

GENERAL INFORMATION

HARROW WAY COMMUNITY SCHOOL

Harrow Way, Andover, SP10 3RH

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Website: www.harrowway.hants.sch.uk

CHAIRMAN OF GOVERNORS

Mrs R Burbidge

HEADTEACHER

Mr M Serridge

DEPUTY HEADTEACHERS

Mr M Warren

Mrs P Belsey

Mr P Goatley

Mr T Parsons

ASSISTANT HEADTEACHERS

Miss C Lowing (Acting)

Mr G Fluellen (Acting)

BURSAR

Mrs D Burton

HEADTEACHER'S PERSONAL ASSISTANT/ SIMs MANAGER

Mrs H Vanderplank

COMMUNITY EDUCATION MANAGER

Ms Mags Todd (01264-364900)

EDUCATION WELFARE SERVICE

Children's Services Department

Hampshire County Council

Elizabeth 11 Court East

The Castle

Winchester

SO23 8UG (0845 603 5620)

Harrow Way Community School is a comprehensive school for Boys and Girls aged 11-16. The school is maintained by the Hampshire Education Authority. The number of students on roll in September 2012 is 884.

Any information that is required from the Education Authority should normally be obtained from the Winchester Area Education Office whose address and telephone number are as follows:-

Winchester Local Education Office

Clarendon House

Monarch Way

Winchester

SO22 5PW (01962-869611)

The Headquarters of the Authority are in Winchester, and enquiries there should be directed to:-

Children's Services Department

Hampshire County Council

Elizabeth 11 Court East

The Castle

Winchester

SO23 8UG (0845 603 5620)

TIMES OF SCHOOL DAY

8.45 9.05 Registration/Assembly

9.05 9.55 Period 1

9.55 10.45 Period 2

10.45 11.05 Break

11.05 11.55 Period 3

11.55 12.45 Period 4

12.45 1.25 40 minutes lunch break

1.25 Warning Bell for Period 5

1.30 2.20 Period 5

2.20 3.10 Period 6

Students **MUST** stay on the premises during the lunch break (12.45 - 1.25 pm). In emergency circumstances outlined in a letter from the parent, students with a valid pass may leave the school during this time. The school telephone is always manned from 8.00 am - 4.30 pm.

The school is open to students throughout the working day from 8.40 am. Breakfast Club is run daily between 8.15 and 8.30 am in the Auditorium. The open school policy extends throughout breaks and lunch times. Parents are welcome to visit the school and view its activities by arrangement with the Headteacher.

SCHOOL TERM DATES 2013/2014

Autumn term begins: 3 September 2013

Autumn Half Term holiday:

from 28 October 2013 to 1 November 2013

Christmas holiday:

from 23 December 2013 to 3 January 2014

Spring term begins: 6 January 2014

Spring Half Term holiday:

from 17 February 2014 to 21 February 2014

Easter holiday:

from 7 April 2014 to 21 April 2014

Summer term begins: 22 April 2014

Summer Half Term holiday;

from 26 May 2014 to 30 May 2014

Summer holiday:

from 24 July 2013 to 2 September 2014

BOOKS AND EQUIPMENT

Increasingly expensive books and equipment are provided on loan and students are expected to take great care in looking after these articles. A suitable bag in which all text books and exercise books can be carried flat is essential. Shopping baskets, carrier bags, duffel bags and handbags are NOT suitable for normal school use.

CYCLING TO SCHOOL

Parents who wish their children to cycle to school should obtain an application form from the school office, which should be completed and returned to the school. Students cycling to school must keep their bicycles in a roadworthy condition and wear a cycle helmet. No liability is accepted for damage to cycles and parents are advised to insure privately against such eventuality. During the school day cycles must be secured within the designated cycle store on site.

ABSENCE FROM SCHOOL

Parents must ensure that their child attends regularly and punctually.

In the event of absence, parents must notify the school by telephone on the morning of the first day of absence; an automated absence notification system is operated between 8.00 and 10.00am. When the child returns to school, he/she should always bring a signed and dated explanation on the appropriate page of the student diary. The school operates a system of 'first day calling'. This means that at certain times the families of students who are absent at a particular time of day will be contacted by telephone to ascertain why their child is absent.

SCHOOL MEALS

School meals are sold on a cafeteria basis using a cashless paying system. All food prepared in school complies with the required Government nutritional standards. Students are encouraged to buy the plated 'Meal Deal' for £2, which supplies 1/3 of their recommended daily intake. Students choose their meal and pay for the items they have chosen. Those who are entitled to free meals operate the same system. Students may bring sandwiches, which must be eaten in the specified areas. They may also obtain snacks from the cafeteria during the 20-minute morning break.

Students are permitted to drink plain water from a clear plastic bottle during lessons, but should not bring any carbonated drinks to school. Drinks must not be brought in glass containers.

