



2026/2027

Parent Information Booklet



Key Staff and Contacts

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 - Personal Development
Mrs D Lodge

Assistant Headteacher - Behaviour and Standards
Mrs K Oliver

Assistant Headteacher - Raising Aspirations
Dr N Malik

Assistant Headteacher - Teaching and Learning
Mr A Mahmood

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

School Governors

Chair of Governors
Mrs Susan Dancer

Clerk to Governors
Ms Rebbecca Wright

Pastoral Team

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

Assistant Headteacher - Behaviour and Standards
Mrs K Oliver

Deputy Designated Safeguarding Lead/ Pastoral Director
Mrs S Amin

Head of Year 7 and Deputy DSL
Ms S Khan

Head of Year 8 and Deputy DSL
Mrs R Khatun

Head of Year 9 and Deputy DSL
Mrs L Kennie

Head of Year 10 and Deputy DSL
Mrs B Aslam

Head of Year 11 and Deputy DSL
Miss R Murray

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



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

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 develop into well-rounded individuals, not just academically but are also strong in character, confident and embracing British values.

Aims of Hodge Hill Girls' School

We aim for our pupils, families, staff and governors to 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 challenges

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, we also support pupils' learning through trips, workshops, and guest presentations.

We offer pupils the opportunity to develop their leadership skills through our Pupil Leadership programme with the aim of equipping all pupils with the necessary 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

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 digital literacy 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.

KS4 Reporting to Parents: Formal reporting to parents/carers at KS4 will be based on individual minimum Aspirational Grades at the end of year 11. The Aspirational Grades will be based on average prior attainment at KS2.

Attendance and Safeguarding

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 8:25am to ensure pupils are in tutor groups with their form teacher punctually.

If a parent/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 hours.

Parents/carers should advise the school by 8.15am each day of pupil absence; the reason for absence and an expected date of return. A message can be left on the school answer phone. Please call the school on **0121 464 3094** and press **option 1** for the Attendance Office.

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 safety and welfare check.

Behaviour



At Hodge Hill Girls' School we provide learners with the highest level of care, educational provision and expectation. Safety and well-being are of paramount importance, and this is demonstrated through our Behaviour curriculum and Personal Development offer.

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

We expect all learners to be PRIDE ready every day, exceeding our high expectations of academic success, behaviour and uniform. Working in partnership with families, we encourage, support and teach positive behaviour skills.

The following classroom rules support our code of conduct:

- Arrive on time calmly and quietly with the necessary equipment and with coats off.
- Learners wear full school uniform, blazers on and shirts tucked in.
- 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.
- Demonstrate PRIDE at all times.

Bullying

We operate a no bullying policy for all learners to adhere to. We are passionate about this and in the instance bullying is reported to us, the situation is investigated and followed up. Please find a detailed copy of our Anti-Bullying Policy on the school website.

Behaviour - Standards and Expectations

PRIDE Ready

At Hodge Hill Girls School, we expect all pupils to demonstrate our PRIDE values: Partnerships, Respect, Inspiration, Determination, and Excellence, in everything they do.

Being 'PRIDE Ready' each day means presenting yourself smartly, behaving with professionalism, and being fully equipped for learning. As part of our ongoing drive to raise standards, we ask all pupils to consistently meet expectations regarding appearance, conduct, and equipment. This includes wearing the school lanyard daily, which is a vital part of our uniform and reflects a commitment to our school community.

We are a professional learning environment, and it is essential that pupils look smart, conduct themselves respectfully, and come prepared. To support this, any pupil who fails to meet these standards consistently will be required to attend a detention and will be loaned the relevant items from their Head of Year until they are sufficiently prepared. We kindly ask for parental support as we work together to uphold high standards.

If you are experiencing any difficulties acquiring uniform or equipment, please contact the school. We are committed to supporting families with sensitivity and discretion.

For full details on our school uniform and PE kit requirements, please visit our uniform policy [here](#).

