



**2020–2021**

**Year 7  
Guide for  
Parents**



Dear Parent/Carer

I would like to welcome you all to Horndean Technology College and introduce myself. I am Miss Nicky Whiteman; Year 7 Leader. I look forward to meeting and speaking to you all during our exciting College year. Our aim for all youngsters is to create a successful and happy Year Group who can approach their Tutors or me with any of their queries, either big or small. We wish to make the move from Primary to Secondary School an enjoyable experience. Creating a productive College/Home relationship is important for ensuring that your child is successful, so please feel free to contact myself or your child's Tutor with any questions or queries at any time. At the end of this booklet there are telephone numbers for key members of staff and the College email address. It is often easier to contact teaching staff via email due to their commitments in the classroom during the College day and individual email addresses for staff can be found on Firefly.

It is very important that all the students arrive at College each day ready and equipped for their lessons. We adopt a Rights, Responsibilities and Respect approach to the education of our students and encourage them to be independent learners wherever possible. Barriers to successful learning can be reduced by:

- Refraining from taking holidays during term time. Such requests will not be authorised unless there are truly exceptional circumstances.
- Wearing the correct College uniform as set out on the College website.
- Having the correct equipment for lessons e.g. pens, books, calculator etc.
- Adhering to the College Policy regarding mobile devices, makeup and jewellery.
- Being punctual in the morning and to every lesson. Arriving late disrupts the learning of others and hinders the flow of a lesson.
- Attending College every day is crucial for the learning process to be effective as well as keeping up with College life and achieving academic success.
- Support the College in upholding standards and expectations as set out in the Home College Agreement.

The following pages contain useful information together with our policies and procedures, you can also find this on our College website [www.horndeantc.hants.sch.uk](http://www.horndeantc.hants.sch.uk)

Please do not hesitate to contact myself or Student Support Services should you have any queries. I hope your child has a happy and successful time in their first year at HTC.

Yours sincerely



Miss Nicky Whiteman  
Year 7 Leader

***Ready – Respectful – Safe***

## Who's in the Leadership Team at HTC?

Horndean Technology College has approximately 1300 students and over 200 members of staff. Due to our size, we need clear communication and line management structures to enable the College to run as smoothly as possible.

The team of staff who directly assist Mrs Summerfield in running the College are called the Leadership Team (LT) and is made up of a Deputy Headteacher, 6 Assistant Headteachers and a Business and Community Vice Principal. The LT all have significant whole College responsibilities and are also linked to subject areas and Year Groups.

This is obviously very different from Junior and Primary schools. Below is a guide of who is in the LT and what their roles are. If you need to contact the College, please use the guide on the following page of who to contact and when.

