



the **Hazeley**
ACADEMY

Year 7

Key Information for Parents, Carers and Students



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 to develop their **Character, Confidence and Creativity**. We achieve this through setting high expectations in a supportive culture, encouraging our students to **Contribute**, helping to grow our vibrant **Community** of exceptional people. Our Hazeley 5Cs.

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



Miss T Whiteman
Head of School



Useful Email Addresses

Role	Name	Info	Contact Details
Academy Matron	Miss S Winkfield	If a student is feeling unwell during the school day. Short term/long term medical need support. Storage of all medication (students are not permitted carry medication on site).	medical@haz5d.com
It is important to communicate all medical issues to the Academy Matron before Transition day.			
Admissions			admissions@haz5d.com
Attendance	To advise of any medical appointments or your child's absence		attendance@haz5d.com
Excellence	Any SEND related questions or information		excellence@haz5d.com
General Enquiries	All emails received to this inbox will be directed to the relevant person/department. Please include relevant information in the subject box.		enquiries@haz5d.com

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

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

Key Information

The Academy Day

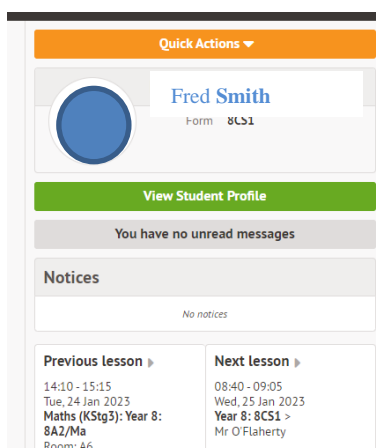
The Hazeley Academy's official opening hours are from **8.20 am - 4.30 pm**.

- The two main student pedestrian gates into the canteen 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 via Arbor, study club, detention or in the library or they need to 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 and use the access path provided which is open until 5pm.

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.

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 in pencil 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 Arbor. You and your child will also be able to use Arbor at any time to access their timetable.



The screenshot shows the Arbor interface for a student named Fred Smith. At the top, there is an orange bar with 'Quick Actions' and a dropdown arrow. Below this is a profile card for Fred Smith, showing a blue circular profile picture, the name 'Fred Smith', and 'Form: 8CS1'. A green button labeled 'View Student Profile' is positioned below the profile card. Underneath, a grey bar indicates 'You have no unread messages'. A 'Notices' section follows, showing 'No notices'. At the bottom, there are two columns for lesson details: 'Previous lesson' and 'Next lesson'. The 'Previous lesson' is for Tuesday, 24 Jan 2023, from 14:10 to 15:15, for Year 8: 8A2/Ma, in Room: 8A6. The 'Next lesson' is for Wednesday, 25 Jan 2023, from 08:40 to 09:05, for Year 8: 8CS1, with teacher Mr O'Flaherty.

Previous lesson ▶	Next lesson ▶
14:10 - 15:15 Tue, 24 Jan 2023 Maths (KS1g3)-Year 8: 8A2/Ma Room: 8A6	08:40 - 09:05 Wed, 25 Jan 2023 Year 8: 8CS1 > Mr O'Flaherty

The Academy has a bell system indicating the start and end of lessons, break and lunch. We are looking to use some of the things that we have learned after operating in bubble and the current model for the school day for Year 7 in September is in the table below. Where there is a gap between times, this is to facilitate movement around the Academy.

Activity	Start	Finish
Tutor/Lead Lesson	08:35	09:00
Period 1 (60mins)	09:05	10:05
Break	10:05	10:30
Period 2 (60mins)	10:30	11:30
Period 3 (60mins)	11:35	12:35
Period 4 (35 mins) (1 st Half)	12:35	13:10
Lunchtime for Year 7	13:10	13:40
Period 4 (30 mins) (2 nd Half)	13:40	14:10
Period 5 (65mins)	14:15	15:15

Lunches and Break

We operate three lunchtimes sittings therefore we never have the entire student population off for lunch at the same time. Year 7's have lunch on their own between 13.10 – 13.40 which means they have the entire playground and canteen to themselves.

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 are encouraged to purchase meal items, not to just buy desserts. Food is not allowed to be eaten anywhere else other than the designated areas. Please note that fizzy drinks or energy drinks are not allowed in the Academy.

Students have a 30-minute break for their lunch.

Cashless Catering

We operate a cashless lunch payment system. No cash is accepted in the canteen or in the Finance Office. You can credit your child's account using our preferred payment method of Arbor (online). If you are having issues

Arbor 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 a student has no money on their account or has forgotten their lunch, then they should go to Student Services and they will be able to help them.

[Details of setting up payments is here](#)

Lead Lessons (Assemblies)

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 via Arbor for £4.25.

