

Harrow Way Community School
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WELCOME BOOKLET



“Learning for life - success for all”

Academic Year 2017- 2018

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HEADTEACHER'S WELCOME

Dear Parent

*The purpose of this booklet is to answer many of your immediate questions and to help you to prepare for the Induction Day when students will have the opportunity to meet their new Tutor. **Induction Day is on Tuesday 4th July and your child is expected to arrive in time for a 9.30 am assembly in the school hall. The day will finish at 2.25 pm.***

*Our aim is to promote security and confidence for our new students and to see them happily integrated into the life of our school so that effective learning and progress can take place. This is why our systems of student care, support and high expectations are at the heart of our organisation. **Your child's Tutor occupies a key position in this, and he or she is the first point of contact for you.***

*Other key people to contact if you have any concerns or questions are:
Miss Elaine Escritt (Transition Learning Manager and overview of Year 7);
Miss Sara Beynon-Thomas, Year Leader for Year 7;
any member of the Senior Leadership Team, or me.*

We aim to make your child's experience at Harrow Way Community School safe, stimulating and enjoyable. We stress high expectations and effective learning achieved through excellent teaching. Parents can help by encouraging their children to attend school regularly and punctually, and complete homework, to make the most of their school life. We will provide students with every opportunity to succeed and will help all students make excellent progress.

School begins on Tuesday 5th September at 8.45 am for Year 7 students and Year 11 prefects and Thursday 7th September for Years 8-11.

We are looking forward to working with your family for the next five years and I can give you my assurance that we will do our very best for your child.

With best wishes,



Michael Serridge
Headteacher

MISSION STATEMENT:

‘Learning for Life – Success for All’

Harrow Way Community School has a clear aim: to provide an excellent education which will enable all students to mature into thoughtful, effective, caring and successful members of the community. There is total commitment to “Learning for Life – Success for All”, which is reflected in all aspects of school life.

We believe in high standards, a learning environment in which aptitudes and interests of each child are recognised, respected and fully developed.



OUR AIMS

In a partnership of students, parents, staff and governors we aim to provide:

- a broad and balanced curriculum, which meets the learning needs of the whole ability range, fulfils our statutory requirements and develops the capabilities and aptitudes of all students
- a range of opportunities for students to expand their personal interests and experiences as well as their social and cultural awareness, in order to develop a mature and sophisticated response to personal experience and social issues, including in Years 7 and 8 the Harrow Way Guarantee
- high quality teaching and learning suitable for the needs of each individual student, which challenges students to achieve towards their potential
- access to the curriculum for the whole range of learning styles to encourage a positive attitude to learning, developing skills at an appropriate level and pace
- grouping for students to ensure appropriate differentiation related to need
- equality of opportunity for all members of our school
- encouragement to see school as just part of a lifelong learning journey

In order to promote and develop high standards in academic work and ensure academic success we insist on:

- good behaviour and self-discipline
- excellent attendance and punctuality
- respect for property and for others, including other religions, races and ways of life

THE SCHOOL DAY

Morning Registration	8.45 - 9.05
Period 1	9.05 - 9.55
Period 2	9.55 - 10.45
Morning break	10.45 - 11.05
Period 3	11.05 - 11.55
Period 4	11.55 - 12.45
Lunch Break	12.45 - 1.15
Warning Bell for Period 5	1.15
Period 5	1.20 - 2.10
Period 6	2.10 - 3.00



TERM DATES

Autumn Term 2017

Start - School Closed to students	Monday 4 September 2017 (INSET)
Start for Yr 7 & Yr 11 prefects	Tuesday 5 September 2017
Start for Yr 8 – 11	Thursday 7 September 2017
Half Term Holiday	Monday 23 October to Friday 27 October 2017
Finish	Thursday 21 December 2017
Christmas Holiday	Friday 22 December to Wednesday 3 January 2018

Spring Term 2018

Start	Thursday 4 January 2018
Half Term Holiday	Monday 12 February to Friday 16 February 2018
Finish	Thursday 29 March 2018
Spring Holiday	Friday 30 March to Friday 13 April 2018

Summer Term 2018

Start	Monday 16 April 2018
May Day Bank Holiday	Monday 7 May 2018
Half Term Holiday	Monday 28 May to Friday 25 May 2018
Finish	Monday 23 July 2018
Summer Holiday	Tuesday 24 July to Friday 31st August 2018 inclusive

Key Dates

GCSEs	14 May – 22 June 2018
GCSE results published	Thursday 23 August 2018

WHAT IS THE INDUCTION PROCESS INTO HARROW WAY COMMUNITY SCHOOL?

During your child's final year at Primary School the Year Leader for Year 7 visits the school and meets future students and talks to class teachers and the Headteacher. This is an important part of your child's introduction to Harrow Way. During this period the SENCO from Harrow Way also liaises with Primary Schools to discuss the requirements of those students with special needs.

During the summer term Year 6 pupils will make at least one visit to the School for various activities. These important steps in Primary to Secondary transfer ensure that we get to know Year 6 pupils as well as possible before they join Harrow Way. This means that we can begin productive work immediately in September to maximise learning, and also ensure that students will experience a smooth and happy transfer from Primary to Secondary education.

The first day of term for Year 7 students and Year 11 prefects is Tuesday 5th September 2017.

The day will begin at 8.45 am.

TRAVELLING TO AND FROM SCHOOL

If you think your child is entitled to free transport, please use this link to apply on-line or ask the school for a form:

<http://www3.hants.gov.uk/traveltoschool/sch-transport/stforms.htm>

The school has high expectations of behaviour on all buses. Poor behaviour may result in a ban from using the bus.

