

## **General information Booklet**

Welcome to Hornchurch High School, and congratulations on securing a place. This booklet aims to give you a summary of general information about the school and will help as a handy reference guide in the future. Please take the time to read it carefully, along with the other booklets we have provided. If you have any questions, then please do not hesitate to contact us.

We are very excited about working closely with you and your child, and hope that you share in that excitement as the September start date approaches.

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1. **Term Dates and Holidays**

**Term Dates 2020/2021**

Autumn Term	<b>Wednesday 2<sup>nd</sup> September 2020 – Friday 18<sup>th</sup> December 2020</b>
Spring Term	<b>Monday 4<sup>th</sup> January 2021 – Thursday 1<sup>st</sup> April 2021</b>
Summer Term	<b>Monday 19<sup>th</sup> April 2021 – Friday 23<sup>rd</sup> July 2021</b>

**Student Holidays 2020-2021 (Inclusive Dates)**

Summer 2020	-
Autumn Half Term	<b>Monday 26<sup>th</sup> October 2020-Friday 30<sup>th</sup> October 2020</b>
Christmas	<b>Monday 21<sup>st</sup> December 2020-Friday 1<sup>st</sup> January 2021</b>
Spring Half Term	<b>Monday 15<sup>th</sup> February 2021-Friday 19<sup>th</sup> February 2021</b>
Easter	<b>Friday 2<sup>nd</sup> April 2021-Friday 16<sup>th</sup> April 2021</b>
May Day	<b>Monday 3<sup>rd</sup> May 2021</b>
Summer Half Term	<b>Monday 31<sup>st</sup> May 2021- Friday 4<sup>th</sup> June 2021</b>
Summer 2021	<b>Monday 26<sup>th</sup> July 2021 -</b>

## 2. Times of the School Day

The core academic curriculum consists of 25 teaching hours per week. The table below details the specific timings of lessons and morning tutorial sessions for each school day (Monday to Friday). Students should arrive at school **no later than 8.25 am**. This timetable may be different in September due to COVID-19. We will let you know of adjusted timetables as and when we receive guidance, you will of course get this in good time.

	Times
<b>Tutor Time</b>	08:35-09:00
<b>Period 1</b>	09:00 – 10:00
<b>Period 2</b>	10:00 – 11:00
<b>Break 1</b>	11:00-11:30
<b>Period 3</b>	11:30-12:30
<b>Period 4</b>	12:30-13:30
<b>Break 2</b>	13:30-14:00
<b>Period 5</b>	14:00-15:00

## 3. Punctuality

We are very proud of our punctuality record at Hornchurch High School. Punctuality is an important precondition to academic success. Our students are expected to be on time for registration in the mornings and to each subsequent lesson.

## 4. Attendance and Holidays

We take pride in our excellent attendance figures, which are continually improving. There is a strong correlation between excellent attendance and academic success, not least because it can be difficult for a child to catch up fully on any work they will have missed during a given period of absence.

Parents may be aware that schools are required to publish attendance figures on an annual basis, which highlight “authorised” and “unauthorised” absences. Part of the process of determining an “authorised” absence is the provision of a note, signed and dated by a parent/carer, detailing absence dates and a reason. It is essential that a parent contacts the Attendance Officer at the School on 01708 691441, extension 208232 on the first day of absence. A brief follow-up letter should be handed to a students’ form tutor upon their return to school. Depending on the nature and length of the absence, you may be asked to provide medical evidence to justify the absence. Failure to provide official written medical evidence (GP note) will result in the absence be classified as ‘unauthorised.’

Attendance is monitored weekly and pupils dropping below the government's expectation of 95% will be placed on a strict monitoring schedule, which includes intervention for the pupil and family.

Holidays of any sort are not a valid reason for absence. An annual two-week holiday equates to fifty hours of missed teaching and would present significant challenges for the pupil concerned upon their return. The local authority will also fine a family for removing a pupil from school during term time.

Head Teachers are permitted to consider authorising absences in exceptional circumstances. All requests for such absences should be made in writing at least two weeks before the planned event in question. Please see the attendance policy for a more detailed breakdown of the regulations which govern Head Teachers and schools (available from the school office or on the school website).

## 5. Illness and Medical Care in School

Students who feel ill will be seen by our First Aid Officer, and parents will be contacted if necessary. The medical room provides a suitable waiting area for such students. In an emergency the school may call an ambulance at the same time as making parental contact. It is therefore essential that the school has up-to-date contact details for each student.

Some students have long-term medical conditions (such as asthma for example). The school supports government recommendations that such pupils carry their medication on their person, and self-administer where appropriate. However, where the long term medical condition demands that tablet or liquid medicine be consumed during school hours, we ask that such medication is deposited with the First Aid Officer, who will oversee its administration. The medication must be delivered to the school in person by the parent to confirm parental awareness and approval.

The medication must be clearly labelled in the **original** prescription box with the following information:

- Student's name
- Student's tutor group
- Dates indicating the period of medication
- Information on dosage and frequency of administration

It must be emphasised that it is the responsibility of the student to consume the correct dosage at the correct times. Please consult the school policy for First Aid and Medical Care for further details (available from the school office or on the school website).

