



17th June 2020

Dear Parent/Carer

Welcome to our second Transition update. We hope that you found the handbook useful last week.

As promised, you will find at the end of this letter the Frequently Asked Questions that students and parents have typically asked over the years and we hope this is similarly useful for you and your child.

This week we have been working on creating online accounts for your child so that we are able to hold some virtual online events through Microsoft Teams. You will soon receive a separate email regarding this and the approach that we have taken. The purpose of this is to start creating that feeling of being part of a vibrant community of exceptional people and also to give your child the opportunity to learn some of the aspects of Teams, so that if we do have to undertake online learning in some form in September we are all ready. There have also been many positive things that we have learned through this situation that has been imposed upon us that we will want to take advantage of when the “new normal” arrives.

We have had a busy week meeting with our primary colleagues to get to know as much as we can about all the students joining us in September. The next week will be spent collating all that information so we can start putting our tutor groups together. We always aim to keep these groups as balanced as possible in order to keep our house competitions as competitive as possible. There can occasionally be disappointment with the groups that people are placed in as children fear they will not be with their friends, but please rest assured that students always enjoy meeting new people. We look forward to working with you to help support your child through this transition process and helping them to embrace our core values and develop their own Character, Confidence and Creativity.

This week’s “Meet the Team” videos cover three very important areas of the Academy – our SENDco and her deputy, our Academy Matron, and our Student Services team. They are all looking forward to meeting you.

Please click on the links below to learn more:

[Miss Dallas - SENDCo](#)

[Miss Lord - Deputy SENDCo](#)

[Miss Winkfield - Academy Matron](#)

[Miss Austin - Student Services](#)

Yesterday I went into the Academy early in the morning to produce a virtual tour of the building. As mentioned before all the videos are being produced on our phones, so please excuse the amateur nature of them. We know that being

perfect isn't attainable, but if we aim for perfect and fall short, we will still produce something amazing and I hope that they will give you an important insight that you will appreciate and enjoy.

I hope this video helps remind you of parts of the building you may have visited on open evening last year. If it is your first time seeing inside the building, it will hopefully prove helpful in understanding the layout of the Academy.

The school is a big building and it takes time for new staff and students to get to find their way around, but PLEASE do not worry, we will be here to support you when you arrive. All students enter the building via the canteen on a normal school day, but my tour starts via the main reception as that will be most familiar for you - [Mr Monte's Tour of the Academy](#)

If you have any queries that have not been answered by the handbook or the FAQ information at the end of this letter, please do not hesitate to get in touch via admissions@thehazeleyacademy.com . If you have any medical enquiries having seen the video from our Academy matron, please contact medical@thehazeleyacademy.com.

In the meantime, stay safe and we will be in contact again next week.

Kind regards

A handwritten signature in blue ink that reads "Mr Monte".

Mr Monte
Year 7 Progress Leader

Top 10 Frequently Asked Student Questions

1. Will I get lost in the school?

Most probably! All new things take time to learn and we understand that it will take a little bit of time to learn your way around the building, but we will be there to support you.

2. What do I do if I get lost?

Just ask. Lots of students and staff will be happy to help you until you know your way around. Please don't worry about asking someone – we are all used to helping to direct newcomers to the building. If in doubt, head to Student Services!

3. Will I get in trouble for being late to lesson?

At the Hazeley Academy punctuality is really important and we expect you to be on time for all lessons BUT we will not issue any sanctions for being late until you have had plenty of time to learn your way around.

4. Are the older students nice?

We think so, and we expect them to be. We expect them to show the character to be helpful and considerate and if they are not kind, we will deal with that.

5. Will I be with my friends?

Your friends will be your friends for as long as you all choose to be friends, but you may not be in all the same lessons or in the same tutor group as them. Having friends and feeling part of Hazeley is of huge importance to us but we will encourage you to mix with other students and make new friends too. Your new form and your new lessons are a great place to find new friends and because of this we like to ensure that all new year 7's have an opportunity to make new friends while catching up with old ones during socials times and outside of school.

6. What if I don't understand the work?

To be honest we hope you don't understand it all. That's why you come to school and why the teaches are there to help you learn new things. We help you explore, try, discover and sometimes fail at new things but this is all part of learning and with all your teachers there to help you will be given all the support you need to succeed.

7. When are my lessons and breaks?

The day starts at 8.35am. Registration is at 8.40 but we would like you in and ready to start at 8.35.

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

8. Will I get a detention?

We hope not. We hope that you can enjoy your day, be a success and not be involved in any situations where you are making wrong choices. Just like in your primary school, in games and doing sport, the Hazeley Academy has expectations around behaviour and yes, we have consequences if those expectations are not met. You will always be given the opportunity though to make the right decision.

9. Are the school dinners nice?

We think so and so do our students! You may however decide you want to bring your own packed lunch to enjoy some days too.

10. What if I need the toilet or I feel unwell?

We have lots of toilets and you can use them before school, in between lessons, at break time, at lunch time and after school, so there are plenty of opportunities to visit them. We like students to be in lessons learning and so toilet breaks during lesson time are for emergencies only.

We hope you don't feel ill often but we do have an Academy Matron on site. She is there mainly to deal with first aid situations and students who have complex or long term medical conditions but If needed, and if we have permission from your parents/carers, then it's possible to get a tablet to help with headaches so we can get you back to learning. You can see our Academy Matron in one of the video links in this letter.

