



# Harrow Way Community School

Specialist School in Maths & Computing

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# Welcome to Harrow Way

## Induction Evening – 2<sup>nd</sup> July 2019

## Tutor Briefing

Learning for life, success for all.



# First point of contact for parents

## Welcome book

Points of contact for parents:

- Tutor
- If not available, Receptionist will take a message

We have a 48 hour response policy

At times, there will be issues about which you will feel strongly, but we thank you for maintaining a polite and respectful manner. We will always treat you with respect and expect to be treated in the same way.



# The Role of the Form Tutor

**First and main point of contact with parent**

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



# The Role of the Form Tutor

- 5. To pass on information to tutor members**, e.g. notices from staff briefing each morning; reading out the daily student bulletin; distributing letters, etc.
- 6. To check the student diary**, ensuring homework is set and complete and the diary is signed weekly by parents and tutor
- 7. To use the comment section in the student diary** to communicate with parents





# The Role of the Form Tutor

- 8. To monitor the academic progress of each student:**  
Parents' Evenings – setting and reviewing targets
- 9. To monitor the welfare and progress of individual students**
- 10. 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



# Three Simple Rules

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



# Typical Tutor Routine

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



# Example of Diary Page

SEPTEMBER 2013 - Week 1

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
				<input type="text"/>
Student Signature	Parent Signature	Tutor Signature		

## REWARD SYSTEM and CRITERIA FOR STAMPER

Students will only receive a stamp at the end of every lesson if they are judged to have followed our three simple rules:

1. **Be ready - on time for your lessons and with the correct equipment**
2. **Be respectful - to staff and other students**
3. **Be your best - complete your classwork and homework to the best of your ability**

If you have not earned a stamp a number will be written in your diary to indicate the area you need to improve.

## STAMPER ROUTINES

1. At the beginning of each lesson you must take out your student diary, open it at the appropriate page and then place it on the desk in front of you.
2. You are responsible for making sure that you collect all of your stamps for every lesson.
3. You are to make sure that you give your tutor your new stamper total each week.
4. **Remember:** Every stamp you collect is equal to one house point and will go towards The House Cup.
5. **You may be able to collect a stamp if you have been issued a C1 from your teacher.** However, you will not receive a stamp if you have been issued a C2.





# 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



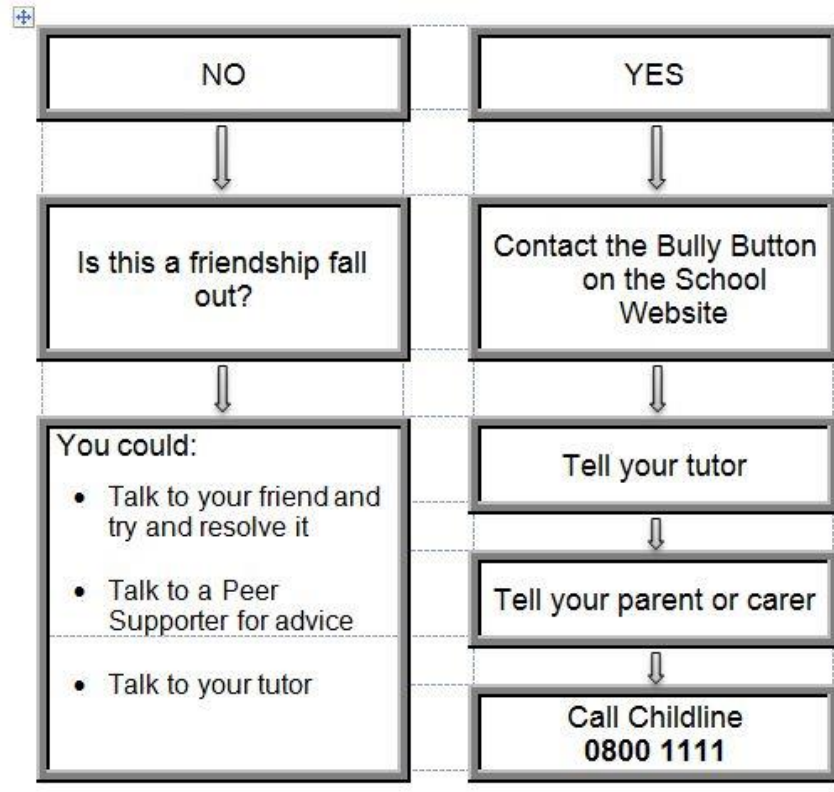
# Anti-Bullying



## ARE YOU BEING BULLIED?

Are you unhappy with the way someone is treating you?  
Do you feel unsafe and threatened by someone?

Is it persistent and deliberate?



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Parents, if you are concerned about any issues regarding bullying please contact your child's tutor in the first instance.

There is some helpful advice and links provided on our website.



# Trouble-Shooting

## WHAT TO DO IF ...

Problem	Who and Where	
If I am late after registration?	Sign in at the Student Welfare Office.	
If I am being bullied or know someone who is?	Tell somebody - your tutor, a teacher or a friend.	
If I have a dental/medical appointment?	Your parent must write a note in this diary. You must sign out at the Student Welfare Office and make sure that you sign back in again upon your return.	
If I have lost something?	Lost property is kept in the Student Welfare Office. If it is still lost, tell your tutor. All property should be marked with your name.	
If I don't understand homework?	See your subject teacher, your tutor or a friend.	
	If I have forgotten my homework or PE kit?	Confess! Explain to your subject teacher before the lesson.
	If I get something confiscated?	Arrange for when it can be collected with the teacher who has taken it.
	If I don't feel well?	Tell your teacher; you may be sent to the Student Welfare Officer. Do not contact home yourself.
	If I am absent?	Your parent must telephone the school to let them know. Bring a letter on your return.
	If I am concerned about anything?	Talk to your tutor.



# Typical 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.
- After-school homework club in the school Library. Students supported by librarian and prefects.
- ShowMyHomework – you will have a personal log-in to enable you to track your child's homework online.



# Uniform

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## Dedicated Sales day at Stitch-a-logo

*Saturday 6<sup>th</sup> July 2019 from 9.00 am – 12.00 pm*

*Please note: tartan skirt is compulsory for Year 7*

### 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)



# 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 will always give 24 hours notice for an After School detention; teachers will write it in the student planner

Detentions are non-negotiable: we ask that you always support staff by ensuring that your child attends.



# How can you help?

- Plan ahead and encourage your child to plan – pack the bag night before
- Supporting school rules 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





# Supporting your child:

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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
- Do avoid 'turn off' phrases e.g 'when I was your age/at school'



# Mobile Phones

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**Communication between parents and students should be via reception.**

- Mobiles are the responsibility of the student.
- They must remain out of sight and switched off during school hours, including break and lunch time.



**Harrow Way**  
Community School  
Specialist School in Maths & Computing

# And finally...

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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 me :

01264 364533

or through the school website.