



Hawkeye Hall High School Parent Handbook 2023-24

Respect

Honesty

Kindness

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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 contact us whenever you are unsure of something or require further support. In recent years we have sought parental opinions on several areas. As a result, we have adjusted policies and procedures, so this document is important as a point of reference. However, you will find further information on the website. You can also review the curriculum in subject areas and explore what your child is learning. Please don't hesitate to contact your children's teachers if you have any questions.

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. During the coming months we will reduce the number of platforms so that Arbor is the 'one stop shop' for information regarding attendance, behaviour and progress, messaging, and payments. We will update you on this process as we progress. It is also important that you familiarise yourself with your child's 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 Hawkley Way and the core values of respect, honesty, and kindness 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 2023/24



Autumn Term 2023: Tuesday 5th September to Friday 22nd December

STAFF INSET: Thursday 23rd November and a day's holiday Friday 24th November.

(Autumn half term) Monday 23rd October to Friday 27th October

Spring Term 2024: Monday 8th January to Thursday 28th March

(Spring Half Term) Monday 19th February to Friday 23rd February

STAFF INSET: Monday 26th February

Summer Term 2024: Monday 15th April to Friday 19th July

(Summer half term) Monday 27th May to Friday 31st May

Inset Days:

Monday 4th September, Thursday 23rd November, Monday 26th February



Monday 4th September	Staff training - school closed
Tuesday 5th September	Students return to school
Monday 11th & Tuesday 12th September	Y7 Team Building
Thursday 28th September	Open Evening
Thursday 5th October	Year 8/9 Parents' Information Evening
Thursday 12th October	Y11 Parents' Information Evening
Thursday 3rd November	Y7 Parents' Information / meet form tutor evening
W/C 6th November	Y11 Mock examinations—2 weeks
Friday 24th November	SCHOOL CLOSED. Re-opens Monday 27th November
Thursday 14th December	Y10 Parents' Information Evening
Thursday 18th January	Year 11 Parents' Evening
W/C 12th February	Year 11 Mock Exams
Thursday 7th March	Year 7 Parents' Evening
Thursday 9th March	Year 7 Parents' Evening
Wednesday 21st March	Year 10 Parents' Evening
W/C 22nd April	Year 10 Work Experience
Thursday 25th April	Year 8 Parent's Evening
W/C 13th May	GCSE examinations begin
W/C 24th June	Year 10 Mock Exams
W/C 24th June	Year 7-9 English and maths
Monday 1st and Tuesday 2nd July	Year 6 Induction Days
Wednesday 3rd July	Year 6 Induction Evening
Tuesday 9th July	Whole School Award Reward trip
Thursday 11th July	Whole school Award Evening—The Edge
Friday 19th July	School Closes for summer



Home-School Communication

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

Communicating with parents and carers is an important part of what we do. We now use Weduc, a new digital communication and engagement tool that has been designed specifically to improve the way that parents and school staff communicate.

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.

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

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**

Leadership Team

Headteacher

Mr M Klinck

Deputy Headteacher

Mr J Fiddler - exams and data

Deputy Headteacher

Mr S Holt—quality of Education

Assistant Headteacher

Mr P Smith—Pastoral support

Assistant Headteacher

Mrs E Jones—Quality of Teaching and Learning

Assistant Headteacher

Mrs C Knowles - AP and Community engagement

Assistant Headteacher

Miss A O'Brien - SENCO and PP provision

Pastoral Team

Head of Year 7

Miss G Beckett

Assistant Head of Year: Miss Ollerton

Mrs R Maloney (Student Support Officer)

Head of Year 8

Mrs C Ali

Assistant Head of Year: Miss H Murrell

Mrs L Mannion (Student Support Officer)

Head of Year 9

Mrs R Waites

Assistant Head of Year: Mr M Crow

Miss L Mannion (Student Support Officer)

Head of Year 10

Mr K Janvier

Assistant Head of Year: Miss G Barton

Mrs E Bosy (Student Support Officer)

Head of Year 11

Mr M Abrahams

Assistant Head of Year: Mr M Taylor

Mrs E Bosy (Student Support Officer)

Mrs C Serjent Designated Safeguarding Lead

Mrs L Holland Senior Pastoral Leader / Deputy Safeguarding Lead / Mental Health & Wellbeing

Mr C Finch Senior Pastoral Leader / Attendance

Mrs L Notere Senior Pastoral Leader / Pastoral Intervention

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 .



