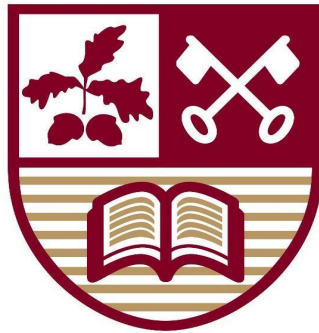


Hertswood Academy



Hertswood
Academy

Aim High • Achieve Excellence

Pastoral Handbook 2021-2022

Responsibilities

Heads of Learning

If you have any questions about your son / daughter's education please contact the Head of Learning in the first instance.

The Heads' of Learning for this year are as follows:

Year	Head of Learning	Deputy Head of Learning	
7	Miss Webb	Miss Lynch	admin+year7@hertswoodacademy.org
8	Mr Cooper	Miss Elvins	admin+year8@hertswoodacademy.org
9	Mr Swingler	Miss Gaby	admin+year9@hertswoodacademy.org
10	Miss Price	Miss Jobanputra	admin+year10@hertswoodacademy.org
11	Miss Badcock	Mr Antrobus	admin+year11@hertswoodacademy.org
12/13	Miss McFerran - Assistant Headteacher		admin+sixth@hertswoodacademy.org

Sixth Form

Ms McFerran is the Assistant Headteacher responsible for Sixth Form. Mrs Endersby is the lead Academic Tutor who supports students with study skills and preparations for their future. Ms Walsh manages the Sixth Form study centre from 8.45am-4pm daily.

Academic Mentors

Mr Tenenbaum is an Academic Mentor for students in Year 11. He supports students with study skills and preparation for their GCSE exams; he also manages the Study Zone which is open to all students from 3.00 - 4.00pm for Years 7-10 daily and 3.00-5.00pm for Year 11..

SENDCO

The Special Educational Needs Coordinator is Mrs Lewis.

Communicating with the school

If you would like to contact any member of staff you can do so using the following details:

- Email: admin@hertswoodacademy.org - please specify the member of staff you would like to contact and the email will be forwarded to that staff member
- Telephone: 020 8238 7200 (school office) where you can ask to be put through to the relevant member of staff

We greatly value the support of parents especially in the following areas:

- Ensuring students arrive at school on time with appropriate uniform / equipment
- Supporting and reinforcing Academy expectations regarding behaviour
- Supporting students academic progress
- Liaising with the school where appropriate to support student behaviour and progress

Expectations of parents communicating with school

- Parents can communicate via email, in person or by phone.
- Parents wishing to raise a child protection issue can communicate with the school via email or phone.
- Parents are requested to communicate politely with staff at all times; failure to do so may lead to parents being requested to leave the school site.
- Parents failing to communicate appropriately will not be able to meet with staff. They will receive a warning letter in the first instance and a letter informing them that they are not to come into school if this behaviour is repeated. Parents behaving aggressively may be banned from the school site.
- Parents wishing to communicate with students during the school day should contact the school office. Parents should not communicate directly with students by mobile phone, email, social media or other means during the school day.

Daily Routines

The school entrance is open daily from 8.00am. Students arriving before 8.30am will be required to remain in their year group bubble area unless completing an enrichment activity:

- Y7 - Bottom Atrium (reception)
- Y8 - Drama OLS
- Y9 - Top Atrium (Astro)
- Y10 - Canteen Area 1
- Y11 - Canteen Area 2
- 6th Form - 6th form rooms

Students should not be in any other room before 8.30am.

School gates will be locked at 8.40am. Students arriving after 8.40am will be marked as late, as lessons begin at 8.45am promptly.

Students finish school at 2.40pm for Years 7-9 and 2.45pm for Years 10-13. Students can remain in school for lessons, enrichment clubs or Studyzone until 4.00pm. Sixth Form students may also work in the Sixth Form study area.

Behaviour

Refocus Room

If students have been removed from a lesson as a result of their behaviour they will complete the remainder of the day in the Refocus Room. Attendance to the Refocus Room will lead to a 30 minute same day detention and a restorative meeting with the class teacher that day. Students who fail to attend the detention will be automatically added to the list of students attending the Refocus Room the following day. Parents will be notified of detentions by email or text message.

