

WELCOME TO HARTON ACADEMY



Harton Academy

YEAR 7
TRANSITION
BOOKLET

2020

TRANSITION DAYS
TO BE CONFIRMED

WELCOME TO HARTON ACADEMY

Dear Parent/Carer,

I am very pleased that you have chosen to send your child to Harton Academy. Many of us who work here are parents ourselves who have gone through the experience of our children transferring to secondary school. We recognise that this is an important milestone in your child's life.

I am sure it will be no surprise to you that the arrangements for your child's move into secondary education are somewhat disrupted, though we are making every effort to ensure as smooth a transition as possible. Although the arrangements for the usual transition events may change, the information we have provided in this booklet is still relevant and, I hope, useful for you at this time.

Enclosed are a number of items for your attention:

- Our **Admission Form** collects information to allow the Academy to undertake its statutory duties as a school. It is helpful to have this in plenty of time for the new school year in September. **Please return the completed Admission Form to main reception at the Academy**, by post no later than **Thursday 9th July**.
- Two copies of our **Home-School Agreement** are enclosed. Please sign both copies and keep one for your records. The second copy should be returned. This document is also in the pupil planner.
- A **Medical Information** form, on which you can tell us about any medical condition your child may have.
- A **Consent for Participation** form is included, which allows us to record your wishes in areas where you can either provide or deny consent for certain activities in school.
- Our **E-Safety Agreement** sets out our rules and expectations for safe and courteous use of our ICT facilities.

Finally, I should like to draw your attention to information on our uniform (inside back page and back page) and to encourage you to make your order as quickly as possible in order to ensure that you receive the uniform in time for the start of the new school year.

In the meantime, please accept my best wishes, and hopes that you and your family remain safe during this difficult time.

Yours faithfully,



Sir Ken Gibson
Executive Head Teacher



THE SCHOOL DAY

Time

8:30am	School Opens
8:30 – 8:55	Registration/assembly
8:55 – 9:55	Lesson 1
9:55 – 10:55	Lesson 2
10:55 – 11:15	Morning break
11:15 – 12:15	Lesson 3
12:15 – 1:15	Lunch *
1:15 – 2:15	Lesson 4
2:15 – 3:15	Lesson 5
3:15pm	End of school day

* We expect years 7, 8, and 9 to remain on site during lunch time. If you would like your child to go home for lunch, please send a letter to their form tutor indicating this.

COMMUNICATION BETWEEN HOME AND THE ACADEMY

If you need to contact the Academy for any reason, you can ring us on (0191) 427 4050, or by emailing headteacher@hartonacademy.co.uk. You can always come into school, but please be aware that the staff member you wish to speak to might be teaching at a particular time. We would encourage you to speak to the General Office about making an appointment. In term time, the Academy is open between 7.30am and 4.30pm (or 4pm on Friday).

Please ensure your contact details are up to date, so we can contact you for routine communications, or in the event of an emergency. This should include your phone numbers (home and mobile), your address, and a working email.

You can update your records by contacting the Academy on (0191) 427 4050 and asking to speak to the Attendance Officer.

FIRST DAY OF TERM AND INSET DAYS

The first day of the Autumn Term is planned to be Tuesday 8th September 2020. This may change, given the current pandemic. At the time of writing, the Academy has three INSET days planned: Monday 7th September and Friday 23rd October 2020, and Monday 4th January 2021.

Please see website for full details of planned holiday dates.

PARTNERSHIP WITH PARENTS

We regard a good relationship with parents and carers as a key part in the educational process and we will always strive to involve parents and carers at key moments. Please try to help your child at home and consult the Home School Agreement.

