



HOE VALLEY SCHOOL FAMILY HANDBOOK 2018-2019

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1. LETTER FROM HEAD TEACHER

Dear Parent / Carer,

I am delighted to enclose the Hoe Valley School Family Handbook. I am already incredibly proud of HVS and all we have achieved so far and look forward to sharing many more exciting times together over the years ahead of us. Highlights this year have been our annual visit to France with year 7, watching our year 9 settle into their GCSE pathways so successfully and our work with student ambassadors in getting ready our brand new School for September.

Through Primary School visits, open evenings and tours around the School we already feel we know many of you so well and we look forward to this relationship developing over the next few years.

As your children become teenagers it will become increasingly important for us to remain consistent, to support one another and to provide a clear and shared barometer for behaviour and standards. This handbook is intended to support that journey through clearly outlining the expectations and responsibilities of the School, your child and yourselves.

At Hoe Valley School we believe all students have an absolute right to learn in a safe and productive environment. We focus on teaching your child the importance of making good choices, about ensuring they take responsibility for their learning and proactively fix things when they go wrong. Together we can ensure your child makes the right decisions and wastes no learning time.

This September we have five excellent tutors waiting to work closely with your children. The tutor will be your main point of contact as they see your child at the start and end of every day. The tutors will work alongside Mr Poole, our Head of Year 7, who leads the tutor team and oversees the progress and behaviour of the year group as a whole, and our Home School Link Worker, Ms Dethick.

I very much hope you find all of the information here that you require to help prepare for September and to support your child during their time at Hoe Valley School. I look forward to working alongside you during the exciting years ahead of us.

Yours faithfully,



Penelope Alford
Head Teacher

2. VISION 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. Excellent academic outcomes
2. The skills to ensure they are employable and ready for the world of work
3. The traits of responsible, well informed global citizens

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

C – Courtesy	Modelling the behaviours expected of others in terms of consideration, trust and respect
I – Integrity	Being fair, honest and trustworthy
R – Resilience	Overcoming adversity, not giving up when learning gets tough, trying their best and accepting the consequences of mistakes and moving on
C – Community	Playing an active part in improving the School community and beyond. Being a positive ambassador for the School at all times
L – Leadership	Having high expectations of themselves and others, being open to new ideas and influencing others positively
E – 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-4.00pm. Breakfast club begins at 7.45am at the School and there are enrichment opportunities from 4.15pm-5.15pm Monday-Thursday. There are a range of free clubs run by HVS staff and chargeable clubs delivered by an external specialist providers.

All students must be off site by 5.20pm.

The timetable for a normal school day is:

7.45am-8.15am	<i>Breakfast club</i>
8.15am – 8.30am	School opens to all students
8.30am-8.50am	Tutor time
8.50am-9.50am	Period 1
9.50am-10.50am	Period 2
10.50am-11.10am	Break
11.10am-12.10pm	Period 3
12.10pm-1.10pm	Period 4
1.10pm-1.50pm	Lunch
1.50pm-2.50pm	Period 5
2.50pm-3.50pm	Period 6
3.50pm-4.00pm	Tutor time
4.00pm-4.15pm	Break / depart site
4.15pm-5.15pm	<i>Enrichment clubs</i>

4. SCHOOL CALENDAR

TERM DATES

Autumn Term 2018

Inset	Monday 3rd September
Inset	Tuesday 4th September
Inset	Wednesday 5th September
Term Begins	Thursday 6th September (Year 7 only)
Term Begins	Friday 7th September (Years 8-10)
Half Term	Monday 22nd– Friday 26th October
Term Ends	Friday 14th December at 1.45pm

Spring Term 2019

Term Begins	Thursday 3rd January
Half Term	Monday 18th-Friday 22nd February
Term Ends	Friday 5th April at 1:45pm

Summer Term 2019

Term Begins	Tuesday 23rd April
Bank Holiday	Monday 6th May (School Closed)
Half Term	Monday 27th-Friday 31st May
Term Ends	Friday 19th July at 1:45pm

There will also be two further inset days during the year, dates will be confirmed in due course and will be posted on the Term Dates page of our website.

