



# Information for Year 7 Parents

Mme Marchioni

7 Chaucer x

Thursday 6<sup>th</sup> July 2023

**'Be the best that you can be'**

Respect • Teamwork • Resilience • Ambition • Integrity • Leadership • Self-Belief

# Timings of the School Day – subject to consultation



'Be the best that you can be'

08:15 – Arrive on school site	
08.25am – line up in allocated area	
8:30 – 9:00	Registration
9:00 – 9:55	Period 1
9:55 – 10:50	Period 2
10:50 – 11:10	Break time
11:10 – 12:05	Period 3
12:05 – 13:00	Period 4
13:00 – 13:30	Lunch time /
13.30 – 14.00	Personal Development
14:00 – 14:55	Period 5

Enrichment and Extra-Curricular from 14:55

- During registration the Personal Development Curriculum will be delivered
- Your sons' will be able to come to Form Tutors for help and support during the day as well as before and after school.
- Your son will attend one formal assembly per week delivered by a member of SLT or the RSL.
- Year 7 lunch will be 13.00 – 13.30

PLEASE NOTE LUNCH ON A FRIDAY WILL BE 12.50 – 1.20 AND PERIOD 5 WILL BE AN EARLY FINISH FOR STAFF CPD IN LINE WITH THAT

# Form Groups



**'Be the best that you can be'**

Each pupil is placed into a form group while at Hurstmere; they will remain with that form group throughout their time at Hurstmere. Where possible, they will remain with the same form tutor to ensure that a positive, pastoral relationship can be developed. There are two form groups in each house, with the exception of Caxton. We have four houses at Hurstmere and encourage competition within, and between, the houses.



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# The Role of the Form Tutor



'Be the best that you can be'

Your son's form tutor is your main point of communication. They will see your son every day during registration and assemblies. They will build a strong, supportive relationship with your son. The form tutor is your main point of contact at Hurstmere. The form tutor will:

- Maximise your son's **attendance and punctuality** by exploring reasons for absence.
- Ensure compliance with **equipment and uniform** rules by checking equipment and maintaining high standards.
- Build individuals' self-esteem and confidence during form time activities.
- Develop a group identity to ensure your sons are a proud member of their form group and the Hurstmere community.
- Help pupils develop a mature attitude to their relationships with staff and peers.
- Have conversations with your son if he is not adhering with our expectations of **behaviour**.

# School Planner



'Be the best that you can be'

Your son will be given a school planner, and this will be your main communication tool. Subject teachers and form tutors will use this to communicate with parents. You can also make notes for teachers in the planner. Your son will use his planner to record his homework. Please look at the planner daily. **You will be asked to sign this once a week so ensure you have seen all relevant notes and comments.**

It is important that your son has his planner on him at all times, and this will be something he takes responsibility for.

# School Uniform



'Be the best that you can be'

It is important that your son takes pride in his appearance, and how he presents himself at school. He will be encouraged to be smartly presented throughout the school day. He must wear:

- Hurstmere blazer, white shirt, V-neck sweatshirt, black trouser, black socks and relevant tie (black stripes for Yr7). Please label these to ensure we can get these back to your son if misplaced.
- School shoes (must be able to be polished). No trainers or trainer shoes will be accepted. Black socks.
- No jewellery
- PE kit
- Pencil case – containing blue and black pens as well as red and green pens
- A reading book – your son should have a reading book at all times



# Support at Hurstmere School



'Be the best that you can be'

Your son will encounter far more teachers during their time at Hurstmere than they have been used to. Some of those will be from the following teams:

- The Additional Educational Needs Team – led by Mr Reddy (SENCO), Ms Evans (Deputy SENCO), Ms Dunstane (Deputy SENCO)
- The Safeguarding Team – led by Mrs Harvey (Designated Safeguarding Lead).
- The Inclusion Team – led by Mr Beament (Inclusion Manager), will support subject teachers and pupils in lessons.
- Our year group team is led by Mr Maher (Raising Standards Leader) and Ms Gallagher (Assistant Principal)

# “Are you Ready to Learn?”



‘Be the best that you can be’

We expect the highest standards from our pupils at Hurstmere. During registration and subject lessons, boys will be expected to adhere to our “Are you ready to learn?” policies. This ensures behaviour conducive to learning is found in all classrooms and pupils receive relevant and appropriate support if they are encountering difficulties. To ensure behaviour remains of a high standard, teachers may use the following:

- a note in the planner
- a restorative meeting or conversation
- a ‘reset’ (detention) to discuss behaviour
- a phone call or email home
- a removal from lesson in line with our RRR policy

**Please support our teachers by discussing any notes in the planner on a daily basis.**



# Behaviour Policy

## Hurstmere Behaviour Charter

'Believe and Achieve'

