



Heartlands
High School

STUDENT HANDBOOK

Name

Class

House

Tutor Group

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Welcome



Congratulations on getting a place at Heartlands High School and welcome.

Starting a new school is an exciting time and an incredible opportunity. Our students here SEARCH for Success. The last letter of SEARCH stands for High Aspirations. Simply speaking, we want you to aim to be the best you can be. A new secondary school is a unique opportunity to ensure that you make quick progress in achieving your goals. It is important that you set these goals high. Think about how school can help you to achieve and try your best everyday. That is all we ask.

Change can sometimes be unsettling. However, at Heartlands High School we try to make sure that you get all of the information that you need to make this change as easy as possible. The key to starting well at secondary school is to make sure that you are clear about

the expectations that the school has of you. At Heartlands, we have high expectation in terms of your learning, your progress, your behaviour and also how you develop your character as you grow up and move towards becoming a young adult. Make sure that you read the home-school agreement and try your best.

Finally, enjoy your time here. Those students that get the most out of education are the ones that throw themselves into the experience. There is plenty on offer here. Get involved in after school activities, spend time in the library and try as many clubs as you can.

I am looking forward to meeting you all over the next few months and getting to know more about your own aspirations.

Good luck.

Elen Roberts
Headteacher

We are here to guide you on your pathway

SEA

School Matters

Effort

Achievement

SUCC

Sit Down

Uniform

Concentration

Consistency

and to help you SEARCH for SUCCESS

SEARCH

Responsibility

Character

High Aspirations

CESS

Consideration

Equipment

Silence

Show Gratitude

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' 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.

Signed (Heartlands High School)

Date

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 Year 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. Follow the school rules and our Values for Success expectations
12. Engage with Enrichment Programme offer by the school to widen my experiences in life.

Signed (Parent/Carers)

Date

Signed (Student)

Date

Learning Groups

In lessons you will be in one of eight learning groups – **T, O, S, E, A, R, C, H.**

You will be taught History and Geography, Science and Languages within your learning group. English, Maths and PE are set classes and you will also be put into smaller groups for the Arts and Technology and Technical Carousels.



The School Day

Early break and lunch		Late break and lunch	
8.30–9.30	P1	8.30–9.30	P1
9.30–9.50	Break	9.30–10.30	P2
9.50–10.50	P2	10.30–10.50	Break
10.50–11.50	P3		P3
11.50–12.30	Lunch	11.50–12.50	P4
12.30–13.30	P4	12.50–13.30	Lunch
13.30–14.30	P5	13.30–14.30	P5
14.30–15.00	Tutor time	14.30–15.00	Tutor time

Senior Leadership Team



Elen Roberts

Headteacher



Mari Williams

Deputy
Headteacher



Phillipa Bower

Deputy
Headteacher



Huw Levis

Deputy
Headteacher



**Jasliene
Sangha**
Assistant
Headteacher



**Andy
Greenwood**
Assistant
Headteacher



**Andrew
Matthews**
Assistant
Headteacher



**Jodie
Attreed**
Assistant
Headteacher



**Pavlos
Anastasi**
Assistant
Headteacher



**Madeline
Durrant**
Head of Year
Year 7



**Ramsay
Adams**
Head of Year
Year 8



**Joe
Tousent**
Head of Year
Year 9



**Vanessa
Philip**
Head of Year
Year 10



**Niamh
Martin**
Head of Year
Year 11

Tutor Groups & Houses

You will be part of a tutor group and year group and also part of a house. There are five Houses in the school; Aquila, Cygnus, Lacerta, Pegasus and Scorpiuz. Each house has a motto and values that they aim to work towards. These houses are all named after constellations of stars. We all aim to work together and shine brightly like a star.

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:

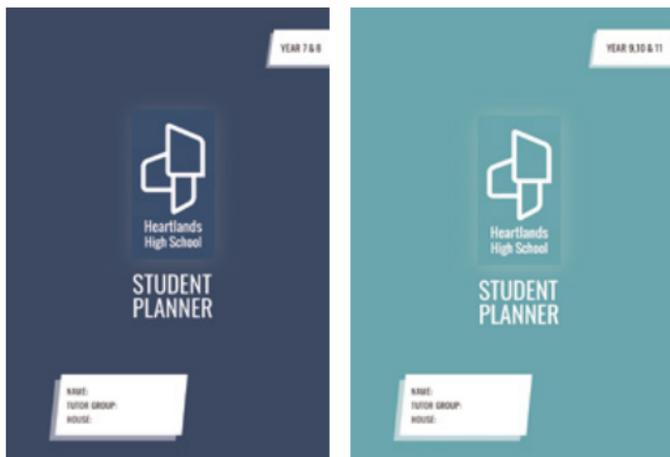
- Head Prefects
- Junior Leadership Team Members
- Form Representative
- Mentors

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

- Tour Guide
- Student Interviewer
- Public Speaker



Student Planner



Your planner is one of the most important things you carry with you and you must look after it and keep it neat and tidy. Each week we will ask you to get your parents to sign it and your tutor will sign it too. Planner checks will happen throughout the year by your Head of Year. If you lose your planner then you will have to purchase another one from Reception.

Home Learning

You will receive home learning every day at Heartlands, as a guide you will receive the following per week:

- English: 1 hour
- Maths: 1 hour
- Science: 1 hour
- History/Geography: 1 hour every 2 weeks
- French/Spanish: 30 minutes
- Arts: 30 minutes
- Computing: 30 minutes

Home learning must be completed to a good standard and handed in on time.



