



Hampton High Year 7 Handbook 2020/2021

Aspire - Respect - Collaborate - Resilience



HAMPTON
HIGH

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WELCOME

From Ms Poole, Headteacher

Dear Families,

It gives me enormous pleasure to welcome you to Hampton High, as your child starts their secondary education with us.

The transition to secondary school is very exciting and full of endless possibility – but we are also aware that, by the time your child starts with us in September, they will have experienced a period of major disruption to their education as a result of the Coronavirus pandemic. They may not have had the chance to say goodbye properly to their friends or teachers. They will have experienced a long period of social distancing from members of their wider family and their friends. Many families will have relatives and friends in other countries, where the only contact has been very remotely.

As families, you will also have experienced a disruption to your usual routines and maintenance of social relationships. Some of you may have experienced the loss of people close to you, and we extend our deepest condolences to all of those in our school community who are bereaved.

We know that life will not be quite the same for all of us. Whilst this handbook sets out the routines of regular school life, it is important that you also refer to the website for updates as we venture into this new educational landscape together. We are proud of the fact that the school has remained a close-knit community with shared values throughout this period of great uncertainty. I can confidently say that your child is joining a school where the needs of the students are placed at the heart of everything we do. Your child will be nurtured and cared for, whilst also being taught by passionate subject specialists who are constantly looking for ways to enhance and deepen the learning experiences for all – this is particularly the case as we continue to operate across both virtual and real learning environments.

We extend our very warmest welcome to you, parents, carers and students, and very much look forward to working in close partnership with you over the next few years, ensuring that your child leaves Hampton High as a happy, confident and successful young adult.

Yours faithfully,

Ms Rebecca Poole
Headteacher



WELCOME

Ms Savage, Head of Year 7

The Year 7 tutors and I are very excited about meeting you in September. Our job is to ensure that you and your child settle happily into secondary school life at Hampton High.

We would normally be looking forward to seeing you in July for Secondary Transition Day, however this is a year like no other, so instead we have been putting together a series of videos and activities as a taster of what is to come! Keep an eye on the Year 6 Transition page on our [website](#).

Whatever September brings – we will be ready!



Our Team



Headteacher
Ms Rebecca Poole
rebecca.poole@hamptonhigh.org.uk



Senior Deputy Headteacher
Ms Tracey O'Brien
tracey.o'brien@hamptonhigh.org.uk



Deputy Headteacher
Mr James Owen
james.owen@hamptonhigh.org.uk



Head of Year 7
Ms Sarah Savage
sarah.savage@hamptonhigh.org.uk

Tutors

These are your most important people in school. If you or your child have a problem or a question it is important you speak to your child's tutor in the first instance. They can be reached via email and will always reply to your email or call you back. They will contact home with updates on progress and to arrange tutor/teacher meetings when necessary.

You will be introduced to them when your child begins in September and you will have an opportunity to meet them in the following weeks.

Administration Team

We have a very hardworking Administration Team with whom you will come into contact throughout the year. Some important members that you may speak directly to are:

Attendance Officer: Ms Portia Ransley: attendance@hamptonhigh.org.uk

Administration Team: Ms Debbie Hillier: debbie.hillier@hamptonhigh.org.uk

Student Services: Ms Jilly Patterson: jilly.patterson@hamptonhigh.org.uk

SENDCO

We have a dedicated SEND/Inclusion department within school. If you are concerned about your child's learning needs, it is important you contact your child's tutor in the first instance. However, the inclusion team are contactable via email.

