



Heartlands
High School



PARENT / CARER
HANDBOOK

We are here to guide you on your pathway
and to help you SEARCH for SUCCESS

SEARCH

School Matters Effort Achievement Responsibility Character High Aspirations

SUCCESS

Sit Down Uniform Concentration Consideration Equipment Silence Show Gratitude

Contents

03 Heartlands High School

Introduction from the Head of School, Key Staff, Key Dates, Attendance & Punctuality

06 SEARCH and the Home-School Agreement

08 The School Day

Timetable, Foundation Stage Timetable, The School Planner, Equipment, School Uniform, Food at School

15 Compliments, Comments, Suggestions & Complaints

16 Parental involvement

Free School Meals/Uniform Grant, Contact with School, Home Learning, My Child at School, How Can I Support My Child?, Equal Opportunities

18 Teaching & Learning

Beyond Words, Tutor Groups, Houses & Learning Groups, Student Voice

21 Safeguarding

Safeguarding, Bullying, Staged Approach

24 Expectations

Values for SUCCESS, Mobile Phone Policy

Introduction from the Head of School

We are delighted that you have chosen Heartlands High School for your child, and look forward to working with you over the next five years to ensure they have a happy and successful time at school.

At Heartlands High School we aim to inspire a real commitment to learning in our students. We will achieve this through:

- Developing an ethos that supports learning;
- Developing high quality learning in the school, through sophisticated content, curriculum structures and delivery;
- Developing partnerships that support learning.

Heartlands High School has a SEARCH ethos:

School Matters

Pride in your school – uniform/code of conduct, etc.

Effort

Trying really hard and doing your best

Achievement

Sporting, academic or other achievements



Responsibility

Taking responsibility for yourself and your learning

Character

Taking a leading role in the school and wider community

High Aspirations

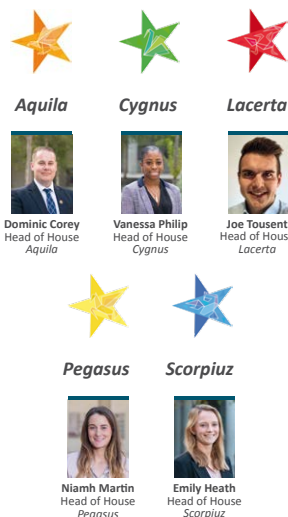
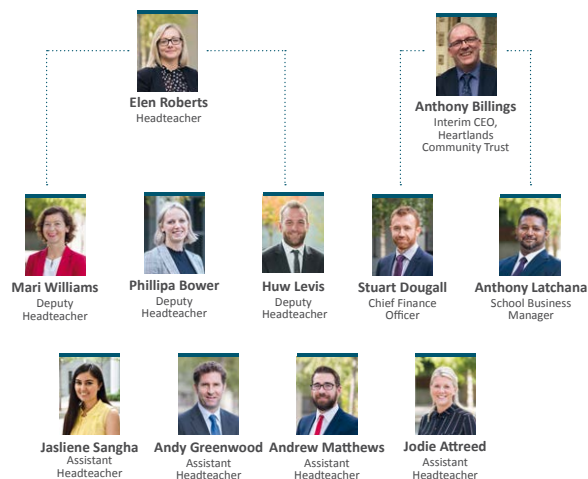
Setting challenging targets for yourself and working towards them

The purpose of this booklet is to provide you with a guide to the school so that you are clear about our principles, processes, expectations and points of contact. It is also to ensure that you understand how the school will work with you to introduce your child to Heartlands High School, so that you understand how the transition process will work.

Elen Roberts

Head of School

Key Staff



Key Dates

Autumn Term 1

First day of term

Thursday 3rd September (Yr 7)

Year 7 Parents – Meet the Tutor

Friday 18th September

Last day of term

Friday 23rd October

Half-term

w/c Monday 26th October

Autumn Term 2

First day of term

Tuesday 3rd November

Year 7 Parents' Evening

Tuesday 17th November

AFA Day

Wednesday 25th November

Last day of term

Friday 18th December

Holidays

Monday 21st December

– Friday 1st January

Spring Term 1

First day of term

Tuesday 5th January

Last day of term

Friday 12th February

Half-term

w/c Monday 15th February

Spring Term 2

First day of term

Monday 22nd February

Last day of term

Wednesday 31st March

Holidays

Thursday 1st April –

Friday 16th April

Summer Term 1

First day of term

Tuesday 20th April

Last day of term

Friday 28th May

Half-term

w/c Monday 31st May

Summer Term 2

First day of term

Tuesday 8th June

Last day of term

Friday 23rd July

Holidays

Monday 26th July

– September

** All dates are subject to Government Guidance*

Attendance & Punctuality

86% of students whose attendance is over 95% achieve 5 GCSEs at grade 5 (old grade C) or above. Those who attend less than 90% of the time reduce their chances of achieving to just 42% at GCSE.

