

The Hoe Valley Way



HOE VALLEY SCHOOL

Family Handbook

2025/2026



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1. LETTER FROM HEAD TEACHER

Dear Parents/Carers

I am delighted to welcome you to the 11th edition of the family handbook.

As the new Head Teacher, I am proud to serve the local families of south Woking. I have worked in education over the past twenty-two years in three successful schools with very different educational contexts. I consider it a privilege to have been a significant part of positively influencing the life chances of the young people in those communities. I firmly believe all children, regardless of starting points in life, deserve the very best opportunity to realise their full potential both academically and personally. Students only get one chance, and I am determined that our young people receive an outstanding education that will thoroughly prepare them to step into the world as adults and thrive.



In my visits to the school over the summer term, I was impressed by the courteous and calm learning environment created and fostered by the staff and students. I saw students that are happy and proud of their school, and staff with a strong desire for students to achieve. We will continue to promote and nurture these values at Hoe Valley School.

Our vision remains to *'provide an inspiring environment at the heart of our school community where every student is valued and challenged. This means students learn to think independently, pursue their ambitions and achieve to their highest potential.'*

This vision is underpinned by our school priorities this year:

- Classroom typicality: the same high standards of all students in every classroom. Children work for every minute of every lesson everyday
- Behaviour typicality: consistently excellent conduct and courtesy in every area of the school
- Everyone attends: all staff, parents and carers actively support high attendance
- Thriving Sixth Form: successful Sixth Form linked to strong GCSE outcomes

I hope this handbook will give you a real sense of how we do things here at Hoe Valley School and the processes and expectations that lead to enhanced opportunities for everyone. The best way to see what we offer your child is to come and visit.

We look forward to meeting and working with you.

Lucy Owoh

2. VISIONS AND VALUES

Hoe Valley School (HVS) is an inspiring environment at the heart of its community where every student's experience is personalised. Students learn to think independently, pursue their ambitions and achieve to their highest potential.

Our aim is for all of our students to leave with three things:

1. Achieve excellent academic outcomes
2. Develop the employability and digital skills to be work ready
3. Be responsible, well informed local and global citizens

All of our staff and students are committed to the **CIRCLE** values, which underpin all school policies and practices:

- Courtesy	Modelling the behaviours expected of others in terms of consideration, trust and respect
- Integrity	Being fair, honest and trustworthy
- Resilience	Overcoming adversity, not giving up when learning gets tough, trying their best and accepting the consequences of mistakes and moving on
- Community	Playing an active part in improving the School community and beyond. Being a positive ambassador for the School at all times
- Leadership	Having high expectations of themselves and others, being open to new ideas and influencing others positively
- Enthusiasm	Showing a positive attitude towards life, critical questioning, passion, curiosity and a lifelong love of learning

3. CONTACT DETAILS AND SCHOOL DAY

Address:

Egley Road
Woking
Surrey GU22 0NH

Telephone Number: 01483 662627

Email: office@hoevalleyschool.org

The compulsory school day runs from 8.30am - 3.30pm. The school opens for students at 8.15am and we ask that all students are off site by 5.00pm. Breakfast drop-in begins at 7.45am and there are enrichment opportunities from 3.45pm - 4.45pm Monday - Friday. There are a range of free clubs run by HVS staff and chargeable clubs delivered by external specialist providers.

The timetable for a normal school day is:

7.45am-8.15am	Breakfast club
8.15am – 8.30am	School opens to all students
8.30am - 8.50am	Tutor time
8.50am - 9.45am	Period 1
9.45am - 10.40am	Period 2
10.40am - 11.00am	Break
11.00am - 11.55am	Period 3
11.55am - 12.50pm	Period 4
12.50pm - 1.40pm	Lunch
1.40pm - 2.35pm	Period 5
2.35pm - 3.30pm	Period 6
3.45pm - 4.45pm	Enrichment clubs/Supervised Incl (and Period 7 for Sixth Form)

4. SCHOOL CALENDAR

TERM DATES

Autumn Term 2025

Inset	Wednesday 3rd September 2025
Inset	Thursday 4th September 2025
Term Begins	Friday, 5th September 2025 (Year 7 only)
Term Begins	Monday 8th September 2025 (All other year groups)
Half Term	Monday 27th October to Friday 31st October 2025
Term Ends	Friday 12th December 2025 at 1:00pm

Spring Term 2026

Term Begins	Monday 5th January 2026
Inset	Friday 13th February 2026
Half Term	Monday 16th to Friday 20th February 2025
Term Ends	Friday 27th March 2026 at 1:00pm

Summer Term 2026

Term Begins	Monday 13th April 2026
Bank Holiday	Monday 4th May 2026 (School Closed)
Half Term	Monday 25th May to Friday 29th May 2026
Inset	Friday 3rd July 2026
Term Ends	Friday 17th July 2026 at 1:00pm

KEY DATES

HVS will be holding a number of events throughout the year such as the School Production, Student Progress Evenings, Awards Evening and Sports Day. Dates for these will be communicated to you as soon as they are set and will be updated on the parents' calendar on the HVS website.

5. BEHAVIOUR FOR LEARNING

At HVS we have very high expectations of our students in terms of their behaviour, attendance, appearance and attitude to learning. These expectations set the appropriate tone for learning which ensures students strive for excellence within a supportive learning environment. Our priority is to catch students doing the right thing and to reward and praise students quickly and proportionately.

