



2024/2025

# PARENT INFORMATION BOOKLET



# Key Staff and Contacts

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## Senior Leadership Team

Headteacher  
**Mrs S Adu**

Deputy Headteacher (Pastoral Care and Achievement)  
Designated Safeguarding Lead and Prevent SPOC  
**Miss S Nawaz**

Deputy Headteacher (Curriculum, Assessment, and Outcomes)  
**Mrs D Wildig**

Strategic Business Manager  
**Mr D Grady**

Assistant Headteacher  
**Mrs K Oliver**

Assistant Headteacher  
**Mrs D Lodge**

Assistant Headteacher  
**Dr N Malik**

Assistant Headteacher  
**Mr A Mahmood**

Director of Inclusion (SEND/CO and Medical)  
**Ms E Taylor**

## School Governors

Chair of Governors  
**Mr Siva Yogaiswaran**

Clerk to Governors  
**Ms Caitlyn Lloyd**

## Pastoral Team

Deputy Headteacher (Pastoral Care and Achievement)  
Designated Safeguarding Lead and Prevent SPOC  
**Miss S Nawaz**

Deputy Designated Safeguarding Lead  
**Mrs S Amin**

Head of Year and Deputy DSL  
**Mrs L Kennie**

Head of Year and Deputy DSL  
**Miss R Murray**

Head of Year and Deputy DSL  
**Ms S Khan**

Head of Year and Deputy DSL  
**Ms B Aslam**

Head of Year and Deputy DSL  
**Mrs R Khatun**

## Enquiry Contact

Headteacher's PA  
**Mrs B Harper**  
Correspondence, queries from parents or other members of the public and paper copy requests

Careers Information and Guidance  
**Miss N Nazish**

# PRIDE Values

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## **Partnerships**

We value each member of our school community, and work in partnership to achieve the best outcomes.



## **Respect**

We demonstrate respect for ourselves and others through our words and actions, we extend this respect to our environment.



## **Inspiration**

We are inspired to make positive contributions to both ourselves and the wider community in our daily lives. Additionally, we actively seek to challenge ourselves and achieve our highest potential.



## **Determination**

We display determination and resilience, persisting even in challenging circumstances. We embrace risks and rise to challenges with resolve.



## **Excellence**

We pursue excellence by upholding high standards in all aspects of what we do. Our actions, words, attire, and outcomes reflect our professional approach.

# Educating Tomorrow's Women Today

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## Our School Mission

As a small school, we know and care for every child.

We genuinely value and strive to enhance working partnerships with our families and our local community, knowing that in those partnerships lies our greatest strength and best hope of raising the achievement and aspirations of all our children to ensure that we really are "educating tomorrow's women today".

Our aim is to ensure that the pupils at our school are all well-rounded individuals, not just academically but are also strong in character, confident and embrace British values.

## Aims of Hodge Hill Girls' School

We aim for our pupils, families, staff, and governors work together to help every pupils to achieve their very best by:

- Ensuring pupils attend school for a minimum of 96% and are punctual.
- Rewarding pupils personal endeavour and community commitment.
- Helping pupils overcome challenges in their work and behaviour.
- Supporting physical health and emotional resilience.
- Developing the site, building and resources for best value 21st century learning.

Professional learning standards are embodied within:

- Outstanding attendance and punctuality with no unauthorised absence.
- Outstanding behaviour in and out of lessons.
- Outstanding levels of care for others within and outside our community.
- Outstanding uniform and manners.
- Outstanding support from school staff and families to help our pupils overcome personal challenge.

## Success and Opportunities



We are determined to bring success and opportunities to our pupils within and beyond the classroom. Not only do we offer a wide range of extra-curricular activities but we also support pupils learning through trips, workshops, and guest presentations.

We offer pupils the opportunity to develop their leadership skills through our student leadership programme in the hope we can give them skills to be leaders of the future.

### Careers

Hodge Hill Girls' School is recognised by the Careers Mark Standard for excellent career related learning. Our intention is that pupils leave their secondary school experience with a careers education which has helped to; raise aspirations, provide skills to achieve full potential, and to provide the opportunity to experience different career pathways.

In order to fulfil this, the school has a specified careers curriculum programme in place which delivers employability and work-related learning skills, this covers all pupils from years 7-11. This is in addition to the many careers linked activities which take place throughout the academic year.

