



The Heys School

**September 2021- Standards and Expectations Letter- Year 7 September 2021**

Dear parent/carer,

I hope you are well.

School opens on Friday 3<sup>rd</sup> September to year 7. Year 7 students will start at the normal time of 8:25 and will be entitled to a free lunch on the Friday 03<sup>rd</sup> September. Due to the disruption to learning over the course of the past year, we want to use this day so that our Year 7 students get to know their form tutor and to allow them the opportunity to go on a tour of the full school site and learn where their new classrooms will be, ready for lessons starting on the 6<sup>th</sup> September.

On the 6<sup>th</sup> of September students will have an additional form time and the first period of the day will be used to share The Heys Way expectations, systems and procedures, so that all students are clear what the routines and expectations are.

All students will start and finish school at the same time. Please note that on Wednesdays, the school day ends at the earlier time of 2pm for **all** students. Every day will commence the day with a form time session at 8:35am.

Groups	Monday, Tuesday, Thursday and Friday Start	Monday, Tuesday, Thursday and Friday Finish	Wednesday Start	Wednesday Finish
All year groups	Arrive: 8.25am Form time starts: 8.35am	3.05pm	Arrive: 8.25am Form time starts: <b>8.35am</b>	2.00pm

As always, we would like to emphasise our expectations for outstanding attendance; any students missing the first day back in the term will be missing vital education and information. If students are in correct uniform, on time and equipped, they are demonstrating their determination to succeed. This eliminates the need for sanctions and allows us to focus on learning and recognising those students making the correct choices through rewards.

I would like to bring to your attention our school policy on mobile phones. We understand that students bring mobile phones to school, but these are to remain in students' bags and switched off during the school day. Students should not use their phone in school, at any time, unless directed by a member of staff to compliment learning within lessons.

If a student uses their phone in school without permission, the following sanctions will apply:

- The phone will be held by the school until the end of the school day when the student can collect it from the main office.

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- Refusal to hand over the phone will result in the student being placed in isolation and contact with parent/carer along with an SLT detention for refusing to follow instructions.
- The refusal to hand over the phone on the first request will result in the student being placed in isolation, the phone will be held by the school and contact with parents/carer along with an SLT detention for refusing to follow instructions.

The uniform expectations below, which can also be found on our website, apply to all of our students and are fundamental in them achieving and maintaining our Heys core values of kindness, respect and determination.

School uniform	PE Kit
Lanyard (coloured according to year group).	School PE hoodie and school PE T-shirt.
Black Blazer with school badge.	Plain black shorts or plain black sports quality leggings or plain black tracksuit bottoms (small logo is permitted).
Black skirt (either box pleated skirts/pleated skirts)	Trainers.
Skirts should be no more than 1 inch /2.54cm above the knee.	Black Sports Socks.
Black trousers.	Black Football Socks (as required).
White shirt.	Football Boots (as required).
School tie (tied at a sufficient length that shows the school badge).	
Grey school V neck jumper/tank top (this is compulsory).	
Black or white socks (no over the knee socks).	
Plain Black tights	
Flat black shoes (must be polishable and all black leather without any piping or banding and with standard black soles).	
Suitable Waterproof Coat (with no obvious over-sized or offensive logos).	

***Please note that your child should bring their PE kit into school on days when they have PE. PE kit should not be worn from home as will have changing room facilities back in use from September.***

### **The following are NOT allowed:**

- trainers, trainer 'look-alikes', canvas pumps / plimsolls.
- Leather or denim jackets / fur coats / cardigans, hooded/tracksuit tops or sweatshirts.
- jewellery except small studs (one in each ear)/ one clear nose stud.
- False nails and false eye lashes.
- Extreme make-up and fake tan are not permitted. NO make-up should be brought into school.
- Jean trousers or skinny fit trousers
- Pencil or Lycra skirts.
- Body warmers/gilets
- Rings are not permitted.

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If you wish to purchase additional uniform items, you can do so using the website below, which is free delivery if you order directly to school: <https://alphaschoolwear.com/schools/secondary-schools/the-hey-school/>

**ATTENDANCE:** Good attendance is vital for your child to make the most of every learning opportunity to enable them to realise their greatness and as well as equipping your child for their journey through life. Missing school will make that journey much more difficult and is a waste of the valuable time and resources provided for your child's education. We take great pride in our high levels of pupil attendance and we expect every child to achieve **at least 96% attendance**.

Patterns of poor, unexplained, or extended absence will be challenged and will involve referral to the School Attendance Service. Persistent absence patterns may lead to prosecution. The school employs a full-time member of staff who is responsible for supporting and challenging with regards to attendance concerns and will liaise with, and help, students, and parents where issues arise.

**PUNCTUALITY:** From September, school will start at the original time of 8.25am for all students. We stress the need for punctuality, both in arriving at school and arrival at lessons in school. Late arrival is recorded at the office and then entered in registers.

Students with two late arrivals in a week will receive a thirty-minute pastoral detention. If students do not arrive to their punctuality detention, this will escalate into an SLT detention on a Thursday afternoon which will include lunchtime, period 5 and 30 minutes after school. Students with 10 late marks or more will be placed on a two-week punctuality report to their Pastoral Manager and a parental meeting will be arranged.

### ABSENCE

- Parents should contact the school by telephone (0161 773 2052ext 213) or via email [absence@theheys.school](mailto:absence@theheys.school) on the first day of absence.
- Prior notice of absence should be given by letter/telephone/email whenever possible.
- After planned absence, when a pupil returns to school, they should return with a letter of explanation which should be completed by the parent/carer. Similarly, dental or hospital appointments need to be confirmed in the same way.  
Appointment cards should be shown to the Form Tutor and then to the Office, when signing out of school.  
**Whenever possible, all appointments should be made after school hours or during holidays.**
- In certain circumstances medical evidence may be requested in order for absences to be authorised. It is at the Head's discretion as to whether absences are authorised or unauthorised.
- Unauthorised absences can lead to further penalties from the Local Authority.

**LATE TO LESSONS:** Students who are more than 5 minutes late to a lesson will receive a Senior Leadership Team detention on a Thursday afternoon for lunch, period 5 and 30 minutes after school as this will be classed as truancy.

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**REWARDS:** The School Behaviour & Discipline policy emphasises a consistent approach to reward and recognition. Many of these rewards are a natural part of every lesson and create a positive, well-disciplined, supportive atmosphere. The reinforcement of positive attitudes also contributes to a school ethos of “realising greatness.”

Heads of Year and Pastoral Managers organise rewards for students who reach clear thresholds of behaviour and attendance. These include prize draws, The Heys student praise postcards, points via Class Charts, celebration evenings and The Heys Hero. We look forward to celebrating your child’s successes in the coming months.

**SANCTIONS:** In class we allow students to make the correct choice about their behaviour at each stage. Please refer to the school website and student planners for more information regarding our CAP system.

With effect from September, all payments to school need to be made via our online payment system (ParentMail) or at the main office/over the phone with a bank card. If anyone needs a link to create a ParentMail account, please email [finance@theheys.school](mailto:finance@theheys.school). Dinner money can still be paid in cash into the dinner money machines located around school.

The parent handbook and our school policies are updated and available in pdf form on The Heys School website at [theheys.school](http://theheys.school).

The governors and the staff at The Heys School would like to take this opportunity to wish everyone a great summer break. We look forward to welcoming your child to The Heys Family in September.

Yours sincerely,

Mr R Singh  
Deputy Headteacher

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