HEDINGHAM SCHOOL
AND SIXTH FORM
ACHIEVEMENT & EXCELLENCE

STUDENT & PARENT INFORMATION 2014-2015
At Hedingham we are all learners working together to make a better future

We aim to provide a high quality, comprehensive educational experience for all our students which ensures that each fulfils their highest academic potential

We value and address their individual needs and the contribution they make to the community

We provide a supportive, caring and safe learning community within a 21st Century environment which promotes lifelong learning

We celebrate achievements at every opportunity because every student is an asset and at the heart of everything we do

SCHOOL CORE PURPOSE: PERSONALISING LEARNING

At Hedingham School I have every opportunity to learn successfully and achieve my targets within a Personalised Learning Programme which has high expectations. It provides high quality:

1. **Learning and Teaching from well-qualified, skilled teachers and associate staff:**
   - Which motivates and challenges me
   - Which supports me with a curriculum that is appropriate to my personal needs and has a clear learning pathway
   - That allows me to enjoy my learning both actively and independently
   - In a safe, bright and attractive environment, with access to the latest technology

2. **Assessment of my progress:**
   - With targets that challenge me, support me and tell me how to improve
   - That gives me the chance to reflect on my own progress
   - With the opportunity for my parents/carers to discuss my progress with teachers and see my improvement online
   - That recognises and celebrates my achievements at every opportunity in a number of different ways

3. **Information, Advice and Guidance from teachers and associate staff about:**
   - How I learn best and how I can become a better learner
   - What my next step in education should be
   - How I can pursue a career that matches my skills and ambition

4. **Active Citizenship Opportunities through:**
   - A supportive mentoring programme from my personal tutor which supports my learning and social skills
   - A wide range of school clubs and societies
   - The opportunity to work with the local, wider and international community
   - The opportunity to express my opinions through student voice
In WORK we expect students:
- to take pride in their presentation and achievements
- to maintain the highest standard of work of which they are capable

In HOMEWORK we:
- set homework on a regular basis
- provide student organisers to help students manage their time effectively, meeting deadlines set develops time management skills – important for the future

In UNIFORM we:
- believe that uniform is appropriate for the discipline of school work
- expect all students to dress smartly in the school uniform
- develop a sense of belonging to our school community

In BEHAVIOUR we:
- expect politeness to adults and students alike
- call for care and consideration for each other

In the ENVIRONMENT we:
- respect and look after our school facilities and environment
- acknowledge our role in the centre of a village community
- encourage our students to respect the needs of the environment, to be careful about litter, and to be aware of our neighbours
- actively promote the conservation of our school environment with practical tasks e.g. woodland development, grassland management to which all students contribute

THE HEDINGHAM AGREEMENT

Successful education depends upon the partnership between children, parents and the school. Each member of this partnership is invited to demonstrate their commitment by signing the Hedingham Agreement.

Parents and Guardians – I/We will try to:
- see that my child goes to school regularly, on time and properly equipped
- support the school’s policies and guidelines for behaviour
- support my child in homework
- attend parents’ evenings and discussions about my child’s progress
- let the school know any concerns and problems that may affect my child’s work at school

Hedingham School will try to:
- ensure that students achieve their full potential
- provide a firm, fair, safe and pleasant learning environment
- provide a broad, imaginative curriculum in class and at home, and meet students’ individual needs
- give students opportunities to voice their opinions and develop responsibility
- keep students and parents regularly informed about school matters and students’ performance

Students – I will try to:
- arrive, properly equipped and on time, to school and lessons
- wear full school uniform neatly
- do my classwork and homework as well as I can, and listen to teachers’ advice
- be polite and helpful to others
- keep the school free from litter and graffiti
We believe that students work best with others of a broadly similar academic ability. Students are therefore taught most subjects in one of three bands according to their academic ability. Tutor groups are made up of students from a range of academic abilities.

All Students joining us in September 2014 will follow the National Curriculum and will study the following subjects at Key Stage 3:

**Core Subjects**
- English
- Mathematics
- Science (including Rural Science)
- ICT

**Foundation/Additional Subjects**
- French and/or German
- Design Technology
- (Resistant Materials & Graphics, Food & Textiles)
- Geography
- History
- RE
- Art
- Music
- Drama
- PE
- Dance

In Year 7, students study either French or German as their first foreign language.

