

Harrow Way Community School
Harrow Way, Andover, Hampshire, SP10 3RH
Telephone 01264 364533
www.harrowway.hants.sch.uk

WELCOME BOOKLET



“Learning for life, success for all”

Academic Year 2025 - 2026



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HEADTEACHER'S WELCOME

Dear Parent/Carer

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:

Mrs Helen Bain (Transition Learning Manager)

Mrs Hannah Roberts - Head of Year 7

Mrs Emma Law (Associate Senior Leader and SENCO)

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 and Carers 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 at 8.40 am on Thursday 4th September 2025 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,

Mrs Dawn German

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 VALUES

Our values — Respectful, Kind, Resilient, Aspirational and having Integrity — underpin everything we do and shape the way we learn, work and treat one another.

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

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THE SCHOOL DAY FOR YEAR 7 STUDENTS

Morning Registration	8.40 - 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 2025

Start	Wednesday 03 September 2025 - INSET DAY
First day of term - Yr 7 only	Thursday 04 September 2025
First day of term - Yr 8 - Yr 11	Friday 05 September 2025
Half Term Holiday	Monday 27 October to Friday 31 October 2025
Finish	Friday 19 December 2025
Christmas Holiday	Monday 22 December 2025 to Friday 02 January 2026

Spring Term 2026

Start	Monday 05 January 2026
Half Term Holiday	Monday 16 February to Friday 20 February 2026
Finish	Friday 27 March 2026
Spring Holiday	Monday 30 March to Friday 10 April 2026

Summer Term 2026

Start	Monday 13 April 2026
May Day Bank Holiday	Monday 04 May 2026
Half Term Holiday	Monday 25 May to Friday 29 May 2026
Finish	Wednesday 22 July 2026
Summer Holiday	Thursday 23 July to Friday 28 August 2026 (inclusive)

INSET 1	Wednesday 03 September 2025
INSET 2	Thursday 23 October 2025
INSET 3	Friday 24 October 2025
INSET 4	Friday 12 December 2025
INSET 5	Monday 19 January 2026



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 school bus.

For those students travelling by car, parking on school premises is prohibited. We therefore ask parents dropping off and collecting students to do so **outside the premises at all times**.

If your child intends to cycle to school they 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.

COMMUNICATION WITH PARENTS AND CARERS

We believe that strong communication between home and school is key to student success. Our comprehensive website provides answers to most common questions and keeps families up to date with dates, school policies, news, and key information.

Each week, we send out an electronic newsletter celebrating recent successes, sharing important updates, and highlighting upcoming events and opportunities.

Since November 2024, we have introduced a new communication platform called **MCAS (My Child At School)**, hosted by Bromcom. This app is our primary method of communication. It allows parents and carers to view live information about their child's timetable, homework, attendance, and more. It also provides access to academic progress data, which is updated three times a year.

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.
- The 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.**
- The school website, please check regularly for updated information.
- The school Instagram page (Harrowwaycommunityschool)
- Email alerts to information that is being sent home via your child.

All other important occasions will be notified to you usually by email. Copies of letters are always available via the Letters Home page on the Website.

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 or just above the knee. 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 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. Appropriate PE footwear should be worn (not converse). Alternative plain black socks can also be worn.
- 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. Plain black leggings may also 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.
- **SUMMER UNIFORM** - There is an **optional** Summer uniform that can be worn in the last 1/2 term of the academic school year (June/July), which consists of a grey polo shirt and black tailored shorts which must be down to the knee. Cycling shorts or tight shorts are not allowed. Students may choose to wear the polo shirt. Others may wish to opt for the shorts. Some may choose both items.



