



HARLINGTON  
SCHOOL

# Parent Handbook 2018-19

(Issued September 2018; please see the website version for updates that occur through the year – thank you)

Harlington School: A caring, forward thinking professional learning community that develops exceptional educators and kind hearted, hard – working and well – rounded young people, all with a passion for enquiry and scholarship.

Dear Parents, Carers and Guardians,

Welcome to Harlington School. We have produced this handbook for parents, carers and guardians after listening to feedback at parents' evenings about the sort of information you would find helpful to have to hand. We welcome feedback for future editions – please email Mrs. Stephens at [kstephens@harlingtonschool.org](mailto:kstephens@harlingtonschool.org) for any ideas for inclusion next year.

For ease, we will use the term 'parents' to mean parents, carers and guardians for the rest of this document.

Please note that this handbook will be issued at the beginning of every year in a paper format and via email if you are subscribed to parentmail, and it will also be available on our website. Please always check our website for updates to information contained herein, and please contact your child's tutor if you need any further clarification and information.

We very much look forward to working with you to support your child's learning this year.

Yours sincerely,



Ms. E. A. Horrigan.  
Headteacher

Harlington School, Pinkwell Lane, Hayes, Middlesex, UB3 1PB

Main Telephone number - 0208 569 1610

Email: [enquiries@harlingtonschool.org](mailto:enquiries@harlingtonschool.org)

Website: [www.Harlingtonschool.co.uk](http://www.Harlingtonschool.co.uk)

Please also see page 6 and 24 for direct line telephone numbers and email addresses for the Pastoral Teams and our Curriculum Leaders respectively. Contact details for the Senior Leadership Team, Curriculum, Pastoral and all of the Administration Team can be found on the 'contact us' tab on our website - thank you.

<b>Term Dates 2018-19</b>
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The dates for this academic year are set out below.

Please note that no requests for term time holidays are ever authorised, unless there are proven exceptional circumstances. Exceptional leave will also not be authorised, particularly if the days requested occur in the lead up to holiday periods. Our Participation Officer from London Borough of Hillingdon is required to issue Penalty Notices to any parent who takes their child out of school during term time if their attendance is below 95%. Please refer to our attendance policy for full details.

<b>Term Dates 2018 – 19</b>
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**Autumn Term 2018/2019**

Staff Training Days: Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> September 2018  
Students Return: Wednesday 5<sup>th</sup> September 2018  
Half Term Holiday: Monday 22<sup>nd</sup> – Friday 26<sup>th</sup> October 2018  
Last Day of Term: Friday 21<sup>st</sup> December 2018

**Spring Term 2018/2019**

Term Starts: Monday 7<sup>th</sup> January 2019  
Half Term Holiday: Monday 18<sup>th</sup> – Friday 22<sup>nd</sup> February 2019  
Last Day of Term: Friday 5<sup>th</sup> April 2019

**Summer 2018/2019**

Term Starts: Wednesday 24<sup>th</sup> April 2019  
Bank Holiday: May Day Monday 6<sup>th</sup> May 2019  
Half Term Holiday: Monday 27<sup>th</sup> May – Friday 31<sup>st</sup> May 2019  
Last Day of Term: Friday 19<sup>th</sup> July 2018

(Staff Training Days are 22<sup>nd</sup> – 24<sup>th</sup> July 2019– but staff undertake this training as twilight evening sessions throughout the year rather than on these days).

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## 1. Our Mission

### 1.1. Who We Are

Harlington School is a mixed, non-selective school for students between 11 and 18 years old. Our students leave Harlington School with the confidence and qualifications to enable them to move onto university or a career of their choice. Parental support and interest in their child's education is central to achieving this aim.

To do this we:

- Have high expectations of commitment to learning from students, staff and parents.
- Have high expectations of conduct.
- Provide a safe, caring environment where respect and for others are taught and valued.
- Provide high quality teaching.
- Provide an academic curriculum that meets the needs of all students, whatever their ability.
- Provide a wide range of extra-curricular activities.
- Provide regular, careful review and assessment of every student's progress and needs and tailored support for each child.
- Involve parents in every aspect of their child's education and emotional well-being whilst at school.

### 1.2. Harlington School House System

Every individual student that attends Harlington School is important to us, and every student has different needs and aspirations which all need to be nurtured. As an inclusive school, we recognise, celebrate and embrace diversity in all its forms.

Within Harlington School we have 3 Houses – Brunel, Da Vinci, and Mandela. Each student is allocated to one of these Houses which they stay in throughout their time at Harlington – we try always to keep siblings together wherever possible.

A student's school lanyard will show the colour of their house, and each House is run by a Deputy Headteacher or Associate Headteacher :

Brunel House (Gold Lanyards)	Mrs Osekita - Deputy Headteacher <a href="mailto:Tosekita@harlingtonschool.org">Tosekita@harlingtonschool.org</a>
Da Vinci House (Blue Lanyards)	Mrs Maidment – Associate Headteacher <a href="mailto:Amaidment@harlingtonschool.org">Amaidment@harlingtonschool.org</a>
Mandela House (Red Lanyards)	Mr Walsh – Deputy Headteacher <a href="mailto:Rwalsh@harlingtonschool.org">Rwalsh@harlingtonschool.org</a>
Head of 6 <sup>th</sup> Form	Mr Jefferies – Assistant Headteacher <a href="mailto:Cjefferies@harlingtonschool.org">Cjefferies@harlingtonschool.org</a>

Head of Year 7 & Primary Transition – Mr Richards <a href="mailto:prichards@harlingtonschool.org">prichards@harlingtonschool.org</a>		
Head of Year 8 Mrs Rai/ Mr Yates <a href="mailto:krai@harlingtonschool.org">krai@harlingtonschool.org</a> <a href="mailto:jyates@harlingtonschool.org">jyates@harlingtonschool.org</a> (Mrs Rai is currently on maternity leave)	Head of Year 10 Ms Richards <a href="mailto:Grichards@harlingtonschool.org">Grichards@harlingtonschool.org</a>	Head of Year 12 Mrs Singh <a href="mailto:gsingh@harlingtonschool.org">gsingh@harlingtonschool.org</a>
Head of Year 9 Mrs Hall <a href="mailto:Jhall@harlingtonschool.org">Jhall@harlingtonschool.org</a>	Head of Year 11 Mrs Pinnock <a href="mailto:Dpinnock@harlingtonschool.org">Dpinnock@harlingtonschool.org</a>	Head of Year 13 Mr Jana <a href="mailto:pjana@harlingtonschool.org">pjana@harlingtonschool.org</a>

## **House Events**

Students participate in a number of Inter-House competitions throughout the year, which include drama, music and sporting events. Students earn points for their participation in these and other extra-curricular activities. During lessons when students are rewarded with “Achievement” points these are also added to the points for their House. School councils host fund raising events during the year with student teams from each house organising the events. Students have one House Assembly every half term and one year group assembly every week. House assemblies are scheduled at the end of each half term and recognise and celebrate achievement in the house. Students from all year groups in the house attend together.

### **1.3. Student Voice**

Student Voice is represented through the School Council with groups of students representing involved in Student Voice activities throughout the year. Head Student nominations, campaigns and elections are held in the last spring term, with each member of the student body and staff voting.

Each form group nominates representatives for each of the forums during September. The Head Student(s) and the Student Management Team chair the School Council, and meet regularly with the Headteacher to feed-back student compliments and concerns.

