



# **Information Booklet for New Parents**

**Supporting a smooth transition from  
Primary to Secondary School**

## Contents Page

3. Welcome
4. Differences between Primary and Secondary School
5. Term Dates
6. Code of Conduct
7. Attendance
8. Uniform
9. PE Kit
10. Medical Information
11. Homework
12. Essential Equipment / Lost Property
13. Valuables / Mobile Phones
14. Enrichment Activities
15. Support
16. Communication
17. Timings of the school day

## Welcome

Moving from primary to secondary school is an exciting and significant event for your child. It is an important milestone marking a change in expectations regarding crucial life skills such as independence and personal organisation.

When a child starts at Lynch Hill Enterprise Academy we will help him or her to cope with a whole variety of new experiences and changes, some of which will demand skills and abilities that he or she may not have used before. We hope this booklet provides you with all the information you will need and addresses any concerns that you may have about your child embarking at Secondary School.

‘Aspire, Achieve, Succeed’ is the Academy Motto. We pride ourselves in supporting every individual to achieve their very best and be happy, successful and confident learners.



## Differences between Primary and Secondary School—

### How can you help?

Listed below are some of the main differences that your child may face when starting Secondary School:

- ◆ Travel time—you may find that they have to travel further in order to get to school on time, i.e. by 8.25am. Ensure that you and your child have planned the journey and timed how long it will take. This will avoid any anxieties about arriving late at school.
- ◆ Teachers—instead of one teacher, they will have subject specific teachers. Ensure you understand which teacher teaches what subject to ensure you can support your child.
- ◆ Timetable—this will be varied. You can help by planning their day the night before to ensure they are fully prepared for learning.
- ◆ Homework—regular homework will be set. Ensure your child has a dedicated quiet work space to help support this, ask them questions about the work to check their understanding.

If you have any concerns about your child's homework, do not hesitate to contact the school.



## Term Dates

# Term Dates 2015/16

### AUTUMN TERM

- Closed for Staff training: 1st & 2nd September 2015
  - Pupils start: Thursday 3rd September
  - Term finishes: Tuesday 22nd December
  - Half Term: Monday 19th October –Friday 30th October
- Closed for Staff training: Monday 2nd November

### SPRING TERM

- Closed for Staff training: Wednesday 6th January 2016
  - Pupils start: Thursday 7th January
  - Term finishes: Thursday 24th March
- Half term: Monday 15th February – Friday 19th February

### SUMMER TERM

- Closed for Staff training: Monday 11th April
- Pupils start: Tuesday 12th April
- Term finishes: Friday 15th July
- Half term: Monday 30th May – Friday 3rd June

May Day: 2nd May



# Code of Conduct

At Lynch Hill Enterprise Academy we expect everybody to come to school ready to learn and to make the most of the opportunities available.

In summary we expect all members of our community to show respect for—

- Themselves
- Each other
- Achievement

With this pack is important information to sign and return to school. Including:-

- LHEA Admission Form
- Free School Meal Application Form.
- Code of conduct for school trips
- Home school agreement

We ask that you support us by ensuring your child adheres to these documents to ensure that they make the most of their time at LHEA.



# Attendance

## Did you know?

**90% attendance = ½ day missed every week!**

Would your boss like you to be off work this much? That's practically part time!

**1 school year at 90% attendance =**

**4 whole weeks of lessons missed!!!**

**90% attendance over 5 years of secondary school =**

**½ a school year missed!**

Research suggests that **17 missed school days** a year =

GCSE grade **DROP** in achievement. (DfE)

**The greater the attendance the greater the achievement**



Students **must** arrive at school by 8.25am (lessons start at 8.30am)

Late students should sign in at Reception before going to their lessons

Any lateness will result in a daily detention. Three or more occasions will lead to a longer detention after school.

If students are unable to attend school for any reason then parents need to telephone the school reception on **(01753) 691583** on the first day of absence **by 9.00am**. Each absence needs to be covered by a letter from home even if a telephone call has been made.

Medical and dental appointments should be made outside of the school day unless it is an emergency. If KS3 students need to leave school to attend an emergency appointment then they will not be allowed to leave school unless collected by a parent. If parents are unable to do this then a letter must be sent stating that they take full responsibility for the safety of their child leaving school. Students must sign in and out at Reception.

In order to keep students safe everyone is required to be on school grounds, within the acceptable areas, throughout both break times.

## Uniform

You will find a copy of the uniform list and the PE kit list in the students' planner.

We expect all students to be in full school uniform at all times whilst on school site.

Any items that are not permitted may be confiscated by staff. Any student seen wearing make up / nail varnish will be asked to remove it immediately.

We will also carry out spontaneous bag checks to ensure that prohibited items are not brought into school.





## PE Kit

It is essential that correct P.E. kit is worn for all lessons. Please refer to the Induction Pack and student planner for the full list.



Please note NO jewellery is to be worn for practical lessons for health and safety reasons. Therefore if your child is thinking about getting their ears pierced this must be done at the start of the summer holidays in order for the healing process to take place. It is not acceptable to place tape over the earrings; they must be removed.

All PE kit can be purchased from LHEA.

## Medical Information

If your child is unwell and is unable to attend school. – You should contact the school reception on **(01753) 691583** .

