

The Harefield Academy

Achievement through Active Learning

Northwood Way, Harefield, Uxbridge, Middlesex, UB9 6ET

T: 01895 822108 F: 01895 822414 E: info@theharefieldacademy.org

W: www.theharefieldacademy.org

Headteacher: Niall McManus BA PGCE



Dear Parent / Carer

We are really looking forward to welcoming our returning students back as well as our new students who are starting their next educational pathway at The Harefield Academy next week.

To ensure a smooth start of term, please take the time to read this information with your child. We will also be reminding students of the school routines and systems on their first day back.

Start of term arrangements

Term starts for all students (Years 7 - 13) on Friday 2nd September at 8.30am.

Year 12 and 13 students will go to the 6th form centre where they will be met by their form tutors and be led to their tutor rooms for extended tutor time. They will have their photo taken; fingerprint copied for access to the cashless system used in the canteen; they will also be allocated a locker which will be in the 6th form room. We will ensure all 6th formers have a smooth transition and a great start to their next pathway.

New Timings of the School Day

The school day will be changing from 2nd September. We will now start at 8.30 a.m. and finish at 3:00p.m (all students). Form time and lunchtime have been extended. The school building will open from 8.15am for students.

Attendance

We expect student attendance to be 100%, though there might be exceptional circumstances e.g. sickness. We will send you regular updates on your child's attendance and punctuality for the academic year. We need your support in ensuring your child is always in school.

Attendance	Judgement	Impact
100%-97%	Excellent - National Expectation	Your child will have the best chance to achieve the best grades for their ability to prepare them for further education or the world of work
96%-90%	Below National Average - Cause for concern	An average of 95% is equivalent to a quarter of a year lost over five years An average of 90% is equivalent to half a year lost over five years
89% and below	Serious concern - major issue	An average of 80% is equivalent to one year lost over five years

Student absence

- If your child is absent for any reason contact the school at the earliest opportunity to provide a reason for absence, and no later than 8:30am.
- If no one is available to take your call, please leave a voicemail stating the name of the child, form group and reason for absence. If you require a call back from the attendance officer, you must clearly state this in your message.
- This should be by telephone to the school office on all days of unplanned absence.



Punctuality

- School starts at 8:30am each day and am registers close at 9am.
- Any student who arrives between these times will be marked late, any student arriving after registers close will be marked as unauthorised.
- All students who are late to school must sign in via reception.

6th form dress code policy:

It is a sixth form privilege not to wear school uniform. The school expects that you will dress suitably and avoid extremes of fashion. Many outsiders judge the school by the appearance of its sixth formers and younger students look to the sixth form students as role models.

The intention of the Sixth Form dress code is to dress as if they were working in a smart office environment.

The dress code is reviewed annually and the following has been agreed for the academic year 2022-2023.

Boys

- Shirt with collar and tie - no polo shirts
- Tailored trousers, chinos. (grey, black, beige) No jeans, combats, leggings, tracksuit bottoms or shorts
- Smart leather shoes (black, brown) shoes . Trainers, canvas pumps, heavy boots and flip-flops are not allowed.

Girls

- Blouse, shirt or smart top – tops that expose the abdomen or reveal cleavage are unacceptable, as are strapless, strappy tops, backless or baggy tops with logos.
- Tailored trousers, knee-length skirt or dress. Skirts / dresses must not be too figure hugging or not have slits of more than two inches. No jeans, combats, tracksuit bottoms or shorts. Leggings may only be worn with a dress or skirt.
- Smart leather shoes (black, brown). Shoes (should not have a stiletto heel). Trainers, canvas pumps, heavy boots and flip-flops are not allowed. All
- Suit or smart jacket (optional)
- Jumper or cardigan (optional) Banned items:
- Hoodies
- T-shirts
- Denim
- Hair-dye (no unnatural colours)
- Excessive make-up
- Coats and casual jackets may not be worn inside the building

Most jewellery is considered acceptable, for sixth-formers, with the exception of tongue or facial piercings. However, students may be required to remove items if an excessive amount of jewellery is worn. Nails may be painted but impractical long false nails are not acceptable. On formal occasions where you are representing the school you will be required to wear a smart suit or formal attire. Examples of this would be major school events, awards evenings or showing visitors around the school.

Wealdstone Football Academy students are expected to follow the above dress code or they can wear clean Wealdstone Football Academy training kit only.

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These requirements are not exhaustive in defining acceptable and unacceptable standards of dress and appearance and students should consult with the Director of Sixth Form in advance of wearing any item of which they are unsure.

Students will be asked to remove any items which are not deemed acceptable dress; where this is not possible students will be sent to the Director of Sixth Form who will send them home to change. If plausible, they will then be expected to return to the school for the remainder of the school day. Students will be expected to make up the time lost in school for this.

Mobile Phones and earphones

Mobile phones are to be turned-off and are expressly banned from all use around the school site and should be **out of sight at all times** including in lessons. Similarly, earphones should not be worn once on the school site. The only exception to this rule is where students are within the Sixth Form Centre. Earphones can be used in Directed Study.

We all (including staff) need to be effective role models to our younger students hence this rule. As a member of the sixth form you also accept that your phone will be confiscated for the day should you engage in inappropriate mobile phone use. Failure to comply will result in a fixed term exclusion.

Canteen arrangements

- Though we use a cashless system could Year 12 students please bring either a packed lunch or cash. The canteen will accept cash until Friday 9th September. New Year 12 students/parents will be registered with ParentPay within the first few days of term.
- All other students - please ensure there is sufficient money in your child's ParentPay Account.
- Please note that the cost of meals will slightly increase from £2.20 to £2.40 for a meal. This is due to increase in external food prices and utilities.
- We are working with the current catering company on a new improved menu.

Lockers

- Lockers are available for students. Please see your form tutor for details.

Parents Evenings

We are looking forward to bringing back 'face to face' parents evenings. These are listed on our school website and we will always write to parents individually with reminders and details of the events for your child.

- Year 13 Parents evening 19th January 4pm - 7pm
- Year 12 Parents evening 20th April 4pm - 7pm

Thank you for your continued support.

Yours faithfully,

S.Ral

S Ral
Director of Sixth Form