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	J Fielding
7A	A Rasul
7W	A Lyon
7K	P Wilson / K O'Rourke
7L	P Everson / E Higham
7E	J Whitehead
7Y	K Yearsley
7S	A Roberts

8H	J Shore
8A	J Gooden
8W	K Fairclough
8K	D Barton
8L	L Cardiff
8E	A Brewder
8Y	G Nicholson
8S	R Vanstone / S Mills
8C	M Russell

9H	V Crawford
9A	D Jackson
9W	A Prescott
9K	E Gibbon
9L	G Bannister
9E	M Shanahan
9Y	M Thorley
9S	K Eckersall
9C	J Perez Raboso

10H	J Langton / A Brewder
10A	M Adams
10W	H Reeves
10K	P Cooper
10L	J Buckle
10E	L Caren
10Y	J Turner
10S	S Varadi

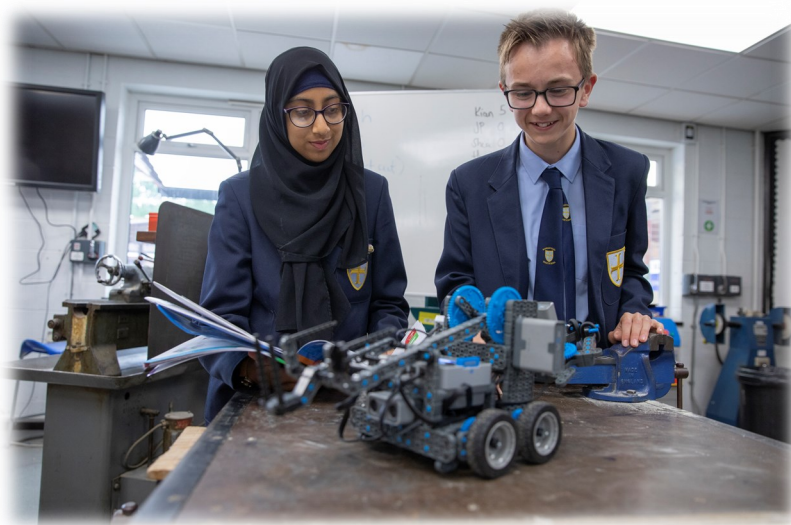
11H	M Anderson / T Royle
11A	A Hooley
11W	L Greenwood
11K	M Marin
11L	L Gouveia
11E	S Ledger
11Y	M Reece
11S	S Wilkie



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 - 11.30
Lesson 3	11.30 - 12.30
Lesson 4	12.30—13.30
Lunch	13.30 - 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 of 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



OUR BEHAVIOUR CURRICULUM: THE HAWKLEY WAY

The Behaviour Curriculum – The Hawkley Way

Our Hawkley community will be taught and will follow the expectations and routines below.

