



November 2019

Dear Parents/Carers

Welcome to the New High Weald Academy

We trust that you and your families have had an enjoyable half term break. Over the last two weeks the school has been a hive of activity preparing for the opening of our new building. The school came alive this morning when students arrived for their induction day to orientate themselves with new classrooms and procedures. We will be running some community open mornings over the coming weeks, which will enable you as families to come and see the new build in action during a normal school day and will write to you to advertise these closer to the time.

Our aim at High Weald Academy is that all students leave the academy with the skills and qualifications that enable them to join the university or career of their choice. Moving into the new building has provided us with the opportunity to review some of our procedures and practices, which will enable us to ensure a high expectations learning environment and support our students to achieve the best possible outcomes. We are writing to inform you about our updated procedures, which are outlined below:

Opening times of the building and breakfast club

Students will be able to attend a supervised breakfast club in the Dining Hall from 08.00 every day where they will be able to buy breakfast. This service will start from Monday 11 November 2019 onwards. Students will have access to the Dining Hall using the side entrance to the building under the canopy area. Before 08.30 the rest of the school will not be accessible to students. The student entrance doors will open at 08.30 and students need to take bags to lockers and be in form rooms by 08.35 every day ready for morning registration.

During lunch times students will be able to attend the different clubs that are on offer each day (see separate schedule attached for full details), use the dining hall and canopy area for eating as a seated area, or they can be in the playground or courts at the back of the school. Students are not permitted to be in the building unless they are in the dining hall or in an organised club or activity organised by their class teacher.

Student lockers

If your son/daughter had a locker in the old building they will automatically be given a locker and lock in the new building. If they lose the lock you will need to provide a new lock for them to use. Students find having a locker really helpful to store PE kits, coats and books that are not needed at times during the school day. If you would like your son/daughter to have a locker there is a rental charge of £20.00, please use the Gateway to access payment for this.

Use of mobile phones in school

There is growing evidence that mobile phone use impacts students' learning. In a major study in 2015, academics for the London School of Economics Centre for Economic Performance found that "mobile phones can be a source of great disruption in workplaces and classrooms, as they provide individuals with access to texting, games, social media and the Internet". Measuring the examination results of 91 schools operating a range of restrictions on mobile phone use between 2001 and 2012, the study found that following a ban on phone use, student test scores improved by 6.41% and students at schools with strict bans were 2% more likely to gain A*-C in five GCSEs or grade 9 to 4 in the new GCSE grading system.

We have therefore taken the decision that mobile phones can be brought to school but they cannot be used during the school day including lunch times and break times and will therefore have a strict 'See It, Hear It, Lose It' approach to mobile phones. Should a student have a mobile phone confiscated the following sanctions will be applied

Confiscation Time	Consequence
1	Returned to the student at the end of the day from the school office.
2	After school detention and mobile phone returned after the detention.
3	After school detention and parents will have to collect the mobile phone from the school office.
4	A day of isolation and parents will need to collect the mobile phone from the school office.
5	Parental meeting with the Head of Year and the mobile phone will be confiscated until the end of term.

Should a student need to contact home in an emergency or you need to contact your son/daughter then this needs to be done via the school office or by the Student Support Managers, Mrs Knight or Mrs Turner.

Conduct Card

Students have all been issued with a conduct card which they are expected to carry with them in their blazer pocket at all times. The conduct card enables staff to sign to show when students are displaying positive behaviours around the school which will lead to reward points but also record when students are not following school expectations, such as not being in correct school uniform or being properly equipped for learning in lessons. These conduct cards will be monitored by form tutors and in the rare instance when a student has five staff signatures in the negative conduct chart it will lead to an after school detention which parents will be contacted about. Should a student lose their conduct card an automatic after school detention will be issued.

Lateness to school

The majority of our students have excellent attendance and punctuality to school. There are, however, a small number of students who are regularly late to school. As a reminder to families our attendance policy states:

"Exemplary punctuality is also expected and monitored at High Weald Academy. Students are expected to be on the school site by 08:30 in order to be in Tutor Time by 08:35. Students arriving to Tutor Time after 08:35, or to any lesson after the register has been taken, will be marked late. Students arriving after 09:15 will still be recorded present for the purposes of a fire evacuation and for the lessons attended, however the morning registers will be closed and they will have therefore been recorded as absent from the morning registration session. Such instances could therefore accumulate towards persistent absence and potentially cause a fixed penalty notice to be issued"

Students who are arriving to school late will be issued with an after school detention on the same day. We understand that sometimes there are unforeseen circumstances that are unusual and sometimes a bus is running late and will of course bear this in mind when issuing detentions. For example, if one of the buses are late, then children will not be issued a school detention.

We look forward to continuing to work together to ensure the highest standards and to provide the best support and education for our children and thank you in advance for your support. Should you have any queries regarding the information in this letter please contact your son/daughter's Head of Year in the first instance (Mr Endicott Years 7, 8 and 9, or Mrs Seddon Years 10 and 11).

Yours sincerely



Lisa Barker
Head of School



Daniel Hatley
Executive Principal