



Hathaway Academy

Parent/Carer Guide 2023/2024

A Welcome from the Principal, Ms Rodrigues



Firstly, may I take this opportunity to welcome you all, parent/carers and students to our academy.

We are an academy that has made significant improvements over time. In December 2018 Ofsted came and rated us as a good academy, however I believe we have huge potential to further improve and become an outstanding academy. I have no doubt that as a year group you will, when you reach Year 11, get the best results the academy has ever seen. It is vitally important that we are all working in partnership to ensure not only the very highest standards and opportunities but also that you are safe and enjoying academy life.

The foundation to our collective success is ensuring that there are clear and supportive lines of communication between us, the academy, and you, the parent/carers. I think it is important that I make some very clear commitments to you and they are as follows:

- We will provide a safe and stimulating learning environment
- We will ensure the best possible teaching
- We will ensure the best opportunities to learn.

However, in exchange for this, as an academy we expect the following:

- Your child's behaviour never stops him/her or any other students from learning.
- Your child attends school every day on time; 100% Attendance, 100% Punctuality
- Your child is always in full Academy uniform, with a bag and other appropriate equipment.
- Your child is always in the right place, at the right time, doing the right thing.

We look forward to working with you in the future.

Together we will strive for excellence.

Fatima Rodrigues
Principal

Information

Address:	Hathaway Road Grays Essex RM17 5LL	
Telephone:	01375 371361	
Absence Telephone:	01375 898009	
Website:	www.hathawayacademy.attrust.org.uk	
Email:	THA-admin@attrust.org.uk	
DfE Number	883 / 4000	
Principal:	Ms Fatima Rodrigues	
Vice Principals:	Ms Vivolyn Walker Miss Jennifer Rose	
Assistant Principals	Ms Joanne Convoy	Self-Worth Faculty
	Mr Kevin Dyke	Purpose Faculty
	Mr Akeem Koiki	Engagement Faculty
	Mrs Anna D'Cruze	
SENCo:	Miss Felicity Lorraine	
Designated Safeguarding Lead	Miss Jo Convoy	DSL
Deputy Safeguarding Lead	Miss Jade Smith	Safeguarding Manager
Progress Leaders:	Mrs Sara Smith	Purpose Faculty
	Miss Rebecca Collins	Engagement Faculty
	Ms Claire Chapman	Self-Worth Faculty

When you telephone the Academy and speak to the Receptionist, please let her know the reason for your call. Your child's **Tutor** is the first point of contact for all matters. Please rest assured that confidential matters will be treated accordingly. Please be aware that it is usually not possible to speak immediately to the person that you wish to contact as they may be teaching. However, we will always endeavour to return your call as soon as we can. It will always be possible to make an appointment to see a member of staff if you so wish.

If you wish to contact a member of staff via email, their address would be:

forename.surname@attrust.org.uk

e.g john.smith@attrust.org.uk

The Academy Day

We value attendance and punctuality highly as it promotes the best learning. Students need to be on the Academy site and through the gates by 8.15am before the warning bell at 8.17am.

ALL YEAR GROUPS	
08.15	Need to be through the gates
08.17	Warning Bell
08.20	Period 1
09.10	Period 2
10.00	Break
10.20	Period 3
11.10	Period 4
12.00	Tutor Time/Assembly/Faculty Lunch
12.30	Tutor Time/Assembly/Faculty Lunch
13.03	Warning Bell
13.05	Period 5
13.55	Period 6
14.45	Dismissal



