



# Hardenhuish School

A High Performing Specialist Academy

*'Inspired to Learn...  
...Supported to Succeed'*

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Dear Parents

Welcome to the start of Year 7. We hope you have had a relaxing and enjoyable summer and are ready for the challenges and excitement of the year ahead. The Year 7 Office has been very impressed with the smooth start the year group have made and they are certainly leaving a very positive impression with teaching and support staff. In this letter, you will find details relating to your child's **Contact Diary, uniform**, information about **absence from school, traffic** on site, the upcoming **Year 7 PIAG** (Parent Information Advice and Guidance evening) and finally some important information about the upcoming **residential trip to PGL Liddington**.

### Contact Diary

The pupils have already been issued with their Contact Diaries for 2016 – 2017. We would like to draw your attention to the first 31 pages, which contain a great deal of important information. Parents are asked to sign the diary each week and monitor homework. Please note page 4, regarding the E-mail and Internet policy, page 5 regarding the 'Cyberbullying Code of Conduct', page 19 regarding 'Hardenhuish Rewards' and page 20 regarding 'Behaviour Matters'.

### Uniform

We would also like to remind you about checking that your son/daughter has the correct school uniform. The school as a whole will be rigorously checking this and will contact you if your son/daughter is not complying with uniform requests. The School Uniform Policy can be found on the school website, or a paper copy can be requested. Your support of the School Uniform Policy is much appreciated and valued. I would also like to mention the importance of marking all items of school uniform, PE/games kit and coats so that should an item be forgotten/left somewhere, staff are aware of who it belongs to. In a school the size of Hardenhuish, lost property can be an issue and the office will now only keep items for up to one term if it is unnamed.

### Absence Hotline

School begins at 8.30 am each day and we expect all pupils to be in school ready to begin the day at 8.25 am. We should be informed of any absences on the School Hotline number, which is 767390, as shown on page 3 of the Contact Diary.

### Absence Requests

Further to instruction from Wiltshire Council, please find below clarification regarding leave of absence in term time. This may be for family holiday, weddings funerals or other reasons.

Leave of absence should be requested by completing a Leave of Absence form available from Pastoral Managers and the main school office prior to the leave of absence being taken.

The Headteacher can authorize leave of absence where exceptional circumstances are evident.

The leave of absence will not however be authorized if:

- public examinations will take place during the time of absence
- where the pupils' educational progress may be disrupted
- the pupils' current attendance rate is less than 90%
- the pupil has had previous unauthorised absence



If the pupil has had unauthorized absence which amounts to 10 sessions or more within a 6 month period and additional unauthorized absence is within the previous 12 months, the Educational Welfare Service will be notified and the Local Authority may issue a Penalty Notice\* to each parent for each child.

**\*the Penalty Notice shall be a sum of £120 if paid within 28 days, reduced to £60 if paid within 21 days . If the Penalty is not paid in full within 28 days the Local Authority is required to commence proceedings in the Magistrates' court for the offence of unauthorized absence.**

### **Traffic**

May we take this opportunity to remind parents about traffic on site:

- There is a 5mph speed limit across the school site.
- Drop off and collection must be at the drop off bay on the entry hill only.
- Cars are not permitted to turn left at the bottom of the hill and proceed up the drive unless the driver has an appointment at Reception.

These arrangements are intended to ensure the safety of all pedestrians. In particular there are large numbers of pupils walking about the site at the beginning and end of the school day. Please also remind your child to walk on the path and not on the drive. Your support with these arrangements is much appreciated.

### **Year 7 PIAG**

The Year 7 Parent Information, Advice and Guidance evening is on Thursday 22 September at 7 pm in the Peter Thompson Hall (E centre). During the evening, you will receive information on the core curriculum of English, maths and science as well as how to best support your child in these subject areas. The setting process will be explained and details regarding Liddington will be shared. It is anticipated that the session will finish at approximately 8pm.

### **Year 7 Residential to PGL Liddington**

The response to the Liddington trip invitation has been fantastic and we are now three weeks away from what will be an extremely valuable and memorable experience. We now ask that any outstanding balance is paid via WisePay.

Please find below further information regarding the residential:

### **Departure and Arrival Times**

Pupils will be required to deposit their kit bag in an area set aside for their tutor group in the Sports Hall by 8.20 am on the morning of departure. This will be supervised by the Year 7 team and then the Sports Hall will be locked until pupils are required to collect their bags immediately prior to departure. We request that parents do not come to the Sports Hall as this is a very busy time of day and all other Hardenhuish pupils will be entering the site on their way to lessons.