All students are in one of six houses: Earhart, Hawking, Lovelace, Mandela, Nightingale and Wright Brothers. All teachers will:

- Distribute house points in lessons, linked to our CIRCLE values
- Distribute CIRCLE value postcards as needed to students who go above and beyond to demonstrate these values
- Call home to inform you when your child has completed something particularly impressive or demonstrated CIRCLE values around the school
- At the end of each term nominate students for recognition of improvements and academic achievement

It is announced in the Year Group assembly every other week which house is in the lead and we also celebrate particular successes from the week during this time. This is shared with you in a weekly Friday newsletter.

We expect students to act in accordance with our CIRCLE values and this underpins our Behaviour for Learning policy. The HVS charter is signed by the School, the student and parents (see separate document) and forms a contract between the three parties. This clearly outlines the roles and responsibilities of each group in terms of behaviour, attendance, organisation and conduct.

HVS places the emphasis on students to accept that they make mistakes and to fix the problem themselves. We encourage responsibility, self-regulation and independence in our students.

DETENTIONS

Detentions are used as a sanction in response to disruptive behaviour in lessons, poor punctuality, poor quality classwork, lack of or poor quality homework and behaviour concerns in line with the CIRCLE values. Detentions can take place during lunch time or after school at the end of the school day.

Detentions for poor work or behaviour take precedence over all other activities including sports fixtures and clubs unless there are mutually acceptable grounds for deferring the date. This would be rare. A parental request would normally only be granted in cases of a serious personal family nature or a long-standing appointment. Parents should contact the Head of Year or Head of Faculty in such an instance. Transport issues would not be deemed acceptable ground for deferring or limiting a detention for any student.

Although schools are no longer required to give parent/carers notice of detention, at Hoe Valley School students will be responsible for logging the detention on their Google Calendar and Reception will have a record of who is in detention that day. Additionally you will receive an email from our Edulink software to notify you in the case of any behavioural issues relating to your child; in most cases this will be followed up by a phone call from the class teacher who will explain the reason in more detail. We try to give at least 12 hrs notice in advance where possible.

- **CURE Check** (Chromebook is with the student in good condition, Uniform is worn correctly, Reading book or Ebook and all Equipment for the day) **Detention (Tutor led)** - Pastoral 20 mins during lunch time

The reason for these will include late to school, uniform infringements and not upholding our Circle Values.

- **Class Teacher Detention - 20** mins during lunch or 40 mins after school

Reason for these - late to lessons, fails to meet the expectations of their teacher in the lesson, no homework. These can be given the same day as the lesson where a student **fails to meet the expectations of their teacher**. (Any detention that is set after 2.30pm will be issued for the following day).

- **HOF/HOY Detention - 20** mins during lunch or 60 mins after school

These can be given the same day as the lesson where a student **fails to meet the expectations of their teacher**. (Any detention that is set after 2.30pm will be issued for the following day). Failure to attend this may result in an internal isolation the following day or an escalation to a SLT detention for 90 mins.

- **SLT Detention - 90** mins - 3.30-5.00pm - Tuesday, Wednesday and Thursday only

These need a telephone call 12 hrs in advance by the HoF/HoY to inform and any missed is a day in isolation until 4.30pm. Community service will be carried out where possible around the school site and Inclusion will track and make the calls as needed.

6. ATTENDANCE AND PUNCTUALITY

In order for students to reach their full potential, it is essential that they aspire towards 100% attendance. This is paramount for students to achieve. Attendance without punctuality is also unproductive. Consequently, it is compulsory for students to arrive at school by 8.30am. School finishes at 3.30pm each day, although it is expected that all students participate in at least one after school enrichment club per week.

Any unauthorised lateness will result in a detention with the Tutor on the same day with the tutor at lunch.. If this happens more than once in one week, this will become a Head of Year detention after school for one hour; 3.30pm - 4.30pm.

High levels of attendance and punctuality are a great achievement and should be rewarded. Those students who have high levels of attendance and punctuality will be celebrated each half term, with a letter being sent home. Students will also receive 15 house points and be invited to a celebration event which will also take place each half term.

Heads of Year will also celebrate students, who have high levels of attendance and punctuality, during year group celebration assemblies, which take place every term

If your child is too ill to attend school you should report your child's absence before 8.00am. You should do this by emailing absence@hoevalleyschool.org or by telephone on 01483 662627. If a child fails to register, or is absent and we have not received notification by 9.30am we will be in contact to find out what the reason is.

