



# Handbook for Years 7-11 Students & their Parents 2026/2027

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Dear Parents and Carers

Welcome to the Main School. Whether you are joining us for the very first time in Year 7 or entering the crucial final stretch of Key Stage 4, this handbook is designed to be your go-to guide for the journey ahead.

The transition through Years 7 to 11 is one of the most transformative periods in a young person's life. It is a time of immense academic growth, shifting from foundational discovery to the focused ambition of GCSEs. But just as importantly, it is a time for discovering who you are, building lasting friendships, and learning how to navigate the wider world with confidence and integrity.

Our core philosophy is simple: we achieve our best when school, students, and parents work in close partnership. We hold high standards because we know what our students are capable of achieving. We expect hard work, resilience, and kindness. In return, we promise a safe, stimulating, and deeply supportive environment where every individual is seen, heard, and challenged to thrive.

Over the course of five years in the Main School, our academic journey is carefully designed to shift from broad exploration to focused specialisation. We want students to remain curious, think critically, and ultimately build the deep knowledge required to excel in their GCSE's.

There are many opportunities for students throughout years 7-11 to take greater responsibility for their learning and development, both in and out of the classroom. Students can take an increasingly leading role in the organisation of regular and/or one-off events and the many and various extra-curricular areas that we have to offer such as music, drama and sport.

I hope that the time spent in Main School will be fulfilling and rewarding. We seek to foster resilience and to enable students to develop their integrity, respect, social conscience and scholarship. There are many potential difficulties, both academic and personal and the team of Student Progress Tutors and Year Group Leaders are sensitive to this and will encourage students to discuss their situation at regular intervals. Support is available from the Engagement and Well-being Officer, Pastoral Officer and Welfare Officer, should students need to speak to a member of the wider pastoral team for support. Parents are encouraged to work closely with the school to help in their child's development and to ensure that this will be a successful stage in their education.

Yours sincerely

Mrs L Davis

Head of Main School

NHGS is committed to providing a secure and supportive environment in which children can develop and grow into mature and responsible people. Safeguarding children is a central part of our whole school approach to ensure that:

- Children are protected from abuse and neglect.
- Every child reaches their full potential.

We aim to do this by:

- Creating an environment whereby high standards of work, effort and behaviour are expected and rewarded with praise and encouragement.
- Providing a curriculum which will help all children develop their potential.
- Providing appropriate teaching and learning opportunities to sustain the personal development of all students
- Developing a school community whereby everyone feels valued and secure, shows understanding for others, celebrates diversity and provides equality of opportunity and encourages a sense of pride in our school.
- Working in partnership with parents by offering support, information and advice about their child's learning and development.
- Fulfilling our pastoral duties to our students and working in collaboration with other agencies as set out in the Children's Act 1989 and subsequent legislation and guidance.

Child protection is fully considered in all of our recruitment processes and all staff, governors or adults who come into regular contact with our students are fully checked in line with the most stringent guidance. All school staff are trained in child protection issues annually and all new staff receive training as part of their induction programme.

The school has an online reporting facility which can be used by all members of the school community to report anything that they are unhappy about or believe to be wrong. The facility can be accessed by clicking on the 'Report It' icon on the school website. The 'Report It' facility is additional to other methods of reporting concerns such as letters, phone calls and talking face to face with staff.

The school is committed to dealing with bullying firmly and fairly. If anyone is being bullied or sees someone else being bullied, they should report it immediately. We deal with everything that we know about.

Parents and students should all be aware that if a serious disclosure is made which involves actual or possible harm or abuse to a child, no member of staff can give any promise of confidentiality. The school has a legal duty to pass such information to relevant authorities/agencies.

### **Designated Safeguarding Lead (DSL) and Assistant Headteacher - Mr Adams**



Mr Adams, is the Assistant Headteacher. He is the school's Designated Safeguarding Lead (DSL) and he can be contacted at the school if parents or carers have any worries or difficulties.

Mr Adams is closely supported by a team of Deputy DSL's and should be contacted in the absence of Mr Adams. The Headteacher and other Assistant Headteachers can also be contacted.

The school's Child Protection Policy and Child Protection Procedures can be accessed on the school's website.

### **The Pastoral System**

Mr Kennedy – Assistant Headteacher has oversight of the Pastoral System for Years 7-11.

Mrs Davis - Head of Main School oversees attainment and behaviour for Years 7-11, supported by a team of Year Group Leaders.

Lower School Years 7, 8 and 9

Upper School Years 10 and 11

Sixth Form Years 12 and 13

Each year group has a Year Group Leader. Within each year group are form groups run by Student Progress Tutors.

The Student Progress Tutors will follow through from Year 7 through to Year 11 with their forms whenever possible. The Year Group Leaders will follow through from Year 7 to Year 11.

