New Starter

Handbook



Parliament Hill School

High achieving and Happy

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Welcome from the Headteacher



Dear Parents/Carers and Students,

Welcome to Parliament Hill! We are thrilled to embark on this exciting journey with your daughter as she begins her secondary school experience. Our primary goal is to ensure that she settles in quickly and happily, embracing all the new learning and opportunities that lie ahead. We believe that forming strong friendships with her peers and developing meaningful relationships with her teachers will enrich her time with us.

At Parliament Hill, we are committed to providing an engaging and challenging learning environment that inspires each student to reach their full potential. We want to empower your daughter to cultivate her ambitions and celebrate her achievements, guiding her on the path to becoming a confident young woman.

We maintain high expectations for attendance, behaviour, and academic performance. Every student is encouraged to contribute positively to our school community by being kind and considerate, as well as by participating in the diverse range of learning and enrichment activities we offer. We hope that your daughter will be curious, have fun and work hard as she begins life at Parliament Hill, making the most of every day with us. Working successfully in partnership with families is a priority and we look forward to meeting you as your daughter takes her first steps towards an exciting future at Parli.

Sarah Creasey

Our Mission

Our feminist mission is to enable every student to forge a strong identity, empowered to make their mark in the world.

We are proud to be a centre of excellence and innovation for girls' education.

We nurture aspirations and support each student to discover their dreams and ambitions. We empower girls to take risks and to develop the confidence, leadership attributes, and cooperative relationships that enable them to flourish academically, socially and personally.

Students are educated to be inclusive global citizens, enabled to speak out, and make a positive difference to the world now and in the future.

We believe that achievement and happiness are inextricably linked and we are committed to enabling both.

Purpose of this Handbook

Welcome to Parliament Hill!!
Joining a new school can be really difficult, regardless of whether you are in Year 7 or 11. We hope this guide makes the process a little easier. We have divided the frequently asked questions into two sections Curriculum and Pastoral. Hopefully we have covered everything you would like to know, but if not, please contact enquiries@parliamenthill.camden.sch.uk

Curriculum

What subjects are taught?

At Key Stage Three students are taught the following subjects:
English, Maths, Science, History, Geography, Religious Education, Citizenship & PSHE, French or Spanish, Computer Science, Food & Nutrition, Design Technology, Art, Drama, Music, Physical Education, Dance
In Year 9 students choose their GCSE subjects. Teaching of GCSE begins in the last half term of Year 9. Students study English, Maths, Science, RE or Citizenship. Students also choose 3 other subjects, referred to as their Options. In addition to the subjects studied at KS3, students can also choose Business Studies, Media Studies, Film Studies or Childcare as one of their options.

Are students put into ability groups/setted?

No. In Year 7 and 8, students are taught in mixed ability groups for all subjects. We withdraw a small group of students so they can receive additional support in smaller Maths and English groups. From Year 9 onwards, students are taught in ability groups in Maths. The rest of the subjects continue to teach in mixed ability groups.

The 180 students that join us each September will be divided into 6 tutor groups – P, A, R, L, I and M. We take great care to make sure that each class has a good mix of ability, ethnicity, primary schools and languages spoken. Students will be taught in these groups for some of their subjects, but not all.

What about languages?

When a student joins the school, they are allocated either French or Spanish. Students or families do not get to choose the language. If a student is fluent in either French or Spanish, they will be allocated to the language they are NOT fluent in.
At Key Stage 4 there is an opportunity for students to take additional GCSEs for Community Languages. These are languages a student can fluently read, write and speak such as Arabic, German, Bengali etc. Students do not have lessons for these languages, the learning takes place outside of school.

What is taught in each subject?

Curriculum maps can be found on the school website: Learning and Curriculum → Curriculum KS3/KS4/KS5.
Team Leaders share a curriculum update in the parent bulletin each half term.
A Parents Information Evening is held for each year group in the first half term of the year.

How do I know how my child is doing academically?

Each term you will be sent a progress report with details of your child's behaviour, engagement, home learning and progress.
Once a year your child will have Parents Evening. You will get to meet with her teachers to hear more specific feedback.
In Year 7 (and hopefully in the future with other year groups) we hold a Student Conferencing event.

We use your child's Year 6 SATS to predict how much progress they should make during secondary school. In the termly progress reports we share with you whether your child is making expected progress, this looks different for every child as they are on their own learning journey.

In addition, we ask students to complete CATs tests. These are cognitive ability tests which show students aptitude in a number of areas such as verbal, non-verbal, spatial etc. Students cannot prepare for these tests in any way and they're nothing for the students to worry about, they just help staff to understand the strengths and weaknesses of each student.

What happens at Parents Evenings?

In advance of the event you will be sent an email to an online platform called School Cloud. This allows you to book appointments with teachers. You are unlikely to see all your child's teachers. You should prioritise English, Maths and Science as well as any subjects you are concerned about.
Appointments are 5 minutes long. We strongly encourage you to bring your child, it's important she hears about her progress first hand.

What is Student Conferencing?

During tutorials, students create a presentation about their learning. Reflecting on the highlights of the year and identifying targets for next academic year. Students present to a staff member and their family, showcasing some of their best work and talking through their learning journey. It's a fantastic opportunity to celebrate the students.

How else will school communicate with me?

Parents' involvement in the life of the school really matters to us and it will be good to get to know you all during the seven years your daughters are with us. We will communicate with you in the following ways:

- My Child at School app – you will receive an individual invitation to download the app (MCAS). This contains information about your child's attendance and behaviour. This has been a relatively new addition and we continue to develop our use of the app.
- A fortnightly Families Bulletin with news about key events and dates you need to know, sent via email
- A 'daily digest' of the positive and negative behaviour points your daughter has accrued that day, sent via email.
- Text messages if your daughter is given a detention.
- An annual Parents' Information Evening in the Autumn term. In Year 7 this is combined with the Year 7 disco (for students)
- Annual Parents Evening. This is face to face and an opportunity to meet your child's teachers.
- Termly reports on academic achievement
- Opportunities to attend parents' workshops, e.g. Living with Teenagers, Revision Skills.

How can I communicate with staff in school?

School staff can be contacted via email or telephone. Staff frequently meet with parents when an appointment has been made. If families come to school without an appointment, it's unlikely staff will be able to see them at this time, it's best to make contact first.

The school email address is enquiries@parliamenthill.camden.sch.uk This is checked throughout the day and emails to specific teachers/departments are forwarded on to them. You can expect acknowledgement of your communication within 48 hours, and a full response within 5 working days. If it's an urgent matter about your child's welfare, it's highly likely you will receive a response sooner. You can also contact school via telephone. The number is 0207 485 7077. More information on the school's communication protocols can be found on the website: Parents → Home School Communication Procedures

My daughter finds her learning to easy/hard, what can be done to support?

