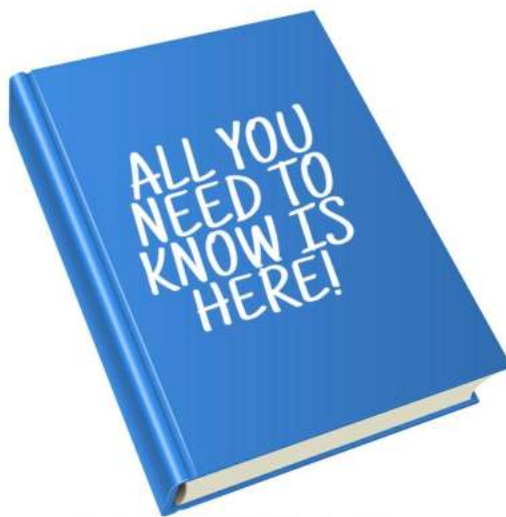


Hackney New School

Guide for parents and students



Academic year 2020/21
**(Covid 19 recovery expectations - September
2020 - March 2021)**

September 2020

Dear students, parents and carers

I am delighted to inform you that following recent government guidance **we are able to open the school to all year groups from September.**

In line with the guidance, we will have lots of measures in place to keep the school clean. We will aim to keep you in year group bubbles where possible and we will aim to minimise close contact.



Hackney New School is entering a new and exciting time in its development. The school is undergoing a lot of changes to make it the best place to learn and grow in the local area. Since arriving at the school at the beginning of July 2019, my team and I have seen potential in every area of school life to ensure that every child makes excellent progress, achieves their academic potential, is kind and caring and makes a positive contribution to their community. To do this we need to ensure everyone is clear on their roles and responsibilities so that we can create a professional learning environment where everyone is safe, happy and learning.

In November 2019 Ofsted commented that we have created “a calm place to learn” and that there are “systems and structures to teach pupils how to behave respectfully.”

This guide will help you and your child understand what is expected at HNS. Based on feedback from staff, students and parents, we have made some changes ready for September 2020.

Please read the following information very carefully. It is expected that students familiarise themselves with the information laid out in this document and adhere to the rules. As a school we cannot let standards slip and we cannot accept excuses. Please make sure your child is fully prepared for the school year. We must start as we mean to go on and all students must arrive with the right equipment, uniform and ready to learn. There will be a quiz upon returning to school. Parents are advised to keep this document to hand as it will help you and your child navigate through the changes to school life successfully.

I am very excited about the coming school year and beyond. We all have a lot of work to do, but I know that with parents, staff and students all pulling together for a common goal, we will achieve great things here.

Best wishes

Charlotte Whelan
Headteacher

Covid- 19 considerations

We plan to continue to:

- Stagger start and finish times- we will finish earlier each day
- Stagger break and lunch times
- Keep year groups in separate locations for lunch and break time
- Control movement around the building
- Continue deep cleaning at the end of each day and throughout each day.
- Ensure students wear a mask where social distancing cannot be adhered to unless they are exempt.

Movement around the school and supervision

1. Students will be supervised by staff at all times in their movement around the school.
2. Students will be encouraged to wash their hands at regular intervals.
3. Students will be taught explicitly how to move around the school following social distancing measures and ensuring a safe environment for all students
4. Any student who does not follow the instructions will be followed up using our school behaviour policy.
5. There will be no breakfast club any day until Monday 22nd March 2021 or after school clubs until Monday 18th March 2021. We will run a homework club from 12:30 -2:30 on Fridays. Please book your child's place by emailing info@hackneynewschoolcst.org if you would like them to attend.

Hygiene measures

Keeping our students safe is always a top priority. However during Covid 19 we are taking a number of additional measures to keep students safe during these challenging times.

1. All students will be taught good hygiene rules explicitly around social distancing, handwashing and infection control.
2. All students should have their own core equipment everyday. This includes a pen, pencil, ruler, rubber and pencil case. It will not be possible to borrow equipment so please ensure your child has everything they need.
3. Every student should have their own hand sanitizer and tissues with them. There will be some provided in school.
4. Physical contact of any kind is strictly prohibited. Handshaking is no longer appropriate.

5. Students should bring their own bottle of water. It will not be possible to fill up in the day.
6. Students should have a plain black or surgical mask to wear when social distancing of 2m can not be adhered to. This is in communal areas such as corridors and some lessons at teachers' discretion.
7. The school will be deep cleaned each day and high touch surfaces will be cleaned throughout the day. Students will be asked to clean some equipment before and after use to maintain good hygiene. Keeping our students safe is always a top priority. However during Covid 19 we are taking a number of additional measures to keep students safe during these challenging times.
8. Each year group will have different start, finish, break and lunch times to limit their contact with other students, see the revised School Day on page 6
9. The use of masks is a complex area. If they are going to wear a mask around the building, students should avoid touching their face when they put it on
10. Hand sanitiser stations have been placed in all key points around the school including entrances, dining hall and the playground
11. All classrooms have been provided with sanitising spray and wipes so that areas can be cleaned regularly
12. A cleaner has been employed to clean all high contact areas, such as door handles and toilets, throughout the school day
13. All students will be in year group 'bubbles' to limit their contact with other students

Lateral Flow Testing

1. All students are invited to have a lateral flow test. Three will be completed at school and the remainder at home. Please see the separate letter and complete the consent form. More details will follow.

Parents coming to school

1. If you usually bring or collect your child from school please arrange to meet or leave them at least 200 metres from the school gate to avoid congestion. Possible meeting places are outside Tescos, near Haggerston station or on the corner of Enfield Road and Kingsland Road.
2. All meetings at the school will be appointment only. Please telephone or email the school to request one. Usually the meetings will take place over the phone or virtually. **Please do not come to the school without an appointment for any reason.**
3. If your child forgets an item, please contact the school and we will make alternative arrangements.
4. If your child has an appointment during school time that can't be rescheduled, please meet your child outside of the Kingsland entrance to the school at the appropriate time. If you would like your child to go unaccompanied please contact their Head of Learning in the first instance.
5. Sometimes parents will be required to come to school to collect their child if they are ill. This will be managed following social distancing rules.

Health Issues

1. Parents should let us know if their child has any health issues that we may not be aware of immediately. We will also be sending you a medical questionnaire to check we have the correct information
2. If a child keeps medication in school, please provide us with a fresh supply on the first day they return to school
3. If a child displays symptoms of infection when they are in school, we have a robust response plan which will include separating them from others in an isolation room and contacting you. Please ensure we have the most up to date phone numbers. Students will need to undergo a test. Please inform us of the outcome as soon as you know
4. If a member of our school community tests positive for covid-19, we will contact the relevant authority and follow their advice.

