



**THE
HASTINGS
ACADEMY**



Year 7 Induction Booklet July 2021

PRIDE THROUGH SUCCESS

Term dates 2021-22



Term 1

1st September – 22nd October 2021

Term 2

1st November – 17th December 2021

Term 3

4th January – 11th February 2022

Term 4

21st February – 1st April 2022

Term 5

19th April – 27th May 2022

Term 6

6th June – 22nd July 2022

Inset Days

Wednesday 1st September

Thursday 2nd September

Friday 22nd October

Monday 1st November

Friday 3rd December

Tuesday 4th January

Monday 21st February

Tuesday 19th April

Monday 6th June

Tutor Time – 8.50am – 9.10am

Lesson 1 – 9.10am – 10.10am

Lesson 2 – 10.10am - 11.10am

Break – 11.10am - 11.40am

Lesson 3 – 11.40am - 12.35pm

Lesson 4 – 12.35pm - 1.35pm

Lunch – 1.35pm - 2.05pm

Lesson 5 – 2.05pm - 3.00pm

End of the school day – 3.00pm





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July 2021

Dear Parents and Carers

I am delighted to welcome you to The Hastings Academy. We are looking forward to your child joining us in September and to what we are confident will be a successful and productive partnership in supporting your child's education over the next five years.

The transfer to secondary school is an important part of the progression of your child's education, but not one that should cause any difficulty or anxiety. We know that this year has been particularly challenging, especially for our year 6 students, but we are very much looking forward to them joining us at the Academy and we hope this induction pack will answer some of the questions you may have.

Behind the scenes, a member of The Hastings Academy has met virtually with all the year 6 teachers and SENCOs, to gather lots of information on progress and achievements throughout primary school which has been used to help us plan for your arrival in September.

The purpose of this handbook is to provide you and your child with important information about expectations, key dates and points of contact.

Finally let me say that we are so pleased that you have made the decision to trust us with your child's next steps and assure you that we will work tirelessly to make sure that they enjoy their time with us and are happy, successful and fulfilled.

Ms Hilary Morawska
Principal



PRIDE THROUGH SUCCESS

Senior Leadership Team



H Morawska
Principal



P Snelling
Vice Principal



M Feeley
Vice Principal



C Bowers
Assistant Principal



C Macmillan
Assistant Principal



L Sadler
Assistant Principal



P Senior
Assistant Principal



G Wall
Assistant Principal



A Stanley
Academy Business Manager



- **The Hastings Academy Blazer:** Grey blazer with the Academy logo
- **The Hastings Academy Polo shirt:** Turquoise polo shirt with Academy logo
- **Trousers or skirt:** Plain black standard-fit school trousers or black-pleated **knee length** uniform skirt
- **Socks or tights:** Plain black socks (**up to below** the knee) or plain/neutral/black coloured tights
- **Shoes:** Plain black shoes or black trainers - no logos or white trims
- **Backpack:** A school backpack in which students can carry their exercise books
- **Coat / rain jacket:** A coat / rain jacket (for colder/wetter days and months)

The following items are optional:

- **The Hastings Academy Jumper:** Grey v-neck jumper with Academy logo. This may be worn under The Hastings Academy Blazer
- **School Shorts:** Plain black shorts: We will advise when students are allowed to wear shorts in school.

PE Kit

The following items are compulsory:

- **The Hastings Academy PE Sweatshirt:** Crewneck sweatshirt with the Academy logo.
- **The Hastings Academy PE T-shirt:** Academy logo t-shirt
- **PE Shorts:** Plain black shorts
- **PE bottoms or leggings:** Plain black leggings / jogging bottoms
- **PE Socks:** Plain black PE socks
- **PE bag:** A PE bag in which students can carry their PE kit.



