HOE VALLEY SCHOOL

FAMILY HANDBOOK

2022-2023

CONTENTS PAGE

1. LETTER FROM HEAD TEACHER 3
2. VISION AND VALUES 4
3. CONTACT DETAILS AND SCHOOL DAY 5
4. SCHOOL CALENDAR 6
5. BEHAVIOUR FOR LEARNING 7
6. ATTENDANCE AND PUNCTUALITY 9
7. CURRICULUM 10
8. TEACHING AND LEARNING 13
9. ENRICHMENT 14
10. SRE (SEX AND RELATIONSHIPS) 15
11. ICT AND MEDIA GUIDELINES, EXPECTATIONS AND SAFETY 17
12. SAFEGUARDING 18
13. FIRST AID 19
14. UNIFORM, EQUIPMENT, MOBILE PHONES AND BANNED ITEMS 21
15. SCHOOL CATERING 23
16. PARENT PAYMENTS 24
17. LOCKERS 24
18. TRAVELLING TO AND FROM HOE VALLEY SCHOOL 25
19. TEN THINGS TO HELP PREPARE YOUR CHILD FOR HOE VALLEY SCHOOL 25
20. COMMUNICATION WITH THE SCHOOL 26
21. HVS PTA 27

1. LETTER FROM HEAD TEACHER

Dear Parent/Carer,

I am delighted to be writing the 8th edition of our Hoe Valley School Family Handbook. When I look back over the last seven years, I feel incredibly proud of what our students have achieved and who they have become and it is without doubt because of your trust and support that we as teachers can work in partnership with you and your child to ensure every child leaves Hoe Valley as a successful, rounded individual who is confident take up their place in a highly competitive world.

At HVS, we aim to fire the imagination and develop individuals in a number of ways; through highly interactive lessons where students are challenged to think for themselves and develop a lifelong curiosity for learning, through a bespoke 'Work Ready' agenda which runs through every aspect of the School and by fostering a strong sense of community, both in and outside of the School.

Over the last academic year I have been so impressed with the resilience and commitment of our students who have demonstrated excellent behaviours both in and outside of their lessons as we have returned to a fully operational post- pandemic timetable.

As a forward thinking school, we place modern technology at the heart of our infrastructure with a sharp focus on developing students' digital skills. Students also benefit from a bespoke Work Readiness Programme which develops their softer skills which employers so keenly desire. All students are allocated their own chromebook and this fosters independence both in and outside of the classroom to ensure that learning is both rapid and deep.

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.

In our quest to constantly improve the provision of education for your child, we need your feedback! So, from time to time, I will be sending online questionnaires for you to complete. Thank you in advance for your honesty and participation, as together we can be sure that we get things right and deliver on our promises. Please also check the School website regularly for updates and do follow us on Twitter @HoeValleySchool.

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,

Jane Davies
Head Teacher

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 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:

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. The school opens for students at 8.15am and we ask that all students are off site by 5.20pm. Breakfast drop-in begins at 7.45am and there are enrichment opportunities from 4.15pm-5.15pm 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-9.50am	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-2.00pm	Lunch
2.00pm-2.55pm	Period 5
2.55pm-3.50pm	Period 6
3.50pm-4.00pm	Tutor time
4.00pm-4.15pm	Break / depart site
4.15pm-5.15pm	Enrichment clubs & External Provider clubs

4. SCHOOL CALENDAR

TERM DATES

Autumn Term 2022

Inset	Thursday 1st September 2022
Inset	Friday 2nd September 2022
Term Begins	Monday 5th September 2022 (Year 7 only)
Term Begins	Tuesday 6th September 2022 (all year groups)
Half Term	Monday 24th October to Friday 28th October 2022
Term Ends	Friday 9th December 2022 at 1:00pm

Spring Term 2023

Term Begins	Tuesday 3rd January 2023
Inset	Friday 10th February 2023
Half Term	Monday 13th to Friday 17th February 2023
Term Ends	Friday 31st March 2023 at 1:00pm

Summer Term 2023

Term Begins	Monday 17th April 2023
Bank Holiday	Monday 1st May 2023 (School Closed)
Half Term	Monday 29th May to Friday 2nd June 2023
Inset	Monday 3rd July 2023
Term Ends	Tuesday 18th July 2023 at 1:00pm

KEY DATES

HVS will be holding a number of events throughout the year such as 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 five houses: Hawking; Lovelace, Mandela; Nightingale and Wright Brothers. All teachers will:

- Distribute five house points a lesson, linked to our CIRCLE values
- Distribute CIRCLE value postcards each week to students who go above and beyond to demonstrates 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.