HNS values for students and staff



Safeguarding



Your Safeguarding Team

	 <p>Salim Foughali Designated Safeguarding Lead</p>	 <p>Charlotte Whelan Deputy Designated Safeguarding Lead</p>	
 <p>Laura Purcell Deputy Designated Safeguarding Lead</p>	 <p>Hannah McDermott Deputy Designated Safeguarding Lead</p>	 <p>Julia Douglas Deputy Designated Safeguarding Lead</p>	 <p>Shahid Hussain Deputy Designated Safeguarding Lead</p>

Are you in a difficult situation?
Are you worried about someone in the school?
Are you concerned about your mental or physical health?
Do you need help with something at home?
Do you need someone to talk to?
Are you, or anyone you know, in danger?

If any of the above apply to you, or if you need help for any reason, come and see any of the following staff.

We will make sure that you get the support that you need!

The Revised School Day



	Monday & Wednesday	Tuesday Thursday	Friday	Staggered	Year 7	Year 8	Year 9	Year 10	Year 11		
8:10-8:20	Arrival	Arrival	Arrival	Key Stage 3 arrival	Arrive via Downham Gate	Arrive via Downham Gate	Arrive via Downham Gate				
8:20-8:30					Playground	Playground	Playground				
8:30-8:40				Key stage 4 arrival	Lesson 1 classroom	Lesson 1 classroom	Lesson 1 classroom			Arrive via Kingsland Gate	Arrive via Kingsland Gate
8:30-8:50					Lesson 1 classroom	Lesson 1 classroom	Lesson 1 classroom			Playground	Playground
8:50-9:40	Lesson 1	Lesson 1	Lesson 1	Y7-11 in lessons	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1		
9:40-10:00	Lesson 2 and break	Lesson 2 and break	Lesson 2 and break	Key stage 3 break	Canal break	Canal break	Canal break	Lesson 2	Lesson 2		
10:00-10:50				Y7-11 in lessons	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2		
10:30-10:50				Key stage 4 break	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2		
10:50-11:40	Lesson 3	Lesson 3	Lesson 3	Y7-11 in lessons	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3		
11:40-12:10	Lesson 4 and Lunch	Lesson 4 and Lunch	Lesson 4	KS3 lunch time	Lunch in Canal	Lunch in Canal	Lunch in Downham	Lesson 4	Lesson 4		
12:10-12:30				Y7-11 in lessons	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4		
12:30-1:00				Dismissal	KS4 lunchtime	Lesson 4	Lesson 4	Lesson 4	Lunch in Downham	Lunch in Canal	
1:00 - 1:50	Lesson 5	Lesson 5		Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5		
1:50-2:40	Lesson 6	Lesson 6		Y7-11 in lessons	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6		
2:40-3:30	Lesson 7	Dismissal		Y7-11 in lessons	Lesson 7 /Dismissal	Lesson 7 /Dismissal	Lesson 7 /Dismissal	Lesson 7 /Dismissal	Lesson 7 /Dismissal		
	Dismissal			Staggered dismissal	Staggered dismissal	Staggered dismissal	Staggered dismissal	Staggered dismissal	Staggered dismissal		

Key changes

Staggered arrival times for students

Year	Arrival time	Entrance
Year 7	8:10-8:20am	Downham Road
Year 8	8:10-8:20am	Downham Road
Year 9	8:10-8:20am	Downham Road
Year 10	8:30-8:40am	Kingsland Road
Year 11	8:30-8:40am	Kingsland Road

Staggered break times for students

	Lesson 2	Break time
Year 7	10:00- 10:50	9:40-10:00
Year 8	10:00-10:50	9:40-10:00
Year 9	10:00-10:50	9:40-10:00
Year 10	9:40-10:30	10:30-10:50
Year 11	9:40-10:30	10:30-10:50

Staggered lunch times for students

	Lesson 4	Lunch time
Year 7	12:10-1:00	11:40-12:10
Year 8	12:10-1:00	11:40-12:10
Year 9	12:10-1:00	11:40-12:10
Year 10	11:40-12:30	12:30-1:00
Year 11	11:40-12:30	12:30-1:00

ParentMail

We will be using this system for communication with home and online payment.

We will be using +Pay on ParentMail – an online payment service which allows you to pay for school items quickly and easily on your smartphone, tablet or computer.

Please look out for a registration email with the subject **Hackney New School has added you to ParentMail** and make sure your child has enough money on their account each day.

Please contact Mr Adam fawzyadam@hackneynewschoolcst.org if you have any questions.

Approximate school finishing times

Students will finish school at different times each day according to our timetable. They will be dismissed in a staggered, safe way by a senior member of staff, according to location.

Monday	Tuesday	Wednesday	Thursday	Friday
3:30pm	2:40pm	3:30pm	2:40pm	12:30pm

PE arrangements

- If a student has PE, they can come to school in the regulation PE kit. They should also have their uniform with them to change into if they get wet during PE

- If your child does not have the regulation items they should come to school in their uniform and we will lend them the regulation items. They will also be issued with a detention. Please contact us if you have any issues

Creating a professional environment

School is a training place for work. It is tough out there and very competitive. We want students to go on to have very successful lives when they leave us. In order to do this they need to understand our high expectations.

Uniform

Students wear our uniform to look professional and demonstrate belonging to our school community. Most professional environments have a dress code. This is ours. The expectations for uniform are laid out below.

Uniform items must be plain, without accessories, logos, decoration or any other colours.

- **Blazer:** HNS grey blazer with school badge
- **Shirt:** Plain white shirt with collar
- **Tie:** HNS tie, worn to the waist
- **Jumper (optional):** HNS navy V-Neck with logo
- **Trousers:** Plain navy, tailored, regular fit (no denim, coloured pocket zips)
- **Skirt:** Plain navy, knee-length
- **Socks or tights:** Plain black
- **Shoes:** Plain black leather school shoes, providing adequate protection and support (no casuals, fabric, canvas, trainers, sandals, pumps, 'work' type shoes e.g. Doctor Martins, high heels, boots, coloured laces, coloured stitching)
- **Coat:** Plain black, to be removed in class (no leather, suede, denim, hoody, sweatshirt, sports top, body warmer, gillet)
- **Hijab, abaya, prayer cap, turban, patka:** Plain navy or matt black

Jewellery, decoration and other items

- **A single necklace or bracelet for religious reasons**
- **Hats:** Plain black woollen hat, only to be worn outside the buildings during cold weather (no bobbles, visors)

- **Hair bands and fasteners:** Plain black, navy or plain white
- **Earrings:** Small plain studs (under 5mm in diameter), matching pair or single
- **Belts:** Plain black, plain buckle (no oversized buckles or with logos)
- **Make-up:** To be modest and discreet (no lipstick, false eyelashes, acrylic nails)
- **Scarves:** Plain black only
- No body jewellery, unnatural coloured hair,, tattoos, visible undergarments
- School bags should be **rucksack style** and not handbag or similar

PE Kit: Required items

- **Shirt:** Blue HNS polo shirt with logo
- **Shorts:** HNS navy football shorts with logo
- **Socks:** White football socks

PE Kit: Optional items

- **Tracksuit bottoms:** Plain navy
- **Tracksuit top:** Plain HNS sports top with logo available from the uniform shop

Some important points to note:

What will happen if a student is in incorrect uniform?

