



INFORMATION BOOKLET



JUNE 2022

WELCOME TO ALEC HUNTER ACADEMY

Dear Parent/Carer

We are committed to working in partnership with parents in ensuring that students take full advantage of the many opportunities available at Alec Hunter for maximising their achievement. This booklet is designed to help your child settle in and to answer any questions you may have.

Your child is shortly to become a member of a Tutor Group and all students will see their Form Tutor every day at morning and afternoon registration. They will also have lessons with their Tutor Group and they will meet many new teachers. The Form Tutor is the first point of contact for students and parents.

Our Student Support Leaders deal with wellbeing, attendance, behaviour and safety issues, whilst Mr Spooner, the Year 7 Head of Year, has an overview of the progress your child is making towards individual academic targets. Our pastoral care system supports achievement seeking to create an ethos and environment in which all can flourish. As far as possible, there is continuity of care and support from Year 7 to Year 11. Our Student Support Leaders do not teach, which gives them more time to work with students, parents and tutors on pastoral issues. Mr Spooner is a Science Teacher and will be available for consultation regarding your child's academic progress before and after school, or when he is not teaching.

I am sure you will want to encourage your child as much as possible and promote good study habits such as being organised and completing homework on time and to the highest standard. It is vital that you discuss your child's progress, especially when progress checks are sent home, in order that we can build a successful learning partnership between home and school.

All students are different. Your child is an individual, but we encourage all of our students to give their best and show a great attitude to learning in order to fulfil their own potential. All teachers are different too, but one thing they have in common is that they are all committed to helping your child succeed in school and in life. Do not be afraid to contact the school if you are unsure about anything.

Yours sincerely



Mr T Lawn
Headteacher

Headteacher Mr T Lawn	Deputy Headteacher Mr H Birley
Year 7 Head of Year Mr K Spooner	Student Support Leader Mrs L Weaver

UNIFORM

Listed below are the uniform and PE kit requirements. There will be no variations on the uniform stated. Students wearing the Alec Hunter uniform are representing the school on their way to and from the school and should be dressed accordingly in full uniform

Clothing Item	Compulsory or optional	Branded or generic
Black blazer	Compulsory	Generic
Alec Hunter Badge (purchase from school office)	Compulsory	Branded
Plain white shirt - top button of white shirts must fasten for clip-on tie to be worn	Compulsory	Generic
Clip-on Alec Hunter tie (purchase from school office)	Compulsory	Branded
Plain black tailored trousers	Compulsory	Generic
Trousers should NOT be of the skinny legging type and should NOT be made from stretchy material.		
Knee length school skirt with purple piping (purchase from school office).	Optional from Sept 2022	Branded
No other skirt will be permitted.		
Plain black V-neck jumper (only to be worn <u>under</u> blazer)	Optional	Generic
Black socks or tights	Compulsory	Generic
Black low-heeled leather or leather-look shoes, no canvas shoes or boots	Compulsory	Generic
PE Kit		
Rugby shirt (outdoor)	Compulsory	Branded
Purple polo shirt (indoor)	Compulsory	Branded
Fleece-lined top	Optional	Branded
Black shorts	Compulsory	Generic
Black tracksuit bottoms with no logos (for cold weather)	Optional	Generic
Plain grey sweatshirt with no logos	Optional	Generic
Black socks	Compulsory	Generic
Trainers	Compulsory	Generic
Boots for students who play rugby/football	Compulsory	Generic

Branded items should be purchased from our school supplier, SWI. Orders can be done via the link on the school website or by coming into school. The school has order forms and students will be able to try on items to help with correct sizing. Parents/carers can book an appointment by contacting the school office.

Generic items can be bought from any high-street retailers, but parents/carers are advised to contact the child's Student support Leader or Head of Year if they are unsure of whether an item is suitable or not.

Second-hand uniform items may be available, and parents/carers should contact the school office to find out the current availability. Donations are always welcome, and a discount may be available if parents/carers wish to donate an item if they are looking to purchase an item through the second-hand uniform shop.

All students need to bring their kit for every lesson and are expected to change, even if they have a note, unless they are physically unable to do so.

We recommend that students have a warm outdoor coat which fits over their blazer for the cold weather. Hoodies and tracksuit tops or other items of sportswear are not permitted, even when worn as coats, and will be confiscated if worn within the school grounds.

