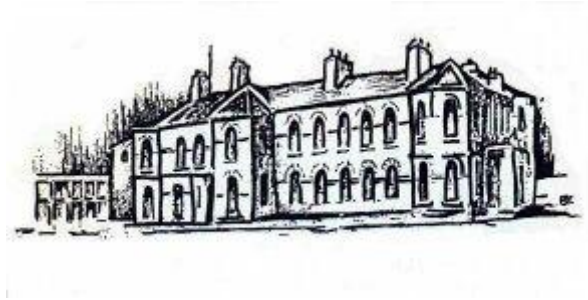


# BEECH HALL SCHOOL



## Parent Handbook

2011 - 12



Review Date  
August 2011

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*This document is issued to new parents. It is also available on the internet and is updated annually.*

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## **1. Introduction**

We believe that the education of each child is most successful when teachers and parents respect each other and work together for the good of that child. We appreciate the trust parents put in us by choosing Beech Hall for their children and we do what we can to communicate clearly and nurture good relationships.

This Handbook is therefore intended for parents and guardians of children at Beech Hall School as a useful and informative guide to the workings of the school. Whilst this is a weighty document, I trust that you will find time to familiarize yourself with its contents and follow defined procedures.

Many of the schools' policies, including its Child Protection (Safeguarding) Policy, are on our website: [www.beechhallschool.org](http://www.beechhallschool.org).

In addition, the following information and policies are available from the School Office for parents and prospective parents as hard copy upon request:

- Admissions (arrangements for admissions, discipline and exclusions)
- Learning Support Policy (which includes education and welfare provision for pupils with statements and pupils for whom English is an additional language)
- Curriculum Policy
- Anti-Bullying Policy
- Educational Visits Policy (Health and Safety on School Visits)
- Discipline Policy (Rewards and Sanctions)
- Academic performance in the previous school year
- Complaints Procedure/number of formal complaints in the previous school year
- Staff list, including temporary staff, and qualifications

Should you have any questions or any comments in connection with the handbook, please come and see me.

G Yandell,  
*Headmistress*

August 2011

## 2. Contact Details

The School's address is Beech Hall School, Beech Hall Drive, Tytherington,  
Macclesfield, Cheshire SK10 2EG

Website [www.beechhallschool.org](http://www.beechhallschool.org)

School Email [secretary@beechhallschool.freeserve.co.uk](mailto:secretary@beechhallschool.freeserve.co.uk)

School Telephone 01625 422192

Little Griffins Email

Little Griffins Telephone 01625 432 742

Fax 01625 502 424

Beech Hall School is a registered charity 525922.

We are a member of the Independent Schools Association (ISA) which is itself a member of the Independent Schools' Council (ISC).

The Chairman of the Board of Governors is Mr E McGrath. He may be contacted via The Clerk to the Governing Body at the school address given above.

The Headmistress is Mrs G Yandell BA(Hons.), PGCE. She may be contacted at the school address given above or by email: [geraldineyandell@beechhallschool.org](mailto:geraldineyandell@beechhallschool.org)

### **3. Our Purpose**

At Beech Hall School our pupils come first. In preparing them to become successful citizens of the 21<sup>st</sup> century we aim to provide:

- the highest standards of teaching and learning to all pupils in our care
- a sense of direction and purpose, whilst fostering independence, tolerance and adaptability
- opportunities for pupils to confidently undertake new experiences without fear of failure
- a stimulating and supportive environment that addresses our pupils' spiritual, moral, social and cultural development

## 4. The School and its future

### History

Formerly the home of one of the silk barons of the area, Beech Hall became a school in 1926. Then it was a boys' preparatory school and most of its pupils boarded.

During Jim Fitzgerald's headship, changing trends saw Beech Hall become coeducational and extending its range to include a nursery. Like many prep schools, boarding numbers withered during the early 1990s at Beech Hall; however, during this time the Little Griffins Nursery was born. Towards the end of Jim Fitzgerald's time as headmaster, the building freehold passed to a property developer. Such was the parents' enthusiasm for the education provided at the school and its ethos of friendly acceptance and encouragement of each individual that a tremendous campaign ensued; Beech Hall's future was secured with the purchase of the freehold and the establishment of a more proactive governing body.