For those students travelling by car, parking on school premises is very difficult. We therefore ask parents dropping off and collecting students to do so **off the premises at all times**. This reduces congestion on site where there is obviously already a great deal of activity in a very small space at the beginning and end of the school day, particularly with regard to school buses.

If your child intends to cycle to school he/she must have a Cycling Permit to show they have permission from the Headteacher to ride their bike to and from school, and they must wear a cycle helmet at all times when riding. An application for a permit can be collected from Student Reception. Bicycles must be legally roadworthy. At a minimum this means having sound wheels and tyres, and that both front and back brakes are working and effective.

Please note that students are not permitted to bring skateboards or scooters into school.

HOW DOES THE SCHOOL DELIVER THE CURRICULUM?

Department teams carry out the academic work of the school. Their purpose is to provide a curriculum which is broad, balanced, relevant and differentiated, and which will enable our students to succeed and make excellent progress in order that they can become purposeful participants in the community and thoroughly prepared to cope and thrive with life after school.

The Department teams are as follows:

Art
 Careers Education and Guidance
 Design and Technology (including Food Technology)
 English (Language and Literature)
 Geography
 Health & Social Care in KS4
 History
 Computing and ICT
 Learning Support/Flexible Learning Centre
 Mathematics
 Media and Film Studies in KS4
 Modern Foreign Languages - French and Spanish
 Performing Arts (Drama, Music, Dance)
 Personal, Social, Health Education
 Physical Education
 Religious Education and Citizenship
 Science (Biology, Chemistry, Physics)
 Vocational Education in KS4



Year 7 students will be taught in mixed ability groups for at least the first term and then may be set in ability groups for most subjects based upon our professional judgement from the data we will have on them. This setting is regularly reviewed throughout the year. Targeted literacy and numeracy support is provided when appropriate.

Students continue their studies to GCSE in Core Subjects (English, Mathematics and Combined Science). Students in Key Stage 4, which begins at the end of Year 8, are also offered a wide range of GCSE and approved Vocational courses including work related learning, which aim to provide all students with opportunities to succeed.

Year 7 students at Harrow Way are taught by well qualified specialist staff, and in Year 7 there is an average of 24 students per teaching group. At present we have four networked computer rooms and several departmental computer suites, including the Library. We have radically developed our Information Communication Technology provision across all curriculum areas to support learning.

THE HWCS GUARANTEE FOR YEARS 7 AND 8

The aim of this guarantee is to broaden the students' social, moral, spiritual and cultural education with a particular focus on British values.

The Guarantee will be launched to students after the October half term of Year 7 and will run until the May half term of Year 8. All students will have access to their own on-line portfolio and will be expected to log evidence as they complete a number of experiences. The school will undertake to provide the vast majority of these but in order to complete the portfolio fully parents will also need to support the student. It is not expected that all students will complete all the experiences but the more they do the broader their education will be. The experiences are wide-ranging and include such things as taking part in a school assembly to spending a day in Central London. Tutors will provide some times each month for students to complete evidence which may be in the form of text, pictures and/or video. Specially trained Digital Leaders will check the content and give feedback to each student on a regular basis.

At the end of Year 8 each portfolio will be looked at by the Tutor/Year Leader and a member of the Senior Leadership Team in conjunction with the student's attendance and behaviour records as well as their effort in class. Students will be awarded a Pass, Merit or Honours certificate which will be presented at a graduation ceremony in July to which you will be invited.

IS THERE HOMEWORK?

At Harrow Way, we believe that homework is a crucial aspect of learning in most subjects. Homework usually contains an element of independent study - in other words the work to be done is not directly supervised by the teacher. Homework is usually to be done at home. The Library is available before school, at lunchtimes and after school under staff supervision to help research, complete and print homework. The Flexible Learning Centre offers a supervised homework session for Year 7 students after school on Tuesdays from 3-4 pm.

All students are expected to work at home, and parents are asked to ensure their child completes the required homework since it forms an integral part of the learning experience. In Years 7 - 8 homework will usually occupy 30 – 45 minutes per night. In Years 7 and 8 homework is set weekly in English, Maths, Science, French and RE. For all other subjects a termly booklet will be issued with a calendar for the completion of their project-style homework with the aim of developing independent learning and research skills.

In later years the amount of homework set will depend on courses being followed. All students are issued with a Homework Timetable and a Diary for recording homework. Parents should feel free to assist their children with their homework and if necessary write comments in their books. If you ever feel that there is any concern regarding homework or you wish to raise other issues please contact your child's Year Leader. Homework timetables and additional study support resources are available on the school's VLE (Virtual Learning Environment). The school also subscribes to Show My Homework. This is an on-line homework diary. Staff will add homework to it as it is set and each student and parent will have access. This enables you to track your child's homework including what has been set, when the deadline is and if any additional resources have been added.

The aim of the curriculum is to extend students and their abilities and talents to the full. However, if we are to succeed in this aim we will rely on parents to inform Tutors or Year Leader whenever they feel matters are not up to a high standard.

WHAT IS THE STUDENT DIARY?

When students start at Harrow Way they are issued with a Student Diary. The Student Diary should be brought to school every day and all homework tasks written in it. The diary is also a means by which you can communicate with the Tutor, including explaining any absences. Parents are asked to check and sign this each week and your child's Tutor will do likewise. The Student Diary contains important information for your child including timetable, homework timetable, and spaces for absence notes, a basic equipment list, and guidelines regarding lateness. It is also used for general written communication between home and school, for example notification of a forthcoming appointment or notes to explain days when your child has been absent. The reward stamps your child receives in lessons will be recorded in the Student Diary as well.



