

HAMPSTEAD FINE ARTS

STUDENT HANDBOOK



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An Introduction to the College

At Hampstead Fine Arts we want all our students to achieve the best possible examination outcomes. We also want every student to have a happy and enriching experience here, and for the College to be an environment in which everyone feels safe and supported.

All of our rules and procedures are designed to treat you as mature young people, rather than schoolchildren, and to encourage you to take responsibility for your own learning and success so that we are a stepping-stone towards higher education or a career.

For this reason, we have as few rules as possible and all are designed to help you learn and succeed to the best of your ability. This handbook makes clear the behaviour expected of students and the sanctions that will be applied if the College's behaviour standards are not met. You will be asked to sign at the end to show that you understand the rules of the College and agree to abide by them.

Classroom Learning

It is the student's responsibility to come to class with necessary books, notes, writing materials etc.

Mobile phones must not be visible in lessons and students may be asked to place them out of the way in a classroom box.

No food or drink may be consumed during lessons.

Chewing gum is not allowed inside any of the college buildings.

Classrooms and study areas must be kept clean and tidy throughout the day.

You must comply with safety requirements and respect College facilities Sixth-

Form students are free to leave the College in study periods, but we

recommend finding a suitable work- space in the College Study Area or at

Swiss Cottage Library (10 minutes' walk along Eton Avenue.)

Detention/Homework Club is supervised from 3.45-4.45pm (Yr9, Yr10 and Yr11) and 4.45– 6pm (Yr12 and Yr13).

Virtual Learning

Through our virtual learning space, FACv, we will continue to educate all students in the event of partial or full lockdown.

Online lessons will be enhanced with Personal Tutorials and Enrichment sessions.

We will deliver frequent feedback to students through assessments and face to face tutorials. The experience will be comprehensive, highly educational and genuinely enjoyable.

Virtual learning Policy

Our aim is that all students maintain excellent progress and achieve the highest success at A level.

All students at Hampstead Fine Arts are issued with a Fine Arts G-suite account that

they use to access Google classroom and Google meet. This allows for a full virtual learning experience. The premise is very simple, when students have a timetabled lesson, they use Google meet and enter their class code to join the virtual lesson. Tutors will greet the student, take a register and then run a live, engaged, varied and rewarding learning experience.

Alongside the 'live' lesson Google classroom is used to share all manner of resources, set assignments, mark work, provide feedback as well as edit shared documents live with pupils.

Lateness and Absence

We expect 100% attendance. Emails notifying parents of lateness or absence are sent the same day. Sixth form students who are 10 or more minutes late will be excluded from the first hour of a double lesson and will be set work to do in the Study Area. They may join the lesson for the second hour. If a student is absent for a whole lesson, they are expected to speak to their subject tutors about work missed and to catch up with this. Lower Years students will be admitted to class and, if no valid reason for their lateness has been given by a parent/guardian, they will attend detention that day.

Notification of absence must be given by a parent or guardian before 8.45am.

Medical and dental appointments, driving lessons and driving tests must all be arranged outside lesson times.

If the tutor you are expecting does not arrive at the classroom, please go to the office promptly in case there has been a mix-up in room timetabling.

Testing and Exams

Our programme of testing and assessments is designed to help you cope with the demands of a rigorous two-year GCSE and A level course and to assist you in learning the material and skills that you will need to obtain good grades in your final exams.

All students have the opportunity to sit some form of test every three weeks. Alongside these small tracking tests will be a programme of more formal assessments.

Mock exams will be held for all Year groups throughout the course of the academic year.

Grade predictions for UCAS applications

We have to enter predicted A level grades on students' university application forms. We make the most optimistic predictions possible, but these grades should not in any way be understood to be a guarantee of your final A level results.

Homework

Homework set by tutors may be made up of a variety of tasks: essays, note-taking, sketchbook work, reading etc, depending on your subjects. In your tutorial period, your Head of Year/Personal Tutor will help you work out a timetable to fit these hours into a 7-day week. You should all be members of a local library. All homework will be posted on to Google Classroom and can be available to parents/guardians.

