



Cabot  
Learning  
Federation

# Parent/Carer Information Pack

**School Admissions  
2021 – 2022**



 *Aspire, Believe, Inspire, Achieve*

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Dear Parents/Carers,

Welcome to Hanham Woods Academy.

We are committed to providing an **engaging, innovative and supportive environment**, which encourages young people to be ambitious, resilient, and responsible, both for themselves and the wider community.

We strongly believe in a **personalised and inclusive approach to learning**, which treats students as individuals and develops their self-worth, giving them the confidence to embrace challenge. We strive to seek out the best in everyone and celebrate the hard work and success of all our students.

We have the **highest expectations of our students**: to achieve academic excellence; to demonstrate positive behaviour for learning; and to engage in leading others. Students should leave the Academy with a passion for lifelong learning and the skills and confidence to succeed in the 21st century.

Existing parents/carers will know that we no longer send paper copies of regular newsletters home, however, you can find these on the Academy website. The newsletter is full of up to date information about what is happening in the Academy.

On the website you will find useful documentation and copies of letters that are sent home. You can also use the website for internet payments for trips and visits.

## Our Ethos & Our Values

We **ASPIRE** to greatness;

We **BELIEVE** in ourselves;

We **INSPIRE** others and are **INSPIRED** by others;

We **ACHIEVE** more than we ever thought possible.

- In addition, we endeavour to:
  - Develop as global citizens
  - Know about, understand and respect, democracy, rule of law, individual liberty, mutual respect and tolerance of other faiths & beliefs.
- We are committed to providing an engaging, innovative and supportive environment, in which we are all encouraged to be ambitious, resilient, and responsible, both for ourselves and the wider community.
- We strongly believe in a personalised and inclusive approach to learning, which treats everyone as individuals and develops our self-worth, giving us the confidence to embrace challenge.
- We strive to seek out the best in everyone and celebrate the hard work and success of all.
- We have the highest expectations to:
  - achieve academic excellence;
  - demonstrate positive behaviour for learning;
  - engage in leading others.
- We should all have a passion for life-long learning and the skills and confidence to succeed in the 21st century.



# The Academy Day

\*\*Due to Covid-19, the Academy Day Times are subject to staggered start and finish times\*\*

Students arrive on site	8.35am
Tutor Time	8.40am
Lesson 1	9.00am
Lesson 2	9.50am
Break	10.40am
Lesson 3	11.00am
Lesson 4	11.50am
Lunch	12.40pm
Lesson 5	1.20pm
Lesson 6	2.10pm
End of the day	3.00pm



# Term Dates 2021 - 2022

Term	Date	
	From	To
<b>TERM 1:</b>	Monday 6 <sup>th</sup> September 2021	Wednesday 20 <sup>th</sup> October 2021
	Thursday 2 <sup>nd</sup> September 2021 – Inset Day Friday 3 <sup>rd</sup> September 2021 – Training Day	
<b>HOLIDAY</b>	Thursday 21 <sup>st</sup> October 2021	Friday 29 <sup>th</sup> October 2021
<b>TERM 2:</b>	Monday 1 <sup>st</sup> November 2021	Friday 17 <sup>th</sup> December 2021
<b>HOLIDAY</b>	Monday 20 <sup>th</sup> December 2021	Tuesday 4 <sup>th</sup> January 2022
<b>TERM 3:</b>	Wednesday 5 <sup>th</sup> January 2022	Friday 18 <sup>th</sup> February 2022
<b>HOLIDAY</b>	Monday 21 <sup>st</sup> February 2022	Friday 25 <sup>th</sup> February 2022
<b>TERM 4:</b>	Monday 28 <sup>th</sup> February 2022	Friday 8 <sup>th</sup> April 2022
<b>HOLIDAY</b>	Monday 11 <sup>th</sup> April 2022	Friday 22 <sup>nd</sup> April 2022
<b>TERM 5:</b>	Monday 25 <sup>th</sup> April 2022	Friday 27 <sup>th</sup> May 2022
	Monday 2 <sup>nd</sup> May 2022 – Bank Holiday	
<b>HOLIDAY</b>	Monday 30 <sup>th</sup> May 2022	Friday 3 <sup>rd</sup> June 2022
<b>TERM 6:</b>	Monday 6 <sup>th</sup> June 2022	Friday 22 <sup>nd</sup> July 2022

<b>INSET DAYS:</b>	<b>CLF CONFERENCE DATES: (Academy Closed)</b>
Thursday 2 <sup>nd</sup> September 2021 Friday 3 <sup>rd</sup> September 2021 Thursday 21 <sup>st</sup> October 2021 Tuesday 4 <sup>th</sup> January 2022 Wednesday 16 <sup>th</sup> March 2022	Friday 22 <sup>nd</sup> October 2021 Friday 8 <sup>th</sup> July 2022



# Attendance

## Missing School Seriously Affects Life Opportunities.

Good attendance (**96% or more**) gives your child the opportunity of success and helps develop skills for life.