Mark Atkins became headmaster in 2003 and, with great energy, began the process of modernising school procedures and improving its facilities whilst maintaining its distinctive ethos. The changing attitude of independent grammar schools to transfer at 13+ caused the governing body to consider whether to retrench as a prep school that provided education to 11+ or extend its range to GCSE, thereby providing a more intimate alternative to large secondary schools. The latter option was chosen and so began the process of improving facilities further to suit the needs of pupils between the ages of 6 months and 16 years.

In January 2007, Tim Scott succeeded Mark Atkins and looked to build on the legacies of recent predecessors. Recent developments have included refurbished computing facilities, libraries and playgrounds. An astro turf pitch was installed in January 2007 and a performing arts building was completed in the autumn of 2008. The school was inspected by the Independent Schools Inspectorate in February 2008 and the outcome of this was very encouraging. Here are some of the main findings:

- "The educational experience offered to pupils at Beech Hall School is good and successfully reflects the philosophy of the school."
- "Pupils of all ages receive a significant amount of individual attention that supports their academic and personal development."
- "The wide range of learning and activities and the high quality of care afforded pupils of all ages ensure the school accomplishes its aim to nurture confident, polite and well-motivated young people who are suitably prepared for the next stage of life."
- "The school curriculum is broad, suitably balanced, relevant to each stage of development and contributes appropriately to all areas of educational experience."
- "Pupils of all abilities attain well, including those who require support with their learning."
- "As the first Year 11 pupils reach the end of their school life they are competent and proficient learners due to the beneficial guidance they have received."
- "Pupils of all ages are articulate and confident."
- "Pupils of all ages settle quickly to their lessons and, because they enjoy their work and are challenged suitably by their teachers, they show high levels of determination to succeed."

- “Pupils growing sense of the beauty and continuity of nature and appreciation of the living world is supported well by a range of fieldwork and visits to outdoor centres.”
- “The independence, tolerance and adaptability evident during pupils’ discussions of behaviour are positively influenced, in the infants and juniors, by pupils’ contributions to their Golden Rules and, in the seniors, by school council debates.”
- “Senior pupils are sensitive to the needs of their younger counterparts and ready to help anyone in difficulties.”
- “Teachers encourage pupils to think and learn for themselves.”
- “The provision of a wide variety of activities, and high expectations of teachers, result in lessons in which pupils behave well and enjoy learning.”
- “Assessment information is used productively to monitor progress.”
- “The praise and encouragement pupils receive motivates them to achieve and behave well.”
- “The happy, close-knit school family contributes well to the favourable relationships between members young and old.”
- “Pupils of all ages say that little unacceptable behaviour occurs.”
- “The change to in-house catering and improvements in kitchen facilities has ensured pupils are offered a good range of healthy choices daily.”
- “The productive relationships between school and home have a positive impact on the work and progress of pupils.”
- “...Parents appreciate the availability and approachability of staff to discuss any matter of concern whenever needed...”
- “Numerous interesting social events, organised by the strong and active parents’ association, contribute significantly to the family life of the school.”
- “The school is well governed.”
- “Senior managers have clear views of what they wish the school to achieve.”
- “Caring and sensitive whole school leadership and proficient teaching have a major impact upon the creditable standards pupils achieve...”
- “Across the school pupils’ respect for others, good behaviour, well developed spiritual, social and moral skills and positive attitudes to learning are supported by high quality pastoral care.”

A full version of the ISI Report is available at [www.isi](http://www.isi). Already an IAPS School (Independent Association of Prep Schools (IAPS)), following this inspection we also became accredited members of The Independent Schools Association (ISA).

In 2008 our first cohort of Year 11 pupils took their GCSEs, 78% achieved at least five A\* - C grades. Our results this year, 2011, saw this figure rise to 83% of pupils achieving at least five A\* - C grades.

## **Our Vision**

*Where the children come first*

Beech Hall will continue to offer a distinct and exciting alternative to larger independent schools in the area for parents and their children, providing a breadth of educational opportunities and a high level of individual attention within a beautiful environment.

We provide education on a human scale with a high degree of 'value added'. To some extent this is measured by academic results, but the school will continue to value those activities that increase the range of a child's experience and add to self assurance. We will continue to make good use of the opportunities presented by ICT and research into how children learn best; we will also follow those national initiatives that we believe to be in the children's best interests whilst resisting those which are of more questionable value. A member of ISA (The Independent Schools Association), validation by other organisations will be investigated.

