



About Hanson



Welcome to your new School!



Key Contacts

Email: transition@hansonacademy.org.uk



Director of KS3 Pastoral Progress – Miss Akhtar

Hello everyone! Hope you and your family are keeping safe during these unprecedented times. Just a quick message from me to introduce the team. We are looking forward to you joining Team Hanson in September and hope you are as excited as us. Please do not hesitate to get in contact with the us regarding any questions/concerns you may have. See you soon!



KS3 Pastoral Progress Manager –

Mr Holstead



Year 7 Pastoral Assistant –

Mr Marsden



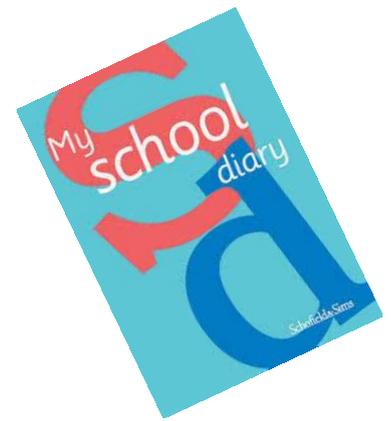
KS3 Assistant Wellbeing Manager –

Mrs Stewart

The School Day

We are open from 7.45 in a morning when students can buy breakfast or meet their friends. After the formal day is over the library and other learning areas will be open as clubs and sports activities take place.

8:20am	Students MUST be in the school building ready to start Period 1 at 8.30am (after this time they will get a late mark). If you are dropping them off by car, please note they need to be dropped off at the turning circle near Goals. Vehicles will not be able to access the school via Sutton Avenue.
8:30am	Period 1 (form time)
9:05am	Period 2
10:05am	Period 3
11:05am	Break where students can buy hot and cold snacks and drinks.
11:20am	Period 4
12:20pm	Lunch - there is a variety of hot and cold meals and drinks available for students to purchase in the Atrium Restaurant or they can bring a packed lunch.
12.50pm	Period 5
1.50pm	Period 6
2:50pm	The formal day ends, but there are activities your child can participate in which start after school. Again, if you arrange to pick your child up by car, please use the turning circle at Goals for the safety of our students, and so that our neighbours are not inconvenienced.



The School will be open in the evening for a range of activities for the local community. Please look out for information as to what is on and when.

Care of Students

Form Groups

Every child is placed in a Year 7 tutor group made up of children of all abilities and aptitudes. We use the information we have received from their previous school to ensure that we place each child sympathetically so they feel as comfortable as possible. It is not always possible to keep groups of friends together but we do try and ensure that they know someone else in the group. We set students in many subject areas and as a result they will come into contact with other students in many lessons. Each group has a tutor who gets to know your child well (as in most cases they will be their tutor for 5 years). They have a tutor period every day where the tutor can discuss your child's progress, their attendance, behaviour and punctuality as well as do enrichment activities which encourage the students to work together. Tutors are ideally suited to discuss any problems your child has and offer support and advice. Other problems may also involve the Key Stage team and other relevant staff members.



Should you wish to contact the school please ring your child's Key Stage team. We ask that you ring to make an appointment, rather than just drop into the main school, as staff are not always available due to other commitments.

Safeguarding

Hanson School takes its role of protecting and supporting students seriously. We understand that high self esteem, confidence, supportive friends and clear lines of communication with trusted adults helps to protect children. We promote a positive atmosphere and a clear framework of support for our students. We promise to listen to students and follow up on issues. In order to support young people we include in the curriculum, activities which provide them with the skills which should help them stay free from abuse. We follow the procedures laid down by the Safeguarding Committee and have a core team that have been fully trained in Safeguarding issues who also ensure that other staff in the school are regularly informed about how to respond appropriately and sensitively to all Safeguarding concerns. All staff in school have undergone enhanced DBS checks and we keep a record of all adults who come into contact with students (Central Register). If we have a concern we follow the correct procedures and ensure that we work closely with parents/carers and other agencies, such as Social Services.

Social Networking Sites

We ask that you are very aware of what your child is writing and who they are contacting. It is very difficult for us if a student has been abusive, threatening or bullying to another student and the problems are then brought into school. We pass our concerns on to the police should this occur. Please do not let your son/daughter use the internet in their room, where you have little or no knowledge of what they are doing, do talk to your child about the dangers of believing what a person who may well be a stranger says, even if they have accepted them as a 'friend'.

If a student abuses the school's ICT system we reserve the right to block them from our system.