At Parliament Hill School, every learner really matters, and their individual progress is important to us. We put a lot of effort into making sure that all learners excel, regardless of their starting point.

In order to achieve this, we have structures and processes in place to identify students who may benefit from intervention to ensure they meet their full potential. This includes intervention for students who are high attainers, such as The Scholars Programme, which is externally facilitated by The Brilliant Club. Additionally, we also have interventions to support those learners who need some extra help. If you are concerned about your child's learning, contact your child's form tutor who will direct you to the correct staff member.

My daughter has a Special Educational Need, who do I speak to about her needs?

If your daughter has an Education Health Care Plan (EHCP) or a diagnosed learning need, you can contact our SENDCO Yinka Fox via email at yfox@parliamenthill.camden.sch.uk Additionally, if your daughter does not have a diagnosis but you believe there is an additional need, we can complete tests in school or arrange referrals to more specialist services. In these circumstances, please speak with your daughter's form tutor who will complete an internal referral.

What are the expectations around home learning?

The purpose of home learning (homework) is to supplement what happens in the classroom. It fulfils one of two roles – to prepare for learning or to practice learning that has already taken place.

Students should have access to a computer or laptop in order to complete their home learning. If your child does not have access, school can provide one, see below. Home learning is set by the classroom teacher on Microsoft Teams as an assignment. Students are expected to do the home learning set and hand it in by the date the teacher tells them. Students will be taught how to use Microsoft Teams in Year 7 when they join the school, many of them will have used Teams or something similar in primary school.

When a student has completed the home learning they should 'Hand In' the work, which means it's marked as completed on Teams. Sometimes their teacher will tell them to hand in a paper copy, sometimes they will be expected to hand the work in digitally, this depends on the subject and the task.

Getting into good habits early on is really important as it helps to develop the skills of study and organisation that students will need for GCSE, Sixth Form and university. Every week parents will be sent an email from Microsoft Teams with

details of any assignments that have not been handed in. This allows you to support your child with the completion of homework, something that's particularly important in Year 7.

If it's taking too long or your daughter is finding it difficult, please tell her to talk to her teacher. We do not want students spending hours on home learning as it's important to have time with family and friends as well as for hobbies and clubs. Just encourage her to do her best and get in touch with her form tutor if she is finding it hard to complete.

More information on home learning can be found on the school website. Learning & Curriculum → Home Learning.

What if my child finds homework really hard?

We have a daily homework support called Parli+. This runs 4 days a week from 3.15 until 4pm. Students can drop in to receive help from staff members. Students can also speak directly to their teachers or you can email your child's form tutor who can put you in touch with the subject teacher. We also have a Study Zone at lunchtimes so students can work independently on homework, or with the support of their peers.

Are there any particular apps/software/platforms that you use for home learning?

Yes! The maths, English and science departments use Sparx and a lot of other departments will set students work via Seneca. Students will be given log ins to both platforms so they can access the home learning tasks.

Is there any specialist equipment my child needs for school?

We don't ask you to buy much. However, the following are important:

- A waterproof bag to easily hold an A4 folder. A backpack is ideal to carry books comfortably.
- Black and blue pens, plus a green pen (e.g. Biro).
- A whiteboard pen
- A ruler
- 2 pencils
- A reading book
- A few colouring pencils and highlighters but these are optional
- Scientific calculator: preferred model - Casio FX-83GTCW

- PE kit (please see the PE information above).

Please do not buy Tippex as mistakes are fine and nobody can learn without making errors.

What about PE and Dance lessons?

The PE and Dance teachers insist on girls wearing the right kit for lessons, with hair tied back and no jewellery. If students forget their kit, they will be given a spare kit for their lesson. Please make sure your daughter has the following for September:

- Purple short sleeve or white long sleeve PHS PE T-shirt (two would be ideal).
- Navy blue, black or grey tracksuit bottoms or shorts (school appropriate length).
- Navy blue, black or grey sweatshirt/hoodie.
- Thick black leggings.
- Trainers are essential (these cannot be Crocs, Ugg boots, Converse or any other casual shoe).

Please purchase your PHS PE tops via our supplier either in store or online:

Ace Sports, 6 Fortess Road, NW5 2ES

https://www.acesportsdirect.uk/shop/

Does my child need a laptop when she joins the school?

Yes. However, we do not expect families to purchase laptops if you are not in a financial position to do so. The school will loan your child a laptop to use during her time at Parliament Hill. To arrange this, please contact your daughter's Achievement Team Leader (ATL).

How can I get my child involved in music and drama?

Every week, specialist teachers provide lessons on brass and wind instruments, guitar, piano, drums and voice. If your daughter already learns an instrument or would like to start one, please let Ms Creasey or Ms Banks know by email: *cbanks@parliamenthill.camden.sch.uk or mcreasey@parliamenthill.camden.sch.uk.*
We take part in and host a number of concerts throughout the year, including performances at Lauderdale House, the Royal Albert Hall, St Martin's Church, as well as in school, during

assemblies, at Open Evenings and other school events. The first performance in Year 7 will be a concert for parents, where students will sing with their tutor group.

Later in Year 7, encourage your daughter to be part of the fabulous school musical. This involves the whole school community, led by the Drama, Art, Design Technology, Dance and Music departments. We need students on stage and back-stage, playing in the band, making props, organising costumes and make-up, baking goods to sell, as well as designing programmes.

How can I encourage my child to keep reading?

There is an overwhelming link between reading for pleasure and academic success and students who read regularly outside of school do better in their exams. Regular reading has also been proven to have many other benefits such as increasing students' breadth of vocabulary, general knowledge and understanding of the world, as well as improving self-confidence.

We have a well stocked library and online e-reader platform and celebrate reading through regular activities and events. The library is open before, during and after school. Students regularly have English lessons in the library and there is an active student group who advise Ms Rayner, our Librarian on what to purchase.

Parents and the home environment are essential to developing a love of reading and children are more likely to continue to be readers in homes where books and reading are valued. You can support your child's reading at home by:

- Ensuring they have a book with them every day
- Encouraging your child to use the school library and local library
- Asking them about what they are reading
- Encouraging them to read a wide variety of texts - including non-fiction texts such as newspapers and magazines

Pastoral

What are the timings of the school day?

In Year 7 and 8:

8.35am	Students to arrive at school
8.40 – 8.50	AM registration or assembly
8.50 – 9.50	Lesson 1
9.50 – 10.50	Lesson 2
10.50 – 11.15	Break time
11.15 – 12.15	Lesson 3
12.15 – 1.05	Lunch Time
1.05 – 2.05	Lesson 4
2.05 - 3.05	Lesson 5
3.05 – 3.15	PM registration or assembly
3.15 – 4.15	Detentions and interventions

In Year 9, 10 and 11:

8.35am	Students to arrive at school
8.40 – 8.50	AM registration or assembly
8.50 – 9.50	Lesson 1
9.50 – 10.50	Lesson 2
10.50 – 11.15	Break time
11.15 – 12.15	Lesson 3
12.15 – 1.15	Lesson 4
1.15 – 2.05	Lunch
2.05 - 3.05	Lesson 5
3.05 – 3.15	PM registration or assembly
3.15 – 4.15	Detentions and interventions

Who are the key pastoral staff who will support my child?