- Students arriving to school dressed incorrectly may be sent home to change. If they are then late for school, they will receive a late detention
- Non-uniform items such as hoodies, accessories, trainers will be confiscated. Students will receive a uniform slip and will be given a detention on the following day. Confiscated items will only be returned to parents after school by appointment with their child's Student Manager on the following Thursday between 3pm and 4pm.
- If there is a uniform emergency at home, parents must call or write a note to their child's Student Manager to explain the problem before 08.10am. If agreed the student will be issued with a uniform lanyard by their student manager for one day only. Parents should ensure that uniform is correct within 24 hours. If no contact has been made, students will be given a uniform slip and a detention
- Piercings (other than one in each ear) and acrylic nails are not allowed in school and under no circumstances should students attend with them. Students will be asked to remove all extra piercings and soak off acrylic nails. They will also be sanctioned subject to our behaviour policy

Where can I buy the HNS school uniform from?

The sole uniform supplier for HNS uniform items is:

TRUTEX HACKNEY(CROSSBOW)

31 BROADWAY MARKET

HACKNEY E8 4PH

TEL: 0207 923 9313

Can my child wear religious dress?

Yes, the following items may be worn:

Hijab, abaya, prayer cap, turban, patka: plain matt black

How can I help my child not to lose any items of their uniform?

You should write your child's name clearly in black permanent pen on every item of their uniform, including their PE kit. Lost items will be taken to reception and kept for two weeks. Unnamed items will be given to charity.

Can my child wear jewellery?

The wearing of jewellery is limited to the following items:

A single necklace or bracelet for religious reasons

Earrings: Small plain studs, matching pair or single

Can my child wear make-up?

Any make-up worn must be modest and discreet.

Lipstick, false eyelashes and acrylic nails are not allowed.

What happens in hot weather with blazers?

All students will be expected to wear their blazers to and from school. Classroom teachers will decide whether students can remove their blazers inside the classroom. Jumpers must never be worn without a blazer.

"I was educated in France, and one thing I wished we had was a school uniform. When I see our students wearing our uniform, it makes me so proud as they look so smart and ready to become the best person they can be in the professional world!" Mr Foughali



Quick visual guide for our uniform:

If you are unsure, please send us a picture of items before purchasing them

	<p>Skirt: Plain navy, knee-length</p>		<p>No acrylic nails</p>
	<p>Trousers: Plain navy, tailored, regular fit (no denim, coloured pockets, zips)</p>		<p>No black trousers</p>
	<p>Shoes: Plain black leather school shoes, providing adequate protection and support (no casuals, fabric, canvas, trainers, sandals, pumps, 'work' type shoes e.g. Doctor Martins, high heels, boots, coloured laces, coloured stitching)</p>		<p>No coloured scarves</p>
	<p>Socks or tights: Plain black</p>		<p>No trainers of any kind</p>
	<p>Coat: Plain black, to be removed in class (no leather, suede, denim, hooded, sweatshirt, sports top, body warmer, gillet)</p>		<p>No white, grey or coloured socks</p>
	<p>Scarves: plain black only Hats: Plain black woollen hat, only to be worn outside the buildings during cold weather (no bobbles, visors)</p> <p>School bags should be rucksack style</p>		<p>Piercings are not allowed in school. Ears, tongue and face must not have any piercings!</p>
			<p>Handbag style is not permitted</p>

Conduct

We also have a politeness policy which applies to everyone within the HNS community. Staff, parents and students are expected to demonstrate politeness at all times. Students might be rewarded with merit slips when they are seen modelling polite and helpful behaviour.

The politeness policy aims to ensure:

- everyone promotes the aims and values of the school
- an expectation of a high level of social etiquette
- a professional, calm and welcoming atmosphere is established
- students understand how to self-regulate and model politeness at all times
- all learners are enriched with lifelong skills which prepare them for the wider world

We expect all students to use STEPS - first time - every time:

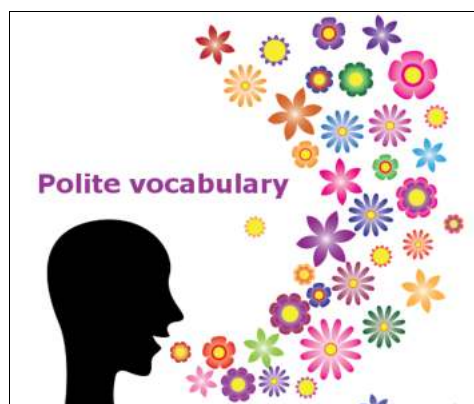
S: Sir or Miss - every time

T: Thank you - every time

E: Excuse me - every time

P: Please - every time

S: Smile - every time



Normal for New School behaviours include:

- Wishing each other 'good morning' and 'good afternoon'
- Making eye contact and smiling when appropriate
- Helping others by holding doors open, letting others go before them, offering to carry things etc...
- Waiting patiently for your turn to speak. Avoiding interrupting conversations until others have finished
- Being self-aware by not shouting, blocking or pushing others and walking on the left when inside the school building
- Dealing with issues calmly to create an approachable and welcoming atmosphere
- Always using polite and appropriate language in speech and written communication, avoiding the use of slang
- Respecting the physical environment by using the bin for litter, cleaning up after yourself and looking after the environment.
- Being punctual
- Serving the school community by volunteering to go above and beyond

Attendance and punctuality

Attendance is a key value at HNS. Students are expected in school everyday unless they are extremely unwell. In ordinary circumstances, whilst minor illnesses such as a cold are unpleasant, they should not be a reason not to come to school. If a student is incapacitated and can not attend school due to illness, please call the school each and everyday of absence. Key numbers are available at the end of this document.

All of our students should be in school everyday. However we understand during Covid 19 that adjustments need to be made to ensure our school community is safe. If your child exhibits symptoms of Covid 19 (persistent coughing, a high fever, loss of taste or smell) please keep them at home and ring the school immediately. We can then support you and take steps to ensure everyone is safe. This will include testing.

Attendance of all students is tracked and any students falling below expected attendance targets will be monitored. This could include:

- Attendance meetings
- Home visits
- Attendance agreements
- Referral to and involvement of outside agencies
- Parental fines and court action

It is expected that students are on time and ready to learn. The school gate will close at 8:30am and any student who is late after this time will receive a detention. Similarly students who are late to lessons will receive a detention.

