

Parent/Carer Information Pack

**School Admissions
2022 – 2023
V1**



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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.



Dream BIG // Work Hard // Be Kind

Our Mission, Vision and Values

Mission: Hanham Woods will give people the best chance of success... Academically, Professionally, Socially, Personally and within the community.

Vision: We want all students regardless of circumstance, to 'climb the mountain' to become the best possible version of themselves so that they can have a positive impact in society and lead a happy, purposeful life.

Values:

At Hanham Woods Academy we want you to '*climb the mountain*' to become the best possible version of yourself. To do this you need to...

- **Dream BIG:** We have high expectations of ourselves and what can be achieved. We remain optimistic even when things are difficult.
- **Work Hard:** We never give up. We remain positive so that we have the strength to persevere with even the hardest work. We do what it takes for as long as it takes. 100% every day.
- **Be Kind:** Politeness gets us where we need to go in life. We have genuine mutual respect and show gratitude. We climb the mountain and become the best possible version of ourselves.



The Academy Day

Students arrive on site	8.25am
Tutor Time	8.30am
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 2022 - 2023

Term	Date	
	From	To
TERM 1:	Monday 5th September 2022	Wednesday 19th October 2022
	• Thursday 1 st September 2022	INSET DAY – All staff in the Academy – NO STUDENTS
	• Friday 2 nd September 2022	INSET DAY – All staff in the Academy – NO STUDENTS
HOLIDAY	Monday 24 th October 2022	Friday 28 th October 2022
TERM 2:	Monday 31st October 2022	Friday 16th December 2022
HOLIDAY	Monday 19 th December 2022	Tuesday 3 rd January 2023
TERM 3:	Wednesday 4th January 2023	Friday 10th February 2023
HOLIDAY	Monday 13 th February 2023	Friday 17 th February 2023
TERM 4:	Tuesday 21st February 2023	Friday 31st March 2023
HOLIDAY	Monday 3 rd April 2023	Friday 14 th April 2023
TERM 5:	Monday 17th April 2023	Friday 26th May 2023
	Bank Holiday Monday 1 st May 2023	
HOLIDAY	Monday 29 th May 2023	Friday 2 nd June 2023
TERM 6:	Monday 5th June 2023	Friday 21st July 2023

INSET DAYS:	CLF CONFERENCE DATES: (Academy Closed)
Thursday 1 st September 2022	Thursday 20 th October 2022
Friday 2 nd September 2022	Friday 7 th July 2023
Friday 21 st October 2022	
Tuesday 3 rd January 2023	
Monday 20 th February 2023	



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 2**

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.




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



“Ready to Learn in 5,4,3,2,1, thank you”

1. Arrive on time to your lesson
2. Sit where you are told
3. Track the speaker (teacher or student)
4. Do not distract others from their learning
5. No off-task conversations
6. Stay focused and on task
7. Follow the ways of working
8. Do not eat or drink (except water)
9. Use respectful language
10. **Be the best you can be!**

HWA: WAYS OF WORKING

	①	QUALITY AUDIENCE	
	②	INDEPENDENT WORK	
	③	PAIR/GROUP WORK	

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 2022/2023

Expectations

Our policy on Academy uniform is based on the notion that Academy uniform:

- promotes a sense of pride in the Academy.
- promotes a sense of community and belonging towards the Academy.
- is practical and smart.
- identifies the children with the Academy.
- prevents children from coming to the Academy in fashion clothes that could be distracting in class.
- makes children feel equal to their peers in terms of appearance.
- is regarded as suitable wear for the Academy and good value for money by most parent/carers.
- is designed with health and safety in mind.

Uniform is checked daily by the Senior Leadership team and Pastoral leaders on the Academy gates in the morning and again by the tutor team. If a child is found to be wearing incorrect uniform then they will be placed in the Inclusion Area until the issue is rectified. If a child has a letter from a medical practitioner outlining a valid reason for the non-compliance (e.g. physical injury) then the child may be excused from the sanction for a recorded period of time until the issue can be rectified. Resolutions may be found through the loaning of uniform, removal of non-compliant items or by calling parent/carers to rectify the matter at hand. **Lost or broken uniform is not a valid reason for non-compliance.**

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 promote the highest possible standards at Hanham Woods Academy.