10 Principles Learning Charter



Students will make progress by:	Teaching and Learning Principles	Teachers will ensure that students make progress by:
Knowing the purpose of their learning through understanding their personal starting point, end targets and how to achieve them.	Lesson Objectives and Planning	Setting personalised targets for each lesson and planning the steps to enable them to achieve them.
Providing feedback that is reflective of their current ability, ensuring that strengths and areas for development are accurately identified and can support purposeful action	Assessment for Learning	Building in checks which identify where progress has been made, areas for development and act on the feedback gathered.
Taking pride and responsibility for their learning, having the confidence to take risks and supporting their peers in their journey to achievement.	Culture for Learning	Nurturing an environment that establishes high expectations, independence and commitment to aspirational achievement.
Knowing what their personalised learning routes are, their abilities and how they are being challenged.	Adaptive Teaching	Knowing the needs of each student, planning for and ensuring all are enabled to achieve to the best of their ability.
Taking opportunities to develop their independence, engaging with problem solving and being willing to experiment.	Creativity	Utilising different learning styles, encouraging independent thought and providing discovery-based learning.
Engaging with all learning steps with focussed action and being passionate about their learning journey.	Chunking and Pace	Breaking learning down into clear steps that build towards the final goal and effectively using time to drive the journey to achievement.
Knowing where they are currently working at, what their targets are and how to achieve them.	Progress and Data	Having a clear knowledge of the students and how to plan, measure and secure their best achievement.
Being inspired to explore and find answers to questions beyond their current understanding.	Questioning	Providing and developing a platform for deeper reflection, exploration and understanding.
Knowing their personal development areas and how to take steps to achieve them across the academy.	Literacy	Identifying, addressing and developing personal development areas in literacy and modelling high expectations.
Responding and acting on feedback, and engaging in on-going dialogue with staff about how they can make progress towards their aspirations .	Marking and Dialogue	Securing an on-going dialogue with students about their learning, making the steps to progress explicit and ensuring they are secured.

Curriculum

The curriculum is delivered through a thirty-period timetable. All lessons are fifty minutes long. In Year 7 students will study English, Maths and Science as core subjects. They will also study MFL, Geography, History, Religious Education, PE, Art, Drama, Music, Food Technology and ICT.

Relationships Education, Relationships and Sex Education (RSE) and Health Education

The Relationships Education, Relationships and Sex Education and Health Education (England) Regulations 2019, made under sections 34 and 35 of the Children and Social Work Act 2017, make Relationships and Sex Education (RSE) compulsory for all students receiving secondary education. Health Education is also compulsory in all schools.

Parents have the right to request that their child be withdrawn from some or all of sex education, but not Relationships or Health Education, delivered as part of the statutory RSE.

Parent/Carers' Guide - Safeguarding

The Safeguarding Team consists of:

- The Designated Safeguarding Lead, Miss Joanne Convoy
- The Deputy Safeguarding Lead, Miss Jade Smith
- Additional Safeguarding Lead, Ms Vivolyn Walker
- Additional Safeguarding Lead, Ms Fatima Rodrigues
- Miss Jenny Rose
- Ms Claire Chapman
- Mrs Sara Smith
- Mrs Sarah Cotgrove
- Mrs Julie Rons
- Mrs Jodie Farrell
- Ms Felicity Lorraine

The Chair of Governors and Safeguarding Governor is Stephen Sweeting. He can be contacted through the Principal's PA.

The main responsibilities of the Designated Safeguarding Lead:

- The Safeguarding Lead has the overall responsibility for safeguarding within the academy.
- The Safeguarding Lead manages referrals to Thurrock MASH and the Channel Programme.
- The Safeguarding Lead will liaise with the Principal to inform them of any issues and on-going investigations.
- The Safeguarding Lead will deliver safeguarding training to staff throughout the year.
- The Safeguarding Lead will hold and use information about children with a social worker so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes.

Staff responsibilities:

- Provide a safe environment in which children can learn.
- Identify children who may benefit from early help.
- Any staff member who has a concern about a child's welfare should follow the referral processes. Staff may be required to support social workers and other agencies following any referral.

Your responsibility as a parent/carer:

- As a parent/carer, if you are concerned about the safety or welfare of your child or a child in the academy, please speak to any member of the Safeguarding Team or your child's Progress Leader.

Attendance

The academy sees excellent attendance and punctuality as being vital for the successful development of your child:

'A student must be in the Academy to achieve'

- All students will:
- attend regularly
 - arrive to the academy by 8.17am every day

These are good habits for the future and we would ask all parents/carers to support us in this. We expect every student to strive for 100% attendance.

