



Hawkley Hall High School

Parent Handbook

2022-23

Contents....

Page No.

- 2 Message from the Headteacher
- 3 Mission Statement
- 4 School Terms and Holiday Dates
- 5 Advanced Calendar
- 6 Home-School Communication
- 7 Tutor Groups
- 8 Timings of the School Day
- 9 Behaviour and Expectations
- 10 The Hawkley Way
- 11-13 School Uniform and Equipment
- 14 The Curriculum
- 15 Attitude to Learning Descriptors
- 16 Enrichment
- 17-18 Attendance and Punctuality
- 19 Mental Health and Wellbeing
- 20 Anti-Bullying
- 21 E-Safety
- 22 Homework
- 23 Safeguarding

Message from the Headteacher



As we enter a new academic year it is important that we share key information with all parents and carers. I hope that this booklet is useful to you in understanding school procedures and expectations. As always, we may need to communicate changes and adjustments to the way we do things. We will always do this as swiftly and clearly as possible. Please get in touch with us whenever you are unsure of something or require further support. In the last year as we returned to normal we sought parental opinions on a number of areas and we have made a number of adjustments to policy so this document is important as a point of reference. In relation to communication with school we have also increased our support staffing and reception support to ensure that communication with school is even more efficient. In addition, this year we have reintroduced the school planner. This is an important part of your child's equipment and I would request that you sign it on a weekly basis to show that you are aware of home learning, detentions or other messages. You may also want to look at the support resources within it that your child can use to support their learning. It also includes further key information regarding our expectations. Most importantly, it references the Hawley Way and the core values of respect, aspiration and resilience that we are all working to develop in our young people. We look forward to working in partnership with you to ensure your child thrives as part of our community.

Mr Klinck





Mission Statement

To provide, in partnership, high quality education within a caring environment enabling all individuals to achieve their full potential effectively.

ACHIEVING QUALITY EDUCATION TOGETHER

Aims

We believe that young people learn their values and attitudes from a wide range of sources, most importantly at home, with school having a vital part to play. Every child has the capacity to learn and has something to offer their community and society at large. This learning takes place both inside and outside the school and we have many partners in educating the children of our community. In order to fulfil our mission statement we aim to:

- Encourage a caring attitude, exercising concern and respect for the welfare and rights of others;
- Promote the importance of good human relationships based on sensitivity, cooperation, tolerance and goodwill;
- Encourage students to develop responsibility, confidence and a positive sense of their own worth based on honesty, reliability and self-discipline and a clear understanding of right and wrong;
- Encourage and promote a belief in equality of opportunity across the ability range irrespective of gender, race, disability, faith, culture, sexuality or ethnic origin;
- Develop the ability to work co-operatively whilst providing opportunities for healthy competition;
- Provide a broad, balanced curriculum through a variety of learning experiences that students find stimulating and enjoyable and provide them with the skills, knowledge and understanding to adapt to the needs of society;
- Provide the spiritual, moral, cultural, social, intellectual and physical development of all students to equip them for the challenges and responsibilities of life;
- Provide for the needs of all students including those with particular abilities and/or disabilities;
- Provide opportunities and skills for the positive use of leisure time by encouraging students to play a full part in the life of the school and community;
- Develop meaningful links with parents and carers and keep them fully informed on the progress of their children and the life of the school;
- Maintain and strengthen all possible links with our primary schools and colleges;
- Continue to develop our partnerships with commerce and industry;
- Work closely with other agencies and individuals concerned with the welfare of young people;
- Provide opportunities for staff, students, parents and friends of the school to be involved in the corporate life of the school.



SCHOOL TERMS AND HOLIDAY DATES 2022/23



Autumn Term 2022 Tuesday 6th September to Friday 16th December

STAFF INSET: Thursday 24th November and a day's holiday Friday 25th November.

