



**Getting Started
Information
2021/2022**



Finding Out How School Works

Introduction

Pupils need to feel secure at school if they are going to be able to concentrate on learning. In order for this to happen they need to be clear about school systems as well as what is expected of them. For example, they need to know who to see if there is a problem. They need to know the consequences of working hard and doing things well and the consequences of not working hard and doing things poorly.

The Tutor

The tutor forms the point of contact between the pupil, home and school. The tutor looks after the same tutor group from Year 7 to Year 11 and is concerned with the well-being, progress, guidance and general welfare of the pupils. In order to assist the relationship between tutee and tutor and to establish relationships between pupils, all of Year 7 are invited to attend the annual PGL Liddington trip.

Year 7 PGL-Liddington Residential Trip

Due to the uncertainty around travel and accommodation arrangements for large groups we have taken the decision to cancel the Liddington trip this year. We are currently looking at alternative for Year 7 and will send out information at a later date.

Homework

Homework is the name given to any assigned learning activities that pupils and students complete outside the classroom. Homework is an important part of pupils' and students' 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 preparation for future assessments and exams and help them to cope with future employment and life's challenges.

In addition, homework forms an important bridge between the school and parents. It provides parents with opportunities to see what their child is learning and to support their attitude to learning through positive encouragement.

How often will homework be set?

Teaching staff are mindful of the need to balance the benefits of homework with time for pupils to rest. Therefore, to ensure pupils are not overloaded with homework, a homework timetable will be set each year by the Learning Manager that specifies what subjects can set homework on different nights. However, homework should always be relevant, challenging and meaningful and, therefore, will only be set when it is appropriate to do so. Therefore, subjects may decide not to set homework each time it appears on the timetable.

Show My Homework

All homework is set using a platform called 'Show My Homework'. This platform can be accessed through a website or an App for smartphones or tablets and enables teachers to clearly explain the task that has been set, suggest how long pupils should spend on it and be clear when it is due in. All pupils and parents will be provided with unique usernames and passwords in September and then will only be able to see the homework relevant to them. User guides for how to access Show My Homework are available on the school's website.

For further information regarding homework, please refer to the School's Homework Policy, available from the website.

Information for Pupils

The Secrets of Success Pupil handbook is available on the school website and contains lots of useful information and helpful hints to help pupils settle in to life at Hardenhuish.

Contact with the school

As teachers are often very busy during the school day, should you want to contact your child's tutor or one of their teachers to pass on any information or ask questions, the best way to do this is by email. Please email admin@hardenhuish.wilts.sch.uk and state the name of the member of staff you want to contact and they will forward it to the right person who will get back to you as soon as they can. Alternatively, you can telephone the school's Reception on 01249 650693 and they can pass on a message from you.

Feedback on Progress

There are a number of occasions in the year when parents are given updates on progress: reports, Tutor Evenings and Parent and Pupil Consultation Evenings. These have been set at different times of the year. The meetings between teachers and parents are crucial and we ask that you attend each of them. Our last three Ofsted inspections highlighted as excellent the way the School worked in partnership with parents. We believe that when it comes to supporting and motivating pupils, challenging current levels of performance, and helping them achieve excellence in lessons, then a collaborative approach is vital.

Reports

Interim reports, a single sheet giving a summary of progress in each subject, are issued twice a year. A fuller report, including commentary about progress from the Headteacher, Learning Manager and tutor, is sent towards the end of the year.

Parent & Pupil Consultation Evenings (PPCEs)

PPCEs are opportunities for parents and pupils to meet with subject teachers to discuss the progress being made. The PPCE is held in the Peter Thompson Hall, which is sign-posted from the tennis courts where cars are normally parked. If arriving by car please enter via Hardenhuish Lane and exit via Malmesbury Road to avoid congestion at the Hardenhuish Lane entrance.

For safety reasons, parents are asked to sign alongside their name on entering and leaving the building. Please note that Hardenhuish School is a non-smoking site.

Currently due to government recommendations PPCEs are being held virtually through appointments via Teams or telephone conversations with teachers. In the event that PPCEs are again virtual details will be sent in advance of the event.

Tutor Evenings

Tutor Evenings are an opportunity for parents and pupils to meet with tutors to review progress and discuss areas specific to each year group. Appointments are made by pupils with their tutor.

*As with the PPCEs this may be a virtual event depending on government advice.

Resources Centre (Library)

If pupils are going to make the best use of the learning opportunities presented to them at Hardenhuish, they will need to grow into independent learners. Pupils can gain access to the extensive range of quality book and non-book resources once a permission form has been completed by their parents. Pupils can then choose to take out up to three books at any one time. The Resources Centre is staffed by a full-time librarian and is open until 4.00 pm every day except Friday, when it closes at 3.00 pm. If pupils fail to return books on time they are given up to three reminders at any one time, before a letter is sent home requesting payment or the return of the book. The Resources Centre also sells a variety of student supplies including USB sticks, mini footballs, gum shields, in addition to stationery supplies.

Attendance

The School works hard to maintain its excellent attendance and punctuality record, not least because of the strong link that exists between attendance and attainment. It is helped in this by using an electronic registration system, which keeps track of lateness and attendance for each lesson of the day. If a pattern of lateness emerges then a letter is sent home informing parents. Attendance is closely monitored and unexplained absences quickly investigated.

That is why we encourage parents to ring the School's Pupil Absence Hotline (01249 767390), main number (01249 650693) or email each time their child is not able to attend school. This answer phone service is available at all times during the week and at weekends.