In general:

1. In the home, try to provide a quiet place for your child to work.
2. Take an interest in your child's work: discuss assignments, projects, etc. Read through their work, check it and ask them questions about what they have done, ensuring that deadlines are met.
3. Please make regular checks on your child's computer activity. This isn't just about them spending too long on-line, it also about protecting them.
4. Make sure that, in preparation for a quality day at school, each night your son/daughter has a good night's sleep, has a healthy diet, plenty of exercise and follows a structure that includes firm common sense guidelines.
5. Try to have a good English dictionary, an atlas and a language dictionary at home.
6. Support the Academy in our attempts to maintain high standards of school uniform and appearance.
7. Encourage your child to join and use the library – not just for research – reading can be a pleasure!
8. Inform the Academy of any difficulty with work schedules before it becomes a serious problem.
9. Try to attend Parents' Evenings to discuss your child's progress with teachers.
10. Ensure that your son/daughter develops a sense of personal responsibility, dignity and honour regarding their time at school.
11. Stress upon your son/daughter the need to be safe and sensible on the way to and from school. Know where your child takes lunch.
12. Contact the Academy as soon as you have any concerns or queries.

The Academy has separate guidelines regarding sensible computer use.

PASTORAL INFORMATION

REPORTING AN ABSENCE

If your child is unwell and unable to attend school, please call (0191) 427 4050 and select the first option to report the absence.

FIRST AID AND ACCIDENTS IN SCHOOL

The Academy has an excellent first aid provision, and a number of staff trained to help with first aid. If your child is unwell during the day, they should speak to their teacher, who will call first aid for assistance. **Please ask your child not to phone home and tell you they are ill without telling the school.** It is difficult for the Academy to deal with parents arriving to pick up a sick child, if your arrival is the first the staff know about the illness. If your child needs to come home, we will contact you.

MEDICAL CONDITIONS

In the Academy, we look after a number of children who have a variety of medical conditions, including allergies. We are only able to help effectively where we have up-to-date information.

If your child has a condition, or if one develops during their time at the Academy - including if symptoms change (for better or for worse) - please let us know so we can look after them properly. You can do this by contacting the Academy on (0191) 427 4050 and asking to speak to the Medical Welfare Officer. We may need you to come into the Academy in person to meet and agree what we can do to support your child.

In some limited circumstances, we can assist with prescribed medication. However, you will need to discuss this with the Medical Welfare Officer.

APPOINTMENTS IN SCHOOL TIME

If you need to take your child out of school for a medical (or similar) appointment, you must ensure that your child takes the appointment letter to their form tutor, who will then arrange for them to be able to leave school as needed. Please try to avoid ringing or turning up on the day without making the arrangement, as this can cause difficulties getting your child out of class.

HOLIDAYS IN TERM TIME

The Academy does not encourage the taking of holidays in term time as it can have a detrimental effect on your child's education. This can be as a result of lessons and extra-curricular activities being missed, or disruption to classes or course work being done at the time.

If a request is made, the Academy is bound by regulations from the Department for Education, which now state that Head Teachers "have the discretion to grant up to ten days leave of absence in exceptional circumstances, however this is unlikely to be for the purpose of a family holiday". We have no guidance about what constitutes "exceptional", and will consider any request on its own merits.

If you wish to make a request to take your child out of school for a period of time, you must obtain a holiday application form from the Attendance Officer and return it at least four weeks before the proposed absence. In considering your request, we will look at:

- How long the absence will be.
- The time of year in which the absence is to take place. Requests for an absence at the start of the school year, or during exams, are not likely to be approved.
- Your child's attendance to date.
- Previous similar requests. Except in exceptional circumstances, second requests in the same year will not be approved.
- Where we consider the absence will be detrimental to your child's education, including, for

example, where your child's attendance is at a low level.

Children who are taken on holiday without permission will be marked as unauthorised absentees. You should be aware that the Local Authority will issue penalty notices to parents of pupils that have five days or more of unauthorised leave of absence on receipt of a referral from school, regardless of the child's prior level of attendance. If you require further advice regarding holidays or absences, please do not hesitate to contact the Academy.

STUDYING A MODERN FOREIGN LANGUAGE

Most students joining in year 7 will study either Spanish or French as a modern foreign language. This language will be studied until the end of year 9 and will be compulsory for some students in years 10 and 11.