Your child's form tutor is your first point of contact. They will see the students twice a day, both first and last thing. They provide valuable wrap around care. Each year group has a

Student Development Lead (SDL) who is a non-teaching member of staff that works across two year groups and an Achievement Team Leader (ATL) who is usually a teaching member of staff. In addition, we have two attendance officers, Kelly Baker and Paula Clowser who oversee the attendance of all students in Years 7 – 11. Finally, each year group has a member of the Senior Leadership Team (SLT) attached to the year group who provides overall support.

What if my daughter is unhappy in her tutor group?

We would work with the young person to identify what it is that is making her unhappy and see if we can find any ways to improve this. We can move students but this depends on how full the year group is. We have a maximum of 30 students in each tutor group and can only move a student if there is a vacancy in another tutor group.

How does school share information about my child's attendance?

Every half term families are sent a letter with key updates about attendance, including their child's attendance and punctuality figures. Good school attendance is 96% or above. Good attendance at school is proven to improve the wellbeing of young people both emotionally and academically. Research shows that students with good school attendance have a better sense of wellbeing, find it easier to maintain friendships and do better academically. Where attendance is below 96% school and home will work in partnership to improve attendance.

We have also trialled the use of the My Child at School App so that families can see their child's attendance in real time. This helps if you are concerned about their punctuality to lessons and allows you to monitor their attendance more closely. Please be aware that as this data is uploaded in real time, there are occasionally mistakes in registers, please allow 24 hours for us to correct them. Sometimes a child arrives late, after the register has been taken, or a supply teacher is taking the lesson.

What do I do if my child can't attend school?

Please notify the attendance office on every day of absence. The best way to contact is via email, attendance@parliamenthill.camden.sch.uk They can also be contacted via phone on 02027 485 7077.

Can I take my child on holiday during term time?

School will not authorise any term time holidays and will refer to Camden for families to be fined.

What can I do to help improve my child's attendance?

The NHS produced some useful guidance on attendance to school and common childhood illnesses. It can be found here: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/ Please don't allow your child to take a day off for their birthday, or because they want to avoid a certain lesson, or because their friend isn't attending school that day. In the long term, this isn't beneficial to them and it can lead to further non-attendance.

If you are concerned that your child is unwell, but you feel they can probably manage at school, we urge you to send them in and let the attendance team know they are unwell. If they feel worse during the day, we will contact you and either send them home, or ask what you would like us to do. On occasion, we may contact you to ask if your child can have paracetamol. A lot of the time, a child doesn't need to go home for period pains or a headache we can treat them and support them to stay in school. Our attendance team also provide heated wheat bags to those students who need them.

We know that sometimes a young person finds school really challenging and they struggle to attend. This can be for a variety of reasons such as peer relationships, mental health, an undiagnosed additional need. We are also aware that non-attendance can put a significant strain on families. In 2025 we recruited a member of staff to run our Emotional Based School Avoidance provision. This is a bespoke provision to help those children who find it too difficult to attend school. If you feel your child's school attendance has become very challenging, contact your daughter's form tutor who can direct you to the correct person to speak with.

How does school respond to bullying?

We have very few incidences of bullying but when it does happen we take it very seriously and operate a zero-tolerance approach. We tend to see more friendship difficulties, where students fall out with each other, say unkind things and then become upset. We operate a restorative justice approach, which means a member of staff works with the students to identify what they could have done differently and how their actions made another student feel. We support both the victim and perpetrator in each situation

Do you have lockers?

We have worked hard with the student council to purchase lockers and to identify which year groups should be given priority. Year 7 and 11 are prioritised for locker use, however there are enough lockers for any student who wishes to have one. A £5 deposit is paid via Parent Pay and then students are allocated a locker.

How do I pay for school lunches and other things such as trips?

We have a system called Parent Pay which means you can top up your daughter's account online. Each parent/carer has their own individual registration code. Our Finance department will email or post your details to you. If you are a Year 6 parent and your child is joining the school in September, we will give your details out at the Parent Information Evening. If there are any issues, please email financedept@parliamenthill.camden.sch.uk who can support.

Do you have a breakfast club?

Yes. Breakfast club runs every day between 8 – 8.25am. It's open to all students and is completely free. Students can enjoy bagels, cereal and fruit in our Wilson Hall.

What happens at lunchtime?

We have two separate lunch times, one for Year 7 and 8 and another for Years 9 – 13. Our school caterers are called Caterlink. They work in many Camden schools. We have a three-week menu offering hot and cold food, with both Halal and non-Halal options as well as vegetarian options. The menu is posted on the school website. Information → Healthy School/Menu

Some students wish to bring a packed lunch. Please ensure the lunch is healthy. We don't allow nuts, chocolate, sweets or fizzy drinks.

Many clubs and extra-curricular activities take place during lunch time. Students can borrow sports equipment or board games to play with.

What happens at break time?

At break time students can spend time in one of our two halls, the Wilson Hall or Morant Hall, relaxing with their friends. Alternatively, students can make use of the outdoor space, including the MUGA courts and back field. We have free fruit and vegetables available to students, which they can collect from the Wilson Hall. Additionally, students can loan sports or games equipment to use at break times. We also have a Calm Zone and a Study Zone that runs at break and lunchtime, for those students who want some quiet in between lessons.

What time does school open/close for students?

School opens to students from 8am. They can attend breakfast club, the library or an extra-curricular class. School finishes for most students at 3.15pm, although afternoon assemblies may run over slightly. Students can remain in school after 3.15pm as long as they are supervised by a member of staff, either in an extra-curricular club, homework intervention or detention.

Do you have a prayer room?

We have a multi faith reflection room which is open to people of all faiths to spend time in quiet contemplation. This space is used by both staff and students throughout the day. Students may only visit the space during break time or lunch time, not during lesson time.

Do I need to apply for free school meals?

If your financial circumstances are challenging some families are entitled to apply for free school meals. If your daughter received free school meals at primary school or your circumstances have changed and you are now eligible, please do claim them, even if your daughter is determined to bring a packed lunch. Students in receipt of free school meals receive reductions in other activities such as music lessons and trips. Additionally, the school receives additional funding for those students in receipt of free school meals. More information can be found on the school website. Information → Free School Meals

What clubs and extra-curricular activities do you run?