There may be some times when your child will be too ill to attend. In this situation please ring the academy on **01375 898009** as soon as possible that morning to inform us of your child's absence. Alternatively you can email THA-Support-AttendanceTeam@attrust.org.uk reporting the absence and attaching medical evidence. On the day they return, they should **bring a signed letter from you**, addressed to their Tutor, informing the academy of the reason for absence. Any subsequent absences through illness will require medical evidence. For an absence to be authorised we expect medical evidence.

Your child's Tutor, Coordinator, Progress Leader, Assistant Principal and the Attendance Officer will monitor your child's attendance and punctuality and will contact you if there are any problems. First day absence calls will be made if your son/daughter is absent. **Please ensure that the academy has a contact number for you at all times.** Students who achieve 100% attendance and punctuality will be rewarded. The academy will inform you through letters, postcards and student's communication log book about their attendance regularly. Your child's attendance is also used as a selection criteria for Gold, Silver and Bronze awards throughout the academy year.

Please note:

- If a child is absent and we receive no written reason, this will be deemed to be an **unauthorised absence**.
- **Unauthorised absence** is regarded as **TRUANCY**.
- **Unauthorised lateness**, by arriving to the academy after 8.40am, is also regarded as **TRUANCY**.
- Same day detentions are issued for any student who arrives after 8.20am.
- In the eyes of the law, **parents/carers** are responsible for their child's attendance to the academy and their punctuality to lessons. It is not sufficient for a student to be on site – they must be in lessons.
- Any student who is found to be truanting will be dealt with by the academy.
- You should try to arrange medical appointments out of academy hours wherever possible.
- Avoid booking holidays during term-time as there is no legal requirement for the academy to allow time off during term-time for holidays. You are also liable to be fined by the Local Authority.
- All attendance concerns will be dealt with by our Attendance Interventions Officer. Persistent unauthorised absence leaves you subject to receiving a fine or potential court summons.
- Accumulating 10 or more unauthorised absences can leave you subject to receiving a Fixed Penalty Notice Warning and potentially a fine.

If you wish to apply to the academy for approval for an absence known in advance, a form is available from Student Services. This form must be completed by you and returned to the relevant Attendance Officer at least **two weeks before** the requested absence, to allow processing. The academy acknowledges that, at times, it may be difficult for parents/carers of a small minority of students to ensure they attend. Early communication of any problem is vital. The academy is able to offer support and sign post where help is available. We would like to work with you to resolve any issue.

School Money

The academy has become 'cashless'. We are asking all parents/carers to only use our e-payment method to pay for dinner money, trips or music lessons. This can be done online using a very secure website called School Money or in cash at local stores where you see the PayPoint logo.

Already have a School Money account? If you already have a School Money account, either with our academy or another School Money school, you can simply login to that account and add your other children via the "Add a child" tab on your home page. You will need the activation username and password to do this.

New to School Money? You have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

If you have two or more children, you only need to activate one account to create your 'main account' and then add your other children via the "Add a child tab" on your home page. Once your child has enrolled into the academy you will receive a letter giving you your username and password. We would then ask you to visit www.eduspot.co.uk and activate your account via the "School Money, Parent Login" area on the home page of the site.

School Money holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

In addition, the academy has purchased a system which will enable a text message or an e-mail to be sent to parents/carers. Please ensure we have a current mobile number and email address in order that we hold accurate records.



Uniform List / PE Kit

At the academy we believe that a smart appearance leads to a smart mind. Wearing uniform encourages high standards of behaviour and learning and stops any confusion about what is acceptable. We expect our students to be well dressed and to wear their uniform with pride and we ask you to continue to help us to emphasise the need for smartness.

In cold and wet weather students need to wear appropriate outdoor clothing. We ask for it to be taken off in lessons as they will need it as they return outside. If they wish to wear a jumper for warmth, then this **must** be a plain black, v-neck jumper. Any other garments and colours should not be worn and will be confiscated and returned at the end of the day.