It is our goal that our pupils at Hodge Hill Girls' School leave with the knowledge to make informed choices about their future.

# Curriculum and Assessment

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## Curriculum

Education should help pupils respond to the opportunities and challenges of the rapidly changing world in which we live and work. In particular, pupils need to be prepared as individual citizens, to respond to the changing pattern of work and leisure, the expansion of communication systems and the increasingly global nature of our world. In this context we have developed a balanced curriculum framework which allows a flexible, but coherent approach to study for all pupils.

We are committed to raising the achievements, attainments and aspirations of everyone in our school community and address equal opportunities by carefully considering the diverse needs for our pupils with regard to ability, and cultural background. The core purpose of secondary education is to enable young people to learn and achieve. We work with determination to ensure that literacy, numeracy and computer skills continue to progress from primary school and are integrated into the basic skills curriculum for all pupils. Curriculum extension and enrichment are key elements of the opportunities offered within the day, as an integrated part of our 'themed activity' days and in Out of Hours extra-curricular clubs.

We have high expectations for our pupils, which are clearly communicated through our monitoring and target setting processes. Regular individual, as well as group reviews and assessments, provide information regarding pupil progress. It is using this information, along with class work, which will determine if intervention is necessary. Pupil progress is reviewed on a regular basis throughout the academic year.

## Assessment

Assessment is important in helping pupils learn so that they know and remember more. At Hodge Hill Girls' School we work to ensure that the potential of all pupils, regardless of background or starting point, is maximised. Assessment is continuous and an integral aspect of good teaching in all lessons. Assessment is reported to parents/carers in the following ways:

**KS3 Reporting to Parents:** Formal reporting at KS3 on progress will notify parents/carers if their child is above, on, or below track. This will be based on average prior attainment at KS2 or GL assessments at the start of Year 7 if the cohort were unable to sit their SATs when they were in KS2.

**KS4 Reporting to Parents:** Formal reporting to parents/carers at KS4 will be based on individual minimum expected grades (MEG) at the end of year 11. The MEG will be based on average prior attainment at KS2 or GL assessments at the start of Year 7 if the cohort were unable to sit their SATs when they were in KS2.

# Attendance and Safeguarding

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## Attendance and Punctuality

At Hodge Hill Girls' School, all pupils are expected to have at least 96% attendance. We regularly review attendance and regard it as an essential part of a pupil's academic and social success.

Learning and friendship opportunities are also enhanced by sustained periods of unbroken attendance and we rely on our partnership with parents and carers to ensure that this is achieved.

Excellent attendance helps improve the chances of pupils being academically successful.

If a child is registered at school, parents and carers have a duty under the Education Act 1996 to ensure that their child attends regularly and is punctual.

The school has high expectations regarding punctuality. School is open from 8:25pm to ensure pupils are in form on time.

If a parent or carer knows that their child is going to be late i.e. because of a medical appointment, the school should be informed beforehand. Pupils who arrive late to school will be required to attend a 30 minute after school detention.

## Safeguarding

It is essential that the school knows the whereabouts of all pupils during school times. Parents or carers should advise the school by 8.15am each day of absence; the reason for absence and an expected date of return.

A message can be left on the school answer phone. If a pupil is absent without explanation, parents or carers will be contacted by the school to ascertain the reason for the absence.

If we are unable to make contact, we may ask Children Services and the police to conduct a safe and wellbeing check.

Please call the school on **0121 464 3094** and press **option 1** for the Attendance Office.

# School Uniform

Hodge Hill Girls' School is a uniformed school and it is therefore expected that all of our pupils will wear the correct school uniform every day and that parents/carers will support this. A smart uniform promotes a sense of pride in the school and oneself as well as promoting a feeling of community and sense of belonging.

