



HOE VALLEY SCHOOL

FAMILY HANDBOOK 2026/2027



COURTESY ○ INTEGRITY ○ RESILIENCE ○ COMMUNITY ○ LEADERSHIP ○ ENTHUSIASM

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1. LETTER FROM HEAD TEACHER



Dear Parents and Carers

I'm delighted to introduce the 12th edition of the family handbook and a special welcome to our new Year 7 parents and carers.

My first year as Head Teacher seems to have gone by very quickly. It has been a remarkable journey and I am very pleased with our achievement as a school over the last academic year. Students and staff are ambitious for the future, work hard in lessons and are proud to be part of the school community. I am equally grateful to you for your work with us to continue to strengthen the relationship between home and school.

Our vision remains the same and that is 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.'*

Last year, our whole school priority was a 'back to basics' approach on three areas: classroom typicality, behaviour routines, attendance. As a school, we are proud of the progress we made in improving the quality of teaching and learning across all the departments in the school as well as student behaviour both in and out of lessons. Our students feel safe, have a sense of belonging and, as a result, their attendance continues to improve.

This year, we want to build on the progress we made in these three key areas. It is important that we continue to insist on high standards and expectations in every lesson every day so that lessons are disruption-free. We want our young people to continue to show courtesy and consideration for others in the school community through excellent conduct around the school so all students are happy to be at school.

Our Work Ready Programme is one of the core drivers of our commitment to developing the whole child by ensuring all our students are aspirational for their future and are equipped with the skills to be successful in the workplace of the future.

I hope this handbook gives 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.

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

Head of Year 7	gomezl@hoevalleyschool.org
Head of Year 8	batchelorg@hoevalleyschool.org
Head of Year 9	welchs@hoevalleyschool.org
Head of Year 10	gaisfordn@hoevalleyschool.org
Head of Year 11	urban-marksc@hoevalleyschool.org
Head of 6th form	inglisw@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 2026

INSET	Tuesday 1st September 2026 (No Students - Staff Only)
INSET	Wednesday 2nd September 2026 (No Students - Staff Only)
Term Begins	Thursday 3rd September 2026 (Year 7 only)
Term Begins	Friday 4th September 2026 (All other year groups)
INSET	Friday 9th October 2026 (No Students - Staff Only)
Half Term	Monday 19th October 2026 to Friday Friday 30th October 2026 (2 weeks)
Term Ends	Friday 11th December 2026 at 1:00pm

Spring Term 2027

Term Begins	Monday 4th January 2027
INSET	Friday 12th February 2027 (No Students - Staff Only)
Half Term	Monday 15th 2027 to Friday 19th February 2027
Term Ends	Thursday 25th March 2027

Summer Term 2027

Term Begins	Monday 12th April 2027
Bank Holiday	Monday 3rd May 2027 (School Closed)
Half Term	Monday 13th May 2027 to Friday 4th June 2027
INSET	Friday 2nd July 2027
Term Ends	Friday 23rd July 2027 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. A refresh of these names is currently underway and will be confirmed imminently.

- 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 fourth nightly 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 all 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.

- **CURE Check Detentions (20mins at lunch)-**Reason for these will include late to school, uniform infringements and not upholding our Circle Values.

- **Class Teacher Detention (20 mins at lunch) -**Reason for these - late to lessons, fails to meet the expectations of their teacher in the lesson, no homework.

- **Right to Learn (SLT) Detention (60 mins after school) -** Reasons for these - persistent disruptive behaviour, repeated breaches in the schools behaviour policy, rudeness, refusal to follow instruction and consistent failure to meet the expectations of their teacher

In most cases after school detentions will have a phone call at least 12hrs in advance from the teacher who is setting this. They will explain the reason for the detention and why this behaviour needs to change. If the detention escalates from a missed lunchtime then a text will be sent via the Edulink platform. We will try to give at least 12 hrs notice in advance where possible.

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 on the same day at lunch. If this happens more than once in one week, the Head of Year will issue an after school detention for one hour.

High levels of attendance and punctuality are a great achievement and should be rewarded. Those student 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.