In order to provide a high level of individual care, year groups and class sizes will continue to remain small; however, we plan to increase the overall size of the school to approximately 210 pupils. More will wish to stay on after Year 6. Scholarships and/or bursaries will help us retain and attract able students. We will continue to offer excellent learning support. The range of subjects will widen, with subjects such as Spanish and Philosophy/Thinking Skills being introduced. We plan a broader and more creative curriculum for our older students. Although the number of GCSEs taken by each pupil will not necessarily increase, we will enable those ready to take public examinations early to do so. Facilities in the school will improve with better provision for ICT, the Performing Arts, practical subjects and Sport. A wider range of after school activities will be offered, although we will have to charge for some of them.

The involvement of parents in school life will be extended to include such things as family theatre trips. We will also contact our former pupils and parents with a view to fostering an even greater sense of community. Consideration will be given to launching an appeal to raise funds for a development of a new classroom block that will include facilities for Design Technology and Art.

A general smartening of the school will mean that we are able to offer the school as a venue for organisations and functions. We will offer evening tutorial sessions and, at Easter, revision courses. Our contributions to the local community and beyond will also be developed by fundraising and 'green' activities. Having recently gained the Eco School's bronze award, we aim to improve to the silver award. We will seek partnerships with local organisations if we are able to help each other.

In short, an exciting future awaits.

## **Recent and Future Projects**

Within the last five years, completed projects include

- the refurbishment and landscaping of the Ivy Bank to produce attractive senior classrooms
- re-equipping the Senior Science laboratory
- the establishment and stocking of attractive libraries for infants, juniors and seniors
- the creation of an additional ICT suite and considerable enhancement of computing facilities throughout the school
- Swapping Art and Junior Science to create an Art and Design Technology block
- the Nursery School playground, including a 'sail' to provide protection from the elements
- the astro turf all-weather surface
- fencing the swimming pool and the lawn
- resurfacing the car park
- the refurbishment of the Front Hall
- improvements to the playing fields (to accommodate older pupils)
- improvements to the playground and outdoor spaces
- the refurbishment of the Dining Room

In the short to medium term, future developments will include

- further improvements to ICT
- further improvements to school security
- further improvements to the exit drive and the area near the Manchester Road

In the longer term, consideration is being given to

- refurbishing the top floor of the Stable Block to provide a tutorial room, improved storage for the Beech Hall Parents' Association and an improved School Shop.
- a new-build classroom block
- improvements to the peripatetic music rooms
- enhancements to the drama/assembly area

## 5. Communication

### From Home to School

For all general correspondence or concerns that you may have, your child's Form Teacher (Junior School) or House Teacher (Senior School) should be the first point of contact.

1. **By letter:** addressed to the Form Teacher, Head of Junior/Senior School or Headmistress, as appropriate at:

Beech Hall School  
Beech Hall Drive  
Tytherington  
Macclesfield  
Cheshire  
SK10 2EG

If you send the letter **hand delivered** by your child, please ask them to ensure that whoever receives the letter acknowledges receipt in their School Planner. (Pupils do have a habit of leaving correspondence in their bags!)

2. **By e-mail:**  
To: [secretary@beechhallschool.freeserve.co.uk](mailto:secretary@beechhallschool.freeserve.co.uk)

The school secretary checks this e-mail at **regular intervals** during the day. Please make sure your e-mail to us is clearly labelled with the name of the intended recipient. All e-mails will be printed out and passed to the relevant member of staff.

Mrs Yandell's email address is [geraldineyandell@beechhallschool.org](mailto:geraldineyandell@beechhallschool.org)

3. **By using the School Planner:**  
The School Planner is the quickest and most efficient way for staff and parents to communicate. Parents are asked to check this daily for information and to note down queries for Form Teachers to deal with promptly. For more immediate concerns parents should telephone the School to arrange an appointment with staff.

4. **Telephone to the Secretary:**  
The school number is 01625 422192. The office is staffed in term time and during most of the holiday periods between 8:30am and 5:00pm.

(Please bear in mind that if you wish to speak to a member of the teaching staff they may have lunchtime or after school activities in addition to their normal teaching timetable.)

## **School to Home**

Information to parents from the school is to be found in this handbook, on the calendar, on the website, in the School Planner, in The Griffin or is sent home by letter.