Jewellery / Accessories

Students are permitted to wear the following, should they meet these criteria:

- **Earrings:** One pair of small stud earrings in the ear lobe
- **Piercings:** Clear plastic retainers should be used in place of any facial piercing
- **Hair adornments:** These should be minimal and plain (not brightly coloured or patterned)

Clothing and Accessories Not Permitted

Students are not permitted to wear the following:

- Boots (nothing covering the ankle)
- Leggings/jeggings
- Jeans/skinny jeans
- Skinny/drainpipe trousers
- Hotpants (in place of shorts for PE)
- Sweatshirts/hoodies
- Heavy make-up including eyeliner flicks, heavy eyebrows/eye shadow/foundation
- False eyelashes
- Dyed hair colouring
- Extreme haircuts - shaved heads 'zero cuts'
- Facial piercings (Health and Safety)
- Nail varnish, long nails or false long nails (Health and Safety)
- Hooped earrings (Health and Safety)
- Rings (Health and Safety)
- Bracelets (Health and Safety)
- Necklaces (Health and Safety)
- Badges - other than official school badges

Uniform is available from:

Superstitch86

7 Castleham Road, St Leonards on Sea, East Sussex, TN38 9NR

www.superstitch86.co.uk

and

Sussex Uniforms

www.sussexuniforms.co.uk/collections/the-hastings-academy



1. Equipment

It is vital that parents ensure that their child brings a school bag containing the following basic items of equipment which can be stored in their lockers:

- Pencil case
- 2 pencils
- 2 biros (blue/black)
- Eraser
- 30cm ruler
- Highlighters (3-4 different colours - useful for study skills/organisation)
- 1 green biro
- Scientific calculator

PE kit should also be brought in on days students have PE lessons.

2. Pastoral Care

The wellbeing of students at The Hastings Academy is paramount and as a result, the pastoral system has been redesigned. A successful pastoral care program supports your child to feel safe, happy, involved, and able to perform to their potential.

Your child will be assigned to a house (East Hill, Firehills, Silverhill or West Hill). Each house is led by a Head of House who is supported by a Student Support Manager.

Your child will have a form tutor and will be in a tutor group with students in Year 7 and Year 8. They will also belong to a Team within the academy for various competitions and challenges. Tutor time will be at the start of each day and provides the perfect opportunity for students to settle and for tutors to share important messages and information.

The tutor is the first port of call for parents/carers and students and we encourage parents to engage positively and regularly with the tutor to ensure your child is supported and nurtured emotionally and academically throughout their school journey.

3. Behaviour for Learning

At The Hastings Academy we believe that learning is key. To support students in the classroom, all staff have a consistent approach to behaviour management. Staff will always try to engage students in lesson and should disruption occur, staff will attempt to re-direct the student towards their learning. In the event that the teacher would need to use the behaviour for learning system, students will be issued with



a warning before moving up in sanction should the behaviour continue. Each child should feel happy and safe in the classroom to allow the best learning to take place. More information about our Behaviour to Achieve policy can be found on our website.

4. Attendance, Punctuality and Holidays

Attendance

If your child has to be away, please telephone the Academy or email tha.attendance@thehastingsacademy.org.uk on the first day of absence before 9.00am. We operate a policy of following up absences. This would include welfare home visits regardless of reason. Evidence of all appointments during the academic day should be submitted to the Attendance team for consideration of authorisation.

Please make sure that we are able to contact you by providing an up to date contact number and informing us if this changes.

All hospital, dental and optician appointments should be made after school, or as near to the end of day as possible. Prior notice of any such appointments would be helpful.

Punctuality

Students are expected to be punctual to all lessons. Students are encouraged to be on site no later than 8.45am. Students arriving after 8.50am will be registered as late. Sanctions will be applied in line with our behaviour policy.

Parents' Holiday

Any absence from the Academy negatively influences students' progress. Therefore, taking your child on holiday during term time will result in an unauthorised absence following guidelines set out by the DfE (Department for Education). The Academy does not authorise any holidays in term time.

5. Visiting the Academy

Parents and carers visiting the Academy by appointment should park their vehicles in the Visitors Car Park bays and sign in at Reception where they will be issued with a visitor's badge. The purpose of this measure is to prevent unwanted visitors having access to the premises or students.

6. Homework

At The Hastings Academy, we believe that homework should be meaningful, motivating and manageable.