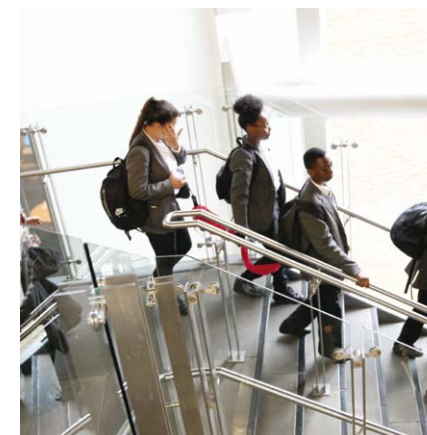
We therefore want our students to achieve 100% attendance and have a whole school target of 96%.

It is also important that students attend on time.

Students will be marked in first thing in the morning, and their attendance will be checked in each lesson. At the end of the school day, afternoon registration will be taken during Period 5.

If your child is unable to attend school, please let us know by 9.00am on the day of absence. You may do this by telephoning the attendance line 020 8826 1234, and leaving a message. Notes explaining absence must be signed by the main parent/carer, and delivered straight to the Attendance Officer in Student Support Services on the first day after the absence or on the fifth day of the absence.

In order to ensure that students are prepared and ready to start school



on time we encourage everyone to arrive at school between 8.00–8.25 am. The restaurant is open from 8.00am each day. Any student who does not arrive at their lesson by 8.30 am will receive a same day 1 hour detention (3.00–4.00pm). Parents will be informed of this via a text message.

If your child is absent and we do not hear from you, we will contact you to find out the reason for his/her absence.

Home/School Agreement

Heartlands High School aspires to encourage the SEARCH for SUCCESS culture amongst all its students, so that they may fulfil their individual potential in education and develop into responsible adults who make a positive contribution to society.

Our Aims

- To generate an enthusiasm for learning amongst the students, so that they willingly seek to gain knowledge and understanding about the world around them.
- To provide students with the guidance, information and resources necessary to help them learn and make progress.
- To teach students the skills necessary for effective and efficient learning.
- To provide students with a positive learning environment.
- To develop a sense of pride amongst the students, so that they always aim to achieve the highest possible standards of work in all subjects.
- To foster the personal qualities, skills and self-confidence necessary for success in their chosen career and personal life.
- To develop amongst all students a sense of respect for themselves, other individuals, their own and other communities, and their environment.

We believe that these aims are more likely to be achieved if there is a partnership between the school, the students and the parents/carers based on mutual trust, consideration and understanding.

We are asking you and your child to commit to an agreement with the school so that all concerned may be clear about our mutual aims and expectations now and in the future.

As a school we undertake to:

- 1 Provide a secure, welcoming and high quality learning environment.
- 2 Care for each student's emotional health and wellbeing.
- 3 Deliver the National Curriculum and provide a broad and balanced education which aims to meet the individual needs of each student.
- 4 Ensure that appropriate home learning is set, marked and monitored.
- 5 Report regularly to parents and provide opportunities to discuss students' progress.
- 6 To support parents/carers through the period of their child's transition from primary to secondary school.
- 7 Contact parents/carers if there are concerns about attendance, punctuality, behaviour or progress.
- 8 Respond sensitively and promptly to any concern or complaint raised by a parent/carer or student.
- 9 Provide information and guidance about careers and higher education.
- 10 Acknowledge, celebrate and reward students' success and progress in all its forms.
- 11 Create opportunities to enrich and enhance students' experiences to improve their life chances.

As Parents and Carers we undertake to:

- 1 To support the aims and ethos of the school while encouraging my/our child to have high aspiration and ambitions.
- 2 Ensure that my/our child attends school punctually and with minimum absence.
- 3 Ensure that my/our child is properly dressed in correct school uniform.
- 4 Ensure that my/our child completes all home learning set to the best of his/her ability and in reasonable working conditions.
- 5 Attend Parents' Consultation Evenings and meetings about my/our child's progress.
- 6 Support my/our child to achieve learning and progress targets by being active learners.
- 7 Not take my/our child out of school during term time without the explicit permission of the Headteacher.
- 8 Encourage my/our child to participate in extra-curricular activities.
- 9 Recognise and support the rewards and sanction procedures of the school.
- 10 Advise the school of any concerns or problems which might affect my/our child's progress.
- 11 Work constructively and cooperatively in partnership with the school to resolve any concerns about attendance, punctuality, behaviour or work.