Recording Academy Events and Photographs

During the year, many students are involved in a range of activities. Staff, students and parents/carers like to take photographs or record events, such as productions, concerts, sports matches and tournaments and we would like to use these in displays around the school. If you do not want your son or daughters photograph to be used please let us know in writing and we will, of course, respect your wishes.



Looked After Children

We have designated staff with responsibility for Looked after Children who liaise closely with the child's Key Stage team who will wherever possible attend the Looked after Children review meetings.

Special Educational Needs

We are a fully inclusive school and know that some of our students need extra help and/or support. We have a team of staff who give students the support they need whilst giving students independence and opportunities to develop their skills and abilities. The school SENDCO is Scott Delves-Holmes.

Medical Matters

In most cases, students will take prescribed medicines under the supervision of you out of school. Where this is not possible please will you inform the First Aider about the requirement in writing (this can be a letter or a note in the Achievement Planner). Where a child has a long term medical condition requiring drug treatment special arrangements can be made for the safe storage of drugs. Asthma reliever inhalers are normally kept by the student for immediate and easy access.

School staff may not administer any medication including aspirin or paracetamol.

Except in the circumstances outlined, neither prescribed or proprietary medicines nor any other drugs should be brought into school.

Treatment It is helpful if the school is given accurate information regarding any special medical treatment which has to be given regularly in order that we can provide proper supervision.

Please note we have a First aider in school, not a doctor or nurse, so please seek advice from your local doctor's surgery or hospital where appropriate.

Changes to Contact Details

Should you move, change your phone number or email address - please let us know at once in case we need to contact you urgently. Send in a note with the alterations via your child to give in at the student office or telephone us with the details.



Attendance

We carry out 1st day absence calling which means that if we have not heard from you first thing in the morning we will text you to let you know your son/daughter has not arrived at school. (We do allow a little time for students to arrive in case they are late before the text messages go out).

We expect that all students have an excellent record of attendance and that they will achieve a minimum of **98% attendance**. We are aware that some students have medical issues but it is important that these are discussed with your child's Key Stage team and School First Aider so that we can maximise their attendance and fully support them. It is important to point out students who only attend 90% of the time means they are having the equivalent of $\frac{1}{2}$ day a week off! This in turn means in a school year they have 4 weeks off school! If this continues for 5 years, it is the equivalent of having missed $\frac{1}{2}$ a year. It is vital that your son/daughter does not miss any education if they are to reach their potential.



We would ask that you do not take holidays in term time as it does have an effect on your child's education and we will not authorise holidays in term time apart from under exceptional circumstances. If you are requesting leave of absence in term time please fill in the request form which can be obtained from the Main Reception. Please check that your child is not taking any exams before you book any holidays. Students absent for longer than 4 weeks will be removed from roll.

Full copies of all our policies are available on our School Website.

School Uniform

All students in years 7 to 11 must wear our uniform. The school is a place of work, and as such our uniform represents suitable and appropriate working clothes, which avoids extremes of fashion. Please ensure that your son/daughter has the right uniform and leaves the house wearing it correctly. Do not be persuaded that 'everyone is wearing it' when your child tries to tell you they are allowed to wear something that deviates from this list. If you are in any doubt please ring your child's Key Stage team and they will clarify what is or is not school uniform. We would strongly hope that parents/carers will support us in ensuring a high standard of dress.

We expect **ALL** students to look smart and wear our School uniform with pride.

The uniform is:

- A Hanson School Tie (Year 7 has a blue stripe).
- A black blazer (no coats/jackets to be worn inside the school buildings).
- Black footwear/shoes, boots (worn under trousers) or pumps/trainers (flat or low heeled no higher than 6cm and **solid black**).
- An ID badge and Lanyard (this will be given to your child on their first day, there will be a charge for a replacement should your child lose it).
- White school shirt. The collar **must** be suitable to wear with a tie and be able to be fastened up to the neck.
- Black socks.

Boys:

- Plain black tailored trousers (not jeans style, no studs or combat style). If a belt is worn it should be black.

Girls

- Plain black tailored trousers (not stretch pants, leggings, jeans style or combats). If a belt is worn it should be black.

or

Black shalwar and hijab worn over a black pinafore, white school shirt and tie.

Students should not wear any other jewellery than a watch, and if ears are pierced only wear small studs (sleepers, hoops etc are dangerous when there are so many students about). Students will be asked to remove earrings in PE.