### **School Council**

This consists of a cross-section of students (2 from each form group) plus the Head Student(s) and Student Leadership Team. Year 7 – 13 elections are held in September are held within form groups. The School Council divides itself into sub-committees according to current priorities.

### **1.4. Harlington Governing Body**

The Governors as at 1<sup>st</sup> September 2018 are as follows:

Ms C. Mosdell (Chair of Governors), Mr A Bowden, Ms E Ntefon, Mr T. Little, Mr J Morse, Mr P Nelhams, Ms L McCann, Mr W McGovern, Ms J. O’Neill (Vice Chair of Governors), Mr J Sadiqi, Mr R Sikand, Ms M Stephenson

Mrs S. Scott (Chair of Governors)

If you would like to contact the Governing Body, then please write to them at the school address c/o Clerk to Governors.

We welcome applications from prospective parent governors, so please contact the Clerk if you are interested in becoming a School Governor. An application form can be downloaded from the school website.

## 2. The school day

### 2.1. Timings of the day

	Key Stage 3		Key Stage 4		6 <sup>th</sup> Form
8.05am	Students Arrive				
8.10 – 8.30am	Registration Period				
8.30 – 9.20am	Period 1				
9.20 – 10.10am	Period 2				
10.10 – 10.30am	Break time				
10.30 – 11.20am	Period 3				
11.20 – 12.10pm	Period 4				
12.10 – 1pm	Lunch (P5)	12.10 – 1pm	Period 5	12.10 – 1pm	Lunch or Period 5
1pm – 1.50pm	Period 6	1pm – 1.50pm	Lunch (P6)	1pm – 1.50pm	Period 6 or Lunch
1.50 – 2.40pm	Period 7				
2.40 – 4.30pm	Extra–Curricular or Twilight Classes.				

### 2.2. Arriving and Leaving School; Parental use of the School Car Park

All students should enter via the B Block doors between 7.55am and 8.05am, and make their way to registration. Students who are late to school have an automatic ‘same day’ detention of 20 minutes. We operate ‘Truancy Call’ – if your child is not present in class when the register is taken, an automatic telephone response will be sent to you. Any student who is not in class by 8.45am is classed as ‘absent’ for that morning, and this will show up in your child’s attendance record as an unauthorised absence.

When travelling to and from school, students should remember that they are representatives of Harlington School and that the Code of Conduct applies to them whether inside or outside the school. When students leave Harlington School they should depart immediately from the school site and not congregate outside or around the school. Full uniform must be worn to and from school – **non uniform items such as ‘hoodies’ are not permitted travelling to and from school, and will be confiscated if seen and returned to parents after school on a Friday.**

*If you would like to collect your child from school, then please arrange to meet them at the library entrance as it is less congested. Students will be asked to walk down to you from the B Block Exit.*

*If you wish to collect your child by car, please strictly observe the parking instructions – park in the spaces provided and **do not** obstruct the car park by parking or waiting in the ‘no waiting’ zone. Please note that the council have installed cameras outside all schools, and if you wait or park outside the school you will be fined. The entrance barrier is open from 7.40am – 8.30am and from 2.15pm - 3.15pm; the exit barrier automatically lifts as you approach.*

### **2.3. Absence**

Every lesson is important, and school should not be missed unless it is completely unavoidable. If a student is unable to attend school due to illness or other circumstances, parents should contact the School Attendance Officer Mrs Beech on 0208 587 3505 before 8.30am. If the school has not heard from you, we will contact you to find out the reason for the absence – this may be done via Truancy Call.

On a student's return to school following an absence, you must write a short note which states the reason for the absence. All Hospital and Dental appointment cards or letters must be provided as evidence prior to leaving school.

The school will report any unauthorised or continued absences to the Participation Officer who will then contact you to discuss the reasons for the absences. The consequences once the Local Education Department have been informed may result in legal action being taken and Fixed Penalty Notices (fines) issued.

### **2.4. Students with appointments during school hours**

Where possible, all appointments should be booked to take place outside of school hours. Where this is impossible, students should be given a note written by a parent and the appointment card. Students should show the letter (signed and dated by their Head of Year) to the Receptionist and then sign out. The Receptionist will pass the letter to the Attendance Officer. If the student returns to school during the same day, he or she should sign back into school. Please refer to the full Attendance Policy for further information.

### **2.5. Holidays**

As previously stated, parents must not take their children out of school for holidays or any other planned event during term time, as it seriously impacts on a student's education. Any unauthorised holiday absence carries a penalty fine at the discretion of the Participation Officer, and students are at risk of losing their place on the school roll if they miss school without authorisation.

Holidays should be planned around the school term dates, which are published on the Harlington School website and at the front of this handbook. Full details can be found in our attendance policy.

### **2.6. Photographs and Video Recording**

We like to publicise the wider activities that take place during the school year, and often take photographs, or video the students taking part in an activity at Harlington School or on a trip. On occasion, the media may also be attending these events and will also be taking photographs or recording the event.

For us to comply with data protection requirements, if you do not wish your child to participate then you must put the request in writing, opting out of any photographs or video recording of your child. Please address all letters to Mrs S Channing, Data Manager – thank you.

### 3. Uniform and Equipment

#### 3.1. School Uniform

We believe that a uniform creates a feeling of belonging. Harlington students are proud to wear Harlington School's uniform as a symbol of identity and school unity. We are unapologetic about having high expectations about the wearing of our uniform. All students are required to wear full school uniform at all times, including to and from school. Dealing with inappropriate uniform matters detracts from time devoted to learning so thank you in advance for your support in this matter.

Students who are not in correct uniform and who do not have a note from their parent explaining the reason will be offered uniform to borrow or secluded from other students. If pupils bring or wear non-uniform items to school, they will be confiscated. Failure to hand items over, or a refusal to change into provided items will result in a student being internally excluded for failing to follow staff requests. Students in the 6<sup>th</sup> Form who are not wearing clothes that adhere to the 6<sup>th</sup> Form dress code will be sent home to change.

*Please note that we **will not** return confiscated items to students, but only to their parents. We only return confiscated items to parents on a Friday after school, unless an appointment has previously been made with the Head of Year. Please do not turn up unannounced demanding your child's items, as we expect support from parents in ensuring that these items are not worn in the first place, and that parents do not undermine the school in matters of uniform. **Should a confiscated item be mislaid, please be aware that we will not replace it or reimburse you, whatever its value.***

We would like to thank the vast majority of parents who help us to ensure that proper uniform is worn by their children.

All students are expected to wear their lanyard and ID card at all times in lessons and around school (with the exception of PE lessons). If a student loses or breaks their lanyard or ID card, a school detention will be issued and the student must purchase a replacement from Finance.

The uniform of Harlington School is as follows:

#### Boys & Girls

- Navy HS Blazer from School Supplier or a high street Navy Blazer with HS Badge from school supplier (compulsory)
- Navy HS Tie from School Supplier (compulsory)
- Black 'Business Style' Trousers – see uniform notes
- White Shirt – hard collar. Girls may wear 'collar and reverse' blouse and no tie if preferred.
- Black Shoes that can be polished – Trainers, boots and canvas shoes are not permitted. Most 'Kickers' styles are acceptable, but 'trainer' style is not.
- Navy HS 'Stripe' Jumper from School Supplier (if required)
- Navy or Black turban / hijab (if required)
- Plain Navy or Black coat
- Plain black or navy hair band or hair bobbles - no other hair adornments please.

