

Parents' Handbook  
2024-25



**NORTH BRIDGE HOUSE**

SENIOR • HAMPSTEAD

## WELCOME

We are delighted to welcome you to North Bridge House Senior Hampstead as you and your child join our unique and inclusive community.

Our aim as a school is to celebrate your child as an individual so that when they leave us, they will have an excellent set of academic results, fantastic memories and, most importantly, will have achieved more than they believed possible. Our focus on awakening your child's true potential is underpinned by a dynamic learning environment, outstanding pastoral care and clear guidelines for success, so that children can take responsibility for their own learning and conduct. We maintain regular communication between home and school and often like to think of the secondary school journey as a series of conversations – some big, some small, but all vital in helping your child to thrive at NBH.

One of the benefits of joining a relatively small school is our capacity to innovate and evolve. Whilst the structures and routines outlined in this guide provide a strong foundation for our school, we are always open to new ideas. As your child joins us and begins the journey to find their 'True North', they will be part of an empathetic and empowering community, which supports them in putting forward their own ideas and initiatives.

We look forward to meeting you!



A young man in a grey suit and red tie is speaking at a podium. He is gesturing with his right hand. In the background, a woman with long blonde hair is seated at the podium, and several other people are seated in the foreground, some wearing hats. The scene is set in a room with a blue tint.

## PURPOSE, VISION AND AIMS

### PURPOSE

- To celebrate the individual within our diverse NBH community

### VISION

- To awaken the potential of every individual in the North Bridge House community to find their True North

### AIMS

- To create a dynamic learning environment in which all children discover their individual pathway to academic success
- To equip young people with the confidence, humility and resilience to thrive in everything they do
  - To empower young people to be creative, inspired and to inspire
  - To nurture strong relationships within an inclusive, empathetic community

# COMMUNICATIONS

## PARENTS' EVENINGS

There are three parents' evenings a year for Years 7, 9, 10 and 11, and there are two parents' evenings a year for Year 8.

Appointments are a mix of in-person and online throughout the year. A letter containing the schedule and instructions for booking an appointment will be sent to parents one week before the parents' evening. We encourage students to join their parents for parents' evenings in KS3, and expect it in KS4.

## COGNITA CONNECT

We are pleased to offer access to the school's 'Cognita Connect' Parent Portal, where you will be able to see relevant information about your child, stay updated with relevant school news, receive communications and make payments for trips.

## CONTACT WITH STAFF

The parents' evenings and end of term reports provide you with regular opportunities to check on your child's progress, however, at any point during the year, parents are welcome to contact subject teachers directly via email/school reception with any subject-specific enquiries. Your child's form tutor is the best person to contact regarding pastoral and academic matters in the first instance.

If you're unsure who to contact, teaching and support staff will be happy to pass your query on to the relevant person/team.



# THE SCHOOL DAY

The school day starts at 08:20. Students should arrive ten minutes before registration at 08:30. On Wednesdays, students start at 09:20.

The school day finishes at 16:00.

Enrichment activities will take place on Fridays 10:55-11:45.

Students will be given their individual timetables on their first day of school.

Mondays, Tuesdays, Thursdays and Fridays	
AM Registration	08:30-08:50
Lesson One	08:50-09:40
Lesson Two	09:40-10:30
Break	10:30-10:55
Lesson Three	10:55-11:45
Lesson Four	11:45-12:35
Lesson Five (Lunch One)	12:35-13:25
Lesson Six (Lunch Two)	13:25-14:15
Lesson Seven	14:15-15:05
Lesson Eight	15:05-15:55
PM Registration	15:55-16:00

Wednesdays	
AM Registration	09:20-09:40
Lesson Two	09:40-10:30
Break	10:30-10:55
Lesson Three	10:55-11:45
Lesson Four	11:45-12:35
Lesson Five (Lunch One)	12:35-13:25
Lesson Six (Lunch Two)	13:25-14:15
Lesson Seven	14:15-15:05
Lesson Eight	15:05-15:55
PM Registration	15:55-16:00

## FORM GROUPS

Form Tutors register pupils every morning during Form Time. This time is also spent by sharing messages, getting organised for the day, but also involves competitions, reading time, discussion about various topics, presentations and team building. Form Tutors are the best first point of contact regarding any pastoral matters.