Your child should attend the Academy every day unless there is an unavoidable cause, such as illness.

Parents/carers commit an offence if their child doesn't attend school regularly. In some cases, unauthorised absence may result in prosecution and/or a fine.

Missing school damages a student's learning and their grades — research shows that **missing 17 days** of learning often leads to a **drop in a GCSE** grade.

## What do the percentages mean?

**90%** attendance = equivalent of **1 day** missed in every **2 weeks** (10 days) or **4 weeks** of lessons in a year. Over the 5 years your child is at secondary school this is equivalent to missing **half a year** of learning.

## Punctuality

If a student arrives after the register has been taken they are marked as an unauthorised absence - this affects their attendance record. If a student is late 10 or more times, a fine can be imposed to the parents/carers

### Across an academic year...

5 minutes late means 3 lost days

10 minutes late means 6.5 lost days

15 minutes late means 10 lost days

20 minutes late means 13 lost days

30 minutes late means 19 lost days

## Illness

If your child is **too ill** to attend the Academy please advise us on the absence line every day that they will not be attending.

The number to call is: **0117 440 8900 option 1**

If you want to take your child out of the Academy for any other reason, please complete a Leave of Absence form – these can be downloaded from the Academy website or your child can obtain one from the Attendance Administrator.

**Please Note: The Academy does not authorise holidays during term time.**

If you are not currently in receipt of free school meals but think you might be eligible please visit this website and follow the instructions on screen, [www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals).



# Behaviour

## Promoting good behaviour, self-discipline and respect

Hanham Woods Academy operates a behaviour and learning system called “Ready to Learn” (RTL) which covers all aspects of academy life. The aims of RTL are:

1. To eliminate disruptive behaviour, so that there is a culture of achievement, ambition and learning everywhere in the academy, and no learning time is wasted
2. To provide clarity for staff and students about acceptable behaviour and the consequences of misbehaviour
3. To encourage students to take responsibility for their own actions
4. To enable teachers to deliver engaging and creative lessons, experiment and take risks, without concern for behavioural consequences.


## Ready to Learn

Classroom expectations

1. Arrive on time to lesson
2. Sit where you are told
3. Listen respectfully when others are talking
4. Keep off-task conversations for social times
5. Stay on task at all times
6. Track the speaker
7. Follow the ways of working
8. Do not distract others from their learning
9. Do not eat or drink (except water)
10. Use respectful language at all times

These expectations are designed to help you achieve your very best, every minute of every lesson.











If you do not meet one of these expectations, an adult will tell you that you have a “warning” and your name will be written on the board. If you do not meet these expectations for a second time, you will be sent to the Isolation Room.



Aspire  
Believe  
Inspire  
Achieve

## WAYS OF WORKING

‘Ready to Learn in 5, 4, 3, 2, 1, thank you’

	①	<b>QUALITY AUDIENCE</b>	
	②	<b>SILENT WORK</b>	
	③	<b>INDEPENDENT WORK</b>	
	④	<b>PAIR WORK</b>	
	⑤	<b>GROUP WORK</b>	

## Preventing bullying

Hanham Woods Academy strives to ensure that all people (students and adults) in the school community are able to work in a safe and secure environment, free from humiliation, harassment, oppression and abuse. Central to this is our approach whereby students are encouraged and supported to take responsibility for their actions and to consider how these have affected others. They are then supported by members of staff to take steps to repair the harm that has been done. The academy may impose a sanction, such as a detention, isolation or exclusion alongside this restorative approach.





# Student Uniform 2021/2022

## Expectations

At Hanham Woods Academy we believe that students should be dressed professionally in full school uniform to establish the correct attitude for learning.

We strongly enforce uniform policy so that ALL members of our community are of smart appearance. This greatly reduces any form of social inequality that may exist otherwise. Baseball caps, hoodies, facial piercings and extreme hairstyles are not acceptable. Unacceptable items will be confiscated from students at the start of the day. Photographs of suitable shoes, trousers and skirts are included in this booklet and are also on our website in the section entitled Uniform.

For students that come to the Academy without full uniform we may do the following:

- ask that the correct uniform is brought into the Academy by a parent/carer
- ask for permission to send a student home to change
- alternate uniform may be loaned by the Academy
- the student may be given a detention
- if all other avenues are refused then we may ask the student to work in isolation.