(Autumn half term) Monday 24th October to Friday 28th October

Spring Term 2022: Tuesday 3rd January to Friday 31st March

(Spring Half Term) Monday 20th February to Friday 24th February

STAFF INSET: Monday 27th February

Summer Term 2022: Monday 17th April to Friday 21st July

(Summer half term) Tuesday 30th May to Friday 2nd June

Inset Days:

Monday 5th September, Thursday 24th November, Monday 27th February



Monday 5th September	Staff training - school closed
Tuesday 6th September	Students return to school
Monday 13th & Tuesday 14th September	Y7 Team Building
Thursday 29th September	Open Evening
Thursday 13th October	Year 11 Parents' Information Evening
Monday 7th November	Y11 Core Mock exams— 2 weeks
Thursday 24th November	STAFF INSET
Friday 25th November	SCHOOL CLOSED. Re-opens Monday 28th November
Thursday 15th December	Christmas Concert
Thursday 12th January	Year 11 Parents' Evening
Thursday 2nd February	Year 9 Options' and Parents' Evening
w/c Monday 13th February	Year 11 Mock Exams—weeks
Thursday 9th March	Year 7 Parents' Evening
Wednesday 22nd March	Year 7 Chester Zoo trip
Thursday 23rd March	Year 10 Parents' Evening
Thursday 30th March and Friday	Y9 Poland Trip
w/c Monday 24th April	Year 10 work experience week
Thursday 4th May	Year 8 Parents' Evening
Monday 26th June	Y10 Mock Exams— 1 week
Monday 29th June	Y10 work experience week
Tuesday 4th July and Wednesday 5th July	Year 6 Intake Days
Thursday 6th July	Year 6 Induction Evening
Friday 21st July	End of term— 12.15 Finish



Home-School Communication

Research shows that strong links between parents and school improves aspirations of children, as well as increasing their achievement. At Hawkley, we pride ourselves on the strong relationships we have with parents.

Parent Mail

Communicating with parents and carers is an important part of what we do. We now use ParentMail to communicate with parents and to facilitate on-line payments. Please ensure that you have verified your account (invitations to verify are sent by text and email). Any details you provide will be kept private and will not be passed on to any other organisation.

Student Planners

All students are issued with a planner containing a wealth of resources and information to support their learning journey. In addition to this, the planner is a communication tool between home and school. You may send notes in regarding absence or a message you would like passing on in the relevant section of the planner. Students will record any homework or detentions they may have in their planner. We ask that parents sign these weekly to show that you have looked in your child's planner for any communication from school.

For issues relating directly to a particular subject area, please contact the **subject teacher** in the first instance.

Pastoral Team

Head of Year 7

Miss G Beckett

Assistant Head of Year TBC

Mrs R Maloney (Student Support Officer)

Head of Year 8

Mr M Adams

Assistant Head of Year TBC

Mrs L Mannion (Student Support Officer)

Head of Year 9

Mr K Janvier

Assistant Head of Year Mr Roberts

Miss L Mannion (Student Support Officer)

Head of Year 10

Mr M Abrams

Assistant Head of Year Mr Taylor

Mrs E Bosy (Student Support Officer)

Head of Year 11

Mrs R Waites

Assistant Head of Year Miss H Murrell

Mrs E Bosy (Student Support Officer)

Mr P Smith Assistant Head teacher (Pastoral)

Mrs L Holland Senior Pastoral Leader / Deputy Safeguarding Lead

Mr C Finch Senior Pastoral Leader / Deputy Safeguarding Lead

Mrs C Serjent Designated Safeguarding Lead

Mrs F Holmes Head of Inclusion/ Deputy Safeguarding Lead

Mr M Ratcliffe, Mrs Lord & Mrs Simpson learning mentors

Please email **admin@hhhs.net** or ring **01942 204640** to speak to the relevant member of staff .

Student Contact Details

It is vital that we have up to date contact details for all students in case of an emergency. At the start of each academic year, we ask parents/carers to provide this information and also on occasions throughout the year. However, we are aware that changes may happen between those times, and we would ask that parents/carers contact us with any changes to details as they occur. This can be done by contacting the relevant Student Support Officer for your child's year group on **01942 204640**



TUTOR GROUPS

Where possible, form tutors will follow their form through from Years 7 to 11. Form tutors ensure that students are smart and well equipped to start each day. They are the ‘school parent’ and are another way of supporting students in school.