Children will be sent their Form Group, Form Tutor names and their House during the summer holidays and on their first day in September they will line up in their groups.

# ACADEMIC

## CURRICULUM

At North Bridge House Senior Hampstead, we have created a broad and varied curriculum that prepares students for life beyond school. We have specialist options that complement the balanced range of core subjects for every year group. From the beginning of their secondary education, students can pursue popular and varied fields of interest. From Year 10, students refine their curriculum choices as they progress through GCSE to delve deeper into particular subjects. Together with weekly enrichment, PSHE, and tutor sessions, the curriculum targets life skills and personal development as well as academic achievement.

## HOMEWORK

When set and channelled appropriately, homework at secondary level is proven to have a positive impact on student outcomes. When homework is set, it will usually be expected to be handed in the following week. Homework is uploaded onto students' online accounts, so they can keep track of which tasks have been completed.

There is a daily supervised homework club that runs from 16:10-17:00 every day. If a student fails to hand in their homework, they will be expected to complete their homework in the homework club that day.



# EXTRA-CURRICULAR

## CLUBS

We offer a wide range of clubs before, after school and at lunchtime. These range from our popular 07:30 early bird sports clubs to Ceramics, Science and Mindfulness, to name but a few. These change termly and parents are required to sign their child up during the first week of each new term. Our clubs come with no additional cost and in recent years, we have had a number of clubs that have been started by children themselves, such as the School Newspaper known as the True North.

## ENRICHMENT

Enrichment at NBH focuses around three core areas to shape Character Development: building knowledge, cultivating skills and nurturing personal development.

All pupils participate in an Enrichment Programme once a week. By the end of Year 9, pupils will have completed 18 different enrichment activities with an emphasis on developing their resilience, problem solving, communication and teamwork.

**KNOWLEDGE** - Enrichment delivers activities that:

- Foster inquiry, understanding and love of knowledge beyond the constraints of the curriculum;
- Help students 'learn new skills', make inter-disciplinary connections and explore new ideas.

**SKILLS** - Enrichment delivers activities that:

- Finesse collaborative working skills;
- Initiate latent and new talents and passions.

**PERSONAL DEVELOPMENT** - Enrichment delivers activities that:

- Reassure students there are no stupid questions and everyone feels a brave learner;
- Helps to build resilience, and compassion for others.

Beyond our focus on academic excellence and character development, enrichment activities such as Asian Culture, Charity Initiative, Philosophy and History Trail also help to develop a global mindset in our students.

Year 10 pupils will focus on "World of Work". In the past we have welcomed professionals from the fields of Fashion and Finance, TV and Journalism, to name a few. Pupils have learnt about the varied and interesting routes into these positions and have had the opportunity to ask questions.

Year 11 sessions will be based around preparation for life beyond North Bridge. Pupils will concentrate on exercising and developing their leaderships skills, particularly those with prefect responsibilities. They are encouraged to lead charity and fundraising initiatives within the school, local and global communities.