As a Student of Heartlands High School I undertake to:

- 1 Attend school punctually and with minimum absence.
- 2 Wear my school uniform with pride reflecting the school's high expectations of appearance.

- 3 Bring necessary equipment and books including pens and pencils to all lessons.
- 4 Complete classwork and home learning as well as I can.
- 5 Ask teachers for help when I have problems with my work and not give up when work is hard.
- 6 Behave responsibly and considerately at all times both inside school and in the wider community.
- 7 Conduct myself in such a way as to enhance the school's reputation.
- 8 React positively to a teacher's reasonable instructions.
- 9 Seek help from my Form Tutor, Head of House or a member of staff if I have a concern or need help or guidance.
- 10 Listen to and act upon advice to develop my academic progress and all other areas of school life.
- 11 Observe the school rules and the Heartlands High School Code of Conduct.
- 12 Engage with Enrichment Programme offer by the school to widen my experiences in life

Signed (Heartlands High School)

_____ Date _____

Signed (Parent/Carers)

_____ Date _____

Signed (Student)

_____ Date _____

The School Day

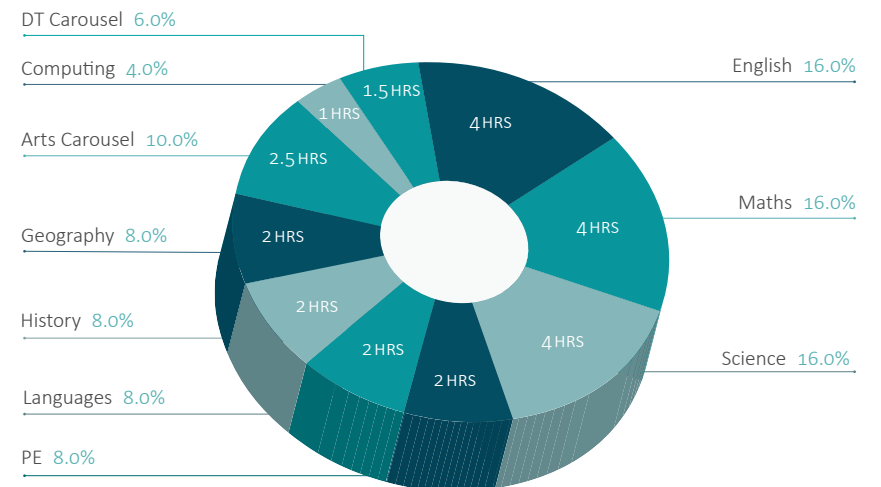
Lesson 1	8.30	Lesson 1
Lesson 2	9.30	Lesson 2
Break	10.30	Break
Lesson 3	10.50	Lesson 3
Lunch; 11.50 to 12.30	11.50	Lesson 4; 11.50 to 12.50
Lesson 4	12.30	
	12.50	Lunch; until 13.30
Lesson 5	13.30	Lesson 5
VT Time	14.30	VT Time
Enrichment & Interventions	15.00	End of School

What will a Foundation Stage (Year 7 & 8) timetable look like?

Your child will be working on a two-week timetable, with a combination of 60- and 120-minute lessons every day. Your child will have a 20-minute break and a 40-minute lunch break every day.

Every half term there will be a SEARCH Day, in which students will take part in project learning. This will include PSHCE, school trips, special events and extended investigations in order to enrich and develop their wider learning.

Structure of a two-week lower school timetable: (50 hours in total).



The School Planner

Every student will be issued with a planner. This contains information about school policies and details about all homework set. In the first week of school, please go through this carefully with your child, and please check it regularly. It needs signing on a weekly basis, and will be checked with the tutor every week. Students are responsible for their planner and should this be lost they will be required to purchase a new one for £3.00



Equipment: Ready to Learn



Pencil



Eraser



2 Pens



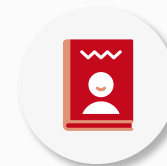
Student Planner



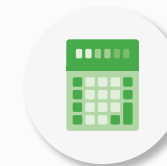
Heartlands
School Bag



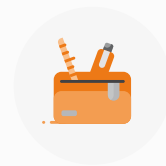
Ruler



Reading book



Calculator



Pencil Case

Failure to have the above will result in a red card

Maths Equipment
Scientific Calculator
Protractor
Compass

Desirable Equipment
Along with the essential equipment listed in the Ready to Learn poster it is good practice for students to bring the following items to school to support their learning: Coloured pencils, dictionary, PE kit – on timetabled days.