## School Ties

House	Curie	Parks	Dench	Williams	Yousafzai
Tie Colour	Yellow	Blue	Red	Green	Purple
					

Please note the school ties are different patterns for Key Stage 3 and 4; these are as follows:

Year Group	KS3 - YEAR 7/8/9	KS4 - Year 10/11
Tie Pattern	Broad Stripe	Thin Stripe

## School Uniform Suppliers

### CLIVE MARKS

2284 Coventry Road  
Sheldon  
Birmingham  
B26 3JR

### MANSURI

163-165 Yew Tree Lane  
Yardley  
Birmingham  
B26 1AY

### R.A.K UNIFORMS

603 Washwood Heath Road  
Birmingham  
B8 2HB

# School Uniform

The school daily uniform consists of:

Daily Uniform	Additional details
Burgundy blazer with school logo	
White buttoned shirt	Shirts must be plain white, can be short or long sleeved and should be long enough to be tucked into skirts or trousers
Black skirt/kameez	A shirt collar should be attached. Pupils should continue to wear the school tie. Trousers should be plain black and business like. E.g., no fashion trousers, leggings, jeans ¾ length, turn ups etc.
Black trousers/shalwar	Trousers/shalwar should be plain black and business like, e.g. no fashion trousers, leggings, jeans, ¾ length, turn ups etc
Grey V-neck jumper *optional	This is optional. It should not be worn in place of a blazer.
Black shoes/ankle boots	<ul style="list-style-type: none"> <li>• Shoes should be black, sensible, and waterproof.</li> <li>• Leather or leather look with no heel or a very small heel.</li> <li>• Laces should be black.</li> <li>• Smart plain black ankle boots with a small heel can be worn under trousers.</li> <li>• Footwear should not have fancy trim, logos, studs or branding etc.</li> </ul> <p style="text-align: center;"><b>Trainers and canvas shoes are not acceptable.</b></p>
Black socks/tights	Socks/tights should be plain black, e.g. no fashion, fancy trim, embroidery, logos or branding etc
Black headscarf *optional	Headscarves should not have any patterns, lace etc and should be tied back securely in practical lessons in the interests of health and safety.
School tie	The House tie pattern is different for KS3 and KS4; ties should be worn at all times except in PE.

# School Uniform

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The school P.E kit consists of:

Daily Uniform	Additional details
Burgundy polo shirt with school logo	No other non-school t-shirt tops.
Black jogging bottoms or sports leggings	These should not have any sports branding or be fashion items, plain black only. Leggings must be sports leggings.
Burgundy hoodie with school logo	
Sports trainers specifically for PE	Trainers should be not worn at other times. Footwear in PE must be appropriate for sports and not a fashion item.
Black long-sleeved t-shirt under polo shirt * (optional)	Plain black long-sleeved t-shirt may be worn under the burgundy polo shirt as a base layer.
Sports headscarf * (optional)	This should be a scarf appropriate for PE lessons and can be purchased in relevant uniform suppliers.

**Notice - Pupils will be given a washed P.E Kit to wear if they have not brought their own kit for their timetabled lesson.**

# School Uniform

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## Outdoor Coats, Jackets, Gloves, Scarves, Hats, and Caps

- Clothing items should be smart and practical.
- These must be removed prior to entering the school building.
- Blazers must be worn at all times.
- Students will be informed when they can remove their blazers in warm weather.
- A hoodie/long cardigan should not be worn in place of a coat/jacket.

## Jewellery

- We allow one plain stud in the lower part of each ear and one small stud in the nose.
- Nose rings are not permitted.
- All piercings must be removed for PE.
- The school suggests that pupils have any piercings done at the beginning of the summer holidays.
- Pupils are permitted to wear a watch, however, smart watches or the equivalent are **not** permitted.

## Make-Up, Nails, and Hair

- Pupils are not permitted to wear makeup to school.
- Nails should look natural and be an appropriate length for school.
- False nails, nail extensions and coloured nail polish are not allowed and as such will need to be removed before entering school.
- Hair should be natural in colour and tied back for practical activities.
- No fashion accessories should be worn.

## Policy on Incorrect Uniform

- Pupils are expected to contact their Head of Year at the start of the school day if they do not have the correct uniform.
- Where pupils are not adhering to the policy, appropriate consequences will follow as per the school behaviour policy available on the school website.
- If you are unsure whether an item of uniform is acceptable, please consult the school prior to purchase.
- All school uniform should be clearly marked/labelled with your child's name and form group.
- Any pupils who are in prohibited footwear will have to hand in their prohibited footwear to their Head of Year and will be given a pair of plimsolls. Plimsolls will be cleaned at the end of each day using a disinfectant spray and prohibited footwear will be returned to the pupil.