My Child at

Your parent/carer will be able to access real-time information on your progress at school through the My Child At School app. It will allow them 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 parents/carers and the school, and will be a tool to monitor your attendance and behaviour on a daily basis.

Once you have received your login and password, 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 view the My Child at School Guide:

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

Email & Computer Access

You will be given a login and password for access to the school computers. Please make sure that this is kept confidential. You will also have a Google email address.

Every student at Heartlands signs an E-safety contract so please use the system safely and sensibility.

Please check your email regularly as teachers will send classwork and home learning to you through this method.

How will my homework be marked?

When your teacher marks a piece of work for literacy they will use these codes:

TYPE OF ERROR	SYMBOL/MARK	WWW and EBI question stems	Student should
Spelling 	Sp in margin: the word is underlined	<ul style="list-style-type: none"> Have you checked the key words? Can you check the prefix and suffix? Did you choose the right homophone? Do you need to check the dictionary for an unusual spelling? 	<ul style="list-style-type: none"> Check their key word list Use a dictionary Correct the spelling Check to see where else they have misspelt the word
Punctuation 	O Circle used to indicate where possible punctuation should go	<ul style="list-style-type: none"> Have you used full stops and capital letters? Are you sure this is/isn't a question? Is this sentence too long? Is this a contraction or ownership? Is someone talking? 	<ul style="list-style-type: none"> Choose punctuation to go in the circle Read sentence aloud, stopping at all punctuation Check all of contractions Check understanding of ownership
Grammar 	? The confusing section will be underlined. If necessary a question is asked	<ul style="list-style-type: none"> Have you read this aloud to check it makes sense? Could you have used a different connective? Are the words in the right order? Could you have added another word or more detail to make the sentence longer? 	<ul style="list-style-type: none"> Answer any questions or EBI Read sentence aloud to check it makes sense Check connective list and if needed choose a new one Rewrite the sentence adding new words
Paragraphs 	// Forward slash used to indicate where a new paragraph needs to go	<ul style="list-style-type: none"> Have you used paragraphs? Do you have different ideas in each paragraph? Does your paragraph open with a topic sentence? 	<ul style="list-style-type: none"> Plan your ideas before writing Check each paragraph has a topic sentence. Use connectives to link your paragraphs

Bullying

What is bullying?

Bullying is behaviour by an individual or a group that is seen by you as an attempt to hurt, frighten, humiliate or threaten you or someone else, particularly if the behaviour is repeated or persistent.

Bullying can be...

Physical: hitting, pushing, taking someone's belongings.

Verbal: name-calling, insults, racist or sexist remarks, homophobic or threatening behaviour or demanding money.

Indirect: spreading rumours, being unfriendly, excluding someone from a group.

Cyber: all areas of internet, email, chat room misuse. Mobile threats by text messaging, instant messaging and calls. Misuse of camera and video on a phone.

How to react

Try to ignore bullies. Walk away and do not let them see that you are upset. Don't give them the satisfaction of getting a reaction from you.

If you can, calmly stand up for yourself and ask them to stop.

Try to stay with friends and avoid being on your own.

What to do next

Tell someone you trust.

This could be a friend, someone at home or a teacher.

Just talking to someone may help you to find a solution to the problem.

What will happen if you tell a teacher

The teacher will listen to you and offer support. The teacher can talk to the person who is bullying you and hopefully stop the bullying.

What to do if you see bullying

- Comfort, support and stay with the victim.
- Tell the victim to report the incident.
- Tell someone (e.g. a teacher) what you have seen.
- If you are in a group where one member is bullying, show that you disapprove, because by doing nothing you support the bully.

Bullying

What are the signs and symptoms of bullying

A person may indicate by signs or behaviour that they are being bullied. Everyone should be aware of these possible signs and should investigate if the person:

- is frightened of walking to or from school or changes route
- doesn't want to go on public transport to school
- begs to be driven to school
- changes their usual routine
- begins to truant
- becomes withdrawn, anxious, or lacking in confidence
- becomes aggressive, disruptive or unreasonable
- starts stammering
- threatens or attempts suicide
- threatens or attempts to run away
- feels ill in the morning
- asks for money or starts stealing money
- has unexplained cuts or bruises
- is frightened to say what's wrong

- is afraid to use the internet or mobile phone
- is nervous and jumpy when a cyber message is received

Reporting bullying at Heartlands

You should report bullying immediately if it happens to you or a friend.

How to report bullying

complete a statement which will be collected by your Engagement Officer

- Report online; there is a button on the website homepage to report bullying
- Tell a member of staff
- Inform your Anti-Bullying Ambassador
- Post a report in the anti-bullying box in reception

Against Bullying

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
POSSIBLE SANCTIONS/ INTERVENTION	POSSIBLE SANCTIONS/ INTERVENTION	POSSIBLE SANCTIONS/ INTERVENTION
<ul style="list-style-type: none"> • HoY informed • R&R fully resolved the issue without the need for a sanction • Demerits • Verbal warning from members of staff 	<p>Linked to Level 1 sanctions in the Values for Success Policy</p> <ul style="list-style-type: none"> • HoY informed • Central detention • Headteacher's detention • Internal exclusion 	<ul style="list-style-type: none"> • Linked to Level 2 sanctions in the Values for Success Policy • HoY informed • Internal exclusion • Fixed term exclusion • Permanent exclusion



Heartlands
High School

At Heartlands, we are committed to the safety and happiness of our students

Are you feeling upset or unsafe?
Are you worried about a friend,
student or family member?
Does something not feel right?



