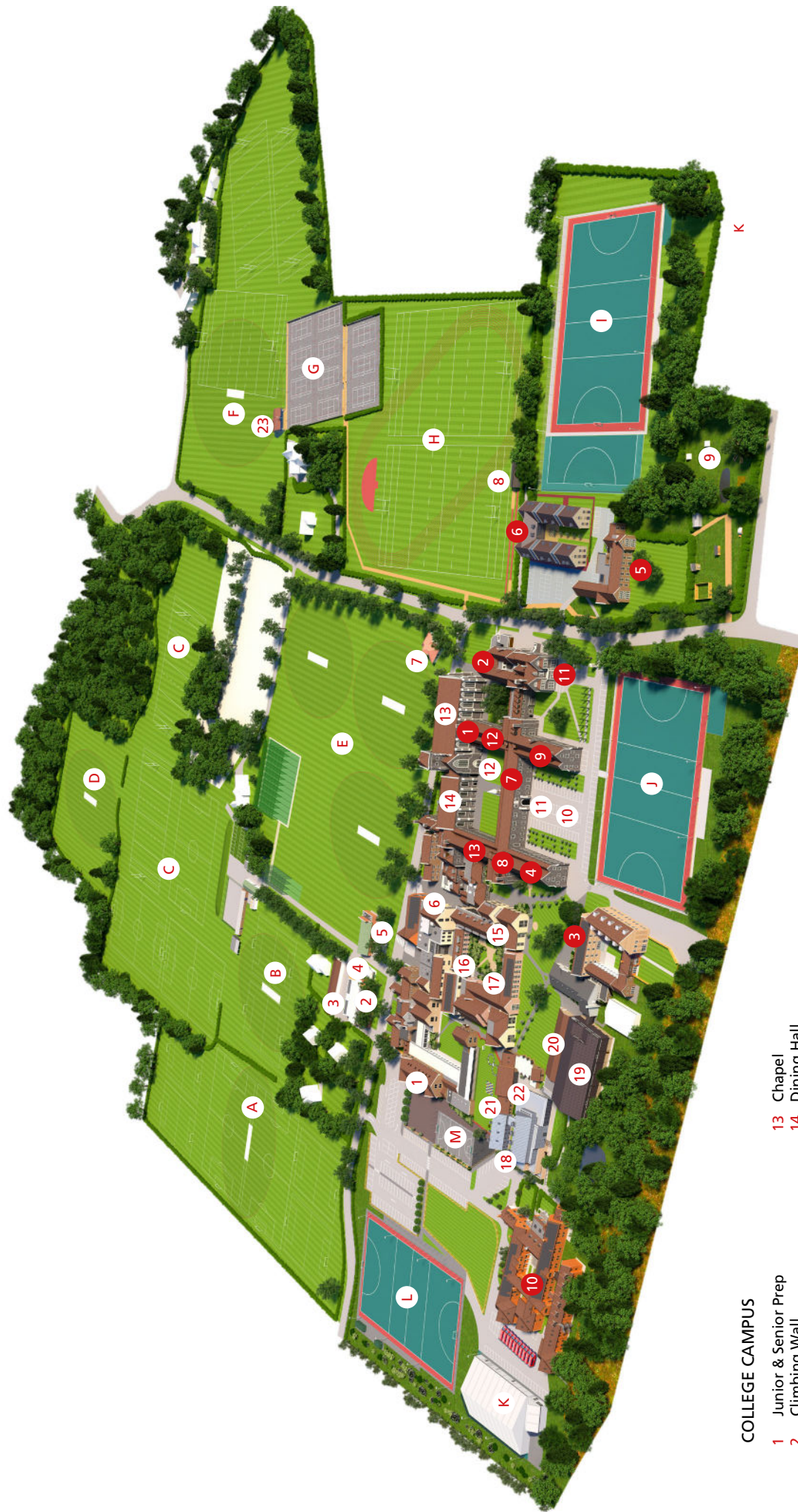
Monday 3 June

8.20am day students return

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.



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

NOTES





Hurstpierpoint College

College Lane, Hurstpierpoint, West Sussex, BN6 9JS

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