**If you choose to follow our expectations, you will be rewarded for your efforts**

Level	Behaviour	Reward
M1	Displaying the <b>STARS</b> throughout the lesson and between lessons	STARS (from school, badge, etc)
M2	Excellent attendance and behaviour throughout the lesson and between lessons	Golden Dining (2wks)
M3	Excellent attendance and excellent in learning throughout the lesson and between lessons	Excellent pass in PE or DT
M4	100% attendance across the year	Golden Open House visit
M5	Outstanding attendance in the school throughout the year, displaying the <b>STARS</b>	Invitation to sit on all school committees
M6	Outstanding, excellent behaviour and excellent in learning throughout the year (100%)	Participate in school activities
M7	Outstanding conduct over the year (100%)	End of year Address (honour and certificate)
M8	Outstanding conduct over the year (100%)	Travel days to address (honour)
M9	Outstanding displaying the <b>STARS</b>	Invitation to lead the school
M10	Outstanding: great attendance records	Recognition from external organisations
M11	Outstanding: great attendance at homework	Attendance passes every year
M12	Outstanding: great behaviour and excellent in learning	Attendance passes every year
M13	Outstanding: great attendance for the year (100%)	End of school Year group award
M14	Displaying one of the <b>Reporting STARS</b> in all lessons throughout the year	Passes up an <b>SDS</b> + House Points
M15	Class attendance at lessons	Year's prizes
M16	Class attendance and excellent in learning	Year's prizes
M17	100% up in lessons on time, full, thoughtful and ready to learn	Learning
M18	Lower than others are taking	Prizes
M19	Following teacher instructions straight away - including emptying of bins at the end of year this	Prizes

**Our Expectations**

*We are ambitious and have the right to learn to the best of our ability – so we...*

1. Have outstanding attendance and punctuality to school and lessons.
2. Always wear our full school uniform with pride and are fully equipped for learning in all lessons.

*We have the right to feel emotionally and physically safe – so we...*

3. Communicate respectfully to all members of our community, following instructions from staff straight away.
4. Move around the school quietly and purposefully.
5. Give 100% to everything asked of us, embrace the challenges, and allowing ourselves and others to learn.

**Are you ready to learn?..**

**If you choose not to follow our expectations, your teachers will take necessary action**

M1 Behaviours	Possible Consequences/Actions
Absence 10 minutes (1st) Absence 10-20 minutes (2nd) Absence 20-30 minutes (3rd) Absence 30-40 minutes (4th) Absence 40-50 minutes (5th) Absence 50-60 minutes (6th) Absence 60-70 minutes (7th) Absence 70-80 minutes (8th) Absence 80-90 minutes (9th) Absence 90-100 minutes (10th)	1. Letter to the parent 2. Letter to the parent 3. Letter to the parent 4. Letter to the parent 5. Letter to the parent 6. Letter to the parent 7. Letter to the parent 8. Letter to the parent 9. Letter to the parent 10. Letter to the parent
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**Are you ready to learn?**

'Believe and Achieve'

**Hurstmere School classroom routines**

**ENTRY**

1. Line up quietly outside the room\*
2. Teacher will meet and greet you at the door.
3. Stand behind your designated seat, placing your planner, workbook, Knowledge Organiser and equipment on the desk.
4. Sit down when told to do so.
5. Complete the retrieval practice, recap or assigned starter activity as instructed.

**CLASSROOM EXPECTATIONS**

1. Work in silence unless told otherwise.
2. Be silent and listen when a teacher is talking.
3. Do not call out in class. Raise your hand to speak.
4. Remain in your seat unless otherwise instructed.
5. Engage in all learning activities to the best of your ability.
6. You will not be allowed to leave the lesson unless you have a toilet, AEN or Support Card.
7. Write all homework set and due date in your planner.
8. Pack away when instructed to do so.
9. Stand behind your desk and ensure your uniform is correct before you leave.
10. Wait to be dismissed from the classroom and do so quietly.

**WHAT CAN YOU EXPECT FROM YOUR TEACHER?**

1. To plan and teach engaging and enjoyable lessons suited for your needs within a positive learning environment.
2. To set regular homework to extend knowledge and secure learning.
3. To show respect and empathy to all members of the class.
4. To be fair and consistent with the application of our policies.

Positive/Negative  
Majority of Behaviour

Zero Tolerance  
Disruptive

REMINDE

REINFORCE

REMOVE

# How can you support your son?



**'Be the best that you can be'**

The transition to secondary school is a big change. Pupils often cope with the change far more admirably than you might expect. We need to ensure we work together as a team – Hurstmere, you as parents and guardians, and your son. Each pupil will have different needs but there are some things we would recommend you do to support your son through the transition and as he progresses through school.

- Monitor the planner daily, discuss any notes that have been placed there by staff.
- Sign the planner once a week to acknowledge your sons' achievements.
- Check Microsoft Teams with your son for homework being set. Help them develop good homework habits.
- Encourage your son to participate in new enrichment opportunities.
- Ask questions about his day – be savvy to avoid yes, no or grunt responses.
- Limit your son's screen time.
- Be aware of the impact of social media.
- Do not hesitate to contact the school if you are concerned.