Mrs Roberts



Mr Campbell



Ms Attreed



Mr Levis

Please speak to the Heartlands High School Designated Safeguard Leads: Mrs Roberts, Mr Campbell, Ms Attreed or Mr Levis

You can also speak to your Head of Year



Ms Durrant
Head of Year
Year 7



Mr Adams
Head of Year
Year 8



Mr Tousent
Head of Year
Year 9



Ms Philip
Head of Year
Year 10



Ms Martint
Head of Year
Year 11

If you're worried, tell someone.

In an emergency, dial 999.
For advice if you're not in school,
ring the **NSPCC: 0808 800 5000**, or
Childline: 0800 1111 or visit fearless.org





PREVENT



SPOT THE SIGNS

You may be in a position to identify and support someone who may be vulnerable to becoming involved in extremism or terrorism.



WHAT IS PREVENT?

Prevent aims to stop people becoming terrorists or supporting terrorism



CONTACT

For all contact information please see below

If you have concerns about someone that you think may be at risk of radicalisation or about anything to do with extremism, please speak to Ms Attreed

WHY MIGHT I BE WORRIED?

If you notice any of the following behaviours in your friends, family, local people:

1. Changes or out of character dress/clothing
2. Strange/different behaviours
3. Changing peer relationships/friendships
4. Secretive behaviour
5. Losing interest in friends and activities
6. Showing sympathy for extremist causes
7. Glorifying violence
8. Possessing or sharing of illegal or extremist literature

KEEPING SAFE WHAT CAN I DO?

If you have any concerns about yours or others safety you can contact:

1. Prevent Coordinator at School, Ms Attreed (or any teacher you feel comfortable talking to)
2. Police: 999
3. Crimestoppers (anonymous): 0800 555 111
4. Haringey Council's Children and Young People's Service: 020 8489 1000
5. Anti Terrorist Hotline: 0800 789 321
6. Online:
www.ceop.gov.uk
www.bbc.co.uk/webwise
www.childline.org.uk

Values for Success



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. You can collect merits for showing you understand and apply the SEARCH values.

Merits are collected over the course of a week and tutors will give you both a daily report and a weekly report. 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

Your parents/carers will receive a praise text message for every 50 merits you get, this means you can focus on becoming a platinum student!

Volunteer cards

Students can collect up to 12 signatures on a volunteer card, which can then be 'cashed in' for 12 merits. Each signature is for helping the school community. Examples would be

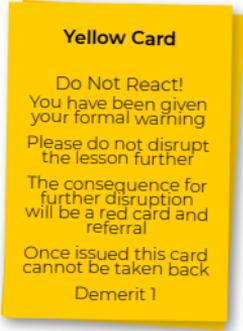
Values for Success

helping in the library, restaurant or picking up litter.

At Heartlands High School we give students the opportunity to get it right! When all else fails we have a structured approach to sanctions within the school. Our policy on sanctions aims to ensure that the few who choose to disrupt lessons are given a clear warning to improve. Positive reminders and sanctions are given without emotion and are a clear signal for students to improve. If they choose not to improve, students will be removed from lessons.

The System in Lessons

We love our school atmosphere, where learning is enjoyable for all students and staff. Students work hard, and get rewards for this. There are times when in class, staff give students choices, to improve their behaviour.



Yellow Card

Do Not React!
You have been given your formal warning
Please do not disrupt the lesson further
The consequence for further disruption will be a red card and referral
Once issued this card cannot be taken back
Demerit 1

Yellow Cards

Following a 'positive reminder' a yellow card may be issued. Teachers issue cards to students without talking and by placing the card on the table. This is an opportunity for the student to change their behaviour, we want to see a positive choice.



Red Card

Do Not React!
You have been given a red card for:
You will have R and R with
at _____
in room _____
Once issued this card cannot be taken back
Demerit 2

Values for Success

Red Cards

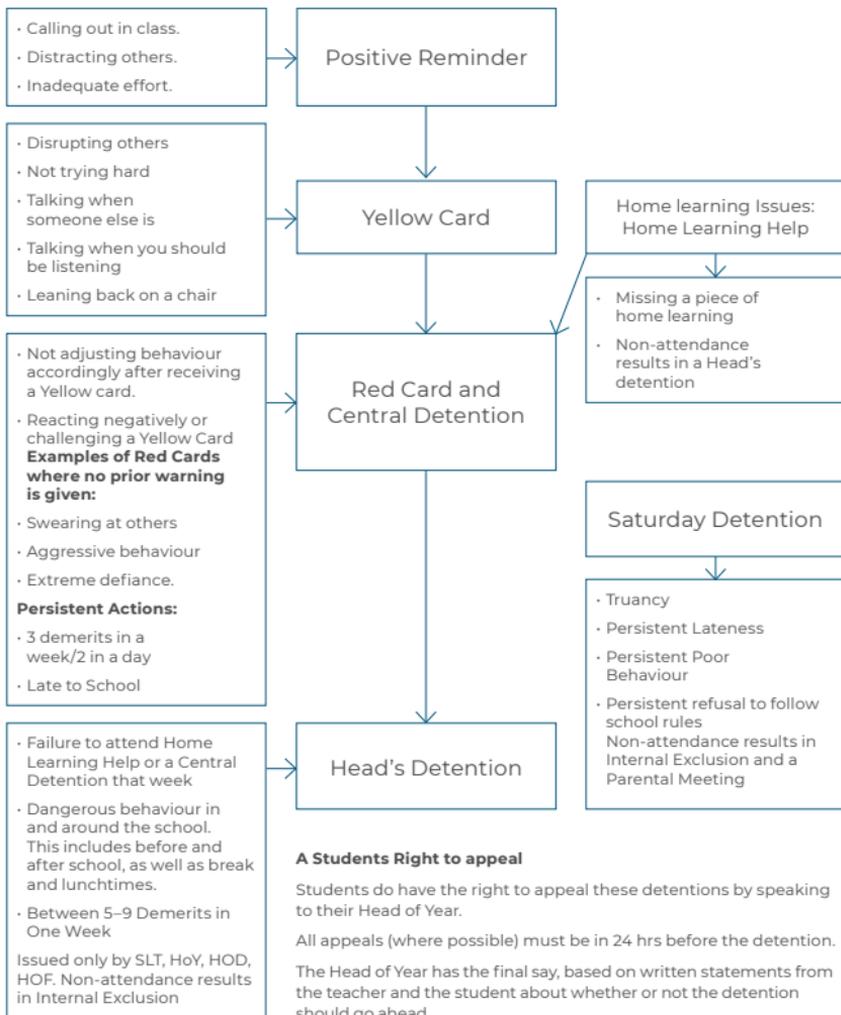
When staff issue red cards they do so to inform students that they have been referred to a Senior Member of staff. The teacher will call 'On Call' and present the card to the member of SLT. Cards are handed to students and an appointment time is made for R&R.