At Key Stage 4, students study English, Mathematics, Double Science and either Geography or History; PE as core. Students can then choose from a range of GCSE subjects. The process of choosing a balanced curriculum takes the form of individual counselling by form tutors and senior staff during Year 9.

**Option Choices for 2014**

<table>
<thead>
<tr>
<th>French</th>
<th>German</th>
<th>Computing</th>
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<tbody>
<tr>
<td>Dance</td>
<td>Graphics</td>
<td>Business Studies</td>
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<tr>
<td>Geography</td>
<td>History</td>
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<td>Art</td>
<td>Drama</td>
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<tr>
<td>Music</td>
<td>Resistant Materials</td>
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<tr>
<td>Textiles</td>
<td>Food Technology</td>
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<tr>
<td>Science (for triple single sciences)</td>
<td>Philosophy and Ethics</td>
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<tr>
<td>Media Studies</td>
<td>Product Design</td>
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<tr>
<td>Health and Social Care</td>
<td>ICT</td>
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**AS and A2 Courses on offer 2014**

Students who stay on in our Sixth Form can take a range of AS and A2 level courses. All students are set targets and are closely monitored to ensure that they achieve the highest grades in external examinations.

<table>
<thead>
<tr>
<th>Art &amp; Design</th>
<th>Mathematics</th>
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<tbody>
<tr>
<td>Biology</td>
<td>Media Studies</td>
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<tr>
<td>Business Studies</td>
<td>PE</td>
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<tr>
<td>Chemistry</td>
<td>Philosophy and Ethics</td>
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<tr>
<td>Design &amp; Technology</td>
<td>Photography</td>
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<td>Drama</td>
<td>Psychology</td>
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<td>English Literature</td>
<td>Physics</td>
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<tr>
<td>French</td>
<td>Sociology</td>
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<tr>
<td>Geography</td>
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<tr>
<td>German</td>
<td></td>
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<tr>
<td>Government &amp; Politics</td>
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<td>History</td>
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There are also BTEC courses in: Creative Media Production (Level 2), Business Studies (Level 2), Skills for Working (Level 2), Skills for Living (Level 2), Business and Retail Awards (Level 3), Health & Social Care (Level 3), Dance (Level 3), Music (Level 3), ICT (Level 3), Sport (Level 3) and Sport Development (Level 3) with CSLA & HSLA.
Our Extended Curriculum

Includes:

- Field trips and visits as part of the Key Stage 3, Key Stage 4 and Post-16 curriculum
- Enterprise Challenge: a four day management experience in the Sixth Form

In addition, many other extra-curricular activities enrich students’ lives.

In the Arts:

- Instrumental lessons by peripatetic teachers
- Thriving lunchtime music clubs
- A major School or Sixth Form production each year
- Regular workshops, exhibitions, performances and projects in the community

In Sport:

- Regular after-school team fixtures with other schools
- Flourishing sports clubs at lunchtime and after school including dance, trampolining and gymnastics
- Inter-House competitions
- Annual ski trip
- Community Sports Leadership Award is offered to Sixth Form students

Supporting students’ academic, personal and social development:

- Foreign language cultural visits to France and Germany
- International schools link with China
- Trips to theatres, field study centres and places of interest, here and abroad
- Social year-group visits
- Many opportunities to take responsibility including: representing the House group on School Council
- Helping with Primary school visits
- Acting as school monitor in Year 8
- Paired reading with younger students
The Code of Conduct is based upon respect. It outlines the expectations of staff and students, and protects the right to learn. It is concerned with:

Respect for Oneself
- arrive on time for lessons fully equipped
- be positive about lessons and prepared to work to the best of your ability
- stay in your place unless given permission to move
- wear the correct uniform at all times in school

Respect for Others
- listen when a teacher or another student is speaking to the whole class
- put up your hand and wait for your turn if you wish to speak
- treat others, their work and their views with respect
- always speak politely to everyone
- walk on the left in corridors
- hold doors open for others

Respect for the Environment
- move around the school calmly and quietly
- eating is only allowed in the Dining Hall and outside
- chewing gum is not allowed in school
- put litter in the bins provided

Respect for Learning
- allow other students to learn and teachers to teach.

DISCIPLINE

Our aim is to create a learning environment in which all students are able to achieve and excel. Teachers use strategies in their classrooms which create a good learning environment. Rewards help students feel good about themselves and learning. Sanctions are applied to students who disturb the learning of others.

