



# **Getting Started Information 2023/2024**



# **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**

The annual residential trip for Year 7 pupils at Hardenhuish is a popular and exciting venture for which has been arranged to promote friendships and encourage good working relationships amongst the pupils, their tutors and other members of staff. The centre is run by PGL, a well-established adventure company and one that the School has used before. The centre has a thrilling adventure activity programme and facilities include a high ropes challenge course, indoor and outdoor climbing facilities, archery ranges, fencing studio, abseiling towers and zip wire.

Half of the year group will visit the centre from Monday 25 September to Tuesday 26 September and the remainder of the year group will visit from Tuesday 26 September to Wednesday 27 September. The cost of this trip will be £124 payable by **31 August**. Pupils eligible for Pupil Premium funding will be entitled to a discount towards the cost of this trip.

Payment can be made through **Arbor**, our online payment system once you have received your login details which you should receive prior to the Induction Evenings in July. If you do not have access to the internet please phone the Finance Office at school for alternative payment options.

This residential experience is an excellent way for pupils to form new friendships as well as gain confidence. The Liddington Centre is a safe environment with spacious accommodation, friendly staff and delicious food. If you add to this our Year 7 pupils, the Hardenhuish staff and a range of exciting activities, you have a recipe for a brilliant and memorable experience.

If you wish to discuss the trip further, please contact Mr Henley (Year 7 Learning Manager).

## **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](mailto: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 virtually through appointments via Teams or telephone conversations with teachers. Instructions how to book appointments will be shared in advance of the PPCE.

### **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 PCEs this is held virtually through appointments via Teams or telephone. Instructions how to book appointments will be shared in advance of the Tutor Evening.

### **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 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.

## **Governors**

The governing body of Hardenhuish School is made up of a combination of parents, past parents and community members.

While the headteacher is responsible for the day to day running of the school it is the governing body which is responsible to government for the strategic direction and oversight of the school.

This is set out by the government as:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

In addition, the board has a role to play in ensuring the school is compliant with educational and other legislation, such as safeguarding, equality and health and safety.

Parents are welcome to stand for election when vacancies arise. Anyone over 18 and not on the staff of the school can also join as a Community Governor.

A skills audit is conducted each year to identify knowledge gaps on the board and we are always keen to hear from people with specific skills they can bring to the board such as legal, HR, finance, or accounting.

If you would like to know more about becoming a governor or would like to contact any of the governors, then please contact the clerk to the board at

[clerktogovernors@hardenhuish.wilts.sch.uk](mailto:clerktogovernors@hardenhuish.wilts.sch.uk).

# PUPIL ABSENCE HOTLINE: 01249 650693/767390

***Email Address: [absence@hardenhuish.wilts.sch.uk](mailto:absence@hardenhuish.wilts.sch.uk)***

## **Notifying the School of Absence or Lateness**

Parents are encouraged to inform the school as early as possible of the pupil's absence/lateness by telephoning and leaving a message on the Pupil Absence Hotline **01249 767390** which is available 24 hours a day/7 days a week OR by e-mailing the Attendance Officer at [absence@hardenhuish.wilts.sch.uk](mailto:absence@hardenhuish.wilts.sch.uk) . These contact details appear on the school website. If no contact is made by a parent, the Attendance Officer will make contact via text or telephone. If there is still no contact via, or in response to, these methods, the absence will be considered as unauthorised. During periods of prolonged absence parents are asked to keep the Attendance Officer informed regularly.

## **Term time holidays**

As a result of Government recommendations, we cannot authorise any leave of absence during term time unless there are exceptional circumstances. An electronic request form is available from the website

## **[Pupil Absence Requests - Hardenhuish School](#)**

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 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 any of the following:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit, provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Universal Credit – provided you have an annual income of less than £7,400
- 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 complete the form linked below:

[Free school meals - Wiltshire Council](#)

### **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, have been adopted from care or because at least one parent is a member of His 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 outline how we plan to spend this money each year on our Pupil Premium Strategy Action Plan, which can be found on our website. Included in this document is our belief that all children should enjoy equality of opportunity and, to this end, we have designated a proportion of this funding to subsidise trips and in school experiences for those children in receipt of free school meals at any time in the past 6 years.