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

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Harrow Way Community School

All items (excluding Summer Uniform) are available from our stockist, Stitch-a-Logo. Details are below:

Item of Uniform – September 2025	Stitch-a-logo	Harrow Way	Other
Black school jacket with sewn-in logo*	✓		
White short or long sleeved school shirt			✓
Tie*	✓	✓	
Black trousers (<i>supplier or similar style</i>)	✓		✓ Classic style only
Tartan skirt*	✓		
Grey, v-neck jumper (<i>optional addition to jacket</i>)*	✓		
Black Shoes (not trainers)			✓
Plain black socks or black or natural tights			✓
PE Polo shirt badged*	✓		
PE Shorts *	✓		
PE Socks - knee length	✓		✓ plain black
Tracksuit bottoms/leggings (<i>optional</i>)	✓		✓ plain black
PE tracksuit top (<i>optional</i>)*	✓		
PE footwear			✓
PE base layer top			✓ plain black or red
Green aprons for Design Technology	✓		
Summer Uniform - light grey polo shirt			✓
Summer Uniform black tailored shorts			✓

* Named provider only

Opening hours - Monday - Thursday from 9.00 am to 5.00 pm, Friday 9.00 am - 4.00 pm. During the school holidays from (Monday 21st July) opening hours are 10.30 am to 5.00 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

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Welcome Booklet - September 2025

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 year, the Associate Senior Leader and SENCO in charge of transition and our Transition Manager have been working closely with our linked primary schools. In the Summer term, the Year Leader for Year 7 and the Transition Manager visit pupils in their current schools. 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 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/carers on **Tuesday 1st July**. 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 Thursday 4th September 2025. We expect the day to begin at 8.40 am. We are also holding a Meet the Tutor event as part of our Year 7 Information Evening on **Thursday 4th September 2025**. We will keep in touch with you via email and our E-News bulletin.

The 7 principles of effective support

1. Our approach is clear
- Leaders' understanding and approach ensure resources and policies improve children's outcomes
2. Wellbeing is supported
- Tailored pastoral provision supports children's mental health and wellbeing
3. Achievement is maximised
- Teaching, assessment and support ensures the continuity of children's learning and progression
4. Transition is effective
- Systems and support ensure seamless transition for children arriving at and leaving school
5. Children are heard
- Children's diverse voices are heard and inform the support they receive
6. Parents are engaged
- Strong home-school partnerships help families feel valued as part of the school community
7. Staff are well-informed
- Supportive training and networks ensure all staff understand and support each child

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 (Citizenship and PSHE)
Physical Education
Religious Education
Science (Biology, Chemistry, Physics)
Sociology
Vocational Education in KS4



Year 7 students will be taught in mixed ability groups. In the Spring term, students will be set in ability groups in Maths based upon our professional judgement and from data we have collected through assessment. 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.

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 £9.50)
- geometry set (available to purchase via our online payment system for £3.25)
- ruler
- headphones (available to purchase via our online payment system for £2.50)
- coloured pencils, highlighters 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.

MOBILE PHONES AND SMART DEVICES

We understand that some students may need a phone to stay in contact with family during their journey to and from school. However, we are a school that strongly encourages a smartphone-free approach, particularly for our younger students.

In line with the Smartphone-Free Childhood campaign, we believe that Year 7 students—and many older students too—do not need smartphones. If you feel it is necessary for your child to carry a mobile phone, we encourage the use of a basic, call-and-text-only model to support safe and sensible communication without the distractions or risks associated with smart technology. These are available at low cost. For example, a Nokia 110 is retailing at £7.50

Mobile Phone Policy at School:

- Phones are brought into school at the student's own risk.
- During the school day—including break and lunch—phones must be switched off and kept out of sight.
- If a student is seen using a phone for any reason, it will be confiscated and taken to Student Reception. The student may collect it at the end of the day.
- On the third occasion, a parent/carers must collect the phone, and a two-week phone ban will be enforced.
- Repeated misuse may result in a longer ban.

If you need to get a message to your child during the school day, please contact the school via Student Reception, and we will ensure the message is passed on.

By working together, we can create a focused, distraction-free learning environment—and give our children the freedom to grow and thrive without the pressures of constant connectivity.

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/carers are asked to ensure their child completes the required homework since it forms an integral part of the learning experience.