7H	Mrs Glascott
7A	Mrs Gooden
7W	Mrs Fairclough
7K	Mr Barton
7L	Mrs Cardiff
7E	Miss Field
7Y	Miss Nicholson
7S	Mrs Vanstone/Mr Mills
7C	Mr Royle

8H	Miss Moran
8A	Mrs Jackson
8W	Mrs Ollerton
8K	Mrs Slater ?
8L	Miss Bannisiter
8E	Miss Reeves
8Y	Mr Thorley
8S	Mr Eckersall
8C	Mr Crow

9H	T Sinclair
9A	Mrs Shanahan
9W	Mr Lee
9K	Mr Edwards/Mrs Spear
9L	Mr Elwood
9E	Miss Caren
9Y	Miss Matthews
9S	Miss Thorpe

10H	Mr Turner
10A	Miss Hooley
10W	Mrs Greenwood
10K	Miss Marin
10L	Mrs Gouevia
10E	Mr Ledger
10Y	Mr Reece
10S	Miss Wilkie

11H	Mr Fielding
11A	Mrs Rasul
11W	Mrs Lyon
11K	Mr O'Rourke/Mrs Wilson
11L	Mrs Everson/Mr Coupland
11E	Mr Whitehead
11Y	Mr Yearsley
11S	Mrs Anderson / Miss Sorry



TIMINGS OF THE SCHOOL DAY

School starts at 08:40am and finishes at 3pm every day.

Reg	08:40 - 09:10
Lesson 1	09:10 - 10:10
Lesson 2	10:10 - 11:10
Break	11:10 - 11.25
Lesson 3	11.25 - 12.25
Lunch	12.25 - 13:00
Lesson 4	13:00 - 14:00
Lesson 5	14:00 - 15:00





BEHAVIOUR, EXPECTATIONS & CULTURE

'Good behaviour improves every outcome imaginable' Tom Bennett

At Hawley Hall High School we expect high standards from our students in all aspects of school life; work, appearance, punctuality, attendance, discipline and behaviour.

Everything we do at Hawley Hall High School is based on the fundamental principle of respect. This includes respect for others, respect for yourself and respect for your community. The expectations of 'respect for all' is at the forefront of all we do. We want to help all our students succeed, and in order to achieve that, our behaviour policy applies to the following areas:

- The journey to and from school
- In the classroom
- Between lessons
- During break times
- In the dining room

By stressing the need to maintain good behaviour at all times, we create a strong and secure learning environment for the entire school community.

We aim to inspire all our students to want to succeed through our curriculum and ethos giving them the confidence and belief in their ability to achieve; ultimately improving: Academic outcomes, , social interactions, Mental Health & wellbeing, creativity, social mobility & vocational opportunity



THE HAWKLEY WAY



THE HAWKLEY WAY

Core values	We will...
Respect <i>Treat others as you would like to be treated</i>	<ul style="list-style-type: none">✓ Look after equipment and facilities across the school✓ Be kind and understanding of others and collaborate in class and beyond✓ Speak to others appropriately and respect individuality✓ Protect the reputation of our school with our actions in the local community
Aspiration <i>Try your best in everything you do, making every lesson count</i>	<ul style="list-style-type: none">✓ Always try hard and take ownership of our own learning✓ Be committed to completing all work to the best of our ability✓ Be willing to try new things and challenge each other to go beyond our comfort zone✓ Identify long term goals and regularly reflect on our performance
Resilience <i>Be determined and understand that struggle is a crucial part of learning</i>	<ul style="list-style-type: none">✓ Embrace feedback and advice as a key to making progress✓ Admit our mistakes and try to learn from them✓ Be positive about our potential to succeed✓ Be proud of who we are, even in difficult times





SCHOOL UNIFORM AND EQUIPMENT

Compulsory for All

- Navy blue blazer with school badge
- Pale blue school shirt (without logos or motif)
- For girls: pleated knee length school skirt with school logo, or black tailored trousers with school logo
- For boys: Black tailored trousers (not 'slim' or 'skinny' fit)
- A full length navy school tie
- Black full shoes (no boots, trainers/leisure shoes, high heels, open backed flip-flop types)
- Navy, black, dark grey or white socks
- Plain black warm, waterproof outdoor coat (no logos or motifs; no denims; no tracksuit tops; no "hoodies"; no fashion coats). Coats should be long enough to cover the blazer.
- Sturdy waterproof schoolbag large enough to fit A4 sized books

Year 11

***Black 'V' neck sweatshirt with school badge replaces the blazer
A white shirt may be worn instead of a pale blue shirt.***

PE Kit

Students must bring full PE kit for all of their timetabled PE lessons.