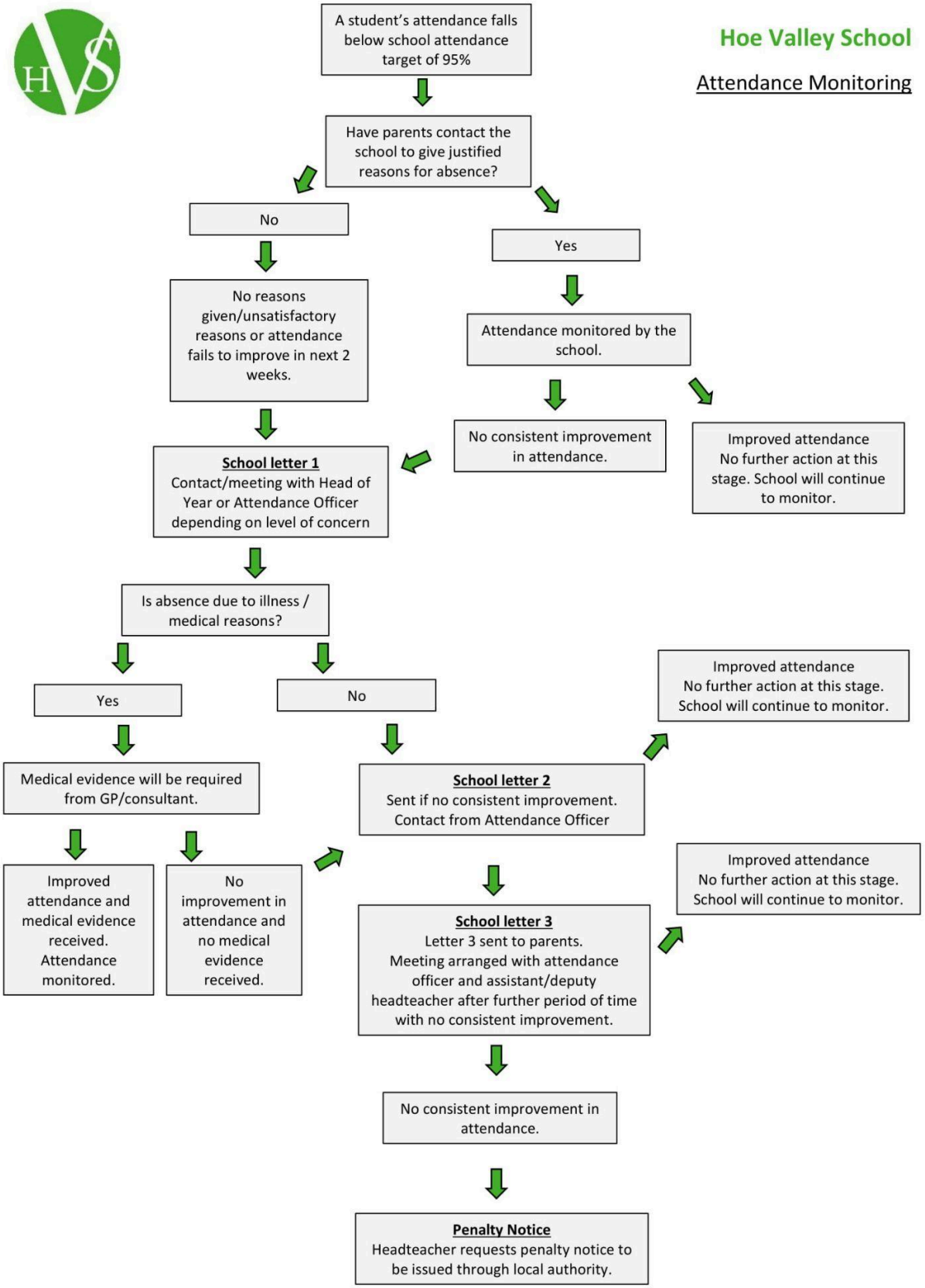
HVS will not authorise holidays during term time. A student's absence during term time can seriously disrupt their continuity of learning. Not only does the child miss the teaching provided on the days they are absent, they are also less prepared for the lessons after they return. If you decide to go 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 5 core principles which all programmes of study, trips, visits, projects and enrichment opportunities are guided by. Every 'child' needs to considered in our curriculum and therefore is designed in line with the following:

Challenging and connected learning to ensure all students reach their full potential and build knowledge and skills cumulatively.

High expectations for all, so that all students experience a broad and balanced curriculum.

Inclusive practice is planned and delivered by teachers to ensure all students' needs are catered for and barriers to achievement are overcome.

Love of learning is instilled in all our students, through developing the key skills of literacy and numeracy, effective independence in reflection and acting on feedback and enrichment opportunities.

Develop 21st century global citizens that have the 'work ready' skills to prepare them for the next stage of education or employment, and the attributes to live in a globally connected, culturally diverse world.

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 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 experience a range of focussed activities during this time. Sessions are designed to that help develop students' literacy and numeracy, careers knowledge and some PSHE themes. Two assemblies will also take place 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 (Homework)

At HVS we refer to homework as 'independent study.' Students will be set independent study to complete at home, but all students from Years 7 to 11 will have one lesson of timetabled "independent study" per fortnight to complete work in school.

How and what should be set for independent study?

- Teachers should set independent study at the beginning of the lesson, and also added as an 'assignment' via Google Classroom which feeds into the student's Google Calendar.
- Independent tasks should be carefully planned and directed & reviewed by each Faculty lead, such that students have the same high-quality experience.

- All independent tasks should have a rationale behind them in terms of developing high-quality long-term memory, skills or learning behaviours. This could include self-quizzing using knowledge organisers, exam questions, Google Form quizzes or practice calculations for example.
- Whatever is set, tasks should receive acknowledgement from the teacher in some form through individual feedback through marking, class marking or review in lesson or linking to understanding of lesson content.