Be honest

Be kind

Be respectful

Standards & Expectations		Travelling to/ from School		Break and lunch		Toilets	
<p>We:</p> <ul style="list-style-type: none">Know that we are polite and courteous at all timesKnow that we wear full uniform and it is worn correctlyKnow that we can wear a black, blue or grey coloured coatKnow that we can wear a watch and no other jewelleryKnow that we must not wear make up, including fake lashes, fake tan, nail extension etcKnow to bring correct PE kit as appropriateKnow that our ties should have the Hawkley crest showingKnow that shoes should be black, no trainers are allowedKnow that we do not use our mobile phones		<p>We:</p> <ul style="list-style-type: none">Know that we walk or ride to school sensiblyKnow that we are polite to members of the communityKnow that we don't throw litterKnow that we speak to friends sensibly, bearing in mind that others may hear		<p>In the canteen, we:</p> <ul style="list-style-type: none">Know that we line up one behind the other when queuingKnow that we are polite to all staff on dutyKnow that we don't throw foodKnow that we sit down to eat in the canteenKnow that we ensure our area is tidy eg chairs under etc <p>On the Astro turf, we:</p> <ul style="list-style-type: none">Know that we have one goal per year groupKnow that we behave sensibly when playing gamesKnow that we follow instructions from the member of staff on duty		<p>We:</p> <ul style="list-style-type: none">Know that only one person is allowed in a toilet cubicle at a timeKnow that we wash our hands after using the toiletsKnow that we flush after useKnow that we should try to use them at break and lunch to minimise disruption to learningKnow that we don't vandalise toilets and sinksKnow that we follow instructions from staff and prefects on duty	
Movement around school		Attendance and Punctuality		Behaviour in Assembly			
<p>We:</p> <ul style="list-style-type: none">Know that we follow corridor rules (eg one way system)Know that we are sensible when areas are crowdedKnow that we knock on office & staff room doors and wait to enterKnow that we do not push othersKnow that we move quickly to our destination, particularly between lessonsKnow that we behave sensibly on the stairs		<p>We:</p> <ul style="list-style-type: none">Know that we must attend school every day.Know that we must arrive at school by 8:40, each dayKnow that we should arrive at lessons promptly		<p>We:</p> <ul style="list-style-type: none">Know that we line up in alphabetical order on the netball courts ready to be registeredKnow that our uniform is worn correctly on entry and exitKnow that we enter/exit in silence and we walk into/out of the hallKnow that coats are removed on entryKnow that we face forwards with eyes on the speaker/ teacherKnow that we sit in silence and respect the person that is talking			
Preparation for learning		Expectations for Learning		Presentation in Books			
<p>We:</p> <ul style="list-style-type: none">Know that we arrive to lessons without delayKnow that we enter the classroom calmlyKnow that we place our books, planners and equipment on our deskKnow that we complete entry task (Hawkley Recall)Know that we follow STARKnow that we place our chairs under our desks at the end of the lessonKnow that we leave the classroom calmly row by row when directed to by the teacher		<p>We:</p> <ul style="list-style-type: none">Know that we treat everyone in the room with respectKnow that we follow STAR when listening or in group discussionKnow that we stay focused and on task throughout the lessonKnow that we complete all work to the best of our abilityKnow that we take pride in our work		<p>We:</p> <ul style="list-style-type: none">Know that we take pride in our workKnow that we underline the title, date using a rulerKnow that we label our work as CW/HWKnow that we do not graffiti in our booksKnow that we use neat handwritingKnow that we respond to teacher feedback			
STAR							
<p>We:</p> <ul style="list-style-type: none">Sit upTrack the speakerAsk and Answer questionsRecall prior learning							
Around School							
In lessons							

Around School

In lessons



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, blue or grey 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)

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 hoodies of any description.
- No 'energy' drinks or chewing gum
- No trainers are allowed



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. **Students will be asked to remove these with make-up wipes / nail varnish remover etc and make-up will be confiscated**
- **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 wrist-watch. 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.



Students will be expected to wear spare school shoes provided by us if they are wearing trainers without a medical note.

Mobile phones and jewellery will be confiscated and placed in the school office for safe keeping if they are brought to school.

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.



