



Hartsdown
Academy

Transition Book 2020

EDUCATION FOR AN AMAZING LIFE

Welcome

Dear Parents and Carers,

Welcome to your Transition Book. In these uncertain times, we hope the information in this book will be useful as part of the transition process for both your children and you. Whilst we do not know yet how schools will operate in September, we will present the information here as if we were fully open and operating as a normal school, with the hope and intention that this is what we will be able to deliver as soon as is possible. As the picture around education becomes clearer, we will of course keep you updated. Additional information can be found on our website www.hartsdown.org and do not hesitate to contact us if you need any further information or assistance.

The Transition Book includes the following information:

- Contact Details
- STRIVE
- School Day & School Closure
- Reporting Absence/Attendance
- School Meals
- Subjects and Home Learning
- Rewards
- School Uniform
- School Equipment
- Monitoring Student Progress
- Sharing Information with Parents/Carers
- Learning Support
- Term Dates/ FAQ

In the meantime, we will be in contact with updates around your child's schooling in September and beyond as soon as we have them, as well as additional transition events and opportunities.

Yours sincerely,

Matt Tate

Mr M Tate
Headteacher

Contact Details



Address	Hartsdown Academy George V Avenue MARGATE Kent CT9 5RE
Telephone number	01843 227957
Email	info@hartsdown.org
Website	www.hartsdown.org

Role	Staff Member	Email
Headteacher	Mr M Tate	tatem@hartsdown.org
Deputy Headteacher	Mrs C Barber	barberc@hartsdown.org
Deputy Headteacher	Ms J Gipson	gipsonj@hartsdown.org
Assistant Headteacher KS3	Mr H Ovenden	ovendenh@hartsdown.org
Assistant Headteacher Behaviour and Attitudes	Mr R Gardner	gardnerr@hartsdown.org
Assistant Headteacher Attendance	Mr C Morton	mortonc@hartsdown.org
Head of Year 7	Mrs N Wilson	wilsonn@hartsdown.org
SENCO	Ms M Clayson	sen@hartsdown.org



STRIVE



Scholarship

We value high attainment and aim for mastery for all students.



Teamwork

We are one community, one team working to the same end.



Resilience

Whatever it takes, we don't give up.



Integrity

We show character: respect, honesty and kindness.



Vision

Seeing ourselves as part of something bigger, a belief that our life has meaning and value. Asking the question "Where am I heading and what difference do I want to make?"



Excellence

We aim for excellence in everything we do, no excuses!

Transition Programme

At Hartsdown we view transition as an essential part of students getting ready for secondary school. Although COVID-19 has forced us to alter what we would usually provide, we are still planning to deliver as full and enriching transition as we can. Whilst we await more information, below is an outline of our planned activities. These are of course subject to change, but we will keep you updated with all the latest information.

Primary School Contact

We will be arranging video meetings and calls with the SENCo /Year teacher as appropriate for each of our students' primary schools.

We will also request to have your child's best piece of work to keep in school for reference.

Parent Meetings

During the summer term there will be invitations sent out to join a video conference with the headteacher and other key staff to present information to you and give you an opportunity to ask questions.

Transition Day

We will be looking to offer visits to the school for all pupils, in a manner that follows government guidelines, sometime in July. This will be an opportunity to see the new building, their new classroom and meet their teachers and other key staff. We will let you know the details of this as soon as we have them.

Uniform

Our uniform supplier has been setting up their business model to adhere to new government guidelines. We will be sending this information out in a separate pack.

School Day & School Closure

The school site is open from 08:15 am. Students should arrive by 08:30am to ensure a prompt start to the day.

A typical school day at Hartsdown will consist of 5 lesson of 60 minutes each.

Form/Assembly	08:40	09:00
Lesson 1	09:00	10:00
Lesson 2	10:00	11:00
<i>Break</i>	11:00	11:15
Lesson 3	11:15	12:15
Lesson 4	12:15	13:15
<i>Lunch</i>	13:15	14:00
Lesson 5	14:00	15:00
<i>After School Activities</i>	15:00	16:00

Good punctuality will be rewarded and there will be sanctions for persistent latecomers.

School Closures: Adverse Weather

The school will stay open if at all possible when there is severe weather, including snow and flooding. Parents have the responsibility for getting students to and from school safely and need to decide when the journey is safe when severe weather affects transport and/or walking conditions.