Students with good punctuality use the following strategies:

- They allow plenty of time in the morning for their journey allowing for transport delays
- They use apps such as City mapper to plan their journey
- They use an alarm - setting it earlier than required and they wear a wrist watch in school
- They prepare their school uniform and equipment the night before
- They don't linger during lesson changeovers

Arrival times for students during Covid 19 have been staggered - see school day on page 6. If a student arrives after their allotted time they will be deemed late for school and will receive an automatic 20 minute detention at the end of the next day.

Attendance Ladder

How close is your child to 100%?

0 days off school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

*If you can, we strongly advise to walk or cycle to school to avoid any traffic or train cancellations that could make you late to school. Plus, it is healthy!



Reporting student absence

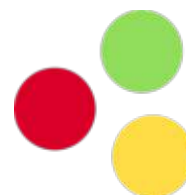
In order to ensure the health and safety of all students and maintain accurate attendance records, all parents/carers must:

- Phone the school absence line on 020 7617 7181 before 8.30am each day with an explanation of your child's absence. **If you believe your child has symptoms of Covid 19 please ensure you make the school aware of it as soon as possible**
- **Ensure your child arrives in school by their allotted arrival time or they will be marked late**
- Advise the school immediately of any changes of telephone numbers and of address via email at admin@hackneynewschoolcst.org. We require proof of address to amend this
- Provide medical evidence if requested. It must be taken to reception on your child's return to school
- Notify in advance any medical appointment, which could not be made out of school hours. Letters, appointment cards and notes must be shown
- No students, if unwell or if permission has otherwise been granted, are allowed to leave school premises out of regular school hours without an accompanying parent or carer. **If a child exhibits symptoms of Covid 19 during the school day, they will be attended to by a qualified First Aider. They will be placed in our quarantine room. We will contact parents/carers immediately so that your child can be collected and taken home safely**
- Ensure you are aware of the school term dates, by checking the website



DPR Key Outcomes/expectations for 2020/21

- Teachers use DPR every lesson to review learning with the whole class and update judgements regularly
- Teachers set quality assignments and record students' submission in a timely manner according to department expectations
- Teachers upload resources linked to KOs (one per week)
- Teachers use DPR collaboration feature regularly to support students who struggle to at least consolidate taught KOs
- DPR voice as a feedback tool especially for subjects such as MFL, Drama, Art, Music and PE
- DPR strategic overview and the DPR whole school insights are used regularly to track and monitor the effectiveness of engagement with DPR (Middle /senior leaders)
- Reward and sanction students regularly for their active engagement with DPR
- Quality assure resources through the subject area access in DPR
- **Students must login to DPR at least five times a week and upload all work to be submitted. Students are NOT to email or share a google doc with their teachers.**



Welcome back

Enter your details below

Do not forget these 3 details!

<input type="text" value="10497"/>	→	Institution number (for everyone)
<input type="text" value="sfoughali1.2019"/>	→	Your username
<input type="password" value="....."/>	→	Your password

[Reset your password](#)

LOG IN

Behaviour expectations

We have very high expectations of students' behaviour and we expect students to make the right choices. We have behaviour and rewards policies which are designed to support students in making the right choices. Below are outlined the most important points. You can read the full policies on our website.

We expect students to:

- show genuine mutual respect at all times
- arrive on time to school and lessons
- be in correct uniform and be smartly presented
- follow all reasonable instructions first time
- engage in lessons fully
- use SHAPE, SLANT and STEPS first time, every time
- complete classwork and all other related assignments
- treat other students and all of the school community with respect at all times
- be helpful, polite and honest
- show care and compassion to others
- be a positive representative for the school
- only arrive on site at the designated dates and times and in the areas they have been assigned
- walk directly to the sanitising area before being briefed by the Senior Leader of the day and then to the classroom (also called pod or bubble) they have been assigned. Students are not permitted to move around the building freely or open any closed door.
- sanitise their hands on entering the classroom
- walk directly to their assigned desk. Students must only sit at their assigned desk. students must not touch any desk assigned to another student or any equipment on a desk assigned to another student
- meet our usual expected behaviour in class
- not attempt to make physical contact with any person.
- not attempt to deliberately move within 2 metres of any person
- only use THEIR designated toilets and must sanitize hands again when returning to THEIR classroom
- not deliberately and unnecessarily perform actions associated with symptoms of Covid-19, for example but not limited to, coughing and/or sneezing

The following are some examples of what we consider to be unacceptable behaviour:

- defiance
- refusal to make eye contact or answer questions when spoken by an adult
- swearing

- violence or threatening behaviour
- damage to property
- rudeness
- not following instructions
- distracting others
- not completing class work, homework/assignments or coursework
- bullying
- discriminatory language such as homophobic or racist comments
- lateness
- truancy
- damaging property
- abuse of the school email or ICT network
- refusing to sanitise hands
- not moving directly to the allocated classroom
- deliberately making contact, or attempting to make contact, with another person
- deliberately moving within desired distance as dictated by government guidance, or attempting to move within desired distance as dictated by government guidance, of another person
- deliberately and unnecessarily performing actions associated with symptoms of Covid-19, for example, but not limited to, coughing and/or sneezing
- not attempting to cover the nose and mouth with a tissue or arm when coughing and/or sneezing
- using inappropriate language
- spitting
- not following school's usual behaviour policy
- **taking up a disproportionate amount of staff time**

These are the key strategies we will use to deal with students who behave unacceptably:

- recording a demerit on the school information system
- sending students home to change their uniform
- asking students to make up for lost time
- a verbal reminder of expected behaviour in and around school
- letter or phone call to parents
- parental meeting
- withdrawal from lessons on a temporary basis to be placed in the Behaviour Improvement Room
- confiscation of items
- internal exclusions
- alternative school based exclusion
- fixed term exclusion
- managed move to another school
- direction to an off-site provision
- permanent exclusion for the most serious offences or persistent violation of the behaviour policy

- We have a sanctions ladder which we follow to deal with poor behaviour. Reasonable adjustments are made for students with SEND
- Some behaviour is highly unacceptable and is therefore likely to lead to permanent exclusion

This includes, but is not limited to, the following:

- persistent disruptive behaviour
- threats and/or assaults on a member of staff
- possession of an offensive weapon
- possession of drugs and illegal substances
- racist, sexist, homophobic or discriminatory behaviour
- criminal or alleged criminal behaviour
- vandalism of school property
- malicious threats against a member of staff
- sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation. In the event of a serious sexual assault incident, the school will not wait for the outcome (or even the start) of a police investigation before protecting the victim, alleged perpetrator and other students and adults in the school. (This is explained in the sexual violence and sexual harassment between children in schools and colleges - May 2018.)

