

HIGHGATE WOOD SCHOOL



WELCOME TO HIGHGATE WOOD SCHOOL
2023-24

Where to find us

Highgate Wood School

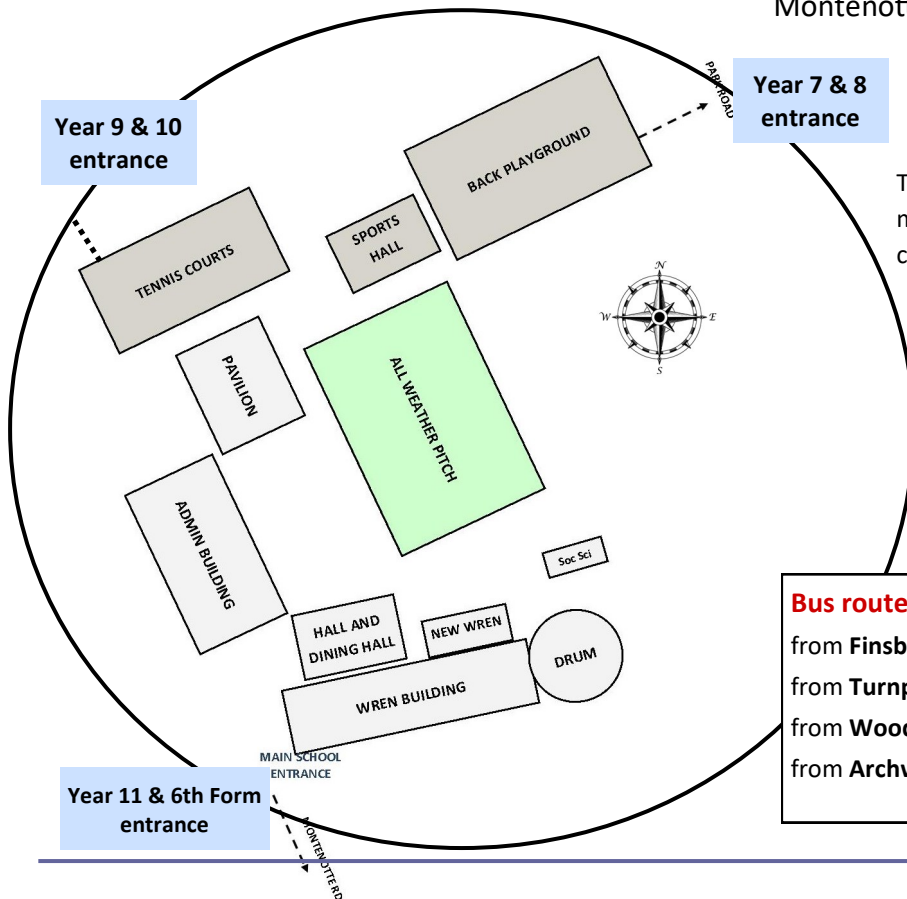
Montenotte Road
 Hornsey
 London N8 8RN
 Tel: 0208 342 7970

Visit us at our website :
www.hws.uk.com

Follow us on Twitter:
twitter.com/highgatewood



Highgate Wood School is located at the end of Montenotte Road, which is off Shepherds Hill.



The Park Road gate is open early in the morning until 8:30 a.m. It then remains closed until the end of school at 2:55 pm

Bus routes to get to the school
 from Finsbury Park **W3** or **W7** bus
 from Turnpike Lane **41** bus
 from Wood Green **W3** or **144A** bus
 from Archway/Haringey **W5** bus

Term Dates*

AUTUMN 2023		SPRING 2024		SUMMER 2024	
Term Starts	Monday 4th Sept INSET DAY	Term Starts	Monday 8th January	Term Starts	Monday 15th April
Students Start	Tuesday 5th September	Half term	12th—16th February	Half term	27th—31st May
Half term	23rd—27th October	Term Ends	Thursday 28th March	Term Ends	Wednesday 24th July
Term Ends	Thursday 21st December				

*Term dates **do not** include INSET Days

Welcome!

I wish to extend a very warm welcome to you from Highgate Wood School. We are a truly comprehensive school, and I believe passionately that this is one of our major strengths. Our students are fantastic, and are at the very heart of our vision for the school. We have a saying at the school that our students don't just come to Highgate Wood School... They **are** Highgate Wood School!

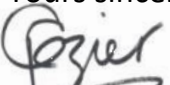
We also benefit from magnificent support from our governing body, our parents and the wider community. However, the people who really make the difference at the school are the staff, who are all absolutely committed to making our school the very best that it can be. We serve at the heart of our local community and give our young people the best opportunities to fulfil their potential and enjoy their learning. Our aim is to be an inclusive school for everyone, a place that brings life to our motto: Everyone Matters, Everyone Achieves.

The novelist Maya Angelou wrote: "Do the best you can until you know better. Then, when you know better, do better." At Highgate Wood School we are fully committed to this sentiment and ask everyone to keep improving on their best and do everything we can to support this. We firmly believe that the biggest influence on someone's success is how hard they work, how focused they are and how well they respond to feedback. So, we recognise the huge importance of perseverance, resilience, focused practice and hard work in enabling people to grow, develop and achieve. We ask all members of the school community – students, staff, parents and governors – to adopt this "can do" approach in dealing with all the challenges that face us.