Information about school closure will be posted:

- On our website www.hartsdown.org
- Via our Twitter account [@hartsdowntech](https://twitter.com/hartsdowntech)
- Via our Facebook account Hartsdown Academy Official
- On KCC's school closure links. www.kentclosures.co.uk

Travelling to School

Many students travel to school either on foot, by bicycle or bus. If you need to drop your child off by car then we ask you to respect the parking restrictions outside the school to keep the traffic flowing and maintain our good relationship with our neighbours. Parking on site is limited.

If your child is cycling to school they must ensure they wear a helmet. Bikes can be locked-up inside the school gates.

If you are travelling by bus, the bus stops outside the school. Please look at the following website to determine the bus you will need to take:

<http://www.11-19travel.info/site82.html> .

Early Arrival

School is open from 08:15 am where students can come into the canteen. Breakfast is available until 08:35 am.

After School Care

Your son/daughter may take part in any of the clubs running after school up until 4:00pm. Details of the clubs will be sent out early in the year.

Attendance

Attendance is vitally important for a student's education.

Rewards

- Certificates are awarded to all students with 95% attendance and above during the course of a term by their Head of Year.
- Certificates are awarded to all students with 100% attendance during the course of the term by their Head of Year in assemblies.
- All students with 100% attendance are entered into a weekly prize draw.

Sanctions

- Poor attendance will initially be monitored by the form tutor.
- Continual poor attendance will be referred and monitored by the Head of Year.
- Any student with attendance of less than 90% may be asked to attend an attendance panel.

Where persistent absence gives us cause for concern, referral is made to the Education Investigating Service who will investigate the absence from school. They may issue penalty notices and follow the process of prosecution.

Punctuality

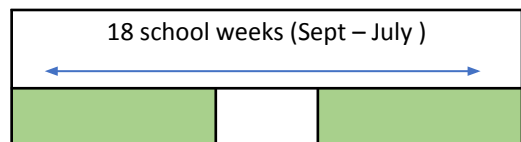
The school day starts at 08:35am, with registration at 08:40. Students arriving after this time without a valid reason will have their absence recorded as unauthorised.

*Jamie is in Year 7. His attendance rate is always around 90%.
He thinks this is pretty good!*

Mon	Tue	Wed	Thur	Fri

90% attendance means that he is absent from lessons for nearly one half- day every week.

Now Jamie is in year 8. His attendance rate means that he has missed almost 4 weeks of lessons in the school year



If Jamie continues to attend only 90% of the time then over 5 years he will miss nearly one half of a school year.

*In year 11 90% attendance will result in underachievement by one GCSE grade
Your child's attendance will affect their performance in school.*

Reporting Absence

Students are required to be in full-time attendance at school and are expected to arrive on time. In accordance with national guidelines, students arriving after their year group's official start time, without a parental note, are considered to be absent.

All absence from school requires:

- A telephone call before 09:15 on the morning of each day's absence. Our absence line is: 01843 578001
- Written confirmation of the reason for absence; this can be by email.

Authorised absences are as follows:

- Illness (supported by confirmation from parent/carer).
- Medical/dental appointment/close family funeral (approval in advance).
- Interview, e.g. prospective employer or new school.

Please be advised that unexplained absences will be recorded as unauthorised.

Unauthorised absences are not in the student's best interest and are viewed negatively on their academic records, and in extreme circumstances they could jeopardise their place at future academic establishments and with potential employers.

Following national guidance, the school will not authorise absence during term time for family holidays etc.

First Day Absence Check

As detailed above, it is the responsibility of the parent/carer to notify the school of any absence. However, the school endeavours to operate a first-day absence check. When a student is absent without the school's prior knowledge, the school will telephone or text the parent/carer to check the reason for non-attendance. If you receive a text message, either reply by text or telephone the school.

By operating this system the school is aiming to ensure that students who have left home have arrived safely in school.

School Meals

Independent Catering are delighted to be the catering partners at Hartsdown Academy.

As a small, local Kent based company, their philosophy is based on delivering fresh, locally procured food. Their fresh food credentials are further underpinned by the recent award of the Gold Standard Catering mark by the Soil Association.

This means they meet the highest standards of food provenance. Their menus include more ethically sourced and organic meat and vegetables which means healthier options for our customers.

The menu is available on their website.

The main meal is priced at £2.30* for a main meal and dessert.

