



# Harrow Way Community School

Specialist School in Maths & Computing

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## Welcome to Harrow Way

Induction Evening – 4<sup>th</sup> July 2017

**Tutor Briefing**

Learning for life, success for all.



# The Role of the Form Tutor

- **First point of contact with parent**
- **To monitor the school reward system**
- **To support the school attendance policy.** Working with parents, student, Head of Year, Assistant Head of Year, Education Welfare Assistant and the Family Partnership Manager.
- **To encourage punctuality:** Registration at 8.45 am
- **To monitor the wearing of the correct school uniform;** maintaining high standards of dress at all times



# The Role of the Form Tutor

- **To pass on information to tutor members**, e.g. notices from staff briefing each morning; reading out the daily student bulletin; distributing letters, etc.
- **To check the student diary**, ensuring homework is set and complete and the diary is signed weekly by parents and tutor
- **To use the comment section in the student diary** to communicate with parents
- **To monitor and encourage parental acknowledgement** of reports via the appropriate page in the student diary



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# Example of Diary Page

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SEPTEMBER 2013 - Week 1

Date Done /

Date	Done /
Monday 2	
Tuesday 3	
Wednesday 4	
Thursday 5	
Friday 6	

Stamps for Positive Behaviour

Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Additional Stamps for Positive Behaviour					
Parent & Teacher Comments / Other Activities			<input type="checkbox"/> Letter Home	<input type="checkbox"/> Received	
				Stamp Total	
Student Signature		Parent Signature		Tutor Signature	



# The Role of the Form Tutor

- **To monitor the academic progress of each student:**  
Parents' Evenings – setting and reviewing targets
- **To monitor the welfare and progress of individual students**
- **To apply sanctions**, e.g. detentions, for persistent lateness, forgetting student diary, incorrect uniform, referring on to Year Leader where applicable and contacting and informing parents of concerns



# Typical Tutor Routine

- **Monday** - Collect number of stamps, check signatures. Silent reading
- **Tuesday** – Year 7 assembly day
- **Wednesday** – Collect number of stamps, check signatures. Silent reading
- **Thursday** – Numeracy
- **Friday** - News session, local/national/global



# Children's top 10 worries about starting secondary school

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1. Being bullied
2. Not making friends
3. Getting lost
4. Homework
5. Not being able to do the work
6. Getting to school and back
7. Not having the right books and equipment
8. Not knowing what to do if there's a problem
9. Not getting on with the teachers
10. Getting into trouble



# Points of contact for parents

## Welcome book

### Points of contact for parents:

- Tutor
- Assistant Year Leader– Mrs L Ripley
- Year Leader– Miss S Beynon-Thomas
- Transition Manager – Miss E Escritt
- Senior Leader Year 7 – Mrs D German
- Headteacher – Mr M Serridge
- Also: Student Receptionist/Nurse,  
Education Welfare Assistant, Family Support Officer,  
Assistant Headteachers





# School Timetable

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	Mon	Tue	Wed	Thu	Fri
<b>AM</b>					
<b>1</b>	History CAB H4	English VH E4	Geography TDW H1	English VH E4	French APM M5
<b>2</b>	Science CAL S3	Religious E SKP H7	History CAB H4	French MBO M3	Geography TDW L6
<b>3</b>	P.E. KLW PE4	Art & Tech JG E2	Drama EM E1	Technology CC E5	English VH E4
<b>4</b>	P.E. KLW PE4	Art & Tech JG E2	Maths SF L10	Technology CC E5	Science CAL S3
<b>5</b>	PSHE VPE M2	ICT DJM L7	ICT DJM L7	Science CAL S3	Maths SF L10
<b>6</b>	English VH E4	Maths SF L10	Dance LW C5	Maths SF L10	Music SJP A2

APM: Miss A P MACHU  
CAB: Mrs C A BROWN  
CAL: Mrs C CLOVETT  
CC: Mrs C COLLINS  
DJM: Mr D J MARRS  
EM: Mr E A MANSON  
JG: Mrs E GIBBS  
KLW: Mrs K L WINNETT  
LW: Miss L S WALKER

MBO: Miss M BOUSARGHIN  
NJD: Mr N J DANIELS  
SF: Mrs S T FRAPE  
SJP: Mr S J POLLARD  
SKP: Miss S L PRIESTMAN  
TDW: Mr T D WOODS  
VH: Ms V HERBERT  
VPE: . VAC-PE



# Homework!

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- Computer rooms are open every lunch time and after school for students to use.
- Students are given the opportunity to attend after-school homework club (days subject to individual needs)
- ShowMyHomework – you will have a personal log-in to enable you to track your child's homework on line



# Uniform Requirements

**Uniform will now be sold by Stitch-A-Logo based on Colebrook Way.**

**Ties can still be bought at school**



Year	Girl/ Boy	Item of Uniform – September 2017			
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			✓
7	B/G	Grey, black or navy jacket	✓		
7	B/G	Black or navy shorts			✓
7		Black or navy leggings or natural tights			✓
			✓		
			✓		
			✓		
		Tracksuit bottom (optional)*	✓		
	B	Rugby top (optional)*	✓		
7	G	Fleece top (optional)*	✓		
7	B/G	PE footwear			✓
7	B/G	Green aprons for Design Technology	✓		

**Update: Trousers can be bought from any provider; skirts remain black and can be bought from any provider.**

\* Named provider only  
\*\* Whilst stocks last, thereafter Stitch-a-Logo



# Uniform

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## Dedicated Sales days at Stitch-a-logo