Traditional values of courtesy, consideration, contribution and cooperation (the 4Cs) underpin the school's ethos and are at the core of our expectations of what we call the "Highgate Wood Way". There are also other important rules, understandings and agreements that are shared by all of us. This booklet provides new students and their families with some of that important information.

This is truly a wonderful time to be a part of the Highgate Wood School community and I trust that all those who choose to join us on our journey will enjoy the Highgate Wood School experience.

Yours sincerely



Patrick Cozier

Attendance and Punctuality



All students are expected to attend school regularly and punctually. The school day begins at 8:35 a.m. and students are asked to be in the playground at least ten minutes before then to avoid the risk of being late. The school day begins with a period of registration and tutorial time. This is when important information is most likely to be shared so it is important that everyone is there to hear it. Those who do arrive late are usually required to serve a detention the following day .



We place great importance on regular attendance and parents/carers are asked to try and arrange medical and dental appointments for students outside of school hours.

If a student is absent because of sickness, we ask that their parents/carers telephone the school and leave a message on the absence line. On their return to school students should find out about any work they may have missed so they can catch up.

The school may request a medical note from the doctor to automatically authorise absences - and this includes authorisation for medical and dental appointments during school hours.

Please avoid scheduling holidays during term time. These do require permission from the school, and such requests are ordinarily refused.

Each Tuesday of Week One we have a condensed day with an early finish for students at 2:25pm. This is to provide time for staff training and development.

THE SCHOOL DAY

Timings	Years 7, 8 and 9	Timings	Years 10, 11 and Post 16
8:35am - 8:45am	Tutor time/Assembly	8:35am - 8:45am	Tutor time/Assembly
8:45am - 9:00am	Reading Time	8:45am - 9:00am	Reading Time
9:00am - 9:55am	Period 1	9:00am - 9:55am	Period 1
9:55am - 10:55am	Period 2	9:55am - 10:55am	Period 2
10:55am - 11:20am	Break	10:55am - 11:20am	Break
11:20am - 12:15pm	Period 3	11:20am - 12:15pm	Period 3
12:15pm - 12:55pm	Lunch time	12:15pm - 1:15pm	Period 4
12:55pm - 1:55pm	Period 4	1:15pm - 1:55pm	Lunch time
1:55pm - 2:55pm	Period 5	1:55pm - 2:55pm	Period 5

Students in Key Stage 3 and 4 dismissed at 2:55pm

Text Alerts



If a student is not in school, and we are not aware of a reason for their absence, we will send a text message home. It is important that we have a contact number for student's families (and that this is kept up-to-date) not only so we can let them know if their child is not in school, but also in case of emergencies or accidents.

PASTORAL SYSTEM AND PASTORAL SUPPORT

All students are a member of their year group and also a member of one of the three Houses: DaVinci, Seacole and Edison.

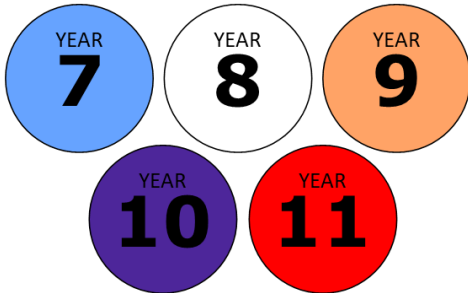


In each year group there are nine tutor groups.

Tutor Groups H, I and G are in Da Vinci House. A, T and E are in Seacole House and W, D and S are in Edison House. Form tutors are usually the first people to contact in the event of most student concerns. Form tutors work closely with their associated Head of Year to help ensure students are happy, well-behaved, progressing well and enjoying their time at school.

Throughout the year there are inter-House competitions, where members of the different Houses compete for rewards and recognition, including the termly non-uniform day. The different Houses are also involved in fundraising and charitable events.

Academic and Pastoral Support



Each year group has a dedicated and very experienced Head of Year who will complete oversight of each year group and will support the tutors in the year to deliver the very best outcomes for their students. Heads of Year will, in turn, be supported by the appropriate Key Stage Leader in the Senior Leadership Team: currently Ms Issitt at Key

Stage 3, Mr Hartley at Key Stage 4 and Ms Julian for Post 16 students.

We will be announcing the tutor teams and the Head of Year 7 for September 2023 in due course. Students' Head of Year and their tutors will follow them through the school as they progress through the years.

Students remain in the same Tutor Group throughout their time at Highgate Wood School but their Teaching Group will change each year. The Tutor Group and Teaching Group will be made up of different students. The usual class size is 27. We set in Maths from Year 7 and in Science from Years 8 and 9.

We do not stream in English.

The Learning Resource Centre

The Learning Resource Centre is well-stocked, well used and offers a service which will encourage you to become an independent learner, a capable ICT user and an enthusiastic reader. The LRC opening hours are: Monday 9:30 am—16:30 pm

Tuesday - Friday 8:15 am—16:30 pm.

ETHOS AND VALUES

Highgate Wood School Aims

At Highgate Wood School the education of every young person is held to be of equal value. The school seeks to create an environment in which all students can...

- Achieve their **full potential**, including the highest standards of academic achievement.
- Feel **valued** and **value others**.
- Become **confident, self-reliant** and **caring** members of society.
- **Understand themselves** and develop a **critical awareness** of the world in which they live.

At Highgate Wood School we believe there is no separation between behaviour and learning. Excellent behaviour and successful learning are complimentary. They go hand-in-hand.