UNIFORM SIZING

The school hold uniform sizing samples at school and you are welcome to bring your child along to try these on, before placing an order. Please telephone the school office on 01376 321813 to make an appointment. The uniform sizing opening hours are as follows:

Saturday 2 July	– 9am to 12pm
Saturday 9 July	– 9am to 12pm
Saturday 16 July	– 9am to 12pm
Monday 25 July	– 10am to 12pm
Tuesday 26 July	– 2pm to 4pm
Wednesday 27 July	– 10am to 12pm
Thursday 28 July	– 2pm to 4pm
Friday 29 July	– 10am to 12pm

The branded school skirt will be ready to purchase from the school office after 17 August. Small sizes are £15 each and the larger sizes are £18 each. Unfortunately, we do not accept card payments.

Ties and badges are also available from the school office at a cost of £6 each. Unfortunately, we do not accept card payments.

Orders can be made online via the SWI ordering system. They offer a mail order service that gives parents the ability to order uniform and PE kit 24 hours a day online. Simply visit their website at www.swischoolwear.co.uk and login/register, or go to www.alechunter.com and follow the SWI link on the homepage. SWI operate a free of charge delivery service into school every week This allows parents to avoid the delivery charge.

Returns and Exchanges

Each parcel contains a returns form and the freepost returns address to SWI. If a customer is not completely satisfied with the garment, SWI will offer a 30-day refund or exchange period. To be eligible for a refund or exchange, SWI must receive the garment back in the exact condition and packaging that it was sent out in.

Web Helpdesk

SWI has a dedicated web helpdesk to assist with any problems logging in or with your online account. Alternatively, the school has paper order forms if you wish to phone or post your order.

SWI would recommend that all uniform orders are placed by Monday 2 August so that the garments are with you in readiness for the start of term.

UNIFORM EXPECTATIONS

Clothing

- Shirts must be tucked in at all times, including at break, lunch, before and after school.
- Blazers should be worn at all times unless students are given permission to take them off during lessons.
- Only narrow width, plain black belts are permitted.
- Only plain black V-neck jumpers can be worn under blazers.
- Hats, scarves and gloves must not be worn in the building.
- All clothing items should be labelled with the student's name. The school cannot be held responsible for any loss.

Footwear

Please note that trainers, plimsolls, canvas shoes or any sports-style footwear must not be worn in school, but trainers can be worn on the tennis courts to play football at break and lunchtimes. If students decide to change into trainers, they must do so on the tennis courts and they must change back into their shoes before re-entering the buildings.

Students who have been instructed to wear trainers for medical reasons will be expected to have a doctor's note. It is also expected that they will wear black or dark-coloured footwear so that the difference is less noticeable. Students wearing alternative footwear because shoes are broken or do not fit are expected to have a note confirming this and to report to their Student Support Leader, who will arrange for them to be issued with a pair of loan shoes.

The issuing of loan shoes is intended to help students in these circumstances. Refusal to wear loan shoes will attract a sanction in the same way as refusal to follow instructions from staff. The school would prefer not to have to enforce this regulation and it can easily be avoided by parents ensuring that their child is wearing suitable shoes for school.

Students will be expected to have new shoes by the beginning of the following week. If there are financial reasons why this is not possible, please contact the school directly, as we may be able to offer support.

All notes from parents must be signed and dated by a Student Support Leader, Head of Year or a senior member of staff.

Hair

Whilst it is understood that fashionable hair is important to young people, certain styles will not be permitted in the school. This includes the following:

- Severe spiking
- Extreme gelling
- Any colours (or colour combinations) that are not a natural hair colour
- Tramlines or any "artwork" shaped into hair
- Crops shorter than a "number 2"
- Hair accessories must be small and unobtrusive

The decision on what constitutes an extreme hairstyle is at the discretion of the school and students may be sent home to moderate the style or have it changed so that it is in keeping with

the expectations of the working environment of the school. If parents are in any doubt as to whether a style/colour is acceptable, we would advise that they contact the school **before** getting it done.

Jewellery

Jewellery is not permitted, although students may wear a watch. We do not permit any type of Smart Watch. Smart watches will be confiscated on site and treated in accordance with the Mobile Phone Policy. With regards to piercings, a single plain small stud in each ear lobe is all that is permitted and a clear nose stud only. All jewellery must be removed during PE lessons.