When individual students reach the following number of achievement points they are presented with an award:

Five House points every lesson	**One postcard home every week**	**Phone calls home**
50 house points = Bronze certificate	For being enthusiastic in lessons	For good / improved effort in lessons
100 House points = Silver Award (An award/ prize)	For producing excellent work	For showing CIRCLE values around school
200 House Points = Gold Award (Trip)	For being an independent learner	For being a good role model
300 House Points = Platinum Award (Event/Trip/Award)	For displaying CIRCLE values in lessons	For making excellent progress

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.

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

Detentions are used as a sanction in response to disruptive behaviour, poor punctuality, poor quality classwork, lack of or poor quality homework and behaviour concerns in line with the CIRCLE values.

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 BehaviourWatch 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 12hrs notice in advance where possible but you will also receive a text message for a same day detention. Any detention that is set after 3.30pm will be issued for the following 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.

If the student does not turn up this will be referred to the Head of Faculty or Head of Year. The Head of Faculty or Head of Year will issue a Right to Learn detention for the next available day to give the student a second chance. Failure to do this will result in an Internal Exclusion the following day.

CURE Check Detention	**Class Teacher Detention**	**Right to Learn Detention**
(Pastoral 20 mins during lunch time) **No notice needed**	(20 mins during lunch or up to 1 hour with class teacher after school) *These can be given the same day as the lesson where a student **fails to meet the expectations of their teacher.** Where possible a telephone call will be made 12 hrs in advance by the subject teacher or you will receive a text message to inform you that your child has to stay after school.*	(Head of Year/ Head of Faculty 1 hour after school; 4-5pm) *These are given the same day as the lesson where a student **stopped others from learning** - you will be informed via text if your child has to stay after school.*

Tutors will be responsible for checking students each morning for our CURE check (Chrome books,Uniform,Reading book and Equipment). A lack of this will result in a lunchtime detention. ● Chromebooks are not damaged or defaced ● Uniform is worn correctly ● You have a reading book in in your bag ● You have all the correct equipment for the day ahead (Black, blue and green biros, a scientific calculator, a geometry set, pink and green highlighters, a ruler, rubber, sharpener and pencils, headphones)	Lack of effort in lessons Failure to complete or submit prep on time Late to lessons more than once in one week Failure to uphold the CIRCLE values	Distracting others from learning in lessons Not changing their behaviour after several verbal warnings from the teacher Refusing to follow teachers' instructions Removed from the lesson on a 'call out' Repeated lateness to school and lessons

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 club per week.

Any unauthorised lateness will result in a detention with the Tutor on the same day as the lateness. 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 is a great achievement and it should rightly be rewarded. Each week in assemblies these students will be rewarded with achievement points and entered into a draw for extra rewards.

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 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-4.00pm.

7. CURRICULUM

Challenging, relevant, exciting and personalised 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.

We deliver a five year GCSE which allows freedom and scope for teachers to teach according to the ability of their students and not be held back by a traditional key stage 3 and 4 curriculum. We understand the demands and rigour of the new GCSE and as a new School we have enjoyed the opportunity of writing the entire curriculum from scratch in a personalised way which allows every student to learn at their own speed. This is delivered through a RAG system where students are directed to different coloured learning tasks to suit their ability. We don't believe in teaching to 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. Every lesson has a bigger question relating to the real world and students are encouraged to think about how to apply new skills to future jobs and careers. In doing so, students raise their aspirations and develop a long term vision for their life.

Every trip we offer is linked to the curriculum and there are many opportunities for all students to benefit from such trips including Foreign Language Exchanges as well as day trips to London and Russell Group Universities.

Tutor Time

Students see their Tutor at the start of each day and have a focussed activity during this time which involves two sessions of PSHE, literacy and numeracy and one assembly 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.