HHGS PRIDE Learning Behaviours

Be are Ready, Respectful and Determined to Learn.

Be Ready to Learn

- Arrive on time with equipment, full uniform, lanyard and a positive mindset.
- Start quickly: follow the starter activity and settle straight to work.
- Keep your book/work tidy and dated.

Be Respectful

- Listen when others speak: eyes on speaker, no interrupting.
- Use polite language and tone.
- Look after the classroom and each other.

Be Determined to Improve

- Try your best, accept challenge and keep going when it's hard.
- Act on feedback: correct, reflect, and respond.
- Ask for help early — this is a strength.

Behaviour - Standards and Expectations

Detentions

Teachers have the authority to issue detentions as a disciplinary measure. Parental consent is not required for detentions; however, as a matter of courtesy, staff will endeavour to provide 24 hours' notice before scheduling an after-school detention. In addition, staff may require students to remain for a 10-minute detention at the end of the school day without prior notice.

Pupils may receive detentions during breaktime, lunchtime, or after school. During lunchtime or breaktime detentions, pupils will be given the opportunity to eat, drink, and use the toilet. Detentions issued by Subject Teachers, Subject Leaders, or Heads of Faculty (HOF) are to be completed within subject areas.

The duration of detentions is as follows:

- Breaktime: Up to 20 minutes
- Lunchtime: Up to 40 minutes
- After school: Up to 60 minutes
- Monday after-school detention: Up to 2 hours

Rewards

Celebrating Success Together

At Hodge Hill Girls' School, we believe that recognising and celebrating our pupils' achievements is fundamental to building their confidence, motivation, and sense of pride in their accomplishments. Our rewards system is designed to acknowledge not only academic excellence but also the demonstration of our rights respecting values, positive character virtues and our core school values: Partnerships, Respect, Inspiration, Determination, and Excellence.

Our comprehensive rewards system recognises pupils' achievements across multiple areas which includes academic achievement and exceptional effort, demonstrating good character virtues and our school PRIDE values. In addition, students are rewarded for supporting active involvement in extra-curricular activities, excellent attendance and punctuality, participation in school events and competitions and volunteering for school responsibilities and gaining student leadership posts.

Types of Recognition

Hodge Hill Girls' School pupils can receive recognition through various means, for example ClassCharts praise points, prizes, certificates and awards presented during assemblies and special rewards events and rewards trips and visits.

Your Role as Parents and Carers

As valued partners in your daughter's education, we encourage you to:

- Celebrate achievements at home when your daughter shares positive feedback from school
- Engage with us when we contact you about your daughter's successes
- Support our high expectations by reinforcing the importance of effort, good character and our PRIDE values
- Share your daughter's achievements from outside school so we can celebrate these too
- We believe that when pupils feel recognised and appreciated, they are more likely to continue striving for excellence and develop the skills, qualities, confidence and determination to become the very best version of themselves.

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.

HHGS School Lanyard Pack

All pupils will receive a School Lanyard Pack at the beginning of each academic year. This comprises of a lanyard, ID badge and a timetable pouch. This item is a mandatory component of school uniform and all pupils are expected bring into school everyday and to wear at all times. Any lost/damaged items of the pack are required to be purchased from Parent Pay at the cost of £1.30.

Year Group	Year 7	Year 8	Year 9	Year 10	Year 11
Lanyard Colour	Orange	Dark Green	Purple	Turquoise	Black

School Ties

House Group	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
225 Cotterills Lane
Alum Rock
Birmingham
B8 3RS

