



Year 7

Key Information for Parents, Carers and Students



2018-2019

Welcome to the Hazeley Academy

Let me take this opportunity to welcome you and your children to the Hazeley Academy. The overwhelming majority of students joining us in September start a seven year journey at Hazeley where they will develop into young adults fully equipped to enjoy the opportunities and challenges ahead.

During this shared journey please be assured that our hardworking and caring team of expert staff will work in partnership with you to ensure all children have every opportunity to achieve outstanding examination results and also to develop their **Character, Confidence** and **Creativity**. We achieve this through setting high expectations in a supportive culture.

Our aim will be to build **Confidence** and optimism in students to make the most of opportunities presented to them. We will help them to harness their own **Creativity** to see the myriad of possibilities ahead of them and to help them develop their **Character** to make the right choices and have the resilience to keep going when things do not quite go to plan.

The Hazeley staff and I look forward to welcoming you to the Hazeley Academy.



Mr T Nelson
Principal

Key Contacts

Role	Name	Info	Contact Details
Progress Leader Year 7	Mr A Hughes	The Head of Year 7, the Progress Leader, along with the tutors, will be able to help students settle in and ensure that they are always safe and happy whilst at the Hazeley Academy.	ahughes@thehazeleyacademy.com
Pastoral Link (R2L) Year 7	Mr A West	Pastoral support needed in addition to Tutor support	awest@thehazeleyacademy.com
Tutor for 7CA1	Mr S Dhanhi	<p>The Personal Tutor is extremely important to the students.</p> <p>If they have anything they are not sure about, any notes from home or anything they have achieved or are proud of they should share this with their Personal Tutor.</p> <p>Parents should always contact the Personal Tutor in the first instance.</p>	sdhanhi@thehazeleyacademy.com
Tutor for 7CA2	Miss C Wong		cwong@thehazeleyacademy.com
Tutor for 7EA1	Mr E Crofts		ecrofts@thehazeleyacademy.com
Tutor for 7EA2	Miss I Souza		isouza@thehazeleyacademy.com
Tutor for 7VY1	Mr C Rose		crose@thehazeleyacademy.com
Tutor for 7VY2	Mr D Lane		dlane@thehazeleyacademy.com
Tutor for 7CS1	Mr R Mathews		rmathews@thehazeleyacademy.com
Tutor for 7CS2	Mr N Welton		nwelton@thehazeleyacademy.com
Academy Matron	Mrs S Winkfield		If a student is feeling unwell during the school day. Short term/long term medical needs
It is important to communicate all medical issues to the Academy Matron before Transition day.			
Admissions			admissions@thehazeleyacademy.com
Attendance	To advise of any medical appointments or your child's absence		attendance@thehazeleyacademy.com
General Enquiries			enquiries@thehazeleyacademy.com
Excellence		SEND	excellence@thehazeleyacademy.com

If students are worried about anything they are encouraged to speak with their personal tutor who will do their best to help.

In addition, there are peer mentors available (Sixth Form students who are trained to help) and also Learning Mentors, who work in Return to Learn (R2L) who will always be on hand to support students.

Key Information:

The Academy Day

The Hazeley Academy's official opening hours are from **8.20 am - 4.30 pm**. Supervision is available in the canteen from 8.00 am with a breakfast service available for those who wish.

- Students may enter the main building at 8.20 am.
- The two main student pedestrian gates will be locked at **8.35 am** – all students arriving after this time must enter via reception and will receive a late mark.
- There is no access to and from the Academy via the rear gate which will be locked at all times (The Walnuts).
- Any student on site after 3.15pm should be registered in an enrichment club, study club, detention or in the library or leave the site by 3.30pm.
- The two main student gates will be locked at 3.30 pm. Students who attend an after school club will need to leave via reception at the end of the club.
- Students who cycle to school and know they are leaving after 3.30pm must ensure they lock their bikes at the front of the school building. Students are not to walk their bikes through the building.

We encourage students to walk or cycle to the Academy. Bike storage racks are available and bikes must be locked for security. Please note the Academy cannot accept liability for unsecured bikes .

If your child is undertaking an after school activity or detention they will need to use the bike racks at the front of the building as bikes cannot be wheeled through the Academy.

If using a car to drop off a student in the morning please adhere to the one way drop off system towards the front of the Academy.

Lesson Timetable

Students will be issued with a timetable on their first day at the Academy. This is a two week timetable with Week A and Week B. Students can write a copy in the timetable section of their planner and keep a copy at home. On the timetable you will see the **room number**, the **subject code** and the **teacher initials**. Additional timetables can be printed at home via Go4Schools.