In order to create a timetable with appropriately sized language sets, we will allocate students to French or Spanish. If you have a strong preference for your child to study one particular language, please let us know. When indicating a preference please include the following details:

- Your child's name.
- Their current primary school.
- The preferred language studied at primary school if applicable.

Where possible this should be emailed to Y6Languages@hartonacademy by Friday 3rd July 2020, and title your email "MFL Option". If you are unable to email, you can put this in writing to Mr J Peel, Harton Academy, Lisle Road, South Shields, NE34 6DL. It is not possible to consider any requests after this date. If your request is received, you will receive a confirmation of this. Please contact the Academy if you do not receive a confirmation. We will make every effort to allocate a preferred language where we are notified of this, but there can be no guarantee that we will be able to accommodate every request.

CONSENT FOR PARTICIPATION

Our consent form, included in this pack, covers questions of personal data we wish to process, as well as seeking permission for a number of things including trips and visits. The form asks you about:

- Taking and using photographs (both still and video).
- Using biometrics (see further guidance).
- Local and regional trips, and sporting fixtures.

We ask for your consent as your child enters the Academy, and will rely on this for the duration of their time at Harton. You can change your mind at any time by contacting the Academy. Details of how to do this are on the website <https://harton-tc.co.uk/main-school/information/data-protection-and-privacy/consent-for-participation>

When we propose a trip of any kind, you will receive details. If you do not wish to allow your child to attend, you can let us know without having to withdraw consent for all trips. Where a trip is residential, overseas or adventurous, your specific consent will be requested.

FURTHER INFORMATION ON THE USE OF BIOMETRICS IN THE ACADEMY

The Academy wishes to use information about your child as part of an automated (i.e. electronically operated) recognition system. This is for the purposes of accessing the **cashless catering system**, the **print network** and the **library's facilities**. The information from your child that we wish to use is referred to as 'biometric information'. Under the Protection of Freedoms Act, 2012, we are required to notify each parent or carer of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

BIOMETRIC INFORMATION AND HOW IT WILL BE USED

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them. In our case, the Academy would like to take and use the information from your child's fingerprint, and use it to provide access to the three systems listed in the previous column, in bold.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. the measurements taken from your child's fingerprint) is what is used to permit your child access to our services.

You should note that the law places specific requirements on us, when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system:

- We cannot use the information for any other purpose that what we have told you about.
- We will store the information securely.
- We will advise you clearly what we intend to do with the information.
- Unless the law allows it, we cannot disclose this information to another person or body. You should note that the only person/body the Academy wishes to share the information with is Biostore, Capita and Papercut. This is necessary in order to ensure the system works correctly and securely.

PROVIDING YOUR CONSENT, OR OBJECTING TO THIS

The written consent of at least one parent or carer is required; however, consent given by one parent can be overridden if the other parent objects in writing to the use of their child's biometric data. Similarly, if your child objects to this, we cannot collect their biometric information for inclusion on the automated recognition system.

You can also object to the use of the biometric information at any later stage. This means that if you give consent but later change your mind, you can withdraw this consent. Please note that any withdrawal of consent or objection from a parent must be in writing.

Even if you consented, your child can object or refuse at any time to their biometric information being taken or used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them they can object if they wish.

The Academy is happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed, or your child objects to the processing, we are required to provide an alternative method of accessing the services for which we use biometrics for.

If you are willing to give your consent to the processing of your child's biometric information, please indicate this on the Academy's consent form.

Please note that when your child leaves the Academy, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.

Further information can be found on the Department for Education's website, and the Information Commissioner's (ICO) website.

STUDENT WELFARE

At Harton, we are committed to the welfare of every child. As part of this, every child has daily contact with a Form Tutor, the aim being to promote good relationships between staff and students and focus on aspects of personal and social education, as well as helping track attainment and recording individual achievement. Each year group has a Head of Year who keeps oversight, and can be used for support and guidance where needed.