School Uniform

Wearing the uniform and looking smart are important parts of our school ethos.

We greatly appreciate your support in helping to ensure that students look smart and are properly equipped for school.

Where can I buy the Heartlands School Uniform from?

The Heartlands High School uniform can ONLY be purchased from the school. This enables the school to keep the cost of the uniform down, whilst assuring good quality clothing for our students.

Payments either by credit/debit card at the school or via the uniform shop on the school's website.

Dates and Time of Uniform Sales

Please visit the School's Reception and ask for Uniform sales.

Opening Hours

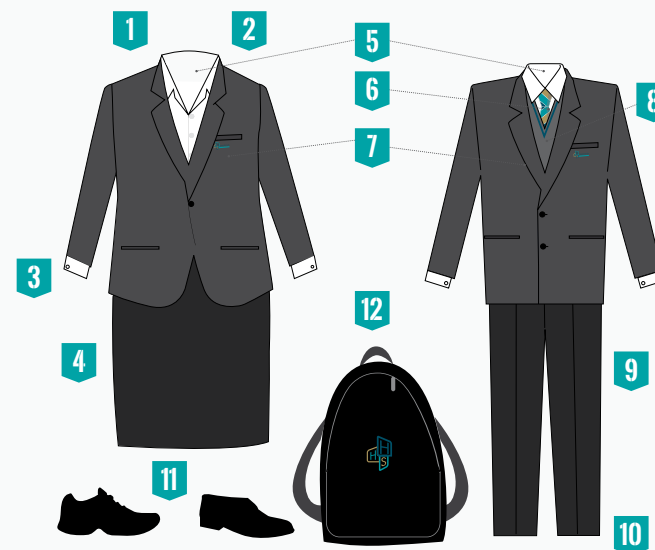
Please phone for an appointment once the days are confirmed

During the Summer Holidays

August (between 9.00–3.00pm, except 12–1pm). You are advised to call for an appointment. The dates may be adapted due to Covid 19, we will follow government guidance and communicate with parents/carers as to when this can open.



DRESS FOR SUCCESS



- | | | | | | |
|----------|---|----------|---|-----------|--|
| 1 | Hair Accessories/Head Scarves should be black, blue or grey and be of simple design – no pattern | 5 | Boys: White school shirt (top button fastened, shirt tucked in). Girls: White Blouse | 9 | Tailored black school trousers |
| 2 | No unnatural hair colouring or shaved patterns. | 6 | Ties: ties must be of a professional length and reach the belt. | 10 | Socks: must be plain black. No patterns or colours. Tights should be black without pattern |
| 3 | No Jewellery: to include earrings, rings, bracelets, facial piercings. Religious jewellery: must be worn or carried out of sight. | 7 | School blazer worn at all times (permission needed from the teacher for Blazers to be removed in lessons) | 11 | Shoes: plain black leather shoes with black laces – no trainers, converse, or boots. |
| 4 | Tailored black school trousers or Heartlands school skirt, worn to the knee | 8 | Grey school jumper – optional (school design only) | 12 | HHS school bag |

 **Have pride in your appearance**

Food at School

Heartlands High School believes firmly in the need for healthy eating and drinking to increase concentration and focus during the day. We ask for parental support on this.

We ask students not to eat or drink in class or between lessons, although they are welcome to refresh themselves with water from the drinking fountains available in the school. Students will be required to bring a bottle with them to fill up, they can of course drink this during lessons, apart from their computing lessons.

We have a cashless biometric catering system and encourage parents/carers to use this so that students do not have to bring money into school.

Students are welcome to bring in packed lunches, and we are happy to advise on suitable choices if that would help.

Please note that fizzy, caffeinated drinks and sweets are not allowed in school.

Students are not allowed to leave the school site during the day. Our caterers provide breakfast from 08.00–08.30am and hot and cold snacks during break and lunch times.

Dietary requirements will be met – please let us know about any specific needs. All the meat used in school



is Halal (except for pork). We also ask that parents/carers discourage students from bringing raw nut-based products into school, including sweets, as several of our students have nut allergies.