**Mrs Summerfield**  
Headteacher



**Mr Sheppard**  
Deputy  
Headteacher



**Mrs Bugden**  
Vice Principal - Business  
and Community



**Miss Spencer**  
Assistant  
Headteacher



**Mr Gray**  
Assistant  
Headteacher



**Miss Wood**  
Assistant  
Headteacher



**Mrs Marks**  
Assistant  
Headteacher



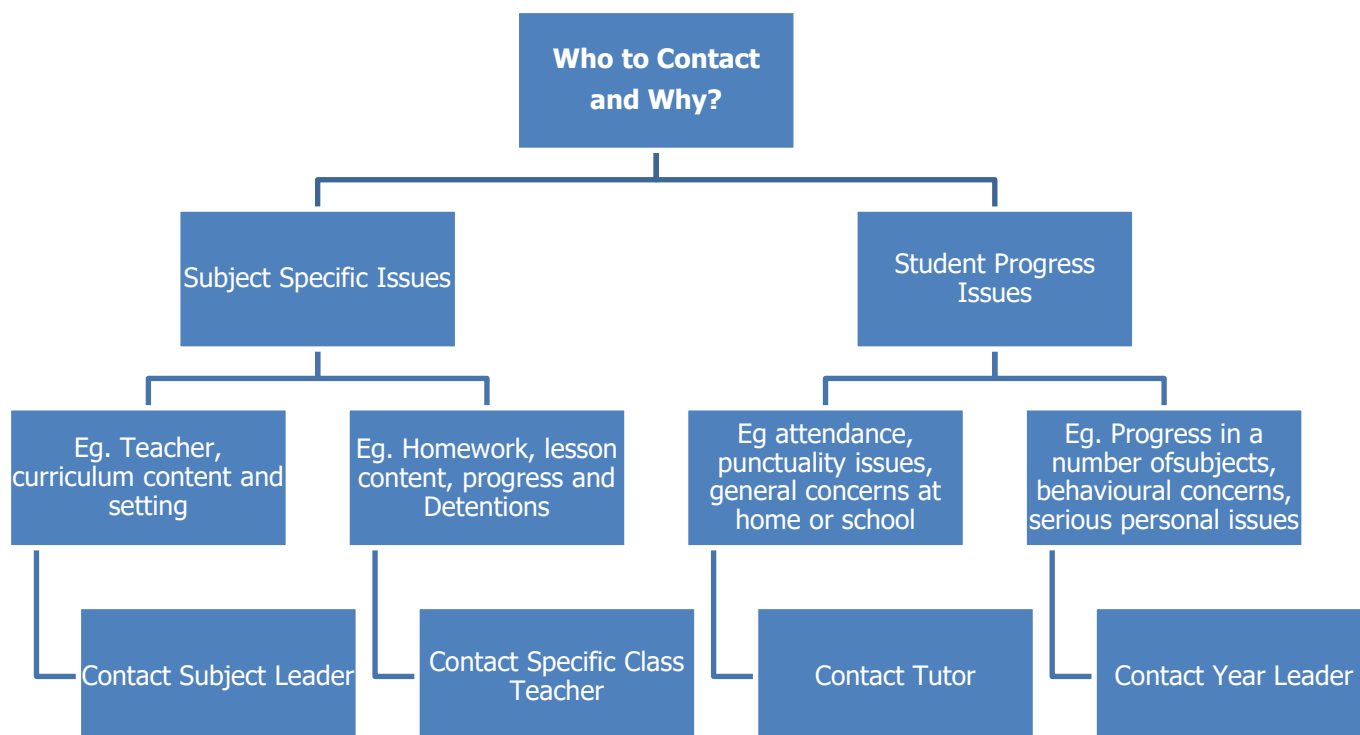
**Mrs Funnell**  
Assistant  
Headteacher



**Mrs Attwood**  
Assistant  
Headteacher



## Who to Contact and Why?



**Contact the College on 023 9259 4325**

**Or email the member of staff at**

**[general@horndeantc.hants.sch.uk](mailto:general@horndeantc.hants.sch.uk)**

## What does a typical week look like at HTC?

<b><u>Time</u></b>	<b><u>Activity</u></b>
8.30-9.25	Period One
9.25-10.20	Period Two
10.20-11.00	Tutor and Break
11.00-12.55	Period Three
12.55-13.20	Period Four and Lunch
13.20-14.15	Period Five
14.15-15.05	Period Six
After College Extra-Curricular Activities	

All students will have their own timetable, which will tell them which subject they have and when, which classroom they will be in and who their Teacher is.

At HTC we run a two-week timetable - Week 1 and Week 2. One week your child will have Early Break and Lunch (10.20-10.40 and 11.55-12.20) and the other week lunch and break will be later (10.40-11.00 and 12.50-13.15).

On a Tuesday and a Friday College finishes at 14.10. This is to allow your child to access extra-curricular activities and homework clubs should they wish.

## **What is the Role of the Year Leader and the Tutor?**



Miss N Whiteman

**Year 7  
Leader**

### **The Year Leader:**

- Is responsible for the overall personal well-being of your child, including overseeing the progress and development of students.
- Will, with the Tutor be responsible for the support and guidance of each student, and where necessary will liaise with parents, external agencies, and within the College the Learning Support Department, Special Educational Needs Co-ordinator and all teaching staff.
- Will spend time in lessons to help support and guide all students through their learning.

### **The Tutor:**

- On joining HTC, your child will be placed in one of eight Tutor Groups in the Year Group.
- If possible their Tutor will remain the same throughout their five years at HTC.
- The Tutor is seen as the most important person as they regularly see your child.
- Parents are encouraged to contact the Tutor, via the College, if they have a problem concerning their child.
- Tutors will contact parents if they have any reason to be concerned about a student's progress or behaviour.