Girls may also wear

- Black 'A' Line Knee or Ankle Length Skirt – see uniform notes.
- Navy HS 'Scrunchie' from School Supplier (if required)

## Sports Kit

### Boys and Girls

- HS PE Polo Shirt and Socks (compulsory)
- HS Shorts or Track Bottoms (compulsory)
- Sports Trainers with non-marking soles – No canvas plimsolls please
- HS PE Reversible long sleeved Jersey (optional)

### Uniform Notes:

- Full uniform must be worn to and from school as well as in school.
- No 'hoodies' or other sports wear are permitted, including wearing them to and from school. They will be confiscated if seen, whatever the weather.
- Shirts should be tucked into trousers/skirts.
- Skirts should be knee length or full length and be of a plain school style. Uneven hems, lycra style and frills are not allowed.
- Trousers should be 'business style' and not be made of denim or other fashion materials. They must be full length. No skinny styles are permitted.
- An abaya, if worn, should be worn underneath school uniform. A school shirt and tie must be visible and worn over the top. If trousers are worn underneath then they must be plain black business style trousers.
- Boots, plimsolls and backless 'flip-flop' design shoes are not permitted.
- Make up, if worn, must be discrete. Earrings must be small, flat studs only and a small nose stud may be worn. No other jewellery must be worn.
- The Heads' decision on what constitutes 'acceptable items' is final, so please check before you buy.
- All items of clothing should be clearly marked with the student's name. Lost property will be kept for a term and then donated to charity.

We stock a small amount of uniform in school for cash sales only or you can purchase our uniform from PMG Schoolwear:

Unit 4, Swan Wharf Business Centre,  
Waterloo Road,  
Uxbridge,  
Middlesex,  
UB8 2RA

Opening hours  
Monday - Friday 9.30am - 5.00pm.  
Tel. 01895 809326  
e-mail [uxbridge@pmgretail.co.uk](mailto:uxbridge@pmgretail.co.uk)  
[www.pmg-schoolwear.co.uk](http://www.pmg-schoolwear.co.uk)

Please contact your child's Head of Year for a confidential discussion if you are having difficulty with the cost of uniform. There is no longer an automatic entitlement to uniform assistance on receipt of free school meals or other benefits and indeed, more than 50% of school students are in receipt of this, but we will try to help out with the cost of uniform wherever possible.

In severe weather, the school occasionally will operate a 'Snowday' uniform amendment. We inform parents via the Website and via Parentmail messaging if this is the case, and give full details.

## Visible Piercings & Jewellery

We do not allow visible piercings, other than a small pair of studs in the ears, and a small nose stud. Facial piercings, including those in the nose and mouth are not permitted. We strictly enforce this and students will be expected to remove them, *irrespective of when the piercing was carried out*. Refusal to do so will result in sanctions being applied, including seclusion in our PSC until such time as the piercing is taken out.

## 3.2. Equipment

There are a number of items that a student needs to be able to take a full and active part in learning at Harlington School. These are listed below, and should be carried by students at all times:

- Black or blue writing pens
- Pencil and coloured pencils
- Eraser
- Ruler (12 inch or 30cm)
- Pencil case
- A Scientific Calculator
- A Mathematics Set
- A small pocket dictionary
- A reading book
- A school bag (a rucksack is best) that is large enough to carry A4 exercise books and a PE Kit

Students are also encouraged to purchase a foreign language dictionary when they begin their languages lessons and also to purchase a technology apron for art and D & T lessons.

A student 'pocket planner' will be provided at the start of the school year. If a student loses their planner they must pay for a replacement, available from the Finance Office.

## 3.3 Lockers

We are pleased to offer you the opportunity to rent a locker for your child for one academic year at a cost of £18.00.

Please visit <https://locker.rentals/> and complete the requested information. Your child will then be allocated a locker. Please be advised there are currently not enough lockers for every student, so this is on a first come, first served basis.

Please direct all payment and locker code queries to Prefect Lockers on 0845 880 2426. For all other queries, please speak to the Finance Office on 0208 587 3511.

Students are only permitted to access lockers at the start and end of the day and during break and lunchtimes.

## 4. Healthy Eating

### 4.1. School Lunches

Harlington School is committed to healthy eating and is proud of the excellent school meal service which is delivered by Chartwells. The school has been awarded the Healthy School Silver Status. The dining room has café style furniture and a cashless payment system.

Students may bring in their own food if they so wish – the school encourages students to eat healthy packed lunches if they are brought in.

**Please note that we will confiscate and dispose of ‘energy drinks’ such as Red Bull, Monster or similar from students due to the detrimental effect on children’s behaviour and health.** Water is always available and will be provided if an energy drink is confiscated.

***Did you know? If your child is eligible for Free School Meals, they not only get £2.25 per day for lunch (which can buy a 2 course hot dinner or a sandwich meal deal), but you can also claim for discounts on school trip costs and extra-curricular events such as music lessons?***

Due to our cashless dining system, no child who has free school meals can be identified. Please contact us to see if you are eligible – the school also can increase its staff and opportunities for students, as we receive an extra £900 per year for every child who claims Free School Meals! See below for details.

Full details of the term’s menus can be found on the school website, but the following is a general guide to the food on offer:

- There is a meat and a vegetarian hot food choice served every day as well as jacket potatoes, pasta dishes, paninis and a hot pudding.
- Fish and chips are served every Friday, along with other hot choices.
- There is a choice of Halal and Non Halal Meat Dishes every day - all chicken dishes are offered as Halal and Non Halal; other meats are Non Halal unless clearly specified on the day of serving.
- Our cold food offer includes sandwiches, wraps, baguettes and rolls. A choice of cheese, egg, ham, tuna and chicken fillings is usually available. We also have fruit, cakes and salads and a wide range of water, fruit juice or milk-based drinks is available.

Students in Years 7 - 11 are not permitted to leave Harlington School premises at break or lunchtime to buy food or to go home. We also do not permit takeaway food to be brought in, delivered or consumed on the premises, including for the 6<sup>th</sup> Form. It will be confiscated and disposed of without a refund.

### 4.2. Paying for School Lunches

All students pay for their food via a biometric cashless system. Parents are asked to top up their child’s account online using ParentPay for preference, but students may use cash to top-up their account at the machine. Please note that we do not give change to students – if you give them cash for dinner money it must be loaded onto their account.

Free School Meal (FSM) accounts are topped up automatically each day, but students cannot ‘carry forward’ their FSM allowance. Apart from the last day of every term, students may only use their Free School Meal allowance at lunchtime and not at break-time.

If your circumstances change, you may wish to check to see if you are eligible for Free School Meals by logging onto the website [www.myfreeschoolmeals.com](http://www.myfreeschoolmeals.com) or by contacting the Finance Department at school.

## **5. Behaviour for Learning**

### **5.1. Approach to Behaviour Management**

The Governing Body expects all parents to support the school and their child in upholding, modelling and ensuring good behaviour, both inside and outside of school. The following is a summary of some of the main points pertaining to our Behaviour for Learning and Exclusion policies. Please refer to the full policies for precise details – these policies are issued annually to parents in addition to this handbook – thank you.