Pupils will attend lessons 1 and 2 as normal on the day of departure and will therefore be required to bring in the appropriate equipment for these lessons. Pupils will have break as normal and will then be asked to re-group in the Sports Hall. The Year 7 team will then ensure that pupils are re-united with their kit bags before departing by 11.00 am.

Pupils are **not** required to wear their school uniform to school on the day of departure. Instead, they should wear sensible outdoor activity clothing (please see kit list below).

### **Green Band: HJP DWH MJC KLW LJT**

Monday 3 October: Bags deposited in the Sports Hall before 8.20 am.

Pupils attend lessons 1 and 2 as normal.

Wednesday 5 October: Arrive back at Hardenhuish Coach Park at 2.30 pm.

Pupils may be picked up from school at this time.

### **Yellow Band: NLH CDD SZL MTS**

Wednesday 5 October: Bags deposited in the Sports Hall before 8.20 am.

Pupils attend Wednesday lessons 1 and 2 as normal.

Friday 7 October: Arrive back at Hardenhuish Coach Park at 2.30 pm.

Pupils may be picked up from school at this time.

Please **DO NOT** park in the coach park when collecting or dropping off your child. This is very important as the normal school buses will be gathering in the coach park around this time.

Green Band pupils are expected in school on Thursday and Friday for lessons as normal.

Yellow Band pupils are expected in school on Monday and Tuesday for lessons as normal.

If your child is not attending the residential trip, they are expected to be in school all week where they will follow the timetable of someone in the other band.

### **Health and Safety**

We will be travelling with coaches provided by PGL and all pupils will be wearing seatbelts. Risk assessments have been carried out and the pupils will receive a fire and emergency procedure and 'House Rules' talk on arrival at the Liddington Centre.

### **Medication**

If particular, medication is to be taken to Liddington, please label this fully and clearly; your child must hand it to their Tutor when she/he arrives at school on the morning of departure. Please ensure you have notified the Year 7 office of medical conditions and details of any medication before departure day.

If there is anything further you feel we should know, please contact the Year 7 office on the school number.

### **Emergency Contacts**

If, on an emergency basis, you need to contact your child or a member of staff whilst they are on the residential, please do so via the school office (01249) 650693 during the hours of 8.30 am to 4.00 pm. If contact needs to be made at any other time, the **emergency** mobile number is **07580 766775**.

### **Dormitory Arrangements**

The dormitories are arranged in one block, with teachers' rooms in the middle and at the end of each corridor. Every morning there will be a dormitory inspection with points and prizes awarded for cleanliness and tidiness.

### **Money Matters**

There is a shop which will be open for a short time each day for the sale of drinks, sweets and various PGL souvenirs – no large orders will be allowed! We recommend that pupils bring no more than £5-£10. All meals are provided but a **packed lunch will be required on the day of departure**. A packed lunch will be provided for those pupils in receipt of Free School Meals on this day.

### **Personal Possessions**

The Liddington Centre is a very safe environment, but pupils will be responsible for their own belongings; therefore no valuables must be taken. Please ensure that you clearly write your child's name and tutor group on all items. Mobile phones, aerosol deodorant/ hairspray, jewellery or MP3s/ iPods are **not** to be taken.

### **Timetable**


The pupils will follow a very busy timetable. Activities will include: zipwire, giant swing, archery, aeroball and many more!

### **Kit List**

The activities will go ahead in all weathers so please ensure your child has appropriate clothing. The following list is a guide for packing. Each child may bring one medium sized soft bag for clothes and one rucksack for their packed lunch and school equipment for the first two lessons on departure day. Please note every pupil will need to bring a pillow, pillow case and a sleeping bag. Bed sheets will be provided.

	✓		✓		✓
Weatherproof coat/jacket		Underwear		Packed lunch	
Warm jumper/fleece/sweatshirt		Nightwear		Pencil case	
Gloves and hat		Toiletries		Drinks bottle	
T Shirts / tops		Towel		Pocket money	
Trousers (jeans are not recommended)		Teddy bear		Plastic bag for dirty clothes	
Disco wear		Torch		Pillow	
Trainers or outdoor shoes		Medication		Pillow case	
Trainers or indoor shoes		Name tag on bag		Sleeping bag	

Yours sincerely



Mr Heffernan  
**Year 7 Learning Manager**



Ms Greenaway  
**Year 7 Pastoral Manager**