We provide a range of combination meal deals for £2.30* such as:

- Pasta pot with a homemade cookie
- Freshly made sandwiches and baguettes with our specialty hand cut range shaker salad pots with prawn cocktail, chicken tikka with raita and a caesar salad
- Our street food range including pulled pork in a brioche bun and thai green curry with a sticky rice
- Home bakes made in our kitchen
- Chilled drinks

<http://www.independentcatering.co.uk/>

*prices may be subject to change for September 2020

Subjects

In Year 7, students follow the International Baccalaureate Middle Years Programme. The curriculum is structured as follows:

Numeracy Curriculum (2 hours per day, 1 main teacher)	Literacy Curriculum (2 hours per day, 1 main teacher)	Enrichment Curriculum (1 hour per day, various teachers)
Maths Science Geography	English History Ethics and Philosophy	Includes: Performing Arts Spanish Art Music Computer Science Food Tech Health and Nutrition British Sign Language

Groupings in Year 7

When students join us from primary school, they will be placed in a form group within their year group. The form groups will be identified before the induction day. They will remain in these groups for all of their lessons, and are all mixed ability.

We will regularly review the composition of groups, particularly in the first term, and make changes where necessary.

Marking

Recent educational research shows that pupils learn best when they are an active part of the learning process, not just passive participants. In other words, they should know just as much as their teachers do about how they are learning and what they need to do next.

To this end, we have refined the methods we use to give our pupils feedback on their work. A summary of what you might notice when you look through your child's work is provided on the next page. Taken together, these modifications mean that your child should always know the answers to these two questions in all of their subjects.

What am I doing well in this subject?

What do I need to do to improve my work in this subject?

For example:

'What are you doing well in English?'

'What do you need to do to improve your work in maths?'

Pupils will be asked these questions repeatedly in school so it would be very beneficial for your child if you were to ask them these questions at home as well. This will reinforce their understanding and help them to progress more quickly.

Of course, we live in the real world: we know that it can sometimes be quite difficult to get detailed answers out of children. If you are used to asking 'what did you do at school today?' and getting a one-word response, it is hoped that these more specific questions will provide you with the information you really want. However, if you are concerned that your child does not know how they are doing in any of their subjects, or are unhappy with the progress that they are making, please contact Mr Ovenden. (ovendenh@hartsdown.org).

The Way Your Child's Work is Marked

What you might notice in your child's work	Why this is better for your child
<p>“The marking looks different in different subjects (e.g. English looks different to maths). It even looks different in my child's book and someone else's in the same class.”</p>	<p>All of the current research into marking shows that it needs to be customized to different subjects, classes and even individual needs. Your child should therefore be receiving feedback which they find useful. If you feel that this is not the case, please contact Mrs Gipson</p>
<p>“There appear to be pieces of work which have not been marked: they are not even ticked.”</p>	<p>So called ‘tick and flick’ marking can be misleading for pupils and having too many targets from lots of small pieces of work can be confusing.</p> <p>All of our teachers in all subjects provide detailed written feedback on <u>key pieces of work</u> a minimum of twice a half term. These will usually be bigger pieces which assess a wide range of skills or knowledge. Smaller pieces of work which have not been formally marked by the teacher will still have been read by them. The strengths and weaknesses of these pieces will feed into the targets set on the bigger pieces.</p>
<p>“There is more green pen than there was before. My child seems to be writing as much as the teacher and sometimes even more.”</p>	<p>It is important for pupils to have a working knowledge of the success criteria for tasks – just like their teachers. Pupils are encouraged to work out for themselves what they are doing well and what they need to do to improve before having it checked by the teacher.</p>
<p>“My child has made some mistakes which have not been picked up. For example, they have missed some capital letters off the beginnings of sentences but the teacher has not underlined them in red.”</p>	<p>Teachers mark mostly for misconceptions (where pupils have consistently misunderstood things). Where pupils make simple mistakes (like missing off capital letters even though they understand how to use capital letters) they need to put these right themselves before handing work in. If pupils continue to make simple mistakes, they will be prompted by their teacher to correct them for themselves.</p>

Home Learning

Homework makes a difference to progress within every subject.

It is an opportunity to:

- Extend and reinforce class work.
- Promote self-confidence and self-reliance.
- Provide possible indications of underachievement.
- Involve parents in the learning process.
- Encourage good organisation skills.

Students will be provided with a homework timetable in September. The expectation is that students will receive one piece of homework each week for each subject. The school also offers a Homework Club to aid in the completion of homework.

Working in Partnership

At Hartsdown we believe that parents are responsible for supporting their child's education and development. We will work with you to ensure that your child achieves success. One way that parents can participate is to oversee the work done at home.