Marking Policy

The purpose of marking is to show that the pupils' work is valued, to build confidence and develop competence. We aim to do this by:

- praising individual qualities and indicating how work can be improved;
- responding in a way that shows engagement and active response;
- ensuring that comments are made in the context of the pupil's development;
- ensuring that comments are understood;
- ensuring that written comments are legible;
- ensuring that work is regularly checked and reviewed; this should be once a fortnight or most weeks;
- rewarding good work;
- insisting that incomplete work or work done in a half-hearted way is done again.

It is sometimes appropriate to use self-marking, peer marking and brief marking with a full assessment on a cycle every term. In formal assessment of work it is sometimes appropriate to put levels or GCSE grades on a pupil's work.

Teachers will provide a WWW (what went well) comment and set a target for improvement through an EBI (even better if) comment. Pupils may be asked to respond to this by an MRI (my response is) comment.

Levels/grades and attitude in each subject are collected three times a year.

Setting

Pupils are placed in mixed-ability tutor groups and in Year 7 the tutor group is the teaching group in most subjects. These tutor groups are formed after taking advice from primary schools about those pupils who are friends and who work well together. For organisational purposes tutor groups are divided into equal ability bands.

After pupils have settled into the school and it has been possible for faculties to assess them, setting is introduced in some subjects. Teacher assessments will then be used for subsequent decisions about setting. A formal setting review will take place in November / December. If a pupil is changing group, parents will be notified by letter or telephone call.

Setting for maths, English and science will continue to be regularly reviewed every term. By the beginning of Year 8 pupils are set in all subjects. Parents are informed about setting arrangements in each subject by the Curriculum Leader concerned.

There will be an opportunity to hear more about the setting process at the first Year 7 Parent Information, Advice and Guidance Meeting (PIAG) in early September. It is advised that all parents attend this; a letter will be sent out at the beginning of Term 1 with further details.

Year 7 Cognitive Abilities Tests

We will be giving all Year 7 pupils a formal standardised test called the Cognitive Abilities Test (CAT) in early September.

The purpose of this is to provide the school with independent baseline data for each pupil. It is not a test which assesses ability in any one subject although communication and numeracy feature strongly in the questions.

The nature of the tests is such that pupils cannot revise or prepare for them in advance and it is very important that they are not made to feel under pressure. We hope, on behalf of the children, to keep them fairly low key. We do not publish the results to parents or pupils as they do not directly relate to the immediate work which pupils are doing in school.

PUPIL ABSENCE HOTLINE: 01249 650693/767390

Email Address:absence@hardenhuish.wilts.sch.uk

Short absences

'Reason for Absence' slips are available in tutor rooms. As soon as a pupil returns after an absence parents should complete one of these slips and return it (via the pupil) to one of the red collecting boxes situated in each building.

Long absences

If a prolonged absence is due to illness, parents should inform the School by telephone or letter as soon as possible. Arrangements can be made to send work home via the Pastoral Manager or Learning Manager.

Term time holidays

As a result of Government recommendations, we cannot authorise any leave of absence during term time unless there are exceptional circumstances. Request forms can be obtained from Pastoral Managers and will be returned with a penalty notice leaflet explaining the legal situation. If a returned form is considered by the Headteacher to include exceptional circumstances and attendance for the rest of the year has been good, the absence may be authorised. A letter will be sent to confirm whether the absence has been authorised or not. Holidays taken without authorisation may result in a penalty notice being issued.

Punctuality

When pupils arrive at school they are expected to go straight to their tutor room for the tutor period which starts at 8.30 am. The School uses an electronic registration system which immediately records if a pupil is late to school or a lesson or if a pupil is not in a lesson.

Exeats

A pupil may not leave the School premises at any time during the School day, without an **Exeat** - a permission slip. A note must be brought from home stating the reason it is required (in cases of medical or dental appointments, the appointment card is sufficient, without a letter). An exeat should be obtained **IN ADVANCE** from the Pastoral Manager. Pupils should then go to the House to sign out before leaving school. If returning to school the same day, pupils must go to the House to sign in before returning to lessons.

School Trips

Each year a number of trips will be planned for pupils, both educational and recreational. Parents will be informed in advance of the main trips that are planned, so that they can budget accordingly. Unfortunately, it is not possible to give a great deal of notice of all trips and activities. A number of educational opportunities, such as a touring theatre company, are sometimes offered to schools at fairly short notice. If these events are seen as offering a valuable learning experience, then they will be added to the calendar. It is our wish that all pupils who want to take part in such activities will be able to do so, and if the school can provide financial assistance it will endeavour to do so.

Lunch Times

Meals are served in the canteen on an "a la carte" system. It is possible to have a snack or a full meal. Individual items of food are priced separately and there is a considerable choice. Cold drinks are on sale. The canteen offers a cashless system of buying food. (Please see page 10 for further details). The full meal consists of a main course, including two vegetables, and a pudding.

Prices are adjusted periodically. For the duration of Year 7 pupils have their meals in the Octagon Canteen or its adjacent picnic area. Food should not be eaten anywhere else on the School site.

After pupils have eaten their meal, they remain outside the School buildings for the remainder of the lunch hour, unless they are:

- (a) returning their belongings to their tutor room;
- (b) visiting a toilet;
- (c) attending a lunch time club or practice session;
- (d) visiting the Resources Centre;
- (e) attending a designated quiet room.

If the weather is very cold or wet, pupils are allowed into supervised parts of the School buildings.

The Leadership Team, Learning and Pastoral Managers and Mid-day Supervisory Assistants are on duty during the lunch hour. Pupils who stay for a school lunch are not allowed to leave the School grounds without an exeat.

