



# Hardenhuish School

## A High Performing Academy

September 2019

Dear Parents

Welcome to Year 8 and Year 9. We hope you are looking forward to your child continuing their education at Hardenhuish School.

### **Attendance**

If children do not attend school regularly, they may struggle to keep up with school work and miss out on the social side of school life. Analysis of past GCSE results also shows that pupils with attendance of more than 97% (the school's expectation) achieved a grade and a half higher for their best 8 GCSEs on average compared to pupils whose attendance was less than 92%. As a parent or guardian, it is possible to plan ahead in order to limit your child's absences. Please make school attendance a priority and help your child from falling behind if it is necessary to miss a day of school.

Being on time is also vital. Arriving late at school can be very disruptive for your child, the teacher, and the other children in the class. Please support us by encouraging your child to leave home in plenty of time to arrive for school punctually.

### **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 by phoning the School on 01249 650693 or 01249 0767390.

### **Uniform**

I would like to remind you about checking that your son/daughter has the correct school uniform. A copy of the School Uniform Policy is available on the website. Your support of the School Uniform Policy is much appreciated and valued. It is important to name all items of your son/daughter's school uniform, PE/games kit and coats etc. since everything that is named is returned to the individual pupil. In a school the size of Hardenhuish lost property can be an issue, and the office will now only keep items for up to 4 weeks if it is unnamed.

### **Behaviour for Learning**

Pupil's behaviour in Year 8 and Year 9 needs to continue to be of a high standard. The full behaviour policy can be accessed via the school's website. The vast majority of pupils receive very few or no behaviour points, which is excellent. However, a small minority of pupils in Key Stage 3 received too many behaviour points last year for low level disruption in classes. Low level disruption not only prevents the individual from being successful, but also has a highly negative impact on others in the classroom. Please could I ask you to speak to your child regarding the school's behaviour expectations and encourage them to start the new school year well.

### **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 with 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 LM 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.

### **Year 8: Office Assistant**

This is a duty that every pupil in Year 8 takes part in for one day during the year as a pair with someone else from their tutor.

Pupils must:

- Make sure they collect work from your teachers of the lessons they will be missing.
- Bring a book to read to boost literacy.
- Ensure their uniform is clean and tidy and that they look as smart as can be. They are the first people members of the public see when they walk into Reception.
- Keep the desk and surrounding area tidy.
- Enjoy the day – it is a very important job and they have been entrusted with it so make sure they take this responsibility seriously.
- Go to tutor time as normal, before reporting to reception for Office Duty.

### **Year 8: Option Choices for Year 9**

In March of Year 8, all pupils will select two subject options which make up part of their Year 9 curriculum. There will be an Options Evening to explain this process to parents, and tutors will assist pupils with making option choice decisions.

### **Year 9: GCSE Option Choices for Years 10 and 11**

In January of Year 9, all pupils will select subject options for their GCSE studies in Key Stage 4. There will be an Options Evening to explain this process to parents, and teachers from all subjects will be on hand to explain their curriculum area and to answer any questions you may have. Tutors will assist pupils with making GCSE option choice decisions.

Please do not hesitate to contact the Key Stage 3 Office if you wish to discuss any aspect of Year 8 or Year 9. I look forward to working with you in the coming months.

Yours sincerely

*A Humphries*

Alice Humphries  
KS3 Learning Manager