It is important to us that every student takes part in opportunities outside of the classroom, so we expect all students to be involved in a club. However, attendance is not compulsory and staff do not follow up non-attendance. Year 7 have a Clubs Fair on the first day of term, where they will have an opportunity to sign up. All clubs are free and are run by volunteer staff members. The clubs list is updated each half term and can be found on the PHS website Students → Clubs and Opportunities.

We celebrate International Women's Day with a fortnight of events for Women of the World. Similarly, we commemorate Black History Month in October with workshops, guest speakers and trips. There are two Enrichment Days every academic year. On enrichment day, all students are off timetable some year groups go on trips, such as to The British Museum, Tate Modern or London Zoo. Other students remain at school and do other enrichment activities such as first aid, coding, drama performances etc.

As well as organised enrichment days, departments and year teams arrange trips and activities throughout the academic year, depending on the opportunities available and needs of the cohort. Parents can download an app called Evolve in order to give their electronic consent to school trips.

What library facilities do you have?

We have a beautiful library space, run by our librarian Ms Rayner. It is open to students at break times, lunchtimes, before school and after school. There is computer access as well as a wide range of fiction and non-fiction books. We also have a quiet study space which a lot of students use. Students will be able to borrow books as soon as they've had their first reading lesson.

What happens if a student is late to school or late to a lesson?

If a student is late to school they need to sign in at the Student Reception. We understand that in the first few weeks students are adjusting to a new environment/new route and that they may arrive late, staff are very understanding as some students do get confused with their timetables. After the first half term, we would expect students to be on time to school and to their lessons. We do run late detentions for those who are late to school. You will be notified by text message if your daughter receives a late detention.

According to government guidance, if a student arrives 30 minutes after the start of the school day, this is a U code, which is classed as an unauthorised absence for half a day.

When a student has been late to lesson 3 times, this generates a 30 minute detention, which you will receive a text message about.

What if my daughter gets lost?

We give all students a map when they join us to help them navigate the building. We also give them a tour of the school. We expect that at times students will get a little confused and may get lost as it's a big, new building. We encourage students to ask a member of staff for directions, or ask another student. Our students are always willing to help.

What is your behaviour system, will students get detentions?

Whilst we think some sanctions are important we have moved away from a system which is so punitive, focusing more on the cause of the poor behaviour/organisation issue. If a student is disruptive to the learning of other students this will be addressed, it's not acceptable for the learning of others to be disrupted. If a student is removed from a lesson, they will need to attend a resolution meeting with their teacher at the end of the day. If they refuse to do so, there will be a sanction. Students will still get detentions for lateness.

How do you celebrate students' achievements, what is your positive behaviour system?

It's important to have a behaviour system with clear consequences for poor behaviour, but we much prefer to celebrate the students' achievements. Students collect Parli points for positive behaviour. This links with our KITE values of Kindness, Inclusivity, Trust and Excellence. If a student accrues zero negative behaviour points in a week, which happens often, they are given a 'bonus' 5 Parli points to add to their total. Additionally, every week students have 100% attendance and punctuality also accrues an additional 5 Parli points.

Students are celebrated with postcards, certificates and reward trips. Those students with high numbers of Parli points attend the Headteacher's breakfast once a term, which is a fantastic celebration.
Finally, each week staff nominate their 'Student of the Week' to celebrate the excellent work/behaviour of one particular student. As a parent/carer, you will receive daily updates of the Parli points your child has received that day.

There is no uniform, but you have a dress code, what does this mean?

There is no school uniform at Parliament Hill, but we do have a dress code. Our dress code has been designed in consultation with students from all year groups. The purpose of our dress code is to ensure all members of our diverse community feel equally valued, ensuring a collective sense of belonging. Adherence to our dress code is regarded as part of students' personal and social development.

The following expectations are part of the dress code:

- No large dangly/ hoop earrings – these are unsafe.
- No flip-flops/ sandals without back support – these are unsafe.
- No long false nails – these are unsafe.
- No items/slogans/ insignia or logos which could cause offense or which could be associated with gangs/ gang membership.
- All tops must reach the bellybutton.
- Top necklines need to be in line with the armpit or higher.
- Shorts, dresses and skirts should be around mid-thigh and reach at least the ends of the students' fingertips.
- No very thin/ see-through leggings.
- No face coverings which prevent identification and inhibits communication.
- Facial piercings should be removed or covered.
- No excessively ripped jeans that expose students' thighs.
- Jewellery and make-up should be kept to a minimum and be discreet. No make-up is allowed in Year 7.

Students who do not adhere to the dress code will be spoken to away from their peers to avoid shaming students. Parents will be contacted when students do not adhere to the dress code and may be asked to bring an alternative item of clothing to school for their daughter to change into.

My child has lost her lanyard, how can I get a replacement?

On Parent Pay, our online finance system, it's possible to order a replacement lanyard. It's possible to order the whole thing, or the part that has broken or been lost. The total cost is £5. Students can collect their replacement lanyard from the Main Reception. Whilst they are awaiting their replacement lanyard, students should go to Student Reception to collect a temporary lanyard each day.

Do you have a Parents Group?

Parli people are our Parent Organisation. They run a series of events throughout the year, both online and face to face. They also fundraise for the school. Below are some words from them:

Parli People

Join our Parents' Group!

What do we do?

Engage positively with Parliament Hill staff and students, help at events, support parents and families and represent their interests, communicate, organise fun events, raise sponsorship and money for the school, mentor and offer careers advice and talks, promote wellbeing ...

How can you get involved?

You are already a member of Parli People! We welcome everyone, celebrating and upholding the excellent Parli principles of a diverse, positive and supportive community. Send us an email to get on our distribution list and receive news, updates and special offers. Come to a meeting, send us your views and ideas, come to the next event. You can find Parli People on Facebook, Instagram and Twitter or email info@parli-people.org

How do I pick up/drop off my daughter?

We ask parents to wait outside the student gate when they are collecting or dropping off students. If the area becomes congested we may ask you to come inside and stand to one side on the grass. It can be very busy at the end of the school day as so many students leave. You may wish to arrange with your daughter to meet her by the bus stop/slightly further down the road etc.

What is your mobile phone policy?

In September 2025 we made changes to our mobile phone policy. We know that many families welcomed these changes and have expressed concerns about their child's mobile phone use, both at school and home.

Year 7 and 8 – no smartphones allowed. Students are permitted to bring a non-internet 'brick' phone. This must be in their bags before entering the school gate and must not seen or heard whilst on school site, including before and after school.
Year 9 - 11 – the purchasing of smartphones for students under 14 is discouraged. All phones must be in school bags before entering the school gate and must not be seen or heard whilst on school site, including before and after school.

If a smartphone is confiscated from a student it will be placed in the school safe and returned two weeks later.