Free School Meals

If you receive Income Support, Income Related Employment and Support Allowance, Income based Job Seekers' Allowance, Child Tax Credit (but not Working Tax Credit and have an annual gross income of no more than £16,190), Guarantee Element of Pension Credit, support under Part VI of the Immigration and Asylum Act 1999, Universal Credit provided your annual income is less than £7,400, or Working Tax Credit run-on (this is paid for four weeks after someone stops qualifying for Working Tax Credit), your child may be entitled to Free School Meals. You may also be eligible for a uniform subsidy and financial support with school trips.

If a pupil is eligible for Free School Meals, the money allocation is automatically transferred to the child's Smart Card, making it easy to claim and use.

If you are entitled to apply for Free School Meals please do so even if you don't intend to take up the opportunity. The reason for this is that as some of the income of the School is based on the number of pupils *eligible* for Free School Meals. To apply for your entitlement, please contact the School by telephone or letter, and an application form will then be sent to you.

Pupil Premium

The School is provided with a Pupil Premium list by the Department of Education. Children will be on this list either because they have been eligible for Free School Meals at some point in the past six years, are currently eligible for Free School Meals or because one or both parents is a member of Her Majesty's Forces, or has been at some point in the past 5 years.

Based on the number of children on the list, the School receives a certain amount of funding to specifically support those children. We are keen that all children should enjoy equality of opportunity and to this end have designated a proportion of this funding to subsidise trips and in school experiences for those children on the Pupil Premium list.

If you have any queries about trips/in school experiences or Pupil Premium, please contact the School on 01249 650693 or email admin@hardenuish.wilts.sch.uk.

Break Times

Pupils can go to the Octagon Canteen or Hardenhuish Hall at break time, where they can eat and drink food brought from home or purchased in those locations. It is not acceptable for pupils to eat food anywhere else in the School grounds. This is so that Health & Safety regulations are not breached and to prevent litter being carelessly scattered in classrooms, corridors and play areas. If pupils are seen eating in the wrong place then the food will be taken from them.

Arrangements During Hot Weather

Skin cancer is one of the most common cancers in the UK, with cases of malignant melanoma (the most dangerous form of skin cancer) trebling in 15-24 year olds over the last 25 years. The good news is that up to 80% of these cases could be prevented by protecting ourselves from the sun.

Sunburn when young can double the risk of skin cancer later in life.

Our pupils' health and well-being is very important to us, which is why we have decided to do the following:

- Provide at least one lesson on sun protection during the PSHE curriculum Years 7-11.
- Provide an assembly on the importance of sun protection early in the summer term.
- Encourage pupils to use the many shaded areas around the school site during break and lunchtimes.
- Encourage pupils to have factor 15+ sunscreen with them, which they can apply when involved in outside activities, such as PE lessons.
- Encourage pupils to wear a wide-brimmed hat (a baseball cap offers limited protection) when involved in all outside trips and activities, including PE lessons.

If the above precautions are followed, pupils should be able to enjoy the summer weather without suffering ill effects. However, if a pupil has a particular problem of which the School should be aware, the tutor should be informed.

Handling Money

Pupils are advised not to bring large amounts of money to school. When purchasing school meals (adding money to Smart Cards), school jumpers and ties, PE kit, trips, tickets etc. from Hardenhuish School, the preferred method of payment is via our electronic payment system, WisePay with a debit/credit card.

You will receive a letter from the School with your username, password and instructions on how to use WisePay.

Lockers

Lockers are offered to new Year 7 pupils. The lockers will be allocated on a strictly first come first served basis.

Pupils may share a locker and consequently the hire charge, but they will need a key each and are therefore expected to pay a key deposit each.

The cost of hire is £10.00 for the full school year and the key deposit is £5.00 (refundable when the key is returned).

Applications should be made BEFORE the end of the summer holidays through WisePay with a debit/credit card. If you do not have access to a computer please contact the Finance Office at school which is open throughout the summer holiday.

Keys will be issued early in the first term from the Finance Office via the Tutor. Any queries about lockers are to be made through the Year 7 Office, which will then be passed to the Finance Office. Please note that large amounts of cash and valuables should not be left in the lockers.

Bags and Belongings

If pupils have to bring heavy, bulky, easily breakable or valuable items to school, then rather than try to carry them around each lesson, they should arrange with the tutor a safe place for them to be kept until they are required.

Lost Property

It is sensible for pupils to have their names printed clearly on items of clothing, including PE kit and workshop aprons, and other valuables. Items can be claimed by going to Reception in the House.

The Main Drive from Hardenhuish Lane to the House

1. When moving between lessons pupils must not walk along the main drive leading from Hardenhuish Lane to the House.

The volume of traffic using the narrow road has increased and therefore pupils are at greater risk if they use it as a footpath.

2. Pupils should enter and exit the House by the back door of the House only.

To further encourage pupils to keep to the top path connecting L Centre, E Centre and T Centre to the House, pupils who have to visit the House, such as signing out or seeing Matron, should enter and exit the House by the back door only.

3. Pupils must not use the front door of the House unless they are being picked up by parents.

4. Please avoid driving past the Sports Centre during school hours for safety reasons.

5. Please use the drop-off zone when dropping off/ collecting your child.

Cycling to School

Hardenhuish is a Healthy School, and as such, encourages young people to make healthy lifestyle decisions for their personal benefit and for the sake of their environment.

Pupils are required to contact their Pastoral Manager to inform them of their intention to cycle to school.