# Illness, Appointments, and Signing Out

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## Illness

We understand that there are going to be times when a pupil feels unwell but it is important that together we build their resilience. Therefore, parents/carers are expected to encourage their child to attend school if they have a cough, cold, headache, period pains etc.

However, if they are suffering from a contagious illness such as vomiting and/or diarrhoea, it is important that they are kept at home until they have recovered. Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness.

## Medical and Dental Appointments

Where possible, appointments should be made during school holidays or at the end of the school day. On occasions when this is not possible, pupils should come into school as normal, be collected and taken to their appointment and returned to school immediately afterwards.

Please contact the school **before 9.00am** to inform us if your child has an appointment on the day. Proof of appointment will be required when collecting your child from school.

## Signing Out

If a pupil needs to leave school during the day, a signed letter from a parent/carers or appointment card must be shown to their Head of Year prior to the appointment.

The Receptionist will provide a 'Permission to Leave Premises' slip which may be requested by the police or other authorised agencies. For safety reasons pupils must **ALWAYS** 'sign out' when leaving school and 'sign in' on their return.

# Holiday/Leave Requests and Travelling to School

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## Holiday/Leave Requests

Whilst the school and governing body recognise that extended visits to the country of family origin provide a wealth of benefit to children, such visits must be arranged during the official school holidays.

Similarly, it is not always appropriate for children to be absent from school for family emergencies that are being dealt with by adult family members. Term time holidays and leave of absence are NOT allowed by the government.

The Headteacher and Governing Body may only grant absence in rare and exceptional events, such as the critical illness or death of the pupil's parent/carer or sibling. If ever there is an exceptional reason why a pupil needs a leave of absence, a 'Leave in Term Time Request Form' must be completed by the parent or carer.

The decision to authorise absence rests with the school and once the decision is made, it is final. Where there is an unauthorised absence penalty notices may be issued by the Local Authority according to the law. Where a penalty notice remains unpaid, legal action will be pursued by the Local Authority.

Failure of the pupil to return to school by the agreed date may ultimately result in the pupil losing their place at the school.

Please note, pupils missing for 5 or more days of continuous absence without explanation, or where they have left school and the destination is unknown, will be reported to the Local Authority.

## Travel Arrangements to School

In the interests of long-term health, we encourage pupils to walk to school.

**Please note:**

Parent cars/taxis are NOT ALLOWED onto the school site . If your child has a physical disability, please contact the school and we can make appropriate arrangements.

# Medicine Administration in School

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It is a parents/carers responsibility to provide school with the appropriately prescribed medication for their child. Parents should report to the school reception to obtain, and fill out the school medical form for your child's medical

This should be in date, and labelled for that child's use, in the original containers as dispensed by the pharmacist and at the prescribed/printed dosage. This must be replaced before the expiry date or before it is empty. Medication purchased over the counter for allergies cannot be accepted. No child under 16 should be given prescription medicines without written parental consent. All medication will be stored appropriately. Written records of all medication administered will be kept.

School staff receive training on allergy awareness, which explains the condition, signs and symptoms, how, and when to administer medication by auto adrenaline injector (AAI) and other emergency procedures. Training for staff is provided at the start of each academic year, and a list of trained volunteer staff prepared to administer medication is retained in school. Details of pupil's medical conditions are accessible to staff via the medical information site on Office 365.

## **Asthma**

All parents/carers will be asked to give full details of their child's asthma, regular medication, emergency contact numbers, family GP and any relevant hospital details. Every pupil with an asthma diagnosis must have a spare reliever (blue) inhaler available in school for use in an emergency. This should be clearly labelled with the child's name and will be held centrally.

### **Please note:**

- Parent/carer will be notified if the spare reliever (blue) has been used during the school day.
- It is the responsibility of the parent/carer to ensure medication is in date and replaced when necessary.
- Parent/carers should ensure their child carries their reliever inhaler (blue) with them at all times.
- Relevant policies can be found on the school website.

## Free School Meals

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There are many advantages to claiming free school meals (FSM). Firstly, it can ensure FSM pupils receive a healthy meal during the school lunch break. Additionally, our school receives important additional funding to support the learning of our pupils on FSM and those who have previously been on FSM at any point in the last 6 years. This funding is used in a variety of ways, examples include additional targeted support and mentoring, assistance with educational visit costs, access to online study resources and books.

