

Harrow Way Community School
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WELCOME BOOKLET



“Learning for life - success for all”

Academic Year 2022 - 2023

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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 September.

*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);
Mrs Sara Crossley, Year Leader for Year 7;
Mrs Dawn German (Deputy Headteacher);
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 Friday 2nd September at 8.45 am for Year 7 students.

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 the 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.
- 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
- a safe and welcoming environment to support our students feeling secure and happy to engage with their learning.

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

“Learning for life – success for all”

THE SCHOOL DAY FOR YEAR 7 STUDENTS

Morning Registration	8.45 - 9.10
Period 1	9.10 - 10.10
Period 2	10.10 - 11.10
Morning break	11.10 - 11.30
Period 3	11.30 - 12.30
Period 4	12.30 - 1.30
Lunch break	1.30 - 2.00
Period 5	2.00 - 3.00



TERM DATES

Autumn Term 2022

Start	Thursday 1 September 2022 (INSET Day)
Half Term Holiday	Monday 24 October to Friday 28 October 2022
Finish	Friday 16 December 2022
Christmas Holiday	Monday 19 December 2022 to Monday 3 January 2023

Spring Term 2023

Start	Tuesday 3 January 2023
Half Term Holiday	Monday 13 February to Friday 17 February 2023
Finish	Friday 31 March 2023
Spring Holiday	Monday 3 April to Friday 14 April 2023

Summer Term 2023

Start	Monday 17 April 2023
May Day Bank Holiday	Monday 1 May 2023
Half Term Holiday	Monday 29 May to Friday 2 June 2023
Finish	Friday 21 July 2023
Summer Holiday	Monday 25 July to Thursday 31 August 2023 (inclusive)



WHAT IS THE INDUCTION PROCESS INTO HARROW WAY COMMUNITY SCHOOL?

During your child's final year at Primary School the Transition Manager 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.

Throughout the summer term, the Deputy Headteacher in charge of transition and our Transition Manager have been working closely with our link primary schools. Circumstances permitting, the Head of Year 7 and the Transition Manager hope to visit pupils in their current schools as well as provide some meaningful activities so the children can get to know our school. We are also hopeful that some pupils will make at least one visit to Harrow Way. These important steps in Primary to Secondary transfer ensure that we get to know Year 6 pupils as well as possible before they join our school. Our aim, in spite of the difficult circumstances imposed by COVID-19, is that students will experience a smooth and happy transfer from Primary to Secondary education.

We are delighted to be able to hold our Welcome Evening for new parents on 28th June and actually meet face to face again. There will be two sessions, depending on your child's tutor group, beginning at 6pm. Details are enclosed within this Welcome Pack.

The first day of term for Year 7 students is Friday 2nd September 2022. We expect the day to begin at 8.45 am. We are holding a Meet the Tutor event as part of our Year 7 Information Evening on **Monday 5th September**. We will keep in touch with you via email and our E-News bulletin.

TRAVELLING TO AND FROM SCHOOL

If you think your child is entitled to free transport, please use this link to apply online:

<https://www.hants.gov.uk/educationandlearning/schooltransport>

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

Pikes Coaches run a service from King Arthur's Way/Roman Way/Saxon Fields, tickets available as a single or return. Currently, costs for September 2022 are £1.30 single and £2.00 return. Timetables are available on the New Intake Page.

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 Welfare or 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, including Photography in KS4
Careers Information, 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/The Link
Mathematics
Media Studies in KS4
Modern Foreign Languages - French and Spanish
Performing Arts (Drama, Music, Dance)
Personal Development
Physical Education
Religious Education
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 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. We have a wide range of IT resources available to students, including computer suites, the Learning Resource Centre and mobile devices. We have radically developed our Information Communication Technology provision across all curriculum areas to support learning.

IS THERE HOMEWORK?

At Harrow Way, we are a research-led school. We know that homework is a crucial aspect of learning, as it consolidates and enhances the knowledge and skills that have been taught throughout the school day, but current research also tells us that retrieval practice and self-quizzing are the best means of supporting and enhancing students' learning.