To encourage safe-cycling:

- Parents of cyclists will be contacted directly and asked to ensure the roadworthiness of their son/daughter's cycle and to assess whether or not the weather and road conditions are suitable for cycling.
- Cyclists should wear a cycle helmet to and from school. A locker is available, free of charge to cyclists, for storage purposes.
- All cycles should be locked in the cycle storage racks only, nearest the entrance/exit used by the pupil. Whilst this storage is overlooked either by classrooms, offices or cameras, unfortunately the School is unable to take responsibility for any loss or damage that occurs to cycles whilst on the Hardenhuish site.
- Cycle lanes and paths indicate where the pupils should access the school site. No cycling through the School site is allowed beyond the cycle storage racks except on the designated paths and lanes.
- Pupils are expected to conform to the Highway Code:
http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_070190

Medical Officer

A Medical Officer is employed to look after the needs of pupils who suffer minor accidents or who become unwell during the School day. Parents are contacted immediately if a pupil should need to either go to the hospital or return home. The matron is situated on the ground floor of the House and is in school from 08.15 am to 3.15 pm each day.

Counsellor

A Counsellor Service is available in school Monday to Friday and is based in the Community Room in the Resources Centre. Pupils can access the counselling provision through their Pastoral Manager. This provision helps young people who want to share problems with someone who is a skilled counsellor and is a confidential service (except if the counsellor has a safeguarding concern). The service is used regularly and often has a waiting list. The Counsellor visits Year 7 tutor groups at the beginning of each year so that the pupils are made aware of the service.

NHS Nurse

An NHS Nurse is in school every Tuesday from 12 pm – 1 pm. The nurse is available for pupils to 'drop-in'. No appointment is necessary.

Correction Fluids

The use of Tippex/Liquid Paper and other opaque correction fluids is not permitted in school. The reasons for this ban are many and include:

- Safety:** some bottles contain dangerous chemicals.
- Accidents:** messes occur because of genuine accidents, and this can have expensive consequences, especially if clothes are involved.
- Misuse:** there is the temptation to misuse the substance, which can create a mess on property.
- Exam regs:** most examination boards state that correction fluids should not be used in an exam or on exam coursework. Exam boards are concerned that alterations could have been made and therefore correction fluids which paint over work are not allowed.

It is acceptable for pupils to use the double-ended pens which contain a colourless ink eradicator.

Out of School Hours Learning

A 'What's On' guide is published and placed on the Year 7 noticeboard and on the school website, describing the range of exciting opportunities that happen outside of normal lessons. Pupils are encouraged to take part in at least one activity during the week, but most need little encouragement and join a number of practice sessions, clubs and teams.

School Parliament

The School Parliament is the main forum for student voice at Hardenhuish School. Each year group elects two tutor representatives to serve on the Year Group Council. Year councils then elects two members to go forward to serve with the School Parliament, their role being to represent the views of their year group.

Elections are held in September and, if elected, the successful candidate is in place for the whole of the academic year. Any pupil or student who would like to raise a point regarding an aspect of our school community is encouraged to do this through their tutor representative who will then use the Year Council, and possibly the Parliament, to take the point further and have it discussed with involvement of the Hardenhuish School's Leadership Team. In this way, all pupils and students have a vehicle for expressing their ideas and views with a process in place for their voice to be heard.

School Parliament meetings occur every term and are chaired by the two members of the Student Leadership Team.

This year the School Parliament members have worked successfully together on:

- utilising student voice to drive further change within the school
- working with – and raising money for - Riding for the Disabled, our elected charity for the year
- having a recognised and respected voice in the community
- co-ordinating visits from external speakers to the school (including MP for Chippenham, Michelle Donelan)

Friends of Hardenhuish

There is an active parent and staff group called ‘The Friends of Hardenhuish’ that meets regularly to promote co-operation and friendly relations among parents, staff and the local community for the benefit of the School. The ‘Friends’ support the school with fundraising and through social activities. The group also provides opportunities for parents to find out more about school matters. New parents and volunteers are always welcome.

Hardenhuish Educational Trust

Hardenhuish Educational Trust has been established by parents, staff and governors. The Trust is independent of the Friends of Hardenhuish, but complements its work in providing for the pupils. Trustees are nominated by parents (through the Friends of Hardenhuish), the staff and the governors.

With the help of this Charitable Trust the School has benefited immensely over recent years with additional classroom resources leading to greater pupil achievement.

Email and Internet Acceptable Usage Policy

All pupils and parents must read the ICT Pupil/Student Acceptable Use Policy, included in this booklet. If pupils break any of the rules regarding the responsible use of email and the Internet then their access to school IT services may be restricted.

Pupils have also contributed the School’s policy on cyberbullying. The School takes any incidents involving cyberbullying very seriously and constantly strives to help the young people in our care to stay safe whilst online.

Please see the full policy, available on the school website for further information.

Pupils have also contributed the School’s policy on Cyber Bullying and have a presence on both the School ICT Strategy group and the E-Safety Committee. The School takes any incidents involving cyber bullying very seriously and constantly strive to help the young people in our care to stay safe whilst online.

Please see the full policy, available on the school website for further information.

Electronic Communications

One of our aims is to improve communication with parents and with this in mind, we have taken the decision to move as far as possible to electronic communication with parents, either by email or text message. However, we recognise that nothing can replace a telephone call when it is needed. Our intention is that letters would be sent home by email and text messaging would only be used in certain situations such as:

- Changes to school meetings or events
- Cancellation of after school activities
- Class trip reminders
- School closures of any kind (e.g. due to snow)
- Reminders for notes when pupils are absent

Finally, to ensure the successful continuation of this method of communication, please remember to inform the School of changes to your email address. Your email address will be taken from the completed data collection sheets.