Non-submission of work: or poor-quality homework will necessitate one or more of the following:

- Parents being emailed and it being submitted by the next day.
- It being re-done.
- The student attending after-College detention.
- The lack of work will be noted on the fortnightly report and the report will be sent home.
- Repeated failure to hand in work will mean that a meeting will be arranged with student, the Personal Tutor and the Principal or Head.

Personal Tutorials

Each student will be given a tutor group and attendance at the weekly tutorial is compulsory. Your Head of Year/Personal Tutor is the person to go to for help and advice of all kinds.

Fortnightly Student reports

Fortnightly reports are written by subject tutors for every student. Where required this will consist of a short comment on your work, a “working at” evaluation and a traffic light system for raising concerns (meeting of homework deadlines, attendance and punctuality, general attitude and overall performance). **Our student report grading system:**

- **Exceeding expectations**
- **Meeting expectations**
- **Below expectations:** *cause for concern; the report is sent home and a meeting is held with the student, the Personal Tutor and the Deputy Head Academic*
- **Well below expectations:** *serious cause for concern; the student may be required to discontinue the subject. Meeting will be required with parents, Head/Principal.*

The report will also show the most recent homework grades and the most recent test/assessment grade. End-of-term reports are also written and sent home to parents/guardians.

Enrichment

Enrichment talks are timetabled for Lower Sixth students on Tuesdays, from 4.05 to 5pm. Visiting speakers cover a wide range of topics designed to broaden your knowledge and understanding of the world: current affairs, social issues, personal finance, careers and higher education for example. Attendance at Enrichment talks is compulsory and a register is taken as with all classes. Enrichment talks will also be available online through our website.

Please encourage your parents to offer their expertise as speakers on any topics!

Awards

At Hampstead Fine Arts we celebrate individual student development and give end-of-year awards and scholarships for excellent behaviour and outstanding progress. Students are also celebrated in our fortnightly College newsletter. If a student has done particularly well, they may receive a 'Note of Recognition' from the Head.

Personal Possessions & Dress Code

Students are responsible for the security of their own personal possessions. The College does not take responsibility for the loss of personal valuables.

Clothing must be appropriate for learning. Revealing clothing or t-shirts with offensive images or slogans must not be worn.

Safeguarding and Child Protection

If you are suffering abuse in or out of College, you should speak to Julie Cope, Deputy Head Pastoral or the Assistant Designated Safeguarding Lead Oonagh Ryan.

Abuse can be defined as any of the following:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse

If you are being abused or have concerns about the safety of another student, speak to Julie Cope or directly contact the Family Services and Social Work department at Camden Council.

Anti-Bullying Information

We have a zero tolerance of bullying.

Bullying can be any of the following:

- Direct physical bullying (pushing, hitting, punching, kicking etc).
- Direct verbal bullying (speaking abuse to another, name-calling, insulting someone, using verbal threats, offensive mimicry of accent and/or pretending not to understand what is said, using discriminatory language, questioning the appearance or behaviour of another in a critical way, pressuring another to take actions they don't want to take).
- Indirect bullying, also known as social bullying or relational bullying (spreading rumours, social exclusion, disclosing another's secrets to a third party, graffiti).
- Cyberbullying using electronic media, such as email and texts, chat rooms, blogs and social networking sites, sharing derogatory or hurtful videos and photos via mobile phones. This is dealt with in more detail in the pupil and Parent Social Media Policy.

Reporting Concerns about Bullying

Those with concerns that bullying is taking place, should speak to Julie Cope (Deputy Head Pastoral), Principal or Head. Information will always be taken seriously and in confidence. Alternatively, if you want to remain anonymous, a letter may be sent to one of the above.

Computer Use and E-Safety

Details of the pupil Wi-Fi password are displayed around the College. Rules for computer use and e-safety on-line are listed below in Appendix 1. You will sign to say that you understand our Computer Use Policy.

Health and Safety

Be aware of safety procedures, which tutors will discuss with you. Alert a tutor or Reception if you notice any spills, trip hazards, obstructions etc.