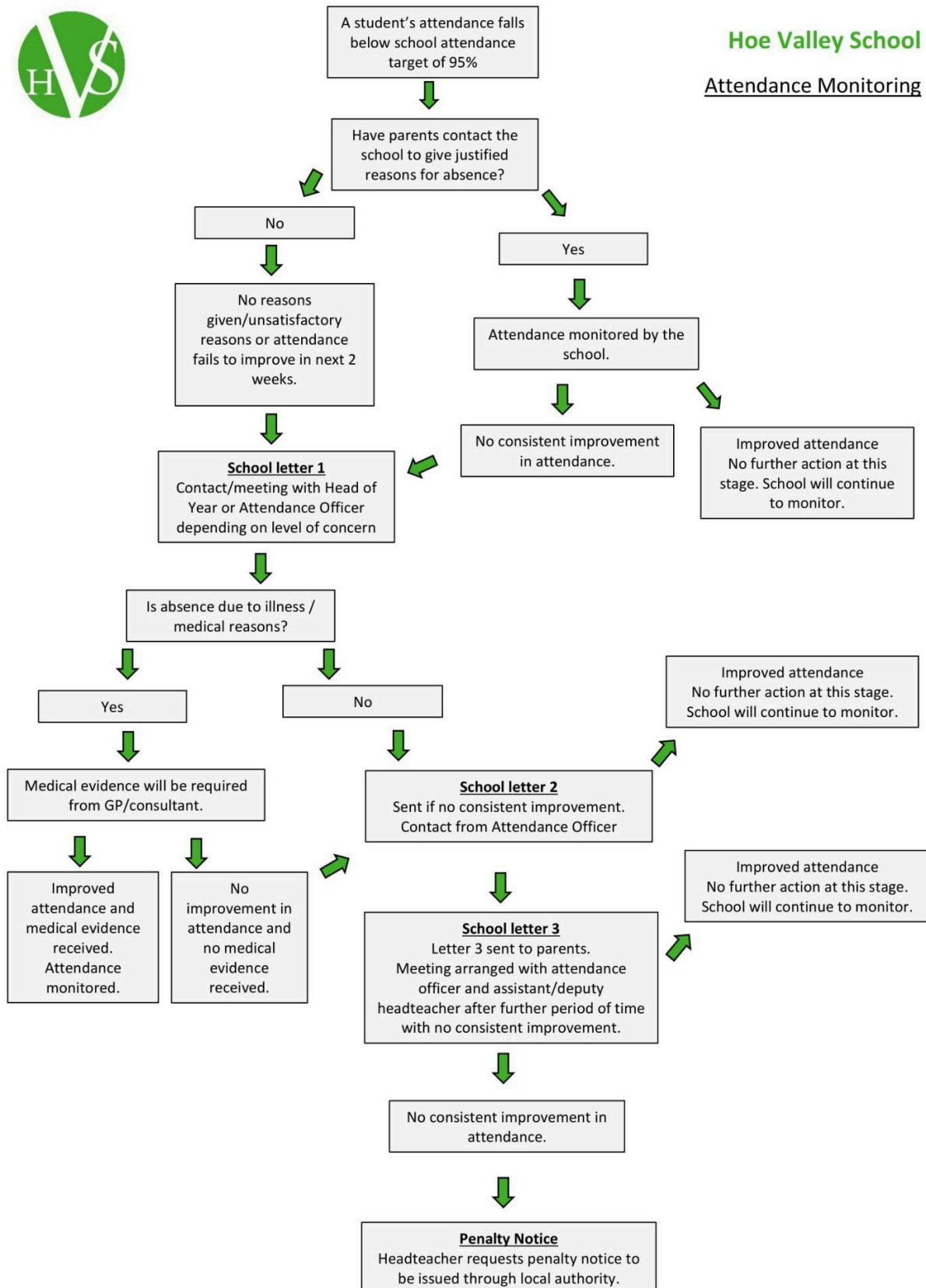
HVS will not authorise holidays during term time. A student's absence during term time can seriously disrupt their continuity of learning. Not only does the child miss the teaching provided on the days they are absent, they are also less prepared for the lessons after they return. If you decide to go ahead with an unauthorised holiday during term time the Head Teacher will issue a Penalty Notices. Each parent is liable to receive a Penalty Notice for each child who is absent.

The Local Authority will be notified of any student who is absent without an explanation for 10 consecutive days. This is a legal requirement and HVS will inform the Inclusion Team of the actions that have been taken. The School's Inclusion Officer will also be involved at this stage along with one of the governors.

Please also avoid booking non-urgent medical appointments during term time between the hours of 8.30am - 3.30pm.



Hoe Valley School
Attendance Monitoring



7. CURRICULUM

The HVS curriculum is based on four core principles which all programmes of study, trips, visits, projects and enrichment opportunities are guided by. The curriculum must be:

- ☑ Challenging to ensure students are stretched
- ☑ Relevant to the wider world and the long term needs of the student
- ☑ Engaging to capture students' passions and develop a genuine 'love of learning'
- ☑ Personalised to ensure it is accessible to all

Our students travel through a 7 year journey at HVS. Each faculty designs a learning journey that provides students with the knowledge, skills and experience to transition through Key Stage 3 to study a combination of GCSE subjects in Key Stage 4 through our pathways system, and then move on to A level or vocational courses in our Sixth Form.

We don't believe in just teaching for an exam, rather our belief is to instil a joy for learning and look for opportunities to teach a challenging, relevant, exciting and personalised curriculum which is intrinsically linked to the world of work. Developing students to be curious about their learning and think innovatively is at the heart of how we plan our lessons and we are constantly reviewing how we can do this better.

To support our students' learning we offer an extensive range of trips across the curriculum including foreign exchange trips, overseas trips and full use of businesses and local community provision in the surrounding area to the school.

Please [click here](#) to read our Curriculum policy and [click here](#) to visit our Curriculum section on the school website for more details.

Tutor Time

Students see their Tutor at the start of each day and have a focussed activity during this time which involves one sessions of literacy and numeracy and two assemblies a week which will help instil our circle values. Tutor groups are carefully designed to ensure they have a range of abilities and it is very unlikely that students move tutor groups. Parents will always be informed if this is the case.

Independent Study

Students have timetabled lessons to complete Independent Study in supervised conditions. This means that work is of a high quality and allows more able students to work independently and prepare for assessments and exams. All Independent Study tasks are set by the classroom teacher and students are always given 7 days to complete their tasks.

- Independent Study for Years 7 & 8 - EBacc subjects only; 20 mins per subject per week
- Independent Study for Years 9, 10 & 11 one hour per week per subject
- Year 11 Study will be directed such that some weeks are dedicated to specific subjects for exam style questions and walking talking mocks.