Parent Information Advice and Guidance Meetings (PIAGs)

Encouraging strong parental links is one of the most successful ways of enlisting support for school systems. One of the ways this is achieved is through Parent Information, Advice and Guidance Meetings, which Learning Managers organise for their year groups at regular intervals throughout the year. A letter will be sent to you in early September inviting you to the first Year 7 PIAG.

Parents' Consent for the Publication of Photographs and Images

During the school year, the School would like to take and use photographs and the names of your child/children to publicise and promote the School and its activities. These would include images of them taking part in school activities, such as school trips, musical events, school plays etc. as well as class photos. Group photographs taken may also be stored in the school archives. In accordance with the Data Protection Act 2018, the consent of the parent or guardian must be obtained before any photographs or images can be published or stored when children are aged 12 or under. By completing and signing the relevant forms, you are giving your consent to the School to use images or photographs taken by the School, or an authorised agent of the School, to promote or publicise school activities and to store them in the School archives. These images or photographs may or may not be used by the local or national media. The School cannot, however, prohibit the media from taking pictures of any child involved in school activities.

You may withdraw your consent at any time in writing to the School. While certain images of your child or children, for example group photographs, or photographs retained for School archives, cannot always be deleted, we do assure you that all reasonable care will be taken to retain photographs and images only for the period of time that your child remains at the School. The exception is school/group photographs retained in the School archives.

The School is **only responsible for photographs taken by the School or an authorised agent of the School** and cannot be responsible for photographs taken by other third parties, such as parents. It is the School's policy not to allow parents to take footage/images at school events. The media are not subject to the Data Protection Act or these guidelines and the School cannot prohibit the media from taking pictures or using the names of any child.

Consent will be sought via an online form that will be sent to you. If you do not indicate your consent, your child cannot be included in any promotion of school activities, including those issued to the media.

Instrumental Teaching at Hardenhuish School for Year 7 pupils

In addition to class music lessons, pupils also have the opportunity of continuing or taking up an instrument.

We can currently offer lessons in the following instruments:

- **Woodwind:** Flute/Oboe/Clarinet/Bassoon/Saxophone
- **Brass:** Trumpet/Cornet/French Horn/Eb Horn/Trombone/Euphonium/Tuba
- **Strings:** Double Bass/Violin/Viola/Cello
- **Guitar:** Bass/Acoustic/Electric
- **Piano**
- **Keyboard**
- **Drums**
- **Singing**

Please be aware that some instruments are very popular and there may be a waiting list.

Instrumental lessons are taught by peripatetic music teachers. Each is responsible for their tuition fees and for issuing invoices. Invoices are sent out at the beginning of each term and must be paid in advance.

Instruments can be purchased from local music shops, some of which have a hire scheme. There are also a limited number of instruments available to borrow from the school.

Pupils' instrumental lessons are timetabled during the school day in lesson times and break / lunchtimes. All pupils' lessons are rotated on a weekly basis so no child misses the same subject lesson twice in a row.

If you would like your child to receive instrumental lessons please contact the appropriate teacher by email by **Friday 3 July** to register your interest and gain further information regarding fees. Please note that a term's notice (7 weeks) is required in writing to cancel lessons.

In addition, we also offer support for those who want to take Associated Board Theory exams.

Contact Details for Peripatetic Music Teachers

Flute:	Tim Fosker	musicallyinspired@outlook.com
Clarinet/Saxophone:	Gary Pike	garyfp@talktalk.net
Guitar:	Darren Hunt	darrenshred@hotmail.co.uk
Drums:	Joe De Berker	contact@instinctsounds.co.uk (Drum teachers are offering taster drum lessons at the start of Y7. Please email the above address if interested.)
Piano:	Helen Heaton	heatons@btinternet.com
	Kathryn Ryan	katyusha66@googlemail.com
Keyboard:	Peter Williams	peter.williams32@btinternet.com
Singing:	Sandra Mayo	sandymayo@msn.com
Violin/ Viola	Caroline Tyson	strings@hctyson.plus.com
Cello	Debbie Workman	djw@hardenhuish.wilts.sch.uk
Oboe/ Bassoon	Debbie Workman	djw@hardenhuish.wilts.sch.uk
Brass & Jazz Brass	Chris Sanders	cdsanders@hotmail.co.uk

Physical Education Lessons

Department Policy regarding Health, Safety and Inclusion in PE.

Health/Medical

Our aim is to encourage maximum participation in lessons. However, in the event that pupils are injured or have a medical condition that prevents them from doing any physical exercise, a note should be provided from a parent or guardian, signed and dated, to excuse them from doing the physical aspect of the lesson. It is vital that injured / ill pupils still bring full PE kit so they can perform an alternative task in the lesson, such as analysis of performance by a pupil participating in the lesson. Being in full PE kit during all lessons will also stop the pupils' school uniform from getting wet in inclement weather. If there is a long term injury or illness we will require a doctor's note stating that physical exercise is not to be carried out. There are showers available for pupils; however, the vast majority of pupils will use deodorant after lessons. Please could we ask that roll on deodorants are used to keep the changing room air clean to breathe. Please note that aerosols should not be brought into school and we will confiscate them if found on a pupil.

Safety

The safety of your child in lessons is of the utmost importance to us. We therefore follow national governing body and LA advice to avoid any unnecessary injury in lessons. We will ask pupils to remove watches and earrings and tie their hair back for lessons. We also advise that pupils wear shin pads for football and hockey and gum shields for rugby and hockey. During the summer term it is essential that pupils have sun protection.