#### **Ethos**

Harlington School endeavours to enable every pupil to reach their potential through the promoting of a calm, positive and purposeful learning ethos. Our Behaviour for Learning Policy emphasises a high regard for effective learning and social inclusion. Respect and personal responsibility for the pursuit of academic excellence underpins our focus on a relentless pursuit of good behaviour, high levels of attendance and punctuality, strict adherence to the wearing of our school uniform and positive and respectful attitudes towards one another.

#### **Principles**

- Everyone has the right to learn and work in a purposeful, orderly and calm environment without being disrupted by others;
- Everyone has the right to feel safe;
- Everyone has the right to have their voice heard and their concerns listened to;
- Everyone has the right to be treated with fairness and respect;
- Everyone has the right to achieve their potential.

#### **Responsibilities**

- Students will:
  - Arrive at school ready to learn by 8.05am
  - Attend in full school uniform, wearing full school uniform to and from school
  - Attend prepared to learn, ensuring they have all relevant equipment
- In class, students will:
  - Be ready to learn within 3 minutes ie equipment out, non-school items off/away
  - Treat staff, peers and the environment with respect
  - Take responsibility for their own attainment and behaviour
  - Follow the school rules and instructions from staff immediately and without argument
- Outside class, students will:
  - Behave sensibly and respectfully in communal areas
  - Move purposefully and quietly to destinations
  - Take care of the environment
  - Follow all staff/prefect requests promptly and without argument
  - Follow the school rules
- In the wider community students will:
  - Behave sensibly and respectfully
  - Promote the school in a positive manner
  - Adhere to the rules and expectations of the local community

Everything contained in the Behaviour for Learning Policy is there to ensure that learning can take place without interruption, that our school is a safe, happy and welcoming place in which to learn and work, and that the reputation of our school in the wider community is that of a high achieving and caring school.

All students who work to the best of their ability and show respect and kindness to everyone will be rewarded. Any student who chooses to either disrupt the learning environment, or who acts in any way that could be considered unkind or antisocial, will be sanctioned in line with our policy.

Everyone is welcome to come and study at Harlington, provided they accept the responsibility of behaving in such a way that learning is not disrupted and everyone in the school community feels safe and happy.

Whilst on school business, such as school trips; in uniform or journeying to or from school, pupils are subject to the same expectations as when on the school premises.

## **5.2. School Rules**

- Be ready to learn and work hard in your studies;
- Follow instructions promptly;
- Be polite and listen to peers and staff;
- Be ready to learn within 3 minutes of lesson commencing;
- Lanyards and ID must be worn at all times in the school building;
- Electronic equipment may only be used at break and lunchtimes;
- Non uniform items must not be worn to, or brought into school;
- Move purposefully around the site (on the left in corridors);
- Observe the one-way system next to PE & in 'A' Block; do not go into out of bounds areas.

We want school to be enjoyable for every student. Students should be able to learn, appreciate their lessons, make friends and be enthusiastic about school. We want to encourage good behaviour and discourage behaviour that undermines learning or confidence between students or students and staff.

All behaviours both positive and negative will be tracked and reported. All staff at Harlington School, both teaching and non-teaching will be involved in maintaining the high standards of behaviour expected by all its members. We will reward desirable behaviour with praise and rewards, and will impose consistent, clear and unavoidable sanctions for unacceptable behaviour.

## **5.3. Parental Consent Form**

We ask that the Parental Consent Form is completed by parents when your child joins the school. Please refer to the current form for information.

## 5.4. Rewards

All students are rewarded for academic progress, scholarship, hard work and endeavour, and for contributing to the school community. Full details are in our Behaviour for Learning Policy.

## 5.5. Sanctions for Unacceptable Behaviour

We will respond to and follow up all instances of inappropriate behaviour in the classroom, around the school and outside of school, including if a student brings the name of the school into disrepute with their actions. Inappropriate behaviour includes any action which prevents a student or their peers from learning or causes upset or distress to others.

Students who consistently fall below the expected standards will be supported by their Form Tutor, Head of Year and other Pastoral staff to bring about a positive change in their behaviour. As soon as the school identifies a cause for concern regarding a student's persistent poor behaviour, the Form Tutor will contact you. A meeting will be arranged to discuss, with the student present, the problems which have been encountered and how they can be resolved.

Full details are outlined in our Behaviour for Learning Policy.

## 5.6. Detentions

See Behaviour for Learning Policy for full explanation of expectations and actions

There are four types of detentions:

### **Teacher detentions (10 minutes)**

These are given by subject teachers for failure to conform to requirements in terms of attitude, homework, organisation and presentation. Staff should detain students for 10 minutes (either at break, lunch or after school). All detentions should be recorded in students' pocket planner.

### **School detentions (after school; 30 minutes)**

These are given by any member of staff for failure to conform to our requirements in terms of attitude to learning, and allowing others to learn. Detentions should be recorded in a pupil's pocket planner, or recorded on a detention slip. It is your child's responsibility to inform you if they have been set a detention.

### **SLT / Curriculum Leader/ 'On Call' / 'Out of Bounds' detentions (after school; 1 Hour)**

Members of staff that are 'On Call' or on duty at lunchtime have the authority to set pupils a 1 hour detention (using the red or green slips). Teaching staff can also request that their Curriculum Leader sets a 1 Hour Detention if a pupil's behaviour warrants further sanction than they are able to administer. SLT Detentions are also set if a pupil fails to attend either a 'Late' detention or a school detention. Any child who refuses to attend an hour detention will be placed on internal suspension.

### **Late detention (from 20 minutes)**

Any pupil entering the school building after 8:10am will receive a school detention on the same day. This will last a minimum of 20 minutes.

## 5.7. Exclusions

Although rare, if a student's behaviour is so unacceptable that it warrants removal from the main school, we have several levels of exclusion sanctions.

### Internal suspension

This can be enforced on the same day that unacceptable behaviour occurs. They are predominantly used for students who are impolite to staff, or who fail to follow reasonable requests. Students who also fail to attend 1 hour or SLT detentions are placed on internal suspension. A student is withdrawn from the main school and placed in the internal suspension room to undertake their studies and a period of reflection on their actions. Students on internal suspension remain in school until 3.30pm. Parents are contacted by phone to inform them of the internal suspension, and a follow up letter is also sent. Students are not permitted into the main school if they have been placed on Internal.

### Fixed Term Exclusion or Seclusion School

Students are excluded for a fixed period from school for more serious inappropriate behaviour. Fixed Term exclusions are reported to the Local Authority and kept on a student's academic record. Employers and colleges can request this information. At the Headteacher's discretion, we may offer a period in 'Seclusion School' or '12 to 5' as an alternative to fixed-term exclusion. Seclusion School does not appear on external school records, although governors can request the information. Seclusion School operates from 12midday until 5pm and students attend with their parents for an interview and then complete their work during this time. Any student who fails to attend Seclusion School, or who disrupts the learning environment in the seclusion school will be set a fixed term exclusion. During a period of Seclusion School, students are not permitted in the main school.

### Direction to education off-site.

If students persistently disrupts the orderly running of the school, refuse to work in Seclusion School, have more than three fixed term exclusion and are at risk of permanent exclusion from Harlington School, the Headteacher has the authority to direct a student to education outside of Harlington to improve their behaviour. Details can be found in DfE guidance.