A red card has a one hour detention attached to it, served the following day.

The tutor will then see this during tutor time at the end of the day. After tutor time, the tutor will then support the student with the R&R. The student then has the responsibility for attending their detention the next day. Teachers will phone home if a red card is issued.

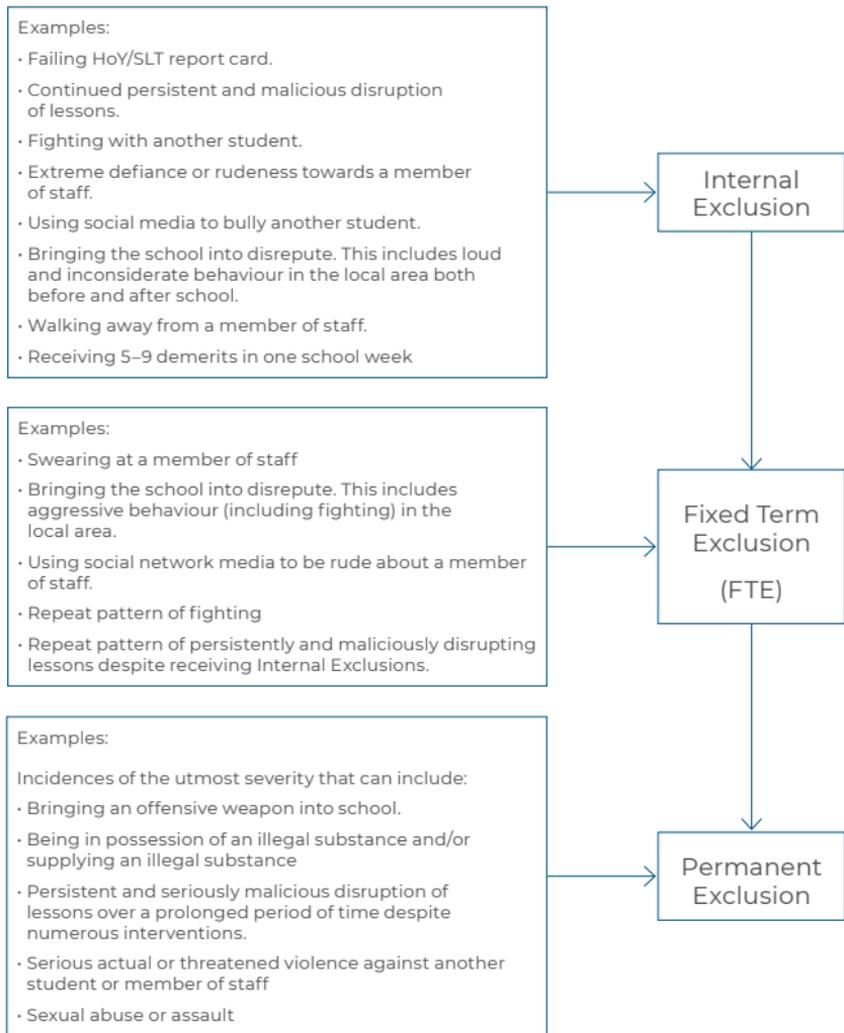
Values for Success

Our Sanctions Process – Level 1: Examples of how it is implemented:



Values for Success

Our Sanctions Process – Level 2: Examples of how it is implemented:



Beyond Words



Beyond Words is our whole school reading programme that creates readers for life.

You will be guided towards reading books which are appropriate for you and which will allow you to show your understanding and get rewards by completing quizzes online, **aiming for 85% correct.**

You will track how much you are reading weekly along with your tutor and English teacher using an online report. You should aim to read for a minimum of **20 minutes a day.**

If you are meeting your reading targets, you will receive merits and certificates. There are rewards offered too such as badges, book vouchers, kindles and the chance to attend exciting trips.

What is your reading age?

Your reading age is a measure of your reading ability in compared to an average child of a that age. The more often you read, the higher your reading age will become. We will find this by testing you 3 times a year.

How will you be able to choose the right books?

Books in the library have a ZPD (book level) that you will pick from based on your reading age. Your start with books at the lower end of your ZPD and see how far you can get! To find out the level of a book not from the library, you can search on arbookfind.co.uk.

Average percentage correct 85%

**Engaged time
20 minutes per day**



Beyond Words – Monitoring your progress

You will track your reading every week in your English lessons and during tutor time using the online report. This is a really good opportunity to achieve merits and prizes for hitting 20 minutes a day and 85% correct.