At the heart of the Discipline Policy is the Code of Conduct.

Form Tutors come to know their students very well. They monitor students’ progress and provide them with guidance at critical times in their school life.

Teachers take every opportunity to commend students for their effort and achievement. Regular House Assemblies and the Awards Evenings celebrate students’ work and attitude, and contribute to the school’s positive ethos.

House Leaders work with form tutors and parents to ensure that each student is able to take maximum advantage of the opportunities offered in the school.

In return, students are expected to develop a disciplined approach to study and life in the school’s bustling community. From time to time, this includes the need to impose sanctions that reinforce the standards set. If incidents are serious, parents may be asked to visit the school to resolve problems that have occurred.
Homework forms an essential part of students’ learning. It has a number of purposes which consolidate and develop work done in the classroom:

- It can reinforce topics which are studied or serve as preparation for work which will follow
- Students have the opportunities to practise skills, concepts and techniques or complete specific projects
- They are also given the opportunity for research and for broadening and extending their horizons
- Above all, students have the responsibility to learn independently
- In Years 10 and 11, it may form part of GCSE assessed coursework

In Year 7, homework tasks are tightly structured with short-term goals; by Years 10 and 11, homework is more flexible and open-ended. Each year a homework timetable is published in order to help to support your child as he or she plans the work to be done.

In September, all students are issued with a student organiser. It acts as a quick and efficient link with the school. The organiser provides useful information about the school and allows students to record important information and details of the homework that has been set each day. Parents are asked to sign the organiser at the end of each week and to add any comments that they may wish to make. The form tutor will then be able to react promptly to any queries.

Deadlines are important as they help students manage their time and keep up to date with their work. It is the student’s responsibility to ensure that homework is accurately recorded, completed and presented on time. Work should be of the highest possible quality. Homework rooms are available during lunchtime and after school and the Learning Centre is also open before and after school for student use.

Rewards

We have high expectations of students’ behaviour, effort and achievement. The rewards system recognises and celebrates these qualities.

Students are rewarded for the following:

- a single outstanding piece of work
- independent study of a high standard
- care in the presentation of an assignment or a project
- perseverance in coping with specific learning difficulty
- helpfulness within the school community
- consistent effort over a period of time
- significant improvement in behaviour or standard of work
- taking a pride in their appearance
- extra curricular involvement

House Points are awarded through an electronic rewards system.

Certificates will be generated through the system when students achieve specified levels. Individual House Points will contribute to the overall House Point totals with the opportunity for whole House rewards.
We believe that uniform is important. It helps students to feel part of a community, and makes the point that there is no discrimination between students in school. It sets a standard which supports our expectations of work and behaviour. We find it helps maintain the right discipline for learning. We are therefore grateful for your support in insisting on high standards of dress.

1. All students wear a school blazer together with their House Badge (the House Badge will be issued to all new students upon joining the school). Boys wear a white shirt, a school tie and tailored black trousers. Girls wear a white shirt (not fitted), a school tie and a black school skirt (straight, A-line or box pleated, with either ankle socks or plain, opaque, black tights) or tailored black school trousers with a waistband. In addition a school jumper can be worn under the blazer. All students wear black shoes. Extreme hairstyles are not acceptable. More advice and guidance is available on the school’s website.

2. Students should not wear:-
   - Fashionable alternatives to any item of regulation school uniform
   - White ‘polo’ shirts instead of a white shirt
   - Trainers or boots
   - Any jewellery, except for one small plain gold or silver stud allowed in each ear lobe
   - Coloured T-shirts under shirts
   - Make-up, nail varnish and nail extensions
   - Wristbands or bracelets
   - Coats within the school building
   - Hats and hoodies, which should not be brought into school

3. Year 10 and Year 11 students have the privilege of wearing a KS4 senior tie. These are available from Frank Smith & Sons in Halstead.

4. For PE and Dance, all students are expected to have royal blue polo shirt, royal blue shorts, royal blue football socks, short white sport socks, trainers, rugby shirt (reversible) royal/yellow with school badge, football boots, indoor (non-marking) trainers. GCSE PE and Dance students will be informed of optional items which can be purchased. Students are also expected to wear shin pads for football and a gum shield for rugby for health and safety reasons.

We expect all members of staff to ensure students wear the correct uniform properly and to challenge students who do not follow school uniform regulations. In this respect all students are expected to carry a uniform card which can be produced on request by members of staff. Please be aware of the regulations if you are buying items of uniform. We look forward to your support so that we continue to enjoy our reputation as a school with high standards in all aspects of school life.