KEY DATES

HVS will be holding a number of events throughout the year such as the Christmas Showcase, the School Production, Parents' 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 four houses: Hawking; Mandela; Nightingale and Wright Brothers. The winning house each half-term wear their own clothes on the final day and each term there is a house trip, at no cost to parents, for the successful house.

All teachers will:

- Distribute five house points a lesson for excellent attendance, prep work, classwork and effort
- Give a scholar of the week postcard out each week to a student in each class they teach
- Call home to inform you when your child has completed something particularly impressive

It is announced in assembly each 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 email.

When individual students reach the following number of house points they receive a reward:

Award	Points	Reward
Bronze	50	Head Teacher's certificate
Silver	100	HVS gift
Gold	200	Head Teacher's Prize
Platinum	300	Place on the platinum school trip



We expect students to act in accordance with our CIRCLE values and this underpins our behaviour 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.

The following table outlines the consequences when students break our CIRCLE values or demonstrate inappropriate behaviours.

Right to Learn Detention (1 hour after school; 4-5pm) <i>These are given the same day as the lesson where a student stopped others learning - you will be informed via text</i>	Head of Year Detention (1 hour after school; 4-5pm) <i>You will receive at least 24 hours notice if your child receives this</i>	Teacher / Head of Faculty Detention (20 mins with teacher, 40 mins with Head of Faculty) <i>You will receive at least 24 hours notice if your child receives this</i>
Distracting others from learning in lessons	Late to school twice in one week	Lack of effort in lessons
Not changing their behaviour after a verbal and written warning from the teacher	Bringing in a banned item; chocolate, chewing gum, fizzy drinks, sweets	No homework
	Poor behaviour at break / lunchtime e.g. squirting water, dropping litter, chasing around the playground	More than five minutes late to lessons
	Breaking CIRCLE values around school	Late to lessons more than once in one week

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 4.00pm each day, although it is expected that all students participate in at least one after school enrichment class per week.

Any unauthorised lateness will result in an immediate ten minute detention with their tutor after school the same day. If this happens more than once in one week, this will become a Head of Year detention after school for one hour; 4.00pm-5.00pm. In this instance an email or text will be sent home.

100% attendance and punctuality will be rewarded at the end of each term through a prize draw and each student with 100% attendance for the term will be awarded house points and allowed to wear their own clothes to school on the last day of term.

If your child is too ill to attend school you should report your child's absence before 8.30am. 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 an automated message will be sent or you will receive a phone call from the School. It is expected that you will respond to this quickly; should this not be the case we will follow emergency procedures as the students' whereabouts will be unknown.

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 leave of absence the Head Teacher will refer this matter to Surrey County Council who are responsible for issuing Penalty Notices, when a school request is made. 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 Welfare Team of the actions that have been taken. The School's Education Welfare Officer is Terry Creswick.

Please also avoid booking non-urgent medical appointments during term time between the hours of 8.30am-4.00pm.



7. CURRICULUM

Exciting, relevant, personalised and challenging learning opportunities are at the heart of all policies, procedures and practices at HVS. Ensuring students leave School with the necessary skills, knowledge and attitudes to work underpins our curriculum, our staffing and our vision.

The Year 7 curriculum will be structured under half-termly topic umbrellas. These are: London; Force; The Media; Quarantine; Monstrous; Millionaire or Broke. These topics give students the opportunity to apply their knowledge to the real world by investigating themes and applying learning to the real world. You can learn more about our year 7 curriculum by reading the booklet on our website.

Tutor Time

Students see their tutor at the start and end of each day and have a focussed activity during this time. Tutor groups are carefully designed to ensure they have a range of abilities and that and it is at the discretion of Mr Poole, and not parental preference, to move students' tutor groups. Parents will always be informed if this is the case.