The Highgate Wood Way

The principles which form the basis of everything we do at Highgate Wood School are summarised by the four words:

- | | |
|-----------------------|------------------------|
| ◇ Courtesy | ◇ Cooperation |
| ◇ Contribution | ◇ Consideration |

These go together to become what we call the Highgate Wood Way

Courtesy: We expect an automatic sense of courtesy underpinned by the use of “please,” “thank you” and “sorry”.

Consideration: We expect our students to always be considerate of each other and their surroundings — walking quietly and sensibly, using the bins provided for litter and holding doors open for each other.

Contribution: We want our students to ensure that they are always making a positive contribution to the school community, taking part in as many activities as they can and taking collective responsibility for making Highgate Wood School a better place.

Cooperation: We expect all our students to cooperate with members of staff and with each other. Even when students are unhappy with a decision, we still expect them to cooperate first and then find a way to deal with the situation.

Highgate Wood School Core Values

Together with the 4Cs, our expectations for the conduct of Highgate Wood School students are based on the core values of a growth mind-set which emphasise the importance of : ◇ **Perseverance** and ◇ **Hard work**

and on the shared values of:

- ◇ **Respect** and ◇ **Honesty**

Our ethos and values are reflected through all of our expectations and recognised through our rewards and celebrations.

HOME SCHOOL AGREEMENT

Our Home-School agreement lays down the basic expectations and understanding that we have at Highgate Wood School.

STUDENT AGREEMENT

As a student I will:

- Do my best to be a credit to myself, my family and my school
- Contribute well and work hard in class and at home so that I can achieve my full potential
- Attend school regularly and arrive at lessons, registration and assemblies on time
- Wear the correct full school uniform and follow the school uniform code
- Be equipped for learning (see equipment list)
- Support the school's values and ethos by demonstrating the 4Cs
- Follow the school's rules and accept the consequences of my actions - the rewards and the sanctions
- Help other students by allowing every teacher to teach and every learner to learn
- Behave safely, sensibly and with courtesy and consideration on my journeys to and from school
- Behave with courtesy and consideration in and out of class, cooperate with school staff and contribute to my own learning
- Respect and care for others and their property (including school property)
- Complete my homework to the very best of my ability and hand it in on time
- Find out what opportunities are available to me to contribute to the life of the school and develop myself as a person.
- Show consideration and respect for the environment—in and out of school
- Pass all letters, notes and reports to my parents\carers on the day they are issued
- Talk with my parents\carers and teachers about any concerns that I have about my progress, safety and happiness at school
- Observe the school's policies and advice on the safety of myself and others, including advice given about on-line safety
- Be a proud member of Highgate Wood School and follow the Highgate Wood Way

PARENT/CARER AGREEMENT

As a parent/carer I will:

- Endeavour to adopt the 4Cs of Courtesy, Consideration, Co-operation and Contribution in all my interactions with the school
- Take an active interest in all aspects of my child's school life
- Make sure that my child attends school regularly, on time, properly equipped and properly dressed in full school uniform
- Keep the school informed with any information that may be relevant to my child's health, happiness, work or behaviour

./contd.

- Ensure that the school is provided with details of any changes to my address, telephone numbers or emergency contact detail
- Notify the school if, for any reason, my child cannot attend
- Support the school's policies and guidelines as outlined on the school website, and encourage my child to do the same
- Regularly Satchel One to see what homework has been set and keep up-to-date with my child's achievements and behaviour.
- Encourage my child to make the required effort and provide an atmosphere at home which is conducive to learning
- Attend parents' consultation evenings and other meetings at which my presence is requested, virtually or in person
- Support the school's detention policy and the behaviour policy
- Encourage my child to participate in the extra-curricular opportunities offered by the school and for them to attend off-site visits

SCHOOL AGREEMENT

The school will:

- Provide a safe and stimulating learning environment for your child
- Ensure that your child has the opportunities, support and guidance to fulfil his/her potential as a learner and a member of the school community
- Offer a broad and balanced curriculum for students of all abilities
- Expect high standards, set clear rules, promote mutual respect and nurture high aspirations for every student
- Encourage all students to take responsibility for their own actions, feel proud of their achievements and enjoy being a student at the school
- Keep you informed about your child's progress and attainment at school as well as more general school matters
- Insist that all students observe the school's behaviour and anti-bullying codes
- Set regular homework and provide suitable facilities for homework to be done at school
- Record and reward hard work, good progress, perseverance and effort
- Offer a wide range of extra-curricular opportunities that will develop broader skills to prepare your child for life beyond school.

CONTINUOUSLY BUILDING ON YOUR BEST

Knowing better so you can do better is a summary of our ethos and aspirations. It is inspired by the American novelist Maya Angelou who wrote: "Do the best you can until you know better. Then, when you know better, do better." Everyone at Highgate Wood School is engaged in a process of continuous improvement, reflecting on what we have learnt and building on our best to become even better.

