

Year 7 Information Booklet

Contacting School

Telephone: [0161 549 7700](tel:01615497700) 8.00am – 4.30pm Monday to Thursday
8.00am – 4.00pm Friday

Email: enquiries@hazelgrovehigh.co.uk **Website:** www.hazelgrovehigh.co.uk

Please see below the names of staff you may need to contact at HGHS

Ms Cherry Franklin	Deputy Headteacher/Designated Safeguarding Lead
Miss Bethan Parry	Head of Pastoral Care/ Deputy Designated Safeguarding Lead
Mrs Jocelyn Buckley-Dibben	SENDCo

Timings of the School Day

Mon, Tues, Thurs and Fri

Registration	8.50
Unit 1	9.00
Unit 2	10.00
Break	11.00
Unit 3	11.20
Unit 4	12.20
Lunch	1.20
Unit 5	2.00
End of Day	3.00

Wednesday

Registration	8.50
Unit 1	9.00
Unit 2	9.55
Break	10.50
Unit 3	11.10
Unit 4	12.05
Lunch	1.00
Unit 5	1.40
End of Day	2.35

The school term dates and holidays can be found on the school website under parents/carers information

Key Staff Roles



Form Tutors – to be confirmed at the start of the new academic year

Head of House

Since September 2020 HGHS has had a House System. There are five Houses made up of form groups from across the year groups, meaning every student and most members of staff will be assigned to a House. This exciting development engages the students and develops a competitive inter-House spirit through academic, sport and charity activities.

HGHS Houses

House Name	Colour
Citius	Red
Altius	Green
Fortius	Blue
Laurus	Orange
Magnus	Yellow

An equally important element of the House system is the pastoral and academic support of the students. The priority of each Head of House is to ensure that students at Hazel Grove High School remain on track to reach their potential.

It is important that our students develop the skills, motivation and focus in Years 7, 8 and 9 to do well and achieve in Years 10 and 11.

The Head of House aims to motivate, reward and inspire students to want to do well. They track student performance and implement intervention strategies, which students who are experiencing academic difficulties require.

Examples of intervention strategies may be:

- Individual learning conversations.
- Group learning conversations.
- Progression monitoring.
- Introducing new learning styles and techniques.
- Feeding back student needs to class teachers and form tutors.
- Student mentoring.
- Ensuring parents/carers are involved in intervention strategies whenever necessary.

Head of Year



The Head of Year is expected to effectively provide pastoral support and create a positive ethos within the year group.

The role ensures the provision of a safe environment to maximize the learning of all students and the inclusion of all.

The Head of Year works closely with the students and their form tutors to build a sense of pride in the school and the students' own personal achievements.

The role establishes good communication with both parents/carers and students by operating an 'open door' policy. Teachers at Hazel Grove High School work together with students to help them understand the importance of learning.

Assessment for Learning

All teachers at the school encourage students to make the connection between the impact of what they learn now and their future.

How do we achieve this? By:

- Sharing learning goals with students.
- Developing excellent working relationships with students.
- Helping students understand the individual standards they should be aiming for.
- Involving students in the assessment of their own work.
- Providing students with feedback and advice.
- Promoting self confidence.
- Teaching students the importance of reviewing and reflecting on work and progress.
- Sharing ideas on steps to improve.
- Encouraging students to be independent learners.

This helps students;

1 – Learn new skills.

2 – Use new skills.

3 – Improve new skills.

Assessment for Learning can be supported by parents/carers at home. You do not need to be an expert in a particular or specific subject to support your child.

By simply understanding the Assessment for Learning process you can greatly support your child at home.

Reporting Home



Each term a Knowledge, Attitudes, Skills and Habits (KASH) report will be uploaded onto the SIMS Parent system. These reports allow you to see the latest 'snapshot' of your child's progress in all four areas of KASH. Your child's development in each area is judged by the subject teacher on the progress being made when compared with curriculum expectations. Each member of staff conducts a learning conversation with your child. This conversation includes current strengths and areas for improvement within the subject.

At Key Stage 3 Foundation Stage levels are given to your child termly in each subject to allow you to benchmark current attainment. Full details of Foundation Stage levels are available on our website under Teaching and Learning. At Key Stages 4 and 5 we report GCSE/A-Level grades which your child is expected to achieve based on current progress.

School Uniform

A high standard of personal appearance is expected of all students. Any student arriving at school in the incorrect uniform may be kept in isolation for the day.

Uniform Requirements for all students

- Maroon, single-breasted blazer with the school badge.
- White shirt, long or short sleeved, with pointed collar. Shirts must be tucked in at all times.
- School tie.
- Pullover, V-necked and black
- Plain black shoes. Trainers and boots are not acceptable.
- Black skirt or black trousers.
- Skirts, trousers and shoes must be practical and formal, not fashion items.
- Skirts must be pleated or plain, no shorter than knee-length and no longer than mid-calf.
- Trousers must be tailored; neither tight nor baggy; nor excessively flared; not denim or corduroy.
- Black socks, black or neutral tights must be worn.
- Hijabs must be plain black

PE Kit (Brand: Falcon Spirit)

- PE polo shirt with badge – black/maroon with white piping
- Games jersey – black/maroon or ¼ zip training top – black/maroon
- PE shorts with badge – black/maroon
- PE skort with badge – black/maroon
- Training pants – black (optional)
- PE leggings – black (optional)
- PE socks – black

Please see the school website for preferred Uniform Suppliers

Jewellery

For reasons of health and safety we do not allow students to wear jewellery in our school. We are aware that there may be occasions when some students request to wear religious symbols. These will be considered on an individual basis. Watches may be worn – not Smartwatches with internet/text facilities. Medical alert tags must be worn at all times.