Week A						Week B				
Subject code	AMon	ATue	AWed	AThu	AFri	BMon	BTue	BWed	BThu	BFri
Staff code	Gg	Cs	Ar	Ml	Ma	Pe	Gg	Me	Ep	Pe
1	HSH G4	IZR F4	ZSH H2	LKP J6	MAT A2	OJH GYM	HSH G4	CKM H11	HAG G8	OJH GYM
Room	Ep	Ml	Dr	Ma	Sc	En	Ep	Dr	Ep	Ml
2	OET W3	LKP J6	CRT F6	MXL A13	SMC B9	EHM E5	HKM J5	CRT F6	HAG G8	JBA J1
3	Ep	En	Dt	Pe	Dt	Ma	En	Dr	Hi	Sc
	HKM J5	EOM E8	CRJ E11	OJH GYM	CRJ E11	MXL A13	EHM E5	CRT F6	HMV G9	SKW B6
4	Hi	Sc	Ma	En	Dt	Ml	Ma	Dr	En	En
	HAD G2	OBC B2	MXL A13	EDM E5	CRJ E11	LKP J6	MXL A13	CRT F6	EDM E5	EHM E5
5	Hi	Ma	En	Sc	Pe	Sc	Sc	Ma	Dt	Cs
	HMV G9	MAT A2	EOM E8	SKW B6	OJH GYM	SKW B6	SMC B9	MXL A13	CRJ E11	IZR F4

The Academy has a bell system indicating the start and end of lessons, break and lunch.

Activity	Start	Finish
Tutor/Lead Lesson	08:40	09:05
Period 1 (65mins)	09:05	10:10
Period 2 (65mins)	10:10	11:15
Break (20mins)	11:15	11:35
Period 3 (65mins)	11:35	12:40
Period 4 (60mins) (split into two halves for Year 7)	12:40	14:10
Lunchtime for Years 8, 10 & 12	12:40	13:10
Lunchtime for Year 7	13:10	13:40
Lunchtime for Years 9, 11 & 13	13:40	14:10
Period 5 (65mins)	14:10	15:15

Lunches and Break

We have excellent catering and dining facilities. Our meals are healthy, tasty and varied at break and lunchtime. They could include: filled jacket potatoes, soup and roll, deli selection, hot meals and filled rolls. Students must purchase a full meal and are not allowed to just buy desserts or bread rolls. Food is not allowed to be eaten anywhere else other than the designated areas. Please note that fizzy drinks or enery drinks are not allowed in the Academy.

Students have a 30 minute break for their lunch. This is split across year groups as noted in the table above.

Cashless Catering

We operate a cashless lunch payment system. No cash is accepted in the canteen. You can credit your child's account using our preferred payment method of Parent Pay (online). Our Finance Department can assist you with your log-in details if required.

Parent Pay allows you to easily track your child's spending as well as offering the security of not sending your child in to school with cash.

If you cannot access Parent Pay, cash can be deposited by your child using the automatic cash terminals located in the school's main foyer during their break and lunch period. The machines accept notes and coins (but not 1p, 2p or 5p coins).

If a student has no money on their account or has forgotten their lunch then they should go to our finance office and they will be able to help them.

Assemblies (Lead Lesson)

Students have one Lead Lesson with their year group or house each week. Lead Lessons take place during form time and will be led by a senior member of staff. There is a 'theme for the week' every week and Lead Lessons and tutor activities reflect these.

Student Planners

Students will be issued with a planner in the first week in September. It is vital that this is taken to every lesson, without fail. Students are required to keep their planner neat and tidy and it should have no graffiti on the inside or on the cover. Replacement planners can be purchased from the Finance Office for £3.50.

Stamps

All students will be rewarded for working to the required climate for learning CODES through the Academy 'stamps' system.

For meeting all of the CODES, students will be awarded a stamp which will be recorded in their planners by the end of each lesson.

If a student does not meet all the CODES, a stamp will not be awarded and a consequence will follow.



What happens if a student doesn't get it right?

If a stamp is not issued, the teacher/teaching assistant will write a code in the planner - :

L - late

H - homework

P - phone out

U - incorrect uniform

E – equipment

B – behaviour 1, 2, 3

Codes

The basic Academy Code of Conduct and our expectations about behaviour (CODES) are displayed in each classroom. It is an expectation that all students follow these CODES.

C	Communicate effectively
O	On time, On task, On target
D	Do as you have been asked the first time of asking
E	Equipped for learning
S	Success and progress

Students will have their planner out on the desk at the end of each lesson for the teacher to stamp.

Lockers

All students will be issued with a locker. It is recommended students bring in a padlock to secure their items with either a key or combination lock. Please note the Academy cannot accept liability for items left in unsecured lockers.

Students can visit lockers before registration, at break, lunchtime and after the teaching day.

Padlocks will be available for sale during the transition evening. Locks can also be purchased during the Academy year from the finance office.

- Students must not share lockers with other students.
- Students must only use the locker they are given at the start of the year.
- Students should not leave items in their locker if it is not locked securely.

Bags are allowed in classrooms however large sports bags should be stored lockers.

Go4Schools

This is our online reporting system that allows you and your child to see their attendance, behaviour, homework and academic data. You will find a more detail guided on the Academy's website, but in order to access it you will need to use the email address you gave us on your registration form in the first time user section. If you forget your password, you can request a new one through the website itself, but if your email address is not working, please contact the Academy's data team. Please be aware that attendance operates on a 24 hour delay. You will also receive a weekly summary email and notifications when a PR report is produced for your child.