You must have a reading book with you every day. If you do not have a reading book, a red card will be issued. If you repeatedly do not have a reading book, you will be put on a reading report.

Prizes

WHAT YOU HAVE TO DO	PRIZE
Tutor groups first to 100% participation per half term	Pizza/Muffin party
100% in quiz + over 85% Avg. correct	2 Beyond Words merits
Millionaire Club	Certificate Badge SLT reception at end of year
Master Class	Badge 2 week lunch pass Class certificate Letter from Headteacher Honour Role on Renaissance Website Pizza /Muffin Party
Dream Team per term	Names on display around the school 2 week lunch pass Enter raffle for sports vouchers
Winning house per year	Beyond Words Champions Trophy

Books I've read this year

NAME OF THE BOOK	RATING / WHAT I THOUGHT
	☆☆☆☆☆
	☆☆☆☆☆
	☆☆☆☆☆
	☆☆☆☆☆
	☆☆☆☆☆
	☆☆☆☆☆
	☆☆☆☆☆
	☆☆☆☆☆
	☆☆☆☆☆
	☆☆☆☆☆

NAME OF THE BOOK	RATING / WHAT I THOUGH
	☆☆☆☆☆
	☆☆☆☆☆
	☆☆☆☆☆
	☆☆☆☆☆
	☆☆☆☆☆
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	☆☆☆☆☆
	☆☆☆☆☆

The Library



Everyone at Heartlands is automatically a member of the library.

We use your name or fingerprint when you borrow books – you do not need a library card. We have over 9,000 items for you to choose from and everything is free to use.

How can I borrow something to take home or read outside the library?

Choose your book and bring it to the Information desk. We need register on the computer that you are borrowing it.

When you are finished with your book, you must bring it back to the Information desk. Do not leave it on the shelf or on a table or lose it!

How many books can I borrow?

You can borrow 2 books for 4 weeks at a time.

You must take care not to misplace books because they belong to the school. You have to keep them safe and in good condition

If your book is late

You will need to bring it back to the Library or show it to the Librarian to extend the borrowing time. If you do not – you won't be able to borrow any more books until you do.

If your book is lost or damaged

You will need to pay £5 towards the cost of buying a new one.

When can I use the library?

The library is open every school day, from 8am before school, break-times, lunch-times and after school until 4pm.

You will also visit during some lessons as directed by your teacher.

How do I behave?

The library is a quiet space for reading and learning. You must have a reason for visiting – e.g. swapping your book or doing your home learning.

You are expected to behave as well in the library as you would in a classroom.

The library is a quiet space. At break time normal conversation is allowed.

You cannot eat or drink in the library.

How do I find things in the library?

You will be shown where things are and how to behave when you visit with a teacher. Most of our books are in fiction and in alphabetical order of author's last name. We also have information books, graphic novels and magazines. Most books have the reading level on them so you can check that they are in your ZPD range.

Who works in the library?

The Librarian

Can I ask the Library to buy books I like?

Yes – please tell the Librarian and they will try if possible to get books in for you.

Competitions & Events

There are also competitions and events in the Library, so look out for these.

Can I help in the Library?

If you would like to volunteer in the Library as a Student Librarian, please let the Librarian know.

Lunch & Break



We believe in the need for healthy eating and drinking to increase concentration and focus during the school day for the benefit of your learning.

We ask you not to eat in class or between lessons, although you are welcome to refresh yourself with water throughout the day. You will be required to bring a bottle to school, which you can refill throughout the day.

Do I bring money into school to pay for food and drink?

We are a cashless school. We do not allow you to bring money on site to pay for anything at school. Anything that needs paying for in school is all done on ParentPay, so please do not bring money into school.

How do I pay?

We have a cashless biometric catering system and encourage you to register your fingerprint to use this. This will speed up your experience in the Restaurant and Cafe and help you and your parents/carer manage your ParentPay account. You can check how much money you have on your account from the reader outside the Restaurant. Please make sure your account is topped up (if you're on free school meals this will be done for you). If you find that you do not have enough money in your account, please go to the

Lunch & Break



Restaurant. We will always give you a hot meal, even if funds are insufficient on your account.

Can I bring in my own lunch?

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. These can be confiscated by any teacher if brought into school. Students are not allowed to leave the school site during the day.

When is the Restaurant and Cafe open?

Our caterers provide breakfast from 08.00–08.30, and hot and cold snacks during break and lunch times. Your lunch will fall at different times on different days so please look at your timetable for more information.

What if I have a very specific diet?

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 students refrain from bringing raw nut-based products into school, including sweets, as several of our students have nut allergies.

Lunch & Break

Am I allowed in school at break and lunch?

You are not allowed into the school during break or lunch unless you have a pass to allow you back inside the building. Passes can be issued out to you by staff for all sorts of clubs, library access and additional interventions. Please seek a pass the day before or on the day in the morning if you know you would like to attend a break or lunch activity. The sanction for breaking this rule is a Red Card.

Break time

You have a zoned area for your break time. If you wish to buy food or drink then you are only allowed to access the Restaurant at this time. No student is allowed into school at this time unless they have a pass. The sanction for breaking this rule is a Red Card.

Can I use the toilet at break or lunch?

You have the first 5 minutes of break to use the toilet facilities and at lunch time the first 5 minutes and the last 5 minutes of lunch. Being organised is key to maximising your break and lunch times.

Wet break/lunch

If the break duty team deem the day as too wet then they will call a WET BREAK. You will be told by members of staff that this is a wet break day. You must then go to your form room where your tutor will supervise you and your form. You must not be in the corridors or outside when a wet break has been called. At the end of break, you will make your way calmly and quietly to your lesson after break.