STUDENT CODE OF CONDUCT

In the community of Highgate Wood School, I must:

- **Listen** to members of staff and follow their instructions politely and calmly
- **Be honest** and not be afraid to tell the truth
- Be **polite** to those I encounter and treat all people as I would wish to be treated myself
- Go **straight to lessons**, holding doors open for others when corridors are busy
- **Walk calmly and quietly** on corridors and staircases, keeping to the **left, without rushing or causing a disturbance**
- Eat **only** in the designated areas
- **Respect** other people's individuality and family life so they are not offended by what I say or do
- **Never insult, undermine or swear** at any member of staff, visitor or student, whether in person, through others, or via social media
- **Never rush, fight, play-fight** or engage in other forms of physical abuse or intimidation to anyone at any time
- **Never touch or vandalise** other people's or the school's property, and treat other's belongings with respect
- **Always** wear my uniform completely and correctly

EXPECTATIONS OF BEHAVIOUR FOR LEARNING

In lessons, to help me achieve, I will:

- Make **learning my priority** and understand there are no shortcuts
- Be **on time** for school and all lessons
- Bring my water bottle, PE Kit (as required) and all equipment I need for school every day
- Enter the classroom **quietly**, greet the teacher, go straight to my seat and get relevant equipment out as necessary
- Settle down to the starter activity (if set) straight away.
- Show **respect** for my own learning and that of others by being quiet when requested
- Be an **active learner** engaging with all activities
- **Respect other peoples' responses and questions and learn from them by active listening**
- **Drink water** when necessary (and permissible depending on the subject and venue) , but never eat or chew in class
- Make sure I **catch up** with my learning when I am absent from school or behind in my work a disturbance
- Remember it is **always the teacher** who determines what happens in lessons
- Be cooperative about school rules and with school staff. I may not always agree with what is being asked of me, but I will always comply and find an appropriate time later on to discuss the issue and resolve my concerns

UNIFORM AND EQUIPMENT

Uniform

Students at Highgate Wood School wear a uniform. Students are expected to wear the uniform correctly, and with pride. It is important that all items are clearly marked with the students' full name.



Blazers, jumpers, skirt, ties and PE kit are all available to buy through School Colours Direct. It is necessary to create an account and login to view and order these items on their site. There is a link to the School Colours Direct site on the school website.

Items such as trousers, shirts, socks and shoes, black shorts for PE are not supplied by the school and should be bought from outside retailers. There is no specification as to where you buy these, as long as they are the correct type. Please be particularly careful when purchasing shoes. Some companies will brand their shoes as "school shoes," but that does not mean they are Highgate Wood School shoes. If a shoe looks like a casual shoe, or a trainer, then it will be regarded as such. It will not be appropriate for school.

In all matters around school uniform and dress code the Headteacher's decision is final.

If a student does not have all their uniform items, or if they are missing any item of equipment they will need to visit their Key Stage Office before 8:30am. They should bring a note in by way of explanation and then a solution will be found. If a student does not alert their Key Stage Office to the missing items before school starts they are likely to face either a detention or being placed out of circulation until the issue is resolved.

Items of value e.g. jewellery, watches, music players, mobile phones, computer consoles or large amounts of money should not be brought into school.

If such items are brought into school it is at the owner's risk.

Electronic items must be switched off and not on display

If a student's mobile phone is heard or seen on the school site (including before and after school) then it will be confiscated for a full-week



Required Equipment

Students must bring the following into school every day: their current reading book and refillable water bottle. A pencil case with the following contents: two black or blue writing pens, a green (or purple) writing pen, two highlighter pens (any bright colours), two sharpened pencils, an eraser (correction fluid is not allowed), a ruler, a protractor, a 30cm ruler and a scientific calculator. Books/folders for the day, PE Kit (including trainers, on appropriate days) and any other necessary item requested by staff. These, together with their other belongings, should be carried in a strong school bag.

HIGHGATE WOOD SCHOOL UNIFORM CODE

BOYS

Shirt: Plain white, tucked into trousers at all times. The top button should be fastened.

Trousers: Plain black regular fitting trousers, not tight or “skinny” but must be straight cut, medium width, regular fit or pleated. They should not be worn below the waist (no underwear should be visible). No jeans, leggings, tracksuit bottoms or cords.

Ties: All students must wear their year group school tie. Ties must be pulled smartly up to the top shirt button. Ties should be worn so they reach down to just above the waist.

Jumpers: Plain black, V-neck with HWS blue trim around the neck to be worn in cold weather as needed, not tucked in at the waist. No other form of jumper is acceptable.

Blazers: HWS blazers, which are black with a blue lining, are worn at all times except inside a classroom where they may be put on the back of a chair.

Shoes: Plain black leather (or leather look), suede or patent shoes with flat heels. Plain black ankle boots are also acceptable. No coloured trim or stitching. School shoes must be formal shoes and not have the look of a trainer or sports shoe. If it looks like a trainer it will be considered to be a trainer and not allowed.

Socks: Plain black, white or grey ankle socks or below the knee socks. Socks must be plain with no logos or frills.

Lanyards and ID cards: All students should wear their lanyards displaying their school ID cards.

GIRLS

Shirt: Plain white, tucked into trousers/skirt at all times. The top button should be fastened.

Trousers: Plain black regular fitting trousers, not tight or “skinny” but must be straight cut, medium width, regular fit or pleated. They should not be worn below the waist (no underwear should be visible). No jeans, leggings, tracksuit bottoms or cords.

or

Skirt: School skirt, with summer blue strip. It needs to be just above knee-length with waist buttons visible.

Ties: All students must wear their year group school tie. Ties must be pulled smartly up to the top shirt button. Ties should be worn so they reach down to just above the waist.

Jumpers: Plain black, V-neck with HWS blue trim around the neck to be worn in cold weather as needed, not tucked in at the waist. No other form of jumper is acceptable.

Blazers: HWS blazers, which are black with a blue lining, are worn at all times except inside a classroom where they may be put on the back of a chair.