Fire drills take place regularly and it is very important to follow instructions promptly. The meeting point after evacuation from Centre Studios is to the right of the gate, in Chalcot Gardens. From the buildings and studios in Lambolle Place, the meeting place is across the road on Lambolle Place.

Maintaining a safe environment

All students and staff are expected to use hand sanitising gel when they arrive in College. Wall mounted hand sanitisers are situated by all building entrances, toilets and throughout buildings.

Each classroom will be provided with hand sanitising gel and anti-bacterial spray. Sanitiser to be used before entry and upon leaving toilets. Hand washing remains the most important measure to prevent the spread of germs. Handwashing must also take place; before eating; after eating; after (substantially) coughing / sneezing

Staff and students wash hands regularly after every lesson using soap and water for 20 seconds each time or hand sanitiser.

Use tissues or elbow to cough or sneeze and use bins for tissue waste.

Students are encouraged not to touch their faces.

Staff, students and visitors may be expected to wear face coverings in corridors, social areas, when moving throughout College and on England's Lane should there be a rise in Covid cases

Students are advised to use their own stationary.

Any shared college resources or equipment such as desks, keyboards and mice will be cleaned after use by the user.

Social distancing

Where possible keep 1m apart

In an emergency, the immediate safety of students and staff will be prioritised above social distancing.

Smoking E-Cigarettes and Alcohol

Tobacco, e-cigarettes/vapes and alcohol are absolutely forbidden. This rule is in response to the law of the land and the interests of students' health and wellbeing.

Hampstead Fine Arts is a public place and, thus, a no-smoking environment. No members of the college community nor visitors to the college are permitted to smoke anywhere on any of the school sites.

Smoking or being in possession of cigarettes or tobacco is prohibited whenever a student is under the college authority. This is the period during, before and after the College day, both inside all College buildings and in the vicinity of the College, including Englands Lane, Belsize Park Gardens and Eton Avenue.

It also includes any activity organised by the College.

First offences involving tobacco or vapes will have College-based sanctions including detention and temporary exclusion. At all times parents will be informed.

Repeat or more serious offences will involve a meeting with the Principal, Head or Deputy Head, a programme of rehabilitation as well as possible College exclusions.

In all these cases parents will be informed.

We regard information about personal health as an integral part of education at

Hampstead Fine Arts and this is developed through the Enrichment programme of talks and in Personal Tutorials.

Illegal Drugs and Substances

We realise many of our students may be exposed to situations where prohibited drugs are available and where others may regard their use as acceptable – even commonplace. Our aim is to give our students informed guidance to help them develop the strength of character to resist drug use and thus avoid the many personal, social and academic problems associated with it. This is achieved through a combination of educational, pastoral and disciplinary initiatives. Drugs education is delivered by specialist visiting speakers and re-enforced in Personal Tutorials. We always take account of an individual student's personal circumstances and needs in deciding the appropriate course of action if our rules are broken. This policy covers illegal drugs, mis-used prescription drugs and all other harmful substances such as solvents.

Possession, use or distribution of illegal or controlled drugs is absolutely prohibited and will always be treated as a most serious offence, the punishment for which may be permanent exclusion. The College's jurisdiction extends to all cases, whether on or off the College site and environs, which are deemed to affect the community of Fine Arts College. The College has a duty to report all cases of use, possession or supply of illegal and controlled drugs to the Police.

Drugs Testing

If senior staff members suspect that a student has consumed illegal drugs/harmful substances, the student may be referred to an accredited centre for a drugs test to be conducted. This may involve taking samples of blood, urine and/or hair. Arrangements for the test will be managed by the College but paid for by the student's family/sponsors. In the event of a positive drugs test result, the College reserves the right to permanently exclude the student. **The College further reserves the right to conduct drugs tests of students selected at random.**

Prohibited Items

Designated members of staff are legally allowed to search students without their consent for prohibited items. For more information see the Department for Education's (DfE) document *Searching, Screening and Confiscation, 2018*. Illegal items are required to be handed in to the police.