# Communication between school and home



'Be the best that you can be'

## The planner

Form tutors and subject teachers will make initial contact home via the planner. You will sign this weekly – best to check it everyday.

## Telephone

Pastoral issues – contact the form tutor 02083005665

Subject issue – contact the subject teacher 02083005665

Attendance – contact Mrs Cloke 02083005665

## Email

Pastoral issues contact form tutor (insert email here)

Subject issues – [info@hurstmere.org.uk](mailto:info@hurstmere.org.uk) (will be forwarded)

All other concerns – [info@hurstmere.org.uk](mailto:info@hurstmere.org.uk)

**Week A – 19th November 2018**

	Mon	Tue	Wed	Thu	Fri	P - Present	Totals	Present
AM								Absent
PM								Late

My greatest success this week was...

Next week I need to focus on:

- 
- 

Tell home...

Looking ahead...

Teacher's positive comments...

Points to improve on...

Event logs

Citizenship:

Conduct logs

	Teacher	Parent
Well done!		
Let's discuss this...		
Note required for absence date:		Sent:

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# Mobile Phones



'Be the best that you can be'

- Boys choosing to bring phones to school take full responsibility for them at all times.
- Our office will not be looking after phones during the school day.
- Pupils must ensure that phones are turned off and kept away all day – they must be kept either in their blazer pocket (inside zip) or in their bag.
- **If seen or heard, phones will be removed from the pupil, and you may be asked to attend the school to collect the phone if there are repeated confiscations or even face bans from bringing mobile phones to school for a fixed period.**

# Attendance



**'Be the best that you can be'**

1 in 5 pupils miss 19 days a year - these pupils will drop at least ONE GCSE grade for every subject.

Gaining 1-4 GCSE Level 5-9 grades can increase wages by 17%.

5 or more GCSEs at Level 5-9 grades can increase wages by 41%.

If attendance is improved by 1% this could result in 5-6% improvement in attainment.

Zone	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Outstanding	100%	190 days	0	0
	99%	188 days	2	10
	98%	186 days	4	20
	97%	184 days	6	30
Good	96%	182.5 days	7.5	37.5
	95%	180.5 days	9.5	47.5
Requires improvement	93%	177 days	11.5	57.5
Cause for concern	91%	172 days	19	95
	89%	169 days	21	105
	87%	165 days	25	125
	86%	163 days	27	135
Serious cause for concern	85%	161.5 days	28.5	142.5
Critical	80%	152 days	38	190

# Punctuality

**Lateness = Lost Learning\* (Figures below are calculated over a school year)**

<b>5 minutes late each day</b>	<b>3 days lost!</b>
<b>10 minutes late each day</b>	<b>6.5 days lost!</b>
<b>15 minutes late each day</b>	<b>10 days lost!</b>
<b>20 minutes late each day</b>	<b>13 days lost!</b>
<b>30 minutes late each day</b>	<b>19 days lost!</b>



**'Be the best that you can be'**

## **Danger Zone:**

As few as 17 missed days over the school year reduces the chances of success.

GCSE results could drop by one grade across all subjects!



# Lunch Arrangements



**'Be the best that you can be'**

Our year group will have a specific playground for our use at lunchtime. Boys have 30 minutes. They can bring in a packed lunch or use the school canteen. Meals are provided by Accent. Our canteen operates on a cashless system and your sons' will be registered when they attend for their transition days next week.

If boys want food from the restaurant, they will need to ensure that they have the funds in their WisePay account for this.

# Enrichment and Extra-Curricular



**'Be the best that you can be'**

Hurstmere offers a wide range of enrichment activities in and out of lessons. We aim to run a variety of sporting and academic clubs at lunchtime and after school to ensure that your sons continue to learn outside of the classroom. Clubs will be promoted to your sons by their form tutors.

A full list of all of the available clubs will be published in September.

# Social Media



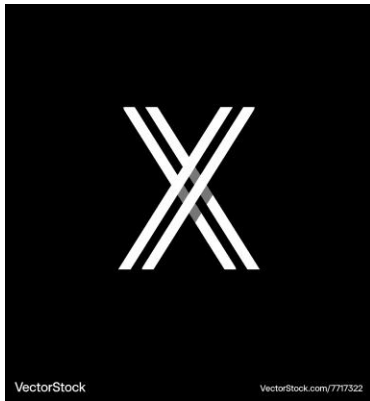
'Be the best that you can be'

Hurstmere has three social media accounts where updates and pupil success will be shared:

Instagram: @hurstmereschoolofficial

Facebook: @hurstmereschool

Twitter: @hurstmereschool



# Questions

Any questions?



**'Be the best that you can be'**