Mrs Davis will lead on transition for Year 6 to Year 7.

### **Year 7-11 Pastoral Team**

#### **The Pastoral Leaders**

##### **Assistant Headteacher - Mr Kennedy**



Mr Kennedy was born in Leeds in 1984. He studied Politics and Parliamentary Studies at the University of Leeds and completed his teacher training as part of the Teach First graduate scheme. Mr Kennedy teaches Business Studies and Government and Politics. Mr Kennedy is a keen sports fan who regularly plays football and golf. In addition to sports he enjoys city breaks in Europe and is always keen to experience new cultures and cuisine.

He is an avid reader and particularly enjoys historical fiction and books on economics and politics.

##### **Head of Main School - Mrs Davis**



Mrs Davis attended Woodkirk Academy completing both her GCSEs as well as her A-levels here. She completed A-levels in PE, Psychology and Geography. Throughout school Mrs Davis was very much into her sport, competing at club and county level in football, hockey and cross country running. Mrs Davis also played for Leeds United for ten years. Following sixth form, Mrs Davis attended the University of Leeds to study a Bachelor of Science in Psychology.

Whilst at University Mrs Davis worked for West Yorkshire Police as a Special Constable where she gained valuable communication and life skills working in the community alongside regular Police Officers. On completion of her degree Mrs Davis attended Leeds Beckett University to complete her PGCE in secondary Physical Education to pursue a career in PE teaching.

Mrs Davis has been at NHGS since September 2017 and alongside PE teaching, has always had a keen desire to follow pastoral roles as she values their importance within schools. As a result, Mrs Davis has been a Year Group Leader at NHGS and took on the role of Lower School Leader from September 2020, whilst most recently taking on the role as Head of Main School. Mrs Davis finds pastoral roles very rewarding and she hopes she will enable the students in her year to make the most of their time at NHGS and to reach their full potential in all areas, academically, personally and socially. Out of school Mrs Davis continues to love her sport and spending time with her family.

### **Year Group Leader; Year 7 - Miss Fuller**



Miss Fuller attended Kettlethorpe High School, where she completed her GCSEs and developed a lifelong passion for sport. Throughout her school years, she competed at a high level in football whilst also playing hockey.

Following school, Miss Fuller studied A-levels at Pontefract New College, where she completed PE, Business and Psychology. Alongside this, she gained her Sports Leadership qualification. She then went on to study Physical Education at Leeds Beckett University, graduating with First Class Honours. Following her undergraduate degree, she completed her PGCE and qualified as a secondary PE teacher.

Miss Fuller joined the NHGS team in 2025 with a passion for helping students achieve their full potential, both academically and personally. Alongside teaching PE, she has enjoyed supporting the pastoral team and is delighted to be welcoming the new Year 7 students as their Year Group Leader. She is committed to helping students settle into secondary school, supporting them throughout their journey, and ensuring they make the most of every opportunity during their time at NHGS.

Outside of school, Miss Fuller enjoys playing sport, walking her dog and spending time with family and friends.

### **Year Group Leader; Year 8 - Mr Ashmead**



Mr. Ashmead was born in Salford, and grew up in a small town near Wigan. He has always had a keen mind for Maths, and this stems from finding out the how and why things happen. At University he studied Accounting receiving a 2:1, however his passions lay elsewhere. In Secondary School, he would be helping his friends with their Maths homework and in lessons and that is where teaching came in. After a year teaching in the Yorkshire Dales, Mr. Ashmead went abroad and taught in Abu Dhabi and Munich as the travel bug hit. Upon his return to the UK, he spent four years teaching and living in a Boarding School (Giggleswick), in which full-time pastoral care was the norm.

After joining the NHGS team in 2025, Mr. Ashmead supported the Pastoral team before covering the Y7 YGL role from January 2026. He is pleased to carry on this role into the next year and follow the year group through. Outside of the classroom, Mr. Ashmead enjoys spending time with his partner playing Board Games, discovering more of the UK and 7-a-side Football.

### **Year Group Leader; Year 9 - Mrs Hutton**



Mrs Hutton is Yorkshire born & bred. Born in Doncaster in the 1970s, she developed an early passion for French following school trips to Brittany and Amiens. She studied European Business and French at university, including a year in Lille in Northern France. Life went in a different direction and she spent 20 years working in industry, in the field of merchandising for men's tailoring, ladies & children's clothing and interior design. In 2019 she decided upon a career change and began teacher training to teach French.

Qualifying in 2020 in a challenging year of COVID lockdowns, she has since taught at Trinity Academy Halifax and joined the NHGS Team in 2022. Following her passion for building relationships with and supporting students, Mrs Hutton covered the role of Y7 YGL for Mrs Davis and is delighted to be continuing with the role into Y8 and beyond. Mrs Hutton loves to bake, do yoga and run. She loves learning about different cultures and loves to travel and visit galleries and the theatre.