We encourage parents to:

- Speak with their child regularly about homework and discuss the importance of doing homework.
- Provide a suitable environment in which homework can be completed.
- Contact the school if their child is having difficulties with homework or if there are extenuating circumstances which would prevent the completion of homework.
- Respond to any communication on the non-completion of homework and discuss this with your child.

As a school we will:

- Set homework.
- Ensure that homework supports and extends learning.
- Make it achievable, so it can be done well and on time.
- Mark it, so they can see and feel it was worth doing well.

We use an app called Classcharts to detail a student's homework so that parents can easily see what homework has been set. Login details for the free app will be given to all parents at the beginning of the year.

Rewards

Reward	Criteria	Impact	Issued by	Frequency
Praise - Verbal - Written in books - Phone Call / email home	Issued for good progress, achievement, attitude to learning, behaviour for learning and attendance within a lesson and around school.	Instant feedback and reinforcement of positive behaviours for learning in every class.	All staff	Daily
House Points	Issued for excellence in for academic work, effort and contribution to the school. Issued through the Classcharts app which parents and carers can also see.	Instant feedback and reinforcement of positive behaviours for learning in every class. Ongoing record of achievement in school.	All staff	Daily
Post Cards:				
Given to student to take home.	Issued for outstanding progress, achievement, attitude to learning, behaviour and attendance within a lesson and around school that requires additional recognition above praise alone.	Instant feedback and reinforcement of positive behaviours for learning in every class. Also, gives students a tangible recognition of achievement to take home to parents (encourages students to take responsibility for informing parents/carers of achievement).	All staff	Daily
HOY attendance certificates	Issued to the form groups and individual students with the best attendance in each year group.	Recognises ongoing expected attendance levels	HOH	Fortnightly
Achievement assemblies	Termly recognition of outstanding attitude to learning, achievement* and attendance within a year group for all subjects.		HOY	Three times a year (Bi-Termly)
Presentation evening	Excellence across all years. Exceptional Achievements at GCSE and IBCP in each subject area	Opportunity for students, parents and staff to celebrate the culmination of years of hard work.	HOY/ SLT	Once per year
Reward trips	By invitation only for students with 100% attendance at the end of the year and outstanding achievement/progress. Places are limited and distributed on a first come - first serve basis.		HOY/ SLT	Once per year

School Uniform

- Hartsdown Academy black skirt supporting the official HA Crest and can be purchased from 'The Schoolwear Centre' in Margate.
- Formal black trousers (girls' sporting the official HA Crest) and can be purchased from 'The Schoolwear Centre' in Margate.
- Plain white blouse or plain white shirt.
- Tie with the official Hartsdown Academy crest and can be purchased from 'The Schoolwear Centre' in Margate.
- Plain black 'V' necked pullover with long sleeves with the school crest can be purchased from the 'The Schoolwear Centre' in Margate.
- A black blazer with the official Hartsdown Academy Crest is compulsory and can be purchased from 'The Schoolwear Centre' in Margate.
- A plain top coat. Studded, denim, hoodies or motorcycle type leather jackets are not acceptable.
- Plain black shoes.
- Plain black socks/plain black tights – no frills.
- No T-Shirts or jewellery that shows may be worn.

PE Kit

- Black shorts or "Skorts" and can be purchased from 'The Schoolwear Centre' in Margate.
- Red/Black polo shirt with the official Hartsdown Academy crest and can be purchased from 'The Schoolwear Centre' in Margate.
- Black/Red Hoodie with the official Hartsdown Academy crest and can be purchased from 'The Schoolwear Centre' in Margate.
- Plain red football/hockey socks.
- Suitable trainers – not high-backed.

School Equipment

Please ensure that your child arrives to school with the correct school equipment. This will include the following:

Hartsdown Academy Rucksack

- Pencil Case
- Pens (black or blue)
- Pencils
- Ruler
- Eraser
- Pencil Sharpener
- Glue Stick
- Coloured Pens
- Highlighter Pen
- Water Bottle

General

- English Dictionary
- Thesaurus

Maths

- Geometry Set
- Calculator

Modern Languages

- Bilingual Dictionary (English - Spanish)
- Earphones for computer use

Monitoring Student Progress

Student progress is monitored regularly in all subject areas. Parents will receive a progress tracker four times per year to inform them of their child's progress. These will detail your child's target levels in each subject and their progress towards meeting these targets. Parents also receive information on their child's attitude to learning.

