



Lady Hawkins' School

KINGTON - HEREFORDSHIRE

STUDENT INDUCTION BOOKLET 2023/24



Park View, Kington, Herefordshire, HR5 3AR.

Tel: 01544 230 441

Headteacher: Mr Paul Jennings

INTRODUCTION

Mr Jennings - Headteacher

As the Headteacher of Lady Hawkins' School, I would like to take this opportunity to welcome you all to the next step which will lead to you becoming a student at our school.

We look forward to meeting our new Year 7 students and getting to know them and I know that you are looking forward to visiting us. I am sure that through the activities that we have in place for you on your induction day, we will soon get to know each other and that your transition to LHS will be smooth and successful.

We are very much looking forward to working with you and your families during the transition process and to seeing you all when you become students of Lady Hawkins' School in September.



Timings of the School Day

8:30 - 8:55am	School open for breakfast
8:55 - 9:00am	Registration in Lesson 1
9:00 - 9:50am	Lesson 1
9:50 - 10:40am	Lesson 2
10:40 - 11:00am	Tutor Time
11:00 - 11:20am	Break
11:00 - 12:10pm	Lesson 3
12:10 - 1:00pm	Lesson 4
1:00 - 1:50pm	Lunch
1:50 - 2:40pm	Lesson 5
2:40 - 3:30pm	Lesson 6
3:30 - 4:30pm	Optional after school clubs

The school day begins at 8:55am with registration in lesson 1. You can enter school from 8:30am when you can buy breakfast and drinks from the canteen.

At break and lunchtimes you can purchase hot and cold food from the canteen (a sample menu can be found in your pack) or bring in your own packed lunch to eat in the canteen or in the picnic areas around school.

At lunchtime there are also opportunities to take part in clubs, usually from 1:20-1:50pm, giving you enough time to have lunch before. You can also use the library during lunchtime to do homework or sit quietly for reading.

The school day finishes at 3:30pm. If you walk home you will be allowed to do so at 3:30pm or if you travel home on a school bus you will be sent to the school car park to wait for your bus number to be called by a member of staff on duty.

There are often after school activities which you may like to be involved in.

The gates at the entrance to the school will be closed to vehicles between 3:25pm and 3:50pm for the safety of the students.

Valuables

Large amounts of money or valuables should not be brought into school. The school takes no responsibility for lost items. With the cashless system in place in the canteen and for all school trips, students should not have to bring cash into school.

Mobile phones

Mobile phones and electronic devices are not banned from school, but their use is not permitted anywhere on school premises by students. They must be stored securely in the school office during the school day (as per Mobile Phone Policy).

Chewing Gum

Chewing gum is forbidden in school.



Lockers

Students will have the option of lockers which will help them store bags and PE kit in, that is not needed during the day. You can rent a locker for a year for £5 via ParentPay.

- The lockers are not to be decorated or personalised in any way.
- Lockers are not to be shared in any manner.
- Lost keys are reported immediately and a replacement purchased from the office for £2.
- Any misuse of the locker is liable to lead to the loss of the locker with no refund given.
- All keys to be retuned and lockers cleared, one week before the end of the summer term.

Getting Around

In the first few days we all know that starting a new school can be a bit daunting. On the first day in September it will be just Year 7 and Year 11 students in school. This will allow students time to explore the school and find out where different subjects are taught and who their teachers are.

Absence and Attendance

Students are expected to be on the school site all day.

If you arrive late, after 8:55am, you should report to the office to sign in. Lateness will be monitored and if this becomes a regular occurrence parents will be contacted.

If your child is absent for any reason please contact the school office by 9:30am either via Edulink or email to: absence@lhs.hereford.sch.uk

Points to remember:

- ♦ We aren't able to accept a message passed via a sibling or another student.
- ♦ Diarrhoea or vomiting? Stay off school until 48 hrs after the last symptoms.
- ♦ Routine medical/dental appointments - students must only be absent from school for an appropriate length of time to attend the appointment.
- ♦ Whole day medical/dental absence - we require a copy of the appointment letter or card. (Without this we may be unable to authorise the absence)

Holidays

- ♦ We are no longer allowed to authorise days missed due to holidays except in exceptional circumstances (such as the terminal illness of a family member).
- ♦ Any holidays of 5 days or over may incur a penalty from the LEA.

The school has set a target of 96% attendance, which is in line with OFSTED expectations.

Long term research shows that a fall in attendance results in a fall in achievement

- 90% attendance is equivalent to the loss of one grade and having half a day off each week
- 80% attendance is equivalent to the loss of two grades and having one day off each week
- It is crucial that your child attends school as much as possible.

LHS may refer pupils with poor attendance to the LEA for possible further action.