To ensure the highest quality of Independent Study, we as teachers will:

- Set Independent Study at the beginning of the lesson and type into the Google Classroom which feeds into the student's Google Calendar
- Where appropriate, we will set Independent Study in line with the red/amber/green system in order to facilitate differentiated work

- Set work which does not require the Independent Study teacher to deliver the learning. Students must work independently in silence. If a student has no Independent Study left to do or does not understand the work, they should spend the lesson self-quizzing using one of their subject's knowledge organisers
- Direct students as to whether or not they may use their Chromebooks. There will be cases where students are given practice papers to prepare them for assessments and not need their Chromebooks
- Ensure students do not listen to music on their headphones in Independent Study

Some students may be withdrawn for small group interventions during this time. Some of our more able students may be set independent tasks to complete at home but the onus must be on them to complete this and not you.

Work Ready Agenda

Research from employers tells us that there is often a disappointing gap between school leavers and graduates who may have an excellent academic profile but lack the basic interpersonal skills which are fundamental to success in the workplace. This is why we are quite serious about our agenda to ensure all students are 'work ready.' This is one of the 3 parts of our whole school vision and is delivered in a number of ways. The 'work ready' skills as identified by employers are:

1. Persuasive Communication
2. Adaptability
3. Team Player
4. Time Management
5. Creativity
6. Digitally skilled

Our aim is for the ethos and culture of the School to be one where individuals flourish and grow in self-confidence so that they can dream big about their futures and excel in their individual talents. Our starting point is modelling these skills as a staff to our students. We believe that by demonstrating such behaviours is a strong motivator for children to follow suit and learn from their teachers. Lessons are planned with these skills in mind and they are often talked about to develop further understanding of the importance and impact of these skills. Each skill is also unpicked and taught through assemblies from both Heads of Year and the Senior Leadership Team and rewarded by achievement points, postcards and phone calls home. There are also a range of trips and events we run which support this vision:

- The Duke of Edinburgh Award Scheme
- The Brilliant Club for High Attainers
- Yes Futures for Disadvantaged Learners
- The Student Council and Leadership Team
- Student Wellbeing Ambassadors
- Talks with visiting speakers from specific sectors of industry
- Curriculum trips, both day and residentials
- Student Leadership opportunities in our Local Primary Schools
- Mentoring of younger students
- Student Voice forum for all aspects of the School life
- After School Enrichment Clubs and Fixtures

Reporting

Every student will be assessed on entry to HVS in quantitative, verbal, non-verbal and spatial skills which will form part of their long term targets. Data from Primary School (English, Maths and Science) alongside reading tests will also be used to inform these targets. At HVS, all students are set aspirational GCSE targets on entry.

HVS is both data rich and data driven in order to secure the best outcomes for your children. Assessments will take place in every lesson through deep questioning and other strategies and there will be a formal assessment in every subject each term. Assessment results will be made available to students during the last week of each term via the school report on SIMS Parent Portal. Additionally, teachers will provide feedback regarding what went well and areas for improvement so that every child knows how to move on to the next stage in each subject.

Parents receive three termly reports on their children's progress. Each report will come with a letter that will remind you what to look out for, and what is being reported on. Student Progress Evenings each year allows you to meet your child's subject teachers and Tutor with your children to discuss their progress in a more detailed way. These meetings will be conducted face to face in school.

In addition to Year 11 and Year 13 sitting their GCSE and A level exams, Year 7 -10 and Year 12 students will also take end of year Summer Exams and a school report will be made available to you online at the end of the summer term.

8. TEACHING AND LEARNING

Teaching and learning at Hoe Valley School has its foundations in the principles of cognitive science and what is currently known about how information is processed in the brain. Teachers at Hoe Valley School apply research proven techniques that improve long term memory formation and increase retrievability.

We value the differences between the diverse range of academic and practical subjects that we offer and that students will have a range of different potentials in each. We also understand creativity, skills and how to apply knowledge can be further enhanced with new knowledge and experiences from an expert coach or teacher.

We do not believe there is a “one size fits all” approach to learning; however, we also believe that there are key ingredients in the delivery of excellent learning experiences for all students. Our approach in the classroom is based on 4 key principles that also shape how we design our curriculum:

1. **Challenging** = Lessons have dynamic pace with students learning being checked regularly and then extended beyond the classroom. Principles of cognitive science are applied by teachers to ensure learning sticks.
2. **Relevant** = Teachers ensure students understand their learning journey while linking lessons to work ready skills, increasing their cultural capital, and appreciating diversity so all students can recognise themselves in their learning.
3. **Engaging** = Lessons have clear routines and expectations so all students are engaged and can act on feedback to enable progress. Student learning behaviours are developed and highlighted by teachers.
4. **Personalised** = Lessons are adapted to meet the needs of all students in the classroom. Teachers address misconceptions and adapts to ensure all students make progress.

We also strongly believe that students should be drivers of their own learning and not rely solely on their teachers. In every classroom we actively encourage the development of key learning behaviours that will allow students to have the tools to achieve their potential:

To be the driver of my success I will:

- use **D**igital skills to support my learning
- be **R**eflective and respond to my teachers feedback
- be **I**ndependent and think for myself
- use **V**erbal reasoning
- be **E**ngaged in group work
- be **R**esilient in my learning

When students leave HVS they will know more, be able to do more, and therefore be able to secure excellent academic outcomes, be work ready and engage with the global community as good citizens.