All items, which conform to the Hedingham standard, are available from: Frank Smith & Sons, 59-61 High Street, Halstead, Essex. Tel: 01787 472079
All students need to bring with them the following equipment to every lesson:

- pen (preferably cartridge pen, blue washable ink)
- pencil and pencil sharpener
- eraser
- ruler
- student organiser (provided by school)

The following equipment is essential for certain subjects:

- protractor
- pair of compasses
- calculator
- apron (for Art, Design & Technology and Science – provided by school)

In addition, the following equipment is helpful for certain subjects:

- coloured pencils
- sketchbook and 3B pencil for Art (A4, plain white)
- memory stick

All the above equipment is available for sale in the School Learning Centre.

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COMMUNICATIONS

We believe that teachers should work with parents to ensure that students do their best at school, and therefore that there should be easy and efficient means of communication between us. We have regular parents’ consultation evenings for each year group, and reports are sent home to parents three times in each year of Key Stage 3, Key Stage 4 and Key Stage 5.

Senior staff are always pleased to see parents who wish to discuss their child’s progress, although on some occasions it will be more appropriate for parents to meet the House Leader or Subject Leader. Parents wishing to refer to documents concerning curriculum and school organisation should contact the Headteacher.

Each year at the start of the Autumn Term we send home a copy of our full calendar so that parents are informed of the various events in the school year well in advance. Various letters and information sheets are also used to remind families of the dates of parents’ evenings and other events. Some communications will contain a reply slip for you to sign and return to the Tutor.

The school’s website not only celebrates students’ achievements and the activities that take place but is an up to date source for school news, letters that have been sent home and school policies.

Each half term the school newsletter, Hedlights, is sent home containing news of the achievements of students and special events that have taken place. The school calendar, information letters that are sent home, and all other school news and information can also be accessed on the school website.

In the event the school needs to close then this information will be communicated via the school’s website and through BBC Radio Essex.

The school switchboard is staffed between 8.30am and 4.15pm. Outside of these hours an answerphone is available to receive messages. Mobile phones may be brought to school by students (at the owners’ risk) but must be switched off during lesson times and registration (parents should refer to the school’s E-Safety Policy for information in this respect).
Term Dates

Autumn Term starts: 1 September
Half Term holiday: 27-31 October
Autumn Term ends: 19 December
Spring Term starts: 5 January
Half Term holiday: 16-20 February
Spring Term ends: 27 March
Summer Term starts: 13 April
Half Term holiday: 25-29 May
Summer Term ends: 22 July

Term Dates 2014-2015

Term Dates 2015-2016

Autumn Term starts: 1 September
Half Term holiday: 26-30 October
Autumn Term ends: 18 December
Spring Term starts: 4 January
Half Term holiday: 15-19 February
Spring Term ends: 24 March
Summer Term starts: 11 April
Half Term holiday: 30 May-3 June
Summer Term ends: 22 July

The School Day

Registration 8.40am
Period 1 9.00am
Period 2 10.00am
Break 11.00am
Period 3 11.20am
Period 4 12.20pm
Lunch 1.20pm
Period 5 2.10pm
Finish 3.15pm

Students who do not travel on school buses should normally arrive at 8.30am. A late bus travels on Wednesdays at 4.30pm for students who stay in school for extra-curricular activities.

If students are away from school for whatever reason, it is essential they bring a note explaining their absence. This note should be given to the form tutor on their return to school. Alternatively, parents are welcome to contact the school office.

Students who arrive after 8.50am must sign in at the school office on their arrival. If students arrive five minutes after the start of the lesson they are officially late and action may be taken.

Students in Years 7-10 are not allowed to leave the school site during lunchtime without special permission. Students who eat lunch at home every day should give their form tutor written permission from a parent. Students wishing to leave the premises for any important reason also require the written permission of a parent and need to be signed out by their House Leader. This should be a rare event.

All schools are required by law to produce a Prospectus which contains specific items of information. As well as giving the mandatory details, we have tried to provide the more wide-ranging information which parents and children need to have before they can make the important choice of the right secondary school. We hope that you find this Prospectus helpful.

We try to establish, develop and maintain an open, responsive and supportive relationship with parents and carers. If you have further queries about the school after reading this Prospectus, please feel free to contact us.