The Academy's expectations of pupil behaviour are based on common sense and formulated to protect all members of the Academy. In general, pupils are required to:

- Act in a reasonable and controlled manner at all times.
- Accept the authority of the teaching and associate staff. Respect the property of the Academy and that of other people.
- Live in harmony with staff and other pupils.
- Respect the working ethos of the Academy.

EQUAL OPPORTUNITIES AND SPECIAL EDUCATIONAL NEEDS (SEN)

Harton is proud of the provision it makes for, and support it gives to, pupils with special educational needs. Our Equal Opportunities team supports a number of pupils with a diverse range of needs, from speech and language difficulties to communication difficulties, such as Autistic Spectrum Disorder (ASD) and Asperger's Syndrome, through to physical impairments.

Where there is an identified need, we work with parents and other professionals, as appropriate, to help in one or more of the following ways:

- By providing active learning in small groups.

- By providing tutorial support as students encounter special difficulties.
- By providing in-class support in various subjects.
- In supporting departments to develop schemes of work which allow children to study at the most appropriate level.

STUDENTS WITH DISABILITIES

If your child has a disability or impairment which has a significant effect on them, please ensure you tell us on the Admission Form, which will enable us to contact you to discuss making a healthcare plan with you. A disability is a physical or mental impairment that has a substantial or long-term adverse effect on a person's ability to carry out day-to-day activities.

ADOPTED FROM CARE

If you advise us, on your child's admission form, that your child is adopted from care, the Academy is able to claim additional funding which can be used to support their education. It is known as 'Pupil Premium' money. Please be aware, we may need to contact you about this.

SCHOOL MEALS

Our Canteen, with a separate Halal counter, is open:

- For breakfast 8:00am - 8:30am, providing a free breakfast service* giving you a choice of bagels or cereal, as well as items to purchase including sausage /bacon sandwiches and pains-au-chocolat and hot chocolate in the winter.
- At lunchtime, offering a full range of meal options.

* subject to funding

Every day, we offer a full two-course/hot meal, as well as individual courses. We provide jacket potatoes, salads, pasta, sandwiches (incl. 'Subway-style'), wraps, baguettes, paninis, rolls, home-made soup

(in winter) muffins, cakes and biscuits, as well as a range of puddings and fresh fruit each day.

The only drink pupils should bring to school is water.

ALLERGIES

We can cater for allergies where we are advised. A member of the catering team will be able to help. Please note that, because some products we use may be produced in a place where other foods are processed, we cannot guarantee that all the food we produce is allergen free.

PAYING FOR MEALS

The canteen operates a cashless system and payment is taken from your child's account which should be topped up through ParentPay, or a PayPoint card. Pupils on free school meals use the same system and their free spend is updated every morning automatically.

MAKING PAYMENTS IN THE ACADEMY

Throughout your child's time at Harton, there will be many things which need paying for, from the day-to-day items, such as their meals, to the bigger items such as revision guides and trips. As the Academy is virtually cashless, we provide two options by which you can make payments:

- **ParentPay** is a secure web-based payment system. You can be provided with a log-in, and will be able to make payments at any time.
- **PayPoint** card is a top up card, which can be taken to many local stores displaying the logo, where you can add funds to it. A first card is provided free of charge by the Academy, however replacements will incur a small charge.



OUR UNIFORM

The Academy is proud of its smart uniform, introduced after consultation with students, parents, staff and Governors. The uniform listed below is compulsory, except where stated:

Blazer	Beau Brummel Academy - navy blazer with logo.
Skirts	A choice between Oakleigh Tartan Pleated or Pencil skirt in 19" length - optional.
Trousers	Black Formal Dress Trousers.
Tie	For Years 7, 8, and 9 - Clip on, 16" Gold/Navy twin stripe tie. For Years 10 and 11 - Clip on, 16" Navy with boat motif below the knot.
Jumper	Navy V Neck Jumper with gold stripe is optional for all year groups.
Shirts	A plain white shirt.
Outdoor coat	The outdoor coat should be dark-blue or black.
Footwear	Footwear should be plain, flat, black leather shoes/ankle boots with minimal decoration. Training shoes should not be worn in school.

