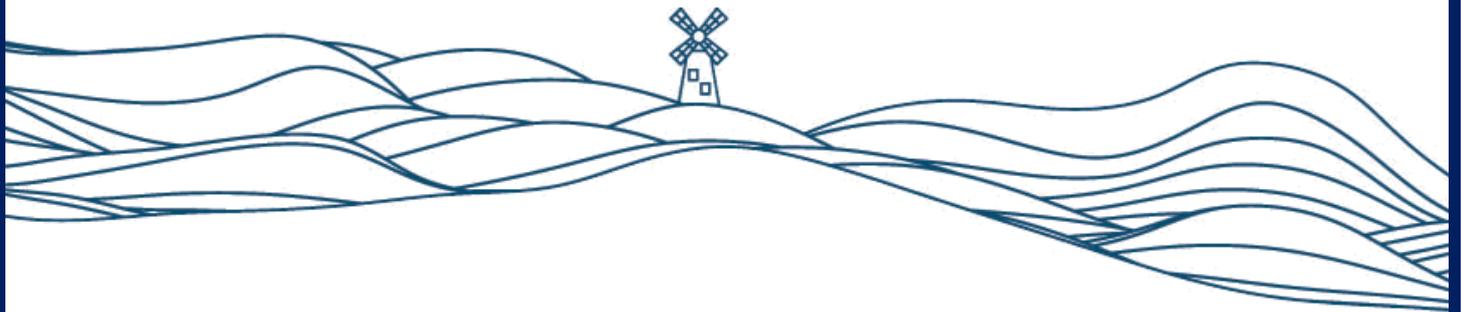




*The Year 7
Parent Handbook
2022-2023*

'Achieving Excellence'



www.horndeantc.hants.sch.uk



Dear Parent/Carer

Welcome to Horndean Technology College!

You will be keen to know all about us and our plans for the forthcoming year and we hope that your initial visits and tours of HTC previously have been both informative and enjoyable.

We acknowledge that the step up from Primary to Secondary can feel daunting and we aim to make this transition as smooth as possible. Creating a productive College to Home relationship is important for ensuring that your child is safe, happy and successful, so please feel free to contact me, the Year 7 Leader or your child's Tutor with any questions or queries at any time.

At the end of this booklet there are some key contact details for members of staff. It is often easier to contact teaching staff via e-mail due to their teaching commitments 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 mention of our policies and procedures, you can also find these on our College website at www.horndeantc.hants.sch.uk

Please do not hesitate to contact Student Support Services should you have any queries. I hope your child has a happy and successful time in their first year at HTC and a very warm welcome to the HTC family!

Yours sincerely



Miss N Whiteman
Transition Leader

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 Vice Principal for Business and Community. 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 & Community