If lunch is deemed a wet lunch, then you will be guided to one of four areas after you have eaten your lunch. These areas are The Auditorium, Sports Hall, Library or Restaurant.

Line up

All students (except Yr 11) line up at key points during the day. You will be required to line up at those points, in your next lesson's learning group.

Lunch & Break



Your teachers will be there to help you organise yourself. You must make sure that your uniform is perfect and that you line up in silence. A member of the Leadership team will coordinate the process and remind you of the SEARCH for SUCCESS ethos. When you have been dismissed you must walk into school in silence and in a straight line. You must not talk at any time all the way to your lesson. Once outside your classroom the formal SUCCESS routine starts your lesson off in a positive manner. The sanction for breaking this rule is a Yellow Card.

Mobile phones and electronic devices

Mobile phones must not be used or seen during the school day or between lessons, including at Break and Lunch. This means that phones must not be used, for example, for making calls, checking the time, texting, or be used as a calculator. Your phones must be switched off and kept in bags during the school day. If phones are on show or used at incorrect times, you will be challenged, phones will be confiscated, a letter will be given to you to return home and parents will be asked to sign a slip to allow the school to release the phone on the next school day. You will be allowed to call home from Student Support Services if you need to make arrangements to get home.

Structure & Routines



LINE UP

Line up occurs after break and lunch.

Check your uniform and remain silent until guided to your lessons.



HAND UP

When you see staff or a prefect raise their hands, this means you must raise yours and stop what you are doing, be silent and respectful.



ASSEMBLY

For assembly you will enter in silence and sit in the allocated area for your tutor group



UNIFORM

Wear your uniform with pride every day.



FIRE

The fire muster point for all tutor groups is in the North Playground. Teachers will lead you out of the building in silence and you must go to your House/Tutor group meeting areas. You must remain silent and you will be registered there.

Structure & Routines

PUNCTUALITY



All gates close at 8.25am

Lesson 1 starts at 8.30am –
Be on time!

If you are late then a demerit
will be issued and there will be
a 1 hour detention after school

ABSENCES



If you are absent then your
parents/carers **MUST** contact
the school and inform us
and leave a message stating
your name clearly and reason
for absence:

Attendance Telephone:
0208 826 1234

**Email: [school.attendance@
heartlands.haringey.sch.uk](mailto:school.attendance@heartlands.haringey.sch.uk)**

WALK ON THE LEFT



Please walk on the left around
the school. Please be safe
and sensible in and around
the corridors.

Structure & Routines



BELL

The bell will ring at key times of the day.

8.25 am: time to get to lesson 1

10.45 am: end of break and time to line up

3.20 pm: all students must in clubs, interventions or off the school site. The sanction for breaking this rule is a Red Card.



COATS

No coats or outdoor clothing should be worn inside school.

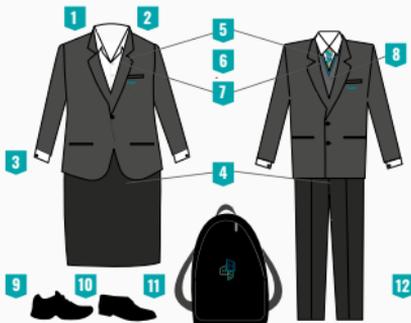


EATING

No students should be eating (unless in the restaurant) or chewing gum inside school. The sanction for breaking this rule is a red card.

Uniform

Dress for SUCCESS



- 1** Hair accessories/head scarves should be plain black or navy blue
- 2** No un-natural hair colouring or shaved patterns
- 3** No jewellery: to include earrings, rings, bracelets, facial piercings. Religious jewellery must be worn or carried out of sight
- 4** Tailored black school trousers or black skirt to be worn below the knee.
- 5** School blazer worn at all times except in class when given permission by the teacher
- 6** Students should wear a coat that is waterproof and can protect them from the weather and that allow the school blazer can be worn underneath.
- 7** Plain white school shirt with a collar must be worn with a school tie pulled up to the top shirt button and run the length of the shirt OR Plain white school blouse or plain white school shirt with a collar
- 8** Grey school jumper – optional (school design only)
- 9** Socks: must be plain black. No patterns or colours. Tights should be black without patterns
- 10** Shoes: plain black leather shoes with black laces – no trainers, converse or boots
- 11** Students must bring a rucksack that is large enough to carry an A4 folder and their PE kit. There is a HES school bag.
- 12** Woolen hats and scarves are permitted outside in the winter. Black, navy blue or grey hair bands.

 **Have pride in your appearance**

We pride ourselves on exceptional uniform in school. When you wear your uniform with pride everyday, this will help you to develop as a young person and prepare yourself for a working professional life after school. The leadership gate team check uniform every morning at the gate.

If you are not wearing the correct uniform your Head of Year/Engagement Officers will contact home for the reason. The item may be confiscated (jewellery, hair accessories, etc). A sanction may be given for breaking the uniform rules.

Equipment

Ready to Learn



Pencil



Eraser



2 Pens



Student
Planner



Heartlands
School Bag



Ruler



Reading book



Calculator



Pencil Case

We want you to be ready to learn so you

must bring a pencil case with the following items. We will also give you a green pen to mark your own work and a glue stick to make sure all sheets are stuck in neatly.