Boy's compulsory kit	Girl's compulsory kit	GCSE
Navy t-shirt (Hawkley logo)	Navy polo shirt (Hawkley logo)	Light blue shirt (Hawkley logo)
Navy shorts (Hawkley logo)	Navy skort (Hawkley logo)	Navy shorts/skort (Hawkley logo)
Navy socks	Navy socks	Optional (girls)

Op-

tional (girls)

Navy blue tracksuit top with Hawkley logo

Plain navy tracksuit bottoms - no stripes

*Tracksuit bottoms only allowed to be worn outside for netball, hockey and football **NOT** for rounders and athletics.*

Optional (Boys)

Navy and sky blue rugby shirt with Hawkley logo

Navy blue tracksuit top with Hawkley logo

Boys and girls require trainers for indoor lessons. Boys also require Astro trainers or moulded studs for the outdoor lessons (preferably moulded studs as they can also be used on the astro turf).





SCHOOL UNIFORM AND EQUIPMENT

Frequently asked questions:

Are there any items of which are not accepted in school?

- MOBILE PHONES. Mobile phones must be switched off and out of sight when students enter the school grounds. Students will not be allowed to use mobile phones during break and lunch times. If students have mobile phones/headphones out during school time the devices will be confiscated and not returned until parents/carers collect them. This is to support a more positive learning attitude around the school.
- No handbags
- No hoodies of any description.
- No 'energy' drinks or chewing gum



Are students allowed to “customise” their uniform?

It is important that all our students look and feel good about themselves, which is why we insist on high standards of dress and appearance. Our uniform helps students to achieve these high standards and we ask for your continued support in ensuring that our uniform is worn as intended. To help clarify some issues, here are some key points:

- **Haircuts:** These should be neat, tidy and conventional. Extreme hairstyles in terms of cut or unnatural colour are not permitted. **Shaved styles less than a number 2 are not permitted.** Hair accessories should be simple and blue or black in colour. If in doubt contact school before going to the hairdresser.
- **Make-up/nail polish/false eyelashes/fake tan/acrylic nails:** are not permitted
- **Jewellery:** For reasons of Health and Safety and concerns about personal security school has a NO JEWELLERY POLICY. Students are only permitted to wear a wristwatch. Students are not permitted to wear any piercings (earrings, nose studs, facial piercing, etc). Students are not permitted to cover piercings with plasters. We would recommend any new piercings are done at the start of the summer holiday so that they are sufficiently healed to allow their removal on return to school.
- **Skirts:** Should be of knee length (not above the knee). Skirts are available with HHHS logo on the waistband in a variety of lengths (some may need to be ordered) so that all girls should be able to comply with this requirement.
- **Tie:** Should be worn at the length intended with the school logo clearly visible below the knot.
- **Shirts:** Should be tucked in at all times.
- **Blazers:** Should be worn at all times unless permission to remove them has been sought and given by the class teacher (or the Headteacher).
- **Trainers:** are not acceptable as school shoes, even if they are black. Be aware some retailers will sell trainers as school shoes. If in doubt check with your child's Head of Year.



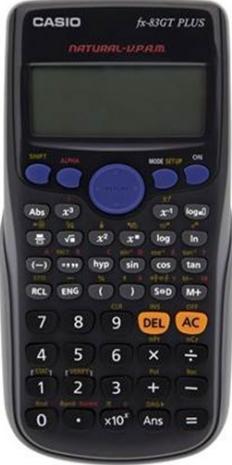
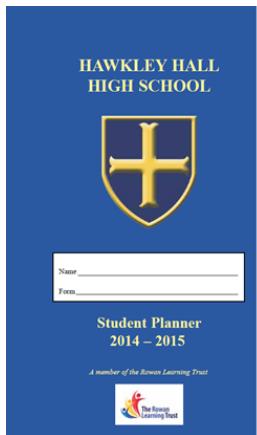
For security we advise that all items of equipment and uniform, especially blazers and outdoor coats are clearly labelled with the child's name. Tracksuit tops can be embroidered with your child's initials.



SCHOOL UNIFORM AND EQUIPMENT

Students are expected to bring a bag, a pen and their planner to school every day.

As well as a bag students may wish to bring: pencil case, pens, pencils, ruler, eraser, sharpener, calculator, coloured pencils & highlighters



Uniform Expectations <ul style="list-style-type: none">School uniform requirements are featured in the Student Planner.Uniform should be worn in the correct manner i.e. ties worn at the full length and shirts tucked in, no jewellery and no chewing gum. Rewards and Sanctions <ul style="list-style-type: none">Written homework task to be signed by parentsForm tutor detentionHoY / Asst HoY detentionTwo week uniform report cardParents invited into school Rewards: <p>Individual and form group rewards will be presented each half term</p>	Hawley Hall High School Uniform Card Name: _____ Form: _____ Form Tutor: _____
--	--

In addition, students who wish to travel to and from school on a bike will be required to register the make and model of their bike in school so that we are able to identify students who are riding carelessly on the roads.