SENDCO: Mr Benjamin Fleetham: benjamin.fleetham@hamptonhigh.org.uk

TERM DATES FOR 2020/2021

(subject to change)

Inset Day: Tuesday 1 September and Wednesday 2 September

Start of Autumn Term staggered start: Thursday 3 September

Inset Day: Friday 23 October

Half Term: Monday 26 October - Friday 30 October

Inset Day: Monday 30 November

End of Autumn Term: Friday 18 December

Start of Spring Term: Monday 4 January

Half Term: Monday 15 February - Friday 19 February

Inset Day: Monday 22 February

End of Spring Term: Wednesday 31 March

Start of Summer Term: Monday 19 April

Bank Holiday: Monday 4 May

Half Term: Monday 31 May - Friday 4 June

End of Summer Term: Friday 23 July

Preparing for Learning - Stationery

Please help your child get into good habits for learning by being prepared and organised for school.

With the current Covid-19 situation it is essential that students have their own full set of equipment in a pencil case. We will not be able to lend out equipment and students will not be able to borrow from each other.

We recommend that you buy a sturdy waterproof rucksack (any colour), large enough to carry A4 size folders and school books.

Must haves:

- Pencil case
- Black and green pens
- Pencils
- Ruler
- Rubber
- Sharpener
- A5 or A4 notebook
- Scientific calculator for example Casio FX-83G
- Reading book
- Glue stick
- Scissors
- A5 or A4 notebook
- Scientific calculator
- Reading book
- Glue stick
- Scissors

Extras:

- Coloured pens
- Coloured pencils
- Highlighters
- Geometry set

Uniform

A list of our uniform expectations is provided as part of the new starters' pack and can also be found on the school website. Our school outfitters are Stevensons in Twickenham. Please email info@hamptonhigh.org.uk for any questions you may have.

Supplier

The uniform supplier is [Stevensons](http://www.stevensons.co.uk),
1-15 Heath Road, Twickenham TW1 4DB.

Tel: 020 8892 2201

Opening hours: Monday - Saturday 9.00am - 5.30pm. Should parents require an out of hours appointment (up to 8pm) they should contact the store directly. Early booking is advised, it is not necessary to book for normal opening hours.

Website: www.stevensons.co.uk

Uniform List

- Black ankle length socks or opaque black tights
- White shirt (long or short sleeved)
- Black or navy coat
- Plain black leather school shoes (no trainers or sports shoes are allowed)
- Grey tailored trousers (may be purchased from alternative supplier)

Purchased from Supplier

- School blazer with Hampton High logo
- School tie (red with grey stripes)
- Red school V neck jumper with Hampton High logo (not compulsory)
- Grey pleated skirt with Hampton High logo or tailored grey trousers (trousers may be purchased from alternative suppliers)

PE Kit

- Panelled polo shirt with Hampton High logo
- Shorts or tracksuit bottoms with Hampton High logo from supplier
- Panelled midlayer with Hampton High logo
- Non marking trainers
- Moulded, studded football boots (not astroturf trainers)

If you think you may be eligible for support with buying your child's school uniform, please complete the form [here](#).



Timings of our school day

	Reg	Period 1	Period 2	Break	Period 3	Period 4	Lunch	Period 5	Period 6
MONDAY - THURSDAY	8.35 - 9.00	9.00 - 9.50	9.50 - 10.40	10.40 - 11.00	11.00 - 11.50	11.50 - 12.40	12.40 - 13.15	13.15 - 14.05	14.05 - 14.55
FRIDAY	8.35 - 9.00	9.00 - 9.50	9.50 - 10.40	10.40 - 11.00	11.00 - 11.50	11.50 - 12.40	12.40 - 13.15	13.15 - 14.05	Please note the early finish on a Friday.

Money

Cashless catering: Please be aware that this process may be subject to change due to the Covid-19 situation. You will be notified of any changes to policy by email and via the website.

Hampton High is a cash free school. We use sQuid for all payments so students do not need to carry around money in school. You will receive a letter with information about our cashless catering system (sQuid). Students can use their finger print to pay for food and drink from the canteen. You also pay for trips via the online sQuid account.

Free School Meals: If your child is eligible for free school meals and learning equipment/textbooks, we should receive this information directly from the primary school. Information about applying for free school meals is provided in the new school starters' pack and is also available on the [website](#).