The aim of homework in Year 7 is to establish the independent study habits that we believe are essential for success, whilst still leaving sufficient time for students to pursue their own interests and passions. The purpose being that students' complete homework to benefit their own learning, confidence and progress.



In Year 7 pupils are set one meaningful piece of homework per subject per fortnight. Year 7 students are expected to spend 20-30 minutes on each piece of homework. A timetable of when each subject will set homework will be available on the Academy Website. Students and parents can keep up to date with the homework that has been set through Microsoft Teams (our online learning platform) from any internet connected device. In addition to this all pupils are expected to read from their personal reading book each week. The Academy using the 'Accelerated Reader' program to monitor and support pupils with their reading.

Completion of homework will be rewarded with Pride £s. Pupils who go the extra mile with their homework will receive bonus Pride £s. These can be put towards buying items from the 'Reward Shop' such as school equipment, 'skip the queue' passes for the canteen and gift vouchers.

7. Reporting

At The Hastings Academy you will receive regular information about your child's progress. This is supported by Parents' and Carers Consultation Evenings which are opportunities to have in-depth discussions with teachers about learning and progress. The following events will be taking place during the academic year:

- There will be three progress reports, which will include information about your child's academic progress, effort, attendance and behaviour.
- Year 7 Parents' Evening

8. Medical Care

Students who feel unwell should report to the Official First Aid Point in Student Reception. They must not go home without permission. If students have to be taken to hospital, staff will accompany them unless it can be arranged for parents to take them or to be at the hospital immediately. We have to inform parents when a student is taken for hospital treatment and it is vital for us to have telephone numbers for emergency contact. If you have no telephone, or cannot be contacted at work, would you please arrange for a neighbour or relative to receive a call in case of emergency and let us know that number.

If your child needs special care, or there is a medical history about which we should know, please inform us when your child joins the Academy. We also need to know if your child suffers from Asthma. At the start of September we will send you an Asthma Care Plan to complete. If your child suffers from asthma they will need to carry their inhaler with them in school at all times. Please make sure they are clearly marked with the student's name so that if they are mislaid or lost we can return them properly.

Please do not send your child to the Academy if they are really unwell. We have only limited facilities for looking after sick students.

Do not send your child to school with medication (with the exception of asthma relievers). If medication needs to be taken during the day this needs to be dropped off at school by an adult with parental



responsibility. You will be asked to complete an Administration of Medication form.

9. Mobile Phones

Students should not bring mobile phones into the Academy. We know that mobile phones have great utility, but are also a massive distraction and it is proven that pro-social behaviour improves drastically when students are fully engaged with their teachers, peers and learning.

The school uses the Yondr pouch system for mobile phones. The Yondr Program employs a simple, lockable pouch that stores a mobile phone. Every student will secure their mobile phone in a personally assigned Yondr pouch when they arrive at the academy. Students will maintain possession of their phones and will not use them until their pouches are opened at the end of the school day when they leave the school site. Students are required to bring their Yondr pouch to and from school each day and are responsible for their pouch at all times.

10. Academy Meals

A range of healthy meals and snacks are served each day in the Academy's restaurant. We are keen to encourage healthy, sociable and civilised eating. All students may consume their food in the restaurant or their social space, including those who bring packed lunches. We operate a cashless system which involves accounts being topped up via ParentPay.

13. Dropping off and picking up students

In order to keep the site safe, there is no vehicle access for parents dropping off or picking up their children. Entry to the site is only permitted because of a visit to a teacher or pick up/drop off for a medical appointment.

11. Rewards

At The Hastings Academy we reward and celebrate students' success at every opportunity. We have a personalised reward system that allows students to earn Pride Pounds for all the great things they do at school every day. Students can earn Pride Pounds by: being at school every day, trying hard in lessons, completing homework, representing the school in sporting events, showing great determination in their learning and much more.

Students can access rewards that include sporting equipment, stationary and shopping vouchers as well as a range of enrichment experiences including trips to the theatre and national sporting events.



12. Safeguarding

The Safeguarding Team here at The Hastings Academy are here for all students to ensure they feel safe, supported and able to access their education. It might be that some students require extensive emotional well-being support options will be offered.