School Uniform

Whole School Uniform	Additional details
Burgundy blazer with school logo	All pupils in Years 7-11 must wear this.
White buttoned up school shirt, short or long sleeved	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	Skirts should be plain black and business like, an appropriate length for school (not too short or long), no Lycra or fashion items e.g. with patterns embroidery, fancy zips etc.
Black trousers/Shalwar kameez	- Shalwar 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 flare trousers, leggings, jeans $\frac{3}{4}$ length, turn ups etc. - Trousers must have a button/zip. <u>The below examples are not permitted as part of school uniform.</u>  <u>Flare Trousers</u> <u>Leggings</u> <u>Jeans</u> <u>Flare Trousers</u>
A grey V-neck jumper (optional)	This is optional. It should not be worn in place of a blazer.
Black shoes/ankle boots	- Shoes should be black, sensible, business-like and waterproof. - Leather or leather look with no heel or a very small heel. - Laces should be black. - Smart plain black ankle boots with a small heel can be worn under trousers. - No train/pump style footwear. - No UGGs style boots. - Footwear should not have fancy trim, logos, studs or branding etc. Trainers and canvas shoes are not acceptable.

School Uniform Continued

Black shoes/ankle boots continued.	Examples of footwear that are permitted for school:  Examples of footwear that are not permitted for school: 
Black socks/tights	Socks/tights should be plain black, e.g. no fashion, fancy trim, embroidery, logos or branding etc.
Plain black headscarf * (optional item)	Headscarves should not have any patterns, lace etc and should be tied back securely in practical lessons in the interests of health and safety.
Black shoes/ankle boots	• Shoes should be black, sensible, business-like and waterproof. • Leather or leather look with no heel or a very small heel. • Laces should be black. • Smart plain black ankle boots with a small heel can be worn under trousers. • No train/pump style footwear. • No UGGs style boots. • Footwear should not have fancy trim, logos, studs or branding etc. Trainers and canvas shoes are not acceptable.
KS3 school tie in house colours – Board stripe KS4 school tie in house colours – Narrow stripe	The House tie pattern is different for KS3 and KS4; must be worn at all times except in PE.
A grey V-neck jumper (optional	This is optional. It should not be worn in place of a blazer.

School Uniform - P.E Kit

P.E Kit	Additional details
Burgundy polo shirt with school logo	No other non-school t-shirt tops.
Plain black jogging bottoms or sports leggings or plain black sport shorts	These should not have any sports branding or be fashion items, plain black only. Leggings must be sports leggings. Shorts to be appropriate for PE activity.
Burgundy hoodie with school logo	No other non-school hoodies are permitted.
A pair of sports trainers specifically for PE lessons	Trainers should be not worn at other times. Footwear in PE must be appropriate for sports and not a fashion item.
Plain black long-sleeved t-shirt may be worn under the polo shirt as a base layer * 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. Pupils will be given black plimsolls to wear if they come to school wearing prohibited footwear.

School Uniform

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 will be worn at all times and shirts should be tucked in.
- A hoodie/long cardigan should not be worn in place of a coat/jacket.
- In warm weather the school will operate a 'blazers off' policy. Students will be informed when they can wear their blazers.

School bag

- All pupils are expected to have a school bag big enough and suitable for schoolwork, books, folders, and a named bag for PE kit. Pupils must always carry a school bag.

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.
- We suggest that any new piercings are done at the start of the summer holidays to allow time to heal as **no more than one piercing** is permitted.
- Pupils can also wear a watch. (Smart watches or the equivalent are not permitted).
- Rings/bracelets/anklets are not permitted and will be confiscated.

Nails, Make-Up, Hair

- Years 9, 10 and 11 pupils are permitted to wear light makeup to school.
- Nails should look natural and be an appropriate length for school.
- False nails and coloured nail polish are not allowed and as such will need to be removed.
- Hair should be natural in colour and tied back for practical activities.
- Appropriate hair accessories e.g., hair slides can be worn but should be black to compliment the school uniform.
- No fashion accessories should be worn.
- Headscarves must be black.

Policy on Incorrect Uniform

Pupils are expected to contact their Head of Year at the start of the school day if they are not wearing the correct school uniform. Where pupils are not adhering to the uniform policy, appropriate consequences will follow as per the school behaviour policy available on the school website. If you are unsure about whether an item of the school uniform is acceptable, please consult the school prior to purchase. All school uniform should be clearly labelled with your child's name and form.