Students who are consistently smart and follow uniform expectations will be rewarded. In student planners is a uniform card. If students are not following the uniform policy, staff will sign the uniform page. Positive rewards for uniform will be given by the form teacher at the end of each week to those students who have not received signatures. Sanctions will occur for signatures.

On the rare occasion that there may be a problem with an item of clothing such as a child who needs to wear trainers because something has happened to their school shoes, a note will need to be written in the planner by parents. Students will attend lessons as normal but will be supervised by Heads of Year at break and lunchtimes. Occasionally students may be asked to go home to change into appropriate uniform but this is only done after contact has been made with parents or carers. Students may be isolated if they consistently fail to meet uniform/equipment expectations.



The Curriculum

At Hawley Hall our curriculum is designed to provide all students with a broad, balanced education relevant to their needs both now and in the future. The curriculum caters for the aspirations and needs of each student.

We operate a weekly timetable based upon 25 hours of lessons per week. We use a range of class arrangements to cater for the needs of all students.

Some subjects are always taught in ability sets, while others are mixed ability.

If your child requires additional support, our Inclusion Faculty provides support for students with a wide range and diverse learning needs.

GCSE Curriculum and options

In terms of GCSE courses, our options process begins in the spring term of Year 9 with a presentation to all parents and an assembly for students. We offer an options interview to all students and parents. These take place in late February and March and offer a chance for students and parents to discuss the various options with a member of the school leadership team.

At Hawley we do offer subjects that make up the English Baccalaureate (E-Bacc). However, there is no requirement for students to choose the subjects that make up the English Baccalaureate.



For more information about the breakdown of class arrangements, the Year 9 options process /GCSE courses, or the work of the Inclusion Faculty, please visit the school website.



HHHS Attitude to Learning Level Descriptors

Subject teachers will award students a score between 1 and 5 according to their attitude to learning in the classroom. This will be communicated via a report each term.

Ambitious (1)	I am <u>always fully engaged</u> in all lessons and actively listen at all times. I am <u>always focused</u> in lessons and complete all of my work to an excellent standard. I am <u>always looking at how to improve my work</u> , listening to teacher feedback and applying improvements independently and to a high standard. I <u>always have a positive attitude</u> in lessons and am determined to try the most challenging tasks. I seek challenge and independently extend my learning outside of the classroom. I have a positive influence on the learning of others, often engaging in discussion, showing empathy to others and <u>always adhering to the school expectations</u> found in The Hawkley Way.
Engaged (2)	I am engaged in the majority of lessons and actively listen <u>most of the time</u> . I am focused in lessons and complete my work to a <u>good standard for my ability most of the time</u> . I want to improve my work, and will listen to teacher feedback and <u>make improvements when prompted</u> . I <u>usually have a positive attitude in lessons</u> and am determined even when tasks get challenging. I am <u>enthusiastic most of the time</u> . I engage in discussion and can show empathy to others. I <u>usually adhere to the school expectations</u> found in The Hawkley Way.
Passive (3)	I am <u>sometimes disengaged</u> in lessons but do try to listen. I can focus in lessons but <u>my work isn't always to the best standard for my ability</u> . When prompted by the teacher, I want to improve my work, and respond to feedback but <u>this may not be in as much detail as I'm capable of</u> . I sometimes give up when tasks get hard and <u>I can show a lack of effort</u> . I am polite and can engage in discussion if prompted. I <u>try to adhere to the school expectations</u> found in The Hawkley Way but may <u>sometimes show a poor response to staff</u> .
Reluctant (4)	I am <u>regularly disengaged and do not always try to listen</u> . I do not focus in lessons, am <u>often off task</u> or produce work of a poor standard for my ability. The teacher has to <u>continually prompt me</u> to improve my work and I don't always respond to feedback. I often give up if I find a task hard or I get stuck, not because of my ability but because of <u>lack of effort</u> . I <u>regularly have a negative impact on the learning of others</u> as <u>I often don't adhere to the school expectations</u> found in The Hawkley Way and I <u>often show a poor response to staff</u> .
Unavailable (5)	Teacher is unable to provide an Attitude to Learning grade at this point in time due to student absence.

'No matter what your ability is, effort is what ignites that ability and turns it into accomplishment'.