Homework tasks can be found on the Bromcom application (both Student and Parent versions). Staff will add homework tasks to it. 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.

HOW IS STUDENT PROGRESS MONITORED?

At Harrow Way, we are committed to continually monitoring each student's progress to help them reach their full potential. We use a wide range of information — including SAT results and dialogue with primary schools — to identify individual needs, inform subject grouping decisions, and set aspirational targets for the end of Key Stage 4.

Tutors and subject teachers use ongoing assessment data to track academic progress closely and set personalised targets. This ensures that support and challenge are tailored to each student throughout their time with us.

Parents and carers can access assessment information and progress updates three times a year through the MCAS (My Child At School) app, which provides real-time insights into their child's academic journey.

There will be an opportunity to meet your child's Tutor early in Year 7 — in September 2025 — followed by a second meeting later in the Autumn Term to review how well your child has settled into Harrow Way. A subject-based Parents'/Carers' Consultation Evening will also take place during the Spring Term.

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. The diary is also a means by which you can communicate with the Tutor, including explaining any absences. **Parents/carers 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 their timetable, 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 (explained further on) will be recorded in the Student Diary as well.

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. Our Recognition 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.

THE LEARNING RESOURCE CENTRE

The Learning Resource Centre is a multi-function learning environment that encourages and supports reading for pleasure, reading for inquiry, oracy, information literacy, research, study skills and homework. It achieves this through the provision of thousands of physical 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 assistants and a weekly book group called NatterReads. All year groups have access to Reading Cloud (our physical stock catalogue) and to SORA (our online platform) via a free app or via the school website.

The centre has 12 computers with internet access and printing which are available for research and homework. There is also a class set of laptops.

In September, all Year 7 students take part in a library induction where they can learn how the resource centre works including the use of Reading Cloud to access the catalogue of physical books and the SORA e-book platform both of which can be accessed directly from the school VLE. Our newly introduced 7 For 7 Reading Challenge encourages students to read across a range of formats and complete follow - up activities to earn house points and extra stamps. The large body of relevant research shows that it is very important to academic success and to life chances that students read as well as possible. In support of this, and of the School Literacy Policy and the DFE Reading Framework, the LRC Manager delivers and evaluates the Year 7 Reading For Success Programme for those students identified as requiring some support with reading.

The LRC is active in reflecting school, National and International events such as World Book Day, Holocaust Day, Pride Month, Anti-Bullying Week, Refugee Day, various religious festivals along with many others and we publish a yearly calendar of these events. There are lots of promotions to encourage cultural capital and personal development.

Students can access the LRC at break, lunch and after school. There may be occasions when their scheduled lesson takes place in the LRC.

The LRC closes at 4.00pm Monday to Thursday and at 3.30pm on Fridays. Students are encouraged to complete homework in the LRC. After school clubs are published on the School Enrichment Calendar.



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:

- To register student attendance at the beginning of the morning session
- To monitor the school reward system
- To support school attendance
- To encourage punctuality
- To monitor the wearing of the correct school uniform
- To pass on information to tutor members
- To check the student diary
- To use the comment section in the student diary
- To monitor the academic progress of each student:
- To monitor the welfare and progress of individual students
- To apply sanctions if necessary
- To administer the formal tutorial programme, including the Reading Programme

WHAT IS THE ROUTINE AT BREAK and LUNCHTIME?



At Harrow Way we provide a cashless cafeteria service on a daily basis at morning break and lunch. The caterers, Caterlink, 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. Harrow Way has introduced a cashless catering system, meaning that no money is used at the point of sale.

Parents/carers 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. There is a default daily spending limit of £6.50, which parents/carers can ask to amend at any time. 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 service Pods.

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 school meal price is £3.20. If you think your child is eligible for free school meals, please complete this online application:

<https://www.cloudforedu.org.uk/ofsm/hants/>

If you would like more information on the catering company, please visit their website

<https://caterlinkltd.co.uk/>

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.