### **Year Group Leader; Year 10 - Mrs Lydon**



Mrs Lydon was born in London in 1995. Despite her accent suggesting otherwise, she moved to Leeds two years later where she has remained ever since. Except for a short break where she attended Heythrop College, University of London where she received her BA in Philosophy. Mrs Lydon has been at NHGS since September 2017 where she has been committed to her subject RPE as well as being committed to extra-curricular activities; Pride Group, neurodiversity group and the school productions. Her passion to support students and seeing them thrive in all areas of life has led her to take up the Year group Leader role starting September 2024. Outside of school, Mrs Lydon enjoys spending time with her 2 children and going to the theatre in particular to see the latest musical.

## **The Year Group Leader for Year 11 - Mr Hore**



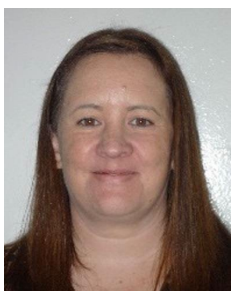
Mr Hore attended Nicholas Breakspeare RC Secondary School in St. Albans before graduating from St Mary's College, Strawberry Hill, Twickenham with an Honours degree in History and Movement Studies. He began his career in London, before moving to Calderdale to further his career. He has taught in a variety of schools and held a number of different roles, both pastoral and curriculum related. He has also been part of the Calderdale Safeguarding Board and completed his NPQH in 2001. He is a keen sports fan, especially football and rugby union and also enjoys reading, especially autobiographies. His overarching ethos is that school should offer the opportunities for all students to be safe, happy and achieve to the very best of their ability and always endeavours to make sure that all three are in place within the year group.

The Year Group Leaders are responsible for:

- Target setting, monitoring and reporting on students' academic progress.
- Advice and support in relation to progress and personal development.
- Attendance issues.
- Absence from school requests.
- Parents' Consultation Evenings.
- Oversight of the Behaviour for Learning system.
- Behaviour issues.
- Links with external agencies to support students.

## **Additional Pastoral Support**

### **Pastoral Assistant & Attendance Officer - Miss Maguire**



Miss Maguire was born in London and grew up in Essex (so may be identified around school by her southern accent and mis-pronunciation of certain words!). She went to school in Billericay before moving onto the University of Portsmouth to study for a Ba Hons degree in Media Studies. After graduating, she moved to Halifax and took up a role within the West Yorkshire Police and stayed with the organisation in various roles for almost 10 years. She made the move across to the education sector in 2018, working in both behaviour support and attendance. She has 3 children, two of whom are now of high school age, so she has a wealth of personal experience as well as professional experience when it comes to working with young adults and teenagers.

### **School Welfare Officer – Mrs Lamb**



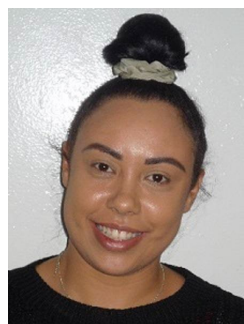
The School Welfare Officer works closely with the pastoral team and is part of the Well-being team to provide support and advice for students with regard to physical and mental well-being. Mrs Lamb is available for 'drop in' support for a wide range of issues including difficulties with peers, behavioural difficulties and emotional issues which may impact on their lives in or out of school. Mrs Lamb also provides basic First Aid to staff, students and visitors and monitors students with medical plans.

## Well-being and Engagement Officer – Mrs Booth



Mrs Booth is the school's professional counsellor and a member of the BACP who offers support and help to students with a range of well-being issues such as anxiety and stress, low mood, low self-esteem, OCD symptoms, anger, relationship issues and so on. She joined the NHGS team in 2014 after managing the local Noah's Ark Counselling Service for several years. However, alongside her work as a counsellor, she was an English teacher for 25 years and a Year Group Leader in that time, working in a number of secondary schools. With this background she also offers engagement work with students who are struggling with exam stress, revision techniques, organisational issues, friendship breakdown, problems relating to their transition into the school, behaviour issues and anything which supports the work of the Year Group Leaders and wider pastoral team. The aim of this engagement work is to enable students to settle happily into the school community; to build their resilience; to access the curriculum with confidence; to focus well in lessons; and to make the most of their revision opportunities.

## Behaviour Mentor- Miss Middleton



Miss Middleton has worked in schools and with young people for the past five years. She attended a school in Halifax and after leaving school attended Calderdale College where she studied Health and Social Care. Her work experience with young people includes being a teaching assistant in primary schools and more recently behaviour mentor within a local pupil referral unit (PRU). Miss Middleton has now worked as a behaviour mentor at NHGS since October 2023 and enjoys the daily challenges each day brings as no two days are the same. In her spare time she loves going on holiday and spending time with her family. You can find Miss Middleton around the communal areas and corridors at lunch and break times but also within the main pastoral office.