Make-up

Students in Years 7 and 8 are not permitted to wear any make-up but subtle make up will be allowed in Year 9 -11. If this is too noticeable then students will be asked to remove or reduce it. Coloured nail varnish, fake nails and fake eyelashes are not allowed in any year group.

Summer Uniform

In summer the Leadership Group will decide if blazers can be removed during the school day. It will always be the expectation that students wear their blazers up until break time when, if agreed by Leadership Group due to extreme weather conditions, blazers will be allowed to be removed from lesson three onwards.

Uniform Infringements

Students who do not comply with uniform expectations may:

- have their Responsibility Card signed
- be given the opportunity to rectify the infringement by wearing loan items
- have the items confiscated for the rest of the day or for persistent infringement until the end of the week
- have parents/carers contacted to bring in correct uniform
- be sent home to rectify the infringement if before 8.45am in Years 10 and 11
- have parents/carers contacted so they can go home to rectify the infringement. While we do not want our students to miss their education, we expect that students follow the school rules and will choose this option for students where we have found the other options to be ineffective.
- if the infringement is over a period of time, be given a lunch detention, after-school or Extended Wednesday detention.
- be removed from social time/lessons and placed in internal exclusion for serious uniform infringements until rectified.

EQUIPMENT THAT YOUR CHILD NEEDS TO BRING TO SCHOOL EVERY DAY

Pen, pencil, rubber, ruler, coloured pencils, dictionary, **scientific** calculator, pencil case. On days when they have PE they will need to remember their PE kit. Subject teachers will tell your child about the equipment they might need for other lessons.

MOBILE PHONES

Alec Hunter Academy is a place of learning. We are committed to removing barriers to progress and distractions which may undermine our objective of providing **the best quality education for every student**. It is our firm belief that the vast majority of mobile phone use in school distracts students, whilst some even creates difficulties between them, so we are seeking to eliminate this and retain our focus on the things that really matter. Moreover, a huge amount of staff time has been wasted in dealing with issues linked to phone use in the past, ranging from cyberbullying, to taking unauthorised photos, to students texting parents over minor issues rather than going through the proper routes. We are therefore seeking to simplify our expectations and limit the possibility of such issues arising.

Use of mobile phones by students

- Students are permitted to bring phones into school with them, for use on the way to and from school, in case they need to make contact with parents/carers.
- **Students are not permitted to use phones anywhere on the school site (with one exception detailed below).** On arrival at school, the phone should be switched off and placed in the bottom of a bag or in a concealed pocket so that it is not visible and can therefore offer no distraction. Phones may not be used, even prior to the start of the school day, once students have entered the school site.
- If students wish to know the time, they should refer to the many clocks around the school, or purchase a watch – it is not acceptable to use a phone for this purpose.
- **At lunch time and break time, there will be a supervised room available, in which phone use will be permitted.** Hence, students expecting a text regarding a sick relative, wishing to phone a parent because they have left their lunch at home, etc. can do so in this room. **This is the only area of the school site where phones can be used.** However, the school office is still available, as it always has been, for students to request the opportunity to make contact with home for the kind of issues outlined above.
- When using the phone room, the following should be adhered to:
 - Students using the phone room will have a maximum of five minutes
 - The phone room is only for sending and receiving audio phone calls and text messages of an urgent nature; video calls are not allowed.
 - All students need to sit on a chair; students are not allowed to sit on tables
 - Students should leave the phone room immediately when they are asked to do so by a member of staff
 - Students are not allowed to access Facebook, Instagram, Snapchat or any other social networking sites.
 - Students are not allowed to eat or drink in the phone room
- If a student has their phone out (they do not have to be using it to make a call, it should simply not be in sight at all), or if noise from a phone disturbs a lesson, **the phone will be confiscated.** Any refusal to cooperate will result in a senior member of staff being called. Refusal to cooperate with the senior member of staff will result in an Extended Wednesday detention. **The first time a phone is confiscated from a student, it will be returned at the end of the school day.** Parents will then be contacted to explain that, **if the phone has to be confiscated again, it will be retained by the school until the parent/carers comes in to pick it up.** This will then apply for all subsequent confiscations for the remainder of that academic year. Every student is granted a fresh start at the beginning of the Autumn Term.
- If a student has their phone confiscated several times, additional sanctions will be applied.