Carol Dweck



Enrichment

At Hawley there is a wide range of enrichment activities on offer at lunch times and after school for students.

By committing to enrichment activities, students will develop skills outside the classroom which will benefit them in to their adult life where they will be competing against young people from all over the country for higher education places and jobs.

Whilst many of these opportunities are provided by staff, we feel that it is important to encourage students to take the lead and generate their own enrichment opportunities.

In order to recognise attendance at, and commitment to enrichment activities, students gain points via 'Class Charts' and these points enable students to gain rewards.





ATTENDANCE AND PUNCTUALITY

At Hawley Hall High School, we place great importance upon high standards of attendance and punctuality. For students to gain the maximum benefit from their schooling they must attend school regularly and on time. We aim to instil in the students in our charge good habits of reliability and punctuality.

Institutions of further and higher education, as well as employers, place good attendance and punctuality high on their list of attributes when considering young people for places of study or employment.

We seek to work together in partnership with parents and carers to ensure that students at Hawley Hall High School receive the best education possible. This guide is intended to provide parents with all the information they need about the school's procedures relating to attendance and punctuality.



the school and the number of students who have at least one absence.

A distinction is made between AUTHORISED and UNAUTHORISED absences. A student who has one or more unauthorised absence is deemed to have truanted. It is therefore in the student's best interest that each and every absence is authorised by the Headteacher. Please note that it is the Headteacher and the Headteacher alone who can authorise absences.

AUTHORISED ABSENCE

(i) Medical Appointments

Absence due to dental or hospital appointments are considered as authorised absence. Whenever possible, please notify the school in advance, preferably with an appointment card. The Student Support Officer will authorise a student to leave school during the day before they

are signed out at the school office. Please try and make any medical/dental appointments outside of school hours where possible.

(ii) Family Holidays

Please do not book any holidays during term time. Legislation means they will not be authorised by school unless there are exceptional circumstances and you could be fined £120. Any leave must be requested in advance on the official form available from the Student Support Officers.

(iii) Illness

Parents must phone the school on the first day of any absence. A student who is absent due to illness should return to the school with a brief note of explanation. If the absence is likely to be prolonged i.e. more than five days a doctors note may be required. On returning the student should still provide a note of explanation to the form tutor.

(iv) Other Authorised Absences

The Headteacher may also authorise absences in other exceptional circumstances e.g. bereavement.

CONTACTING HOME ABOUT ATTENDANCE

We will provide you with regular updates on your child's attendance and punctuality. If we have concerns surrounding your child's attendance and/or punctuality, we will implement support strategies which may involve parents/carers being invited into school to work with us. Similarly, students with outstanding attendance and punctuality records will be rewarded in various ways.

ABSENCE NOTES

If a student returns to school without an absence note, the Student Support Officer will be in touch with parents (usually via telephone). In the event of no explanation being received, the School Attendance Service may become involved and the absence will be unauthorised. Ten or more sessions (half days) of unauthorised absence may result in a penalty notice fine.

PUNCTUALITY

If a student arrives after 8.45am, they will be marked at 'Late' by their form tutor. Lateness to the school and lessons inconveniences both teachers and students alike. Students who arrive late (after 9am) must report to the Attendance Officer at reception on arrival. Persistent lateness results in after-school detentions and Punctuality Reports. Please note that students who arrive

after 9:30am are marked with the U Code which unauthorises the morning. The U Code can contribute to fixed penalty notices.

SCHOOL ATTENDANCE SERVICE

It is the job of the school Attendance Officer to investigate unexplained absenteeism by making home visits or contacting parents at work. They provide a valuable link between the school, parents and other agencies e.g. Social Services, the Educational Psychologist etc. When student attendance falls below an unacceptable level despite all efforts by the school and the School Attendance Service, the Local Education Authority may take legal proceedings against parents in the Magistrates Court. The maximum fine is £2,500 and/or three months imprisonment. Hawley Hall High School also supports the government initiative of issuing fixed penalty notices of £120 fine for persistent lateness or absence.

As of September 1st 2015, the Government reduced the threshold for persistent absence from 15% to 10%. This means that a student with an attendance lower than 90% is deemed to be a persistent absentee. Hawley Hall High School will utilise a variety of strategies and interventions to improve attendance where we have concerns.