9. ENRICHMENT

HVS strongly believes not only in a solid academic focus, but also in the need for our students to broaden their experiences and interests. Enrichment activities help to build self-confidence and self-respect and encourage students to challenge themselves and to share new experiences with their peers.

Our Enrichment Clubs include a wide range such as Sports, Creative and Performing Arts and many more. There will also be a range of clubs delivered by external providers.

- All students are expected to sign up for at least one after school enrichment activity per week and to follow this through for at least a term
- Rewards for excellent participation and success are celebrated in whole school assemblies
- There will be no financial cost incurred by parents for any teacher led enrichment activities led by HVS staff except if specific equipment or resources are required
- Enrichment activities run by external providers will usually be chargeable and where this is the case the supply and contract for the activity will be expected to be between the provider and the parents/students directly. HVS will ensure that all external providers are DBS checked and their activities are quality assured to ensure safety and value for money.

10. PSHE & RSE

PSHE (Personal, Social, Health and Economic) education is a crucial and necessary part of all students' education. At Hoe Valley School, students in Year 7 to 11 receive 1 hour of lesson time every two weeks, in addition to tutor time activities, assemblies and visits from guest speakers.

Relationships, sex and health education (RSHE) is compulsory to be taught in all secondary schools and is delivered in PSHE lessons.

The school uses an online platform called Wellio to deliver the majority of PSHE content, which provides a comprehensive library of resources which are all carefully mapped to cover the statutory content.

Parents are able to request access to any of the teaching resources used for PSHE so you are aware of what your child is being taught. Parents also have a right to request that their child is withdrawn from sex education, but not from relationships education and also not from teaching the biological aspects of human growth and reproduction necessary under the Science National Curriculum. If you wish to withdraw your child you must contact the Head Teacher in writing. We will provide work for the student to complete in a separate supervised space for the duration of the SRE sessions.

Please [click here](#) to visit the PSHE & RSE sections of the school website for further details.

11. ICT AND MEDIA GUIDELINES, EXPECTATIONS AND SAFETY

Preparing students for the world of work is at the heart of everything we do at HVS, therefore, it is the norm for students to use Chromebooks in their lessons. Students do not need to bring in their own electronic devices to use at School as we provide these for every student.

All students are allocated their own Chromebook which they receive on their first day at HVS. They are fully responsible for the device during the day and if damages occur we will invoice parents to pay for the repairs. It is expected that students take their Chromebooks home to do independent work.

HVS will block certain sites from student use to ensure only appropriate content on the internet is accessible. However, we also believe students need to be educated about responsible use of the internet so this will underpin all aspects of our curriculum and practice. There is useful advice for families about safe online use at the following websites:

- www.thinkyouknow.org
- www.digizen.org
- www.childnet.com
- www.kidsmart.org.uk
- www.parentsprotect.co.uk
- www.chatdanger.com
- www.stopcyberbullying.org/parents
- www.childline.org.uk

HVS recognises that parents/carers and family members may wish to photograph or record their child at school events and offers the following guidelines:

- Wherever possible only record or take photographs of your own child
- Show respect to other parents/carers who may not want to be photographed or want their child to be photographed.

All images must be for personal use only. This is a requirement by law and HVS will take seriously any indication that any recording or photography at a school event has been inappropriately used and reserves the right to take any action it considers necessary, which may include contacting the Police.

We ask all students, parents and staff to sign an Acceptable Use Contract with HVS to ensure everyone is clear about our online expectations.

12.SAFEGUARDING

In line with the latest statutory guidance, we are committed to *“protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.”*

(Keeping Children Safe in Education: September 2025)

Our Designated Safeguarding Lead (DSL) is **Mr Kelly** (Deputy Head Teacher) and our Deputy Safeguarding Lead (DDSL) is **Ms O’Keeffe** (Inclusion Manager)

All members of HVS are trained on what to look out for in terms of safeguarding our students. Whilst all staff are entitled to make a direct referral to the Local Safeguarding Children’s Board, most referrals will follow this process:

1. Referral made to DSL
2. DSL collates evidence and either
 - a. Closes case
 - b. Completes a cause for concern form
 - c. Refers to Local Authority Designated Officer (LADO) by phone and via the multi-agency referral form
3. The LADO will then either
 - a. Close case
 - b. Refer to the early help team
 - c. Refer for a statutory assessment for a CP plan

The DSL will always inform parents of any action taken unless they believe this will place the child at increased risk.

13.MENTAL HEALTH AND WELLBEING

At Hoe Valley School, we firmly believe in nurturing the holistic wellbeing of our students. We understand that their emotional and mental health is just as crucial to their development as academic progress.

HVS’s mental health strategy is based on the eight principles recommended by Public Health England are

- Leadership and Management
- Student Voice
- Staff Development Health and Wellbeing
- Identifying Need and Monitoring Impact
- Working with Parents, Families and Carers
- Targeted support and Appropriate referrals
- Ethos and Environment
- Curriculum, Teaching and Learning

It seeks to create an environment that promotes emotional health and wellbeing for our students, staff, and the wider school community.

Leadership and Management: We have appointed Mental Health Leads within our staff:

Miss Johnson (Senior Mental Health Lead)

Mr Kelly (DSL & Mental Health Lead)

All of these staff have been trained to handle mental health concerns in a sensitive, professional manner. Their role is to oversee our mental health initiatives, identify the needs of students, provide assistance when needed, and ensure the wellbeing of everyone within our school community. We also have a team of Mental Health Practitioners from the University of Sussex who work with small groups of students who are awaiting a CAHMs appointment. In addition to this we have a Wellbeing Team which is led by MrsUrban-Marks who is both a Head of Year and a Teacher of History.