Prep

Students have timetabled lessons to complete Prep 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 Prep tasks are set by the classroom teacher and students are always given 7 days to complete their Prep.

Prep for Years 7 & 8 - EBacc subjects only; 20 mins per subject per week
Prep for Years 9, 10 & 11 one hour per week per subject
Year 11 Prep 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 Prep, we as teachers will:

- set Prep 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 Prep in line with the red/amber/green system in order to facilitate differentiated work
- set work which does not require the Prep teacher to deliver the learning. Students must work independently in silence. If a student has no Prep left to do or does not understand the Prep, 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 Prep

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. A Prep club runs after School on Monday – Thursday in the Dining Hall to offer students a quiet and supervised space to complete their Prep.

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
- One to one mentoring from Church volunteers
- 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.

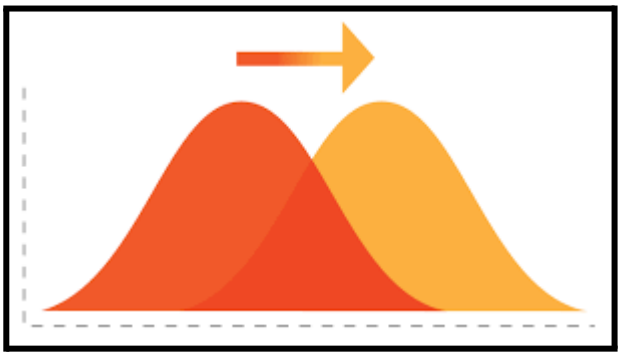
HVS is both data rich and data driven in order to secure the best outcomes for your children. Assessments will take place in every lesson through deep questioning and other strategies and there will be a formal assessment in every subject each term. Assessment results will be made available to students 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. 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. These meetings will be conducted remotely as parent feedback from last year during lockdown was overwhelmingly positive about the benefits of using school cloud at home rather than attending a face to face meeting in school.

In addition to Year 11s sitting their GCSEs, Year 7 -10 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

Students come to Hoe Valley School (HVS) to learn biologically secondary knowledge[1] from expert teachers. We are excited by the potential in all students and are able accelerate students towards their potential through teaching rooted in evidence of what works and cognitive science (how the brain works). At HVS we talk about "shifting the bell curve" of intelligence with a view to "Making Kids Cleverer", as inspired by the book of the same name (David Didau, 2019).



There is a known positive correlation between intelligence and quality of life, inclusive of mental health, physical health, longevity and financial security. An individual's intelligence has 2 components

1. The processing speed of their working/short term memory, which is genetically determined and fixed
2. The quality and quantity of knowledge stored in their infinite, long term memory; "if you don't know it, you can't think about it or with it" - you are ignorant.