The standard of a student's uniform is also indicative of their pride in themselves, their Academy and their work. I hope you will continue to support us as we continue to work to improve the standards at Hanham Woods Academy.

## Uniform Stockist

The official uniform supplier for the Academy is Monkhouse Schoolwear Specialists. Their website [www.monkhouse.com](http://www.monkhouse.com) is open for parents to use 24/7 and their dedicated customer service team are happy to help with any queries.

Contact details are as follows:

Telephone: 0161 476 7216 (8:30am – 5:00pm Monday to Thursday) (8:30am – 3:00pm Friday)

Email: [web@monkhouse.com](mailto:web@monkhouse.com)



# Student Uniform Guide 2020/2021

## Shirts, Jumpers, Ties and Coats

All students must wear a plain white office-style shirt with a House jumper and tie. The House jumper and tie must be purchased from Initially Yours (see previous page).

Coats should be proper outdoor coats which are black or a plain black colour.

Tracksuit tops or hoodies are not acceptable and if worn around the Academy site will be confiscated until the end of the Academy day.

## Academy Jumper



Students must wear their jumper at all times. The Academy Principal will make the decision to allow students to remove their jumper during warm weather - this will be communicated via the teachers and will be decided on a day by day basis. Students are permitted to remove jumpers whilst learning in a classroom.



## Academy Tie

The Academy tie must be worn at all times unless taking part in PE. A member of staff may advise students to remove the tie for a particular task but it must be put back on at the end of that task. Woven polyester tie in four house colours

## Socks

Socks must be black, white or grey.





## V-neck Sweater

50/50 Cotton/Acrylic knitted  
V-neck jumper  
embroidered with the  
Academy logo in four  
house colours



## School Shirts (twin pack)

Students must wear a formal White shirt  
with a collar. This can be long or short  
sleeved.



**Shirts must be worn tucked into skirts and trousers at all times.**



## Girls' Skirt or Trousers

Girls must wear plain black trousers or a plain black skirt. We have identified a Hanham Woods Academy uniform trouser and skirt and these should be purchased from Initially Yours or be identical in style to those identified on their website.

**Trousers and skirts must be loose fitting and be in line with the expectations outlined in more detail within our Academy uniform policy.**

## Boys' Trousers

Boys must wear plain black trousers. We have identified a Hanham Woods Academy uniform trouser. These should be purchased from Initially Yours or be identical in style to those identified on their website.

**Trousers must be loose fitting and be in line with the expectations outlined in more detail within our Academy uniform policy.**



## Hijab

Black or navy hijab or other head covering.

# Shoes

All students will need to wear **formal, black shoes**. These would be the kinds of shoes you would wear to a wedding or an interview. Sports brands such as Vans, Converse, Nike, Puma and Adidas do not make footwear that fits with this definition and so are **NOT allowed in the Academy**.



## Sports Kit



### Sports Polo Shirt

100% Active stretch polyester in 4 house colours printed with the Academy logo on left breast.



### Sports Jersey

Quarter zip contrast panelled sports jersey in 4 house colours, embroidered with the Academy logo on left breast.



### Girls Skort

Combination short and skirt in one.



### Sports Socks

Pro-weight quality knee length sports sock. Cushioned sole.



### Outdoor Sports Top

Unisex Reversible Outdoor Sports Top in 4 house colours, printed with the Academy logo on left breast.



### Sports Short

Matching shorts to compliment sports top. Long length with speed vents. Elasticated waist drawcord.

### Slim Training Trouser

100% polyester slim fit design training trouser.



# Student Appearance

## Make-up

At Hanham Woods Academy the wearing of make-up, including nail varnish, is discouraged as it is contrary to the business-like values the Academy aims to promote. If make-up is worn, then it must be of a very discrete nature. **Acrylic nails should not be worn at any time.**

## Hair Styles

For Health and Safety reasons, and to support the general business-like values of the Academy, students are not to have extreme hair styles. If the Academy Principal, or a member of staff acting for the Academy Principal, considers a student's hair style to be unreasonable, then the student will be asked to rectify the matter.

## School Bags

All students should bring a 'School Bag' to the Academy every day. A 'School Bag' is defined by the Academy as a bag which is suitable to carry books of up to A4 size, basic equipment and kit for other subjects. Typically, students carry small waterproof rucksacks.

## Jewellery

One small ear stud may be worn in each ear. Apart from this, for Health and Safety reasons and to promote the general business-like values of the Academy, no jewellery may be worn. This includes rings, neck chains and facial piercing such as nose and lip studs.