Prep

Students have timetabled lessons to complete prep (independent learning or homework) in supervised conditions. This means that work is of a high quality and allows more able students to work independently whilst other students receive additional support. Some students may be withdrawn for small group interventions during this time. If students maximise their time in prep, they should have little or no homework to complete outside of School. Some of our more able students may be set independent tasks to complete at home but the onus must be on them completing this and not you. A prep club runs after School on Monday – Thursday to offer students a quiet and supervised space to complete their prep.

ACCESS

ACCESS is the project-based learning strand of our curriculum. It ensures students develop the skills to be employable and stands for analyse, communicate, collaborate, explore, self-govern and strategise. Students apply these skills in cross-curricular projects and during drop-down days.

There will be a series of ACCESS Days running throughout the year; they run during the last week of each half term. They are designed to give students opportunities to work together as teams and be creative and innovative in producing a product or project relating to the real world. Sometimes students will be taken off site for these days and voluntary contributions may be sought from parents.

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. Assessment 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 giving both students and teachers an opportunity to feedback 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 termly snapshot reports on their children's progress along with an end of year more detailed report. Parents' evening 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.



8. 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 club offer will focus mainly on Sports and Performing Arts. There will also be a range of clubs delivered by external providers.

- All students are encouraged 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.



9. SRE (SEX AND RELATIONSHIPS)

Parents/carers have the right to withdraw their children from all or part of any sex education provided, but 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.



10. 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 School laptops, Chromebooks and tablets in their lessons. Students do not need to bring in their own electronic devices to use at School.

All students in year 7 are allocated their own chrome book which they collect from their tutor, fully charged, in the morning. This is returned at tutor time at the end of the day. They are fully responsible for the device during the day and if damages occur we will invoice parents to pay for the repairs. Older students at the School take their chrome book home in the evenings.

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.

11. 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: March 2017)

Our Designated Safeguarding Lead (DSL) is **Ms Borra** (Deputy Head Teacher). Deputy Safeguarding Leads are **Mr Poole** (Head of Years 7 & 8 and Transition), **Mr Moore** (Head of Year 9), **Ms Freed** (Head of Year 10) and Ms. Dethick (Home School Link Worker).

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.



12. 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 the School office.

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. 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 School office 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 can be kept on their person, a spare should also be handed into the School office.

If a student required an adrenaline auto-injector (AAI) such as an epipen or jext they must ensure they carry this with them at all times. A spare should also be handed into the School Office.

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

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

13. 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 on the school gates each morning and 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 correct uniform into School so that your child can return to lessons.

Mobile phones are other communication devices not allowed to be used at all in School. They should be in switched off and placed in school bags before entering the premises.

All students are allocated a 'locker for life' on arrival and will be issued with a key. Should they lose the key then a replacement key may be purchased at a cost of £5.00.

Below are the uniform items for HVS for September 2018, 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
All			
Blazer	HVS Blazer with embroidered badge and emerald trim	Y	Y
Pullover	V-neck pullover, plain mid-grey		
Tie	Official school tie	Y	Y
Shirts	Plain white shirts, short or long sleeve	Y	
Shoes	Black leather formal shoes, flat, not trainers or sport branded shoes	Y	
Coats	Warm/waterproof coat, no hoodies		
Sports polo shirts	Unisex sports black/emerald polo shirt	Y	Y
Games shirt	Unisex long sleeve black/emerald games shirt	Y	Y
Track pants	Unisex plain black track pants	Y	
Games socks	Black long games socks	Y	
Sports socks	White sports socks	Y	
Hoodies	Official HVS hoodie (P.E. only)	Y	Y
Trainers	White, non-marking trainers	Y	
Trousers	Black trousers, no tracksuit, jeans, jeggings or jogging trousers	Y	
Sports shorts	Black/emerald sports shorts	Y	Y
Socks /tights	Black socks or black tights	Y	

Skirt	Official skirt with Emerald trim	Y	Y
Sports skort	Black/emerald sports skort	Y	Y

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. Student 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 the focus on learning. No make-up or nail varnish is permitted. Hair accessories should be limited to plain black. No extremes of hairstyle are permitted and hair colour must be of a natural colour.