Letters Home

To reduce printing costs and to increase home - school communication we would like to send letters home via email wherever possible. You will be asked to provide an email address for any parents/carers who would like to receive these emails on a form within your pack.

Once signed up to Edulink, letters can also be sent to your app.

Paying for School Trips

All payments for trips are done through the ParentPay system. This system allows a secure payment method online using a debit/credit card. If your login details for ParentPay aren't in this pack please email the school office.

School Canteen

All food and drink from the school canteen is now paid for via ParentPay. This is in the form of credit added to their account which students can spend in the canteen by using the fingerprint option or entering a 5 digit code. (The system does not store the fingerprint, only measurements from it.)

We will never let a child go without a lunch, but it is obviously preferable to not get into debt.

Any problems with this system please contact us on:

parentpay@lhs.hereford.sch.uk



Student Progress Updates

Measuring attainment and progress is a key part of teaching and learning. To do this, robust assessment systems need to be in place for accuracy, consistency, and continuity.

At the beginning of Year 7, students will be assigned one of the three Learning Journeys outlined below for each of their subjects. This will be based on KS2 prior attainment, either SAT results or National Numeracy and Literacy tests in Wales in combination with CATs data. Baseline assessments will also be used in September to ensure that students are matched to a Learning Journey that accurately reflects their ability in each subject. For this reason, it is likely that students will be assigned to different Learning Journeys for different subjects.

Learning Journeys are:

KS3 Target Learning Journey	KS4 Expected Range
Advancing	Grade 7 - 9
Securing	Grade 4 - 6
Developing	Grade 1 - 3

Each learning journey indicates the KS4 target range that students are on track to achieve if they continue to work hard. Once students formally begin to study GCSEs towards the end of Year 9 or the start of Year 10, this KS4 target range will be replaced with a single aspirational KS4 Target Grade.

Using a KS4 estimated target range at KS3 instead of a single target grade at KS3 emphasises that outcomes are not fixed or pre-determined. To reinforce the school’s high expectations and the idea that there is no cap or limit on what students can achieve. Learning Journeys will be reviewed at regular intervals throughout the year. Where a student is consistently working at the upper end of their Learning Journey or exceeding it, they will be moved up to the next Learning Journey.

For KS3 pupils, progress will be sent home half termly showing where pupils at KS3 against their learning journey. This will either be assessed against grade boundaries on end of unit or term tests, or from a skills matrix of success criteria with subject specific strands set out by the HoF. If there are blanks in their report it may be due to absences.



The Curriculum

The Curriculum is taught on a 2 week timetable. Week 1 followed by Week 2 and then Week 1 and so on.

In year 7 students will study the following subjects with a number of lessons allocated over the two weeks;

English, Maths, Science, German, Physical Education, History, Geography and Technology, Computer Science, Food, Art, Music, Drama, RE and PSHCE

You can find further information and details about each subject on the school website.

Microsoft Teams

Microsoft Teams is an online collaboration platform, think of it as an online classroom. In Microsoft Teams amongst other things students can share documents, have online lessons, communicate with their teachers and even submit assignments. Teachers will use Microsoft Teams in a variety of ways, some will use it in lessons whilst others will just use it to help share resources and homework. Students will have a separate Team for each of the subjects they have at school. When students are off school, for whatever reason, this is a good first place to look for any work they need to try and catch up.

During any period of prolonged school closure we may use Microsoft Teams to conduct online lessons so it is important that all students know how to access and use it. Students will access Microsoft Teams using their school computer login details and will be given training on how to access the site and use it during their school induction.



Homework

Homework is set for every subject on a weekly basis however in Year 7 we do not want to overburden students with too much work. Each lesson will set different amounts depending on the topic they are covering and what is relevant to the lesson. Sometimes homework will be individual pieces of work and on other occasions it may be a project. If students need further assistance they can get extra support before the lesson.

We recommend that each piece of homework should take approximately 20 minutes to complete per subject. Students will have no more than three pieces of homework per day.

EduLink

Another tool we use to improve the communication between home and school is EduLink. The system allows learners to access their homework online, on their phone via an app or via the website.

It also allows parents/carers to access the same information, allow parents/carers to support children and help them to manage their time.

You will be issued with your login details in September.

First Aid

In the event of an accident first aid treatment will be carried out by a qualified First Aider. Treatments for minor ailments include medi-wipes, plasters, dressings, tape, antiseptic spray and Waspeze.

Asthma will be treated with the appropriate protocol using the student's own inhaler, or if this is not available the school's spare inhaler may be used. Parents are asked to provide a spare inhaler marked with the child's name to the school office.

If your child sustains any sort of head injury you will be notified by telephone and/or email that day.

