

At Hornchurch High School, learning is at the heart of our community. We encourage 'Excellence for All' by prioritising quality teaching and learning, mutual respect and a spirit of aspiration amongst our students.

This booklet outlines some of the key policies and expectations which help us to promote our vision. Please do take the time to have a read, and contact us with any questions or suggestions you might have. We very much value parental support and communication, now more than ever, as we continue to improve and expand. These key policies centre upon:

1. High Aspirations
2. Quality Teaching and Learning
3. Use of Knowledge Organisers
4. Promoting safe and happy pupils

Hornchurch High School continues to go from strength to strength in terms of GCSE results and in upgrades for ICT resources and the buildings. We have already received several million pounds worth of investment, and we have secured ongoing financial investment over the coming years to develop the resources which are available to our students.

Please do read our policy for teaching and learning carefully, and book a visit to see us in action, if you are able to in the new school year.

Yours sincerely,

Ms V. Masson

Head Teacher

## **1. High Aspirations**

At Hornchurch High School we set aspirational targets for all our students. These are **minimum** targets, and many students will exceed these. They are based on SATS scores for English and Maths which we receive from our students' Primary/Junior schools.

We also encourage students to have high aspirations for themselves in terms of their behaviour for learning (eg. attendance, uniform, time keeping and attitude to learning in the classroom).

Our students are more likely to succeed if they and their parents share the same high aspirations. We therefore ask all parents to share in our vision of all students becoming the best they can be, in all aspects of their development. The prospect of a shared vision is secured more easily if all stakeholders have a clear outline of what is expected. To this end:

### **The school will:**

- Set clear academic targets for each student
- Ensure all teaching is good
- Ensure a studious environment for teachers and students
- Implement teaching and assessment policies consistently

### **Teachers will:**

- Plan and deliver good, challenging and engaging lessons
- Maintain an orderly, positive environment in lessons and in corridors
- Provide effective feedback for students regularly, and offer guidance for improvement
- Maintain a polite and calm demeanour whilst enforcing school policies for learning and behaviour
- Communicate with students and parents effectively, recognising achievement wherever possible

### **Students will:**

- Participate in lessons in a positive fashion, completing tasks to the best of their ability
- Communicate with teachers effectively to ensure they get the support they need
- Maintain a calm and respectful demeanour in lessons and in corridors
- Dress smartly, and arrive at school on time and equipped to learn
- Conduct themselves in a polite manner whenever they are representing the school
- Complete homework tasks in full
- Take advantage of our extra-curricular provisions (e.g. sports, Duke of Edinburgh, school council, Debate Mate, clubs and trips and other events).

**We ask parents to:**

- Encourage their children to aim high and work hard
- Encourage their children to actively take part in school life
- Ensure that their children follow our school rules
- Celebrate successes at every opportunity

## **2. Quality Teaching and learning**

Our teachers plan carefully in advance to ensure that quality lessons are delivered effectively. All lessons at Hornchurch High School are written well in advance and feature in carefully planned units of work.

All lessons must evidence the following:

- Clear learning objectives
- A knowledge phase, where students record key pieces of information to facilitate new learning
- A practice, or consolidation phase where students practice the new skill or use the knowledge they have been given
- An assessment phase where the impact of the lesson is evidenced

**The Learning Objectives** will be clearly written and underlined at the top of the page. This objective will be stated and explained to the class. A student ambassador will be selected who will explain that objective to any class visitor.

**The knowledge phase** will be a section of notes, key words, worked examples or a diagram which gives the students the key academic information they will need for the lesson.

**The practice / consolidation phase** of the lesson will be carried out under the close guidance of the teacher. This may be done individually, in pairs or groups and is designed to let students 'handle' the information and practice its application in a variety of ways.

**The assessment phase** of the lesson is key. This must be highlighted in yellow. This is the final phase of the lesson where the actual learning is tested. This will be completed by each student individually and will demonstrate that they have understood the learning objective of the lesson.

### **Assessment and Feedback**

At Hornchurch High School assessment pieces are marked frequently. Some form of assessment is evident in most lessons through either self- assessment, peer assessment or teacher assessment.

All assessment pieces will be indicated by using the colour yellow. This means they will be printed on yellow paper, or be highlighted with yellow highlighters in student books.

Key pieces will receive teacher feedback, which outlines how students' might improve their work. Students will be given the opportunity to make those improvements in class, under teacher direction.

### **Feedback to parents**

Formal parents' evenings will take place throughout the year, and will be with subject specialists. Parents will have access to the email addresses of all subject teachers, form tutors, Heads of Year, Heads of Department and Senior Team members.

Data sheets will be issued three times a year for years 7-10. Year 11 parents will receive four data sheet updates per year, and a one-to-one meeting with a member of the Senior Team in March. This meeting will centre on discussion around the progress of, and support needed, for their child as the examination period approaches.

We value parental communication very highly. Therefore, additional one-to-one meetings are held for all families of students in years 7 and year 8. These are to ensure that both the transfer to Hornchurch High School (in year 7), and the selection of students' option choices (in year 8) run smoothly, and in a spirit of cooperation and mutual support.