## Special Educational Needs

The school's SEND team is available in school to discuss any relevant interventions that might be required.



The SENDCo at NHGS is Mrs Terry. She is responsible for all aspects of SEND particularly assessment / referrals, support in class, student progress and written documentation. She is closely supported by the Student Support team as well.

We also support students who present a wide range of needs for example: visual / hearing impaired, processing problems, hypermobility, ASD, Dyslexia, Dyspraxia, Dysgraphia and Irlen's Syndrome.

Some students are supported in their classes on an individual, group or whole class basis. One Page Profiles outline to all the teachers an individual's needs, strengths and guidance to overcome these difficulties to ensure all students maximise their potential.

There is close communication between the SEND staff, the Pastoral team and the Well-being team to ensure that no student's needs get overlooked.

**School Routines and Timetable 2026/27****Arrival at School****Before 7:50 am**

- All students entering the building before 7:50 am must report immediately to the Dining Room.
- Students must remain in the Dining Room until 7:50 am.

**From 7:50 am – 8:10 am**

- **Locations:** Students must move to the East Wing Yard or the Quad.
- **Access Routes:** Exit via the Lower Foyer, proceed down the Science Block steps, and up the stairs to the Yard/Quad.
- **Activity Zones:** Use the East Wing Yard for ball games; use the Quad for all other activities.
- **Facilities:** Toilets off the Lower Foyer must be accessed via the outdoor entrance only.

**Wet Weather Alternative**

In the event of wet weather:

- Before 7:50 am: Report to the Dining Room.
- 7:50 am – 8:10 am: Move to the Sports Hall.

**Mobile Phone Policy & Registration**

- **8:10 am Dismissal:** Duty staff will dismiss students to their lockers.
- **Storage:** Mobile devices must be placed in lockers immediately and remain there until the end of Period 5.
- **Registration:** After securing devices, students must go directly to their form rooms.

Students will enter by the **main entrance only** on arrival and proceed to their designated outdoor area or to their form room if the weather conditions are poor.

**Movement around the school**

Students should walk quietly around the school, in single file where appropriate, and on the left hand side of corridors or stairways. There should be no running or shouting anywhere in school. Students should not make physical contact with others without good reason or their express consent (this applies at all other times too). Students wishing to enter rooms should wait until all the previous occupants have left before doing so. Students waiting outside rooms should do so quietly and in an orderly queue. Students accessing rooms in the Technology Block should be mindful that this is a narrow corridor and should avoid congestion.

**Break and Lunchtime Routines**

At the start of break time students must go outside immediately without lingering in classrooms, cloakrooms, toilets or corridors. At the start of lunchtime students must go to their designated outdoor area or spend the lunch period in their designated indoor classroom if wet lunch is called. Students should use break and lunchtime to fill water bottles and use the toilet and not use lessons for these purposes. All students must follow the whole school 'on site, out of sight' policy for mobile phones during break and lunchtime.

## Use of Yards

**MUGA and area around the Humanities Centre** – Years 7 and 8.  
**East Wing Yard and Quad** - Years 9, 10 and 11.

Students in Years 10-13 may also use the adjacent fields when permitted. Students must not go beyond the fence boundary. Students will be informed when this is allowed. In all areas, students are expected to show consideration for others and not to leave litter. Students may choose to eat a snack in the outside area at break if they wish to, but must make sure that any litter is tidied away.

## Order of Break Service

- Monday- Year 7
- Tuesday- Year 8
- Wednesday- Year 9
- Thursday- Year 10
- Friday- Year 11

## Order of Lunch Service

- Year 11 to enter the Dining Rooms immediately with priority over Year 7.
- Year 7 to queue in the covered area adjacent to the Theatre when called (estimated to be from 12.05pm).
- Year 10 to queue in the covered area adjacent to the Theatre and enter the building to queue down the Staff Room Corridor when capacity allows (estimated to be from 12.15pm).
- Year 9 to queue in the covered area adjacent to the Theatre and enter the building to queue down the Staff Room Corridor when capacity allows (estimated to be from 12.25pm).
- Year 8 to queue in the covered area adjacent to the Theatre and enter the building to queue down the Staff Room Corridor when capacity allows (estimated to be from 12.35pm).

On the day a year group has break service they will not be permitted to enter the Dining Room for lunch. This is to ensure that lunch service does not run over into P4 and eat into valuable learning time. All students will have the opportunity to have a hot meal every day at either break or lunch.

## Indoor Break/Lunch Routines

Students will be notified over the tannoy if an indoor break or lunch is called due to inclement weather. Students must go to a designated room for wet break and lunch and stay in their year group area.