- Please note that Smart Watches, many of which have identical functionality to mobile phones, are not permitted in school. If they are brought into school, they will be confiscated, and the same rules will apply regarding their return as outlined above for mobile phones.
- Students are not permitted to wear headphones (i.e., Air Pods, ear buds) on the school site. If headphones are required for teaching and learning, these will be provided by the school in a hygienic manner. If a student has their headphones out, they will be confiscated, taken to the school office and returned to the student at the end of the school day if it is a first offence, thereafter they will only be returned at the end of the week.
- At the end of the school day, students are expected to wait until they are outside the buildings before starting to use their phones. There may be occasions where students on site are granted permission, after hours, to use their phones to contact parents, but this will only be with the express approval of a member of staff
- Certain types of conduct, bullying or harassment can be classified as criminal conduct and the use of mobile phones contributes to this type of behaviour. The school takes such conduct extremely seriously and will communicate with parents/carers about possible involvement from the police or other agencies as appropriate. Such conduct includes, but is not limited to:
 - Consensual and non-consensual sharing of nude or semi-nude images or videos
 - Upskirting
 - Threats of violence or assault
 - Abusive calls, emails, social media posts or texts directed at someone based on their ethnicity, religious beliefs or sexual orientation
- If students are placed in Internal Exclusion for the day, their phone and any other electronic devices must be handed to staff at the beginning of the day. They will be stored securely in the Internal Exclusion room and returned to students at the end of the day. Any refusal to comply will be dealt with following the school's Behaviour for Learning policy. Staff reserve the right to search a student if they believe they have a mobile phone, or other electronic devices, on them as these are banned in this context.
- Staff supervising detentions may ask students to leave their phones with them if they allow students to go to the toilet.
- Students will regularly be reminded of the code of conduct relating to the use of mobile phones in the school
- Where staff have reasonable grounds that a student may have stolen electronic devices or that their phone has been, or is likely to be, used to commit an offence the student can be searched without consent. This also applies if it is suspected that the phone contains pornographic images, which includes nude and semi-nude images of anyone under 18 years. (DfE 'Searching, Screening and Confiscation', 2018)

Loss, theft or damage

Students bringing mobile phones into school must ensure that they are stored securely when not in use. Students must also secure their phones using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure to do so could result in data breaches.

Security is the responsibility of the person owning the device. The school accepts no responsibility for mobile phones/electronic devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school. All mobile phones/electronic devices are brought onto the school site at the owner's risk. Parents/carers should ensure that mobile phones/electronic devices are properly insured. They

should not be left where they could be stolen or used by others without permission and should be kept safe by their owners at all times. This disclaimer is displayed around the school site, on the information slip given to visitors and students will also receive reminders through our tutorial programme and assemblies.

Confiscated phones will be stored in the school office in the safe. **STAFF WHO CONFISCATE MOBILE PHONES OR OTHER ELECTRONIC DEVICES BECOME RESPONSIBLE FOR THOSE ITEMS AND CAN BE HELD LIABLE FOR THEIR LOSS, THEFT OR DAMAGE. IT IS ESSENTIAL THAT THEY ARE HANDED IN TO THE MAIN OFFICE TO BE STORED SECURELY AT THE FIRST OPPORTUNITY.** Lost phones should be returned to the school office and every reasonable effort will be made to contact the owner.

BAGS

As your child will be taught in a number of rooms during the day, they will need a strong bag/rucksack in which to carry their books, equipment, PE kit etc. Your child will be allocated a locker in their tutor room, which will be shared with another student. **A deposit for the locker will need to be paid during the first week of term. The deposit is £5, with a replacement key costing £4.**

WHAT HAPPENS IF MY CHILD FORGETS ANYTHING?

If your child forgets their equipment or PE kit, they will be expected to contact home and arrange for it to be brought into school. Students can ask the school office to ring home before school, at break or lunchtime.

WHAT SHOULD MY CHILD DO IF THEY LOSE ANYTHING?

All lost property is taken to the school office. Please ensure that all clothing and coats are named so they can be reunited with your child. Any phones, gadgets, airpods, etc. are brought into the school at students' own risk. The school will not accept any liability for these and students should be discouraged from bringing in any valuable or expensive item of any kind.

MOVEMENT THROUGHOUT THE SITE

Students must keep to the left when walking along corridors, up or down stairs. There are one way systems in operation in some parts of the building. These will be explained by your child's Form Tutor in September. Students must not run when moving around any part of the school building.