Shoes: Plain black leather (or leather look), suede or patent shoes with flat heels. Plain black ankle boots are also acceptable. No coloured trim or stitching. School shoes must be formal shoes and not have the look of a trainer or sports shoe. If it looks like a trainer it will be considered to be a trainer and not allowed.

Tights: Plain black, white, grey or flesh coloured (no patterns).

Socks: Plain black, white or grey ankle socks or below the knee socks. Socks must be plain with no logos or frills.

Lanyards and ID cards: All students should wear their lanyards displaying their school ID cards.

All

Religious Wear: Religious wear is acceptable, although the school does require that items be restricted to plain black, blue or white

Bag: Students must have a bag large enough and strong enough to carry all the required school equipment plus other items they require.

Coat/Rainwear: There is no uniform coat. If students wear a coat or raincoat, it must be worn over the blazer (and not instead of it). Rainproof or waterproof coats with a full zip are permitted, irrespective of their thickness, but must be large enough to fit comfortably over the blazer. Preferably, the coat or raincoat will be a plain, dark colour. No hoodies, denim or leather jackets, no bomber jackets or any coat or jacket carrying large logos is allowed.

Headwear: Hats/caps can be worn outside and in the playground, but must be removed inside the building. Bandanas are not allowed. Headbands or fabric head ties (which can be classified as a headband) cannot cover the whole head but should be worn like an Alice band, and must be plain black, navy or white.

Jewellery: Large items of jewellery should not be worn, e.g. large hooped earrings (earrings bigger than that which comfortably can fit a finger between the ear lobe and the earring), large bracelets or rings. **Necklaces/Chains:** should be worn under shirts so that they are not visible. You may be asked to remove jewellery during some practical lessons for reasons of Health and Safety.

Makeup: Teachers reserve the right to ask students to remove excessive makeup at their discretion. Light touch subtle make up is acceptable.

False Nails: Are not acceptable at school. Students found wearing them will be asked to have them removed by the following school day.

PE Kit:

All students must have the following in their PE kit:

- Polo shirt of their house colour (purchased through School Colours Direct)
- HWS Black tracksuit bottoms (purchased through School Colours Direct) or any plain, non branded black tracksuit bottoms (no logos, no branding, and not leggings).
- PE hoodie (this item is optional, but no other hoodie is acceptable. Purchased via school)
- Black shorts
- Black sport socks
- Trainers (any colour)

NB - Only the polo shirt in the house colour is compulsory. Hoodies are optional but no hoodie apart from the ones sold through School Colours are permitted.

School Policies

Highgate Wood School policies, including our Behaviour Policy, Homework Policy, Equalities Policy, Complaints Policy, Safeguarding Policy, Data Protection Policy and Privacy Notices together with other information that is helpful to parents/carers and students, are available for viewing on the school website at www.hws.uk.com.

If there are any difficulties in accessing these, contact admin@hws.haringey.sch.uk

ACCEPTABLE USE POLICY FOR ICT AND ONLINE ACCESS

Our computer network, e-mail systems, online platforms (including Satchel One, Office 365 and Google Workspace) together with the many computer programmes and online resources we use, are an essential part of teaching and learning at Highgate Wood School. We must all be responsible users of these facilities and use them safely. To support this, and to teach students the importance of applying the principles of our 4Cs to their online lives, we require all students to agree to the following:

- I understand that I am responsible for the files saved in my user area, my e-mail account and my online accounts, including my personal social network and other accounts. I understand my activity when using these systems can be monitored and that there is always a digital footprint that can be tracked
- I will keep my logins, IDs and passwords private. I will not allow others to use my accounts and I accept that actions carried out on my accounts are my responsibility.
- I will alert the school immediately if I believe someone else has accessed my own accounts or if I suspect my password has been compromised.
- I will not access or try to access any material on the Internet or elsewhere that would be considered offensive or inappropriate in the judgement of the school's Headteacher (or delegate) because of pornographic, racist, violent, illegal, illicit or other content
- I will be courteous and considerate in my use of ICT. I will refrain from using obscene, harassing or abusive language or images on the computer
- I will not take photographs or video of anyone without their clear permission
- I accept that I am responsible for monitoring and appropriately rejecting materials, links, and information accessed/received by me through the internet or other means.
- If I see something that concerns, disturbs or upsets me I will not share it, but I will either tell a trusted adult or report it directly to CEOPS, the Internet Watch Foundation or the school, or do both
- I am aware that some websites and social networks have age restrictions and I will respect these and not try to cheat these systems
- I will not reveal personal information, including names, addresses, credit card details and telephone numbers of others or myself to anyone over the Internet without the explicit permission of a trusted adult.
- I understand the school has the right to take action against me in incidents of inappropriate behaviour that involve my membership of the school community even when I am out of school (examples would be cyber-bullying, or use of images or personal information about people in the school).

If I violate any of the terms of this agreement, I may be denied access to the schools ICT resources for a time and may face further disciplinary action as determined by the Headteacher. I am aware that each case will be considered on its merits.

SACHEL ONE: MERITS AND HOMEWORK

Rewards

The reward system at Highgate Wood School centres on the awarding of merits. Merits are based and awarded on the core values of Highgate Wood School expressed in:

- The Student Code of Conduct for expectations in lessons, around the school and in the community
- Contribution, Courtesy, Consideration and Cooperation (The 4Cs)
- Persistence and Hard Work
- Respect and Honesty

Where students have had a particular achievement they may also be congratulated at one of our Celebration Assemblies which happen every single week.