### **1. The Calendar**

A detailed calendar for each term is given to pupils at the beginning of each term. Changes to the calendar are announced in The Griffin and on the website.

### **2. Via the web site**

Web site: [www.beechhallschool.org](http://www.beechhallschool.org)

### **3. Via the School Planner**

Form Teachers or subject staff may put comments in the Planner. This will be where pupils record their homework. Please initial all entries to show that they have been read.

### **4. By letter**

These will be emailed to you directly.

### **5. Reports and Parents' Evenings**

Formal Parents' Evenings are held twice a year – in the Michaelmas and Spring Terms; however, parents are always welcome to come into school to discuss their child's progress.

Written reports are sent home at the end of the Michaelmas Term and the end of the Summer Term.

### **6. The Griffin**

The School's weekly newsletter is emailed on a Thursday (or the last day of term, if different). Parents are welcome to submit articles to the Headmistress for consideration.

## Who's who

### Staff

#### Little Griffins Nursery

Nursery	Manager	Miss S Middleton
	Telephone	01625 432742
	Email	<a href="mailto:littlegriffins_nursery@googlemail.com">littlegriffins_nursery@googlemail.com</a>

#### The Junior School

Head of the Junior School:  
(Reception to Year 6)

Mrs H Roberts

Reception

Mrs G Simpson

Year 1

Mrs A. Gordon

Year 2

Mrs A. Bostock

Year 3

Mrs C. Richardson

Year 4

Miss J Forbes

Year 5

Mrs H. Roberts

Year 6

Mr E McLoughlin

Junior Head Boy

Alex Collins

#### The Senior School

Senior Master and Head of Senior School:  
(Years 7 to 11)

Mr J. Hardwick

The House System

There is a thriving House system, which promotes a wide range of activities throughout the year. All the pupils are assigned to a house.

Ash

Mr R Davis

Oak

Mrs C Jay

Yew

Mr D Johnson

Senior Head Boy

Axel Brodhag

Senior Head Girl

Ella Stoggall

## 6. The School Day

The Nursery Opens at 7.30am and closes at 6.00pm  
The school is supervised form 8.00am each morning

	<b>Infants</b>	<b>Juniors</b>	<b>Seniors</b>
8.35	Registration		Registration
8.40	Morning Lessons	Registration	Morning Lessons
8.55		Form Period/Assembly	
9.15		Morning Lessons	
10.00	Break		
10.30		Break	
11.00			Break
12.00	Lunch		
12.30		Lunch	House Meetings/Assembly
12.50			Lunch
1.00	Afternoon Lessons		
1.30		Afternoon Lessons	
1.50			Afternoon Lessons
3.30	End of School		
3.50		End of School	End of last Lesson followed by House Registration
3.55			Registration/End of School

Assembly is on a Tuesday and Friday for the Junior School and Senior School. All pupils are expected to be prompt to lessons and for registration in the afternoon. Pupils who are late for lessons, without an acceptable reason can expect to incur a bad mark/demerit.

### Registration

- Takes place in the Form Room.
- If for any reason a pupil is expected to be late in the morning, the School should be notified in writing – via the planner, or by telephoning the School Secretary.
- Pupils who are late for morning registration should report to the School office to be registered as soon as they arrive.

### Collecting pupils during the day

- Pupils who need to be collected either for an appointment, or those going home due to ill health, should be collected from Reception.
- All pupils must be signed out.

### End of the day arrangements

Our After School Care programme is designed to offer support for working parents who are unable to collect their children at the end of a normal school day. Clubs and activities run until 5pm. Some activities may incur a charge to cover costs. Pupils must be collected by 6pm.

<b>Time</b>	<b>Infants</b>	<b>Juniors</b>	<b>Seniors</b>
<b>3.30 – 3.45</b>	<i>In classroom and awaiting collection</i>	<i>Lessons</i>	<i>Lessons</i>
<b>3.50 – 4.00</b>	<i>On playground supervised by Infant duty staff</i>	<i>Lessons/Form Period</i>	<i>Lessons/Form Period</i>
<b>4.00 – 5.00</b>	<i>Activities Those not in activities (i.e., in Late Club) are registered in the Late Class Room and engaged in educational activities by Junior or Infant duty staff: reading, homework, using computers, art/craft activities etc. There should be no more than 30 mins TV. In fine weather there may be supervised play. Year 3-6 Homework - Year 5 Classroom R-Year 2 Activities</i>		<i>Activities Those not in activities (i.e., in Late Club) are registered in Stable Block 2 and supervised by Senior duty staff: reading, homework, using computers, art/craft activities. In fine weather there may be supervised play.</i>
<b>5.00 – 5.30</b>	<i>Those returning from Activities are registered and supervised.</i>	<i>Those returning from Activities are registered and supervised</i>	
<b>5.10</b>	<i>Buses Leave</i>		
<b>5.20 – 6.00</b>	<i>Should there be fewer than ten pupils at this point, one member of staff may be released and all remaining after school pupils move to the Activities Room.</i>		