In order to promote the appearance and safety of students' work, we ask that all students carry a bag large enough to house their exercise and text books and pencil case.

Pride in Appearance – Student Uniform and Equipment Code

Shirt	Shirts should be plain, white, non-see through, with a collar, buttoned to the neck and to be worn with an academy Faculty tie.
Tie	Academy tie only, in line with the relevant Faculty. It must be worn to cover the fastened top button and be of full length.
Blazers	Black blazers with the embroidered academy logo , purchased from Uniforms by Niki or Uniformwise Schoolwear must be worn to, from and around the academy site.
Trousers	Trousers for girls and boys must be plain, straight, black, tailored, formal trousers which are not figure-hugging. No jeans, leggings or lycra trousers.
Skirts	Plain black and tailored skirt, worn to full length, embroidered with the Hathaway logo , purchased from Uniforms by Niki or Uniformwise Schoolwear .
Socks & Tights	Socks must be plain white, grey, or black, and must not be worn above the knee or over tights. Tights should be black or a skin colour.
Shoes	Shoes must be plain black, leather-like with a low heel. No boots, trainers or high-heeled shoes.
Jumpers	Plain black V-neck jumpers may be worn under the blazer. 'Hoodies', sweatshirts and zipped tops are not allowed, and if worn will be confiscated and returned at a later date.
Jewellery	No jewellery is allowed, other than one discrete gold or silver stud in each ear lobe. If jewellery is worn it will be confiscated and returned at a later date. No facial (e.g. nose) or body piercings are allowed.
Hairstyles	No patterns or tram lines are to be shaved into the hair or eyebrows. No bright coloured bands or headpieces to be worn in the hair.

Coats	Students are expected to wear outdoor coats over the top of their uniform, not instead of their blazers. No 'hoodies', sweatshirts, zipped tops, denim or leather jackets are to be worn. If they are seen they will be confiscated and returned at a later date.
Make-up and Nails	Should be natural and not obvious. False eyelashes, false nails, nail polish, nail-art and tattoos are not allowed.
Headwear	The face must not be obscured in any way. Any hat with a peak is not allowed. If it is cold, then woollen hats may be worn but must be taken off inside the academy building.
School Bag	Students are required to have a bag suitable for use in the academy, ideally a rucksack. It should be able to hold several A4 books. Students are not to wear 'across the body shoulder bags' instead of a rucksack.
PE Kit	<p>Students must wear the following for their PE lessons, purchased from Uniforms by Niki or Uniformwise Schoolwear:</p> <ul style="list-style-type: none"> • Royal blue polo shirt embroidered with the academy logo • Royal blue sweatshirt embroidered with the academy logo • Plain black shorts embroidered with the academy logo • Trainers • Plain black jogging bottoms are allowed. <p>No gym leggings or tight-fitting bottoms.</p>
Essential Equipment	All students are expected to be properly equipped. They should bring at least two pens, a red pen, a pencil, a ruler, an eraser and a pencil sharpener in a pencil case. In addition, students should also have a set of colouring pencils and a calculator.

All embroidered uniform can be purchased online and from:

- Uniformwise Schoolwear, 38-40 High Street, Stanford Le Hope, Essex, SS17 0HQ. (01375 644 744)
- Uniforms by Niki, Thames Industrial Park, Princess Margaret Rd, East Tilbury, Tilbury RM18 8RH. (07925 47 6600)

Home Learning

At the academy we place a high degree of importance on the topic of Home Learning. The academy believes that the setting and completion of Home Learning is excellent preparation for the world of work and develops numerous learning skills including independent learning. As a guide to the amount of Home Learning to be completed by a student please refer to the following table:

Year Group	Amount of Home Learning Per Week
Year 7	Core Subjects, 60 minutes
	Foundation Subjects, 30 minutes

A Home Learning timetable is organised at the start of each academic year. Students are expected to follow the timetable by making a careful record of the Home Learning set and use the tools available to review/complete it.

Rewards

Rewarding students for their efforts is a vitally important part of life at the academy. Students are encouraged to be proud of their work and to take responsibility for themselves. We aim to praise both efforts and achievements and to motivate all to accomplish the highest possible standards at the academy.