Awareness and Education: We are committed to providing mental health education to all our students and staff. This includes lessons in PSHE, whole-school assemblies, and a range of training sessions to help everyone understand, recognise and respond appropriately to mental health issues.

Identifying Need and Monitoring Impact: We have implemented measures to identify students who may need mental health support. This includes self-identification strategies and proactive monitoring. Our dedicated Mental Health Team will also regularly review our initiatives to ensure their effectiveness and make necessary improvements.

Targeted Support and Referral: We provide targeted interventions for students requiring additional support including ELSA, one to one weekly counselling and one to one mentoring from our trained Mental Health Leads. We have developed strong partnerships with local mental health services. We ensure that students needing specialised help are referred promptly and appropriately.

Our school is dedicated to our students'; mental health and wellbeing, and we are confident that our new mental health plan is a significant step forward in achieving this. We are committed to working with you, our parents and carers as we embark on this essential journey together. Your support and understanding are vital in ensuring the success of this initiative, and we look forward to your active participation.

14. FIRST AID

At HVS we have a responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors.

Our aims are:

- To identify the first aid needs of HVS in line with the Management of Health and Safety at Work Regulations 1992 and 1999 (Amendments added 2003 /2006) and the guidance offered by Surrey County Council
- To ensure that first aid provision is available at all times while people are on School premises, and also off the premises whilst on educational visits
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of HVS
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of HVS's First Aid and Administration of Medicines arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Parental or carer consent is required before the administration of any medicine. This consent must be in written form – either electronically or by hand. Forms are available to download from our website or can be requested from Reception.

The only medicines that will be administered are:

- Those that would be detrimental to a student's health if they were not to be administered during the school day
- That have been prescribed by an authorised prescriber e.g. doctor, dentist, nurse
- Paracetamol in specific situations and antihistamine (eg. Piriton) and elastoplast

Any doses administered are recorded.

Any medicines (except paracetamol and antihistamine) that meet the above criteria should be transported and stored in accordance with the following procedures:

- All medicine will be delivered to/collected from HVS Reception by the student's parent/carer. It should be clearly marked with the name, dosage and storage instructions.
- All medicines must remain in their original containers and include any necessary equipment required to administer the medicine e.g. medicine spoons, oral syringes, syringes for injections, sharps containers
- All medicines will be stored in the locked first aid cabinet or in the fridge which has restricted access
- All medicines that are needed at home (i.e. antibiotics) must be collected from the Medical Room by the end of the school day

If a student has the need of an inhaler, they can use their inhaler as they need and this should be kept on their person at all times. It is recommended that a spare inhaler should be kept in school and this can be handed into Reception, clearly marked with the student's name for storage in the medical room.

If a student requires an adrenaline auto-injector (AAI) such as an epipen or jext they must ensure they carry this with them at all times. It is recommended that a spare AAI should be kept in school and this can be handed into Reception, clearly marked with the student's name.

Any other self-administration of medicines by students can only be carried out as part of the written agreement or individual care plan between the student, their parents/carers and HVS.

The written agreement must include:

- Whether administration requires supervision
- Medical advice with regard to self-administration by the student
- A termly review

Under no circumstances should students carry their own medication (except for inhalers and AAI's, as detailed above) during the school day. This is for the health and safety of all students.

HVS keeps a small supply of paracetamol locked in the First Aid cabinet. This may be administered to relieve symptoms of pain or fever that start whilst at school such as:

- Headache - not associated with any head injury
- Toothache
- Dysmenorrhoea (painful periods)
- Sudden rise in temperature

Paracetamol will be only be administered under the following procedure:

- Written parental consent has been obtained in advance as to the circumstances in which paracetamol may be administered, and these circumstances apply
- No dose has been administered within the previous 4 hours
- The student is not on any prescribed medicine administered at School

- Administration is made by an authorised member of staff and in accordance with manufacturer's instructions
- Administration is recorded on the appropriate form
- The parents/carers of the student will be informed on the day of administration

HVS keeps a small supply of Antihistamine locked in the First Aid cabinet. This may be administered to relieve symptoms of allergies including hayfever whilst at school.

Antihistamine will be only be administered under the following procedure:

- Written parental consent has been obtained in advance as to the circumstances in which antihistamine may be administered, and these circumstances apply
- No dose has been administered during the same day
- The student is not on any prescribed medicine administered at school
- Administration is made by an authorised member of staff and in accordance with manufacturer's instructions
- Administration is recorded on the appropriate form
- The parents/carers of the student will be informed on the day of administration

15. UNIFORM, EQUIPMENT, MOBILE PHONES AND BANNED ITEMS

Students are ambassadors for HVS and it is important they look smart and presentable at all times on their way to and from school as well as during the School day. Correct uniform is a priority for the School in preparing students for adult life where we dress appropriately for different contexts.

Uniform is checked each morning during Tutor Time and if uniform is incorrect students will not go into lessons until it is rectified. This may mean you are asked to bring the correct uniform into school so that your child can return to lessons.