### Permanent Exclusion or Satellite School

Very occasionally, students' behaviour is so serious a permanent exclusion from Harlington is considered. Occasionally, students will be offered a place in our Satellite School as an alternative to permanent exclusion. This is a permanent bespoke provision, where students attend school from 12 midday until 5pm every day.

## 5.8. Prohibited Items

We must reiterate that students must not bring in, use or have contact with, any item that, in the opinion of the Headteacher, may be detrimental to the health, wellbeing or safety of students and / or staff. This includes, but is not confined to alcohol, cigarettes or electronic equivalents, shisha pens, matches, lighters, drugs, aerosols, any offensive weapon, fireworks, pornographic material or any other material that is likely to cause offence on the grounds of race, culture, religion, gender or sexual orientation.

**Involvement with any of the above may result in either fixed term or permanent exclusion from Harlington School.**

*The school operates within Department for Education guidance with respect to searching students and property, if there are any concerns that dangerous or illegal items have been brought onto the school premises. The Police will be called if a student fails to cooperate with a search.*

## **6. The Curriculum**

### **6.1. Curriculum**

Harlington School has an exciting and challenging curriculum, with the ultimate aim of all students achieving minimum of 8 GCSEs, including English and Mathematics and moving onto a successful Sixth Form educational pathway.

At KS3, we provide a broad and balanced curriculum based on the National Curriculum over a 2 year period. We believe that all students should have access to the full range of subjects and that it is essential to promote the arts and sports subjects alongside other subjects including literacy and numeracy based subjects. Students' personal and social development is also supported through our PSHCEE and RSE programmes which run through all year groups.

Students are guided in their choice of KS4 pathways by tutors, teachers and also receive independent careers advice. The 'Harlington Baccalaureate' is followed by most students. This includes the EBacc subjects ( English, Maths, Science, Geography or History and a Modern Foreign Language), an arts or technology subject, Religious Education, Computing , PSHE and a 2 hour core PE offer. We believe that it offers students a broad and balanced curriculum that will maximise the range of different university and careers paths open to students. An extended day allows for some students to access additional courses at GCSE level ('twilight classes'). We also offer a small provision for students to take up vocational courses at external providers.

At Key Stage 5, we are pleased to be able to offer a wider curriculum offer through our partnership with Barnhill Community High School, and we are also part of the Hillingdon Oxbridge and Widening Participation Scheme in collaboration with 15 other secondary schools.

Full details of all courses on offer at every Key Stage are available on the school website, and we employ an Independent Advice and Guidance (IAG) Worker, Ms Morris, to provide help and support with study and careers advice at all stages of students' educational decision making.

#### **'Ascension School'**

'Ascension School' offers a 12 week programme to students who arrive part way through the school year and who are in the early stages of English language development. Students have access to specialist EAL teaching which helps them to develop their skills in English and to prepare for future topics in KS3 or KS4, as well as taking part in practical subjects. Students will then be integrated into the full Key Stage 3/4 programme with support once they have developed sufficient skills in English.

#### **'Nurture Group' and 'Satellite School'**

We recognise that for some students, a smaller environment is more appropriate and to this end we offer bespoke programmes for these students. Some of our Key Stage 3 students are invited to be part of our 'Nurture Group' which may be for individual lessons or for a period of time prior to returning to the main school. Occasionally, students stay in 'Nurture' for a more extended period. Programmes are put in place to help students' personal development alongside their study in core subjects. 'Satellite School' operates in a similar way to 'Nurture Group', but for Key Stage 4 students. Students work with 'Satellite School' staff and teachers to gain qualifications in a range of subjects.

## 6.2. Assessment & Reporting to Parents

Assessment is important to help teachers monitor student progress and to provide help or further challenge when it is needed. Harlington School uses a tracking system to establish students' prior learning and set high academic targets for each student. This data will be shared regularly with parents and students.

We will report the attainment and progress of students at least once per term. There is also a Parents' Evening each year where you can come in to talk with your child's teachers about their progress. If you have any concerns regarding your child, please do not hesitate to contact your child's form tutor to discuss and resolve your concerns.

There are three assessment weeks throughout the year in Years 7 – 9. Students in Years 10 and 11 have regular 'mock exams' and all students will have regular class-based assessments throughout the school year.

## 6.3. Home Learning

Completing homework is essential to the success of all students. It gives your child the opportunity to extend their learning independently and to reinforce what has been learned in class. Parents should ask students about their homework and check students' homework regularly. Please make sure you sign your child's pocket planner every weekend. All homework can be tracked on our VLE.

### 'The 3 Ps'

The aim of home learning is to foster the development of independent learning skills. Various types of tasks will be set, appropriate to the age and ability of students. Traditional homework of the 'finish and complete' nature will occasionally be set, but at Harlington we utilise 'The 3 Ps'.

- **Practice** tasks are set to consolidate learning. This allows students to master skills and deepen understanding of more complex concepts.
- **Preparation** tasks are set to enable students to research a topic before it is taught in the classroom. This allows students to be more active in classroom discussions, as well as applying knowledge skills and understanding during lesson time.
- **Project** tasks are designed to foster curiosity and encourage a prolonged exploration of a topic with a range of outcomes. This allows students to develop research and analytical skills.

- |  |
|--|
| <ul style="list-style-type: none"><li>➤ In years 7, 8 and 9 each subject will set home tasks equivalent to about 30 minutes per week. PE does not usually set home tasks.</li><li>➤ In years 10 and 11 each subject will set home tasks equivalent to about 1 hour every week.</li><li>➤ In years 12 and 13 students are expected to complete 5 hours of independent study for each subject per week as well as completion of set tasks.</li></ul> |
|--|

During the academic year 2018-19 we will be launching our "Virtual Learning Environment" – FROG - where home learning tasks will be set for students. As parents you will be able to track and have access to these tasks through a website portal and "Homework" App. Please look out for further information.

## 6.4. Home Learning Completion

Students are expected to complete all assignments on time. Homework will be collected during lessons and checked, marked and feedback given.

## 6.5. Information about how GCSEs are changing

Please see the information below produced by the Department for Education regarding changes to GCSEs. If you have any queries regarding how this may affect your child, please contact Mrs Stephens

### Is your child studying for GCSEs?



Department  
for Education

If so, or if they will in the future, you might be interested to know that **GCSEs in England are changing. The courses and exams have been changed** to ensure that young people have the knowledge and skills they need to succeed in the 21st Century. The new GCSEs will ensure that students leave school better prepared for work or further study. They cover more challenging content and are designed to match standards in the strongest performing education systems elsewhere in the world.

#### Top facts about the new GCSEs

- 1 GCSEs in England will have a new 9 to 1 grading scale, to better differentiate between the highest performing students and distinguish clearly between the new and old exams.
- 2 Grade 9 is the highest grade and will be awarded to fewer students than the current A\*.
- 3 The new GCSEs are being rolled out over the next few years, starting with English language, English literature and maths exams in 2017.
- 4 The old and new GCSE grading scales do not directly compare but there are three points where they align, as the diagram shows:

- The bottom of grade 7 is aligned with the bottom of grade A;
- The bottom of grade 4 is aligned with the bottom of grade C; and
- The bottom of grade 1 is aligned with the bottom of grade G.