Students in all year groups can be expected to receive praise in the form of positive points which are recorded by teachers on our behaviour management system. Positive points may be awarded in recognition of achievement and attainment over and above usual classroom expectations, as well as consistently high standards of attendance, uniform, organisation, behaviour and commitment to the academy.

Rewards take a range of forms from verbal praise, letters and certificates through to tangible prizes, rewards experiences and trips. Students also work towards Bronze, Silver and Gold awards. An element of competition is maintained through Inter-Faculty events which culminate in a celebration assembly at the end of each term where several trophies are awarded to the winning faculties. The academy also holds more formal occasions, such as assemblies and awards evenings throughout the year to recognise and reward success publicly, to which parent/carers will be invited.

Hathaway Pride Drives

All our staff and students take a real pride in being part of The Hathaway Academy. We believe that pride in ourselves, through our appearance, our work and our environment is key to our success.

Pride in Appearance




Presenting ourselves with Purpose
Others will know our drive and determination through the way we present ourselves.

Engagement with our aspirations
As we embrace the journey to our goals, we will dress for success. We are headed for excellence and will show it.

Self-Worth evident in appearance
Respect for others and ourselves is vital. The way we present ourselves reveals the way we feel about who we are.

Pride in Individuals




Embracing our specific Purpose
We will take responsibility for our own goals, decisions and choices. We determine our own futures.

Engagement with personal journey
We will show independence and resilience making progress towards our personal aspirations.

Knowing our Self-Worth
We each have a vital part to play and offer unique perspectives, talents and abilities. We celebrate our differences.

Pride in Work



Clear Purpose in work
At the start of every lesson, clearly record and underline the Title, Date and Lesson Objective.

Active Engagement in learning
Ensure your book is used effectively – neat handwriting, full sentences and clear organisation!

Self-Worth and team spirit
Make sure your SIT has a Student response and show how you will make progress.
Peer Assessment in RED
Teacher Assessment in GREEN

Pride in Environment




Clear Purpose towards our goals
We have a clear vision that includes all aspects of Academy life. We will see our aspirations realised in our environment.

Active Engagement in Academy life
The Academy represents us and reflects our attitudes. We need to take action towards raising our expectations and goals.

Self-Worth and team spirit
Everyone has a part to play in making sure our Academy looks its best. Together, we want to create an aspirational environment.

Pride in Progress and Achievement



Working towards targets with Purpose
Knowing what we are aiming for and where we are will allow us to plan for success. We need to know the destination if we want to complete the journey.

Showing Engagement with the journey
It is vital that we use our targets to guide and focus our efforts. Every step towards our goals is important and we need to be actively reaching for our aspirations.

Gaining Self-Worth through progress
We are a team and need to support one another in our progress journeys and celebrate our success. Together, we can achieve our aspirations.

Pride in Faculty, Academy & Community



Having shared Purpose
We will be united as we strive for our aspirations. Together, we will work to accomplish our dreams.

Engagement with others
We have the ability to affect others and will take this opportunity to raise expectations and claim our aspirations.

Sharing our Self-Worth
As a team, we are responsible for each other and will celebrate the shared success we see.

Pride in Attendance & Punctuality




Organisation with Purpose
We will show commitment to our goals by being in the right place at the right time.

Displaying ongoing Engagement
Every day makes a difference and we need to ensure we are actively striving for our aspirations.

Self-Worth shown over time
Consistency and commitment is a sign that we respect ourselves and our dreams. We are destined for success and will show it.

Pride in Attitude to Learning



Working with Purpose and direction
As we focus on our aspirations, we create an environment of high expectations and commitment to our goals.

Engagement with our learning
By taking responsibility for our learning we are nurturing independence and commitment to aspirational achievement.

Self-Worth and mutual respect
We will have the confidence to take risks and support each other on our journey to achievement.

