



# Welcome to Hawkley Hall High School

Year 7 Booklet

Respect Honesty Kindness



# HEADTEACHER'S WELCOME

I would like to take this opportunity to welcome and introduce you to our wonderful school. Hawkley Hall High School is a friendly, family orientated learning community where academic excellence and creative expression go hand in hand.

At Hawkley we believe that every child deserves the opportunity to maximise their potential both in their studies as well as their personal attributes, leaving school as confident, kind and responsible members of our community.

Our commitment to high standards is matched by our belief that every child is an individual who must be provided with the skills and knowledge to leave school with the opportunity to succeed in further education, apprenticeships or training.

Our school is built on the foundation of The Hawkley Way. This is a shared understanding that we are here to work hard, support each other and maximise our potential in everything that we do. We expect all members of our community, staff, students and parents to live by our core values of respect, honesty and kindness.

Academic success is our top priority. Our high-quality teaching, well sequenced curriculum and a focus on personal development helps us to maximise the potential of our students. We also encourage creativity and courage to try new things.

I am proud and humbled to be the headteacher of this amazing school where staff, students, and families work in partnership. I invite you to explore our school website or if you would like a tour of our school, please check the website for our open days and evenings.

Mr McKendrick

# Key Staff

## Mrs Ollerton - Head of Year



This is Mrs Ollerton and she is your Head of Year. Her job is to help all Year 7 students with any support they need whilst in Hawkley Hall High School.

You will see her around school a lot and if you need any help you just need to ask for her and she will come and see you.

For parents, she can be contacted via email at [admin@hhhs.net](mailto:admin@hhhs.net) (FAO HOY 7)

## Mrs Notere - Senior Pastoral Leader



This is Mrs Notere and she helps Mrs Ollerton. Her job is to support Mrs Ollerton with transition for Year 7.

For parents, she can be contacted via email at [admin@hhhs.net](mailto:admin@hhhs.net) (FAO Mrs Notere)

## Form Tutors

<b>7H - Miss Jones</b>	<b>7L - Mr Stephens</b>
<b>7A - Mrs Varadi</b>	<b>7E - Miss O'brien</b>
<b>7W - Mrs Fairclough</b>	<b>7Y - Mr Chow</b>
<b>7K - Mr Turner</b>	<b>7S - Mrs Field</b>

<b>Miss Palmer - SLT Link</b>	<b>Miss Moroney - KS3 Pastoral Assistant</b>
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# Our School



**Main Entrance**



**A Block -  
Spanish/RE/Geography**



**Reception**



**C Block - Science**



**A Block - English/Art**



**D Block - Maths**



**E Block - Drama**



**H Block - Technology**



**E Block - Music**



**G Block -  
History/Inclusion**



**F Block - Technology**



**Sportshall**

# School Uniform

School dress is an outward sign of belonging to Hawkley Hall. Students act as ambassadors for the school and are expected to wear full uniform correctly at all times, with pride.

UNIFORM	
Blazer	Plain blue with school crest
Shirt	Pale blue school shirt
Trousers	Black tailored trousers or Black pleated knee length skirt
Tie	Full length school tie
Jumper (optional)	Plain navy blue V-neck with school crest
Shoes	Sensible, plain black shoes. No trainers
Socks	Navy, black, dark grey or white socks



## PE KIT

GIRLS	Boys
Navy hockey socks	Navy football socks
Navy Skort or leggings	Navy shorts
Navy polo shirt with school logo	Navy T-shirt shirt with school logo
Trainers	Trainers
1/4 Zip top (optional)	1/4 Zip top (optional)

# School Uniform Policy

It is our policy to maintain a high standard of dress and students not wearing full uniform will be offered spare items from school, if available. If not available, students will be placed in our Restart Room until the uniform issues are resolved. We are grateful for parents/carers co-operation and support in maintaining the high standards which enhance an environment for learning.