If your pick up arrangements change please telephone the School as soon as possible. **The School will not release any junior pupil unless pick up changes have been notified in writing or, in emergency cases, by telephone.**

### Absence from School

Request for leave of absence during term time should be made in writing to the Headmistress. However, parents should note that this will only be granted in exceptional circumstances and not usually for family holidays.

- If a pupil is absent parents should telephone the School as soon as possible
- In the case of a long-term absence the form teacher will, if necessary and/or possible arrange for work to be sent home.
- A note to the form teacher in the School Planner must support all absences from School; otherwise the absence will be deemed to be unauthorised.

## **Term Dates**

### **2011-12**

#### **Autumn**

Start of Term Monday, 5 September  
Half Term Thursday, 20 October – Friday, 28 October  
End of Term Wednesday, 14 December

#### **Spring**

Start of Term Wednesday, 4 January  
Half Term Monday, 13 February – Friday, 17 February  
End of Term Thursday, 29 March

#### **Summer**

Start of Term Tuesday, 17 April  
Half Term Monday, 4 June – Friday, 8 June  
End of Term Friday, 6 July

## **7. The Curriculum**

At the beginning of the year you will receive a document which outlines the topics pupils can expect to cover in each subject.

### **Homework**

Homework is an integral and important part of School life and is essential to support academic work. Each pupil is issued with a School Planner at the beginning of the year. This is a vital link between home and School and you are encouraged to use this to communicate concerns to Form Teachers.

- In the Junior School the Planner must be signed by the member of staff who has set the homework and by parents to acknowledge the homework has been completed. In the Senior School it will be monitored once a week by House Staff.
- Pupils can expect to do a homework activity each night.
- A homework timetable is published at the beginning of the year. All pupils should have a copy in their planners.
- There will be a supervised homework session of 45 minutes during after school care.

### **Educational and Curricular Visits**

A wide range of educational visits will provide additional experiences for the pupils. These visits will include museums, galleries and theatres, sporting venues and residential activity/field trips. Extra curricular visits will incur an additional cost.

### **Special Educational Needs**

Throughout your child's time at School they will be closely monitored by their teachers. Occasionally, individuals show indications of specific learning needs that the School feels need further investigation. A meeting will be arranged to discuss the way forward. Following this, with your permission, a number of appropriate tests will be conducted.

### **Music as an Extra Curricular Activity: Instrumental Lessons**

The School offers a wide range of instrumental lessons taught by our qualified team of peripatetic teachers. These lessons take place during the School day on a rotational basis – senior pupils are given priority when avoiding curriculum time. Instruments currently include piano, keyboard, drums, guitar, voice, clarinet, saxophone and flute. The School will arrange lessons covering additional instruments in response to demand as pupil numbers increase.

### **GCSE Options**

A booklet is issued to parents at the beginning of the Spring Term in Year 9 and this is followed by a meeting in which options may be discussed. The school makes every effort to ensure that each pupil gains their first choice options.

## **8. School Rules & Code of Conduct**

### **SCHOOL BEHAVIOUR CODE**

#### ***General principles***

1. We believe we can choose our behaviour and be responsible for it. The guiding principles at Beech Hall School are those of honesty, fair-mindedness, hard work, enjoyment and treating others with proper respect and consideration.
2. We also attach great importance to manners, good discipline, service to others and to caring for the School and its external environment.
3. We value both effort and achievement and we encourage every positive contribution that a pupil makes to the life of the School, consistent always with the needs of the school community.
4. The Principles that make up this School Code are addressed to each pupil. Some of them necessarily apply also to parents. Compliance with this Code and each new edition of it is a condition of membership of the School. Parents are asked to read through this Code with their son/daughter from time to time. We believe all members of our community should choose to follow these principles listed above so that pupils may learn behaviour and manners which will stand them in good stead for the rest of their lives.