Recording Merits

- All merits (and demerits) are automatically recorded online in the student's personal Satchel One account, which they have access to through their regular school username and password.
- If parents/carers have registered with Satchel One they are also able to see the merits (and any demerits) that have been awarded for their child.



Homework

It is school policy for students to undertake homework. This will include a range of different activities and tasks.

Students in Key Stage 3 are expected to complete one hour of homework a week for their core subjects (English, Mathematics and Science), and one hour of homework a fortnight for each of their foundation subjects.

Homework is available on line through Satchel One.

All students are able to login to Satchel One using the same username and password that they have for the school network . Parents and carers will have their own login details which will be made available to them at the beginning of term. This will allow them to see the homework set for their child(ren). Students and their parents/carers are able to access this site from any computer to view and download what is required.

Students who do not have access to a computer at home can make use of the ICT facilities at school, especially the LRC, to access this resource. Satchel One is also available as an App and can be viewed on any smartphone

If a student or parent/carer has forgotten their login details they are still able to see the homework that has been set by following the link on the school website.

ANTI-BULLYING AND HARASSMENT CODE

Everybody has the right to enjoy each day free from intimidation, unkind actions or remarks, both in school and on the way to school.

Any ongoing, persistent or malicious unkind action or comment will be called **BULLYING**. **HARASSMENT** is unwanted behaviour which you find offensive or which makes you feel intimidated or humiliated. Unwanted behaviour could be spoken or written words, offensive or hurtful online comments, offensive, upsetting physical gestures or facial expressions, or uninvited physical contact, touching, encroaching on someone's personal space or trying to coerce someone to do something they do not wish to do.

We must all help each other to be happy by reporting **ALL** bullying and harassment

Do you know anyone who is being bullied or harassed?

What should you do?

- TELL someone —
 - * ANY adult in school
 - * A friend
 - * A peer mentor
 - * A parent or somebody you can trust
- Show bullies that you don't like what they are doing.
- Help and support children you see who are being bullied.
- Don't make teasing or hurtful remarks.
- Use the online Bully Box on the school website under the Student tab to report all incidents of concern.

Are you being bullied or harassed?

What should you do?

- REPORT IT on the online Bully Box on the school website under the Student tab to report all incidents of concern.
- TELL an adult you can trust. Give us time to find out what is happening. If you are still not happy, see a member of the Senior Leadership Team.
- Try not to show that you are upset (this is difficult)
- Try to ignore the perpetrator
- Walk away quickly and confidently (even if you are afraid inside)
- Shout loudly to show that you are not afraid.
- Stay with your friends and say NO to the bully. Do not try to buy the bully off with sweets or give them money.
- Try not to be alone where you could be bullied.
- If you are different in any way, be PROUD of it. It's good to be an individual. There's nothing wrong with you!
- On the Digital Safety pages of the school website there are links and contact details for lots of organisations that might be able to help.

It is EVERYONE's responsibility to prevent bullying and harassment.

IMPORTANT INFORMATION



Mobile Phones

Mobile phones must not be seen or heard on the school site at any time, including before and after school. If a student wishes to bring their mobile phone to school they must keep it out of sight and must not use it until they are outside the school gates. If a mobile phone is seen or heard in school it will be confiscated. and returned at an appropriate time, usually 7 full days later.

If a student needs to contact home in an emergency they are able to ask their teacher or another member of staff to use a school phone from one of the offices.

Safeguarding



Keeping children safe, as well as being happy and able to learn, is one of the most important things in school. It is important that all students are aware of the systems that are in place for reporting any of their worries or concerns.

Form tutors are usually the first people to contact in the event of most student concerns, but issues regarding safeguarding are referred to our Designated Safeguarding Lead, Ms. Burniston, (Deputy Headteacher), or any other member of the designated safeguarding team. If a student is unable to locate these members of staff they should see their Form Tutor, Head of Year or any other member of staff.

When the concern occurs outside of school it is still important that the school is alerted. Students are asked to fill in the online Bully Box on the school website (under Students and Resources) if they need to contact someone. Their message will be forwarded on to the person they request it to be passed to.

Anyone can raise safeguarding concerns through safeguarding@hws.haringey.sch.uk

Online Activity

Even though most social networking sites are blocked on our school network and mobile phone use is not allowed by students in the school, we expect all Highgate Wood School students to behave with care, consideration and courtesy in their online lives, including their activities on social media platforms.

Issues of cyber-bullying inside or outside of school, are dealt with very seriously, as is the more general conduct of our students online. We believe our school community extends into our online activity and thus expect the same standards of conduct and behaviour to apply.

Students are required to sign an Acceptable Use Agreement to cover their online activity, A copy of that agreement is included in this booklet



Use of Photographs and Video



Highgate Wood School makes use of photographs of our students for educational, information and publicity purposes in our publications, including our website and school magazine, and also on school displays.

We ask that parents/carers give us their permission to use photographs in this way and contact us specifically if they do not wish to grant such permission.

Occasionally we also make use of video recordings for which we request the same permissions. Video is also sometimes used for staff training. Students are always told in advance that a video recording will be taking place. These class videos are never shown publicly but are used only by teachers within the school to help them improve and develop their teaching practice.