### **The school will:**

- Ensure all teachers plan and assess effectively
- Implement policies which ensure good behaviour-for-learning
- Develop effective systems of communication for all stakeholders to ensure a shared understanding of successes and areas for development

### **Teachers will:**

- Plan and deliver excellent lessons using the Hornchurch High School's lesson planning criteria
- Assess each learning outcome, with additional feedback given for key assessment pieces
- Respond to parental queries regarding the progress of their child

### **Students will:**

- Arrive at lessons ready to learn, and tackle each learning outcome to the best of their ability
- Respond actively to teacher feedback

### **We ask parents to:**

- Support the school policies for attendance, punctuality, equipment, uniform, homework completion and so on
- Ensure each student is aware of their own responsibility for ensuring good learning in class
- Attend Academic Review Days, one-to-one meetings and Parents' evenings

### **3. Use of Knowledge Organisers**

The new GCSE courses have an increased amount of subject content. In other words, there is more to learn than was the case previously. In response, our lessons at Hornchurch High School have been updated to reflect this increased knowledge-based challenge.

Students are required to learn key pieces of information as each unit of work is taught from years 7-11. With this in mind, our teachers have compiled booklets to accompany each subject's units of work, every half term from years 7-11.

These are known as **knowledge organisers** and are a key feature of academic progress at Hornchurch High School. There are six booklets for every year group; one provided to support learning in each half term. In years 7 and 8 each subject has one page of A4 which summarises all the key facts, definitions, or skills required. In years 9, 10 and 11 each subject has two pages of A4 which summarise all the key facts, definitions, or skills.

Students will receive both paper and electronic copies of their knowledge organisers. Parents will be sent an electronic copy via ParentMail, and a copy will also be available to view on the school website.

#### **How will knowledge organisers be used?**

Students will be given a knowledge organiser and a knowledge organiser notebook. They will be expected to actively adopt practices which will enable them to commit the facts in the booklet to memory (eg Look Cover Write Check, self- testing, peer testing and so on).

Each week, teachers will check the knowledge organiser notebook for evidence that key facts have been learned, 5 pages minimum are required. This will be evidenced by short tests and so on. Students will also be expected to test themselves regularly to see what they can remember. Teachers and form tutors will also test students regularly to check what they have committed to memory in the form of quick quizzes and competitions held both in form time and in lessons. The knowledge based tests will include spelling and definitions, as well as rote- learning certain skills

(e.g. AFOREST in English lessons, PEEL in History lessons, set formulae in Maths and Science).

This learning will be cumulative, in that each booklet will be revisited over time to ensure knowledge is retained (see below).

	Half-term 1	Half-term 2	Half-term 3	Half-term 4	Half-term 5	Half-term 6
Learn...	Booklet 1	Booklet 2	Booklet 3	Booklet 4	Booklet 5	Booklet 6
Revise...		Booklets 1&2	Booklets 1-3	Booklets 1-4	Booklets 1-5	Booklets 1-6

Facts within the knowledge organiser will also constitute a bank of questions for our Hornchurch High School 'University Challenge' and 'Mensa' competitions which will be held termly. 'Challenge' pages take the form of longer pieces of learning (e.g. poems). We will also include recommended reading lists, both fiction and non-fiction.

Knowledge organisers will be used to ensure students have homework every night of the week. Throughout the school, the homework timetable will be the same each week as set by the teacher, the Knowledge organiser is in addition to this. Parents, students and teachers will have a shared understanding of what has been set each night, and resources will be readily available in the knowledge organisers.

### Summary

#### The school will:

- Provide knowledge organisers for students and parents every half term
- Celebrate successes on a regular basis in the form of 'MENSA' style quizzes for the whole year group, whole year competitions and mentions in assemblies.

#### Teachers will:

- Actively use the organisers to ensure students access the information they need to succeed academically
- Test students on the content of the organisers

#### Students will:

- Use the organisers each evening to ensure they are actively learning new information
- Use different methods as demonstrated on their task sheets

#### We ask parents to:

- Ensure their children complete at least 5 pages of organiser-related work a week

- Discuss the content of the knowledge organisers with their children regularly to support their learning and develop their confidence

#### **4. Safe and Happy Students**

Young people thrive when they feel safe and happy. We are proud that our students are safe, and take every opportunity to promote their happiness and self-esteem. We value good manners mutual respect, and the importance of recognising achievement at every opportunity. Our school environment is calm, orderly and respectful. Students are asked to greet teachers with good manners, and teachers are encouraged to speak to each student as an individual as often as possible.

Competitions, quick quizzes, challenges and showcases of excellent academic achievements are celebrated frequently. Our students are encouraged to be proud of their aspirations and achievements. We encourage our students to develop their learning outside of the classroom too, by engaging in our extra-curricular provisions.

##### **The school will:**

- Recognise and celebrate the success of our students at every opportunity
- Implement consistent policies which promote behaviour for learning, valuing respect, active engagement, positive communication and high expectations
- Provide a wide variety of extra- curricular activities
- Communicate effectively with parents and the local community to ensure that all stakeholders are aware of the achievements of our students and teachers

##### **Teachers will:**

- Implement behaviour for learning policies to ensure a positive learning environment
- Recognise achievements regularly, both within and outside of school
- Provide a range of extra-curricular activities

##### **Students will:**

- Actively and positively participate in lessons; taking shared responsibility for their own learning
- Uphold behaviour for learning policies at all times
- Take part in a range of extra-curricular activities to develop themselves as individuals

- Recognise their own achievements positively, and feel proud of themselves at every opportunity

**We ask parents to:**

- Encourage their children to attend extra- curricular activities
- Celebrate success
- Let us know of any clubs / events their children are successful in outside of school, so that we can celebrate and share their success