Medical

Information: You will need to complete a [medical form](#) for your child when joining Hampton High. This will be updated every year and is a requirement for our records, so that we can look after your child appropriately.

If you would like to update us about any medical requirements, you should inform your child's tutor in the first instance. All hospital appointments, or ongoing medical concerns will need to be documented via letters from your GP or the hospital. Evidence of appointments should be given to our Attendance Officer. (See page 9 for more information)

If your child suffers with illnesses such as asthma or has any allergies, please ensure this information is included on the medical form. Any medicines that your child may need to have access to during the day should be provided in a clearly labelled bag and given to a member of the Administration Team. Students are not allowed to carry their own medication.

Medical appointments: These should be arranged wherever possible after the school day finishes or in the school holidays. However, we do understand that it may be necessary to occasionally arrange these appointments during the school day. Medical appointments taken during school hours need to be authorised via the Attendance Officer, Ms Ransley, at least 24 hours in advance of the time of the appointment. All medical appointments will require proof such as a dentist appointment card or a letter from the hospital. Medical appointments are usually only authorised for a maximum of two hours unless

otherwise requested. All appointments arranged during school hours, wherever possible, should be early in the morning so that the student is back in school by 10.30am or late afternoon so that the student leaves school after 1.45pm.

Ill in school: If your child is not feeling well, or has had a minor accident in school, they can visit Student Services who are first aid trained. They will check your child and make a decision as to the next steps. They will contact you if your child needs to be collected. All medical incidents are recorded.

Medical Advice: We have a nurse who visits us once a week and provides a drop in session during a lunchtime for any students wishing to ask for advice.

Subjects

In Year 7, your child will study the following subjects:

- Maths
- English
- Science
- French
- History
- Geography
- Religious Studies
- Drama
- Dance
- Music
- PSHCE (Personal, Social, Health, Citizenship, Education)
- Art
- Technology
- PE (Physical Education)

We are very proud of the broad curriculum we provide for our Year 7 students. It is designed to enable all pupils to enjoy learning, make progress and achieve success. We believe that this will help them as they develop into confident individuals able to live safe, healthy and fulfilling lives.

The Key Stage 3 overview can be viewed on our curriculum page of our [website](#).

During social times there are many things your child can do.

Break and lunch time

- Students will need the correct footwear to access our astro on MUGA pitches at break and lunch.
- Library. Students may use the library to read quietly or do independent work.
- Students may socialise in Wordsworth with friends.

After school

- Library. Students may use the library to read quietly or do independent work. The library is open until 4.30pm each day. Students are notified if this changes.
- Homework club. This has run after school on Tuesdays, Wednesdays and Thursdays from 3pm– 4pm this year. Students have access to Learning Support and computers to complete homework.
- After school extracurricular activities. There are a range of clubs students will be able to attend.

We anticipate a disruption to our after school activities in the Autumn term, however here is a taste of the activities that were available last year:

PE: Football, Handball, Netball, Volleyball, Rugby, Touch Rugby, Basketball, Fitness, Badminton, Rounders, Girls Boxercise

Performing Arts: Musical Theatre Company (Junior and Senior), Street dance, Contemporary Dance, Rock School, Ukulele Orchestra

Science: Science Club

Art Technology: Art Club

Other: Police Cadets, Army Cadets, Homework Club, Carnegie Book Club, Warhammer Club, Anime Club, Retro Gaming Club