FREE SCHOOL MEALS

We actively encourage all children who are eligible, to apply for free school meals. This can be done online at <http://www3.hants.gov.uk/caterers/hc3s-freeschoolmeals> so that parents can check their eligibility for free school meals themselves. The criteria for free school meals is the same regardless of method of checking eligibility, but for online service, all

you need to do is enter your name, national insurance number or asylum number, your address and your child's details, press 'submit' and you will find out if you are eligible. If your result comes back 'found', this means that your child is eligible for free school meals and the system automatically tells your school. You may be entitled to claim a free meal for your child if you are in receipt of:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the Guaranteed element of State Pension Credit
- 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

THE STUDENT RECEPTIONIST

The first priority of the Student Receptionist is the health and welfare of the students during school hours. This care can be listed under many headings:

First Aid

All accidents that occur during school hours are dealt with by the Student Receptionist. Parents will be informed and may be required to collect their child from school and take them for treatment. In serious cases children may be referred directly for treatment outside school.

Illness

If a student is taken ill the parent may be contacted and may be asked to collect their child. In cases where parents cannot be contacted, the student will be looked after until the end of the school day. The Student Receptionist is not a substitute for the medical advice available from your GP.

Pain Relief

Pain relief (paracetamol) can only be administered with written permission from the parent. The school will only provide paracetamol in tablet form; if an alternative is preferred it must be provided by the parent.

Vaccinations and Immunisations

All Year 8 girls are offered the programme to immunise against the virus that causes cervical cancer (HPV). No other Vaccinations and Immunisations are carried out at school.

Other Medical

If medication other than mild pain relief (paracetamol) is required, please ensure that any such medication is clearly labelled with the child's name and instructions for administering, and that it is handed to the Student Receptionist who will dispense it.

Medical History

Knowledge of relevant medical history is vital and must be passed on to the Student Receptionist. This information will be treated sensitively and shared only to preserve the well-being of the child.

THE EDUCATION WELFARE OFFICER / EDUCATION WELFARE ASSISTANT

The Education Welfare Officer works with the school to identify factors that prevent children benefiting from their education. The Education Welfare Officer's duties include:

1. Helping to assess social, emotional and educational problems which affect a child's ability to benefit from available educational opportunities.
2. Maintaining supportive relationships with children, parents and teachers, so that help can be given towards the alleviation of problems concerned with school attendance, material difficulties, mental and physical disabilities and behaviour.
3. Assisting in establishing good relationships and understanding between school staff, parents and children by:
 - a. interpreting the school situation to the family and
 - b. interpreting the family and social situation to the school staff.
4. Supporting the enforcement of legislation relating to school attendance and child employment.

The Education Welfare Assistant is a member of the school's support staff. The role is to support the reduction of all absence rates and improve attendance by improving partnership working between home and school. The Education Welfare Assistant also assists the school in its task of preventative work around attendance and liaises with the Education Welfare Officer. The Education Welfare Assistant can be contacted at school on 01264 364533.

Families who need to contact the Education Welfare Officer regarding social or education problems should contact either the Area Education Office in Winchester, telephone number 0845 603 5620 or Harrow Way Community School, when a home visit may be arranged.

FAMILY PARTNERSHIP MANAGER

The Family Partnership Manager is based in the school to work with students and their families to overcome problems that may affect a child's learning or life in school. The Family Partnership Manager works closely with the Heads of Year and the Education Welfare Assistant as well as community organisations such as Andover Adult and Family Learning.

STUDENTS' ATTENDANCE RECORDS 2011/2012

The following information will be published by the Department for Education:

| | |
|---|--------|
| Total number of students on roll of compulsory school age: | 873 |
| Percentage of student sessions (half days) attended: | 94.28% |
| Percentage of student sessions (half days) missed through unauthorised absence: | 1.09% |

STATEMENT ON CHARGING FOR ACTIVITIES POLICY

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

1. to levy, except where students are entitled to statutory remission, a charge for all board and lodging costs on residential visits;
2. to levy a charge for activities wholly or mainly outside school hours which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination;
3. to levy no charge for examination entries, except where:
 - a. the school has not prepared students for the examination in the year for which the entry is made, or
 - b. a student has failed, for no good reason, to complete the requirements of the examination or to attend for it;
4. to levy no charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the school, except where parents have indicated in advance their wish to purchase the product;
5. to request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no student is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution;
6. to levy a fee of £60 per term for Peripatetic Music Tuition;
7. to seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children;
8. Governors also encourage parents to support general fund-raising and sponsorship activities arranged on behalf of the school by the PTA or other bodies.

DESTINATIONS OF YEAR 11 LEAVERS

At the time of publishing, 100% of students leaving Harrow Way Community School have either been offered a place in further education or are in employment.

The summer 2012 official leavers' destinations will be reported on the school's website as soon as they become available. They will also be available from the school upon request.