WHAT EXTRA CURRICULAR ACTIVITIES ARE ON OFFER?

The school offers many opportunities for students to enrich their education and experience. Individual clubs, visits and activities are arranged each year. The full range of clubs and activities currently available is given below.

Representative teams exist for many sporting activities. Students belonging to the various music groups give concerts and other musical events; these are a valuable and enjoyable aspect of school life.

Educational trips and visits are organised by many departments and year groups in the school with destinations both in this country and abroad. These include theatre trips, cultural activities, skiing and charity events. Some areas of study, for example Biology and Geography require fieldwork to be undertaken outside normal school hours.

HOUSES

Your child will become a member of a house, either Kestrels (Red), Hawks (Yellow) or Buzzards (Blue) according to their Tutor Group. Your child should remain in this house for the entirety of their time at Harrow Way. House activities including inter-house sporting events take place throughout the year.

Examples of enrichment activities currently available:

5-a-side Football	Racquet Club
After school drama rehearsals	Primary/Pre-school linked art projects
Art Gallery Visits	Reading Club
Art workshops to learn specific skills	Residential Activity trip to Calshot
Athletics	Rounders
Badminton	Rugby
Band	Skiing
Basketball	Softball
Careers Fair	Sports Day
Carnegie Award Nominations	STEM Club
Chess and Comic Club	Student Theatre Technicians club
Choir	Swanage & Lulworth Cove field trip
Climbing Wall	Table Tennis
Cricket	Tennis
Drama	Theatre Trips
English Revision	Tri-golf
Enterprise Day in KS4	Trip to Poland/Krakow
Football	Twilight Art for Years 10 & 11
Guitar Club	Various Art trips
Hampshire Book Awards	Visit to local Art College to view AS, A2 work
Hockey	Visiting professional musicians, actors and dancers
Homework Club	World Book Day – visiting Author
Leadership Academy	Writing Club
Maths Challenge (UK)	Year 9 Talented Artists' Activity
Major Drama productions	Youth Speaks Competition
National Poetry Day – visiting Poet and workshops	
Netball	“Zone 11”
New Forest field trip	

MUSIC TUITION

At Harrow Way students take part in a number of different activities based on a wide variety of musical stimuli. The Key Stage 3 music course will allow them to develop practical music making skills and be able to recognise key features of a wide range of musical styles.

In addition to this we have an excellent music tuition scheme where students can opt to study a musical instrument.

e.g.	Brass	Percussion
	Strings	Guitar
	Woodwind	



These instrumental lessons take place at various times during the school day and after school. Currently we charge £55.00 per term for these instrumental lessons. Harrow Way School Band and Choir rehearse once each week at lunch times and after school and perform in a number of events throughout the year.

CHARGING FOR ACTIVITIES

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

- to levy, except where students are entitled to statutory remission, a charge for all board and lodging costs on residential visits;
- 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;
- 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;
- 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;
- 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;
- to levy a fee of £55 per term for the academic year for Peripatetic Music Tuition with a £5 reduction per term if the full annual payment is received in advance;
- to seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children.

WHY IS ATTENDANCE and PUNCTUALITY SO IMPORTANT?

Your child can only make the most of what this school has to offer if he or she attends regularly and punctually. Irregular attendance and lateness is disruptive, leading to students feeling out of touch with school life and being constantly behind in their schoolwork.

Having a good education will help to give your child the best possible start in life. Excellent attendance is a key factor in achieving success at school.

There will be occasions when your child is unable to attend school because of illness or other unavoidable causes. It is therefore vital that you as a parent communicate with the school to inform them of the nature and expected duration of any absences. The school will then be able to decide whether or not the absence can be authorized.

It is important to understand why some children do not attend school:

- **Some children may be prevented from attending school**
- **Some children may wish to avoid school as it creates severe anxiety for them**
- **Some children may simply not want to go to school**

If you, as a family, are experiencing problems with school attendance, it is of vital importance that you contact and discuss the matter with our Educational Welfare Assistant or an alternative relevant member of staff such as your child's Tutor or Year Leader as soon as possible. Everyone in school is here to help, support and advise.

Each year a number of parents contact the school regarding family holidays within term time. Government guidelines are very clear in that no leave of absence should be granted unless there are exceptional circumstances.

We would like to bring to your notice that, under the Education Act 1996; it is the duty of parent(s)/responsible adult(s) to ensure the regular attendance of their child in school. This means that s/he must be in attendance, and on time, every time the school is open, unless s/he is prevented from doing so by reason of illness or any unavoidable cause. If parents take their children on holiday in term time and leave of absence has not been granted, you may be at risk of being served a Penalty Notice or possible further legal proceedings under Section 444(1) of the Education Act 1996. The Penalty Notice imposes a fine of up to £120 per parent per child.

Local Authorities are charged in law with enforcing school attendance. If you wish to obtain more information or advice please contact the Hants Direct Parent Line, telephone 0300 5551384.



WHAT MUST I DO WHEN MY CHILD IS ABSENT FROM SCHOOL?

When children are unable to attend school for any reason it is important that parents telephone into the Absence line and inform the school on the first morning of absence or alternatively e-mail via the Student Absence Link on the Harrow Way Website (<http://www.harrowway.hants.sch.uk/about-us/contact-details>).