Every so often, the School Council arranges a non-uniform day, usually to raise money for a range of causes. On such days, the normal uniform rules are suspended. **On every other school day**, the above requirements apply.

The following should not be worn in any circumstance:

- Denims, leggings, skin tight trousers, casual dark (or other colour) trousers, brightly coloured or patterned coats, hoodies, tracksuits.

PRESENTATION AND ACCESSORIES

Jewellery	For reasons of safety and risk of loss, jewellery (other than a watch) should not be worn in school. Students wearing jewellery may have it confiscated, and it will only be returned at a time agreed by the member of staff or the student's Head of Year. The school cannot accept responsibility for items of jewellery which are lost or damaged. Please note, any kind of body piercing (including nose, tongue and eyebrow studs) is not appropriate for school. Any child wearing such apparel to school will not be allowed to circulate around the school. Parents will be contacted.
Make-up	Any make up should be subtle and of natural colours when worn. Excessive make-up should not be worn. Senior staff will determine 'excessive'.
Hair	Hairstyles designed to make fashion statements are not allowed in school, and parents will be contacted. Any student attending school with such a hairstyle will not be allowed to circulate around the school.

Pupils not complying with the uniform code and the requirements around presentation and accessories will be challenged. Parents can expect to be contacted and the child may be sent home.



OUR UNIFORM

PURCHASING YOUR UNIFORM

The coronavirus crisis has led to a number of forced changes to our ordering process this year. There will be no in-school fitting sessions and all orders will have to be made via our uniform supplier at:

<https://www.michaelsehgal.co.uk/harton-academy-school-uniforms/s39>

Parents are urged to place their uniform order as early as possible. For any queries, the suppliers can be contacted at:

Michael Sehgal & Sons
28-40 Scotswood Road,
Newcastle upon Tyne,
NE4 7JB

Email: sales@michaelsehgal.co.uk
Telephone: 0191 230 2320

PE KIT

BOYS

Essential items:

- School rugby reversible top.
- Plain blue shorts.
- School blue/yellow hooped socks.
- Football boots.
- Shin pads.
- Training shoes (not plimsolls or Converse type).
- Swimming trunks (not shorts).

Optional items

Base layer top (black, navy blue or white), plain black or navy blue tracksuit bottoms, swimming goggles, rugby mouth guard (strongly advised), swimming cap.

GIRLS

Essential items:

- Navy blue school hooded sweatshirt.
- White polo shirt with school name.
- Plain black or navy blue tracksuit bottoms.
- Training shoes (not plimsolls or Converse type).
- Swimming costume (one piece - blue or black) and swimming cap.

Optional items

Base layer top (black, navy blue or white), swimming goggles, plain blue football-style shorts.

The school reversible rugby top is only available from Simply Workwear. All other items can be purchased from local suppliers including Kays, Initial Images and Simply Workwear.

PERSONAL PROPERTY

Please ensure that all personal property is marked with the name of the student.

In the event of personal property being found in classrooms, it will be left in the classroom for a reasonable time so that the student can trace it. After that, we will try to return the property, but it will eventually be passed to a local charity. We would advise that items of high monetary or sentimental value should not be brought to school. Students do so at their own risk. The Academy cannot be responsible for loss or damage.

SCHOOL BAGS

All students should have an appropriate school bag for carrying homework, books, equipment and PE kit, which should be clearly marked with the owner's name.

MOBILE PHONES

If they are brought to school, mobile phones should not be used in school during or in between lessons for any reason, except where they are asked to do so by a member of staff. They should not cause any disturbance in school time. Please ensure your child takes care of their phone - they are regularly lost or misplaced.

EARPHONES/HEADPHONES

Earphones/Headphones should not be used in the school buildings and not during lesson time, including changeover.