#### ***Conduct and self respect***

##### **5. Commitment:**

You represent the School whenever you wear your uniform. We hope you will take a pride in your membership of the School, be our ambassador on all occasions and enjoy your time here. You are expected also to take a pride in your conduct and personal appearance and to show commitment to your academic, sporting and leisure activities and always to do your best.

##### **6. Appearance and dress:**

The school uniform must be worn/complied with during school hours and for other school activities. You must be smartly turned out and in all other respects conform to the School's dress regulations. Shoes should be clean and hair styles must be moderate and tidy. Girls may wear plain matching stud earrings, one per earlobe; beyond this, earrings, studs, tattoos and other adornments of that nature are not allowed.

##### **7. Honesty:**

The school community relies on each pupil being honest and truthful and showing a good example to others. Never cheat, steal or tell lies and remember that being found untruthful usually carries the greatest disgrace of all. If you find, or if in some other way you come into possession of, money or property that does not belong to you, ensure that it is given back or handed to a member of staff as soon as possible.

##### **8. Behaviour generally:**

Your behaviour must be a credit to yourself and to the School, whether at school or in public places such as streets, on public transport or in private coaches and whether in or out of school hours. Always consider the consequences of your words and actions on yourself and on other people. Never do something you feel is wrong.

***Self-respect and respect for others***

**9. Effort and achievement:**

At Beech Hall, we look for fulfilment and enjoyment and we are positive in everything we do. We respect and encourage each other as individuals and as members of teams. We also encourage inquiry, hard work, high standards and competition. We take pleasure in each others' achievements and we never mock each others' effort or failure. Each pupil has the right and the responsibility to contribute to this ethos.

**10. Courtesy and good manners:**

From time to time members of staff, parents, visitors to school premises or other pupils may need assistance. Please be ready always to offer help. It is very important that you should, even if to do so causes you inconvenience.

**11. In the classroom:**

We expect you to make it as easy as possible for everyone to learn and for the teacher to teach. You should stand up whenever an adult or visitor enters the room. Your books and equipment should be ready for the start of each lesson. Keep the classroom tidy. Above all, be pleasant and helpful at all times.

**12. Sportsmanship:**

Whether you are a competitor or a spectator at an event, you are expected to behave with good manners and always to set an example that reflects well on the School. Play to the rules; play hard; play fairly; do your best; enjoy the game and never cheat; be equally gracious in victory as in defeat.

**13. Bad language:**

The use of bad language is unnecessary, insulting to others and damaging to the person who uses it. For these reasons and others its use is forbidden and liable to be punished.

**14. Bullying:**

Threats, physical attack, name-calling, mocking, harassment, racism, sexism and all forms of victimisation, are bullying. Bullying has never been tolerated at this School and will not be excused on grounds of its being part of a game. Bullying is a serious matter which may lead to removal or expulsion. You must not bully others and if others bully you, or you see someone else being bullied, you should inform a member of staff immediately or your parents. Full details of the School's policy on bullying are published separately and are available either via the School website or on request from the School Office.

**15. Fighting:**

Like bullying, fighting is also forbidden.

***Respect for property and the environment***

**16. Vandalism, graffiti and litter:**

Vandalism and graffiti-writing on school premises and elsewhere are regarded as serious breaches of school discipline. Please report, in confidence, any incident of wilful damage or the deliberate dropping of litter to your Form or House Tutor or another member of staff. Please take pride in your school environment and help keep it tidy. If you find litter, pick it up and dispose of it securely.

**17. Other people's property:**

You must not interfere with other peoples' property or open lockers which are not your own. If someone has lent property to you it must normally be returned immediately on request. You must not borrow someone else's property, books, notes or projects without their previous permission. You must be strictly honest with regard to money or property that does not belong to you or that you find. If you are in any doubt, ask a member of staff.

**18. Accidental damage to property:**

You must report to a member of staff any damage you cause to property which is not your own. You or your parents may be asked to pay for the damage.

## **School Rules**

1. Pupils are expected to abide by the positive ethos of the School at all times and to follow readily all reasonable requests made by members of staff. Calm and courteous behaviour is always expected. This includes respect for each other, which means that it is inappropriate to use bad language, be linking arms, pushing or pulling one another around.