If you have any queries about trips/in school experiences or Pupil Premium, please contact the School on 01249 650693 or email [admin@hardenhuish.wilts.sch.uk](mailto:admin@hardenhuish.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), paying for trips etc. from the School, the preferred method of payment is via our electronic payment system, Arbor with a debit/credit card. **Payment can also be made via Apple or Google Pay in the Arbor app.** You will receive an email from the School with your username, password and instructions on how to use Arbor.

### **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 Arbor with a debit/credit card. If you do not have access to a computer please email the school – [admin@hardenhuish.wilts.sch.uk](mailto:admin@hardenhuish.wilts.sch.uk).

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**

Pupils should have their names printed clearly on items of clothing, including PE kit, workshop aprons, and other valuables. Lost property is kept in main reception; any items not claimed are disposed of at the end of each term.

## **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 C Centre to the House, pupils who have to visit the House, such as signing out or visiting the Medical Room, 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](http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_070190)

## **Health and First Aid Officer**

A Health and First Aid 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 First Aid Room is situated on the ground floor of the House. If the First Aid Officer is unavailable pupils should go to see their Pastoral Manager or to Reception.

### **Counsellor**

A Counsellor Service is available in school Monday to Thursday, based either in the Community Room in the Resources Centre or the Harris Room in L 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 in the Harris Room in L Centre. 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 tutor group elects two tutor representatives to serve on the Year Council. Year Councils then elect 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 a member 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

- organising events – including Charity Week – to raise money for Cots for Tots, our elected charity of the year
- suggesting improvements to school policies
- working with Manor Catering to make suggestions to the school catering provision
- discussing anti-bullying, including what is working well at Hardenhuish and identify any areas to improve further

### **Friends of Hardenhuish**

The Friends of Hardenhuish is a group of parents, staff and other members of our local community who try to organise a number of events across the year to raise money for luxuries that improve life at Hardenhuish. These events have traditionally ranged from Christmas Fayres, to Quiz Nights and Summer Events. In past years, the Friends have raised thousands of pounds which are put back into the School but we also hope that the group is a good way for parents to get more involved in the life of the school and find out more about what we do.

The Friends try to meet regularly (sometimes in person and sometimes virtually), but parents and staff can get involved at any time by helping to run a particular event or selling tickets. To be a friend of Hardenhuish you do not have to be a parent, just interested in the success of the School and its pupils.

Updates will be sent regularly through the Hardenhuish Headlines but, in the meantime, if you are interested in joining the Friends, please contact Mr Woollin, Deputy Headteacher, for further information.

### **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.

### **Acceptable Usage Policies**

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.

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### **Electronic Communications**

Our main form of communication with parents is via email. However, we recognise that nothing can replace a telephone call when it is needed. Letters are sent by email and text messaging is only used in certain situations such as when a mobile phone has been confiscated and where a pupil is not in lessons but we haven't been informed.

Finally, to ensure the successful continuation of this method of communication, please remember to inform the School of changes to your email address – this can be done via your Arbor account once you have received login details. Your email address will be taken from the completed data collection form.

### **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 and for some instruments we can arrange use of an instrument through the Wiltshire Music Hub.