Homework is work not directly supervised by the teacher and is usually to be done at home. The Library (Learning Resource Centre) is available before school, at lunchtimes and after school under staff supervision to help research, complete and print homework. Parents are asked to ensure their child completes the required homework since it forms an integral part of the learning experience.

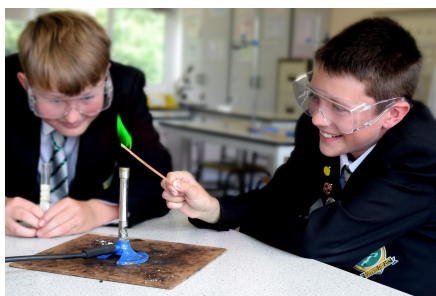
In 2020, we introduced a simple homework method, which has been used successfully in high-performing schools. Students in Year 7 and 8 receive a homework booklet containing Knowledge Organisers for all key subjects. Each week, teachers ask students to use self-quizzing to consolidate learning on a particular topic that is being studied. We have shared more information about this method on our school website. Students will be taught about self-quizzing as part of their Induction. Of course, some subjects may set alternative activities.

The school also subscribes to Satchel One. This is an online homework diary to which each student and parent will have access. Staff will add homework tasks to it, as it is set. 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. In addition, all students are issued with a diary for making additional notes about homework.

If you ever feel that there is any concern regarding homework or you wish to raise other issues please contact your child's Tutor or Year Leader.

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, 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 for following our 3 simple rules will be recorded in the Student Diary as well.



WHAT EXTRACURRICULAR 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 range of clubs and activities currently available throughout the year 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	National Poetry Day – visiting Poet and workshops
After school drama rehearsals	Netball
Art Visits to Galleries, Andover College and locations to gather material	New Forest field trip
Art workshops to learn specific skills	Racquet Club
Athletics	Reading Club
Badminton	Residential Activity trip to Calshot
Band	Rounders
Basketball	Rugby
Careers Fair	Skiing
Choir	Softball
Climbing Wall	Sports Day
Cricket	Student Theatre Technicians club
Drama	Swanage & Lulworth Cove field trip
English Revision	Table Tennis
Football	Tennis
Guitar Club	Theatre Trips
Hampshire Book Awards	Tri-golf
Hockey	Twilight Art for Years 10 & 11
Homework Club	Visiting professional musicians, actors & dancers
Leadership Academy	World Book Day – visiting Author
Lego Club	Writing Club
Maths Challenge (UK)	Year 9 Talented Artists' Activity
Major Drama productions	
MFL Visit	

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 £80.00 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 £80 per term for the academic year for Peripatetic Music Tuition;
- to render the parent liable for the cost of the repair, replacement or restitution where a student is responsible for non-accidental damage or loss to school property, such as books, equipment, windows etc.

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 us of the nature and expected duration of any absences. The school will then be able to decide whether or not the absence can be authorised.

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 and Attendance Officer 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 the 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 email 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 Welfare 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 and Attendance Officer 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 Student Welfare 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 Student Welfare, and hand the medication to the Student Welfare Officer for safekeeping and administering. Children with asthma are encouraged to carry their inhalers at all times. Spare inhalers may also be given to the Student Welfare Officer for emergency use. The school does hold an Emergency inhaler which can be used with appropriate consent, forms are available from the Student Welfare Officer.

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, and a risk assessment must be completed.

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 Welfare Officer.

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. **Must be Casio FX-83-GTX Scientific** (available to purchase via our online payment system for £8.50)
- geometry set (available to purchase via our online payment system for £2.50)
- ruler
- headphones (available to purchase via our online payment system 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.

In accordance with the SEN Code of Practice 2015, all teachers are responsible for meeting the requirements of students with additional needs but we may also provide further support for those with greater needs, such as interventions run by our team of Teaching Assistants or small group work as well as occasional in-class 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:

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

For further information please see our SEN Information Report on the School Website.

WHAT IS THE ROLE OF THE SAFEGUARDING MANAGER?