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. Following an application process, two Year representatives are selected by the year leader to attend the Whole School Council, chaired by the Student Executive (Student leadership team). Students have opportunities to discuss their ideas with the Headteacher. A panel of student representatives also forms a regular and important part of the interview process for the appointment of new staff.





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 one of four houses, according to their Tutor Group and they will find out on Induction Day the house they are in. 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:

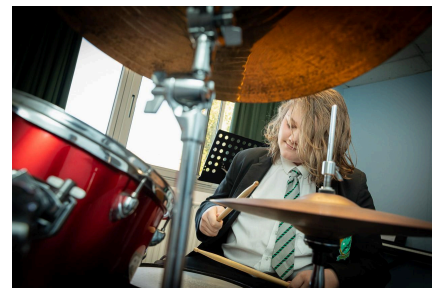
Art workshops to learn specific skills	Netball
Athletics	New Forest field trip
Badminton	Pop Band
Band	Racquet Club
Basketball	Reading for Pleasure
Careers Fair	Residential Activity trip to Calshot
Chess Club	Rounders
Choir	Rugby
Climbing Wall	Skiing
Cricket	Softball
Dance Club	Sports Day
Debate Club	STEM Club
Drama Club	Student Theatre Technicians club
ECO Club	Swanage & Lulworth Cove field trip
English Revision	Table Tennis
Football	Tennis
Fun Club for Young Carers	Theatre Trips
Guitar Club	Tri-golf
Hampshire Book Awards	Twilight Art for Years 10 & 11
Hockey	Visiting professional musicians, actors & dancers
Homework Club	Warhammer Club
Lego Club	World Book Day – visiting Author
Maths Challenge (UK)	Writing Club
Major Drama productions	Year 9 Talented Artists' Activity
MFL Visits	

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	Piano
	Drums	Guitar
	Strings	Voice
	Woodwind	



These instrumental lessons take place at various times during the school day and after school. The cost of lessons per term is currently under review. Harrow Way School Band and Choir rehearse once each week after school and perform at 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/carers have indicated in advance their wish to purchase the product;
- to request voluntary contributions from parents/carers 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 termly fee for the academic year for Peripatetic Music Tuition;
- to render the parents/carers 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 ARE ATTENDANCE and PUNCTUALITY SO IMPORTANT?

Your child can only make the most of what this school has to offer if they attend 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/carer 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 avoid school as it creates anxiety for them

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 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/carers 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/carers 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 £160 per parent/carer per child.

Local Authorities are charged in law with enforcing school attendance. If you wish to obtain more information or advice please see the Hampshire Guidance at www.hants.gov.uk/educationandlearning/behaviour-attendance-parents





WHAT MUST I DO IF MY CHILD IS ABSENT FROM SCHOOL?

When children are unable to attend school for any reason it is important that parents/carers telephone into school and select the Absence Line informing the school on the first morning of absence, alternatively you can email via the Student Absence Link on the Harrow Way Website <https://www.harrowway.hants.sch.uk/contact-staff?recipient=Absence>

We understand that on occasion appointments for doctors and hospitals have to take place during school time. However it is important that if this is the case, your child 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 'Absence Text System'. This means that our Attendance Officer texts the home of every student within the school who has been marked absent during that particular session. This sometimes means that parents/carers may receive a text 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 texting 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 they should report to the teacher. During Registration they should report to the Tutor, during break and lunch to the staff on duty or the Year Leader. The child will then be sent to Student Welfare if necessary and, if appropriate, parents/carers will be contacted. Students must not contact parents directly as this would be a breach of the mobile phone policy.