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, to ensure a place, please contact the appropriate teacher by email by Friday 7th 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	<a href="mailto:musicallyinspired@outlook.com">musicallyinspired@outlook.com</a>
Clarinet/Saxophone	Gary Pike	<a href="mailto:readsaloud@gmail.com">readsaloud@gmail.com</a>
Guitar:	Darren Hunt	<a href="mailto:darrenshred@hotmail.co.uk">darrenshred@hotmail.co.uk</a>
Drums:	Joe De Berker	<a href="mailto:contact@instinctsounds.co.uk">contact@instinctsounds.co.uk</a>
Piano:	Helen Heaton	<a href="mailto:heatons@btinternet.com">heatons@btinternet.com</a>
	Ruth Pfundner	<a href="mailto:pfundner@talktalk.net">pfundner@talktalk.net</a>
Keyboard:	Peter Williams	<a href="mailto:peter.williams32@btinternet.com">peter.williams32@btinternet.com</a>
Singing:	Sandra Mayo	<a href="mailto:bath@stagecoach.co.uk">bath@stagecoach.co.uk</a>
Violin/Viola	Sian McNally	<a href="mailto:sianmcnally@gmail.com">sianmcnally@gmail.com</a>
Cello	Debbie Workman	<a href="mailto:dxh@hardenhuish.wilts.sch.uk">dxh@hardenhuish.wilts.sch.uk</a>
Oboe/Bassoon	Debbie Workman	<a href="mailto:dxh@hardenhuish.wilts.sch.uk">dxh@hardenhuish.wilts.sch.uk</a>
Brass & Jazz Brass	Chris Sanders	<a href="mailto:cdsanders@hotmail.co.uk">cdsanders@hotmail.co.uk</a>



## **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, bracelets and all piercings and to tie their hair back for all 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 uniform conduct card mark, 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. If for any reason pupils are struggling with PE kit then please contact the PE department as we will endeavour to help in any way that we can.

#### **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 and attitude towards PE. At Hardenhuish pupils are then streamlined into three different pathways with the main aim being for them to do PE with likeminded peers. Our performance pathway is for pupils wanting a competitive environment. Our participation pathway follows a similar curriculum giving equality to our pupils but is for those wanting a less competitive and more recreational PE environment. We also understand that PE can be a very stressful experience for some and our progress pathway offers an alternative curriculum, smaller teaching groups and a much more supportive and non-competitive environment. We find we are best able to cater to the needs of our pupils if they are taught in an environment with pupils are of a similar ability and mindset. Once allocated to a pathway within PE there are still lots of opportunities for pupils to switch if they feel it will benefit them. We encourage pupils to have a say in which pathway they follow although PE staff will have the final say based on where we feel they will make the most progress.

#### **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 Arbor**

- All pupils will have a unique user name and password which enables parents to pay by debit/credit card online (see the Arbor icon on the School website). Payment can also be made by Apple or Google Pay using the Arbor app.
- Any amount can be added at any time and will be credited to the Smart Card the same day.
- Whenever you log in to Arbor 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 Finance Office in the House.

*All pupils on free school meals will have their free meal allowance, allocated to their card each day.*

### **If the card is lost**

A replacement card will need to be purchased via Arbor at a cost of **£2.20**.

### **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**

As part of its duty of care, Hardenhuish supports its community to use communications technology in a safe and appropriate manner. The development and implementation of the Online Safety policy involves all the stakeholders in a young person's education from the headteacher and governors to senior leaders and classroom teachers, support staff, parents, members of the community and the pupils themselves.

The use of digital tools in school and at home has been shown to raise educational standards and promote pupil achievement.

However, the use of these 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, or sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet
- The sharing of personal images without an individual's consent or knowledge
- Inappropriate communication or contact with others, including strangers
- Cyberbullying
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks exist offline so this policy must be applied alongside the Positive Behaviour and Safeguarding policies. It is impossible to completely remove these risks, so it is essential to build pupils' confidence and skills to mitigate these risks through educational provision.

## Pupil / Student Acceptable Use Policy

Hardenhuish wants to make sure that its pupils and students use ICT systems safely and appropriately. Our Online Safety policy explains what uses are safe and appropriate. This part of the policy explains how you can use school ICT services appropriately, makes sure the school ICT services are secure, and allows us to provide you with access to digital tools that will help you to learn. All staff, pupils, parents, volunteers, and governors help to make sure this policy is followed. We provide ICT services at school and beyond to help deliver the best possible education for our pupils. However, using technology such as the internet can expose you to risks including:

- Access to illegal, harmful, or inappropriate content
- Unauthorised sharing of or access to personal information
- Exposure to grooming
- Distribution of personal images without consent
- Inappropriate communication including with strangers
- Cyberbullying
- Exposure to information that may not be accurate, of high quality, or relevant
- Plagiarism or copyright infringement
- The potential for excessive use which impacts on educational, social and emotional development

These reflect off-line risks so this policy is applied alongside the positive behaviour and safeguarding policies.