Students should not loiter in corridors, toilets, or cloakrooms during indoor breaks and lunchtimes. Students must be on their best behaviour during indoor breaks and lunchtimes, and must show care and consideration for the room they occupy, and for the other people using the room.

During a wet break or lunchtime students must go to the rooms indicated below. Year groups are grouped together during wet break and lunchtime to help manage student behaviour.

7.1	7.2	7.3	7.4	7.5	7.6	8.1	8.2	8.3	8.4	8.5	8.6
L1	L2	L3	L4	L5	E3	E1	E2	E4	E5	E6	E7

9.1	9.2	9.3	9.4	9.5	9.6	Year 10 may use any of the following rooms					
M1	M2	M3	M4	M5	M6	Hu1	Hu2	Hu3	Hu4	Hu5	Hu6

Year 11 may use any of the following rooms					
SF1	SF2	SF3	SF4	SF5	

## Worship Room

A Worship Room is provided for all students to use during lunchtime and should be used in accordance with the guidelines that are shared with students via email. The Dance Studio will serve as the Worship Room for male students and PE2 will serve as the Worship Room for female students.

## At the end of Break and Lunch

At the sound of the bell at 10:57 students should proceed to their period 3 lesson and enter through the door which is nearest to the teaching room they are in during period 3. At 12:50, students should immediately proceed to collect their bag from their lockers and then proceed to their period 4 lesson.

## Dismissal from School

Students will be dismissed from period 5 at 3:00pm with the end of the lesson signalled by the school bell.

Students must head to their lockers when dismissed from P5 to collect belongings and then head to their nearest exit.

Buses will leave at 3.15pm.

## School Timetable

The timetable for the school day is outlined below. Students should be dismissed from lessons/registration at the sound of the bell. When dismissed from lesson/registration students should move promptly to their next lesson and not visit the toilet or water fountains when lessons follow straight on from one another. Teaching staff will determine whether a student is late to a lesson with the decision based on the circumstances relating to each student's lateness and with the decision of the member of staff being final.

Time	Action
8:10am	Students are instructed to head to lockers to put mobile devices in their lockers. Students then head to their form room
8:17am	The school bell sounds to instruct students that registration has begun
8:22am	The school bell sounds to signal the close of the register
8:45am	Dismissal from registration
9:45am	Dismissal from period 1
10:45am	Dismissal from period 2 for break
10:57am	Bell signalling the end of break
11:00am	Period 3 begins
12:00pm	Dismissal from period 3 for lunch
12:55pm	Bell signalling lunch has ended
1:00pm	Period 4 begins and afternoon registration closes
2:00pm	Dismissal from period 4
3:00pm	Dismissal of students from school

## **Emergency Procedures**

A clear and concise procedure is published and displayed in all areas. In the event of fire or other emergency, students are told to alert the nearest member of staff to raise the alarm. The nearest fire alarm should be activated. When the fire alarm sounds (a continuous ringing of the fire bell), students should leave the building, in silence, by the nearest exit or alternative if that is blocked and make their way to the assembly point on the school field. They must not stop to collect anything. Fire exit routes are displayed in all rooms. They must line up in silence in an orderly manner in alphabetical tutor group order across the middle of the football pitch. They must behave sensibly, remain silent and listen carefully to instructions and must not move until instructed. In the event of the Lockdown alarm sounding, students should stay where they are or go to the nearest place of safety and await further instruction.

Please note:

- Evacuation procedures are practised regularly – they are taken seriously.
- Any interference with fire safety equipment will be considered very serious and will be dealt with very severely.

**Reporting Absence**

The school uses email and text messages as its main method of communication. In addition, parents may use the Edulink One app for further information on student progress and school administration.

If your child is ill first thing in the morning, or is going to be absent for any other reason, you should notify school by using the Edulink One app, by emailing [studentabsence@nhgs.co.uk](mailto:studentabsence@nhgs.co.uk) or by calling the main school telephone number on 01422 244 625. Any subsequent days of absence should be reported to school on a daily basis. We cannot accept notification from a student reporting their own absence.

**Medical Appointments**

Dental appointments and visits to a doctor should be made outside school hours. If this cannot be arranged, please notify school using the routes outlined above in advance of the appointment. A copy of the appointment card/letter/email should be attached to your absence request. Your child should return to school as soon as possible after such an appointment and should be prepared to make work up if necessary.

**Holidays**

The latest Department for Education (DfE) statutory document regarding school attendance "Working together to improve school attendance" outlines the statutory responsibilities schools and parents have regarding maintaining outstanding attendance. In order to ensure that pupils make the necessary progress during the school year, and achieve their academic targets, Headteachers/Principals may not grant leave of absence during term time. Parents should take their family holidays outside term time as Ofsted evidence shows absence during term time seriously affects pupil progress. See the NHGS Attendance Policy for more details on the school authorising absence. Further information on term time absence can be found in the school attendance policy.