How much independent study should be set?

Years 7 & 8 - 25- 30 mins per subject per week for CORE subjects . Independent learning tasks should be related to the unit of work being studied or used to reinforce prior learning and strengthen skills.

Years 9 & 10 minutes 30-45 minutes per week per subject . This should be a combination of self-quizzing using knowledge organisers, practice GCSE questions and whatever else is necessary within a teacher's specific subject area.

Year 11 - 1 hour per week per subject. This should be a combination of self-quizzing using knowledge organisers, practice GCSE questions and whatever else is necessary within a teacher's specific subject area.

Independent Study for years 12 and 13 Independent study outside of the classroom is integral to success at Key Stage 4. It will be reinforced with all students that for every hour of taught lesson they have in their timetable, they should be spending a similar amount of time studying independently. Independent study work should be resource based and avoid overtly vague descriptions of what students should complete. Worksheets and set activities work best for consistency.

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. Communication
2. Adaptability
3. Teamwork
4. Time Management
5. Creativity
6. Digital skills

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.

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 deeper questioning and other AFL strategies and there will be a formal assessment in every subject each term. Assessment results will be made available to students during the term and via the school report on Edulink. 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 with your child to discuss their progress in a more detailed way. These meetings will be conducted face to face and 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 5 key principles that also shape how we design our curriculum:

Challenging and connected learning is delivered by teachers to ensure all students reach their full potential and build knowledge and skills cumulatively.

High expectations for all, so that all students experience success in a consistent routine led environment where no learning time wasted

Inclusive practice is planned and delivered by teachers to ensure all students' needs are catered for and barriers to achievement are overcome.

Love of learning is instilled in all our students, through developing the key skills of literacy and numeracy, effective independence in reflection and acting on feedback and enrichment opportunities

Develop 21st century global citizens that have the 'work ready' skills to prepare them for the next stage of education or employment, and the attributes to live in a globally connected, culturally diverse world.

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 may 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 sometimes appropriate 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 the students.

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 Pollard (Mental Health & Wellbeing Lead)
Mrs Cannon (SENCO & 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 Mindworks who work 1:1 with students within school to offer skills-based wellbeing support.

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. We are also launching a Wellbeing Ambassador Program for students to be actively involved in the continued development of our whole school approach to wellbeing.

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. In line with the introduction of Benedicts Law in September 2026, the school will have an emergency kit which will be stored in the school's Medical Room. The school also has the required Anaphylaxis Policy in place which is available of the school website.

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 2026, 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 (this is the only approved skirt available but is optional where the alternative is trousers as per the row below)	See comments in description	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 loose fitting shorts	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 Phone & Smart Device Usage

The school will operate a "Not Seen, Not Heard, Never Used" approach to mobile phones and smart devices.

Mobile phones must not be used at any time during the school day. This includes lessons, corridors, breaktime, lunchtime, after-school clubs, and any periods of unplanned or transition time, such as waiting in the canteen before school, moving between lessons, or walking out of the building at the end of Period 6.

All mobile phones must be kept switched off and stored securely in a bag or locker.

The school is not responsible for loss, damage, or theft of mobile phones brought onto site.

Refusal to hand over a phone when requested will be treated as defiance and sanctioned accordingly.

1. **First offence** - student collects the phone from the main school reception where the incident will be logged
2. **Second offence** - parent collects the phone from the main school reception where the incident will be logged
3. **Third offence** - phone is handed to the Head of Year as a parental meeting will need to happen and the phone is secured in the sage for 5 school days.
4. **Fourth offence** - phone is banned from the school site and a mobile phone behaviour contract is put in place by the Head of Year with the student and family

Please note that smartwatches, AirPods, and any personal devices with communication functions are covered by the same rules.

This policy supports:

- A focused learning environment.
- Reduced distractions and online safeguarding risks.

- Clear consistency and fairness across all staff and students.

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:

- Blue or black pen for writing in lessons
- Pencil for writing or sketching
- A ruler, rubber, sharpener
- Selection of highlighters
- Purple pen for corrections and feedback
- Scientific calculator for Maths & Science
- A Geometry set for Maths and Science
- Reading book

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 makeup so long as it is discreet. Any student who arrives at School wearing colourful makeup will be asked to remove it. Fake eyelashes of a subtle, natural appearance will be permitted however lashes that appear ‘extreme’ in length, colour and shape will need to be removed.

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 e.g. Technology. Hair should not have 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 need to write a note and give it to their child who should hand this note into their Tutor.

The School has a fund available for students who cannot afford their uniform - tutors should discuss this with their Head of Year if they feel this is appropriate.

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

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 and are charged for whatever they consume rather than a set meal price. All students are issued with a fob or have their bio metrics taken. 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 first INSET day in September, 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 page on our website and talk through the frequently asked questions and other helpful documents with your child - it may answer question you and they still have
- 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.

On the last Friday of every month 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 your child's Head of Year..

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.