On the child's return to school he or she should bring a note from their parent/carer to inform the Tutor as to the reason for absence; this may be written in the child's Student Diary. If this DOES NOT happen, then the absence is recorded as unauthorised, leading to inaccuracies in our attendance records and misinformation being given to the Educational Welfare Officer.

We understand that on occasion appointments for doctors, dentists and hospitals have to take place during school time. However it is important that if this is the case, your son/daughter brings a note to that effect into school and before leaving the school premises signs out at student reception and on return signs back in.

Please note that we operate a system of 'First Day Calling'. This means that on certain days our Welfare Assistant telephones the home of every student within the school who has been marked absent during that particular session. This sometimes means that parents may receive a call even though an absence note has been sent to school. This is because of the time lapse that sometimes occurs between sending the note to school and the registering of the note by the member of staff calling home. The purpose of the First Day Calling system is to follow up absences as quickly as possible and to detect any problems as early as possible. Your support of our use of this system is appreciated.

We are unable to allow students to leave the school premises during the day unless this has been authorised in writing by a parent/carer.

WHAT HAPPENS IF MY CHILD BECOMES ILL IN SCHOOL?

If your child becomes ill during a lesson he or she should report to the teacher. During Registration he or she should report to the Tutor, during breaktime and lunchtime to the staff on duty or the Year Leader. The child will then be sent to the Student Receptionist in the Medical Room if necessary and, if appropriate, parents will be contacted.

The school can administer paracetamol to a child if this is found to be appropriate and consent has been given by parents, i.e. if a child complains of a bad headache, toothache etc. If your child needs to take prescribed medication during the school day, please collect a form from reception, and hand the medication to the Student Receptionist in the Medical Room for safe keeping and administering. Children with asthma are encouraged to carry their inhalers at all times. Spare inhalers may also be given to the Student Receptionist in the Medical Room for emergency use.

The school has a protocol for accepting students back into school whilst on crutches. This will involve a meeting with school staff. A letter from a medical professional will be required before the student is permitted on site.

WHAT HAPPENS TO LOST PROPERTY?

Students are expected to look after their equipment and belongings carefully. **All items should be clearly marked with the child's name.** If something is lost, however, it should be reported to their Tutor. Property that is found should be handed in to the Student Receptionist.

Insurance Cover for Student's Property

Whilst we do our best to ensure the security of students' property neither the County Council nor the School can accept responsibility for the loss or damage to property, however caused. We therefore advise parents to obtain insurance cover for valuable possessions, especially musical instruments, mobile phones and bicycles as the school does not provide such cover.

WHAT EQUIPMENT WILL MY CHILD NEED?

All students are expected to come to school equipped for lessons and to be on time.

Essential items include:

- black pen (not an ink pen please), pencil, pencil sharpener and rubber
- scientific calculator (available from the school's uniform shop for £6.50)
- geometry set (available from stationery shops and supermarkets)
- ruler
- headphones (available from the school's uniform shop for £2.00)
- coloured pencils, highlighters, notebook and a selection of fibre tipped pens are also useful.

These items, along with the necessary books for the day and Physical Education and Games Equipment, should be carried in a suitable bag. It is also a good idea to mark everything clearly to help recognise lost items.

Correction fluid is not permitted in school.

WHAT ADDITIONAL SUPPORT COULD MY CHILD RECEIVE?

Our aim at Harrow Way is for all students to succeed. We achieve this with a curriculum designed to meet the needs of all students as well as grouping, setting and carefully differentiated work.

Those students with significant learning needs are provided for through in-class teaching assistance and for those with greater needs, small group and one to one support.

We rely on the close co-operation of parents and students to match our own commitment.

Where further support and advice is sought, we have excellent support from Hampshire Local Authority and other outside agencies.

Examples of small-group work include:

- ⑩ Literacy
- ⑩ Numeracy
- ⑩ Social Skills
- ⑩ Language Impairment
- ⑩ Emotional Support
- ⑩ ASC support

WHAT IS THE ROLE OF THE FAMILY PARTNERSHIP MANAGER?

At Harrow Way we are able to provide additional support to students through The Family Partnership Manager, Janice Buckley. She acts as a link between the school and families, thereby enabling students to overcome individual barriers to learning by identifying problems and creating solutions.

The Family Partnership Manager enables students to improve attendance and raise standards of achievement by increasing positive family involvement in school and learning.



HOW ARE STUDENTS ENCOURAGED AND REWARDED?

Encouraging and rewarding students helps to develop self-esteem and promote positive behaviour. Staff recognise the value of praise which may be in the form of verbal comments, written comments or by the use of the school's reward system. The rewards system provides students with the opportunity to 'build up' a number of stamps within their Student Diaries on a daily basis. Students will receive a stamp in the space provided on each page of the diary, provided they achieve success in ALL of the following criteria during their lesson:



- Correct school uniform
- Punctuality
- Correct Equipment
- Good behaviour
- Completion of classwork/homework to an acceptable standard

Throughout the school week there will be opportunities for students to earn extra stamps for voluntary activities and extraordinary achievement.

HOW IS STUDENT PROGRESS MONITORED?

Analysis of CAT test results, along with sustained dialogue with your child's primary school, allow us to monitor the student's progress and potential and to set targets for levels of attainment at the end of KS4. They also enable us to identify specific needs and to aid subject grouping decisions. We work closely with Primary Schools and organise numerous transition activities.