**Payments to school**

The school subscribes to ParentPay, which is a secure online payment service for schools, which allows the school to list items for payment by parents, including all school meals. Using ParentPay, we can create accounts and unique logins for parents so that payments are specific to each student. This is the preferred method of payment for all transactions with the school.

West Yorkshire Metro is the main school bus provider and more information is listed in the Bus Company table below.  
For areas not covered by West Yorkshire Metro, see below.

There is also a public bus from Halifax Town Centre (number 521) which stops on Occupation Lane and School Lane.

**If you think you may be entitled to free school transport, you should contact your Local Authority.**

Bus Company	Information & Contact Details
<b>West Yorkshire Metro</b>	<p>West Yorkshire Metro is the main school bus provider and currently provides nine bus services; NH1, NH2, NH6, NH7, NH10, NH11, NH12, NH13 and NH14. The West Yorkshire Metro website is <a href="http://www.wymetro.com">http://www.wymetro.com</a> which provides lots of information about these services, including routes and timetables . West Yorkshire Metro can also be contacted directly on 0113 348 1122.</p> <p>Go to the West Yorkshire Metro <a href="http://www.wymetro.com">website homepage (http://www.wymetro.com)</a> and select 'Schools', 'Your School' and then 'A-Z Finder'.</p> <p>The website also contains information on the code of conduct, bus passes and the appropriate application forms.</p> <p><b>Important ticket/pass information: for the 'NH' Bus services - A daily or weekly ticket can be purchased from the bus driver. Your child will also need a Priority Photocard for an 'NH' bus service - The application window (via West Yorkshire Metro's website) for this is usually open towards the end of April.</b></p> <p><b>(All MCard products, including the Under 19 Bus Only ticket, are not valid on these services except for the C26 service).</b></p>
<b>Travel Xpress</b>	<p>Travel Xpress runs two bus services: The M23/M24 that covers Denholme, Cullingworth, Oakworth, Haworth and Oxenhope areas and the M25 which covers Frizinghall, Shipley, Saltaire, Cottingley, Bingley, Harden, Wilsden, Sandy Lane, Allerton, Fairweather Green and Clayton.</p> <p>You can contact them by telephoning 01274 598833 or email, <a href="mailto:admin@travelxpress.co.uk">admin@travelxpress.co.uk</a>.</p>

At NHGS, we take great pride in our school identity and community, and our uniform plays a key role in fostering this shared sense of belonging. Our uniform policy is reviewed annually to ensure it remains relevant, fair, and reflective of both our high standards and evolving societal attitudes toward personal expression. We seek to minimise unnecessary costs to parents/carers while maintaining a core uniform that ensures students are well presented and share a common sense of identity.

Students in Years 7-11 are required to wear the correct school uniform, and we expect it to be worn properly. Our focus when addressing uniform concerns is on compliance with the dress code itself—such as ensuring shirts are tucked in—rather than making subjective comments on personal appearance. This approach not only supports students' self-esteem but also promotes a readiness to learn and engage with the school's values.

Our approach is one that distinguishes between personal choices and uniform expectations. Hair, makeup, and jewellery are considered personal matters, with guidelines only applying where health and safety concerns arise, such as tying back hair for sports. By doing so, we respect individual and family choices while removing potentially discriminatory rules.

Each year, our policy is reviewed in consultation with stakeholders and comparisons are drawn with other schools, both locally and nationally. While we recognise that not everyone may agree with every aspect of the policy, we ask for your support in upholding the school's rules. Ongoing disputes over uniform details can be disruptive and detract from the focus on education. Persistent failure to follow the uniform policy will result in sanctions for defiance.

Our goal is to strike the right balance—maintaining high expectations while preparing students for professional environments, all within a framework that acknowledges some scope for personal expression.

### **Uniform Code**

- A school blazer in grey with an embroidered badge of the school logo on the top pocket of the blazer.
- A white, plain school shirt (not a fashion shirt, and no motif) which is tucked in with the collar buttoned up.
- A long-sleeved plain mid grey or red jumper with V neck and no motif can be worn under the blazer as an optional item.
- Plain mid to dark grey tailored trousers or a plain mid to dark grey pleated knee length skirt. Black or charcoal trousers and skirts may not be worn. Whilst we do not request that skirts are bought from a specific retailer, skirts must comply with the criteria outlined above.
- Belts should be plain, narrow in black or grey
- A school tie in red with grey diagonal stripe, worn sensibly and done up to the collar.
- Either short plain grey or black socks, or black or skin coloured tights.
- Plain black leather or leather-effect shoes. No trainers, ankle boots, backless or sling-back shoes, no pumps or suede footwear. Shoes must not have Velcro straps and be smart enough to be suitable for a formal occasion. Shoes should be kept clean.
- Head scarves worn for religious reasons may be any colour.