## **Expectations for All Students at Horndean Technology College 2020-2021**

At the start of this new College year, we would like to remind you and your child of our expectations. I am sure that you as parents are keen to work with us to help students learn to take responsibility for themselves so that they can all be successful.

### **Uniform and Equipment**

#### ***Ready – Respectful – Safe***

Every day students should be:

- Properly presented in full College uniform.
- Properly equipped with fully equipped pencil cases, PE kit, calculator (not on mobile phone) etc. Pencil cases should include at least 2 pens, pencils, ruler, rubber and sharpener. Fully equipped pencil cases can be bought from the Finance Department in A Block.

The College reserves the right to send your child home to rectify any unacceptable situations. Students who miss lesson time as a result of having to go home will subsequently need to make up this learning time outside the normal College day.

#### **Uniform**

Over the last year with changing fashions many footwear manufacturers have started producing black trainers that look like shoes. These are not acceptable as part of our College uniform. We are notifying all parents of this to avoid any confusion in September. We obviously do not want parents wasting money on footwear that is unacceptable. **College regulations state that shoes must be black. No boots, trainers or trainer like shoes. No open-toe, sling-back or backless shoes. Shoes must have hard uppers, not be made from canvas material. Heels should be no more than 4cm high.** If a student is not wearing shoes for medical reasons a medical note from a Doctor is required.

Guidelines can be found on the HTC website.

#### **Jewellery**

The wearing of jewellery in College can cause many problems, so we have adopted the following code of practice:

A maximum of one small, plain stud in each earlobe. Any other piercings are inappropriate for College and are unacceptable; confiscation or removal will be required. Students should not attend College at any time with freshly pierced body parts that undermine these expectations. No other jewellery is permitted other than a watch.

#### **Hair Colour/Style**

The following are not appropriate for College: Excessive styling, close shaven, bright, non-natural hair colours or highlights, patterns shaved into hair and beaded dreadlocks/braids.

Shorter shaved cuts need to be blended and graded-in so that there is no significant difference in hair length and no parting or feature lines should be shaved in. Hair bands or clips must be of a neutral colour; no patterns, features or decoration and not of an excessive size. Hair accessories e.g. flowers and bows are not appropriate.

### **Make-up/Nails**

Excessive make-up is not considered appropriate whilst at College and the wearing of false eyelashes, nail varnish or fake nails is not permitted. Students will be asked to remove anything considered inappropriate.

### **Trousers**

Plain black, full length, with waistband, zip and fastening. No cropped, ankle grazer or  $\frac{3}{4}$  length trousers, cords, chinos, jeans or leggings. Avoid trousers named skinny fit - slim fit or regular fit are acceptable. *Please note that trousers sold in some 'schoolwear' sections of shops do not necessarily meet these requirements.* Trousers must conceal underwear. Belts should be small, plain and black. Skirts are not part of our uniform.

**We have established a good reputation for the smartness of our students in their uniform and trust you will continue to support us in maintaining these high standards.**

## **Attendance and Punctuality**

We know that there is a link between good attendance and high attainment and progress. Therefore, we urge you to ensure that your child attends College regularly. You as parents have a legal obligation to ensure your child attends College and this will be enforced both by us as a College and by the Education Welfare Service within the Local Authority. Students should arrive at College by 8.25am at the latest and be punctual to all lessons during the day.

### **Holidays**

When planning your holidays please consider the following:

- All schools are not to allow holidays to be taken during term time.
- Holidays cause disruption to student's progress and have an extremely detrimental effect upon the continuity of the work completed in lessons as group work is often affected for those who are left behind.

Therefore:

- **Holiday requests for your child in term time will not be allowed unless there are exceptional circumstances.**
- **We do not authorise holidays on the basis of cost.**
- **All holiday requests must be made well ahead of time and before any booking is made.**

Schools are open to students for approximately 38 weeks a year leaving 14 weeks for holidays. This should give sufficient time and flexibility for all to manage a family holiday if desired.