You may be eligible to claim free school meals for your child, up to the age of 19-years-old, if you (or your child) receive one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

For more information and to complete an online application form, visit:

**<http://www.cloudforedu.org.uk/ofsm/birmingham/apply>**

Please note that if your child is already receiving FSM, a new application is not required as records will be transferred from the previous school.

We encourage parents to complete the application form whenever there has been a change in circumstances to see if your child has now become eligible.

# The School Day

Good punctuality is an important part of self-discipline and is essential to good time management. Tutor rooms open at 8:25am and pupils should be in their form before 8:30am. If pupils arrive to school after 8:30am, they will be registered with a late mark and will be given a late detention.

## The School Day Timetable

Timings	Year 7, 8, & 11	Year 9 & 10
Registration	8:30 - 9:00	8:35 - 8:50
Lesson 1	9:00 - 10:00	9:00 - 10:00
Break 1	10:00- 10:20 BREAK 1 (Year 7,8 & 11)	
Lesson 2	10:20 - 11:20	10:00 - 11:00
Break 2	11:00 - 11:20 BREAK 2 (Year 9 & 10)	
Lesson 3	11:20 - 12:20	11:20 - 12:20
Lunch 1	12:20 - 13:00 LUNCH 1 (Year 7/8 & 11)	
Lesson 4	13:00 - 14:00	12:20 - 13:20
Lunch 2	13:20 - 14:00 LUNCH 2 (Year 9 & 10)	
Lesson 5	14:00 - 15:00	14:00 - 15:00
Lesson 6	15:00 - 15:45 Optional Enrichment Activities 15:00 - 15:45 Period 6 (Year 11)	15:00 - 15:45 Optional Enrichment Activities

# The School Day

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## ABM Catering

ABM Catering are a leading independent expert in the catering industry for schools. The company firmly believes in delivering a fresh, nutritious meal service that provides pupils with excellent choice, quality and value that meets their needs and exceeds expectations. A range of freshly prepared, innovative, seasonally influenced, locally and regionally sourced menus will be offered at morning break and lunch services.

## Break and Lunchtimes

Mid-morning break is for 15 minutes, where pupils can either eat their own food or purchase refreshments from the school catering service. We offer a range of healthy snacks, approved drinks and fresh bottled water.

We encourage all pupils to bring a re-usable drink bottle. Pupils may drink water during lessons, but not in Science, Computing, Design Technology or lessons where electrical equipment is in use. Fizzy or caffeine-based drinks, crisps, chewing gum or sweets are not allowed in school. We are not allowed by legislation to sell these items; therefore, we do not accept them in school. We also do not allow nut products on the school site.

Pupils are not allowed off site at lunchtime without prior notification and permission being granted. At lunchtime we have a wide variety of hot meals and a 'pasta and deli' counter, a sandwich and salad bar. All the meat and poultry are Halal. A copy of the school's HMC Halal certified certificate is available on the school website.

We are continually reviewing catering with pupils to encourage healthy eating habits. All food served meets nutrition guidelines and food standards set by the government. Signs warning of possible allergens are displayed prominently on all counters. The catering company purchasing software flags up relevant allergies when pupils make purchases. Parents who think their child might have an allergy, but testing has not yet been undertaken, must advise school immediately stating what the possible allergy may be. School will in turn advise the catering company," ABM Catering" and the School Nursing Team.

Pupils bringing a healthy packed lunch from home can purchase other refreshments that are on offer and eat their lunch with their friends. We are a cashless school and use a facility that 'scans' a barcode at time of purchase to deduct the cost from your child's account. The preferred way is to credit the account online via your ParentPay account.

# The School Day

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## School Equipment

**The following equipment will be required for every lesson:**

- Pens, pencils and colour pencils
- Pencil sharpener and rubber
- Ruler
- Pencil case/holder
- Pupil Planner
- Highlighters

These pieces will be needed in specialist lessons, e.g., Maths:

- Felt pens
- 2 set squares
- Protractor
- Scientific calculator

**Pupils do not need to bring in scissors, compass or glue, as these are supplied in school.**

## Electronic Devices

The school does not allow electronic devices to be used on the school site, such as mobile phones, tablets, smart watches, ear pods, cameras or other electronic items. If a pupil carries a mobile phone on their journey between home and school, the phone must be switched off and put away during the school day.