TIMINGS OF THE SCHOOL DAY

It is your child's responsibility to make sure they get to registration and to lessons on time. This is the timings of the school day we hope to be in place from September 2021. Currently, times vary due to staggered starts as part of our Covid-19 measures.

Registration	08:40 - 08:50	Bell sounds at 08:40
Period 1	08:50 - 09:50	Bell sounds at 08:50
Period 2	09:50 - 10:50	Bell sounds at 09:50

Break	10:50 - 11:10	Bell sounds at 10:50
Period 3	11:10 - 12:10	Bell sounds at 11:10
Period 4	12:10 - 13:10	Bell sounds at 12:10
Lunch / Movement	13:10 - 13:50	Bell sounds at 13:10 and 13:45
Period 5	13:50 - 14:50	Bell sounds at 13:50
Tutorial / Assembly	14:50 - 15:10	Bell sounds at 14:50 and 15:10

Continuous ringing of the bell indicates the Fire Alarm

The school assembles on the tennis courts. There will be a practice early in the Autumn Term to show Year 7 students exactly where to go. Instructions are also displayed in each room of the school.

The ringing of an air-raid-style siren indicates a Lockdown situation

The school will go into full lockdown and during this period, the switchboard and entrances will be unmanned, external doors will be locked and nobody will be allowed in or out. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school)
- an intruder on the school site (with the potential to pose a risk to staff and students)
- a potentially harmful incident involving a student or a member of staff
- the close proximity of a dangerous animal, roaming loose
- a chemical spillage or other similar threat
- any other serious credible threat based on information received from the police

The Lockdown Procedure will be practiced once per year.

EATING

Outside Eating

Keeping our site tidy and clear of litter is very important. There are plenty of bins to help ensure the school is clean and safe. Students are expected to use them at all times.

Inside Eating

The AH Café serves hot and cold food at break and lunchtime. Students can eat in the Main Hall or the AH Café. All food purchases are with the cashless card only.

In wet weather where do students eat?

If it is raining, students may assemble in the Main Hall at break and lunchtime, or sheltered areas outside the building.

Where should students go at break and lunchtime?

Year 7 have their own playground, with access to toilets and a food outlet, which is supervised at all times by a member of staff. However, they are also able to utilise the other playground areas around the school if they wish.

PARENTPAY

To pay for school meals and trips we use a secure service called ParentPay, making the school a cash-free environment. Parents who need to make payments by cash may do so using the PayPoint network at local convenience stores. ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week, safe in the knowledge that the technology used is of the highest internet security available using your credit or debit card.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these and to keep them safe and secure. If you have more than one child at our school, you can merge their accounts to create one login for all your children. Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

PayPoint payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. If you wish to use the PayPoint facility, please indicate on the cashless catering form and a barcoded letter will be issued to you to make cash payments for school meals at local PayPoint stores. Local stores with PayPoint facilities include Premier, 47 Stubbs Lane, Co-op, 174 Cressing Road and Tesco Express, Coggeshall Road.

Each student is issued with a personalised smart-card which is used to purchase food from the dining hall at break and lunchtime. Students who are entitled to Free School Meals will have the daily free meal allowance automatically added to the student's account. Parents are able to top this up. Any unused free meal allowance is removed daily and does not accumulate.

In the event of a lost or stolen card the student does not lose the money on the account. Students or parents will need to notify the Catering Manager and processes will be in place to stop the card and provide students with a temporary facility until a permanent replacement is provided. There will be a charge of £3 for issuing a replacement card and this can be paid either via ParentPay, or in cash to the main school office.

If your child has not got any money on their card or forgets their lunch, they should go and see Mrs Root in the AH Café who will issue them with a £2.00 lunch loan which will need to be either paid back by cash the next day, or will be deducted from their cashless catering account once it has been topped up.

You will receive your unique ParentPay account activation details sometime after 22 August 2022. Your child will be issued with their cashless card on the first day of term, Monday 5 September 2022.

TOILETS AND WATER

There are individual cubicle toilets in all areas of the school. Students should go to the toilet during break, lunchtime or between lessons, as they will not be allowed to leave lessons to go to the toilet, unless they carry a medical card.

There are also water dispensers located throughout the school. Students should fill their bottles at break and lunchtime if they need to use these, as they are not permitted to leave lessons for this purpose.