Inclusion

In the event that pupils have been excused from physical aspects of the lesson for medical reasons, they are still expected to take on alternative roles within the lesson, to include: coaching, scoring, refereeing and observing tasks. If pupils forget their PE kit for the lesson, they will be given a kit mark (2 kit marks = faculty detention), they will also be provided with some spare clean kit for the lesson. Pupils will be expected to wear this clean spare kit and will be issued with a faculty detention if they refuse to without good reason.

Setting Pupils

On arrival to Hardenhuish, pupils will spend their first 2 or 3 weeks in PE undertaking various tasks to allow staff to assess their ability in order to put them into new sets. We find we are best able to cater to the needs of our pupils if they are taught in an environment where pupils are of a similar ability. Once allocated to a set within PE there are still lots of opportunities for high performing pupils to move up as well as for pupils who are struggling to move down. The best course of action if a pupil feels that they are in the wrong set and would benefit from moving is to speak with their PE teacher.

Extra Curricular programme

We have a large range of sports and activity clubs at Hardenhuish and aim to encourage all pupils to take advantage of this. We also run competitive sports teams and fixtures against other schools. In the event of poor weather conditions, clubs and matches may have to be cancelled at short notice. Unfortunately this is unavoidable.

SMART CARD

Information to parents for cashless meals

What do I Need to Do?

Your Smart Card will be issued during the first week of school in September.

During that week Year 7 pupils can pay for their meals in the Octagon canteen using cash. Once Smart Cards are issued to pupils, cash **will not** be accepted in the Octagon.

- The Smart Cards have a bar code, not a magnetic strip.
- The card will have a unique identity number. Keep a record of this number in case the card gets lost and needs to be cancelled.

Adding funds to a Smart Card using WisePay

- All pupils will have a unique user name and password which enables parents to pay by debit/credit card online (see the WisePay icon on the School website).
- Any amount can be added at any time and will be credited to the Smart Card by the following day.
- Whenever you log in to WisePay afterwards you can check the balance and see recent items purchased.

Write a cheque for the amount to be credited

- You should decide how far ahead you would wish to make the credit (a week or two, a month, or for a full term). Obviously, you will choose how frequently you make the payment.
- Make a cheque payable to **Hardenhuish School Ltd.** It would be helpful for administration purposes if the child's name and tutor group are written on the back of the cheque.
- Your child should take the cheque to the Octagon canteen before 8.30 am and ask for the credit to be added to the card.

All pupils on free school meals will be allocated a Smart Card - with the free meal allowance, allocated each day.

If you want to add to this card with the pupil's own money, this is available.

If the card is lost

A replacement card will need to be bought from the Finance Office in the House at a cost of **£2.00.**

How does the system work?

The value of the credit on the card is decided by parents and more credits can be added at any time.

Pupils can check the balance on their card at the machines situated in the Octagon Canteen and Hardenhuish Hall.

Meals provided in Hardenhuish Canteens

A set meal is provided on a daily basis and is rotated on a 3-week cycle.

Example

Manor Catering

MONDAY

Main Meal Meat	Spaghetti Bolognese
Main Meal Vegetarian	Spaghetti Bolognese V/VE
Vegetables	Mixed Leaf Salad V/VE/G or Sweetcorn V/VE/G
Jacket Potato	Beans V/VE/G, Cheese Coleslaw V/G, Tuna Mayonnaise G
Dessert	Fresh Fruit Salad
Pasta	Tomato V/VE, Sausage Meatball
Hot Grab & Go	Chicken Jalfrezi G
Hot Sandwich	Sub Roll Sandwich Range

TUESDAY

Main Meal Meat	Chicken Fajita
Main Meal Vegetarian	Vegan Fajita V/VE
Vegetables	Mexi Corn V/VE/G or Green Beans V/VE/G
Jacket Potato	Beans V/VE/G, Cheese Coleslaw V/G, Tuna Mayonnaise G
Dessert	Chocolate Chip Cookies V/VE
Pasta	Tomato V/VE, Sausage Meatball
Hot Grab & Go	Chilli Nachos G
Hot Sandwich	Pea & Mint Falafel in a Spinach Wrap served with Houmous & Coriander Slaw V/VE

WEDNESDAY

Main Meal Meat	Lamb & Mint Burgers & Wedges
Main Meal Vegetarian	Vegetable Burgers & Wedges V/VE
Vegetables	Beans V/VE/G or Coleslaw V/VE/G
Jacket Potato	Beans V/VE/G, Cheese Coleslaw V/G, Tuna Mayonnaise G
Dessert	Raspberry Fruit Ice Smoothie V/VE/G
Pasta	Tomato V/VE, Sausage Meatball
Hot Grab & Go	Chinese Chicken Wings & Wedges
Hot Sandwich	BBQ Sandwich Range

THURSDAY

Main Meal Meat	Chicken Korma served with Boiled Rice & Mini Naan G
Main Meal Vegetarian	Quorn Korma served with Boiled Rice & Mini Naan V/G
Vegetables	Kachumber Salad V/VE/G or Mixed Leaf Salad V/VE/G
Jacket Potato	Beans V/VE/G, Cheese Coleslaw V/G, Tuna Mayonnaise G
Dessert	Summer Fruit Crumble V/VE with Custard V/G (Vegan Custard available on request)
Pasta	Tomato V/VE, Sausage Meatball
Hot Grab & Go	Meatball Marinara with Pasta
Hot Sandwich	Beetroot Falafel in a Tomato Wrap served with Houmous & Coriander Slaw V/VE

FRIDAY

Main Meal Meat	Battered Fish & Chipped Potatoes
Main Meal Vegetarian	Vegan Nuggets & Chipped Potatoes V/VE
Vegetables	Peas V/VE/G or Beans V/VE/G
Jacket Potato	Beans V/VE/G, Cheese Coleslaw V/G, Tuna Mayonnaise G
Dessert	Apple Flapjack V/VE
Pasta	Tomato V/VE, Sausage Meatball
Hot Grab & Go	Chicken Goujons or Sausage & Chips
Hot Sandwich	The Plaice to Sea Range

This menu is nutritionally balanced to provide one third of the required daily nutrients for a child.

