



Harrow Way
Community School
Learning for life, success for all

Welcome to Harrow Way

5th September 2022

Tutor Briefing





I am the first point of contact for parents

- Contact me by email or telephone
- 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

The key link for every student:

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
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.

The Role of the Form Tutor - cont.

- 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
- 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



Tutor Routine

HWCS

Each day: *Register; uniform check; Bulletin & well-being check*

Monday - Year 7 assembly day

Tuesday – Collect stamps, check signatures in planner.

Wednesday – Reading Programme

Thursday – Reading

Friday - Reading

Three Simple Rules

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



Example of Diary Page

SEPTEMBER 2013 - Week 1

	Date Due	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.

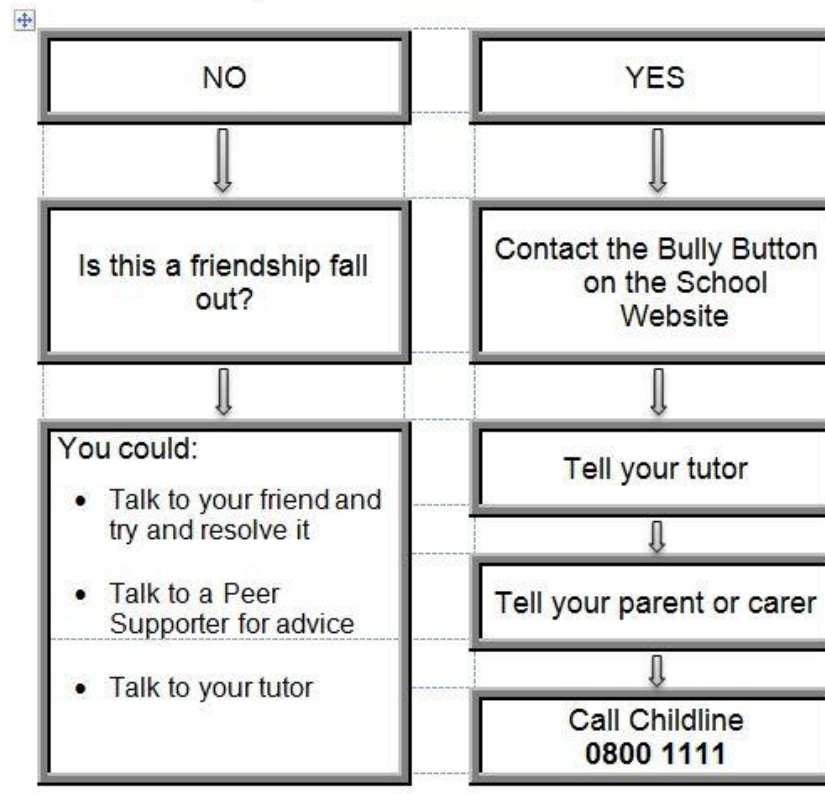
Anti-Bullying



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?



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.

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.

Troubleshooting

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

	AMon	ATue	AWed	AThu	AFri
1	English JCM E10	Science CAL L7	Geography KJS M6	Spanish JHI M2	English JCM E10
2	Art & Design CC E3	Triple Science CAL S7	Maths SF L10	Spanish JHI M2	Maths SF L10
3	Science CAL S3	English JCM E10	Spanish JHI M6	Dance EWR C5	Triple Science JBU S2
4	Maths SF L10	Maths SF L10	English JCM E10	Dance EWR C5	Triple Science JBU S2
5	Geography CJD H2	Art & Design CC E3	Science CAL S3	Science CAL S3	Geography KJS M6
Twi					

CAL: Mrs C LOVETT
CC: Mrs C COLLINS
CJD: Miss C J DARBY
EWR: Miss E WRIGHT
JBU: Mrs J E BURDEN

JCM: Mr J C MARSH
JHI: Mrs J R HILL
KH: Miss K L HOLTON
KJS: Mrs K J SHAW
SF: Mrs S T FRAPE

	BMon	BTue	BWed	BThu	BFri
	Art & Design CC E3	Science CAL L7	Geography CJD H2	Maths SF L10	English JCM E10
	Art & Design CC E3	Maths SF L10	Geography CJD H2	English JCM E10	Science CAL S3
	Triple Science CAL S3	English JCM E10	Spanish JHI M6	Science CAL S3	PSHE KH M2
	English JCM E10	Science JBU S4	Dance EWR C5	Science JBU S4	Triple Science JBU L7
	Maths SF L10	Art & Design CC E3	Dance EWR C5	Spanish JHI M6	Maths SF L10

CAL: Mrs C LOVETT
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CJD: Miss C J DARBY
EWR: Miss E WRIGHT
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JHI: Mrs J R HILL
KH: Miss K L HOLTON
KJS: Mrs K J SHAW
SF: Mrs S T FRAPE

Homework!

- Always something to do!
- After-school homework club in the school library. Students supported by librarian and prefects.
- Satchel One – you will have a personal log-in to enable you to track your child's homework online
- **Knowledge Organisers** form the basis for most homework in Year 7

How can you help?

- Plan ahead and encourage your child to plan – pack the bag night before
- Supporting school expectations e.g. correct uniform
- 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:

- 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
- Please avoid 'turn off' phrases e.g 'I didn't do well in that when I was your age/at school'
- **Please remember, we work in partnership**

Mobile Phones

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.
- If you need to contact your son/daughter, please ring the school. We will get a message to them.
- Students can ring parents from Student Reception.
- Students must not use their mobile phone in school

And finally...

We hope that you have found the answer to some of your questions. However, if there is anything more you'd like to know, please speak to me afterwards or contact us at school:

on 01264 364533

or email on:

Teacher name . surname@harrowway.hants.sch.uk