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.

We want our students to strive for the very best – to go “**over and above**”. When a teacher believes a student has gone “over and above” in their lesson they will issue a red stamp to reward and recognise this. These are incredibly hard to earn and carry high value in school. Students work to achieve Bronze, Silver, Gold and Platinum Certificates that recognise the number of red stamps achieved.



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 - :

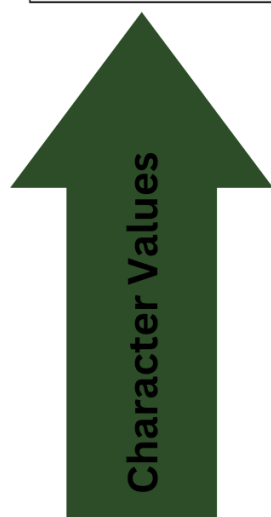
- L Late**
- H Homework**
- P Phone out**
- U Incorrect uniform**
- E No Equipment**
- B Behaviour 1, 2, 3**
- T Truancy**

	Reg	1	2	3	4	5	6
Mon							
Tue		L			P		
Wed							
Thur	U		B2		B1		
Fri		E					30 mins OSH.

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.

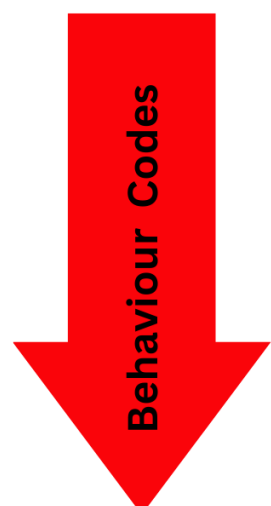
C	Communicate Respectfully
O	On Time
D	Do as Asked on First Time of Asking
E	Equip for Learning
S	Succeed



Character

- Kindness
- Respect
- Integrity
- Self-regulation
- Gratitude
- Warm & Welcoming

Arbor



B1

**Low Level Warning/
Lose Stamp**

Arbor/Planner

B2

30 Minute Detention

Arbor/Planner

B3

60 Minute Detention

↓
Corridor Park

↓
If Refused - On Call

Arbor/Planner/
Call Home

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

Lockers

Lockers are on a first come first serve basis, although there are plenty for those students who wish to have one. 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 lockers, students are encouraged to not leave their lockers unsecured. Padlocks can be purchased on Arbor and collected from Student Services.

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

- Students must not share lockers with other students.
- 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 in lockers.

Arbor

Arbor is our online reporting system that allows you and your child to see their attendance, behaviour, and academic data. To access to Arbor 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 email arborhelp@haz5d.com

Attendance & Punctuality

Our aim is for 100% attendance each term, those that fall below 90% are referred to as persistent absences and school-based intervention will take place to understand the reason for low attendance and how we can support to improve this situation.

Minutes late per day during the school year	Equals days' worth of learning lost in a year
5 Minutes	3.4 Days
10 Minutes	6.9 Days
15 Minutes	10.3 Days
20 Minutes	13.8 Days
30 Minutes	20.7 Days

To report a student absence either email on attendance@haz5d.com or contact the school by phone on 01908 555633 stating the name of the student and reason for absence.

We expect students to arrive to school on time, regardless of how far they have to travel. Students who arrive late to school should sign in at reception and will receive a late mark in the register and their planner. For those who are late more than once a term, students will receive a next day 30-minute detention. Please support us by ensuring good punctuality by leaving plenty of time for the journey to school each day. Our canteen is open at 8.00am, where all students are welcome to free porridge, or to purchase from a large selection of breakfast items. The school doors open at 8.20am each morning.

Academic Reports

You will also receive a weekly summary email and notifications when a Progress Review (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 Microsoft Teams. 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, so it is important that your child speaks with their form tutor or class 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 [The Hazeley Academy - Extra Curricular](#) and schedules are updated on a termly basis. Most clubs require students to sign up in advance, which is done through Arbor; a register is kept for safeguarding purposes as well as a record of who has attended which activity.

As you would probably expect, we have the traditional extra-curricular sports clubs in a wide range of sports that students can participate in, whether for fun or for that competitive thrill.

We also have a range of other clubs where students can work on their homework, engage in new and existing hobbies and interests such as music and chess, attend support sessions for key subjects, as well as attending groups that reflect and discuss the community aspects of school.

We have also run short term courses that provide an opportunity to learn a new skill/develop existing skills further, for example learning about Macbeth and writing an A-level standard essay in Year 8, learning how to sail, extending their Math's ability on a specific topic to A-Level in Year 9, entering national competitions in Science or learning new creative skills such as Technical Baking. Because of the additional nature of this high quality provision, there

may be a cost attached to allow us to provide the additional resources needed. There is always an end goal that students will be able to achieve.