You must use school ICT services responsibly so that risks to your safety, the safety of others, and the security of the ICT services are minimised. Therefore:

- Hardenhuish will monitor and record your use of school ICT services including on personal devices and school-managed devices used outside of school.
- You must not share your password with anyone else, including members of staff or parents. You must not use anyone else's username and password to log in, even with their permission.
- You should be aware of the dangers of communication with strangers online. Take an adult with you and meet in public if you meet someone from online in the real world.
- You should keep personal information about yourself private, only sharing it with trusted individuals and organisations.
- You must not look for inappropriate or illegal content online, and if you see anything that makes you feel uncomfortable you should report it to your Pastoral Manager or another trusted adult. If you prefer, send an email to [esafety@hardenhuish.wilts.sch.uk](mailto:esafety@hardenhuish.wilts.sch.uk).
- You should not make personal use of school ICT services without permission from a member of staff.
- You should not use school ICT systems to access gaming, gambling, or shopping services.
- You must show respect to other people and should not change, copy, or remove anyone else's work without their permission.
- You should be polite and respectful when you communicate with other people. You must not use aggressive or inappropriate language. You should be respectful of different opinions to your own.
- You must not create, broadcast, publish, share or otherwise distribute images, videos, or audio recordings of anyone unless you have their permission. You must not create, broadcast, publish, share or otherwise distribute content that may bring the school into disrepute. Unless you have explicit permission from a member of staff, whilst in school you

must not create, publish or share images, videos, or audio recordings of pupils or staff, even if it's only intended for a small number of people.

- You must not use software or personal mobile internet connections to bypass school filtering systems.
- You must not use school ICT systems in a way that negatively impacts other people who use the systems.
- You should report any problems with school ICT systems to [helpdesk@hardenhuish.wilts.sch.uk](mailto:helpdesk@hardenhuish.wilts.sch.uk), however they may have occurred. Don't try to fix broken equipment yourself.
- You should not open any attachments or links in emails unless you are expecting them from the person who sent it.
- You must not download or install any software to school devices.
- You must not use USB sticks or external hard drives unless the Exams Office tells you to.
- You should check that information you see online is correct and be careful how you use it.

If you bring your own ICT equipment into school:

- It remains your responsibility. The school isn't responsible if it's not working, damaged, lost, or stolen.
- You may only use mobile devices, including wearable technology such as smart watches, when a member of staff gives you specific permission to use them in their class. Otherwise, these should remain switched off in your bag during the school day.
- You must connect the equipment to the internet through the school's BYOD wireless network.
- You must ask Estates staff to complete a PAT test on any electrical equipment that is plugged into the mains.
- You must not connect your equipment to the school's ICT equipment unless you have permission from the ICT Support team.
- You must protect your device with a passcode, password, or biometric authentication if you are using it to log in to school ICT services. Passcodes or passwords must be different to those you use anywhere else.
- You must only use school systems to communicate with other pupils and staff.

You are responsible for your actions in and out of school. Therefore:

- Consequences will be given if you misuse school ICT systems, or behave inappropriately outside of school in a way that is linked to your membership of our community, e.g. cyberbullying.
- Staff may confiscate any technology that can store data, including mobile devices or USB sticks, if they believe it has been used inappropriately.
- If there are any parts of this policy that you don't understand, you should ask a member of staff for advice.

## **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 messaging, 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.



## **11.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 pens and pencils.
- Name everything, especially PE kit and coats.
- Encourage your child to pack their bag and put out uniform the night before.

### Communication

- Communicate with your child about school. This includes talking to them about their 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 they are 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 21<sup>st</sup> 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.***