2. Senior pupils are expected to arrive in their Form Rooms for Registration for 0830 and Junior pupils for 0840. Any late arrivals must report to the office to ensure they are registered. This is essential for fire regulation purposes.

3. Students are to seek permission before bringing a bicycle onto school premises.

4. If a pupil is absent, parents should contact the School Office on the first morning of absence or should send in a letter of explanation addressed to the Headmistress but given to the Form Teacher in the first instance when their child returns to school.

5. Parents may request permission from the Headmistress for pupils to leave the School premises in exceptional circumstances. This request should be given in writing at least 24 hours in advance. Such pupils must then report to the School Secretary both to sign out and to sign in on return.

6. All classes will proceed quietly when moving to and from lessons. Footpaths should be used and not grassed or gravelled areas. Junior classes must always be accompanied by a member of staff when crossing the cobbles. All pupils are expected to take care in areas used by motor vehicles and car parking areas should not be used for games.

7. It should not be necessary for a pupil to return to a Form Room during the course of either morning or afternoon sessions; all equipment required for the session should be collected during the morning registration, or at lunch break.

8. During normal lessons, pupils will only be allowed to visit the toilets individually.

9. Pupils must never interfere with the fabric of the building or with equipment, particularly that which is electrical or associated with fire safety.

10. All pupils are reminded that the good order and tidiness of the School depends on them. Litter belongs only in the litter bin.

11. During wet breaks and lunch times, pupils should proceed directly to their designated rooms, where they should occupy themselves quietly. In good weather, all pupils should be outside the school buildings. If playing any sport at this time appropriate sports footwear must be worn. This includes the astro turf where trainers should be worn.
12. The only pupils permitted in the Assembly Hall and Music rooms during the School day are those attending music or drama tuition.
13. Outside lesson times, quiet should be maintained in the area around the school offices, the staff room and the Headmistress' office.
14. At the end of the day, all pupils will return to Form or House Rooms for registration and to check their Student Planner. Pupils not leaving the site immediately are to go to Late Class, where they are to begin their homework.
15. Pupils are to show their school planner to their parents on a weekly basis in order to get it signed by them.
16. Seat belts must be worn at all times when travelling in a school minibus.
17. Hair is to be clean and tidy. If collar length or longer it should be tied back with hair accessories of plain red or black, and kept off the face. In practical subjects such as Science and DT, it is imperative that ALL long hair is securely fixed out of harm's way.
18. The only jewellery items permitted with uniform are: a flat faced wristwatch with plain strap; girls may wear plain matching stud earrings, one per earlobe. Any other visible body adornment will be confiscated. Digital watches and electronic organisers are permitted, but alarms must be silenced during the School day.
19. Nail varnish and make-up of any type must not be used with School Uniform. Shoes must be low heeled (6cm height maximum) and of a type that would not put the wearer at risk, or cause damage to school surfaces. This means that heels must be wide.
20. At all times when in uniform pupils are ambassadors for the school and should behave responsibly and wear the correct uniform smartly during the School day, including to and from home. Blazers are to be worn in assemblies, at lunch and at the start of all lessons. Permission to remove them may be given by a member of staff, for example in hot weather or in practical lessons.
21. School uniform is to be worn smartly. Shirts must be tucked in, top buttons are to be buttoned. The tie knot should be of reasonable size allowing for suitable tie length to finish near to the waist.
22. All personal belongings must be CLEARLY named. Inspection of kit and uniform may be carried out without notice.
23. Pupils' property should be kept in their lockers, or in bags on their cloakroom pegs, when not required for lessons. Items left elsewhere may be confiscated.
24. Pupils should use an appropriately sized bag. Carrier bags are unsuitable for school books or sportswear.

25. In Winter the uniform allows for the wearing of a scarf, which must be plain red, or black. The same applies to the colour of any pull on hat, which may be worn to and from school in severe weather.

26. Gymnastic apparatus must not be used without the supervision of P.E. staff. Specialist equipment and apparatus should not be used without the supervision of qualified subject staff.

27. Correct sportswear (as printed in the uniform list) must be worn for all P.E. and Games lessons. If a pupil is unfit to take part in Swimming, P.E. or Games consideration should be given as to whether or not they are sufficiently fit to attend school on that day. If parents consider that their child is fit enough to attend school there must always be a note of explanation from parents.