Valuable Equipment and Mobile Phones

Valuable equipment should not be brought to the academy. Where this is absolutely unavoidable, parent/carers should contact Student Reception to arrange for it to be stored securely during the day. The single most common item in this category is a mobile phone. **Our strong advice is that as they are valuable, desirable and easily portable items, they should not be brought to the academy.** If a student chooses to ignore this, they do so at their own risk, in the knowledge of the following:

- Mobile phones and other electronic devices must be switched off and kept in bags while on the academy premises, including at break and lunch time. 'Switched off' means exactly that: a phone on 'silent' is NOT switched off. If a student chooses to ignore this request, the phone will be confiscated and a parent/carer will be required to collect it. A detention with a member of the leadership team will be then issued for the upcoming Friday.
- If a phone is lost or stolen during the day, valuable staff time will not be spent attempting to recover it. There is no funding available to replace lost or stolen phones.
- If the need arises during the day to contact parents/carers for any reason, we will do so using our own telephones. Students must not be told to make contact with home during the day, nor should parents/carers arrange to phone or text their children whilst at the academy.

MP3/4 Players and IPODs are not allowed at any time. A student seen with an MP3/4 Player, IPOD or with earphones will have the items confiscated. Parents/carers will be required to collect the items. Again, a detention with a member of the leadership team will be issued for the following Friday.