If the student is in year 7 or 8, the phone must be collected by a parent/carer.
If the student is in years 9 – 11, the phone can be collected by the student, unless this is a second offence, in which case it must be collected by a parent/carer.
If a 'brick phone' is seen or heard, it will be confiscated, placed in the school safe and returned to the student at the end of day.
If this is a second offence, the phone will be confiscated and returned at the end of the second day. E.g. confiscated on a Monday, returned after school on a Wednesday.

All references to smartphones include corresponding devices such as smart watches and headphones.

What if a student refuses to hand over their phone?

Any member of staff who sees or hears a mobile phone will be expected to confiscate it. If a student does not hand the phone over immediately, this will be viewed as defiance. There is a clear escalation process, which will lead to detention, internal withdrawal or suspension, depending on the severity of the defiance. If the level of defiance warrants an internal

withdrawal or suspension, a meeting will take place with the family. The student will not be allowed to bring a phone on site and will be subject to random bag searches. If a smartphone is found, it will be confiscated for 2 weeks in line with whole school policy.

How can I support the school whilst still keeping my child safe?

We know that some parents use their child's smartphone as a way to monitor their whereabouts. If you feel your child needs a device for safety reasons, consider instead a phone without internet connectivity (a 'brick' phone), an Airtag or a fully locked down phone with no internet or communication apps installed.

What about at home?

At school young people are more easily protected from some of the issues outlined above. However, these risks remain outside of school. We encourage parents to delay allowing children to have a smartphone at all until they are aged 14 or older, and to delay access to social media until age 16.

Why change the phone policy?

Although there are many benefits to smart phones, there is increasing evidence that smartphone use has negative effects on the wellbeing and mental health of young people, and poses a number of significant safeguarding risks. Smartphone use has been linked to impaired attention and focus, sleep deprivation, mental health issues, online bullying, exposure to harmful online content and people, increased risk of mugging, and increased loneliness and social isolation.

We want young people to prioritise in-person interactions and to benefit from the stronger social skills, empathy and sense of community real-world interactions offer.

How can I learn more about the dangers of smartphone access?

House of Commons Committee Report
https://publications.parliament.uk/pa/cm5804/cmselect/cmeduc/118/summary.html

Unesco Report
https://www.unesco.org/en/articles/smartphones-school-only-when-they-clearly-support-learning

Smartphone Free Childhood
https://www.smartphonefreechildhood.org/#:%7E:text=Smartphone%20Free%20Childhood%20is%20a%20grassroots%20movement%20on,or%20social%20media%20before%20the%20age%20of%2016.

My daughter feels anxious, how can you support her in school?

We have a number of counsellors and therapists in school who work with lots of our students. Additionally, we have a behaviour mentor who support students and we also refer to lots of external organisations such as CAMHS, social care, FORWARD (drugs and alcohol service). During the day, if a student is feeling particularly anxious they will be supported by their subject teachers, form tutors and the wider pastoral team. We very rarely use time out cards, if a student needs to leave a lesson as they're anxious, then their subject teacher will call On Call. The student will then be taken to their trusted adult to help regulate their emotions, before returning to lessons.

As well as individual support we also run workshops and group sessions for selected students as the need arises.

If you are concerned about your child's mental health please contact their tutor, SDL or ATL in the first instance.

My daughter has a medical condition and needs special arrangements during the school day?

At Parliament Hill we have over 20 members of staff who are trained to deliver first aid which includes epi-pen training. A number of staff have also received diabetes training. If your daughter has a medical condition which requires taking medication during the school day, we can support this. Your child will have a nominated person, who will store the medication safely and administer it at the correct time.
If your daughter has an epi-pen or inhaler, we ask you to bring a spare into school to keep with our Student Reception team. That way, in an emergency, staff are able to support.

When your daughter joins Parliament Hill families complete a medical form. If circumstances change, please contact your child's form tutor so we can update our records and systems to support your child.

What happens if my daughter requires first aid during the day?

We have over 20 members of staff who are first aid trained. If your daughter needs support at break or lunchtime they should go to the Main Reception, where First Aid will be called. If it's during a lesson, students should alert their teacher who will call On Call to collect them, or the teacher will send them with a note to the Main Reception. Whenever a young person

receives first aid in school we log this on the child's record and call home to keep you updated.

What are your rules around toilet use during the school day? How do you support my daughter during her period?

Students are not allowed to go to the toilets during lesson time. We encourage them to use the facilities before school, break time, lunch time and after school. In an emergency, students can use the toilets between lessons.

If your daughter has a medical condition that requires more frequent access to the bathrooms, either temporarily or permanently, we can provide a toilet pass. Please speak with your daughter's form tutor in the first instance.

School provides free sanitary products to students, these are available at Main Reception. Students don't need to ask a member of staff, they are available to take as they need them. We recognise that sometimes a young person may experience accidents. We have spare t-shirts and leggings in school that we can give students. Some children like to bring in spare underwear and clothes, these can be stored in your child's school bag or locker.

Want help or further information?

Please contact enquiries@parliamenthill.camden.sch.uk



Documents for Future Reference

Home-School Agreement: Parliament Hill School 2025

The School's Agreement

The school will:

- ensure that she is well taught and that she achieves her best;
- provide a balanced and challenging curriculum and a full range of extra-curricular activities to ensure she has opportunities to develop all of her abilities;
- treat your daughter fairly;
- care for her well and ensure her happiness and safety;
- listen to her when she has a problem and offer appropriate guidance and support;
- set relevant home learning in accordance with the home learning timetable;
- help her to develop a sense of responsibility and to be considerate to others;
- keep you well informed about general school matters and, in particular, about her progress;
- be welcoming at all times and offer you opportunities to become involved in the life of the school;
- make all reasonable efforts to respond to queries/concerns within 2 working days;
- recognise and reward good behaviour and achievements;
- prepare her for life beyond school and the world of work;
- help her to become an independent, critical thinker.



……..

Signature:

The Parent's / Carer's Agreement

I/we will:

- praise my/our daughter for the effort she puts into her learning;
- encourage my/our daughter to learn from her mistakes;
- build my/our daughter's self-confidence, helping her to set targets and break them into small steps;
- provide space and time for her learning;
- make sure the school knows when she needs support and take every opportunity to discuss her learning;
- see that my/our daughter comes to school regularly, on time and with all the equipment she needs;
- send an email or phone whenever she is absent;
- check her planner each week;
- make sure my/our daughter eats well, has plenty of sleep and exercise;
- encourage her to join the after-school clubs which interest her;
- support the school's code of conduct; equality policies and behaviour policy;
- support the school expectations regarding mobile phones/smart devices;
- make sure the school has up-to-date contact details
- not take holidays during term time;

There are some items that are banned from the school site such as chewing gum, slime, firecrackers/bangers etc. If a student is found with these items they will be confiscated, parents notified and a sanction issued.