Any pupils who are in prohibited footwear will have to hand in 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 pupil.

The School Day

The School Day Timetable

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 given a late detention.

Timings	Year 7, 10, 11	Year 8, 9
Registration	8:30 - 9:00	8:30 - 9:00
Lesson 1	9:00 - 10:00	9:00 - 10:00
Break 1	10:00- 10:20 BREAK 1 (Year 7,10 & 11)	
Lesson 2	10:20 - 11:20	10:00 - 11:00
Break 2		11:00 - 11:20 BREAK 2 (Year 8 & 9)
Lesson 3	11:20 - 12:20	11:20 - 12:20
Lunch 1	12:20 - 13:00 LUNCH 1 (Year 7, 10 & 11)	
Lesson 4	13:00 - 14:00	12:20 - 13:20
Lunch 2		13:20 - 14:00 LUNCH 2 (Year 8 & 9)
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

School Equipment

The following equipment will be required for every lesson:

- Black pen, Red pen, Pencil & Rubber
- Ruler
- Pencil case/holder
- Highlighters
- Lanyard Pack - provided by the school - if lost/damaged, a replacement can be purchased on Parent Pay for £1.30.
- Mini Whiteboard Pack - provided by the school - if lost/damaged, a replacement can be purchased on Parent Pay for £2. The pack includes the following items:
 1. Mini whiteboard
 2. Whiteboard pen
 3. Whiteboard eraser
 4. Red/green card

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

- 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 in their bag during the school day. No photographs/recordings should be taken at school at any time or anywhere on the school site. this includes the school path. If pupils are found with such items, they will be confiscated and the appropriate sanction will be applied.

All pupils are required to adhere to the following rules:

- Mobile phones must be switched off upon arrival at school
- Phones must be kept securely in school bags at all times
- Phones must remain out of sight throughout the school day
- Phones must not be stored in blazers or pockets
- Phones must not be used on the school path, to and from the Bromford Road.

Please note that any phone seen or used during the school day will be confiscated. In such cases, a parent or carer will be required to come into school to collect the device.

The School Day

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 20 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 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 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 tills flag up any allergies when pupils make a purchase. **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 ABM 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 method is to credit the account online via your ParentPay account.

Illness, Appointments, and Signing Out

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 to be shared electronically to enquiry@hodgehgs.bham.sch.uk 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.

Our policy for staff communication to parents/carers/enquiries is after 48 hours from the receipt of response.

Holiday/Leave Requests and Travelling to School

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.
- Please be mindful that it can take up to ten minutes at the end of the school day for your child to be dismissed.

Medicine Administration in School

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

All medication must 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 the age of 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.

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

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.

Homework

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

All pupils in the school have access to a number of online learning platforms including Educake, 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



School Gateway App

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.

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.

Schoolgateway

Parent Pay App

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 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 --> Login, and choose the "Forgotten password" link.

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



School Term Dates 2026-2027

Autumn Term 2026

Term starts: Tuesday 1 September 2025

Half-term: Monday 26 October 2026 to Friday 30 October 2026

Term ends: Friday 18 December 2026

Spring Term 2027

Term starts: Monday 4 January 2027

Half-term: Monday 15 February 2027 to Friday 19 February 2027

Term ends: Thursday 25 March 2027

Summer Term 2027

Term starts: Monday 12 April 2027

Half-term: Monday 31 May 2027 to Friday 4 June 2027

Term ends: Wednesday 21 July 2027

Staff Training Days

- Tuesday 1st September 2026 - Provisional
- Wednesday 2nd September 2026 - Provisional
- Monday 4th January 2027 - Provisional
- 2 additional days in the Summer Term to be confirmed.



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

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[hodgehillgirls](#)