Banned items include: Mobile phones, tablets, internet enabled watches and similar, excessive amounts of unhealthy food, lighters, non school uniform items and chewing gum. The headteacher may deem other items banned if she feels they pose a threat to the safety and wellbeing of those in school.

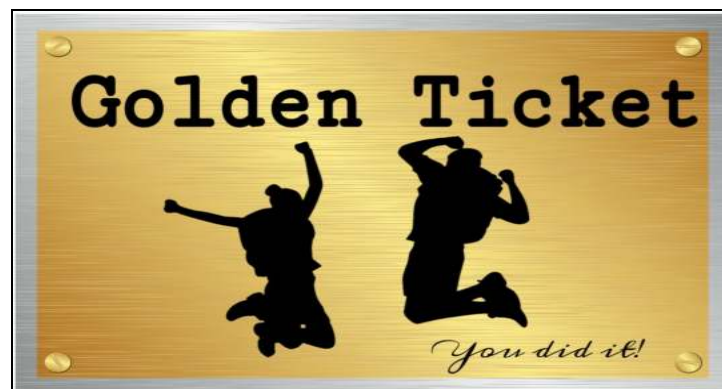
Prohibited items if found will not be returned and include: knives and weapons, alcohol, illegal drugs, sharp objects, fireworks, pornographic images, E-cigarettes, vaping products, cigarettes. In the case of weapons and drugs, the police will be informed and items handed over to them.

A Guide to Rewards and Sanctions

The Rewards Ladder

10.	Jack Petchey Awards - Each half term we will award a student the Jack Petchey Achievement Award. This special award can be for academic achievement, or for students who face and succeed in challenging circumstances, or for young people who push themselves outside of their comfort zone or show themselves to be outstanding team players. Each winner will receive a lapel badge, a letter from Sir Jack Petchey and £250 to spend within school.
9.	Every Further 50 Merits - A blue lapel badge is awarded for every further 50 merits An achievement text message is sent to your parents/carers
8.	200 Merits - A blue lapel badge is awarded when you achieve 200 merits An achievement email message is sent to your parents/carers when you achieve 200 merits
7.	150 Merits - A gold lapel badge is awarded when you achieve 150 merits An achievement email message is sent to your parents/carers when you achieve 150 merits
6.	100 Merits - A silver lapel badge is awarded when you achieve 100 merits An achievement email message is sent to your parents/carers when you achieve 100 merits
5.	50 Merits - A bronze lapel badge is awarded when you achieve 50 merits An achievement email message is sent to your parents/carers when you achieve 50 merits
4.	Star of the Week - Your Head of Learning will award star of the week to a student in recognition of effort and achievement. You will receive a special lapel pin.
3.	Chocolate - Often the school will award chocolate prizes. This is in recognition of good work in school or on the DPR.
2.	Golden Ticket - Your teachers will award a Golden Ticket to the most focused/hard working student in each lesson for you to take home and show your parents. It is worth 5 merits!
1.	Merits - A merit is awarded by the subject teacher for meeting and exceeding expectations The pastoral team awards a merit for 100% attendance, punctuality, uniform and equipment for students

Are you going to make it to the top? Get as many Golden Tickets as you can!



The Sanctions Ladder

High level sanctions	
10.	Permanent Exclusion (PEx) - This sanction is used by the Headteacher for repeated disruptive behaviour, assaulting a member of staff, extreme violence towards another student, theft, damage to property, possession of an offensive weapon, dealing an illegal substance, extreme racial or sexual harassment or other breaches of the school's behaviour policy. The Local School Board (LSB) hearing(s) must take place within 15 school days of the date of the permanent exclusion.
9.	Pastoral Support Plan (PSP) - students at risk of permanent exclusion (usually after the 3rd incident of FTE) are considered for a pastoral support plan.
8.	Fixed Term External Exclusion - This sanction is used by the Headteacher when there is a serious breach of the school's behaviour policy. <ul style="list-style-type: none"> Consider alternative provision with LA or other providers for extreme or unusual circumstances Pastoral Support Plan (PSP) considered following 3 days of exclusion Parental meeting with HOL and DHT, student returns to school on report to HoL for 1 week 1-45 days in any academic year
7.	Alternative school based exclusion - This sanction is used by the Headteacher and DHT for pastoral care and it is equivalent to a first day of a fixed term exclusion. Students spend a day at another associated school and parents are informed by letter and phone call. The following must be considered following this sanction: <ul style="list-style-type: none"> Student placed on HoL report for 1 week Parental meeting with HOL and SM <p>*Note that it is the parents' / carers' responsibility to transport the student to the other school</p>
6.	Internal Exclusion - This sanction is used by the Head of Learning when students display defiant behaviour in lessons or for incidents which are serious enough to warrant a fixed term exclusion (persistent disruptive behaviour, fighting, anti-social behaviour etc.). For out of lesson incidents, this sanction must be applied on two separate occasions (1 & 2 days) before an ASBE is considered. The following must be considered following this sanction: <ul style="list-style-type: none"> Student placed on HoL report for 1 week Parental meeting with HOL and SM This sanction is also used when a student fails to complete the BIR sanction. <p>Due to Covid 19 internal exclusion will be replaced with a fixed term exclusion to ensure the safety of all students in separate years.</p>
Lower Level sanctions	
5.	Parental meeting - This is used by Heads of Learning to meet with parents and discuss a student's behaviour. A series of supportive measures will be put in place which could include-daily report, moving class, loss of break and lunch.
4.	Headteacher's detention - This sanction is used when a student accrues more than 4 detentions in one day. Students will sit the 60 minute detention for the following day, as well as the Headteacher's detention for the extra time not completed during the week.
3.	Behaviour Improvement Room - Teachers will send students to the BIR for the following: <ul style="list-style-type: none"> 3 occasions of defiance or rudeness in a 50 minutes lesson or at break or lunchtime Unacceptable behaviour

2.	<p>Detention - Teachers will set a detention for the following:</p> <ul style="list-style-type: none">• 2 occasions of defiance or rudeness in a 50 minutes lesson or at break or lunchtime (20 minutes for each incident)• Lack of core equipment / uniform• Insufficient work completed
1.	<p>Demerit - Teachers will give 1 demerit for the following:</p> <ul style="list-style-type: none">• Defiance in lesson• Rudeness in lesson• Lack of subject equipment• Lateness to lesson

"Ninety-nine percent of failures come from people who have the habit of making excuses."

- George Washington Carver

Lessons

Learning is our key focus at HNS. We expect staff to prepare lessons that are well planned, organised, informative and engaging. We expect students to come to school prepared to learn and to engage with their learning positively and respectfully. HNS teachers have very high expectations of their students.