At Harrow Way we are committed to continually monitoring students' progress in order to maximise their potential. Tutors and subject teachers use all the available assessment information in order to fully monitor student academic progress and set individual student targets. In Year 7 a progress review will be produced termly and there is also a full academic report in the summer term. We communicate student progress reports via the SIMS Learning Gateway (SLG) only; paper copies are only sent for parents where access to the internet is not possible. Please can you therefore ensure that you provide a contact email address in the Data Booklet to allow an account to be set up to give you access to your child's report and other data we hold on them in school, including your contact details.

A settling-in parents' evening is arranged with your child's Tutor for October and an annual subject based parents' evening happens in the Summer Term.



“Learning for life – success for all”

THE LIBRARY RESOURCE CENTRE

The Library Resource Centre is a dynamic learning environment in a bright, airy and inviting space that encourages recreational reading and private study.

Starting in September, all Year 7 students are given a library induction during an English lesson when each student is shown the library and its facilities and then guided through Reading Cloud our interactive management database. This is a fantastic web-based programme that allows students to manage their individual library account and take control of their own reading. It can also be accessed via the iMLS app. After this, students receive a library-based English lesson on a regular basis, where they are encouraged to sample different authors and genres.

The Library plays a central role in the Year 7 and 8 themed Literacy days. Students spend a day in various fun-packed lessons across the curriculum to promote the subject.

To celebrate occasions such as World Book Day and National Poetry Day we like to liaise with our local primary schools and organise fun and interesting events. Other events throughout the year have included participation in the Hampshire Book Awards and Carnegie Awards, an annual Spelling Bee, weekly clubs, book fairs, quizzes, author visits and much more. In addition, every Friday lunchtime the Library is the meeting place for a reading club that is attended by a host of students from all years and once a week the Harrow Way Pre-School children visit the Library for fun reading time with the students. This session is enjoyed by all participants; big and small!

Resources in the library include over 7,500 books, both fiction and non-fiction, and a wide variety of popular magazines and newspapers. The Library has recently introduced a large Graphic Novel collection and free DVD service. The DVDs include many film and drama adaptations of favourite book titles.

The Library is open daily from 8.00am to 4.00pm including break and lunchtime.



ACCESSING THE SCHOOL'S IT FACILITIES

All students are issued their own network login which gives them the ability to:

- Log in to any school computer to access a large range of available applications as well as the internet, or to access the internet via personally owned devices if a subject teacher has given permission to do so
- Create, save and access their work from their own private area on any computer in school.
- Send and receive e-mails to their own school e-mail address from within school and at home – which can be used to contact teachers, fellow students or external recipients. The school also sends out notices and reminders to students from time to time by e-mail, so we encourage all students to regularly check for new messages.
- Access the school Virtual Learning Environment (VLE) both in school and from home, where lesson resources, web links, homework details and interactive activities from individual subjects are accessible.
- Access the Google Suite of web based applications; including Google Drive, where online storage is available to share work between home and school.
- View their homework on Show My Homework
- Access Microsoft Office 365 to install their own copy of Microsoft Office on up to 5 personal computers at home.
- Access SIMS Learning Gateway to view relevant school information (such as current timetable and attendance information).
- Once your child has started with us, parents will also be given access to both SIMS Learning Gateway to view information about their child, including timetables, attendance, achievement and behaviour and Show My Homework.

A computer room is available for students to use every lunch time and after school for homework.

The first time a student logs into the network, we ask them to pick their own password (of at least 5 characters). Students are reminded that this password should be kept a secret, not be easily guessable and not shared with friends. We would ask that both parents and students read and sign the 'IT Use Agreement' in the Student Diary.



HOW WILL MY CHILD BE TREATED AS AN INDIVIDUAL IN A LARGER SCHOOL?

This large school is divided into smaller units, namely the five year groups.

Year 7 is divided into 8 Tutor Groups of up to 27 students. Each group is based for tutorial, registration and social purposes in the teaching room of the Tutor. The Year Leader for Year 7, Miss Sara Beynon-Thomas and a team of Tutors, are responsible for the important function of settling your child into the new school and providing a secure framework for future academic and social development.

The year team is the first to deal with matters related to your child's general welfare and education. Your child's Tutor and Year Leader are your first points of contact if you have any concern, praise or something you just want to share with us. Meetings with the Year Leader or other members of staff can be arranged if you require. However, the Tutor is at the heart of our support for individual students and will be an important source of information and support for you as parents.



We recognise that bullying can sometimes occur in all schools and workplaces, however we have robust systems for dealing with the rare occasions where this happens. We are a "telling" school and encourage all members of the community that is someone does something or says something deliberately and persistently they should tell someone. Students can tell their tutor, head of year or report concerns via the school "Bully Support Button" on the school VLE. We encourage and expect students to be open and inform staff of any problems or concerns because we recognise that successful and positive relationships have good communication at their root. Students are encouraged to be actively involved in the resolution of issues and senior students are involved in supporting students when issues arise. The school has a tiered response to bullying which demonstrates its commitment to address issues and ensure that every child feels safe and happy within our school. At Harrow Way persistent bullying behaviour can lead to a permanent exclusion from school.

We are a Bullying Intervention Group (BIG) Award associate school and our policy is available on the school website.



EXPECTATIONS OF STUDENT BEHAVIOUR

Although rules are necessary in schools we make use of our everyday relationships with students to encourage them to adopt the types of attitude and standards which will produce a positive learning



environment, and we have a happy but ordered school atmosphere. We operate a code of behaviour, which endeavours to secure the co-operation of students and parents. We have a friendly, co-operative yet purposeful environment which is organised and where standards are high. Students are encouraged to show consideration for other people's feelings and interests, to be courteous, to display good manners, to show respect for staff, other adults and students, and generally behave in a way which brings credit to themselves, their families and the school.

