

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



Dear Parent / Carer

We are really looking forward to welcoming our students back 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 7 students will go to the hall for assembly. They will be assigned form groups, have their photo taken and escorted by staff to classrooms. We will ensure they have a smooth transition and a great start to secondary school. It was great to see some of them enjoying our summer school this month. All other students will be directed to their form rooms.

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 3:00 p.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.

Simplified, Cost effective Uniform

With the increase in the cost of living, we have simplified the uniform. Only the items listed below are required from now on. This will enable us to have a consistent uniform colour across year groups. Please read our amended Uniform Policy before making new purchases of uniforms.

Summary of uniform changes

All students to be in signature wine red colour from Sept 2nd. Unnecessary (expensive items) are removed from the uniform list. If you still have certain items (e.g. PE kit), they can be supplementary items to the list below.

Boys / Girls	Items no longer required	PE Kit	Items no longer required
THA Wine Jumper	Blazer (optional)	THA Navy shorts	THA Tracksuit bottoms
THA Wine Polo shirt	Tie (no longer required)	THA Navy polo shirt	THA Zip tracksuit top
Wine Skirt	White Shirt (no longer required)	Black Tracksuit bottoms	THA Sports Jacket
Black Trousers	Pink Blouses (no longer required)	Black Leggings	
Black 'polishable' shoes		Trainers	
Black socks			

- As a reminder we do not allow students to wear jewellery to school. Only one pair of small, plain, stud earrings is allowed - no hoops of any size.



- Please ensure school shoes are black polishable leather (no suede/patent). We do not allow trainer / converse plimsole style school shoes.

We also have second hand items available should you need it. Please contact Student Services via Reception if you require any items and we will support where available.

Canteen arrangements

- Though we use a cashless system could Year 7 students please bring either a packed lunch or cash. The canteen will accept cash until Friday 9th September. Year 7 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 student services (at reception) for details.

Extra Curricular Programme

- We will publish this programme early September and remind students of the great clubs on offer. This will provide them with wider learning and creative opportunities.

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 11 Parents evening 16th November 4pm - 7pm

Year 9 Parents evening 9th December 4pm - 7pm

Year 10 Parents evening 12th January 4pm - 7pm

Year 13 Parents evening 19th January 4pm - 7pm

Year 7 Parents evening 23rd February 4pm - 7pm

Year 8 Parents evening 23rd March 4pm - 7pm

Year 12 Parents evening 20th April 4pm - 7pm

Thank you for your continued support.

Yours faithfully,

N McManus
Headteacher