Failure to have the above will result in a red card

Maths Equipment

Scientific Calculator

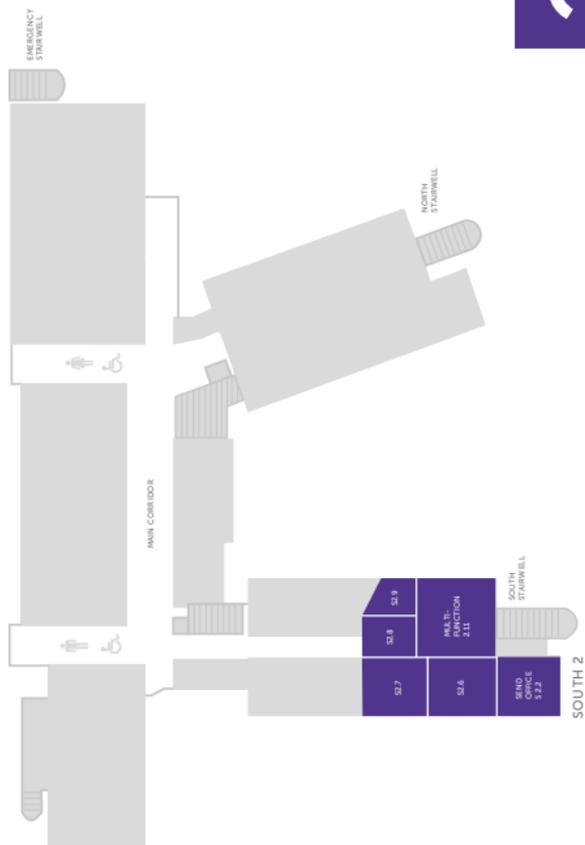
Protractor

Compass

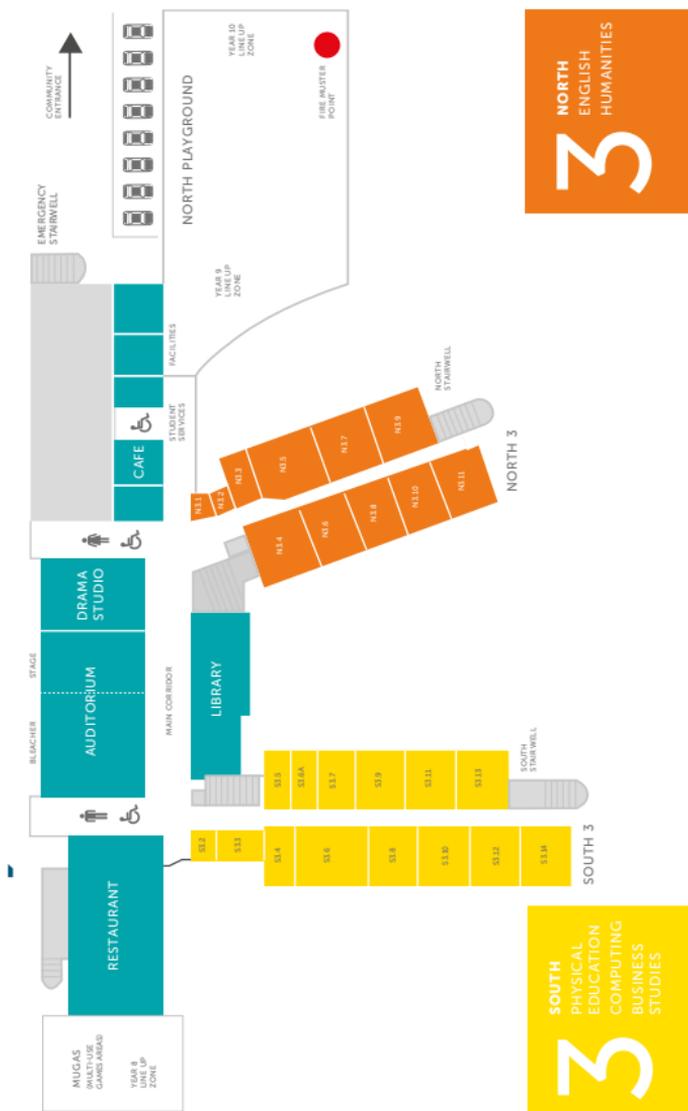
Subject specific equipment

On days where you have PE you must also bring your full PE kit

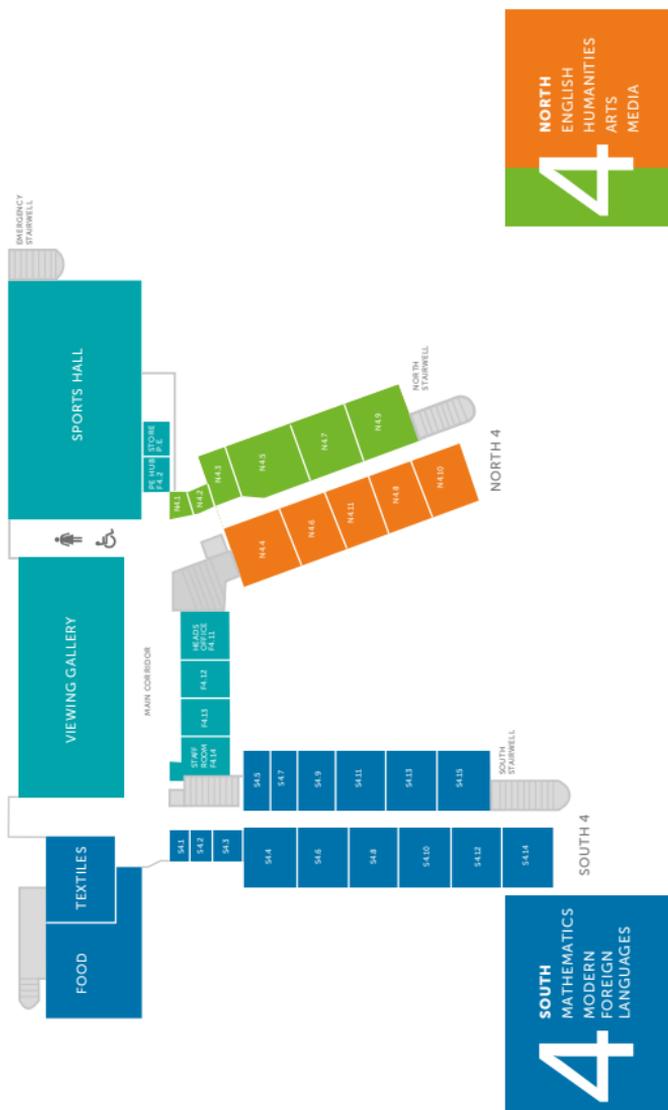
Building/Orientation



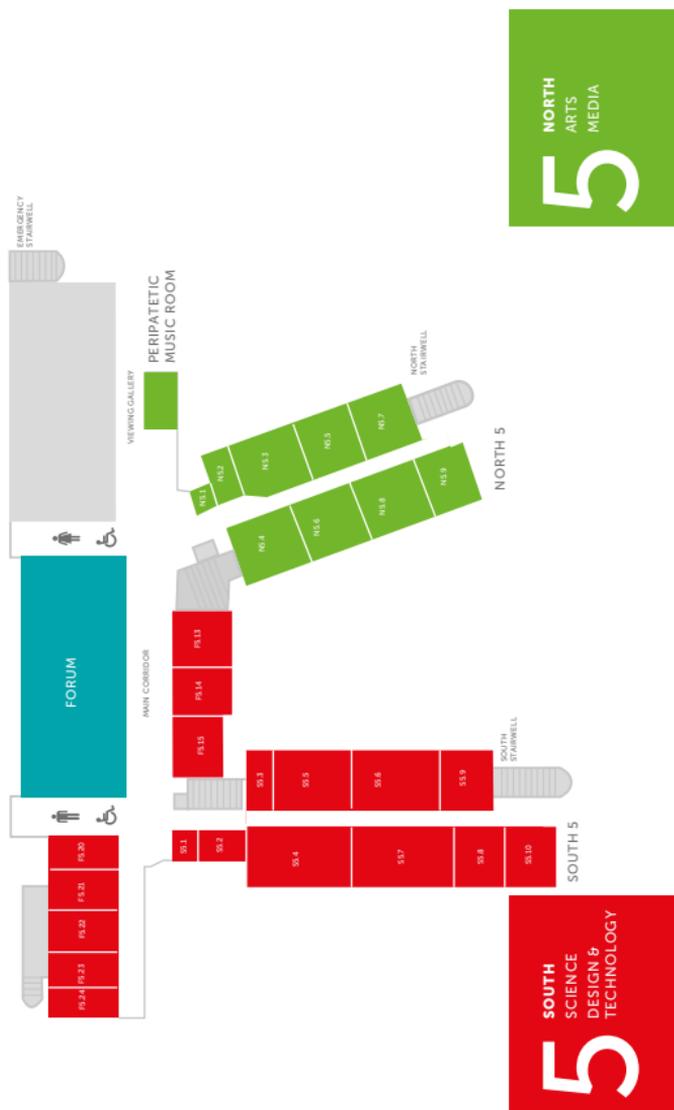
Building/Orientation



Building/Orientation



Building/Orientation



What to do if?

I arrive late at school?	After 08.30 am collect a late slip from the Student Support Office and then go straight to class.
I am being bullied?	Tell someone – your tutor, a parent, a teacher or a friend. You can also report this anonymously online or via Student Apps – Report Bullying Form.
I have a dental/medical appointment?	Bring a note for your tutor. Sign in and out at Student Services when you leave.
I lost something?	Lost property is kept in Student Services. Remember: all property should be marked with your name.
I don't understand a home learning task?	See your subject teacher, look on DPR or go to Home Learning Club for help.
I have forgotten to bring something to school?	Explain to your subject teacher at the start of the lesson.
I got something confiscated?	Ask the teacher or Head of Year who has confiscated it when it can be collected and what the conditions are. Collect a letter from Student Services about the confiscated item.