## PASTORAL AND WELLBEING

TEAM	HOW THEY CAN HELP
PASTORAL TEAM	<b>Form Tutor</b> sees their form group at the start and end of each day and is the first point of contact for pupils and parents/guardians for daily academic and pastoral matters, and general routine support.
	Head of Year oversees the year group and works with the team of Form Tutors, overseen by the Assistant Head, Pastoral. Please contact if you have a concern, information about your child to share, would like something to be followed up or have a year group related query.
	<b>Assistant Head, Pastoral and Designated Safeguarding Lead:</b> welfare issues, wellbeing, emotional and social matters, attendance and punctuality, medical updates or concerns, safeguarding. If there is a pastoral/social/wellbeing/welfare/safeguarding/pupil conduct issue you would like to raise or talk through or to be followed up. If there is information from home it would be useful for the school to be aware of so we can support your child.
Head of Learning Support	<b>Head of Learning Support:</b> learning needs, specialist assessment and support. Works with both the Pastoral and Academic Teams.
ACADEMIC TEAM	<b>Subject teachers:</b> can respond to specific subject-related questions. Please be reminded that teaching staff do not access their e-mails regularly during the working day.
	<b>Head of Department:</b> subject-related queries or follow-up that falls within their department. Heads of Department work in conjunction with the Assistant Head, Academic.
	<b>Assistant Head, Academic:</b> Teaching and learning, curriculum, homework, progress and assessment, exams, Parents' Evenings   Reporting. If there is an Academic issue or question you would like to raise, talk through or you would like to be followed up.
Absences (Medical/Dental)	Please send to <a href="mailto:absence.request@northbridgehouse.com">absence.request@northbridgehouse.com</a>
Absence Requests During Term Time	Please send to <a href="mailto:absence.request@northbridgehouse.com">absence.request@northbridgehouse.com</a>  Three weeks' notice should be given and is at the Headteacher's discretion, and will be granted in exceptional circumstances. Please send to the Head of School via the above email.
Educational Visits Coordinator (EVC)	Oversees the calendar of trips and visits. Each trip has its own designated leader who will be able to respond to specific trip-related queries.

## Please keep us informed

We are always keen to be in the best position to support your child and there are some circumstances which can have a knock-on effect on a child. It is helpful for us to be able to anticipate any changes or differences to routines that your child might face.

This means that we can be more aware and offer closer monitoring at certain times. Examples of changes or situations it is always helpful for us to be aware of are:

- A change in circumstances at home or a context at home which may affect your child or their routine
- If your child has an arrangement whereby they move between two homes (knowing which days they have a different journey helps us to be sensitive to their different routines)
- Moving house, when there is likely to be an unsettled period of time before and after the move
- Disruption to your child's normal routine e.g. works at home
- If you will be out of the country, which might make contacting you more difficult
- If you will be away for an extended period of time
- If you have made alternative arrangements for your child to stay with family or friends in your absence (including passing on the name and contact details so that we can communicate if required or in case of an emergency)
- Your child starts/stops any medication

## ATTENDANCE

North Bridge House Senior School works in conjunction with the London Borough of Camden and their guidelines for attendance. Pupils are expected to have an attendance level of at least 95% across a school year. Government guidance classifies those with lower than 90% attendance as 'Persistent Absentees'. If your child's attendance falls below this, we will discuss this with you.

If a pupil is off school for 10 consecutive days, including weekends, and we have been given no reason for the absence, the school reserves the right to inform the local Education Welfare Officer.

## PLANNED ABSENCES

Acceptable reasons for absence are:

- illness
- medical, counselling or dental appointments
- days exclusively set apart for religious observance
- study leave
- Sixth Form interviews and Open Days (prior notification from parents/guardians required for authorisation).

Unacceptable reasons for absence are:

- birthday treats and trips or tiredness after a school trip or any social event
- a pupil has not returned after the school holidays and the school has not been informed of the reason for this.

## ILLNESS AND INJURY

If a pupil is unwell or injured during the school day, they should speak to the nearest teacher and report to Reception, where a first aid trained member of staff will assess and, if possible, treat their injury/ symptoms. If the first aid member of staff deems a student not well enough to remain at school, parents will be contacted immediately. Please note, students cannot leave the school unless Reception have specific instruction from their parents that this is permitted.



## **LATES**

Students are expected to be in registration on time every day. Students who arrive after 08:31 (or 09:21 on a Wednesday) will be marked as late, and incur a 15 minute detention after school. If they incur two lates in one week they will be placed in detention on Friday for one hour. Parents will be informed by email on Thursday (24 hours notice).

## **THE HOUSE SYSTEM**

We have four houses – Fortis, Decus, Veritas and Bonitas.

The house system plays a key role in the school's pastoral and extra-curricular provision. It was conceived to ensure cross-year group cohesion, create a strong community identity and to promote team spirit in the school.

## **HOUSE COMPETITIONS**

Throughout the year, a number of house competitions will be held for students to try and get as many house points as possible.

At the end of the year, the winning house gets to go on a fun school trip as a reward. Previously, this has included crazy golf, Harry Potter Studio Tour and trampolining.