If a student requests additional support or if a need is identified by a member of the pastoral team, then a referral to the Safeguarding team will be made. Students are encouraged to speak to their Tutor, Head of House, Student Support Manager or a member of the Safeguarding Team if they do not feel safe or if they have anything they are worried about.

Students can also reach out for help and support by emailing childprotectiontha@thehastingsacademy.co.uk This email address is overseen by our safeguarding team.

The Safeguarding team are always here to discuss any concerns you may have for the well-being of your child, so please make contact with us via your child's pastoral team.

13. Class Charts

At The Hastings Academy we use Class Charts to track students' attendance, behaviour, rewards and homework. We encourage both students, carers and parents to download the app in order to effectively monitor and support you/your child's learning at The Hastings Academy. We will be very happy to provide assistance with setting this up please contact your child's tutor via email.

14. ParentPay

The Academy is a cashless school. All trips and school meals (except FSM) must be paid via ParentPay either on-line, on a mobile app or at pay points located in local shops. ParentPay is a free service for you to use. You will receive your login details at the beginning of September.

15. Cashless Catering

The Hastings Academy has a cashless catering system which gives the Academy community a more efficient, faster and ultimately better quality of service. This system uses the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric so there is no need for students to carry a card as the system will recognise the thumb of your child at the tills. Accounts must be topped up via ParentPay.

Some of the benefits of the system include:

- Increased speed of service, meaning reduced queuing times
- Total anonymity for students who have Free School Meals



Parent Forum Meetings



We hold bi-monthly parent forum meetings. These are online events where parents and staff can openly discuss anything going on in the Academy. This includes any news, concerns, upcoming changes, and much more. Dates, times and instructions on how to sign up can be seen below:

Term 1 - Wednesday 15th September 2021
Term 2 - Wednesday 10th November 2021
Term 3 - Wednesday 12th January 2022
Term 4 - Wednesday 2nd March 2022
Term 5 - Wednesday 27th April 2022
Term 6 - Wednesday 15th June 2022

If you would like to receive a Microsoft TEAMS link to attend the Parent Forum Meetings, which run from 5-6pm, please e-mail office@thehastingsacademy.org.uk



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Five Top Tips for Students

1

Be on time for the school day and your lessons.

2

Be prepared for learning, make sure you have your equipment and timetable every day, including PE kit when needed.

3

Log onto Class Charts to keep track of your Pride Pounds and what homework you have and do it the night you receive it.

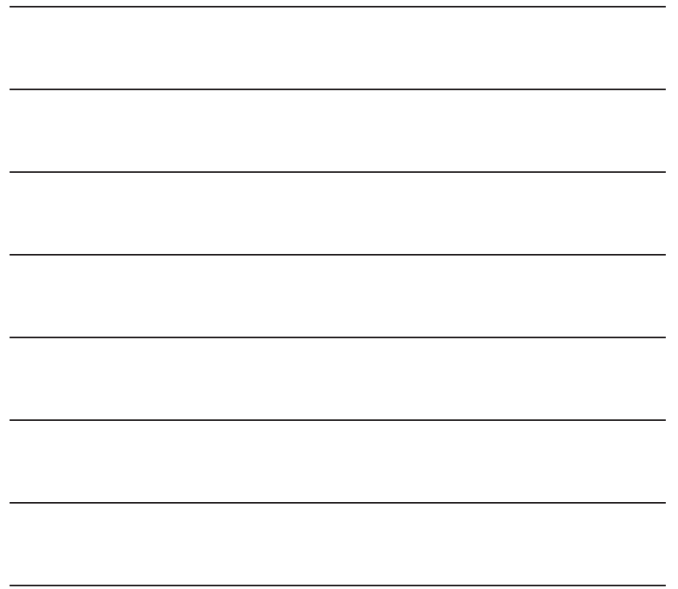
4

Every lesson counts so get into the habit of going for toilet breaks before school, during breaks and after school. You will not be allowed to go during lessons.

5

If you have a problem or a worry, your tutor is there to help you either during tutor time at breaks and before/after school.



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



**THE
HASTINGS
ACADEMY**

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