# Equipment Required

Please ensure that your child has the following equipment available to use in their lessons. If you are unable to provide any of the equipment below please contact your child's Tutor to discuss alternative arrangements.

- Pencil case containing
- Black/blue writing pens
- Green writing pen
- Pencils
- Pencil Sharpener
- Rubber
- Ruler
- PE kit (see uniform page)
- An appropriately sized backpack or shoulder bag to carry all the above.



We would also strongly encourage students to have a scientific calculator as recommended by the Maths department.

Plus Other Equipment your child will find useful such as:

- Colouring Pencils / Pens
- Highlighters
- Protractor
- Compass

Student can purchase stationery from our Stationery Shop in the Payment Office during break.



# Further Information

## Mobile Phones

Students must not have their mobile phone turned on or visible when they are on the Academy site. Mobile phones that are seen or heard by any member of staff will be confiscated and stored securely at main Reception; a parent/carer can pick the phone up from Reception at 3.00pm. If the parent/carer cannot pick the phone up at 3.00pm the student can pick it up themselves at 3.45pm.

Parents/carers are reminded that in case of emergencies the School Office is the most appropriate point of contact and can ensure your child is reached quickly and can be assisted in any relevant way. The passing of messages via Reception ensures the School is aware of any issues arising and also reduces the risk of disrupting a lesson inadvertently.

## Smartwatches

Please note that, although we encourage children to wear watches to school, please do not allow your child to wear a smartwatch or any other type of watch with similar functionality to that of a mobile phone or PC on the school site.

**Please note that the Academy accepts no responsibility for replacing lost, stolen or damaged mobile phones/smartwatches.**

## Headphones and Hoodies

If headphones or hoodies are seen on site during the Academy day they will be confiscated until the end of the day; the same collection protocols apply as per mobile phones

## Student Concerns

If you have any concerns regarding your child please contact their tutor in the first instance via email or by leaving a message with Reception; the tutor can then either deal with the query or pass it on to the most appropriate member of staff within the Academy.

All tutors or Head of House will endeavour to contact you within 48 hours of receiving your message.

## Parents/Carers Evenings

Parents/carers are invited in to talk to staff about their child at least once a year. Appointments are arranged via an online booking system, details of which will be sent out prior to the evening.

## Reports

You will be provided with a report outlining your child's progress regularly. This includes their attendance and behaviour information. If you have any concerns at any time please contact your child's tutor in the first instance.

## On-line Payments

When your child starts at the Academy, a letter will be sent home advising of how to register for on-line payments. If you do not receive the letter, please contact the Academy Finance Assistant



## Personal Data

We hold information about your child both electronically and in hard copy. This includes contact details, national curriculum assessment results, attendance information, behaviour information and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We use this personal data to:

- Support students learning
- Monitor and report on student's progress
- Provide appropriate pastoral care
- Assess the quality of our service.

**It is vital that the data we hold is kept up-to-date. If anything changes, including your contact details or their medical information, during the Academy year please email [reception@clf.uk](mailto:reception@clf.uk) with the new information.**

# The Pastoral System

The Pastoral Structure at Hanham Woods Academy aims to provide a safe and secure environment for all students to make informed decisions about issues which affect their lives and provide opportunities for students to develop self-awareness, self-discipline and self-esteem.

Students are allocated a House which is led by a Head of House: **Conham (Red)**, **Hencliff (Yellow)**, **Bickley (Green)** and **Cleeve (Blue)**. Student services is also vital in this system adding another level of care accessible by students and parents alike. We have five dedicated pastoral leaders in post who will work alongside the existing year-based tutor teams.

The Academy is committed to creating a community of support around the child which includes their Tutor, Head of House and Parent/Carer. We are, therefore, keen to ensure that we stay in touch with all parents/carers throughout the year, that you attend all parent evenings and that you feel comfortable.

## Pastoral Team



**Ms Wilshire**  
Year 7



**Mr Snow**  
Year 8



**Ms Smith**  
Year 9



**Mrs Thurston**  
Year 10



**Ms Burt**  
Year 11



## Safeguarding Team 2021-2022

# Safeguarding Team

*Safeguarding* is the action that is taken to promote the welfare of children and protect them from harm.



**Ms James**  
Designated Safeguarding Lead



**Ms Wilshire**  
KS3 Deputy Safeguarding Lead  
(Year 7, 8 & 9)



**Mrs Thurston**  
KS4 Deputy Safeguarding Lead  
(Year 10 & 11)

We are committed to safeguarding and promoting the welfare of our young people and this requires all students, parents, staff and visitors to share in this commitment. Please refer back to this page for the names of the staff who currently sit on the Safeguarding Team.