## 6. Fire procedure

When the Fire Bell is sounded **all** students make their way to the Fire Assembly Point in silence, and in a quick and orderly manner. This procedure is practiced at several times throughout the year in order to ensure the highest levels of safety. Student actions on the sounding of the fire alarm depend on their location within the school. If they are:

- **In a classroom:** students should leave all belongings in the classroom, follow instructions from staff and evacuate school buildings using the nearest fire exit.
- **In a play area:** students should proceed via the quickest route to the Fire Assembly Point.

Students will line-up at Fire Assembly Points in alphabetical order within their Tutor Groups. Their form tutors will take a register. All students will remain with their Tutor Group until such time as they are dismissed by the Head Teacher. It is important that students do not run during an evacuation and that they do not talk (so that instructions from staff can be heard clearly). This will allow for a safe, calm and controlled evacuation.

## 7. **Safeguarding**

Any information regarding student safeguarding should be forwarded to Mrs Ballard (Safeguarding Officer) at [sballard@hornchurchhigh.com](mailto:sballard@hornchurchhigh.com) If Mrs Ballard is unavailable that information can also be directed to Mrs Z Clarke (Safeguarding Officer), or Mr S McConnell (Deputy Head Teacher) at [zclarke@hornchurchhigh.com](mailto:zclarke@hornchurchhigh.com) and [smcconnell@hornchurchhigh.com](mailto:smcconnell@hornchurchhigh.com) respectively.

If these members of staff are unavailable, Havering Borough Council can be contacted from Monday to Friday between 9:00am - 5:00pm on 01708 433222. If calling after 17:00 or at weekends, they can be reached on 01708 433999.

## 8. **Lunches**

We operate a cashless cafeteria using a biometric scan. Please monitor your child's account to ensure that they have sufficient funds to purchase lunch and snacks, if they do not bring a packed lunch to school. Our cafeteria provides a number of healthy food options that vary weekly and include vegetarian choices. Meals are priced at the equivalent value of a Free School Meal. Students are encouraged to keep a bottle of water with them at all times during the school day. All students remain on the school premises during break and lunch times.

## 9. **Free School Meals (FSM)**

Parents may be unaware of their eligibility for free school meals. If you are in receipt of Income Support or income based (not contribution based) Job Seekers' Allowance, Pension Credit, Employment & Support Allowance (ESA) or Child Tax Credit you may be eligible for school meal support for your child(ren). Please note that those in receipt of Working Tax Credit are not currently entitled to free school meals. If you wish to apply for school meal support, please contact Havering Student Finance on 01708 433929 who are based at PASC, The Liberty Centre, Romford RM1 3RL.

The number of students claiming Free School Meals is one of the criteria used by the government when allocating resources to schools. Students who are in receipt of FSM are entitled to ring-fenced funding to promote their development and success. It is therefore in all of our interests that **eligible parents register their claim** even if your child does not intend to utilise their entitlement to free meals. Registration is straightforward and confidential.

## 10. Bicycles

Students are welcome to cycle into school. Parents are strongly urged to take out insurance cover for their child's bicycle as neither the school nor the Local Authority can accept responsibility for loss, theft or damage. We have a secure cycle area for students to store their bicycles. They should be individually locked within this area with locks provided by parent/carers. This area will be locked at the start of the school day and unlocked ready for students to collect their bicycles at the end of the day. Parents/carers are strongly advised to ensure their child wears a bicycle helmet and that bicycles are fit for purpose. It is the responsibility of parents to ensure that cycles are in good working order. Students are also encouraged to ride their bicycles safely to and from school.

## 11. Mobile Phones

We understand that mobile phones are now essential to the safety of your child. Your child is permitted to keep a phone in their possession, **but it must not be used, heard or be visible** during the school day (e.g. it must be stored in an internal blazer pocket or a bag). We would be grateful if you could remind your child of these rules. Mobile Phones should not be visible once students are on the school grounds, including lunch and break times and **MUST** be turned off or placed on 'airplane' mode. Any phone that is visible will be confiscated immediately in accordance with the school's policy. A parent/carer or responsible adult can collect the phone from the school reception any day between 8.00am – 3.30pm. Alternatively, it will be returned to the student at the end of the day on the Friday of that week, whichever is sooner. A pupil's mobile phone is their sole responsibility, please keep this in mind should you send your child to school with a mobile phone.

## **12. Jewellery and Hair**

The only piece of jewellery permitted in school are wristwatches. Any piercings must be carried out at the start of the six-week summer holidays and be removed before the start of the September term. Plasters over piercings and see-through “transparent” piercings are not permitted under any circumstances. Nail varnish or acrylic nails are not permitted and no form of make-up should be visible. False eyelashes are not permitted. Hair should be of a natural colour. Any dyed hair must also be of a colour that one could naturally grow. Hair should not be shaved below a “Number two” grade. No lines, patterns or additional shavings in hair or eye-brows are permitted.

