



Hardenhuish School

A High Performing Academy

September 2019

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 at Hardenhuish School.

Attendance

At Hardenhuish we believe that a high level of attendance is one of the key ways to ensure 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 schoolwork 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%. This is a standard set in line with the Government's expectations, based on historical data showing how much better, on average, pupils achieve with attendance at or above this figure. To achieve this we will be:

- promoting the benefits of high attendance through assemblies, Parent Information & Guidance Evenings, Tutor Evening and through posters around the site
- rewarding attendance above 97%; pupils receive rewards certificates for two-termly attendance (three 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: 01249 767390 or 01249 650693.

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 Schoolcomms or by telephone) to enquire as to the reason for absence. We will be closely monitoring attendance and will work with parents where necessary to support the good attendance of all pupils this year.

Conduct Cards

To ensure that behaviour expectations around the school site (including uniform) are adhered to, we have introduced a new initiative this year in the form of Conduct Cards. All pupils will be allocated a Conduct Card at the start of every term. They must add their name and tutor group to the top. If a member of staff observes a pupil demonstrating any of the following behaviours, they should ask to see the pupil's Conduct Card and will issue a Conduct Card point by writing the behaviour issue number in the box provided, adding the date and their initials.

Conduct Card Points are to be given for behaviours that are not usually recorded on our school system. These are often behaviours demonstrated around the site and not just in classrooms. Any member of staff can issue Conduct Card points for a number of different behaviours. These behaviours can be categorised in 3 ways:

- 1. Uniform**
- 2. Eating**
- 3. Out of lesson behaviour**

1. Uniform

If a pupil is not following the uniform expectations, any member of staff should record this behaviour choice on

their Card with Issue Number 1. As well as issuing the Conduct Card Point, if the uniform can be corrected, (e.g. jewellery removed, skirt rolled down, shirt tucked in), it should be. If another member of staff then witnesses the same issue later that day (e.g. jewellery put back on, skirt rolled back up, shirt pulled out), they should log this again and it should be re-corrected. If the uniform cannot be corrected in the same day, e.g. trainers worn, it will only be logged on the Conduct Card once.

Please note that, if the pupil has a note from a parent explaining a legitimate reason why the pupil does not have the correct uniform for that day, it will not be logged on the Conduct Card.

2. Eating

If a pupil is eating in areas of the school where this is not allowed or chewing gum, any member of staff should record this choice on their Card with Issue Number 2. Food should be put away or gum put in the bin.

3. Out of lesson behaviour

If a pupil is not following the rules for games on the playground (e.g. kicking a ball higher than head height) or field or being poorly behaved in the corridor (running or making lots of noise), any member of staff should record this choice on their Card with Issue Number 3. If the behaviour is more serious (e.g. bullying or fighting), this should not be recorded on the Conduct Card and will be recorded on the school system and referred to the pupil's Learning Manager so an appropriate sanction can be given.

If the pupil is demonstrating more than one behaviour issue at the same time (e.g. eating on the courts while wearing jewellery), this should be recorded as 2 separate Conduct Points.

If a pupil accrues 5 Conduct Card points in a term, they will be allocated an After-School Detention. To ensure pupils support us to improve these standards of behaviour, if a pupil fails to provide a member of staff with their Conduct Card when asked, an After School Detention will also be issued. Therefore, please encourage your child to take this initiative seriously and carry their Conduct Card with them in school at all times.

Pupil Handbook

On the school's website is a pupil handbook, which contains a great deal of important information and guidance including uniform and behaviour expectations, how to respond to bullying and good habits for successful learning.

Resources Centre

For your information the Resources Centre, which includes the library, is open after school, Monday to Thursday until 4.00 pm providing pupils with the opportunity to remain on site and complete their homework if they wish.

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 the Year 7 office if you have trouble logging in.

In order to safeguard against too many homework assignments being set on any one day, a homework timetable has been published 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 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 database is 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 Parent Information, Advice and Guidance Meeting

The Year 7 Parent Information, Advice and Guidance Meeting is on **Thursday 19th 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 Liddington

The response to the Liddington trip invitation has been fantastic and we are now four 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 1-3 as normal on the day of departure and will therefore be required to bring in the appropriate equipment for these lessons. Pupils will then be asked to group in the Sports Hall at the start of period 4. The Year 7 team will then ensure that pupils are re-united with their kit bags before departing by 12.00 pm.

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).

Yellow Band: **AJC, ERS, IXT, RMH, SRT**
Monday 30 September: bags deposited in the Sports Hall before 8.20 am
pupils attend tutor time and Monday lessons 1 to 3 as normal
Wednesday 2 October: arrive back at Hardenhuish Coach Park at 2.30 pm
pupils may be picked up from school at this time

Green Band: **AJH, JRC, JXB, LEB**
Wednesday 2 October: bags deposited in the Sports Hall before 8.20 am
pupils attend tutor time and Wednesday lessons 1-3 as normal
Friday 4 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 Thursday and Friday for lessons as normal. Green 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 in 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 numbers are **07805 473334** and **07766 134260**.

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 should 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	

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 S Loft
Year 7 Pastoral Manager