Miss Spencer
Assistant
Headteacher



Miss Wood
Assistant
Headteacher



Mrs Marks
Assistant
Headteacher

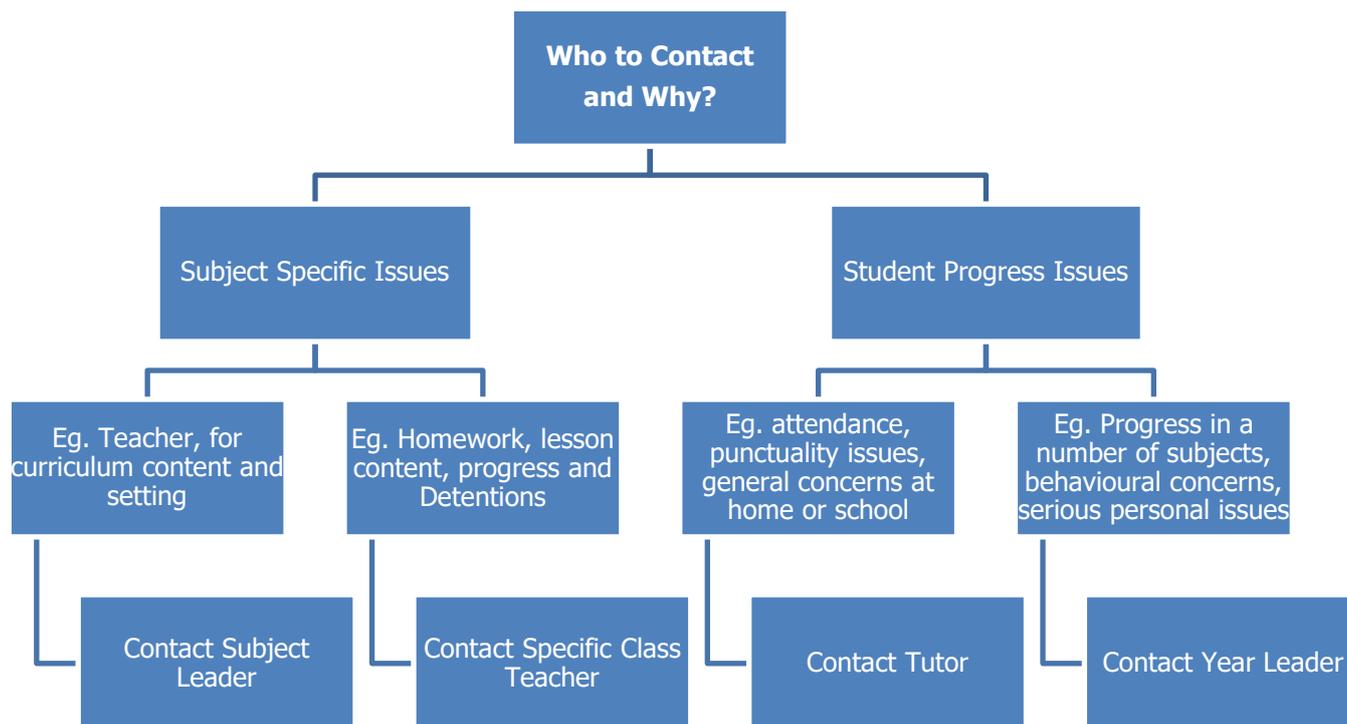


Mrs Funnell
Assistant
Headteacher



Mrs Attwood
Assistant
Headteacher

Who to Contact and Why?



Contact the College on 02392 594325
Or email the relevant member of staff at:
general@horndeantc.hants.sch.uk

What does a typical week look like for Year 7?

<u>Time</u>	<u>Activity</u>
08.30-09.25	Period One
09.25-10.15	Period Two
10.15-11.00	Tutor Time and Break
11.00-11.55	Period Three
11.55-12.20	Lunch Break
12.20-13.15	Period Four
13.15-14.10	Period Five
14.10-15.05	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 will be.

At HTC we run a two-week timetable - Week 1 and Week 2. We start in September on a Week 1. In Year 7, students have morning break 10.15-10.30 and lunchbreak 11.55-12.20. In Year 8 the break and lunch break timings change slightly, and you will be advised of this at the end of Year 7.

On a Tuesday and a Friday, taught lessons finish at 14.10. A 'free' period 6* allows your child to make independent choices on these days; to come home, to access extra-curricular activities and/or work on DIY/homework here with support should they wish.

Year Groups use specific College gates to come and go from the College site. After the first day of term in September, Year 7 switch and only use the back gate.

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

The Year Leader:

- Is responsible for the overall personal well-being of your child, including overseeing the progress and development of students.
- The Year Leader alongside the Tutor, is 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.
- The Year Leader will spend time in lessons to help support and guide all students through their learning.
- Typically, the Year Leader stays with their cohort all the way through the five year journey here.

The Tutor:

- On joining HTC, your child will be placed in one of ten Tutor Groups in the Year Group.
- If possible, your child's Tutor will remain the same throughout their five years at HTC.
- The Tutor is seen as a very important person as they see your child on a daily basis.
- 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.
- Tutor Groups are block assigned to one of our five Houses, Athena, Cratos, Phoebe, Tyche and Zelus. House assemblies are held every half term.
- Each Tutor base has its own noticeboard where key messages are posted weekly.
- Each Tutor Group has two Tutor Captains and in Year 7 these positions are recruited for, and details are circulated to all tutees so that they can choose whether they wish to apply for this initial leadership role.

Expectations for All Students at Horndean Technology College

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

Uniform and Equipment

Every day students should be:

- Properly presented in full College uniform.
- Properly equipped with fully equipped pencil cases, calculator, PE kit etc. Pencil cases should include at least 2 pens, pencils, ruler and eraser. Fully equipped pencil cases can be purchased from the Finance Office 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

Full information and a description of uniform was included in the Family Information Pack. If a student is not wearing proper school shoes for medical reasons a medical note from a Doctor is required. If a student has a problem with an item of uniform, they must bring a note from a parent/carer and exchange this for a uniform pass from their Year Leader. Uniform Guidelines can also 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. 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 'school wear' 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 smart appearance of our students in their uniform and trust you will continue to support us in maintaining these high standards.

Personal Organisation

Students should learn to take responsibility for checking their timetable and homework (DIY) deadlines for the next day and week ahead. Students should carry a copy of their timetable daily and have all the necessary kit and equipment for their lessons. Please refer to the **Family Information Pack** which you received with your Admissions Pack. This includes a copy of our Uniform Policy for your ongoing reference.

Term Dates

The HTC term dates are published on our website at www.horndeantc.hants.sch.uk Please familiarise yourself with our dates which include all calendared INSET days and any days where we may finish earlier than usual.

College Communications

We communicate with you in a number of different ways. By e-mail, through notifications to parents on Class Charts and at times through letters posted home or letters provided to students to bring home in their bags to you. Please look out for these communications and ensure that your most recent e-mail and contact details are up to date on our system in case of emergency. We also have an official Facebook page where we promote events and showcase our news. Please ensure your family contact details remain up to date at all times.