A school report is produced annually for each child and there is at least one evening each year where parents/carers are invited to make appointments with subject teachers to discuss their child's progress.

Students are assessed at Key Stage 3 using MYP levels. These are designed to track and advance a student's progress across Years 7-9, so they are equipped with the skills and knowledge they need to be successful at GCSE.

If there are any concerns at other times, parents are free to contact staff to arrange an appointment.

Sharing Information with Parents and Carers

All parents and carers are equally valued as part of our school community. Children's learning is improved when we work together in partnership.

We believe in close co-operation with families and regular consultation between home and school. We communicate with parents and carers by:

- School Website
- Texts
- Email
- Telephone
- Letter
- Classcharts app

We aim to acknowledge all communication within 24 hours.

Identifying Concerns

- In the first instance please contact your child's form tutor, or for specific subject enquiries, the classroom teacher.
- If your concerns are not addressed please contact the Head of Year for further assistance and guidance.

Learning Support

Transition from primary to secondary school can be a particularly stressful and worrying time for children with specific learning needs, and for their parents.

We will support all learners to ensure that they are happy and achieve at Hartsdown. We will support all learners and their families with specialist, tailored in-class support to meet individual needs.

We do this by:

- Working with local primary schools to ensure an individual learning plan is formed for each student before they arrive, designed to pick up seamlessly from the primary education programme.
- Ensuring that teachers are aware of each individual's needs so that they can plan their lessons to ensure that all students make good progress.
- Small group work to meet specific additional needs.

School Fund

You might wish to pay the £20 school fund contribution, which we ask for just once in your child's school career. This helps fund the many extra-curricular activities and events organised by Hartsdown Academy, in order to provide the highest possible standard of education for your son/daughter. Cheques should be made payable to Hartsdown Academy.

This fund has charitable status and will enable us to enrich the curriculum, for example paying for visits from theatre groups and visits to sites of historical interest.

Term Dates

Term 1 – Monday 1st September 2020 - Friday 23rd October 2020

Term 2 – Monday 2nd November 2020 – Friday 18th December 2020

Term 3 – Monday 4th January 2021 – Friday 12th February 2021

Term 4 – Monday 22nd February 2021 – Thursday 1st April 2021

Term 5 – Monday 19th April 2021 – Friday 18th May 2021

Term 6 – Monday 7th June 2021 – Wednesday 21st July 2021

How will I keep up to date with what is going on?

You will find all our upcoming events in school on:

- Our website: www.hartsdown.org
- Facebook: Hartsdown Academy Official
- Twitter: @HartsdownTech

We will also email out any correspondence to the email address you have given to the school.

Tips for Parents:

When school starts:

- Make sure they get to bed early
- Help them to manage their time, homework and their kit.
- Trust that they will manage and do well.
- Plan family meals around homework commitments.
- Show interest in what they have been learning and doing.
- Be aware that children might become more fatigued due to the extra demands on them.

Frequently Asked Questions

Who should I inform if my child has a special medical condition?

Please notify Student Welfare as soon as possible.

What happens if my child is taken ill or has a minor injury at school?

Any students who feel unwell during the school day should inform their teacher who will send the students to Student Welfare. The staff will then assess what action to take. Parents/carers may be contacted to collect their son/daughter and, if necessary, take them for treatment. The same procedure is followed when a child suffers a minor injury. Please ensure that you keep all contact phone numbers up to date at the school.

What happens if my child has to leave school during the school day for a medical appointment?

The student must show a letter or medical card to the Attendance Officer. They will complete a "Pupil Pass" authorising the students off school site.

Is it necessary to have my child's uniform named?

All students must wear the correct school uniform and items can get lost or misplaced. If a student loses something then he/she should go to reception to see if it has been handed in. It is very difficult to trace items which are not named, so this is highly recommended.

Is my child allowed to have a mobile phone in school?

We discourage students from bringing phones to school. If however, parents feel they are necessary, they may be brought into school but must be switched off and out of sight. If phones are seen or heard they will be confiscated until at least the end of the day.

When can I meet the teachers to check the progress of my child?

Information about Parents Evening will be sent out prior to the meetings. There are two Parents' Evenings for Year 7.

- **Meet the Form Tutor** (to meet with your child's form tutor and discuss how he/she has settled in).
- **Year 7 Parents Evening** (to discuss individual subjects with your child's class teachers)