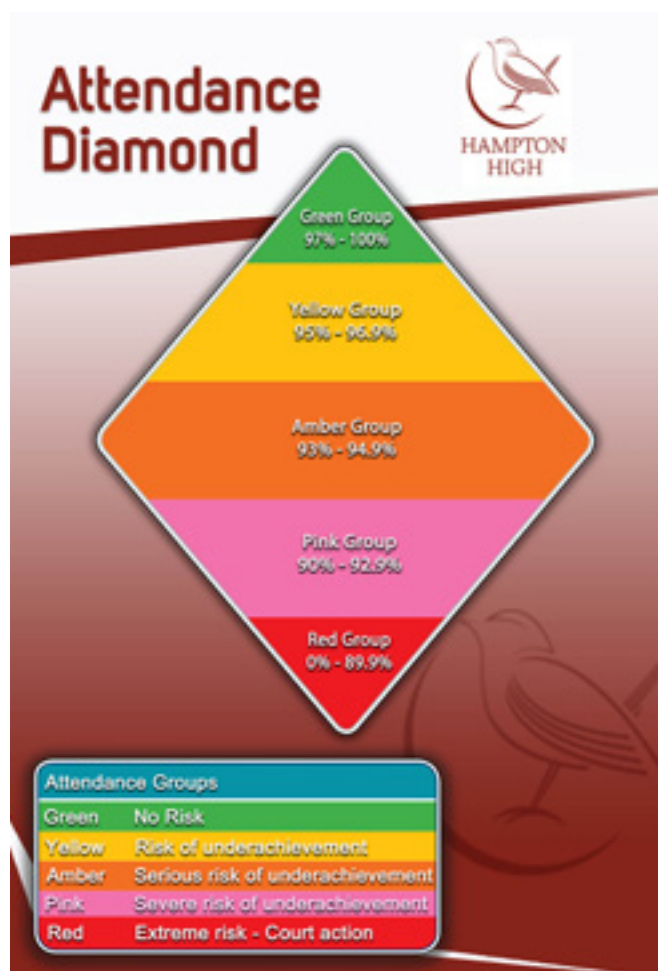
ATTENDANCE

A message from Ms Portia Ransley, Hampton High Attendance Officer:

For a child to reach their full educational achievement, a high level of attendance is essential. We work in partnership with parents/carers and so are seeking your full support in ensuring that all students attend school every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties but we are also committed to improving attendance levels at Hampton High.

There are a number of steps you can take to ensure your child maintains excellent attendance. They are:

- Ensure your child attends every day, on time, equipped and ready to learn.
- Please contact the school before 9am if your child is ill. Number: 020 8979 3399, Option 3. Email: attendance@hamptonhigh.org.uk
- Ensure the school has up to date contact details. If your child is absent and you have not contacted the school we will contact you by text or telephone. It also ensures that we can contact you in an emergency situation.
- If no contact is received regarding the absence it will be recorded as unauthorised. The school will decide if the absence is to be authorised or not.
- If your child has a poor attendance record you will be asked to provide medical evidence before the absence is authorised.
- Book medical appointments for outside of school hours or in the school holidays. Please see page 6 for more information.
- Holidays should not be taken in term time. Any requests for term time holidays should be made in writing to the Headteacher.
- Please respond to school letters or telephone calls regarding attendance and punctuality.
- Speak to your child's tutor or Head of Year if you are experiencing difficulty in getting your child into school.



Policies

All of our school policies can be found on our [website](#). They include our behaviour policy, ICT policy and anti bullying policy.

Appropriate use of Social Media

Our full social media policy can be found on our website.

However, it is important to note that mobile phones are not allowed to be used in the school. If your child needs to contact family urgently during the school day, they will be able to do so through the Administration Office.

We ask parents to also take note of the advice outlined below in regard to students being on social media sites.

Social media sites such as Instagram, Facebook, Twitter and Tik Tok have a minimum age requirement of 13 years of age for its users.

We would advise that if you are happy for your child to use these sites that you check their use, the content of the conversations they are having and with whom they are communicating.