- 5 Although the exams will cover more challenging content, this won't mean your child gets a lower grade than they might have under the old system. Ofqual, the exams regulator, will ensure that broadly the same proportion of students will get grades 1, 4 and 7 and above in any subject as would have got grades G, C or A and above respectively in the old system, other things being equal.

- 6 The Department for Education recognises grade 4 and above as a 'standard pass'; this is the minimum level that students need to reach in English and maths, otherwise they will need to continue to study these subjects as part of their post-16 education. There is no re-take requirement for other subjects.



Grading new GCSEs from 2017

New grading structure	Current grading structure
9	
8	A*
7	A
6	B
5 <b>STRONG PASS</b>	
4 <b>STANDARD PASS</b>	C
3	D
2	E
1	F
	G
U	U

- 7 Employers, universities and colleges will continue to set the GCSE grades they require for employment or further study. We are saying to them that if a grade C is their current minimum requirement, then the nearest equivalent is grade 4. A\* to G grades will remain valid for future employment or study.
- 8 For measuring school performance, we will publish the proportion of students achieving a grade 5 and above. The Department for Education recognises grade 5 and above as a ‘strong pass’, a benchmark in line with the expectations of top performing education systems around the world – this will be one of the headline measures of school performance. We will also publish the proportion of students achieving a grade 4 or above for transparency and to enable schools to show their students’ achievements.
- 9 Most GCSEs taken by students at schools in Wales and Northern Ireland will continue to be graded A\* to G. The grading scales for AS (A to E) and A levels (A\* to E) are not changing.

### When is this happening?

- The first exams for the reformed GCSEs in English language, English literature and maths are being held in summer 2017, with results in August 2017.
- All GCSE subjects will be revised by 2018 and examined by 2020.
- Between 2017 and 2019, GCSE exam certificates will have a combination of number and letter grades. By 2020, exam certificates will contain only number grades.

First teaching in 2015, first exams 2017	First teaching in 2016, first exams 2018	First teaching in 2017, first exams 2019	First teaching in 2018, first exams 2020
English language, English literature and maths	English and maths plus... art and design, biology, chemistry, citizenship studies (including short course), combined science, computer science, dance, drama, food preparation and nutrition, French, geography, German, classical Greek, history, Latin, music, physical education, physics, religious studies (including short course), and Spanish	2016 and 2016 subjects plus... ancient history, Arabic, astronomy, Bengali, business, Chinese, classical civilisation, design and technology, economics, electronics, engineering, film studies, geology, Italian, Japanese, media studies, modern Greek, modern Hebrew, Panjabi, physical education short course, Polish, psychology, Russian, sociology, statistics and Urdu	All previous subjects plus... Biblical Hebrew, Gujarati, Persian, Portuguese and Turkish

## 6.6. Parents' Evenings

The dates for Parents' Evenings this year are as follows:

Year 7	20 <sup>th</sup> September – Meet the Tutor Evening 2 <sup>nd</sup> May – Parents' Evening
Year 8	7 <sup>th</sup> March – GCSE Option Choice Evening 28 <sup>th</sup> March - Parents' Evening
Year 9	27 <sup>th</sup> June – Parents' Evening
Year 10	6 <sup>th</sup> December – Parents' Evening
Year 11	15 <sup>th</sup> November – Parents' Evening
6 <sup>th</sup> Form	6 <sup>th</sup> September - Year 12 Information Evening 7 <sup>th</sup> February – Parent's Evening

## 6.7. Relationship and Sex Education

Harlington School will ensure that sex education, including education about successful and nurturing relationships, contraception, HIV and AIDS and other sexually transmitted diseases, is provided for all students.

As a parent/carer you have the right to withdraw your child from any part of sex education that does not form part of the national curriculum (see below). Please contact Mr Quartey at [Squartey@harlingtonschoo.org](mailto:Squartey@harlingtonschoo.org) if you wish to discuss the matter further.

## 6.8. Religious Education

Harlington School is a diverse, multi-faith community providing education for children of all faiths and none. Religious Education and Assemblies will be delivered in line with this ethos, with many different faiths being explored. The Religious Education curriculum will reflect the fact that the religious traditions in Great Britain are mainly Christian, while taking account of the teaching and practices of the other religions represented in Great Britain. As a parent/carer, you have a right to withdraw your child from religious education and collective worship.

If you wish to withdraw your child from any aspect of either religious education or sex education, please make an appointment with your child's Head of Year or with Mr Quartey. They will clarify with you the reasons for your choice; explain any practical implications of withdrawing your child and make arrangements for your child to complete different activities during the lesson time affected.

*Did you know? We have a multi – faith prayer and reflection room that is open each lunchtime? Students who are Muslim also have access to a WUDU room for their prayer room preparation.*

## 6.9. Extra-Curricular and Enrichment Activities

We want our students to enjoy a rich and varied school life and that includes a choice of extra-curricular and enrichment activities. At lunch times and after school, there a variety of clubs and societies, including sports or opportunities to learn additional skills. There will also be homework clubs with extra support from teachers.

*Please note that it is the responsibility of the student to notify their parents of a sports fixture or attendance at an after school club.*

## 6.10. School Trips

Harlington School believes that our students hugely benefit from visiting places of interest, and staff are dedicated and willing to take students to a wide variety of places and experiences.

These experiences will broaden students' horizons and deepen their learning. There are many opportunities for local national and international trips. These are outlined in our 'Magic & Sparkle' flyer.

For each trip, you will be sent you detailed information and asked to sign a form for that trip and activity. The exception to this is short, local trips within walking distance of the school which may occur during a lesson, and sporting fixtures.

We will ask parents for a voluntary contribution towards the cost of school trips where necessary. However, we do not want the cost to be a reason for students to miss out, so if parents are unable to make a contribution they should discuss this with the school. We cannot always say 'yes' and reductions are usually confined to one trip or event. Students who qualify for Free School Meals are often entitled to reductions in the cost of trips and extra-curricular events.

***Did you know?*** *If your child is in receipt of Free School Meals, they are often entitled to a 50% discount for the cost of school trips.*

### 6.11. Contact details for Curriculum and Subject Leaders

If you have a query that is related to an aspect of your child's curriculum, then please contact either their form tutor, or the relevant Curriculum Leader. Details are as follows:

Mr M Rees Curriculum Leader	Arts, Design & Technology	0208 587 3547	<a href="mailto:mrees@harlingtonschool.org">mrees@harlingtonschool.org</a>
Mr P M'Buru Subject Leader	Design & Technology	0208 587 3547	<a href="mailto:pmburu@harlingtonschool.org">pmburu@harlingtonschool.org</a>
Mr S Fish Acting Curriculum Leader	Mathematics	0208 569 1610	<a href="mailto:sfish@harlingtonschool.org">sfish@harlingtonschool.org</a>
Mr I Bothwell Curriculum Leader	World Languages	0208 587 3561	<a href="mailto:ibothwell@harlingtonschool.org">ibothwell@harlingtonschool.org</a>
Mr P Malinski Subject Coordinator	EAL	0208 587 3527	<a href="mailto:pmalinski@harlingtonschool.org">pmalinski@harlingtonschool.org</a>
Mr J Stewart Curriculum Leader	Learning Development/SENCO	0208 587 3556	<a href="mailto:jstewart@harlingtonschool.org">jstewart@harlingtonschool.org</a>
Ms N Jana Curriculum Leader	Business & Economics	0208 587 3526	<a href="mailto:njana@harlingtonschool.org">njana@harlingtonschool.org</a>
Mrs F Hellier Curriculum Leader	English	0208 587 3550	<a href="mailto:fhellier@harlingtonschool.org">fhellier@harlingtonschool.org</a>
Mr A Daoudi Curriculum Leader	History	0208 587 3557	<a href="mailto:adaoudi@harlingtonschool.org">adaoudi@harlingtonschool.org</a>
Mr C Whitten Assistant Head	Geography	0208 587 3557	<a href="mailto:cwhitten@harlingtonschool.org">cwhitten@harlingtonschool.org</a>
Mr S Quartey Subject Leader	Religious Education	0208 587 3557	<a href="mailto:squartey@harlingtonschool.org">squartey@harlingtonschool.org</a>
Mr W McGovern Curriculum Leader	Computing	0208 587 3549	<a href="mailto:wmcgovern@harlingtonschool.org">wmcgovern@harlingtonschool.org</a>
Ms K Harrison Curriculum Leader	Physical Education	0208 587 3558	<a href="mailto:kharrison@harlingtonschool.org">kharrison@harlingtonschool.org</a>
Mr S Sabri Curriculum Leader	Science	0208 587 3564	<a href="mailto:ssabri@harlingtonschool.org">ssabri@harlingtonschool.org</a>

## 7. Medical information

### 7.1. Student Information

Before starting at Harlington School, parents will have been given student information forms, including a medical form, to complete. It is very important that you complete these forms and also keep us up to date if there are any changes to this information.

### 7.2. Allergies, Asthma, Diabetes and Epilepsy

It is very important that we know about all allergies your child might have, whether slight or severe (plasters, nut allergies, wasp stings, penicillin etc.), so that your child receives the appropriate treatment. If your child carries an EpiPen, then please make sure you have seen your allergy doctor or nurse to help your child prepare for the transition to secondary school and managing their medication. Please also request an additional EpiPen to be kept in the medical room – thank you. If possible, please provide a copy of your child's allergy treatment plan from the hospital. All students who have allergies are offered an ID card with a green 'A' on the front, but it is entirely their choice whether or not to wear it.

All children who have asthma must carry a blue 'reliever' inhaler on their person every day, and also have a spare inhaler kept in the medical room. Volumatic 'spacers' are available around the school site, should your child require it.

Children who are diabetic must have enough insulin, other medication and Lucozade etc. in school to manage their condition. All students who have allergies are offered an ID card with a green 'D' on the front, but it is entirely their choice whether or not to wear it. Children who have diabetes do not have to queue up for lunch, but may go to the front of the queue.

Children who suffer from epilepsy are offered an ID card with a green 'E' on the front, but it is entirely their choice whether or not to wear it.

### 7.3. Accidents, Injuries and/or Sickness

At Harlington School, the health, safety and welfare of students is of utmost importance. If students are injured at school we will monitor the student to ensure they have not suffered any major problems. All first aid incidents are recorded in the accident book. If we have any concerns we will seek medical advice and make contact with you to collect your child if they need treatment from their G.P. or the Hospital. On the rare occasion that a trip to hospital is necessary, you will be required to take responsibility for your child there.

If your child feels unwell during school we will contact you so that you can make any necessary arrangements to collect your child. Whilst these arrangements are being made we will keep your child as comfortable as possible in school.

**Please ensure that we have your current landline and mobile phone numbers to ensure that we can make contact as quickly as possible should the need arise.**

#### **7.4. Medicines**

Students are only permitted to take medication in the Welfare room in the presence of the welfare assistant. With the exception of asthma inhalers, Epipens and insulin for diabetics, students are not allowed to administer drugs themselves. All inhalers should be labelled with your child's name and be carried by the child at all times. A second inhaler, Epipen or insulin supply must be kept in the medical room as an emergency backup. If a student needs a short-term course of medicine during school time, parents/carers must discuss this with a welfare assistant and give written instructions for them to supervise the medicine. If your child requires long-term medicine, parents/carers should discuss this with the Head of House and Head of Year.

Please note that all prescribed medicines must be in the original packaging. Over the counter medicines such as hay fever tablets and pain killers can only be given if a parent has given written permission and provides such medication in its original packaging.

#### **7.5. Emotional support for students and the Well-Being Zone**

We have a wide range of support available for students in addition to the Year and House Team staff. All students are issued with a booklet outlining the support available to them. This includes access to our school counsellor, our careers and independent adviser and the school nurse.

In school we have two teams of staff that offer additional emotional support. The Prayer Ministry, led by Mr Quartey, are a team of staff who are available to students who wish to have emotional, faith based support. Ms Gibbons leads a team of straight and LGBTQ+ staff who provide 'Positive Space' and they are available to discuss and support issues connected to sexual identity.

We also have a well-being zone run by a group of 'Relate' - trained well-being ambassadors from years 9 upwards and overseen by Mrs Hall and 6<sup>th</sup> form students. The well-being zone is open every lunch-time for students who would like to talk through issues that are concerning them.

All students can go to the Pupil Study Centre (PSC) if they are experiencing friendship issues, and both PSC and the Metropolitan Police Safer Schools Officer are available to undertake Restorative Justice programmes.

For students who may be experiencing mental health issues, and who may be on the waiting list for CAMHS, we employ a clinical psychologist one day per week.

Students who find the size and space of the playground overwhelming can go to the Learning Development Faculty, where a daily homework club and friendship space is open every lunchtime.

## 8. Mobile Phones and Social Network Sites

### 8.1. Mobile Phones and other expensive devices.

If students have to bring in mobile phones, they are only permitted to have them switched on during break and lunchtime. If they are seen at any other time, they will be confiscated and returned at the end of the school day. For persistent offenders, parents may be called to collect the devices at the end of the week. **Harlington School will not replace mobile phones or other devices that have been confiscated or go missing, with the exception of items that are handed in during PE lessons.**

**We will not tolerate students arguing with the staff about confiscation.** Failure to cooperate with staff will lead to an internal exclusion for failing to follow reasonable requests. *We will be reviewing our policy this year, and may consider the banning of mobile phones in the future.*

Phones, tablets and games consoles are extremely coveted items, and all advice from the Metropolitan Police recommends that children should not carry expensive phones or mobile devices. **The school will not investigate any loss or theft of mobile phones, nor are students permitted to take time out of lessons to look for lost items.**

If you need to contact your child, please contact the school where a message will be taken and passed on to your child. If you wish to speak to your child we will make arrangements for them to use a school phone. Please do not call or text your child on their mobiles when they are in lessons.

PE lessons – students are required to hand all valuable items to a member of staff at the start of the lesson. If a student chooses not to hand in the item, Harlington School will not take responsibility for replacing or investigating the loss.

### 8.2. Social Network Sites

At Harlington School, we are committed to protecting our students from cyber-bullying. In order for us to achieve this, we request that parents support us by following the guidelines below recommended by Facebook and other social media. Although Twitter does not have a recommended minimum age, we would ask that parents monitor their child's use of this site and report any inappropriate comments made or received by other students. MSN requires an adult to give permission to register an account. Once again, we ask that you monitor the use of this site and report any concerns you may have.