Earrings/Piercings

Students are **NOT** allowed to wear any earrings/piercings and must be aware that they will be expected to remove any bars, rings or studs prior to arriving in school.

Accessories

Only badges of merit or office, awarded by the school, may be worn as part of the school uniform. We request that school bags and belts are sensible and in keeping with the rest of the school uniform.

Footwear

We want students to grow into healthy adults. We believe that it is dangerous for students to wear shoes that have platform soles or high heels. For reasons of health and safety we do not allow them to be worn in our school. Neither do we allow students to wear trainers to school. Whilst appropriate for sport and leisurewear, this footwear is not in keeping with the smart appearance of a school uniform. We require all students to wear shoes as stated in the uniform list.

Hair

We recognise that there will always be a variety of hairstyles worn by students. Whilst remaining tolerant of most styles, we will treat as a breach of discipline haircuts that are excessively short – hair with the appearance where patterns, stripes or letters have been cut into the student's hair; or hair that is dyed in bright or unnatural colours. We may ask students with long hair to tie their hair back in certain situations for health and safety reasons.

Make up

Make up is not permitted in Years 7 to 9, discrete make up is allowed in Years 10 and 11. Acrylic nails are not allowed in school, neither is the wearing of nail varnish. Nails should be kept to a sensible length that will not affect participation in PE or practical subjects.

Equipment

Every student is expected to provide the following basic items of equipment for every lesson:

Black or blue ball point pen (and a spare!)	Pencil
Coloured pencils/fine fibre tips	Pencil eraser
Calculator	Pencil sharpener
Compass	Ruler 12"/30cm
	Protractor

Tippex/Liquid Paper is not allowed in school and must not be used in any school work.

Textbooks and specialised equipment will be issued on loan and students will be required to pay for any loss or damage to school property.

School Bags

All students at HGHS need a school bag. Children will find it very hard to organise themselves and not lose their books and equipment if they don't. The bag must be a suitable size and durable enough to carry all the things they need for every lesson in a school day.

Organised students are successful students!

Personal Property and Mobile Technology

Our school is a mobile phone free zone. Mobile phones and other technology are not to be used on the school site. This means that if students bring phones to school they are turned off upon entering the school site and can be switched on when they leave the premises. We cannot be held responsible for personal property brought into school.

Rewards

The school aims to promote high standards of behaviour, self-discipline and learning through positive encouragement and reward.

When your child does something well his/her teacher will recognise this by speaking to your child in class, writing comments on his/her work, giving high marks and sending home Praise Postcards.

Rewards will be awarded for:

- Good work.
- High quality homework.
- Positive attitude.
- Contributions to departments.

- Participation in Extra Curricular Activities.
- Good attendance and punctuality.
- Consistently high standards of uniform and being equipped for all learning.

Departmental badges are awarded for outstanding work. Additionally, badges are awarded for achievement in the following areas; Citizenship, Academic Achievement and Attendance. Students who excel in these areas will be presented with a badge.

Towards the end of the academic year a presentation evening is held to present badges for academic achievement, sporting achievement, and performance. Head of Years for KS3 will be asked to nominate students for the Hazel Grove High School Citizenship Award. To be nominated for this award, students must have had exemplary attendance and punctuality records, perfect behaviour records and should have contributed to the community of the school in an outstanding way.

Behaviour

We adopt a firm but fair behaviour policy in Hazel Grove High School. The system we adhere to is the consequence system;

C1 – Formal Warning

C2 – 10 Minute detention at break or lunchtime

C3 – 30 Minute detention at lunchtime or after school

C4 – 1 hour detention and withdrawal from the lesson

C5 – Serious incident.

If a student receives 3 or more C2+ in one week they will also receive an hour Head of Year's detention after school on a Tuesday.

Your child's teachers will record any consequence points electronically and you will receive a text/email home each week if your child has received any C2, C3 or C4s.

Behaviour for Learning

We will monitor closely 'Behaviour for Learning' in lessons. This will involve; how well equipped students are; their punctuality to lessons; how quickly they start their work and how they continue to work throughout lessons. This will also include the completion of PP & R. Additional rewards will be given to students who show consistently good 'Behaviour for Learning'. We will record instances where we believe that a student's behaviour for learning is preventing them from making good progress. This will allow the Heads of Houses to put intervention strategies in place.