Students may be sent to the Refocus Room for any behaviour issue which takes place in school or on the journey to or from school. In most instances this will be for 1 day. Students will eat their lunch/snack in the Refocus Room and will not be allowed to leave the room for a break as they will be expected to complete their classwork out of circulation from other students. Parents will be notified in the morning if their son / daughter will be spending that day in the Refocus Room.

Suspensions from school

For more serious offences students may receive a suspension from school, the length of the suspension will depend on the nature of the behaviour breach. During this time we will provide students with work to complete at home, students are expected to complete all work set and must not be in the vicinity of the school grounds at dismissal time.

If a student is suspended, the parent/carer will be informed by phone and a letter will be sent home providing details of the suspension. Following a suspension from school, an appointment will be made with the parent/carer and student to discuss reintegration into school.

Learning Support Unit (LSU)

Students may be recommended for a place in the LSU if further support is needed. Entry to the LSU will be discussed and agreed with parents. Students will remain in the LSU until a full or partial return to lessons has been agreed between the behaviour team and parents. Students will attend for 2 hours per day in the first instance. This will be increased incrementally when behaviour has improved.

Students failing to behave appropriately in the LSU will be referred to the Refocus Room. Failure to attend the Refocus Room will lead to a suspension from school.

Behaviour for Learning

Classroom expectations

The following is displayed at the front of each classroom and incorporates our 5 key values of Courtesy, Aspiration, Integrity, Respect and Resilience which are key factors to help students learn and fulfill their potential.

The Mindset for Learning

Courtesy

- Be courteous and respectful in my use of language and when I address other people
- Remain in the seat my teacher has instructed me to sit in
- Follow all instructions from my teacher the first time I am asked

Aspiration

- Sit down and begin the starter task in silence as soon as I enter the classroom
- Present my work neatly using QMS
- Complete all work set to my teacher's expectation

Integrity

- Wear my uniform according to the school rules
- Take pride in my appearance

Respect

- Stand in silence at the end of the lesson until I am given permission to leave

- Use the IT resources given to me appropriately for my work
- Respect the learning environment
- Remain in my classroom unless my teacher has given me permission to leave

Resilience

- Work in silence unless my teacher says I need to speak for my work
- Raise my hand to speak and wait in silence until my teacher comes

Behaviour Codes and House Points

Students may receive behaviour codes for poor behaviour or House points for positive behaviour. They are entered onto our Go4schools system where parents and students can view them.

Reports

There are two reports which can be used to support students to improve behaviour and monitor their progress:

- Tutor report - checked daily by their tutor and reported back to the Head of Learning (HOL) team. HOL team considers next steps which could include being placed on HOL Report if the tutor report has failed.
- Head of Learning (HOL) report - checked daily. Students who fail to complete targets will be escalated for further sanctions including a day in the Refocus Room.

Students failing to complete or hand in a report will be sanctioned through the behaviour systems detailed above.

Pastoral Support Plans

Where students are consistently causing concern as a result of their behaviour, a PSP should be put in place to monitor and support the behaviour of that student. This is a regular monthly meeting with parents in order to target and support specific behaviours. Both parents, students and a member of staff will be in attendance at these meetings.

The PSP should be:

1. In consultation with the student and a parent
2. Signed by the student and parent - a scan of the signature page should be taken and saved in the student's electronic file

Sanctions for misconduct outside lessons

Uniform

Students who are not wearing the correct school uniform will not attend lessons until the uniform is correct. Parents will be notified by text message.

Mobile devices

- Mobile phones, headphones and smart watches are not allowed in school. Students can deposit mobile phones with the Pastoral Team on arrival in school. These will be stored in a secure place until the end of the school day.
- Mobile phones, headphones or other electronic devices brought into school will be confiscated for parents to collect. The confiscation period could be extended for up to 6 weeks if students repeatedly bring mobile phones and/or electronic devices into school.