General Rules

- Smoking is prohibited both on the premises and also on the journey to and from school. Chewing gum is also forbidden because it causes damage to clothing and property.
- Communication between parents and students should be via Student Reception and not directly using a mobile phone.
- Students should not bring valuable possessions into school and they are specifically not to use mobile telephones at any time between 8.45 am and 3.00 pm. Mobile telephones brought to school must therefore be kept out of sight and switched off at all times including breaks and lunchtimes. If mobile phones are brought into school they are the responsibility of the student.
- Fizzy and energy drinks are not permitted in school.
- No student may leave the premises at any time without a written request from his/her parents and/or permission from a senior teacher. All students leaving school must sign in and out at Student Reception.
- All students must respect the right to travel to and from school in comfort and safety. Students are made aware that we expect as high a standard of behaviour on journeys to and from school as we do when they are on the school premises. If your child wishes to cycle to school then a permit must be sought and a helmet must be worn.

IS THERE A SCHOOL UNIFORM?

YES! Definitely

We have made changes to the uniform which at this stage apply only to our new Year 7 students. We have also changed how uniform can be purchased, which should make it easier for parents to buy. Please refer to the uniform sheet included in the Welcome pack for a list of all items, pricing and special dedicated sales days at Stitch-a-Logo.

All students are required to wear the school uniform:

- **BLACK SCHOOL JACKET with embroidered badge**
- **TIES*** must be worn properly tied, with the top shirt button fastened
- **SHIRTS** must be white and worn tucked in with top button fastened
- **BLACK SCHOOL TROUSERS**, only available through our stockist, Stitch-A-Logo
- **TARTAN SCHOOL SKIRTS** only available through our stockist, Stitch-A-Logo. Over the knee socks should not be worn with skirts.
- **SOCKS** worn with trousers should be plain black.
- **TIGHTS** should be plain and either natural or black.
- **SHOES** must be black, plain and flat, and should be worn to and from school. Trainers must not be worn except for PE/Games lessons and for permitted sporting activities.
- **GREY, BADGED JUMPERS** are available as an optional additional item. Students who wear these, however, must do so IN ADDITION to their blazer, NOT instead.

No denim or leather clothing is permitted.

- **SCHOOL PE KIT** The school's short-sleeved red and black sports shirt, shorts, and football/hockey socks must be worn for all games and PE activities.

For **Year 7**, only the school's red and black boys' multi-sports tops or girls' badged tops and track-suit bottoms may be worn outdoors for PE during cold weather. **No alternative outdoor clothing may be worn.**

Gum shields are strongly recommended for hockey and rugby activities. For all PE and games activities, students with long hair must provide themselves with hair ties or clips to keep hair off the face. All jewellery must be removed.

- **OUTSIDE COATS** should be plain and dark, with minimal or no logos. Denim and leather outside coats must not be worn.
- **GREEN APRONS** for Food Technology are compulsory for the lower years.
- **JEWELLERY** The wearing of jewellery, with the exception of watches and a small ear stud, no more than one per ear, is not permitted. Other visible piercings are not permitted.
- **MAKE-UP** Too much make-up is inappropriate and in these cases the student will be asked to remove it. Only clear nail varnish may be worn. False nails/extensions are not permitted. False eyelashes or extensions are also not permitted.
- **NO HOODIES or BASEBALL CAPS** are permitted.
- **HAIR.** Extreme styles and colours are not acceptable. Only 'natural' hair colours are permitted.

Items above marked * can also be purchased from School.



All items are available from our stockist, Stitch-a-Logo. Details are below:



Year	Girl/ Boy	Item of Uniform – September 2017	Stitch-a-logo	Harrow Way**	Other
7	B/G	Black school jacket with sewn-in logo*	✓		
7	B/G	White short or long sleeved shirt			✓
7	B/G	Tie*	✓	✓	
7	B	Black trousers*	✓		
7	G	Black trousers or tartan skirt*	✓		
7	B/G	Grey, badged v-neck jumper (optional addition to jacket)*	✓		
7	B/G	Black Shoes			✓
7	B	Plain black socks			✓
7	G	Plain black socks or black or natural tights			✓
7	B/G	Polo shirt*	✓		
7	B/G	Shorts *	✓		
7	B/G	Socks *	✓		
7	B/G	Tracksuit bottom (optional)*	✓		
7	B	Rugby top (optional)*	✓		
7	G	Fleece top (optional)*	✓		
7	B/G	PE footwear			✓
7	B/G	Green aprons for Design Technology	✓		

* Named provider only

** Whilst stocks last, thereafter Stitch-a-logo

Please visit Stitch-a-logo website: (where you can complete an online order form) <http://www.stitch-a-logo.co.uk/>

or visit the shop Unit 12 & 13 Glenmore Business Park, Colebrook Way, Andover SP10 3GQ Tel: 01264 351515

Opening hours: Monday to Friday 09:00 – 17:00 (closed Bank Holidays)

email: sales@stitch-a-logo.co.uk

YEAR ASSEMBLIES and TUTOR REGISTRATION PERIOD

Assemblies are organised for all students in their Year Group on a weekly basis. The Assembly follows a cycle comprising a member of the Senior Leadership Team, the Year Leaders, Heads of House and Tutor Groups and provides an opportunity for all students (unless excluded by parental request) to think about spiritual, moral or topical matters together. Visiting speakers and representative of charities and organisations often come to school to conduct assemblies. It is our intention that the students' moral awareness is enhanced by this integral part of the day.