Prohibited Items in school

These include

- Energy Drinks/High Glucose Drinks
- Aerosols
- Chewing gum

Detentions

- Students who arrive late to school will be required to attend a detention at lunchtime
- Persistent latecomers will be issued with an after school late detention of one hour.
- If students fail to attend their detention, they will attend a leadership detention of 1½ hours after school.
- If students fail to attend the leadership detention the student will be placed in isolation and an immediate discussion with parents/carers will be required.

Exclusions

- Fixed-term exclusions and permanent exclusions can be applied as a sanction either for one-off serious incidents or for an accumulation of unacceptable behaviour.
- All cases will be considered on an individual basis.

Attendance

At Hazel Grove High we are committed to promoting the welfare of our students through regular school attendance. We know that every day lost to education can have a serious impact on students' attainments and overall progress in school. The link between good attendance and high levels of achievement is undeniable. Poor attendance and lateness may also be detrimental to the social adjustment and development of students.

We expect that parents/carers ensure that students attend school and are punctual. Underpinning this policy is the belief that promoting good attendance is the responsibility of staff and parents/carers and this must be evident in our interactions with students. The school's Attendance Policy states that 'parents/carers will not take their child/children on holiday in term time'.

Aims

- To promote good attendance and punctuality.
- To deal promptly with the causes of poor attendance and lateness.
- To reward good attendance and punctuality.
- To involve all staff, students, parents/carers, governors and outside agencies in promoting good attendance.

If your child is to be absent for any reason, please contact the school, before 9am where possible, using the following: -

- Email address: 3564036@capita-intouch.co.uk
- Text number: 07860 097341
- Telephone number: [0161 549 7700](tel:01615497700) (Option 1 – absence line)

Please use the above methods of reporting absence rather than contacting the school reception which is busy taking other calls at the start of the day.

It is necessary for you to contact school **each morning** your child is absent unless we have a doctor's note re longer term illnesses. If we do not receive a text/email/call then the absence will be recorded as unauthorised. School will also contact you if no contact has been received. As a school will also carry out home visits.

In respect of communication home, we use the email option on a regular basis to inform parents/carers of events in school. It is therefore important that we have an email address that you check regularly on our records.

First Aid

Miss Kernahan is our dedicated First Aider in school. The First Aid room is manned from 8.15am – 4.15pm each day. Many other staff in school are also first aid trained including some of our Heads of Year.

At HGHS we compile a list of students which details all emergency medical conditions that we have been made aware of. This is regularly updated, distributed to all members of staff and shared with the school nursing team where appropriate.

Students must never contact home re illness. Please note that we would never send a student home ill without firstly speaking to a parent/carer or one of the contact names on our system. Students must be collected from school.

We do not allow students to have any medicine on them. If medication needs to be kept in school, we will ask you to complete a medical form.

What can you do at home to support your child to become independent and succeed at secondary school?

The aim of this page is to provide you with the information you need to help your child achieve independence, whilst supporting them in getting there. To achieve the balance of doing too much or too little for your child is hard – a useful rule of thumb is:

'never do anything regularly for your child that they are capable of doing for themselves.'

How can you help your child to settle into their new environment and learn the required skills to be successful at Hazel Grove High School?

- Establish a routine which your child is expected to follow. If necessary provide a tick-list to help them.
- Be involved, praise and encourage independence.
- Encourage him/her to arrive to school on time in the morning and at the start of all lessons.
- Each student will be expected to have the correct books and equipment for lessons every day. Having a copy of their timetable at home will help you make sure your child is taking what is required for the school day.
- Make sure your child knows what to do if they are late or if they get lost.
- Your child should always have a suitable school bag.
- Check and sign your child's journal on a weekly basis. If you can set this standard the children will see the importance of it.
- Agree a routine for your child for homework and stick to it!
- Point out the rewards of establishing independence and a routine.
- Ensure your child has the correct uniform and equipment EVERY DAY. They may need a checklist for each day at first to ensure they don't forget any essentials.
- It is useful to have all the necessary equipment at home as well as a set for school. This way the student can keep their school equipment in their bag to ensure they have it every day, whilst still being able to do their homework with the equipment they have at home.
- Encourage your child to check their planner for any reminders/notes each night.
- Try to be available for a set time each day to help with homework until the routine is established – it will be time well spent.
- For food technology, please encourage them to help you get ingredients ready and check that they have all the ingredients they need in advance.

Students who satisfy these requirements tend to achieve more in secondary school.

Entheos (Extra Curricular Activities)

We firmly believe that all our students should participate in extra-curricular activities. We have a vast variety of clubs and activities which run at lunch times or after school. There are school sports teams for each year group but also clubs which offer activities at different levels purely for enjoyment.

In addition to the clubs and activities organised by Departments and individual teachers, the House system will offer many opportunities for events and competitions, both as extra curricular activities and in curriculum time.

We also organise events and activities throughout the year to celebrate international events and festivals.

Payments

You may need to make payments to school for items such as dinner money, trips, and other resources. Please note that Hazel Grove High School operates a cashless system. Parents/carers are asked to make payments either online via a secure website called ParentPay or by making cash payments at local convenience stores displaying the PayPoint logo.

Free School Meals

For information on entitlement to free school meals please visit the SMBC website:

<https://www.stockport.gov.uk/free-school-meals>