28. In order to reduce the chance of damaging property or causing injury, footballs played with at break times must be light weight. No ball games are allowed within the school buildings.

29. As part of our Healthy Eating Strategy, no nuts or chewing gum are to be brought onto School premises. Pupils are permitted to bring only bottles of still water (in a bottle with a sports cap) into school. However, these may not be taken into practical subject areas of the school.

30. Valuable items other than necessary school equipment should not be brought into School. Small change up to a maximum of £5 is permitted. In exceptional circumstances, valuables and larger amounts should be lodged with the Business Manager for safekeeping. MP3 players, iPods and other similar personal audio storage equipment must not be brought onto the school premises.

31. No toxic substances are allowed anywhere on the School premises. The school has a no smoking policy throughout the site.

32. Mobile telephones should be left in the School Office at the beginning of each school day and will be confiscated if not handed in. There will be occasional special circumstances when mobile telephones will be permitted, for example, when a school trip is scheduled to return to school after 4pm.

## **9. The Beech Hall Parents' Association**

There is a thriving Parents' Association, which brings parents together for a variety of social events throughout the year. Highlights include the Pumpkin Olympics, The Christmas Fair, The Spring Ball and the Family Party. The Parents' Association has raised considerable funds for the School and they have bought equipment for the benefit of all the pupils. Recent projects have included funding for the Astro turf, equipping the libraries and the refurbishment of the Assembly Hall. The Chair is Kate Fluck and she can be contacted at the school office.

## **10. The Governing Body**

### **Eamonn McGrath – Chairman**

Eamonn is a past parent of the School and was appointed Chairman of the Governors in 2004. His association with Beech Hall started in 1995, when he and his wife Moira and their family moved to Prestbury from London, and his sons Thomas and Joseph joined the School as pupils. Eamonn was the Treasurer of the BHPA for several years. Eamonn is a chartered accountant and a partner in one of the major accounting firms based in Manchester.

### **Hilary Blackwell**

Hilary has been a Parent Governor since 2001. Her daughter, Gabrielle, attended Beech Hall from Nursery to Year 11. Hilary's background is in education, publishing and marketing. She is now self-employed and provides marketing and new business solutions to small companies. She also has special responsibility for Child Protection.

### **Winston Hunter**

Winston is a barrister with Chambers in Manchester and London. He is a Queen's Counsel and also sits part time as a Judge. He lives in Over Alderley and has been a Parent Governor for the last 5 years. His connection with Beech Hall goes back almost 20 years when his eldest son, Daniel began in the Beech Hall Nursery, then known as the 'Blue Room'. Daniel's brothers William and Oliver have also attended the school.

### **Jim Small**

Jim and his family moved to the North West in order to follow work commitments. He has served as a Director of a number of financial companies and now runs his own consultancy business providing services to financial institutions. Jim also provides educational services and advice to the Institute of Financial Services. A former parent, he has been the Treasurer and a Governor of Beech Hall School Trust Limited since May 2005.

### **Michael Wakelin**

Michael spent his first years in Africa and then Norfolk before attending Kingswood School in Bath. He went on to achieve BA Hons in Theology at Birmingham University. After two years teaching English in South Korea, he joined the BBC in 1986 where he worked for 23 years in Radio and Television as director, producer and executive producer. He moved from London to Manchester with the Religious Broadcasting department in 1993 and became Head of Religion and Ethics in 2006.

He left the BBC in 2009 and now has several jobs as Director of The Cambridge Coexist Programme, Project Director for the Council of Christians and Jews and Exec Producer at TBI Media as well as taking on some media and religious consultancy and making radio programmes

through his own company Like for Like Productions.

Michael is a parent at Beech Hall with 2 children currently in attendance - Tom (Y 8) and Lydia (Y5). He is married to Jacqui and they live in Bollington. Michael plays bass guitar in the Naked Covers a south Manchester based rock band and supports Norwich City. Michael joined the board of governors in December 2010.

**Vicky Buckley**

Vicky joined the board of governors in December 2010. She is a former pupil of the school and now a practicing General Practitioner in Macclesfield. She brings invaluable medical expertise to the board of governors.

**David Law**

David was invited to be a parent governor in 2010. His son Theo attended Beech Hall from Reception to Year 6 and his daughter Connie still attends the school. He lives in Rainow with his wife Vivienne a former member of the BHPA. David is a partner in an international property consultancy based in Manchester.