We have over 1500 students in the school all wearing our uniform and it is advisable to ensure that all clothing and personal items are clearly named so that if an item is lost it can be returned, as we know how expensive for parents/carers it is having to buy replacement items. Large sums of money or expensive property should not be brought into school.

PE KIT

Girls

Blue Hanson sweatshirt
Blue Hanson sports shirt
Navy-blue Hanson shorts
Plain navy-blue football socks
Optional - Plain navy-blue tracksuit bottoms

Boys

Blue Hanson sweatshirt
Blue Hanson sports shirt
Navy-blue Hanson shorts
Plain navy-blue football socks
Optional - Plain navy-blue tracksuit bottoms

Footwear - Trainers/pumps for indoors which are CLEAN AND NON-MARKING, trainers/pumps/boots for outdoors.

All students have to participate in PE lessons but we are aware that on rare occasions your child may be injured and not able to fully participate in some lessons please notify and discuss this with your child's PE teacher if this is the case. They will however in most cases be expected to join in by perhaps being a referee or similar and will need to bring their PE kit to change into.

Basic Equipment

All students will need the following items of equipment. If your child is unorganised please check that they have them in their bag.

- Pens
- Pencils
- Ruler (30cm)
- Rubber
- Jotter
- Coloured pencils
- Calculator (wait until your Maths lesson to find out the type you need)
- Geometry set
- English dictionary
- Pencil case
- Water bottle



These should be in a school bag (plastic carriers or small handbags are not suitable). It is your child's responsibility to look after their possessions. During PE lessons watches, purses/wallets and ID badges should be handed in for safe keeping to the teacher. **Possessions should not be left unattended as we are not insured for loss of student belongings.**

Your son/daughter will be provided with an Achievement Planner, free of charge. Parents should check the Achievement Planner regularly and sign it every week. If the Achievement Planner is lost, damaged or graffiti student must replace it immediately at a cost of £5.00.

Mobile Phones and other Electronic Devices

We do not actively encourage students to bring mobile phones into school, however, we are aware that many students do have them on their person. **Mobile phones** are brought to school **at the student's own risk**; they must be switched off and kept in the student's school bag during the school day. If any student has a mobile phone out on school site – and this includes coming into or leaving school - or it is heard going off, it will be confiscated for 48 hours. After 48 hours, the mobile phone can be collected from reception at the end of the school day by the student. A negative comment will also be issued. **Only a parent/carer may collect the phone before the confiscation period of 48 hours is up.** If a mobile phone is confiscated on a Thursday, it will be available for collection after school on Friday and if a mobile phone is confiscated on Friday, it will be available for collection on Monday after school.



The above rules also apply to MP3 players, smart watches, ipods etc.

We do not accept any responsibility for phones, iPods etc. which are brought into school and are lost or stolen and we cannot investigate any such losses.

Rewarding Students

At Hanson, we actively encourage positive praise through various means. We believe that positive praise and recognition is at the heart of everything that we do. Students will be keeping a record of stamps in their planners, which will lead to an accumulation of credits. Students will work towards different levels of certificates that will be kept in a Record of Achievement, for the students to share with parents/carers. We also send postcards, letters and text messages to keep parents/carers informed of the positive progress that their child is making. Termly award assemblies are also built into the reward's system and we will be looking to create a 'Student Success board' to celebrate the achievements of students in lessons. These will be chosen by the Key stage team, who will meet with the student to create a short biography of the student's successes. This will be kept in a folder for visitors to acknowledge and a copy will also be sent home for parents/carers. The school will also be keeping parents/carers informed if there are any concerns about the progress or behaviour of a student.

Sanctions for Students

The student achievement planner is the main form of communication with home. In the planner, parents/carers will be able to see daily achievements, as well as negative comments. Staff can write a negative comment for a range of misdemeanors, an example being poor behaviour for learning.

Students can be kept behind at the end of the day for a detention if they accrue 3 negative comments in a lesson or have broken a school rule within the school setting. Although we do not have to give 24 hours notice, we endeavour to do so.

Please refer to the student planner for the various levels of sanctions that can be put in place. When a student's behaviour is unsatisfactory and we feel it warrants more than an after school detention, we do remove them from lessons and place them into the isolation room to work individually for a set period of time. If a student fails isolation or refuses isolation, they will face a fixed period exclusion from school. Again, a detailed summary of the behaviour policy will be found in the student planner, and on the school website. We endeavour to keep parents/carers informed of their child's progress, positive attitude and negative behavior. Parents/carers, will be asked to come into school to discuss the negative behaviour of their child if this behaviour proves to be persistent.