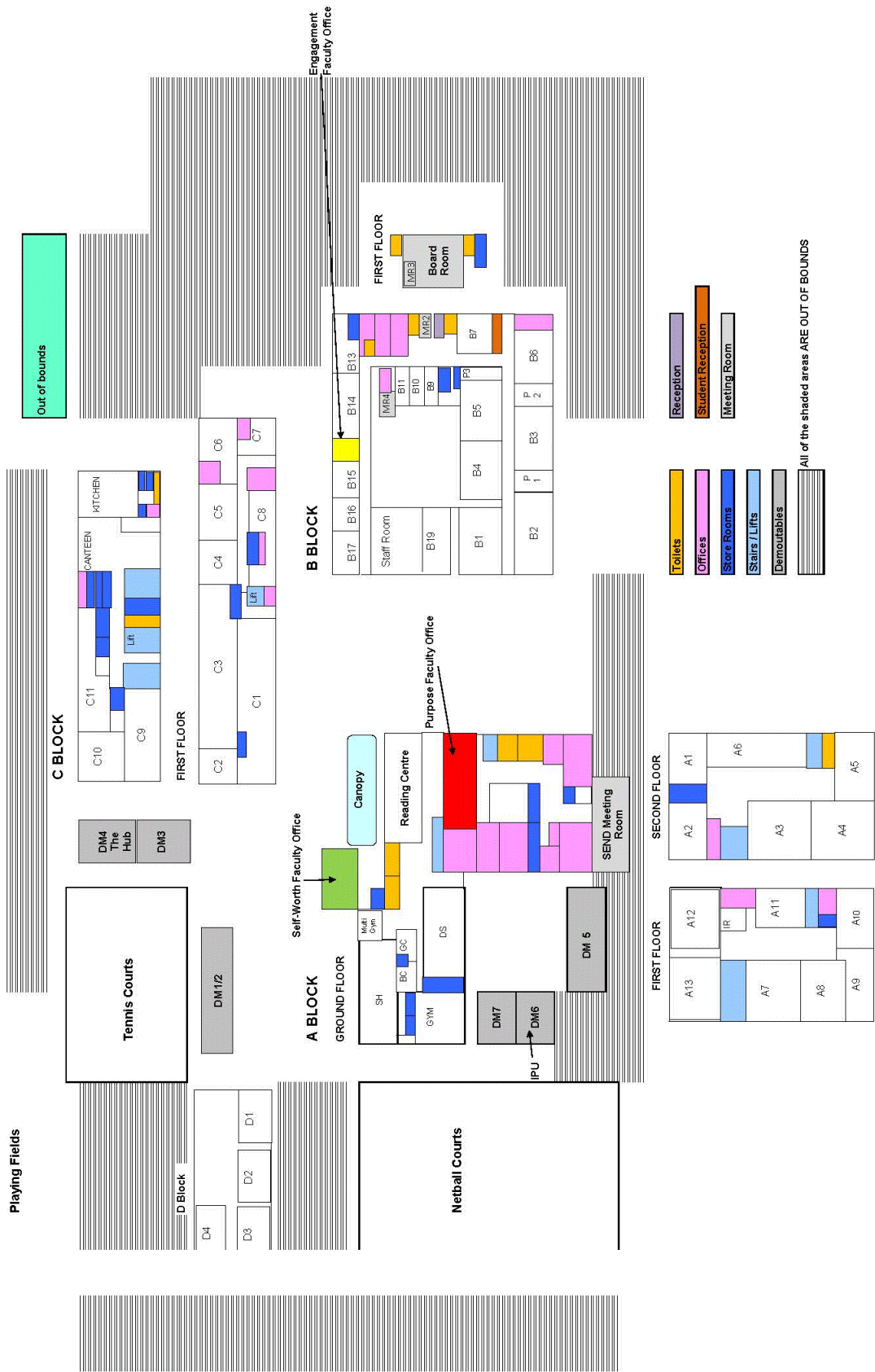
Media Release

As a part of the mainstream curriculum it is hoped that students will partake in film making, photography and video conferencing. The academy may develop, participate in or be the subject of media and/or electronic based (internet) presentations such as the academy website and events that highlight various educational activities that take place during the academic year. These presentations/events are of two types:

1. Those developed by academy staff and/or students which may include but are not limited to: videotapes, computer generated presentations which may include scanned photographs and video clips, computer-based productions transmitted via telecommunications, photographs, slide/tape presentations and web pages designed at the academy. These media-based presentations may be used in:
 - staff presentations
 - the academy website
 - parent/carer programs
 - staff development activities
 - media festivals
 - public relations (newspaper articles, TV presentations etc.)
2. Those produced by commercial media for use in news or feature story presentations or articles. The parent/carer hereby represents that he/she is the legal guardian of the student and has the right to sign this release granting the academy permission to use the student's name and/or voice, likeness and/or any or all of the audio or video footage in any of the academy's media-based productions for what was stated above (1).

Note: professional media presentations will require an additional release

Map of the Academy



Privacy Notice – General Data Protection Regulations (GDPR) 2018

We the academy, are the Data Controller for the purposes of the Data Protection Act. We collect information from your child, and may receive information about your child from your child's previous school, Local Authority (LA) and/or the Department for Education (DfE). We hold this personal data and use it to:

- support your child's teaching and learning;
- monitor and report on your child's progress;
- provide appropriate pastoral care, and
- assess how well your child's educational career is doing.

This information includes your child's contact details, national curriculum assessment results, attendance information, any exclusion information, where your child goes after they leave us and characteristics such as ethnic group, special educational needs and any relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your child's learning or qualifications.

Once your child is aged 13 or over, we are required to pass on certain information to the provider of youth support services in our area. This is the LA support service for young people aged 13 to 19 in England. We must provide the name and address of the student and parent(s)/carer(s) (and the student's date of birth) and any further information relevant to the support services' role.

However, until the student is aged 16 or older the parents/carers can ask that no information beyond name, address and date of birth be passed on to the youth services provider. This right transfers to your child on their 16th birthday. Please inform the academy if this is what you wish.

For more information about young people's services, please go to the Direct.gov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website below.

We will not give information about your child to anyone outside the academy without your consent unless the law and our rules allow it. We are required by law to pass some information about your child to the Department for Education (DfE) and, in turn, this will be available for the use of the Local Authority (LA).

If you want to see a copy of the information we hold and share about your child then please contact the Data Manager at the academy. If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <https://www.thurrock.gov.uk/school-data-protection-and-your-privacy/data-we-collect>
- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

If you do not have access to the internet please contact the Data Manager who will be able to provide a hard copy. If you require further information please refer to the relevant contact details below:

The Hathaway Academy
Hathaway Road
Grays
Essex
RM17 5LL

Telephone: 01375 371361

Email: THA-admin@attust.org.uk