Enquiries concerning Assemblies should be made to the relevant Year Leader.

Tutor Registration Periods are also an important part of the school day and are supervised and organised by your child's Tutor.

The functions of the Tutor Registration Periods are to:

- Register student attendance at the beginning of the morning session.
- Collect absence notes written by parents from students returning to school after absence.
- Exchange information (e.g. give out notices).
- Inspect uniform and check students are prepared for work.
- Oversee the general welfare of the student.
- Administer the formal Tutorial Programme, including Academic Tutoring.
- Encourage and develop reading for pleasure and memorisation of maths times tables.

Students are encouraged to keep a record of their own personal achievements and experiences, and to produce a folder at the end of Key Stage 4 that includes certificates and awards throughout their school career.

WHAT IS THE ROUTINE AT BREAK and LUNCHTIME?

At Harrow Way we provide a cashless cafeteria service on a daily basis at morning break-time

and lunch. Hot snacks are available every day and a two week menu rota is operated. The caterers HC3S work in partnership with the school and are widening and highlighting the healthier options on the menu to help students make the best choices for a healthy life.



Students can either bring their own packed lunch to school or purchase snacks and meals at break and lunch times from the hatches in the auditorium, the outside covered dining area or the new service Pod.

Breakfast Club

- all students are welcome to the breakfast club which runs daily between 8.00 and 8.30 am. Toast, bacon rolls, fruit, yogurt and biscuits can be purchased with hot and cold drinks from the canteen

During Break

- students enter the school hall immediately unless otherwise directed by prefects and staff to go to the serving hatches and queue in an orderly fashion
- hatches will be closed two minutes before the end of break

During lunchtime

- year 11 students can enter the hall at any time during the lunch period
- other students queuing for the hall are to line up by the gymnasium
- students queuing will be allowed into the hall in small groups, controlled by prefects and staff
- students must not use the hall corridor other than to enter and exit the hall
- the hatches will be closed before the end of lunchtime at 1.10 pm
- the hall is to be left free from litter
- in the event of wet weather, no student is to enter the hall until instructed. Year groups are to line up outside the hall in accordance with the rota

If you think your child is eligible for free school meals, please complete this on-line application or ask at school for a form: <https://www.cloudforedu.org.uk/ofsm/hants/>

WHAT IS STUDENT VOICE?

The School Council is a forum through which students can discuss and present issues and concerns, which are important to those whom the school exists to serve - the students themselves. The Student Council procedures constitute the formal Student Voice.

Each Tutor Group elects two representatives. These representatives attend regular Year Team Council meetings. At these meetings a wide variety of issues is discussed. Students try to come up with solutions and suggestions to improve their school. Two Year representatives are elected by the year group to attend the Whole School Council, chaired by the Head Boy and Head Girl. Students have opportunities to discuss their ideas with the Headteacher. A panel of Student Council representatives forms a regular and important part of the interview process for the appointment of new staff.

Any queries regarding the School Council should be addressed to Miss Atherton, Assistant



Headteacher.

ABOUT THE HARROW WAY COMMUNITY SCHOOL ASSOCIATION (HWCSA)

In September the school would like to re-launch the HWCSA. We need a small group of innovative and committed parents to work with the school. HWCSA is open to all parents, staff and friends of the school. Its main purpose would be to encourage families to join in the life of the school but it would exist also to serve the school in other ways; helping out with a range of school activities, as well as fund-raising and working with the Student Council. HWCSA really wants to engage parents in school and community activities in order to promote learning and social experience.

If you are interested please complete the relevant section in the Data Booklet.

HOW WILL PARENTS and STAFF GET TO KNOW EACH OTHER?

We have already emphasised the importance of staff and parents working closely together. There are a number of ways in which this can be achieved but all this depends on considerable good will from both sides. Specifically, we arrange:



- a meeting in October when parents meet with their child's Tutor to discuss the settling in period.
- An Information Evening in November when key staff pass on important information.
- a progress review to be sent home termly.
- a Year 7 Parents' Evening, which gives you the opportunity to discuss your child's progress with their subject teachers. This session is a valuable way of supporting your child's education and it is therefore important that you attend with your child.
- an Open Day that takes place in September each year for prospective students. A formal invitation is issued for this event.
- interviews with staff can be arranged by appointment at any time in the year. We will contact you at other times during the year if we are concerned about anything or to praise your child.
- Individual teachers can be contacted directly via the 'Contact Details' page on the school website.

Public concerts and events take place throughout the year. You will be invited to those events and we rely on your support. Please encourage your child to participate where they can.

Information will be sent home to you on a regular basis in the form of:

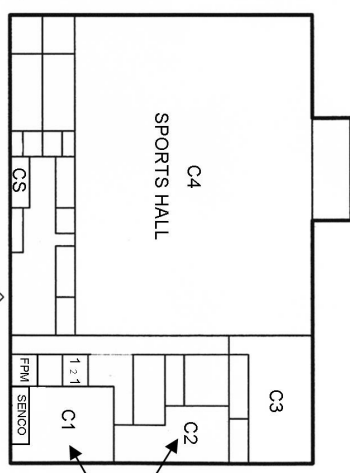
- Letters from Heads of Departments, Heads of Year, the Headteacher and Senior Staff.
- A weekly e-news e-mail giving an update of the week's events, the following week's key activities and useful information. **Please ensure we always have your up-to-date e-mail address.**
- A termly newsletter which publishes the dates of important forthcoming events and a letter from the Headteacher. It is given to all students at Harrow Way and published on the website.
- The school website, please check regularly for updated information.
- The school Twitter feed (@harrowway).
- E-mail alerts to information that is being sent home via your child.