Also available daily are:

- Pasta bar
- Jacket potatoes with savoury fillings
- Salad bar
- Sandwiches
- Panini
- Healthy snacks
- Choice of cold desserts

Working Together For Success

Policies and Further Information

School policies are available from the school website, including those listed below:

Positive Behaviour Policy
Relationships and Sex Education Policy
Safeguarding Child Protection Policy

If you would like a paper copy of these, please contact the school.

ICT Pupil/ Student Acceptable Use Policy

Background / Rationale

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. A school E-Safety policy (available from the website) should help to ensure safe and appropriate use. The development and implementation of such a strategy should involve all the stakeholders in a child's education from the Headteacher and governors to the senior leaders and classroom teachers, support staff, parents, members of the community and the pupils/ students themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil/ student achievement.

However, the use of these new technologies can put young people at risk within and outside the School. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of/ sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet
- The distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/ contact with others, including strangers
- Cyberbullying
- Access to unsuitable video games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that the E-Safety policy is used in conjunction with other school policies (eg behaviour, anti-bullying and child protection policies).

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision, to build pupils'/ students' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

Pupil / Student Acceptable Use Policy

School Policy

Digital technology has become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital

information and communications technologies are powerful tools, which open up opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- The School will ensure that pupils & students will have good access to ICT to enhance their learning and will, in return, expect the pupils/ students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the School will monitor my use of the ICT systems, internet browsing history, email and other digital communications including when I am using hardware or software (including cloud platforms) provided by the school outside of school.
- I will not share my username and password, nor will I use any other person's username and password (or their account).
- I will be aware of "stranger danger", when I am communicating on-line.
- I understand the need to keep the personal data of myself and others private and confidential, and only share it with trusted companies and individuals for appropriate reasons (e.g. name, email address, phone number).
- If I arrange to meet people off-line with whom I have communicated on-line, I will do so in a public place and take an adult with me.
- I will not look for any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line (if I see any, I will immediately report it to my Pastoral Manager or to the E-Safety Co-ordinator via esafety@hardenhuish.wilts.sch.uk).

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and whilst in lessons I will not use the systems for personal or recreational use (including webmail) unless I have permission to do so.
- Whilst in school I will not use ICT systems for on-line gaming, on-line gambling, or internet shopping.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others; I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not make, take or distribute images, videos or audio recordings of anyone without their permission.

I recognise that the School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the School:

- I understand the risks and will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I use any

programs or software (including software to remotely access devices on a different network) that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- I will not download/ install or attempt to install programs of any type (including EXE files) on a machine, or store programs on a computer, nor will I alter computer settings.
- I will not use external mass storage such as USB sticks or external hard drives with school hardware or to store school work except when this is required by the Exams Office.

When using the internet, I recognise that:

- I need to ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or make copies unless this is permitted under fair dealing;
When I am using the internet to find information, I will take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

When using personal ICT equipment and mobile devices I understand that:

- Any ICT equipment or mobile devices that I bring into school remain my responsibility. The school accepts no responsibility for the support, loss, theft or damage of such items.
- Personal mobile devices including wearable technology may be used only when given permission by a member of staff. They are to be used for school work during lessons or formal school time as part of approved and directed curriculum based activity.
- When personal mobile devices are used on the school site pupils and students will connect through the school Bring Your Own Device (BYOD) wireless provisioning. It is for the safeguarding of all involved and allows a secure connection.
- Any mains-operated electrical equipment brought on site is subject to a Portable Appliance Test (PAT) by site maintenance staff and must not be used until approved. (Note: Most ICT equipment and mobile devices can be charged at home or by connecting them via USB to a school computer. These items therefore are not considered as mains-operated.)
- Personal ICT equipment and mobile devices must not be connected to a school computer system via any cable or other connection except for charging without prior approval from ICT Support staff.
- Whilst every effort has been made to prevent the spread of software viruses by the school, it is advised that pupils and students perform their own checks.
- Personal ICT equipment or mobile devices will not be used for taking photos, videos or sound recordings; except when authorised by a member of staff. School equipment can be provided for taking photos, videos or sound recordings linked to an educational intention.
- All ICT equipment or mobile devices used to access school ICT systems must be protected with a separate pass code/password or biometric authentication. Applications used to access school ICT systems will offer to save/cache a username and password. Pupils and students will avoid this caching of credentials where possible. It is their responsibility to prevent any unauthorised access to school systems by using a separate pass code/password on the device.
- When using personal mobile devices pupils and students must only communicate with students or staff using official school systems. They must not communicate via personal mobile phone numbers or personal email accounts. School OneDrive, SharePoint or Teams should be used for any communication of school work from personal devices.

- The school accepts no liability for use of school and third party software and cloud services on personal ICT equipment/mobile devices and technical support for personal devices can only be provided on an 'advice only' basis. (Note: Technicians are not able to visit homes or work on personal ICT equipment/mobile devices that are brought into school.) The school cannot guarantee external availability of any ICT systems.