Uniform Stockist

The official uniform supplier for the Academy is Monkhouse Schoolwear Specialists. Their website 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



Shoes

All students will need to wear **formal, leather-look, polishable, 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**.



Student Appearance

Our uniform is a shared symbol of our values as an Academy; we want all our students to take pride in wearing their uniform.



White, long/short sleeved, button-down shirt or blouse.
No polo shirts.

A waterproof outercoat may be worn to the Academy, this should be block colour and without large branding or logo.
No non-waterproof, zip-up tops or hoodies/sweatshirts are to be worn.

Black, tailored, loose-fitting trousers.
No jeans, denim, stretchy fabric, zip pockets chinos or leggings.

Black, tailored, loose-fitting shorts may be worn in term 5 and 6.
No denim, chinos or cargo or sports shorts.

Black, tailored skirt that stays at the knee when worn.
No skirts that become see-through when stretched or that fit too close to the hip. Tight tube style skirts are not permitted.

Hanham Woods, House tie that matches the House colour of the student.

Hanham Woods, House tie that matches the House colour of the student.

No extremes of make up or hair colour/style.

A simple ear and/or nose stud may be worn to the Academy but must be removed or taped for PE.
No hooped ear/nose-rings, septum bars or additional facial piercings.

Hanham Woods embroidered, V-neck jumper that matches the House colour of the student; this must be brought to school every day.
No hoodies or sweatshirts to be worn on top of Academy uniform.

Hanham Woods, House tie that matches the House colour of the student.

Hanham Woods, House tie that matches the House colour of the student.

Black, leather/leather-look shoes
No trainers, sports brands or boots.

Black, grey or white, calf-high socks or black tights.
No colourful or fluffy socks.

**It's your uniform,
wear it with pride!**



Sports kit Guide



Polo style 1



Unisex Rugby shirt



Polo style 2



Unisex fleece



Tracksuit bottoms



Sports leggings



Plain, black sweatshirt



Sports shorts



Sports skirt

Compulsory kit for boys' curriculum

- HWA branded polo shirt
- HWA branded rugby shirt
- Plain, black sports-shorts
- Plain, black tracksuit bottoms
- Black football socks or white tube socks
- Football boots
- Non-marking trainers
- Shin pads are required for football

Optional kit for boys' curriculum

- HWA branded, unisex fleece
- Gum shields are recommended for rugby
- Plain, black, sports-sweatshirt

Compulsory kit for girls' curriculum

- HWA branded polo shirt
- Plain, black tracksuit bottoms, shorts, skirt or sports leggings
- Black football socks or white tube socks
- Football boots
- Non-marking trainers
- Shin pads are required for football

Optional kit for girls' curriculum

- HWA branded, unisex fleece
- HWA branded rugby shirt
- Plain, black, sports-sweatshirt

Prohibited clothing

- Hoodies
- Vest tops
- Short, cycling shorts
- Large branding on clothing

Jewellery

A simple ear and/or nose stud may be worn to the Academy but must be removed or taped for PE. Apart from this, for health and Safety reasons and to promote the general business-like values of the Academy, no additional jewellery may be worn, i.e. no hooped ear/nose-rings or additional facial piercings.



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



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.

Unnecessary equipment

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: the student can then pick the phone up from Reception at 3.00pm

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 on the school site.

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.

Please note that the Academy accepts no responsibility for replacing lost, stolen, or damaged mobile phones/smartwatches or any other item or equipment that should not be brought to school.



Additional Information

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 Pastoral Leads 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 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.

Our Pastoral structure is based in year teams and each year group has a non-teaching "Pastoral Lead" to support the wellbeing of their students.

The Academy is committed to creating a community of support around the child which includes their Tutor, Head of Year 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 and supported during your time with Hanham Woods Academy.

Safeguarding Team

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 to the Academy Website 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, Mr Benjamin Schlichtkrull.

More information available here: <https://hanhamwoodsacademy.clf.uk/key-information/safeguarding-information-2/>



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.**

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

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**
- **Cameras for Art - Photography GCSE**
- **Ipads for PE Dept to assist with GCSE & Btec**
- **New Ovens for Food Tech**
- **Newspaper subscription & books for the Library**
- **Production equipment for the Drama Dept**
- **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 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: Mr Benjamin Schlichtkrull

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

Web: www.hanhamwoods.academy

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



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