Compliments, Comments, Suggestions & Complaints

We ensure that all users of the school are able to comment on the service we provide; to be able to express their views and to have any issues or problems investigated and acted upon appropriately. The school seeks to work in partnership with students, parents and carers and the community. Partners of the school are encouraged to give us both positive feedback, and suggestions of how we can improve.

The school is committed to dealing with any complaints in a fair and equitable manner. We have a clear complaints policy which is available on our website. The school will use information about comments and complaints to continuously improve the service we provide.

Procedures

Complaints may be raised orally or in writing. The school encourages anyone with a concern to seek to resolve it informally with the person at the school who is directly involved. All members of staff are instructed to be responsive to concerns raised and to seek to resolve them as quickly as possible. If they are unable to resolve the issue they are instructed to pass it immediately to their line manager or the headteacher so that it can be further considered. If such a resolution

is achieved, the matter will not be formally recorded as a complaint.

If a formal complaint is appropriate, please follow the procedure set out in our complaints policy on the school website.

Ofsted – Parent view

Parent View gives you the chance to tell Ofsted what you think about your child's education and experience at Heartlands High School. Parent View asks for your opinion on 12 aspects, from the quality of teaching, to dealing with bullying and behaviour.

You will be required to register and login in order to complete the survey. By sharing your views, you'll be helping Heartlands High School to improve. You will also be able to see what other parents have said. Or, if you want to, view the results for any school in England. A screencast demonstrating how to register and complete a survey on Parent View is available on the *How to use Parent View* page.

Free School Meals/ Uniform Grant

You can access the form from the Haringey website or collect one from the school office. Please return the form directly to Haringey.

<http://www.haringey.gov.uk/children-and-families/schools-and-education/school-application-forms/free-school-meals-fsm-and-clothing-grant>

Contact with the school

Students thrive where parents, carers, teachers and children are able to talk to each other. We will contact you with positive feedback and to discuss any concerns. Please ensure that you keep us up to date with your contact details – forms for updated contact details are located in Reception.

If you have any concerns, your first port of call will be your child's form tutor, who will advise on issues affecting your child's happiness and progress. If you feel that the issue is in need of a more senior colleague, please contact your child's Head of House. Staff contact details can be found on the school website. Please ring the school and leave a message, and an appointment will be arranged.

If you are not satisfied with the way that your concern has been dealt with, please see the school website for the Comments, Complaints and Suggestions policy.

Home Learning

Home Learning is a key part of encouraging the students to develop as independent learners. We set all home learning on the Dynamic Progress Report (DPR). This is also used to assess student progress.

Students may therefore expect:

**Lower School (Year 7/8):
5 hours per week (1 hour per day)**

English, Maths, Science:
1 hr per week for each subject

History, Geography:
1 hour every 2 weeks

Languages, DT, Arts, Computing,
PE: ½ hour weekly

**Upper School (Y9, 10, 11):
Average 8–9 hours per week
(1–2 hours per day):**

All subjects 1 hour per week

In addition, there may be extra projects set at times, and some assignments to be completed over half-term and holidays. Home learning assignments may vary from learning key spellings or researching a fact, to completing or working on a longer assignment. At times this may involve working on a project over half a term. The work chosen may be part of, or independent of, class learning.

My Child at School



You will be able to access real-time information on your child's progress at school through the My Child At School app. It will allow you to access the following information:

Attendance
Behaviour: Merits and demerits
Academic Calendar
Announcements
Exam timetable
Timetable
Other information

The app will also reduce paper, improve communication between you and the school, and will be a tool for you to monitor your child's attendance and behaviour on a daily basis.

Once you have received your login and password you may download the app on your phone or login to:

<https://www.mychildatschool.com/MCAS/MCSParentLogin>

If you have any questions about the My Child at School App, please email andrew.matthews@heartlands.haringey.sch.uk or view the *My Child at School Guide*:

<https://support.bromcom.com/UploadedFiles/Software%20Products/MCAS/MyChildAtSchool%20Parent%20Guide.pdf>

How can I support my child?

Three key words of advice:

Reassure – your child needs to know that it's natural to worry about change, and that all worries can be addressed;

Prepare – ensure that all the practical support needed is in place, and it will help your child to gain confidence;

Discuss – keep talking about what is going well and where help is needed, and keep communication open with the school.

