

## GENERAL INFORMATION

### **HARROW WAY COMMUNITY SCHOOL**

Harrow Way, Andover, SP10 3RH  
Tel: 01264-364533  
Fax: 01264-210210  
Email: adminoffice@harrowway.hants.sch.uk  
Website: www.harrowway.hants.sch.uk

### **CHAIRMAN OF GOVERNORS**

Mrs T Hampton

### **HEADTEACHER**

Mr M Serridge

### **DEPUTY HEADTEACHERS**

Miss C Lowing  
Mrs K Woods

### **ASSISTANT HEADTEACHERS**

Mr G Fluellen  
Mrs D German  
Mr J Mann  
Mr A Whitworth

### **BUSINESS MANAGER**

Mrs T Roberts

### **HEADTEACHER'S PERSONAL ASSISTANT**

Mrs H Vanderplank

### **LOCALITY TEAMS / EDUCATION WELFARE SERVICE**

Beechhurst  
Weyhill Road  
ANDOVER  
SP10 3AJ  
Telephone: 0300 555 1384

**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 2018 is 934.

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 (0300 555 1384)

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

Children's Services Department  
Hampshire County Council  
Elizabeth II Court East  
The Castle  
Winchester  
SO23 8UG (0300 555 1384)

### **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	1.15	30 minutes lunch break
1.15		Warning Bell for Period 5
1.20	2.10	Period 5
2.10	3.00	Period 6

Students **MUST** stay on the premises during the lunch break (12.45 - 1.15 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 8.00 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 2019/2020**

**Autumn Term 2019** starts on:  
Wednesday 4 September 2019 and ends on  
Friday 20 December 2019  
(Half term from Monday 28 October to  
Friday 1 November 2019)

**Spring Term 2020** starts on:  
Monday 6 January 2020 and ends on  
Friday 3 April 2020  
(Half term from Monday 17 February to  
Friday 21 February 2020)

**Summer Term 2020** starts on:  
Tuesday 20 April 2020 and ends on  
Wednesday 22 July 2020  
(Half term from Monday 25 May to  
Friday 29 May 2020)

## **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**

The school has an attendance target of 96% for every student. In the event of absence, parents are asked to notify the school by telephone as soon as possible. Upon the child's return they should always bring a signed and dated explanation on the appropriate page of their student diary. Headteachers in any school are not able to grant any leave of absence during term time unless there are "exceptional circumstances". This might include such circumstances as the funeral or wedding of a close relative or representing school at county or national level. Taking students out of school for the purpose of holidays is not acceptable and will not be authorised. If parents and carers choose to take their children out of school without permission legislation may result in the potential issuing of fines under a penalty notice.

## **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 £2.40, 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 a packed lunch, 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 <https://www.cloudforedu.org.uk/ofsm/hants/> 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 (Parents who are made redundant or start working less than 16 hours per week, may find their children are entitled to free meals for a limited period.)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- All Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

## **THE STUDENT WELFARE OFFICER**

The first priority of the Student Welfare Officer 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 Welfare Officer. 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 Welfare Officer 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 students are offered the programme to immunise against the virus that most often causes cervical cancer (HPV). In Y9 all students are offered Diphtheria/Tetanus/Polio and Meningitis ACWY (School Leavers Booster). 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, parents are also required to complete an 'Administration of Medication' form

### **Medical History**

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

### **Crutches**

Any student who is required to use crutches in school must be bought in initially by a parent, who will be required to sign a risk assessment stating that the child is safe to be in school.

### **THE EDUCATION WELFARE AND ATTENDANCE OFFICER**

The Welfare and Attendance Officer is a member of the school staff, working with families to identify factors that prevent children benefiting from their education. The role is to offer help by liaising with families, regarding their individual needs, to identify and alleviate problems concerned with school to support the reduction of student absence and improve attendance.

If you are experiencing any difficulty which is preventing your child from attending school please contact Julia McLachlan, Welfare and Attendance officer on 01264 723673.

### **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 Year Leaders, SENCo, The Link Manager and Education Welfare Officer to actively promote Inclusion.

The FPM also takes the role of Deputy Designated Safeguarding Lead responsibility for all matters relating to Safeguarding of our students.

### **STUDENTS' ATTENDANCE RECORDS 2018/2019**

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

Total number of students on roll of compulsory school age:	925
Percentage of student sessions (half days) attended:	95.96%
Percentage of student sessions (half days) missed through unauthorised absence:	1.58%

### **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 £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;
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, an apprenticeship or are in employment. The summer 2019 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.