No photographs/recordings should be taken at school. or anywhere on the school site. If pupils are found with such items, they will be confiscated.

# Homework

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At Hodge Hill Girls' School, we believe homework plays a vital role in enhancing our students' learning experience and academic success. Homework is part of our education process, and we believe it's valuable based on research, like the Education Endowment Foundation's (EEF) findings, which suggest that doing homework can help students make approximately 5 months more progress during secondary school.

Homework is a vital part of the learning process, allowing consolidation of what has been learned in class and developing the habit of learning independently. Regular study at home is essential if a young person is to get the most out of their schooling.

At Hodge Hill Girls' School, the use of online learning is promoted at every opportunity through our use of our Pupil Portal and various IT systems, which encourages further development of independent learning skills and gives pupils more control over how and when they learn. Homework is set via ClassCharts.

## **1. Academic Progress and Achievement:**

Homework at Hodge Hill Girls' School is carefully designed to reinforce and consolidate the learning that occurs in the classroom, providing our pupils with an opportunity to apply their knowledge independently. The EEF research underscores the positive correlation between regular engagement with homework and increased academic progress, contributing significantly to our pupils' overall achievement.

## **2. Independent Learning and Responsibility:**

Completing homework encourages the development of essential skills such as time management, self-discipline, and responsibility—qualities that are fundamental for success in academics and beyond.

## **3. Extension of Classroom Learning:**

Our homework is designed to make learning go beyond the classroom. It allows pupils to explore topics more and use what they know in different situations.

## **4. Preparation for Future Challenges:**

Homework at Hodge Hill Girls' School prepares our pupils for the challenges they may encounter in higher education and the professional world, instilling a strong work ethic and the ability to engage with tasks independently. The skills developed through regular homework completion are transferable to various academic and professional settings, contributing to our pupils' long-term success.

All pupils will have their homework recorded on ClassCharts.

Parents are able to see the homework their daughters have been set via our [school website](#).



## Online Learning Platforms

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All pupils in the school have access to a number of online learning platforms including Tassomai, Seneca, Sparx Maths and GCSE Pod.

The online learning platforms support their learning and we thank parents for their support in encouraging their child to use these throughout the school year, but particularly during the holidays when there is plenty of additional time available for both consolidating previous learning and looking ahead to new topics.

**Sparx Maths**



# Behaviour

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The school's philosophy centres on equal opportunities for all.

## **Enshrined in this is the recognition of:**

- The right of every individual to develop to their full potential and the responsibility to see this right is afforded to others
- The right of every individual to respect consideration and courtesy and the responsibility to show these to others, - the right to be listened to and the responsibility to listen to others
- The right to learn and the responsibility to allow others to learn
- The right to a safe and pleasant environment and the responsibility to maintain this for others
- The right to be free from all bullying and threats and the responsibility to ensure others are not bullied or threatened

## **The following classroom rules support our code of conduct:**

- Arrive on time calmly and quietly with the necessary equipment and with coats off.
- Listen to and follow all instructions given by the teacher straight away.
- Stay on task.
- Do not distract other pupils.
- Raise a hand to speak and wait for the teacher to give permission.
- Treat staff, fellow pupils and their work and property with respect.

## **Bullying**

The school operates a no bullying policy for all pupils to adhere to. We feel very strongly about this and if anyone is found to be bullying, the situation is investigated and followed up. For any pupils experience bullying, please inform a member of staff or someone you feel comfortable sharing with. This may be a form tutor, subject teachers, head of year, dinner supervisors, friends, parents, deputy headteacher, or the headteacher.

# Behaviour

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## Rewards & Sanctions

We understand that our high standards require a significant commitment from staff, governors, pupils and their families. Excellent behaviour and work is the 'norm' and we want to reward all pupils appropriately and to communicate this with you to share our appreciation.

Parents will be issued with Class Charts login codes. This system records positive behaviour for learning as well as notifying parents of any detentions your child has received. When your child's work or behaviour does not meet our high standards, we have a range of responses in place. Your child's teacher may keep pupils for up to 10 minutes after school to provide explanation of work or discuss more appropriate ways to approach learning in lessons.

Should your child be late to school or behave poorly, a longer detention will be given. More serious issues may result in a suspension or even a permanent exclusion. Please note permanent exclusions are rare. It is essential that we help pupils to understand that actions always have consequences.