At Harrow Way we are able to provide additional support to students through our Safeguarding Manager, Mr Johnathan Mongi. He 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 Safeguarding 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 following our 3 simple rules:

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

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 each term. We communicate student progress reports via Parent Progress View (PPV); paper copies are only sent for parents where access to the internet is not possible. Parents can request a Parent Progress View account via the school website from September.

There is an opportunity to meet with your child's Tutor in September 2022 and then again in November 2022 when you can review how well your child has settled into Harrow Way and an annual subject based parents' evening will be calendared for June 2023.



THE LEARNING RESOURCE CENTRE

The Learning Resource Centre is a multi-function learning environment that encourages and supports reading for pleasure, reading for purpose, oracy, information literacy, research and homework. It achieves this through the provision of thousands of books, a digital platform offering books, magazines, comics and audio books as well as through displays, events, competitions, clubs and a full-time Learning Resource Centre Manager. There is also a team of student library helpers and librarians.

The centre has 16 computers with internet access and printing which are available for research and homework.

In September, all Year 7 students are given a library induction where they can learn how the resource centre works including the use of Reading Cloud (a tailored library system) and the E-book platform both of which can be accessed directly from the school VLE. It is very important to academic success that students continue to be good and varied readers. In addition, lessons take place in the LRC.

The LRC is active in reflecting school, National and International events such as World Book Day, National Storytelling Week, Holocaust Day and many others and we publish a yearly calendar of these events. We also participate in book awards such as the Hampshire Book Awards organised by Hampshire County Council. There are lots of promotions to encourage cultural capital.

The LRC is open daily from 8.00am to 4.00pm (3.30pm on Fridays) including break and lunchtime. Homework club is open daily from 3.00pm until closing.



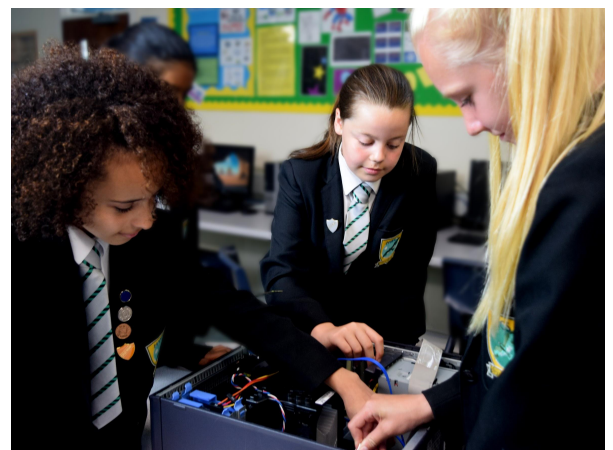
ACCESSING THE SCHOOL'S IT FACILITIES

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 emails to their own school email 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 email, so we encourage all students to regularly check for new messages.
- Access the school website both in school and from home, where learning resources, web links including our homework app are accessible.
- Access the Google Workspace of web based applications; including Google Drive and Google Classroom, where online storage is available to share work between home and school.
- View their homework on Satchel One.
- Access Microsoft Office 365 to install their own copy of Microsoft Office on up to 5 personal computers at home.
- Parents will have immediate access to our online payment system, which can be used to put funds on your child's catering account and to pay for educational visits and other items.
- Once your child has started with us, parents will also be given access to our Parent Progress View to view information about their child, including, attendance, achievement and behaviour.

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, Mrs Sara Crossley, 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 if someone does something or says something deliberately and persistently they should tell someone. Students can tell their tutor, year leader or report concerns via the school "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 cooperation 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 and vaping 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 Welfare 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 Welfare.
- 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

Uniform teaches children about the importance of personal presentation. It also promotes a sense of belonging. Please refer to the uniform sheet included in the Welcome pack for a list of all items, pricing and opening times 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 the top button fastened.
- **BLACK SCHOOL TROUSERS**, also available through our stockist, Stitch-A-Logo. Students may only wear loose-fitting trousers; slim-fit, tight or stretch trousers are not permitted.
- **TARTAN SCHOOL SKIRTS** only available through our stockist, Stitch-A-Logo. Skirts should be knee-length. 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 all years, either the school's over-tops and tracksuit bottoms available from Stitch-a-Logo may be worn for PE in cold weather, over the standard school PE kit listed above, or a plain black alternative 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 muted, 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 earlobe, 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.