I don't feel well?	Tell your teacher, who may send you to the Student Services.
I am absent?	Get a parent/carer to phone the school on the first morning before 09.00 am on the attendance line 0208 826 1234. Parents/carers must phone everyday thereafter if you are absent.
I take medication?	Leave all medication at Student Services. Bring a letter from home to explain what the medication is for and when it needs to be taken.

Key Dates

Autumn Term 1

First day of term

Monday 5th
September

Last day of term

Friday 21st
October

Half term holiday

Week beginning
Monday 24th
October

Autumn Term 2

First day of term

Tuesday 1st
November

Last day of term

Friday 16th
December

Holidays

Week beginning
Monday 19th
December

Spring Term 1

First day of term

Wednesday 3rd
January

Last day of term

Friday 10th
February

Half term holiday

Week beginning
Monday 13th
February

Spring Term 2

First day of term

Tuesday 21st
February

Last day of term

Friday 31
March (half day)

Holidays

Week beginning
Monday 3rd
April

Summer Term 1

First day of term

Tuesday 18th
April

Last day of term

Friday 26th
May

Half-term

Week beginning
Monday 29th
May

Summer Term 2

First day of term

Tuesday 6th
June

Last day of term

Friday 21
July (half day)

** All dates
are subject to
Government
Guidance*

Notes

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Notes

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