During warmer periods the school may choose to allow students to deviate from the standards outlined above to help students remain comfortable in school. This information will be communicated clearly through the appropriate channels, but students should not take it upon themselves to alter their uniform due to changes in temperature.

### **Coats and Outdoor Wear**

- Coats and jackets must be removed whilst in lessons.
- Hoods or caps must not be worn at any time. The only exception to heads being covered will be on religious, well-being or medical grounds.
- Hoodies, sports style jackets, denim items, sweatshirts, cardigans and jumpers other than the optional school jumper are not allowed and will be confiscated if worn.
- Students who want an additional layer of warmth under their blazer are able to wear the optional school jumper.

## Personal Identification

For safeguarding reasons, your full identification must be worn at all times around the neck when in school, except in PE lessons. This consists of a lanyard, card holder and personal identification card. If any part of your personal id is lost, damaged or defaced it will need to be replaced at the first possible opportunity.

## Personal Appearance

Our uniform policy allows students to wear make-up, jewellery, and style their hair in a way that suits them other than when there are health and safety concerns e.g. tying back hair for sports and removing of ALL jewellery for sports. This approach supports their ability to express their individuality while ensuring that staff are not placed in the difficult position of making subjective judgments about what is considered an appropriate appearance.

False nails or extensions, as well as any form of polish on the natural nail may not be worn. This is due to the health and safety risks and distractions they pose within school and the impact they can cause on students accessing the full curriculum.

Maintaining high expectations on student uniform and allowing students the freedom to manage their own appearance are not contradictory ideals. Students must be smartly presented in school uniform in a manner that ensures a sense of collective belonging to the school while also feeling respected to be themselves in their appearance.

## Physical Education

Embroidered initials on PE kits are optional but if not embroidered, **all PE kit must be clearly labelled** with the student's full name. If a student has been prescribed an inhaler it should be labelled with their name and brought to every PE lesson and administered as required.

### PE Kit List

- Black sports t-shirt with NHGS logo
- Black sports top with NHGS logo (optional)
- Plain black sports base layer/skin upper body (optional)
- Plain black skort OR plain black shorts OR plain black tracksuit bottoms OR plain black full-length sports leggings\*
- Black long socks - outdoor use
- White ankle socks for indoor use and summer
- Appropriate sports trainers
- Plastic moulded or metal studded boots \*\*

### PE Kit additional compulsory items for the following activities:

- Hockey - Shin pads and gum shield
- Rugby - Gum shield
- Football - Shin pads

### Finally

It is dangerous and therefore forbidden to wear any form of body piercing during PE lessons. Any piercing and healing should take place in the summer holidays.

\*These must not be thin fashion style leggings.

## **School Uniform Outfitters**

Our preferred suppliers are:

Rawcliffes Ltd, 42-44 Darley Street, Bradford BD1 3HN Tel 01274 730846

Email: rawcliffesbradford@gmail.com

Uniform can also be ordered online with them at [www.rawcliffes.biz](http://www.rawcliffes.biz) or

Shaw Hardcastle 20-22 Commercial Street, Halifax HX1 1TA Tel 01422 353949

There are also a number of Halifax uniform outfitters:

The Uniform Shop and Ziggy's School Wear

If you have any good second-hand uniform that you wish to donate to school, we would welcome any donations, which can be left at Reception. Parents, carers and students can also join the Facebook group to share or find second hand uniform by searching 'NHGS second hand uniform' in the Facebook search bar.

## **School Equipment**

Please ensure that students have a pencil case complete with:

- Blue/black pens
- Green pen
- Pencils
- Sharpener
- Rubber
- Ruler
- Glue stick
- Scissors
- Calculator
- Compass
- Protractor
- Whiteboard pen (dry wipe) and a whiteboard rubber (small)

Other required items:

- Exercise books/folders and text books as appropriate for the day
- Homework that is due in
- Personal ID badge
- Combination padlock
- Planner
- Drinks bottle to refill at water stations
- PE kit as appropriate
- Musical instrument and music as appropriate
- Ingredients for cooking as appropriate
- Other items as requested from time to time by staff

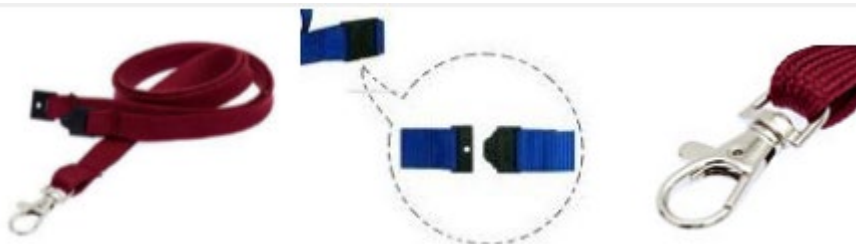
## Personal ID Information:

**(All Year 7 and new Sixth Form students [1] will receive a free personal identification badge when they start at NHGS)**

YOUR **PERSONAL ID** HAS THREE PARTS

1. **LANYARD** - with breakaway & clip
2. **HOLDER**
3. **CARD**

1. This is your Lanyard - - - -with breakaway & clip (£3)



2. This is your holder (£3)



3. This is your ID card (£5/£10/£20)



Note: - First replacement card £5; Second £10, Third & more £20. You can collect an O ring from Repro on the pastoral corridor if you need one.

## Personal Identification – School Handbook - Rules

For safeguarding reasons, your full identification **must** be worn at all times when in school, except in PE lessons. This consists of a lanyard, cardholder and personal identification card.

If you lose, damage or deface your ID you will need to purchase a new one. Payment can be made via Parent Pay, click on the payment box and change cost for required parts, an email to [l.stott@nhgs.co.uk](mailto:l.stott@nhgs.co.uk) with a request for a new card is required before any new cards are printed.

Please do not keep your ID card with your mobile phone, it can cause the chip inside the card to deactivate on some of the systems.

**Please speak to Mrs Stott in the Reprographics room if you have any issues with your card, including printing, door security around school and the entry system log in.**

## **Valuables**

Students are advised not to bring expensive items into school. Such items may include large amounts of money, jewellery, tablets or personal music devices. Please note such items are not covered by the school's insurance policies and school is not liable for the loss, damage or theft of such items. Students should be mindful not to leave their possessions unattended.

Should students choose to bring electronic devices such as mobiles, tablets and personal music devices into school, they must be stored in lockers for the school day..

## **Student Planner**

Each student is issued with a Student Planner to record activities both in and out of school, and to help as a personal organiser. Students use the Planner every day to record details of homework etc., and Student Progress Tutors will check the Planners every week. We hope that parents will consult the Planner daily to check that homework has been completed and we ask that it is signed every week.

The Planners will also be used to provide parents with some academic information and indications of progress. During the course of the year, subject teachers will use the Planner to indicate levels of achievement against target levels. In addition, subject specific targets will be set for students to work towards by the end of the year.

## Student Communication

### Use of email to contact staff

School email has become the most frequently used means of contact between students and staff. This can be very useful and students are expected to check their school email daily. However, to avoid staff receiving many unnecessary emails, students should think carefully about whether an email is the most appropriate way to contact a teacher. If they do email a member of staff, students should only use their school email account and should write the email appropriately, in a formal way, addressing the teacher politely. Main School Student Progress Tutors will discuss this with students and provide examples of good practice.

Some staff may encourage students to email them with issues whilst others may prefer other forms of communication and students should listen carefully to individual instructions from staff. Some staff choose to read and reply to emails outside of school hours, however staff are not expected to do this and therefore students should not expect or demand a response from staff on an evening, weekend or during holiday periods.

When emailing teachers, students should follow the guidelines below:

- Think carefully about whether the email is necessary.
- Leave enough time for the teachers to reply.
- Address them formally using their title and surname as you would if you were speaking to them face to face.
- Write in formal standard English – it should not be written as if it were a text message to a friend.
- Use appropriate politeness markers such as “please” and “thank-you”.
- Use your full name and form.
- You should not expect or demand an instant reply.

## Misuse of ICT

At any point during the school day students should not;

- use devices to take a photograph or video of themselves, a fellow student or member of school staff, unless it is as part of a school work assignment
- send or share a photograph or video of themselves, a fellow student or a member of school staff by text, email or in any other way
- upload a photograph or video of themselves, a fellow student or a member of school staff to the internet, for example to Facebook, Instagram, Snapchat, YouTube, TikTok etc
- comment on or tag a photograph or video uploaded to the internet of themselves, a fellow student or a member of school staff
- post any kind of comment on the internet about a fellow student or a member of school staff that may cause upset to anyone (if it isn't something a student would say to the person in front of a parent or teacher it should not be posted on the internet)
- mobiles or other devices should not be lent to anyone and students should keep all log in details and passwords secret.

We also strongly advise students to follow these rules out of school hours.

If a student is involved with misuse of ICT leading to bullying or upset of another student, school sanctions will apply in line with the school behaviour policy. This may include misuse of ICT outside of school hours if the incident involves other students from NHGS.

If a student receives hurtful or indecent messages through a social media platform which routinely deletes messages as part of the platform's service we would recommend that screenshots of the message or image are taken so that NHGS or external agencies can apply the appropriate sanction at a later date.