Below are the uniform items for HVS for September 2025, showing which items students must have, and of those, which items that must be purchased from G&S by Valentino, 23-29 Broadway, Knaphill, Woking GU21 2DR. Tel: 01483 475051

Uniform Item	Description	Required	Valentino's
School Uniform			
Blazer	HVS Blazer with embroidered badge and emerald trim	Y	Y
Tie	Official school tie	Y	Y
Skirt	Official skirt with Emerald trim	Y	Y
Trousers	Black trousers, no tracksuit, jeans, jeggings or jogging trousers	Y	
Shirts	Plain white shirts, short or long sleeve	Y	
Coat	Warm/waterproof coat, no hoodies		
Pullover	V-neck pullover, plain mid-grey		
Shoes	Black leather formal shoes, flat, not trainers or sport branded shoes	Y	
Socks /tights	Black socks or black tights	Y	
PE Uniform			
Sports polo shirt	Official HVS unisex sports white polo shirt	Y	Y
¼ Zip Fleece	Official HVS ¼ Zip Fleece (P.E. only)	Y	Y

Sports shorts	Plain Black sports shorts/long black cycling short (5 inch or longer, no logos)	Y	
Track pants	Plain black track pants or leggings (no logos)	Y	
Football socks	Plain black long football socks (for girls & boys)	Y	
Sports socks	White sports socks	Y	
Trainers	Appropriate sports footwear, non-marking trainers	Y	

Football boots and mouth guard may be required for fixtures and external clubs

All items of uniform and sportswear, including shoes and personal belongings must be clearly labelled with the student's name.

Students are expected to bring their PE kit to ALL PE lessons, even if they cannot participate fully due to an illness or injury. They will still be required to change in this instance. Students are not expected to change if their injury impedes them from doing so e.g. Arm in a sling, cast/boot on the leg. If there is an injury that prevents them from taking part, a medical note will be required.

Mobile Phones

Mobile phones are to be handed in to their Tutor or Head of Year by 8.50am and will be given back to students at the end of the day. The use of mobile phones inside the school building is strictly prohibited and it will be confiscated by any member of staff and held securely if they are seen on the students during the School day. On the first offence, the mobile phone will be handed back to the student at the end of the week, if there is a second offence - end of half term and a third offence, end of term.

All electronic items such as cameras, Bluetooth and wireless enabled devices e.g. tablets are not allowed in School and will be confiscated by any member of staff if they are seen on the students during the School day.

These items must be collected by a parent from the School Reception at the end of the week if this is the first offence. A repeat offence will require a parent to come and collect this at the end of the half term and preventive measures will be put in place by the school to avoid future recurrences. On a third offence the confiscated electronic device can be collected from the School Reception at the end of the term.

Equipment

Students need to have a bag which they can fit all of their books and equipment in. They need to have a pencil case containing, as a minimum:

- Black, blue and green biros
- A scientific calculator
- A geometry set
- Pink and green highlighters
- A ruler, rubber, sharpener and pencils

They should also have a set of headphones for certain lessons to be used only for learning purposes and a reading book. Students are not allowed to bring tippex or fountain pens to School.

Jewellery, Make-up and Hair

Restrictions are for health and safety reasons and to encourage focus on learning.

We recommend that no valuable jewellery is worn to school. Students are permitted to wear one pair of small gold or silver studs in their earlobes, a watch (no smart watches) and a small religious symbol on a neck chain to be worn under the school shirt. Piercings on any other parts of the ear, face or body are strictly prohibited. Students are also not permitted to wear fashion, charity or any other form of bracelets, with the exception of medical bracelets. Students are not permitted to wear jewellery during PE lessons.

No nail varnish is permitted. Nails must also be a suitable length for school and gel, acrylic or other types of artificial nails are not permitted. Students are also not allowed to wear nail polish or have any other forms of nail accessories e.g. diamante, glitter, transfers etc.

Students are permitted to wear concealer or very light natural make-up so long as it is discreet. Students are not allowed to wear fake eyelashes and any student who arrives at School wearing colourful makeup or eyelash extensions will be asked to remove them.

Hair should be of a natural colour and style and must be appropriate for school. Hair extensions or hair braided with beads or cotton is not permitted. Hair accessories should be limited to plain black. Long hair must be tied up for PE and other practical subjects eg.

Technology. Hair length should not be less than a grade 2. Shaved lined partings, hair carvings (including eyebrows) or styles with dramatic variations in length e.g. Mohican are not permitted.

If there is a valid reason for the wrong uniform, parents/carers need to write a note and give it to their child who should hand this note into their HoY.

Banned Items

The following items are not permitted on the school site: fidget spinners, aerosols, caps, stink-bombs, lighters, vapes, cigarettes, skateboards, roller skates, laser pens, fireworks, illegal drugs, solvents, knives, blades, pointed items, alcohol, guns (including plastic toys or replicas), steel-capped boots and other non-uniform footwear. This list is not exhaustive and HVS maintains the right to confiscate any item that is considered dangerous, offensive, and inappropriate or that compromises safety or that has been identified as banned.

Junk food is also banned which includes chocolate, sweets, fizzy drinks, energy drinks, high sugar foods and all forms of fast food. Students are only permitted to bring water or fruit juice to school. **Nuts or products containing nuts must never be brought into School.**

Students found in possession of 'banned' items will have them confiscated and students may be excluded from HVS. In relation to dangerous items, it is likely HVS will involve the Police. HVS has the authority to 'dispose' of banned items and will not return them to students.

16. SCHOOL CATERING

HVS has a long school day and we encourage all our students to enjoy a wholesome meal from our in-house caterers. We offer a two course hot meal each day including a vegetarian option. We offer Halal options and the catering team are always happy to answer any questions at the serving hatch. Students may bring in healthy snacks or a packed lunch if they prefer. Please note that chocolate, sweets, nuts and fizzy and energy drinks are banned items and must not be part of any provided packed lunch. **We are a 'nut free' School.**

We operate a cash free payment system approach where the students are issued with a fob to scan at the till and are charged for whatever they consume rather than a set meal price. All students are issued with a fob free of charge, any replacements can be purchased through ParentPay at a cost of £5. Students entitled to free school meals will have an amount equivalent to the free school meal allowance credited to their account each day. All students eat their food in the School Dining Hall supervised by teaching staff.