All other important occasions will be notified to you by letter, a copy of which is always available via the Letters Home button on the website and the VLE. Please impress upon your child the importance of bringing all such communications straight to you. The most important of these will carry reply slips.

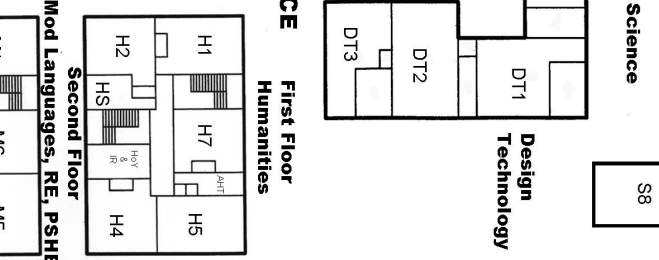
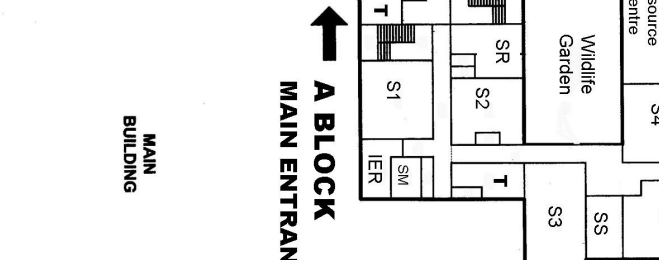
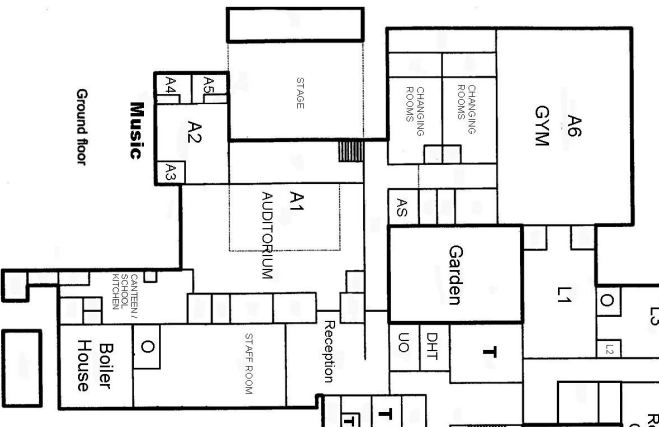
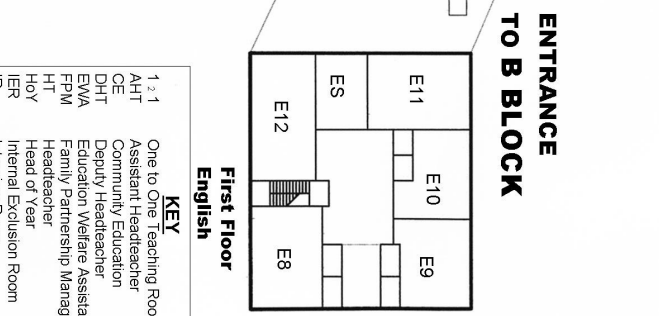
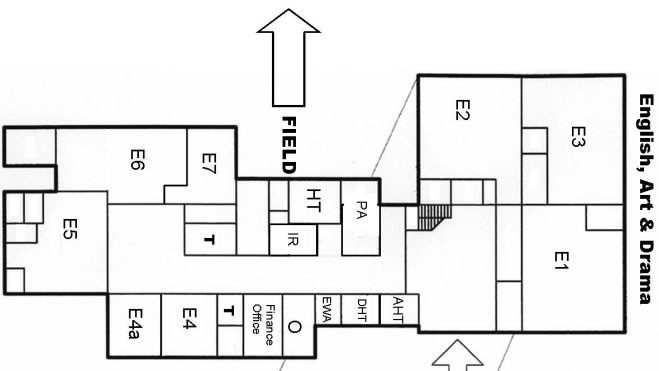
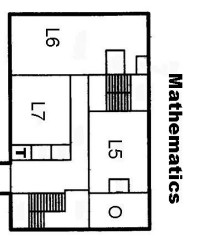
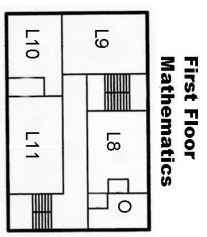
A Map of Harrow Way Community School (Not to Scale)



C5
Dance Studio behind Sports Hall



ENTRANCE TO C BLOCK
ENTRANCE TO C BLOCK
SPORTS HALL & FLC



KEY

1, 2, 3	One to One Teaching Room
AHT	Assistant Headteacher
CE	Community Education
DHT	Deputy Headteacher
EWA	Education Welfare Assistant
FPM	Family Partnership Manager
HT	Headteacher
HOY	Head of Year
IER	Internal Exclusion Room
IR	Interview Room
L2	Offices
O	HT's Personal Assistant
PA	Staff Room
S	Special Education Needs Coordinator
SENCO	Site Manager
SM	Science Prep room
SP	Student Reception/Medical
SR	Toilet
T	Uniform Office
UO	