OUT OF HOURS PROVISION

Room A2, which has computer access, is open daily from 8am to 8.30am. The Library is open every day from 3.10pm to 4pm.

ACCESS TO COMPUTER ROOMS

Students will use computer rooms as part of their normal lessons, but at least one computer room will be open at break and lunchtime for students who wish to make use of the facilities. Students will sign an Acceptable Use Policy and must abide by these rules when using the ICT rooms. Your child will be shown how to access their school work from home.

ATTENDANCE MATTERS

Responsibilities

Parents are responsible for informing the school of the reason for any absence before 9.00am each day either by:

- a telephone call to the 24-hour absence line (01376 559356)
- a text message to 07598 393348
- an email to jjackson@alechunter.com

If you do not contact the school, you will be contacted via an automatic truancy call system.

If attendance problems do develop, the school expects parents to work actively with Student Support Leaders and/or our Home School Attendance Officer to solve them. Wherever possible, parents should provide the school with medical evidence that their child is ill/having treatment, eg. an appointment card, prescription, letter from doctor or receipt from a pharmacist, which the school will photocopy and keep on record.

Punctuality

The official school opening times are 8.30am – 3.20pm. Outside this time, responsibility for students is only accepted if they are involved in events directly supervised by staff.

Students are expected to be in school by 8.30am. If a student arrives after 8.40am, they must sign in at the Student Entrance. However, once the Student Entrance doors are locked, students must sign in at Reception via the Visitors' Entrance. Students arriving late without a valid reason will be given an automatic 10-minute detention at break time that day. Students who arrive late more than three times in a week will automatically be given a one-hour after-school detention.

Leaving during the school day

If your child has to leave school for any reason, such as for a dentist or doctor's appointment, they should bring a note to show to their teacher. Before your child leaves school, they must sign out at the office, showing their note. Students **MUST NOT** leave the school premises without permission and without signing out.

What should your child do if they feel ill during the day?

If it is in lesson, your child should tell the teacher. If it is at break or lunchtime, they should go to the medical room.

DETENTIONS

Our Behaviour for Learning Policy uses a simple 'traffic light' warnings to give students every opportunity to make the right choices about their behaviour. If they do not take notice of these warnings they will be given an after-school detention of either ½ an hour or an hour depending on the seriousness of the incident.

Detentions are held on Mondays, Wednesdays, Thursdays and Fridays. Failure to attend detentions could result in a 2 hour detention on Wednesdays and it is the responsibility of the parent to provide transport home. The school does not require parental consent to set a detention, but we will always endeavour to give you 48 hours notice. For certain misdemeanors, students may also be detained at break or lunch times but they will always be given time to eat and use the toilet.

HOMEWORK

In Year 7, your child will possibly get a lot more homework than they have been used to. Most nights they will be expected to spend between 45-90 minutes on schoolwork. The following subjects will set one homework a week: Mathematics, Science, Languages, History, Geography and Technology. English will typically set one reading and one writing homework per week. The following subjects will set homework less frequently: RPE, Art, Drama, Computer Science and Music will set homework fortnightly. Learning for Life and Core PE will only set homework if it is deemed necessary by the class teacher.

It is expected that the homework for each subject will take around 30 minutes to complete. The type of homework that your child could be set can vary and may include: written work such as note-taking, summarising, completing worksheets or writing reports or essays, revising for tests, subject-based tasks to reinforce or extend learning in class, research using the internet or project work.

Some teachers may also set homework requiring students to use digital technology such as Tassomai or MyMaths. If there are barriers to accessing the internet easily at home, please don't worry as ICT facilities are available before and after the school day, and at lunch time as well as the well-equipped and spacious library.

We will be using Show My Homework (Satchel One) to set homework which can be viewed on a app that can be downloaded onto a mobile or hand-held device or accessed on the computer. Students and parents will be given a login in September so that both can access homework tasks from home and so that parents can play an important part in supporting their child's

learning at home. Every piece of homework will be set a deadline for when the homework is due. If students do not complete their homework, there will be sanctions set, as part of our behaviour for learning policy as research carried out by the EEF (Education Endowment Foundation) has shown that regular completion of homework and homework routines at secondary school can boost progress of students by an average of at least 5 months. The evidence also suggests that the more parental support a child receives with organising a homework routine and a quiet space to learn, the more progress they can achieve. Again, if there are any barriers to this, we do run a Homework Club after school in the library where students can access a quiet learning space as well as the digital resources they need to complete homework successfully. If this is something you feel your child would benefit from, they should speak to your child's Head of Year.