Relationship Management

We operate an accolades and consequences system on Class Charts for which students receive positive and negative points. For some negative behaviours, a detention is set. Detentions can take place at break/lunchtime or after the College day and can vary in length. If a detention is missed without a good reason, the upscale results in a longer detention and progressively more serious consequences. Students and parents are notified of a detention and the details on Class Charts. Detentions are set for in class behaviours or those in unstructured time and are also set for non-completion of homework or where submission is not up to expected standard. Full details of our behaviour and rewards systems can be found in the Relationship Management Policy.

Attendance and Punctuality

There is a link between good attendance and high attainment and progress. Therefore, we urge you to ensure that your child attends College every day. 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.

We employ an Attendance Officer who closely monitors every students' attendance. Students should arrive at College **by** 08.25 at the latest as lessons commence at 08.30 sharp.

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 students' 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.

Homework (DIY)

All students at HTC are expected to complete homework which we call 'DIY'.

We understand that different Primary Schools have their own position on Homework, some will have provided a regular flow of homework tasks, and some will have provided less.

In Year 7 we introduce DIY steadily for this reason and build up gradually overtime to support the learning expectations. The DIY tasks aim to be varied across the curriculum supporting the learning in class. We offer DIY clubs after College to support all students. DIY tasks are explained in class and set on Class Charts and/or Fire Fly or our other linked virtual learning environments. Students are provided with a computer log on, an email address and password for this account plus the log in details for these virtual learning environments. Homework descriptions and deadlines are all calendarized on Class Charts and it is important that families take collective responsibility for monitoring the expectations and return dates.

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 on 02392 594325 and as soon as the recorded message starts dial 1, and follow the instructions to leave a message. **This must be done every day that your child is absent.** When your child returns to College, please send in a note confirming why they have been away. This note should be given to Student Support Services in 'A' Block. Student absence can also be reported via Class Charts.

Your child is late:

If your child arrives late to College, they should go straight to their lesson to sign in. If there is a good reason for the lateness, please provide a letter for your child or contact 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 unable to take full part in PE:

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 full PE kit to the lesson regardless. Students will still be expected to attend the lesson and in certain circumstances undertake coaching and leadership roles to support their ongoing learning.

You forget your student or parent log-in for ClassCharts or other access codes

Please contact Student Support Services on 02392 594325 or email the relevant Year Leader. They will be able to re-set these for you.

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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.
02392 594325 Ext: 214, 209, 218 or 217.



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.

Progress Reporting

We will provide three Progress Review reports for Year 7 students which we label A, B and C throughout the year. These are our academic School Reports, giving you an early indication of progress. In December, there is a 'Progress Review Evening' which follows the release of the Progress Review 'A' (report) to you. On these advertised evenings you can meet your child's Teachers and discuss your child's progress.

You will receive a final Progress Review report in June in Year 7. In each Progress Review you can expect to see if your child is 'emerging' (E), 'developing' (D), 'securing' (S) or mastering (M) for the skills and knowledge of each subject in an age related way. You will also find a percentage score of the assessment for the skills and knowledge studied and learnt between each Progress Review. You can compare this score to the average of the year group to get an idea of how your child is progressing.

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**. Anyone found using a mobile phone on site will receive one warning and a second offence will mean it will be confiscated by staff. The phone will be handed into Student Support Services with the name of the student included so that it can be locked away safely with the parent contacted and asked to collect it from Student Support Services (up until 4.00pm). A further offence will see the phone banned for 6 weeks and further offences will result in a total ban from the College for a year. Parents wishing to contact their child during the College day, should do so by contacting Student Support Services on Ext 214, 209, 218 and 217 rather than attempting to contact them on their mobile phone.

Useful Contact Numbers and Email Addresses

Student Support Services	023 9259 4325 Ext 214, 209, 218 or 217
SENCO - Miss N Webb	023 9259 4325 Ext 230
All enquiries e-mail	general@horndeantc.hants.sch.uk

PARENT FORUM NOTICE

Parent Forum Dates and Presentations - 2022-2023

Thursday 15 September	–	Annual General Meeting (with presentation by Mrs J Summerfield, Headteacher)
Thursday 6 October	-	Parent Forum Fund (Review of Bids)
Thursday 10 November	-	Understanding Student Progress Reviews
Thursday 26 January	-	Understanding the Options Process
Thursday 2 March	-	Student Voice, Prefects and DOE Award
Thursday 11 May	-	Focus on Careers and Work Experience
Thursday 6 July	-	End of Academic Year Meeting

All meetings start at 18.30 and parents/carers are welcome to come along. Each meeting will cover general agenda business items and invites parents to present any feedback or discuss concerns. Each meeting will also have a focus point where a member of staff from HTC will present upon. Please arrive at Barton Hall Reception to sign in at 18.15. Meetings last approximately 1.5 hours and are held in X4.

These meetings are a great opportunity to come and ask questions of the HTC Staff and other parents and to be as proactive as you are able to be with the activities of the Parent Forum, which is always in need of both occasional and regular membership.

For more details, please contact Chairperson, Nicola Sibley at:
nicola.sibley@googlemail.com

The HTC Parent Handbook
v.2 – June 2022