By following the simple checklist below, you can protect them and decrease the risks they face online:-

- Ask your child to show you the sites they use to ensure they are age appropriate
- Ask your child to set their profile settings to private
- Ask your child about their online friends
- Ask your child to tell you if they are worried about something online
- Encourage your child to make a positive 'Digital Footprint' for themselves and to 'think' before they post anything online, or send any direct or private messages
- Think before they add themselves to any group messages, as they could be linked to bullying through association if the group conversation becomes hostile. They should also remove themselves from any group conversation if they are concerned by any content

If you have any queries or concerns, there are many useful website such as:

- www.childnet.com
- www.thinkyouknow.co.uk
- www.saferinternet.org.uk
- www.ceop.police.uk
- www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/
- www.kidsmart.org.uk

For parental control and filtering:

- www.saferinternet.org.uk/parental-tech

Home School Agreement

Please take time to read and sign the Home School Agreement with your child. This form can be found on our [website](#).

Homework policy

Our full homework policy can be found on our school [website](#). It is expected that all students use the Show My Homework app to ensure they keep up to date with homework and deadlines. There are a variety of options offered in school to support with students completing homework. These are after school homework clubs, use of the school library, use of school computers and access to teachers and tutors for advice to complete homework.

We currently run a homework club after school (see page 8) where students can be supported by the Learning Support team. Students are expected to attend if they are struggling to complete homework

to an appropriate standard or on time. Students are expected to spend 20-30 minutes completing each piece of homework.

Show My Homework is an online tool to help you keep track of your child's homework. It is an excellent way for your child to manage their homework, wherever they are. It is a great tool for you to help support your child with their homework, as you are able to see exactly how much homework has been set and when it is due.

You can login via our Quick Links drop down menu on the Homepage of our website. You will be given an activation code in September.

Mobile Phones

Whilst we understand that parents are anxious for their children to have a mobile phone, they can be a distraction to learning, as well as providing a platform for cyber bullying. Any mobile phone brought in to school must be switched off on entering the building and left at the bottom of your child's school bag or left in locker until they leave the premises at the end of the day. Students who choose to use their phone during the school day will have their phone confiscated until the end of the day. Students who repeatedly fail to observe the school rule with regard to mobile phones will have their phone confiscated and arrangements will be made for a responsible adult from the family to collect the phone at the end of a school day following confiscation.



Friends of Hampton High

The Friends of Hampton High is a parent teacher group which exists to support the school through fundraising and volunteering and help parents as their children go through secondary school. You are automatically a member if your child is at Hampton High, but how much you wish to get involved is up to you. It is a great way to get to know other parents and teachers and to become more familiar with the school and feel part of the community. Many parents find that engaging with the school PTA helps with a smoother transition to secondary school.

Throughout the year we organise events and activities which give parents and teachers the chance to socialise and support each other, we have a presence at school events such as Open days and Prize Giving, we serve refreshments at school events and run the bar at music, theatre and dance performances. We also represent the school at profile-raising events in the local community, at fairs and so on. The Friends also raise funds for the school, organising events such as a Race Night, Quiz Night, raffles, an Amazon wish list, 2nd hand uniform sales, Christmas tree sales and so on. The Friends also volunteer to run and moderate a Facebook page for parents where they can find out more about the school community and the students' achievements. Search 'Hampton High Parents' on Facebook – you can join before your child starts at the school.

There are lots of opportunities to get involved with FOHH. We like to work together informally and most of all have fun, meet other parents and get to know the school better. We would love to have you involved and hope to meet you soon.

Website and Social Media Sites

Our social media sites are an excellent place to find updates on school events, good news stories and general information regarding Hampton High.

Our website holds all information you will need. We have a dedicated parent section where you can find information, letters and advice. There is also a curriculum area where updates regarding homework and curriculum changes can be found so you can stay up to date with your child's learning. You will also find all of our school policies [here](#).

Hampton High Website: www.hamptonhigh.org.uk

Facebook page:  @HamptonHigh100

Twitter account:  @hampton_high

Governors

Our Chair of Governing Body is Clare Webber. More details can be found on our [website](#).