All students are expected to do the following every lesson:

- Use SLANT whenever the teacher asks for it
- Use SHAPE whenever they ask or answer a question, both in class and outside of lessons
- Use STEPS in all interactions with staff and students (see the information in the Conduct section)

Students use **SLANT** in order to ensure they are focused on their learning:

Sit up straight: students are taught to be attentive, focused and respectful in lessons

Listen carefully: students give their teachers 100% undivided attention in lessons

Ask and Answer: students are taught to be active participants in lesson and to ask and answer questions

Never interrupt: students are taught to be patient and considerate

Track the teacher: students are taught to look where directed by the teacher.

This is an illustration of how a student will look in the slant position (arms folded):



Students use **SHAPE** in order to ensure they are confident and respectful in all their interactions:

Sentences: students are taught to reply in full sentences

Hands: students are taught not to cover their mouths or faces when talking

Articulate: students are taught to speak clearly and to avoid mumbling

Projection: students are taught to project their voices so their responses are clearly audible

Eyes: students are taught to make confident and appropriate eye contact when conversing

The first 10 minutes of HNS lessons

- Lessons start on time
- **In - Off - Out:** students are greeted at the door by their teacher, take their coats off and place them on the back of their chairs, are seated immediately and put their equipment on their desk
- Students complete an activity to help them remember previous learning
- Students sit according to the teacher's seating plan.
- Students will usually be sitting in rows
- Teachers check uniform and equipment
- Teachers remind students of the importance of SHAPE - SLANT - STEPS
- Students use the HNS routine for handing out equipment
- Students put their completed homework out on their desk on the correct day
- Students will use SLANT, SHAPE and STEPS whenever appropriate

The last 10 minutes of HNS lessons

- The teacher will display the DPR and the Key Objective for the lesson and check that students have understood the learning
- The teacher will remind students who has received merits or demerits and will tell the class has been awarded the Golden Ticket for that lesson
- Students will pack up swiftly using the HNS routine
- Students will chant some of the key learning as they pack away to further reinforce the learning
- Students will be dismissed row by row and will follow the corridor expectations as they go to their next class.

During the lesson

- Teachers award merits for good effort. These are recorded by a nominated student in the reward book
- Students will use SHAPE - SLANT - STEPS - throughout the lesson
- The DPR is displayed to review learning and to review assignment expectations
- Students are asked questions by the teacher. The teacher uses 'pose, pause, pounce' to direct questioning. Students must attempt an answer using SHAPE
- Teachers use modelling to help students know what to do
- Instructions are clear and effective
- Students are expected to do extended writing or the equivalent in every lesson
- Students must attempt all work. Teachers will ensure it is differentiated for those who need more support or who need stretching
- Students must raise their hand if they need support or wish to speak
- There will be opportunities for 'fix-it time' where students improve work with green pen

- Students must not get out of their seat without permission. They must raise their hand
- Students will not be permitted to leave the room except in very exceptional circumstances. This will be with a Teacher Exit Pass
- Students should not bring out any equipment or belongings not required by the teacher
- Students should not call out, speak to others without teacher permission

Routine for handing out and packing away of equipment

Teachers will be trained on safe use of equipment. Students will be expected to follow instructions, first time, every time - for their and everyone's safety.



Break and Lunchtimes

Breaktimes

- Breaktime is 15 minutes
- Students will use this time to use the toilet and get water. They will be escorted to a socially distanced break. They will then be escorted back to their next lesson.
- Students must remain in their designated zone at all times
- At the end of break students will be dismissed by a senior member of staff class by class
- As students follow their teacher to their class at the end of break, they must be quiet in a single file and straight line

Lunchtimes

- Lunchtime has been adapted to ensure students can socially distance. Each year group will have their own 30 minute lunch time slot and must remain in their designated zone at all times
- Students will use this time to go to the toilet, eat lunch and check the student notice board.
- At the end of lunch students will line up and a senior member of staff will dismiss students class by class
- As students follow their teacher to their class at the end of break they must be in a single file, straight line and silent

School meals

- All students are required to have lunch in school. They can choose school dinners or packed lunch
- Parents should top up money for lunch using the schoolmoney system. Log on details are available from admin@hackneynewschool.org. Students who are entitled to free school meals will be automatically topped up on schoolmoney
- School lunches cost £2.60 per day. There is a choice of lunch options. Parents must ensure they top up their child's School Money account in advance with at least £13 each week
- Any student who does not have sufficient funds on their SchoolMoney account will be issued with a lunch pass for one day only. Parents/ carers will be contacted that afternoon and it is an expectation they will have topped up the account overnight to cover both the lunch pass issued and any school lunches you wish to purchase thereafter. A second lunch pass will not be issued, therefore, please send your child with a healthy packed lunch for the remainder of the term if you prefer that option. Any parent/ carer suffering financial hardship should contact Laurel White or Laura Purcell on the school phone number.
- Each day there will be a range of food options, catering for all dietary requirements

- If a parent wishes their child to have a packed lunch for the term, just let them bring it. If a parent wants their child to be able to choose between a packed lunch and a school meal, they must ensure their child's School Money account has sufficient funds
- If a student has allergies or intolerances, their parent or carer should contact the Family Support Worker to discuss them and provide any medical evidence. An appointment will be set up with the chef for parents to discuss where relevant
- We will be performing a series of what we call snack attacks to make sure students do not bring any of these items in school. Please make sure they only bring water and no other drink. Any bottled water and food items are not to be shared between students

Do not bring these items in school as they will be confiscated:



Dining routines and schedule

We have adjusted our dining routine in order to ensure our students can socially distance during this time. Each year group will have an allocated dining slot. Meals will be provided in disposable containers. Students who have packed lunch should bring items in disposable packaging.

Lunchtime activities

In order to keep staff and students safe and to socially distance effectively there will be no lunch time clubs or activities for the first half term. This will be reviewed for the following half term once we have more information.

Before and after school activities

Starting on Monday 22nd March, the school gates will open each day from 7.40am to 7.45am for students who wish to attend breakfast club. Students who have been allocated a place will receive a letter. Students will need to line up outside of the Downham building entrance. Breakfast is free to all students who attend. Breakfast club will finish at 8.10am.

After school

Detentions will take place between 3.30pm and 4.30pm on Mondays and Wednesdays and 2.40pm and 3.40pm on Tuesdays and Thursdays.

Here is a brief summary of how detention will start and finish:

Detentions starting 10 minutes after the lessons finish will allow students and staff to make their way to the detention and get settled to start it.

My child has 3 detention slots that day. How does it work?

If a student has 3 detention slots on Mondays and Wednesdays, the first slot is 3.30pm to 4pm, the second slot is 4pm to 4.15pm and the third slot is 4.15 to 4.30pm. The detention ends at 4.30pm.