Homework

We do not have a traditional homework timetable. Instead, staff will inform their classes at the start of the year as to when it will be set and collected. There will be sufficient time between the two to enable students to manage their time, with your and their tutor's support. Homework will take a range of tasks and timescales between and within subjects in order to maximise student progress. They can range from short practice tasks to long term projects; from using a website to producing a model and will be set using Go4Schools. However, students are more than welcome to use their planners to record the information as well. We value homework here at Hazeley and do set detentions when it is not completed and support students to complete it so it is important that your child speaks with their form tutor and teachers if they have concerns.

Extra-Curricular Activities

There is something happening each day after-school for students to participate in. More details can be found on the Academy website and schedules are updated on a termly basis. Most clubs do not require students to sign up in advance; a register is kept for safeguarding purposes and as a record of who has attended which activity.

Hazeley+ (Hazeley Plus)

Hazeley+ is part of the school's extra-curricular offer with a difference. Students sign up to a six week programme of learning, by invitation, to learn a new skill/develop existing skills further. Previous Hazeley+ activities have included learning about Macbeth and writing an A level standard essay in Year 8; learning how to sail; extending Maths ability on a specific topic to A level in Year 9; entering regional and national competitions in Science; developing technical baking skills and demonstrating competency by the end of the block of sessions.

Hazeley+ attracts a cost per participant, although students are not excluded from taking part should the cost be prohibitive to a family. Hazeley+ has been very popular so far and as such, it is not possible to offer all the opportunities to all students but some activities are repeated over the course of the year . This funds the teachers' input, as well as resources and other associated costs to ensure whilst the students develop the 3Cs further; the experience does not impact on other Academy budgets.

Uniform and Equipment

Basic Equipment List

- Black or blue pen (plus a spare)
- Red pen
- Pencil
- Sharpener
- Coloured Pencils
- Rubber
- 30cm Ruler
- Scientific Calculator
- Protractor
- Compass
- Academy planner

Hazeley Academy Uniform

At the Hazeley Academy we take pride in our uniform and expect all students, without fail, to meet our uniform expectations. This includes non Hazeley badged items, footwear, jewellery and make-up.

Full uniform information and guidelines can be found on our website under the parents tab. We strongly advise you to read this guidance prior to purchasing any items for your child.

The Hazeley Academy Dress Code – Years 7-11

- Dark green blazer with the Academy badge
- Plain black v-neck jumper with long sleeves (no logos on jumper and no cardigans)
- Academy tie
- Plain white formal shirt
- Formal black trousers or formal black skirt
- Plain dark or tan tights or plain black or white socks
- Plain black shoes
- A watch and one pair of stud earrings are allowed
- Headscarf should be plain black, green or white

Mobile Phones

The use of mobile phones is limited to the social areas in the canteen and playground during break and lunchtimes only. Should a student be seen with a mobile phone in the corridors or during a lesson this will be confiscated until the end of the Academy day.

L Zone (Library) Membership

Every student is welcome to use the L Zone whenever they wish during break time, lunchtime and after the teaching day (lunch passes can be requested from the staff in the L Zone). If students wish to use the L Zone during a lesson period they must have permission from a teacher.

Students must work quietly at all times, for their benefit and for other students using the L Zone. Anyone not working quietly will be asked to leave. Food, drinks and phone are not allowed in the L Zone. Students may borrow up to 2 books for up to 2 weeks and date labels are stamped with the date by which books must be returned.

Please visit our website - <http://www.thehazeleyacademy.com> for any other information not covered in this booklet.

Hazeley

Hazeley Highlight

My favourite bit so far has been:

My favourite bit so far has been my accomplishments of becoming better in my learning and how my teachers challenge me in anything I do in my learning. I have really enjoyed hazeley so far.

Hazeley

Hazeley Highlight

My favourite bit so far has been:

My favourite part at year 7 has been learning to speak Spanish.

Hazeley

Hazeley Highlight

My favourite bit so far has been:

I have built my confidence in most of my classes and making lot of new friends that speak me.

Hazeley

Hazeley Highlight

My favourite bit so far has been:

Who was when we went on the castles trip and we got to see the two different types of castles.

Hazeley

Hazeley Highlight

My favourite bit so far has been:

revising teachers of different subjects through creativity and gifted and talented award having my hard work acknowledged.

Hazeley

Hazeley Highlight

My favourite bit so far has been:

My favourite part has been meeting different teachers and learning new things. All of the teachers are really kind and I love it.

Hazeley

Hazeley Highlight

My favourite bit so far has been:

The part when we have creativity lesson because it's really fun to learn the things I couldn't normally learn before. Also DEAR day is fantastic.

Hazeley

Hazeley Highlight

My favourite bit so far has been:

Kindness of the teachers & support they've given me.