TRIPS

Trips and visits form part of our curriculum provision and you and your child will be informed of these by the school.

BIKES

Students are allowed to come to school on their bikes, but they leave their bikes at school at their own risk. We do have a bike shed, but students must provide their own padlock for additional safety, and should wear appropriate protective head gear.

If students do not ride safely, we reserve the right to withdraw the privilege of being able to come to school by bike, either for a fixed term or indefinitely.

PARENTS' EVENINGS

During the year, there will be a Parents' Evening where you will meet your child's teachers to discuss progress. If you have any concerns about your child's progress, you can speak to their Form Tutor, subject teachers or the Head of Year at any point during the year.

REWARDS

House points are given to students by staff for several reasons such as consistent effort, producing work of a high standard, being particularly helpful, excellent attendance, very good or much improved reports. Students will be awarded with certificates every term. You will receive notifications when your child has been awarded "Student of the lesson" and a weekly update on how many House points they have.

YEAR COUNCIL AND SCHOOL COUNCIL

Two students from each Tutor Group will be elected as representatives on the Year Council. Two students from the Year Council will take Year 7 ideas and suggestions to meetings of the School Council which meets every half term.

COLLECTION AND RECORDING OF STUDENTS' ETHNIC BACKGROUND

One of the questions within the Student Information Form (gold form) concerns the ethnic background of your child, as all schools are required to gather this information by the Department for Education (DfE).

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

The DfE recommends that young people between the ages of 11-15 are capable of deciding their own ethnic identity with the support and knowledge of their parent or carer. If your child is under 11, you are asked to sign the form.

PRE-EXISTING MEDICAL CONDITIONS

It is important that the school is informed of any medical condition(s) suffered by your child which may affect them whilst at school, or may require the taking of medication during school time.

Where possible, parents/carers should ask GPs to prescribe medication in dose frequencies which enable it to be taken outside school hours. Where it is unavoidable, the school is willing, in principle, to supervise the taking of prescribed medication by students. Parents must complete the section in the Student Information Form (gold form) Healthcare Plan before the medication can be supervised with details of the dosage and frequency. For certain medical conditions it may be necessary for the school to seek the advice of the Community Pediatrician before agreeing to this. The school reserves the right to refuse to supervise medication.

SHARPS BINS

Due to changes in the DfE guidelines, the school is no longer able to dispose of sharps bins by taking them to the local pharmacy. All students requiring the use of sharps bins will need to make arrangements to bring their own into school, with their name and address clearly labelled, before we can take receipt of them. Families are able to collect free sharps bins, along with medication and needles, from their pharmacy. Once a sharps bin is approximately three-quarters full, our Medical Officer will contact you at home to enable you to replace and collect the bin for disposal, in accordance with GP and Council Guidelines.

THE HEALTHCARE PLAN

As part of accepted good practice, and with the advice from the DfE, relevant voluntary organisations and the school's Governing Body, our school has established a medical conditions protocol for use by all first-aid trained staff.

As part of this protocol, we are asking all parents/carers of students with a medical condition to help us by completing a school Healthcare Plan for their child. Please complete the plan (included within the Student Information Form (gold form)) with the help of your child's healthcare professional, and return it to the school. If you would prefer to speak to someone from the school to complete the Healthcare Plan, or if you have any questions, then please contact our Medical Officer on 01376 321813.

Your child's completed plan will provide helpful details about your child's medical condition, current medication, individual symptoms and emergency contact numbers. The plan will help us to better understand your child's individual condition.

Please make sure the plan is regularly checked and updated and the school is kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

EXTRA-CURRICULAR ACTIVITIES

Students who participate in offsite and extra-curricular activities need the written consent of their parent/carer. **Please ensure you complete the section within the Student Information Form (gold form)**, which will enable your child to be involved in activities and opportunities on offer. You need only submit the form once as it will be kept on file for the duration of your child's school career.

Whilst most clubs and fixtures run on a weekly basis, others run occasionally or are one off opportunities. We are not in a position to provide a comprehensive diary of events at this time, so it is important that the reply form is returned now to cover the whole year.