Parents are often very shocked when they see the tone and language that their usually polite children use on social networking sites, and negative interactions on Facebook, Snapchat, Whatsapp, Instagram and BBM are one of the main causes of friendship difficulties in school. Parents occasionally become involved and also send entirely inappropriate messages to other children in defence of their own. Please do not do this! We work closely with the police, in these instances, and their advice is unequivocal – if your child is receiving unkind or hurtful messages on social networking sites, do not allow them to respond, delete their account and do not get involved on their behalf. We will always support parents and students who wish to involve the police if cyber bullying occurs, but if retaliatory remarks are posted by the alleged victim and their parents, cases cannot go any further. Please work with us to eradicate the conflict that occurs between young people on social networking sites.

### 8.3. Guidance from Facebook

“If you are under age 13, please do not attempt to register for Facebook or provide any personal information about yourself to us. If we learn that we have collected personal information from a child under age 13, we will delete that information as quickly as possible. If you believe that we might have any information from a child under age 13, please contact Facebook through their help page.”

We strongly recommend that children (between 13 and 18 years old) ask their parents for permission before sending any information about themselves to anyone over the Internet and we encourage parents to teach their children about safe internet use practices.”

#### 8.4 E - Safety

Harlington understands the responsibility to educate our students on e-safety issues. This includes teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom. We encourage a partnership with parents in our goal to safeguard students in the use of digital technologies. We ask students and parents to sign an “Acceptable Use Agreement” that helps to define and establish expectations of digital safe behaviours. This and other e-safety advice can be found on our school website at <http://www.harlingtontschool.co.uk/parents-pupils/e-safety/>. Please be aware that we endeavor to monitor all of our student’s use of the school’s digital technology.

The range of potential issues that can arise within E-safety can be extensive, but how we look to support students can be categorised into three areas of considerations:

**Content:** being exposed to illegal, inappropriate or harmful material

**Contact:** being subjected to harmful online interaction with other users

**Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.

Parents play a key role in supporting children to learn about how to stay safe online, and they are one of the first people children turn to if things go wrong. We know it can be difficult to stay on top of the wide range of sites and devices that young people use, so we hope that the following advice helps.

- Have ongoing conversations with your children about staying safe online
- Carry out spot checks on the devices that your children use, looking at images, videos, and social media
- Use safety tools on social networks and other online services, e.g. Facebook privacy settings
- Decide if you want to use parental controls on your home internet
- Understand devices and the parental control tools they offer.

Information relating to e-safety can be found via the Thinkuknow website <https://www.thinkuknow.co.uk> . It is an excellent site and we would recommend that you visit and view the video clips available online. We would advise that cyber-bullying and other forms of malicious communication and misuse of the internet in school are subject to sanctions under the Behaviour for Learning Policy.

For practical advice on staying safe online, we recommend the following websites.

CEOP - Child Exploitation and Online Protection Centre <https://ceop.police.uk/>

Virtual Global Taskforce - making the internet a safer place <http://virtualglobaltaskforce.com/>

Childnet International - advice for parents/carers <http://www.childnet.com/>

CBBC – Stay Safe <http://www.bbc.co.uk/cbbc/curations/stay-safe>

## 9. Home–School Links

### 9.1. Keeping in touch with Parents

We believe that strong links between home and the school are vital; if we work together your children’s educational outcomes will be more successful. If you have concerns about the school or your child then please contact us. A full list of contact numbers and email addresses can be found in the ‘Contact Us’ section of the website.

**It is very important that all student details are kept up-to-date, especially parents’ contact numbers so that we can contact you in an emergency.** We would also be very grateful if you could keep us informed of any changes in circumstances or worries that your child might have at home, such as an ill relative, so that we can support them whilst they are at school.

It is not always possible to interrupt the normal running of the school day to meet parents if they arrive unannounced, and teachers cannot be called out of class to speak to a parent, so if you wish to speak to someone at the school please email them or phone the school at the number above to arrange an appointment.

All parents who are signed up to Parentmail will receive the weekly newsletter, Harlington HEADlights.

### 9.2. School Website

Please visit our website, [www.harlingtongschoolco.uk](http://www.harlingtongschoolco.uk) for up to date information, news, letters etc in addition to details of upcoming school events. We also have a school app for all platforms that can be downloaded from the website.

### 9.3. Concern / Complaints

If parents have any concerns about their child, they should always contact the school. In the first instance parents should meet with either the appropriate Head of Year, or for more general matters, the child’s Form Teacher. If parents feel that the situation is serious or urgent, they should arrange to see the Head of House – the relevant Deputy Headteacher. The Headteacher/Associate Headteacher will meet with parents, but would normally expect the Deputy Headteachers, to try to resolve matters before they are escalated to them.

Please note that all staff have teaching timetables, and it is not always possible to speak to someone if you arrive unannounced at the school. We would therefore ask that you make an appointment to see a member of staff so that they can arrange a time when they are not teaching to meet with you.

The school will work hard to meet the needs and answer concerns of parents. If however, once you have spoken to the Headteacher, you still feel as if the issue is not resolved you may complain in writing to the Governing Body. If you still feel that the matter has not been resolved satisfactorily, the Governing Body will establish a panel to hear the complaint. You are entitled to attend the hearing and to bring someone with you, if you wish.

If we have any concerns about your child, we will contact you at the earliest opportunity to arrange a convenient time to discuss the situation with you.

#### 9.4. Parent Behaviour on the school site

We are fortunate to have positive, supportive and successful relationships with the vast majority of our parents, and we thank you for this. Regrettably on rare occasions, parents do not model appropriate behaviour in front of their children when they attend the school site for meetings. If you are not happy with an aspect of the school’s performance, please try to resolve this with the school in a polite manner. We will not allow children to witness negative behaviour from their parents towards the staff, and will remove them from meetings if you are impolite. Any parent or visitor who is verbally or physically aggressive towards a staff member will be asked to leave the site immediately.

#### 9.5. Safeguarding and Child Protection

Harlington School is fully committed to the safeguarding of children and young people. We work proactively with other agencies to ensure that they are safe, and work to the Keeping Children Safe in Education statutory guidance: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> In addition to preventing and reporting potential child abuse, we are committed to protecting young people from child sexual exploitation, forced marriage, FGM and radicalisation.

**This means that if we have any concerns, however small, about a child’s wellbeing, we will seek advice, refer cases and provide information to agencies, including Social Services, The Metropolitan Police, Channel and any other professional agency.**

**Parents need to be aware that we have a legal duty to report these concerns to the relevant agencies. If advised, we may do this without recourse to parental consent in order to protect the children in our care.**

We work within DfE guidelines with regards to searching, screening and confiscation: <https://www.gov.uk/government/publications/searching-screening-and-confiscation>

We work closely with the Metropolitan Police, and have a Safer Schools’ Officer who visits the school regularly. They provide training on personal safety and crime prevention. They also provide advice and guidance to the school, parents and students, working closely with us to prevent and tackle any antisocial or bullying behaviour, in the rare instances that this occurs. We also support the Metropolitan Police screening programme that occurs at many schools in London and includes the use of unannounced bag searches and walking through an airport-style ‘scanner’, to promote a safeguarding agenda. We also use a detection dog agency throughout the year to ensure that the school is a drug – free zone.

If you have concerns about any child’s welfare, please contact our Designated Safeguarding Leads for Child Protection:

					
Mrs A Maidment	Mr G Clayton	Mrs D Pinnock	Miss J Callen	Mrs N Patel	Ms E Horrigan