Top tips

- Time the journey to the school or bus stop;
 - Agree a departure and home time, and how you will contact one another if late;
 - Give your child a couple of 'practice runs' to get to school alone;
 - Make sure your child knows your contact number;
 - Get an alarm clock and make sure your child can work it;
 - Agree a routine for the mornings and evenings – when to shower/bath, when your child will get their bag ready, who will make a packed lunch, etc.;
 - Agree and stick to a bedtime and an 'electronic devices off and lights out' time.
-

Our Commitment to Equal Opportunities

We believe that everyone has the potential to do well and so set highly aspirational targets for each individual. We are proud to meet the needs of children and adults from different ethnic and community groups, genders, faith, sexual orientation, and with disabilities.

The Heartlands High School Single Equalities Scheme is available on the school website.

Beyond Words



Beyond Words is our whole school reading programme that creates responsible, resilient and reflective readers. The scheme personalises students' reading and allows their teachers and you at home to track and encourage rapid progress.

Students will be guided towards reading books which are appropriate for them and which will allow them to show their understanding by completing quizzes, aiming for 85%. We will test students during the Transition Day to give us accurate and detailed information on their reading ages. This will enable the scheme to start immediately upon their arrival.

Please continue to encourage your child to read for a minimum of 20 minutes a day. We will be holding an essential information evening for parents of all Year 7 students early on in the new term, which will provide further information and advice on how to support your child with their reading at home.



The more frequently your child reads the higher their reading age will become. We will test students 3 times a year.

How does the school determine my child's reading level?

Heartlands uses a STAR Reading™ test taken 3 times a year.

What should my child's reading age be?

Easy – How old are they?
If their reading age is below your chronological age – they need to catch up.

What is a Zone of Proximal Development (ZPD)?

ZPD is the range of books that will challenge a student without causing frustration or loss of motivation.

I struggle with reading myself. How can I promote reading to my child?

This is a common worry. You can still be a great source of support to your child. Why not visit a public Library together? Read along with an audiobook? Watch the film version of a book before you read it? Ask your child questions about the book they are reading. What is most important is that you provide time and space for your child to develop the habit of reading at home.

Their ZPD will improve the more they read.

The range goes from 1–12 and is not linked to levels or GCSE grades. They will have a range from which to pick books from e.g.. 3.2–4.8. To find out a book's level, you can visit arbookfind.co.uk and search for the title.

How can I see my child's progress?

By logging in to Home Connect from the Heartlands website using your child's login details and setting up email notifications.

Average percentage correct 85%

Engaged time 20 minutes per day



Tutor Groups, Houses & Learning Groups

Your child will be part of a tutor group, which will belong to a house. There are five houses in the school: Aquila, Cygnus, Lacerta, Pegasus and Scorpiuz.

We will introduce you to tutors and Heads of Houses on Transition Day.

For lessons, your child will be in one of eight Year 7 learning groups – T, O, S, E, A, R, C, H. You will get the chance to speak to individual teachers, as well as form tutors, as the year progresses.



Aquila

Flying High;
Hunting Success!



Cygnus

Fly together;
Achieve together



Lacerta

Climbing to
the top



Pegasus

Seizing every day
as an opportunity
(Carpe diem)



Scorpiuz

Many bright
stars, shining
together.

Student Voice

Student Voice is a huge part of life at Heartlands High School. Students have their own input into decision making at the school by joining Societies, becoming Form Representatives or applying for other positions of responsibility. The skills students get from taking part in Student Voice are important for getting into college, 6th form and University. They show your dedication to your education and development. Students in Heartlands are offered opportunities to be part of:



- Head Boy/Girl
- Prefects
- Junior Leadership Team
- Form Representative
- Mentors

Each position has a variety of roles and responsibilities some of which include being a:

- Tour Guide
- Student Interviewer
- Public speaker

Safeguarding

The safety of students is our absolute priority. Where we have concerns about a child's welfare we will always discuss them with a parent or carer, except where we consider that this may threaten the safety of a student. We are fully aligned with the Haringey and London Safeguarding Procedures. Any serious concerns will be referred to our Designated Safeguard Leads Mrs E Roberts, Mr Campbell, Ms Attreed or Mr Levis.



Mrs Roberts



Mr Campbell



Ms Attreed



Mr Levis

Bullying

Heartlands High School is firmly committed to working in partnership with parents/carers and believes that the best outcomes emerge when professionals and parents/carers are able to work together when bullying occurs. We recognise the important influence which parents/carers have on their children and would wish to enlist their support when their child is involved in bullying – either as victim or a perpetrator.