If a student has 3 detention slots on Tuesdays and Thursdays, the first slot is 2.40pm to 3.10pm, the second slot is 3.10pm to 3.25pm and the third slot is 3.25 to 3.40pm. The detention ends at 3.40pm.

If students have accumulated detentions in the week that could not fit 3 slots a day, they will do them on Fridays after school. Depending on the number they cumulated, the detention ends at 4pm on Fridays.

Note: Allow 5 min for them to get out of detention as the dismissal process needs to take place.

Clubs will resume on the Monday 15th March 2021. Please see separate letter.

Friday afternoon activities programme

In order to keep staff and students safe and socially distance effectively, the Friday afternoon programme of activities will be restricted for the first half term. Students will be supervised by staff to complete homework. This will be reviewed for the following half term once we have more information.

School trips

The school remains committed to school trips as they are an important part of the education of our students. However during Covid 19 all trips are suspended. This will be reviewed for the following half term once we have more information.



Lost property

All equipment and uniform should be clearly marked with students' names. Any lost property will be returned to a student if it includes the child's name. In COVID time, items will not be kept longer than 7 days.



Equipment

All students should have the following equipment each day.

- Black pens x3
- Pencil x2
- Ruler
- Rubber
- Reading book
- Green pen
- Scientific calculator
- Clear pencil case
- Mask
- Hand sanitiser
- Tissues
- Geometry set



Students should have a named school bag which can carry all of their equipment, for example a rucksack. Fashion handbags and small bags are not suitable. Detentions will be issued for lack of equipment. Parents and students should see their student manager for any problems that arise.

Equipment will be on sale as students arrive in the playground each morning. Each piece of equipment will cost 10p. This means no student should ever not be fully equipped to learn.

Assignments/Homework

Homework is an essential part of students' learning. Homework will be set by each subject and will be due one week after the day it is set. Homework will be set on the DPR. Detentions will be issued for insufficient and incomplete homework.



Other information

- Students will receive a jotter/notebook in which they can record any important information
- This guide will be updated and added to our website at the beginning of each term.

Mobile Phones and other devices

Smartphones and other devices are expensive and can be seen as an item of luxury. Some parents are apprehensive about their child getting their phone out on the street after school. Our advice is to get them a very cheap old-fashioned phone which can only make and receive calls that they put in their bag (switched off) and switch on when they are out of school so you can contact them. Their smartphone can be left at home during the day as it is strictly forbidden to get any phone out or leave it on as if it rings during school time it will be confiscated till the next Thursday. Parents will need to book an appointment to pick it up.

Useful contacts

To help contact the right person, please see below. Email is the preferred method of contact. Staff should reply within 48 hours.

<p>To report your child's absence Please call each and everyday of absence</p>	<p>Attendance Officer laurapurcell@hackneynewschoolcst.org Phone: 0207 617 7181 Ext 3803</p>
<p>For medical issues and support with family issues such as bereavement, financial difficulties, family difficulties, health, referrals to outside agencies</p>	<p>Family Support Worker: Laura Purcell laurapurcell@hackneynewschoolcst.org</p>
<p>For concerns regarding Special Educational Needs and Looked After Children</p>	<p>SENDCO: Joynab Sultana joynabsultana@hackneynewschoolcst.org</p>

Year 7 and Year 10 queries regarding pastoral issues, behaviour, attendance, learning across the curriculum	Head of Learning: Ashton Green ashtongreen@hackneynewschoolcst.org Student Manager Year 10: Laurel White laurelwhite@hackneynewschoolcst.org Student Manager year 7: Asuman Arslan asumanarslan@hackneynewschoolcst.org
Year 8 and Year 9 queries regarding pastoral issues, behaviour, attendance, learning across the curriculum	Head of Learning: Betty Barnes bettybarnes@hackneynewschoolcst.org Student Manager year 9: Ebou Cole eboucole@hackneynewschoolcst.org Student Manager Year 8: Laurel White laurelwhite@hackneynewschoolcst.org
Year 11 queries regarding pastoral issues, behaviour, attendance, learning across the curriculum	Head of Learning: Julia Douglas juliadouglas@hackneynewschoolcst.org Student Manage Year 11: Ebou Cole eboucole@hackneynewschoolcst.org
Designated Safeguarding Lead	Deputy Headteacher: Salim Foughali salimfoughali@hackneynewschoolcst.org
Deputy Designated Safeguarding Leads	Deputy Headteacher: Shahid Hussain Headteacher: Charlotte Whelan Family Support Worker: Laura Purcell Assistant Headteacher: Hannah McDermott Assistant Headteacher: Julia Douglas safeguarding@hackneynewschoolcst.org
English queries	Head of Department: Felicia Davies feliciadavies@hackneynewschoolcst.org
Drama queries	Head of Department: Tom Noble thomasnoble@hackneynewschoolcst.org
Maths queries	Head of Department: Hodan Abdule hodanadbule@hackneynewschoolcst.org
Science queries	Head of Department: Courtney Hyde courtneyhyde@hackneynewschoolcst.org
Modern Foreign Language queries	Head of Department: Patrick Eccles-Williams patrickwilliams@hackneynewschoolcst.org
History queries	Head of Department: Francis Klemencic

	francisklemencic@hackneynewschoolcst.org
Geography queries	Head of Department: Elizabeth Fraser elizabethfraser@hackneynewschoolcst.org
Religious Education queries	Head of Department: Kaydee Kenwright kaydeekenwright@hackneynewschoolcst.org
PE queries	Head of Department: Julia Douglas juliadouglas@hackneynewschoolcst.org
Art queries	Head of Department: Evie Waldren eviewaldren@hackneynewschoolcst.org
Music queries	Head of Department: Cara Quinn Larkin caralarkin@hackneynewschoolcst.org
Computer Science queries	Head of Department: Rahan Gazi rahangazi@hackneynewschoolcst.org
Chair of Local School Board	Phoebe Clapham phoebeclapham@hackneynewschoolcst.org
Headteacher's PA	Grace Travis gracetravis@hackneynewschoolcst.org

How parents can support their children to be successful in school

Having worked in successful schools, children with the best outcomes had the following support from their parents or carers:

General communication with the school and teachers

1. Update contact details

Update their contact details to allow excellent communication between them and the school. Updated accurate contact details means they will receive on time updates about their child.

2. Communicate with teachers

Communicate regularly with teachers to be updated on their child's learning and behaviour through the DPR. If they want to know more about their progress they can look at their DPR and if they have any concerns email the relevant teacher. There is no need to wait for parents' evening!

3. Read emails

Read their emails regularly to ensure good communication with the school at all times. They let the office know if they change their email.