Some items are illegal and if a student is found in possession of these items it may result in a permanent exclusion (drugs or weapons) or a fixed term suspension (vapes, cigarettes or alcohol)

Signature of Parent (s):

……

The Student's Agreement

I will:

- come to school every day and arrive on time;
- follow the school's code of conduct, equality policies and behaviour policy;
- follow the school's dress code;
- work hard and do all my classwork and homework on time and as well as I can;
- help to look after the school and keep it free from litter and graffiti;
- give my parent/carer any letters from school and my planner to see each week;
- make sure mobile phones/smart devices are are not seen or heard in school;
- bring the things I need every day and look after them properly;
- be respectful and co-operative towards all staff and visitors;
- be kind and considerate to other students;
- talk to a teacher or other member of staff if I have a problem;
- Follow the school's Acceptable Use policy and make sure that my communications through technology are responsible and positive both in and out of school;
- look for opportunities to make a positive contribution to the school community.

……

Signature of Student:

……

Date:

Acceptable Use Policy (AUP) for Parliament Hill Students

What is an AUP?
We ask all children, young people and adults involved in the life of Parliament Hill School to sign an Acceptable Use Policy (AUP), which is a document that outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, Teams and social media (both when on school site and outside of school).

What am I agreeing to? Taking responsibility for my technology use

- I will only use my personal devices (mobile phones, USB devices, etc.), the school's internet, and any device I may be using in school for appropriate school activities and learning, unless I have express permission to carry out other activities, e.g. in a lunchtime club or after school.
- Whenever I use technology (a device, the internet, apps, sites and games), I will try to be positive and creative, to learn and share, to develop new skills, to have fun and prepare for the future.
- The messages I send, or information I upload, will always be polite and sensible. I will ensure that my online activity will not cause my school, the staff, students, or others distress, or damage the school's reputation.
- I understand that online bullying is just as unacceptable as any other type of bullying, and will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone – including teachers – at school or outside of school.
- I am aware that some websites, games, file sharing, and social networks have age restrictions (many social media sites are 13+) and I should respect this and talk to my parents if I want to use them.
- I will not share my or others' personal information that can be used to identify me, my family or my friends on any online space unless a trusted adult has given permission or reviewed the site.
- I understand that websites, blogs, videos, and other online information can be biased and misleading, so I need to check sources.
- It can be hard to stop using technology sometimes, for adults and young people. When my parents/carers or teachers talk to me about this, I will be open and honest if I am struggling.

Using Microsoft Teams appropriately

- When I am in school, I will only use Teams to contact people as part of learning activities.
- I will not message my friends on Teams during lesson time.
- I understand that I should use different language when communicating with my teachers. For example, I will not use slang or emojis.
- I understand that when I post a message in Teams it should be to ask an appropriate question or to respond politely to a question.
- I understand that my teachers should not be contacted outside of school hours and that they cannot be expected to respond outside of these hours.
- I understand that I should speak to a trusted adult or contact Childline if I am feeling distressed: 0800 111, www.childline.org.uk.

Using AI responsibly and avoiding plagiarism
Users should be aware that AI tools can sometimes produce biased or inaccurate information. It is important to critically evaluate the output of AI and use other reliable sources to verify its accuracy.
Users should understand that AI tools are constantly evolving and the school will update this policy as needed.

- I will use age-appropriate AI tools to help me learn and explore new ideas, but I will always check the information they give me.
- I will not use AI to do my work for me or pretend that someone else's work is my own.
- If I use AI to create something, I will say that I used AI.

- If my teacher says I can't use AI for a specific assignment, I will follow those instructions.
- Creating original work is a valuable skill. We'll guide you in learning how to research effectively and integrate information responsibly, so you can grow as a thinker and writer while understanding and avoiding plagiarism

Reporting harmful or distressing content

- I will tell a trusted adult if I have a problem or am worried about something online, and I will encourage my friends to do so too. Evidence shows that telling someone helps.
- I will not browse, download, upload, post, share or forward material that could be considered offensive, harmful or illegal. If I accidentally come across any such material I will report it immediately to my teacher.

Keeping my accounts and files safe

- I will keep logins, IDs, and passwords secret and change my password regularly. If I think someone knows one of my passwords, I will change it; if I think they have used it, I will tell a teacher.
- I will only edit or delete my own files and not (even try to) view, change or delete other people's files or folders without their permission.
- I understand that when I am using the internet in school, the content I am looking at can be filtered out if it is inappropriate and the school will constantly monitor this. The same applies when I use my Parliament Hill account outside of school.
- I understand that when I am using the computers or internet in school my actions are monitored. If I am looking at, or trying to look at something inappropriate or illegal this will be flagged to school staff and will be followed up with me and my family

Keeping the school's systems safe and secure

- I will not bring files into school or download files that can harm the school network or be used to bypass school security.
- If I think a file, hyperlink or any other attachment might have a virus, I will never click on it or open it.
- I will take care of the computers and all technology equipment from the school as if it belonged to me. I will report any damage to school IT equipment to my class teacher, librarian or school IT support team.