- Mobile phones and electronic devices should not be brought into breakfast clubs, Studyzone, after school clubs and Sixth Form work areas.
- Students can contact parents via Reception in an emergency.
- The Academy will not accept responsibility for loss or damage to student property.

Attendance

It is important that students attend school every day and it is a legal duty for parents to ensure that they do so.

If, however, a student is unable to attend school then parents should contact the school via text message or telephone before 8.30am with a reason for absence if their child is unable to attend school that day with details of the absence (illness or other circumstances)

- Parents of students who are persistently absent (attending school less than 90% of the time without a valid reason) risk sanctions up to and including Fixed Penalty Notices.
- Students whose attendance is consistently good will receive rewards including House Points and the opportunity to take part in reward trips.
- Students who are late to lessons / form time will make up the time with the teacher at break or lunch time.
- Students who are persistently late to school and/or lessons are monitored by Heads of Learning. Heads of Learning will address persistent punctuality issues through weekly detentions. Additional sanctions may be enforced where appropriate.

Houses

- The House system is led by an Assistant Headteacher supported by the Sixth Form House captains.
- House events will be conducted during the year and advertised in assemblies and weekly tutor newsletters. We encourage all students to fully take part in as many events as possible.

Safeguarding

Notifying safeguarding concerns

Parents with concerns about safeguarding of individual students or groups of students should contact a member of the safeguarding team by telephone or email.

Pupil Premium

Pupil Premium Bursary

If students are eligible for Pupil Premium they have a bursary of £50 per year which parents can spend on educational needs in school. Please contact the Finance Team for information regarding the bursary.

Parents' Evenings

- Parents' Evening appointments are booked through our online system
- Parents may request alternative communication via the Head of Learning if they are unable to attend Parents' Evening.

Uniform

At Hertswood, and at all times, we expect our students to be clean, tidy and well presented in full school uniform.

Our school outfitters are:

Stevensons

131-135 Victoria Street

St Albans

AL1 3XS 01727 853262

All items marked with an asterisk are only available from Stevensons.

	Day Uniform
Outdoor Coats	Dark colour, no denim; must cover the blazer
Trousers/skirt	Must be smart, tailored trousers in a non-stretch fabric. Jeans, skinny trousers and leggings are not permitted Skirts must be pleated and knee length in a non-stretch fabric
Shirt	White
Tie	*Year Group tie
Shoes	Standard black school shoes – trainers and boots are not permitted
Socks/tights	Black or natural; no pattern, frilly/fluffy or bright colours worn over tights
Jumper	*Hertswood Academy V neck jumper with trim
Blazer:	*Burgundy with Hertswood Academy logo
Hair:	No exaggerated hairstyles; natural colours only. No beading, large hair slides, bows or inappropriate hair accessories.
Headwear:	Headscarves (for non-religious purposes) and bandanas
Make-up/ Nail varnish	Only discreet make up is allowed. In practical terms this means no lipstick, eye shadow, eye liner or false eyelashes. Coloured nail varnish: nails should be natural in appearance and short in length. Acrylic nails are also unacceptable for health and safety reasons

Jewellery:	One small stud is permitted in each ear lobe. Apart from a watch, no other jewellery is permitted. No facial or body piercing is permitted.
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PE KIT
*Games top with Hertswood Academy logo
*Polo t-shirt with Hertswood Academy logo
Plain black shorts (Plain black tracksuit bottoms in winter)
Plain black socks
Trainers
Football boots (boys only)

The PE Faculty will provide full team kit for all students who represent the Academy in matches or competitions.

Stevensons carry stock in their St Albans shop where items can be purchased at any time of the year. Additionally, items can be ordered by telephone or online.

The Academy reserves the right at any time to determine what is unacceptable in terms of its uniform. Sweatshirts and hooded tops should not be worn. Outdoor coats are not permitted to be worn inside the school building and should only be worn outside. Students who arrive to school wearing trainers or inappropriate footwear will be issued with a pair of plain black plimsolls.

Students may be sent home to change into what is considered acceptable.

Mobile phone FAQs

Why has the school done this?