For accidents/illnesses that require immediate attendance at hospital, parents/carers will be contacted and asked to meet either at the school or the Emergency Department. The student will be accompanied by a member of school staff or family member.

School Uniform

All school uniform is available from Clubsport in Kington.

School blazer

Black V-Neck jumper with school logo (compulsory for Yr 11 not wearing a blazer)

Plain white shirt with a button that allows the collar to close and it must be long enough to be tucked in.

School Clip on Tie (no other tie will be accepted).

Boys - Black tailored trousers (not skinny fit trousers or jeans).

Girls - Either black tailored trousers (not skinny fit trousers or jeans) or black skirt with school logo

Black school shoes

Optional black school coat

Accessories

One ring, a watch and one small pair of stud earrings are permitted. **No other piercings are acceptable** in school for health and safety reasons.

Belts must be narrow and plain black

Nail varnish is not permitted.

Hair must be a natural colour and other colours are not permitted.

Hairstyles must be suitable for school and not extreme.



PE Kit

Boys

Reversible school rugby shirt (Red/black)

School PE T-shirt

School PE shorts

Red football/rugby socks and white sports socks

Trainers – suitable for sport, NOT fashion trainers and must have laces.

Football/rugby boots

Shin pads

Gum shield - recommended for rugby

Optional school hooded PE sweatshirt

Optional black tracksuit bottoms for cold weather



Girls

School PE T-shirt

School PE shorts / school skort / school leggings (if you play in a school team you must have school shorts or a skort for matches)

Red football/rugby socks and white sports socks

Shin Pads

Gum Shield - recommended for hockey

Trainers – suitable for sport, NOT fashion trainers and must have laces.

Optional school hooded PE sweatshirt

Optional black tracksuit bottoms for cold weather



All PE Kit is available to buy from Clubsport, Kington.

Equipment

The following list contains essential items that your child will require:

Pencil Case which will hold:

- Pens (black/blue and red) – school work must be done in blue or black ink unless otherwise asked by the teacher.
- Pencils & pencil sharpener
- Rubber
- Ruler
- Colouring pencils
- Glue stick
- Safety scissors

Basic items such as pens and pencils are available to buy from the school shop within the English Department.

Other items needed:

- Geometry set
- Scientific calculator - available to buy from the Maths Dept.
- Water bottle - available to buy from Finance Office
- Gardening gloves - for grounds appreciation sessions

Optional items:

- Different shading pencils e.g. B, 2B, 4B for Art
- Highlighters
- Black fine liner – for Technology

In ear headphones - required for CAT's tests in September.

Who to Contact

- General concerns
- Uniform issues
- Learning/class activities/homework
- Wellbeing & pastoral support
- Friendship issues



TUTOR

EduLink or Email

Tutors can then pass on to relevant staff member

- Payments & school trips
- Change of contact details
- Day to day arrangements



OFFICE

office@lhs.hereford.sch.uk

- Absences & appointments



ABSENCE

EduLink or Email

absence@lhs.hereford.sch.uk

Safeguarding at Lady Hawkins

There is a safeguarding Team at LHS to talk to if you feel unsafe or are concerned about yourself or another student. They are:

- Mrs S Collister – Designated Safeguarding Lead
- Mr A O'Connor – Deputy Designated Safeguarding Lead
- Mr C Kearton – Pastoral Support Officer
- Miss C Rogers – Pastoral Lead

You can also email safeguarding@lhs.hereford.sch.uk with your concerns.



TERM DATES 2023/24

AUTUMN TERM 2023

Tuesday 5th September – Year 7 and 11 students only

Wednesday 6th September - All students back in school

Wednesday 27th September - Teacher Education Day (no students)

Half Term – Monday 30th – Friday 3rd November

SPRING TERM 2024

Tuesday 9th January – Friday 22nd March

Half Term – Monday 12th – Friday 16th February

SUMMER TERM 2024

Monday 8th April – Friday 19th July

Half Term – Monday 27th May – Friday 31st May

Please only use the term dates on our school website as the dates posted on termdates.co.uk and other similar sites are often incorrect.

Any questions please call us on 01544 230 441

USEFUL CONTACTS



School phone number: 01544 230 441

Headteacher - Mr P Jennings

Assistant Headteachers - Mr Brace & Mrs Collister

SENDCo - Mr O'Connor

Pastoral Lead - Miss Rogers

Pastoral Support Officer - Mr Kearton



To report an absence: absence@lhs.hereford.sch.uk

General enquiries: office@lhs.hereford.sch.uk

Parentpay issues: parentpay@lhs.hereford.sch.uk



School website: www.lhs.hereford.sch.uk

School Facebook Page: www.facebook.com/LadyHawkinsSchool

School Twitter Account: www.Twitter.com/LadyHawkinsScho