The school can administer paracetamol to a child if this is found to be appropriate and consent has been given by parents/carers, 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 complete the form on the Medical Page on our website (<https://www.harrowway.hants.sch.uk/parents/medical-information>) and then hand the medication to the Student Welfare Officer for safekeeping and administration. The form needs to be completed before the school can store or administer the medication. All prescription medication needs to be in original packaging. 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, online forms are available from the Medical Page on our website. Consent for the use of an emergency Epi-pen can also be given via the Medical Page. The school has a protocol for accepting students back into school whilst on crutches. This will involve a meeting with school staff. A risk assessment must be completed before the student is permitted on to the school site. Further information is available from the Medical Page on our website.



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/carers to obtain insurance cover for valuable possessions, especially musical instruments, mobile phones and bicycles as the school does not provide such cover.

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 planned 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.

Examples of small-group work include:

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

We rely on the close cooperation of parents/carers 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.

For further information please see our SEN Information Report on the School Website. There is also a link to the Local Offer for SEN on our website.

WHAT IS THE ROLE OF THE SAFEGUARDING MANAGER?

At Harrow Way we are able to provide additional support to students through our Safeguarding and Family Support Lead, Mrs Paula Lindfield. She 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 and Family Support Lead enables students to improve attendance and raise standards of achievement by increasing positive family involvement in school and learning.



ACCESS TO SCHOOL IT FACILITIES

All students are provided with individual network credentials, granting them the following capabilities:

- **Network Access and Application Use:** Secure login to any school computer for access to a wide array of educational applications and the internet. Subject teacher permission also enables internet access on personally owned devices.
- **Secure Personal Workspace:** Creation, storage, and retrieval of student work within a private network area accessible from any school computer.
- **School Email Communication:** Sending and receiving emails via a dedicated school email address, facilitating communication with teachers, peers, and external contacts both within and outside the school network. Students are encouraged to regularly monitor their school email for important announcements and reminders.
- **School Website Access:** Comprehensive access to the school website, both on-site and remotely, providing access to learning resources and relevant web links.
- **Google Workspace Integration:** Access to Google Workspace for Education, a suite of web-based applications including Google Drive and Google Classroom, enabling online file storage and seamless collaboration between home and school.
- **Microsoft Office 365 Access:** Entitlement to install a personal copy of Microsoft Office on up to five home computers.
- **Bromcom Student Portal:** Online access to comprehensive student information, including but not limited to homework assignments, timetables, attendance records, and behaviour.
- **Parent/Carer Online Payment System:** Immediate access for parents/carers to our online payment system for managing catering account funds and making payments for educational visits and other school-related items.
- **Parent/Carer Access to My Child at School (MCAS):** Upon their child's enrolment, parents/carers will be granted access to the electronic homework platform to view pertinent information regarding their child's academic progress, including reports, attendance records, achievements, and behaviour.

Upon initial network login, students will be prompted to create a personal password adhering to a minimum length of five characters. Students are reminded of the importance of maintaining the confidentiality of their password, ensuring it is not easily discernible and is not shared with others. We kindly request that both parents/carers and students review the 'IT User Agreement'.



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 25 students. Each group is based for tutorial, registration and social purposes in the teaching room of the Tutor. The Head of Year for Year 7, Mrs Hannah Roberts 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 and carers.

We recognise that bullying can sometimes occur in all schools and workplaces, however we have robust systems for dealing with the 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 website. 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 sanctions being applied in line with our Behaviour Policy.

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/carers. 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. There are vape detectors in all of the toilets. Chewing gum is also forbidden because it causes damage to clothing and property.
- Communication between parents/carers 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 8.40 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 their parents/carers 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.

ABOUT THE HARROW WAY 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 Harrow Way PTA is open to all parents, carers, 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 email pta@harrowway.hants.sch.uk

HOW WILL PARENTS/CARERS and STAFF GET TO KNOW EACH OTHER?

We have already emphasised the importance of staff and parents/carers 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 1st July 2025 when we will share key information for September.
- An Information Evening on Thursday 4th September 2025 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 2025 when parents/carers meet with their child's Tutor to discuss the settling in period.
- A progress review to be sent home termly.
- A Year 7 Parents'/Carers' Subject Consultation Evening in the Spring term 2026, 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 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.