MENTAL HEALTH AND WELLBEING

Mental health and wellbeing is everyone's business and we are keen to promote positive mental health and wellbeing at Hawkeye. All students access a range of resources and activities through our Engagement periods, PSHE drop down days, assemblies and other curriculum areas.

In addition, to support students who may need additional interventions at various points throughout their time with us, we have a wellbeing room and specialist mentor who delivers Mindfulness, 'drawing and talking' and 'nurture' sessions. If you have worries about your child, please ring school and speak to your child's Head of Year who will make the relevant referrals for additional support.

Students also have access to the following support in school:

The diagram illustrates several support mechanisms:

- tootoot for students**: A safeguarding platform and app used in primary schools, secondary schools, colleges, and universities. It allows students to safely report any worries and incidents of bullying, cyber bullying, racism, extremism, radicalisation, sexism, mental health and homophobic issues directly to their place of learning. [Learn more](#).
- Drop boxes**—to post any worries which are picked up by the pastoral team.
- The school nurse**—who offers drop in sessions weekly.
- Mental Health champions**—a team of trusted adults available for 1-2-1 support.
- Claire Lambert**—our own school counsellor.
- Wellbeing ambassadors**—student 'experts' available to offer support.
- Form tutors, Heads of Year, Inclusion staff, support staff**—available for general support.

As parents, you play a very important role in your child's health. Here are a few simple ways you can encourage them to look after their body and mind:

- Chat with your child about what you do to look after your body and mind, from walking the dog to turning your phone off before bed. Sharing the steps you have taken to stay healthy can also set a good example for them to follow.
- Praise your child and other family members for what they do to look after their body and mind – even if it is small. If your child sees healthy living in a positive light, they are more likely to carry on doing these things throughout life.
- Remind them that there is no such thing as a perfect body or mind – and no one is perfectly healthy! Your child might be tempted to compare themselves to other children, especially on social media, but it is important to remember that everyone's bodies and minds are different – and that is something to celebrate.
- Do something regularly with your child to be Healthy: Inside and Out. Family life can be very busy and stressful at times. Cooking a meal, sitting down for a family dinner, or going for a walk together can be a great way to stay connected and have fun



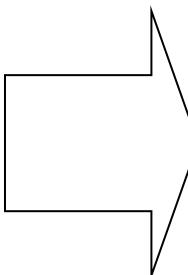
Hawkeye Hall High School

WHAT IS BULLYING?

Is it bullying?

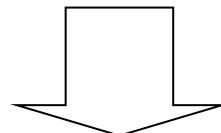
- Bullying is “*behaviour by one or more people which produces damaging or hurtful effects, physically or emotionally to any individual.*”
- Bullying can be verbal, psychological, physical, or via the internet.

Remember:
All bullying is unacceptable.



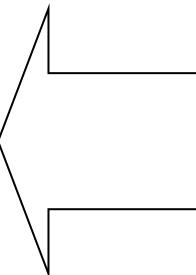
Who can I talk to about it?

- Your friends
- Your Head of Year
- Your form tutor
- Subject Teachers
- Teaching Assistants
- You can also report it online via Tootoot
- Bullying ambassadors



But I'm frightened to tell in case it gets worse

- Sometimes it *will* get worse if you don't tell anyone.
- We want you to feel safe and cared for, and we can only do that if you let us help you.



What will happen to the bully?

- We will deal with it appropriately.
- After investigation, students may be interviewed.
- Parents may be invited in.
- A safe and secure meeting may take place between you and the bully in order to resolve the situation, and stop it continuing.

Useful websites:

- <http://www.youngminds.org.uk/>
- <http://www.bullying.co.uk/>
- <https://www.childline.org.uk/Explore/Bullying/Pages/Bullying.aspx>
- <http://www.nhs.uk/Livewell/Bullying/Pages/Bullyinghome.aspx>
- <http://www.bullyonline.org/>

STOP BULLYING



Eafety



Through assemblies and also as part of the ICT curriculum, students explore issues relating to e-safety. Students are asked to sign the ICT Acceptable Use Agreement in their planner and are encouraged to report any suspicious activity. Ideally, children should be aged 13 or over before they have a social media account on Facebook, Instagram/other similar social media sites.

We encourage students to keep their Privacy Settings/security at the maximum that it can be and not to share passwords with others.

If you feel that your child is suffering from on-line abuse, please report this to police in the first instance. School will of course support students and intervene if arguments are brought into school. As always, bullying will not be tolerated, and this includes on-line bullying.