- Knives and weapons.
- Tobacco, cigarette papers, vapes.
- Alcohol.
- Illegal drugs or so-called legal highs.
- Stolen items.
- Fireworks.
- Pornographic images.
- Any article that has been or is likely to be used to commit an offence, cause

personal injury or damage to property.

Behaviour

Behaviour in Class

Disruptive behaviour is highly unlikely from mature Sixth Formers! But in the unusual event that this occurs, we have measures for dealing with this problem. Unwelcome behaviour includes low-level disruption that may impact on the learning of the class.

Behaviour outside College Premises

As part of the local Belsize Park community, we must respect our neighbours and passers-by and not block pavements or neighbours' doorways nor make excessive noise. No litter should be left in public areas. Skateboarding is not permitted in Englands Lane. **Smoking is absolutely prohibited.**

Detention

The purpose of detention is almost always to give the student a supervised opportunity to catch up with work. Detention may be imposed after College between 4.45pm and 5.45pm. Detention for the Lower Years takes place between 3.45-4.45pm. In extreme circumstances students may be given detention during a holiday period or on an INSET day.

Disciplinary Procedures

Stage 1 – Oral warning

Stage 2 – Written warning

Stage 3 – Final written warning

Stage 4 – Temporary or permanent exclusion

At each stage, the parent or guardian will receive a written warning and a description of the disciplinary procedure. This will be recorded and kept on the students' file.

Certain offences may trigger immediate exclusion.

Reasons for Permanent or Temporary Exclusion

Below are some examples of behaviour serious enough to require permanent or temporary exclusion. This is not an exhaustive list:

- Bullying (including cyber-bullying).
- Abusive or threatening behaviour, whether physical or verbal, to a pupil or staff
- Smoking cigarettes or electronic cigarettes before, during or after the College day.
- Alcohol or drug use.
- Theft.
- Racism.

- Sexual misconduct.
- Persistent disruptive behaviour.
- Damage to property or premises.
- Malicious accusations against a pupil or member of staff.
- Truancing.
- Bringing prohibited items to College.
- Derogatory or disparaging comments made on social media regarding the College, a pupil or member of staff.

Data Protection

We ask for your permission to share your photographs and photographs of your work for marketing purposes and to celebrate your achievements at Fine Arts College. Please read the below for further information on how these may be shared.

Photographs of students / students work

We use unidentified photographs of students or their work on our website, Instagram account, prospectus, newsletter and other marketing materials to illustrate articles about the College and our educational trips or events that take place here. Individual student names will not be used unless we have contacted you personally to ask for additional permission for this.

If you do not give consent for your photograph or photographs of your work to be used by the College for the purposes above, please write to mail@hampsteadfinearts.com to inform us.

Acceptable Computer Use

The College provides computer equipment and internet to students who must in-turn agree to behave in a responsible way that keeps them and other students safe. Students should be aware that the College IT system is monitored and if they do not follow the rules there may be consequences in the forms of sanctions. These rules cover messages and images sent during or outside of the College day, using either College computers, their own computer or mobile phone or those belonging to someone else.

Students must agree to:

- Use the College computers only for College work and homework.
- Always switch to the student log in for College computers.
- Only access/delete their own files and not look at other people's files without their permission.
- Ask a member of staff permission before using the internet on College computers.
- Only visit websites that are approved by a tutor.
- Make sure any messages or images they send by any electronic means are not hurtful or abusive.

- Be aware that anything posted online is public and permanent.
- Tell a tutor or a DSL if they see anything they are unhappy with or if they receive a message they do not like; they must not respond to any bullying messages.
- All students must keep their phones either off or on silent and in their bags during lessons.
- Not make any derogatory or disparaging comments on social media or any other public forum about the College, its staff or students, or in any other way to breach the Colleges student and parent social media policy.
- Log out when they have finished using a College computer.

For further information, please ask for our policies on Bullying, Behaviour, Drugs and Alcohol, E-safety etc, available on our website or from the office.