Parents who believe their children are the victim of bullying should share their concerns with school at the earliest opportunity and be prepared to work with school to keep their children safe. All expressions of concern will be taken seriously and investigated thoroughly. Where parents/carers have concerns about bullying they should contact their child's tutor in the first instance and if this does not resolve the issue to their satisfaction they should then contact their child's Head of House. If this does not resolve the situation then parents/carers should be directed to our *Complaints, Comments & Suggestions Policy*.

Look for unusual behaviour in your children. For example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard. Always take an active role in your child's education.

Enquire how their day has gone, who they have spent their time with and how their break and lunch times were. If you feel your child may be a victim of bullying behaviour, inform the school immediately.

As a School

The following strategies have been put in place to reinforce the anti-bullying ethos at Heartlands High School:

- We encourage pupils to discuss how they get on with other people and how to form positive relationships with both their peers and all adults working within the school. This is done through the use of our SEARCH ethos and also through group discussions during Vertical Tutoring time.
- We encourage pupils to treat everyone with dignity and respect.
- At a whole school level we use weekly House assemblies where students are informed of the school's anti-bullying policy and the actions that will be taken to prevent bullying from taking place, including who students should report bullying to and also how to report it.
- Anti-Bullying Week in November is used as an opportunity to raise the profile of this issue.
- At class level we deliver structured PSHE lessons that focus on how we

can all combat bullying to ensure that our school is a safe and enjoyable learning environment.

- Each tutor has an Anti-Bullying Ambassador who supports in promoting, preventing and dealing with bullying.
- We hold parent drop-in events to help keep you informed about the best ways to deal with any bullying concerns you may have.
- We promote tolerance and respect online. We teach students about how to keep safe online through PSHE lessons, assemblies and the celebration of Safer Internet Day in February.
- We have a network of trained peer supporters in Year 10. They run restorative justice

interventions with younger students to help them overcome any stage one bullying issues.

We also recognise that there are particular times when students may be more vulnerable to bullying – lunch and break times and the beginning and end of the school day. Arrangements are made to ensure that at such times there is adequate supervision available to reduce the risk of bullying incidents.

Staff at Heartlands High School are provided with regular and appropriate training to ensure that they have the necessary skills to tackle bullying behaviour.

LEVEL 1 BULLYING	LEVEL 2 BULLYING	LEVEL 3 BULLYING
<ul style="list-style-type: none"> • Excluding friends • Some name calling • Encouraging others not to be friends with someone • Other forms of emotional bullying 	<ul style="list-style-type: none"> • Swearing at someone • Insulting relatives • Less severe cases of aggression. For example tripping someone up or purposefully blocking their route 	<ul style="list-style-type: none"> • Cyber bullying • Bullying that takes place outside of the school premises • Continuing to bully despite R&R and previous sanction or warning • Racist, homophobic or sexist type of bullying • Theft

Values for Success

The Values

Heartlands High School encourages a real commitment to learning in an atmosphere of mutual consideration. Students and staff enjoy their work in a community that rewards positive behaviour and values the needs of the individual.

In this atmosphere where mutual consideration prevails and where every individual is valued, we consider carefully the feelings of our fellow students and members of the school before we speak or act. Heartlands High School is a disciplined environment where we clearly understand that all words and actions have consequences. By taking responsibility for ourselves, we work together as a community to make Heartlands High School a happy, safe and enjoyable place to work. Our Home–School Agreement plays a crucial role in communicating our high expectations.

Ensuring Positive Behaviour in School

At Heartlands High School we reinforce our high expectations of students by implementing routines throughout the day that encourage students to take responsibility for themselves and for their own learning.



The Welcoming Committee

Students are welcomed on the gate by staff at the school from 8.00am. All students entering the school are asked to ensure that students are ready for the day ahead by ensuring that uniform meets our high expectations. In order to ensure that students are prepared and ready to start school on time we encourage everyone to arrive at school between 8.00–8.25am. Any student who does not arrive at their lesson by 8.30am will receive a same day 1 hour detention (3.00–4.00pm). Parents will be informed of this via text message.

Rewards

One thing we all have in common is that we all like to be congratulated and praised when we get things right. At Heartlands High School we use precise praise to make sure that achievement is celebrated.

When students achieve any aspect of our SEARCH ethos we give them praise. Every student will receive merits as recognition for their efforts.