The Curriculum

At Hawkey 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 Hawkey 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)	<p>I am <u>always fully engaged</u> in all lessons and actively listen at all times.</p> <p>I am <u>always focused</u> in lessons and complete all of my work to an excellent standard.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Engaged (2)	<p>I am engaged in the <u>majority</u> of lessons and actively listen <u>most of the time</u>.</p> <p>I am focused in lessons and complete my work to a <u>good standard for my ability most of the time</u>.</p> <p>I want to improve my work, and will listen to teacher feedback and <u>make improvements when prompted</u>.</p> <p>I <u>usually have a positive attitude in lessons</u> and am determined even when tasks get challenging.</p> <p>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.</p>
Passive (3)	<p>I am <u>sometimes disengaged</u> in lessons but do try to listen.</p> <p>I can focus in lessons but <u>my work isn't always to the best standard for my ability</u>.</p> <p>When prompted by the teacher, I want to improve my work, and respond to feedback but this <u>may not be in as much detail as I'm capable of</u>.</p> <p>I sometimes give up when tasks get hard and <u>I can show a lack of effort</u>.</p> <p>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>.</p>
Reluctant (4)	<p>I am <u>regularly disengaged and do not always try to listen</u>.</p> <p>I do not focus in lessons, am <u>often off task</u> or produce work of a poor standard for my ability.</p> <p>The teacher has to <u>continually prompt me</u> to improve my work and I don't always respond to feedback.</p> <p>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>.</p> <p>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>.</p>
Unavailable (5)	<p>Teacher is unable to provide an Attitude to Learning grade at this point in time due to student absence.</p>

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

Carol Dweck



Enrichment

At Hawkley 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 MATTERS

Hawley Hall High School



Attendance Matters

Minimum Expectations

- Arrive on time at 8:40am
- Do not take unnecessary days off
- Holidays should not be taken in term time
- Appointments should be made out of school hours
- Tell us if you're worried about something – do not stay off school
- Aim for 100% attendance – it's achievable!
- If you're below 95%, we are concerned
- Think about the impact low attendance has on your progress...

Impact on GCSE Grades (HHHS Leavers 2022)

	Pupils	Average GCSE Grade
All Pupils	224	4.5
Attendance groups		
Above 95%	96	5.3
90.1 - 95%	62	4.8
80.1 - 90%	41	3.5
50.1 - 80%	21	2.9
0 - 50%	4	0.5

No matter what year group you're in, if you aren't here, you aren't learning!

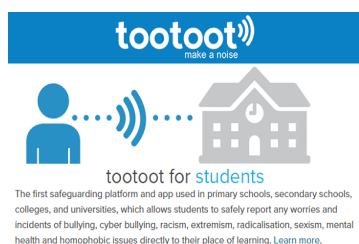


MENTAL HEALTH AND WELLBEING

Mental health and wellbeing is everyone's business and we are keen to promote positive mental health and wellbeing at Hawley. 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. We are fortunate enough to have our own school counsellor and have access to a school CAMHs link worker too. 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:



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

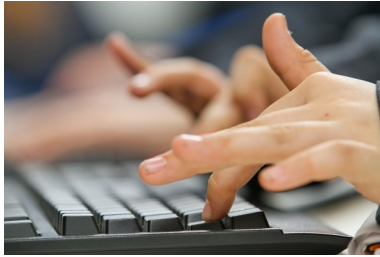
Claire Lambert—our own school counsellor

Wellbeing ambassadors—student 'experts' available to offer support

Form tutors, Heads of Year, Inclusion staff, support staff

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



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 by class teachers.

SUPPORTING YOUR CHILD'S LEARNING

- Teachers at Hawley set homework on-line through 'Arbor'.
- 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.
- 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 'Arbor'. 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.



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.

Please refer to our behaviour policy for further information. This can be found on the school website.

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>

STOP BULLYING



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 promote 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



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

- All staff report a concern or suspicion (via CPOMS) to Mrs Serjent, Mrs Holland, Mrs Simpson or Mr Ratcliffe.
- 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 and our Safeguarding policy.
- 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 the school website.