



Hardenhuish School

A High Performing Academy

September 2018

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, there is information relating to your child's **attendance, absence from school, homework, uniform** and information about **traffic** on site. You will also find details relating to the first **Year 7 Parent Information, Advice and Guidance** evening (PIAG) and information about the upcoming **residential trip to PGL Liddington**.

ATTENDANCE

At Hardenhuish, we believe that high levels of attendance is one of the key ways of ensuring that your child will achieve both their academic and personal potential. If children do not attend school regularly they may:

- struggle to keep up with school work and miss information needed for assessments and exams
- miss out on the social side of school life; poor attendance can affect children's ability to make and keep friendships, which are a vital part of growing up

This year, the School's minimum target figure for how often a pupil should be present is 97%, which is a standard set in line with the Government's expectations based on historical data that shows how much better, on average, pupils achieve with attendance at or above this figure. To try to achieve this, we will be:

- promoting the benefits of high attendance through assemblies, PIAGs, Tutor Evenings and through posters around the site
- rewarding attendance above 97%; Pupils receive rewards certificates for two-termly attendance (3 per year)

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 01249 767390.

Monitoring attendance

If a parent of an absent child has not contacted the school to inform us of a reason for absence, a member of staff will contact them on the first day of absence (either through School Comms or by telephone) to enquire as to the reason for the absence. We will be closely monitoring attendance and will work with parents where necessary to support the good attendance of all pupils this year.

Holiday Requests

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

Leave of absence should be requested by completing a Leave of Absence Form available from Mrs Young or the main school office prior to the leave of absence being taken.

The Headteacher may authorise leave of absence where exceptional circumstances are evident. However, the leave of absence will not be authorised if:

- public examinations will take place during the time of absence

- the pupils' educational progress may be disrupted
- the pupils' current attendance rate is less than or close to 90%
- the pupil has had previous unauthorised absence

Should you decide to take your child out of school without authorisation from the Headteacher, if a pupil's overall attendance is less than 90% and unauthorised absence amounts to 10 sessions or more within a 6 month period and additional unauthorised absence is within the previous 12 months, the Education Welfare Service will be notified and the Local Authority may issue a Penalty Notice* to each parent for each child. The 12 month period includes all unauthorised absence up to and including the day the Education Welfare Service is notified.

**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 unauthorised absence.*

For more information regarding attendance, please see our Attendance Policy and Protocol, available on the School Website.

HOMEWORK

Homework is an important part of your child's learning. It helps them to:

- consolidate and extend their knowledge and understanding of subjects
- practise skills such as problem solving, research, expression and extended writing
- build independence, self-discipline and organisational skills that will support them to prepare for future assessments and exams and to cope with future employment and life's challenges

Show My Homework

All teachers are required to set all homework using the Show My Homework website or App. This is an online tool that enables you and your child/children to see what has been set, how long they should spend on it and when it is due to be given in. Both you and your child/children can also access any relevant resources or support materials that you may need to complete the homework through Show My Homework. You have been emailed already with your own unique username and password so you only see homework that is relevant to you. Please speak to the IT Support Office or Mrs Young if you have trouble logging in.

In order to safeguard against too many homeworks being set on any one day, a homework timetable has been emailed to parents and published to staff and is available on our website. However, homework should always be relevant, challenging and meaningful and, therefore, will only be set when it is appropriate to do so.

UNIFORM

We would 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 persistently 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. We would also like to mention the importance of marking names in 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 four weeks if it is unnamed.

Mobile Technology (Phones)

Mobile phones are allowed in school but are expected to be in bags and switched off throughout the school day, unless in lessons with the expressed permission of the teacher.

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 children to walk on the path and not on the drive. Your support with these arrangements is much appreciated.

CHANGE OF CONTACT DETAILS

It would be very helpful if you could update any change in your personal contact details with the school so that our databases are correct. This could be a change in address, email address or contact telephone number. If there are any changes please contact admin@hardenhuish.wilts.sch.uk and detail the change so that we are able to update our systems.

Year 7 PIAG

The Year 7 Parent Information, Advice and Guidance session is on **Thursday 20 September at 7 pm** in the Peter Thompson Hall (in 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 two weeks away from what we are confident 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 11.15 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: ACC	DQC	MFH SJN TMP
Monday 2 October		bags deposited in the Sports Hall before 8.20 am pupils attend tutor time and Monday lessons 1 and 2 as normal
Wednesday 4 October		arrive back at Hardenhuish Coach Park at 2.30 pm pupils may be picked up from school at this time
Yellow Band: ACO	ALN	SAC TJG
Wednesday 4 October		bags deposited in the Sports Hall before 8.20 am pupils attend tutor time and Wednesday lessons 1 and 2 as normal
Friday 6 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.

Yellow Band pupils are expected in school on Monday and Tuesday for lessons as normal. Green Band pupils are expected in school on Thursday and Friday 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 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 medication is to be taken to Liddington, please label this fully and clearly; your child must hand it to their Tutor when he/she 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 **07805 473188** and **07771 538146**.

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 on 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. As in line with the school policy, mobile phones can be taken but will not be allowed out during activities during the day.

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	

Upcoming dates

Finally, I would like to bring to your attention to the Year 7 Calendar accompanying this letter which highlights key dates in the school year.

The Year 7 Office can be contacted if you wish to discuss any aspect of your child's learning and wellbeing. We look forward to working with you in the forthcoming year.

Yours sincerely

Mr C Winter

Year 7 Learning Manager

Mrs L Young

Year 7 Pastoral Manager