The following items are permitted:

- One pair of gold or silver stud earrings (no hooped, coloured or sparkling earrings are permitted). One stud in each earlobe only (no studs in any other part of the ear, nose or face are permitted)
- A watch (no smart watch of any description)
- A small religious symbol on a neck chain (to be worn under the school shirt)

Banned Items

The following items are not permitted on the school site: fidget spinners, aerosols, caps, stink-bombs, lighters, 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, pastries, 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 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.

14. SCHOOL CATERING

HVS has a long school day and we encourage all our students to enjoy a wholesome meal from our new caterers, Innovate. We offer a choice of hot meals each day as well as a range of hot and cold snacks and salads that can be bought at break and lunchtime. Students can bring in 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 use a biometric, cash-free payment approach where students are charged for whatever they consume rather than a set meal price. Students entitled to free school meals will have an amount equivalent to the free school meal allowance credited to their account each week. All students will 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, watch the news and eat their breakfast.



15. PARENT PAYMENTS

Hoe Valley School is a cash-free School and uses **sQuid** 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 and are fully trackable and means students very rarely need to carry money to School.

Any payments due to HVS to top up your child's school catering account, or for any School trips together with any voluntary contributions requested for School curricular activities should be made through this method.

During mid-July, the School will issue you with the necessary instructions and logins for you to create your sQuid account. Each student can only have 1 account, and 1 log-in to that account.

You are also able to transfer or 'top-up' money into your sQuid purse and then use this money to pay for catering or trips . This may be useful for families where payments are made by other family members. Top-ups can be done by bank transfer, or debit and credit card. Again transaction fees are applied for card payments.

You can find more about **sQuid** at www.squidcard.com and full details as to how to create, operate and manage your account will be given to you before the end of this term.



16. 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 instills independence and responsibility. We have dedicated covered bike racks on site within the School grounds and 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 for 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.

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.



17. 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.

1. 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’.
2. Buy the correct uniform including the PE kit from Valentino Ltd in Knaphill
<http://www.valentinoschoolwear.com/>
3. Join Woking Library. Get into the habit of borrowing books together and discussing what you have both read.
4. Make sure your children have resources to support their learning such as a calculator (remember, mobile phones will not be used between 8.30am – 4.00pm so this will not be a suitable alternative). Ensure they have all of the equipment listed in the family handbook.
5. Their first topic will be London. You might want to visit the capital and explore some of the sites and activities on offer. Focus on the history of the city and the main events which have driven its change. Most importantly, focus on having fun!
6. Visit the new School in Egley Road and discuss with your child how they will get there. if your child feels they do not know anyone who is coming.
7. 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 sudokos, 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>
8. Familiarise yourself with the extracurricular activities on offer and discuss these with your child. Perhaps set them a goal of joining one.
9. Meet up with other HVS students over the summer to discuss what you are looking forward to and share any worries.
10. Try not to let the transition to Secondary School dominate the summer and enjoy your time together!



18. COMMUNICATION WITH THE SCHOOL

In addition to Parents' Evening and half-termly reports you will be invited to a Fast Forward event in the first half-term of year 7. This will be an opportunity to meet the year 7 team and to learn how to support your child with their learning at HVS.

Each Friday you will receive an update via email from Mrs Davies (Acting Head Teacher). 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 Mr Poole. Ms Borra is the Deputy Head Teacher and is the overall lead on Behaviour and Safety within the School.



19. 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, then please contact the Chair of the PTA, Mrs H. Stevens on pta@hoevalleyschool.org