Merits are collected over the course of a week and tutors can view both a daily report and a weekly report to track the progress of their group. Merits are linked to the school ethos and examples of behaviour we may reward include:



School Matters	Outstanding contribution to class discussion
Effort	Excellent effort in class in written or practical work
Achievement	Consistently high achievement in class or home learning tasks
Responsibility	Picking up litter in the playground
Character	Demonstrating positive character traits
High Aspirations	Showing dedication to school clubs

Volunteer cards

Students can collect up to 12 signatures on a volunteer card, which can then be ‘cashed in’ for 12 merits. Each signature must represent 10 minutes of volunteering outside of the classroom environment undertaking tasks which serve the school community such as helping in the library, restaurant or picking up litter.

Positive Routines

We aim for this and will reward students who make the right choices. There is, however, a time when sanctions are needed to encourage students to make positive choices.

Any students not following the Values for Success behaviour structure in class will be given a positive reminder by their teacher to correct their behaviour. If this is not successful then the student will receive a Yellow Card as a warning. This means a 10 minute

period spent after school with their form tutor to reflect on their actions. If following a Yellow Card further poor behaviour occurs then a Red Card will be issued. The teacher will then set a central detention and call you to explain the reason for this detention. A period of Reflection and Resolution will take place in order to support positive behaviour during future lessons.

Formal Sanctions

There will be times, however, where sanctions are needed to encourage students to make positive choices and deter them from making negative ones.

Central Detention

These can be issued to a student following any of the incidents below:

- Received a red card
- Been late to school

They are led by the Leadership team and students are expected to attend independently. Central Detentions run every evening between 3.00–4.00pm. If your child is due to attend a Central Detention you will be informed by a text message.

Faculty Detentions

Staff will set subject based detentions when students have fail to complete home learning or have not completed home learning.

Head Detentions

The Leadership team may refer students to a Heads detention if;

- Students have been given more than one Central Detention in a week.
- Where R&R has been refused by the student
- Where repeated referrals have taken place in lessons
- For incidents of a more serious nature
- Failure to attend a central/faculty detention

More details on our *Values for Success Policy* can be found on our website.

Mobile Phone Policy

Mobile phones must not be used during the school day, including Break and Lunch. This means that phones must not be used, for example, for making calls, checking the time, texting, or used as a calculator. They must be switched off and kept in bags during the school day.

Any student or parent needing to make urgent contact can do so through the appropriate system at reception. All urgent messages are relayed immediately.

Heartlands High School Governing Body takes no responsibility for the loss of or theft of mobile phones and other electrical devices in school.

If phones are on show or used at incorrect times, students will be challenged, phones will be confiscated, a letter will be given to students to return home and parents will be asked to sign a slip to allow the school to release the phone on the following school day. The school will allow students to call home from Student Support Services if they need to make arrangements to get home.



Heartlands
High School

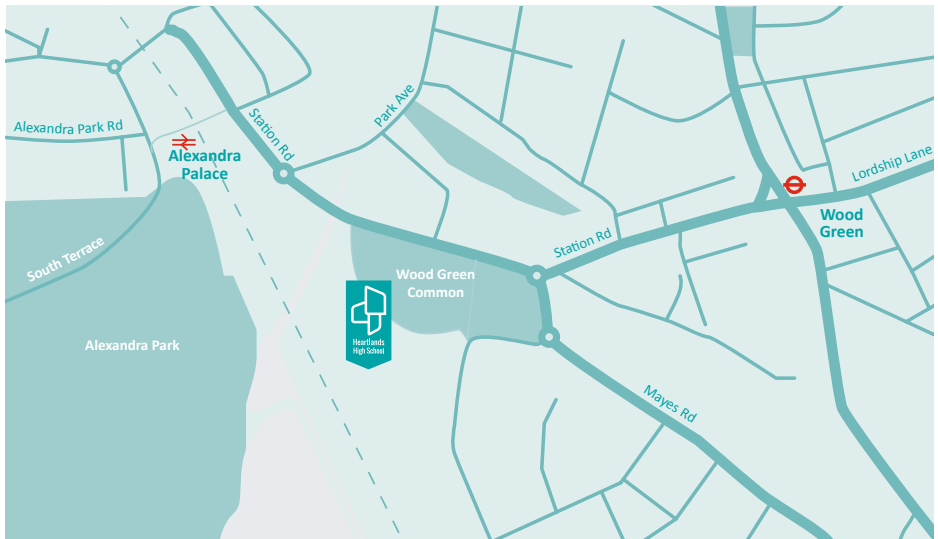
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