* Ties can also be purchased from School.

We are grateful for parents' support in upholding high expectations for our uniform

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

Year	Girl/ Boy	Item of Uniform – September 2022	Stitch-a-logo	Harrow Way	Other
7	B/G	Black school jacket with sewn-in logo*	✓		
7	B/G	White short or long sleeved school shirt			✓
7	B/G	Tie*	✓	✓	
7	B/G	Black trousers (<i>supplier or similar style</i>)	✓		✓
7	G	Tartan skirt*	✓		
7	B/G	Grey, badged v-neck jumper (<i>optional addition to jacket</i>)*	✓		
7	B/G	Black Shoes			✓
7	B	Plain black socks			✓
7	G	Plain black socks or black or natural tights			✓
7	B/G	PE Polo shirt*	✓		
7	B/G	Shorts *	✓		
7	B/G	PE Socks - compulsory*	✓		✓ plain black
7	B/G	Tracksuit bottoms (<i>optional</i>)*	✓		✓ plain black
7	B	PE overtop (<i>optional</i>)*	✓		✓ plain black
7	G	PE overtop (<i>optional</i>)*	✓		✓ plain black
7	B/G	PE footwear			✓
7	B/G	Green aprons for Design Technology	✓		

* Named provider only

In addition to their normal weekday opening hours of 9.00 am to 5.00 pm, Stitch-a-Logo are also open on Saturday 2nd July from 9.00 am to 12.00 pm

Please see the uniform sheet enclosed with this pack for full details of restrictions and guidance.

Unit 12 & 13 Glenmore Business Park, Colebrook Way, Andover SP10 3GQ

<https://www.stitch-a-logo.co.uk/>

Tel: 01264 351515

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

“Learning for life – success for all”

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 representatives 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 uniforms 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. In partnership with HC3S, Harrow Way has introduced a cashless catering system, meaning that no money is used at the point of sale.

Parents are able to top-up a pre-paid account using the school's online facility with as much or as little money as they wish. Students will then be able to pay for food from the dining hall using this account, identifying themselves using their unique fingerprints.

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, yoghurt and biscuits can be purchased. Please note that the breakfast club is not supervised.

During Break

- students enter their designated area and queue in an orderly fashion
- hatches will be closed two minutes before the end of break

During Lunchtime

- students will be directed to their designated area during the lunch period
- the hatches will be closed 5 minutes before the end of the lunch period
- the area is to be left free from litter

The Hampshire school meal price will be £2.60 from April 2022. If you think your child is eligible for free school meals, please complete this online application:

<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.tutor

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 Senior Prefects for Student Council. 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.



ABOUT THE HARROW WAY COMMUNITY SCHOOL PARENT TEACHER ASSOCIATION

A new committee was elected in May 2022 and we would like to hear from anyone who would like to join or to offer their time on an ad-hoc basis to support key events. The HWCS PTA is open to all parents, staff and friends of the school. Its main purpose is to fundraise and support key school events and activities. The Headteacher and Senior Leadership Team will be on hand to share school development plans at half-termly meetings. 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 Welcome Evening on 28th June 2022 when we will share key information for September..
- an Information Evening on Monday 5th September 2022 when key staff pass on important information and you will have the opportunity to meet your child's tutor for the first time.
- a meeting in November 2022 when parents meet with their child's Tutor to discuss the settling in period.
- a progress review to be sent home termly.
- a Year 7 Parents' Evening in June 2023, 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.
- 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:

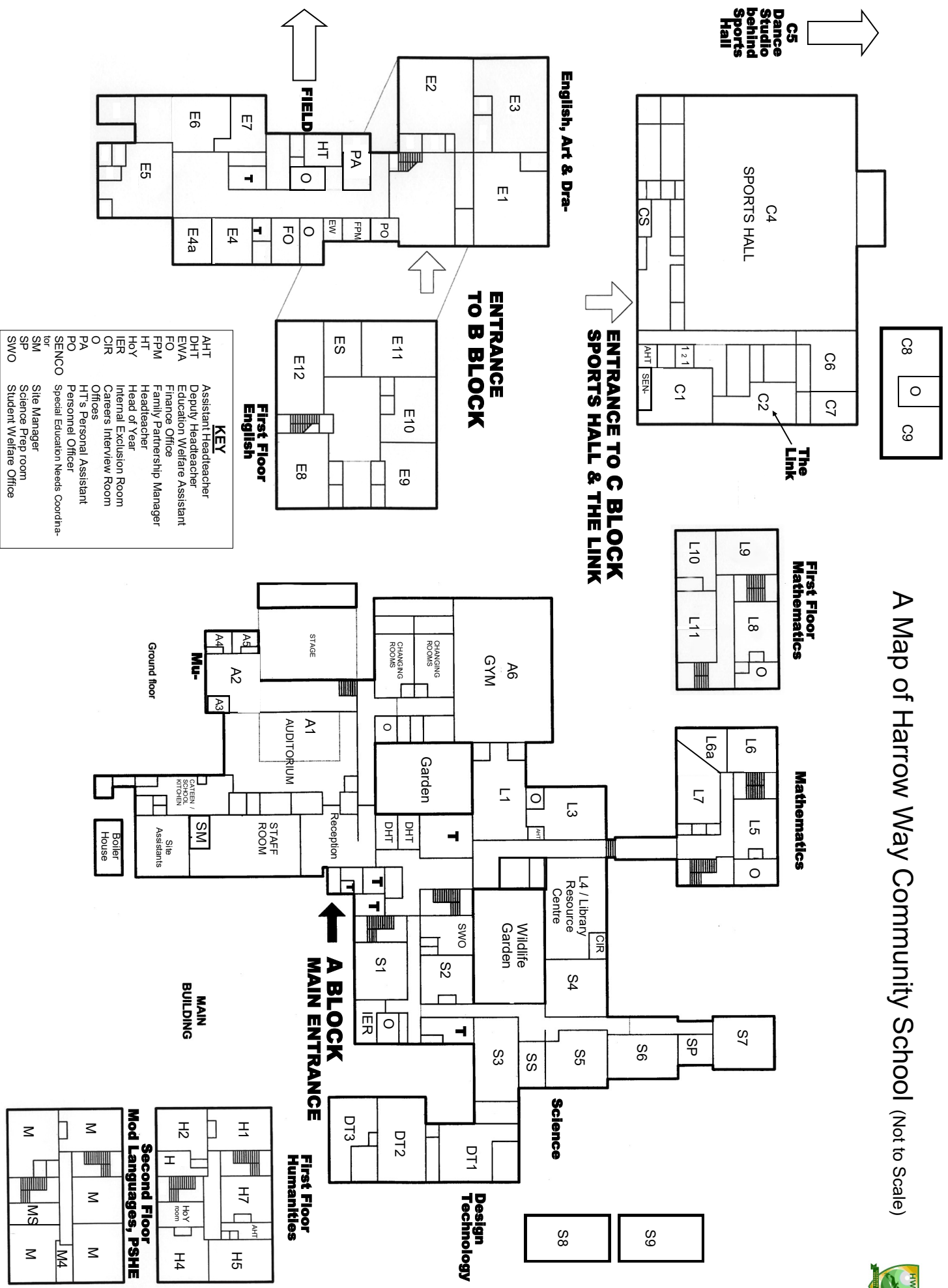
- Communications from Heads of Departments, Year Leaders, the Headteacher and Senior Staff.
- A weekly enews email giving an update of the week's events, the following week's key activities and useful information. **Please ensure we always have your up-to-date email address.**
- A termly newsletter which 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).
- Email alerts to information that is being sent home via your child.

All other important occasions will be notified to you usually by email but occasionally by letter, a copy of which is always available via the Letters Home button on the VLE. Please impress upon your child the importance of bringing all such communications straight to you.



“Learning for life – success for all”

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



C5
Dance Studio
Behind Sports Hall