<b>Jewellery, Make-up and Accessories</b>	No jewellery is allowed, including earrings. No make-up, false eyelashes, false tan, false nails, nail varnish or body piercings are allowed.
<b>Hair Colour and Style</b>	Students must ensure that hair is of one natural colour at all times. Hair should have no bright or extreme colourings. No shavings, etchings or extreme styling will be tolerated. Students with long hair must ensure that this does not impede their vision, cover their face, or cause a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE.
<b>Coats</b>	Outdoor coats should be plain blue, grey or black only; fur jackets, sweatshirts, denim jackets, hooded tops, brand jackets, tracksuit tops or any other 'fashion' coats are not allowed.
<b>Chewing Gum and Energy/Sugary/Fizzy Drinks</b>	Under no circumstances are chewing gum, energy drinks, sugary or fizzy drinks permitted on the school premises.

**The school will be the final arbiter regarding suitability of dress and appearance.**

For further information, a copy of our School Uniform Policy can be found on the school website.



## WHAT TO BRING TO SCHOOL

### School bag

Black and able to fit an A4 folder

### Pencil case

Pens – more than one – black or blue ink  
Green pen  
Pencils  
Pencil sharpener  
Rubber  
Scientific Calculator  
Ruler  
Protractor  
Compass  
Highlighter

### Other things to bring to

**school:** Water bottle  
Exercise books and textbooks (check timetable)  
PE kit (check timetable)

## MOBILE PHONES

Phones must be switched off at all times on the school premises.

Students should not contact parents during the school day using their mobiles and parents should not contact students directly via mobile during the school day. All messages for students must be directed via the school office.

# THE SCHOOL DAY

In the morning, students are expected to make their own way to school and parents are asked to arrange this. The structure of a normal school day is as follows:

TIME	LESSON
8.35	Students must be on site
8.40 - 9.05	Engagement (First bell is at 8.35am)
9.05 - 10.05	Period 1
10.05 - 11.05	Period 2
11.05 - 11.25	Break
11.25 - 12.25	Period 3
12.25 - 13.25	Period 4
13.25 - 14.10	Lunch
14.10 - 15.10	Period 5

## Students arriving late

Students must sign-in at reception if they are late for any reason.

## Leaving the school premises

No student is allowed to leave the premises during the school day. At lunchtime, school provides a full menu for students and caters for all needs. Students are also able to bring in a packed lunch.

## Going to appointments

Parents/Carers must sign students in and out at reception when collecting them for appointments and dropping them off. School respectfully requests proof of appointment for students' absence records. Please send confirmation to [admin@hhhs.net](mailto:admin@hhhs.net) in advance if possible.

## Absences

If your child is absent, parents/carers **must** let the school office know by **9.30am on each day** that a child will not be present in school. Proof of appointment is required for hospital and dental appointments etc.

## Bringing medicine into school

Please contact our school prior to medicines being brought in so that specific arrangements can be made. Students are not permitted to carry medication on their person.

**Bikes may be kept in the cycle parking area but should be locked. Bikes are left at your own risk.**

- We advise all students to wear a helmet.
- Please ensure you discuss road safety with your child, the roads around school are busy and the safety of everyone is important.

# OUR CANTEEN



Students will pay via our biometric system or their unique pin number. You can top up their account via Arbor or they can add money through machines in school. Please note the machines in school do not accept £20 notes.

# My Hawkley journey so far...

Hello Year 6,

My name is Sam and I am in year 8 going onto year 9 at Hawkley. I understand that some of you are a bit nervous about starting high school, but you don't need to worry. On my first day at Hawkley I was nervous too. I was nervous about making new friends, meeting new teachers, making a good impression and how difficult the work would be. Above all, I was excited about all of the new and exciting things being in high school would bring. I needn't have worried as I have loved every bit of being here.

On the first day, I was overwhelmed but by the third day, it felt like I had been here ages! I came to Hawkley with a couple of my friends from primary school but have made a lot of new ones too. I have met some lovely teachers too. The work was a little harder than primary school but there is a lot of support if you need it.

Since starting, I have joined lots of different clubs during lunchtime and after school such as, Rugby, Darts Club, and Football.

My advice to you is that this is a new chapter in your school life, so if primary school wasn't good for you then you can turn a new page and start again.