If students arrive on time, every day with correct uniform and equipment there is a greater probability that they will do well – even more so if they behave appropriately, have fun and work hard. Help us to achieve this together.

**We wish you and your child a happy and successful year.**



## **Some Reminders from Student Support Services**

### **What to do if....**

#### **Your child is absent:**

Please telephone the College to explain why your child is absent. There is a 24 hour service for absence messages. Ring the College (023 9259 4325) and as soon as the recorded message starts dial 2 then 214 and follow the instructions to leave a message. This must be done every day that they are absent. When they return to College please send in a note confirming why they have been away. This should be given to Student Support Services in A Block.

#### **Your child is late:**

If your child arrives late to College they should sign in at Student Support Services where they will be marked in. If there is a good reason for the lateness please provide a letter for your child to give to Student Support Services.

#### **Your child needs to sign out for an appointment:**

Please provide your child with a letter confirming the reason they are leaving College. The letter should be taken to Student Support Services when they sign out. Parents should come into Barton Hall Reception when collecting students.

#### **Your child is not fit enough to do PE or Games:**

A letter from you explaining why they cannot take an active part in the lesson should be given to the PE Teacher at the start of the lesson. Students should, however, take their trainers to the lesson. Students will still be expected to attend the lesson and in certain circumstances undertake Leadership roles to support their ongoing learning.

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**Should you need any further information or help on any aspect of College life please ring Student Support Services who will be happy to help you.**

## **Subject Consultation Evenings, Academic Mentoring, Reporting, Student Year Planner and Curriculum Evenings**

This page outlines the ways in which we monitor and inform you about the progress of your children; our students.

### **Reporting**

We will provide three Progress Review reports for Year 7 students. In October there is a Parent Information Evening regarding these and you will be able to meet your child's Tutor. In December there is a 'Student-Teacher-Parent Evening' where you can meet your child's Teachers and discuss their progress. You will receive a third Progress Review report in June. In each report you can expect to find your child's 'target grade' as well as your child's 'current grade' and 'predicted' grade (the grade expected should they continue to perform in the same manner) for the relevant Key Stage in each subject area. This is based on a computer model generated by the Department for Education and in some cases is very challenging.

You will also find out if your child is 'above track', 'on track' or 'below track' in the various subject areas and can discuss this at the Student-Teacher-Parent Evening or by telephoning/emailing to meet at a mutually convenient time. If a child is on track or above track then we will increase this target and through parents, Teachers and children working together will hopefully help your child realise their full potential.

### **Curriculum Evenings**

We will be running at least one Curriculum Evening per Year Group (refer to Calendar for dates) based around different ways children learn and in some cases preparation for forthcoming tests/exams. We really hope you will attend these evenings with your child as they will make a difference both to you as parents in understanding how the curriculum works and for your child.

## **Clarification and Rules regarding Mobile Devices**

### **Mobile Phones**

Students may bring mobile phones into College but they must be **switched off and kept in their bags**. The only time they may use mobile phones, smart watches and headphones is in lessons when they have been given permission to do a **learning related activity by the Class Teacher**. Anyone found using a mobile phone inappropriately on site will have it confiscated by staff. This must then be handed into Student Support Services with their name and Tutor Group so that it can be locked safely away with the parent required to collect it from Student Support Services (up until 4.00pm). A repeat offence will see the phone kept for 6 weeks and further offences will result in a total ban from the College for a year with consideration depending on the individual for future years.

***Parents wishing to contact their child during the College day should do so by contacting Student Support Services on Ext 214 rather than attempting to contact them on their mobile phone.***

## **Useful Contact Numbers and Email Addresses**

<b>Student Support Services</b>	023 9259 4325 Ext 214
Miss N Whiteman Year 7 Leader Mrs J Skeet School Counsellor/ ELSA	023 9259 4325 Ext 292 023 9259 4325 Ext 215
SENCO Mrs F Wynn Assitant SENCO Ms N Webb	023 9259 4325 Ext 291 023 9259 4325 Ext 230
<b>E-mail</b>	general@horndeantc.hants.sch.uk

### **Notes for Parents**



**Ready**

Respectful



**Safe**