We all make mistakes and a polite, prompt apology which denotes our understanding is very important. Hopefully, as your child grows in maturity, their mistakes will reduce, and they will be in a position to mentor younger pupils in school.

# School Gateway App

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School Gateway is used to email the weekly parent bulletin, newsletters, pupil reports and other key school letters. Priority contact number 1 will be the person who receives all of the above information. In order for these important communications to be received, school require a current email address and up to date mobile number for priority contact number 1.

## **School Gateway Text Messaging Service**

School Gateway is also the system the school uses to send important SMS text messages to you. Such communication will be sent to the identified first contact parent/carer on our system for all pupils. It is the parent/carers responsibility to ensure that the school has the correct/current mobile phone number for emergency messages.

## **Emergency Early School Closure**

School Gateway SMS Text Messaging Service is used to support Emergency Early School Closure. This is when pupils are on site and an emergency necessitates the need to close the school and send pupils home. The decision to close the school will be made in consultation with the Chair of Governors, our first priority will always be to ensure the health, safety and wellbeing of pupils and staff.

Our aim, should the need arise, is to evacuate the site completely as timely and safely as possible. Following a decision to close the school, a SMS text message will be sent to all parents via School Gateway explaining that the school has to close and the reason why. As most of our pupils live within the immediate vicinity of the school, it is requested that plans are made for pupils to walk home, to go to other family members or use public transport following a text message declaring school closure. All pupils with parent permission to travel home independently will be dismissed first. The school will also make arrangements for pupils who travel by private minibus to be collected early by the minibus.

All pupils whose parents have requested they remain in school, will remain until a telephone call has been made and an appropriate adult arrives to collect them. Please note that making individual telephone calls home is a lengthy process and we ask for your patience and support at these times.

## **After School Clubs & Learning Opportunities**

Throughout the year, there will be lots of opportunities for your child to get involved in additional extracurricular activities. All of these sessions must be booked via School Gateway and all sessions are on a first come first serve basis.

The logo for Schoolgateway, featuring the word "Schoolgateway" in a blue, sans-serif font. The "S" is larger and more prominent, and the "y" has a long tail that extends to the right.

# Parent Pay App

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## ParentPay Activation

Hodge Hill Girls' School is cashless system school and uses ParentPay, which provides parents with a secure payment method for all payments including school meals and trips. When pupils join the school, parents/carers are issued with a "ParentPay Activation Letter" that contains a temporary ParentPay username and password. As part of the account activation, the parent/carer will need to choose an email address and new password to use with ParentPay. Parents/carers should follow the instructions in the letter, and on [www.parentpay.com](http://www.parentpay.com) to successfully activate their account.

If you have more than one child at our school, or have children in other "ParentPay" schools, you can create a single account to manage them all. Forgotten Passwords If a parent/carer can't get into their ParentPay account, they should go to [www.parentpay.com](http://www.parentpay.com) --> Login, and choose the "Forgotten password" link.

Parents/carers should not need to contact school to regain access to ParentPay accounts.



# School Term Dates 2024-2025

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## Autumn Term 2024

**Term Starts:** Monday 2nd September to Friday 25th October

**Half Term:** Monday 28th October to Friday 1st November

**Term 2 Starts:** Monday 4th November to Friday 20th December

**Term Ends:** Friday 20th December

## Spring Term 2025

**Term Starts:** Monday 6th January to Friday 14th February

**Half Term:** Monday 17th February to Friday 21st February

**Term 2 Starts:** Monday 24th February to Friday 11th April

**Term Ends:** Friday 11th April

## Summer Term 2025

**Term Starts:** Monday 28th April to Friday 23rd May

**Half Term:** Monday 26th May to Friday 30th May

**Term 2 Starts:** Monday 2nd June to Monday 21st July

**Term Ends:** **Monday 21st July**

## Staff Training Days

- **Monday 2nd September 2024**
- **Tuesday 3rd September 2024**
- **Monday 6th January 2025**
- **Friday 27th June 2025**
- **Monday 21st July 2025**



# HODGE HILL GIRLS' SCHOOL

*"Educating tomorrow's women today"*

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**[www.hodgehgs.bham.sch.uk](http://www.hodgehgs.bham.sch.uk)**



**[hodgehillgirls](#)**