The second you step foot in your new school, a smile will be put on your face, friends to talk to will be made, relationships with teachers will be formed and you will be proud to wear your uniform. Welcome to Hawkley, where a new journey begins.

Hello Year 6,

My name is Grace, I'm in Year 8 soon to be going into Year 9.

Joining Hawkley has been the best decision I have ever made. From the first day, everywhere you look there are smiling faces and warm welcoming smiles which will help you along the way.

In Year 6, Hawkley invited the local Primary School's for a Taster Day, this was to give us an idea on what secondary school would be like. During the day, we were involved in some lessons, I did Maths and Science. The Science lesson was great as we were able to take part in a lesson using Bunsen Burners! I really enjoyed this day as it made me realise how much I wanted to start in September.

On my first day at Hawkley I was nervous about making new friends, meeting new teachers, and also how hard the work might be. However, I was excited about what my journey in high school would be like.

My advice to you when you start Hawkley is to join as many clubs as you can, this helps you learn new things and also helps you to make new friends. Since being here I have joined the afterschool Trampolining Club, we've learned new tricks and also made us more confident with these new skills.

Remember to be yourself and have lots of fun. I look forward to seeing you all around school.

# The Hawkley Way

## OUR CORE VALUES

### Respect

Being respectful means treating everyone the way we would like to be treated ourselves, so that we have mutual respect. This includes showing respect to our peers, staff, the school building and resources, neighbours, the community and the environment.

### Honesty

Being honest means always telling the truth and admitting when we make mistakes in order to learn from them. Honesty also helps us to challenge each other and have the courage to listen, speak the truth and do the right thing.

### Kindness

Being kind means ensuring you are considerate of the feelings of others. We should actively look for opportunities to be friendly, supportive and empathetic all the time.

The Hawkley Way is built around our core values that also shape our long term vision for the school. Actions, not words on the paper, are key to making this a reality. We will discuss and reference these values through the curriculum, engagement period, rewards and dialogue with each other.



# FAQs for Parents/Carers

Starting any new school is a stressful time for students, but also for parents! Below is a list of common problems that parents sometimes experience with some ideas for dealing with them. Please see the back of this booklet for further information on how to contact school if you need to discuss anything further.

I don't know what's going on anymore!	Although the days of picking them up at the school gates are gone, you still want to know what is happening at high school. Make sure you check your emails - we communicate frequently through Arbor.
They won't be able to remember all the stuff they need!	Encourage them to be organised the night before. Get them to check their timetable and pack all the equipment they need. It can be handy to keep a checklist of all the items they might need. Try to resist the temptation to do everything for them; they need to learn how to manage their time and resources and won't do this if everything is done for them.
How do I make sure they do homework?	Make sure you check the Arbor app - all the homework is listed on there. The best advice is to do homework the night it is set; this should prevent homework piling up.
Their homework is too hard! How can I help them?	Get them to do their homework the night it is set, that way, if they can't do it, they have time to ask their teacher, who will be happy to help - encourage them to be proactive in getting support.
How do I know if they're doing well?	There are three reports each year; they show how your child is performing academically and what their attitude to learning is like. There's also parents' evening where you can speak to their teachers. Most importantly is the Arbor app, this shows you when they do things well as they are rewarded with points. In addition, there is a year 7 settling in evening where you can come and speak to their form tutor in the first half term.
They spend all their dinner money straight away!	They now have choice over the food they buy at break and lunch so have the potential to spend more. Talk to them about budgeting and how long the money on their account should last them. Encourage them to buy food for themselves and not treat all their friends!
They don't know anyone!	Quite a few students this year are the only child coming from their primary school. This is nothing to worry about. Your child will meet lots of new people and friendships will form; the most important thing is to reassure them that it all takes time but eventually things will settle. Encourage them to get involved in extra-curricular clubs on offer in school; these are a great way to make friends.
I need to speak to someone	If you need to speak to a member of staff, please call 01942 204640 or email <a href="mailto:admin@hhhs.net">admin@hhhs.net</a> . Staff will aim to respond within two working days, however, please be aware that the majority of staff have a full teaching timetable, including the head of year.