## **REWARDS AND SANCTIONS**

### **Merits**

Praise and rewards are used to motivate pupils and recognise their contribution, progress and achievements. The praise and rewards aim to constantly reinforce our core values.

Merits are given to pupils for exemplary behaviour, outstanding effort or achievement. At the end of every lesson pupils will be awarded a merit.

At the end of every term there are Assemblies to recognise:

- Academic Achievement and Progress
- High Merit totals
- 100% Attendance
- Pupils with an AtL average score of 1.0 (Commended Pupils Trip)
- Subject Awards
- A range of other awards and achievements

A prize giving ceremony is also held at the end of the school year.

### **COMMENDED PUPILS TRIP**

A Commended Pupils trip will be organised at the end of each term for pupils selected by their Head of Year for their attitude to learning in a range of subjects.

### **SANCTIONS**

Our systems for managing pupil behaviour function well when staff apply consequences and rewards consistently to every pupil. We will share them with your child in September and then with you at our Information Evening, so that pupils and parents/guardians are aware of sanctions and expectations.

Pupils may be kept for up to 15 minutes on any day without giving parents/guardians notice. For this reason, we ask that pupils do not make any commitment immediately after school. All detentions take priority over all other school activities, so we politely request that you don't ask us to reschedule.

# CHARACTER DEVELOPMENT AND GLOBAL MINDSET

At North Bridge House we deliver academic excellence, we develop character and we nurture a global perspective.

We want to ensure that all NBH pupils are able to work alongside and communicate with individuals from around the world and so this nurturing and character development begins at school, in the classroom, in assemblies, through offsite visits, cultural exchanges, guest speakers, fundraising, international events, expeditions and projects.

## CHARACTER DEVELOPMENT

All Key Stage Three pupils follow an enrichment programme, which is timetabled into the curriculum to support character development. On Fridays, they engage in a series of nine enriching activities over three years. These lessons are designed to challenge pupils and foster character growth in areas such as teamwork, problem-solving, creativity, and resilience.

In addition to the academic curriculum, North Bridge House offers an extensive range of extra-curricular activities at lunch times, before and after school. Pupils in Years 9 and 10 can complete Bronze and Silver Duke of Edinburgh Awards. To enhance their understanding of the academic curriculum, all pupils are invited to attend a range of off-site visits, as well as a core programme of pastoral residential visits to assist with transition and to develop teamwork, communication, independence, time management, organisation and resilience.

## GLOBAL MINDSET

As part of the Cognita group, pupils at North Bridge House are invited to collaborate with pupils from around the world in global charity initiatives. They also compete in international sporting events like the Cognita Home Games. Senior pupils have the opportunity to join various international excursions and exchange programs. In Year 10, all students engage in our unique and inspiring World of Work programme on Fridays as they prepare for life beyond NBH as global citizens. Year 11 students are involved in a leadership programme focused on leadership within our school and the wider community. Pupils are encouraged to coordinate fundraising initiatives, environmental projects, and outreach schemes locally and globally.

# ADDITIONAL INFORMATION

## EQUIPMENT

You must have the following equipment with you for all lessons:

- Blue or Black pen (x2)
- 2 pencils and pencil sharpener
- 30cm ruler graduated in centimetres and millimetres
- Geometry set containing setsquare, protractor (clear plastic 180 degree) and compass
- Glue stick
- Scissors
- Coloured pencils
- A named pencil-case
- Pencil eraser and pencil rubber
- A4 stiff folder for storing worksheets in certain subjects as advised by teacher
- Electronic calculator
- Laptop, laptop bag and charger – this will be provided by the school on the first day of school

## Other Belongings – Valuables, Lockers, Lost Property

### VALUABLES

Valuables and money, other than small amounts, should not be brought to NBH Hampstead.

If this is unavoidable, all valuables and money should be handed in to Reception for safekeeping or locked securely in your personal locker. All valuables must be handed in to your sports teacher before sports lessons and not left unattended in various sporting venues.

### LOST PROPERTY

Lost property is located in reception or the first aid room. Students are asked to take care of their personal property. Please ensure all items of clothing and equipment are clearly marked with name, as this will allow the return of lost items.

### LOCKERS

A locker will be available to any student that requires it at the commencement of the academic year. For any information or concerns about your locker, please speak to our Receptionists.