**Saturday 15<sup>th</sup> July 2017 from 9.00 am – 12.00 pm**

**Saturday 22<sup>nd</sup> July 2017 from 9.00 am – 12.00 pm**

### Ways to get uniform:

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



# Uniform

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## ***For both Boys and Girls:***

- A suitable outdoor coat may be worn as prevailing weather demands. It should be plain and dark in colour without a heavy logo. Denim and leather outside coats must not be worn. Hoodies and hoody-like garments and baseball-type caps are banned

## **A further note on uniform and appearance**

- Outdoor coats and scarves must be removed prior to entering teaching areas
- Ties should be fastened properly and free from graffiti
- White school shirts must be tucked in and top button done up
- A coloured or vest-type T-shirt with a heavy logo should not be visible under the school shirt or blouse
- 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
- *The correct school uniform should be worn at all times, including on the way to and from school. However, if owing to special circumstances students are not in uniform they should carry a signed note from home in their student diary, which explains why and states when the situation will be rectified. The note should be countersigned by the Tutor. Students not in school uniform do not receive their stamps for that day*

**ALL ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED  
WITH STUDENT'S NAME**



# Absence from school

## Procedure

- Parents should telephone the school on the first morning that their child is away
- Parents must write a note giving reason for absence in their child's Student Diary
- Pre-arranged appointments: students should have a signed note from parents and sign out and in at Student Reception
- We are unable to allow students to leave the school premises during the day unless this has been authorised in writing by a parent
- We expect a students' attendance to be at least 96%. If it falls below this figure the Education Welfare Assistant is likely to become involved.
- Holidays - Wherever possible students should avoid taking holidays during school term time. The school does not authorise holidays and you are liable to receive a Fixed Term Penalty Notice.



# Three Simple Rules

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- **Be Ready**
- **Be Respectful**
- **Be Your Best**



# REWARDS

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- Stamps every lesson leading to other rewards
- Learner of the Week – all subjects
- Postcards Home
- Attendance rewards
- HWCS Guarantee Celebration Evening





# Detentions

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Detentions may be used as sanctions by staff for poor behaviour, poor work or poor effort.

They are either:

- Break-time or lunch-time detentions (20 minutes)
- After-school detentions (up to one hour)
- We ask that you always support the staff by ensuring that your child attends detentions if they have to be set.

In very serious circumstances we also have:

- Saturday detentions (10.00- 1.00 pm). These are only used when routine sanctions have failed to bring about a change in either behaviour, work or effort.



# Valuables

## VALUABLES

Please do not bring expensive items or large sums of money to school. Money for trips or uniform should be handed in as soon as possible. Please do sign up for our cashless payment system which will allow to pay on-line and thus avoid money being brought into school. You should not leave money in unattended bags. Always hand it in for safekeeping, particularly in P.E. lessons. Personal entertainment equipment must not be used in lessons under any circumstance. They may only be used during breaks and lunchtime where they do not cause a disturbance to others.

## MOBILE PHONES

If mobile phones are brought into school they are the responsibility of the student. They must remain out of sight and switched off during school hours, including break and lunch time. If a student is found using their mobile phone for any reason than a legitimate educational one (e.g. ICT) the phone will be handed to the member of staff teaching the lesson. The parent is then responsible for collecting the phone at the end of the school day from Mrs Burton. Repeat offences will result in an extended ban.

**Communication between parents and students should be via the student receptionist.**



# Cycles

- If your child intends to cycle to school he/she must have a Cycling Permit to show that they have permission from the Headteacher to ride their bike
- A cycle helmet must be worn 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



# How can you help?

- Plan ahead and encourage your child to plan – pack the bag night before
- Reminders e.g. mobile phone rules
- Establish a routine for homework etc.
- Provide a quiet, well lit place to study free from distractions
- Ensure your child has correct equipment-pens, pencils, calculator, PE kit, dictionary



# Help but don't do

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- Ask relevant questions
- Encourage them to find out for themselves
- Encourage and praise
- Seek support from school via tutor, website
- Homework – check SMHW, learn with them on projects
- Use their interests to encourage learning e.g. football – scores/points



# Be interested!

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- School Diary – sign each week and check stamps – praise!
- Look through their books/folders
- Read teachers' comments
- Ask them to show you what they have been learning
- Avoid 'turn off' phrases e.g 'when I was your age'



# HWCS Guarantee

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- From October in Y7 to May in Y8
- 35 activities to complete
- Each student has their own blog
- Includes work with Icknield School
- Ceremony at end of Y8 –  
Pass/Merit/Honours
- Makes them better citizens – best with  
your support



# Warhorse

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- Important they read it
- Read it with them please and discuss
- Watch the film together if you wish
- First few weeks all Schemes of Work will be based on this
- Should be different from Primary school





# Keeping in touch

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- School through tutor/HOY/Website/student receptionist (Mrs Preece) – NOT Mobile
- Attendance/absence – Mrs McLachlan
- Family Partnership Manager – Mrs Buckley
- Flexible Learning Centre – Mrs Tunney
- Activities/clubs – published on website/VLE



# And finally...

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- Parents have needs too!
- Keep up with your child or learn for yourself – adult literacy/numeracy courses available in the town
- Supporting Parents of Teenagers course run in Flexible Learning Centre – daytime and evening courses



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# Further Information

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We hope that you have found the answer to some of your questions. However, if you have any further questions or worries please do not hesitate to contact:

**Miss Beynon-Thomas**

*Year Leader for Year 7*

on 01264 364533

or email on:

[sara.beynon-thomas@harrowway.hants.sch.uk](mailto:sara.beynon-thomas@harrowway.hants.sch.uk)