## HOME/SCHOOL COMMUNICATION

Maintaining parental/carer involvement with your child's school life is an essential element of the parent/school partnership at Hawkley Hall.

To communicate with parents we use a system called Arbor and emails. These are sent regularly and sometimes on a daily basis, with information about school and how your child is progressing. To enable us to do this, we require an email address for each parent/carer with parental responsibility.

**Arbor's Parent Portal and Parent App allow parents/carers to manage your child's school activities, including payments, and monitoring attendance and progress. Parents/Carers can download the app, enable notifications, and log in using their email and password, or login via the portal.**

**In September you will receive a welcome email to login for the first time.**

**Logging in for the first time:**

**The welcome email from your school will contain your login details and a link that will take you to the browser version of the Parent Portal where you need to set up a password.**

**You can reset your password using a computer, or using a mobile browser on your phone or tablet.**

# MENTAL HEALTH AND WELLBEING

If you or your child has any worries about starting high school there are some helpful resources on the following pages which you can work through together to aid discussion and ease any concerns.

Everyone has mental health, just like we have physical health. Mental health is about the way we think and feel and our ability to deal with ups and downs. Sometimes it can feel like we don't have any control over what we think or how we feel but by making simple changes to our lives, we can make a real difference to our mental health. Discussing mental health with your child is important. There is too often a stigma around mental health, however, an open conversation about thoughts and feelings is a good place to start.

## Safeguarding Staff

<b>Mrs Holland</b>	Designated Safeguarding Lead	
<b>Mrs Brewder</b>	Deputy Designated Safeguarding Lead	



# MY THREE BUBBLES

We all have things that make us happy, things that make us worry and things that we hope for in the future and Hawkley Hall is your future. Spend time with your parents/carers and fill in the below and discuss each bubble.

## BUBBLE OF HAPPY/GOOD THINGS

(WHAT THINGS IN YOUR LIFE MAKE YOU HAPPY?)



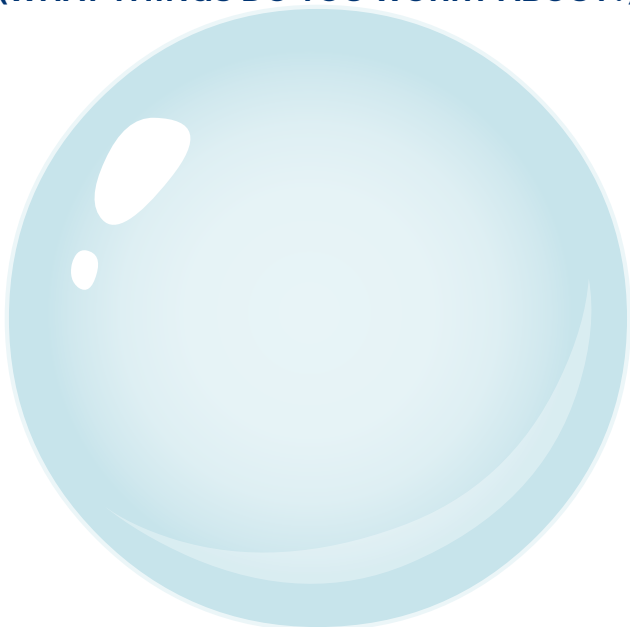
## BUBBLE OF DREAMS

(WHAT DO YOU HOPE FOR IN HAWKLEY?)



## BUBBLE OF WORRIES

(WHAT THINGS DO YOU WORRY ABOUT?)



# WORRY JAR

This is a worry jar, if you are feeling stressed and worried about something then put it in the jar by writing it down. The top of the jar is sealed so that the worry cannot get out of it.

Once it is locked in the jar it is time to think about the positives and negatives of the worry. There can be positives that come from a worry, just think really hard. Write these down using two different colours. One colour for the positives and another colour for the negatives.