## MOBILE PHONES

Pupils are not permitted to have their mobile telephones or smart watches with them during the school day. This is to avoid distractions and the use of social media. It also helps to avoid cyber bullying.

The school cannot accept any responsibility for any loss, theft or damage to mobile telephones brought into school.

Mobile telephones should be handed in at the beginning of the school day; these are then stored securely. Pupils are not allowed to be seen or heard with a mobile phone during the day. Mobile telephones must be turned off before handing them in. If a mobile telephone is seen or heard, it will be confiscated and the pupil will be asked to collect the phone directly from a senior member of staff. A Head of Year detention will be issued automatically.

Possession of an electronic communicating device such as a mobile phone, smart watch or similar in an exam could result in a disqualification from an examination and the overall qualification.

If a pupil needs to contact their parents/guardians during the day then they should use the school phone at Reception and not their mobile phone.



# UNIFORM AND SPORTS KIT

## CORRECT UNIFORM

If parents/guardians are aware their child is wearing incorrect uniform (e.g. has white trainers while black school shoes or black trainers are on order) they should write a note to Reception requesting permission and explaining the circumstances. Reception will then alert all staff.

Pupils who do not wear their uniform as expected and who ignore reminders will be required to explain this during a detention.

<b>Earrings:</b>	Only one pair of studs worn in the earlobe is permitted (no hoops or long earrings).
<b>Other Piercings:</b>	Of any kind are not acceptable (including in the cartilage or nose studs, eyebrows etc.)
<b>Nail Varnish:</b>	Light-coloured nail varnish is permitted. However, gel or acrylic nails are not allowed.
<b>Make Up:</b>	Can be worn but should be minimal
<b>Skirts:</b>	Should be of an acceptable length and no more than 3 inches from the knee
<b>Jewellery:</b>	One necklace (if religious) is permitted, and all other jewellery should be discreet. Jewellery will be confiscated if it falls outside of this guidance, and is at the discretion of the pupil's Head of Year.

## SENIOR SCHOOL UNIFORM LIST

Every item of clothing (including shoes and kit) must be marked with your child's name.

<b>School Coat</b>	Plain, dark, various styles
<b>School Blazer</b>	Dark navy, embroidered with school logo
<b>V Neck</b>	Navy school pullover with sky trim
<b>Trousers</b>	Charcoal or navy
<b>Shirts</b>	Long sleeve white shirts
<b>Tie</b>	School tie twin stripe
<b>Socks</b>	Grey
<b>Skirt</b>	Grey, side pleat, school approved
<b>Blouses</b>	Long sleeve open neck white
<b>Tights</b>	Plain black or grey

Shoes	Flat, black leather shoes or black trainers
SUMMER UNIFORM (optional)	
Shirts	Short sleeve white shirt (summer uniform)
Blouses	Short sleeve open neck white
Socks/tights	White ankle socks

## PE KIT

SPORT	
¼ Zip contact smock	Navy embroidered with school logo (optional)
Midlayer	Navy embroidered with school logo
Sweatshirt	Navy embroidered with school logo
L/S sports shirt	Navy body/sky panel/white taping
Polo shirt	Navy body/sky panel/white taping embroidered with school logo
House polo shirt	Embroidered with school logo only
PE shorts	Navy body/sky panel/white taping embroidered with school logo
Skort	Navy body/sky panel/white taping embroidered with school logo
Baselayer top	Navy printed with school logo
Training pants	Navy embroidered with school logo
Baselayer leggings	Navy printed with school logo
Trainers	White non-marking
Socks	Navy with school name
PE socks	White
Sports bag	Navy havasack
Football boots	
Shin pads	Compulsory

**UNIFORM STOCKISTS:**

Uniform4Kids, 1103–1105 Finchley Road, Temple Fortune, NW11 0QB.

Tel: 020 8209 0999

Purchase online at [uniform4kids.com](http://uniform4kids.com)

Book an appointment online at [uniform4kids.com](http://uniform4kids.com)

FIND YOUR TRUE NORTH 

[www.northbridgehouse.com](http://www.northbridgehouse.com)