School Meals

The Atrium Restaurant is open for breakfast and at break we offer a good range of food. At lunchtime a wide range of hot and cold meals, sandwiches, snacks and drinks are available.

We are asking all parents to only use our e-payment method to pay for dinner money, trips, music lessons etc. This can be done online using a very secure website called ParentPay or in cash at local stores where you see the PayPoint Logo. If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the 'Add a child' tab on your home page. If you are new to ParentPay you have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your username and password for future logins. If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the 'Add a child' tab on your homepage. Please visit www.parentpay.com and activate your account via the 'Account login' area on the homepage of the site. You will need the activation username and password below to do this which is included in this pack.

Library /Learning Centre

We want to encourage students to use this facility to enhance their learning and enjoyment. It is open at break and lunch for the return of items and at the end of the day. Books etc. may be borrowed for up to two weeks, renewable on request if not required by another user.

In order to achieve a good turnaround of stock and thus ensure all our users have a wide choice, it is essential that books are returned on time and in good condition. (We do reserve the right to charge for lost or damaged items). You will use your ID Swipe card to access resources.

Communication

We want to keep you informed about your child's progress, not only the grades they get but also their attendance, punctuality and behaviour. We regularly send letters and certificates home if we have any concerns or wish to congratulate students and we are trying to make this more efficient by encouraging parents to use our My Ed App. This is a secure environment where parents/carers can see the progress their child is making. You will need to download the App to see your child's progress, attendance, achievements, events and reports. Please download the MyEdd App at www.myedschoolapp.com or via the App Store.

We would also like all parents to attend our consultation evenings where you will be able to discuss with teachers the progress your child is making in different subjects. These appointments can be booked via the MyEdd App at the designated time.



Quick Reference

Late arrival

Students need to report to the Student Reception to sign in before going to lessons. We will contact parents/carers if lateness is persistent and do issue sanctions to the student.

Absence

Please ring the school if your child is going to be absent that day. If your child is absent for more than 2 days please ring and let us know when they are expected to return.

Illness

We look after students until parents/carers can be contacted. Please note we have a first aider not a nurse and children should not be sent to the school in a morning with injuries which require medical attention, we ask that you see your own doctor, practice nurse or casualty department.

Lost property

Students should check lost property at the student reception. Please make sure that all clothing is named as it makes it much easier to return items to the rightful owner! We do ask that you do not allow children to bring expensive items into the school as they will not be covered on our insurance and we cannot be responsible for them.

Forgotten items

Should your child have forgotten something which you then bring into the school, please go to the Main Reception and we will make sure that the item is passed onto them.

Clothing Grants and Free School Meals

Parents in receipt of certain benefits may be entitled to free school meals and a clothing grant. Please contact the Benefits Service at Bradford Council.

Medical/ Dental Appointments

We ask that wherever possible these take place out of our school day. As we finish early this if often possible, if it is not, we do expect that the student only misses the time taken for the appointment and will be present before and after. Please write a note in the students Achievement Planner and attach the Appointment card so that we can authorise the child leaving our care.

Contacting the School

If you are worried about your child please contact your child's Key Stage team on telephone number 01274 776200.

How Can Parents/Carers Support the Transition from Primary to Secondary School?

Over the summer

- Understand how your child may be feeling.
- Encourage self-organisation such as putting clothes away - when they start with us they will be more likely to be organised in their uniform and equipment.
- Increase independence - get them to organise a family outing.
- Minimise criticism - they need to gain confidence.
- Treat it as a 'right of passage' - make it feel important and exciting.
- Keep information packs in view to be looked at regularly and discussed with you.
- Do not make the last few days too exciting - a bit of boredom may help them look forward to a new start!

When attending school

- Make sure they go to bed early and make sure that they go to sleep and are not distracted by phones, TV, games etc.
- Help them manage their time, so that homework is not left until the last minute.
- Help organise themselves by getting their uniform ready the night before so that they are not rushing in the morning.
- Ask to see their planners so that you know what they might need e.g. PE kit, ingredients for Food Technology etc.
- Plan family meals around homework commitments.
- Be tolerant of tetchiness, they will be exhausted!
- Show an interest in what they have been doing and learning.
- Trust that they will manage to do well.

Please take every opportunity to increase links between Hanson School and your family. We firmly believe that a partnership between home and school is vital.



Hanson

EST. 1897