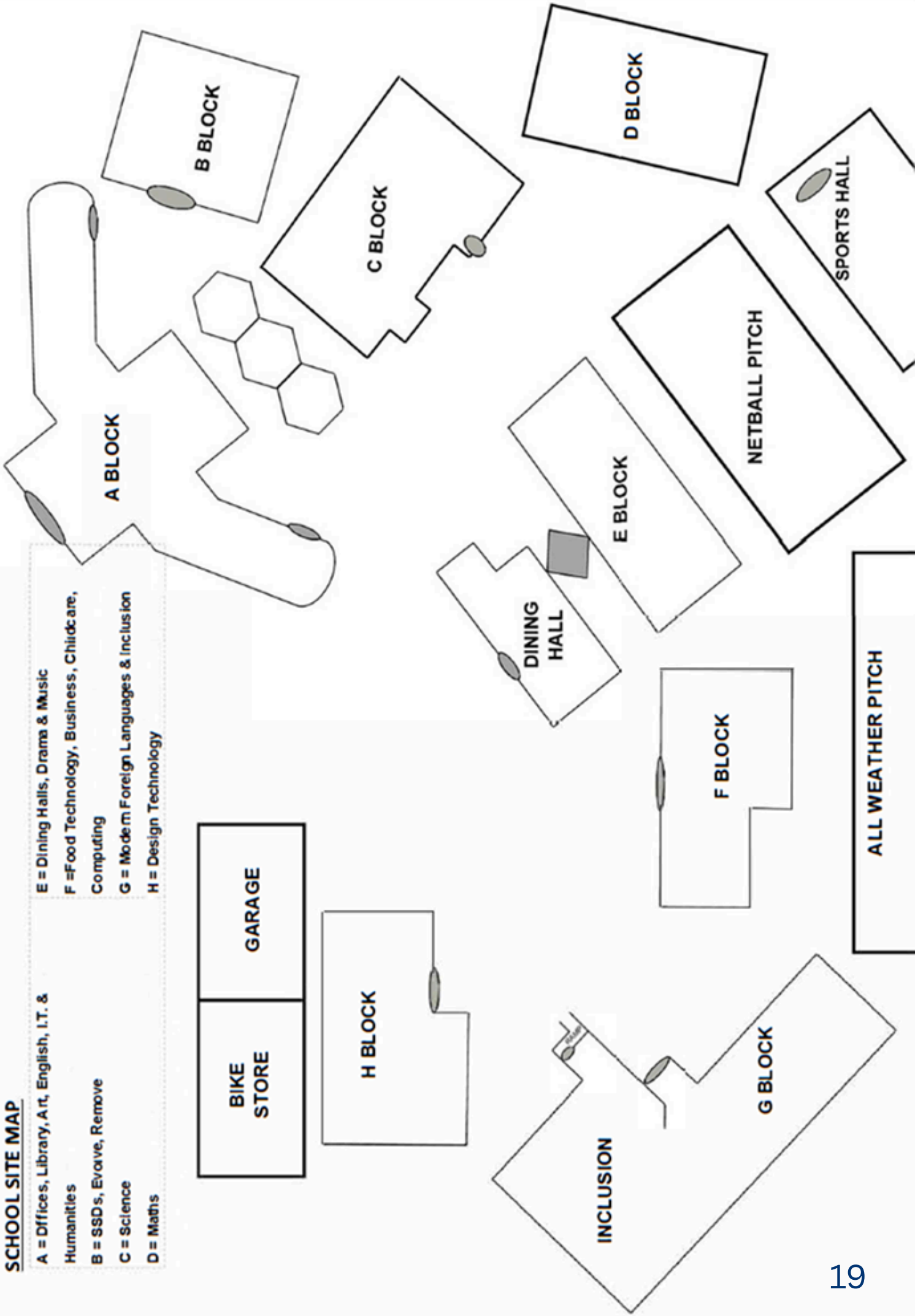
If you want, you can even share your worry with someone else so that they can help you.



**SCHOOL SITE MAP**

A = Offices, Library, Art, English, I.T. & Humanities  
 B = SSDs, Evolve, Remove  
 C = Science  
 D = Maths

E = Dining Halls, Drama & Music  
 F = Food Technology, Business, Childcare, Computing  
 G = Modern Foreign Languages & Inclusion  
 H = Design Technology





@Hawkleyhallhighschool



Hawkley Hall High School (Public Group)