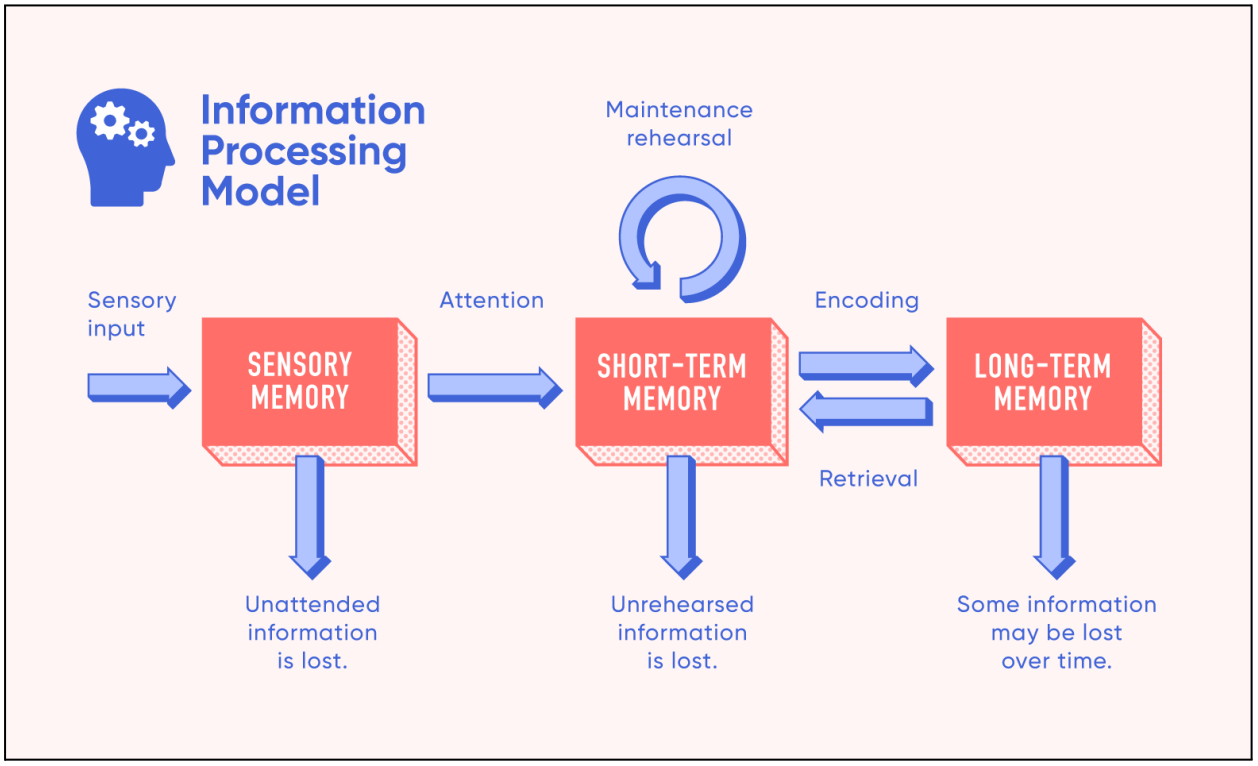
[1] biologically secondary knowledge is that which an individual would not acquire naturally e.g. the ability to read, as opposed to biologically primary knowledge which is acquired naturally e.g. the ability to speak a first language

The foundation of all of our teaching at Hoe Valley School lies in the quality development of students' long term memories, to make them more intelligent and improve the quality of their whole life.

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.

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.

All teachers at Hoe Valley School have a deep understanding of how long term memories are acquired (see the graphic of the current information processing model below) and are able to apply this to teaching sequences and their day-to-day teaching practices



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. SRE (SEX AND RELATIONSHIPS EDUCATION)

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.

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 and prep.

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 2022)

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. 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

14. 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 2022, 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 black/emerald polo shirt	Y	Y
House Top	Official HVS House coloured top (for September new starters the house colour will be confirmed at the start of term)	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.

Mobile phones must be handed in to their tutor or Head of Year by 8.40am and will be given back to students at the end of the day during afternoon tutor time. 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.

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. They 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 office 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.

No make-up is permitted for students in Years 7 and 8. Students in Years 9-11 are permitted to wear concealer or very light natural make-up so long as it is discreet. Students are also 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 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.

15. 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.

16. 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 August, the School will issue you with the necessary instructions and logins for you to create your ParentPay account. Each student can only have 1 account, and both parents/carers can have their own login for that account.

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

17. 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.

18. 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 covered 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 the Leisure Centre, 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.

19. 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. Look at our Y6 Portal on the website and talk through 'Year 7 Survival Kit' and other helpful documents with your child
3. Buy the correct uniform including the PE kit from Valentino Ltd in Knaphill http://www.valentinoschoolwear.com/
4. Join Woking Library. Get into the habit of borrowing books together and discussing what you have both read.
5. 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.
6. Visit the School in Egley Road and discuss with your child how they will get there.
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 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
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!

20. COMMUNICATION WITH THE SCHOOL

In addition to Parents' Evening and termly reports you will be invited to a Meet the Tutor Evening 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.

Each Friday you will receive a Newsletter from Mrs Davies. 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 Mrs Urban-Marks (Head of Year 7). Mr Kelly is the Deputy Head Teacher who is the overall lead on Behaviour, Attitudes and Personal Development within the School. He is also the overall lead for Safeguarding, Child Protection and is the Designated Teacher for Looked After Children.

21. 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 School's PTA Liaison, Mrs Lisa Johnston on PTA@hoevalleyschool.org.