Top 10 Frequently Asked Parental Questions

1. Can I request that my child be with their friends, or be kept away from other students?

We will always listen to any request made, and we will always look to prevent an issue from developing, but one thing we know is that the world of school and friends is a dynamic and changing one. From experience, forming groups or engineering cohorts based around friendships can cause complications further down the line should those friendships turn sour. This in turn would make any future moves difficult.

We are keen for year 7's to meet new people - firstly in their new form and then in lessons, so new friendships can form naturally from this.

We are, however, very keen to be made aware of any previous complications around peer groups and while this information may not result in any changes it is important for us to be aware.

2. Who do I contact if I have a question or a concern?

In most cases the form tutor will be the first port of call and you will be provided and your child's form tutor's direct email in due course.

If you have a query you are unsure where to direct it to, please email enquiries@thehazeleyacademy.com and the team will ensure it reaches the right person for you.

If it is a specific subject issue, then the teacher of that subject can also be contacted.

The enquiries email is checked regularly throughout the day and your email will be acknowledged, but as staff may be teaching you may not receive a reply the same day. We have a 48-hour turnaround to reply to emails or phone calls, but this is often an extreme timescale.

3. What are the exceptions around uniform?

The Hazeley Academy has a uniform policy and our uniform expectations are high. Information around obtaining the uniform and the approved supplier and styles can be found on the website - [Hazeley Academy website - uniform](#)
We will reinforce our exceptions around uniform if needed but we are also aware that on occasions a situation arises that prevents a full uniform being worn on a particular day and we are sympathetic to these situations and a period of grace (normally 24hrs) will be extended to help resolve this. Please do write a note in the student planner and contact your child's tutor if you do need to inform us of any issues.

If there are other concerns around uniform relating to a medical issue, or other extenuating circumstances, then it is important that we are made aware as soon as possible so we can support with this.

If, however, a student is just not complying with uniform exceptions and has not responded to requests to amend and follow requests then sanctions can be issued.

4. What happens if my child thinks they are being picked on or bullied?

We do not tolerate any form of bullying at the Hazeley Academy and we request that any such concerns be reported to us as soon as possible.

It is however very likely that during a student's time at the Academy a situation will arise where there has been a change in a friendship group, a misunderstanding or some hostility has arisen between students. These instances will be dealt with quickly and robustly and we will always look to hear all sides and look to resolve the situation swiftly for all.

Part of the journey towards adulthood is understanding that the world sometimes has people in it who we do not like, do not understand or do not wish to be around or engage with, so we will always look to put a restorative element in any situations where disharmony has occurred. We will not ask students to be friends or associate with

people they do not wish to but we will always have one eye on the future and the adult world where being able to engage with people whom you may not see eye to eye with is a skill for life.

Our website also contains the Academy's antibullying policy and our commitment to make Hazeley as safe a place as it can be - [Anti-bullying](#)

We have a "Triple C helpline" which 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:

Tell, Text, Mail: Saying No to Bullying at The Hazeley Academy

tel: 07982 518045

email: AB@thehazeleyacademy.com

5. How do I pay for lunches?

We use a cashless system, and this will be set up at the start of year 7. This is currently done via 'Parentpay' and details on how to register will be sent to you in due course.

This will allow you to credit your child's account and will allow them to purchase items at break and lunch. It also allows you limit daily spend. If you are in receipt of free school meals that the daily amount will be added to your child's account each day allowing them to purchase food. Further information can be obtained from the website.

6. When, and how much, homework is set?

Homework is an important part of secondary school as it allows students the opportunity to work on those individual skills around self-motivation, time management, research and problem solving.

We are however aware that for many year 7's homework is a new and sometimes scary unknown. We will not set work and expect it the next day. The days that homework is set is determined by the subjects and there will always be enough time for the work to be completed. The workload starts off lightly and builds as they move through their years at the Academy.

All homework set, and any relevant material, will be set on Go4schools for you and your child to see. Subjects often require students to produce hand written work, but they may also use Microsoft Teams or other online digital learning platforms. The expectation is that homework is completed on time but if there have been genuine issues around this deadline the subject tutor will listen and an extension may be allowed, however persistent failure to complete work may result in sanctions being applied.

7. I think my child may need extra support or help?

Any student who requires extra help or support will have access to this. We also understand that not all help and support is academic and that sometimes life and situations can affect people and lead to them requiring support or guidance. Again, we would ask that you make us aware as soon as possible of any concerns you have, or of any changes in circumstance that you think may require your child to need additional support. This should be done via the form tutor in the first instance who can then direct to the best and most appropriate department for support. We look to offer academic, social, emotional, behavioral and spiritual support and will signpost beyond the Academy if we feel this best supports the student and their family.

8. Will my child get a detention for being late if it's my fault or there was an issue with public transport?

We expect all our students to be in school by 8:35am. We do know that issues can arise on the way to school and we treat each case on its individual merits. If you know your child will be late, you should contact their tutor or our reception to inform us of the reason as soon as possible.

9. Will there be a buddy or mentor system in place?

We have several different systems in place at Hazeley. We have our 6th form mentors who can help, and we also support students who ask for additional help on an individual case basis.

We are also looking at adding additional support for this September as the usual transition process has been heavily affected. We are looking at hall monitors to support student movement between lessons, and at break and lunchtimes. These students will also be able to help students with any other questions they may have.

10. Do the students go on trips?

We offer subject specific trips and our year 7's normally go on a Castles trip, but due to the current situation with Covid-19 it is too early to say whether they will run this year.

Our website hosts an array of information which we may not have covered in these FAQs.

Please see free to browse - <https://www.thehazeleyacademy.com/>

If you have any further questions, please do not hesitate to email admissions@thehazeleyacademy.com