We live in a world full of technology, including social media which means students increasingly rely on their mobile phones. Whilst we understand the many benefits of social media, the way in which some students use it is concerning. In the past, students have been unwilling to let go of their phones and have at times disrupted learning by using phones. By collecting mobile phones, we are eliminating a major distraction and enabling our students to achieve even higher grades in their studies. As an added benefit, students have the opportunity to become more engaged in conversation with each other.

Which items are not allowed in school?

Mobile phones, smart watches, tablet computers and any other electronic device capable of communicating via phone or internet are not permitted in school.

Which other items are not permitted in school?

Whilst checking for mobile phones staff will also confiscate any other items not permitted in school.

This includes:

- aerosols, glass perfume bottles and sprays (roll on deodorants are permitted)
- chewing gum

- junk food - sweets, crisps etc.
- energy drinks
- carbonated drinks
- large quantities of juice drinks
- any other items banned by the school's Behaviour Policy
- any illegal items such as cigarettes, vapes etc
- any other items which members of school staff deem to be inappropriate for students to bring to school

Any confiscated items can be collected from Heads of Learning at the end of the school day. Any items which cause concern will be discussed with parents.

How will the school collect the mobile phones?

Each student has the opportunity to hand in their mobile phone before the start of school through the queuing system at the student entrance. Every student is scanned for mobile phones using metal detectors. Phones are locked away in a secure room to which only key members of staff have access.

What if my child loses their ticket?

Each year group has a different colour ticket with a number and year group printed on. If a student loses their ticket, they will have to wait until the rest of their year group has collected their phones so that they can identify their phone from those remaining. The numbering system prevents students claiming another student's phone. There are CCTV cameras distributed across the school site to support this.

How long will this be for?

Students will be checked daily.

Will my child be marked late for lessons if it takes longer to collect them in?

We are aware that it may take some time to check every student. However, we endeavour to scan all students who arrive to school on time in their registration period by 8.40am. Students can help us by arriving early to school so they have enough time to do everything before 8.40am. Students will only be marked late if they arrive at school after 8.40am.

What happens if a student arrives late?

In that case, a member of staff at Reception will contact a member of the Behaviour Team to collect the student's mobile phone and scan them before entering the school.

I like my child to have their phone whilst travelling to and from school. I am worried if I need to contact them.

We understand that many parents will want their children to have a mobile phone for journeys to and from school. Students can use their phones on the way to school, hand in their phone at the school entrance and then collect the phone at the end of the day for their journey home.

What If I want to contact my child during school hours?

You can make contact with students either by calling the school, sending an email to the relevant member of staff or for non-emergency messaging using the MyEd app.

What if my child has an appointment during the school day?

Whilst we prefer students to make appointments before or after school we do understand that, on occasion, students need to leave during the school day for a variety of appointments. Students should go to Reception to sign out and inform the team that they have a phone to collect. A member of the Behaviour Team will then collect the phone and hand it to the student for use whilst they are off the school site. Students will need to hand their mobile phones in again on return to school.

What if my child forgets to collect their phone?

Then the phone will be locked away at the end of the day and the student will need to collect it at the end of the following day.

What if a student does bring a phone into school?

If a student is found to have their phone in school it will be confiscated, and the student sent to the Refocus Room (isolation) for at least one day. A phone call home will be made by the Behaviour Team explaining this and will confirm that **ONLY** the parents/carers will be allowed to collect the phone at the end of the day by coming into Reception. If a student repeats this again the school will confiscate the phone for a longer period of time.

What if my son / daughter attends an after school club or study session?

Phones should not be used in school at any time. Students attending clubs should go to the HOL Office or Reception to collect their phone.

How long do students have to queue to collect their phones?

All phones have been returned in under 15 minutes.

Does my son / daughter have to wait for other students to collect their phone before they can leave?

Students who do not bring a phone to school can exit directly through the main entrance at 2.40 or 2.45pm.

There will always be questions surrounding such systems, should you wish to discuss any of the actions, please contact the school.

Key email addresses

admin@hertswoodacademy.org
attendance@hertswoodacademy.org
finance@hertswoodacademy.org
parents@hertswoodacademy.org (for IT issues)