As soon as fixture lists, dates and other necessary information are available they will be published on the PE notice boards in school, for your child to pass on to you. Information regarding fixtures and events is also held in the school office. For away fixtures, travel is usually by coach or minibus. Permission for your child to travel is included within the Student Information Form. Your child will be returned to school at the end of every event at the appropriate time indicated on the details posted on the noticeboard. If the return is delayed for any reason, students will be advised to telephone home when the estimated time of arrival back at school is known.

Very occasionally parents are good enough to provide lifts for their own child and others to events. This support is invaluable and enables many sporting events to take place. It is important to stress that parents who offer lifts must hold a clean driving licence, have appropriate insurance cover and have a roadworthy car with a current MOT certificate if required. All these requirements are in accordance with national guidelines. However, it is important that you are aware that school insurance does not cover students travelling in private cars and that this is covered by the insurance cover of the driver.

USE OF STUDENT PHOTOGRAPHS

As you are aware, the school is fully committed to celebrating the successes and achievements of all our students. Some of the ways in which we are able to publicise students' talents and experiences are through our school newsletters, school Facebook page, and via the school Twitter account (@AlecHAcademy).

We like to use photographs of students so that they can be identified within the school community. Our students gain a sense of achievement when they feature in our publicity materials or on our social media platforms and are proud to have their photographs taken. We also use photographs celebrating students' achievements on the school website, in our prospectus and sometimes we produce videos for school and student use.

To comply with guidance from the Local Authority on GDPR issues, the school needs to ask for your permission to publish photographs of students in publications and on the website and via other media for school purposes only.

PRIVACY NOTICE

Saffron Academy Trust is registered under the General Data Protection Regulations 2018 (GDPR) for holding personal data. The school has a duty to protect this information and to keep it up-to-date. For further information, please refer to the full privacy notice on the Saffron Academy Trust website.

Alec Hunter Academy is a data processor for the purposes of the GDPR. We collect your child's personal information from you and may receive information about your child from their previous school and the Learning Records Service. We hold this personal data to:

- support your child's learning
- monitor and report on your child's progress
- provide appropriate pastoral care
- assess how well we are doing.

Information that we hold about your child includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your child's ethnic group, any special educational needs your child may have and relevant medical information. The Learning Records Service will give us your child's unique learner number (ULN) when they turn 13 years old and may also give us details about your child's learning or qualifications.

Once your child is aged 13 or over, we are required by law to pass on certain information to providers of youth support services in our area. This is the Local Authority Support Service for young people aged 13 to 19 in England. We must provide the names and addresses of your child and their parent(s), and any further information relevant to the support services' role. We may also share data with post-16 providers to secure appropriate support on entry to post-16 provision. However, parent(s) can ask that no information beyond names, addresses and date of birth be passed to the support service. This right transfers to your child on their 16th birthday. Please inform the school office if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page:

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>.

We will not give information about your child to anyone without your consent unless the law and our policies allow us to do so.

We are required by law to pass some information about your child to the DfE and, in turn, this will be available for the use of the LA. If you need more information about how the LA and DfE store and use your child's information, please go to the following website:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access this, please contact the DfE as follows:

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Alec Hunter Academy
Stubbs Lane

Braintree

Essex

admin@alechunter.com

CM7 3NR

Tel: 01376 321813

Email:

Website: www.alechunter.org

SCHOOL TERM AND HOLIDAY DATES 2022/23
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AUTUMN TERM

Thursday 1 September 2022 – Monday 19 December 2022
(*Students start on Monday 5 September 2022*)

Non Pupil Days

1 September 2022
2 September 2022
10 October 2022
19 December 2022

Half Term

24 – 28 October 2022

SPRING TERM

Wednesday 4 January 2023 – Friday 31 March 2022
(*Students return on Wednesday 4 January 2022*)

Half Term

13 – 17 February 2023

SUMMER TERM

Monday 17 April 2023 – Friday 21 July 2023

Half Term

29 May – 2 June 2023

Bank Holiday

1 May 2023

In addition to the above, the school closes at lunchtime on the last day of each term, i.e. Friday 16 December 2022, Friday 31 March 2023 and Friday 21 July 2023.

There is one further non-pupil day available to us and this has not yet been scheduled in order to respond to training needs during the year. We will give appropriate notice of these dates in due course.