In school, students must follow the Internet Code of Conduct. We would hope that this is also followed at home.

INTERNET CODE OF CONDUCT

**The school has internet access to help our learning.
These rules will keep everyone safe and help us be fair to others.**

- I will use only my own login and password, which I will keep secret;
- I will not access other people's files;
- I will use the computers only for school work and homework;
- I will only go onto websites that are appropriate for use in school work;
- I will only use the school email system. I will only e-mail people I know, or my teacher has approved;
- The messages I send will be polite and sensible; I will not send offensive messages. I will not use public chat rooms;
- I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- To help protect other students and myself, I will tell a teacher if I see anything that is inappropriate or I am unhappy with. This also includes any messages I receive I do not like;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- I will check with my teacher if I can copy/print/download information. I will give the source of information copied if I need to. I will not bring discs/USB drive devices into school/download files/load software unless I have permission.

REMEMBER FOLLOW THE CODE OR YOUR LOGIN & INTERNET USE MAY BE REMOVED



HOMEWORK

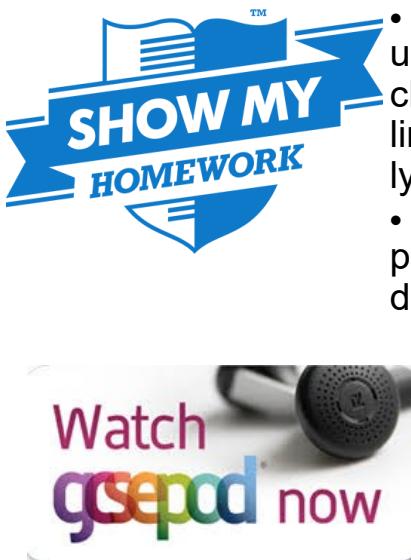
Through the setting of homework, we aim to:

- Develop independent, research and transferable skills for lifelong learning
- Demonstrate student understanding of learning foci in lessons
- Provide an opportunity for students to consolidate their progress in lessons
- Provide an opportunity for students to extend their learning

All students have a responsibility to complete homework to the best of their ability and ensure that homework is handed in on time.

Students will use their planner to record when homework is set and due in. More detailed explanations of homework and the requirements will be issued via SatchelOne by class teachers. All students will be issued with a log on for this.

SUPPORTING YOUR CHILD'S LEARNING



- Teachers at Hawley set homework on-line through 'Show My Homework'.
- Both students and parents are provided with a unique log-in and this allows parents to support their child's learning at home, as well as checking deadlines. Students can also send a message to the directly to the teacher to ask for advice.
- Teachers often upload extra resources and support materials to aid learning, as well as a more in depth explanations of the tasks that have been set.
 - Please don't hesitate to contact subject teachers or Student Support Officers if you experience issues with accessing Show My Homework. The school website also contains details about how parents can access this learning tool.

- For KS4 students, on-line resources such as 'GCSE pod' are promoted, as well as resources generated by subject teachers which are uploaded on to the school website.
- A range of opportunities for parents are provided throughout the year to give parents the chance to gain advice and support about how to support their child with their studies. One example is the Y11 evening for parents which explores wellbeing for exams and advice for supporting children with revision for GCSEs.



SAFEGUARDING. A Statement of Policy (Extract)

The Children's Act 2004 recognises that:

"Everyone who comes into contact with children and their families has a role to play in safeguarding children. Schools and their staff form part of the wider safeguarding system for children. Schools should work with Social Care, police, health services and other services to

pro-



mote the welfare of children and protect them from harm."

There are four main types of abuse: physical, emotional, sexual and neglect. Wigan has clear guidelines on child protection procedures and the school has a Designated Safeguarding Lead (Miss Alison O'Brien).

The procedure for staff who have a Safeguarding Concern about a child is as follows:

- All staff report a concern or suspicion (via a Safeguarding Concerns Form) to Mrs Serjent, Mr Finch or Mrs Holland;
- Mrs Serjent is the school's designated teacher for co-ordinating the school's response;
- The school will then follow the detailed procedures as outlined by the Wigan Safeguarding Children's Board;
- Parents, External agencies and/or police will be contacted as specified in the agreed procedures;
- Children suspected of being at risk of abuse are closely monitored by pastoral staff, liaising with subject/form tutors and the designated teacher;
- Students who report incidents are listened to by staff and the reporting is taken seriously;

A full copy of our safeguarding Policy is available from the school or accessed via school website.