I am responsible for my actions, both in and out of school and I understand that:

- The School also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyberbullying, use of images or personal information).
- If a member of staff believes a USB stick, mobile phone, MP3 player or any form of digital storage has been used inappropriately; then they have permission to confiscate the device and hand it in to the designated person for child protection.
- If I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action in line with the school's positive behaviour policy. Consequences may include loss of access to the school network/internet, detentions, removal of ICT privileges or contact with parents. In the event of illegal activities the police will be informed.
- Any digital communications I make or post using software hosted by Hardenhuish School is subject to the scrutiny of Hardenhuish School authority as would be any other published document.

Cyberbullying – A Code of Conduct

- 1.** Never send any bullying or threatening messages. It is against the law and even deleted messages can be retrieved by the authorities.
- 2.** Never give out your personal details such as passwords to your mobile or email account.
- 3.** If you feel you are being bullied by email, text or online, talk to someone you trust.
- 4.** Keep and save any bullying emails, text messages or images and note any details about the sender.
- 5.** Serious bullying should be reported to the police – for example threats of a physical or sexual nature.
- 6.** Contact the service provider (mobile phone company, your internet provider) to tell them about the bullying. They may be able to track the bully down.
- 7.** Use blocking software – you can block instant messages from certain people or use mail filters to block emails from specific email addresses.
- 8.** Don't reply to bullying or threatening text messages or emails. It lets the bullying people know that they have found a 'live' phone number or email address. If you ignore them they may get bored and stop doing it.
- 9.** Don't forward abusive texts or emails or images to anyone. You could be breaking the law just by forwarding them. If they are about you, keep them as evidence. If they are about someone else, delete them and don't reply to the sender.
- 10.** If you are in a chatroom, watch what you say about where you live, the school you go to, your email address etc. All these things can help someone who wants to harm you build up a picture about you. (Why not log into a chatroom with a different user ID or nickname? That way the bully won't know who you are.)

Guidance on how to deal with your concerns – Please tell us about it

At Hardenhuish School we work hard to promote a dialogue with parents. We feel that this gives our pupils/students the best possible basis on which to work. With a school population of over 1500 all kinds of queries arise on a daily basis. It is very helpful to hear if anything is happening which may, however temporarily, disrupt learning. Sometimes this may be something which is happening at home. At other times it can be a school matter about which we were unaware that is having an effect.

We welcome suggestions for improving our work and want to know if you have any concerns. If you do have a concern, please let us know as soon as possible. It is difficult for us to properly investigate an incident which happened some time ago.

Subject matters are best directed to the subject teacher or Curriculum Leader. All other matters are best referred to the tutor, Pastoral Manager or Learning Manager. In the first instance, please contact them by phone or email or if you would like to come into School, please make an appointment. If they cannot answer your query, they may pass it on to a member of the Leadership Team or another member of staff as appropriate.

In order to help us to respond to your enquiry as efficiently as possible, please keep us up to date with your work, home and mobile contact numbers as well as your email address.

We hope that you will be satisfied by the response that you receive. However, if you are not, please let us know immediately and we will continue to try to resolve the issue. If you still feel unhappy and wish to make a formal complaint, the school's Complaints Policy and Procedure is on the website or Reception will be pleased to provide you with a copy.

There is no formal procedure for praise. If you feel that something has been done especially well, please feel free to let us know. Like all employees, teachers and other staff feel most valued when they are thanked for their efforts. In addition, it is always helpful to know which aspects of Hardenhuish are particularly valued by parents.

Tips for Parents to Support their Childs' Learning

Homework

- Designate specific areas for homework and studying. Possibilities include the child's room, the kitchen or dining table. Eliminate as much distraction as possible.

Guidance

- When your child asks for help, provide guidance, not answers. For example, ask questions about the task, give a model answer that they could learn from, suggest looking at other resources – the internet, exercise and text books. Too much help teaches your child that when the going gets tough, someone will do the work for him or her. Homework is a great way to develop independent, lifelong learning skills.
- When your child does homework, you could do 'homework.' Show your child that the skills they are learning are related to things you do as an adult. For example, if your child is reading, you read too.

Organisation

- Check regularly that your child is well supplied with paper, pens, pencils, colouring pencils, a note pad, ruler and eraser. The 'Student Supplies' shop is in the Resources Centre and is open every lunchtime. It sells many essential items including blue pens for 10p and pencils for 15p.
- Name everything, especially PE kit and coats.
- Encourage your child to pack his/her bag and put out uniform the night before.

Communication

- Communicate with your child about school. This includes talking to him/her about his/her friends, activities, teachers, and assignments.
- Read the information sent home and talk about 'what is going on' in school.
- Show enthusiasm about school.
- Look for opportunities to extend knowledge and understanding through family outings, watching television programmes together and talking about news items.

Being positive about learning and progress

- Expect, and praise genuine progress and effort. Be specific when you do praise something.
- Focus on your child's strengths in school.
- Build associations between what is taught and what your child already knows and understands.
- Separate your child's school weaknesses from your child. If your child fails a test, that is all that the child fails. He or she is not a failure.
- Praise and encourage independence but be ready to offer a helping hand.
- Attend Personalising Learning Days and Parent and Pupil Consultation Evenings. Support the School in other ways, such as attending drama/dance/art/music productions. Support your child if he/she is representing the School.
- Ask the question 'what did you learn today?' rather than 'what did you do today?'

And Finally.....

Equipping young people with the skills, aptitudes and qualities necessary for life in the 21st century is the challenge facing all schools. At Hardenhuish our belief is that the home-school relationship is a key factor in achieving this goal. We look forward to working in partnership with you.