Signed: _____

Print name here: _____

Date: _____

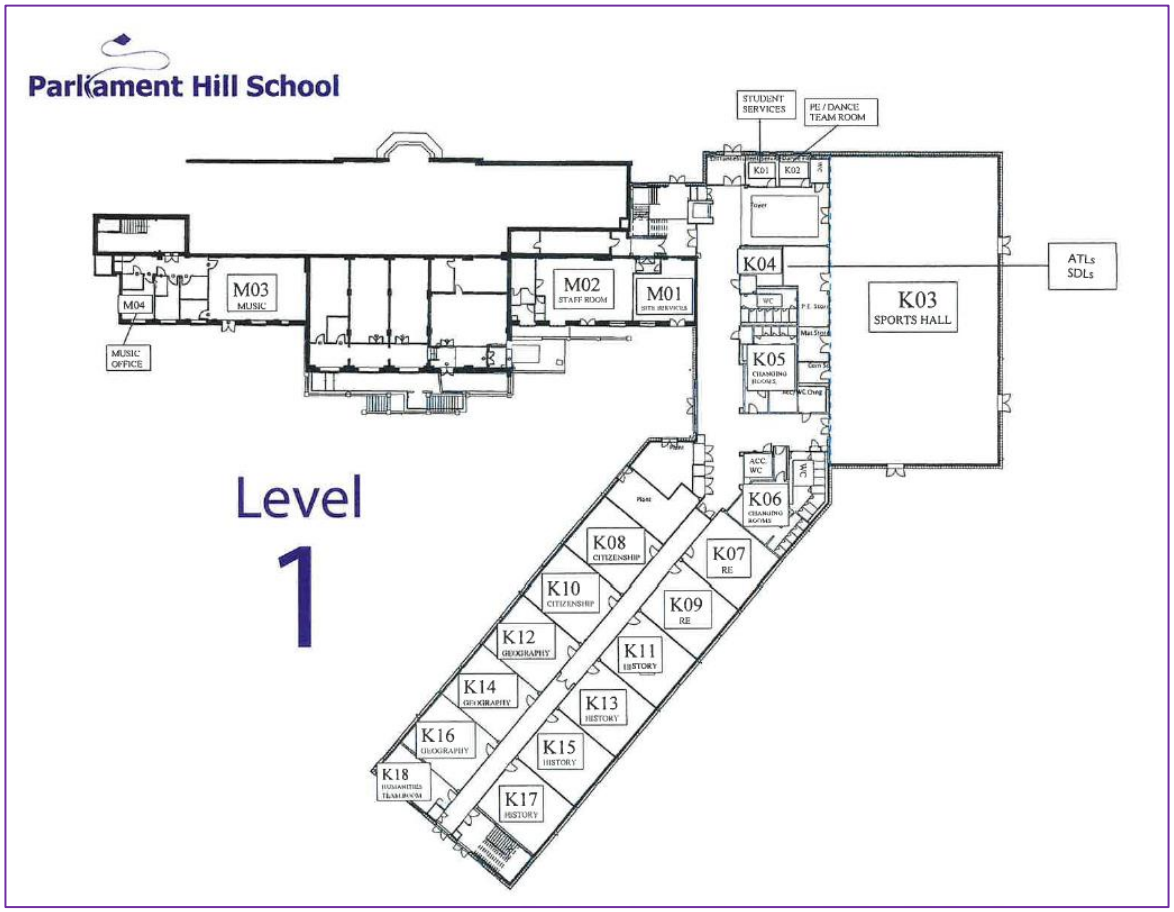
Parents

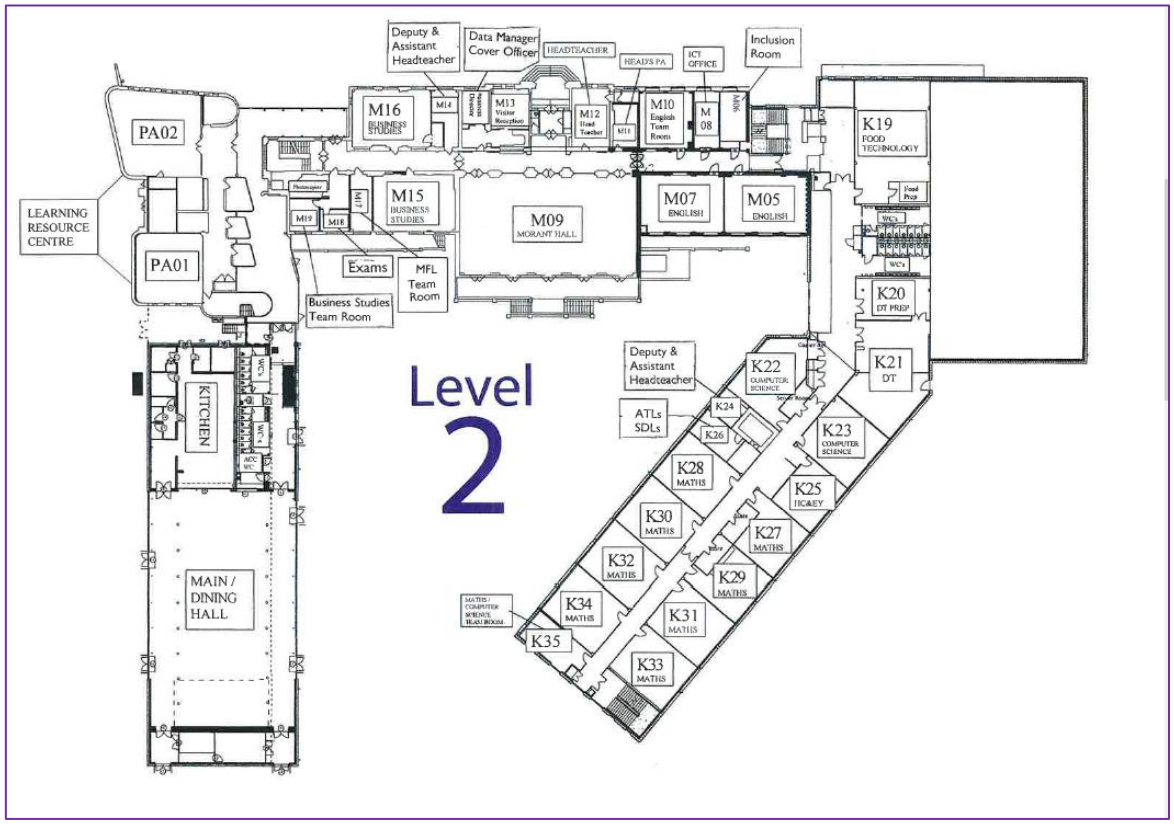
- I have read the above school rules for responsible internet use and agree that my child may have access to the internet at school. I understand that the school will take all reasonable precautions to ensure pupils do not have access to inappropriate websites, and that the school cannot be held responsible if pupils do access inappropriate websites.
- I understand that school may intervene where a student's online activity outside of school is a cause for concern. I will work in partnership with the school, monitoring my child's online usage, seeking advice and support where necessary.
- I agree that my child's work can be published on the school website.
- I agree that photographs that include my child may be published but that any photography will not clearly identify my child and that their name will not be published.