Here at Hazeley, we are proud that we used the recent periods of lockdown as an opportunity to enhance our curriculum, introducing a new suite of experiences called Ambition Projects. We used the technology that we were using for remote learning to bring in external guests to set and discuss challenges that our students can then engage in finding the solutions to. We aim every year to provide a breadth and depth to the learning experience that means all students can find something that they can engage in.

Uniform and Equipment

Basic Equipment List	Equipment which can be purchased via Parent Pay
<ul style="list-style-type: none"> • Black or blue pen (plus a spare) • Red pen • Pencil • Sharpener • Coloured pencils • Rubber • 30cm Ruler • Scientific calculator • Protractor • Compass • Academy planner • Hand sanitiser 	<ul style="list-style-type: none"> • Exam maths kit • Mouthguard • Padlock • Scientific calculator • House tie • Replacement planners • Art equipment (for students who choose GCSE Art)

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 via the Parents tab - [The Hazeley Academy - Uniform \(Years 7 to 11\)](#). 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
- House tie - 4 different colours to represent the house a student is placed in.
- Plain white formal shirt
- Formal black trousers or black skirt
- Plain dark or tan tights or plain black or white socks
- Plain black shoes
- Plain black V-neck jumper with long sleeves (no logos on jumper and no cardigans) - optional
- A watch and one pair of stud earrings are allowed
- Hijabs should be plain black, green or white – these can be purchased from Kedaph or via Arbor

PE & Sports Uniform

Other than the Hazeley hooded top. All PE uniform should be plain black/white as appropriate with no visible logo/brand name - i.e. no Adidas, Nike etc.

OUTDOOR	INDOOR
<ul style="list-style-type: none"> • White PE Polo shirt • Black Hazeley hooded top with Hazeley logo (optional)/Plain black hooded top (no logo). • Black shorts/skort • Plain black tracksuit bottoms/sports leggings in the winter • Black outdoor socks • Training shoes/boots as appropriate • Shin pads/gum shield as appropriate 	<ul style="list-style-type: none"> • White PE Polo shirt • Black shorts/skort • White ankle socks • White trainers/footwear as appropriate (non-marking soles)

Mobile Phones, devices or earphones

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.



Any phones that are confiscated will be kept in student services for safekeeping.

Students who repeatedly have their phones confiscated will not be able to bring them to school for a set period of time.

Escalation process:	
1 st time confiscated	Mobile phone placed in student services until collection at 3.15pm by the student.
2 nd time confiscated	Mobile phone placed in student services and will not be returned to the student. Parents are required to come and collect the phone.
3 rd time confiscated	Mobile phone placed in student services and will not be returned to the student. Parents are required to come and collect the phone. 1 day Isolation alongside a phone ban for a set period of time.

L Zone (Library)

The Learning Zone offers an environment where students can come to study, learn and read for pleasure.

Students may use the Learning Zone at lunchtimes and every afternoon until 4:15pm, for independent homework, school related research and reading. Computers are available for students to use.

Students in Year 7 to Year 9 have Accelerated Reader lessons in the Learning Zone once a fortnight. Students pick a book at their own level and when they have finished, they take a quiz on the computer. Passing the quiz is an indication that your child has understood what they have read, and house points are awarded.

The Learning Zone holds a wide range of fiction and non-fiction books and students may borrow up to 2 books for up to 2 weeks. The Learning Zone also has an ELibrary Platform for students to borrow eBooks and Audio Books. We are here to encourage reading and to support our students' independent learning.

Requests to leave the lesson to visit the toilet

We recognise that when coming to secondary school students need to get into new habits and a concern of students is what if they require a toilet during a lesson.

In the student planner there is a section for the teacher will fill out for students leaving a lesson to visit a toilet. A member of staff must always have their planner signed.

The image shows a 'Permission to Leave Class' form. It has a title bar at the top. Below the title bar, there are several rows, each containing two columns of fields. The fields are labeled 'Date', 'Destination', and 'Signature'. The form is designed to be filled out by a teacher to record when a student leaves a lesson to visit the toilet.

5Cs Passport

At Hazeley we offer an exciting learning environment which students take pride in and as part of this students, teachers and parents work together to ensure we deliver our shared vision and values:

“We aim to grow a vibrant community of exceptional people through our 5Cs of Character, Confidence, Creativity, Contribution and Community”

The 5Cs Passport embeds each of our five values of:

CHARACTER - We have respect, integrity, loyalty, high expectations and resilience. We believe the differences amongst us make us even stronger.

CONFIDENCE - We trust ourselves and each other, we relish taking calculated risks, we understand honest mistakes occur and learn from them together.