Behaviour and uniform

1. Read the uniform policy with their child

Read the uniform policy with their child to ensure both parents and students know the policy so their child is ready for a good start every morning. It will prevent any misunderstanding and therefore any breach of our uniform policy which would result in a sanction.

2. Sign their child's report (if their child is on report)

Check their child's report every night and discuss it with them. It will give them an accurate picture of their child's school life.

3. Monitor mobile phone use

Make it clear to their child that phones are not allowed in school and must not be seen or heard by any member of staff, who will confiscate it straight away. They should also monitor what their child is doing online, especially on social media, to avoid any issues impacting on their learning and to keep them safe.

4. Encourage Tassomai and MathWatch

Ensure their child completes Tassomai and MathWatch online study programmes (and many more, please ask their teachers) on a regular basis. Both online programmes have proven to improve students' grades when they meet their daily goals.

At home tips

1. Monitor screen time

Limit the screen time of their child as it does have an impact on their sleep and pattern. A well rested student is a well performing one. No more than one hour a night of screen time is recommended.

2. Check the DPR (Dynamic Progress Report) at least weekly

Check the DPR weekly to get an accurate picture on how their child is making progress and see what their child needs to do to improve in every subject.

3. Get up with them

Get up with their child to create a family routine which every child needs. If they are a working parent, they send them to the breakfast club after they get ready together. That way they can check their child is ready for school, checking their uniform and the equipment in their bag.

4. Organise five shirts a week

Have 5 shirts ready for the week to make sure there is no rush for school in the morning and it ensures their uniform is always impeccable.

5. Check the morning alarms

It is part of a good routine to make sure the alarm is set daily. Do not only rely on the snoozing function to ensure their child is up!

6. Know their child's PE day

Knowing a child's PE day ensures that their PE kit is ready on that day. Forgetting their PE kit will result in a detention.

7. Ensure homework time is a structured time

Make sure (if possible) to create a homework area at home and check their child's screen to see what they are doing. Turn off any distractions during that time. They can check their DPR yourself during that time and see what key objectives are red or amber. These are the KOs they need to work on and resources are uploaded for them by teachers. We offer chromebooks that can be borrowed to take home and a Friday homework club.

8. Limit to once a week takeaways

A healthy student is a thriving student. Bad eating habits lead to difficulties in focussing and therefore achieving their best.

9. Agree bedtimes

As you know a rested child is a ready to learn student. Too many take their phones with them to bed and end up not sleeping enough and having difficulties waking up for school. This disturbs the whole family routine and impacts on their learning. Getting them to bed for 9 without their phone and lights off at 9.30 so they get enough sleep.

10. Send them in

We know sometimes children might say they do not feel well in the morning but parents of successful students advise they send them in. We have First Aiders on site and we will make sure they are looked after. If they are too ill for school we will contact their parents or carers.

11. Appointments

We recommend making appointments only outside of term / school time. One morning missed can have a lot of repercussions on students' learning, especially when it is an appointment that could be made outside school time.

12. Provide SchoolMoney account or packed lunch

We have a no cash system in school and no cash will be taken onsite for food. They ensure they top up their child's SchoolMoney account with at least £13 each week so they can eat lunch each day. If they wish their child to bring a packed lunch to school instead, they ensure it is ready for them.

13. Confirm arrangements after school

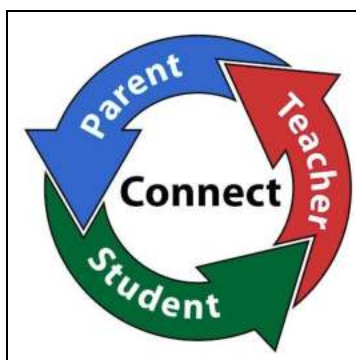
To make sure their child is safe, arrange for them to go straight home after school and not hang around on the streets. Knowing where they are after they finish school must be a priority.

14. Accept children do not tell the truth

As harsh as it sounds, children do not always tell the truth. It is our duty to keep them safe and investigate any issue. To get out of trouble children sometimes lie not to disappoint their parents or get sanctioned. If we recognise this, issues are often resolved quicker and are avoided in the future.

15. Understand it is better be safe than sorry

They buy a "brick phone" just for school so they know where their child is after school instead of letting them take their brand new smartphone and take the risk of being lost or stolen.



Useful checklist to get

ready everyday

We have also put a handy checklist together below. We hope that students are becoming more independent so we strongly encourage you to support your child in taking ownership of the preparations on the checklist.

Preparing school uniform

- My blazer is clean and all buttons are on it.
- I have enough clean shirts for the week.
- My tie is clean and I have practised tying it so that it is down to my waist.
- My skirt or trousers are navy blue and not fitted or tight. My skirt is down to my knee.
- My socks or tights are plain black.
- My shoes are clean and black leather.
- I have removed all items not allowed in school such as jewellery, false nails, false eyelashes and hair dye ready for my return to school.
- My hair bands, hats, gloves and scarves are plain black.
- My coat is plain black and suitable for school.

Preparing PE kit

- My PE kit is ready and I know what days I have PE so that I wear it to school on that day.
- I have my HNS blue t-shirt.
- I have my blue navy HNS tracksuit bottoms or navy shorts.
- I have my blue football socks.
- I have my trainers which are preferably white or black.
- I know I also need to wear my blazer with my PE kit unless I am wearing the blue HNS jacket.

Preparing equipment

- I have a rucksack suitable for school. I do not have a handbag or other type of bag.
- I have at least 3 black pens.
- I have at least 2 pencils.
- I have at least 1 ruler.
- I have at least 1 rubber.
- I have at least 1 green pen.
- I have a pencil case.
- I have my lanyard with my lunch card.
- I have a scientific calculator and geometry set which includes a compass and protractor.
- I have a reading book.
- I have my timetable.
- I have all my school exercise books for my lessons each day. If my exercise book is finished I have already let my teacher know.
- I have my black or surgical mask.
- I have hand sanitizer.

- I have some change in case I have any missing equipment so I can buy it in the morning at school. Each item costs 10p.
- I have everything ready for the next day before I go to bed so that I don't have any last minute problems.
- If I choose to bring my phone to school, I know it must be switched off completely in my bag and not in my pocket. My headphones will also be in my bag before I get to the school gate.

Other Preparations

- I have checked my parents or carers have topped up my lunch money or I have my packed lunch ready to go.
- I have set my alarm to allow myself plenty of time to get ready for school and travel there. As traffic will be uncertain I am planning to leave at least 15 minutes extra time than usual for my journey.
- I have read through the **Parent and Student guide** and know what is expected of me when I return particularly with attention to SLANT, SHAPE and STEPS.
- I am ambitious to do well and I know that failing to prepare is preparing to fail. I am fully prepared to come back to school.



Thank you