## **13. Lost Property**

We are aware that students can sometimes lose track of some of their belongings. To reduce this risk, all property, including items of uniform, should be clearly labelled with your child’s name. Student Services will hold any lost property for one academic year. After this point it will be recycled / discarded. No large sums of money should be brought into school. Parents are reminded that students must take care of their own personal property and that we cannot accept responsibility for any damages or loss on school property.

## **14. Home-School Agreement**

Hornchurch High School recognises that the successful development of its pupils depends on an effective partnership between school, students and parents. Parents are required to complete the Home-School Agreement for September 2020/21. The Agreement is signed by all parents, and lasts for the duration of a child’s time at the school. You will find this in the Data Pack that has been sent to you.

## **15. School Policies**

Our school policies are available to all parents and students. The most relevant policies for parents are available on the school website. However, parents can ask for a copy of any given policy to be made available to them by contacting the school office at [admin@hornchurchhigh.com](mailto:admin@hornchurchhigh.com)

## **16. Knowledge Organisers**

We expect all students to complete 5 pages a week in their Knowledge Organisers. Please ensure that your child completes this work on time, every week (Details will be given at a later date).

## 17. Uniform

### UNIFORM GRANTS

Local Government changed the criteria for uniform grants on 1st April 2007. The grants will now only be given in very exceptional circumstances for families on low incomes and if they have an exceptional need. Each case will be considered individually in line with the criteria as set out below:

- Enforced re-housing and an associated move of school;
- Parent and children in refuge necessitating a change of school;
- Enforced move of school through bullying;
- Exceptional circumstances requiring the replacement of a uniform, e.g. fire damage

A letter from the School's Education Welfare Officer or Social Worker must be supplied with the application form to confirm the exceptional circumstances. Evidence of the appropriate benefit/credit/support must also be provided, i.e.:

- Income Support
- Income-based Job Seeker's Allowance
- Child Tax Credit annual income (as assessed by the Inland Revenue), Pension Guarantee Credit Support by National Asylum Support Service (NASS)
- Asylum Seeker supported by a Local Authority Social Services Department

Any queries/questions should be directed to the Local Authority on 01708 433929.

### SCHOOL UNIFORM

#### BOYS:

- Plain outdoor coat without any large logos or writing.
- Denim style jackets and hoodies are NOT permitted
- Plain navy blue blazer with school badge





- Plain dark grey/black trousers
- Short or long sleeved white school shirt
- School tie – colour stripe according to Year group (purple)
- V-neck navy blue pullover (long sleeved) with HHS logo
- Black/dark grey socks
- Plain black smart footwear - PLIMSOLLS OR TRAINERS ARE NOT ALLOWED

**GIRLS:**

- Plain outdoor coat without any large logos or writing.
- Denim style jackets and hoodies are NOT permitted
- Plain navy blue blazer with school badge
- Plain navy blue box pleated skirt
- Short or long sleeved white blouse
- School tie – colour according to Year group (purple)
- V-neck navy blue pullover/cardigan (long sleeved) with HHS logo
- Plain white/navy socks
- Tights - flesh, navy blue or black
- Plain black smart footwear - PLIMSOLLS OR TRAINERS ARE NOT ALLOWED

**FOOTWEAR:** Flat black plain leather shoes with a solid toe are the only form of footwear permitted. Boots, half-boots, trainers or plimsolls are not accepted. No footwear with any form of logo is permitted. No Converse shoe of any description is permitted. A pupil wearing incorrect footwear will be asked to change at student services into a pair of shoes, provided by the school. Should your child need to wear trainers for a medical reason, a doctor's note must be provided. A note from home will not be accepted.

**PE Kit:**

PE Kit will need to be purchased from Havering School Wear. They have a website and a click and collect service.

The blazer, tie, jumpers and PE kit are all available at Havering School Wear. The rest can be bought from any clothes shop.

## 18. **Equipment**

### ESSENTIAL DAILY EQUIPMENT

Each student must be in the possession of the following equipment at **all times** throughout the school day:

- 1 School Planner (provided by the school free of charge initially but at a cost of £1 should they be lost or badly damaged)
- 2 Red pens
- 2 Blue/Black pens
- 1 Pencil
- 1 Yellow highlighter
- 1 Rubber
- 1 30cm Ruler (Please avoid 15cm rulers, flexi-rulers or rulers with hinges in the centre)
- 1 Scientific Calculator (The school send details of the exact calculator which should be purchased)
- 1 school bag large enough to accommodate A4 sized books
  
- Bottle of Water
- Reading book
- Knowledge organiser (provided in September free of charge)
- Knowledge organiser exercise book (provided in September free of charge)

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Please keep this information for reference throughout your time at Hornchurch High School.

**We hope that you find this information useful and look forward to seeing you soon! Please see our Facebook page for info on the things that we get up to at Hornchurch High School. Alternatively, please get in touch [publicity@hornchurchhigh.com](mailto:publicity@hornchurchhigh.com)**