CREATIVITY - We enjoy working together designing, creating and reflecting upon solutions, including how to improve ourselves and each other in so doing making our Academy a truly inspiring place.

CONTRIBUTING - We grow through engaging, helping and supporting others; participating in positive causes that make a difference to ourselves and others.

COMMUNITY - We use our shared values to understand each other, to do the right thing and enable everyone to feel valued and play their part in growing our vibrant community of exceptional people.

The aim of the 5Cs Passport is to embed our values and engage our young people to take part in activities, learning and volunteering, beyond lessons,

either at Hazeley or in the local community. Using the 5Cs Passport, students will articulate with enthusiasm the benefits of this which include:

Self Confidence – Doing something worthwhile/kind that is valued by others builds self-esteem.
Making a Difference – Knowing that you are helping others can be a great reward.
Community Cohesion – Being accepted as part of a group with clear links to the wider community.
New Friends – Getting to know yourself and others.
New Skills – Doing something new helps you to develop new skills and interests, which is both useful and fun.
Building your CV – Employers often look positively on those that volunteer.
Being Active – Many participating and volunteering roles involve being physically, socially or mentally active, all of these are great for getting to know yourself and for physical and mental health and happiness.
Happiness – Self-confidence, being connected to others, learning new skills, working towards future achievements all build happiness.

How the 5Cs Passport works

Students work with teachers and parents to plan how you will collect stamps in each of the sections in the Passport. When you complete a session or show that you are able to perform a skill you will receive a stamp (or signature of parents). If you have gone above and beyond then you may be awarded a red stamp.

As students complete a section, they will be awarded a certificate. This may be at **pass, merit or distinction level**. When all of the sections are completed, students are awarded a graduation award this will be at maybe at pass, merit or distinction level depending on how well they did in each of the sections. Sections include volunteering and extra-curricular activities.

Here are some examples for volunteering: -

- Help out in the library
- Offer to do a litter pick
- Help family with housework
- Take part in a charity fun run
- Visit a nursing home
- Help out with a fundraiser
- Help out younger students
- Offer to clean the car
- Offer to collect books at the end of a lesson
- Help out at a charity event

The Anti-Bullying line: Offering support to students in need

Concerned, Care, Contact us

'Tell or Email' is an anti-bullying strategy but we are extending it to cover students that are experiencing difficulties in their lives for a number of different reasons.

Students, parents or peers can report bullying in a number of different ways:

- 1. Tell a member of staff**
- 2. Email to our Anti Bullying address AB@haz5d.com**

Parents or students may have concerns about another student for a variety of different reasons including alleged bullying and relationship concerns, the use of drugs or hanging around with young people who may be involved in drugs in some way; self-harm; eating disorders; worries about home life; getting into trouble with the Police or within the local community; worries over personal relationships and friendship issues; worrying behaviours or not coping/feeling anxious and stressed; another reason.

In order for the Personalisation team to take action to support students experiencing these sorts of worries we need to know about them. We recognise not every student feels comfortable speaking to their form tutor, Progress Leader or R2L learning mentor, or that every parent would want to ring the Academy or email a concern. In order to overcome that potential barrier to communication and ultimately offering support to a young person, we encourage stakeholders to use the wellbeing@haz5d.com email address.

The worried email can be used by anyone (student, parent, carer or relative) who has a concern or worry about a Hazeley Academy student and would like to share these concerns in order that support can be offered. There is no need to state who you are when reporting your concern; the information can be shared anonymously. We have a number of students trained as Anti-Bullying Ambassadors across the Academy; they are recognisable by the badges that they wear.



It is simple for students to use this in the academy. The Anti Bullying button appears on all **desktops** in the Academy, it takes you to a direct email to AB@haz5d.com



Safeguarding and Child Protection

Safeguarding is a term which promotes the welfare of children and protects them from harm.

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child. *'Keeping Children Safe in Education'* (2021)

Safeguarding is defined in *'Keeping Children Safe in Education'* (2021) as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Anyone can share their concerns about a child, including other children/students.

At the Hazeley Academy, we have five members of staff with specific safeguarding and child protection responsibilities, to share concerns with.

What to do if you are concerned about a student:

Record your concern on CPOMS if you are a staff member. Anyone with a concern can speak to a member of the safeguarding team below.

Wellbeing Email

Students can also report any worries that they have (big or small) through the wellbeing email. This is monitored daily by the Safeguarding Team - wellbeing@haz5d.com



[Oliver Mortimer](#)
[Designated Safeguarding Lead](#)
omortimer@haz5d.com



[Karen Hill](#)
[Deputy Designated Safeguarding Lead](#)
khill@haz5d.com



[Toni Whiteman](#)
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Please visit our website - www.thehazeleyacademy.com for any other information not covered in this booklet or email enquiries@haz5d.com