If your child is suffering with a minor illness such as a cold, headache or tummy ache, then you can inform the school via a phone call or a note sent into school with your child. First aid staff will be happy to monitor your child and contact you if necessary.

Sickness or diarrhoea - the protocol is that your child should refrain from attending school for 48hours after the last bout of diarrhoea or vomiting.

Prescribed medication - you may send the medication into school accompanied by a parent consent form obtainable from Reception , however you should not send in more than one day's dosage at any given time. No student is permitted to carry any medication on their person; this must be handed in to Reception.

If your child should be ill or involved in an accident during the school day:

Trained first aid staff will attend and assess your child.

If it is believed that your child is well enough to complete the school day a record of treatment will be logged and your child will be monitored periodically.

If your child is too ill or has been involved in an accident that requires professional medical care, then parents/carers will be notified immediately and asked to collect their child from school.

If your child has injuries that require calling the emergency services, these will be contacted by the school and parents/carers notified of this immediately.

**It is of the utmost importance that all contact numbers / e mail addresses held by the school are current and up to date.**



# Homework

Homework is an important part of students' learning. It helps build on what they have learnt in lessons and develop the habits of independent study.

Homework can take many forms, including: completing work or exercises started in lessons, project work and research. Homework may be set using the LHEA virtual learning environment (VLE), Ideally students should have a quiet place at home in which to do their homework and have access to a computer.

Students may also do their homework after school in supervised study time.

Homework set should always be recorded in the student's planner.

Parents / carers are asked to take an active interest in homework by talking to students about the homework they have received and checking that they are doing it.

Parents seeking more information on homework can contact

- The member of staff who has set the homework
- The child's Form Tutor
- Head of Year.



## Essential Equipment

All students are expected to arrive to school ready for the day ahead. This includes all items of equipment listed in the students' planner.

It is essential that students get into the habit of packing their school bag the night before to ensure they have all of the correct equipment, including completed homework.

## Lost Property

Any items found within school are placed in the lost property cupboard in the Academy reception. Students can look for lost items during first break and at the start of lunch time. If items are named then these will be returned to the students.

Un-named items that are not collected will be kept for half a term and then donated to a local charity.



## Valuables

We strongly advise that no valuable items are brought into school. Members of staff and the school will take no responsibility for any items lost or stolen within school.

## Mobile Phones


Students may bring mobile phones into school so long as they are not seen or heard between 8.25am and the end of the school day (this includes break and lunchtime or any enrichment/after school activity). Any phone that is seen or heard will be confiscated. Confiscated phones will be returned to the students' parents at 2.40pm the following Friday afternoon.

Should you need to get hold of your child in an emergency please contact the school on **(01753) 691583** and a message will be passed on. Please note this should only be in exceptional circumstances.



## Enrichment activities

There are a variety of opportunities for students to continue their learning outside of the classroom.

<b>Monday</b>	Spanish	Chess club	Supervised homework	
<b>Tuesday</b>	Rounders	Athletics	Maths booster sessions	Film club sessions
<b>Wednesday</b>	Football	Gifted and talented Languages workshop	English Intervention	Science, Technology, Engineering, Maths activities.
<b>Thursday</b>	School news group	Sport for All 	Supervised study	Britwell Library project.





## Support

At Lynch Hill Enterprise Academy, we pride ourselves on offering a range of different support to help your child succeed.

Each student has a Form Tutor who should be the first point of call for any concern. This can be through the planner or by phone via the school office.

We also have a Year Head for years 7 and 8, Miss Webb. All teachers work hard to ensure that all students settle in quickly and successfully to LHEA and benefit from what the school has to offer.

Students may also get additional support from the Special Educational Needs department to develop important skills such as literacy.

Additional support is also offered to students who show a particular talent in a specific area. Each department runs different activities and there is also a whole school enrichment programme .



## Communication

We welcome all forms of communication from parents. The main link for parents is the child's planner which they will need in school every day. We ask that you sign this every week and comment if you have any concerns or questions.

Alternatively you may contact us by phone—

**(01753) 691583**

Email -

**office@lhea.org.uk.**

Or by letter

In the first instance you should contact the child's Form Tutor or subject teacher directly. If you have other concerns please contact Miss Webb, Head of Year.

You will also receive three reports during the school year which will include details on how well your child is doing in school.

We hold two evening events—Settling In Evening (an opportunity to meet the student's form tutor) and Parents' Evening (an opportunity to meet subject teachers).





# School Day from September 2015

Time	What?
8.30 – 9.30	Period 1
9.30- 10.30	Period 2
10.30- 10.55	Tutor time and assembly
10.55- 11.15	Break
11.15 -12.15	Period 3
12.15- 1.15	Period 4
1.15- 1.50	Lunch
1.50 - 2.50	Period 5
2.50 -3.35	Period 6
3.35- 4.30	Master classes and enrichment (Tuesday Wednesday Thursday)

N.B Monday – 8.30 – 3.35 – Tuesday to Thursday – 8.30 – 4.30  
Friday finish 2.50pm

# **Lynch Hill Enterprise Academy**

Headteacher: Ms. Jane Everton M.A.

Website: [www.lhea.org.uk](http://www.lhea.org.uk)