From time to time photographs from the school, including those featuring students, are made available to other appropriate organisations, e.g. Haringey Council and the local press. Again we ask that parents/carers give us their permission to use photographs in this way and contact us specifically if they do not wish to grant such permission.

The school has a policy to never directly identify students appearing in photographs that appear on our website by their full name.

CCTV

There are a number of CCTV cameras in the shared public areas of the school. This includes corridors and playgrounds. These are in place to help ensure the safety and security of people and property in school.

Footage from our CCTV system is never made public or shared, except with the police or official bodies carrying out an investigation.



Computer Rooms

Highgate Wood School has an extremely well-equipped computer network which extends to the Learning Resource Centre and most departments. All students have their own username and password which gives them access to the school network as well as their Office 365 account, their account for Google Workspace and the very wide range of other online resources that are available for their use.



ID Cards



Official photo ID cards are issued as soon as possible after a new student has joined the school, usually on the first day.

The card is used to pay for your meals and snacks in the canteen. It also work as a “print card” to collect work that has been sent to the school’s printers and as a library card, allowing students to borrow books and other resources from the Learning Resource Centre.

For students who qualify for Free School Meals, the FSM allowance will appear automatically on their card at the beginning of every school day.

Students must keep their card safely and bring it into school every day. If the card is lost it can be replaced, but there is a charge made if we have to issue a new one.

Biometrics

For students who wish to do so, fingerprint ID is also available so you can pay for your meals in the canteen using your fingerprint rather than your ID card. Fingerprint recording will take place at the beginning of the year and will require both the student and their parent or carer to give their written agreement. This agreement does explain how our biometric system works and how the records are safe and secure, maintaining personal privacy.

Office 365 and online resources

All students at Highgate Wood School have their own school Office 365 account which they are able to access from anywhere with an internet connection. This will give them access to online versions of Word, Excel and PowerPoint, as well as giving them access to their own user area of the school network and to the folders that their teachers share with them.



Students will also have their own online Google Workspace Account, providing them with a whole range of Google tools, including Google Classrooms.

Students at Highgate Wood School also have access to a whole range of other online resources including Accelerated Reader, Sam Learning, Kerboodle, Tassomai, Fast Tomato, MyMaths, Mathswatch and also Satchel One, used for logging homework and through which students are able to keep track of the merits they receive for good conduct, work and effort.

Though all these online resources are available on a smart phone, and many have their own App, it is beneficial for students to have access to their own computer or laptop.

There are parental logons for many of these online services which helps families keep in touch with what their children are learning in school as well as allowing them to keep tabs on homework and merits

First-aid and treating sickness in school

We have a Medical Needs Assistant at school to support students with medical conditions, as well as to assist students who are feeling poorly or suffer an injury at school. Many of our staff are also qualified first-aiders.

If a student falls ill during a lesson or tutor period, they are expected to tell their teacher who will decide what to do – and this may involve them being asked to stay in lessons, be treated with first aid in the Medical Room, or sent home. A similar decision is made if there is an accident or an emergency, when it may be decided that an ambulance or other medical service needs to be called.

Importance of providing accurate contact details:

We rely on parents/carers providing the school with accurate details so that someone from home, or someone who has been authorised by the parents/carers, can be contacted in the event of an emergency.

It is also important that the school has accurate telephone contact details, address details and, where possible, email details so that we are able to contact parents and carers with important information regarding events happening at the school, their child's progress and well-being and any incidents of which they should be informed.



Parent School Association

Every Highgate Wood School parent and carer automatically becomes a member of the PSA when their child joins the school and it is through the PSA's fundraising campaigns that the school is able to run many of the initiatives and provide support for families facing hardship.

The role and aims of the PSA is to:

- provide opportunities for parents and carers to meet staff and management, as well as other parents and carers.
- support the school through fundraising, helping to organise and run social events and keeping parents informed of school events.
- act as a link between Highgate Wood School families and the school's Senior Leadership Team raising school issues.

Because the PSA is a charity, it also helps to facilitate the Parent Carer Fund (PCF) that helps raise money for major projects within the school.

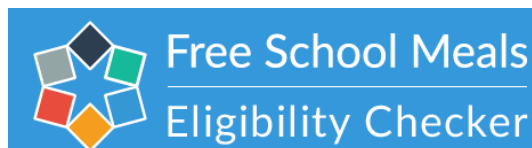
More information on the PSA and the PCF can be found under the Parent tab of the school website but you can also email the PSA directly at email hwoodpsa@gmail.com .

Do you qualify for Free School Meals?

You can register your child for Free School Meals if you get any of these benefits:

- Income Support
- Income Based Job Seeker's Allowance
- Income Related Employment and Support Allowance ESA
- Child Tax Credit providing you are not entitled to Working Tax Credit and your annual income as assessed by Revenues and Customs is below £16,190
- Guaranteed Element of State Pension Credit
- Universal Credit
- Working Tax Credit run-on
- Supported under Part VI of the Immigration and Asylum Act 1999.

You can check your Free School Meal eligibility online at <http://fsm.lgfl.net> and following the instructions on screen.



Cashless Catering

Students use their school ID card to pay for meals and snacks in the Dining Hall. The card is a proximity card and works in a very similar way to the Oyster cards that many students use on public transport. You can “load” it with cash either through the machines at school or online at home. If your child is entitled to Free School Meals that money will automatically appear on their card every day. You can also “top up” your child’s lunch card online. Families can top up their child’s account online through SCOPAY. You will receive your SCOPAY details just before term begins.