Signed: _____

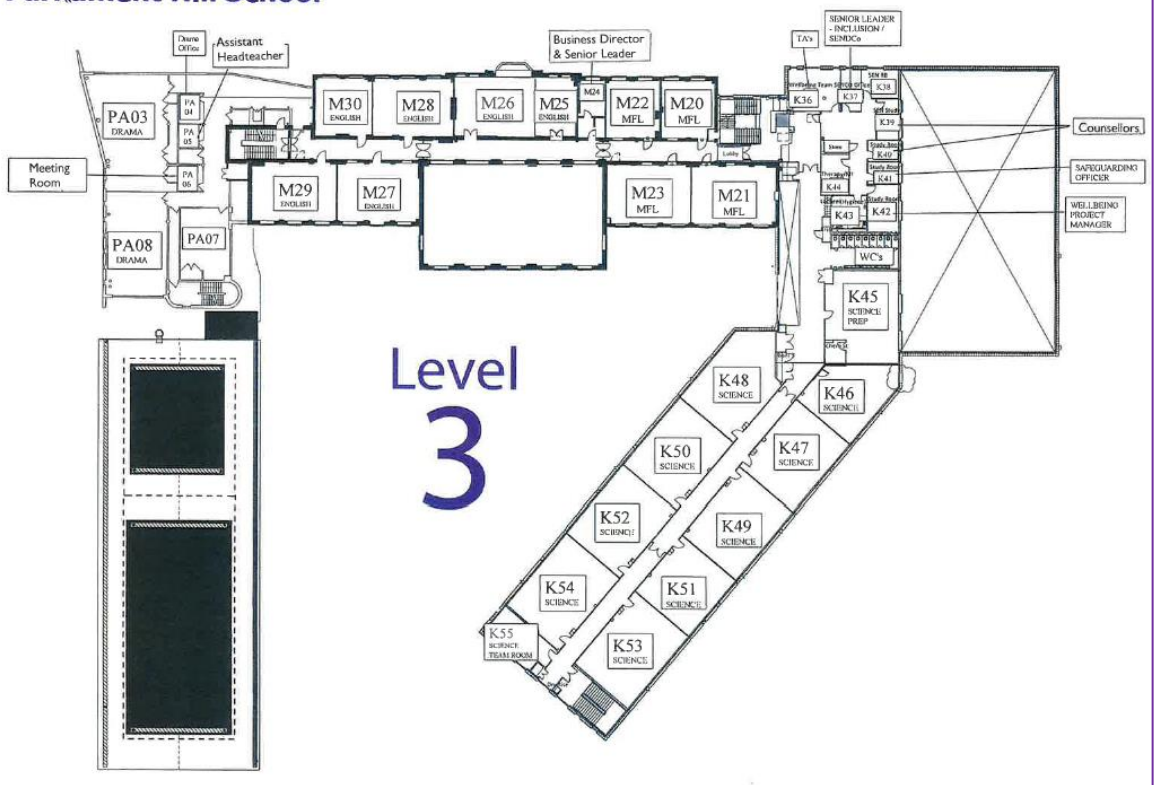
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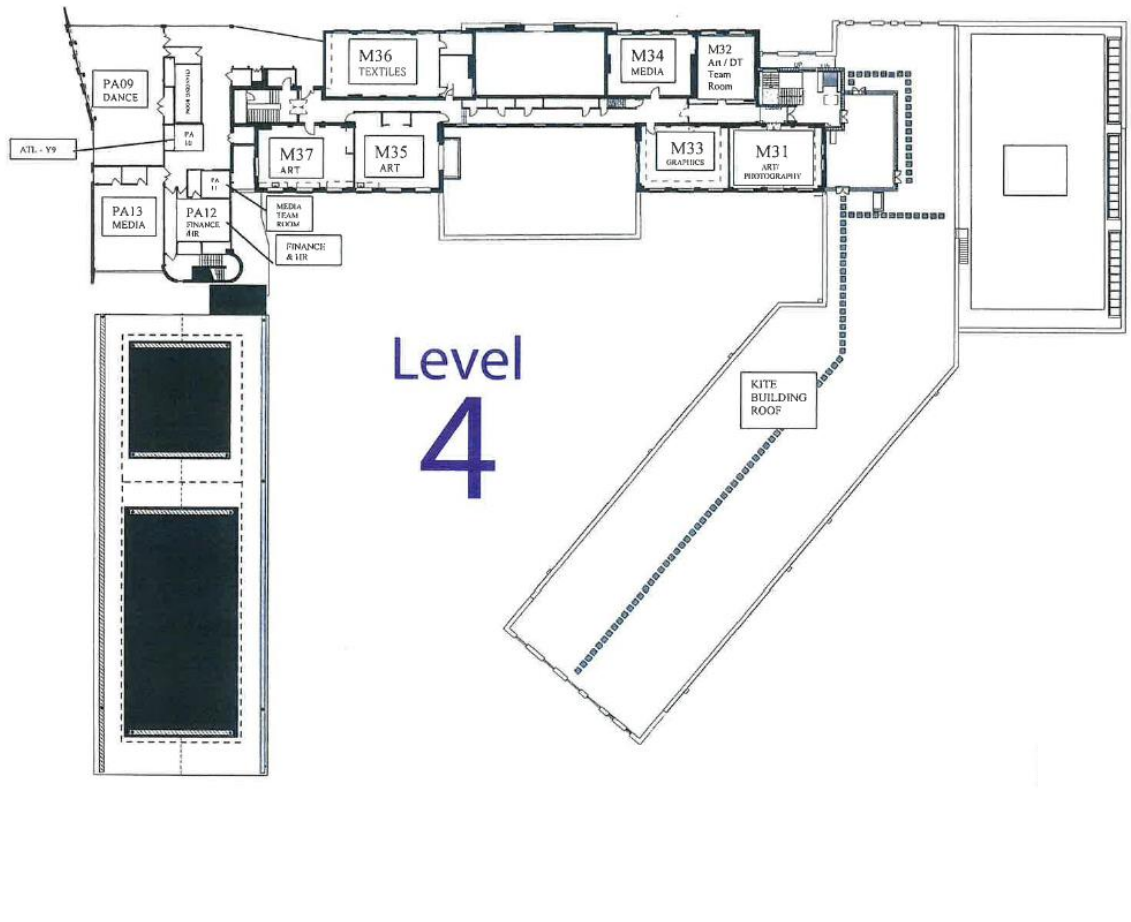
School Maps


Parliament Hill School
STUDENT SERVICES
PE / DANCE TEAM ROOM
K01
K02
K04
ATLs SDLs
K03 SPORTS HALL
K05 CHANGING ROOMS
K06 CHANGING ROOMS
M03 MUSIC
M04
MUSIC OFFICE
M02 STAFF ROOM
M01
Level 1
K08 CITIZENSHIP
K07 RE
K10 CITIZENSHIP
K09 RE
K12 GEOGRAPHY
K11 HISTORY
K14 GEOGRAPHY
K13 HISTORY
K16 GEOGRAPHY
K15 HISTORY
K18 HUMANITIES TEAM ROOM
K17 HISTORY


Deputy & Assistant Headteacher
Data Manager Cover Officer
HEADTEACHER
HEAD'S PA
ICT OFFICE
Inclusion Room
PA02
M16 BUSINESS STUDIES
M14
M13 Visitor Reception
M12 Head Teacher
M11
M10 English Team Room
M 08
M06
K19 FOOD TECHNOLOGY
LEARNING RESOURCE CENTRE
PA01
M15 BUSINESS STUDIES
M19
M18
M17
M09 MORANT HALL
M07 ENGLISH
M05 ENGLISH
Exams
MFL Team Room
Business Studies Team Room
K20 DT PREP
K21 DT
Level 2
Deputy & Assistant Headteacher
K22 COMPUTER SCIENCE
ATLs SDLs
K24
K26
K23 COMPUTER SCIENCE
KITCHEN
K28 MATHS
K25 ICT/KEY
K30 MATHS
K27 MATHS
K32 MATHS
K29 MATHS
MAIN / DINING HALL
K34 MATHS
K31 MATHS
K35
K33 MATHS

Parliament Hill School





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