As a parent or carer of a child at Hanham Woods Academy, it is important that you are aware of our safeguarding procedures and policies. You can access all of this information through the school website.

Please pay particular attention to the following documents:

- Safeguarding Policy
- Mental Health and Emotional Wellbeing Policy
- Online Safety Policy
- Anti-Bullying Policy

If you have concerns about the safety or welfare of a child, please contact the Designated Safeguarding Lead.



# Catering

## Cashless Payment System

Our catering supplier uses a cashless system known as 'Biometrics'.

We will need your consent to capture your child's finger-print information, together with their photograph. This will be used to identify your child when using this service. **Even if your child does not currently use the canteen, it is advisable for them to have their fingerprint captured for future use.** A further letter of explanation will follow.

Money can be added via our online payments system or via the cash machine in the canteen area.

If you do not wish to use fingerprint recognition but you wish your child to use the canteen to purchase food and drink, you can opt out and purchase a swipe card; however, we do not recommend this option due to the possibility of card loss or misuse (there is a charge of £3.00 for the Swipe Card and any replacement cards).

## Meals

All students can purchase breakfast at the Academy from 8am.

At break time snacks, drinks, fruit and sandwiches are available for students to purchase.

At lunch time students can select from a choice of hot food, wraps, baguettes and salads. There is always at least one vegetarian option on offer daily.

## Costs

\*The price ranges from £2.25 for a hot meal with either a pudding or a drink and baguettes costing £1.50 - £1.85.

\*Please note prices are subject to change.



## Free School Meals

Students who are registered for free school meals will have a cash balance automatically uploaded to their account daily; they can then choose to spend this at break or lunchtime. Please note that if this allocation is not spent it will be removed from the account and will not carry over to the next day.

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-Related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

If you are not currently in receipt of free school meals but think you might be eligible please visit this website and follow the instructions on screen, <https://www.gov.uk/apply-free-school-meals>

## Did you know that just by applying for Free School Meals you can enable additional support Hanham Woods Academy?

For every child and young person aged 4-16 who claims Free School Meals, their school gains up to an extra £1,300 in Pupil Premium funding. Sometimes, even if your child does not qualify for Free School Meals they may qualify for this additional Pupil Premium funding.

### How will the money help to support my child?

The Pupil Premium funding will provide for your child:

- Free revision guides and work-books for English, Maths and Science and discounted resources for other subjects.
- Discounts for music lessons, school trips and some extra-curricular activities.
- Additional staff to support students, both in lessons and through additional academic and pastoral intervention (and outside of lessons).

Further information about how the Pupil Premium funding is spent can be found on the HWA website.





Friends of Hanham Woods Academy

## Friends of Hanham Woods Academy

The Friends of Hanham Woods Academy are a group of parents/carers who raise money for the Academy by fundraising.

We usually meet up monthly to discuss events that we can host and support throughout the school year and how we can best raise money.

Here are some of the things we have been proud to provide -

- **Trophies & prizes for House Awards**
- **Mental Health Awareness Talk**
- **Rainbow lanyards for staff to support diversity**
- **3 cameras for Art - Photography GCSE**
- **Ipad PE Dept to assist with GCSE & Btec**
- **New Ovens for Food Tech**
- **Newspaper subscription & books for the Library**
- **Donation to Drama Dept for production equipment**
- **Leavers Hoodies**
- **Pre-loved school uniform shop**

**All this has been made possible by hosting events like quiz nights, having stalls at Hanham Common Fayre & Hanham High St Christmas Fayre, providing refreshments at Parents Evenings, Open Evenings, Showcase Performances & Productions and Tuck shops & refreshments at Festivals of Sport.**

We welcome new members and new ideas, so if you would like to help raise funds for our AMAZING school & students then please drop me, Louise Sims, an email at [louisetaylor40@hotmail.co.uk](mailto:louisetaylor40@hotmail.co.uk) or come along to the next meeting. We hope to be fundraising with you soon".



## Contacting the Academy

Principal: Mr Steve O'Callaghan

Safeguarding Lead: Ms Zoe James

Address: Hanham Woods Academy  
Memorial Road  
Hanham  
Bristol  
BS15 3LA

Tel: 0117 440 8900 Option 1 for Student Absence and Option 6 for Reception

Email: [Reception@clf.uk](mailto:Reception@clf.uk)

Web: [www.hanhamwoods.academy](http://www.hanhamwoods.academy)

**If you require any further information and wish to view our policies please refer to our website.**