Breakfast Club will run at School each day from 7.45am - 8.15am and students are charged for what they consume in the same way as above. Students will have an opportunity to socialise, play board games and eat their breakfast.

17. PARENT PAYMENTS

Hoe Valley School is a cash-free School and uses **ParentPay** as its on-line parent sign-up and payment system. The benefits to you as parents are that sign up and payments can be made securely at your convenience across a variety of platforms such as your phone, laptop or tablet. This means students do not need to carry any money to School.

All payments should be made through ParentPay. This includes School lunches, trips, events and any other offers. ParentPay gives you a history of all the payments you have made and emails you a receipt. You can also set up automated email/SMS reminders.

During the end of the Summer break, the School will issue you with the necessary instructions and logins for you to create your ParentPay account. Each student can only have one account, and both parents/carers can have their own login for that account.

You can find out more about **ParentPay** at www.parentpay.com.

18. LOCKERS

Each student is allocated a locker when they join us at Hoe Valley School. There is a £10 non-refundable charge made for the lockers which covers their use over the 5 years of school life. The £10 charge will be added to your ParentPay account early in September (or a few days after starting for new in-year students). The charge covers the cost of the first replacement key without any additional cost. Subsequent lost keys will be charged at a rate of £5 per key. If you chose not to pay the initial £10 charge, all replacement keys will cost £10 per key.

19. TRAVELLING TO AND FROM HOE VALLEY SCHOOL

HVS is committed to sustainable forms of transport and promoting the health of its students. We strongly encourage your child to walk or cycle to school as this instils independence and responsibility. Students cycling to School must wear helmets and have lights when appropriate. We have dedicated bike racks on site within the School grounds and we strongly advise students to use a sturdy lock to secure their bike to the rack. There are safe walking routes along Egley Road and a dedicated pedestrian crossing across Egley Road.

If it is necessary for you to drive to HVS we would urge you to car-share with other HVS parents. When dropping children off at School, please be respectful to other users of the car park, and stop/park within marked parking bays. Please do not just “stop and drop” on the access roads within the car park as the car park itself belongs to Woking Borough Council, not the School.

HVS are committed to educating your child on positively representing the School at all times and we ask you to reinforce the same messages at home. Students are ambassadors for HVS and behaviour on the way to and from school must be exemplary in order to uphold our values and excellent reputation in the community.

When visiting HVS as a parent, we also ask you to please walk or cycle wherever possible.

20. TEN THINGS TO HELP PREPARE YOUR CHILD FOR HOE VALLEY SCHOOL

The move to Secondary School is a huge step for you and your child. We hope the following practical tips will help you both be prepared for the big day.

- Talk to them regularly about what they are excited or nervous about – these conversations are often most productive in a casual environment when you are driving or walking somewhere. Eye contact does not always lead to the best conversations! Look at our website together, particularly the photo gallery, the Year 7 Curriculum Booklet and the video about ‘a day in the life of a HVS student’.
- Look at our Year 6 Portal on the website and talk through ‘Year 7 Survival Kit’ and other helpful documents with your child
- Buy the correct uniform including the PE kit from Valentino Ltd in Knaphill
<http://www.valentinoschoolwear.com/>
- Join Woking Library. Get into the habit of borrowing books together and discussing what you have both read.

- Make sure your children have resources to support their learning such as a calculator (remember, mobile phones will not be used between 8.30am – 3.30pm so this will not be a suitable alternative). Ensure they have all of the equipment listed in the Family Handbook.
- Visit the School in Egley Road and discuss with your child how they will get there.
- Don't let your child's brains relax too much! Keep them thinking with lots of reading, visiting websites such as BBC Bitesize to look at Key Stage Three materials, completing sudokus, making summer scrapbooks – whatever means they are engaging with the world around them! There is also the big summer read at Woking library - <http://summerreadingchallenge.org.uk>
- Familiarise yourself with the extracurricular activities on offer and discuss these with your child. Perhaps set them a goal of joining one.
- Meet up with other HVS students over the summer to discuss what you are looking forward to and share any worries.
- Try not to let the transition to Secondary School dominate the summer and enjoy your time together!

21.COMMUNICATION WITH THE SCHOOL

In addition to Student Progress Evenings and termly reports you will be invited to a Meet the Tutor Evening remotely in the first half-term of Year 7. This will be an opportunity to have an appointment with your child's Tutor and discuss how they have settled into HVS and talk about how best to support them going forwards.

Every two weeks on a Friday you will receive a Newsletter from Ms Owoh. This will give you key information on events, along with important dates for your diary, but will also celebrate successes from the week and update you on the house competition.

Your first point of contact at the School will be your child's Tutor as they see them every day. You can contact them by calling the main School number or using the School's main email address office@hoevalleyschool.org. If you feel they have not dealt with your question or concern effectively you should then contact (Head of Year 7).

22.HVS PTA

Membership of the Hoe Valley School PTA is automatically extended to the parents and carers of all students and continues whilst they remain at the School.

Their aims are:

- To organise events which enable parents to meet each other
- To raise funds which provide sponsorship for equipment and projects for the benefit of the students
- To work together with the School to provide support and events throughout the year

For more information, or if you have any suggestions of events you would like to see in the PTA calendar, PTA@hoevalleyschool.org.