Breakfast and mid-morning Break

The Dining Hall is open before school and also through mid-morning break. Students are able to have refreshments here during these times. They can also purchase food from the outdoor Food Pod at break and lunch.

Students in the sixth form may purchase food throughout the day, but the Dining Hall is out-of-bounds to younger students except at breaks and lunchtimes.

Lunch Break

Most students have school lunches from the Food Pod or Dining Hall which has a cafeteria system, others bring a packed lunch.



NGRT Reading Tests

Our new Year 7 students will sit NGRT reading tests during the first few weeks of school. Students and their families will be receive details about this separately. The NGRT is a short online test lasting less than 20 minutes and for which no preparation is required (or possible). Students will take the tests in their teaching groups on the computer.

Reports

Families receive reports of their child's progress each term. These will carry a Learning Judgement for each subject. These range from Excellent to Concern.

An **Excellent Learning Judgement** indicates a student to have developed excellent learning habits for future academic success.

A **Good Learning Judgement** indicates a student to have developed good learning habits for future academic success.

An **Inconsistent Learning Judgement** indicates a student needs to work towards a 'Good' Learning Judgement to ensure they develop the right learning habits for future academic success.

A **Concern Learning Judgement** indicates a student needs to work towards a 'Good' Learning Judgement to ensure they develop the right learning habits for future academic success.

If a student receives an Inconsistent or Concern Learning Judgment in a subject the report will also contain a suggestion for improvement.

Parents' Evenings

Every year group holds a Parents' Consultation Evening once during the academic year. For Year 7 that evening takes place in the spring term.

Parents' Evenings are held on-line through the Schoolcloud and enables parents and carers to have online conversations with all their child's subject teachers.

There is a Pastoral Review Day in December when families are able to speak to their child's form tutor. Year 7 families will also receive an update on how their child is settling in after the first few weeks of being at Highgate Wood School.

SCHOOL ENTRANCES

All three of the school's entrances are open for all year groups until 8:15am.

From 8:15am students must use their year group's entrance:

Years 7 and 8 students: Park Road

Years 9 and 10 students: Tennis Courts

Year 11 and Post 16 students: Montenotte Road

The dedicated entrances are also the dedicated exits, though students may leave from any exit after 3:30pm

Pupil Premium

Did you know that just registering your child for Free School Meals (FSM) means that the school also gets extra money?

Part of the funding for school comes from “Pupil Premium” which is calculated on the number of students in the school who have claimed Free School Meals. This additional funding is designed to allow us support disadvantaged pupils and close the attainment gap between them and their peers. You may also be entitled to a uniform allowance. We really believe that everyone matters and the Pupil Premium helps us translate this idea into reality. We use our Pupil Premium funding to improve facilities and staffing for students to study at school, to provide additional mentoring, guidance and support and for a whole range of other initiatives which are reported on the school website. Those registered for Free School Meals also get subsidised music lessons, subsidies for school trips, 16-19 bursary grants, and access to many other forms of support.

We urge all parents/carers who believe they may be eligible for Free School Meals to register as soon as possible.

- No one will know you have registered and it will not affect any other benefits you are claiming.
- The benefit will be automatically put on the student’s ID card every day so no fuss or publicity.
- You don’t need to provide any evidence of your benefits as your eligibility will be checked automatically.
- Older students can also register for Free School Meals if they get any of these benefits themselves.

Contacts for registration for Free School Meals:

Haringey Council

48 Station Road

Wood Green

London N22 7TY

Phone: 020 8489 2135

Fax: 0208489 1945

Email: Student.Finance@haringey.gov.uk

Website: <http://www.haringey.gov.uk>

and go to ‘Children and Families’ page for link to ‘Free School Meals’

Please talk to us if you need any help.

As the Pupil Premium is paid to the school for all students who have claimed for Free School Meals over a period of six years we also request that you notify us if you successfully claimed Free School Meals in the past.

KEY DATES

Friday 30th June 2023:

6:00pm - 9:00pm

MADFEST

Highgate Wood School's annual celebration of Music, Art and Drama.

New families are very welcome. Tickets available through the school website.

July (dates to be confirmed)

TRANSITION INTERVIEWS

New students and their parents/carers are invited in for a short discussion with a member of the Year 7 team. This will be the start of us getting to know you, and you us.

Monday 3rd July 2023:

9.00am - 11.30am

Additional Year 7 Transition Day

All students with an EHCP or who those are Looked After spend an additional morning at Highgate Wood School to support their transition from primary school.

Tuesday 4th July 2023:

9.00am - 2.10pm

Year 7 Transition Day

All students spend the day at Highgate Wood School, learning their way around the school, meeting many of their teachers and getting to know all their classmates.

Tuesday 4th July 2023:

6.30 pm - 7.30pm

Parents/Carers Transition Open Evening

Parents and carers of our new Year 7 students meet Headteacher, Mr Cozier; Assistant Headteacher and Transition Lead, Ms Issitt, the Head of Year 7 and their child's form tutor.

Tuesday 5th September 2023

10.30am -1.30pm

Start of Term

First Day of term for Year 7 (the rest of the school come in at 2.10pm)



Highgate Wood School
Montenotte Road
Hornsey
London N8 8RN

Tel: 0208 3427970

Fax: 0208 342 7978

website: www.hws.uk.com

twitter: twitter.com/highgatewood
